

December 1, 2011

The December 1, 2011 meeting of the NIESA Board was called to order at 7: 00 pm by the Chairperson Charles Galbreath.

Voting Member Present: R. Lillywhite, R. Cole, J. DeForest, C. Galbreath, R. Hayes, R. Pollok. Absent: Leroy Township Representative

Non-Voting Members Present: R. Hanna

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

Other: F. Wilbrink

Guests: None

**Consent Agenda (Agenda I):**

- Minutes to the November 3, 2011 Regular Meeting*
- Operations Checking Account Summary December 2011*
- Operations Budget through November 30, 2011*
- Building & Equipment Budget through November 30, 2011*

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.

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

Mr. Galbreath advised NIESA had received a quote from Meridian plumbing. It provided quotes on all three options provided by Hydro Design. We have sent the information from Hydro Designs to three other plumbing companies and are waiting for them to respond.

Ms. Curtis advised she had spoken with an individual at Michigan Plumbing and they are suppose to be sending a representative out tomorrow to provide a quote.

Mr. Galbreath advised that Hydro Design had given us three options that would satisfy the City ordinance. In the quote from Meridian Plumbing, they would not provide a cost for option 1 because they indicated there was no way to test the device to see if it was working.

Option 2 was to place back flow devices on the four fill lines in the apparatus bay. Per Meridian Plumbing it would cost approximately \$4,600 to install them and would average \$500 annually for testing. Option 3 was to install a single device on the water line where it enters the building. Meridian Plumbing indicated it would cost approximately \$2,600 to install and average \$195 annual for testing.

Mr. Galbreath felt that Option 2 was the way to go, but indicated we still would like to get one more quote before we proceed. Discussion followed.

**Fire Service Billing Review (Agenda III-B):**

Mr. Galbreath advised the review is still outstanding. He was positive the Finance Committee would have something for the Board in January.

**Leroy Township Station - Meeting Room Furnishing (Agenda III-C):**

Chief Flynn advised the Leroy personnel met with Lindsey from Kentwood Furniture Tuesday. They provided her with ideas of what they wanted, and included the dimensions of the room. She sent them a plan for how to set up the room, and provided her suggestions on how many tables and chairs they needed. However she used the wrong tables, and they did not like how she set up the room. They are trying to get a hold of her to have her make the necessary changes, and obtain a new quote.

Chief Flynn stated the quote was approximately \$9,500, which included the meeting room furnishing, three desks for the open office area, and office chairs for each desk, plus delivery and set up. Chief Flynn feels the revised quote will be lower because they want smaller tables and fewer chairs.

Mr. Pollok suggested trying to contact DBI business furniture on Michigan Avenue. He indicated that is who Wheatfield Township worked with. Discussion followed.

Mr. Hanna reminded everyone that we are running short on time because he wants to close out the Capital Projects account by the end of the year.

Ms. Curtis advised she had an email address for Lindsey and would provide it to Chief Flynn.

**New Business (Agenda IV):**

Mr. Galbreath introduced Mr. Jim DeForest as the new representative from the City of Williamston.

Mr. DeForest advised he had taken over Andy Simmons position on the City Council and is on for a two year term. He also took over Mr. Simmons responsibilities on council. He is the primary representative to the Planning Commission and the secondary representative to NIESA. Mr. Wittrup was the primary representative, however his term ended November 30<sup>th</sup>.

The City Council holds their first meeting since the election on December 12<sup>th</sup> and will decide at that meeting who will be representing the City on the NIESA Board.

**Treasurer Report (Agenda V):**

Mr. Hanna advised there was a large amount of money spent last month. The primary expense

being the \$298,261.97 payment which represents our principal and interest payment on the 4 million dollar loan. He indicated the insurance payment to the David Chapman agency is for a policy that begins on January 1, 2012.

Ms. Curtis advised the check is being held until Mr. Galbreath can discuss the bill with Mr. Orton. Not sure why we are getting billed this early for next years insurance premium. Discussion followed.

Mr. Hanna advised the \$34,000 payment to Koorsen's on the fourth pages was from the Grant funds received for Williamston Fire's new SCBA fill station. Discussion followed on how grant funds are tracked and recorded.

### **Committee Reports (Agenda VI):**

No Committee's met during November

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

Mr. Galbreath advised it had been a quiet month. He did authorize Ms. Curtis to expend some funds to Dun and Bradstreet to correct NIESA's and Williamston Fires DUNS numbers.

Ms. Curtis advised in the grant process Williamston Fire has to provide their DUNS number and the a tax ID number. Williamston Fire has their own DUNS number, and is using NIESA's tax ID. When we checked Williamston Fire's DUNS number it is shows they are a "branch" of the City of Williamston and it's linked to the City.

