

**PRESQUE ISLE TOWNSHIP FIRE BOARD
MINUTES OF THE REGULAR QUARTERLY MEETING
Held April 5, 2017**

Call to order: Fire Board Chair, D. Nowak called the meeting to order at 5:00 pm.

The Pledge of Allegiance was recited.

Members Present: Chair – D. Nowak, Vice Chair/Secretary – P. Borg, Fire Commissioner – B. Andrzejewski, Board Liaison – L. Morrison and Member – R. Beuter. Alternate – D. Rivard was absent.

Audience Present: 1 guest.

Approval of Agenda: L. Morrison requested the addition of “**Fire Board Meeting Relocation**” to **New Business**. L. Morrison moved to approve the agenda with additions. Supported by; B. Andrzejewski. All ayes; motion passed.

Approval of Minutes (February 15, 2017): L. Morrison moved to approve the minutes as written. Supported by; P. Borg. All ayes; so moved.

Comments from Audience (3 min. per person): See “**City of Alpena**” under **Reports** for B. Adrian’s comments.

Correspondence: None

Reports

- **PITWP Board of Trustees (L. Morrison):** Several requests were approved by the Board of Trustees (BOT) for the fire board. Working on the 2017/2018 budget.
- **Auxiliary Group (D. Nowak):** Advised that the dry hydrant signs are here and they will be placed soon and thank you notes have been sent out. Turnout gear racks have been installed.
- **City of Alpena FD (B. Forbush):** B. Adrian advised that they have received 3 bids for various hand tools, ladders and a chainsaw, to be purchased with the money from the grant. He also advised that the training budget will be short funds for the remainder of training that will take place between now and June 30, 2017. L. Morrison moved to recommend approval from the BOT to move \$1,000.00 from Contracted Services to Training within the Fire Department budget. Supported by; B. Andrzejewski. A roll call vote was taken. All ayes; motion passed.
- **Fire Commissioner (B. Andrzejewski):** Parts for the tanker are in.
- **Budget (P. Borg):** No written report was provided. Discussion under **Unfinished Business**.
- **Fire Department (R. Beuter):** Training through May 6, 2017. Excited to start hands on training.

New Business

- **CFMEM Grant Items:** To utilize the grant money of \$5,000.00 for equipment for the Presque Isle Township Fire Department (PITWP FD) the following motions were made. L. Morrison moved to recommend approval from the BOT of \$4,000.00 for various hand tools and ladders from Fire Safety USA (lowest bid of three (3) bids). Supported by; P. Borg. A roll call vote was taken. All ayes; motion passed. L. Morrison moved to recommend approval from the BOT of \$1,000.00 to purchase a Pro Series Chainsaw with carbide blade and case from Haglunds (lowest of three (3) bids). Supported by; R. Beuter. A roll call vote was taken. All ayes; motion passed.
- **Insurance Inventory Request:** Inventory for the PITWP FD has been completed.
- **Proper name of the new Fire Department:** Discussion regarding the name that needs to be used for the fire department. L. Morrison moved to approve the proper name of Presque Isle Township Fire Department as the official name of the fire department. Supported by; P. Borg. Board members stated that

the name has to match what the state has in their system. Vote was taken at this time. All ayes; motion passed.

- **Fire Board Meeting Relocation:** Board discussion regarding meetings at the fire hall. L. Morrison moved to recommend approval from the BOT to have the fire board meetings at the fire hall located at 24335 US 23 S. Supported by; R. Beuter. All ayes; motion passed.

Unfinished Business

- **Equipment Fuel Purchasing Procedure:** Board discussion regarding signers for fuel purchases at MI Stop. L. Morrison moved to recommend approval from the BOT to allow all PITWP FD personnel to sign for fuel for fire department vehicles using their employee number, vehicle number, vehicle mileage and employee signature. Supported by; B. Andrzejewski. All ayes; motion passed.
- **2017/2018 PITWP FD Budget:** The board members went over the remainder of the budget for 2016/2017 and determined they were short under utilities and fuel. P. Borg moved to recommend approval from the BOT to move \$1,000.00 from contracted services to the utility fund. Supported by; D. Nowak. A roll call vote was taken. All ayes; motion passed. L. Morrison moved to recommend approval from the BOT to move \$1,000.00 from the equipment fund to the fuel fund. Supported by; R. Beuter. A roll call vote was taken. All ayes; motion passed.
- **Purchasing Procedure:** B. Andrzejewski advised that a hard copy quote will be provided by the vendor (with shipping and handling included.) We will then vote to recommend approval by the BOT for the quote at a fire board meeting. The fire board will give stamp of approval on the quote and it will then be given to the BOT with a purchase request.

Adjournment: With no further business to discuss the meeting was adjourned at 7:29 pm.

Meeting Reminder: The Fire Board will meet again on Wednesday, July 5, 2017 at 5:00 pm. at the Presque Isle Township Fire Department located at 24335 US 23 S.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant