

November 3, 2011

The November 3, 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. Lillywhite, R. Cole, E Griffes, R. Hayes,
R. Pollok, L. Wittrup

Non-Voting Members Present: R. Hanna

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

Other: F. Wilbrink

Guests: Jason Orton, David Chapman Insurance Agency

Consent Agenda (Agenda I):

- Minutes to the October 6, 2011 Regular Meeting*
- Operations Checking Account Summary October 2011*
- Operations Budget through October 31, 2011*
- Building & Equipment budget through October 31, 2011*

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

Public Comment (Agenda II):

Nothing at this time.

Jason Orton, David Chapman Agency (Agenda III):

Mr. Galbreath introduced Jason Orton from the David Chapman agency. Mr. Orton stated it is part of their agencies service to meet annually with their clients. He met with Mr. Galbreath prior to the meeting and reviewed NIESA's insurance policies.

Another service of his agency is to meet with the personnel to review the benefits available to them. They have met with Leroy Township Fire personnel, and will be meeting with Williamston Fire personnel next Monday. He will also be meeting with both Fire Chief's to discuss loss control, and what needs to be done if a loss occurs.

He will meet with the Board again before the next renewal of the policies to advise of any changes in premium. Mr. Hanna stated that NIESA had recently made an enhancement to a policy. Mr. Orton indicated when they reviewed our policies they discovered the death benefits were out of balance. For an accidental death the benefit was \$150,000, but the death benefit for a heart attack was \$125,000. The enhancement equalized the benefit. Discussion followed.

Mr. Orton stated NIESA had experienced a claim shortly after the policy took effect. It is his

understanding, after a discussion with Ms. Curtis, the claim had been completed. He indicated it was a lightning strike claim, which is one of the most difficult.

Ms. Curtis asked if Mr. Orton would also be meeting with the EMS staff to discuss the benefits available under NIESA policies. He was advised that Ms. Davis was the EMS Supervisor. He indicated he would also meet with Ms. Davis.

Mr. Pollok asked if MTA was going to revisit providing workers compensation insurance. Mr. Orton stated they hinted they were going to revisit it, but he does not know when or if they will offer insurance again. Discussion followed.

City of Williamston- Backflow Prevention Device (Agenda IV-A)

Mr. Galbreath thanked Mr. Wittrup for his assistance in the matter. He was able to get Hydro Design to meet with NIESA and the City of Williamston to discuss the backflow device. After the meeting, Hydro Design emailed information to NIESA, providing us with 3 different alternatives to comply with the City's notice. Discussion followed.

Mr. E. Griffes asked what the three recommendations were from Hydro Designs. Ms. Curtis did not have the information, but stated she would forward the email to the Board members for their review. Mr. E. Griffes indicated he and Mr. Alchin of the Leroy Township Board had been discussing this issue, and Mr. Alchin felt NIESA should contact the State Plumbing Board regarding the issue. Discussion followed.

Mr. Wilbrink indicated the individual to contact at the State of Michigan was Joe Madziar.

Ms. Curtis is currently obtaining bids for the project. She sent the information to Rod's Plumbing, which is the company that installed the plumbing in the building. She requested they provided information as to the cost to install each of the options, what type of annual maintenance will be needed for each alternative, and the cost of the annual maintenance. Rod's Plumbing has declined, and does not want to do the work siting they are too busy.

Ms. Curtis forwarded the information to Meridian Plumbing today, however she asked the Board members for recommendations of other plumbing companies to use. The Board members suggested Michigan Plumbing, Northern Plumbing, and Steve Hulliberger.

Mr. Lillywhite asked if NIESA had any recourse against Hobbs and Black for not including the device in the design of the building. Mr. Galbreath did not think so because of the time that has passed. Discussion followed.

Mr. Galbreath advised we will continue to work on the issue from both ends. Getting quotes for the work recommended by Hydro Design, and by checking with the State of Michigan Plumbing Board.

Fire Service Billing Review (Agenda IV-B):

Mr. Galbreath indicated he planned on having a Finance Committee meeting at the end of October, but it did not take place. He stated a meeting will be scheduled within the next week or two.

2012 Meeting Schedule (Agenda V-A):

The 2012 meeting schedule is in this evenings packet. Mr. Galbreath stated the only question is the date of the July meeting. He asked if they wanted the meeting on July 5th or July 12th. Mr. Lillywhite stated he would prefer the 12th.

Motion by Mr. Wittrup to approve the meeting schedule as indicated, and selecting July 12th for the date of the July meeting, seconded by Mr. E. Griffes. Motion carried.

Treasurer's Report (Agenda VI):

Mr. Hanna discussed the checking account detail, advising the payment to the David Chapman agency of \$285 was for the increase in the heart attack benefits. The payment to Michigan Plumbing for \$1,465 was to have exterior drains and interior drains inspected and cleaned out. Mr. Galbreath indicated the Ingham County Drain Commission requires an annual inspection of the drains.

Mr. E. Griffes questioned the payment to Charlie's Repair for \$601.57 for an oil change for ambulance 11-14. Felt it was high. Ms. Curtis indicated she may have typed the wrong information in the memo line, she thought more work was done than an oil change. She will review the bill, and advise Mr. E. Griffes. Discussion followed regarding other expenses on the summary.

