

October 2, 2014

The October 2, 2014 meeting of the NIESA Board was called to order at 7:00 pm by the chairperson, Roger Pollok.

Voting Members Present: R. Ackerman, R. Pollok, S Diederich, P. Griffes, F. Wilbrink, B. Stiffler. Absent: Williamstown Township Representative

Non-Voting Members Present: None

NIESA Personnel Present: D. Harper, M. Flynn, B. Siegel, E. Holmes, K. Forester

Other: None

Guests: James DeForest, Mayor City of Williamston

Consent Agenda (Agenda I):

- Minutes to the September 4, 2014 Public Hearing*
- Minutes to the September 4, 2014 Regular Meeting*
- Checking Account Summary September 2014*
- 2014 Operational Budget through September 30, 2014*
- 2014 Building & Equipment Budget through September 30, 2014*

Motion by Mr. Griffes to approve the consent agenda as presented, seconded by Mr. Ackerman. Motion carried.

Public Comment (Agenda II):

Mayor DeForest wanted to thank Mrs. Whelton for organizing the 911 ceremony. He received several compliments on how nice it was. He also advised he and his grandchildren are looking forward to the upcoming pancake breakfast.

Mr. Pollok stated with Ms. Messing leaving the Board there was an opening on the Personnel Committee. He advised the Board he had selected Mr. Diederich to fill the opening and he has accepted the position.

Property 703 E Grand River Ave (Agenda III-A):

Mr. Pollok advised the NIESA property located at 703 E Grand River in Williamston has been listed with Smeak Reality. Lea Estes is our agent.

The property was listed for \$75,000, and Mrs. Este's commission rate is 3 percent. When it's sold if there is both a buying and selling agent the commission will be 6 percent. One of the concerns regarding the sale is whether the property is clean. We do know underground storage tanks were previously located on the property. Discussion followed.

2015 NIESA Meeting location (Agenda IV-A):

Ms. Curtis advised she prepared the 2015 meeting schedule as in previous years. It has the Board meeting at the Leroy Township Station on the even months of the year and the Williamston Station on the odd months. All of the meetings in 2015 are on the first Thursday of the month except for January. She moved January's meeting to the second Thursday because she assumed the Board would not want to meet on New Year's Day.

Mr. Wilbrink felt the Board should continue to rotate the Board meetings between the stations.

Motion by Mr. Wilbrink to approve the 2015 NIESA Board meeting schedule as presented, and continue to rotate the meeting location, seconded by Mr. Ackerman. Motion carried.

NIESA Bylaw Amendment (Agenda IV-B):

Mr. Harper presented his recommendations for changes to NIESA Bylaws. Mr. Ackerman stated he thought NIESA was going to be removing the word "department" from the bylaws. Mr. Harper advised he added "one unified organization," but he indicated the two fire stations would retain the names Leroy Township Fire Department, and Williamston Fire Department. Discussion followed.

Mr. Pollok felt the Board members should take the recommended changes to the NIESA Bylaws back to their respective units of government for their input and comments. He also felt the Board members should take some time to review them as well.

Motion by Mr. Ackerman to table a decision on the NIESA Bylaw changes until the November meeting, and to notify each unit of government of the proposed changes, seconded by Mr. Diederich.

Discussion: Mr. Wilbrink questioned some of the wording in the document. Ms. Curtis questioned if the document should be reviewed by NIESA's attorney prior to its approval. It was felt the wording changes were minor, and did not require an attorney review.

Mr. Pollok called for a vote on the motion to table the Bylaws decision. Motion carried.

Treasurer's Report (Agenda V):

There is no Treasurer's report this month as Mr. Hanna is on vacation.

Committee Reports (Agenda VI):

There was no committee activity in September.

Comments from Department Heads (Agenda VII):

Billing Department: Mr. Galbreath provided a written report. It indicated September was a good month with revenues of more than \$37,000. He also advised they

had selected an individual to fill the Backup Biller position.

Mr. Harper advised six candidates were interviewed. He stated they were all good candidates and it was a hard decision, however Pamela Fraley of Webberville was selected for the position. Mrs. Fraley was offered the position, and has accepted.

Mr. Pollok questioned whether candidate should have been taken to the Personnel Committee for approval prior to offering the position. Mr. Griffes stated the NIESA Board should be approving all new hires at NIESA. Mr. Harper indicated he had discussed the hiring of the Back up Biller with Personnel Committee Chairperson, Mr. Hanna and came away with the impression he could fill the position without approvals. Discussion followed regarding hiring procedures, and when it should be approved by the Personnel Committee and the Board.

EMS Department: The EMS Supervisors were unable to attend the meeting this evening. Mr. Harper advised there is a run summary in the meeting packet this evening, and Supervisor's wanted him to remind the Board that ambulance 11-14 would be returning to Horton this month for warranty paint work.

Chief Siegel: Reported Williamston Fire responded to 23 calls in September. Most of them were EMS assists, and power lines down as a result of the storms. They also had assists to Leroy Township Fire, and Meridian Township Fire.

