

**Northeast Ingham Emergency Service Authority Board Meeting  
May 9, 2019**

**Call to Order (Agenda 1):**

The May 9, 2019 regular meeting of the NIESA Board was called to order by the Chairperson Frans Wilbrink at 7:00pm at the NIESA / Williamston Fire Station, 12196 W. Grand River, Williamston MI 48895.

**Roll Call (Agenda 2):**

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

Voting Members Absent: None

Non-Voting Members Present: Mr. Weiss

NIESA Personnel Present: Director/ Chief Yanz, Firefighter M. House, Lieutenant Holmes

Other/ Guests: None

**Pledge of Allegiance (Agenda 3):**

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

**Approval of the Agenda (Agenda 4):**

**Approval of the Agenda-** that the NIESA Board of Directors approve the agenda of the regular meeting held Thursday, May 9, 2019.

Motion by Mrs. Hart to approve the May 9, 2019 meeting agenda as presented, seconded by Ms. Bidigare.

Ayes: 7 Nays: 0 Absent: 0 Motion carried.

**Public Comment (Agenda 5):**

None at this time.

**Approval of the Minutes (Agenda 6):**

**Approval of the Minutes-** that the NIESA Board of Directors approve the minutes of the regular meeting held April 11, 2019.

*Discussion:* Mrs. Hart advised on page 4 of the minutes the Chairman appointed the Chairperson for the Personnel Committee and the Finance Committee, but NIESA policy regarding committees states the individual committees members appoint their chairperson. Something to keep in mind for next year.

Motion by Mrs. Bowden-Whelton to approve the minutes of the April 11, 2019 meeting as presented, seconded by Ms. Bidigare.

Ayes: 7 Nays: 0 Absent: 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 April 2019, and the Payroll Account Summary dated April 2019.

*Discussion:* Ms. Bidigare questioned the high Quickbooks expense. Ms. Curtis advised it's the annual cost for Quickbooks payroll update. There are also extra cost because we purchase a multi-user program so more than one person can use the program.

Motion by Mrs. Hart to approve the consent agenda as presented, seconded by Mrs. Bowden-Whelton.

Ayes: 7 Nays: 0 Absent: 0 Motion carried

**Discussion Items (Agenda 8):**

**Fire Code/ Fire Inspection (Agenda 8a):**

*Discussion:* Chief Yanz advised the City of Williamston's Fire Code Ad Hoc Committee had met. During the meeting the City representative's expressed their concerns regarding who would establish the guidelines; how often the inspections would be done; would deviations from the guidelines be allowed for established businesses, and who would determine the fees charge.

Chief Yanz advised the Board of his concerns regarding the progress of the adoption of a fire code by each unit of government, and his concerns for the safety of individuals within NIESA's district.

Mr. Weiss expressed the City of Williamston's concerns regarding adoption of the fire code. They want to proceed carefully, and it is going to take a few meetings.

Mrs. Hart requested Chief Yanz provide the Board with information on how the fire code/ fire inspection process would be administered. It was suggested a Committee be form to assist Chief Yanz.

**Sale of Fire Apparatus (Agenda 8b):**

*Discussion:* NIESA has four apparatus to sell. Chief Yanz asked the Board to advise how they would like him to proceed with the sale. Verbally an individual has shown some interest in one of the vehicles. However NIESA does have a policy regarding the sale of the vehicles which outlines how they should be sold. The Board discussed the various ways the vehicles could be sold.

It was felt that if NIESA had a policy on how to sell the vehicles and the policy should be followed. Chief Yanz was directed to review the policy and advise the Board of how he was going to proceed.

**Sale/ Listing of 703 E Grand River Property (Agenda 8c):**

*Discussion:* NIESA owns a vacant piece of property within the City of Williamston across from the old fire station. The property was purchased approximately 12-14 years ago for approximately \$73,000. It was previously listed with a realtor, but the only offer received was \$35,000. The Board discussed the possible value of the property, and whether they wanted to list the property again.

It was decided not to list the property with a Realtor, and recommended we put a For Sale sign on the lot showing the lot size, zoning, and to contact the NIESA office.

**Action Items (Agenda 9)**

**Ambulance Service Billing NIESA Personnel #500-200-250 (Agenda 9a):**

*Discussion:* There was no additional discussion on the policy.

Motion by Mr. Ackerman to approve the amended draft of standard operating policy 500-200-250- Ambulance Service Billing NIESA Personnel as presented, seconded by Ms. Bidigare.

Ayes: 6 Nays: 1 Absent: 0 Motion carried.

**Reports (Agenda 10):**

**Treasurer-** provided by Mr. Ackerman.

**Committees- None**

**Department Heads- Included in packet**

- Director May monthly report from Chief Yanz
- NIESA Education April monthly report from Paula Curtis
- NIESA EMS April monthly report from EMS Chief Davis

**Department Heads- On the table for pick up**

- Billing Department April monthly report
- Leroy Township Fire April monthly report from Chief Pfiester
- Williamston Fire April monthly report from Chief Siegel.

*Director Yanz:* Advised since the last meeting Grass Rig 11-8 at the Williamston station had the transmission rebuilt, and Engine 11-1 is still out for repairs. At the Leroy Station Engine 6-18 has a cracked frame. Discussion followed regarding the issue with 6-18 and what is being done to try and get the vehicle repaired. If we have to replace the Engine it would cost \$700,000.

Mr. Kane asked about the fund raising letter he received in the mail which appeared to be from NIESA. Chief Yanz advised it was not from NIESA, it was from the Williamston Firefighters Association. He has addressed the matter with the Williamston Firefighters Association and he requested they advise NIESA when they are doing any fund raising for the Firefighters Association in the future.

Chief Yanz stated the State of Michigan received a FEMA grant for the installation of smoke detectors and carbon monoxide detectors in residences. NIESA is participating in the program.

**Public Comment (Agenda 11):**

Nothing at this time.

**Association Member Comments (Agenda 12):**

Nothing at this time.

**Board Member Comments (Agenda 13):**

Mrs. Hart stated per NIESA policy the Personnel Committee is responsible for doing a performance review of the Director and the deadline is quickly approaching. Discussion followed regarding the performance review, and why the deadline was set for June.

It was determined a Personnel Committee meeting should be scheduled, and the Committee should review the performance review policy, discuss how the review would be conducted, and determine when the performance review would be done. They requested copies of the performance review policy, and the directors job description be provided to the Committee.

**Adjournment (Agenda 14):**

Motion by Mr. Kane to adjourn the meeting at 8:36 pm, seconded by Mrs. Hart.

Ayes: 7   Nays: 0   Absent: 0                      Motion carried

Respectfully submitted,

R. Scott Diederich, Secretary  
NIESA Board