

MINUTES
CHELSEA AREA FIRE AUTHORITY
REGULAR BOARD MEETING
December 15, 2015 9:00 AM
City Police Department
City of Chelsea Council Chambers
311 S. Main Street
Chelsea, Michigan

1. **Call to Order:** Meeting called to order at 9:00 AM by Chair Osborne.

2. **Pledge of Allegiance:**

3. **Quorum:**

Quorum present: - Members present: Tom Osborne, Craig Maier, Kurt Koseck, Jim Myles, Linda Reilly and Chief Payeur

Members absent: None

Also present: Kim Payeur, Rodney Branham, Roger Simpson, Lisa Allmendinger, and Judy Paul.

A Quorum was present.

4. **Approval of Regular Agenda:** Motion by Maier, seconded by Reilly, to approve the agenda as amended by moving 12. Closed Session to Discuss, B. Disciplinary Actions up to 8. Closed Session to Discuss Disciplinary Actions. Carried unanimous.

5. **Approval of Consent Agenda:** Motion by Maier, seconded by Koseck, to approve the consent agenda as presented. Carried unanimous.

6. **Public Comment:** No comment.

7. **Chief's Report:** Chief Payeur presented his report.

8. **Closed Session to Discuss Disciplinary Actions:**

9. **Unfinished Business**

A. Proposed 2016 Budget (Interim-Chair Osborne): The CAFA Board unanimously approved about \$1.4 million in 2016 operating budget on December 15, 2015 and voted to transfer \$150,000 from the (TWB) Money Market Account to cover a potential shortfall. It is possible that not all of the \$150,000 will be needed, but the CAFA Board wanted to make sure there was enough in the account to cover payroll, additional expenses and to cover an increase in the MERS payments.

Osborne informed the Board that there was a 5.1 percent increase in CAFA's MERS payment for the year, from January through October, and there were increases in wages and benefits, a result of the new union contract, plus building expenses for the two fire stations.

Motion by Maier, seconded by Myles, to take \$150,000 from the TWB Money Market and transfer it into the General Fund. Carried unanimous.

The CAFA Board reduced Kim Payeur's hours from working three days a week, to one day a week since much of her duties are now handled by YourSource. This would save approximately \$17,000 annually.

Motion by Koseck, seconded by Maier, that the CAFA Board wants purchases pre-approved since the reserve fund is now down to \$300,000. Carried unanimous.

10. New Business:

10A: Standard Operating Procedures (SOPs): Standard Operating Procedures (SOPs) are the responsibility of the CAFA Board to approve. Simple standard guidelines, such as rolling hose, etc., do not need CAFA Board approval when developing SOPs.

11. Reports:

- A. Chairperson None given
- B. Vice Chairperson None given
- C. Secretary None given
- D. Treasurer With Contract and YourSource, I feel better now.
- E. Trustees None given

12. Announcements:

A. **Next Meeting Date/Place and Information/Announcements:**

The Annual Meeting, followed by the next Regular CAFA Meeting will be at 9:00 AM on Tuesday, January 19, 2016, at the City of Chelsea, City Council Chambers, at 311 S. Main St., Chelsea, Michigan.

B. **Other Announcements:** Chief Payeur's Evaluation will be handled at the end of the January 19, 2016, Regular CAFA Board Meeting during closed session, at Jim Payeur's request.

13. Adjournment: Motion by Maier, seconded by Myles, to adjourn. Carried unanimous. Adjourned at 10:10 AM.

Linda Reilly - Secretary