Hose testing will be done this month by an outside source. He has also spoken with the individual that does our Ice Rescue Training and is setting up training for this year. Last months training was drafting.

Ladder 11-4 will be going in Monday for it's annual maintenance check. Following the annual maintenance it will be going into Lansing to have some recall's addressed. He is also looking for a new company to perform the annual aerial testing on the unit. Non-Destructive Testing has closed the aerial testing portion of their operation. Discussion followed.

Chief Flynn: Reported Leroy Township Fire responded to 25 calls in September, with most of them during the two days of storms at the beginning of the month. They had a lot of lines downs, but also had two structure fires that were storm related. This months training will be extrication.

He advised both Engines are getting some valve work done. They are both still operational, but the valves are leaking and need to be repaired.

Regarding the Leroy Township building, the roof has been repaired. The siding was removed and water and ice shield was added. They gutters that were loose came down during the September storms. They are scheduled to be replaced next week.

Education Department: Ms. Curtis advised there is a report in the packets this evening. The Education Department held a meeting on September 12th, with the Director, EMS Supervisor Waltersdorf, IC- Mike Yanz, and the Education Director. We discussed the needs of the EMS Department, and the upcoming MFR class.

The MFR class is tentatively scheduled to start on January 6, 2015. A preliminary schedule has been sent to the State of Michigan for review. The Department is also planning on holding a Healthcare Provider CPR class at the Leroy Township Station some time this month. The date is still to be determined.

Comments from Office Manager (Agenda VIII):

Leroy Township Station: As Chief Flynn had indicated the roof leak has been addressed. The damaged gutters were removed and as of last week we are still waiting for the new ones to be installed. Also prior to Ox Roast the exterior lights on the old section of the building were repaired, along with a parking lot light on the west side.

Williamston Station: DeLau Fire service was in this week to perform the annual inspections at both fire stations. Fire Alarm Systems and Fire Extinguishers were checked, along with the Back Flow valves.

Ms. Curtis advised she will be contacting Overhead Door within the next week to schedule an annual maintenance check of the doors. She indicated there are a couple of issues at the Williamston Station, and asked Chief Flynn to advise if he has any concerns regarding the doors at the Leroy Township Station.

Mr. Diederich asked if the snow removal had been put out for bids yet. Ms. Curtis advised she is going to try and send out bid requests within the next week.

Comments from Director (Agenda IX):

Mr. Harper advised the first thing on his list is the MFR unit at the Leroy Township Station. We are really close to getting the unit up and running. The vehicle is licensed with the State of Michigan.

Mr. Harper provided the Board members with a proposal. He advised NIESA's current Standard Operating Guideline regarding educational reimbursement states NIESA will not pay for any initial EMS training. He is requesting a one-time exception to the SOG from the upcoming MFR training in January 2015. Discussion followed regarding the waiver.

The second piece of the proposal is an Interim Directive to allow the operation of the MFR vehicle prior putting getting the Standard Operating Guidelines approved by the Board. He provided a tentative rough draft of the directive for the Boards review. Discussion followed.

Mr. Wilbrink asked if there was interest in the MFR program. Mr. Harper advised most of the individuals he had spoken with were interested. Chief Flynn advised the personnel were pretty excited about it. Mr. Holmes indicated the MFR vehicle was a good thing, and it was a long time coming. His only concern is communication, but the sooner it's in service the better. Discussion followed.

Motion by Mr. Wilbrink to waive the restriction in Educational Reimbursement SOG #500-200-250, for the MFR class scheduled for January 2015, and allow NIESA to pay for employee's

MFR education, seconded by Mr. Griffes. Motion carried.

Mr. Ackerman asked for clarification regarding the Interim Directive and how it worked. Mr. Harper advised it would allow them to put the MFR vehicle into service, without having all the operational SOG's in place. However it has a time limit, such as 60 or 90 days. Within that time period he needs to get the SOG's drafted and approved by the Board. Discussion followed.

Motion by Mr. Wilbrink to approve the Interim Directive presented by Director Harper for the operation of the MFR vehicle for a period of no longer than 90 days, seconded by Mr. Diederich. Motion carried.

Additional discussion followed regarding the hiring of employees. Mr. Griffes stated anyone hired by NIESA needs to be approved by the NIESA Board. The Director can hire them and they can start working, but they need to be approved by the Board. Discussion followed.

It was determined written guidelines needed to be put in place for the hiring process.

Mr. Harper advised he is also still working on the ISO ratings, and is waiting for Attorney Adams to provide him with an opinion on the enforcement of burning ordinances.

Comments from Board Members (Agenda X):

Mr. Ackerman advised the Village of Webberville's DPW department is going to start flushing hydrants this week. He stated he is still in discussions with the Village of Webberville to provide salt for NIESA this upcoming winter. Ms. Curtis needs to provide him with some information to move the discussion forward.

Comments from Association Members (Agenda XI):

Nothing at this time.

Public Comments (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Griffes to adjourn the meeting at 8:07 pm, seconded by Mr. Wilbrink. Motion carried.

Paula M Curtis, Secretary

Date