

July 12, 2012

The July 12, 2012 meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson, Earl Griffes.

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

Non-Voting Member Present: J. Messing

Fire/EMS Personnel Present: S. Davis, Mark House, B. Siegel

Other: Charles Galbreath, Director

Guests: None

Consent Agenda (Agenda I):

- Minutes of the June 7, 2012 Regular meeting
- Checking Account Summary June 2012
- Operations Budget through June 30, 2012
- Building & Equipment Budget through June 30, 2012

Mr. Hayes was concerned that the fuel expense was at 83%. Mr. Hanna advised it is a concern, however since the cost center is not over budget an amendment is not necessary at this time. Discussion followed.

Motion by Mr. Cole to approve the consent agenda as presented, seconded by Mr. Pollok. Motion carried.

Public Comment (Agenda II):

None at this time.

Resolution Review (Agenda III-A):

Resolution 2 of 1999- Authorized signatures on Checking Accounts:

Mr. Hanna stated the current resolution list specific individuals that are authorized to sign the accounts for NIESA. He indicated the resolution could be amended, and instead of using actual names of individuals we list positions within NIESA. Or we could rescind the resolution, and replace it with a Standard Operating Guideline to address the issue. A sample of both is provided.

Mr. Hayes felt it needed be done as a resolution. Motion by Mr. Hayes to amend the old resolution, seconded by Mr. Cole.

Roll Call: Yeas: Mr. Hayes, Mrs. Whelton, Mr. Cole, Mr. Oliver, Mr. Hanna , Mr. Pollok, Mr. E. Griffes
Nays: None

Motion carried.

Ms. Curtis will draft a new revised resolution for the next meeting.

Resolution 4 of 1999- Disciplinary Procedures:

Mr. Hanna advised this resolution was adopted in 1999, however in January of 2005 the Board adopted a Standard Operating Guideline- Discipline & Enforcement. The SOG is more detailed. He recommended the Board rescind Resolution 4 of 1999, and leave the SOG in place. Discussion followed.

Motion by Mr. Hayes to rescind Resolution 4 of 1999, seconded by Mr. Pollok.

Roll call: Yeas: Mr. E. Griffes, Mr. Pollok, Mr. Hanna, Mr. Oliver, Mr. Cole, Mr. Hayes,
Mrs. Whelton.
Nays: None

Resolution 4 of 1999- Discipline Procedures was rescinded.

Resolution 4 of 2003- Resolution Changing Resident Agent

Mr. Hanna stated Resolution 4 of 2003 also names an individual as the resident agent. He is recommending the name be replaced with a position within NIESA. He recommended the Office Manager position. The Resolution also references the Articles of Incorporation and per the Articles the resident agent has to be changed by resolution. Discussion followed.

Mr. Hanna advised that Resolution 1 of 2012-Resolution Changing Agent, changes the resident agent to the "Office Manager".

Motion by Mr. Oliver to adopt Resolution 1 of 2012- Resolution Changing Agent as presented, seconded by Mr. Cole.

Roll Call: Yeas: Mr. Pollok, Mr. Hanna, Mr. Oliver, Mr. Cole, Mr. Hayes, Mrs. Whelton,
Mr. E. Griffes
Nays: None

Resolution 1 of 2012-Changing Resident Agent was adopted.

Mr. Hanna advised while reviewing the Articles of Incorporation regarding the resident agent change we discovered there were two other items that needed to be addressed. Article XI-A- **principal office**, and Article XI-B - **mailing address**. The physical address is listed as 627 E Grand River, and the mailing address states P.O. Box 29. The Articles also state that any changes to this information must be done by resolution.

Resolution 2 of 2012-Resolution Changing Principal Office. The resolution changes the principal office address to 1296 W Grand River, Williamston. Discussion followed.

Motion by Mr. Cole to adopt Resolution 2 of 2012- Resolution Changing Principal Office as presented, seconded by Mrs. Whelton.

Roll Call: Yeas: Mr. Cole, Mr. Hayes, Mrs. Whelton, Mr. E. Griffes, Mr. Pollok, Mr. Hanna, Mr. Oliver
Nays: None

Resolution 2 of 2012- Resolution Changing Principal Office was adopted.

Resolution 3 of 2012- Resolution Changing Mailing Address. Discussion followed

Motion by Mr. Cole to adopt Resolution 3 of 2012- Resolution Changing Mailing Address as presented, seconded by Mrs. Whelton.

Discussion: Mr. Hayes asked if the principal address and mailing address resolutions could be combined. Ms. Curtis felt since it was stated separately in the Articles of Incorporation it needed to remain two separate issues. Discussion followed.

