

**POSEN AREA FIRE DEPARTMENT AUTHORITY MEETING MINUTES  
AUGUST 3, 2011**

THE REGULAR MONTHLY MEETING OF THE POSEN AREA FIRE AUTHORITY WAS HELD ON AUGUST 3, 2011 AT 7:00 P.M.

**ATTENDING:** JIM ZAKSHESKY, TOM HEIN, MARIE WOZNIAK, ELAINE MISIAK, LAURA IDALSKI AND RAYMOND WOZNIAK (CHIEF).

**GUESTS:** MIKE SMITH, MARIAN SMITH, TERRY BUCZKOWSKI, JOHN ATAMAN AND RONALD URBAN.

MINUTES OF THE LAST MEETING WERE APPROVED AS READ.

TREASURER'S REPORT: STANDS AS READ.

BILLS PENDING: A MOTION WAS MADE BY TOM HEIN, SECONDED BY MARIE WOZNIAK TO PAY THE BILLS PENDING. AYES ALL, NAYES 0.

**OLD BUSINESS**

**PUBLIC COMMENT:** MARIAN SMITH PRESENTED THE BOARD WITH A COPY OF A COMPLETE STANDARD OPERATING GUIDELINE (SOG). THE SOG'S WOULD REPLACE THE CURRENT POLICY AND PROCEDURE MANUAL. MARIAN HAS 46 TOTAL SOG'S TO REVISE AND COMPLETE. THE FIREMEN WOULD LIKE THE BOARD TO REVIEW THE SOG AND IF THEY APPROVE OF THE FORMAT, WOULD LIKE A MOTION FOR MARIAN TO CONTINUE. A MOTION WAS MADE BY TOM HEIN THAT THE BOARD SUPPORTS THE DEPARTMENT GOING FROM A POLICY AND PROCEDURE TO A STANDARD OPERATING GUIDELINE. SECONDED BY ELAINE MISIAK. AYES ALL, NAYES NONE. THE BOARD COMMENDED MARIAN FOR HER FINE WORK SHE HAS DONE SO FAR WITH THIS PROJECT.

**INSURANCE:** JIM SPOKE WITH DONNA TUCKER REGARDING THE PUBLIC EMPLOYEE DISHONESTY INSURANCE COVERAGE. DONNA CONFIRMS THAT THE COST FOR THIS COVERAGE IS ONLY \$204.00 JIM TOLD HER THAT THE BOARD HAS AGREED TO PURCHASE THIS COVERAGE. DONNA WILL PRORATE THE COVERAGE AND FORWARD A BILL TO THE FIRE AUTHORITY.

**1<sup>ST</sup> RESPONDERS:** JOHN ATAMAN IS UNABLE TO FIND ANYONE WHO CAN ASSIST HIM WITH DISSOLVING THE TAX ID # CURRENTLY ON FILE FOR THE 1<sup>ST</sup> RESPONDERS. THE BOARD ASKED THAT LAURA I. CONTACT KRISTY WITH OUR AUDITING FIRM TO SEE IF SHE HAS ANY KNOWLEDGE IN REGARDS TO THIS. LAURA WILL ALSO NOTIFY MARY ELLEN WOZNIAK THAT SHE WILL NEED TO COMPLETE THE PAPERWORK NEEDED TO BECOME AN EMPLOYEE OF THE POSEN AREA FIRE AUTHORITY.

**PROPERTY:** JIM Z. CHECKED WITH MARYANN NOWAK IN REGARDS TO SELLING A PIECE OF THE LAND FOR SALE ACROSS FROM THE HIGH SCHOOL FOR THE POSSIBLE CONSTRUCTION OF A NEW FIREHALL. MARYANN STATES THEY ARE NOT INTERESTED IN SELLING A PIECE OF THE PROPERTY.

**NEW BUSINESS**

NEXT MEETING WILL BE ON WEDNESDAY, SEPTEMBER 7, 2011 AT 7:00 P.M.

**FIRE PREVENTION WEEK:** JOHN ATAMAN PRESENTED THE BOARD WITH CATALOGS WITH EDUCATIONAL MATERIAL THAT HE WOULD LIKE TO ORDER FOR FIRE PREVENTION WEEK. JOHN DISPENSES THIS MATERIAL TO THE CHILDREN WITH PLAYGROUP, HEADSTART AND

KINDERGARTEN. THE BOARD ASKED JOHN TO CHECK WHAT MATERIAL HE HAS LEFT FROM LAST YEAR AND PRESENT WHAT ELSE HE NEEDS AND GET THE APPROVAL TO ORDER AT THE NEXT MEETING. JOHN WOULD LIKE TO ORDER EMERGENCY 911 STICKERS TO HAVE FOR THE POTATO FESTIVAL. A MOTION WAS MADE BY MARIE WOZNIAK FOR JOHN ATAMAN TO GO AHEAD AND ORDER 1000 911 EMERGENCY STICKERS, SECONDED BY ELAINE MISIAK, AYES ALL, NAYES NONE.

**OFFICER'S REPORT:** TERRY B. STATES THAT THE GENERATOR ON RED 1 (1996 PIERCE TRUCK) IS NOT WORKING. THIS NEEDS TO BE REPLACED. TERRY HAS CONTACTED ALPENA ELECTRIC MOTOR AND THEY HAVE AGREED TO WORK ON THIS. A MOTION WAS MADE BY TOM HEIN THAT THE BOARD APPROVES ALPENA ELECTRIC MOTOR TO REPLACE THE GENERATOR. SECONDED BY ELAINE MISIAK, AYES ALL, NAYES NONE.

THE EXHAUST ALSO NEEDS TO BE REPLACED ON RED 1. TERRY B. WILL CONTACT PIERCE BECAUSE THIS IS A CUSTOM MADE EXHAUST. TERRY B. WILL CHECK IF THE MATERIAL CAN BE ORDERED AND HAVE THE EXHAUST INSTALLED LOCALLY.

**NEW EMPLOYEE:** JESSE ROMEL IS JOINING THE DEPARTMENT AS A NEW FIREMAN. LAURA WILL MAIL HIM THE NECESSARY PAPERWORK TO COMPLETE.

**INSURANCE:** JIM Z. WILL DOUBLE CHECK ON THIS. IF A FIRST RESPONDER IS INJURED WHILE ASSISTING IN THE BACK OF AN AMBULANCE OR DRIVING THE AMBULANCE, ALLIED AMBULANCE'S INSURANCE WILL COVER THE INJURY. IF THE INJURY HAPPENS OUTSIDE THE AMBULANCE THEN POSEN AREA FIRE AUTHORITY'S W/C INSURANCE WOULD COVER THE INJURY.

**SIX WHEELER:** THE 6 WHEELER NEEDS SERVICE. THE DEPARTMENT WILL CHECK IF GARY AT QUALITY REPAIR IN POSEN WOULD SERVICE THE WHEELER.

**PAYROLL TAX:** A MOTION WAS MADE BY TOM H. AND SECONDED BY MARIE W. THAT THE FIREBOARD WILL ALLOW 2 EXTRA CHECKS TO BE SIGNED THAT WILL BE USED FOR THE FEDERAL AND STATE PAYROLL TAX. THIS WILL TAKE PLACE IN THE MONTHS OF JANUARY, APRIL, JULY, AND OCTOBER. AYES ALL, NAYES NONE.

A MOTION WAS MADE BY TOM HEIN TO ADJOURN THE MEETING. SECONDED BY ELAINE M. AYES ALL, NAYES 0. MEETING ADJOURNED AT 7:55 P.M.

Minutes Approved: September 7, 2011