

August 6, 2009

The August 6, 2009 regular meeting of the NIESA Board was called to order at 7:01 pm by the chairperson, Charles Galbreath.

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

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

Fire/ EMS Personnel Present: M. Flynn, B. Siegel, G. Risch, R. Oesterle

Other: None

Guests: None

**Consent Agenda (Agenda I):**

*-Minutes of the July 2, 2009 Regular meeting:*

*-Checking Account Summary July 2009:*

*-Operational, Building & Equipment, & Capital Budget through June 2009:*

Motion by Mr. Pollok to approve the Consent Agenda as presented, seconded by Mr. Cole.  
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, Mr. Lillywhite, and Mr. Cole met with Bob Wight from Hobbs and Black shortly after the last Board meeting to discuss the Leroy Building.

Mr. Galbreath reminded the Board that at the last meeting they authorized him to enter into a contract with Hobbs and Black if the \$45,000 quote was for both phase one and phase two of the project. When they met Mr. Wight initially indicated that the \$45,000 quote was for phase one only, however after further discussion he agreed to do the drawings for both phases including the civil engineering drawings for \$52,000. The cost of the civil engineering drawings is \$7,000.

Mr. Galbreath agreed to enter into a contract with Hobbs and Black to do the necessary drawings for the project, however as of this date he has not received a contract from Hobbs and Black for the project. Chief Flynn has received updated drawing of the project which provides a majority of the changes requested at the meeting, but it needs a few minor revisions. Discussion followed.

Motion by Mr. Lillywhite to authorize an additional \$7,000 be paid to Hobbs and Black for the Civil Engineering drawings needed for the Leroy station project, seconded by Mr. Cole. Motion carried.

Mr. Wilbrink asked if Hobbs and Black would be preparing and sending out the bid packages. Mr. Galbreath advised it was his understanding that they would, and they will send the packages to whoever NIESA requests.

Mr. Wilbrink suggested the packets be sent to the contractors that previously quoted the building. Discussion followed regarding the bid process.

### **Rescue Truck Status (Agenda III-B):**

Mr. Galbreath advised that Leroy's Rescue vehicle was in the front parking lot, and suggested everyone take a moment to look at it when they leave. Chief Flynn advised that the vehicle is in service, and has been used three times.

As for the old Rescue vehicle, it has gone down the road. It was sold for \$2,100.

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

Mr. Galbreath advised there are numerous pages in the packets this evening pertaining to the job descriptions drafted by the Personnel Committee. He asked that everyone review them and provide their comments and input to the committee.

Mr. Lillywhite noted that there were no job descriptions for the EMS personnel, other than the EMS Supervisors. Mr. Wilbrink stated that those still need to be written.

Ms. Curtis asked if the job descriptions needed to be forwarded to the various personnel, so they could comment and also provide recommendations for changes. She was advised to send them to the appropriate staff members.

### **Billing Wieland -Davco (Agenda III-D):**

Mr. Galbreath advised he and Ms. Curtis are still working on the letter to Wieland-Davco concerning the insulation.

Mr. Wilbrink asked what the print plans stated regarding the insulation. Mr. Galbreath advised he did not remember, and would have to review the bid packet and plans. Discussion followed.

### **EMS Staffing (Agenda III-E):**

Mr. Galbreath reported that a week after the last Board meeting, an EMS Meeting was held and the staff was advised of the ongoing problems with scheduling at the Leroy Township Station. They were advised that if things did not improve NIESA was prepared to hire at least one, if not two full time people to fill the position.

After approximately a week the scheduling difficulties continued, so a notice was posted at both stations that NIESA was looking to hire a full time Paramedic for the Leroy Township station. Interested parties were directed to present a letter of interest.

The one per diem employee they expected to be interested in the position had already taken a full

time position with another company. However last Friday a letter of interest was received from Emily Ward. She was hired full time, and her tentative start date is August 15<sup>th</sup>. She is an excellent paramedic, but along with being a medic she is also an EMS Instructor Coordinator and has the ability to teach National Registry Refresher courses. Discussion followed.

**Street Light Installation (Additional Old Business):**

Mr. Galbreath advised that the street light was installed on the corner of Churchill Downs and Grand River last Friday. He indicated it makes a significant difference at the corner.

**Budget Amendments (Agenda IV-A):**

Mr. Galbreath reported that he and Ms. Curtis are still working on their amendment recommendations. They will have them ready for the next Board meeting.

**Public Hearing Date for Budget Hearing (Agenda IV-B):**

Mr. Galbreath advised the Board they needed to set a date and time for the public hearing for the budget appropriation. He suggested September 3, 2009 at 7:00 pm. Discussion followed.

Motion by Mr. Lillywhite to schedule the Public Hearing on NIESA's budget appropriation for 2010 for September 3, 2009 at 7:00 pm, seconded by Mr. Cole. Motion carried.

Ms. Curtis will put the appropriate notices in the paper.

