

December 6, 2012

The December 6, 2012 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson Earl Griffes.

Voting Members Present: R. Lillywhite, R. Hanna, E. Griffes, R. Cole, S. Whelton, R. Hayes, R. Pollok,

Non-voting members present: J. Messing, F. Wilbrink

EMS/Fire personnel present: M. Flynn, B. Siegel, Mark House, S. Davis, S. McGuire, Z. Waltersdorf

Other: None

Guests: Jim DeForest, Mayor-City of Williamston
Brad Hitchcock, President- Village of Webberville
Scott Diederich, Trustee- Leroy Township

Consent Agenda (Agenda I):

- Minutes to the November 1, 2012 Regular Meeting
- Minutes to the November 8, 2012 Extra Meeting
- Operations Checking Account Summary through November 2012
- Operations Budget through November 2012
- Building & Equipment Budget through November 2012

Motion by Mr. Pollok to approve the Consent Agenda as presented, seconded by Mrs. Whelton. Motion carried.

Public Comment (Agenda II):

Mr. E. Griffes introduced Mr. Brad Hitchcock the Village of Webberville President, Mr. Scott Diederich, the new Leroy Township Trustee, and Jim DeForest Mayor of the City of Williamston.

DDA/ TIFA Funds- Village of Webberville (Agenda III-A):

Mr. E. Griffes advised that he and Mr. Galbreath attended the November 11th meeting of the Village of Webberville DDA. They requested the DDA again start passing through the funds they receive from NIESA's millage.

The DDA indicated they would discuss the request. Mr. E. Griffes stated he planned on attending the next DDA meeting.

Resolution 9 of 2012- Re-Affirmation of Master Equipment Lease Purchase agreement for 2013 Ford F-550 4 x 2 Chassis with Horton 623 Ambulance Body (Agenda III-B):

Mr. Hanna advised Attorney Adams wanted the Board to re-affirm the purchase of the

ambulance. He indicated that Citizen Bank's attorney had made some minor changes to the lease purchase agreement papers. The agreement with Citizen's is a "master" lease / purchase agreement. By it being a "master" agreement any future purchases using Citizen's for the financing will be covered under this agreement, it will not have reviewed by Citizen's or NIESA's attorney.

Motion by Mr. Lillywhite to rescind Resolution 8 of 2012, Authorization of Master Equipment Lease Purchase Agreement, and adopt Resolution 9 of 2012- Reaffirmation of Master Equipment Lease Purchase Agreement for 2013 Ford F550 4 x 2 Chassis with Horton 623 Ambulance Body. Seconded by Mrs. Whelton.

Mr. McGuire requested to interrupt the discussion regarding the Resolution. He indicated he had been called into work at the Sheriff's department, but had a topic he wanted to bring to the Board's attention prior to leaving.

Mr. E. Griffes gave Mr. McGuire the floor.

EMS Supervisor McGuire : Reported EMS responded to 90 calls in November. 28 calls were refusals, and they gave 13 calls away.

The main thing he wanted to discuss was the heart monitors currently owned by NIESA. He advised NIESA currently owns three Lifepak 12 monitors. They were all manufactured at different times so each one has different options. He has spoken with Curt Zondervaan from Physio Control and was advised that Physio Control is no longer manufacturing the Lifepak 12's. They will provide service and parts for the unit until 2014.

Mr. McGuire reminded the Board, Mr. Zondervaan previously had made a presentation to the Board regarding a new piece of equipment offered by Physio Control, the Lucas 2 Chest Compression System which cost \$13,000. The unit is becoming the standard of care for ambulance.

Physio Control is currently offering a deal that if NIESA purchase a Lifepak 15 and 2 Lucas devices for \$60,000, they will finance the purchase for 60 months at no interest with us paying \$1.00 at the end of the lease purchase. They will allow us to trade in the two older Lifepak 12's and give us \$2,500 for the oldest and \$3,500 for the middle unit.

Ms. Curtis asked if there was a time limit for the offer. Mr. McGuire did not know. He indicated the Board did not need to make a decision right now, he just wanted to make them to be aware of the situation.

Mr. Hanna requested Mr. McGuire provide him with more information regarding the cost, and what we would be getting for the funds. Chief Siegel suggested the Board contact the Rotary Club to see if they would provide a donation towards the equipment. Discussion followed.

Mr. McGuire thanked the Board for allowing him to make his presentation.

Return to Resolution 9 of 2012:

Motion on the floor by Mr. Lillywhite to rescind Resolution 8 of 2012, Authorization of Master Equipment Lease Purchase Agreement, and adopt Resolution 9 of 2012- Reaffirmation of Master Equipment Lease Purchase Agreement for 2013 Ford F550 4 x 2 Chassis with Horton 623 Ambulance Body, which was seconded by Mrs. Whelton.

Discussion: Mr. Hayes asked why specific individuals were named in the resolution. Mr. Hanna advised it was dictated by the Articles of Incorporation.

Mr. E. Griffes called for the vote.

