

January 6, 2011

The January 6, 2011 meeting of the NIESA Board was called to order at 7: 00 pm by the Chairperson Charles Galbreath.

Voting Members Present: C. Galbreath, R. Pollok, R. Cole, A. Hale, E. Griffes, F. Wilbrink, A. Simmons

Non-voting Members Present: P. Griffes, R. Wiegandt, R. Hanna

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

Guests: None

Other: None

Consent Agenda (Agenda I):

- Minutes of the December 2, 2010 Regular Meeting
- Checking Account Summary December 2010
- Capital Projects Checking Account Summary December 2010
- 2010 Operational Budget through December 2010
- 2010 Building & Equipment Budget through December 2010
- 2010 Capital Projects Budget through December 2010

Mr. Galbreath advised the Operational Budget, and the Building and Equipment Budget needed to be removed from the consent agenda.

Motion by Mr. Pollok to approve the consent agenda as amended, seconded by Mr. Hale. Motion carried.

Public Comment (Agenda II):

Nothing at this time.

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

Mr. Galbreath reported we are getting dangerously close to completing the project. He received an email from Laux Construction this morning wanting to schedule a final walk through for next Wednesday, however Hobbs was unavailable. He did not have a definite date, but it should be sometime next week.

Mr. Galbreath did receive a change order for the installation of the vent for the air compressor. He stated the cost was \$1,700. Chief Flynn advised the Leroy personnel were willing to install the vent for the air compressor themselves. Discussion followed. Mr. Galbreath will advise Laux not to install the vent.

Chief Flynn advised we need to be specific when requesting a change. Discussion followed.

Village of Webberville Hydrant Tax (Agenda III-B):

Mr. Galbreath stated members of the Board had met with Village Council representatives and Eli Bromley from Michigan Rural Water Association, who is the individual recommending the hydrant tax. They discussed the issue, and the fees being assessed.

At the meeting Mr. Bromley advised NIESA that SSESAs pay these fees to Perry. Mr. Cole advised he checked into that statement. Mr. Cole spoke with the chairman of the SSESAs Board and he knew nothing about paying “hydrant fees.” He advised Mr. Cole that SSESAs do not pay fees to Perry.

The Leroy fire personnel advised the Village representatives that several hydrants within the Village did not work, and they felt there was only 10 hydrants they could use.

Mr. Galbreath advised the Village has contracted with the Michigan Rural Water Association to oversee their Department of Public Works. They plan on performing flow test on the hydrants in the spring.

Mr. Wilbrink stated that Mr. Bromley is also talking to the City of Williamston. Discussion followed.

Mr. Galbreath felt the Village would not pursue this further until they obtained additional information regarding the condition of their hydrants, and the results of the water flow study.

Standard Operating Guidelines (Agenda IV)

Full time Administrative Employee Vacation-

Mr. Galbreath noted a typo under section 2, item B, at the end the word full needs to have an “l” added.

Ms. Curtis indicated she would like to see an option to cash out some vacation, similar to what is in the EMS Shift Employee-PTO Guideline. She suggested that it be an option for the employee, and that the Board limit the cash out to one biweekly pay period.

Discussion followed.

Mr. E. Griffes recommended the Guideline be referred back to the Personnel Committee. The Board agreed.

EMS Shift Employee PTO guideline

Mr. Galbreath indicated under Section 4, the word “time off” needed to be eliminated as it’s redundant.

Ms. Davis asked if the employee’s would be allowed to carry over PTO time from one year to the

next. She indicated she was allowed to carry over 24 hours of PTO in the past.

Discussion followed.

The EMS Shift Employee - PTO Guideline was also referred back to the Personnel Committee for review and further revision.

Treasurer Report (Agenda V):

Mr. Hanna stated there was nothing normal about the month of December. At the beginning of the checking account summary there is a \$1,900 payment to the Ingham County Controllers office for "Mic Fees" and then another payment at the end of the month. He advised it was not a duplicate payment, it was paying for two different quarters of fees.

Ms. Curtis advised the Controllers office does not bill the microphone fees on a timely basis. Discussion followed.

Mr. Hanna advised on the Capital Projects it shows a payment to Hobbs + Black. The payment was issued on the invoice received to get the expense in the 2010 budget, however the check is being held waiting for final approval of the building.

Mr. E. Griffes asked how much Laux had received on the project. Mr. Galbreath advised Laux had not received any of their \$65,000 fee. There will probably be one more draw for the contractors for approximately \$25,000, and we still owe Laux for their services. Discussion followed.

Mr. Hanna asked if the Finance Committee had met, and if not he had some suggestions or issues he would like them to address. Mr. Galbreath stated they had not met yet.

Mr. Hanna stated he would like to Finance Committee to draft a policy or guideline for carrying over funds from one year to the next. He would like the guideline to include a time frame for the expenditure of the funds.

He also felt that NIESA needs a guideline on how they are going to finance the purchase of ambulances and fire trucks. At the present time we are not setting any money aside to purchase those items. The personnel provided the Board with a replacement schedule for equipment, but nothing further has been done.

Finally, a Capital Projects Budget for 2011 needs to be completed.

Mr. Galbreath indicated he would get a meeting set up.

Mr. Hanna had one last question for Mr. Galbreath. He asked if NIESA was going to put paramedics down at the Leroy station during 2011. Mr. Galbreath advised he planned on parking an ambulance at Leroy and it would be available for the Leroy personnel to take on second calls, but it will no longer be manned. However he didn't think it would not hurt the on duty crew to

be down at the Leroy station for a few hours a week and respond to calls.

Committee Reports (Agenda VI):

The Building Committee did meet with the contractor and went over the revised punch list. Mr. Galbreath thanked Mr. House for his work on the punch list.

