

January 4, 2007

The January 4, 2007 meeting of the NIESA Board was called to order at 7:00 pm, by the Chairperson Charles Galbreath.

Voting Members Present: C. Galbreath, R. Lillywhite, R. Pollok, R. Hanna, N. West, F. Wilbrink
Absent: Member at Large

Non -Voting Member Present: R. Cole, R Wiegandt

Fire/ EMS Personnel Present; S. Davis, B. Siegel, M. Flynn, G. Risch

Other: None

Guests: None

Consent Agenda (Agenda I):

Minutes of the December 7, 2006 meeting- No comment.

Checking Account Summary- No comment.

2006 Budget Summary (preliminary)- No comment.

Run Summary- No comment

Motion by Mr. West to accept the consent agenda as presented, seconded by Mr. Pollok. Motion carried.

Public Comment (Agenda II):

None at this time.

Administrative Consultant (Agenda III-A):

Mr. Galbreath advised that he had nothing new from the Administrative Consultant, however he did want to act on the EMS/ Fire Standard Operating Guidelines (SOG) previously presented by Mr. Harper.

He indicated copies of the SOG's were forwarded to Board members with the minutes of the December meeting. The titles of the SOG's were as follows: EMS / Firefighter Job Description; EMS Emergency Response; Authority on Emergency Scenes; and Ambulance Duty Fire Response.

The Personnel Committee has reviewed the four SOG's presented, and felt that they were acceptable. At this time they are recommending that three of the four SOG's be approved by the Board. He stated they're recommending that the Board postpone approval of the SOG "Ambulance Duty -Fire Response" until they have an opportunity to review the SOG with the

Fire Chief's and EMS personnel.

Discussion followed.

Motion by Mr. Hanna to adopt the standard operating guidelines EMS/ Firefighter Job Description , EMS Emergency Response, and Authority on Emergency Scenes as written by Mr. Harper, seconded by Mr. Pollok. Motion carried.

Mr. Galbreath indicated that at last months meeting he promised to present a new Educational Reimbursement policy this month. He advised that they did not have a chance to complete it.

Mr. Hanna advised that he was researching how other fire departments handle educational reimbursement. Discussion followed.

Wieland Davco Agreement (Agenda III-B):

Mr. Galbreath advised that he had sent the Wieland-Davco agreement to Attorney Mark Adams for review. He did speak with Mr. Adams today and was advised that it is a pretty straight forward agreement, so he will contact Mr. Shaw to get the "blanks" filled. Then the Board members can review the financial aspects of the agreement.

Mr. Galbreath indicated once the agreement is completed he and Mr. Adams will schedule a meeting with Mr. Shaw to make sure everything is in order.

Additional Payment Leroy Fire Engine (Agenda III-C):

Mr. Galbreath advised that he and Ms. Curtis had reviewed the 2006 Budget, and were able to determine that an additional \$65,000 payment could be made on the principal of the Leroy Township Engine lease. He indicated that there were two budgets in their packets this evening. The one on gray paper shows the budget as of December 31st. Which shows one cost center over budget.

The second budget, provides a budget amendment prepared by Ms. Curtis, and the 2006 Budget as it would appear if the amendment is approved. The amendment will correct the overage in the Debt Service portion of the budget. Discussion followed regarding the amendment.

Motion by Mr. Lillywhite to approve the budget amendment as presented, seconded by Mr. Pollok. Motion carried.

Additional Old Business:

Mr. Galbreath advised that he had a meeting tomorrow morning with the City Manager, Lisa Hitchcock to discuss the sale of the current fire station. He advised that we have a party interested in purchasing the building. Discussion followed.

New Business (Agenda IV):

Nothing at this time.

Building Committee (Agenda V-A)

Nothing additional at this time.

Finance Committee (Agenda V-B):

Mr. Galbreath advised that he is arranging a meeting with a bond attorney, however he is going to make another run at both financial institutions regarding the need for the bond attorney. If they still feel that we need a bond attorney then he will have to move forward with obtaining one.

