

August 2, 2012

The August 2, 2012 meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson, Earl Griffes.

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

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

EMS/Fire Personnel present: B. Siegel, S. Davis, Mark House, M. Flynn

Other: Charles Galbreath, Director

Guests: None

Consent Agenda (Agenda I):

-Minutes of the July 12, 2012 Regular Meeting

-Checking Account Summary July 2012

Motion by Mr. Lillywhite to accept the consent agenda as presented, seconded by Mr. Cole.
Motion carried.

Public Comment (Agenda II):

None at this time.

Resolution 4 of 2012- Authorized Signatures on NIESA Accounts (Agenda III-A):

Mr. E. Griffes advised the previous resolution regarding individuals authorized to sign NIESA accounts had used names of individuals. This resolution lists positions within NIESA rather than names.

Motion by Mr. Lillywhite to adopt Resolution 4 of 2012, Authorized Signatures on NIESA Accounts, seconded by Mr. Hanna.

Discussion: Mr. Hayes felt the wording was confusing. It states, "Two signatures shall be required on each check or draft," and then states, "On all accounts: Treasurer, Director, Office Manager." Discussion followed.

It was recommended the resolution be amended by changing the last sentence of the first paragraph to read "Two signatures of the three authorized shall be required on each check or draft."

Mr. Lillywhite advised he would amend his motion to include the recommended changes.

Motion by Mr. Lillywhite to adopt Resolution 4 of 2012, amending the last sentence of the first

paragraph to read “Two signatures of the three authorized shall be required on each check or draft.” Seconded by Mr. Hanna.

Roll call vote: Yeas: Mr. Hayes, Mr. Cole, Mr. E. Griffes, Mr. Pollok, Mr. Hanna, Mr. Lillywhite
Nays: None
Absent: City of Williamston Representative

Resolution 4 of 2012 was adopted.

Bylaw Amendment (Agenda III-B):

Ms. Curtis indicated previously an amendments to the Bylaws was done with a resolution. If the Board members are happy with the recommended changes she will draft a resolution for the next meeting. Discussion followed.

Ms. Curtis will draft a resolution for next months meeting.

Record Retention SOG (Agenda III-C):

Mr. Lillywhite asked if the records retention issue should also be done by resolution. Discussion followed. It was decided the records retention could be addressed by a standard operating guideline.

Ms. Curtis advised she had just given Mr. Hanna a draft of the standard operating guideline for his review. She will have a draft ready for the next board meeting.

Resolution Review - Appropriation Act (Agenda III-D):

Mr. Hanna stated he is still working on this.

2013 Budgets- Operations, Building & Equipment (Agenda IV-A):

2013 Building & Equipment Budget: Mr. Hanna advised we are anticipating approximately \$414,000 in millage revenue. This does give us a surplus but we are still gathering information regarding the ambulance, and also have the ladder truck grant matching funds to consider.

Mr. Galbreath stated NIESA needed to be more realistic on it’s revenue anticipations. He indicated the millage revenue in both budgets did not reflect the DDA and TIFA reductions. Mr. Hanna advised we do not have the calculations yet regarding the DDA and TIFA reductions, however this does reflect what we anticipate from the millage. Discussion followed.

2013 Operations Budget: Mr. Hanna advised the operations budget was on the gray paper. He advised all of the department heads provided him with their

requests as to what they needed and wanted in 2013. We also discovered a salary line and FICA lines were miss calculated in 2012. Those lines needed to be increased.

On the final page there is a contingency fund of \$11,377. It's believed this amount will cover the DDA and TIFA reductions for 2013. Discussion followed.

Public Hearing Date on Budgets (Agenda IV-B):

Mr. Hanna indicated the next item is to schedule the public budget hearing. Previously NIESA's done the hearing in September just prior to the regular board meeting.

Motion by Mr. Cole to set the budget hearing for September 6, 2012 at 7:00 pm at the NIESA/Williamston Fire station, seconded by Mr. Lillywhite. Motion carried.

Mr. E. Griffes advised the regular meeting will occur right after the budget hearing.

Ms. Curtis will publish a notice of the hearing, and have copies of the budgets available at the Leroy Township and Williamston stations.

