

August 5, 2010

The August 5, 2010 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson Charles Galbreath.

Voting Members Present: R. Cole, C. Galbreath, R. Pollok, A. Simmons, R. Lillywhite, E. Griffes, F. Wilbrink

Non-Voting Member present: R. Wiegandt, R. Hanna

EMS/ Fire Personnel present: S. McGuire, S. Davis, B. Siegel, S. Cochrane, M. Flynn, R. Oesterle

Other: Curt Zondervaan, Physio Control

Guests: None

Mr. Galbreath requested a motion to amend the agenda. He requested an item be added under new business. He indicated that the Board needed to set a date for the budget hearing.

Motion by Mr. Wilbrink to add under Agenda section V, item C, Setting a date for the budget hearing, seconded by Mr. Lillywhite. Motion carried.

**Consent (Agenda I):**

- Minutes to the July 1, 2010 regular meeting
- Checking Account Summary July 2010
- Capital Projects Checking Account Summary July 2010

Motion by Mr. Pollok to approve the consent agenda as presented, seconded by Mr. Cole. Motion carried.

**Public Comment (Agenda II):**

Nothing at this time.

**Physio Control Presentation (Agenda III):**

Mr. Galbreath introduced Curt Zondervaan from Physio Control, who had a presentation regarding some new EMS equipment that is available.

Mr. Zondervaan had brought with him this evening the Lucas Chest Compression Systems, which is a device that does the chest compression portion of CPR. It is an automated device, which does the compression more consistently with fewer interruptions than manual CPR. He advised the compression system had a positive impact on patient care.

Cost of the device is approximately \$12,000. They do have a lease purchase program, which would require \$800 down, then \$400 per month for 36 months. Mr Zondervaan stated that Physio Control has an individual that could assist us with writing a grant to obtain the equipment.

Currently grant funding is paying from 15 to 40 percent of the cost. The presentation continued.

Mr. Galbreath requested that Mr. Zondervaan provide NIESA with a quote for one of the units, and to have their grant person contact us to discuss our options.

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

As everyone can see the steel is going up. Mr. Galbreath advised that Mr. E. Griffes had talked to another contractor regarding the water line installation quote. That contractor felt that the revised bid is within the normal realm of the cost. Based on that Mr. Galbreath gave the contractor verbal permission to move forward with the installation. He reminded the Board that the revised bid was \$10,000.

Mr. Galbreath reported NIESA had received Proposal 4 from Hobbs + Black regarding the changes to the electrical work, such as removing the light sensors, and night lights. He indicated that there was a construction meeting last Friday and there were some questions from the Electrician but nothing significant.

Discussion followed.

#### **SOG- Smoking/ Tobacco Products on NIESA premises (Agenda IV-B):**

Mr. Galbreath requested comments on the SOG regarding tobacco usage. He indicated it was fairly complete and covered most of the possibilities. Chief Flynn was asked which location he would like to designate as the tobacco use area. The Personnel Committee had put a couple of options on Appendix S.

Chief Flynn indicated the area indicated as “alternate tobacco location” would be his choice.

Motion by Mr. Cole to adopt the Standard Operating Guideline- Tobacco Usage, and Appendix S with the location of the Leroy Township Fire tobacco usage area moved to the alternate location, seconded by Mr. E. Griffes. Motion carried.

#### **Standard Operating Guidelines (Agenda IV-C):**

##### *Bereavement Leave Policy / Guideline*

Mr. Galbreath advised that the guideline was reviewed and amended at the last meeting. He indicated that some redundancies were removed from item three.

Motion by Mr. E. Griffes to adopt the Bereavement Policy as presented, seconded by Mr. Cole. Motion carried.

##### *EMS Supervisor Job Description*

Mr. Galbreath requested further explanation of item number 6, which indicated that the EMS

Supervisor was responsible for the training and current licensure status. Mr. E. Griffes stated it meant that the Supervisor was responsible to make sure that their employee's licenses were up to date and current. Discussion followed.

Ms. Davis and Mr. McGuire were asked what they thought of the SOG. They indicated they did not have a copy of it, and had not seen it.

Motion by Mr. Cole to table action on the EMS Supervisor job description until the September meeting, seconded by Mr. Lillywhite. Motion carried.

The Personnel Committee is also requesting some amendments to job descriptions that were previously adopted.

On the Paramedic, Emergency Medical Technician, and Medical First Responder job descriptions under Work Duties, they added item number 4 which states " Must restock vehicle with equipment and supplies upon return to the station after a response." Discussion followed.

Motion by Mr. Cole to amend the Paramedic, Emergency Medical Technician, and Medical First Responder job descriptions as indicated, seconded by Mr. Lillywhite. Motion carried.

Mr. Cole advised the only change to the Instructor Coordinator job description was to change who the Instructor Coordinator reported to in light of the EMS Education department resolution passed last month. Discussion followed.

Motion by Mr. Cole to amend the Instructor Coordinator job description as indicated, seconded by Mr. E. Griffes. Motion carried.

#### **Hydrant Tax Assessment against NIESA by Village of Webberville (Agenda V-A):**

Mr. Galbreath advised NIESA had received a letter from the Village of Webberville stating they were charging NIESA a hydrant assessment in the amount of \$5,655. The letter was passed on to NIESA's attorney for his opinion. Mr. Galbreath also did a letter to the Village requesting justification for the assessment and their rational. A copy of the letter is enclosed in the packet. We have not received a response from the Village as of this date.

Discussion followed.

Mr. Galbreath advised that he did receive a preliminary verbal opinion from Attorney Adams and Mr. Adams feels that he can make a strong argument that this is a tax not an assessment, and that NIESA is exempt from taxation. He felt it was double taxation of the Village residences. However this is just a preliminary opinion, he needs the documents requested from the Village to review before he can offer his written opinion. Once the Village responds we will move forward with our review.

