

June 6, 2013

The June 6, 2013 meeting of the NIESA Board was called to order at 7:00 By the Chairperson, Roger Pollok.

Voting Member Present: R. Hanna, R. Lillywhite, R. Cole, R. Pollok, S. Diederich, R. Hayes. Excused: City of Williamston Representative

Non-Voting Members Present: J. Messing, F. Wilbrink

Fire/EMS Personnel Present: Mark House, S. Cochrane, S. Davis, A. Chase, E. Holmes

Other: C. Galbreath, Director

Guests: Life Saving Award recipients, their family and friends. Mr. Perroud.

Life Saving Award Presentation (Agenda I):

After calling the meeting to order, Mr. Pollok advised the award presentation would take place in the apparatus bay.

Mr. Galbreath presented the Citizen's Life Saving Awards to Mrs. Haite, Mr. Palazzolo, and Mr. Gibbs for their life saving efforts regarding an incident on February 25, 2013. Mr. Perroud collapsed and was unresponsive and not breathing. These individuals initiated CPR prior to the EMS and Fire crews arriving.

Mr. Galbreath then presented Life Saving Awards to NIESA personnel for their efforts. Those individuals recognized were; Zachary Waltersdorf; Jared LeLaidier; Sherry Davis; Eric Holmes; Kevin Forester; Daniel Mayville; and Alex Chase.

Consent Agenda (Agenda II):

-Minutes of the May 2, 2013 Regular Meeting

-Checking Account Summary May 2013

Mr. Hayes requested an amendment to the minutes. Page 7 under Board Comments, second paragraph before "Discussion followed" He requested the following be added , "Mr. Hayes requested a copy of the State Act and/or other legal documents that authorized or gives NIESA the authority to bill for services.

Motion by Mr. Lillywhite to approve the Consent Agenda with the minutes amendment as requested by Mr. Hayes, seconded by Mr. Cole. Motion carried.

Public Comment (Agenda III):

Nothing at this time.

Billing Ordinance (Agenda IV-A):

Mr. Hanna advised they had nothing new on the Billing Ordinance at this time.

Standard Operating Guidelines (Agenda IV-B):

Fire Department Positions: At the previous meeting Chief Siegel requested a decision on this SOG be tabled so the both fire chief's could review it. He is not present at tonight's meeting as he is on his way to Wisconsin to check on the ladder truck.

The Board tabled discussion on the SOG until the next meeting

Educational Reimbursement: Mr. Cole advised the Educational Reimbursement SOG was given to the Board at the last meeting for their review and comment.

Motion by Mr. Cole to adopt the Educational Reimbursement SOG as presented, seconded by Mr. Hanna. Motion carried.

Payroll Direct Deposit (Agenda IV-C):

Ms. Curtis asked Asst. Chief House if he had discuss direct deposit with the Leroy Township Personnel. He indicated he had and that 90 percent of the personnel were against it. Some of them are interested, but the majority are against it. Discussion followed.

Distribution of Minutes via Email (Agenda IV-D):

The distribution of the agenda and minutes via email was on a trial basis. The Board set a three month trial period, with a determination if it would continue after the completion of the three months. Ms. Curtis indicated it has been three months, and asked if the Board wanted the distribution to continue or return to sending out information via mail.

Mr. Pollok advised that Mrs. Knapp has not been receiving the minutes or the agenda. Ms. Curtis stated she would check with Mrs. Knapp and correct the problem. Discussion followed.

The Board agreed to continuing the distribution via email. Ms. Curtis indicated she was going to contact the units of government and request to send them the agenda and minutes via email.

Children in the Station SOG- Amendment (Agenda V-A):

Mr. Cole indicated this SOG needed to be amended slightly. It needs to be changed to read, "No children will be left on NIESA property unattended." They are removing "during an alarm."

Motion by Mr. Cole to amend the "Children in the Station" SOG as presented, seconded by Mr. Lillywhite. Motion carried.

Treasurer Report (Agenda VI):

Mr. Hanna advised he did not have a written report this evening. He indicated NIESA did

receive reimbursement from Pinehurst for the damage to the mail box, so their final bill has been paid. Also on June 25th the Finance Committee will be meeting with David Haddrill the auditor to discuss NIESA's 2012 audit. They will report the auditors findings and recommendations at the next meeting.

Tomorrow there is a meeting with Verizon to discuss NIESA's cell phones. He also advised we are 42 percent through the year, and have spent 40 percent of the budget.