Treasurer Report (Agenda V):

Mr. Hanna reviewed the checking account summary with the Board. One of the items was the purchase of pagers for the Leroy station.

Mr. Hayes asked if the personnel could be alerted via cell phone. Ms. Curtis advised not at this time. Chief Flynn stated their has been discussion to do the alerting through cell phones, but it is not available at this time. Discussion followed.

Mr. Hanna had another note on the budgets. Under the fire expenses there are line items titled "Major Repair" and "Minor Repair." The titles are going to be changed. Major Repair is changing to "Vehicle Repairs", and Minor Repair to "Equipment Repair" for better clarification.

Committee Reports (Agenda VI):

Finance Committee: Mr. Hanna advised they met to discuss the 2013 budgets

Personnel Committee: Mr. Wilbrink advised they did not meet.

Comments from the Director (Agenda VII):

Mr. Galbreath indicated it was a quite month. He met with Finance Committee regarding the budget, and he also met with the Treasurer, Office Manager, and the Assistant Chief from Leroy Township station.

Comments from Department Chiefs, Supervisors, Biller (Agenda VIII):

Sherry Davis, EMS Supervisor: Reported EMS responded to 71 ambulance calls in July, with 30 refusals. The high number of refusals were the result of auto accidents with several patients. We also gave 1 call away to a helicopter transport, and 13 to other agencies.

They are continuing to work on getting information regarding the cost of refurbishing one of the ambulance, however they are having difficulty getting the sale personnel to respond. Horton has been one of the worst. Discussion followed.

Mr. Hanna asked if she received his message that he also wanted cost for a new ambulance. She indicated she had, and they are also gathering that information.

Chief Flynn: Reported Leroy Township responded to 21 calls in July. He advised there calls are up considerably over last year. Ms. Curtis stated she looked at both Leroy Township's and Williamston's run numbers, and both of their calls are up approximately 37% over last year. Discussion followed.

Chief Siegel: Reported Williamston responded to 22 calls in July, and Williamstown Township had the majority of the calls. Mainly for power lines down. They also had two serious vehicle accidents. One was on Sherwood road. The extrication of the individual went well, however he passed away. The second was just on Monday west of the Williamston fire station on Grand River.

Mr. Lillywhite had a question for Ms. Davis regarding the recent accident and the length of time the helicopter was on the ground before transporting the patient. He asked that Ms. Davis bring the issue to Tri-County Emergency Medical Control Authorities attention. Discussion followed.

Chief Siegel advised they assisted Holt/Delhi with a structure fire on Every road. Williamston's portable water tank was damaged during the fire by hot embers. He has submitted a bill to Holt/Delhi for the replacement of the liner. Holt/Delhi does not bill the residents for fire service, but they do bill the townships. Discussion followed.

Ms. Curtis advised if Holt/Delhi does not cover the damaged portable tank liner, NIESA's inland marine policy will cover the damage. Discussion followed.

Charles Galbreath, Biller: Reported ambulance revenue of \$142,000, and the run count is about 10 days ahead of last year. He is current working on "re-validation" paperwork for WPS. Discussion followed regarding the process.

Mr. Hanna advised that Medicare has also instituted an annual fee for submitting claims. With the re-validation paperwork came a fee of \$523.00

Mr. Galbreath stated he is approximately 17 days behind in billing, because of changes in computer policies with the area hospitals and the EMS Supervisor's vacation. Discussion followed.

Comments from Office Manager (Agenda IX):

Nothing this evening.

Comments from Board Members (Agenda X):

Mr. Hanna advised the Board, when he left the Williamston station this evening Paramedic Waltersdorf, and EMT Cochrane were in the process of delivering a baby.

Comments from Association Members (Agenda XI):

Nothing at this time.

Public Comment (Agenda XII):

Ms. Curtis expressed her condolences to Chief Siegel for the loss of his father.

Adjournment (Agenda XIII):

Motion by Mr. Lillywhite to adjourn the meeting at 7:58 pm, seconded by Mr. Cole. Motion carried.

Paula M Curtis, Secretary

Date