Mr. E. Griffes called for the vote.

Roll Call: Yeas: Mr. Oliver, Mr. Hanna, Mr. Pollok, Mr. E. Griffes, Mrs. Whelton, Mr. Hayes, Mr. Cole
Nays: None

Resolution 3 of 2012- Resolution Changing Mailing Address was adopted.

Bylaw Review (Agenda III-B):

Mr. Hanna reviewed the NIESA Bylaws, and in this evenings packet are his change recommendations. He indicated he did not expect action on this issue this evening. He asked the Board members to review the changes and it will be placed on the next months agenda for further discussion or adoption.

The final page of the Bylaw is a organizational chart. The significant changes to the chart are the addition of the EMS Education portion. The Board adopted a resolution establishing the department, and even though it has not been established, it was felt it should be included. Also the Personnel and Finance Committees were also added to the chart.

Records Retention Guidelines (Agenda IV-A):

Mr. Hanna advised the State of Michigan has guidelines regarding records retention. It states what needs to be kept, and for how long. He and Ms. Curtis have reviewed the guidelines, and have broken the requirements into administrative, fire, and EMS records.

They are in the process of drafting a standard operating guideline to address the records retention issue. Discussion followed.

Treasurer Report (Agenda V):

The expenditures for June 2012 were \$23,458.46. Some of the larger expenses; Ingham County Controllars Office, \$4,434.34 for 6 months of radio microphone fees for each department. Another was \$7,753.21 for repairs to fire and EMS equipment

Mr. Hayes asked if it would be better to purchase some new equipment rather than incur the repair expense. Mr. Hanna stated it probably would be better, and the EMS Supervisors are currently working on getting cost on a refurbished ambulance, but you have to have the funds to make the purchase. He stated Williamston Fire just purchase new tires for one of the trucks, which was a significant cost.

Mr. E. Griffes asked if there was a life expectancy for fire vehicle tires. Chief Siegel advised the State of Michigan requires that every 7 to 10 years the department breakdown the tire and do an internal inspection. Most companies will break them down and inspect them, but are not willing to say they are safe to continue to use. They don't want the liability.

Chief Siegel indicated he is going to try and sell the tires he recently removed from Engine 1. They are no longer good to use on an emergency vehicle, but can be used on other types of vehicles. Discussion followed regarding the size of the tires.

Regarding the operational budget report, Mr. Hanna stated since no cost centers are over budget no adjustments need to be made at this time.

Mr. Hanna asked the Chief's and Supervisors to meet with him before they leave tonight to schedule a 2013 Budget meeting . The budget needs to be prepared to be present to the Finance Committee for their approval, then to the Board for it's approval. He indicated it needed to be ready for the Board's approval at the October meeting.

Ms. Curtis reminded the Board that the Budget needs to be approved at the September Board meeting. She has to file a form (L-4029) with Ingham County by September 15th, requesting the millage be levied. The Board has to have an approved budget prior to the filing of that form. We can not request the millage be levied without showing how it is going to be spent. Discussion followed

Committee Reports (Agenda VI):

Personnel Committee : Mrs. Whelton advised they did meet, and it was a good meeting.

Finance Committee: Did not meet.

Comments from Director (Agenda VII):

Mr. Galbreath advised it was an uneventful month. He met with Mr. Hanna regarding his resolution and bylaw projects, and also met with Ms. Curtis regarding NIESA daily operations.

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

Assistant Chief House: Reported Leroy Township fire responded to 17 calls in June. At the end of June they had 83 calls, which is ahead of last year. By this evenings meeting they are at 92.

They will need to replace tires on their trucks, and they have some outstanding repair issues to address.

He has a meeting July 25th with The Anderson's. They would like to know what type of equipment we have available to deal with anhydrous ammonia leaks. They may be willing to donate some funds to purchase some equipment.

Chief Siegel: Reported Williamston Fire responded to 18 calls last month. One was a structure fire on Burkley Road in Wheatfield Township. They also responded to several down wire calls, and some EMS assist. It appears the activity rotates between governmental units. Most of June's calls were in Wheatfield Township.

Halt completed the foam pump repairs on Engine 1. When it returned new tires were mounted, and the front end was aligned. The radio lab will be out tomorrow to reprogram the radio to the new radio system. Halt also did the DOT inspection and pump testing on the truck. Charlie Cochrane will be starting the annual maintenance on the rest of the fleet shortly.

