

March 3, 2011

The March 3, 2011 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson Charles Galbreath.

Voting Members present: A Hale, R. Cole, E Griffes, C Galbreath
Absent: Representatives from Williamstown Twp, Wheatfield Twp, and City of Williamston

Non Voting Members present: P Griffes, R Hanna

Fire/ EMS Personnel present: B Siegel, Rick Shuck. S. Davis, M. House

Other: Frans Wilbrink

Guests: None

Consent Agenda (Agenda I):

- Minutes to the February 3, 2011 Regular Meeting
- Operational Checking Account Summary February 2011
- Capital Projects Checking Account Summary January & February 2011

Motion by Mr. Cole to accept the consent agenda as presented, seconded by Mr. Hale. Motion carried.

Mr. Galbreath requested a motion to add the 2011 Capital Projects Budget to new business as item C.

Motion by Mr. E. Griffes to amend the agenda to add under new business , item C, 2011 Capital Projects Budget, seconded by Mr. Cole. Motion carried.

Public Comment (Agenda II):

None at this time.

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

Mr. Galbreath advised we are at the same place as last month. We are still holding the final payment to Hobbs + Black. We did receive a box from them recently and it is being reviewed by Mr. House to see if they forwarded everything requested. Mr. Galbreath stated he will continue to hold Hobbs + Black's check until its confirmed we've received all of the information promised.

He advised we haven't made the final payment to Laux Construction. They have completed 2 of the 3 warranty items. Chief Flynn feels confident Laux will complete the items that need to be done in the spring, so Mr. Galbreath plans on issuing the final payment to Laux shortly. Discussion followed.

The Board members agreed to releasing the check to Laux.

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

Mr. Galbreath stated NIESA received a second notice from the City of Williamston regarding the need to install a back flow device. The letter is actually from Hydro Designs which is the firm the City is contracting with to do the inspections. The second letter provided some additional information as to what type of device they were requiring.

Mr. Galbreath advised he wanted to start by contacting Hydro Design to see if he could obtain some more details as to why the device was necessary. He has put a call into them and is waiting for a return call.

Ms. Curtis forwarded the information to Mr. Risch of Wieland Davco, and he contacted the plumbing company. The plumbers were confused by what was specified in the letter. Previously we thought they just wanted a device where the water enters the building, now it appears from the letter they want devices installed on each fill line in the apparatus area.

The plumber provided three options, the first two are for one device where the water enters the building. The cost for the device including installation was between \$625 and \$839. If they require us to put something on each fill line, the cost increased to approximately \$2,190. The plumbers would want further clarification from the City before they can give us an exact estimate. Discussion followed.

Mr. E. Griffes requested Mr. Galbreath be pro-active on the issue.

Personnel Committee Appointment (Agenda IV-A):

Mr. Galbreath advised the Board that Mr. Wilbrink has been removed as Williamstown Townships representative to the NIESA Board. As of this date, NIESA has not received an official notification from the Township regarding a change of representation.

Mr. Wilbrink has expressed an interest in remaining on the Personnel Committee and continuing to assist NIESA. According to the Committee & Sub-Committee SOG, you do not have to be a Board member to serve on a committee. Individuals from the community can sit on the Committee as long as the Board approves the Chairperson's appoint of the individual. Discussion followed.

Mr. Galbreath recommended that Mr. Wilbrink be appointed to the Personnel Committee.

Motion by Mr. E. Griffes to appoint Mr. Wilbrink to the Personnel Committee, seconded by Mr. Hale. Motion carried.

Parcel Consolidation - Leroy Township (Agenda IV-B):

Mr. Galbreath advised Ms. Curtis was approached by Leroy Township's assessor and asked if NIESA would be interested in consolidating the parcels that the Leroy Township station is built on. Mr. Galbreath indicated he could not see a disadvantage in consolidating them. Mr. E.

Griffes asked what the advantage was to consolidation. Mr. Galbreath could not think of an advantage. Discussion followed.

Ms. Curtis was directed to obtain further information , regarding the number of lots to be combined, and possible advantages of consolidation. Mr. E. Griffes requested NIESA not make a decision until further information is obtained.