Mr. Lillywhite advised that the committee is working on a purchase order system, and will be writing a policy or its use. It will require purchased orders to be submitted to Ms. Curtis for purchases made. It will make it easier for Ms Curtis to apply the bills to the correct accounts, and provide her with notice of incoming bills.

Discussion followed.

Personnel Committee (Agenda V-C):

Nothing at this time.

Negotiation Committee (Agenda V-D):

Nothing at this time.

Comments from Department Chiefs / Billing (Agenda VI):

Charlie Galbreath, Biller: Reported that we ended 2006 with 699 runs. We had an increased number of calls in November and December. However revenue was behind what was expected. He stated that over the last few years we have been feeding of our accounts receivable. We are now fairly current. Discussion followed.

Chief Siegel: Reported that the Williamston Station responded to 10 calls in December, making the Williamston Stations total calls for 2006 was 134. Most of the calls for 2006 were vehicle fires, power lines down, and ambulance assists.

The losses for 2006 however was approximately \$1,800,000, because of the three structure fires.

Chief Siegel stated that we just received notice that another contract would be forthcoming from Ingham County for some additional equipment related to another Homeland Security Grant. This one should be for a thermal imager.

The Williamston Station applied for a grant for an Exhaust system for the current station, and we have made it to the final stages. If we receive the grant, it would mean \$80,000 to NIESA, and will cost NIESA \$8,000. The grant request was for the current fire station, because at the time of the grant application we did not know if the millage would go through for the new station.

If we receive the grant, then we will have to fill out some paperwork to transfer it to the new fire station. They have been advised that it will not be a problem to transfer it to the new station.

Chief Siegel advised that he had a couple of personnel get injured in 2006, however there were no major injuries.

Chief Flynn: Reported that the Leroy Township Station responded to 10 calls in December, 4 of them were assists to Fowlerville Fire Department. They had a total of 106 calls for 2006, which is 20 less than last year.

They will also be starting their annual paperwork and fit testing for the Scott Air Paks.

Comments from Secretary / Treasurer (Agenda VII):

Nothing at this time.

Comments from Board Members (Agenda VIII):

Mr. Lillywhite advised that he had picked up the furniture and appliances for the Leroy Township Station in preparation for the ambulance personnel. He purchased two chairs, a stove, and some pots and pans. Discussion followed

Mr. Hanna asked Ms. Davis if she had anything to add from the EMS department. She indicated that she needed them to hire a paramedic. She also stated that they have started to have problems with the Lifepak 12 heart monitor. It is now 5 years old, and it gets used on every call. She suggested that the Board look into getting a refurbished unit for a backup. Discussion followed.

Mr. Lillywhite asked Ms. Davis to gather information on the cost of a new unit, and of refurbished units for the next Board meeting.

Chief Siegel also suggested that they check with other EMS services to see if any of them would have a heart monitor available for use, in case of a problem. He suggested that they check with Chief Hilbert at Delta Township. Discussion followed.

Ms. Davis also indicated she receives numerous call on her personnel cell phone regarding the EMS Schedule, and she is coming close to incurring extra charges. Ms. Curtis reminded the Board that we currently have a cell phone from the previous EMS Director that is not being used. Discussion followed. The Board advised Ms. Davis that they would provide her with a cell phone.

Comments from Association Members (Agenda IX):

Mr. Wiegandt advised that the Williamston Firemen's Association had a good christmas tree season. They sold all of the trees that they purchased.

Mr. Lillywhite thanked Mr. Wiegandt and the Association for getting the parking lot cleaned up so quickly.

Public Comment (Agenda X):

Nothing at this time.

Adjournment (Agenda XI):

Motion by Mr. Hanna to adjourn the meeting at 7:48 pm, seconded by Mr. Lillywhite. Motion Carried.

Paula M. Curtis, Secretary/ Treasurer

Date