Mr. Hanna stated the packet included a Capital Projects budget to date . He advised he wants to close the Capital Projects account by the end of the year. He requested that Chief Flynn decide which tables and chairs they wanted for the meeting room and what office chairs, and that they get purchased by the end of the year. Also if there is anything else he felt they needed to let Mr. Hanna know. When the capital projects account is closed he recommends putting the left over funds into the Building and Equipment account towards Fund Equity.

Mr. Hayes asked what happens at the end of the year to the excess funds not used from a budget. Mr. Galbreath indicated it went into fund equity. Mr. Lillywhite stated unless a Chief or Supervisor requests in writing that some of the equipment funds be carried over to the next fiscal year. Discussion followed.

Mr. Hanna advised the Finance Committee members that Ms. Davis had provided him with some information regarding the ambulance situation, however he feels they need some additional figures to go along with the information. He has asked Ms. Curtis to obtain some further information.

Committee Reports (Agenda VII):

No committees met last month.

Comments from the Director (Agenda VIII):

Mr. Galbreath advised he met with Hydro Designs and the City of Williamston regarding the back flow device. He also met with Mr. Orton to review the various insurance policies.

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

Sherry Davis, EMS Supervisor: Reported that NIESA EMS responded to 60 calls in October with 13 refusals. They also gave 8 calls to Meridian and 1 individual was air lifted. At the 2 MSU football games they transported 7 intoxicated individuals.

Ms. Davis advised she would like to replace one or two of the ambulance stretchers because of their age. She indicated she may need to request some of her equipment funds be carried over to 2012 for the purchase. She is currently trying to get some quotes and information on the options available. She is looking to get something similar to what we currently use. Cost of the stretchers \$3,000- \$5,000. Discussion followed.

Mr. Galbreath suggested contacting Stockbridge to see if they are looking to purchase some stretchers, maybe we could get a better price.

Chief Flynn: Reported that Leroy Township responded to 16 calls in October. It was a busy month. They had a house fire at a vacant house on M-52 in Locke Township. He called in the fire inspectors from Ingham County. Discussion followed.

Last month they did search and rescue training at a house. They plan on doing some additional training at the house this month, and will be doing pump training next Wednesday.

Two of the trucks attended the Fall Festival a couple of weeks ago, and they handed out helmets to the kids.

Chief Siegel: Reported it was a sad and difficult month. Williamston Fire responded to 18 calls in October. One call was an extrication call on Haslett road. The other difficult response was the death of the high school student. Williamston Fire Personnel took a fire truck and ambulance to the memorial service to show our support for the family. Discussion followed.

They assisted Meridian Township Fire with a house fire/ swamp fire out by the lake. Discussion followed.

Pump testing has been completed on Truck 11-4, Engine 11-1, and Engine 11-2. All of them passed the testing, however both Engines need 2 valves replaced. He is not sure if the repairs will be completed this year or next year.

We have received the new SCBA air compressor, and hope to have it installed sometime next week.

Williamston did joint extrication training with Ingham County at Bill's Wrecker last month.

The open house and pancake breakfast during fire prevention week went well

Charlie Galbreath, Biller: Advised October was a wonderful month for billing. We were at \$95,000 at the end of September for ambulance revenue, and we are now at \$155,000 with \$23,000 to still be record. The Medicare money is finally coming in. Discussion followed.

Comments from Office Manager (Agenda X):

Fire Extinguisher / Back Flow device inspection: Will be taking place within the next two weeks. The results will be forwarded to the City of Williamston and Hydro Designs.

Overhead Doors: The Apparatus Bay doors had their annual inspection and maintenance at the end of October. They discovered that Door 1's safety device had become disconnected. It was repaired, along with some other minor issues such as loose screws. Nothing major.

Snow Removal Bids: We received 5 bids to provide service. Director Galbreath reviewed the bids and selected Dan's Services to provide the snow removal at both locations. He has been notified, and thank you's went out to the other providers.

Fire Prevention: The Fire Prevention presentations went well. We saw approximately 1,000 kids at St Mary's, Memorial Lutheran, Discovery, and Explorer Elementary Schools. The Personnel did a presentation, showing the kids a video on fire prevention then fire personnel put on turn out gear so the kids can see what they look like. At lunchtime we had a couple of trucks on location for the kids to go through, and this year we set up a tent and filled it with smoke to show the kids what it's like to be in a smoke filled house.

Chief Siegel advised Ms. Curtis also handed out glow sticks for the kids to use on Halloween.

Comments from Board Members (Agenda XI):

Mr. Galbreath thanked Mr. Wittrup for his time and service to the NIESA Board.

Comments from Association Members (Agenda XII):

Chief Flynn advised Leroy Township Fire will be hosting Santa Claus on December 3rd, and they would like to have a small open house for the new building in conjunction with Santa's visit. He advised they did have several people go through during Ox Roast, but still wanted to do

something during Santa's visit. Ms. Curtis asked Chief Flynn to let her know what she can do to help.

Mr. Lillywhite asked if NIESA would help publicize the event. The Board agreed to assist with publicity. Ms. Curtis will get with Chief Flynn.

Public Comment (Agenda XIII):

Mr. Pollok asked about the Hazmat incident in Williamstown Township and the final outcome. He requested that Mr. Hayes advise Wheatfield Township of the final outcome. Discussion followed.

Adjournment (Agenda XIV):

Motion by Mr. Lillywhite to adjourn the meeting at 8:10 pm, seconded by Mr. E. Griffes.
Motion carried.

Paula M Curtis, Secretary

Date