

**Northeast Ingham Emergency Service Authority Board Meeting
April 11, 2019**

Call to Order (Agenda 1):

The April 11, 2019 regular meeting of the NIESA Board was called to order by the Chairperson Frans Wilbrink at 7:00 pm at the NIESA / Williamston Fire Station.

Roll Call (Agenda 2):

Voting Members Present: Mr. Ackerman, Mrs. Bowden-Whelton, Mr. Kane, Mrs. Hart, Ms. Bidigare, Mr. Wilbrink, Mr. Griffes

Absent: Mr. Diederich, Secretary

Non-Voting Members Present: None

EMS/Fire Personal Present: None

Other/ Guests: Carol Kotesky, Independent Bank,
Amy Stevens, Independent Bank.

Pledge of Allegiance (Agenda 3):

Chairperson Wilbrink led the NIESA Board in the Pledge of Allegiance.

Approval of the Agenda (Agenda 4):

Approval of Agenda- that the NIESA Board of Directors approve the agenda of the regular meeting held Thursday, April 11, 2019.

Motion by Mrs. Whelton to approve the agenda for the April 11, 2019 regular meeting as presented, seconded by Mrs. Hart.

Ayes: 7 Nays: 0 Motion carried

Public Comment (Agenda 5):- Nothing at this time.

Approval of the Minutes (Agenda 6):

Approval of Minutes- that the NIESA Board of Directos approve the minutes of the regular meeting held March 14, 2019.

Motion by Mrs. Hart to approve the minutes of the March 14, 2019 meeting as presented. Seconded by Mrs. Bowden-Whelton.

Ayes: 7 Nays: 0 Motion carried.

Approval of the Consent Agenda (Agenda 7):

Approval of the Consent Agenda- that the NIESA Board of Directors approve the NIESA Checking Account summary dated March 2019, and the Payroll Account Summary dated march 2019.

Ms. Bidigare questioned if NIESA had a Conflict of Interest Policy in regard to NIESA employees doing work for NIESA through their personal businesses. Ms. Curtis advised there was no policy for a conflict of interest of that type. Ms. Bidigare and Mr. Griffes would like to see a policy in place that states if an employee has a business they can not make the decision to send NIESA business to their personal business. Discussion followed.

Mr. Wilbrink reminded the Board that Chief Yanz authorizes the services provided by employee businesses.

Mr. Kane questioned what benefits NIESA receives from being a member of Small Business A M (SBAM). Ms. Curtis advised we receive lower health insurance premiums because there is a larger risk pool. If NIESA had a policy that only included our 6 or 7 employees the premium would be higher.

Motion by Mrs. Bowden-Whelton to approve the consent agenda , Item 7 as presented, seconded by Ms. Bidigare.

Ayes: 7 Nays: 0 Motion carried.

Discussion Items (Agenda 8):

Ambulance Service Billing NIESA Personnel #500-200-250 (Agenda 8a):

Discussion:

Ms. Curtis advised the policy was to replace an old policy from 1999. The 1999 policy stated that a NIESA employee, or their immediate family, would not be billed for ambulance service. The revised policy allows NIESA to bill the employee's insurance, then would waive the employee's portion.

Mrs. Hart advised the Locke Township Board had discussed the issue and felt everyone should be billed. Mr. Wilbrink disagreed, he felt this was a small benefit NIESA could give their employees. Discussion followed.

The board recommended the following edits:

- ✓ Change Standard Operating Guideline to Standard Operating Policy, which was previously requested.
- ✓ Under Definitions, NIESA Employee, change the definition to read "Any individual who is currently employed by NIESA."

It was requested this item return as an action item at the May 9, 2019, NIESA Board meeting.

Action Items (Agenda 9):

Changing Primary Banking Location (Agenda 9a):

Mr. Wilbrink advised the Finance Committee met with Independent Bank to discuss using them

as NIESA's primary financial institution. He advised the services they offer would address the Board's concerns regarding our funds being FDIC insured. Mr. Ackerman asked for the Board's approval to make Independent Bank our primary financial institution.

Ms. Kotesky from Independent Bank provided information on the services available and the advantages of using their services.

Discussion followed regarding the concerns about changing institutions, what accounts would be established, and how the accounts would be used.

Motion by Mrs. Bowden-Whelton to change NIESA's primary financial institution from Huntington Bank to Independent Bank, seconded by Mr. Griffes.

Roll call vote: Yeas: Mr. Kane, Ms. Bidigare, Mrs. Bowden-Whelton, Mr. Griffes, Mrs. Hart, Mr. Wilbrink.

Nays: None

Absent: None

Ayes: 7 Nays: 0 Motion carried.

Reports (Agenda 10):

Treasurer - provided by Mr. Ackerman

Committees- None

Department Heads- Included in packet

- Director April monthly report from Chief Yanz.
- Billing Department March monthly report
- NIESA Education March monthly report from Paula Curtis
- NIESA EMS March monthly report from EMS Chief Davis
- Leroy Township Fire March monthly report from Chief Pfiester
- Williamston Fire Department March monthly report from Chief Siegel
- Run Summary Report as of March 2019

Mr. Wilbrink advised Chief Yanz was at the FDIC Conference in Indianapolis. Mr. Wilbrink updated the Board on the status of the new vehicles, and the status of the vehicles currently in for repairs.

Mr. Kane questioned a fund raising letter he received via the mail from the Williamston Firefighter's Association. Mr. Wilbrink advised NIESA is aware of the letter, and is also aware of the concerns individuals are expressing over the letter. He recommended it be discussed further when Chief Yanz was present.

Public Comment (Agenda 11): Nothing at this time.

Association Member Comments (Agenda 12): - None

Board Member Comments (Agenda 13):

Mr. Kane advised there are a lot of “scams” out their at the present time and they are targeting senior citizens, and individuals selling homes.

As a new appointee to the Personnel Committee, Mrs. Hart reviewed the policies that pertain to the committee and found one of the duties was for the committee to do a performance review of the Director. Mrs. Hart and Mr. Griffes felt the review should be done. Discussion followed.

Mr. Wilbrink advised at the last meeting he appointed people to the Finance and Personnel Committees but forgot to appoint a chairperson for each committee. Mr. Wilbrink appointed Mrs. Bowden-Whelton as the chairperson of the Personnel Committee, and Mr. Ackerman as the chairperson of the Finance Committee. Mr. Wilbrink advised he was adding Ms. Curtis to the Finance Committee.

Adjournment (Agenda 14):

Motion by Mrs. Bowden-Whelton to adjourn the meeting at 7:53 pm, seconded by Ms. Bidigare.

Ayes: 7 Nays: 0 Motion carried.

Respectfully submitted,

Frans Wilbrink, Chairperson
on behalf of R. Scott Diederich, Secretary
NIESA Board