

February 7, 2008

The regular meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson, Charles Galbreath.

Voting Members Present: C. Galbreath, R. Lillywhite, S. Whelton, R. Pollok,  
R. Couturier, R. Wilbrink.  
Absent: Representative Leroy Township

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

Fire/ EMS Present: G. Risch, R. Oesterle, M Flynn, K. Forrester, B. Siegel , M House,  
S. Davis, E. Nims, C Chamberlain

Other: None

Guests: None

**Consent Agenda (Agenda I):**

*Minutes of January 3, 2008 regular meeting-* No comment.

*Checking Account Summary January 2008-* No comment

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

**Public Comment (Agenda II):**

None at this time.

Mr. Galbreath introduced Dick Couturier. He is the new representative from the City of Williamston.

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

Mr. Galbreath advised that there have been no offers on the building as of this date. We have had a few individuals looking, but no movement. Also the price for the building has been reduced to \$295,000.

**Agreement Leroy Firefighters Association (Agenda III-B):**

Mr. Galbreath advised that the meeting with the Firefighters Association had not taken place yet. He is going to discuss it with Mrs. Whelton and Mr. Hanna tonight to get some possible meeting dates.

**Purchase Agreement Leroy Township (Agenda III-C):**

In this evenings packet is the newest revision of the purchase agreement with Leroy Township drafted by Attorney Adams. Mr. Galbreath advised that the references to Leroy Township

Firefighters Association and Ox Roast had been removed from the agreement, and the revisions were made as directed.

Mr. Galbreath advised there is nothing in the agreement with regards to “capital improvements” to the building. For example, if the furnace or the roof needed to be replaced that could be considered a capital improvement, not maintenance, and therefore may not be subject to the 50/50 split indicated in the agreement. He asked if the Board wanted anything added to the agreement to address that issue. Discussion followed.

Mr. Wilbrink felt that if that situation arose, then it could be worked out with Leroy Township at the time of the incident. He did not feel it needed to be added to the agreement.

Mr. Galbreath asked the Board members to read through the agreement, and if they have questions contact him or bring them to the next meeting. Ms. Curtis will forward the revised agreement to Leroy Township for their review.

#### **Ambulance At Leroy Township Station (Agenda III-D):**

Mr. Galbreath advised that as of February 3<sup>rd</sup>, an ambulance has been stationed at the Leroy Township station for 12 hours a day. They have responded to 3 calls so far, and things are going relatively well.

#### **Open House, April 19, 2008 (Agenda III-E):**

Mr. Galbreath advised that the open house for the NIESA / Williamston Fire Station is scheduled for April 19<sup>th</sup> from 1:00 pm to 5:00pm. Things are moving forward with the planning for the event.

Mrs. Whelton requested if anyone had a good picture of Kirt Hunt in his white uniform they get her the photo. She is working on the dedication of the meeting room. She also asked if anyone had a photo of the exterior of the new building, she would like to use that for the invitations for the open house.

The invitations will be going out to the politicians shortly.

#### **ISO Township Reactions (Agenda III-F):**

Mr. Galbreath asked if the Township representatives had brought up the ISO rating issue to their respective Boards. Mr. Wilbrink advised that he had not. Mr. Pollok advised that Wheatfield Township had looked at the information, but no decisions were made. Discussion followed.

Mr. Galbreath advised that the Township’s need to file out the initial survey to start the process. A majority of the information regarding vehicles, training, and water flow will need to be completed by NIESA on the Township’s behalf. He suggested that all of the Township’s turn in the initial survey to NIESA, then a joint request can be made to ISO for a review.

Mr. Pollok requested a copy of the survey. Ms. Curtis will forward the information.

**NIESA / Meeting Room - Used by outside organizations (Agenda IV-A):**

Mr. Galbreath indicated it's been suggested and there has been interest in renting the meeting room at the NIESA/ Williamston Fire Station. He asked for the Board's opinion regarding the issue. Discussion followed.

