

Action Items (Agenda IV):

Meeting Agenda Format Change (Agenda IV.A)

Mr. Ackerman, seconded by Mr. Hayes, moved to approve the revised NIESA Board meeting agenda format. It is recommended Roll Call Vote should be Item #2 on the revised agenda format and Pledge of Allegiance should be Item #3 on the revised agenda format of the NIESA Board. Item #5 will strike out the words non-agenda items.

Ayes: 6

Nays: 0

Motion carried.

NIESA Board Meeting Revised Agenda Format—that the NIESA board approve the revised agenda format as follows: 1. Call to order 2. Roll Call 3. Pledge of Allegiance 4. Approval of agenda 5. Public Comment three minute limit 6. Approval of Minutes 7. Approval of Consent Agenda 8. Action Items 9 Discussion Items 10. Reports 11. Public comment, three minute limit 12. Association Members and Comment 13. Board Member Comments 14. Adjourn.

Ayes: 6

Nays: 0

Motion carried.

Family Medical Leave Act (Action Item IV.B)

Mr. Hayes, seconded by Mr. Ackerman, moved to approve the SOP 500-200-110 regarding the Family Medical Leave Act, as presented.

Family Medical Leave Act—that the NIESA board approve the SOP 500-200-110 as follows: Qualifying employees are entitled to up to twelve weeks of unpaid leave under FMLA for: 1. Care for the employee's newborn or recently adopted child; 2. Care for foster child placed with the employee; 3. To care for the employee's spouse, parent or child with a serious health condition; 4. For the employee's own serious health condition. To qualify for this benefit the employee must have worked 1, 250 hours in the year preceding the request for leave.

Ayes: 6

Nays: 0

Motion carried.

Inventory Policy (Action Item IV.C)

Mr. Hayes, seconded by Mr. Diederich, moved to approve the Inventory Policy presented at the February, 2016, NIESA board meeting.

Inventory Policy—that the NIESA board approve the Inventory Policy that outlines description of assets, requirements for inventory, exclusions from inventory, control of inventory and changes to inventory.

Ayes: 6

Nays: 0

Motion carried.

Hiring Request (Action Item IV.D)

Mr. Hayes, seconded by Mr. Wilbrink, moved to approve the hiring request, as presented.

Hiring Request EMT—that the NIESA board approve the request to hire Lincoln Burk, Dan Munro per diem Paramedic's and Chad Williams, per diem EMT.

Discussion: Interim Director Yanz shared all candidates have been interviewed by EMT Personnel and Personnel Committee, background checks, driving records and physicals have all been conducted. Once the NIESA board approves the hiring request they will be sent for drug testing.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mrs. Sandy Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Hayes,
Mr.
Wilbrink

Nays: 0

Hiring Request (Action Item IV.E)

Mr. Wilbrink, seconded by Mr. Hayes, moved Hiring Request, Leroy Township Fire, as presented.

Hiring Request Leroy Fire—that the NIESA Board, approve the request to hire Leroy Twp Fire- Richard Ellis, Chris Latson, as presented.

Discussion: Interim Director Yanz shared all candidates have been interviewed by Fire Department Personnel and Personnel Committee, background checks, driving records and physicals have all been conducted. Once the NIESA board approves the hiring request they will be sent for drug testing.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mrs. Sandy Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Hayes,
Mr.

Wilbrink

Nays: 0

Discussion Items (Agenda Item V)

Employment Status of Permanent Director Position (V.A)

Mr. Griffes recommended Interim Director, Mike Yanz, come up with an outline of responsibility for a full-time Director and then present the information at the June 2016, NIESA board meeting.

Mr. Ackerman shared if the direction of hiring a full-time director has changed, he would recommend a legal opinion be sought to ensure the change in process, mid-stream, that the NIESA board is taking is legal.

Mr. Griffes feels allowing Interim Director Yanz to present an outline of the director position to the NIESA board is a good starting point. The board will review the outline of responsibility for the director, determine a dollar value for the position, and determine a plan of action for filling the position. Mr. Griffes will contact the attorney to seek a legal opinion on the hiring process moving forward. It is recommended this item return for discussion at the May 2016, NIESA board meeting.

Personnel Files and Medical Files (V.B)

Personnel Files and medical files—Mr. DeForest is working with Interim Director Yanz to prepare a document for the NIESA board to review at the next NIESA board meeting. This item will return for action at the May 2016, NIESA board meeting.

Third Committee (V.C)

Third Committee—Mr. DeForest recommends the NIESA board consider adding a third committee, as there are other areas that do not fall within the responsibility of either the Finance or Personnel committees. Some areas of concern are records retention policy, NIESA web page, etc.

Mr. Griffes would like the NIESA board to put some thought into Mr. DeForest's recommendation to add a third committee. It is recommended this item return for further discussion at the May 2016, NIESA board meeting.

