

April 7, 2011

The April 7, 2011 meeting of the NIESA Board was called to order at 7:03 pm by the Chairperson, Charles Galbreath.

Voting Members Present: R. Hayes, R. Pollok, R. Cole, C. Galbreath, R. Lillywhite, E. Griffes. Absent: City of Williamston Representative

Non-Voting Members Present: R. Hanna

Fire/EMS Personnel Present: M. Flynn, M. House, B. Siegel, S. Davis

Other: F. Wilbrink

Guests: None

Mr. Galbreath introduce Bob Hayes to the Board, he is the new representative from Williamstown Township.

**Consent Agenda (Agenda I):**

- Minutes of the March 3, 2011 regular meeting*
- Operations Checking Account summary through March 2011*
- Capital Projects Checking Account Summary through March 2011*
- Operational Budget Through March 31, 2011*
- Building & Equipment Budget through March 31, 2011*
- Capital Projects Budget through March 31, 2011*

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

**Public Comment (Agenda II):**

None at this time.

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

Mr. House stated his biggest concern is Laux Construction returning to complete the items that were not done. He understands that it's early to do the grading work, but it will be seeding time soon. They also have a couple of issues with the overhead doors. Chief Flynn indicated they leak. Discussion followed.

Mr. House is also wondering the status of the lighting issue. Chief Flynn indicated after some discussion they removed the motion sensors and installed light sensors. They placed the light sensors next to the lights at the service doors, so the lights do not activate. It was their understanding that Troy was going to check into it further, but they have not heard from him. Chief Flynn will contact Troy regarding the lighting, and Mr. Galbreath will contact Laux Construction.

Mr. Galbreath asked if the generator operations class was scheduled. Mr. House indicated it was set for April 12<sup>th</sup>. Discussion followed.

**City of Williamston - Backflow Prevention Device (Agenda III-B):**

Mr. Galbreath advised we are at the same place we were last month. Mr. E. Griffes thought Mr. Galbreath was going to be proactive on the issue and offer to do the cheapest repair. Discussion followed. Mr. Galbreath advised he would pick up the pace.

**Revised Mutual Aid Agreement- City of Mason (Agenda III-C):**

Mr. Galbreath asked if the Chief's had reviewed the agreement. Mr. House stated he could see nothing different. Chief Siegel agreed and thought the Board should go ahead and sign it. He stated that once the State of Michigan agreement (MABAS) is adopted all of the individual agreements will no longer be valid.

**Parcel Consolidation- Leroy Township (Agenda III-D):**

Mr. Galbreath showed the Board a copy of the Leroy Township Fire Station parcel map. He indicated there are two parcels, and the division of the parcels goes through the building.

Mr. E. Griffes did not see any benefit to consolidating the parcels. Discussion followed.

Motion by Mr. E. Griffes to leave the parcel as is and not consolidate it, seconded by Mr. Cole. Motion carried.

**Standard Operating Guidelines (Agenda III-E):**

*EMS Shift Employee PTO Guideline-*

Mr. Galbreath reminded the Board the word "worked" was added, so it now reads they will earn PTO time for "pay periods worked." Discussion followed.

Motion by Mr. Cole to adopt the EMS Shift Employee PTO Guideline as amended, seconded by Mr. E. Griffes. Motion carried.

**Haz Mat Incident- Williamstown Township (Agenda IV-A):**

Mr. Galbreath advised the Board that there was a hazmat incident in Williamstown Township last month. Some mysterious barrels next to the road. Williamston Fire responded, and Chief Siegel contacted Robert Ott from the Ingham County Sheriff's Department. Mr. Ott is the head of the Ingham County's hazmat team. Mr. Ott contacted Shoyers to have them remove and dispose of the hazard. The bill for service was initially sent to NIESA, so we forwarded to Williamstown Township. Chief Siegel also contacted Supervisor Martin, advised her of the situation, and let her know the Township would be getting billed for the removal of the hazardous materials.

