

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 May 9, 2024, beginning at 7:00 p.m. at Station 61, 1296 W. Grand River, Williamston, MI.

Roll Call (Agenda 2)

<u>Voting Members Present:</u>	Mr. Duffy, Mr. Diederich, Ms. Hart, Mr. Henley, Mr. Wilbrink
<u>Voting Members Absent:</u>	City of Williamston and Village of Webberville
<u>Non-Voting Members Present:</u>	Ms. Schultz
<u>NIESA/Employee's Present:</u>	Director Michael Yanz, Don Drent, Adam House, Mason Babcock
<u>NIESA/Employee's Absent:</u>	None
<u>Guests:</u>	Lana Stanfield (Village of Webberville)

Pledge of Allegiance (Agenda 3)

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

Chairperson Hart welcomed NIESA Staff in attendance.

Approval of Agenda (Agenda 4)

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held Thursday, May 9, 2024.

Mr. Henley, seconded by Mr. Duffy, moved to approve the agenda of the regular meeting for Thursday, May 9, 2024.

Ayes: 5 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 April 11, 2024.

Amendment: Page 1- Under NIESA/Employees Present – it should be Don Drent (not Drendt); On page 4 – change “Acting Secretary” to “Chairman”.

Mr. Wilbrink, seconded by Mr. Henley, moved to approve the minutes of the regular meeting held April 11, 2024, as amended.

Ayes: 5

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 April 2024.

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

Ayes: 5

Nays: 0

Motion carried.

Discussion Items (Agenda 8)

NIESA SOP/SOG online tutorial (Deputy Chief Drent)— Chief Drent provided a tutorial of NIESA’s SOP/SOG reporting system. Some of the highlights included easy, organized policy access, acknowledgements of read policies, policies are tied back to the Michigan Code along with regulations for State, Fire Code, and MIOSHA. Status button has settings for “Draft”, “In Approval”, and “Approved”. Lexipol is connected to multiple programs such as: Fire Rescue Academy which allows users to complete several acts and research training methods within one system. All board members can expect to receive a link with directions on how to access Lexipol.

In the future there may be value in NIESA board members reviewing and acknowledging policies in cases of a legal issue.

Banking and investment Policy / M Class Transfer

Guidelines—purpose of this policy is to deposit and invest funds in a manner which provides the highest investment return with the maximum security of its deposited funds while meeting the daily cash flow needs of NIESA and which complies with all Michigan State Statutes governing the deposit and investment of public funds.

Amendment: Page 2, Delegation of Authority: add: transfer of funds authorization is as follows: Treasurer up to \$25,000; Finance \$25,001-50,000; and NIESA Board \$50,000 and over.

It is recommended this item, to include the amendment, return for action at the June 13, 2024, NIESA Board meeting.

UTV Purchase—Deputy Yanz shared he was not able to provide the two additional written UTV quotes recommended by the NIESA Board that would allow further discussion of this purchase. However he learned Cam AM's verbal quote was closer to \$70,000 and while attending the homeland security conference and researching other vendors for this purchase, he was referred to Polaris.

Discussion: NIESA board members discussed the pros and cons of this purchase without having additional quotes including higher costs if not acted upon soon. It is being recommended to move the UTV purchase for an off-road rescue vehicle for action.

Mr. Wilbrink, seconded by Mr. Henley moved that Discussion Item C, be moved to Action Item A.

Ayes: 3

Nays: 2

Motion carried.

USDA Rural Dev Grant Station #62, \$2.5 million— Director Yanz has submitted the FY 25 CPF Application, USDA Rural Dev Grant Station 2.5 million grant, the proposed remodeling project aims to address the needs of NIESA Station 62 by undertaking comprehensive renovations and upgrades to NIESA EMS and Fire station facility. The estimated start date is 01/06/2025 and end date 06/06/2025. This is informational only.

Lexipol Board Policies—*Chief Drent* provided a tutorial earlier in the agenda.

Action Items (Agenda 9)

UTV Purchase—Polaris Quote in the amount of \$66,385.87 to purchase an RKO-XP 1000/Crew XP 1000 Fire/Compact Rescue Skid with 9HP electric start engine.

Discussion: The NIESA board discussed the pros and cons of this purchase, the cost, the intended use, and any additional equipment needs. Input by Adam House was considered as he provided a physical driving experience available to him at a conference he attended.

Mr. Wilbrink, seconded by, Mr. Henley, moved to approve the Polaris rescue UTV purchase in the amount of \$66,385.87 up to a maximum amount of \$72,000.

Roll Call Vote: Ayes:3 Mr. Henley, Ms. Hart, Mr. Wilbrink
Nays:2 Mr. Diederich, Mr. Duffy
Motion Passed.

Reports (Agenda 10)

Director Yanz provided his Monthly Director's Report in the areas of Administrative, Operations, Training, Grants, Personnel, and others. Highlights were new employee Haley Henyon (welcomed Haley at the meeting), purchased second set of fire gear for *all* full-time staff, and all Fire School students passed!

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- AccuMed Group.
- NIESA EMS Education – Monthly Summary Report.

Treasurer Report—None

Public Comment (Agenda 11)—None

Board Member Comments (Agenda 12)

Mr. Wilbrink recommended the NIESA Personnel page on the website be updated.

Mr. Duffy recommended the NIESA Minutes page be updated on the website.

Webberville Village Picnic is June 7, 2024, from 5:30 p.m. to 7:30 p.m.

Adjournment (Agenda 14)

Mr. Henley, seconded by Mr. Duffy, moved that the NIESA Board meeting be adjourned at 8:43 p.m.

Ayes: 5

Nays: 0

Motion carried.

Respectfully submitted,


Kevin Duffy, Secretary
NIESA Board