

February 3, 2011

The February 3, 2011 meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson Charles Galbreath.

Voting Members Present: C. Galbreath, R. Cole, E. Griffes, A Hale, A. Simmons, F. Wilbrink. Absent: Wheatfield Township Representative

Non Voting Members Present: R. Hanna, P. Griffes

EMS/ Fire Personnel Present: M. Flynn, S. Davis, B. Siegel, M. House

Other: None

Guests: None

Consent Agenda (Agenda I):

- Minutes to the January 6, 2011 Regular Meeting*
- Checking Account Summary January 2011*
- Capital Projects Checking Account Summary January 2011*
- 2010 Operational Budget through December 2010*
- 2010 Building & Equipment Budget through December 2010*

Ms. Curtis requested the Capital Projects Checking Account Summary for January 2011 be removed from the consent agenda.

Motion by Mr. E. Griffes to remove the Capital Projects Checking Account Summary for January 2011, seconded by Mr. Cole. Motion carried.

Motion by Mr. Cole to approve the consent agenda as amended, 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 the project is pretty much completed, however he hasn't received a certificate of occupancy. Chief Flynn stated he still has not received the information promised on the various mechanicals, nor had he heard back regarding the training on the generator.

Mr. E. Griffes asked if the problem with the outside lighting on the south side had been resolved. Chief Flynn indicated the individual from Delta is still working on the problem.

Chief Flynn stated they have a small list started of problems they've found. The backflow preventer is leaking, and the air compressor is not working correctly.

Mr. Galbreath advised that after the final walk threw both Laux Construction and Hobbs + Black's Pat Glowacki seemed to have fallen off the face of the earth. Shortly after the walk threw he received a couple of emails concerning the outstanding items and the list of work to be completed in the spring but nothing further. It has been approximately a week and a half.

NIESA did receive the final payment request from Hobbs + Black. Mr. Wilbrink asked if it included payment for the outstanding work. Mr. Galbreath indicated it did, however he was not going to authorize payment until some of the items are completed. Mr. Wilbrink suggested withholding some of the payment until the items that need be done in the spring are completed. Discussion followed.

Standard Operating Guidelines (Agenda III-B):

EMS Shift Employee - PTO Guideline: Mr. Wilbrink advised there was one additional amendment. He indicated that under section 2, in all of the subsections A through D, the word "worked" needs to be added after the phrase "pay period."

It should read "receive six (6) hours of PTO per pay period *worked*." Discussion followed.

Motion by Mr. Cole to adopt the EMS Shift Employee - PTO Guideline as amended, seconded by Mr. E. Griffes. Motion carried.

Full Time Administrative Employee Vacation: Motion by Mr. Cole to adopt the Full Time Administrative Employee Vacation Guideline as presented, seconded by Mr. Wilbrink.

Mr. E. Griffes disagreed with paying for vacation not used. He felt it should be "use it or lose it." Discussion followed.

Mr. Galbreath called for a vote on the motion. Yeas: 5 Nays: 1 Motion carried.

City of Williamston- Backflow prevention device. (Agenda III-C):

Mr. Galbreath advised NIESA received a letter from the City of Williamston advising that we needed to install a backflow prevention assembly device.

Mr. Galbreath asked how they wanted to handle this issue. The ordinance indicated in the letter is not a new ordinance and from what we can determine was in place prior to the construction of our building. The City of Williamston did a plumbing inspection, and we passed the inspection. If this backflow device was required, why did we pass the City's inspection? Discussion followed.

Mr. Galbreath was directed to draft a letter to the City addressing NIESA's concerns.

Election of Officers (Agenda IV):

Chairperson: Mr. Cole nominated Mr. Galbreath for Chairperson, seconded by Mr. Hale.

Motion by Mr. Cole to close the nominations for Chairperson and cast a unanimous vote for Mr. Galbreath, seconded by Mr. Hale. Motion carried.

Vice Chairperson: Mr. Galbreath advised that Mr. Pollok is the current Vice-Chairperson.

Mr. Cole nominated Mr. E. Griffes for Vice-Chairperson, seconded by Mr. Wilbrink.

Motion by Mr. Cole to close the nominations for Vice-Chairperson and cast a unanimous vote for Mr. E. Griffes, seconded by Mr. Hale. Motion carried.

Secretary: Mr. Cole nominated Ms. Curtis for Secretary, seconded by Mr. Wilbrink.

Motion by Mr. Cole to close the nominations for Secretary and cast a unanimous vote for Ms. Curtis, seconded by Mr. Hale. Motion carried

Treasurer : Mr. Wilbrink nominated Mr. Hanna for Treasurer, seconded by Mr. Cole.

Motion by Mr. Cole to close the nominations for Treasurer and cast a unanimous vote for Mr. Hanna, seconded by Mr. Hale. Motion carried.

Treasurer Report (Agenda V):

Mr. Hanna advised on the checking account summary there were three payments for insurance totaling \$62,000.

Regarding the 2010 budgets, in the Operations budget we spent less than we took in, however on the Building and Equipment Budget we are over budget by approximately 10 percent. Discussion followed.

Mr. Galbreath advised a Capital Projects budget for 2011 will be presented at next month's meeting.

Committee Reports (Agenda VI):

Personnel Committee: Mr. Wilbrink reported the committee met and worked on additional guidelines. They want to draft job requirements for the officers positions on the fire departments, for officers that are appointed in the future.

