

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
Michelle Gramm, Sec. /Treasurer

May 17, 2010

The regular meeting of the Addison Fire Board was called to order by Chairman Ray McGrath at 8:15 P.M. with a roll call vote; members present were: Ray McGrath, Dean Bowman, Bernie Pepper, and Chief Tim Shaw. Deputy Chief David Aungst. Absent member: Dan Wonders

Eric Dahlberg from United Bank & Trust presented a report of the money market and CD investments made by the Fire Board. The CD report noted there are four CDs with various interest rates totaling \$150,248. The money market is at \$328,114 minus a \$60,000 transfer of funds that just came in. Interest rates are historically low. He would like the Board to think about investing some of the funds in a two year investment which earns about 1.2%. The Board will review the funds and upcoming expenses and Gramm will contact Eric about investing.

A motion was made by Bowman and supported by Pepper to accept the April 19, 2010 minutes as presented. All in favor. Motion carried.

April Ambulance and Fire Financial Reports, including the purchase journal, check register, financial statements and bills were reviewed by the Board. Chief Shaw informed the Board that the 2006 Ambulance needed maintenance (injectors) and the parts alone totaled about \$4,000. \$5,000 is budgeted for equipment maintenance for the year. The Board then discussed diesel engines and when replacement items are needed or should be needed. The Ambulance has roughly 120,000 miles on it. There was a motion by Bowman and supported by Pepper to accept the financial reports as presented and approve payment of the bills. Motion carried.

Chief Shaw gave the April Accounts Receivable report. \$38,540 was billed out in April and \$17,492.86 was collected, accounts receivable balance is \$119,627.96.

Deputy Chief Aungst presented the April Activity Report. There were a total of 93 incidents for the month. The calls included: 4 Addison, 4 Cement City, 17 Rollin, 15 Wheatland and 18 Woodstock. Station 1 had 25 calls; Station 3 had 25 calls and 43 calls where both Station 1 and 3 responded. There were 10 transfers for the month and 25 mutual aid calls.

If Addison Fire Department goes out to help Somerset and administers patient care, Somerset pays Addison \$100. If the Addison Department transports the patient with them it is \$250.

ADDISON FIRE DEPARTMENT BOARD

May 17, 2010

Old Business

Chief Shaw contacted United Bank & Trust regarding the late fee assessed to the Visa and they have been credited to our account.

The Chief has not received any news on the grant money. If the grant money comes through for the drive simulator then we are able to take the money we set aside for the simulator and put that towards the Life Paks. We will need to match 10% of the grant total. So far the chief has \$20,000 of the matching funds. Once those items have been worked out the Department can take a look at the possibility for purchasing a new truck.

The jeep grass rig was not purchased. The Department owns a blazer that has been made into a pick-up. Chief Shaw is currently looking into putting a gas engine in it and trying to fix it up to use as a grass rig.

New Business

The Department will need to upgrade their Peachtree software. In order to continue using the payroll the software cannot be more than 3 years behind the payroll subscription. The cost to upgrade and renew the payroll subscription is \$470.00. The upgrade is good for 3 years. Gramm looked into switching to QuickBooks, but the total cost to switch over was \$680 plus the time to convert and work out any issues. It is her recommendation to continue with Peachtree and purchase the upgrade and payroll renewal together. Pepper motioned to upgrade the software with support from Bowman. Motion carried with all in favor.

The Board discussed investing in a two year CD. Both Gramm and Chief Shaw recommended not investing more than \$25,000 at this time. The Department has \$90 – 120,000 committed for the drive simulator and possible Life Paks plus \$15,000 owed for the Fire Engine repair. Gramm recommends keeping three months of expenses in the money market account and laddering the CDs, so that every three months additional funds are available. Pepper motioned to invest \$25,000 in a two year investment with support by Bowman. Motion carried with all in favor.

Correspondence

Gramm received a couple payroll notices that are being taken care of.

Chief Shaw loaded up a breathing apparatus that has been sitting around for five years, old turn out coats, old boots and some other items and are shipping them out a Fire Department in the Dominican.

Bowman motioned to adjourn with support by Pepper. Motioned carried.

Meeting adjourned at 8:57pm.

Michelle L. Gramm
Secretary, Addison Fire Board