Discussion followed regarding Hazmat incident in the district, and the need for the units of governments to have policies regarding hazmat incidents.

Mr. Galbreath stated if the Township found the perpetrators, NIESA would submit an invoice for NIESA's service during the incident. Mr. Lillywhite suggested submitting a letter to the Township requesting NIESA be notified if the spiller is found so we could submit our bill. Discussion followed.

Mr. Cole recommended NIESA invoice the Township for their services, so if the spiller is ever located are claim for expenses will be on file. Discussion followed.

Mr. Galbreath felt there needed to be an SOG to address this issue, and suggested it was something for the Finance Committee to work on drafting.

Mr. Hayes indicated he had some issues with the invoice from Shroyers. He stated the Township needed further information. Chief Siegel suggested contacting Robert Ott for some additional information. He indicated that Mr. Ott did take some photos of the incident.

**Standard Operating Guidelines (Agenda IV-B):**

*EMS Shift Employee & Paid On Call -Holiday:* Mr. Hanna appreciated the Personnel Committee was looking out for the budget, however he felt they should not reduce the number of holidays.

Making the reductions recommended would save less than \$1,000 per year. Many of the staff members work at other agencies, and Ms. Davis has to compete with them for staff during the holidays. The other services pay holiday rates for the suggested days. Mr. Galbreath indicated he is more worried about making sure the ambulance is manned.

Mr. Hanna stated he also had an issue with paying from 12:01am to 12:00 am. It would be an accounting nightmare. He felt it would create more problems then it solved. Discussion followed.

Mr. Wilbrink asked if the Board wanted to add all three days back in. Ms. Davis suggested adding Christmas and New Years back to the list, and leaving off the day after Thanksgiving. It was also recommended that the time be changed back. Mr. Cole felt the policy should take effect upon adoption by the Board.

Motion by Mr. Cole to approve the EMS Shift Employee & Paid On Call- Holiday Pay SOG, as amended, by adding Christmas Eve and New Years Eve to the "designated holidays", and changing the time to "from the start of a normal 24 shift" and adding that the policy becomes effective upon adoption by the Board. Seconded by Mr. Lillywhite. Motion carried.

*EMS Shift Employee Overtime Pay:* Ms. Curtis asked for clarification from the Personnel Committee regarding item 2. They indicated it was to prevent people from trading shifts to obtain overtime. Discussion followed.

Mr. Wilbrink recommended adding at the end of to item 2, “unless approved by the Supervisor.” Discussion followed.

Motion by Mr. E. Griffes to approve the EMS Shift Employee Overtime Pay, with Mr. Wilbrinks recommended amendments, seconded by Mr. Cole. Motion carried.

*Admin Holidays Observed for NIESA Office:*

Motion by Mr. E. Griffes to approve the Admin Holidays Observed for NIESA Office as presented, seconded by Mr. Cole. Motion carried.

**Additional New Business:**

Regarding the holidays, Ms. Davis asked if NIESA could require the full time staff to work some of the holidays. She indicated that it usually comes down to herself and Mr. McGuire working the majority of the major holidays. She would like to possible rotate the major holidays, such as Thanksgiving Day, Christmas Day, and New Year’s Day, and require the full time staff to work one of those day during the year. Discussion followed.

Mr. Lillywhite also suggested drafting a policy that would require an individual to notify Ms. Davis 1 to 2 hours in advance if they are going to be unable to work due to illness. Discussion followed.

Mr. Wilbrink felt the guidelines that were just approved could be modified to address these issues. The Personnel Committee will work on policies/ guidelines to address these issues.

**Treasurer’s Report (Agenda V):**

Mr. Hanna had one issue. He stated the Leroy station had purchased 4 or 5 items that were not approved by the Board. He processed the payments for the items purchased, but they were a surprise. Ms. Curtis indicated she was unsure what budget the purchases were suppose to come out of. If they were coming from the additional funds that were carried forward from 2010, or they were coming from capital projects. If the items purchased were not mentioned in the written request to carry over funds, she took the expenses out of the capital projects budget.

