

May 3, 2012

The May 3, 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. Pollok, R. Cole, F. Wilbrink, E. Griffes, R. Hayes
Absent: City of Williamston Representative

Non-Voting Members Present: D Knapp, J. Messing

Fire/EMS Personnel Present: B. Siegel, M. Flynn, K. Grant, B. Johnson, S. Davis, J. Bisard,
J. LeLaidier, B. Shuck, S. Cochrane, S. Shear, A. Stevens.

Other: Charles Galbreath -Director, Jim DeForest, Mayor City of Williamston

Guests: David Haddril - Auditor, Cheryl Walen, Bill Goodreau, Family & Friends of
Employees receiving recognition.

Consent Agenda (Agenda I):

-Minutes of the April 5, 2012 Regular Meeting
-Checking Account Summary for April 2012

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

Public Comment (Agenda II):

Mr. Pollok introduced Denise Knapp, the new alternate Wheatfield Township representative.

Employee Recognition (Agenda III):

Mr. E. Griffes stated NIESA had a Citizen, and several employees they would like to honor this evening for their life saving efforts.

NIESA recognized Cheryl Walen for her life saving efforts on March 9, 2012. She performed CPR on her fiancée until EMS personnel arrived. NIESA also recognized Steve McGuire, Scott Cochrane, John Bisard, and Jared LeLaidier for their life saving efforts as well on March 9, 2012. Because of the combined efforts of Ms. Walen and NIESA EMS and Fire personnel an individual's life was saved, and he was able to leave the hospital a few weeks after the incident.

NIESA recognized Zach Waltersdorf, Amy Stevens, Jared LeLaidier, Brad Shuck, and Scott Shear for their life saving efforts on March 17, 2012. They also responded to an individual in cardiac arrest in Wheatfield Township. They provided advance life support to the individual and when they arrived at the hospital the individual had a viable heart rhythm and was trying to breathe on their own.

Auditor's Report (Agenda IV):

Mr. E. Griffes introduced Mr. David Hadrill to present the 2011 NIESA Audit.

Mr. Hadrill provided the Board with some 2011 budget amendments. The amendments for the General Fund budget were to:

Increase	101-265-975.1 Building/ Grounds- WFD-Building	\$5,000
Decrease	101-000-900 Contingency Fund	\$5,000
	- Need to increase WFD Building account to cover the snow guards installed	

Increase	101-336-977.1 Fire- WFD Equipment	\$37,810
Increase	101-000-539 Grant Revenue	\$37,810
	-Budget for the grant revenue and purchase the SCBA compress and fill station	

Increase	101-344-702.1 EMS- EMS Base Wage	\$2500
Increase	101-000-680.1 Ambulance Revenue	\$2500
	-To cover expenditures in excess of budget on the wages.	

The amendment for the Building and Equipment Fund budget was the following:

Increase	206-990-996.1 WFD Interest	\$2400
Increase	206-000-405 Millage-City of Williamston	\$1200
Increase	206-000-406 Millage- Leroy Township	\$1200
	-To increase the budget for WFD interest because of the way Fifth Thrid calculates it.	

The amendment for the Capital Project Fund was the following:

From	401-000-694	Interest Income	\$ 42
From	401-970-977.2	NIESA-LTFD Station	49275
From	401-970-977.3	Architect Fees	57
From	401-000-900	Contingency Fund	15495
To	401-000-390	Fund Balance	64869
	-To reduce expenditures budget to equal fund balance available		

Discussion followed.

Motion by Mr. Lillywhite to make the budget amendments presented by Mr. Hadrill, seconded by Mr. Pollok. Motion carried.

Mr. Hadrill advised page 1 is his opinion regarding NIESA's financial status. He then proceeded to revenue various pages of the audit with the Board. Discussion followed.

Mr. Hadrill stated he is required by auditing standards to identify deficiencies in NIESA's internal controls , and provide a letter stating the "significant deficiencies." One of NIESA's deficiencies is cross trained staff to back up the biller position.

Mr. Hadrill also noted that NIESA had received a federal grant for a new ladder truck. He advised when an organization spends over \$500,000 of federal funds the government requires a special audit. It requires special reports with an additional audit of NIESA's internal controls.

