

October 4, 2012

The October 4, 2012 meeting of the NIESA Board was called to order at 7:04 by the Chairperson, Earl Griffes.

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

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

EMS/ Fire Personnel Present: S. Davis, Z. Waltersdorf, M. Flynn, B. Siegel

Other: C. Galbreath

Guests: Mayor Jim DeForest, City of Williamston

**Consent Agenda (Agenda I):**

- Minutes of the September 6, 2012 Public Hearing
- Minutes of the September 6, 2012 Regular Meeting
- Operations Checking Account Summary September 2012
- Operations Budget through September 2012
- Building & Equipment Budget through September 2012

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

**Public Comment(Agenda II):**

Nothing at this time.

**DDA/ TIFA Funds- Village of Webberville (Agenda III-A):**

Mr. Hanna advised NIESA discussed this issue last year, but failed to follow up. Mr. Hanna suggested getting on the Village DDA agenda to discuss with them passing through DDA funds to NIESA once again.

Mr. E. Griffes asked if the Mr. Galbreath and Mr. Hanna received the Village of Webberville notice of a public hearing regarding the Datapak Service property at 1101 Highview Drive. They are requesting tax exemptions.

Discussion followed regarding the effect of the tax exemptions on NIESA.

Mr. Hanna and Mr. E. Griffes plan on attending the meeting.

Mr. Lillywhite advised the meeting on October 8<sup>th</sup> would be a public hearing, and Village Council regular meeting would follow the public hearing. He advised the DDA meeting would be the following Monday on October 15<sup>th</sup>.

Mr. E. Griffes advised he would speak with the new DDA Chairperson, and ask to be put on the agenda.

Discussion followed regarding Village DDA passing thru millage funds collected to NIESA, and the reason it was discontinued.

**Ambulance- Remount/ Refurbish vs New (Agenda IV-A):**

Mr. Hanna advised the Finance Committee met last Wednesday evening and received a presentation from the EMS Department on the options available regarding the ambulance. It was the consensus of the Finance Committee that NIESA should go with purchasing a new Ford 550 Horton ambulance. He advised Mr. Zach Waltersdorf had been working hard on the project, and he and Mr. Jeff Slaton did a nice presentation last week. Cost discussed at the meeting was \$180,000.

Mr. Pollok asked Mr. Waltersdorf what additional cost may arise. Mr. Waltersdorf indicated the final specifications would need to be done, and estimated it would cost \$185,000. He asked for that amount to provide a little cushion, however it was felt the final cost would come under the \$185,000.

Mr. E. Griffes asked Mr. Hanna how NIESA was going to fund the purchase. Mr. Hanna suggested NIESA put 20 percent down on the unit and finance the remaining amount. He indicated it would be approximately \$37,000 down. As for the finance rate, he did not have that information yet. Mr. Galbreath was estimating between 3 and 5 percent. The length of the finance was 5 years.

Mr. E. Griffes asked where NIESA would obtain the financing. Mr. Hanna advised he had spoken with a couple of banks, and was going to speak with the company recommended by Mr. E. Griffes, BJ Haire. Mr. Galbreath advised he also had some organizations that had expressed an interest in financing projects and equipment for NIESA. He will forward the information to Mr. Hanna.

Mr. Pollok asked where the funds will come from to pay for the loan. Mr. Hanna stated the funds are available because of the lowered interest rate on the construction loan and the saving we will experience over the next 5 years.

Mr. Galbreath expressed concerns regarding Horton's initial lack of interest in quoting a new ambulance, and was concerned with the service NIESA will receive if we continue to work with the current sale representative.

Discussion followed regarding financing options and ambulance purchase.

Motion by Mr. Lillywhite to continue the process of purchasing a new ambulance, and move forward with the specification process and cap the purchase price at \$185,000. Seconded by Mr. Hanna.

Discussion: Mr. Hayes asked if they would have a breakdown at the next meeting regarding the financing, and where the funds were coming from. Mr. Hanna advised he would move forward with financing and have the information at the next meeting.

Mr. E. Griffes called for the vote. Motion carried to move forward with the ambulance purchase with a spending limit of \$185,000.

**Treasurer Report (Agenda V):**

Mr. Hanna advised his Treasurer's report was in the packet this evening. He reviewed his report with the Board.

Mr. Hayes questioned the substantial overage in the Administrative -Misc line item in the Operational budget. Ms. Curtis advised the overage was the result of correcting NIESA's DUNS numbers and establishing DUNS numbers for the individual departments. The DUNS numbers are needed for Grant's.

It was also discovered the DUNS numbers which were previously established had incorrect information. NIESA's DUNS number showed that Ingham County was our parent company. Williamston Fire Department's showed the City of Williamston as their parent company. They have all been corrected. NIESA is the primary company, and all of the departments are subsidiaries of NIESA.

