

November 1, 2007

The November 1, 2007 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Charlie Galbreath.

Voting Members Present: C. Galbreath, B. Hanna, S. Whelton, R. Lillywhite, R. Pollok, F. Wilbrink, N.. West

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

Fire / EMS Personnel Present: S. Cochrane, T. Grant, S. Davis, S. McGuire, B. Ott, T. Farrell, G. Risch

Guests: Family & Friends

Other: None

Consent Agenda (Agenda I):

Minutes of the October 4, 2007 Regular Meeting: No Comment

Checking Account Summary October 2007: No Comment

Operational Budget 2007: No Comment

Building & Equipment Budget 2007: No Comment

Capital Project Budget 2007: No Comment

Motion by Mrs. Whelton to approve the consent agenda as presented, seconded by Mr. Pollok. Motion carried.

Life Saving Award Presentation:

Mr. Galbreath indicated that he had a presentation to make this evening. He advised that four employees are receiving Life Saving awards from NIESA .

“On August 4, 2007 Paramedic Ott, Firefighter /EMT Grant, responded to a residence in Williamston for an individual unconscious and not breathing. They arrived at the residence within two minutes, and found the individual in full arrest. The NIESA EMS crew began CPR, and contacted dispatch and advised them of the patients status and requested assistance from Williamston Fire Department. Within minutes Firefighter Farrell, and Firefighter Smith arrived to assist with the resuscitation efforts. With the assistance of additional Williamston Fire Department personnel, the individual was moved to the ambulance, where the crew continued it’s resuscitation efforts, by performing advanced procedures which included defibrillating the patient. After medication administration, and defibrillation the patient was converted into a heart rhythm that could sustain him. Upon arrival at the Emergency Room, the patient had a heart rate, and was breathing on his own. After an extended stay at the hospital the patient returned home to continue his recovery.”

“Quick Actions, knowledge of the protocols, experience and professionalism, and the combined teamwork of NIESA EMS, and Williamston Fire Department saved an individuals life. For their professionalism, and dedication to public service the members of the Northeast Ingham Emergency Service Authority recognize; Paramedic Robert Ott, Firefighter / EMT Timothy Grant, Firefighter Thomas Farrell, and Firefighter Jason Smith.”

Public Comment (Agenda II):

Ramon Jandron, 4135 Beeman Rd, Williamston: Advised he was a former employee of NIESA. He expressed his concerns regarding firefighters receiving wages during the Tornado for assisting other fire department personnel.

No other public comment.

Sale of Building -627 E Grand River (Agenda III-A)

Mr. Galbreath advised that the building had not been listed as he was following a lead on a second buyer for the building, however nothing materialized. He has contact Mrs. Estes and will get the property listed at a price of \$350,000. They will also include that we are a motivated seller.

Purchase Order Guidelines (Agenda IV-A):

Mr. Galbreath reminded the Board members that they had received the draft of the Purchase Order Guidelines at October 2007 meeting.

Mr. Galbreath advised that a few of the amounts needed to be adjusted. He indicated under “Routine Purchases,” paragraph one, it should read \$2,000, not \$5,000. Paragraph two, should be \$2,000, not \$5,000, and in paragraph three should be \$500, not \$2,000.

Mr. Wilbrink indicated he would like a purchase order summary report. Discussion followed

Mr. Lillywhite asked if they are going to allow to have open ended purchase order for such issues as repairs to vehicles. Discussion followed.

Motion by Mr. Wilbrink to approve the Purchase Order Guidelines, as amended, to name the Treasurer as the primary purchasing agent and the Director as the secondary purchasing agent, with the guideline going into effect January 1, 2008. Seconded by Mr. Hanna. Motion carried.

Mr. Hanna asked Mr. Galbreath if the EMS Supervisors were scheduling the repairs and maintenance for the ambulance. Mr. Galbreath indicated not at this time. Mr. Hanna suggested that supervisors take responsibility for the vehicle maintenance. Mr. Galbreath asked Ms. Davis, and Mr. McGuire if they had a problem with taking on this responsibility. They indicated they did not.

Williamston Senior Center Request (Agenda IV-B):

Mr. Wiegandt indicated he spoke with the members of the Williamston Firemen's Association regarding the Senior Citizens request, and they felt that naming a bay or a room after Kirt would be appropriate, but not the building. Discussion followed.

Motion by Mr. Lillywhite to name the Meeting/ Training room at the new facility the Kirt G. Hunt memorial training room, seconded by Mr. Wilbrink. Motion carried.

Addition - Resolution 4 of 2007 - Disposal of Equipment Guidelines:

Mr. Galbreath advised the Board that NIESA needed Disposal of Equipment Guideline for those items that are no longer needed. He indicated Resolution 4 of 2007 was a draft of the guideline. It allows NIESA to dispose of property without showing favoritism. Discussion followed.

Mr. Hanna suggested that under number 5, it be changed to "or **discarded** at the Director's discretion."

Motion by Mrs. Whelton to adopt Resolution 4 of 2007, Disposal of Equipment Guidelines as amended effective immediately, seconded by Mr. Lillywhite.

Yeas: Mr. West, Mr. Hanna, Mrs. Whelton, Mr. Lillywhite, Mr. Wilbrink, Mr. Pollok, Mr. Galbreath.

