

**BYLAWS
OF THE
NORTHEAST INGHAM EMERGENCY SERVICE AUTHORITY**

Section 1: Authority and Purpose

These bylaws are established pursuant to Article VI (G) of the Articles of Incorporation of the Northeast Ingham Emergency Service Authority (hereafter, the "Authority"). The purpose of these bylaws is to establish the basic structure of the operational units of the Authority.

Section 2: Establishment of Operating Departments

There shall be on unified organization with not less than two fire stations operating under the jurisdiction of the Authority (known as the Williamston Fire Department, and the Leroy Township Fire Department). The Authority shall operate an ambulance service with emergency medical services. The governing board of the Authority (hereafter, the "Board") shall hire such persons who, based on experience, training, and qualifications would, in its discretion, best perform the duties associated with providing fire protection and ambulance services to the residents of the Authority's jurisdiction.

Section 3: Budgets

Each operating department and service shall submit to the Finance Committee an annual budget for its operation and maintenance and for obtaining necessary and appropriate equipment. Prior to submission of each departments budget, the departments will hold a joint budget meeting in August, of each year, for the purpose of savings on any combined purchases and training.

Section 4: Chief Administrative Officer, Administrative Officers; Duties and Responsibilities

The Board shall hire a Chief Administrative officer, (hereafter, the "Director"). The Board shall hire a Fire Chief for each station, an Emergency Medical Service Supervisor(s), a Billing Specialist, and an Office Manager, who shall be the administrative officers of their respective departments. The Director shall be accountable directly to the Board for the efficient and effective operation of NIESA. The administrative officers shall be accountable to the Director, for the efficient and effective operation of their departments, and for their departments' compliance with all state and federal laws and all Board policies. The chief administrative officers shall serve at the pleasure of the Board.

The administrative officers shall recommend, subject to Personnel Committee approval, the appointment of assistant chiefs, captains, lieutenants, sergeants, engineers (drivers), firefighters, paramedics, emergency medical technicians, and other personnel as may be deemed necessary.

In case of a personnel shortage that may cause immediate scheduling conflicts, the chief administrative officers shall request approval from the Personnel Committee to take the appropriate steps to resolve the shortage, pending Board approval at its next Board meeting.

The administrative officers shall develop written administrative rules to increase the efficiency and effectiveness of their departments, including pre-planning and post-incident critiques, regulations, assignment and scheduling of personnel and shall plan for the long-range needs of their departments and submit the plans and rules to the Director, and the appropriate Committee for review and subsequent presentation to the Board for approval.

The Administrative officers shall report in writing, monthly to the Director and the Board, operating problems, and equipment repair status. The Administrative Officers shall report all major personnel problems, in writing, to the Director and the Personnel Committee. Personnel reports shall be made separately, and will not be discussed in open session without prior approval of parties involved.

As needed, the Director shall notify the Board as soon as possible of any major problems or issues that may require Board action. When such problems must be resolved immediately and it is impractical or will endanger the health, safety or welfare of the residents to wait until the next Board meeting to resolve the issue, the Director shall be empowered to resolve the issue or problem, subject to the subsequent approval of the Board.

The administrative officers shall work jointly with each other to standardize policies and procedures to the extent beneficial and to minimize unnecessary duplication and expense.

The administrative officers shall hold regular department informational and training meetings, and report activities of such meetings to the Board.

Each department is required to ensure that their respective areas of the buildings and equipment are properly maintained and in good working order, with any damage incident reports submitted to the Office Manager and Director.

The administrative officers may incur expenditures against the departments' budgets as appropriated by the Board, and will require a Purchase Order for such expenditures as per the Purchase Order Policy, prior to such expenditures. The administrative officers, Director, and the Board Treasurer, will monitor the unencumbered balances remaining in the department budgets and shall make timely recommendations for budget amendments at such time as the need for such amendments prior to any incurred expenses. The departments' expenditures shall not exceed the amounts appropriated.

The administrative officers shall also be responsible for the following in their respective departments;:

1. Supervising the extinguishment of all fires that endanger the health, safety and welfare of residents.
2. Ensuring that all personnel are trained and qualified for the duties that they are expected to fulfill.
3. Ensuring community fire prevention programs are conducted.
4. Each department are required to ensure that all their respective equipment and buildings areas are properly maintained and in good working condition.
5. Ensure that all department personnel comply with departmental and Board rules, regulations and policies. If violations occur, a written copy of the violation will be submitted to the Personnel Committee, and a copy will be placed in the individuals personnel files..

Section 5: Officers

There shall be a chain of command established among the department officers, as referenced in Appendix O: Northeast Ingham Emergency Services Authority, Organizational Chart. Each rank shall obey the orders of their superior officers. Temporary officers may be appointed by the senior officer present at any emergency to ensure the continuity of the chain of command. Such temporary appointments shall terminate when the officer with the given responsibility becomes available. At no time shall any NIESA Board member preside over an emergency, unless allowed by the senior officer on scene.

The administrative officer shall establish, and provide the Board, a job description and duties for each rank. Each command officer shall be responsible that orders are carried out by subordinates.

Section 6: Compensation

Compensation to personnel shall be in such amounts as may be determined from time to time by the Board.

Section 7: Soliciting Donations

All fund-raising activities conducted in the name of the Authority shall have the prior approval of the Board and the Board may impose conditions on its approval.

Adopted : September 3, 1998

Amended: June 7, 2001 (amendments adopted)

Amended: April 2, 2009 (amendments adopted)

Amended: September 6, 2012 (Resolution 5 of 2012)

Amended: December 4, 2014 (Resolution 4 of 2014)