It took a few months to get everything corrected and established, and Dun & Bradstreet charged a monthly fee for each number while we worked on the corrections.

**Committee Reports (Agenda VI):**

*Finance Committee:* Mr. Hanna advised the committee met last Wednesday and received a excellent presentation from the EMS department. He thank Mr. Waltersdorf for the work he did.

Mr. Hanna and Mr. Galbreath stated the presentation provided by the EMS department is what they would expect in the future from everyone regarding a purchase.

*Personnel:* Mr. Wilbrink stated the committee met, but had nothing to discuss with the Board at this time.

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

Mr. Galbreath indicated it was a bad month. Everyone had a complaint, and he spent the majority of his time fielding complaints and responding to them. To the best of his knowledge all of them have been address and resolved.

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

**Chief Flynn:** Reported Leroy Township responded to 14 calls in September. They responded to a major accident at the corner of Dietz and Holt which resulted in a double fatality. Chief Flynn advised one of his firefighter working at the scene was related to an individual involved in the accident. They did have a stress debriefing at the station.

They will be going to Webberville Elementary school on October 18<sup>th</sup> for Fire Prevention. They also have a house to use for training, but it is only available for two weeks. Discussion followed.

**Chief Siegel:** Reported Williamston responded to 11 calls in September. They had a couple of assist to Leroy Township, and also had a stove blow up on Beeman Road. Overall it was a quite month.

He is working with Leroy Township on a hose order. If they do a joint order they can save on the shipping. Also most of the annual service work has been completed on the trucks.

Mr. Pollok stated the MTA magazine had an article regarding radios systems, and the fact they would need to be changed over to a new frequency or something. He asked if our radios were in compliance or would we be experiencing some cost to change them over.

Chief Siegel advised the radio are owned by Ingham County, and adjustment and changes are their responsibility. Our microphone fees cover the cost of any changes. Discussion followed

Chief Siegel advised he and Mr. Hanna are going to meet with the FEMA representative from Chicago to discuss the details of the grant, and get some information in writing from FEMA so we make sure we are following the guidelines. He wants to see if FEMA would issue payments throughout the building process of the vehicle. We could get some savings to apply to other items if we could pay for the chassis up front, then during the build process pay for the aerial portion, before the final completion of the truck.

Chief Siegel reminded the Board of the associations pancake breakfast on October 13<sup>th</sup> at the Williamston station from 08:00 am to 11:30 am.

**Sherry Davis, EMS Supervisor:** Reported NIESA EMS responded to 73 calls in September and gave 6 away. One was to the helicopter crew at the Dietz and Holt accident. All of the ambulances are running well at this time.

**Charlie Galbreath, Biller:** Advised the ambulance revenue is at \$165,000. We have definitely been re-validated by WPS, however our cash flow has not resumed yet. He has been working with the billing software company to resolve the issues. Discussion followed.

Mr. Pollok asked how Obamacare was going to effect NIESA's ambulance revenue. Mr. Galbreath had not idea.

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

*Standard Operating Guidelines:* Ms. Curtis reported NIESA's Standard Operating Guidelines are now available on the website. A link is on the "NIESA Board" page and it takes you to the table of contents, which links to the individual SOG's. The Forms section is still under construction. Ms. Curtis plans on giving new copies of the SOG's to the employee's when they complete their annual paperwork in January. They will be offered a CD copy.

*Record Retention Policy:* She and Mr. Hanna are still working on the draft for the Personnel Committee.

*315 Building Interior Electrical Issues:* Assistant Chief House advised that the second electrical contractor had visited the fire station, and is still working on the quotes. She will continue to work with Leroy Township's personnel on the issue.

*315 Building Exterior Electrical Issues:* Ms. Curtis was advised by Mark House that exterior building lights had been changed over to "dusk to dawn" lighting just prior to ox roast. Ms. Curtis has not received the invoice yet.

*315 Parking Lot:* Ms. Messing was kind enough to provide Ms. Curtis with the name of an individual to look at the parking lot and give his opinion on what could be done, and provide quotes. Ms. Curtis will be contacting Mr. Stevens next week to arrange a meeting after Fire prevention week.

*Fire Prevention Week:* Next week is fire prevention week. The Williamston Fire personnel are scheduled to make presentations at the schools in Williamston. Monday at Explorer Elementary, Tuesday at St Mary's and Friday at Discovery. The presentation to Memorial Lutheran was postponed until October 17<sup>th</sup> do to scheduling conflicts.

*Class tour of Station:* Williamston Kindergarten teachers have requested tours of the station for the kindergarten students. They are tentatively coming to the NIESA / Williamston Station on Friday October 26<sup>th</sup> from 08:30 to 10:30 am.

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

Nothing at this time.

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

Nothing at this time.