2011 Capital Project Budget (Agenda IV-C):

Mr. Galbreath indicated it was pretty straight forward. There are some minor expenses for Architectural fees for expenses incurred by Hobbs + Black, with the majority of the expense for the finaly payment to Laux Construction of \$75,105.03. The remaining funds are reflected in the Contingency Fund.

Mr. Galbreath will find out from the auditor what we can do with the remaining funds. He wants to get the Capital Projects account closed as soon as possible since it costing about \$35 per month. Previously when the balance was higher the service fees were covered by the interest received. That is no longer the case.

He would like to use approximately \$13,000 of the remaining funds go to balance the 2011 Building and Equipment Budget which is currently showing a deficit. That would leave approximately \$7,000 for Leroy to use towards additional items for the building. Discussion followed.

Mr. Galbreath reminded the Board that the Capital Projects Budget did not require an appropriations resolution since it is not funded by the millage.

Motion by Mr. E. Griffes to approve the 2011 Capital Projects Budget as presented, seconded by Mr. Hale. Motion carried.

Treasurer Report (Agenda V):

Mr. Hanna advised there were a couple of large expenses on February's checking account summary. There were two payments for over \$2,000 for snow removal. One for the Williamston Station, and the other for Leroy. There is also a \$30,000 payment for Leroy's rescue vehicle, and a \$950 payment to Mr. House for a hose rack he constructed for the station.

Mr. Hanna advised that some of the expense were using the \$8,000 carry over funds from 2010 that Leroy Fire had requested. At the next meeting he would like an accounting of how much of those funds are left.

Mr. Hanna had a request for the Personnel Committee. He advised that the hourly personnel currently get 10 paid holidays, however there is nothing in writing. He would like them to draft and SOG regarding paid holidays. There is also nothing in writing regarding the administrative holidays for the office manager. Finally, we are currently paying the personnel straight time for the first 96 hours, then overtime if they exceed 96 hours. We have nothing in writing regarding

that issue either. Discussion followed.

Mr. Hanna also had a request for the Chief's and Supervisors. He indicated budget time is coming around again, and he would like them to get him something by June 1st as to what their budget request were going to be. Discussion followed.

Committee Reports (Agenda VI):

Mr. Cole advised that the Personnel Committee did not meet in February.

Mr. Galbreath stated the Finance Committee did not meet either, however he and the Treasurer had met to discuss the policies that need to be written. He and the treasurer are working on drafting the policies to present to the Finance Committee.

Comments from the Director (Agenda VII):

Mr. Galbreath advised he spoke with Chief Hall of Meridian Township police. He has spoken to Williamston City Manager, Tim Allard, on several occasions regarding the "Cost Recovery Ordinance" the City is working on and getting ready to present. He has also spent time going back and forth with Hobbs+ Black to obtain the documentation requested on the Leroy Fire building.

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

Charles Galbreath- Biller: Reported that NIESA has received \$20,000 in ambulance revenue this year, which is approximately 10 percent of the budgeted amount,. However 17 percent of the year has passed. He has been working on the electronic submission with the software company and thinks they have things worked out. He hopes to be receiving EFT funds from WPS shortly.

Assistant Chief House: Reported Leroy Twp Fire responded to 7 calls in February. Five of them were structure fires, however only one was in their area. The rest were assists to other departments.

They are still problems with Engine 6-18. When it returned from LTM after the fire damage repairs they discovered the tank had some leaks. Halt was able to come to the station to repair some of the leaks, but there are a couple that could not repair on site. The truck will need to go to Halt for further repairs.

They are drafting letters to LTM Auto and E-One to address some issues they have with the repairs of the truck. Mr. Galbreath suggested when they've completed the letters a copy be forwarded to NIESA's attorney.

Asst Chief House advised they still had not received everything to resupply the truck from the fire damage. One of the items is the replacement hose. Discussion followed.

Chief Bill Siegel: Reported that Williamston Fire responded to 10 calls in February. Four calls in the City of Williamston, two calls in Williamstown Township, and one in Wheatfield Township. The remainder were assists to other departments.

One of the calls in Williamstown Township was for a structure fire on James Avenue. The fire damage was contained to one room. The personnel did a good job stopping the fire.

He has received the replacement rims for Tanker 5, and will be getting those switched over shortly. Once those are completed all of the vehicle tires will be tubeless. The ladder truck also has a leaky cylinder, and it will need to go to Halt for repairs. Chief Siegel will be coordinating the repairs with Chief Flynn to make sure we only have one truck at Halt at a time.