Yeas: Mr. Hayes, Mr. Cole, Mrs. Whelton, Mr. Lillywhite, Mr. Hanna, Mr. Pollok,
Mr. E. Griffes

Nays: None Absent: None

Resolution 9 of 2012- Re-Affirmation of Master Equipment Lease Purchase agreement for 2013 Ford F-550 4 x 2 Chassis with Horton 623 Ambulance Body was adopted.

**Resolution 10 of 2012- Authorization of Schedule to Lease Purchase Agreement for
2013 Pierce Manufacturing Aerial Apparatus (Agenda III-C):**

Mr. E. Griffes advised the principal amount is \$64,000, with an interest rate of 1.7% for a term not to exceed 3 years. Discussion followed.

Motion by Mr. Lillywhite to adopt Resolution 10 of 2012- Authorization of Schedule to Lease Purchase Agreement for 2013 Pierce Manufacturing Aerial Apparatus as presented, seconded by Mr. Cole.

Discussion: Mr. Cole asked if this would use the same agreement as the ambulance. Mr. Hanna advised it would use the master agreement.

Mr. Lillywhite indicated NIESA should've had 3 bids for the vehicle like we did for the ambulance. Even if one of the bids was lower than the Pierce does not mean it would have been selected. Discussion followed.

Mr. Hayes asked if NIESA had a policy requiring three bids for vehicle purchases. Ms. Curtis advise there is no policy or guideline regarding vehicle purchases. Mr. E. Griffes felt one should be written. Chief Siegel stated the guideline should include requirements that bond insurance be obtained on vehicles where pre-payments are involved. Discussion followed.

Mr. E. Griffes called for the vote.

Yeas: Mrs. Whelton, Mr. Lillywhite, Mr. Hanna. Mr. Pollok, Mr. E. Griffes, Mr. Cole,
Mr. Hayes.

Nays: None Absent: None

Resolution 10 of 2012- Authorization of Schedule to Lease Purchase Agreement for 2013 Pierce Manufacturing Aerial Apparatus was adopted.

Billing Ordinance Revision (Agenda III-D):

Mr. Hanna advised Attorney Adams has provided Mr. Galbreath with revisions to the Billing Ordinance. It is still being reviewed but is moving forward.

2013 Meeting Schedule (Agenda IV-A):

Motion by Mr. Lillywhite to adopt the 2013 meeting schedule as presented, seconded by Mrs. Whelton. Motion carried.

Ms. Curtis will publish the meeting schedule.

SOG- Admin Billing Assistant Job Description (Agenda IV-B):

Mr. E. Griffes was advised by Mr. Galbreath that he has two people interested in the Billing Assistant position and he plans on interviewing them next week.

Motion by Mr. Cole to approve the Admin-Billing Assistant job description SOG as presented, seconded by Mr. Hanna. Motion carried.

Director Goals & Objectives (Agenda IV-C):

Mr. E. Griffes stated at the November 8th meeting the Board discussed drafting some goals and objectives for the Director. He asked if anyone brought recommendations.

Mr. Hanna advised in NIESA's Articles of Incorporation indicate that all the departments are to provide written reports to the Board, however it doesn't provide details of what information should be included. We need to provide some direction.

Mr. Hanna felt the Director should attend different meetings within NIESA to see what is happening. The EMS department has meeting, the fire departments have training meetings and Association meetings.

He suggested the Director work with Leroy Township Fire to apply for a grant. He also suggested the Director re-institute the Management meetings that have gone by the way side.

Mr. Lillywhite felt the Director needed to enforce the SOG's that NIESA have in place. He felt it would solve a lot of NIESA's problems. Mrs. Whelton felt NIESA should provide the Director with a list of what we want accomplished.

Mr. Hayes asked if the Director had a job description. Mr. Hanna advised that all of NIESA's positions have job descriptions, but some are relatively vague. Mr. Hayes suggested "fleshing out" the job description. Discussion followed.

Mr. E. Griffes stated he would meet with Mr. Galbreath next week to discuss the Boards recommendations, and have Mr. Galbreath come back to the Board in January with a plan of action.

Mr. Lillywhite requested this issue be placed on the January agenda.

Treasurer Report (Agenda V):

Mr. Hanna provided the Board with a expense summary, which he reviewed with the Board. He indicated EMS had experienced some high expenses because they've had to prepare for their annual State of Michigan inspection and replace some expired items.

Regarding the Checking account summary, Mr. E. Griffes questioned Chief Siegel's lunch meeting expense. Chief Siegel advised he met with Chief Harper, the Assistant Chief of East Lansing Fire, and Captain Cochrane to discuss the 2013 training schedule, and the ladder truck grant. Discussion followed.

Mr. Hanna advised he'd received two request to carry over funds to 2013. One was from Mr. McGuire requesting to carry of \$5,500 for the purchase of computers for the ambulances.

