

August 7, 2014

The August 7, 2014 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Roger Pollok.

Board Members Present: R. Pollok, S. Whelton, R. Hanna, P Griffes, S. Diederich, J. Messing.
Absent: Village of Webberville Representative

Non-Voting Members Present: F. Wilbrink

NIESA Personnel Present: Z. Waltersdorf, K. Zimmerman, B. Siegel, D. Harper, R. Pfiester, S. Cochrane, E. Nims, G. Risch, M. Flynn, S. Davis, J. Hague, R. Cole, D. Durci, D. Wisuri, K. Forester, C. Joseph, E. Holmes, R. Oesterle.

Other: None

Guests: Mr. & Mrs. Ron Lillywhite

Consent Agenda (Agenda I):

- Minutes to the July 10, 2014 meeting
- Checking Account Summary July 2014
- Treasurer's Report July 2014

Motion by Mr. Griffes to approve the consent agenda as presented, seconded by Mrs. Whelton. Motion carried.

Retiree Recognition (Agenda II):

Mr. Pollok turned the meeting over to Mr. Harper for the presentation. Mr. Harper read NIESA Resolution 3 of 2014, honoring Mr. Lillywhite for his years of service to Leroy Township Fire Department and NIESA. The NIESA Board greatly appreciates his service to NIESA and the community.

Public Comment (Agenda III):

Nothing at this time.

Old Business (Agenda IV):

Nothing at this time.

Standard Operating Guideline Amendments (Agenda V-A):

Mr. Hanna advised the Personnel Committee met with Mr. Harper to discuss the standard operating guidelines listed on the agenda. Ms. Messing was unable to attend, however the information was forwarded to her for her input.

Mr. Hanna indicated he does not expect the Board to act on these amendments this evening.

200-300-200.1.4- NIESA Primary Biller: There are two amendments to the SOG. One is adding the word "Primary" to the subject line. The second is in under item 2, changing the word "assistant" to Backup Biller.

200-300-200.1.5- Backup Biller: It was felt the “Billing Assistant” job description should be changed to “Backup Biller” to better described the position. This position needs to be able to do all the duties of the Primary Biller, not just assist.

Another addition to the job description was item number 6, which added that the Office Manager would be able to assign other duties. Discussion followed.

200-300-200.4.2- EMS Instructor Coordinator: Mr. Hanna advised when NIESA replaced their EMS Instructor Coordinator, the job description was amended however was never brought the Board for approval.

Ms. Curtis advised Mr. Yanz had agreed to the requirements stated in this job description. Discussion followed.

500-200-120- Health Insurance Benefits: The amendments to the Health Insurance Benefits SOG were necessary because Blue Cross Blue Shield required it to be more specific.

Also the health insurance laws require us to provide health insurance to an eligible employee on the 91st day of employment. Discussion followed.

500-200-150- Retirement Plan: The amendment is providing a more specific time period before an employee is eligible, and make it so its not tied to the employee’s “probationary” period. Wording is Changed to “waiting” period. Discussion followed.

Standard Operating Guideline New (Agenda V-B):

200-300-200-4.1- Education Director: When NIESA created the education department, the resolution indicated the department would have an Education Director but never developed the job description. This puts the duties of the Education Director in writing.

Mr. Hanna advised the part time position for the Backup Biller has been posted both inside NIESA and to the public. We’ve had two inquiries about the position. Letters of interest must be submitted by August 15th, and we plan on interviewing people the following week. He advised the Director, Biller, and Office Manager will be performing the interviews.

He hopes to have the position filled by early September.

Public Hearing for 2015 Budgets (Agenda V-C):

Mr. Pollok advised the Board needed to set a date and time for the public hearing on the 2015 budgets. He indicated in the past NIESA has held the public hearing the same night of the regular September meeting. We’ve held the public hearing at 7:00pm, with the regular meeting directly following the hearing.

Motion by Mr. Hanna to set the public hearing on the 2015 Operational Budget, and Building and Equipment budget for Thursday September 4, 2014 at 7:00pm at the NIESA/ Williamston Fire Station, seconded by Mr. Griffes. Motion carried.

Direction for the Director (Agenda V-D):

Mr. Hanna stated Mr. Harper is working more than the 20 hours a week at NIESA. He feels nothing is broken, but some areas need adjustments. He needs some direction from the Board, but he needs some legal questions answered by NIESA's attorney before he can ask his questions. Once he gets answers from the attorney he will pose his questions to the Board. Discussion followed.

Mr. Harper advised he would provide the Board with some questions prior to the next board meeting.

Treasurer Report (Agenda VI):

Mr. Hanna reviewed the expense report with the Board. He indicated a majority of the expense were for the repairs to the Leroy Township Station's parking lot.

Committee Reports (Agenda VII):

Personnel Committee: Nothing further.

Finance Committee: Mr. Hanna advised in the packet this evening were the proposed budgets for 2015. The Chief's and Supervisor will receive some additional information on the line items for their individual department.

Mr. Hanna indicated NIESA discussed putting aside funds for the purchase of new vehicles. In this years budget they cut back on the allocations to the different departments and put more into contingency. Discussion followed.

Mr. Hanna advised the budgets need to be approved at the September meeting, so Ingham County can be notified of our intention to levy our millage.

Mr. Hanna wanted to recognize Chief Siegel for his efforts on the sale of the Telesquirt. He told the Board he could probably get \$25,000 for the truck, and sold it for \$28,600. Mr. Harper advised the Board that NIESA's cost for the new ladder truck is down to approximately \$35,000, which is a good value.

Comments from the Director (Agenda VIII):

Director Harper requested to give his report after all other departments had presented their reports.

Comments from Department Heads (Agenda IX):

Zach Waltersdorf, EMS Supervisor: Reported EMS responded to 84 calls in July. With 83 patients, 17 refusals, and 7 calls given away.

All of the ambulances are operational with only minor repairs performed over the last month. Ambulance 11-15 has a minor oil leak that will be repaired within the next week, and once that is completed ambulance 11-14 will be going back to Horton for some warranty paint work.

The stretchers and stair chairs received their biannual service. There were a couple of minor issues but nothing significant. We are also discussing changing over to King airways on the ambulance. The King airways can be used on some pediatric patients.

Mr. Waltersdorf also wanted to welcome Kevin Zimmerman to NIESA. Mr. Zimmerman is a new full time Paramedic. He also wanted to welcome Sarah Sturock and Kasey Furgala, who have completed their training and have been added to our EMS roster.

We are also working on getting a Medical First Responder (MFR) vehicle operational. The Leroy Township Fire Station was selected for the MFR vehicle, and he is hoping to have it up and running within the next 30-60 days.

Billing Department: Mr. Pollok advised Mr. Galbreath had provided a report for this evenings packet.

Chief Siegel: Reported Williamston Fire responded to 14 calls in July. Most of them were in Wheatfield Township on the highway. They also responded to a couple of reported grass fire, which were actually individuals with burn permits. Discussion followed.

Chief Siegel advised he had numerous discussions with Director Harper regarding the budget, and future items and issues.

He advised the ladder truck was present at the City of Williamston's "Dog Days of Summer" and "National Night Out" events.

Chief Flynn: Reported Leroy Township Fire responded to 6 runs in July, with 2 structure fires and an assist to Leslie Fire Department. Training in July was search and rescue, and August training will be extrication.

Captain Pfiester advised they used the pole barn for search and rescue training. They invited the Williamston personnel to attend, and they also had individuals in from surrounding departments.

Paula Curtis, Education: Advised a report is in tonight's packet. To date only three individuals from the EMT class have registered to take the EMT test. One took the test this week. The second did not pass the test, and the third passed and received his EMT license.

Ms. Curtis stated she and Mr. Yanz met with Director Harper regarding the education department. They are researching online training organizations to provide some of the mandatory training for the personnel. Discussion followed.

Also discussed in the meeting were the fees for CPR classes. Ms. Curtis indicated the recent classes have lost money. The individuals scheduling the class state they have 10 people that need to attend, so we price the class accordingly, then only 5 show up. It was decided to increase our rates to \$45.00 per person for CPR/AED. We did check with other locations and the average cost was \$75.00 to \$80.00. Discussion followed

Comments from Office Manager (Agenda X):

Ms. Curtis advised she is working on a building maintenance plan for both stations, and is looking into what repairs will be needed in 2015. She plans on meeting with the Fire Chief's, EMS Supervisors, and Director to discuss their concerns regarding the buildings.

She is also in the process of reviewing the IT needs of both locations to determine what needs to be done.

She is also researching the cost of installing a cry alarm at the Leroy Township station. Discussion followed.

Comments from the Director:

Mr. Harper stated he appreciated Mr. Waltersdorf, Ms. Davis, and the Leroy Township personnel's efforts in getting the MFR vehicle started. The cost for the MFR vehicle will be very minimal. Our next step is to get more individuals qualified to respond in the unit. Discussion followed.

Ms. Curtis's report indicates the Education department is planning a MFR class for January 2015, and he is working on obtaining funding for the class.

Regarding the budgets, he knows it's going to be a rough road but we are trying to be responsible. We are "right sizing" our budget for our organization. He would like the Boards input.

He also wanted to make the Board aware of House Bill 5706. It is currently in committee. If the bill is adopted it would prohibit any unit of government that collects millage funds for police, fire or EMS from billing for services provided on public roadways. We would not be allowed to bill for fire calls on the highway, or ambulance responses.

He plans on speaking to Representative Cochran about the Bill. Discussion followed.

Over the past couple of weeks, several individuals have contact the office regarding their homeowners insurance rates increasing significantly. ISO ratings help insurance companies determine insurance rates. Some individuals ratings have gone from a 4 to a 10, which usually doubles their insurance premium. Mr. Harper plans on working with the local municipalities to try and reduce their ISO ratings. Discussion followed.

We have submitted the paperwork to set up the "Flag System" with the State of Michigan. The system will "flag" us when any of personnel have an issue with their drivers license.

Mr. Harper advised he also applied for a grant with the State of Michigan for two AED's. He will find out tomorrow if we are awarded the grant.

Finally, we have a couple of firefighter experiencing some medical issues, and he asked that the Board members keep them in their thoughts and prayers.

Ms. Curtis advised there was one other thing. All of NIESA's personnel are set up to receive Active 911. Active 911 is an application that can be installed on an individuals cell phone that allows them to receive notification of our emergency responses. Mr. Harper thanked Brad Johnson for his work to get everyone up and running. Discussion followed.

Mr. Nims questioned whether the use of Active 911 was in conflict with NIESA Cell Phone Use SOG. Mr. Harper did not think there was a conflict, but he would review the SOG and advise.

Comments from Board Members (Agenda XI):

Mr. Hanna advised he looked into interest rates on CD's with area banks, and none had a better interest rate than what we are currently receiving from First Merit on our Money Market Accounts.

Comments from Association Members (Agenda XII):

Chief Siegel advised that ISO is an organization made up of insurance companies, making ratings for insurance companies. He advised over the past couple of years they have updated their fire department requirements. Discussion followed.

Mr. Harper advised another thing ISO looks at to determine their rating for an area are the bridges. They want a list of all the bridges in the local municipalities, and they take into consideration the condition of those bridges and their capacities.

Public Comment (Agenda XIII):

Nothing at this time.

Adjournment (Agenda XIV):

Motion by Mr. Hanna to adjourn the meeting at 8:20pm, seconded by Mr. Griffes. Motion carried.

Paula M Curtis, Secretary

Date