Purchase Order Policy (V.D)

Mr. Ackerman shared he is in the process of rewriting the 2007 Purchase Order Policy, but is still waiting on input from committee members and cannot move forward with final revisions to this document until he hears from everyone.

Mr. Wilbrink recommended the Purchase Order Policy and Bid Policy remain as separate items.

Interim Director Yanz shared he is concerned that he has yet to see a purchase order come across his desk. Orders

are being placed without his consent causing him concern.

Mr. Diederich asked if the current 2007 Purchase Order Policy could be amended by changing office manager to director throughout the document for the interim while a new Purchase Order Policy is rewritten.

Interim Director Yanz and Mr. Ackerman have a meeting scheduled for April 20, 2016. They will discuss amendments to the current 2007 Purchase Order Policy and bring back at the May 2016, NIESA board meeting for action. In the meantime, Interim Director Yanz has the authority to request all purchase orders be approved by him.

Millage Vote (V.E)

Mr. Griffes shared NIESA is due for a millage vote in 2017. The board will need to begin thinking about this millage (operation millage) amount to ask for and the term of the millage. We will need to hire an attorney to write the language and it is recommended the law firm attend one of the meetings to educate all board members about the process since it has been awhile since they had a millage election. It is recommended the NIESA board use a spring election so that if it fails, they would have the November election to fall back on for a second vote. It is recommended this item remain on the agenda to keep top of mind for a 2017 millage election.

Treasurer Report (VI)

Mr. Ackerman is working on the Purchase Order Bid Policy and has asked committee members for input. Those who have not yet submitted input need to do so as soon as possible so that he can finish revisions to this report.

Committee Reports (VII)

Mr. Wilbrink shared the Finance Committee did not meet. Mr. DeForest thanked the board for approving FMLA. This decision will improve the benefits for employees. Mr. DeForest also thanked the board for approving the hiring request. Mr. DeForest has an extra copy of an email he sent to Mr. Lucas, informing him that the board is reviewing applications and he will hear back when the time is ready. Mr. DeForest reported Mr. Lucas did not respond to the communications.

Department Head Reports (VIII)—All Reports in packet per

- *Billing Department, monthly report*
- *Williamston Fire Department, monthly activity report from Fire Chief Siegel*
- *Leroy Township Fire Department, monthly report from Assistant Fire Chief Pfiester*
- *NIESA EMS, monthly report from EMS Supervisor Davis*
- *Education Department, monthly report from Paula M. Curtis*

Interim-Director Report (XI)

Interim Director Yanz thanked the NIESA board for allowing him to work in this position. Interim Director Yanz provided a NIESA Director Monthly Report for April that outlined Operations, Training, Grants, Personnel, and other. He helped take ambulance calls keeping the business with NIESA rather than transferring business to Meridian Township. Having this option helps the bottom dollar for NIESA.

Mr. Hayes shared he likes what he sees so far.

Mr. Diederich shared the Interim Director's Report makes him feel better educated during the NIESA board meetings.

Comments from Board Members (X)

Mr. Ackerman apologized for his hostility toward Mr. Wilbrink during the 2007 Purchase Order Policy item discussion of the agenda.

Mr. Ackerman would like to see Interim Director Yanz use his authority where needed and continue to report recommendations and activities to the NIESA board.

Mr. Hayes shared Williamstown Township approved a hazard plan for their township at their April Williamstown

Township Board meeting. Mr. Hayes suggest Interim Director Yanz work with Williamstown Township to devise an emergency plan for NIESA/Williamston and NIESA/Leroy and plan to submit to the NIESA board for approval. Interim Director Yanz agreed it is important for NIESA to be aware of any chemicals that are in area businesses and looks forward to working with Williamstown Township to devise a plan to present to the NIESA board for approval in the near future.

Mr. Diederich gave credit to Mrs. Bowden Whelton for suggesting the Pledge of Allegiance to become part of the monthly agenda of the NIESA board meetings.

Mr. Wilbrink agrees with Mr. Ackerman's comments regarding Interim Director Yanz in using his authority where needed to take care of business. Mr. Wilbrink would like the Fire Chiefs to adhere to policy and be present at all NIESA board meetings. Mr. Wilbrink feels this should be the regular practice until the policy changes.

Comments from Association Members (XI)

Eric Holmes shared he is no longer president of the LeRoy Fire Association.

Public Comment (XIII)--None

ADJOURNMENT

Mr. Hayes, supported by Mr. Ackerman, moved that the NIESA Board meeting be adjourned.

Ayes: 6

Nays: 0

Motion carried

The meeting adjourned at 8:15 p.m.

Respectfully submitted,



Scott Diederich, Secretary
NIESA Board