Northeast Ingham Emergency Service Authority Board Meeting

Call to Order (Agenda 1)

The regular meeting of the NIESA Board was called to order by Chairperson Hart, on February 13, 2025, beginning at 7:00 p.m. at Station 61, 1296 West Grand River, Williamston, MI.

Roll Call (Agenda 2)

Voting Members Present:	Mr. Duffy, Mr. Diederich, Ms. Hart, Mr. Grant, Mr. Hansen, Ms. Schoenborn, Mr. Wilbrink
Voting Members Absent:	None
Non-Voting Members Present:	Ms. Schultz, Jon Chick (Wheatfield Twp Alternate)
NIESA/Employee's Present:	Director Michael Yanz, Deputy Chief Don Drent, Captain Jeff Slaton, Rochelle Clayton, Adam House, Hunter Sasse
NIESA/Employee's Absent:	None
Guests:	None

Pledge of Allegiance (Agenda 3)

Chairperson Hart led the NIESA Board in the Pledge of Allegiance.

Chairperson Hart acknowledged appreciation of our NIESA Staff and thanked them for their service.

Approval of Agenda (Agenda 4)

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held Thursday, February 13, 2025.

Mr. Wilbrink, seconded by Mr. Diederich, moved to approve the agenda of the regular meeting for Thursday, February 13, 2025, as presented.

Ayes: 7 Nays: 0 Motion carried.

Public Comment (agenda 5)—None

Approval of Minutes (Agenda 6)

Approval of Minutes—that the NIESA Board of Directors approve the minutes of the regular meeting held January 9, 2025.

Mr. Hansen, seconded by Mr. Wilbrink, moved to approve the minutes of the regular meeting held January 9, 2025, as presented.

Ayes: 7 Nays: 0 Motion carried.

Approval of Consent Agenda (Agenda 7)

Approval of Consent Agenda—that the NIESA Board of Directors approve the NIESA Check Account Summaries and Payroll Account Summaries dated January 2025.

Ms. Schoenborn, seconded by Mr. Wilbrink, moved that the NIESA Board approve consent agenda Item 7, as presented.

Ayes: 7 Nays: 0 Motion carried.

Discussion Items (Agenda 8)

Renewal – Village of Webberville Downtown Development Authority (DDA) Agreement (Agreement must be renewed by March 31, 2025). Ms. Schoenborn shared the DDA renewed the Fiscal Year Agreements for Revenue Sharing with the Northeast Ingham Emergency Service Authority (NIESA) for 2025-2026 and 2026-2027, the paperwork will be coming. It is recommended this item return for action at the at the March 14, 2025, NIESA Board meeting.

Committee Appointments: Listed are current members of the Personnel Committee and the Finance Committee. Please let the Chairperson know if you are interested in representing one of the committees and your interest will be taken into consideration.

- ***Current Personnel Committee***: Dorothy Hart, Scott Diederich, Noah Belanger.
- ***Current Finance Committee***: Dorothy Hart, Sandra Schoenborn, Frans Wilbrink

Board Standard Operating Guideline/Policy Review—Board members were provided with the following items of information: Board Officers Duties, Committee and Subcommittees, Finance Committee Responsibilities, Personnel Committee Responsibilities, Banking & Investment Policy, Purchase Order Policy, Disposal of Equipment, and Lexipol Policy 214-Purchasing & Procurement.

Discussion was held. The Purchase Order Policy, ID: 300-100-250 was pulled for further discussion. It is being recommended this item be rewritten as follows: Under the heading ***Purchases***, first paragraph, please clarify authorized purchasing agent and authorized purchase amounts for each category of purchases. It is recommended this item return for further discussion at the March 14, 2025, NIESA Board meeting.

King Training Innovations LLC (Props)—Director Yanz and Deputy Chief Don Drent shared information on King Training Innovations LLC Estimate #1559 dated September 13, 2024, in the amount of $34,780.44. The quote provides for six props that allow for a hands-on training experience for NIESAs 53 EMS/Fire staff members. There was one other quote provided for comparison by Taylor'd Systems LLC.

Discussion: Board members discussed the purchase amount and ways to recover funds from this purchase through shared collaboration among local EMS/Fire service authorities. Other options would be Lansing Community College (LCC). LCC offers hands-on training at a cost, but this training is not specific to the training plan of NIESAs 53 EMS/Fire staff members. If the King Training Innovations, LLC purchase is approved and in-house training held and successful there is potential to open up this training to local service authorities in the future. The newly purchased training props would work in conjunction with the House Prop currently being built at Station #62. It is recommended the King Training Innovations, LLC estimate return for action at the March 14, 2025, NIESA Board meeting.

***Action* Items (Agenda 9)**

Election of Officers—that the NIESA board elect and approve a Chairperson, Vice Chairperson, Secretary, and Treasurer, for a one-year term beginning March 1, 2025.

Mr. Wilbrink, seconded by Mr. Hansen, moved to approve Dorothy Hart as the Chairperson for a one-year term beginning March 1, 2025.

Ayes: 7	Nays: 0	Motion carried.

Mr. Duffy, seconded by Mr. Hansen, moved to approve Scott Diederich as the Vice Chairperson for a one-year term beginning March 1, 2025.

Ayes: 7	Nays: 0	Motion carried.

Mr. Wilbrink, seconded by Mr. Diederich, moved to approve Kevin Duffy as the Secretary for a one-year term beginning March 1, 2025.

Ayes: 7	Nays: 0	Motion carried.

Mr. Wilbrink, seconded by Mr. Hansen, moved to approve Sandra

Schoenborn as the Treasurer for a one-year term beginning March 1, 2025.

Ayes: 7 Nays: 0 Motion carried.

Reports (Agenda 10)

Director Yanz provided his Monthly Director's Report in the areas of Administrative, Operations, Training, Grants, Personnel, and others. Highlights were Lt. Babcock will attend command training in Baltimore, MD., waiting on AFG Grant award announcement and will apply for SAFR grant when it opens.

Department Heads

- NIESA Financial Summary- EMSMC + The Accumed Group Combined Accounts Receivable Reconciliation Report.

Treasurer Report

- *Bank Balances/Investment Report/Bank Fees*

Public Comment (Agenda 11) _None

Board Member Comments (Agenda 12)

Mr. Duffy reminded NIESA Board Members of the St. Mary's Blue Mass to be held February 23, 2025, at 9 AM.

Mr. Diederich thanked new board members for their questions, and noted NIESA Board Members always make financial decisions based on the best interest and safety of our tax paying citizens.

Adjournment (Agenda 13)

Mr. Duffy, seconded by Ms Schoenborn, moved that the NIESA Board meeting be adjourned at 8:30 p.m.

Ayes: 7 Nays: 0 Motion carried.

Respectfully submitted,

Kevin Duffy, Secretary
NIESA Board