

September 6, 2012

The September 6, 2012 regular meeting of the NIESA Board was called to order at 7:03pm by the Chairperson, Earl Griffes.

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

Non-Voting Members Present: F. Wilbrink, B. Stiffler

Fire/EMS Personnel present: B. Siegel, S. Davis, M. Flynn

Other: Charles Galbreath, Director

Guests: James DeForest- Mayor, City of Willamston

Consent Agenda (Agenda I):

-Minutes of the August 2, 2012 Regular Meeting

-Checking Account Summary August 2012

Motion by Mr. Lillywhite to accept the consent agenda as presented, seconded by Mr. Pollok. No discussion. Motion carried.

Public Comment (Agenda II):

None at this time.

Resolution 5 of 2012- Amendment to Bylaws (Agenda III-A):

Mr. Hanna stated Resolution 5 of 2012 amends the Bylaws and brings them up to date with our current practices. Discussion followed.

Motion by Mr. Cole to adopt Resolution 5 of 2012- Amendment to the Bylaws, including Appendix O as presented. Seconded by Mrs. Whelton.

Roll call vote: Yeas: Mr. Lillywhite, Ms. Messing, Mr. Cole, Mrs. Whelton, Mr. Hanna, Mr. Pollok, Mr. E. Griffes

Nays: None

Absent: None

Resolution 5 of 2012- Amendment to the Bylaws was adopted.

Record Retention SOG (Agenda III-B):

Mr. Hanna stated the more he worked on the records retention guideline the more complicated it seemed to get. He and Ms. Curtis met with the Personnel Committee to discuss the guideline. It is still being drafted.

Resolution Review - Appropriation act (Agenda III-C):

Mr. Hanna stated he met with Attorney Adams to discuss if the NIESA's Appropriation Act needed to be amended. Attorney Adams advised it was alright and did not need to be revised.

Resolution 6 of 2012- Fiscal Year 2013 General Appropriations Act (Agenda IV-A):

Motion by Mr. Lillywhite to Adopt Resolution 6 of 2012- Fiscal Year 2013 General Appropriation Act as presented. Seconded by Mr. Pollok.

Discussion: Regarding Mr. Wilbrink's concerns about the Billing Assistant, Mr. Galbreath stated the same \$400 is in the budget for 2013 as in the previous budget's for training of a billing assistant. Mr. Wilbrink was concerned it was not enough. Ms. Curtis advised there is additional funding in Administrative Salary Other to provide additional funding. The \$400 was allotted for training, the additional salary is included in Administrative Salary Other.

Roll Call Vote: Yeas: Mr. Cole, Mrs. Whelton, Mr. Hanna, Mr. Pollok, Mr. E. Griffes,
Ms. Messing, Mr. Lillywhite
Nays: None
Absent: None

Resolution 6 of 2012- Fiscal Year 2013 General Appropriation Act was adopted

Resolution 7 of 2012- Fiscal Year 2013 Building/ Equip Appropriation Act (Agenda IV-B):

Motion by Mr. Lillywhite to adopt Resolution 7 of 2012- Fiscal Year 2013 Building /Equipment Appropriation Act as presented. Seconded by Mr. Pollok.

Discussion: Mr. E. Griffes asked if the funds indicated in the Contingency Fund would require a vote of the Board before they could be spent or reallocated. Mr. Hanna stated it would require a vote of the Board to reallocate the Contingency Funds.

Roll Call Vote: Yeas: Mr. E. Griffes, Mr. Pollok, Mr. Hanna, Mrs. Whelton, Mr. Cole,
Ms. Messing, Mr. Lillywhite
Nays: None
Absent: None

Resolution 7 of 2012- Fiscal Year 2013 Building/ Equipement Appropriation Act was adopted.

Treasurer's Report (Agenda V):

Mr. Hanna advised the green sheets in the meeting packet provided the checking account summary for August 2012, the credit card detail, and Treasurers summary of the expenses by categories.

Discussion followed regarding the summary of the expenses.

Committee Report (Agenda VI):

Personnel Committee: Mr. Wilbrink advised the Personnel Committee met, but had nothing further to report.

Finance Committee: Did not meet in August.

Comments from the Director (Agenda VII):

Mr. Galbreath advised it was a typical month. He met with Ms. Curtis and Mr. Hanna on several occasions. He also met with Benjamin Eichler from Edward Jones regarding NIESA's retirement plan. The Hartford is getting out of the retirement business and we are exploring other options.

Mr. Lillywhite asked how long before the Hartford sells the retirement portion of their business. Mr. Galbreath felt it would be after the first of the year.

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

Chief Flynn: Reported Leroy Township Fire responded to 10 calls last month. The run count is slightly over last year at this time. They did extrication training at Bill's Wrecker in August.

He also wanted to remind everyone that Ox Roast is September 21st, and 22nd.

Regarding the step down area in the old apparatus bay of the Leroy Township Station, Ms. Messing asked Chief Flynn if they ever considered painting diagonal lines across the entire landing to draw attention to the step down. Discussion followed.

