

Elsie Area Fire Association
140 W Maple St
Elsie, MI 48831

Elsie Area Fire Association Board Minutes for Special Board Meeting on February 14, 2024

Members Present: Green, Bowen, Freeman, Zemla, Maynard

Fire Department Members Present: Ormes

Members Absent: Frink, Wooley

Guests: Attached sign in sheet

Called to order by Green at 6:00 pm.

The board and guests stood for the pledge of allegiance to the flag.

Zemla made the motion to approve the agenda as presented. Freeman supported the motion and motion carried.

Zemla made the motion to approve the minutes from the following meetings: January 10th, January 12th, January 20th and January 23rd as presented. Freeman supported the motion and motion carried.

Zemla made a motion to approve the Treasurers report with the following balances: \$69,538.69 in checking and \$20,008.30 in the money market. Freeman supported the motion and motion carried.

Zemla made a motion to approve the checks written prior to the board meeting for delinquent bills in the amount of \$11,029.02. Freeman supported the motion and motion carried.

Freeman made a motion to approve the bills, checks & ACH debits, in the amount of \$9,253.11. Zemla supported the motion and motion carried.

Treasurer Bowen gave an update on the 2023 payroll. There were 9 personnel that were not paid in 2023, 8 that were shorted and 10 that were overpaid. The Treasurer ensured that the personnel have now been paid for 2023. Counsel has advised the Treasurer to review payroll from 2020-2022. Bowen will begin the review process soon and advise the board.

New Business

- 1 Zemla made a motion for Chief Ormes to apply for instore credit at O'Riley's Auto Parts in the amount of \$1500. Freeman supported the motion and motion carried.
- 2 Freeman made a motion to establish a Budget Committee made of the following people: Chief Ormes, Captain McNamara, Captain Arnett, Lieutenant Witt, Bowen, Green, Zemla. Zemla supported the motion and motion carried. The Budget Committee will meet on February 27th at 6:00 pm at the Fire Station. The Budget Committee will recommend a budget for the 2024/2025 Fiscal Year.
- 3 Freeman made a motion to accept the presented Elsie Area Fire Association Credit Card Policy & Procedure, Resolution #001-2024. Zemla supported the motion and motion carried. Roll call vote: Bowen- yes, Freeman – yes, Zemla- yes, Maynard – yes, Green – yes.

- All personnel who use a credit card on behalf of the Fire Association will need to receive a copy of the Credit Card Policy & Procedure and they will need to sign the User Agreement. There are 9 fuel cards through WexFuel and 2 credit cards through Elan Financial, Chief Ormes & Assistant Chief Grinnell. Zemla made a motion to close the credit card in Assistant Chief Grinnell's name through Elan Financial. Freeman supported the motion and motion carried. Treasurer Bowen is to be listed as the account administrator through Elan Financial. Bowen will reach out to Elan Financial to make sure the cards have been closed and that no new cards will be reissued.
- 4 In 2023, Chief Ormes hired a cleaner to clean the fire station at \$25 a week. It was discussed that the firefighters should take pride in their station and come together to ensure the station is cleaned without the extra cost to the Fire Association. As of March 1, 2024, the cleaners service is to be terminated.
- 5 Questions were asked about the gear that was ordered with the grant funds. The new gear included boots, helmets, hoods and 2 sets of gear, 1 set which has been ordered as the new set of gear that is ordered annually. \$20,000 should be reimbursed through the reimbursement grant. The Treasurer and the Chief are unable to locate a receipt, invoices or any documentation regarding the grant or the gear that was purchased. It was recommended that the Chief reach out to the distributor of where the gear was purchased to see what documentation they could provide. It was also questioned if there is an inventory of gear and if everyone has non-expired gear. The probies have old gear for fire school. When they pass then they will get new gear. They borrowed another firefighters gear for testing. There is no spare gear upstairs. One firefighter is currently wearing another department's gear. One or two sets of gear are budgeted each fiscal year.
- 6 Bowen questioned Chief regarding an update on the insurance paperwork that was sent to him through email. Bowen will forward the Chief the email again and let him know she would be available to help complete the documentation if needed. Chief advised the board he is not certain the new auxiliary ambulance is currently covered under the current insurance policy. The new insurance policy will be effective April 1, 2024.
- 7 Chief Ormes is currently working on having the titles to the new auxiliary ambulance & the new engine that were purchased in 2023 issued under Elsie Area Fire Associations name. He has an appointment with the Secretary of States office on Thursday. He will try to obtain three titles under EAFA's name, the two purchased last year and a lost title with a surety bond. Titles going forward will be locked in the file cabinet at the Fire Station.
- 8 Freeman made a motion for the Treasurer to pay any bills that come due prior to the upcoming board meeting. The Treasurer is to report to the board the bills that were paid prior to the board meeting along with any upcoming bills. Zemla supported the motion and motion carried.
- 9 Zemla made a motion for Bowen & Zemla to begin looking for bids for an auditor to audit the fire association. Freeman supported the motion and motion carried. The last audit was completed in 2022.
- 10 Treasurer Bowen reported that there was deposit in the amount of \$791.57 into the Fire Associations account from Wixcom in October, November & December 2023. It was unknown what the deposits were from until Witt had approached Bowen with a clothing order that was completed by fire/rescue personnel. After researching, it was found that the \$791.57 was from fire/rescue personnel that purchased clothing online. Grinnell had used the Fire Association credit card in the amount of \$834 for a clothing purchase from Xgrain/Hero 365. The \$834 was for clothing as well as jackets for personnel that the

