

February 2, 2012

The February 2, 2012 meeting of the NIESA Board was called to order at 7:06 pm by the chairperson Charles Galbreath.

Voting Members Present: R. Lillywhite, R. Cole, R. Pollok, E. Griffes, C. Galbreath,
J. Messing. Absent: City of Williamston Representative

Non-Voting Members Present: R. Hanna, P. Griffes.

EMS/ Fire Personnel Present: M. Flynn, S. Davis, R. Oesterle, Mark House.

Other: F. Wilbrink

Guests: None

Consent Agenda (Agenda I):

-Minutes to the January 5, 2012 regular Meeting

-Checking Account Summary January 2012

Mr. Pollok questioned the payment to the Enterprise. He wondered if it was for the CPR class advertisement, if so why didn't we use the free advertisement portion of the paper. Ms. Curtis advised it was for the legal notice to publish the dates of NIESA's meeting schedule for 2012. She indicated she did not place an ad for CPR classes on behalf of NIESA. Discussion followed.

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

Public Comment (Agenda II):

Nothing at this time.

Mr. Galbreath introduce Ms. Messing, Williamstown Township alternate representative to the Board.

Fire Service Billing Review (Agenda III-A):

Mr. Galbreath advised he had discussed the issue with Attorney Adams a couple of times, but have nothing finalized to present.

Senate Bill 7 (Agenda III-B):

Mr. Galbreath advised he discussed Mr. Hanna's concerns regarding whether or not this Bill applied to NIESA, and Mr. Adams assured him it does apply to NIESA.

Mr. Lillywhite indicated he had a problem with the State telling NIESA how to run their business. He felt NIESA needed to meet with the full time staff to find out their opinion on how to address the issue. Mr Galbreath had discussed it with some of the full time staff, and they don't want it to change.

Mr. Galbreath stated the full time employees received a 2% pay increase this year, there first in 3 years, and now you are going to require them to give approximately 6% back to cover their portion

of the health insurance.

Mr. Galbreath stated NIESA qualifies as a governmental entity under the Bill because we are a joint government effort. However we do not qualify for the "opt out" option because the option is only afforded to actual governmental units. Discussion followed.

Mr. Hanna advised we had received the premium information from the health insurance company, and our monthly premiums are increasing \$50.00 per person. Mr. Hanna recommended holding off, and checking out our options further. Mr. E. Griffes requested it be referred back to the Finance Committees to review our options.

Mr. Lillywhite requested Ms. Curtis contact Rachel with the Village of Webberville, and obtain information regarding their insurance carrier. Their health insurance premiums went down 7 percent this year.

Election of Officers (Agenda IV-A):

Chairperson: Mr. Galbreath opened the floor for nominations for Chairperson.

Motion by Mr. Lillywhite to nominate Mr. E. Griffes for Chairperson, seconded by Mr. Cole.

Motion by Mr. Pollok to nominate Mr. Galbreath. Mr. Galbreath declined the nomination.

Motion by Mr. Cole to close the nominations and cast a unanimous vote for Mr. E. Griffes as Chairperson, seconded by Mr. Pollok. Motion carried.

Mr. Galbreath felt it was good to separate the Chairperson and Director positions. He advised he thought the Board should consider changing his Member-at-Large positions to being the alternate rather than the primary member. He felt it would eliminate possible conflict of interest. He turned the meeting over to Mr. E. Griffes.

Mr. E. Griffes thanked Mr. Galbreath for his years of service as Chairperson.

Vice-Chairperson: Mr. E. Griffes opened the floor to nominations for Vice-Chairperson.

Motion by Mr. Lillywhite to nominate Mr. Pollok for Vice Chairperson, seconded by Mr. Cole.

Motion by Mr. Cole to close the nominations for Vice-Chairperson and cast a unanimous vote for Mr. Pollok, seconded by Mr. Lillywhite. Motion carried.

Secretary: Mr. E. Griffes opened the floor for nominations for Secretary.

Motion by Mr. Lillywhite to nominate Ms. Curtis for Secretary, seconded by Mr. Pollok.

