

April 5, 2012

The April 5, 2012 meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson Earl Griffes.

Voting Members Present: E. Griffes, R. Hayes, R. Cole, R. Lillywhite, R. Hanna, R. Pollok  
Absent: City of Williamston representative

Non-Voting Members Present: J. Messing, F. Wilbrink

Fire & EMS Personnel Present: S. Davis, M. Flynn, Mark House, Matt House, B. Siegel

Other: C. Galbreath- Director

Guests: None

**Consent Agenda (Agenda I):**

- Minutes of the March 1, 2012 Regular Meeting
- Checking Account Summary March 2012
- 2012 Operations Budget through March 31, 2012
- 2012 Building & Equipment Budget through March 31, 2012

Mr. Pollok indicated on page 9, under Public Comment, it should be that Mrs. Whelton “declined” being the City of Williamston’s alternate. Discussion followed. Ms. Curtis will amend the minutes as indicated.

Motion by Mr. Hanna to accept the minutes of the March 1, 2012 meeting as amended, and to accept the Checking Account Summary of March 2012, the 2012 Operations Budget through March 31, 2012, and the 2012 Building & Equipment Budget through March 31, 2012 as presented. Seconded by Mr. Pollok. Motion carried.

**Public Comment (Agenda II):**

None at this time.

**Fire Service Billing Review (Agenda III-A):**

Mr. Galbreath advised he met with Attorney Adams to discuss the questions raised by the Board members about the Billing Ordinance. The Finance Committee has not met, but Mr. Hanna will be scheduling a meeting in the next couple of weeks.

**Public Act 152 of 2011 (Agenda III-B):**

Mr. Hanna advised he contacted the Representative from the 93rd District, and asked him to have the Attorney for the State House of Representative review the Act, and provide an opinion in regard to NIESA. The Attorney investigated NIESA, and determined we were self supporting since we do not take revenue sharing and have our own tax base. In the Attorney’s opinion, NIESA falls within the category of being able to “opt out” of the Act.

Mr. E. Griffes asked Mr. Galbreath if he had discussed the issue further with Attorney Adams. Mr. Galbreath advised he had, and Mr. Adams is still maintained his previous opinion. Mr. Galbreath also checked with SSES in Perry, and SIESA in Stockbridge. SIESA's employees do not get health insurance benefits from SIESA because all of their full time staff are insured through their spouses. SSES did not know about the Act, however they pay 80 percent of the health insurance and the employees pay 20 percent. Discussion followed.

Motion by Mr. Lillywhite that NIESA Opt out of Public Act 152 of 2011, seconded by Mr. Hanna.

Discussion: Mr. Hayes asked if Mr. Hanna had a copy of the Act. Mr. Hanna stated it was available on line.

Motion to table the decision on Public Act 152 of 2011 until the next meeting, seconded by Mr. Cole. Motion carried.

Mr. Hayes requested Ms. Curtis provide him with a copy of Public Act 152 of 2011.

Mr. Galbreath advised if NIESA does not make a decision on how they want to address the Act, then per the Act the default choice is the \$5,500 cap. Ms. Messing asked what NIESA currently pays for an individuals health insurance. Mr. Galbreath advised \$6,800. Discussion followed.

### **Standard Operating Guideline (Agenda III-C):**

*Section II: Issues not Covered by SOG or Policy:* Mr. Wilbrink advised at last month's meeting the draft of this SOG was initially added to the General Rules of Conduct.

However it was pointed out that the General Rules of Conduct was regarding the conduct of individuals as employees of NIESA. So it was decided to make it a stand alone standard operating guideline.

Motion by Mr. Cole to adopt "Issues not Covered by SOG or Policy" as presented, seconded by Mr. Pollok. Motion carried.

Mr. Hanna stated at the last Board meeting it was discussed that several of the SOG's refer the employees to the Chief or Director. Mr. Hanna advised when they were initially written "director" meant EMS Director. NIESA did not have the Director position that Mr. Galbreath currently holds. Ms. Curtis asked rather than change one SOG at a time, could the Board make a blanket amendment that covers all of the SOG's with incorrect wording. Discussion followed.