The Board members expressed concerns because the staff is residing at the station, also regarding the cleaning and liability issues associated with renting the facility. The consensus was not to let outside organizations use the facility.

**SOG- Retirement Plan (addition to agenda):**

Mr. Galbreath advised in the packets this evening is a standard operating guideline for the Board's approval. He advised that the guideline is regarding NIESA's employer contribution to the 457 plan. The employer contribution was included in the budget for 2008. Discussion followed.

Motion by Mr. Lillywhite to approve the Standard Operating Guideline, regarding the Retirement Plan as written, seconded by Mrs. Whelton. Motion carried.

**CPR Classes for Local Day Care Providers (Addition):**

Mr. Couturier advised he had been approached by local Day Care facilities asking if NIESA would be offering CPR classes. Ms. Curtis advised that she had been forwarding those request to Bob Ott, NIESA's EMS Training officer.

Mr. Couturier advised that the providers had indicated they left messages for Mr. Ott, with no response. Ms. Curtis requested the names, and contact information and she will give it to Mr. Ott again, and request he contact them. She indicated it was her understanding that he is trying to coordinate the class so he there is 10 to 15 individuals attending, rather than just 2 or 3 at a time.

Mr. Wilbrink suggested putting an article in the paper advising that we are offering CPR classes.

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

*NIESA /Williamston Fire-*

Mr. Galbreath reported that there are a few areas of concerns regarding the new building. A couple of weeks ago the ceiling tile grid in the meeting room became dislodged causing the ceiling tiles to hang down. The Architect and Engineers have been in looking at the problem, and they feel that the interior wall between the meeting room and crew quarters is moving. Discussion followed.

We are also having a reoccurring problem with the heating system. The crews have woke up in the morning with no heat in the front portion of the building. Briggs Mechanical feels they have installed the system to the Engineers specifications. Ms. Curtis advised that it is not the boiler portion of the system, it is something with the sensors in the air handler.

There has also been a problem this week with the fire suppression system. The sprinkler head

outside the front door, started discharging air. The head of the sprinkler was fine, but a seal malfunctioned. That is in the process of being repaired.

Mr. Galbreath advised that NIESA has not signed off on the building yet, so the one year warranty has not started. Mr. Wilbrink suggested not paying Wieland-Davco anything further until the punch list issues are completed. Discussion followed.

*Leroy Township Building Project:*

Discussed previously.

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

*Leroy Township Rescue 6-17*

Mr. Galbreath advised that the Finance Committee met with Chief Flynn concerning the rescue truck after the last Board meeting. Ultimately we ended up replacing the brakes on the unit and it is as safe as possible, however the frame of the vehicle is bad. Something needs to be done with the rescue vehicle.

When this tax collection season is completed, he will prepare a revenue projection for NIESA. Then he will meet with the Chief's and Supervisors to set a vehicle replacement plan.

Mr. Galbreath indicated a new vehicle cost \$170,000, and can possibly get used for \$80,000 or \$90,000. Mr. Wilbrink suggested they start looking. Mr. Couturier suggested looking into leasing the equipment.

Mr. Nims requested clarification on what the Board wanted. He indicated they have looked for used, and have not really found anything. He indicated if you are going to spend \$100,000 to \$120,000 on used it might be better to look at new. Discussion followed.

Chief Siegel suggested hiring a broker to find a used unit.

Mr. Galbreath advised Chief Flynn to do the specifications for a new vehicle and obtain a cost, but to also look into used and get cost.

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

Mr. Galbreath advised that they have hired a full time EMT and Paramedic for the Leroy Township positions on ambulance. The EMT has worked for NIESA for several years as a per diem employee. The Paramedic had recently started, but was the only current NIESA employed paramedic that was interested in a full time position. Discussion followed.

They have also hired a few new EMT's to help Ms. Davis obtain a larger pool of per diem employees to draw from for the Leroy location.

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

**Chief Siegel:** Reported that the Williamston station responded to 8 calls last month. One was a

structure fire in Locke Township involving a barn.