Motion by Mr. Lillywhite to close the nominations and cast a unanimous vote for Ms. Curtis as Secretary, seconded by Mr. Cole. Motion carried.

Treasurer: Mr. E. Griffes opened the floor for nominations for Treasurer.

Motion by Mr. Lillywhite to nominate Mr. Hanna for Treasurer, seconded by Mr. Cole.

Motion by Mr. Cole to close the nominations and cast a unanimous vote for Mr. Hanna as Treasurer, seconded by Mr. Lillywhite. Motion carried.

Mr. E. Griffes stated that Mr. Galbreath brought up a good point regarding changing his Member-at-Large position to alternate instead of primary. Mr. Lillywhite requested it be put on the agenda for next month.

Standard Operating Guidelines- Amendments (Agenda IV-B):

Health Benefits: Mr. Wilbrink advised the changes in the guideline are in bold. The Committee removed the specifics as to health insurance provider, and made the wording more general.

Motion by Mr. Lillywhite to approve the Health Benefits guideline as amended, seconded by Mr. Cole.

Mr. Galbreath was concerned with the wording “the maximum amount allowed by law.” Mr. E. Griffes indicated he interrupted this to mean NIESA is going to follow the guidelines in Senate Bill 7, but are leaving it open as to how it will be accomplished. Discussion followed.

Mr. E. Griffes called for a vote on motion. Motion carried.

Board Officers Duties: Mr. Wilbrink stated they added a duty to the Chairperson, and the Treasurer. Discussion followed.

Motion by Mr. Galbreath to adopt the amended Board Officers Duties as presented, seconded by Mr. Pollok. Motion carried.

Standard Operating Guidelines (Agenda IV-C):

Job Performance Reviews: Mr. Wilbrink stated this is to set the guidelines for the reviews. Ms. Curtis indicated the guidelines she included with the Personnel Committees draft were included because she thought the draft may conflict with what had previously been adopted.

Discussion followed regarding revisions to the guideline. A revised version will be provided at the next Board meeting.

Assistant Chief House asked if NIESA would be supply a standardized evaluation form to be used for the reviews. Mr. E. Griffes indicated the departments would develop their own. Mr. House felt it needed to be a standardized evaluation form provided by NIESA, so everyone is evaluated the same.

Mr. E. Griffes indicated the Personnel Committee would need to met with the Chief’s and Supervisors to draft an evaluation. Mr. E. Griffes referred the development of an evaluation form back to the Personnel Committee.

Return to Work Guidelines: Mr. Wilbrink requested this guideline be withdrawn from

consideration tonight, and it be referred back to the Personnel Committee for further review.

Open Position Guidelines: Mr. E. Griffes asked if this request was driven by the new EMS person hired. Mr. Galbreath indicated somewhat. Discussion followed.

Mr. Pollok did not feel the second item was necessary. Mr. Galbreath felt the wording of the second item would require NIESA to fill the open position. Mr. Wilbrink suggested change the word "shall" to "may." Discussion followed.

Mr. Galbreath advised it is in the Director's job description to take care of hiring issues. Ms. Curtis thought this guideline was just try standardize how positions are filled within NIESA, and minimize possible claims of favoritism. Chief Flynn asked if this only applied to full time positions. Ms. Curtis thought it would apply to full time positions, and possibly fire officer positions. Discussion followed.

Mr. E. Griffes referred the guideline back to the Personnel Committee for further review and revisions.

Treasurer's Report (Agenda V):

Mr. Hanna reviewed the checking account summary with the Board. Mr. E. Griffes questioned the snow removal charges, felt it was pricy. He indicated that Leroy Township only paid \$150 for the entire month of December. Mr. Lillywhite stated that fire stations have to be operational 24 / 7. The Township Office is not. Ms. Curtis advised there are also difficulties with keeping the stations accessible. She indicated it's difficult to keep the north side of the Leroy Township station safe with the slope of the approach. Discussion followed.

Mr. Hanna advised the payment to the Ingham County Controllers Office was for "mic fees" for using the radio system. He had a letter from the Controller's office advising those fees were going to increase in 2012. Discussion followed.

