

June 7, 2012

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

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

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

EMS/ Fire Personnel Present: B. Siegel, S. McGuire, M. Flynn, Matt House, S. Davis

Other: C. Galbreath, Director

Guests: Mayor DeForrest

**Consent Agenda (Agenda I):**

*-Minutes to the May 3, 2012 Regular Meeting*

*-Checking Account Summary for May 2012*

Motion by Mr. Lillywhite to approve the consent agenda as presented, seconded by Mr. Hanna. Motion carried.

**Public Comment (Agenda II):**

Nothing at this time.

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

Mr. Galbreath advised the review ongoing. Attorney Adams is still researching and reviewing the requested wording for the revisions.

Mr. Hayes asked for further information regarding the ordinance amendment in the packet this evening. Mr. Galbreath stated the requested amendment in front of the Board tonight was the portion of the Billing Ordinance that could be amended easily. It will take a few months to review the rest of the ordinance and provide amendment recommendations.

Discussion followed.

**Resolution Review (Agenda III-B):**

Mr. Hanna stated he reviewed the resolutions passed by NIESA, and has determined there are 9 resolutions that need to be reviewed. These resolutions need to be amended or rescinded because; they conflict with other policies approved by the Board; list individuals names that are not longer associated with NIESA; list positions that no longer exist within NIESA; or need to have the fees reviewed.

For example, we have a resolution that names the individuals authorized to sign NIESA checks, and a majority of the individuals listed are no longer associated with NIESA. One appoints a “privacy officer”, which assigns it as the responsibility of the “EMS Director.” The position no longer exists. Discussion followed.

He advised he doesn’t have anything ready to present to the Board at this time.

**Ordinance 1 of 2012- Fees for Services (Section 5) (Agenda IV-A):**

Mr. Galbreath advised this amendment is increasing the “charge per loaded mile” during ambulance transports from \$9.00 to \$11.00, and increasing the charges for a refusal from \$60.00 to \$75.00. He stated they had checked with other surrounding agencies and they are charging between \$10.50 to \$11.50 per loaded mile, and the refusal fees are \$100.00.

Mr. Galbreath has mixed feelings about increasing the refusal rate charges, but NIESA’s has been at \$60 for 15 years. The rates for a basic transport (\$500) and advance transport (\$700) are not being changed. Discussion followed.

Mr. Hayes asked the reason for the increase. Mr. Galbreath advised because of the increase in fuel cost, and maintenance cost.

Mr. Galbreath advised he will also be asking the Fire Chief’s to provide him with cost for the various types of fire apparatus. Discussion followed.

Motion by Mr. Lillywhite to approve the Ordinance 1 of 2012, Fees for Services, as presented, seconded by Mrs. Whelton.

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

Nays: None

Absent: None

Motion carried.

Mr. Galbreath advised the Ordinance will take effect once it is published. Ms. Curtis advised it will be published in the Enterprise on June 17th.

**Bylaw Review (Agenda IV-B):**

Mr. Hanna advised he is still working on the bylaw review. Mr. Lillywhite asked if it took a 2/3rd majority vote to approve changes to bylaws. Mr. Hanna stated that was correct.

**Treasurer Report (Agenda V):**

Mr. Hanna reported the checking account summary and a Treasurer’s report were in this

evenings packet. He reviewed the reports.

He stated the majority of the expense in May was the interest payment on the construction loan. Mr. Hayes asked if the interest payment was an annual payment. Mr. Hanna advised it's a semi-annual payment. Discussion followed.

Mr. E. Griffes advised the 3/4 mill building and equipment millage was specifically for the paying off the loan. Mr. Galbreath and Mr. Hanna advised the millage was for more than paying the building loan. Mr. Hanna reviewed the millage wording with the Board. Discussion followed.

Mr. Hayes requested an explanation of the uniform supplies expenses. Ms. Curtis advised that Williamston Fire keeps a supply of t-shirts in stock for the fire personnel to purchase. This expense was to replenish the supply. The fire personnel purchase the shirts.

Ms. Messing asked for an explanation of how the workman's compensation premium is determined. Discussion followed.

#### **Committee Reports (Agenda VI):**

Mr. Wilbrink advised the Personnel Committee had not met.

Ms. Curtis advised Mr. E. Griffes with Mrs. Whelton replacing Mr. Moody as the City of Williamston's representative there was an opening on the Personnel Committee.

Mr. E. Griffes asked if anyone was interested in serving on the Personnel Committee. Mrs. Whelton advised she would serve on the committee. Mr. E. Griffes appointed Mrs. Whelton to the Personnel Committee.

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

Director Galbreath reported he met with the Finance Committee, and the attorney during May. He advised a full time paramedics met with him last Thursday and gave her two weeks notice and resigned. Her last day will be June 14th.

The opening has been posted at both stations. Discussion followed.

