

September 5, 2013

The September 5, 2013 meeting of the NIESA Board was called to order at 7:05pm by the Chairperson Roger Pollok.

Voting Members Present: R. Hanna, R Lillywhite, J Messing, R. Cole, R Pollok, S Diederich, B Stiffler

Non-Voting Members present: F. Wilbrink

Fire/ EMS Personnel present: E. Holmes, S. Davis, B Siegel, M Flynn, Z. Waltersdorf

Other: None

Guests: Jim DeForrest - Mayor, City of Williamston

Consent Agenda (Agenda I):

- Minutes to the August 1, 2013 regular meeting
- Checking Account Summary August 2013
- Treasurer's Report August 2013

Motion by Mr. Hanna to approve the consent agenda as presented, seconded by Mr. Lillywhite. Motion carried.

Public Comment (Agenda II):

Mayor DeForrest thanked Mr. Hanna for providing him with a tour of the new ladder truck. He also indicated the Chamber of Commerce's newsletter has the wrong date for the Williamston Fire Departments pancake breakfast. It has October 15th which is a Tuesday.

The correct date is October 12th. Ms. Curtis will contact the Chamber or Commerce regarding the error.

Disposal of Equipment SOG (#300-100-260) (Agenda III-A):

Mr. Hanna advised the Disposal of Equipment SOG was presented to the Board at last month's meeting for everyone to review. Mr. Pollok asked if there were any questions or comments about the SOG.

Mr. Cole indicated there was a typo in the first paragraph. He indicated where it said "manor" it needed to be changed to "manner."

Motion by Mr. Cole to approve the Disposal of Equipment SOG with the change indicated, seconded by Mr. Hanna. Motion carried.

Director Position (Agenda III-B):

Mr. Hanna advised he had a conversation with Mr. Galbreath before he left for the west coast to attend to some family business. Mr. Galbreath will be returning around the 12th of September,

and will have a clearer idea of how things need to proceed when he returns. Discussion followed.

Mr. Hanna asked who covers for the Director when he is away on vacation? If an issue arises that can't wait for the Director's return, who do the Chiefs or Supervisors contact. Discussion followed.

It was determined if there is a personnel issue then the Personnel Committee Chairperson should be contacted, for any other issue, the Chairperson.

Ms. Messing questioned Mr. Galbreath's absence. Is there a limit to the amount of time he can be on vacation. Ms. Curtis advised the Director position is a part-time salaried position with nothing in writing regarding the number of hours the Director needs to work, or amount of vacation. There are no benefits associated with the part-time position.

Mr. Pollok advised it was unusual for Mr. Galbreath to miss meetings, and he had missed meeting because of extenuating circumstances.

Mr. Wilbrink indicated Mr. Galbreath's Director position put him on call 24 hours a day 7 days a week, and he is always been available. He thought it was a lot to ask for the \$700 per month salary.

Mr. Pollok advised some decisions needed to be made before moving forward with the Director search. What does the Board want in a Director? What are they going to expect the individual to do? What are they willing to spend? Etc.

Mr. Hanna reminded the Board that our millage for 2015 will be reduced by at least \$15,000 because Public Act 402. Companies no longer have to pay personal property tax. Discussion followed.

Mr. Hanna asked if the Personnel Committee was going to consider inside candidates. Mr. Cole indicated he had not considered anything yet because questions need to be answered. It was felt the Personnel Committee can't move forward until they know the amount of funds available to offer a new Director. Discussion followed.

Mr. Wilbrink suggested eliminating the Director position and giving the Chief's and Supervisors more responsibility. Ms. Messing questioned if that was an option under NIESA's Articles of Incorporation.

Mr. Lillywhite felt the Director position needed to be a full time position, and expand it so the individual took over some of the responsibilities of the Chiefs and Supervisors.

Mr. Pollok suggested the Personnel Committee look for a resource person to help them through the process of determining what NIESA needs in a Director.