Comments from Director (Agenda VII):

Mr. Galbreath advised he dealt with the same issues in December as he had in November. His Friday hours were a little shorter because of personal matters.

Comments from Supervisors (Agenda VIII):

Chief Siegel: Reported that December was a busy month. The Williamston Station responded to 14 calls. They had an apparent arson fire on the third floor of the apartment building downtown. Luckily one of the personnel stopped and used several fire extinguishers to knock it down. They also had a house fire on Church street, and another on Riverside.

Both departments worked well together on all of the fires. On the Riverside fire he called in Laingsburg, Fowlerville and Dansville for assistance. He advised the EMS crew did the staging for them. A firefighter from Leroy did go to the hospital for dehydration after the Riverside fire.

He advised Williamston responded to a total of 168 calls in 2010, and the annual report is in their packet this evening. Also Engine 2 is back from repairs. The tank has been serviced and the front bearing was replaced on the pump. The repair bill is large.

Williamston also has a house on the south side of town for training, and they plan on doing ice rescue training next month.

Chief Flynn: Reported Leroy Station had 16 runs in December. They responded to seven structure fires, but only one was in their area. In total they responded to 123 calls in 2010. His annual report is on the table.

Chief Flynn advised that according to the Insurance Company, the Engine is suppose to be back to them next week. The replacement hose was delivered, however it was the wrong hose. They did go look at the truck last Friday. The insurance adjuster also went over the truck and checked it out. Discussion followed.

This month they will be training at Bill's Wrecker and going over the rescue jacks they just purchased.

Sherry Davis, EMS Supervisor: Reported there was a mishap with ambulance 16, and it's currently out of service. She also went to the surgeon this week and her disability has been extended to February 1st.

Steve McGuire, EMS Supervisor: Reported that EMS had 73 calls last month. 17 of those were refusals. By his count there were 963 calls for 2010. Mr. Galbreath indicated he was at 731 calls with 791 patients. However Mr. Galbreath indicated he counts billable calls.

Mr. McGuire stated there are new AED's on the ambulance's. The LP500's that we had were no longer being made, and they were going to stop providing service for them in 2014. There was some extra money in the budget this year, so they replaced the 3 AED's with LP 1000's.

Mr. McGuire advised he had an interesting conversation with Michelle Harper from Tri-County today regarding the reduced police presences in the area, and the possibility that our personnel will be put in harms way. He was asking how Tri-County would view NIESA advising fire center to not tone our ambulance until a scene is safe and secure. She advised they would still want the ambulance to respond but to stage until an officer is on scene. Mr. McGuire expressed his concern that in some situations it could be hours before the police arrive. Mrs. Harper will be checking with individuals at the State level to get their input. Discussion followed.

Mr. McGuire indicated that tomorrow morning he will be doing a memo to the staff that in any situation where the scene is unsafe, they are to stage, and wait for an officer to secure the scene. He advised we are not refusing to respond, however he does not want our people getting injured. He also asked the Board to discuss this issue with NIESA's attorney regarding the liability issue if NIESA advises fire center to not dispatch the ambulance until a scene is safe.

Mr. Hanna requested clarification on what type of incidents this would include. Mr. McGuire advised; shootings; domestic violence; any indication of a weapons; attempted suicides; etc

Mr. P. Griffes advised in a life or death situation, police can not refuse to respond. Mr. Wilbrink indicated at Williamstown Township's Board meeting this week they were advised by Meridian Township Police that there are mutual aid agreements in effect. Discussion followed.

Board approved review by NIESA's attorney.

Charles Galbreath- Biller: Advised he has converted to the new software. He is still getting product out, but has some files with questions. He will be contacting Dynalink for some additional assistance.

He is estimating the ambulance revenue for 2010 is \$240,000. He indicated it made up for some of the shortfall we experience from not receiving the captured funds.

Comments from Office Manager (Agenda IX):

Ms. Curtis advised nothing has been received from the City of Williamston regarding the installation of a back flow preventer.

Insurance claims have been filed for the damage to ambulance 16, and the damage to the

building. We are currently working on getting the repair estimates to send to the insurance company. There is another insurance claim to be filed for damage to Leroy Township's thermal imager. It was damaged at one of the structure fires. Chief Flynn is working on getting estimates. A new imager cost approximately \$8,500.

As requested by Mr. Wilbrink, Ms. Curtis and Mr. Galbreath met with Mr. Orton to discuss the insurance policies. At Mr. Orton's request we sent a letter to McNeil and company to obtain our loss history for their evaluation.

Mr. Galbreath indicated that Mr. Orton had spoken with him, and they had received the loss history. We have heard nothing further from Mr. Orton.

Ms. Curtis advised they also met with Kevin Decker, from MCM Group, who is our current insurance agent. He came in to review our policies with us, and we advised him that we were getting a quote from another insurance company which he in turn took back our insurer.

We received our insurance premium from MCM Group this week, and it went from \$65,000 down to \$56,000.

Mr. Jerry Risch, from Wieland-Davco, has been assisting Ms. Curtis with obtaining estimates for repairs to the building. She indicated he has been very helpful.

Comments from Board Members (Agenda X)

Nothing at this time.

Comments From association members (Agenda XI)

Mr. Wiegandt advised the Williamston Fire Association sold Christmas trees again, and had a successful season. They did have a few trees left, but with the warm weather were able to get everything cleaned up and the shanty moved.

Ms. Davis indicated she had a question for the Fire Chief's. Currently when there is a second ambulance call, the call is toned out over all of the frequencies; NIESA EMS; Leroy Township Fire; and Williamston Fire. She asked if the Chief's had a problem with it continuing. Both Chief's had no problem.

Public Comment (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Hale to adjourn the meeting at 7:58 pm, seconded by Mr. Cole. Motion carried.