

June 7, 2007

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

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

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

Fire / EMS Members Present; B. Siegel, S. Davis, M. Flynn

Other: None

Guests: Paul Oesterle.

**Consent Agenda (Agenda I):**

*Minutes of the May 3, 2007 meeting:* No Comment

*Checking Account Summary May 2007:* 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.

**Purchase Order Policy (Agenda III-A):**

Mr. Galbreath advised that he is still working on the policy. He is having trouble simplifying the policy. It is not a dead issue, it is just taking longer than expected.

**New Heart Monitor (Agenda III-B):**

Mr. Galbrath advised that NIESA had been awarded the Lifepak 12 from Federal surplus, however there are problems with the paperwork. There are extra forms that need to be signed before the Lifepak can be released, and the individual in Georgia that completes those forms has been out of the office.

Ms. Curtis advised that NIESA will owe the State of Michigan's federal surplus office \$2,700 for the Lifepak. Once it is received it will need to be checked by Medtronics, and we don't know how much more will need to be spent to upgrade the Life Pak and make sure it is in working order.

**Sale of Building (627 E Grand River) (Agenda III-C):**

Mr. Galbreath advised the Board that when he met with Lisa Hitchcock, City Manager, they had

agreed to approach Lee Estes to see if she would handle the paperwork for the sale of the building.

Mr. Galbreath met with Mrs. Estes last week, and she agreed to process the paperwork for the fire station for a fee of \$2,000, and \$1,200 for the vacant lot. The fee for the fire station will be split with the City of Williamston. Discussion followed.

The Board member present agreed to using Mrs. Estes, at the fees stated, for processing the necessary paperwork needed for the sale of the fire station, and vacant lot.

Mr. Galbreath also met with the party interest in purchasing the fire station, and advised them that NIESA had some interest in purchasing the vacant lot. Mr. Galbreath advised that the party would still be interested in the building even if the vacant lot is sold to another party. Discussion followed regarding the value and sale price for the vacant lot.

#### **Standard Operating Guideline Approvals (Agenda IV-A)::**

Mr. Galbreath advised in this evening's packet, there were four new Standard Operating Guidelines that needed to be approved by the Board. NIESA EMS training coordinator, Robert Ott needs these SOG's to satisfy the State of Michigan's requirements to establish NIESA as a training facility.

Discussion followed.

Motion by Mr. Lillywhite to approve the SOG's as presented by the EMS Education Coordinator, seconded by Mr. Hanna. Motion carried.

#### **Building Committee (Agenda V-A):**

***Williamston Station:*** Mr. Galbreath reported that the building project is moving along at a nice pace. We are on schedule and are expecting delivery of the steel next week.

As for the cost of the construction, Mr. Grainger from Wieland -Davco reviewed the bids, and if NIESA went with all the low bids on the project it would come in at \$2,044,000, rather than \$2,400,000. Mr. Galbreath indicated we may be able to build and equip the building for the initial projected budget amount.

He reported that he, Chief Siegel, Assistant Chief Johnson, Mr. Hanna had met with Mr. Grainger and the project coordinator from Wieland - Davco to discuss some changes to the building plans. Several hours had been spent reviewing the final drawings, and some sensible changes were recommended.

Chief Siegel indicated they deleted several things, and only added a few. One of the concerns is the fact that the bids only had a five foot concrete approach for the apparatus area. It was felt that area should be extended do to the weight of the vehicles. Discussion followed.

**Leroy Township Station:** Chief Flynn indicated that the fire personnel would like to meet on their own to get their ideas together regarding the station, before they meet with Hobb's and Black again. Discussion followed.

Mr. Lillywhite indicated he checked into the cost of a well, and it will cost between \$30,000 and \$40,000 to put in a 12 inch well.

Mr. Galbreath indicated he would be meeting with Mr. West to review information regarding the property in Leroy Township that NIESA is considering.

Mr. Galbreath asked Mr. West if the price of \$500,000 for the Leroy Township building included in the fire apparatus currently leased by NIESA. Mr. West indicated that the \$500,000 was for the building and the land, and did not include the fire apparatus.

**Finance Committee (Agenda V-B):**

Nothing at this time.

**Personnel Committee (Agenda V-C):**

Mr. Galbreath has been working with Benjamin Eichler from Edward Jones to establish a retirement program for NIESA personnel. Since NIESA is governmental the only option is a 457. They are proposing the use of Hartford Insurance to administer the 457.

Mr. Eichler attended the Leroy Township and Williamston Firemen's association meeting, and will be attending the EMS meeting next week to explain the plan to the personnel. All of NIESA's employees are eligible for the plan, not just full time personnel. Discussion followed.

The consensus of the Board was to move forward with the establishment of the retirement plan through Edward Jones.

**Comments from Department Chief's (Agenda VI):**

**Chief Flynn:** Reported that the Leroy Township Station responded to 10 calls last month. A little bit of everything, but nothing serious. Training this month is going to be at the ADM company. The personnel will be touring their facility.

The Leroy Station received a thank you from the organizers of the Memorial Parade and the 5K run for helping and participating in the event.

**Chief Siegel:** Reported that the Williamston Station responded to 19 calls in May, with most of them being related to the storms.

He indicated that all of ground ladders were inspected in May. All of them passed inspection. The only problem was that the heat sensors which were outdated and needed to be replaced. He has scheduled an inspection and testing on the extrication and rescue equipment for next Monday, and is in the process of scheduling pump testing on the apparatus.

**Sherry Davis, EMS Supervisor:** Advised that EMS had responded to 64 call in May. Nineteen of those responses were refusals. They have scheduled a mandatory EMS meeting for next Monday to discuss the paperwork required for billing, and a few other concerns.

Mr. Galbreath advised that the ambulance has responded to 318 calls to date. Discussion followed.

**Comments from Secretary / Treasurer (Agenda VII):**

Ms. Curtis advised that she has met with representative from companies that provide phone systems, and office furniture. She is in the process of obtaining quotes for the new station.

Mr. Cole suggested checking with Federal Surplus for office equipment.

**Comments from Board Members (Agenda VIII):**

Nothing at this time.

**Comments from Association Members (Agenda IX):**

Chief Siegel advised the Board that the Williamston Firemen's Association had ear marked \$3,000 towards the purchase of a flag pole for the new station. Mr. Galbreath indicated that the flag pole was included in the bids.

The flag pole specifications for the new building are for a pole with an external rigging. Chief Siegel advised that the association would pay the difference to have a flag pole with an internal mechanism.

**Public Comment (Agenda X):**

None at this time.

**Adjournment (Agenda XI)**

Motion by Mr. Hanna to adjourn the meeting at 7:55 pm, seconded by Mr. Pollok. Motion carried.

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Paula M Curtis, Secretary/ Treasurer

Date: