

November 5, 2009

The November 5, 2009 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Charles Galbreath.

Voting Members Present: C. Galbreath, E. Griffes, R. Cole, A. Hale, R. Pollok, F. Wilbrink  
Absent: City of Williamston Representative

Non-Voting Members Present: R. Hanna, R. Wiegandt, R. Lillywhite

EMS/ Fire Personnel Present: K. Forrester, B. Siegel, G. Risch, M. Flynn, R. Oesterle,  
M. House, S. Davis

Other: None

Guests: None

**Consent Agenda (Agenda I):**

*Minutes to October 1, 2009 Regular Meeting*  
*Checking Account Summary October 31, 2009*  
*Operational Budget Through October 31, 2009*  
*Building & Equipment Budget Through October 31, 2009*  
*Capital Project Budget Through October 31, 2009*

Motion by Mr. Pollok to accept the consent agenda as presented, seconded by Mr. E. Griffes.  
Motion carried.

**Public Comment (Agenda II):**

None at this time.

**Leroy Township Fire Building Project (Agenda III-A):**

Mr. Galbreath advised that he, Chief Flynn, and Mr. Cole met with Bob Wight of Hobbs + Black and three of his engineers, approximately a week and a half ago. They met to finalize the specs of the building plans so the specification drawings could be completed. It was Mr. Galbreath's understanding that after the meeting Mr. Wight and his associates were going back to their firm to make a couple of changes to the building drawings, then proceed with the preparation of the specification drawings. Once they completed the specification drawings they would prepare bid packets.

Mr. Galbreath presumes they are moving forward. Mr. Griffes asked if Hobbs had provided a time frame as to when the specification drawings would be completed. He indicated it would take some time to get the necessary approvals from the Village of Webberville.

Mr. Galbreath stated that they had not provided him with a time frame, however NIESA has drafted checks to the Village of Webberville and the Ingham County Drain Commission for the fees necessary for the project to move forward. The checks will be forwarded to Hobbs + Black,

so once the specification drawings are completed things can continue to move forward.

Discussion followed.

Mr. Galbreath advised that they also discussed the installation of a new roof on the existing Leroy Township fire building. Hobbs + Black is going to prepare a bid package for that project. They are going to obtain bids for both a shingled roof and a metal roof. Discussion followed.

Mr. Wilbrink asked if Hobbs had provided and estimated cost on the building. Mr. Galbreath advised not as of this date.

Discussion followed.

### **Job Descriptions (Agenda III-B):**

Mr. Hanna asked why NIESA had used the word "guideline" instead of "policy." Ms. Curtis advised that legal counsel had recommended using guideline instead of policy, because it allowed for a broader interpretation. Discussion followed.

Mr. Hanna advised that the job descriptions on the blue sheets were for the Board to review over the next month and would be discussed at next months meeting. This evening he wanted to go over the job descriptions distributed at the October meeting which were; Board Duties & Responsibilities; Board Member Duties; and Board Officer Duties.

Mr. Hanna advised that the Personnel Committee's intention was to plan for NIESA's future.

#### *Board Member Duties:*

Regarding 2, Mr. Pollok questioned whether an alternate could keep current on NIESA's issues if they don't attend meetings. Ms. Curtis advised every Board member, including alternates receive the minutes of the meeting. If an individual does not attend a meeting, everything in their meeting packet is forwarded to them with the minutes. Anything mailed to the primary member is mailed to the alternates as well. Discussion followed.

Mr Wilbrink felt that the top needed to be changed from "Standard Operating Guidelines" to "Standard Operating Procedures or Policy." He felt that using the word Guideline was too broad, and would allow an individual the ability to not perform the duties assigned. Mr. Pollok asked if you changed the wording to policy would you have to attached some type of penalty if the policy was not followed.

Ms. Curtis stated that NIESA has no control over the individual representatives appointed by the units of government. NIESA can not make the Board members comply with the guidelines. Discussion followed.

Mr. Galbreath suggested making a subsection under "Section II- Rules & Regulations" titled "job descriptions."

Board consensus was leave the guideline as presented.

*Board Duties & Responsibilities:*

Mr. Galbreath requested the criteria for selecting a designee. He felt that the Board needed to approve the designee's selected. Discussion followed. The following changes were recommended;

1. The Board shall provide ***an investment policy*** by resolution for the depositing of money coming into the hands of the Treasurer, or their designee, as per the investment policy adopted by the Board.
2. ***The Treasurer's designee shall be approved by a vote of the Board.*** (The remaining items would be re-numbered).
- 4.5. ....The individual elected to the position will not receive compensation from ***the*** NIESA for performing the duties of the position.

~~11:~~ 12. "...with guidelines that defines their duties and responsibilities to the Board,...."

~~12:~~ 13 ".....receive compensation from ***the*** NIESA for performing the duties of the position."

~~13:~~ 14. The Board shall review the annual ***personal*** evaluations ***and*** recommendations ***of the Director and Supervisor as referred by the Personnel Committee.***

*Board Officers Duties:*

**Chairperson:**

Mr. Galbreath had concerns regarding item number 6. He indicated in theory he agreed that it should be two different people, however given NIESA's current situation he did not feel it was possible. He felt it should be removed and could be added later.

Mr. E. Griffes advised that the Personnel Committee had this exact discussion and could not come to a consensus, so they felt it should come to the full Board for a decision. Discussion followed.

Mr. Hale recommended striking item 6 until the appropriate time that it could be added.