The second was from Chief Siegel, which needed some explanation. When the Williamston received the grant to purchase new SCBA's, some of the SCBA's were given to Leroy Township because the they were more up to date than Leroy's, but he also sold some item. The sale of the equipment over the past two years, along with a donation from the Rotary club totals approximately \$16,000. The funds have been put into a "donation" line item, however the auditor has advise the sale of equipment should be put into the general fund. Discussion followed.

Chief Siegel advised that \$3,648 of the funds in the donation line were donated to Williamston Fire from the Sunrise Rotary Club for the purchase of a thermal imager. He wants to carry over the funds to purchase two additional SCBA's and five extra tanks. When we received the SCBA grant it did not provide a SCBA for the driver of the vehicle. Discussion followed.

Motion by Mr. E. Griffes to carry over \$5,500 from the EMS 2012 budget to the 2013 budget for the purchase of computers for the ambulance, seconded by Mr. Lillywhite. Motion carried.

Motion by Mr. Cole to increase Chief Siegel's line item 101-336-977.1 Equipment of the 2013 budget by \$16,681 for the purchase of two SCBA's and 5 SCBA tanks, seconded by Mrs. Whelton.

Discussion: Mr. Lillywhite asked if whenever something is sold does the value of the item go back into the individual station. He felt it should be put back into the general fund. Discussion followed.

Yeas: 5 Nays: 2 (Lillywhite, E. Griffes)
Motion carried.

Chief Siegel felt if an organization donated funds to a department for the purchase of an item, or towards the purchase of the item, they department should be able to carry the money over from year to year. It should not go in the General fund if it was specifically given to a department. Ms. Curtis will discuss the issue further with the auditor. Discussion followed.

Mr. Hayes requested if a department is going to make a request for financial funding, they provide the Board with written details of the request prior to the Board meeting. He indicated the Board can not make an informed decision when issues are presented verbally. It was suggested that request for funding be presented in writing at a meeting, then the Board would make a decision on the funding issue at the subsequent meeting. Discussion followed.

Personnel Committee (Agenda VI):

- Educational Reimbursement SOG
- Fire Department Positions SOG
- Compensation - Jury Duty SOG
- Compensation- Legal Proceedings SOG
- Ambulance Service Biling - Employees SOG

Mr. Wilbrink advised the Personnel Committee did not meet.

Finance Committee (Agenda VII):

- Disposal of Equipment SOG
- Purchase Order SOG (Revision)

Mr. Hanna advised with the issues on the Finance Committees agenda, he is requesting the committee meet on a monthly basis. He will meet with the Committee members to discuss it further.

Comments from Director (Agenda VIII):

- Standardization of Vehicle Lettering
- Performance Reviews

Mr. Galbreath is ill this evening and excused from the meeting. However Mr. Hanna advised he has been working on the tasks assigned at the November 8th meeting.

Comments from Department Chief's, Supervisors, Biller (Agenda IX):

Chief Flynn: Reported the Leroy Township station responded to 14 calls in November and they are at 151 for the year. This is the most calls they've ever had in a year. It also explains why some of the cost are higher in the budget.

He indicated the Leroy Fire Association was involved in several things last month. They donated turkeys and the fixings to the food bank for Thanksgiving, and last weekend Santa visited the station.

Chief Siegel: Reported the Williamston Station responded to 16 calls in November. They had

quite a few runs assisting the ambulance, and several calls into Williamstown Township.

Mr. Cole had spoken with Chief Siegel and provided him with the name of an individual who may be interested in purchasing the Telesquirt. He also has a salvage yard down south interested in purchasing the truck. Discussion followed.

All of the ground ladders have been tested for both departments, and Williamston and Leroy Township also jointly purchased some fire hose.

Next months training is going to be the annual review of the personnel's equipment, completing the annual paperwork, and doing the personnel reviews. He is also working on the MABAS system set up, and providing them with information.

Mr. Pollok stated the news had reported problems with the 911 dispatching system. He asked if the reports were true. Chief Siegel and EMS Supervisor Davis indicated there are a few glitches with the system. Discussion followed regarding the dispatching system.

Mr. Hayes asked if NIESA billed for illegal burns. Ms. Curtis advised per NIESA's Billing Ordinance we can bill for illegal burns. It is her understanding that the Fire Chief's put information in the notes of their report if they feel it should be billed. Discussion followed.

Sherry Davis, EMS Supervisor: Reported the State of Michigan will be in next week for the annual inspection.

Charles Galbreath, Biller: Per the Biller, Ambulance Revenue as of November 30th was at \$230,000, and he expects to be at \$240,00 by the end of the year. He has billed for the calls through the end of November.

Comments from Office Manager (Agenda X):

Nothing at this time.

Comments from Board Members (Agenda XI):

Nothing at this time.

Comments from Association Members (Agenda XII):

Nothing at this time.

Public Comment (Agenda XIII):

Nothing at this time.

Adjournment (Agenda XIV):

Motion by Mr. Pollok to adjourn the meeting at 8:18 pm, seconded by Mr. Lillywhite. Motion carried.

Paula M Curtis, Secretary

Date