Mr. Hanna advised his biggest concern was that the individual be familiar with Volunteer Fire

Departments. Volunteer personnel are different from Full Time Career Firefighters.

Discussion followed with various Board members providing input as to what NIESA should look for in a Director, and how to move forward in the search process. Mr. Hanna asked the Board to provided him with an salary amount for the position, and he will review the budget to see how if he can find the funds. Ms. Messing recommended \$35,000. Ms. Messing also invited the Board members to attend the Personnel Committee meeting.

Ms. Curtis will post a notice for the Personnel Committee meeting on September 10th at 6:00pm.

Resolution 2 of 2013- Fiscal Year 2014 General Appropriations Act (Agenda IV-A):

Mr. Hanna advised there are two resolutions in the packet this evening. Resolution 2 of 2013 was to approve the 2014 Operations Budget. Mr. Hanna reviewed the specifics of the Resolution with the Board.

Ms. Messing requested clarification on the amount of the ambulance revenue for 2014. Mr. Hanna advised it was \$248,000. Discussion followed on how the amount was determined.

Motion by Mr. Lillywhite to adopted Resolution 2 of 2013, Fiscal Year 2014 General Appropriation Act as presented, seconded by Mr. Hanna.

Discussion: Mr. Cole questioned the EMS Supervisor Salary line item. It is the same as 2013, but we reduced the number of supervisors. He also questioned the reduction in the EMS vehicle repair amount. Discussion followed.

Mr. Cole also questioned the \$15,000 increase in the EMS Education expenses. He felt it was a little steep. Mr. Pollok indicated if the classes are not held, the expense will be reduced. The EMS Education department revenue must cover their expenses. Discussion followed.

Roll Call Vote: Yeas: Ms. Messing, Mr. Lillywhite, Mr. Pollok, Mr. Diederich, Mr. Hanna, Mr. Cole, Mr. Stiffler
Nays: None
Absent: None

Resolution 2 of 2013 Fiscal Year 2014 General Appropriations Act was adopted.

Resolution 3 of 2013- Fiscal Year 2014 Building & Equipment Appropriations Act (Agenda IV-B):

Motion by Mr. Lillywhite to adopt Resolution 3 of 2013, Fiscal Year 2014 Building/ Equipment Appropriation Act, seconded by Mr. Cole.

No discussion.

Roll Call Vote: Yeas: Mr. Stiffler, Mr. Cole, Mr Hanna, Mr. Diederich, Mr. Pollok, Mr. Lillywhite, Ms. Messing.
Nays: None
Absent: None

Resolution 3 of 2013, Fiscal Year 2014 Building/Equipment Appropriation Act was adopted.

2014 NIESA Board Meeting Schedule (Agenda IV-C):

Mr. Lillywhite recommended this issue be tabled until the October meeting.

2014 NIESA Board Meeting Schedule was tabled until the October meeting.

Treasurer Report (Agenda V):

Mr. Hanna reviewed the written Treasurer's report with the Board.

Mr. Hanna indicated an it may be necessary to adjust the 2013 budget. The parking lot at the Leroy Township station is in need of some significant repairs.

Ms. Curtis has a verbal quote from One Way Paving to put a two inch cap on the parking lots, and repair and resurface the driveway at the station. The resurfacing did not include the approach area on the east side of the old apparatus bay or the drive back to the pole barn. The verbal estimate was \$15,500.00.

Discussion followed regarding the repairs. It was decided to wait until the spring to repair the parking lot because of budget limitations. Also because the asphalt companies will be closing shortly, and there is not enough time to get additional quotes.

Ms. Curtis will solicit quotes in the spring of 2014. It was suggested to use One Way Paving, Hayhoe Asphalt, and Quinn Asphalt.

The asphalt repairs will be revisited in the spring.

Personnel Committee (Agenda VI):

Mr. Cole indicated everything on the "work in progress" list was still a work in progress. The next Personnel Committee is scheduled for Tuesday September 10th at 6:00 pm at the NIESA / Williamston location in the conference room.