He advised that the Williamston Station responded to 211 calls in 2007 which is the highest number ever. He indicated that regarding losses; the City of Williamston had \$10,000; Williamstown Township \$19,200; Wheatfield Township \$32,000; and Locke Township \$24,000.

He has equipment coming in for the Telesquirt. Has received some five inch hose, and is getting some reconditioned air packs. The six reconditioned packs will cost \$13,400. He advised that purchasing 6 new packs would have cost \$30,000. He is also in the process of scheduling training on the vehicle and the ladder operations.

They are still working on sorting out the items at the old station to determine what should be kept or sold.

Mr. Galbreath advised that they have a bid/quote from Hitchcock Trucking of \$3,500 to pick up the Telesquirt from Florida and transport it back to Michigan. Mr. Lillywhite advised that Mr. Hitchcock needs is two or three days notice. Discussion followed.

Motion by Mr. Pollok to accept Hitchcock Trucking bid to transport the Telesquirt back to Michigan, seconded by Mr. Wilbrink. Motion carried.

**Chief Flynn:** Reported that the Leroy Township station responded to 12 calls last month. The largest response being to the Vantown store.

They're currently working on annual paperwork, and fit testing the personnel. They also took a tour of the Aldi's facility last month.

He advised that Dewitt Fire had recently purchased a training trailer, and it will be in Delhi for the month of May. They are working on setting up live burn and flash over training during that month. They are also working with the surrounding departments to ensure personnel are available to man various stations while others participate in the training.

**Supervisor Davis:** Advised that EMS responded to 62 calls in January with 16 of them being refusals. The Lifepak 12 that was ordered in February 2007, finally arrived in January 2008, however we are still waiting for the upgrades for the government surplus unit that was purchased.

Mr. Lillywhite asked if there was a date for the new ambulance to be delivered. Chief Siegel advised sometime in March or April, however nothing definite.

Chief Siegel advised that he's requested Horton provide information on the cost to put a new chassis under Ambulance 15. He indicated that doing a re-mount of the box would help NIESA get to the 5 year stagger in their ambulance replacement schedule. Discussion followed.

Chief Siegel also reminded the Board that he had budgeted \$10,000 in 2007 towards the purchase of a new grass fire unit. With the new station being built, he did not have a chance to get specifications for a new unit, so the funds were left unspent.

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

Nothing at this time.

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

Mrs. Whelton advised that the fifth graders have to do a “learn to serve” project, and she was asked for some suggestions for the project. She suggested the pop can tab collection for the American Legion. Any pop tabs collected will be credited to NIESA.

Mr. Galbreath advised that he was asked to speak to the Sunrise Rotary regarding the new fire station. It is scheduled for February 12<sup>th</sup> at 7:00 am, and they will be doing a tour of the station.

Mr. Lillywhite wanted to thank the Leroy Township Fire personnel for their efforts in getting the station ready for the EMS crew.

Mr. Wilbrink asked Chief Siegel if the Williamston station would be interested in doing a prairie burn at the Township park this spring. Chief Siegel indicated if the weather cooperated they probably could. Discussion followed.

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

Mr. Wiegandt advised that St Mary’s held their Blue Mass a few weeks ago. They had a good showing from the Williamston station. Also the Fire Association is working on filing the pantry in the crew quarters to be prepared for any future disasters.

**Public Comment (Agenda X):**

Nothing at this time.

Mr. Galbreath indicated that he needed to add an item to the agenda. He requested a motion to go into closed session to discuss a personnel issue under MCL 15.268(a).

Motion by Mr. Lillywhite to go into closed session to discuss a personnel issue under MCL 15.268(a) at 8:15 pm, seconded by Mr. Pollok. Motion carried.

Motion by Mr. Lillywhite to end the closed session at 8:44 pm seconded by Couturier. Motion carried.

**Adjournment (Agenda XI):**

Motion by Mr. Lillywhite to adjourn the meeting at 8:45 pm, seconded by Mr. Couturier. Motion carried.

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Paula M Curtis, Secretary/Treasurer

Date: