

# **Northeast Ingham Emergency Service Authority Board Meeting**

## **April 13, 2023**

### **Call to Order (Agenda 1)**

The regular meeting of the NIESA Board was called to order by Chairperson, Hart, on April 13, 2023, beginning at 7:00 p.m. at Station 62, 315 W. Walnut, Webberville, MI 48895.

### **Roll Call (Agenda 2)**

#### **Voting Members Present:**

Ms. Cutshaw, Mr. Griffes, Ms. Hart, Mr. Henley, Mr. Pratt, Ms. Schoenborn, Mr. Wilbrink

#### **Voting Members Absent:**

None

#### **Non-Voting Members Present:**

Ms. Schultz

#### **NIESA/ Employee's Present:**

Director Michael Yanz, Don Drent, Andrea Appleyard, Mason Babcock, Michael Randall, Jeremiah Sevrey, Jeffrey Slaton, Adam House

#### **Guests:**

Family members of Officers to be sworn in as Lieutenants or Captain.

### **Pledge of Allegiance (Agenda 3)**

Noah and Nicole Sevrey 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 13, 2023.

Mr Pratt, seconded by Mr. Wilbrink, moved to approve the agenda of the regular meeting for Thursday, April 13, 2023, as presented.

Ayes: 7      Nays: 0      Motion carried.

### **Dorothy recognized staff at the meeting**

Chairperson Hart welcomed NIESA staff and thanked them for their service to the community. Also welcomed those families in attendance to support their NIESA family member in the NIESA Swearing-In ceremony.

**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 March 9, 2023.

Mr. Wilbrink, seconded by Mr. Pratt, moved to approve the March 9, 2023, minutes of the regular meeting, 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 2023. ARP Grant Summary has approximately \$31,000 that will need to be spent by June 1, 2023.

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

Ayes: 7      Nays: 0      Motion carried.

**New officer's sworn in (Agenda 8)**

The following officers were sworn in as Lieutenants: Andrea Appleyard, Mason Babcock, Michael Randall and Jeremiah Sevrey. Lt. Sevrey will serve at Station 61.

The following officer was sworn in as a Captain: Jeffrey Slaton.

**Audit Report – Drake Accounting (Agenda 9)**

**Drake Certified Public Accountants**—Karl Drake – shared this is the second year his accounting firm has audited the financial statements of the governmental activities for Northeast Ingham Emergency Service Authority (NIESA). Drake Certified Public Accountants provided NIESA with Financial Statements year ended December 31, 2022. Overall everything looks clean and NIESA is doing a great job handling their assets. The audit report will be a great resource for NIESA in the engagement of budget discussions. Feel free to contact Karl Drake or Kyle Drake with questions.

**Discussion Items (Agenda 10)**

**Property at 703 E. Grand River**—Director Yanz shared NIESA originally paid \$72,000 for the property and there was an offer of \$66,000 on the

property at 703 E. Grand River, real estate fee is 6 percent (6%). Director Yanz was not authorized by the NIESA board to accept the offer and is seeking authorization to accept this offer.

Mr. Pratt, seconded by Ms. Schoenborn, moved that Discussion Item B. Property at 703 E. Grand River, be moved for action as Action Item B.

Ayes: 7

Nays: 0

Motion carried.

**Revenue Sharing Agreement-Village of Webberville** – Ms. Schoenborn spoke to Mr. Hansen and learned they should have information to share on the proposed Revenue Sharing agreement next month (May). Ms. Schoenborn was informed the Village of Webberville, attorney will be at the meeting on Monday, April 17, 2023, and Ms. Schoenborn plans to attend this meeting where she will discuss the status of the Revenue Sharing Agreement. Director Yanz will provide Ms. Schoenborn with the agreement to take to Monday's meeting to discuss an action plan to seek outstanding funds for services rendered by NIESA from the Webberville DDA.

On a similar note...Mr. Griffes brought up the captured money amount from the tax tribunal payback. NIESA is still waiting for these dollars, we need to follow the trail to ensure the Webberville DDA does not become a recipient of these dollars. Mr. Griffes will follow up with Leroy Township staff (Heidi) on what specific property the captured money was for and the status of the funds. Mr. Griffes will report back to the NIESA Board at the May 11, 2023, NIESA Board meeting.

**Commercial Washer/Dryer** – Station 62— Director Yanz provided information dated April 13, 2023, comparing the UniMac UCT040 Washer and the UniMac UT055E Dryer, that included specifications, installation, and maintenance. It is recommended that NIESA purchase a UniMac commercial washer and dryer from Universal Laundry for Station 62. The purchase price is \$19,000 and Michigan Laundry will service the machine. It is recommended NIESA use remaining COVID money for the purchase; if COVID money is not an eligible option then it is recommended NIESA use Building and Equipment funds. Director Yanz will verify the commercial washer/dryer is electric. It is recommended this item return for action at the May 11, 2023, meeting.

### **Action Items (Agenda 11)**

**Committee Appointments- One-year term – April 1, 2023 to March 31, 2024.** Chairperson Hart recommended the reappointment of members currently serving on the Finance Committee and the Personnel Committee as

follows:

- Finance Committee: Hart / Henley / Wilbrink
- Personnel Committee: Belanger / Diederich / Hart

**Discussion:** all members who have been reappointed by Chairperson Hart are willing to serve a one-year term (April 1, 2023 to March 31, 2024), for their respective reappointments.

Mr. Wilbrink, seconded by Mr. Pratt, moved to approve the reappointment of the Finance Committee members and the Personnel Committee members for a one-year term, as presented.

Ayes: 7

Nays: 0

Motion carried.

**Property at 703 E. Grand River**—that the NIESA Board approve the sale of the property located at 703 E. Grand River and authorize Director Yanz to approve the sale.

Mr. Wilbrink seconded, by Ms. Schoenborn, moved to approve the sale of the property located at 703 E. Grand River in the amount of \$66,000 with a 6% commission fee. Director Yanz is authorized by the NIESA Board to approve the sale.

Roll Call Vote: Ayes: 7

Mr. Duffy, Mr. Griffes, Ms. Hart, Mr. Henley,  
Mr. Pratt, Ms. Schoenborn, and Mr. Wilbrink

Nays: 0

Motion carried.

### **Reports (Agenda 12)**

**Treasurer**—NIESA board received Bank Balances/Investment Report/Bank Fees report and Federal ARP Grant Expenses through February 28, 2023.

**Committees**—None

**Director Yanz** provided his Monthly Director's Report in the area of Administrative, Operations, Training, Grants, Personnel and other. Highlights the Webberville "Coloring Contest". Students (3) won a lunch with the firefighters and field trip to the Leroy Township Fire Station.

**Department Heads**—Enclosed

Williamston NIESA Station #61 Fire (25 Calls), MFR (2 Calls).

NIESA Leroy Station #62 Fire (31 Calls), MFR (6 Calls).

NIESA Financial Summary- AccuMed Group.- missing. Director Yanz will email to all NIESA Board members.

**Public Comment (Agenda 13)**—None

**Board Member Comments (Agenda 14)**—None

**ADJOURNMENT (Agenda 15)**

Ms. Schoenborn, seconded by Mr. Griffes, moved that the NIESA Board meeting be adjourned.

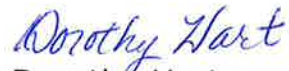
Ayes: 7

Nays: 0

Motion carried.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,



Dorothy Hart  
Board Chairperson