

# ADDISON FIRE BOARD

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## ADDISON FIRE & EMS

P.O. BOX 328 - 319 E. Main St. - Addison, MI 49220  
Business Phone 547-6776 – Emergency Phone 911 – Fax 547-4179

Tim Shaw, Fire Chief/Paramedic  
David Aungst, Deputy Chief

Ray McGrath, Board President  
Bernard Pepper, Vice President  
Dean Bowman, Trustee  
Dan Wonders, Trustee  
Shirley Shuman, Sec./Treasurer

March 16, 2009

The regular meeting of the Addison Fire Board was called to order by Chairman Ray McGrath at 8:07 P.M. with a roll call vote; members present were: Dean Bowman, Bernie Pepper, Ray McGrath, Dan Wonders and Chief Tim Shaw. Also present: Deputy Chief David Aungst, Michelle Gramm and United Bank & Trust representatives: Christopher Phillips, Eric Dahlberg and Jeanae Snyder. Absent members: None

Eric Dahlberg from United Bank and Trust presented a report of the money market and CD investments made by the Fire Board. The CD report noted that there were 7 CD purchases with varying interest and maturity dates totaling \$175,000. He stated that the variance on interest rates is primarily due to when the CD was purchased as the interest rates have declined tremendously. In addition, the report included information on the Money Market accounts that are held in the United Bank and Trust Lenawee and United Bank and Trust Washtenaw totaling \$347,090. He stated that they are monitoring to be sure that the \$250,000 FDIC maximum insured amounts are not exceeded in each bank. Projected annual interest at this time is \$5,722 less the .50 servicing fee deducted monthly by United Bank and Trust.

Tim stated that the next large expenditure will be for the ambulance purchase. In addition it was noted that the large cash reserves at this time are due to tax collections and payments. The Board thanked the United Bank and Trust representatives for the report.

The February 16, 2009 meeting minutes were reviewed. A motion was made by Dean and supported by Ray to accept the minutes as presented. All in favor. Motion carried.

February Ambulance and Fire Financial Reports and bills were reviewed. The purchase journal, check register and financial reports were reviewed by the Board. After discussion, there was a motion by Dean and supported by Dan to accept the February Financial Reports and payment of the bills. All in favor. Motion carried.

January and February Accounts Receivable reports were reviewed and were accepted as presented.

David Aungst presented the February Incident Reports. He noted that there were 80 incidents. The calls included: 9 Addison; 1 Cement City; 15 Rollin; 4 Wheatland; and 14 Woodstock. Station 1 had 23 calls, Station 3 had 23 calls, and there were 34 calls where Station 1 and 3 responded. There were 9 transfers for the month and 28 mutual aid calls.

ADDISON FIRE DEPARTMENT BOARD

March 16, 2009

Correspondence

None

Old Business

Tim stated that the week of training in the Dominican Republic discussed previously has been scheduled for June 4<sup>th</sup>.

There was discussion on the 2009-2010 budget. Dean stated that the Village of Addison has approved the new budget. It is anticipated that Rollin, Wheatland and Woodstock Townships will review the budget and make a recommendation for acceptance at their next meetings.

Tim presented a report from the Interview Committee in response to the Secretary/Treasurer search. He stated that the Committee interviewed 6 candidates. He noted that they are recommending that the Board hire Michelle Gramm for the Secretary/Treasurer position pending a background check. He introduced Michelle and she presented a brief biographical description of her professional experience, personal background and community involvement. A motion was made by Ray and supported by Bernie to hire Michelle Gramm as Secretary/Treasurer. All in favor. Motion carried. Discussion continued as Board members acknowledged that they will be paying wages for both Shirley and Michelle for a period of 1 month to provide training for 2 payroll periods. Michelle was welcomed as the new Secretary/Treasurer to the Board.

Dean stated that on behalf of the Board, he wanted to thank all of the Secretary/Treasurer applicants. He noted that there was an excellent pool of applicants with skills necessary to complete the tasks required of the position. He stated that a letter will be sent to those not selected for the position.

New Business

Tim presented an amended 2008-2009 budget for the Boards review. He stated that the revised Ambulance budget projects total revenue of \$737,915 and total expenses at \$638,200, with a projected net income of \$99,715. He informed the Board that the revised Fire budget projects total revenue of 261,530 and total expenses of \$394,200, with a projected net loss of \$132,670. Tim noted that the projected loss was being covered by prior years fund balance/cash reserves. He reminded the Board that the loss was due to the major equipment expense for refurbishment of the fire truck. After discussion, there was a motion by Dean and supported by Bernie to accept the revised 2008-2009 budgets as presented. All in favor. Motion carried.

Ray stated that he had a conflict with the April Board meeting date. He asked Board members to consider changing the meeting date to April 16<sup>th</sup> at 8:00 p.m. The members unanimously agreed to the change of date.

No further business. A motion was made by Ray and supported by Bernie to adjourn. All in favor. Motion carried. Meeting was adjourned at 9:08 P.M.

Respectfully submitted:  
Shirley Shuman, Secretary