

March 1, 2012

The March 2, 2012 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Earl Griffes.

Voting Members Present: C. Galbreath, E. Griffes, R. Cole, R. Lillywhite, R. Hayes, R. Pollok, B. Stiffler

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

Fire & EMS personnel: B. Siegel, D. Wisuri, Matt House, K. Grant, S. Davis, J. LeLaider, J. Bisard, D. Shuck, R. Shuck, M. Flynn, Mark House,

Other: Frans Wilbrink

Guests: None

Mr. E. Griffes advised he had received a letter from Mr. Galbreath resigning his position as the primary Member-At-Large for NIESA . The letter was read to the Board.

Motion by Mr. Lillywhite to accept Mr. Galbreath's resignation, seconded by Mr. Pollok.

Roll Call Vote: Yeas: Mr. Lillywhite, Mr. Stiffler, Mr. Hanna, Mr. Pollok, Mr. E. Griffes
Nays: Mr. Cole

Motion carried

Mr. E. Griffes and Mr. Pollok thanked Mr. Galbreath for his years of service on the NIESA Board.

Consent Agenda (Agenda I):

- Minutes to the February 2, 2012 Regular Meeting
- Checking Account Summary February 2012

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

Public Comment (Agenda II):

Mr. Wilbrink thanked Mr. Galbreath for his years of service on NIESA's Board.

Fire Service Billing Review (Agenda III-A):

Mr. Galbreath advised no work had been done on this issue, as he needed to meet with the Attorney. He stated previously the Board had indicated only the Chairperson of NIESA could talk with legal counsel. Since he was no longer the Chairperson he did not feel he could meet with the attorney without the Board permission.

Mr. E. Griffes felt the Director should be able to meet with NIESA's legal counsel if necessary without Board approval. Mr. Lillywhite felt the Treasurer should also be included Discussion followed.

Motion by Mr. Pollok to allow the Director and the Chairperson to seek counsel from NIESA's attorney without authorization from the Board, when necessary, seconded by Mr. Hanna.

Roll call vote: Yeas: Mr. Cole, Mr. Hayes, Mr. Pollok, Mr. Stiffler, Mr. Hanna, Mr. E. Griffes
Nays: Mr. Lillywhite

Mr. Galbreath will set up a meeting with Attorney Adams, and hopefully have something for the Board next month.

Senate Bill 7/ Public Act 152 of 2011 (Agenda III-B):

Mr. Hanna advised he spoke with Senator Whitmire's office regarding the public act, and they admitted there were inconsistencies in Act. He also spoke with City of Williamston's City Manager, Alan Dolley and other individuals regarding the Act and none feel it applies to NIESA because we do not receive the funds stated. None of the individuals he has spoken with were attorneys.

Mr. Hanna advised the City of Williamston had opted out of the Act.

Mr. Pollok advised NIESA's area has been redistricted, and our new House Representative will be Rick Jones. He suggested that he may be able to provide some assistance. Discussion followed

Mr. E. Griffes felt whatever NIESA did they needed to follow the law. Mr. Hanna felt the Act did not apply to NIESA because we don't benefit from the funds. He indicated this only hurts our employees. Mr. Galbreath advised that NIESA was incorporated under Public Act 58, which is not one of the Public Acts listed.

Mr. Galbreath suggested they let this ride for another month until he can discuss it further with Attorney Adams. He feels that Mr. Hanna has some very valid points and would like Attorney Adams to look into it further.

The Board agreed to postpone a decision on the matter until Mr. Galbreath could discuss it further with Attorney Adams.

Standard Operating Guidelines (Agenda III-C):

-*Job Performance Reviews*: Mr. Wilbrink advised the only change in the SOG was the date for the completion of the reviews. It was changed to June 30th.

Motion by Mr. Pollok to adopt the SOG as presented, second by Mr. Cole. Motion carried.

Ms. Curtis asked if the Personnel Committee will be creating a performance review sheet for the supervisors, and chief's to use. Mr. E. Griffes advised they will create a form.

-Return to Work Guideline: Mr. Wilbrink stated they discovered that NIESA already had a Return to Work Guideline, which was adopted on September 4, 2008. They're recommending leaving the previously adopted guideline in place with no changes.

-Filing Open Positions: Mr. Wilbrink advised the Personnel Committee did not do anything with the SOG since the last meeting. He asked for the Board's suggestions.

Mr. Hanna felt it was in NIESA's best interest to have a SOG regarding posting a position. Wants to give everyone an equal opportunity to apply for a position. Mr. Hayes agreed. He indicated it was standard procedure at most businesses. Discussion followed regarding the length of time of the posting and where the notices will be posted.

