

July 2, 2009

The July 2, 2009 regular 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, E Griffes, R. Pollok, R. Cole,
F. Wilbrink, J. Pratt

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

EMS/ Fire Personnel Present: B. Siegel, S. McGuire, K. Forester, G. Risch, S. Cochrane,
S. Davis, J. Bisard, M. Flynn

Other: David Haddrill, Auditor

Guests: None

Consent Agenda (Agenda I):

-Minutes to the June 4, 2009 Regular Meeting

-Checking Account Summary June 2009

-Operational, Building & Equipment, & Capital Project Budgets through June 2009

Ms. Curtis requested that the budget reports be removed from the consent agenda.

Motion by Mr. Lillywhite to accept the consent agenda as amended, seconded by Mr. Pollok.
Motion carried.

Public Comment (Agenda II):

None at this time.

Audit Presentation (Agenda III):

Mr. Haddrill provided the Board with proposed budget amendments for the 2008 budget. He advised that each line item does not need to be under budget, but the cost centers (ie. Administrative, Communications, Building, etc) as a whole need to be. He advised that most of the amendment was related to the building portion of the budget.

Mr. Haddrill recommended the following amendment to the Operational Budget; decrease account 101-000-390- Fund Balance, \$32,400.00 and increase accounts; 101-265-801.01- Snow Removal- Williamston \$4,000; 101-265-920-01- Heat- Williamston \$5,000; 101-265-921.01- Lights- Williamston \$5,200; 101-265-922.01- Water / Sewer- Williamston \$600; 101-265-930.01- Building Repair / Maintenance- Williamston \$3,900; 101-265-955.01- Building Miscellaneous- Williamston \$1,000; 101-265-975.01- Building Capital Outlay- Williamston \$2,700; 101-265-975.02- Building Capital Outlay- Leroy \$2,000; 101-336-722.01- Uniforms- Williamston \$1,000; 101-336-722.02- Uniforms- Leroy \$1,000; and 101-344-743.0- Ambulance Gas/ Fuel \$6,000.

He also recommended the following amendment for the Capital Projects Budget; decrease account 206-000-390- Fund Balance \$283,000; and increase accounts; 206-970-977.01- Station-Williamston \$184,000.00; and 206-990-997.01- Building Interest \$99,000.

Discussion followed.

Motion by Mr. Lillywhite to amend the Operations and Capital Projects budget as recommended by Mr. Hadrill, seconded by Mr. Wilbrink. Motion carried.

Mr. Hadrill reminded the Board they need to watch the budget closely and make the necessary amendments during the year.

Mr. Hadrill reviewed; the Statement of Net Assets; Balance Sheet; Statement of Revenues, Expenditures and Changes in Fund Balances with the Board. He advised the Board that there is still an outstanding issue with the DDA Money being received from the Village of Webberville. He has spoken with Jamie at the Village, and she is reviewing the payments.

Mr. Hadrill advised that the Village overpaid on the 2005 taxable funds, because they included the Building and Equipment millage in the payment and that did not take effect until 2006. They also have not paid either the 2007 or 2008 funding. By his calculations NIESA should be receiving an additional \$17,000 from the Village. Jamie indicated she should know more by the end of July.

Mr. Galbreath asked Mr. Hadrill if the Board needed to amend the budget to reflect the Board of Review changes. Mr. Hadrill indicated if the changes were significant, the budget should be amended. When asked what he considered "significant", Mr. Hadrill indicated a 2 or 3 percent change. Discussion followed.

Mr. Hadrill advised that his recommendation letter for this year, was the same as last year. He stated there are several outstanding checks on the books that need to be researched and they need to be reissued, voided, or escheated to the State of Michigan. That the accounts receivable for the billing were significantly improved, but the collections from Medicare remain a problem. Finally he again stated the need for staff to be cross trained to act as backup for the office manager and biller positions.

Mr. Galbreath thanked Mr. Hadrill for his presentation.

Street Light Installation (Agenda IV-A):

Mr. Pratt advised that interim City Manager Tim Allard had been down to the station last week to check out the street light issue. He advised Mr. Pratt that he would be contacting DTE to see how quickly the light could be installed.

SUP Revision Request (Agenda IV-B):

Mr. Pratt advised that while Mr. Allard was at the station to review the street light request he also

was checking out the issue of the SUP restrictions on Churchill Downs. Mr. Allard felt it was a safety issue for NIESA. Mr. Allard advised he would write up some information and present it to the Planning Commission.

Leroy Township Fire Building Project (Agenda IV-C):

Mr. Galbreath advised that the Building Committee met last Tuesday to look at the plans for the Leroy Township Station, and made a few revisions. The general consensus of the group was that NIESA needed to check with other architectural companies to see what their fees would be to draw up the plans for the project. The information that Mr. Wilbrink had obtained indicated a cost of \$25,000 for phase one plans, whereas Hobbs and Black was at \$45,000.

Mr. Lillywhite advised that it was his understanding that Hobbs & Black's quote was for both phases of the project. Mr. Wilbrink advised he thought it was just for the bays.

