

November 8, 2012

The November 8, 2012 extra meeting of the NIESA Board was called to order at 7:04pm by the Chairperson, Earl Griffes.

Voting Members Present: E. Griffes, R. Lillywhite, R. Hanna, R. Pollok, S Whelton,
J. Messing. Excused: R. Cole

Non-Voting Members Present: F. Wibrink

Fire/EMS Personnel Present: J. Slaton, E. Holmes

Other: C. Galbreath, Director

Guests: None

Public Comment (Agenda I):

Nothing at this time.

Discussion of Personnel Issues (Agenda II):

Mr. Wilbrink advised the discussion is about hiring an Administrator to run NIESA that would be able to run both fire and EMS on a part-time basis. He indicated to hire the individual a hiring committee would need to be set up to research it.

Mr. Hanna stated in 2004, when the Board gave the fire and ems personnel the job of writing the SOG's for the organization, they did a good job and they did a in a timely manner. He felt the Board had never given the Director any direction as to what they want him to accomplish.

Mr. Hanna indicated he could not support a new level of manager, when the Board does not do it's part. He sited such issues as not having a standard for lettering on new vehicles. Discussion followed.

Mr. Lillywhite felt the Board had to decide whether they wanted to hire and Administrator because they don't want to administrate, or the Board needs to step up to the plate , tell the individuals what is expected, and hold them accountable. Mr. Wilbrink felt part of the problem is there are no consequences for not adhering to the guidelines. He sited the employee evaluation. Discussion followed.

Mr. Wilbrink felt the Board was doing better than they had in the past, but we still don't have all of the Board members involved. Discussion followed regarding the representation from the different units of government.

Mrs. Whelton advised she was on the Board when they previously considered hiring an administrator. She was involved in the interview process. She does not feel we need an administrator. It is not cost effective at this time for NIESA. It would be expensive.

Mr. Hanna said by hiring an administrator you would probably eliminate three of NIESA's

current positions, which would get you approximately \$30,000 for the salary. That would not even fund a part-time Administrator. Mrs. Whelton advised consultants usually get \$50 to \$65 per hour for their services. Discussion followed

Mr. Lillywhite indicated NIESA should give the Fire Chief's and EMS Supervisors some tasks to complete, provide them with direction on how to complete them, and give them a time limit.

Ms. Curtis suggested the Board use what they currently have in place. Mr. Galbreath is the Director, tell him what they would like accomplished. It is his responsibility, as the Director, to get the information out to the department heads, and his responsibility to ensure things progress. Then he reports back to the Board. As he is the Director he is responsible for the administration of NIESA. Ms. Messing liked that approach.

Mr. Wilbrink stated he thought Mr. Galbreath was the EMS Director. Ms. Curtis advised that according to the organizational chart, the Director is over all of the departments within NIESA.

Board continued to discuss the Director's duties per the job description, the lack of completion of the performance evaluations and the board members interpretation of the reason for the performance reviews.

Mr. Hanna suggested one of the Director's task is to get the performance reviews completed by June 2013.

Mrs. Whelton stated she would like to see the Personnel Committee meet on a monthly basis, and have the Director be included in those meetings.

Mr. Lillywhite recommended that each Board member prepare a "to do" list for the Director for the December meeting. Once we have a lists of issues that we want the Director to address, then it can be prioritized and provided to the Director with time frames for completion.

Another issue was to establish standardized lettering for all new vehicles. It was also suggested NIESA standardize the color of the vehicles as well. Discussion followed.

Ms. Messing indicated the Board could stipulate the size of the font, and the wording.

Motion by Ms. Messing that NIESA standardize the lettering on all future vehicles purchased by NIESA from this date forward, seconded by Mr. Lillywhite.

Discussion: Mr. Lillywhite suggested the standardization make NIESA the most visible, and it use Leroy Township station, and Williamston Station instead of Fire.

Mr. Slaton suggested limiting the number of fonts. He indicated that 11-16 has 6 different sizes of font. The Board asked Mr. Slaton if we could hold off on lettering the new ambulance. Mr. Slaton stated yes.

Ms. Curtis suggested making this another task for the Director, and he could meet with the

department heads and bring a recommendation back to the Board for approval.

Mr. E Griffes felt the Director should work with the Chief's and Supervisors to keep good will with the personnel.

Mr. E. Griffes called for the vote. Motion carried.

Mr. Galbreath was directed to meet with the department head to establish standardized vehicle lettering. The Board would like to see something by the January 2013 Board meeting, then it can be finalized by the February 2013 meeting. Further discussion followed regarding the vehicle lettering.

Mr. E. Griffes asked Mr. Galbreath if his salary for the Director position was adequate. Mr. Galbreath advised his Director salary was what the Board was willing to pay for someone to point a finger at when things went wrong. Mr. E. Griffes felt it was not enough for what are asking him to do. Mr. Galbreath advised there is no additional funds in the budget, so he is willing to see how it goes.

Ms. Curtis suggested Mr. Galbreath keep track of his Director hours, so the Board can better assess the Director salary when the next budget is prepared.

Mr. E. Griffes advised Mr. Galbreath to begin tracking the hours he spends performing the Director duties, keeping it separate from his Billing hours. He also requested Mr. Galbreath provided a written report of his activities to be included in the Board packets at every regular board meeting.

Mr. Pollok advised the summaries and tracking of the hours would provide the Finance Committee with some perspective on what the position entails.

Mr. Slaton asked the difference between an Administrator, and a Director. Mr. Hanna and Mr. E. Griffes stated they were the same thing.

Ms. Messing asked if the Billing Assistant position had been posted. Mr. Galbreath advised the position was posted at on November 2nd. Ms. Messing felt it would be the type of position that required the individual to come in regularly to keep up their skills. Mr. Galbreath agreed, he indicated they would probably work at least once a month. Discussion followed.

Mr. Wilbrink asked what the Board was going to do. Will they be putting something in writing regarding the performance evaluations. It was felt that verbally advising Mr. Galbreath of the task was sufficient.

Mr. Galbreath asked for clarification. It was his understanding that per the SOG they wanted the performance evaluations completed by June 2013. It was agreed that the evaluations needed to be completed by June 2013.

Further discussion followed regarding the performance evaluations for the fire personnel.

Mr. Galbreath was given two issues to work on; the completion of employee evaluations by June 2013; and the standardization of vehicle lettering with a preliminary draft to be provided to the Board at the January meeting.

Regarding the issue of starting the search for an Administrator for NIESA, it was agreed to not pursue it at this time and move forward with the current staffing.

Mr. Lillywhite requested the Director's task list be put on the December meeting agenda.

Public Comment (Agenda III):

Nothing at this time.

Adjournment (Agenda IV):

Motion by Mr. Pollok to adjourn the meeting at 8:22 pm, seconded by Mr. Hanna. Motion carried.

Paula M Curtis, Secretary

Date