Ms. Curtis then decided to check NIESA's DUNs number and it showed that NIESA was a "branch" of Ingham County Government. When she spoke with the Dunn and Bradstreet representative they indicated the records showed there were law suits on NIESA's record. When they told Ms. Curtis the names, they were nothing related to NIESA. She assumes they are related to Ingham County, however they are being linked to NIESA. Discussion followed.

Ms. Curtis will continue to work to get the DUNS numbers straightened out.

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

***Charles Galbreath-Biller:*** Reported November was a good month. Ambulance revenue is now at \$212,000. He advised that Medicare has paid the claims through September 2011, and right now the turn around time is 14 days. He is not sure how long it will last. Medicare is changing some things after the new year. The last time they made a change we went an extended period without receiving payment until they discovered our program had an error on the forms that were submitted. Discussion followed.

***Sherry Davis- EMS Supervisor:*** Reported NIESA EMS responded to 60 calls in November

with 15 refusals, and gave away 7 calls. At the last MSU football game we transported only one patient.

She advised her personnel did a driving course last weekend. It is required to drive the ambulance. She stated they also cleaned out the EMS roster, and released some individuals who had not worked any hours in 2011.

Mr. Galbreath advised Ms. Curtis had tracked the cost of providing an ambulance at the MSU games, and the wage cost were approximately \$1,500. Today he received his first payment for a patient transported which was \$523. Discussion followed.

**Chief Flynn:** Reported Leroy Township Fire responded to 18 calls in November. The end of the month was very busy. He advised they assisted Dansville on a structure fire, but there was nothing major in our area.

He stated that over the course of this year Leroy Fire has responded to Bavarian Motors on Grand River several times for fire alarms. They are false alarms, and it involves the same sensor each time. He stated he and other fire personnel have verbally advised them to get the sensor fixed, or they may be billed for the next response. He requested that NIESA send a letter to them advising them they will be billed if there is another false alarm. Discussion followed.

Ms. Curtis will draft a letter to the company.

Chief Flynn advised the Leroy personnel had held three different training sessions in November to take advantage of the house Dansville Fire had for training. The house will be burned this Saturday.

Next Wednesday all of the trucks will be receiving their annual service. He also wanted to remind everyone that Santa will be visiting the station on Saturday at 7:00 pm, and they will also be holding an open house for the new addition at the same time.

**Chief Siegel:** Reported Williamston Fire responded to 19 calls in November. They also assisted Dansville Fire on the structure fire. They also had an outdoor wood furnace catch a house on fire in NIESA's district.

Chief Siegel asked if he could earmark \$2,500 of the funds left in the salary budget to purchase a new thermal imager. Mr. Galbreath advised the only funds that could be carried over were excess funds in the equipment line of the budget. Mr. Lillywhite indicated it was also necessary to provide something in writing as to what the funds were going to be used to purchase. Discussion followed. Chief Siegel was not allowed to earmark the money from salaries for an equipment purchase.

Chief Siegel advised the Board that their mic fees were going to increase in 2012. It was increasing approximately \$18 per radio. Discussion followed.

He also reminded the Board the City of Williamston is having its annual light parade this

Saturday.

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

*Fire Extinguisher Inspections:* The fire extinguishers at the Williamston station had their annual inspection on November 17<sup>th</sup>. Chief Flynn advised the Leroy Township station had also been done.

*Backflow Device Inspection:* The backflow device inspection is set for December 2<sup>nd</sup>. That was the first day DeLau had available. She is assuming they will be doing the Leroy station at the same time. The City of Williamston/Hydro Designs wanted the inspection results by November 27<sup>th</sup>. Ms. Curtis will forward the inspection results as soon as possible.

Mr. Hanna asked if Mr. Haddrill, the auditor, was coming in December to start the audit process. Ms. Curtis advised he was scheduled to come in on December 12<sup>th</sup>. She will contact him to see if he will be keeping the appointment.

**Comments form Board Members (Agenda X):**

Mr. Hanna advised at last months meeting Mr. E. Griffes questioned a payment to Charlie's Repair for an "oil change." Ms. Curtis had provided Mr. E. Griffes with documentation to support the payment, and it was for a "complete service" not just an oil change.

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

Nothing at this time.

**Public Comment (Agenda XII)**

Nothing at this time.

**Adjournment (Agenda XIII):**

Motion by Mr. DeForest to adjourn the meeting at 7:46 pm, seconded by Mr. Pollok. Motion carried.

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Paula M Curtis, Secretary

Date