

**Northeast Ingham Emergency Service Authority Board Meeting
April 14, 2022**

Call to Order (Agenda 1)

The regular meeting of the NIESA Board was called to order by Chairperson, Hart, on April 14, 2022, beginning at 7:00 p.m. at Station 62, 315 W. Walnut, Webberville, Michigan, 48892.

Roll Call (Agenda 2)

Voting Members Present:

Mr. Ackerman, Mr. Diederich, Ms. Hart,
Mr. Henley, Mr. Pratt, Mr. Wilbrink

Voting Members Absent:

Mr. Duffy, Williamstown Township

Non-Voting Members Present:

Ms. Schultz,

NIESA/ Employee's Present:

Director Michael Yanz, Adam House, Matt House

Guests:

Brad Hitchcock, Webberville DDA

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 14, 2022.

Mr. Henley, seconded by Mr. Ackerman , moved to approve the agenda for Thursday, April 14, as presented.

Ayes: 6 Nays: 0 Motion carried.

Dorothy recognized staff at the meeting

Chairperson Hart welcomed NIESA Staff in attendance: Adam House and Matt House

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 10, 2022.

Mr. Pratt, seconded by Mr. Wilbrink, moved to approve the March 10, 2022, minutes of the regular meeting, as presented.

Ayes: 6 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 2022.

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

Ayes: 6 Nays: 0 Motion carried.

Discussion Items (Agenda 8)

DDA Update—NIESA Board members reviewed the Agreement for Revenue Sharing between the Webberville Downtown Development Authority (DDA) and the Northeast Ingham Emergency Service Authority (NIESA).

After discussion dates were established for the Term and Termination of this Agreement, “City” will be changed to “Village” and “the authority” will be changed to NIESA along with some other minor edits. It is recommended the Agreement for Revenue Sharing be edited as noted and reviewed by Attorney Hitch. It is recommended this item return for action at the May 12, 2022, NIESA Board meeting.

Note: Director Yanz received a letter from the Leroy Township informing NIESA that the most recent payment received included Webberville DDA capture; therefore a substantial amount will need to be returned creating a substantial budget amendment.

Station 62 Project—Director Yanz provided NIESA board members with the latest Leroy Township Fire Station sketch dated 4/8/2022 from Wieland-Davco. The small group overseeing the Station 62 project met with Wieland-Davco, April 6, 2022, to discuss a few additional edits. It is recommended NIESA seek pricing on the Leroy Township Fire Station project and report back at the May 12, 2022, NIESA Board meeting.

Appointment of Station 62 Temporary Building Committee (by Chairperson, by Board)
Current Volunteers (Director Yanz, Deputy Chief Pfeister, Frans Wilbrink, Scott Diederich, Donald Drent, Paula Curtis, and Dorothy Hart.

Ms. Hart recommended EMTs and Firefighters have input on the Station 62 Project. Chief Pfeister shared EMTs and Firefighters will provide input after the building committee met with Weiland-Davco April 6th. It is recommended the building committee share the feedback from additional staff when available.

Union Vote Results

Held a Union Vote—Director Yanz reported there were 53 eligible voters:

- 30 of the 53 eligible voters voted
 - 14 – Yes Votes
 - 15 – No Votes
 - 1 – spoiled Vote
- Vote for a Union did not pass

Member at Large Primary Representative (July 1, 2022-June 30, 2026 (procedure as stated in May 12, 2022, letter)—The Northeast Emergency Services Authority Governing Board is accepting letters of interest for: Member-at-Large primary representative 4-year term (July 1, 2022-June 30, 2026). This position will be posted for two-weeks on NIESA’s website, Government Unit Websites, Township Bulletin, etc. The deadline to submit a letter of interest is May 26, 2022, at 1:00 P.M. It is recommended this item return for action at the June 9, 2022, NIESA board meeting where the Governing Board will appoint a member.

Revision 500-200-150-Retirement Plan—this should have been an action item last Oct, but since they were going for a Union it was tabled—Director Yanz provided the NIESA board with information regarding the 457B plan offered and the eligibility requirements for the plan. There was a 120 day vesting period added to the plan. It is recommended the Standard Operating Guideline, Revision 500-200-150 Retirement Plan return for action at the May 12, 2022, NIESA board meeting.

Lexipol-SOP/SOG Writers—Started 1998, changes made, total rewrite of SOPs and SOG—Director Yanz shared Lexipol services include constitutionally sound, up-to-date-policies, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. SOP/SOGs will be customized to reflect NIESAs terminology and structure. Lexipol year-one proposed cost w/customization of policies by tier is \$14,403.35 valid through 7/4/2022.

Mr. Ackerman, seconded by Mr. Pratt, moved Discussion Item G. Lexipol-SOP/SOG Writers to Action Item 9B.

Ayes: 6 Nays: 0 Motion carried.

Action Items (Agenda 9)

Station 61 & 62 Mortgage Burning (15 Year Mortgage Paid in Full)—that the NIESA board take action to burn the “Paid in Full” 15-Year Mortgage on Station 61 and Station 62 at a live event held at Station 62, 315 W. Walnut, Webberville, Michigan.

No action taken, live event held.

Lexipol-SOP/SOG Writers—Started 1998, changes made, total rewrite of SOPs and SOG—that the NIESA board approve the Lexipol solutions proposal Q-35429-1, 2611 Internet Blvd, Ste 100, Frisco, Texas, 75034.

Mr. Ackerman, seconded by Mr. Wilbrink, moved to approve Lexipol Solutions Proposal Q-35429-1, dated 04/05/2022, cost w/customization of policies by tier, not to exceed \$16,000.00 in the first year.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mr. Diederich, Ms. Hart, Mr. Henley, Mr. Pratt, and Mr. Wilbrink

Nays: 0

Motion carried.

Reports (Agenda 10)

Treasurer-None

Committees-None

Director Yanz provided his Monthly Director's Report in the area of Administrative, Operations, Training, Grants, Personnel and other.

Department Heads—Enclosed

-NIESA Leroy Station #62 Monthly Report from Rob Pfiester, *shared a need to replace Brush 61 a 40 year-old vehicle, replacement costs, 2-year process for ordering new. It is recommended by Dorothy Hart that Mr. Ackerman consider a financial plan to replace Brush 61.*

-NIESA Financial Summary- AccuMed Group

-NIESA Education monthly Report from Paula M. Curtis

-NIESA Members of the Governing Board

Public Comment (Agenda 11)—None

Association Member Comments (Agenda 12)—None

Board Member Comments (Agenda 13)

Mr. Pratt inquired about the Retirement Plan, Paid-on-Call, and raises. Director Yanz shared this information will be discussed at the May 12, 2022, NIESA board meeting.

Director Yanz shared McLaren Health Systems will sponsor an EMT Class. A signed contract was received by NIESA to support the class. The new class is on the horizon.

Mr. Ackerman shared he plans to revisit the last pay raise proposal. Information that will be discussed at the May 12, 2022, NIESA board meeting.

ADJOURNMENT (Agenda 14)

Mr. Ackerman, seconded by Mr. Henley, moved that the NIESA Board meeting be adjourned.


Ayes: 6

Nays: 0

Motion carried.

The meeting adjourned at 8:45 p.m

Respectfully submitted,


Dorothy Hart,
Chairperson