Mr. Lillywhite asked if Mr. Hadrill can do the necessary additional audit procedures. Mr. Hadrill advised he can provide that service. The additional reports will cost approximately \$2,000. If the vehicle is purchased in 2013, the extra cost will be incurred in 2014, when the 2013 audit is performed. Discussion followed.

Motion by Mr. Lillywhite to accept the 2011 NIESA audit as presented by Mr. Hadrill, seconded by Mr. Wilbrink. Motion carried.

Fire Service Billing Review (Agenda V-A):

Mr. E. Griffes stated the Finance Committee met to discuss the Billing Ordinance. They had several questions regarding the ordinance, so Mr. Galbreath and Mr. Hanna met with Attorney Adams to discuss the questions raised by the committee.

Mr. Galbreath stated the Billing Ordinance is basically the original ordinance adopted in 2000. When it was originally drafted by Mr. Adams, he tried to include every type of service NIESA may provide and include a provision in the ordinance to bill for those services.

After their discussion with Mr. Adams it was determined it will be a two or three month process to review the ordinance, and research the appropriate language for the changes being considered.

One of the changes is regarding the ambulance billing. They want to increase the refusal charges from \$60.00 to \$75.00 per event, and increase the mileage charges from \$9.00 per loaded mile to \$11.00 per loaded mile. Mr. Galbreath advised this change could be done immediately. NIESA previously increased the mileage fee in 2006, so Mr. Adams already has the wording required.

Ms. Curtis was directed to provide the resolution wording to the board members with the minutes of this meeting and it will be put on next month's agenda.

Public Act 152 of 2011 (Agenda V-B):

Mr. E. Griffes advised Mr. Hanna had provided an article from the Sunday April 29, 2012, Lansing State Journal titled "Government Watchdog" which provides information on how the federal and state governmental bodies voted on various bills. The article included a Michigan House vote on House Bill 5189, which is concerning Public Act 152.

The article stated "Water-down local government reform "incentive grants": To water -down the requirement in the state budget enacted for the current fiscal year that local governments must adopt certain fiscal and transparency reforms as a condition of receiving the portion of state revenue-sharing distributions not required by the state constitution. In particular, the bill essentially eliminates the "incentive grant" requirement that municipal employees must

contribute at least 20 percent toward the cost of their health insurance fringe benefits.” The House passed this 96-9.

Mr. DeForest advised the City of Williamston decided to wait to see what happens before making a decision.

Mr. Hayes indicated it was not clear to him if NIESA’s non-compliance would effect other public entities that receive the funds. Discussion followed.

It was felt NIESA should wait for the State Government to decide what is going to happen with the Bill / Public Act before making a decision.

New Business (Agenda VI):

Citizen Complaint (addition to Agenda):

Mr. Wilbrink advised the Board members had received a copy of a complaint letter from a citizen regarding an outstanding ambulance bill. Mr. Wilbrink suggested that NIESA forgive the outstanding balance, because of the extended time frame of the billing processes and send no further bills.

Mr. Galbreath advised this incident was not his shining hour. He stated that normally Medicare automatically sends information to the supplemental insurance, so he usually waits three weeks after receiving the Medicare payment before balance billing the supplemental insurance. In this case it was Blue Cross. If he bills the supplemental insurance when Medicare has already billed them, he will sometimes get duplicate payments and it is harder to return overpayments to health insurance companies then it is to get paid. Discussion followed regarding billing procedures.

Mr. Galbreath accepted responsibility for the incident, and had no problem with writing off the outstanding balance. He advised since it is over 1 year the insurance company will not pay the bill. He stated it was not the patients fault. He advised the Board that the delay in the billing is not normal. Discussion followed.

Motion by Mr. Lillywhite to waive the fees on the complainant’s outstanding ambulance bill, seconded by Mr. Pollok. Motion carried.

Treasurer Report (Agenda VII):

Mr. Hanna was unable to attend tonight’s meeting, and provided a written Treasurers report.

Committee Report (Agenda VIII):

Personnel Committee: Mr. Wilbrink advised the Committee did not meet, but exchanged emails back and forth to address some issues.

He advised NIESA’s SOG requires the department heads to complete performance reviews on

their personnel by the end of June. In the packet this evening is a draft of an Employee evaluation form, and an Employee Comment form.

Motion by Mr. Cole to accept the Employee Evaluation Form, and the Employee comment Form as presented, seconded by Mr. Lillywhite.