Chief Siegel: Reported Williamston Fire responded to 19 calls in August. Several were for EMS assists, however they did have a pole barn fire that extended into a grass fire. While they were at the barn fire, they had a second grass fire call on Shoeman Rd. He advised it was very hot that day, and the EMS crew did a good job watching over the fire personnel and making sure they stayed healthy.

All of the rescue tools have been tested. While testing the tools they discovered one of the hydraulic lines on Engine 11-1 was not working correctly. It has been replaced.

Pump testing was performed on Engine 11-1. Engine 11-2 and Truck 11-4 still need to be tested. Another issue is pressure testing the fire hose. It is difficult to pressure test the large diameter hose in-house. It is very labor and time intensive. He may have an outside company test the large diameter hose, and have the personnel do the smaller hose. If an outside company tests the large diameter hose he will contact Chief Flynn to see if he wants his hose tested at the same time. Discussion followed.

Mr. Pollok asked the status on the specifications for the new ladder truck. Chief Siegel advised the specification process is almost complete. He hopes to have the final numbers by November.

They have submitted their six month performance review to FEMA which is required in the grant process.

He indicated they have eliminated the LED lighting from the vehicle because of the increased cost. They are also considering exempting Fire departments from the new diesel emission standards because of problems with engines shutting down during fire operations. If they require us to adhere to the new emission standards it would increase the cost of the vehicle by \$25,000, which was not included in the grant specifications. Discussion followed regarding the emission regulations.

Sherry Davis- EMS Supervisor: Reported NIESA EMS responded to 76 calls in August, with 26 refusals. They also gave 6 calls away.

This month all of the ambulances have require considerable and significant repairs. Ambulance 11-16's repairs would have cost over \$5,000 if they were not covered under warranty. Ambulance 11-15 is currently out of service. The repairs have been completed at a cost of just under \$2,000. Mr. Lillywhite stated he recently assisted the EMS crew and drove ambulance 11-15 to the hospital. He did not feel the ambulance was road worthy. Discussion followed.

Ms. Davis requested a meeting with the Finance Committee concerning the ambulance. They have completed their research into the cost of refurbishing/remounting an ambulance and into purchasing a new one. She advised they recently discovered the NFPA is putting new standards into place for ambulances which will increase the cost of a new unit by \$15,000-\$20,000 after the first of the year.

Mr. Hanna asked when Ms. Davis would be ready to make the presentation. She indicated they have most of their information. Mr. Hanna advised he wanted to post a Finance Meeting notice, and would like all of the Board members to attend. He hoped by attending the Finance meeting the Board would be ready to vote on the matter at the October meeting. Discussion followed.

Chief Siegel suggested when the Finance Committee met regarding the ambulance they also consider a time line for their next vehicles purchases, both fire and ambulance. Discussion followed

Ms. Davis advised that Ambulance 11-14 has been at the Williamston location for the last month because of the repair issues. She plans on moving it back to Webberville as soon as possible. Mr. E. Griffes asked how many ambulance calls it responded to while housed in Webberville. Ms. Davis stated none.

Charles Galbreath- Biller: Reported the ambulance revenue is at \$152,000. He is still working through the re-validation process with WPS, and he currently is 10 days behind on billing.

Mr. Galbreath advised he met with Tri-County Emergency Medical Control Authority, and completed the paperwork to re-license the ambulance for another year. He did express Mr. Lillywhite's concerns regarding the Sparrow helicopter. Unfortunately Tri-County has no authority over the medical transport helicopters. Discussion followed.

Comments from Office Manager (Agenda IX):

315 Building Electrical Issues: Ms. Curtis is still getting quotes to add circuits to the generator at the Leroy Township station. She attempting to get the exterior lights changed from motion sensors, to dusk to dawn sensors before Ox Roast.

Mr. Lillywhite asked if Ms. Curtis knew about the parking lot light issues. Ms. Curtis advised she planned on having the individual that changes the exterior lights look at the parking lot lights and make the necessary repairs.

Ms. Messing asked about the progress on the parking lot issue. Ms. Curtis advised she had not worked on that in the last month.

Comments from Board Members (Agenda X):

Ms. Whelton stated at August's Board meeting Ms. Davis had brought up the issue of "cooling stations" for residents who don't have air conditioning in the hot weather. Mrs. Whelton advised the City of Williamston did contact Sergeant Ott from Ingham County. He was unable to attend the Council meeting, but did provide some information.

Mrs. Whelton advised the City Manager is in the process of talking to the local churches to see what could be arranged, and he is also looking into "heating centers." She will keep NIESA advised of the City's progress.

Comments from Association Members (Agenda XI):

None at this time.

Public Comment (Agenda XII):

None at this time.

Adjournment (Agenda XIII):

Motion by Mr. Pollok to adjourn the meeting at 7:44 pm, seconded by Mr. Lillywhite. Motion carried.

Paula M Curtis, Secretary

Date