

September 3, 2009

The September 3, 2009 meeting of the NIESA Board was called to order at 7:02 by the Chairperson, Charles Galbreath.

Voting Members Present: R. Lillywhite, R. Cole, C. Galbreath, E Griffes, R. Pollok, F. Wilbrink
Excused : City of Williamston representative.

Non-Voting Members Present: R. Wiegandt

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

Other: None

Guests: None

Consent Agenda (Agenda I):

-Minutes of the August 6, 2009 Regular meeting

-Checking Account Summary August 2009

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

Public Comment (Agenda II):

None at this time.

Leroy Township Fire Building Project (Agenda III-A):

Mr. Galbreath advised that he had received the contracts from Hobbs & Black for the Leroy Township project, however it still needed to be forwarded to the attorney for review. He has read over the contract and is concerned regarding Hobb's description of the bid process. It states that "they will assist in the bid process." He would like them to explain that further.

He encouraged other Board members to review the contract. They can sign it out from Ms. Curtis, but the copy must be returned.

Job Descriptions (Agenda III-B):

Mr. Griffes advised that the Personnel Committee will be meeting after Mr. Hanna returns to discuss the job descriptions further.

Mr. Galbreath asked everyone to provide their comments on the job descriptions to the Personnel Committee.

Billing Wieland- Davco (Agenda III-C):

Mr. Galbreath advised that he is still working on the letter to Wieland. He wants to find the actual bid packet to review the insulation specifications, prior to writing the letter.

Budget Amendments (Agenda III-D):

Ms. Curtis provided amendment recommendations for the Operations, Building & Equipment, and Capital Projects budgets.

Motion by Mr. Lillywhite to approve the budget amendments as presented, seconded by Mr. Cole. Motion carried.

Mr. Galbreath requested that the Board add an item to the agenda under old business. Agenda item III-E, Standard Operating Guidelines- Third ride and Fire Personnel Department Assignments.

Motion by Mr. Cole to add the Standard Operating Guidelines to the agenda, seconded by Mr. Lillywhite. Motion carried.

Standard Operating Guidelines (Agenda III-E):

Third Ride, NIESA Vehicles: Mr. Galbreath asked for any discussion.

Motion by Mr. Lillywhite to accept the "Third Ride, NIESA Vehicle Standard Operating Guideline as presented with the understanding that Appendix D will be presented at a later date, seconded by Mr. Pollok. Motion carried.

Fire Personnel Department Assignments:

Mr. Galbreath asked for discussion on the guideline. He indicated that it was his understanding that both Fire departments felt the guideline was acceptable.

Motion by Mr. Cole to accept the guideline as presented, seconded by Mr. Pollok. Motion carried.

Resolution 2 of 2009- Fiscal Year 2010 General Appropriations Act (Agenda IV-A):

Mr. Galbreath indicated that the Board had received the 2010 Budget(s), along with a budget income calculation and a 5 year cost comparison for both fire departments and EMS. The 2010 income calculations provides the Board with information regarding the amount of millage being captured by the City of Williamston TIFA and DDA districts. Discussion followed.

Mr. Galbreath stated that he plans on meeting with the Williamston's City manager to discuss the issue.

Mr. Lillywhite requested that Mr. Galbreath make a point to him that the Village of Webberville's DDA and TIFA districts pass their captured funds threw to NIESA.

Mr. Wilbrink had a few questions regarding the increases and decreases in the various lines of the budget. Under Administrative- Administrator Salary, and Salary Other; under Building & Grounds- Repairs & Maintenance - WFD Building; under Fire- Fire equipment; and under EMS- EMS Supervisor Salary, and Holiday wages. Discussion followed regarding those line items.

Mr. Wilbrink also felt the fees charged for the audit were high, and requested that the Board put next years audit out for bid. Mr. Lillywhite advised that he had the same concerns a couple of years ago, but when the bids were received they were in line with Mr. Haddrill's fee.

Mr. Galbreath advised that we can send the audit out for bids. Ms. Curtis requested that the Board members provide recommendations as to where to send the bid request.

Discussion followed.

Motion by Mr. Lillywhite to adopt Resolution 2 of 2009, Fiscal Year 2010 General Appropriation Act as presented, seconded by Mr. Pollok.

Roll Call Vote: Yeas: Mr. Cole, Mr. Griffes, Mr. Pollok, Mr. Lillywhite, Mr. Wilbrink, Mr. Galbreath.

Nays: None

Absent: City of Williamston Representative

Resolution 3 of 2009- Fiscal Year 2010 Building/ Equipment Appropriations Act (Agenda IV-B):

Motion by Mr. Lillywhite to adopt Resolution 3 of 2009, Fiscal Year 2010 Building/ Equipment Appropriations Act, seconded by Mr. Pollok.

Roll Call Vote: Yeas: Mr. Wilbrink, Mr. Lillywhite, Mr. Pollok, Mr. Griffes, Mr. Cole, Mr. Galbreath.

Nays: None

Absent: City of Williamston Representative

Committee Reports (Agenda V):

Finance Committee: Mr. Galbreath advised that the committee met and reviewed the budgets for presentation.

Personnel Committee: As stated previously, they will be meeting when Mr. Hanna returns.

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

Chief Flynn: Advised that a written report was provided in the packet. The biggest call was the vehicle accident on the highway. Mr. Galbreath advised Chief Flynn that he had no information on the vehicle involved in the incident. Chief Flynn stated the Sheriff's department was going to forward a copy of their report. Discussion followed.