Discussion: Mr. Hayes advised NIESA's employees needed to know what the review was based on. What is the criteria being used, and what is expected of them.

Mr. DeForest advised in his former position with the State of Michigan he addressed this issue. He suggested the Board run the review form by the employees first, and suggested and "unofficial" review first, then do an official review in one year.

Discussion followed on how to proceed with the review process.

Mr. E. Griffes advised there was a motion on the floor to approve the forms as presented. Mr. E. Griffes called for a vote. Motion carried.

Comments from Director (Agenda IX):

Director Galbreath advised he met with Finance Committee and Attorney Adams to discuss the Billing Ordinance. He also met with the supervisors, and Ms. Curtis on various issues.

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

Chief Siegel: Reported Williamston Fire responded to 24 calls in April, and Williamstown Township was hit pretty hard. At the end of the month they responded to the Powell farm for silos on fire. Discussion followed.

Also in the City of Williamston, a school bus driver notice smoke coming from a residence on Riverside Street. The front porch was on fire. If the driver had not called it in, the damage could have been much worse. They also had several assist to the EMS crews.

He has some preliminary specifications on the Ladder truck. He went down to the FDIC conference and spoke with a couple of representative regarding the truck, and there is a new set of guidelines from NFPA regarding the ladder trucks. Discussion followed

On a bad note, while returning from the Powell fire the ABS light came on in Engine 1. Halt has been out and they discovered that 2 or 3 of the spring shackles are broken, and the brake shoes are cracked. He has red tagged the truck and it will be out of service until the repairs are complete. The engine has never had the breaks done, so they are going to service the brakes along with the other repairs. Mr. E. Griffes asked the age and mileage on the truck. Chief Siegel indicated it's 13 years old, and has approximately 16,000 miles. Discussion followed.

Chief Flynn: Reported Leroy Township Fire responded to 15 calls in April. Eighteen of their personnel renewed their CPR certifications in April, and they are working with

Jim Cousino- NIESA's IC to set up a community CPR class for either late May or early June.

They will also be doing some extrication training in May.

Regarding the vehicles, Halt has a few minor repairs to do, but everything is functioning at this time.

Sherry Davis, EMS Supervisor: EMS responded to 58 calls in April. Eleven of them were refusals, and they took 1 mutual aid call for Lansing Mason in Dansville.

Ambulance 11-16 is out of service and is in Lansing for repairs, and 11-15 is leaking oil again. 11-16 is air conditioning was blowing hot air. The repairs are completed she just needs to pick it up. Once 11-16 is back, she will be taking 11-15 back to Jeffrey Automotive in Fowlerville for the oil leak. NIESA spent approximately \$2,000 recently to get the oil leak repaired. Sgt C. Cochrane checked the vehicle, but can't tell where the leak is coming from. Discussion followed.

Charles Galbreath- Biller: We've had 241 calls through the end April. Last year at this time we were at 245. The collected revenue through April is \$85,000.

Comments from Office Manager (Agenda XI):

Back Flow Device: The work is completed and Mr. Hulliberger has been paid. The necessary paperwork has been sent to the City of Williamston with copies to Hydro Designs.

Ceiling Repairs in Storage Area of 1296: The repairs have been completed.

Wall Issue at 1296: A few months ago Ms. Curtis contacted Wieland Davco, regarding the wall in between the meeting room and crew quarters. NIESA felt the wall was moving back and forth in the heavy winds. Mr. Jerry Risch of Wieland was out, with individuals from Hobbs & Black. After reviewing the specification drawings, and inspecting the attic area, it was determined that the trusses had not been built to specifications. Ms. Curtis had Mr. E. Griffes review the report regarding the inspection.

Mr. E. Griffes explained what was missing on the roof trusses.

Wieland-Davco had Integrity Interiors come out and install the missing pieces. The building is now built to specification. Integrity also repaired the suspended ceiling in the meeting room and crew quarters, as the wall movement had caused it sag. We will continue to monitor the wall over the next few months to make sure the movement has stopped.

Comments from Board Members (Agenda XII):

Nothing at this time.

Comments from Association Members (Agenda XIII):

Nothing at this time.

Public Comment (Agenda XIV):

Nothing at this time.

Adjournment (Agenda XV):

Motion by Mr. Cole to adjourn the meeting at 8:29 pm, seconded by Mr. Lillywhite. Motion carried.

Paula M. Curtis, Secretary

Date