Nays: None

Absent: None

Motion carried, Resolution 4 of 2007 adopted.

Addition- Offer to Purchase - Leroy Township Hall

Mr. Galbreath indicated he received this agreement this morning from Attorney Adams, and advised that the issue could be tabled until next month to allow the Board members to review the agreement.

He advised that the two big differences are that the title would transfer up front with the initial payment, instead of after the final payment, and that we would file the lease and Leroy Township would be leasing a portion of the building from NIESA.

Discussion followed.

Motion by Mr. Lillywhite to send this agreement on to Leroy Township as written, seconded by Mr. Hanna. Motion carried.

Addition- Tek Collection Company

Mr. Galbreath advised that he'd spoken with Tek Collection company, which is a collection company that specializes in medical billing collection. They do not get a percentage of the collection like Mid Michigan Collection, they get their fees up front and with NIESA's permission they pass their fees along to the individual in collection.

They have two different rates. If the amount sent to collection is under \$400, then NIESA would be charged \$16.00 for each submission. If the amount is over \$400, then NIESA would be charged \$36.00 for each submission. We would have to commit to 100 submissions in one or both categories, and pay the fees up front. One hundred submissions under \$400, would be a fee of \$1,600, and one hundred over \$400, would be a fee of \$3,600. They guarantee a 90 percent collection rate. Mr. Galbreath would like to try this company. He indicated he would definitely like to use them for those collections greater than \$400.

Mr. Galbreath advised that Mid Michigan Collection has produced approximately \$5,000 for the entire length of their contract to date. Discussion followed.

Mr. Cole asked if there was a time limit, or time frame that we would have to make the 100 submissions. Mr. Galbreath indicated there was not. It did not matter if we submitted the 100 in a few months or a few years. Mr. Lillywhite asked if NIESA could pull some of the collections from Mid Michigan. Mr. Galbreath advised they could, but Mid Michigan would still be entitled to their share of the collection, which would be 20 percent to 50 percent depending on the length of placement. Discussion followed.

Motion by Mr. Lillywhite to enter into an agreement with Tek Collection, seconded by Mr. Hanna. Motion carried.

Building Committee (Agenda V-A)

NIESA / Williamston Fire:

Mr. Galbreath advised that NIESA is scheduled to do the initial punch list on Monday November 5th at 10:30 am. They estimate it will take two to four hours, and any one that wishes to attend is more than welcome.

Ms. Curtis advised that the Crew furnishing will probably not be delivered until the week of November 19th, and the Office furniture should be delivered during the week of November 12th. The Communication company is currently working on installing the phone system.

Mr. Lillywhite indicated that we still needed to select hardware for the kitchen cabinets. Mrs. Whelton offered to go with Ms. Curtis to select the hardware.

Leroy Township Building Project:

Nothing further on the project.

Finance Committee (Agenda V-B):

Nothing at this time.

Personnel Committee (Agenda V-C):

Mr. Galbreath advised that Paramedic Jandron was no longer employed by NIESA, he was terminated. Steve McGuire has agreed to be our new full time employee, and will be starting immediately.

Comments from Department Chief's, Supervisors, Biller (Agenda VI):

Captain Cochrane: Advised that prior to the tornado the Williamston station had responded to 10 calls. As for the number of responses during the tornado they are still working on sorting out that information. Chief Siegel has requested the dispatch tapes and we should have better information by next months meeting.

Steve McGuire, EMS Supervisor: Reported that NIESA EMS responded to 61 calls in October and 14 of those were refusals. He advised that there was not one EMS call during the tornado.

Mr. Lillywhite asked for a status on the Lifepaks. Ms. Davis advised they still don't know exactly what is going on. Physio Control/ Medtronic can now ship within the USA, but we are not sure when we are going to receive the items we have ordered, or the materials we need to upgrade the current equipment.

Comments from Secretary / Treasurer (Agenda VII):

Ms. Curtis advised that there is a report in this evenings packet regarding the Fire Prevention presentation to the Williamston Schools.

Comments from Board Members (Agenda VIII):

Mr. Hanna advised that while campaigning he had several comments regarding the Fire and EMS Departments. One was regarding the Fire Prevention presentation, and the good job done by Ms. Curtis, and the other fire personnel.

Also he indicated that the residents were also appreciative of what the Fire and EMS personnel did during and after the tornado to assist them. He heard nothing but positive responses.

Mr. Hanna reminded the Board that tomorrow was the City's First Friday event, and they would be honoring local heroes. The fire truck and the ambulance will be at City Hall.

Mr. Lillywhite indicated he had been contacted by Williamston Snow removal, and they would like the Leroy Township Personnel to stay off the lawn at the Leroy station. They advised that

they are rutting up the lawn and making it difficult to mow.

Mr. Lillywhite also asked if we would be getting a letter out to SSESAs regarding the fire service contract, so they would have 60 days notice. Mr. Galbreath advised he would get something out to them.

Comments from Association Member (Agenda IX):

Mr. Wiegandt advised that everything went well during the tornado, and the personnel did a good job.

Public Comment (Agenda X):

Nothing at this time.

Adjournment (Agenda XI):

Motion by Mr. Hanna to adjourn the meeting at 8:02 pm, seconded by Mr. Pollok. Motion carried.

Paula M Curtis, Secretary/ Treasurer

Date