Chief Flynn reported to the Board that Assistant Chief Scott House had resigned from the department last month. Chief Flynn recommended Captain Mark House be promoted to Assistant Chief.

Motion by Mr. Griffes to promote Mark House to the position of Assistant Chief of Leroy Township Fire Department as recommended by Chief Flynn, seconded by Mr. Lillywhite. Motion carried.

Chief Flynn advised he posted a notice to the personnel that the Captain position is open, and gave the personnel until September 15th to submit letters of interest. He would like to fill the position as soon as possible. He also advised that he plans on filling the two Lieutenant positions after the first of the year.

Engine 6-18 is out of service. The vehicle is getting warranty work done and will be out of service for approximately two weeks. Discussion followed.

He received bids for the installation of the door on the pole barn, and replacing the roof. He has provided them to Mr. Galbreath.

Chief Siegel: Reported that Williamston responded to 12 calls last month, making it a total of 103 for the year. A majority of the calls were assist to the ambulance.

The NIMS 300 training started last night at the station, and we have individuals from Delhi, Dansville, Leslie, Leroy Township Fire as well as an individual from Lansing Mason ambulance attending the class. We have two more Wednesday of class and it runs from 6:00 pm to 11:00 pm.

We received the DNR grant funding for the wildland fire gear we purchased. It paid 50 percent of the cost which was approximately \$8,800. We had to purchase the equipment, then prove that payment was made before we received the funding.

Chief Siegel advised he had spoken with Chief Flynn, and Mr. Lillywhite and plans on getting the pump testing done on the Williamston vehicles in December with the Leroy units. He will also be doing the required ladder testing sometime in November.

Mr. Wilbrink asked if other grants were in the works. Chief Siegel indicated that Williamston has submitted grants for SCBA's, a fire house trailer for education, and a tanker. Mr. Galbreath advised that grants have also been submitted for an ambulance, and another for building project in Leroy.

Steve McGuire, EMS Supervisor: Reported that the EMS responded to 70 calls in August. 15 of them were refusals, and 10 calls were taken by the Leroy Township station. They also had one mutual aid for Lansing Mason ambulance.

Mr. McGuire is checking with the State of Michigan to see what we need to do to hold an EMT class, and he is also contacting Livingston county regarding providing mutual aid. As for the ambulance grant, they discovered that NIESA does not have enough full time people to qualify for the grant. He indicated we needed to have 27, but he is still looking into other grant funding opportunities for obtaining an ambulance.

Charlie Galbreath, Biller: Advised the ambulance revenue is at \$185,500 for the year. Also last month he reported that we were 70 calls behind compared to 2008. Over the last month, he has re-evaluated how he was counting the calls, and changed his numbering system. Once he did that he discovered that we are actually even with 2008.

Comments from Secretary/ Treasurer (Agenda VII):

Exterior Lighting Issues: Integrity was initially scheduled to install the new fixtures the week of August 24th, however due to the rainy weather they postponed the installation to this week.

We received a call on Tuesday from Integrity advising when they pulled the fixtures to prepare them for installation they discovered they were wrong. Now we are on hold again until the manufacturer sends them the correct fixtures. Hopefully things will be completed before the snow flies.

Installation of Fire Department signs: MDOT installed the fire department signs on Grand River by the 1296 Station. It also appears that they have removed the signs from the 627 location.

Boy Scouts Use of the 627: The City has approved the use of the 627 building by the Boy Scouts for their haunted house. We're waiting for a representative to contact NIESA to obtain a door code. Mr. Allard, requested a door code entered for him. The code was installed, and Mr. Allard was provided a bypass key just in case the coded locks do not work.

Deaths: Ms. Curtis advised that a former Board member had passed away, Jim Gilhouse. Since the family had requested donations be made to their church rather than send flowers, a sympathy card was sent on behalf of NIESA. Another former Board member, Sandy Whelton, lost her husband Ken. Flowers were sent on behalf of NIESA, and at Sandy's request, the fire department personnel were the pall bearers.

Comments from Board Members (Agenda VIII):

Mr. Wilbrink asked if Mr. Galbreath had started training a backup Biller. Mr. Galbreath advised she had not started working yet, but has moved back to Williamston and should be able to start shortly.

Mr. Galbreath advised that Mr. Pratt wanted him to remind everyone that the "First Friday" event for this month is line dancing. They will be closing S. Putnam for the event.

Comments from Association Members (Agenda IX):

Mr. Wiegandt reported that the Williamston Association held a summer picnic last Saturday, and celebrated Gaylord Risch's 50 years of service with the department. Everyone had a good time.

Next month is Fire Prevention Week, and at the end of the week the association would like to hold another pancake breakfast at the Williamston Station. Mr. Galbreath asked if this was a formal request for approval. Mr. Bisard advised it was a formal verbal request.

Motion by Mr. Wilbrink to allow the Williamston Firemen's Association to hold a pancake breakfast at the Williamston Fire Station on October 10th, with the understanding a written request for the use will be submitted, seconded by Mr. Lillywhite. Motion carried.

Chief Flynn asked if Leroy Township Firefighters Association needed permission for the Ox Roast. He was advised that Ox Roast and Christmas Tree sales are specifically mention in the resolution, so they need no further approvals.

Public Comment (Agenda X):

Mr. Bisard advised that if NIESA holds an EMT class at the Williamston station, he would be very interested in attending.

Adjournment (Agenda XI):

Motion by Mr. Lillywhite to adjourn the meeting at 7:47 pm, seconded by Mr. Pollok. Motion carried.

Paula M Curtis, Secretary/ Treasurer

Date