

**Northeast Ingham Emergency Service Authority Board Meeting**

**May 12, 2022 Station 61, 1296 W Grand River Ave, Williamston MI**

Call to Order [agenda 1] The regular meeting of the NIESA Board was called to order by Chairperson Hart on May 12, 2022 at 7:00 PM at Station 61, 1296 W Grand River Ave, Williamston MI 48895.

Roll Call [agenda 2] Voting Members: Leroy Twp-Earl Griffes, Locke Twp-Dorothy Hart, Wheatfield Twp-Don Henley, Vlg of Webberville-Rusty Ackerman, City of Williamston-Noah Belanger, Member at Large-Frans Wilbrink.

Voting Members Absent: Twp of Williamstown-Kevin Duffy

Non-Voting Members Absent: Deb Schultz-recording secretary

NIESA/Employee's: Director Michael Yanz, Adam House

Guests: Kyle Drake-Drake Certified Public Accountants

Pledge of Allegiance [agenda 3] Chairperson Hart led the Pledge of Allegiance.

Approval of Agenda [agenda 4] Added Action Item 10. e. 2021 audit acceptance. Motion Ackerman, second Henley to approve the agenda with revision. PASSED 6-0.

Public Comment [agenda 5] Recognition of Staff 'in the house'. Belanger thanked NIESA crew & ambulance for quick response, expertise and patient care. Thank you to NIESA fire and ambulance personnel.

Approval of Minutes [agenda 6]. Revisions to page 2.

DDA Update. Director Yanz received a letter from ~~the Webberville DDA~~ **Leroy Township** informing NIESA that the most recent payment received included ~~withholding taxes~~ **Webberville DDA capture**

Station 62 Project The small group overseeing the Station 62 project ~~will meet~~ **met** with Wieland-Davco

Apptmnts of Station 62 Temporary Bldg Comm Chief Pfeister shared EMTs and Firefighters will provide input after the building committee ~~meets~~ *met* with Wieland-Davco

Motion Wilbrink, second Belanger to approve the April 14, 2022 minutes with revisions. PASSED 6-0.

Approval of Consent Agenda [agenda 7]. Checking Account Summary & Payroll Account Summary.

Motion Ackerman, second Henley to approve the Consent Agenda. PASSED 6-0.

Audit Report-Kyle Drake [agenda 8]. Audit and Financial Statements for year ended December 31, 2021 booklets distributed. Drake stated that the audit procedure was smooth, excellent controls in place and NIESA has a great financial team. Staff has skill, knowledge and experience. Report states that NIESA Capital Assets of trucks, buildings and land total \$8,650,625. Review of Revenue and Expenditures – all around NIESA had a good year. Thank you to Drake for presentation. Depart Drake.

Discussion Items [agenda 9 ].

a. Station 62 Project update. Conceptual Budget quote dated May 12, 2022 received from Wieland. Grand Total \$967,352. Noted that some items not quoted are the responsibility of NIESA. Discussion. Hart will get explanation of not quoted items.

b. Plan Review. NIESA review of Village plans. Issue with not receiving paper copy. McKenna [Jim] only requires digital. Discussion. Request paper copy of plans for NIESA to review.

Action Items [agenda 10].

a. Revenue Sharing Agreement Village of Webberville DDA. Atty Hitch has reviewed last months revised Agreement and per phone conversation with Chairperson Hart said the Agreement is acceptable. Will get this in writing, get clean copy from Atty Hitch to present to DDA. Discussion included the DDA district poses the most danger, volatile; NIESA provides fire and ambulance service to the DDA; the word capture may have been used incorrectly-pass thru may be correct. Motion Wilbrink, second Ackerman to table the Agreement til June meeting. PASSED 6-0.

b. Member at Large Primary Representative [July 1, 2022-June 30, 2026]. Review May 12, 2022 procedure letter . Consensus to remove Personnel Committee from letter/Letters of Interest will be forwarded to the NIESA Board for review. Motion Griffes, second Belanger to approve Member at Large posting letter as revised. PASSED 6-0.

c. 500-200-150 Retirement Plan amendment. Motion Ackerman, second Henley to adopt Standard Operating Guidelines 500-200-150 Retirement Plan Draft Amendment dated 4-14-2022. PASSED 6-0.

d. 2022 General Fund Budget Amendments as of 4/28/2022 dated 5/12/2022. Explanation by Ackerman-amendments necessary due to use of ARPA-federal grant funds and use of contingency for unforeseen expenses. Motion Wilbrink, second Belanger to approve 2022 General Fund Budget Amendments as stated. Roll Call Vote:

Aye: Belanger, Henley, Hart, Wilbrink, Ackerman, Griffes.

Nay: None

Absent: Duffy

PASSED 6-0.

e. 2021 Audit Acceptance. Motion Ackerman, second Wilbrink to accept the 2021 Audit as presented. PASSED 6-0.

Reports [agenda 11]. Written reports received from Director and Education. Also, AccuMed Group 4/1/2021 thru 4/30/2022 Financial Summary and 5/12/2022 Bank Balances/Investment Report. Addition to Director report-Siren at Station 62 installed. Fire response to today's fire at Red Cedar Antiques on Grand River brought mutual aid fire trucks from Dansville, Meridian, Mason, Fowlerville and Lansing Twp. Also tankers from Delhi & Shaftsbury/Perry. All departments worked well together. Approximately 40 vendor booths housed at this location, deemed a total loss. There were also 2 other fires today to which NIESA responded.

Public Comment [agenda 12]. None.

Board Member Comments [agenda 13]. None.

Adjournment [agenda 14]. Motion Griffes, second Henley to adjourn. PASSED 6-0. Meeting adjourned at 8:30 PM.

Respectfully,

*Dorothy Hart*  
Dorothy Hart

NIESA chairperson/acting secretary