

June 2, 2011

The June 2, 2011 meeting of the NIESA Board was called to order at 7: 02 pm by the Chairperson, Charles Galbreath.

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

Non-Voting Members Present: R. Hanna

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

Other: F. Wilbrink

Guests: None

**Consent Agenda (Agenda I):**

*-Minutes of the May 5, 2011 meeting*

*-Operational Checking Account Summary for May 2011*

*-Capital Projects Checking Account Summary for May 2011*

Mr. Galbreath advised the Capital Projects Checking account summary needed to be removed from the Consent Agenda because there was no activity in the account for the month of May.

Motion by Mr. Cole to accept the consent agenda, with the removal of the Capital Projects Checking account summary, seconded by Mr. E. Griffes. Motion carried.

**Public Comment (Agenda II):**

None at this time.

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

Chief Flynn indicated he'd spoken with Mick regarding the outstanding issues, but has heard nothing back from him. Discussion followed.

Chief Flynn advised that overhead door number 8 was not working. He also has a list of issues to send to Laux Construction. It includes the painting of the vents, and the seals on the doors. He is also concerned where the old portion of the building meets the new building. There is a portion of the shingled roof that is inside of the new building, and he has noticed that those shingles have been wet. Discussion followed.

Chief Flynn is going to fax the list of items to Laux again, and include a copy of their letter stating what items they were going to complete in the spring by April 30<sup>th</sup>. None of which has been finished.

There is still an issue on the north side regarding the water run off. The water from the downspouts is washing out the soil and gravel, and causing damage to the asphalt. Discussion followed.

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

Mr. Galbreath advised he had finally spoke with an individual from the company that did the inspection for the City of Williamston. The individual stated we need four backflow preventers, one on each of the fill locations. Discussion followed.

Mr. Galbreath will be contacting Hobbs + Black to discuss the issue and why they did not include the devices on the building plans, and get their opinion as to if they were necessary. Discussion followed.

Chief Siegel advised when the inspector came to his shop they advised him he also had to install the backflow devices on all of his outside water faucets.

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

Mr. Galbreath stated the Finance Committee met just prior to tonight's meeting, and will have some recommendations for the Board next month.

**Insurance Policy Review (Agenda III-D)**

Mr. Galbreath reminded the Board, at the last months meeting, they had elected to switch their Worker's Compensation from Accident Fund to MTA, and to also go with the David Chapman agency instead of MCM Group.

He advised the David Chapman Agency had also provided a bid package for the other insurance policies. Their bid package is \$14,000 less than our current providers.

Mr. Galbreath stated he'd been discussing our insurance policies with the David Chapman Agency representative since November of 2010, trying to obtain a quote prior to the policy renewal date of January 1<sup>st</sup>. However we did not get quote back from them, because there was some miss communication. Mr. Galbreath thought our insurance company was forwarded our loss history directly to the Chapman agency, when in fact they just sent it to NIESA.

Mr. Galbreath did contact our current agent, and advise him of the quote from the Chapman agency, and the fact they were \$14,000 less than our current policy. MCM Groups representative requested an opportunity to see if he could compete with the Chapman agency quote. As of tonight he has not heard anything further from MCM Group. Discussion followed.

Mr. Decker from MCM Group did advise Mr. Galbreath the policies from either company are essential the same.

The Finance Committee is recommending that NIESA change insurance agents, and go with the David Chapman Agency, and that NIESA change insurance carriers to the ones recommended by David Chapman. Discussion followed.

Mr. Galbreath advised one difference in the policies is regarding the rolling stock. The current insurance providers use an agreed value for replacing the vehicles, whereas the company used by

David Chapman Agency uses guaranteed replacement cost. Mr. Wilbrink indicated that you need to verify what they mean by guaranteed replacement. Will they replace the lost vehicle with a brand new vehicle, or will they replace the lost vehicle with the a vehicle of the same age as the one lost. Discussion followed.

Motion by Mr. Lillywhite to change insurance policies and use the David Chapman Agency, seconded by Mr. Pollok. Motion carried.

**MABAS & MEMAC Mututal Aid Agreements (Agenda III-E):**

Ms. Curtis stated she had spoken with Chief Royston from Delhi Township Fire Department, and he advised the MABAS agreement is the tool they will use to distribute apparatus and emergency personnel in an emergency or disaster, whereas the MEMAC agreements purpose is to recoup the out of pocket cost for the governing units for assisting during an emergency.

**Resolution 1 of 2011, Adoption of MEMAC (Agenda III-F):**

Motion by Mr. Lillywhite to adopt resolution 1 of 2011, for the adoption of the MEMAC agreement, seconded by Mr. E. Griffes.

Roll Call vote:

Yeas: Mr. Lillywhite, Mr. Pollok, Mr. E. Griffes, Mr. Cole, Mr. Hayes, Mr. Galbreath.

Nays: None

Absent: City of Williamston representative.

Motion carried.

**Resolution 2 of 2011, Adoption of MABAS (Agenda III-G):**

Motion by Mr. Lillywhite to adopt Resolution 2 of 2011, to adopt the MABAS agreement, seconded by Mr. Cole.

Roll Call Vote:

Yeas: Mr. Hayes, Mr. Cole, Mr. E. Griffes, Mr. Pollok, Mr. Lillywhite, Mr. Galbreath.

Nays: None

Absent: City of Williamston representative

Motion carried.

**EMS Representative for Jubilee Grand Parade (Agenda IV-A):**

Mr. Galbreath advised NIESA needed to select an EMS person to represent NIESA EMS in the Jubilee Grand Parade.

