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 April 10, 2025 beginning at 7:00 p.m. at Station 62, 315 W. Walnut, Webberville, MI.

Roll Call (Agenda 2)

Voting Members Present:	Mr. Duffy, Mr. Griffes, Ms. Hart, Mr. Chick, Mr. Hansen, Ms. Schoenborn, Mr. Wilbrink
Voting Members Absent:	None
Non-Voting Members Present:	None
NIESA/Employee's Present:	Director Michael Yanz, Deputy Chief Don Drent, Captain Ron Cole, Adam House, Jana Stiffler
NIESA/Employee's Absent:	None
Guests:	Lana Stanfield, Julie Cole, Kyle Drake

Pledge of Allegiance (Agenda 3)

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

Approval of Agenda (Agenda 4)

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held Thursday, April 10, 2025.

Mr. Wilbrink, seconded by Ms. Schoenborn, moved to approve the agenda of the regular meeting for Thursday, April 10, 2025, as presented.

Ayes: 7 Nays: 0 Motion carried.

Public Comment (agenda 5)— Chairperson Hart acknowledged appreciation of NIESA Staff present. Director Yanz administered the oath to Jana Stiffler.

Approval of Minutes (Agenda 6)

Approval of Minutes—that the NIESA Board of Directors approve the minutes of the regular meeting held March 13, 2025.

Mr. Wilbrink, seconded by Ms. Schoenborn, moved to approve the minutes of the regular meeting held March 13, 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 March 2025.

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

Ayes: 7 Nays: 0 Motion carried.

Audit Report – Drake Accounting (Agenda 8)

Audit Report- Kyle Drake of Drake Accounting presented the 2024 audit to NIESA board members. He stated that the audit found nothing out of the norm and he stated that the controls in place are designed well and function as expected.

The only necessary correction needed in the audit is the listed millage of 1.75 mils to reflect the correct amount of 1 mil.

Ms. Schoenborn, seconded by Mr. Hansen, moved that the NIESA board accept the 2024 audit with the amended millage correction.

Ayes: 7 Nays: 0 Motion carried.

Discussion Items (Agenda 9)

List of Equipment & Expiration—NIESA Board members were presented with a list of all NIESA apparatus as of March 2025. Director Yanz explained that the NFPA guidelines for replacement of fire and rescue apparatus.

EMS Chase Vehicle- Director Yanz explained that NIESA is currently working five person shifts for EMS staff, with two paramedics per EMS vehicle with one additional staff member who will follow in "chase" to assist as needed. One ton brush pickup truck is currently being used as the chase vehicle.

Director Yanz presented the board with bid for a 2025 Chevrolet Tahoe at a state pricing cost of $54,437.00 as well as an accompanying bid for an accessory package 17,647.10. This vehicle would become the new command vehicle for the NIESA director. The current command vehicle, a 2019 Tahoe, would replace the brush truck and be used as the new chase vehicle.

NIESA board members discussed whether additional bids would be needed for the accessory package for the new command vehicle.

Mr. Wilbrink, seconded by Ms. Schoenborn, moved to add the purchase of a new command vehicle without the accessory package to Action Item b.

Roll Call Vote: Ayes: 2 Ms. Schoenborn, Mr. Wilbrink

Nays: 5 Mr. Duffy, Ms. Hart, Mr. Hansen, Mr. Griffes, Mr. Chick

Motion failed.

This will return for action at the May meeting with the board requesting an additional bid for the accessory package.

Ambulance Remount Cash vs. Lease—NIESA Board members were presented with terms for a lease of the ambulance remount approved at the March meeting. Director Yanz stated that the ambulance is scheduled to leave to be remounted in June and the board has until then to determine whether we will pay for the remount in cash or lease. This will return for action at the May meeting.

CPR Training Policy—Director Yanz stated that it was his understanding that the board approved the suggested fee of $70 per participant for CPR training. The board agreed that no further action or discussion is needed.

Agenda Order Change—The board discussed whether to change the NIESA meeting agenda to have Action Items addressed before Discussion Items. Each board member explained how their municipalities handle their agenda order. A majority of member municipalities use an old business/new business model for their agendas rather than action/discussion. Board members agreed that the NIESA board should consider a change to old business/new business. This will return for action in May.

Action Items (Agenda 10)

Village of Webberville DDA Agreement 2025-2026 & 2026-2026—NIESA expected to have received the agreement back from Webberville DDA, but it has not been received as of yet. The DDA has paid the NIESA the $20,000 stipulated in the agreement. Once received, the agreement will return for action.

Reports (Agenda 11)

Director Yanz provided his Monthly Director's Report in the areas of Administrative, Operations, Training, Grants, Personnel, and others. He stated that NIESA was busy the night of the recent storms and tornado.

Deputy Chief Drent invited board members to attend the academy graduation ceremony to be held April 16 in the Williamston High School auditorium.

Department Heads

- NIESA Captains Report for both Williamston NIESA Station #61 and Leroy#62.
- NIESA fire runs and response percentages for NIESA #61 and Leroy #62.
- NIESA Financial Summary- EMS Management & Consultants (EMS/MC) and AccuMed Group are merging. Future reports will be from EMS Management & Consultants.

Treasurer Report

- *Bank Balances/Investment Report/Bank Fees*

Public Comment (Agenda 12)

Chief Yanz stated that he understands that board members don't fully understand the needs of the department. Equipment often needs to be purchased on short notice.

Board Member Comments (Agenda 13)

Ms. Hart asked about the controlled burn fee. Chief Yanz stated that it is $125. Ms. Hart asked the board for their thoughts on budget amendments throughout the year rather than waiting until year end. The consensus of the board was to have budget amendments as needed throughout the year. Ms. Hart also made the board aware of a request for her to sign off on Director Yanz attending a bombing incident course in New Mexico. She stated that she wasn't sure she had the authority to sign off. The board agreed that she does have the authority.

Mr. Duffy expressed his support and the support of the entire board for NIESA administration and staff. The responsibilities of staff members to administer NIESA and of board members to provide oversight are different. Ms. Hart and Mr. Hansen agreed.

Adjournment (Agenda 14)

Mr. Duffy, seconded by Mr. Hansen, moved that the NIESA Board meeting be adjourned at 8.45 p.m.

Ayes: 7 Nays: 0 Motion carried.

Respectfully submitted,

Kevin Duffy, Secretary
NIESA Board