

September 2, 2010

The September 2, 2010 meeting of the NIESA Board was called to order at 7:04 pm by the Chairperson Charles Galbreath.

Voting members present: A Hale, C. Galbreath, R. Cole, A. Simmons, R. Pollok, E Griffes  
F. Wilbrink

Non voting: R. Wiegandt, R. Hanna, R. Lillywhite

Fire/ EMS: B. Siegel, S. Davis, M. Flynn, S. McGuire (arrived at 7:30pm)

Other: None

Guests: Earnest Gaffner

**Consent Agenda (Agenda I):**

*Minutes to the August 5, 2010 regular meeting*

*Checking account summary August 2010*

*Cap project checking acct summary August 2010*

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

**Public Comment (Agenda II):**

None at this time.

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

Mr. Galbreath advised that everything is on schedule for the project and things are going well. Mr. E. Griffes stated he had not been advised of the last construction meeting. Mr. Galbreath indicated he sent an email notice. Mr. E. Griffes advised he does not always check his email. Mr. Galbreath will call him in the future.

Chief Flynn stated they will be pouring floor under the drains tomorrow, and on Tuesday next week they will be pouring half of the floor.

Mr. Galbreath stated through the two change orders that have been done we are currently \$10,000 under budget. There are still a few other changes that will be made, but they are waiting for some additional information from the supplier and contractor. One of the items is the product that is going to be used on the floor. They have questions regarding the durability of the various products. Discussion followed.

Mr. Galbreath advised there is an issue on the south side of the building where the old approach meets with the new approach. He indicated that the building is about one foot too high, which has caused a grade issue on the south side of the building. The grade is too high, and could cause a drainage issue. Mr. Galbreath advised Hobbs + Black that it was unacceptable and needed to

be reworked. The Hobbs + Black representative came back and advised it would cost approximately \$3,200 to fix the problem. Mr. Galbreath told Hobbs + Black that NIESA would not be paying the additional cost because he felt it a mistake on their part when they designed the building. Discussion followed.

Hobbs + Black has agreed to pay for the additional excavation and grading cost. Mr. Wilbrink asked if they were going to guarantee there would not be a water issue from run off in the old apparatus bays of the building. Discussion followed.

Mr. Galbreath stated he would discuss the matter with Bob Wight of Hobbs + Black and see if he can get something in writing regarding the drainage issue. Discussion followed.

### **Standard Operating Guideline (Agenda III-B):**

#### *EMS Supervisor*

Mr. Galbreath reminded the Board members they received the EMS Supervisor job description for review at the last meeting. He asked Ms. Davis if she had any change recommendations for the SOG. She did not. (Mr. McGuire was not present during the discussion.)

Mr. Hanna had a question regarding a previously approved job description. Under the Instructor Coordinator, he asked who counsels the students if they are border line. Mr. Galbreath stated the IC, and the Education Advisor Board if necessary. Ms. Curtis stated she thought the counseling of the students was covered in the course syllabus. Discussion followed

Motion by Mr. E. Griffes to adopted the EMS Supervisor SOG as presented, seconded by Mr. Hale. Motion carried.

### **Village of Webberville Hydrant Tax (Agenda III-C):**

Mr. Galbreath stated in this evenings packet is a letter from the Village of Webberville which was responding to his letter for further information, and it included another invoice. He indicated in reading the resolution there is nothing regarding the hydrant rental or hydrant tax. The only discussion was under Section VI which was in regard to water usage. Discussion followed.

Mr. Lillywhite advised the Village Council had discussed this at their last meeting, however he felt it was not a done deal. He indicated some of the council members have a lot of questions. Mr. Hale stated he had spoken with Councilman Oliver, and Mr. Oliver was doing some research on the issue. Discussion followed.

Mr. E. Griffes felt NIESA should just wait, and allow the Village time to look into the matter further before making a decision. The Board members agreed.