Mr. Wilbrink indicated the Personnel Committee would address this issue in the future.

### **Village Hydrant Rental (Agenda III-D):**

Mr. E. Griffes advised that he, Mr. Galbreath, Mr. Hanna, and Assistant Chief House meet with

the Village of Webberville to discuss the Hydrant Rental situation.

Mr. Galbreath advised it was a good meeting. Everyone was able to present their position regarding the issue. Mr. Galbreath advised it boiled down to the Village did not feel they should have to incur the expense of providing water to areas outside of the Village for fire suppression.

NIESA position remained the same that we were not willing to pay “rental” fees for the hydrants. It was suggested NIESA could provide the Village with the amount of water used on fires outside of the Village, and the Village could bill the property owner. Discussion followed regarding cost to the residents.

Mr. Galbreath felt things were moving in the right direction. Mr. Hanna advised it was good to meet face to face. When the meeting ended the Village representatives needed to take things back to the Village Council, and discuss the matter further amongst themselves.

Mr. Pollok was concerned about billing the residents for the water used. He felt NIESA should pay the cost of the water, not the resident. Discussion followed. The Board requested Ms. Curtis gather information as to the amount of water used at fire scenes outside of the Village, where the water was obtained from the Village.

Mr. Galbreath advised that another issue was brought to light at the meeting. The Village had a water main break near they hydrant where Leroy Township was filling during the fire. Mr. Lillywhite advised an individual from another fire department shut off the valve on their tanker too quickly which probably caused the main break.

Mr. Galbreath advised is cost the Village \$1,500 to repair the break. He did check with our insurance company, and we do not have coverage for these types of issues. Discussion followed regarding NIESA’s responsibilities when water mains are damaged.

**Alternate Member At Large Position (Agenda III-E):**

Mr. E. Griffes advised NIESA had received two letters of interest for the open Alternate Member-at-Large position. One was from Frans Wilbrink, and the other was from Timothy Grant.

Mr. E. Griffes, and Mr. Pollok advised they discussed the open position with their respective Township Boards, and both Boards supported appointing Mr. Wilbrink to the position. Mr. E. Griffes also spoke with Mr. Paul Griffes of Locke Township, and Locke Township also supported the appointment of Mr. Wilbrink. Discussion followed

Motion by Mr. Lillywhite to appoint Mr. Frans Wilbrink to the Alternate Member-At-Large position on the NIESA Board, seconded by Mr. Pollok. Motion carried.

Mr. Hayes asked what the term of the appointment. Ms. Curtis indicated 4 years.

### **Resolution Review (Agenda IV-A):**

Mr. Hanna indicated NIESA has a number of older resolutions that are in conflict with Standard Operating Guidelines that have been adopted. He advised that a resolutions have the intent of a law. Mr. Cole asked for an example. Ms. Curtis advised the Board adopted a resolution regarding disciplinary procedures for employees around 2001, then they adopted a Disciplinary Procedure Standard Operating Guideline in 2005 but did not rescind the resolution. Since the resolution has the intent of a law, it would negate the SOG.

The Board requested that Mr. Hanna and Ms. Curtis provide a list of resolutions that have conflicts for the next meeting.

Mr. Hanna indicated there was an old "Educational Reimbursement Policy" the Board needed to consider rescinding. Discussion followed.

Motion by Mr. Hanna to rescind the "Educational Reimbursement Policy" adopted in October 1999, effective immediately, seconded by Mr. Lillywhite. Motion carried.

### **Treasurer Report (Agenda V):**

Mr. Hanna advised he spoke to Mr. Haddrill regarding the preparation of the audit, and he is planning on making his presentation at the May meeting. However Mr. Hanna advised he will not be able to attend the May meeting and he would like to be present for the presentation. Discussion followed. Board did not change the audit presentation date.

