

# SANILAC EAST FIRE AUTHORITY

Serving Sanilac Township and the Village of Port Sanilac

## MINUTES

SEFA BOARD MEETING JANUARY 14, 2025 AT 6 P.M.

Members Present: Sroka, Smiley, Shagena, Griffith, Lyall

Members Absent: Hunter, Goike

Others Present – Treasurer Darcy Johnson and two citizens

- I. Called to Order: Called to order at 6: 00 p.m. by Jeff Lyall
- II. Public Comment- None Offered  
MOTION by Lyall, SUPPORT by Shagena to approve the new board members, Angela Smiley, Village of Port Sanilac, and Dennis Griffith, Sanilac Township.  
All ayes  
Motion carried
- III. Approval of Agenda: MOTION by Shagena, SUPPORT by Lyall, to approve the agenda as amended, NB Letterhead, SEFA emails, Treasurer Personnel Meeting request, Auditor Contract and Fire Hall Concrete  
All ayes  
Motion carried
- IV. Approval of Minutes: MOTION by Sroka, SUPPORT by Smiley, to approve the minutes of December 10, 2024 as presented.  
All ayes  
Motion carried  
MOTION by Sroka SUPPORT by Lyall to approve the minutes of January 6, 2025 as presented.  
All ayes

Motion carried

V. Committee Reports

- a. Finance Committee – No meeting held. Recommendation to hold a Finance Committee meeting before next meeting to discuss budget. Would like Chief Moran in attendance.
- b. Compliance Committee – No meeting
- c. Personnel Committee – No meeting

VI. Treasurer Report –Bills reviewed. MOTION by Shagena, SUPPORT by Smiley to approve the bills to be paid in the amount of \$6241.08.

All ayes

Motion carried

Johnson Report –

Banking- Team One Credit Union to set up a CD 2 year current rate, 3.203%. Will need signers for to set up CD. MOTION by Lyall, SUPPORT by Shagena to add Treasurer Darcy Johnson, Elizabeth Grohman, Jim Sroka and John Goike as signers for the Team One Credit Union CD.

Discussion-

Motion amended to remove John Goike as signers.

All ayes

Motion Carried

MOTION by Sroka, SUPPORT by Lyall, If there is an alternative CD that offers a comparative rates, that we use the same signers if approved. All ayes

Motion carried

Credit Card Policy- MOTION by Lyall, SUPPORT by Sroka to approve the policy as corrected.

Roll Call

Ayes- Lyall, Sroka, Smiley, Shagena, Griffith

Nays- None

Motion carried

Credit Card for Chief and Recording Secretary- Discussion on eliminating debit card and applying for a credit card to the chief and recording secretary. Recommendation for \$2000 credit line. MOTION by Shagena, SUPPORT by Smiley to approve a credit card with authorized user for Moran and Grohman with a credit line of \$2000 with Huntington Bank.

All ayes

Motion carried

Corrective Action Plan- Treasurer Johnson addressed the correction action plan and submitted to state.

Auditor Contract- Johnson to obtain more quotes.

Budget amendments- Johnson presented amendments

Budget for bad debt write off

400-115 Balance Forward \$26,385 – 600-350 Bad debt expense \$26,385

Budget for increase in secretary pay \$75 per month stipend x 7 months -\$525.00

600-214- secretary wages +\$1120

800-412 operating expense reserve budget -\$120.00

800-413 PERS expense reserve budget -\$500

600-257 Dispatch expense -\$500.00

Budget for rescue truck purchase out of savings account

400-100 bal fwd truck fund \$90,000

800-300 Vehicle major purchase -\$90,000

Budget value of current lease per auditor ( actually paying  
\$101.00 yearly

400-250 facility lease value \$12,000

600-151 facility lease expense -\$12,000

Budget for the value of transfer of vehicles from Village of Por  
Sanilac

400-670 Shareholder Contribution rev \$350,000

800-300 Vehicle Major Purchase expense \$350,000

Adjust for Increases contracts for Carsonville FD and UHY Audit,  
budget sale of used bottles, 6 month interest income of  
CD/checking account, budget fire run expense for taxpayers  
billed by other departments.