**Capital Projects Budget (Agenda V-B):**

Mr. Galbreath advised he had prepared the 2010 Capital Project Budget for the Board. He asked if there were any questions.

Motion by Mr. Lillywhite to approve the 2010 Capital Projects Budget as presented, seconded by Mr. E. Griffes. Motion carried.

**Budget Hearing (Agenda V-C):**

Mr. Galbreath advised NIESA usually schedules its budget hearing on the first Thursday of September just prior to the regular meeting.

Motion by Mr. Cole to set NIESA's budget hearing for September 2, 2010 at 7:00 pm at the NIESA/Williamston Fire Station. Seconded by Mr. Lillywhite. Motion carried.

Ms. Curtis will place a meeting notice in the Enterprise.

**Treasurer Report (Agenda VI):**

Mr. Hanna indicated he was on vacation last month so he has no report this evening.

**Committee Reports (Agenda VII):**

*Finance Committee:* Mr. Galbreath reported the Finance Committee met last night with the department heads and Chiefs to work on the budget. He indicated the budget will be forwarded to the board members with their September agenda.

*Personnel Committee:* Mr. Wilbrink reported the Personnel Committee met twice during July. Once to review the SOG's presented this evening, and a second meeting was with Mr. McGuire to discuss the positions indicated in the NIESA Education resolution.

Mr. Hanna asked if we needed an Education Director prior to having another EMS Class. Mr. Galbreath felt NIESA should have a job description for the Education Director and an idea of what qualifications they are looking for before an individual is appointed. He indicated with all the efforts the Personnel Committee has put in to getting job descriptions in place, it would be regressing to appoint someone prior to having those items in place. We need to be pro-active instead of reactive.

Mr. Cole felt that as long as NIESA had an Instructor Coordinator, they could move forward with the EMT class.

Mr. Wilbrink asked if there were any other job descriptions that needed to be done. Ms. Curtis indicated they would need one for the individual hired to be her backup. It was also felt that one

needed to be done for the Biller's backup as well.

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

Mr. Galbreath reported he had fielded approximately 42 calls this past month, and had spent his time on a several issues. He stated they included construction issues, education department topics and personnel issues. A little bit of everything.

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

**Charles Galbreath- Biller:** Reported the ambulance revenue is at \$147,000, which is 65% of the budgeted amount, and we are only 58% through the year. Things are looking good.

**Chief Flynn:** Reported that Leroy Township Fire had responded to 14 calls in July, and one was a boat fire in the roadway. There was actually a boat there this time.

The training session for July was driver training. In August they are scheduled to tour Aldi's. Also ADM is installing a stand pipe on their silos, so when that is completed they will be doing some training at the elevator, and some testing.

Chief Flynn advised they did have an incident with one of the vehicles. They were out at Camp PaWaPi last week for their emergency services day, and the driver of the truck struck a pole causing damage to the vehicle. It will be turned into the insurance company, however they are still waiting for the final estimates.

**Chief Siegel:** Reported Williamston responded to 12 calls in July. Most of them were fire alarms, however they did have a serious accident on Beeman Road which resulted in a fatality.

He advised Captain Cochrane is doing a good job setting up training at the house on Linn Road, and Firefighter Ostling has been training the firefighter on how to safely get out of a building. They are training every Monday night during August so they can get as much use out of the house as possible. Discussion followed.

**Steve McGuire, EMS Supervisor:** Advised NIESA EMS responded to 66 calls in July with 17 refusals. Because of the construction both crews are currently working out of Williamston so he has not kept track of Leroy calls.

He reported new equipment has been placed into service. The ambulance now have CPAP machine, CPAP hoods, and extrication slings. He indicated with the installation of the extrication slings he is hoping to cut down on the lift assist request to the fire departments.

Mr. Lillywhite asked if he would be interested in the device presented by Mr. Zondervaan. Mr. McGuire indicated he would, if NIESA didn't have to pay for it. If he can get a grant that would cover some of the cost or get it donated he would consider it. He indicated it would greatly

assist the EMS personnel, but he is not sure we would get our monies worth out of it. Discussion followed.

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

Ms. Curtis advised there is a letter in the packets this evening from J & A Drain Cleaners regarding what they found when they checked the sewer line with the camera. They did find a problem that is causing a blockage. They indicated to repair the problem would require the “excavation of more than one room.” We are still waiting for a response from Rod’s Plumbing and Wieland-Davco. Discussion followed.

She advised the water issue discussed at July’s meeting has been resolved, however we have developed another issue. The high humidity we’ve had is causing a condensation issue on the AC coils. A drip pan was not installed underneath, and now the condensation is dripping under the AC unit and down through the ceiling. Briggs has put a make shift pan underneath the unit however we are not sure if this will fix the problem. Discussion followed.

Also Ms. Davis reported that more than just the “night lights” are staying on in the apparatus bay. She tried to shut the extra lights down, but could not shut them off. Ms. Curtis reminded the Board that the apparatus bay light are on the low voltage panel that has caused considerable problems. Discussion followed. Chief Siegel suggested contacting Rudy at Williamston Schools, since have a similar system. He may be able to assist us.

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

Mr. Lillywhite indicated that the Board may need to consider reducing the EMS crew to one crew right now. He felt it should be given serious thought.

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

Nothing at this time.

**Public Comment (Agenda XIII):**

Nothing at this time.

**Adjournment (agenda XIV):**

Motion by Mr. Cole to adjourn the meeting at 8:12 pm, seconded by Mr. Pollok. Motion carried.

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Paula M Curtis, Secretary

Date