

MINUTES  
CHELSEA AREA FIRE AUTHORITY  
**REGULAR BOARD MEETING**  
November 19, 2013 9:00 AM  
Sylvan Township Hall  
18027 Old US 12, Chelsea, Michigan

Meeting called to order at 9:00 AM by Chair Anderson.

**Quorum present:** - Members present: Rod Anderson, Craig Maier, Kurt Koseck, Linda Reilly and Chief Payeur

**Members absent:** None

**Also present:** Pat Hanniford, Christopher Smyth, Roger Chapman, Dona Baird, Lisa Allmindinger, Derek Klink, Scott Basar, Michelle Basar, Ian Ballard, Gary Adams, Harold Moore, Fred Nimke, James Bollinger, Ed Greenleaf, Maryann Noah, Linda Ballard, Bill Regnier, Kerry Ballard and Kim Payeur.

**Appointment of Secretary:** Motion by Maier, seconded by Koseck to appoint Linda Reilly as Secretary. Carried unanimous.

**Public Participation:** comments made

**Approval of Agenda:** Motion by Maier, seconded by Koseck to approve the agenda as amended with the following changes; move the Chief's Report before Unfinished Business; add 8E, Legal Review; change wording on 12. to Closed Session to Consider Legal Advice (Attorney/Client Privilege); and add Negative Employment Action Policies and Procedures after closed session. Carried unanimous.

**Consent Agenda:** Motion by Koseck, seconded by Maier to approve the consent agenda as presented. Carried unanimous.

**Chief's Report:** Chief Payeur presented his report.

**Unfinished Business:**

A. Fire Chief Evaluation Form – Anderson instructed board members to complete the Fire Chief Evaluation Form, print it and bring for discussion during a closed session at the regular December 17, 2013 Chelsea Area Fire Authority meeting.

**New Business:**

- A. Budget – Motion by Koseck, seconded by Maier to have the 2014 Proposed CAFA Budget presented to the Townships and City for comments and approval. Carried unanimous.
- B. Bullard-Plawecki Employee Right to Know Act – Motion by Maier, seconded by Reilly to draft a CAFA policy for annual review of each employees personnel file and to make sure the policy conforms with the Bullard-Pawecki Employee Right to Know Act. Carried unanimous.
- C. Approval of FOIA Requests - Motion by Anderson, seconded by Reilly to give the CAFA Board Chair permission to direct the CAFA Administrative Assistant to process FOIA requests. Carried unanimous.

- D. Discussion of PHP Summary Audit Reports - Motion by Maier, seconded by Koseck to direct the Chief to review the June 15, 2013 Audit Letter from PHP for deficiencies explained in the letter and if possible report back to the Board by the December 17, 2013 regular CAFA Board meeting. Carried unanimous.
- E. Legal Review – Motion by Koseck, seconded by Maier to give the CAFA Board Chair permission to contact the CAFA attorneys to get legal advice regarding personnel issues and report back to the CAFA Board. Carried unanimous.

**Reports:**

- A. Report from Officers: None presented
- B. Reports from Board Committees
- C. Trustees Reports

**Announcements:**

**Closed Session to Consider Legal Advice (Attorney/Client Privilege):**

Motion by Koseck, seconded by Maier to go into closed session to discuss a confidential written legal opinion letter from CAFA's attorneys. Koseck – yes, Maier – yes, Anderson-yes and Reilly – yes. Board moved into closed session at 10:01 AM.

Motion by Koseck, seconded by Maier to move out of closed session. Koseck – yes, Maier – yes, Anderson-yes and Reilly – yes. Board moved Into open session at 10:30 AM.

Motion by Koseck, seconded by Maier to adopt the procedures for handling proposed negative employment action policies and procedures as recommended and presented by CAFA's attorneys. Carried unanimous.

Motion by Koseck, seconded by Maier to authorize CAFA's attorneys to notify the appropriate persons of CAFA's newly adopted negative employment action policies and procedures. Carried unanimous.

**Final Public Participation:** Comments made

**Next Meeting Date/Place and Information/Announcements:**

The next regular meeting is scheduled for 9:00 AM on Tuesday, December 17, 2013, at the Sylvan Township Hall, 18027 Old US 12, Chelsea, MI 48118

**Adjournment:** Motion by Maier, seconded by Reilly, to adjourn. Carried unanimous. Adjourned at 10:35 AM.

Linda Reilly - Secretary