600-258b Carsonville FD Contact expense \$4800

600-255 Tax and Accounting expense \$ 10,000

400-510 Interest income \$6000.

700-400 sales of assets \$725.

600-250 Outsourced fire run expense \$1800

Net income -\$9875

MOTION by Sroka, SUPPORT by Lyall, to approve the budget  
amendments as presented.

## VII. Chief Report-

Current Runs 10 as of 1-11-2025, last year 12 at this time.

- Truck Update – Truck passed the state EMS inspection and is all complete. Brindlee Mountain provided a full refund of the repairs from Van Alstine
- Grant Update- Update from FEMA Go. Expected delivery of packs end of January.
- Training – Ice Rescue training 1/14/2025
- Leadership in the fire service – March 1<sup>st</sup> -9<sup>th</sup> in Maryland.

- Hose Testing Agreement signed for this year. Increase in the cost .48 cents per foot. Approximately 4200 feet of hose.
- Discussion on old items in the fire hall that could be sold. Moran requested permission to sell miscellaneous items, old air packs, fan saw. MOTION by Lyall, SUPPORT by Shagena, to authorize Chief Moran to sell old air packs and miscellaneous equipment.

All ayes

Motion carried

#### VIII. Old Business:

- Grant Update – Under Chief Report
- Resale and Bid Process of Current Rescue Truck- New title will take about a week to 10 days. MOTION by Sroka, SUPPORT by Griffith to advertise for sealed bids for old rescue truck with a reserve of \$8000, with a 30 day deadline.  
All ayes  
Motion carried
- Fire Hall Contract- MOTION by Lyall, SUPPORT by Griffith to table until next month. All ayes Motion carried
- Bark Shanty Lease – MOTION by Lyall, SUPPORT by Griffith to table until next month. All ayes Motion carried
- Small Claim Court Discussion – Tabled
- Carsonville Contract- MOTION by Lyall, SUPPORT by Sroka to approve the Carsonville FD Contract.  
All ayes  
Motion carried
- Fee Schedule – Tabled

- h. Credit Card Policy /Card for Chief Moran – Discussed under Treasurer Report.

IX. New Business

- i. Board Secretary Appointment -Tabled
- j. Corrective Action Plan- Discussed under Treasurer Report
- k. Write Offs- MOTION by Lyall, SUPPORT by Sroka, to approve the write offs in the amount of \$3680.00 as presented.  
All ayes  
Motion carried  
Johnson – Recommended amending motion to add the \$3680 to write off amendments making write offs totaling \$30,965.00. MOTION by Sroka, SUPPORT by Smiley to amend motion to adjust write budget amendments to \$30,965.00.  
All ayes  
Motion carried
- l. Forester Township Contract- Ben Hunter and John Goike to address the contract at the end of the month.
- m. Capital Asset and Controlled Capital Type Items Policy – Tabled
- n. Meeting Schedule – MOTION by Lyall, SUPPORT by Griffith to approve meeting schedule as presented.  
Discussion regarding possibly returning to every other month meeting schedule.  
All ayes  
Motion carried
- o. Phone numbers and Letterhead – Discussion on phone in fire hall. Also discussed setting up SEFA emails for board members.

p. Personnel meeting request for Treasurer- Members to set up the meeting.

q. Fire Hall Concrete- Hole in concrete in front of fire hall repaired. Village agreed to pay half. SEFA to reimburse \$1843. MOTION by Lyall, SUPPORT by Griffith, to pay the Village of Port Sanilac \$1843.00 for the concrete repairs.

All ayes

Motion carried

Sroka also reported that Marlett Roofing will come and inspect the roof at the fire hall.

X. Correspondence –

XI. Public Comment – None offered

XII. Announcements – Next meeting February 11<sup>th</sup>, 2025

XIII. Adjournment – MOTION by Shagena, SUPPORT by Smiley to adjourn meeting 7:15 p.m.