Motion by Mr. Lillywhite to adopt the "Filing Open Positions" SOG, after amending it to increase the posting time from 8 days to 14 days, changing the word "shall" to "may", and add that it should be posted at both stations where employee notices are posted. Seconded by Mr. Stiffler. Motion carried.

Village Hydrant Rental (Agenda III-D):

Mr. E. Griffes advised approximately 18 months ago NIESA received an invoice from the Village of Webberville for hydrant rental. They were charging us for 87 hydrants at a cost of \$65.00 per hydrant. The total cost was \$5,655.00. The charges were based on the passage of Village of Webberville Resolution 2010-07.

Some members of the Board met with the Village regarding the issue. Some of NIESA's concerns were the condition of some of the hydrants, and the fact they were unable to get substantial water pressure. It was requested that the Village provide verification that all 87 hydrants worked appropriately.

NIESA received a new invoice dated February 22, 2012. The invoice was for \$5,265.00, which represented rental fees on 81 hydrants. Six of the hydrants are owned by Aldi's and not by the Village of Webberville. They also included a spreadsheet with hydrant locations and flow rates for the hydrant.

Mr. E. Griffes asked Chief Flynn if the department had an opportunity to check out the hydrants within the Village, and if things had improved. Chief Flynn stated he had not checked all of the, but one he knew they previously had issues with was better.

Discussion followed regarding the hydrant issue. Some of the concerns and issues; this is not a rental fee, but a taxation and NIESA is tax exempt; double taxation of the Village residents; and it may not be a legal use of NIESA's millage funds. It was also discussed that since the

DDA/TIFA no longer pass NIESA's millage funds through to NIESA, those funds could be passed from the DDA to the Village of Webberville for hydrant rental.

Mr. Lillywhite suggested appointing a committee to meet with the Village of Webberville to discuss the issue. Discussion followed.

Mr. Galbreath suggested that the Chairperson, Director, and Treasurer meet with the Village of Webberville. Chairperson E. Griffes agreed. Mr. Galbreath also requested that Chief Flynn, and/or Assistant Chief House also attend the meeting. Mr. E. Griffes will be setting up the meeting.

Member at Large Position (Agenda IV-A):

Mr. E. Griffes indicated the Board needed to appoint a new person to the Primary Member-at-Large position.

Motion by Mr. E. Griffes to nominate Mr. Hanna for the Primary Member-at-large position on the NIESA Board, seconded by Mr. Hayes. Motion carried.

Motion by Mr. Pollok to close the nominations and cast a unanimous vote for Mr. Hanna as the primary Member-at-large, seconded by Mr. Cole. Motion carried.

Motion by Mr. Hanna to nominate Mr. Wilbrink for the alternate Member-at-Large position, seconded by Mr. Pollok.

Discussion: Mr. Lillywhite felt the now vacant Alternate position needs to be posted, and that NIESA should ask the participating governmental units if they had any recommendations. Discussion followed.

Mr. Wilbrink requested his name be withdrawn from nomination for the next 30 days to allow the Board to notify the units of government of the opening.

Ms. Curtis was directed to draft a letter to the units of government concerning the alternate member-at-large position, and request recommendations.

Committee Appointments (Agenda IV-B):

Mr. E. Griffes appointed the following Committees:

Finance Committee: Roger Pollok, Robert Hanna (chairperson), Earl Griffes. Mr. E. Griffes appointed Ron Lillywhite as an alternate member of the committee, but Mr. Lillywhite declined the appointment.

Personnel Committee: Frans Wilbrink (chairperson), Ron Cole, and Michael Moody.

Grant Award (Agenda IV-C):

Chief Siegel reminded the Board that in 2010 the Williamston Station had submitted a Grant to FEMA for the purchase of a ladder truck. That request was denied.

In the spring of 2011, they resubmitted a Grant to FEMA for a ladder truck after some revisions to the wording of the Grant. FEMA approved our Grant request for a ladder truck. Williamston was awarded \$750,000 for a ladder truck. FEMA will pay \$712,500. NIESA's portion would be \$38,500. Chief Siegel advised the unit would be considered a "Rural" Ladder truck because it will carry 500 gallons of water.

Mr. Pollok asked if the vehicle would be able to go over the bridges in NIESA's district. Chief Siegel advised the truck will weigh about the same as Leroy Township Engine 6-18.

Chief Siegel advised a stipulation of the grant is that we dispose of our current telesquirt. We can not sell the vehicle to another fire department within the United States, and it is his understanding that we can not transfer it to the Leroy Station. Discussion followed regarding the stipulations concerning the disposal of the telesquirt.

Chief Siegel advised no equipment would need to be purchased for the truck. We would just be transferring the equipment from the Telesquirt.