**Committee Reports (Agenda V):**

Mr. Hanna reported that the first supervisor/ management meeting was held last month and everything went well. The next meeting is scheduled for next Tuesday at the Williamston Station. He felt the meeting went well, and was very positive.

**Comments from Department Chief's, Supervisors, Biller (Agenda VI):**

**Charlie Galbreath-Billing Specialist:** Reported that as of July 31, 2009, the Leroy Station had responded to 74 calls, and the Williamston Station had responded to 362 calls for a total of 416 for 2009. We are 70 calls behind 2008.

On a better note, NIESA budgeted ambulance revenue at \$190,000 for 2009 and as of July 31<sup>st</sup> NIESA had collected \$173,000.

Regarding the collection company, NIESA paid \$5,200 for 250 collection submissions. He is not sure exactly how many submissions he has made to date, however we have received payment on 19 claims/submissions. On those 19 claims we have received 63 payments totaling \$5,300. Discussion followed.

**Chief Flynn:** Reported that Leroy Township responded to 8 calls in July. A breakdown of the calls is in the packets this evening. Last months training was on pumps, and they

are going out to Camp Pawapi tomorrow to work with the kids.

He advised that a request for warranty work on 6-18 was submitted to E-One for consideration, and they have approved repairs and the cost will be covered under the warranty. A large portion of the rear of the vehicle needs to be repainted, and a couple of cracks need to be fixed. LTM down in Auburn Hills will be doing the repairs.

Chief Flynn requested permission to obtain bids to put a second garage door in the pole barn to allow better access for the fire vehicles that are stored in the barn. At the present time they run the risk of damaging the vehicle or the building.

The Board authorized Chief Flynn to obtain bids for the modifications to the pole barn. Discussion followed.

**Chief Siegel:** Reported that Williamston responded to 9 calls in July. Five were in the City of Williamston, 2 each in Williamstown and Wheatfield Townships. It was a slow month.

The trucks are currently being serviced and will be undergoing pump testing later this month. There was a problem with the Federal Q siren purchased for the ladder truck. It recently shorted out, and had to be sent back to Federal Signal for repairs. The repairs were covered under the warranty.

Williamston will be doing RIT training at the old station later this month. Also in September they will be hosting a Nims 300 & 400 class, and will be sending invitations to surrounding departments. Dave Harper from Meridian Charter Township Fire will be teaching the class, and he obtained a grant which will hopefully cover the cost of the course. The class will be held the first three Wednesday's in September.

On October 24<sup>th</sup> Ingham county is going to be holding Hazmat operations training at the airport. Chief Siegel advised that Mr. Galbreath may want to attend the training as they will be discussing payment for the Hazmat incidents. It is his understanding that each Township will be receiving a letter regarding the training, and he suggested that the someone from each Township consider attending since they will be talking about the Township's financial responsibilities in a Hazmat incident. Discussion followed.

**EMS Supervisor:** Mr. Galbreath advised that neither EMS supervisor was able to attend this evening. He reported that they responded to 55 calls in July, with 15 of them refusals. Eight calls were taken by the Leroy Township crew. They also responded to one mutual aid call to Livingston County, and another in Stockbridge.

#### **Comments from Secretary /Treasurer (Agenda VII):**

*Exterior Lighting Issue:* Ms. Curtis advised she was contacted by Integrity Electric and they will be out next week to replace/ repair 6 of the exterior fixtures over the doors and at the end of the building. They will also be changing the one over the service entrance at the NW corner of the apparatus bay.

As for what if we have ongoing problems and additional fixtures stop working. Integrity indicated we would deal with them as they came up, however they felt this would resolve the problems. The Manufacturer will not replace all of the fixtures, they will only do the ones that are not working.

*SOG's for review:* In the Board packet this evening are two SOG's for their review and consideration. One is Fire Personnel Department Assignments, and the seconded is a revised Third Ride in NIESA Vehicles with a Waiver of Liability & HIPAA Privacy form.

The Fire Department Assignment SOG was drafted by Chief Siegel and Assistant Chief Johnson. It has been forwarded to Chief Flynn for his review. Ms. Curtis requested that the Board review them and advise if they felt any changes needed to be made.

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

Mr. Lillywhite indicated since we are working on SOG's, he felt one needed to be written stating a minimum training requirement for the fire personnel. Ms. Curtis asked if he was offering to write the SOG, he declined. Discussion followed.

Chief Flynn and Chief Siegel felt they could come up with something, however Chief Flynn indicated that they would have to provide some way to obtain training during the day. There are individuals on the departments that work second shift and can not attend night time training. Discussion followed.

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

Nothing at this time.

**Public Comment (Agenda X)**

None at this time.

**Adjournment (Agenda XI)**

Motion by Mr. Lillywhite to adjourn the meeting at 7:43 pm, seconded by Mr. Cole. Motion carried.

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Paula M Curtis, Secretary/ Treasurer

Date