He advised the Officers of Leroy and Williamston Fire recently met to discuss the exchange of air packs, and the purchase of some additional extension ladders. After the fire above the Dollar Store they realized with the limited access at the back of the building do to the power lines, some additional ladders needed to be purchased.

The Williamston Firemen's Association was awarded a grant for a new SCBA air compressor. Chief Siegel advised that when he attends the FDIC conference this year he will look at compressors and see if he can get a deal.

He has also purchased 4 sets of turn out gear at a cost of \$6,000. That cost does not include the cost of helmets, boots and gloves.

Sherry Davis- EMS Supervisor: Reported that NIESA EMS responded to 55 calls in February . Thirteen of them were refusals.

Ambulance 11-15 has a small oil leak. Charlie Cochrane is aware of the leak and will scheduling it for repairs shortly. Chief Siegel has received the replacement bumper for Ambulance 11-16, and will be completing the accident related repairs in the near future. Ms. Davis advised she also needs to take 11-16 back up to Capital City International Truck as another alarm is sounding. When the vehicle idles at a stop light the warnings activate indicating the unit is "over charging", but when it travels down the road the alarm stops. She is not sure if this is related to the accident damage.

Comments from Office Manager (Agenda IX):

Insurance Claims- Ms. Curtis advised we currently have three insurance claims open. One is for the vehicle damage to 11-16 after it struck the building. She has received payment from the insurance company, however the claim remains open pending additional cost for repairs.

The second claim is for the damage to the building. She has forward estimates to the adjuster for the repairs, however has heard nothing further from him. She will continue to pursue the claim.

The third claim is for Leroy Township Thermal imager that was damaged in the structure fire on Riverside. All of the information requested by the adjuster has been forwarded. Ms. Curtis is waiting for the insurance company to send a "Proof of Loss" form which requires our signature. Once that is completed payment should be issued.

1296 Building Issues: When Ms. Curtis arrived on Monday she discovered that all of the gutters on the south side of the building had been damaged by the snow and ice coming off the roof. The roofing company that installed the gutters was out to look at the damage Tuesday and will be forwarding an estimate. She also has another company coming out on Friday for a second estimate.

She will also be obtaining quotes from both companies to install "snow shields" on the roof to try and prevent this from happening again. They have been asked to make two quotes, one for the south side of the building, and the second for the north. She is not sure if the budget will allow getting the entire roof done.

Boiler & Water Leaks: Ms. Curtis was contacted Tuesday night around 9:30 pm by the EMS crew and advised that the building was getting cold. One of the crew checked the boiler and discovered it had shut down. He was able to restart the system by pressing the reset button.

Briggs Mechanical was contacted. They discovered when they did their service of the system last month they forgot to reset something in the computer program, which caused the shut down.

However when the crew went up to reset the boiler they also noted water leaking from the pipes that supply the boiler. Once the boiler was restarted the leaks gradually stopped. Ms. Curtis contact Mr. Risch of Wieland Davco to discuss the issue, and he in turn contact Rod's Plumbing.

Rod's Plumbing came out today and took pictures of the problem, and she is waiting to hear back from them regarding repairs.

Water leak at Hot water heater: While checking the boiler issue, Ms. Curtis also discovered that the supply line to the hot water heater was also leaking. She requested that Rod's Plumbing repair the leak.

Radio Protocols for 911: Ms. Curtis received a request from 911 for us to review the dispatching protocols they have on file, and update them if necessary. She provided the Chief's and EMS Supervisors with a copy of the protocols at the managers meeting for their review. Once they have been amended she will forward a draft of the changes to 911 for their final approval.

City of Mason- Mutual Aid Agreement: Today in the mail Ms. Curtis received a letter from the City of Mason, along with a revised Mutual aid agreement between the City and NIESA.

Ms. Curtis gave copies of the agreement to Director Galbreath, and both Fire Chief's for their review and comments. She also provided them with a copy of the current agreement so they can compare the two. Discussion followed.

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. Hale to adjourn the meeting at 7:48 pm, seconded by Mr. Cole. Motion carried.

Paula M Curtis, Secretary

Date