

Northeast Ingham Emergency Service Authority Board Meeting September 14, 2023

Call to Order (Agenda 1)

The regular meeting of the NIESA Board was called to order by Chairperson, Hart, on September 14, 2023, beginning at 7:00 p.m. at Station 61, 1296 W. Grand River Ave., Williamston, MI 48895

Roll Call (Agenda 2)

Voting Members Present: Mr. Duffy, Mr. Diederich, 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 Captain Ron Cole, Adam House, Michael Randall

NIESA/Employee's Absent: None

Guests: None

Call to Order (Agenda 1)

The meeting was called to order by Chairperson Hart at 7:00 p.m.

Roll Call - Primary & Alternate Members (Agenda 2)

The Roll Call was taken by Ms. Schultz.

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, September 14, 2023.

Mr. Wilbrink, seconded by Ms. Schoenborn, moved to approve the agenda of the regular meeting for Thursday, September 14, 2023, as presented.

Ayes: 7 Nays: 0 Motion carried.

Public Comment (agenda 5)

There was no public comment. Chairperson Hart recognized the staff, Adam House and Ron Cole, she thanked them for their service and attendance.

Approval of Minutes (Agenda 6)

Approval of Minutes—that the NIESA board of Directors approve the minutes of the regular meeting held August 10, 2023.

Mr. Henley, seconded by Mr. Pratt, moved to approve the August 10, 2023, minutes of the regular meeting, as presented.

Ayes: 7

Nays: 0

Motion carried.

Approval of Minutes—that the NIESA board of Directors approve the minutes of the special meeting held August 24, 2023.

Mr. Henley, seconded by Ms. Schoenborn, moved to approve the August 10, 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 August 2023, and ARP Grant Summary.

Mr. Henley, 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)

Drake Accounting Engagement Letter (for year 12-31-2023 audit \$9,000)—NIESA Board Members received the Drake Accounting Engagement Letter that confirmed their understanding of the services they are to provide to the Northeast Ingham Emergency Service Authority (N.I.E.S.A). Drake Accounting will begin their audit approximately March 24, 2024, and issue their report no later than April 30, 2024. The services will be billed at their standard hourly rate but will not exceed \$9,000. It is recommended this item move to Action Item A.

Mr. Diederich, seconded by Mr. Pratt moved Discussion Item A. to Action Item A, as recommended.

Ayes: 7

Nays: 0

Motion carried.

Michigan Equipment Grant—the NIESA Board received notification from MI Fire Equipment Grant Program they were awarded \$50,000, for fire equipment. Director Yanz prepared an outline of proposed items to be purchased with the grant funds, the items total was slightly higher than the awarded amount of \$50,000. The total proposed for equipment totaled \$50,964.58. It is recommended this item move to Action Item B, as the grant funds need to be spent by September 30, 2023.

Mr. Wilbrink, seconded by Ms. Schoenborn moved Discussion Item B. to Action Item B, as recommended.

Ayes: 7

Nays: 0

Motion carried.

Action Items (Agenda 9)

Drake Accounting Engagement Letter (for year 12-31-2023 audit \$9,000)—that the NIESA Board Members move to approve the Drake Accounting Engagement Letter (for year 12-31-2023 audit \$9,000).

Mr. Diederich, seconded by Mr. Pratt, moved to approve the contract between Northeast Ingham Emergency Authority (N.I.E.S.A) and Drake Accounting not to exceed \$9,000, and audit report to N.I.E.S.A. no later than April 30, 2024.

Roll Call Vote: Ayes: 7 Mr. Duffy, Mr. Diederich, Ms. Hart, Mr. Henley, Mr. Pratt, Ms. Schoenborn, Mr. Wilbrink

Nays: 0

Motion carried.

Michigan Equipment Grant—that the NIESA Board move to approve the items by Director Yanz, in a letter dated September 14, 2023, in an amount exceeding the awarded amount of \$50,000 by \$964.58. \$50,000 will be paid by the Michigan Equipment Grant and the balance of \$964.58 paid by the American Rescue Plan funds.

Mr. Wilbrink, seconded by Mr. Diederich, moved to approve the list of proposed items by Director Yanz, in the amount of \$50,964.58. \$50,000 will be paid by the Michigan Equipment Grant and the balance of \$964.58 paid by the American Rescue Plan funds.

Roll Call Vote: Ayes: 7 Mr. Duffy, Mr. Diederich, Ms. Hart, Mr. Henley, Mr. Pratt, Ms. Schoenborn, Mr. Wilbrink

Nays: 0

Motion carried.

Reports (Agenda 10)

The Treasurer-NIESA board received Bank Balances/Investment Report/Bank Fees report. Mr. Henley shared at their Finance meeting they discussed MSUFCU-CD Rollover and will discuss further at next month's meeting.

Committees—None

Director Yanz provided his Monthly Director's Report in the area of Administrative, Operations, Training, Grants, Personnel and other. Highlights were a visit from Elissa Slotkin to discuss FEMA claims, and ISO Ratings classification is now 5/10, effective October 1, 2023.

Department Heads—Enclosed

Captains Report for both Williamston NIESA Station #61 Fire and NIESA Leroy Station #62.

NIESA Financial Summary- AccuMed Group (07/01/2022 through 08/31/2023).

Public Comment (Agenda 11)— None

Board Member Comments (Agenda 12)

Mr. Wilbrink expressed his great gratitude for all NIESA staff in their efforts during the tornado.

ADJOURNMENT (Agenda 13)

Ms. Schoenborn, seconded by Mr. Pratt, moved that the NIESA Board meeting be adjourned at 7:38 p.m.

Ayes: 7

Nays: 0

Motion carried.

Respectfully submitted,


Kevin Duffy, Secretary
NIESA Board