Mr. Galbreath stated NIESA should get a cost for the entire project both phase one and two. He indicated there is grant money out there for construction projects, and it could cover both phases of the project. Mr. Lillywhite stated that he had received information through a reliable source that 90% of the grant funds are already earmarked for specific departments. Mr. Galbreath stated that still leaves 210 million available and he felt NIESA should submit a grant proposal.

Mr. Griffes felt that NIESA needed to get plans drawn up for the building project so we are ready to move forward. Once we have the plans then NIESA can send them out for bids to different contracting companies. He recommended that Hobbs and Black be hired to draw up the plans. Mr. Wilbrink felt that the remodeling portion of the plans (phase 2) could be done by a general contractor. Discussion followed.

Mr. Griffes stated that since Hobbs & Black had already started the project drawings that NIESA should use them to complete the drawings. He indicated if we choose a different company we would be starting over. Mr. Wilbrink felt that the Board needed to know if the \$45,000 was for both phase one and two, or just for phase one before committing to Hobbs & Black.

Mr. Griffes stated that if the \$45,000 quote from Hobbs & Black included site plan drawings, SPEC drawings for both phase one and two, then NIESA should have them do the work. Discussion followed.

Motion by Mr. Griffes that if the \$45,000 quote from Hobbs & Black includes site drawings, and SPEC drawings for both phase one and two of the project, then Mr. Galbreath is authorized to have Hobbs & Black move forward with the architectural portion of the project. Seconded by Mr. Lillywhite. Yes: 6 - Nay: 1- Mr. Wilbrink. Motion carried.

Rescue Truck Status (Agenda IV-D):

Chief Flynn advised that the rescue truck was delivered last week, and it participated in the Jubilee parade last Saturday. It is currently out getting the stripping completed, and to have the back winch installed. 90 percent of the bracket are mounted in the vehicle, and he feels it will be

in service within two weeks. He is still waiting to receive the Certificate of Origin on the vehicle so a title can be obtained.

Mr. Galbreath stated that Chief Flynn has a possible buyer for the old rescue vehicle. Chief Flynn advised that a company down in Taylor Michigan has contacted him, and are interested in purchasing the truck. They want it for a Boy Scout Camp in the upper peninsula to use to train scouts on fire fighting techniques. Discussion followed.

Motion by Mr. Lillywhite to authorize Chief Flynn to sell the old rescue vehicle to the company in Taylor Michigan, seconded by Mr. Cole. Motion carried.

Job Descriptions (Agenda IV-E):

Mr. Wilbrink is currently working on adding new language to the job descriptions. He will be forwarding them to Ms. Curtis for distribution to the Board members prior to next months meeting.

Traffic Safety Vest SOG (Additional):

Mr. Galbreath advised that last month the Board tabled the approval of the Traffic Safety Vest SOG, until some questions could be answered. Mr. Lillywhite advised that he had misinterpreted the SOG, he indicated that EMS needs to keep a vest at each seat in the vehicle, not the fire trucks.

Motion by Mr. Lillywhite to approve the Traffic Safety Vest SOG as presented, seconded by Mr. Cole. Motion carried.

New Business (Agenda V):

Village of Webberville Request: Mr. Lillywhite stated that the Village of Webberville is having some issue's with the Village Office building, if necessary, could use the front portion of the Leroy Township Station as a Village office for two to three weeks.

They are hoping to move into the Ingham County Sheriff Department office area, but if that does not work out, they are wondering if they could use NIESA's building.

The usage would be for two or three of their staff members during regular business hours. Chief Flynn did not have an issue with the use of the building, nor did the Board members. Mr. Lillywhite advised that it would be a last resort. If it is necessary he will get with Chief Flynn, Ms. Curtis and Mr. Galbreath.

Committee Reports (Agenda VI):

Personnel Committee: Mr. Galbreath advised that the committee met last Monday with

the officers of Leroy Township Fire Department, the Leroy Firefighters Association president, EMS Supervisors, and one employee. He indicated it was a very positive and productive meeting, and Mr. Hanna did a wonderful job of running the meeting. They feel that the problems perceived to be present at the Leroy location have been taken care of.

Mr. Galbreath indicated that out of that meeting it was suggested that NIESA start having a monthly joint meeting with the management staff. This would include the Chief and Assistant Chief from both Fire Departments, the EMS Supervisors, the office manager, the director and the personnel committee. The meetings would be held the second Tuesday of the month at 7:00 pm rotating between Williamston and Leroy. The first meeting is scheduled for July 14th at the Leroy Station. It was suggested to do monthly meetings for now, then change to quarterly meetings at a later date.

Mr. Galbreath advised that the meeting would need to be posted as part of the open meetings requirement. Ms. Curtis asked why it needed to be posted as an open meeting. She felt if it was an open meeting that any staff or public could attend, then it would defeat the purpose of the meeting. She suggested it should be a management staff meeting, with the Director and one of the personnel committee. Discussion followed.

It was decided that the meeting would be an Administrative Communications meeting, and would include all the department managers (Chief, Asst Chief, EMS Supervisor, Office Manager), the Director, and the head of the Personnel Committee. It will not be posted as an open meeting.