Hanna reviewed the checking account summary with the Board. Also in the packet this evening is the 2012 budgets through the first quarter. Mr. Hanna stated we have a few line items already over budget, and other line items at a high percentage. He recommended waiting until after the second quarter to make any adjustments.

Ms. Curtis indicated some line items are over budget, but the cost centers are not over budget. Adjustments are not necessary unless the cost center are going to be over budget.

Mr. Hanna advised NIESA had received a letter from the Village of Webberville concerning our water and sewer rates at the station. When the new station was built, we went from a 3/4 inch water line to a 1 1/2 inch water line. When the size of the line increased our rates should have increased. The Village did not make the increase and just discovered their error. They have adjusted our bill to reflect the new rate, which will increase NIESA's water bill at the station by 285%. Previously the average monthly bill was \$50.00, with the new rate it will be approximately \$161.00. Discussion followed.

Mr. Hanna stated he did have some good news. The interest rate on our note with Fifth Third Bank reset on April 1, 2012. Previously our interest rate on the note was 4.79%. The new five year interest rate is 1.514%. By Mr. Hanna's calculations this will reduce NIESA's interest payment by \$104,000 annually. Discussion followed.

**Committee Reports (Agenda VI):**

None at this time.

**Comments from the Director (Agenda VII):**

Mr. Galbreath advised he met with Attorney Adams to discuss questions about NIESA's Billing Ordinance and Public Act 52.

He also reviewed the Lawn Service bids that were received, and the bid was awarded to Grant Services. They will be mowing all three properties owned by NIESA.

He also reviewed the bids to repair the water damage in the storage area in the 1296 building. The bid was awarded to Integrity Interiors. Discussion followed.

**Comments from the Department Chief's, Supervisors, Biller (Agenda VIII):**

**Chief Siegel:** Reported Williamston Fire responded to 20 calls last month. Williamstown Township had a structure fire on Meridian Road. The garage was lost and the fire went into the kitchen of the ranch style home, but they made a good stop. The home sustained considerable heat and smoke damage. The house fire also set the owners fifth wheel trailer and pick up truck on fire.

They assisted the EMS department on a couple of full arrests. One of the full arrest was on Waldo Road in Wheatfield Township, which is at the southern end of NIESA's district. Ingham Township Fire (Dansville) heard the call and offered to assist, and since their response time was shorter they assisted along with Williamston.

The foam pump on Engine 1 was not working well in 2011, but do to budget issues Chief Siegel postponed the repairs until this year. Chief Siegel check on the cost of a new pump compared to repairing the current pump. A new pump would have cost \$17,000, and to repair the pump was \$7,000. The Engine is currently at Halt undergoing repairs. A valve on Tanker 5 was also leaking and had to be replaced.

Regarding the grant, and disposal of the Telesquirt, Chief Siegel is still trying to get some guidance from FEMA as to what can and can't be done. He does not want to jeopardize getting the grant. He may need the assistance of an Attorney to get a determination. Discussion followed.

A demo ladder truck from Rosenbauer was at the station last week, and the representative from Pierce was also out to write up specifications. Discussion followed.

Some of the expenses on the checking account summary were for some new Ice Rescue Suits. Chief Siegel ordered them last fall. They were back ordered and just received this year.

**Chief Flynn:** Reported that Leroy Township responded to 15 calls last month. A few PI

accidents and assists to Williamston Fire and Fowlerville Fire.

Assistant Chief House advised two of their personnel had graduated from the Firefighter I & II class put on by the Ingham County Chief's. They did a nice graduation ceremony for the firefighters.

Assistant Chief House advised that Mr. Lillywhite had been promoted to Sergeant last month. Chief Flynn advised the vehicles need a few more repairs at Halt.

**Sherry Davis- EMS Supervisor:** Reported the EMS Department responded to 55 calls in March, with 8 refusals. They also gave away 6 calls.