Mr. E. Griffes asked if \$40,000 would be all that it would cost NIESA. He stated that with the Grant for the SCBA's it was only suppose to cost NIESA \$5,000 to \$6,000, but in his notes it actually cost us \$13,000. Chief Siegel did not feel that was correct, he said he would check his records. He felt Mr. E. Griffes was including a lease payment for SCBA's purchased prior to receipt of the Grant in with his calculation. Discussion followed.

Chief Siegel advised if the Board accepted the Grant this evening, the purchase of this vehicle would postpone the need to purchase another major piece of equipment, as in an Engine for the Williamston Station until 2018 or 2020. He also advised that NIESA's portion of the Grant would come out of the 2013 budget.

Mr. E. Griffes asked Chief Siegel what vehicle was the worst at the Williamston Station. Chief Siegel indicated the Telesquirt because of it's age, and the high mileage. The telesquirt was purchased in 2008 from a full time department in Florida.

Mr. Galbreath reminded the Board that NIESA had already turned back one Grant for a exhaust system. If we turn down another one you probably won't be considered for future grants. Discussion followed.

Motion by Mr. Hayes to accept the FEMA Grant for \$750,000 for the purchase of a ladder truck, with NIESA's matching portion being 5%. Discussion

Mr. Lillywhite is concerned about keeping NIESA's portion to \$40,000. Wants to make sure we

don't exceed that amount. He felt NIESA's portion should be indicated in the motion. Discussion followed.

Mr. E. Griffes indicated there was a motion on the floor "to accept the FEMA Grant for \$750,000 for the purchase of a ladder truck, with NIESA's matching portion being 5%." Called for the vote. Motion carried.

Standard Operating Guideline - New (Agenda IV-D):

-Inability to Staff an ALS Ambulance: Mr. Wilbrink indicated NIESA is required by State law to have one ALS ambulance manned 24 hours per day. Discussion followed.

Motion by Mr. Lillywhite to adopt the Inability to Staff an ALS Ambulance SOG as presented, seconded by Mr. Cole. Motion carried.

Standard Operating Guideline- Amendment (Agenda IV-E):

-Section I: General Rules of Conduct (add section 64): Mr. Wilbrink advised the Committee realizes that not all issues can be addressed in the SOG's. This addition allow the Director to handle those situations

Mr. Hanna stated that he has several questions regarding other portions of this SOG. He noted the SOG specifically names the Chief and Director, but does not mention Supervisors. He felt they needed to be added. Mr. Hanna pointed out other areas of concern.

Mr. E. Griffes referred the SOG back to the Personnel Committee for further review.

-Paramedic: Mr. Wilbrink advised they added number 10 to the job description duties to coincide with the "Inability to Staff and ALS Ambulance" SOG.

Mrs. K. Grant advised this change was probably done because of issues she brought up regarding being held over on her shift. She indicated it is one thing to be held over because you are on a 911 response, but it's another thing if you are held over because someone does not show up. Most of the employees have second jobs. What is the time frame? How long is an employee expected to stay over, 1 hour, 2 hours, the entire shift? What does "as soon as possible" mean.

Mr. Wilbrink advised because of the nature of our business a specific time can not be stated. Mrs. K. Grant asked what should they do if the Supervisor's can not be reached? Mr. Galbreath indicated as stated in the "inability to staff" SOG, the Director should be contacted. Discussion followed.

Mr. Wilbrink indicated that all three SOG's (Paramedic, EMT, and MFR) could be approved in one motion since the change is identical on all three.

Motion by Mr. Hayes to amend the Paramedic SOG, Emergency Medical Technician SOG, and Medical First Responder SOG as presented, seconded by Mr. Pollok. Motion carried.

Treasurer Report (Agenda V):

Mr. Hanna reviewed the Checking Account Summary with the Board. He advised the \$30,628.08 payment to Old National was the lease/ purchase payment on Leroy Township's Rescue Truck.

Mr. E. Griffes felt the snow removal charges were high. Mr. Hanna advised a large portion of the cost was for salt not snow plowing. Mr. E. Griffes suggested that the next time it is put out for bids we look more closely at the salt fees. Mr. Galbreath advised that is the area that determined who was awarded the contract this year. The individual selected had the lowest salt prices.

Mr. Hanna questioned having the Checking Account Summary approved in the Consent Agenda. He felt it should not be approved at the beginning of the meeting, before he reviews it with them. Discussion followed.

Mr. Hanna stated Ms. Curtis has been working diligently to get the DUNS number for NIESA and Williamston Fire Department corrected. He advised the Grant process is requiring Duns numbers.