Finance Committee (Agenda VII):

Mr. Hanna reported the Disposal of Equipment SOG was completed this evening, and the rest are still a works in progress.

Comments from the Director (Agenda VIII):

Mr. Galbreath unable to attend tonight's meeting.

Comments from Department Chiefs, Supervisors, Biller (Agenda IX):

Biller: Prior to leaving Mr. Galbreath contacted Mr. Pollok and advised the training of the Assistant Biller was going well, and he thought it was going to work out. He indicated all he is doing is double checking the items she works on.

Bill Siegel: Reported Williamston Fire responded to 15 calls in August. They responded to a structure fire on Lloyd Street in the City, and a stove fire that was contained to the stove. The rest were primarily EMS assists and down power lines.

He went to the factory last month for the final inspection on the Ladder truck, and attended a MABAS meeting in Mason.

The repairs have started on Engine 11-2. The tank has been removed and they are waiting for the new poly tank to be built. Chief Siegel brought the Engine back from Halt while they wait for the tank to be built.

Chief Siegel indicated he has talked to some sales people regarding the sale of the Telesquirt, but has no buyers yet. He is still hoping to get \$24,000. Chief Siegel advised Mr. Lillywhite he could have the tires off the vehicle whenever he wanted them.

The new ladder truck is here, and he is working with Lieutenant Chamberlain to set up drivers training on the vehicle. Lieutenant Chamberlain's training will meet the new MIOSHA standards. They have pump training set for September 12th, and the aerial training is still to be scheduled.

Ms. Messing asked if the new ladder was in service. Chief Siegel advised it was not. It can not be put into service until the personnel receive the necessary driving, pumping, and aerial training. If the vehicle is taken out prior to the completing the training the warranties are void. Discussion followed.

Mr. Hanna advised the Ladder Truck came in \$3,300 under the quoted price with the prepayment credits.

Chief Flynn: Reported the Leroy Township station responded to 17 calls in August. They had two fatal vehicle accidents last week.

Last month's training was on water shuttling and drafting. He also reminded the Board that Ox Roast is this month on September 27th and 28th.

Sherry Davis, EMS Supervisor: Reported NIESA EMS responded to 79 calls in August and saw 85 patients. There were 23 refusals and they gave away 9 calls.

Tomorrow morning they will be having an orientation meeting for 4, possibly 5 new per diem employees. There are a few more people they are interested in hiring for per diem position.

Right now there are no major repairs needed on the ambulance. Discussion followed regarding minor fluid leaks on Ambulance 11-16.

Comments from Office Manager (Agenda X):

Leroy Township Station Electrical Upgrades: The upgrades have been completed at the Leroy Township station. Various circuits were added to the generator, and surge protectors,

Williamston Station- Driveway Repairs: On the east side of the building, where the asphalt meets the concrete there is an issue with the asphalt. It dips down and is starting to crack apart. One Way look at it and estimated it would cost \$1,200 to repair the area. It was decided to wait until the spring to do repairs.

911 Ceremony: The City of Williamston is hosting a 911 Ceremony at the Williamston Fire Station on September 11th at 6:00 pm. Mrs. Whelton is coordinating the event. The Williamston Police Department will be attending, and Mrs. Whelton has asked for participation by both fire departments and the EMS Department. Discussion followed

Comments from Board Members (Agenda XI):

Ms. Messing asked if anyone has considered writing and SOG regarding the use of helmet camera's. Mr. Pollok advised a memo went out to all of the personnel regarding the issue. Discussion followed.

Comments from Association Members (Agenda XII):

Nothing at this time.

Pubic Comment (Agenda XIII):

Nothing at this time

Adjournment (Agenda XIV):

Motion by Mr. Cole to adjourn the meeting at 8:32 pm, seconded by Mr. Hanna. Motion carried.

Paula M Curtis, Secretary

Date