- Firefighters Association pays for. There was also an outstanding bill to Kimberly's Creation in the amount of \$771 for clothing. Zemla made a motion to pay the outstanding bill to Kimberly's Creation. Freeman supported the motion and motion carried. The Firefighter's Association is to pay the Elsie Area Fire Association \$354 for the amount of the jackets. Bowen is to continue to look into the website to make sure no additional funds are coming or going out of the Fire Association account.
- 11 Freeman made a motion for the Treasurer to purchase a new printer, scanner, copier for the Fire Station with a maximum amount of \$650. Zemla supported the motion and motion carried.
- 12 There was discussion about the County Chief's meetings. It is important that the Fire Department has a representative attending the meetings. Anyone can be appointed to attend, and they can be appointed to vote. Captain Arnett has been attending the County meetings along with the Ovid fire personnel.
- 13 There are four cameras at the fire station that have visual as well as audio. Zemla made a motion to immediately unplug the camera until the admin can be switched to the Chief. Freeman supported the motion and the motion carried.
- 14 The board would like to see the Fire Department continue to have more mutual training with surrounding departments. It was discussed in the past there was training with other departments where the Elsie personnel learned, for example, Ovid's fire trucks inside and out and vis versa. Elsie should know Ashley's trucks and Ashley should know Elsie's trucks. Chief and the other officers will continue to work on the department training.
- 15 There are issues with the brush truck. The engine leaks and the transmission leaks and the batteries are bad. Craig Hall, an Army Mechanic Veteran, is willing to donate his time to look at the brush truck and do what he can to repair it. Captain Arnett will look into the battery situation for the brush truck and will purchase new batteries. He will present the Treasurer with the receipts for reimbursement.
- 16 There was no other New Business.

Old Business

- 1 There were 8 fire runs and 18 rescue runs for the month of January. Captain Arnett is in charge while Chief Ormes is on vacation.
- 2 Grant update – discussed in New Business
- 3 Association By-Laws have been tabled until April.
- 4 The Auxiliary was discussed in length. The auxiliary ambulance is not currently in the Fire Associations name, and it is uncertain if the rig is currently covered until the associations insurance. Freeman made a motion to suspend the auxiliary for six months and strongly recommended that the auxiliary's financials are turned over to the Elsie Firefighters Association. Zemla supported the motion and motion carried.

The chief was asked how things are going with the personnel. Is he still meeting with them? He has been meeting with them. Not sure how many he has left to meet with. He feels the ship is starting to turn. There has been more personnel at meetings and trainings in the last month then there has been in a long time.

Guest comments: Mark Helt thanked the board for everything that they are doing. Kory Witt appreciated the board for what they were doing. The department is trying to make things better. Communication is already getting better. It was asked what the status was with Assistant Chief Grinnell. It was stated that as of February 12, 2024, Grinnell was suspended from his Assistant Chief duties indefinitely while the pending investigation continues.

The board thanked Freeman and the Village of Elsie for allowing Chief Ormes and Keigan to attend fire and rescue calls during working hours.

The board reminded Chief Ormes to continue to delegate duties to the officers to help make things better.

Zemla made a motion at 8:05 pm for the board to enter into closed session. Freeman supported the motion and motion carried.

Zemla made a motion at 9:15 pm to open the public meeting back up. Freeman supported the motion and motion carried.

Final public comment: Chief Ormes and Melissa Witt will take care of the auxiliary financials at Journey Federal Credit Union. The cameras have been disconnected.

Zemla made a motion at 9:18 pm to adjourn the meeting. Freeman supported the motion and motion carried.

Respectfully submitted,

Amy Bowen
Secretary/Treasurer
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