Mr. Hanna asked Ms. Curtis if the DUNS number issues had been resolved. She indicated she is still working on them. Hopes to have them completed before the end of the month.

Committee Reports (Agenda VI):

Personnel Committee: Discussed earlier.

Finance Committee: Nothing at this time.

Comments from the Director (Agenda VII):

Mr. Galbreath advised he spoke with Attorney Adams several time regarding the fire billing issue, and he met with our new insurance agent Jason Orton. He indicated that Mr. Orton continues to work hard for NIESA. He reviewed our policies and submitted some credit requests to our insurance company. He was able to save us an additional \$1,600. Discussion followed.

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

Chief Flynn: Reported Leroy Township responded to 14 calls in January. The major call came within the last 30 minutes of the month, which was a fire at the Wayside Baptist Church. It destroyed the church. An investigator has been on scene for the last two days. There is nothing suspicious, but they still don't have a final determination on the cause.

Chief Siegel: Unable to attend this evening. He provided a written report in the packet.

Sherry Davis- EMS Supervisor: Reported EMS responded to 63 calls in January with 9 refusals. She indicated they took 1 mutual aid call for Lansing Mason, but gave 2 away while they were on that call.

The new stretcher arrived last week and has been put in service. It's weight limit is 650 pounds.

Charles Galbreath- Biller: Provided the Board with a breakdown of the outstanding Accounts Receivable for each year from 2003 to the present. Mr. E. Griffes questioned the "right off" portion. Discussion followed.

Mr. Hanna asked if NIESA had collected any funds from the transports during the MSU game. Mr. Galbreath advised it cost NIESA \$1,400 in labor to provide the ambulance, and to date he has received payment on 5 transports. We are currently \$1,084 in the black, and he still has 8 outstanding runs to collect. Discussion followed.

Comments from Office Manager (Agenda IX):

Backflow Device: Ms. Curtis contacted Mr. Hulliberger on 1/12/2012 . He advised he had to order the parts. Ms. Curtis requested he some notice prior to the installation, as she needed to advise the EMS Supervisors. They will need to make arrangements for their staff since there will be no water in the building during the installation. She has heard nothing further, and will be contacting Mr. Hulliberger next week for an update.

Auditor Meeting: Ms Curtis meet with Mr. Hadrill on January 27, 2012, and he picked up NIESA's records at that time. Ms Curtis verbally told Mr. Hadrill that the Board wanted the audit report by the May or June meeting. Mr. Hanna will be contacting him, as the Treasurer of NIESA, to confirm with Mr. Hadrill when the audit will need to be presented.

Leak in the Attic of 1296: Ms. Curtis is still working on the issue. Briggs Mechanical is aware of it, but they are consulting with the manufactur to see how to deal with the problem. This is the second time that area of the pipe has leaked, and caused damage.

Additional heating System Problem: The EMS Crew contacted Ms. Curtis on January 16 advising the heat was not working at the station.

Briggs Mechanical was contacted, but when they arrived everything appeared to be working normally. The service person came back the following day with his computer to check things and discovered one of the pumps on the system was not working correctly and needed to be replaced. Cost of the pump, \$1,400.

Brigg's Mechanical installed the new pump, but shortly after the installation it started raining in the fitness room. The seal failed on the pump. Brigg's has repaired the leak and provided us with some new ceiling tile to fix the damage.

Comments from Board Members (Agenda X):

Nothing at this time.

Comments from Association Members (Agenda XI)

Mr. Oesterle asked when an ambulance would be returning to the Leroy Station. He indicated some personnel have expressed they would make second ambulance calls but will not drive all the way to the Williamston station to do it.

Mr. Galbreath indicated he did not see why an ambulance couldn't sit at the Leroy station. All three do not need to be in Williamston. Mr. E. Griffes asked if it could be moved next week. Mr. Galbreath felt it could. Discussion followed

Public Comment (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Lillywhite to adjourn the meeting at 8:15 pm, seconded by Mr. Pollok. Motion carried.

Paula M Curtis, Secretary

Date