

**BLAIR TOWNSHIP FIRE ADMINISTRATION BOARD**  
**REGULAR MEETING**  
**APPROVED Minutes for February 28, 2017**

**I. CALL TO ORDER:**

Chairman Tamm called the regular meeting of the Blair Township Fire Board to order at 6:05 P.M.

**II. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited.

**III. ROLL CALL:**

Present at Roll Call: Chairman Jason Tamm, Dan DeVaun, Marilyn Fleis, Don Smith (Joe Fasel arrived at 6:11 P.M.)

Excused and Absent:

Also Present: Jim Carroll, Chief; Karen McIntyre, Recording Secretary; Nicole Blonshine, Blair Township Supervisor

**IV. LIMITED PUBLIC INPUT:**

None.

**V. APPROVAL OF AGENDA:**

**Moved** by DeVaun, supported by Fleis, to approve the agenda as presented. **Approved** unanimously.

**VI. DECLARATION OF CONFLICT OF INTEREST:**

There was no stated conflict of interest.

**VII. MINUTES:**

**Moved** by Smith, supported by DeVaun to approve the minutes of the January 17, 2017 Fire Administration Board meeting as presented. **Approved** unanimously.

**VIII. DEPARTMENT STATUS REPORT:**

Chief Carroll reported that:

1. Update relative to the report of January 17 that one employee continues to recover from shoulder surgery and is anticipated to return by June, also the employee that

injured his shoulder while working, has had an MRI and is awaiting further results.

2. A valve from the tank to the pump (tanker) will need replacement; the leak (tanker) discussed at the January meeting was on the drain and an adjustment took care of the issue.
3. Chief Carroll and 5 others were awarded the 'Car-seat Check of the Year'.
4. Andy Nickerson of Nickerson Towing has signed up for "Train the Trainer" along with Chief Carroll and an area state trooper for the Traverse Bay Area Safety Committee to teach classes.
5. The Office of Highway Safety Planning has requested Blair Township's participation in the "Zero Deaths" campaign. More information will be available on the Blair Township's website.

**IX. FIRE RECOVERY REPORT:**

Chief Carroll presented the Fire Recovery Report for the board noting the updated report format and answered board members' questions.

**X. OLD BUSINESS:**

None.

**XI. NEW BUSINESS:**

**A. Start Budget Process:**

- Chief Carroll reviewed the draft budget with the Board for information and input with the following items of note, followed by line by line discussion :
- Chief Carroll noted that the P& L presented is to date, but has not yet balanced with the Treasurer's office. Also, relative to the Assessor's report the revenue's final numbers will be forthcoming after the Board of Review.
- Chief Carroll reported that staff is in the process of gathering information as to the requirements associated with performing fire code/fire protection system reviews as is allowed under P.A. 54. Once information is received, staff will present to the board.
- Three sets of gear will again be replaced this year.
- Chief Carroll indicated that an engine will eventually need to be replaced; appraisals on the current vehicles are needed as a first step to prepare for when sale would be considered. The board will need to address options for determining this process in the future.
- Extrication fees and charge for services will no longer take place. Assistance will be provided and given as needed.

The board indicated that a rental fee for the building as well as burden of the upkeep/maintenance should not be the responsibility of the department. Fleis suggested

that Chairman Tamm draft a letter on behalf of the Fire Administration Board to the Township Board to communicate their objection to the obligation of both expenses. There being no objection, Chairman Tamm agreed to draft such a letter.

DeVaun suggested that staff should review the possibility of replacement of equipment in a cycled manner as gear replacement is done.

Chief Carroll stated that with the input of the board, staff would complete the draft of the proposed budget and present to the board at their next meeting.

**B. Schedule Steering Committee Meeting:**

Chief Carroll indicated that a scheduled meeting date and time was needed for the Steering Committee meeting, and with board input Friday, March 10 at 9:00 a.m. was agreed upon.

**XII. OTHER BUSINESS:**

**XIII. ADJOURNMENT:**

**Motion** by Fleis, supported by DeVaun to adjourn. Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Karen McIntyre