Mr. Galbreath requested to be removed from the Personnel Committee to remove any conflict, given his various positions within NIESA. Discussion followed.

Motion by Mr. Cole to remove Mr. Galbreath from the Personnel Committee, and appoint Mr. E. Griffes to the committee, seconded by Mr. Lillywhite. Motion carried.

Mr. Galbreath advised that the Personnel Committee had also met with the EMS Supervisors regarding their ongoing staffing issue of the Leroy ambulance. They are having difficulty getting the per diem staff to sign up for shifts at the Leroy Station. If things do not improve the EMS Supervisors as suggesting that an additional full time person be hired. Mr. Galbreath advised that if we hire a full time person it will drastically reduce the hours available to the per diem EMS staff. Discussion followed.

Motion by Mr. Lillywhite to authorize the EMS Supervisor, and Director to hire one full time paramedic for the Leroy Station at their discretion, and to allow them to hire a full time EMT at a later date, if necessary. Seconded by Mr. Cole. Motion carried.

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

Chief Siegel: Reported that the Williamston Station responded to 16 calls last month. Primarily

the calls were for fire alarms and down power lines as a result of the storms. They also had a stove fire in a condominium. At the present time they are averaging 15 to 20 runs per month, which will put the station at approximately 175 by the end of the year.

Chief Siegel advised that in this evenings packet is a copy of a letter of support from Senator Carl Levin for the Williamston Station to obtain grant funding for a new tanker.

He advised that the Wildland fire gear has been received. He reminded the board that the gear was funded through a DNR grant, and is a 50/ 50 split of the cost. NIESA will need to pay the cost up front, but once we show the payment has been issued the State of Michigan will issue payment of the grant money.

Akron Brass was at the station and demonstrated some new nozzles and foam. He indicated there are a lot of new nozzles out their that use a lower pressure. He reminded the Board that the Ladder Truck is in service, it was placed in service back in January. He is in the process of upgrading some of the SCBA brackets, and seating.

Chief Siegel felt that the Board needed to work on a master plan for equipment purchases. He reminded them that they need to consider purchasing a new pumper for the Williamston station in 2014, as Engine One will be 15 years old. Discussion followed.

Chief Flynn: Reported that the Leroy Station responded to 11 calls last month. They also toured Jorgenson's elevator to familiarize themselves with the facility.

The Village of Webberville had a community picnic, which the department participated in and they went out to Camp PaWaPi a few weeks ago to show the kids the vehicles.

EMS Supervisor- McGuire: Advised that EMS responded to 59 calls last month, with 45 individuals transported to the hospital. 20 of those calls were taken by the Leroy crew. They also had two mutual aid calls to Meridian Township.

He stated there is an EMS staff meeting scheduled for July 15th. At the meeting they are going to be going over their plan with the staff regarding hiring a full time person. He indicated they are going to let them know that if they don't start signing up for shifts, then they will hire a full time person and there will be fewer shifts available.

Chief Siegel stated that it was time to start working on the budget for next year, and he asked Mr. Galbreath if the revenue is going to stay the same or will it decrease. Mr. Galbreath felt it will probably stay the same, however he will not know for sure until we receive the multiplier from the Equalization department. Discussion followed

Mr. McGuire advised that he received an email from Tri-County EMCA advising that they are looking into changing the radios for EMS. They are looking at going to a narrow band radio. If they make the change it will only affect EMS, and the agencies will be responsible for the cost of

the upgrades. He does not know exactly what this means to NIESA, but he will keep the Board advised.

Comment from Secretary / Treasurer (Agenda VIII):

Exterior Lighting Issue: Integrity came out and removed some ballast from the fixtures and sent them back to the manufacturer for evaluation. They have been with the manufacturer for three weeks, but Integrity has heard nothing. Integrity is working with the sale representative, and pushing for an answer.

Vehicle Title Transfer: Ms. Curtis will be going to Mason, or possibly Owosso next week to change over the titles. She is also still working on obtaining the certificate of origin on the E-one pumper so a title can be secured.

Comment from Board Members (Agenda IX):

Mr. Pratt wanted to wish everyone a happy and safe Fourth of July.

Mr. Wilbrink asked if there was a warranty on the 1296 building with Wieland-Davco. Mr. Galbreath indicated there was and it was for one year. Mr. Wilbrink is wondering if Wieland-Davco would pay NIESA back for the cost of having to add insulation to the building. Mr. Lillywhite suggested that NIESA back bill Wieland-Davco for the insulation cost.

Discussion followed.

Ms. Curtis and Mr. Galbreath will work together on the necessary correspondence to back bill Wieland-Davco for the insulation cost.

Comments from Association Members (Agenda X):

Nothing at this time.

Public Comment (Agenda XI):

Nothing at this time.

Adjournment (Agenda XII):

Motion by Mr. Pollok to adjourn the meeting at 8:28 pm, seconded by Mr. Lillywhite. Motion carried.

Paula M Curtis, Secretary / Treasurer

Date