

November 6, 2014

The November 6, 2014 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Roger Pollok.

Voting Member Present: R. Pollok, R. Hayes, R. Ackerman, P. Griffes, S. Diederich, R. Hanna, S. Whelton,

Non-Voting Members Present: F. Wilbrink

NIESA Personnel Present: D. Harper, M. Flynn, E. Holmes, C. Chamberalin, Z. Waltersdorf, S. Davis. R. Cole Jr.

Other: James DeForest, Mayor City of Williamston

Guests: None

Consent Agenda (Agenda I):

- Minutes to the October 2, 2014 Regular Meeting
- Checking Account Summary October 2014
- 2014 Operational Budget through October 31, 2014
- 2014 Building & Equipment Budget through October 31, 2014

Mr. Pollok recommended removing the Operational Budget from the consent agenda because there is an amendment proposal in this evenings packet.

Mr. Hayes advised he had some questions about items on the checking account summary. Discussion followed addressing Mr. Hayes questions.

Motion by Mr. Griffes to remove the Operational budget from the consent agenda and approve the remaining items as presented, seconded by Mrs. Whelton. Motion carried.

Public Comment (Agenda II):

Mayor Jim DeForest advised the Board that the Pancake Breakfast on October 11th exceed his expectations. He appreciated that the community support for the fire department.

NIESA Bylaw Amendment (Agenda III-A):

Mr. Hayes indicated Williamstown Township agreed with the changes to the Bylaws, however they would like change in the wording. They would to change “Departments” to “Stations.” Discussion followed.

Mr. Pollok advised he did not want to see anything changed. He indicated he had presented the Bylaw revision to his Board and they were fine with the wording as is. Mayor DeForest advised the City of Williamston also approved the draft of the Bylaw revision. Discussion followed.

Mrs. Whelton felt it should be left as Department. Mr. Hanna, Mr. Diederich, Mr. Pollok, and Mr. Hanna agreed with Mrs. Whelton. The consensus was to keep the word “Department.”

Ms. Curtis will draft a resolution for the December Board meeting

MFR Vehicle (Agenda III-B):

Mr. Pollok advised after the last meeting Mr. Harper sent out an interim directive regarding the MFR vehicle.

Mr. Harper stated that NIESA is currently operating the MFR vehicle under the interim directive. The MFR vehicle went into service on October 21st, and it made several calls within the first 24 hours. He planned on bringing a SOG to the Board regarding the MFR operation to the meeting tonight, but we are still working out a few bugs. Discussion followed.

Mr. Harper advised the State of Michigan has inspected the vehicle, and it passed inspection. He indicated we are making forward progress.

Target Solution Training (Agenda IV-A):

Mr. Harper advised Target Solutions is a training option that was brought to his attention by NIESA's EMS IC, Mike Yanz. Several departments in the area are using the program for their training needs.

The lecture portion of the EMS training can be done online, then NIESA would have to provide practical training. The other advantage of using the program is it's a record management system for NIESA's training records. There is also a fire training portion to the program, and they have built the fire training module to meet the Michigan MIOSHA, Part 74 standard. He has met with fire officers from both departments and they are in favor of the program, and so is the Education department. Discussion followed regarding the web based program.

Mr. Harper advised he had budgeted \$6,000 into next years budget for the training, however there is one fee everyone forgot to mention. There is an \$1,800.00 set up fee. If NIESA signs a 5 year contract with the company we can space the set up cost over the 5 years. Mr. Harper felt using the program would make NIESA training records much cleaner from a risk management standpoint.

Discussion followed regarding the use of the programs, and whether to enter into a one year or five year contract. Mr. Pollok asked for Mr. Harper's recommendation. He felt NIESA should sign a 5 year contract.

Motion by Mrs. Whelton to authorize Mr. Harper to enter into a contract with Target Solutions for a period of five years, seconded by Mr. Hanna.

Roll Call vote: Yeas: Mr. Ackerman, Mr. Hayes, Mr. Pollok, Mr. Diederich, Mr. Hanna, Mrs. Whelton, Mr. Griffes.

Nays: None.

Absent: None.

Motion carried.

MFR Standard Operating Guidelines (Agenda IV-B):

Mr. Harper advised he would like to hold off on providing the MFR standard operating guideline until next month. He has a few more things work out.

Commendations Standard Operating Guideline (Agenda IV-C):

Mr. Harper stated he is still working on the Commendations SOG. He would like to see commendation and recognition of employees to coincide with our 911 observance. He indicated he would have bring something to the Board in January .

Record Retention and Disposal Standard Operating Guideline (Agenda IV-D):

Mr. Harper advised this is on his list to do. He started writing the guideline by gathering information from other record retention policies and ended up with several pages. Ms. Curtis advised him that she and Mr. Hanna had started working on a record retention guideline some time ago but had not completed it. Mr. Harper wants to meet with Ms. Curtis to discuss the guideline. He hopes to be able to present something to the Board in January. Discussion followed.

Treasurer's Report (Agenda V):

Mr. Hanna advised the expenses for the month of October were \$327,609.86, but a large portion of those expenses was the payment on NIESA outstanding loan of \$271,086.66. Mr. Hanna reviewed the remainder of the Treasurer Report with the Board. Discussion followed.

Mr. Hanna stated there is a budget amendment in this evenings packet for the Operations Budget. He advised the Administrative Cost center of the budget is at 98%. Ms. Curtis prepared a budget amendment that make the necessary increases to the administrative cost center. The funds are coming from the Education cost center. The funds are available from the Education area of the budget because NIESA scaled back the education expectations for 2014 after the problems with the EMT class. Discussion followed.

Motion by Mr. Hanna to **increase**; 101-248-701.0- Office Manager Salary by \$1,500.00; 101-248-702.0- Administrator by \$7,200.00; 101-248-707.0- Salary Other by \$1,500.00; 101-248-711.0- FICA by \$500.00; 101-248-720.0- Fringe Benefits by \$2,400.00; 101-248-740.0- Office Supplies by \$1,000.00; 101-248-801.0- Insurance by \$6,500.00; 101-248-900.0- Community Promotions by \$1,400.00; 101-248-930.0- Repair / Maintenance by \$2,000.00; 101-248-955.0- Misc by \$500.00; 101-248-980.0- Capital Outlay by \$1,000.00; **Total Increase \$25,500.00** and to **decrease** 101-345-701.0-Instructor Salary/Wage by \$20,000.00; 101-345-722.0- Uniforms by \$3,000.00; 101-345-900.0-Advertising by \$1,000.00; and 101-345-930.0- Repair / Maintenance by \$1,500.00, with a **total decrease of \$25,500.00**. Seconded by Mrs. Whelton.

Roll Call Vote: Yeas: Mr. Griffes, Mrs. Whelton, Mr. Hanna, Mr. Diederich, Mr. Pollok,
Mr. Hayes, Mr. Ackerman.

Nays: None

Absent: None

Motion carried.

Mr. Hayes had questions regarding areas of the budget that were over budget. Discussion followed addressing Mr. Hayes budget concerns.

Committee Reports (Agenda VI):

Personnel Committee: Mr. Hanna advised the Personnel Committee are dealing with the resignation of three individuals. Mr. Waltersdorf has resigned his full time paramedic position, and supervisor position with NIESA to take a EMS position in Portland which is his home town. He has agreed to continue working for NIESA as a per diem employee and has agreed to stay on as Supervisor until we find someone else.

We also received a resignation from another full time paramedic, Kevin Zimmerman. Mr. Zimmerman has also agreed to continue to work for NIESA as a per diem paramedic.

The Personnel Committee want to hire from our internal pool of employees. They requested the Board's permission to post the positions tomorrow. One of the hires must be a paramedic, but the second position can be a paramedic or EMT. Discussion followed.

The Board authorized the posting of the open positions.

Mr. Hanna advised the third resignation was received from Chief Mike Flynn. He is resigning his position as Fire Chief effective January 1, 2015, but wants to remain on the Fire Department as a Fire Advisor. Finding his replacement is a work in progress.

Finance Committee: Mr. Hanna advised the Committee did not meet in October, but requested to meet with the members of the committee after the Board meeting.

Comments from Department Heads (Agenda VII):

Billing: Mr. Pollok advised there is a report in this evenings packet from Mr. Galbreath.

Zach Waltersdorf, EMS Supervisor: Reported NIESA EMS responded to 65 calls in October, saw 66 patient, and did not give away any runs.

Ambulance 11-14 is at Horton getting warranty paint work done. They are also fixing some additional paint damage to the back of the ambulance at no additional cost. The remaining ambulances are operational and working fine. The EMS department is also moving forward to changing the style of basic airways used on the ambulance.

Williamston Fire Department: Chief Siegel unable to attend this evening. His report is in this evenings packet.

Chief Flynn: Reported Leroy Township Fire responded to 12 calls in October, and they made quite a few runs with the MFR vehicle. He indicated it is working well.

December's training will be CSX railroad. They are coming in to do a presentation. He also needs to meet with the Village of Webberville to discuss using a house they just purchased for training. Discussion followed. Mr. Ackerman advised he would talk to Mr. Hitchcock.

Education Department: Ms. Curtis advised October's report was in this evening's packet. The Education Department met on October 15th to discuss the MFR class, Community CPR and EMS Continuing Education.

The MFR class will start on January 6th. We have 10 NIESA Employees that have expressed and interest in taking the class, and we tentatively have 5 to 7 individuals from outside agencies interest. Cost of the class to the outside agencies will be \$325 per person. Cost to NIESA employees will be \$65.00.

During the meeting the Education department also established an annual schedule for EMS continuing education, and community CPR classes.

Ms. Curtis reported on October 31st she and Mr. Yanz met with a Representative from the State of Michigan EMS Division to discuss the proposed changes to the Medical Control Authorities, and changes to the Continuing Education curriculum.

Comments from Office Manager (Agenda VIII):

Leroy Township Station: The exterior repairs on the building have been completed, and the annual inspections of the fire extinguishers, fire alarm system, and back flow valves have been completed. It was discovered that one of the fire alarms in the apparatus bay did not work. It has been replaced.

The computers at the Leroy station received were reconfigured, and some received upgrades to Windows 7.

Snow Removal Bids: The request for bids for the snow removal have gone out with a deadline of today for their return. We received three responses. However after the bids went out we received information from the Village of Webberville regarding the availability of salt. The cost of the salt and the conditions for us to obtain it from the Village.

The Village has offered to sell NIESA salt for \$85.00 per ton, but we or our contractor would need to store the salt. Discussion followed. Mr. Griffes advised if we don't weigh the salt when it's picked up you don't know how much you are getting.

Mr. Ackerman suggested Mr. Harper contact Mike Klaneky, of the Village's DPW department direct, to get NIESA's questions answered.

Ms. Curtis asked how the Board wanted to proceed, as they will need a decision on snow plow contractors prior to the next Board meeting. Mr. Ackerman was comfortable with the Director making the decision, and he would advise the Chairperson and Treasurer of the decision.

Comments from Director (Agenda IX):

Mr. Harper asked if the Board would like a press release sent out regarding the addition of the MFR vehicle to the Leroy Township Station. Mr. Pollok felt we should do something. Suggested locations; Fowlerville News and View; The Enterprise; NIESA's website; Williamston Today; Williamston Chamber of Commerce; and the Units of Government. Discussion followed. Mr. Harper will draft a press release.

Regarding the Burning Ordinance issue, Mr. Adams is still working on his review. Mr. Harper hopes to have something for the next board meeting.

He has also been working on the ISO evaluation. One of the areas of concern are water sources in the Townships. We have sites in Leroy Township and Wheatfield Township that provide us with drafting locations. The only thing they needs is to be certified by ISO. What we need are water sources in Locke Township and Williamstown Township. He would appreciate receiving suggestions for water source location in those Townships. Discussion followed.

He did get a response back from ISO regarding the NFIRS number. We currently use two numbers one for Leroy Township Fire, and one for Williamston Fire. ISO has advised NIESA should be reporting under one NFIRS number.

Also the Assistance to Firefighter Grants have opened, and we have until December 5th to submit for a grant. Discussion followed regarding the grant process.

As stated earlier in the meeting the MFR vehicle is in service. He's been having a lot of discussions with various groups regarding the MFR vehicle. He feels we are on the right track. Discussion followed.

He and Chief Young have been working with the United Methodist Church in Williamston to do a risk assessment for the church. They have been helping them build some risk plans. Last Sunday they did a table top exercise to see how the plans would work, and they received some good reviews.

Mr. Harper advised the Board that overall NIESA is a great organization. We have two good stations with good people, and we have a good EMS department with good people.

Comments from Board Members (Agenda X):

Mr. Ackerman advised the fire hydrant work had been completed in the Village of Webberville. He questioned Chief Flynn about the private fire hydrants within the Village. Discussion followed.

Comments from Association Members (Agenda XI):

Ron Cole, Leroy Township Firefighter Association President advised the Association had a good turn out at their Halloween party last week even with the bad weather. They think they had approximately 200 children attend.

Public Comments (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Ackerman to adjourn the meeting at 8:35 pm, seconded by Mr. Hanna. Motion carried.

Paula M. Curtis, Secretary

Date