Chief Siegel indicated he has a letter going out the first of March to the Williamston personnel regarding hiring officers. The Personnel Committee wants to meet with the Chief's and Assistant Chief's to discuss what should be included in the guideline. Discussion followed.

Finance Committee: Mr. Galbreath advised he is going to meet with the Treasurer to discuss the wording of the policies he requested last month.

Comments from the Director (Agenda VII):

Mr. Galbreath advised that he worked on Friday's, approximately 25 -30 hours. Primarily same issues as previous month. He attended the final walk through at the Leroy Station, and is still working on getting things finalized.

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

Sherry Davis, EMS Supervisor: Reported that EMS responded to 68 calls in January, with 14 of them refusals. She advised that NIESA gave away 8 calls in January.

It's been discussed having some type of "on call" response to cover second ambulance calls, however most of her personnel work other jobs and they are not going to sit around home waiting for a call at NIESA when they can go to work and get paid. She stated we have a better chance of getting a second ambulance crew during the evening hours then during the daytime. Discussion followed.

Ms. Davis advised the Board she was release to return to active duty on the ambulance as of February 1st and will take her first ambulance shift tomorrow.

Chief Flynn: Reported the Leroy Township Station responded to 10 calls in January. Quite a few were assists to Fowlerville Fire Department for structure fires. Fowlerville has had 8 structure fires since Christmas.

Last month they did some extrication training out at Bill's Wrecker, and this month they plan on doing some fit testing of the SCBA masks and testing the personnel on donning the SCBA's. They will also be handing out the annual paperwork for completion.

Mr. Wilbrink asked the status of the Engine. Chief Flynn advised it has been returned, but there are a couple of issues. It appears they wired the new generator incorrectly, and we are still waiting for the replacement hose. Discussion followed.

Chief Siegel: Reported the Williamston station responded to 16 calls in January. They had a house fire on Shaftsburg road. They lost the addition, but saved the main portion of the house. It was a good stop and all of the departments worked well together.

They also responded to a illegal burn within the City of Williamston. A resident started a 30 by 30 pile of brush on fire. Williamston Police also responded and dealt with the homeowner.

Chief Siegel advised there were several car fires on I-96 last month. Individuals striking cars on the shoulder of the road, causing them to go up in flames, semi trucks striking cars then an individual running into the back of the semi and catching on fire. It was very busy.

Chief Siegel reported they received a notification from the Assistance to Firefighter Grant concerning the grant submitted a new air compressor for the SCBA's. Just waiting for the final yes or no.

Training this month is Ice Rescue. The class portion was held last night, and they will be going out to RN Fink Manufacturing on Saturday to use their pond for the practical portion of the training.

Chief Siegel advised he met with Dave Hall, from Meridian Police department to discuss their responding to fire calls in Williamstown Township. Chief Hall did have some questions regarding EMS calls, and Chief Siegel referred him to Mr. Galbreath and Ms. Davis.

Chief Siegel stated an issue has come up that he did not budget for. He indicated that each fire department in the county has been asked to have two personnel on the County Hazmat team. The Hazmat team is discussing having all of their personnel trained to the Technician Level, which would require most of the personnel to get additional training. That cost falls to the individual fire departments. It is not definite that this is going to be required, it is still being discussed. Chief Siegel just wanted to notify the Board of the possibility of an expense he did not budget. The cost is approximately \$1,500 a person. Discussion followed.

Chief Siegel stated that it's his understanding that Robert Ott has been visiting local governmental units to discuss Hazmat billing, and the recouping of Hazmat fees. Discussion followed.

He had four personnel stay at the station during the winter storm the other night just in case there were fire calls.

Mr. Galbreath advised that along those lines, he received a call from the City Manager prior to the storm asking if NIESA could be listed on the City's website as an emergency shelter. To which Mr. Galbreath advised that it could but it would be limited to 40 people. Discussion followed regarding the need for written guidelines and who will be responsible if this type of situation arises.

Charles Galbreath, Biller: Reported NIESA had received approximately \$12,000 in revenue in January. He is getting concern though, because he has not received funds from Medicare in several months.

Comments from Office Manager (Agenda IX):

Ms. Curtis advised she is continuing to work on the various insurance claims that were filed. We have received a payment from the insurance company for the damage to ambulance 11-16. She also received a check from LTM's insurance company to pay for the lease of the Fire truck for Leroy Township.

She working with Chief Flynn to obtain the necessary information to process the claim for the damaged thermal imaging camera. Initially the insurance agent indicated they didn't require a

repair estimate if the item was not repairable. However the insurance adjuster wants written verification that the imager can not be repaired.

As for the building repairs, Ms Curtis stated she needs to contact the adjuster to see what additional information was needed to move forward with the claim.

Comments from Board Members (Agenda X):

Mr. Wilbrink reminded everyone there is a management meeting either February 15th or 17th at Williamston at 7:00 pm. Ms. Curtis thought it was scheduled for the 17th.

Comments from Association Members (Agenda XI):

None at this time.

Public Comment (Agenda XII):

None at this time.

Adjournment (Agenda XIII):

Motion by Mr. E. Griffes to adjourn the meeting at 8:06 pm, seconded by Mr. Hale. Motion carried.

Paula M Curtis, Secretary

Date