Mr. E. Griffess asked where the funds came from to purchase televisions for the Williamston station. Ms. Curtis advised it came out of Capital Projects, but it was budgeted expense and an expected purchase.

Mr. Hanna stated he has been looking into changing his homeowners insurance, and the policies he is looking at have a \$5,000 fire service charge available. Mr. Hanna requested that the

Finance Committee look into it and consider billing individuals for fire responses if their insurance companies would cover the expense.

Chief Siegel indicated this was brought up about 4 years ago, and was rejected by the Board. Mr. Lillywhite, and Mr. Pollok thought there was a reason why we couldn't bill. Something in the bylaws. Discussion followed.

The Finance Committee will review the issue.

**Committee Reports (Agenda VI):**

Nothing at this time.

**Comments from the Director (Agenda VII):**

Mr. Galbreath stated the Personnel Committee had spent several months developing standard operating guidelines for NIESA, and they've done a wonderful job. But he wanted them to remember that they need to verify things before they meet with individual employees prematurely. They need to check with everyone involved.

Mr. Galbreath advised he met with Jason Orton from David Chapman insurance regarding NIESA's insurance policies. He is in the process of comparing Mr. Orton's proposal with our current policies. He indicated that Mr. Orton's proposal is \$22,000 less than what we are currently paying. He wants the Finance Committee to review the proposals, and if necessary both agents could make a presentation. Discussion followed.

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

***Charlie Galbreath- Biller:*** Reported we are currently at \$31,000 in ambulance revenue. He stated that is low, we should be at \$60,000. Medicare has again stopped forwarding payments.

***Chief Siegel:*** Reported Williamston Fire responded to 16 calls last month. On his report, they will see most of the calls were EMS assists. They did have a fire on Shoeman road. Discussion followed regarding the fire.

They did have a second hazmat call in Williamstown Township which turned out to be a resident dumping his fireplace ashes on the road side. Discussion followed.

Chief Siegel advised a group from the department attended the FDIC conference in Chicago a few weeks ago specifically looking for a new air compressor to purchase with the grant funds. He is waiting for a quote to be reworked by one of the manufacturers before making a decision. We should purchase the compressor some time in May. All of Williamston's older SCBA have been given to Leroy Township Fire.

While they were at FDIC they also spoke with the two individuals that review the FEMA grants,

and discussed the ladder grant that was submitted and denied. The individuals from FEMA are going to review the grant, and give us some feedback as to why it was rejected.

The current pricing for apparatus at the conference, pumpers \$500,000, ladders \$800,000, tankers \$300,000, and platform trucks are 1 million.

**Chief Flynn:** Reported Leroy Township Fire responded to 11 calls in March. Three EMS assists, three vehicle accidents, a brush fire, a chimney fire, and PI accident. They also had a possible structure fire, which turned out to be a portable heater that caught on fire.

Assistant Chief House advised the water leaks on Engine 6-18 have been repaired. They also had to replace some valves and fittings on 6-14.

They will also be doing a large training session at ADM. The tanker task force will be involved. Discussion followed.

Chief Flynn stated they had submitted a letter to E-One the manufacture of 6-18 regarding their concerns about the service received from LTM Auto. E-One requested copies of all their quotes and invoices, and documentation regarding the lack of communications. E-One did call LTM to discuss the matter, because the owner of LTM called Chief Flynn while he was on vacation. Chief Flynn refused to talk to him, so he contacted Lieutenant Nims and ranted at him. Discussion followed.

**Sherry Davis- EMS Supervisor:** EMS responded to 64 calls with 14 refusals. Ms. Davis advised she hurt herself while working and is currently back off work. Workman's Compensation has finally approved an MRI, so hopefully she will know shortly her status.