**Adoption of Building & Equipment Budget 2011 (Agenda IV-B):**

Mr. Galbreath advised the Building & Equipment Budget “is what it is.” It reflects the outstanding debt obligation of NIESA, and it shows a deficit budget of \$9,171.27. Mr. Wilbrink asked if we can have a deficit budget. Ms. Curtis indicated we could if we had fund equity to cover the deficit, which NIESA does have enough fund equity to cover the deficit.

Mr. Galbreath indicated he hoped to have enough left from the Capital Projects budget to pay off SCBA lease this year rather than in 2011. Which would eliminate that expense from the 2011 budget. It would reduce the expenses by approximately \$13,000. Discussion followed.

Mr. Hanna indicated the Building and Equipment Budget was also reduced by the DDA and TIFA funds captured by the Village of Webberville, and the City of Williamston, by approximately \$50,000.

Mr. Galbreath advised the reduction in the millage is assuming that the City of Williamston and the Village of Webberville stop passing through the DDA and TIFA Funds. If they do discontinue the pass through, he felt it may be necessary for NIESA to revise their Billing Ordinance, and bill individuals within those districts for fire service provided, at a corresponding percentage rate to the millage captured. Discussion followed.

Mr. Pollok stated when NIESA renews it’s millage they need to consider changing it from a straight millage to a special assessment millage. They can not capture the funds. Discussion followed.

Motion by Mr. Pollok to adopt Resolution 3 of 2010, Fiscal Year 2011 Building/ Equipment Appropriation Act with an estimated building/ equipment fund revenues for Fiscal year 2011 total of \$413,046.33 and an estimated building/equipment fund expenditure for fiscal year 2011 of \$422,217.60. Seconded by Mr. Cole.

Roll call Vote: Yeas: Mr. Pollok, Mr. Simmons, Mr. E. Griffes, Mr. Cole, Mr. Hale, Mr. Wilbrink, Mr. Galbreath.

Nays: None

Absent: None

**Treasurer Report (Agenda V):**

Mr. Hanna reported there was nothing unusual on last months expenses. He indicated there are two payments to Worker’s Compensation. The second payment was an additional \$1,800 which was the balance due after our annual audit. Discussion followed.

**Committee Reports (Agenda VI):**

*Finance Committee:* Mr. Galbreath advised the Finance Committee met twice last month with the department heads to draft the budgets.

*Personnel Committee:* Mr. Wilbrink reported the Personnel Committee met last month and worked on the job description for a clerical position to assist the Office Manager, and to work on the Education Reimbursement SOG. They are in this evenings packet for the Board members to review so they can be discussed at next months meeting. He indicated the changes were noted either by striking out the words or by bold italic.

They plan on meeting this month to work on further guidelines.

**Comments from the Director (Agenda VII):**

Mr. Galbreath advised he had worked approximately 36 hours on Fridays, with an additional 24 hours outside and fielded approximately 72 phone calls. The majority of the work was on the construction project, the budget, and personnel issues.

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

*Supervisor McGuire:* Reported EMS responded to 62 calls last month with 16 refusals. He might be a off by a couple because he has not pulled the reports from the last few days of the month.

Regarding the EMT Class, he needs to check his messages and will know after the whether the class is going to take place.

*Supervisor Davis:* Advised that ambulance 16 is again out for repairs. She stopped at the repair shop earlier this week and was advised that they were waiting for parts. She also advised the Board that she will be having surgery at the end of September, and will be off from responding on the ambulance for a minimum of 2 months. She plans on continuing to do her Supervisor duties.

*Chief Flynn:* Reported Leroy Township Fire responded to 5 calls in August. Two PI accidents, assist to the ambulance, and a reported car fire.

Training last month was touring Aldi's warehouse, and learning about the new valves that the were installed to protect the fire personnel in the ammonia storage areas. The valves are on the outside of the building, so they can shut things down before entering. They also did some pump training out on Frost Rd. He advised this month they were primarily going to be working on Ox Roast.