Mr. Galbreath recommended Ms. Davis as NIESA's EMS representative.

Motion by Mr. E. Griffes that Sherry Davis represent NIESA EMS in the Jubilee parade, seconded by Mr. Cole. Motion carried.

**Treasurer Report (Agenda V):**

Mr. Hanna stated the Checking Account summary show a payment of \$82,000 to Fifth Third Bank, which represents the interest payment on the loan. There were also two payments for insurance. One was the first quarter payment to MTA for the Worker's Compensation, and the second is a payment to Accident fund to cover June's premium.

Ms. Curtis advised that MTA's policy will not start until July 1<sup>st</sup>.

Mr. Hanna advised he and Ms. Curtis met with our representative from Citizens Bank and made some changes to the checking accounts. Previously we were required to keep \$25,000 in our operational checking account, and the rest of the funds were kept in a "Sweep" account that earned interest. Citizens changed their policy regarding the accounts and were going to require NIESA to keep \$75,000 in the operational checking account.

The Citizen's representative recommended some changes to help NIESA obtain as much interest income as possible. Rather than have the "Sweep" account that automatically moved money in and out of the Operational Checking Account, we switched to a Money Market Savings Account, and switched the checking account to one that does not require a set balance. The biggest change is the money will no longer be automatically moved. Ms. Curtis will need to manual move the funds. Discussion followed.

Mr. Hanna indicated he had seen a program regarding individuals placing yellow stickers in the back window of their vehicles, which signified a list of their medication was in the glove compartment of the vehicle. He suggested looking into the program to help get NIESA's name out in the public. Discussion followed.

**Committee Reports (Agenda VI):**

*Finance Committee:* As stated earlier they met tonight prior to the Board meeting. Mr. Galbreath advised they have three policies they are going to review, and will be providing the Board with some recommendations at next months meeting.

*Personnel Committee:* Mr. Wilbrink indicated the committee met last month, and drafted a SOG for the requirements for NIESA Firefighters. The SOG was given to the Chief's this evening for their review and comments.

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

Mr. Galbreath advised he spent the majority of his time working on the insurance policy issue.

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

***Charlie Galbreath, Biller:*** Reported that ambulance revenue is at \$53,000 for the year.

***Sherry Davis, EMS Supervisor:*** Reported that NIESA EMS responded to 65 calls in May, with 21 of them refusals.

***Chief Flynn:*** Reported that Leroy Township Fire responded to 17 calls in May. They lumped all of the calls they responded to after the storm into one run. It was reported as storm assessment and clean up. He advised that Leroy Township hosted the Ingham County Chief's meeting two weeks ago. The Chief's were envious of their new building.

A MIOSHA representative was the speaker at the meeting, and he discussed the 25 most common infractions they find at fire service locations. The representative provided Chief Flynn with the name of the MIOSHA representative in Lansing. Chief Flynn plans on inviting the individual out for an inspection to make sure everything is alright in the new building. Discussion followed.

As far as training, they have two houses across from the elevator they've been given to use for training. Captain Pfiester is talking with Captain Cochrane to try and set up some joint training. They did some rescue training at the location the other day. They will not be burning the houses. The owner will be tearing them down.

***Chief Siegel:*** Reported that Williamston Fire also responded to 17 calls in May, and they also lumped together all of the calls they had after the storm into one call. Discussion followed regarding down powerlines, and the Fire Departments obligations.

Chief Siegel advised he had a problem with a positive pressure fan he purchase a little over three years ago, and even though it is just out of warranty they are going to cover the repairs under the warranty. He also had a pump fail pressure testing last year, and he was able to replace it this year with a demo pump for a good price.

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

Ms. Curtis advised NIESA had received a \$7,500 check from the City of Williamston DDA, for millage funds captured by the DDA.

***Boiler Leaks:*** All have been repaired and the final cost for the repair was \$1,780.00. It was slightly higher than initially quoted because they needed to rebuild a valve.

***Gutter Repairs:*** With the rain the contractor is still behind. She hopes to have a date for the work to be completed within the next week. Ms. Curtis advised that

she had filed an insurance claim for the damage, and they are going to cover the repairs. We are still working out the final payment from the insurance company. Since insurance is going to cover the repairs, Ms. Curtis is going to move forward with installing snow guards on the south side of the building.

*Exterior Lighting problem:* Ms. Curtis was advised that the parking lot lights were not working. Captain Cochrane checked the electrical box and discovered the breaker was tripped. When he turned it back on it shut itself off again. The electrician was out and there is a problem with the pole outside of the office entrance. Ms. Curtis stated that both the gutter repairs and the exterior light repair will require a “man-lift” to be used. She is going to try and coordinate the repairs so NIESA only has to pay for one rental of a lift.

*Post Repairs:* We had reached an agreed price and received payment from the insurance company for the repairs to be completed by Jelsema Concrete. When Ms. Curtis contacted Jelsema to get the repairs scheduled they indicated they were to busy and could not do the repairs until fall. They are currently working on a job for Wieland Davco, and Jerry Risch is working with them to get them to do the repairs.

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

Nothing at this time.

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

Nothing at this time.

**Public Comment (Agenda XII)**

Nothing at this time.

**Adjournment (Agenda XIII):**

Motion by Mr. Lillywhite to adjourn the meeting at 7:56 pm, seconded by Mr. Pollok. Motion carried.

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Paula M. Curtis, Secretary

Date