She will be taking an ambulance down to the training at ADM at the request of the fire department.

#### **Comments from Office Manager: (Agenda IX):**

**Insurance Claims:** Regarding the vehicle damage claim for 11-16, she has received a payment from the insurance company and Mr. Siegel has a few more repairs to be completed.

As far as the building damage from being struck by 11-16. Now that the weather has warmed up, the concrete company has been contacted and the repairs will move forward.

We have also received payment for Leroy Townships damaged thermal imager. The insurance company allowed \$6,611.00, less our \$500 deductible. So we received \$6,111 toward the purchase of a new imager.

*1296 Building Issues:* At the last meeting the Board was advised the south side gutters had been damaged by snow and ice. She has received two quotes for repairs. The individual that originally installed the gutters quoted \$6,500 for repairs. The second company quoted \$11,000.

She also had them provide a quote to install snow guards to try and avoid damage to the gutters in the future. Both quotes came back between \$11,000 and \$12,000 to install them on the entire roof. She can find the money in the budget to do the repairs, but not the snow guard installation. After working on the fund equity information for the meeting tonight, Ms. Curtis felt there was no funds available to install the guards at this time.

She has contacted the insurance company to see if the repairs to the gutters would possibly be covered.

*Boiler Leaks:* We received an estimate of approximately \$1,600 from Rod's Plumbing to do the repairs, and a second estimate from Myer's Plumbing for \$1,065. It appeared that Myers was not quoting the same repairs, so Ms. Curtis contacted them for clarification on their estimate. She left a message, and after two weeks no one called back.

In the meantime the boiler shut down requiring Brigg's Mechanical to do some minor repairs, so Ms Curtis review the purposed repairs with Brigg's. She was advised that Rod's Plumbing was not addressing all of the leaks. Rod's will be coming back out to look at the problem again for a revised estimate. Discussion followed.

*Radio Protocols 911:* Ms. Curtis typed the revisions to the 911 protocols for all of the departments, and returned them for a final review. She asked if they were correct and if they could be forwarded to Fire Center. She was directed to forward them.

*Management Meeting:* At last months management meeting we did not set a date for the next meeting. Discussion followed. Next management meeting Tuesday June 14<sup>th</sup>, at 7:00 pm at the Leroy Station.

*Lawn Care:* Ms. Curtis advised NIESA had received three or four bids to provide lawn care for the Williamston Station, and the Leroy Station. She will be reviewing the bids with the Director and determine who will be providing the lawn care services.

Mr. House asked who fixes the lawn from the snow plow damage. He indicated that when Williamston Snow Removal had the plowing and mowing contracts they did the repairs. He suggested that we have the mowing services bid for providing a clean up. Discussion followed.

### **Comments from Board Members (Agenda X):**

Mr. Hanna advised there is a carving show at Haslett High School this weekend.

Mr. Galbreath advised there is a meeting on April 14<sup>th</sup> up in Lansing to review the final design plans for the new dispatch center.

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

Nothing at this time.

**Public Comment (Agenda XII):**

Ms. Davis indicated she forgot to advise the Board that Paramedic Grant will begin her maternity leave as of April 20<sup>th</sup>. Mr. Galbreath stated that since we don't have a written FMLA policy, he will be composing a letter to Mrs. Grant advising her that we will keep her job available. It will also advise her that she will not earn PTO time while on leave, and she can use her PTO time if she chooses. Mr. Hayes indicated we need to include an end date, some type of time perspective. We can't hold her job open for her for years.

Mr. Galbreath will be forwarding the letter to Attorney Adams for his review. Discussion followed.

**Adjournment (Agenda XIII):**

Motion by Mr. E. Griffes to adjourn the meeting at 8:52 pm, seconded by Mr. Lillywhite.  
Motion carried.

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Paula M. Curtis, Secretary

Date