Mr. Hayes questioned why both the "License/Fees" accounts for the fire departments were over budget. Ms. Curtis advised she would check into it, she was not sure what had been charged to the accounts. Asst Chief House also questioned why the training portion of Leroy Township Fire's budget was over budget. Ms. Curtis advise she would also check that line item and report back to him.

Personnel Committee (Agenda VII):

Mr. Cole advised the Committee has a few things on the table. He indicated in this evenings packet was an amendment recommendation for the Citizen Complaint SOG. He indicated it was for the members to review and it will be on next months agenda.

The agenda listed a Discipline and Enforcement SOG, and Grievance SOG, but he did not have them. Ms. Curtis advised she provided them to the Personnel Committee at their last meeting and requested they review them. Discussion followed.

Mr. Cole advised the upcoming EMT class has required the addition of another job description. The class will require a Proctor, which is an individual that goes with the students to the hospital to watch them while they do their clinical time. The Committee has received a draft of the Proctor job description and they will be reviewing it at their next meeting.

Regarding the "Citizen's Complaint" SOG, Mr. Hayes felt the wording in section 5 need additional revision. Discussion followed.

Finance Committee (Agenda VIII):

Mr. Hanna advised the Committee is working on the three items listed on the agenda, but have nothing to present this evening.

Comments from the Director (Agenda IX):

Mr. Galbreath advised he didn't have anything to report this month.

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

Assistant Chief House: Reported the Leroy station responded to 8 calls last month. It had been a quite month. He advised it was a difficult month, with the passing of Lieut Greg Flynn. Discussion followed.

Asst Chief House advised on June 18th at 6:00 pm a new air transport service will be at the Leroy Township Station. They would be a secondary service we could use if Life Flight is unavailable. Discussion followed.

Asst Chief House asked if the issues with Leroy Township's microphone fees had been resolved. Ms. Curtis advised the County had corrected the billing.

Mr. Hanna asked if they had an estimate yet for the tanker truck repairs. Mr. Lillywhite doesn't have a quote yet. He stated it is not the tanker that needs repair, it is Engine 6-14 and the pump needs to be repaired. Discussion followed.

Capt. Scott Cochrane: Reported that Williamston responded to 24 calls last month. They did assist Laingsburg Fire Department on a house fire. The total calls for the year is 84.

Capt. Cochrane reported Engine 2 will be going to Halt at the end of the month. The training for this month is hose handling, which is being done while practicing for water ball. The department will be hosting a waterball contest during the Jubilee. Chief Siegel and Asst Chief Johnson are on their way to Pierce to take a look at the Ladder truck. It is still on schedule to be completed by the end of July. Discussion followed.

Chief Siegel and Asst Chief Johnson met with the Leroy Township Officers to discuss a replacement schedule for the fire trucks. Asst Chief House advised they planned on meeting one more time before providing an updated schedule to the Board.

Sherry Davis, EMS Supervisor: Reported EMS responded to 77 calls in May, with 12 refusals and 10 calls given away.

The new ambulance was received and already had to go back to Horton for repairs. When Horton built the vehicle they pinched the wiring harness which caused a short. They have replaced the harness. They also replaced the rear bumper that was bent, and fixed some issues with the graphics. The vehicle was returned to NIESA today, and they hope to have it in service within a few weeks. Discussion followed.

Charles Galbreath- Biller: We have collected \$144,000. We are looking pretty good. We have 341 calls as of the end of May.

Ms. Messing asked Mr. Galbreath about the progress with the assistant biller's training. Mr. Galbreath advised they've been having difficulty scheduling training time. Ms. Messing asked if he had an alternate plan. He did not have an alternative. Discussion followed.

Mr. Pollok stated by the end of July he wanted the Billing Assistant to be able to do the data entry necessary for the position.

Comments from Office Manager (Agenda XI):

Ms. Curtis stated she has not been able to connect with CEC, the electricians for upgrading the Leroy Township Station. It is also her understanding there are some additional issues. Discussion followed.

She is looking for a third quote for seal coating the Williamston parking lot. The Board members recommended Quinn, and One Way Paving.

Comments from Board Members (Agenda XII):

Mr. Hayes asked if the fire vehicles needing repairs were tankers. Mr. Lillywhite advised they are both Engines, however it is the tank on Williamston's Engine 2.

Mr. Diederich asked when next months meeting will be held. Ms. Curtis advised it's scheduled for July 11th because of the holiday.

Comments form Association Members (Agenda XIII):

None at this time.

Public Comment (Agenda XIV):

None at this time.

Adjournment (Agenda XV):

Motion by Mr. Cole to adjourn the meeting at 7:56 pm, seconded by Mr. Hayes. Motion carried.

_____ Paula M. Curtis, Secretary

_____ Date