Ms. Messing asked Mr. Galbreath about the status of getting a trainee for the Biller position. Mr. Galbreath advised he wants to meet with the individual that started training about a year ago and see if she is still interested. He would like to give her the first opportunity to continue. Discussion followed.

He expects to have someone trained by the end of this year.

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

**Chief Flynn:** Leroy Township Fire responded to 10 calls in May. Had a pretty good month. He does want to discuss a run with the Biller. He feels the individual should be billed for the fire response because they were burning illegally materials.

Last month they were at Bills Wrecker for extrication training. Also Cummins Bridgeway was out today and performed the annual maintenance on the building generator.

**Chief Siegel:** Williamston Fire responded to 17 calls in May. Several different types of fires. One was a hot tub that caught on fire. The other was at Cardinal Fabrication. There dust collector exploded again. Discussion followed.

He and Assistant Chief Johnson met with some of the Leroy Township officers this week to discuss the needs of Leroy Township and the Village of Webberville in regard to the Ladder truck. They wanted their input. They are still working on the specifications for the truck.

Chief Siegel advised he rented Williamston's Jeep and two personnel to Meridian Township Fire to assist them with a controlled burn in their area. We have forwarded a bill to Meridian for our services and he expects the invoice to be paid shortly. He requested the Board increase the budget on firefighter salaries, and equipment repairs for the amount received from Meridian.

He also sold two SCBA's to the City of Williamston, and would like those funds to increase his "equipment" line item by the amount received. He advised the Grant for the SCBA's had purchased new SCBA's and some bottle, but he still was short a few replacement bottles. He wanted to use the funds from the sale to purchase additional SCBA bottles. Cost per bottle \$1,000. Mr. Hanna requested he put the amounts in writing.

He reminded the Board that Jubilee is coming up, and the fire personnel will be having a waterball competition.

**Steve McGuire, EMS Supervisor:** Reported EMS responded to 60 calls in May, 12 were refusals, and we gave 9 patients away. A portion of the patients given away were from 2 PI accidents where there were multiple patients. He advised several calls were given away last month.

Since they placed the ambulance at the Leroy Township station it has not gone out on a call. No one is responding for second calls. Not sure what to do to get individuals to respond.

Mr. McGuire stated when they purchased the new Stryker Cot last year the old cot was traded in and suppose to go back to the manufacturer. The company never picked it up. He contacted them, and they decided to just give it back to NIESA and allow us to sell it. He sold it for \$500. Like Chief Siegel, he would like the \$500 of extra revenue to go back into the EMS budget. He advised it was only June, and the vehicle maintenance budget was already gone. Discussion followed.

Mr. McGuire stated if there are any funds left in the EMS budget at the end of the year, he is going to request the funds used to increase the 2013 EMS budget. There are some big changes coming to EMS that will require extra equipment expenses. Our medical control authority will mandate we carry the equipment. Discussion followed.

Mr. McGuire advised they hired two new Perdiem Paramedics. One started Wednesday, and the second starts on Saturday/

Mr. Hanna asked if he and Ms. Davis had gotten some prices for refurbished ambulances. Mr McGuire advised Ms. Davis and Paramedic Waltersdorf are working on it.

Mr. Lillywhite advised he had spoken with some surrounding agencies, and they are going to GMC chassis with gas engines. Discussion followed

The radios in the vehicles and the handheld radios have been reprogrammed because of the changes at central dispatch in Lansing. He asked about training on the changes, and was advised there would be no training offered. However, Bryce Alford indicated he would provide Mr. McGuire with a DVD explaining the changes. He would like to get with the Fire Chief's and set up a training night on the changes once the DVD is received. Discussion followed.

Charles Galbreath, Biller:      Advised ambulance revenue is currently at \$108,000. When he bills later this evening, he will be billing for services provided on June 4<sup>th</sup>.

He reminded the Board that last year one of NIESA's ambulance was used at MSU football games. There were 7 home games, and we transported 14 people. Cost was \$1,500, which does not include vehicle expenses, and currently we are in the black by \$3,800 from those transports. He suggested if the opportunity is offered again, we do it. He advised it does not take our primary ambulance out of service. We use a back up unit.

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

Nothing this evening.

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

Nothing at this time.

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

Nothing at this time.

**Public Comment (Agenda XII)**

Mrs. Whelton advised she brought a letter this evening from the Jubilee Committee requesting NIESA EMS and Williamston Fire be present at various Jubilee events. Mr. E. Griffes advised

he would refer the letter to Director Galbreath for distribution.

Mrs. Whelton also requested the use of the empty lot owned by NIESA at the corner of Mullet and Grand River for the parade line-up as they had in the past. The Board authorized the use of the lot.

**Adjournment (Agenda XIII):**

Motion by Mr. Cole to adjourn the meeting at 7:56 pm, seconded by Mr. Pollok. Motion carried.

---

Paula M Curtis, Secretary

Date