Ms. Davis advised she is "blowing threw" her vehicle repair budget. Ambulance 11-15 had an oil leak and it cost \$2,000 to get it repaired. Right now everything is running fine. Discussion followed.

Mr. Hanna advised he was concerned about the repair budget on the EMS equipment since the two spares are primarily sitting. He felt if they just sit they will deteriorate. Chief Flynn indicated they do start and move the ambulance location at the Leroy Township station. Discussion followed.

Mrs. Messing asked if it was working out having the ambulance at the Leroy Station. Ms. Davis advised she didn't know because the ambulance had not responded to a call yet. Discussion followed.

**Charle Galbreath- Biller:** Ambulance revenue is at \$66,000 by the end of March, which put us over budget for the first quarter. Mr. Galbreath made his first submission to Medicare using the new forms and everything went well. He advised our accounts receivable is at the lowest level since we started billing.

Director Galbreath reminded the Board that they needed to approve Mr. Lillywhite's appointment to Sergeant at the Leroy Township Station.

**Comments from Office Manager (Agenda IX):**

**Back Flow Device:** The installation was completed on March 20<sup>th</sup>. A individual was in and performed the inspection and certificatied the device last week. We are just waiting for the final bill, and verification from Mr. Hulliberger that everything has been sent to the City.

**Ceiling Repairs in Storage area of 1296:** As Mr. Galbreath stated we received bids to do the work in the attic area. Integrity Interiors, Mid-Michigan Interiors and Miller Homes. Information was given to Director and he selected Integrity Interiors to do the repairs. They have been

contacted, and we are waiting for them to call back and schedule the repairs.

*NIESA Website:* Ms Curtis thanked the Board members who responded to her request regarding setting up email addresses for them on NIESA's website. We still have a few that have not responded, but things are moving forward. The form was also sent to NIESA's staff.

*SOG Table of Content Revision:* Mr. Hanna has been working with Ms. Curtis to reorganize the table of contents of the SOG's and get the new guidelines added. Plans are to put them on the website, and have links for easier access.

*Lawn Service Bids:* As Mr. Galbreath reported we received 3 lawn service bids and the Director selected Grant Services to provide the lawn care service for all three of NIESA's locations.

*Signing of Contracts:* Ms. Curtis advised it is her understanding, per the NIESA Bylaws, that only the Chairperson of NIESA can sign contracts for NIESA and she needed some clarification. Does it mean "all" contracts including such items as lawn service, copier maintenance agreements and annual maintenance agreements. NIESA's bylaws were initially written prior to having a Director. They were amended when the Director and Chairperson were the same individual. Discussion followed.

*Life-saving Awards:* Ms. Curtis advised that NIESA EMS, with assistance from Williamston Fire had reclassified two individuals in March. So NIESA will be presenting staff members with Life-Saving awards at the next meeting. Sherry Davis advised that we will also be presenting a life saving award to a Citizen as well. Discussion followed.

#### **Comments from Board Members (Agenda X):**

Motion by Mr. Cole to appoint Mr. Lillywhite as the Sergeant for Leroy Township Fire Department, seconded by Mr. Hanna. Motion carried.

Mr. Wilbrink thanked the Board for appointing him to the Alternate Member-at-large position.

#### **Comments from Association Members (Agenda XI):**

Chief Siegel indicated at last month Mr. E. Griffes had mentioned the SCBA Grant received by Williamston Fire. He stated the grant was suppose to cost NIESA \$6,000, and it ended up costing \$13,000. Chief Siegel advised Mr. E. Griffes was mistaken. The NIESA's portion of the grant was only \$6,000. The \$13,000 payment he referenced was the final payment on the used SCBA's that were lease/purchased three year prior. It was not related to the grant.

**Public Comment (Agenda XII):**

Nothing at this time.

**Adjournment (Agenda XIII):**

Motion by Mr. Cole to adjourn the meeting at 8:32pm, seconded by Mr. Hanna. Motion carried.

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Paula M. Curtis, Secretary

Date