*Chief Siegel:* Reported Williamston Fire responded to 10 calls in August. The majority of them were PI Accidents and ambulance assists. They did have a house in the City that was full of smoke. It turned out to be careless disposal of smoking materials.

Most of the vehicle accidents have been either at Barry and Shoeman, or Linn and Zimmer.

He advised he had received the SCBA's that were purchased with the FEMA grant funds. They were delivered last Thursday, however they are not going to be unboxed or put into service until all of the grant paperwork is completed, and the funds are received. The funds should be received some time this week, or the first of next week.

Training for the month of September was at the training house on Linn road. Geoff Ostling did some RIT training with the personnel and training on firefighter survival in a fire.

Mr. Cole asked how many SCBA the grant provided. Chief Siegel indicated 26, but to change all of them out we will need 6 more because the grant did not allow an SCBA for the driver of the vehicle.

**Charles Galbreath, Biller :** Reported ambulance revenue is at \$170,000 for 2010, which is 75 percent of the projected budget with only 67% of the year completed. He advised the accounts receivable is at \$120,000, and if we collect only 40% of those funds we will meet our projected budget.

He also advised the Board that Medicare stops paying claims the first part of September, and do not resume payments until a State budget is approved. He doesn't expect payments to resume until late October.

Mr. Galbreath did meet with Tek Collect to discuss processing collection claims for us again. In the previous agreement NIESA ended up receiving approximately \$3,500 more than what we paid for the service. He indicated he met with the sales representative and his district manager, and they came to an agreement regarding a proposed contract to continue to process our collection claims for approximately \$1,800. They wrote up the agreement, signed it, and left it with Mr. Galbreath to obtain approval from the Finance Committee and sign it.

However the day after they met, the sale representative came to the office and advised Ms. Curtis there were some errors in the previous agreement and wanted her to pull the agreement from Mr. Galbreath's office and replace it with a revised agreement. Ms. Curtis advised she could not access Mr Galbreath's office to obtain the first agreement, so the sales representative revised the agreement and left it for Mr. Galbreath.

In the revised agreement the payment amount went from \$1,800 to \$3,900. When Mr. Galbreath spoke with the sales representative he advised him that he had signed the first agreement, and that is the one that was accepted by NIESA and he reminded him that Tek Collect had signed that same agreement. Discussion followed.

As of this date he has not heard anything further from Tek Collect.

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

Ms. Curtis reported the sewer issue is still outstanding. J & A Drain Cleaners came out approximately a week ago and re-did the video taping of the sewer. They had some difficulty

with their video equipment and lost the previous scan, so Rod's Plumbing and Wieland-Davco had not seen the video.

Last week, Ms. Curtis sent a CD of the video to Wieland-Davco for them to review. She has not heard anything from Mr. Granger. She will try to contact him tomorrow.

The other water issue that developed from condensation on the AC coils appears to be resolved. Briggs installed a make shift drip pan underneath the condenser to collect the water. It appears to be working.

Regarding the lighting issue reported at last months meeting, the representative from the low voltage panel came out and repaired the panel. The repairman replaced all of the internal components of the low voltage box, including the "brains" of the box, and everything appears to be working fine now.

Also the parking lot is scheduled to be seal coated and relined next week on Tuesday and Wednesday, weather permitting.

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

None at this time.

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

None at this time.

**Public Comment (Agenda XII):**

Mr. McGuire stated he did not know if this was the place to bring this up, however he had talked to the Personnel Committee regarding a personnel issue and it still exists. He stated we have an internal problem, and it has created a hostile work environment and he does not want to deal with it any further. He has had enough, and he is not the only person that feels this way . We have a lot of unhappy people.

Mr. Galbreath thanked him for his input and stated that a public meeting is not the place to discuss a personnel issue.

**Adjournment (Agenda XIII):**

Motion by Mr. Cole to adjourn the meeting at 8:24 pm, seconded by Mr. Pollok. Motion carried.

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Paula M Curtis, Secretary

Date