**Secretary:**

5. "The Secretary, ***in conjunction with the Office Manager,*** ~~with~~ ***shall*** maintain all records and information....."

**Treasurer:**

1. ".... The Treasurer shall be a regular or alternate member of the Board. ***The Treasurer***

*votes as a Board member when appropriate, but not as the Treasurer of the NIESA.*

2. *That the Treasurer shall recommend a designee for Board approval.* (The remaining items would be re-numbered).

~~10-11.~~ The Treasurer ~~may~~ *shall* perform other duties as requested by the Board.

**Billing Wieland-Davco (Agenda III-C):**

Mr. Galbreath advised that he had discussed the insulation issue with Bob Wight. Mr. Wight advised that the building specifications required and R value of 30, which is the acceptable industry standard. During the construction process the insulation was inspected and it met the R30 requirement, and was approved, however that was prior to having a crew install additional bracing over the meeting room.

Based on this information, Mr. Galbreath felt his approach with Wieland-Davco was appropriate when he asked for reimbursement of a portion of the labor cost only.

Tom Smith, the project manager from Wieland-Davco was out a little over a week ago to inspect the insulation, however as of this date we have heard nothing further from Wieland. Discussion followed.

Mr. Galbreath advised the Board that another building issue was recently discovered. On the south side of the building, where the sidewalk meets the approach there is a drainage problem. We are experiencing a washout next to the curb of the approach. Mr. Smith from Wieland and Mr. Wight from Hobbs and Black have both been made aware of the problem, and the need for it to be repaired. Discussion followed.

**Bids for Audit Services (Agenda III-D):**

Mr. Galbreath stated no responses have been received as of this date.

**SUP Revision (Agenda III-E):**

Mr. Galbreath advised the Board that he met with Mr. Allard, Williamston's City Manager, concerning several issues which included NIESA's SUP revision request. The Economic Development Director also attended the meeting. Mr. Galbreath indicated that he and the ED Director had a difference of opinion regarding the City's policy concerning SUP amendments.

In this evening's packet there is some information forwarded from the City of Williamston in reference to our request for a revision. He asked that the Board members review the information and they would discuss it further at the next Board meeting. Discussion followed.

**New Business (Agenda VI):**

Nothing at this time.

**Committee Reports (Agenda VII):**

Mr. Hanna advised that the Personnel Committee had met twice since the last meeting, which produced the job descriptions they have reviewed this evening, and they plan on meeting again very shortly.

**Comments from Director (Agenda VIII):**

Mr. Galbreath had nothing at this time.

**Comments from Department Chief's, Supervisor, Biller (Agenda IX):**

The Fire and EMS personnel present at the beginning of the meeting had to leave to respond to a structure fire in Wheatfield Township. Both Williamston and Leroy Township fire responded.

Mr. Lillywhite advised that Chief Flynn had left a short report with him. He advised that the Leroy Township department had responded to 9 calls in October. Work on the pole barn has been completed. The work was the installation of new doors and a new roof.

The warranty work on 06-18 has been completed, and everything is fixed.

Mr. Galbreath advised that Ms. Davis had provided him with a short report. She advised that EMS responded to 81 calls in October. 25 of those calls were refusals, and 14 of them were taken by the Leroy Township station.

The NIESA ambulances were sanitized at Meridian Township last week. Ms. Curtis advised it was a special machine that sanitized the ambulance, and is suppose to eliminate various viruses and infections. The machine was attached to the ambulance at the driver's window, and put disinfectants through out the ambulance. The disinfectants ran for 22 minutes, then the ambulance had to sit, closed, for 7 minutes, then the machine is removed and the ambulance has to be opened for a period of time before they can drive them. The sanitation last for 2 months or better. Mr. Hale advised that he had seen something on the evening news about it. Discussion followed.

**Charlie Galbreath, Biller:** Reported that NIESA has received \$235,000 in ambulance revenue to date, which is \$45,000 over budget. As for number of runs, they have responded to 648 calls to date which is 11 days ahead of 2007.

**Comments from Office Manager (Agenda X):**

*Exterior Lighting:* Integrity is still waiting for some additional parts. She is hoping this issue is resolved by next month.

*Vehicle Titles:* Ms. Curtis has received all of the titles that were transferred to NIESA. There is still an outstanding issue with the title for 6-18. No one seems to

have the Certificate of Origin on the vehicle, nor has a title ever been issued. She will be sending an Affidavit to E-One stating those facts, and requesting that they issue a duplicate Certificate of Origin so a title can be obtained.

Ms. Curtis advised that there is also an issue with the title for the new rescue vehicle purchased for the Leroy Township department. In discussions with Mr. Holden, he stated that he filed the paperwork with the State of Michigan and the State advised him that a title was issued, however it has never been received by NIESA. Ms. Curtis advised that Chief Flynn has been checking the post office box in Webberville and she checked with Leroy Township to see if something was sent their in error, but nothing has been received to date. Discussion followed.

Ms. Curtis advised that the Williamston Station did Fire Prevention presentations at the Williamston elementary schools, and everything went well.

**Comments from Board Members (Agenda XI):**

Mr. Hanna advised that Mike Rogers will be at Ellie's Country Kitchen on Monday at 9:00 am.

**Comments from Association Members (Agenda XII):**

Nothing at this time.

**Public Comment (Agenda XIII):**

Nothing at this time.

**Adjournment (Agenda XIV):**

Motion by Mr. E. Griffes to adjourn at 9:26 pm, seconded by Mr. Hale. Motion carried.

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Paula M Curtis, Secretary

Date