Ms. Curtis advised that NIESA's and Williamston Fire Department Duns number corrections should be completed. However during the process it was discovered there was a Duns number for NIESA EMS which needs to be completed and corrected. And she is also working on getting Leroy Township Fire Duns number transferred over to NIESA rather than having linked to Leroy Township governments Duns number.

Committee Report (Agenda VI):

Nothing at this time.

Comments from the Director (Agenda VII):

Mr. Galbreath advised he met with the Chairperson a couple of time during the month. He met with several employees regarding their concerns over the health insurance, and other issues. He also met with Chief Siegel to discuss and review the Grant award

Mr. E. Griffes reminded the Board members that Mr. Galbreath has office hours on Friday.

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

Chief Flynn: Reported the Leroy Township Station responded to 12 calls in February. One was a structure fire on Morrice road in Locke Township. The residence is a foreclosed

property and is currently being rented. There is nothing suspicious about the fire.

The DOT inspections of the trucks has been completed, and two of the vehicles went in for repairs this week. Two vehicles needed some springs replaced, and some brake work. Total cost approximately \$3,600.00.

They also completed their fit testing of the personnel and checked the personnel out on SCBA donning and inspection procedures.

Chief Siegel: Reported that the Williamston Station responded to 15 calls in February. They also had a house fire in Locke Township on Harris road. It was a pretty good stop, but there is a lot of smoke damage. They also had a couple of EMS Assists and a Chimney Fire.

Williamston has also done it's annual fit testing, and SCBA donning. They also did equipment inspection and health forms. He also obtained copies of their driver's licenses to check driving records.

He ordered some new electrical ends for the cord reels and adapters. The older ends were not water tight, and some were worn so they are being changed. Engine 1 had a problem with it's foam pump. The pump had to be sent to the State of Washington to determine if could be repaired or had to be replaced. It is currently being overhauled.

He has hired two new volunteer firefighters, and they start next Monday. One previously lived in the Shaftsbury/ Laingsburg area, and the other is an LCC graduate.

Chief Siegel advised he was not at the Leroy Townships Morrice road fire, but felt Chief Flynn and his personnel did a good job stopping the fire. Discussion followed.

Sherry Davis, EMS Supervisor: Reported EMS responded to 67 calls in February with 11 refusals, and gave away 5 calls. The ambulance has not been moved to Leroy Township yet because she is waiting for a plug end to be changed so the ambulance can be plugged in.

Mr. Hanna asked who would be responsible for making sure the ambulance at the Leroy Station is stocked. Ms. Davis indicated it would be the same as at the Williamston Station, the personnel responding to the call will be responsible for making sure the ambulance is restocked and cleaned.

Charles Galbreath, Biller: Reported that revenue is at \$37,000 which is on budget for 2012.

Comments from Office Manager (Agenda IX):

-Backflow Device: Ms. Curtis was expecting Mr. Hulliberger to come in last week to bring the part and schedule the installation. She has not heard from him, and

will be contacting him for a status.

-Leak in the Attic of 1296: The leaking vent pipe has been repaired by Brigg's mechanical, however the attic ceiling drywall needs to be repaired. Ms. Curtis will be obtaining estimates for the repair work.

-NIESA website: Ms. Curtis advised with this months minutes the Board members would be receiving a memo regarding the website and email addresses. NIESA has a website, and there is a page listing the Board Members. She wants to provide the public with the ability to contact the Board members via email. Discussion followed.

Comments from Board Members (Agenda X):

Nothing at this time.

Comments from Association Members (Agenda XI):

Mr. Bisard stated he would like to see the Pledge of Allegiance done at the beginning of NIESA's meetings. Also at the beginning of the meeting the letter of resignation was not on the agenda. He felt it should have been added to agenda in accordance with the open meeting rules.

He also asked for an updated organizational chart. Ms. Curtis asked for clarification on what he meant by organization chart. He indicated information regarding who the Chairperson, Vice Chairperson, etc are at this time. Ms. Curtis advised the information is on NIESA's website.

Public Comment (Agenda XII):

Mr. Galbreath requested an introduction of the City's representative. Mr. E. Griffes introduced Ben Stiffler to the Board. Mr. Stiffler advised Ms. Whelton declined the alternate position, and he was appointed in her place. He is also on the City's planning commission.

Mr. Galbreath stated that he happened to pass the fire on house fire on Morrice road prior to the fire departments arrival. He felt it was a terrific job. He thought the house would be a total loss.

Adjournment (Agenda XIII):

Motion by Mr. Hayes to adjourn the meeting at 8:55 pm, seconded by Mr. Pollok.. Motion carried.

Paula M Curtis, Secretary

Date