Mrs. Whelton stated she had heard the fire departments responding to several "wires down" calls. What is the fire departments responsibilities? Chief Siegel indicated it depended on the situation. If the wires are on the ground, they use caution tape and tape it off and contact DTE. If there is no threat of fire, they will leave. However if there is a threat of fire, they remain until the threat is removed or DTE arrives. Discussion followed

The new radio dispatch center is in operation. There have been a few issues. They dispatched Williamston to a couple of Meridian Township Fires calls. They realized the mistake and dispatched Meridian within one or two minutes but Williamston continued. Williamston arrived before Meridian to one of the calls. Assistant Chief House advised Leroy Fire was dispatched to a vehicle accident that was reportedly located in our territory, but it ended up being in Stockbridge's area. Discussion followed on the dispatching system.

Sherry Davis, EMS Supervisor: Reported EMS responded to 65 calls in June. 15 of them were refusals, and we gave 6 calls away.

Ambulance 11-16 is showing some significant wear on a front tire, so she took it for a front end alignment. The alignment was spot on. They don't know why the tire is wearing. The tires were rotated and they will be watching it to see if the problem continues.

Mr. Pollok asked if responses have increased with the hot weather. Ms. Davis stated they had not.

Charles Galbreath, Biller: Ambulance revenue is currently at \$125,000, and we budgeted \$205,000. We are at 61%.

Comments from Office Manager (Agenda IX):

1296 Building: Had a couple of issues with the building. The hot water heater stopped working. It was determined a gas valve failed, probably a result of a bees nest in the exhaust vent. Costs of repairs \$950. We also had a warning light stating “low voltage” on the generator. The charging unit and a battery were bad. Both of those items have been repaired, but we have not received the invoice.

315 Building: Ms. Curtis has a couple of projects she is working on for the 315 building. She obtained some preliminary estimates to install a “surge” protection device on the building, and to add some areas of the old building to the generator. Currently the generator only powers the new addition. Chief Flynn would like the radio room, and Kitchen area to also be powered by the generator. We also looked into getting the entire old portion of the building hooked to the generator. She obtained estimates from just one company at first to decide how to proceed. The surge device was \$3,700, to add 4 circuits for Radio Room and Kitchen \$2,190, and to get power to the old portion of the building \$8,200. Discussion with the Director and Chief decided to obtain additional quotes to install the surge device and 4 circuits from other contractors. She is not sure if both items can get done this year, but it will give us cost for possible installation under next years budget. Assistant Chief House provided the name of an Electrician but Ms. Curtis is still looking for further recommendations.

Ms. Curtis is also working on gathering information for repairing the parking lots at the Leroy Station for future reference and planning.

Ms. Curtis asked Assistant Chief House about installing a safety railing along the step in the old portion of the building. She indicated she had discussed it with Mr. Lillywhite, and he felt a portable unit with chains would work. Assistant Chief House stated they had tried a portable system and it didn't work. Discussion followed.

Ms. Curtis asked Assistant Chief House to discuss it with the other Leroy Officers and advise if it was something they wanted to pursue.

SOG Handbook Revision: Ms. Curtis advised work is continuing on the handbook revisions. The table of contents is in order, and most of the ID numbers have been added to the SOG's. She is still working on getting all of the

files into Adobe, and linking the table of contents with the files.

Her goal is to get the SOG's on NIESA's website for easy access for the employees, but also get CD's out to the employees. She is hoping to have it completed by end of August.

Comments from Board Members (Agenda X):

Mr. Hayes asked if NIESA's building was set up to function as a resource area or cooling center in an emergency. Mr. Galbreath stated we were not officially designated as a resource area. NIESA has not made any provisions for it. Previously they felt it was not a good idea. If there is an emergency our personnel will be out responding to the emergency. No one will be available to chaperone individuals staying at the building.

Assistant Chief House felt it was also a safety issue. We have a lot of big vehicles coming in and out of the stations during an emergency. One person not paying attention, or one unattended child could be a big issue. Ms. Davis reminded the Board if the 1296 building is operating on generator power, there is no air conditioning in the building. Mr. Cole felt it was not something NIESA would want to do.

Discussion followed.

Mr. Galbreath advised Ingham County had talked to all of the units of government about setting up emergency centers, but he did not think the City of Williamston had established anything.

Mrs. Whelton requested information regarding who to contact at Ingham County, she is willing to address the issue with the City and work to get some emergency centers established. Discussion followed.

Mrs. Whelton thanked the fire and ambulance personnel for coming to the Jubilee events and participating in the parades.

Comments from Association Members (Agenda XI):

Nothing at this time.

Public Comment (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Pollok to adjourn the meeting at 8:02 pm, seconded by Mr. Cole. Motion carried.

Paula M. Curtis, Secretary

Date