

SOUTH KALAMAZOO COUNTY

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Special Meeting Held April 10, 2025

The special meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on April 10, 2025. The meeting was called to order by President Chairman Mike Tomlinson at 6:01 pm.

The following members of the Authority Board were present for all or part of the meeting: Mike Tomlinson, Carl Keller, Jennifer Sportel, Kathy Mastenbrook, Randy Smith and Chief McMillian.

Guests in attendance for all or part of the meeting: Battalion Chief Shawn Westfall.

Citizen's Time – None

Prior to moving into the agenda President Tomlinson shared with those in attendance that this meeting was for the board to discuss next steps for restructuring the authority and that no votes would be taken. Below is a synopsis of the board's discussion.

Agenda Items: No formal motion was made to approve the agenda.

- a. **Financing** – With regard to financial reporting and software, Jeff Rood from Siegfried Crandall discussed the following:
 - **BS&A Software** – Jeff shared that in his opinion the authority's current software (QuickBooks) is not ideal software for municipalities and/or the authority. It leaves the entity vulnerable to fraud as transactions and checks can be easily changed. As an alternative, Jeff suggested the authority consider using an existing members BS&A accounting software. This is allowed if the operator uses a different database. In addition to moving the accounting to BS&A, Jeff also stated he would like to review the general ledger and update the authority's chart of accounts.
 - **Payroll Service** – Jeff discussed efficiencies and cost effectiveness of utilizing an outside payroll service such as ADP or Basic. He shared that using an outside payroll service saves time by not having to chase uncashed checks (payroll checks are direct deposited) and reduces errors that may lead to significant penalty and interest charges. Chief McMillian shared our First Due software has the capability to download payroll data to a payroll service and produce detailed payroll reports. In light of our discussion, the Chief said he will take a straw poll regarding direct deposit and changing payroll date to 3rd Thursday of the month.

- **Frequency of member installment payments to the authority** – Currently, the authority receives monthly payment installments from its members, depending on cash flow, Jeff suggested the board consider moving to quarterly installments. He believes this would be easier track and reduce the likelihood of double invoicing.
 - **Siegfried Crandall's future role**-Jeff shared with the board he plans to begin fieldwork for the 2024/2025 audit on May 2nd and hopes to have a draft copy to the board by the May 21st meeting. He will be available to assist the authority with additional accounting services such as bank reconciliations, reviews and financial statement preparation once the audit is approved and submitted to the State of Michigan. He anticipates that to be around June 1st.
- b. **Attorney discussion** – The board reviewed and discussed RFPs received from Miller Canfield and Fahey Schultz Burzych Rhodes. By consensus the board agreed that Fahey Schultz Burzych Rhodes experience with fire authorities and reasonable rate structure would best suit the needs of the authority. Keller shared he will make a motion at the April 16th meeting to approve/appoint Fahey Schultz Burzych Rhodes as our legal counsel.
 - c. **Bank Signature Cards**- Considering the recent decision by Wakeshema Township to leave the authority, the board discussed the need to update both the bank and investment authorized signature cards. Randy Smith suggested the remaining four-member representative names be added to the cards.
 - d. **Alternate representative member**- Sportel shared that Teresa Scott was sworn in as the new alternate representative for Schoolcraft Township.

Members' Time:

Members welcomed the chief back and thanked Jeff Rood from Siegfried for his suggestions and input.

Chief shared he was back in the office and in the process of getting clearance from his physician(s) to return to his full duties.

President Tomlinson asked that the Chief take inventory of all equipment so as to determine the space needed to house it once Brady and Wakeshema leave.

No formal motion was made to adjourn. President Tomlinson adjourned the meeting at 7:13 pm.


Kathy Mastenbrook, Secretary

Typed by Kathy Mastenbrook.