

November 7, 2013

The November 7, 2013 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Roger Pollok.

Voting Members Present: R. Lillywhite, R. Hanna, R. Pollok, R. Cole, S. Whelton, R. Hayes
Absent: Leroy Township Representative

Non-Voting Member Present: F. Wilbrink

Fire/ EMS Personnel Present: B. Siegel, M. Flynn, A. Chase, E. Holmes, K. Forester,
T. Grant, Reg Shuck, Matt House, Z. Waltersdorf, C. Eddy,
R. Oesterle, S.Davis, C. Chamberlain

Other: C. Galbreath

Guests: None

Consent Agenda (Agenda I):

- Minutes to the October 3, 2013 Regular Meeting
- Checking Account Summary October 2013
- Treasurer's Report October 2013
- 2013 Operational Budget through October 31, 2013
- 2013 Building & Equipment Budget through October 31, 2013

Motion by Mrs. Whelton to approve the consent agenda as presented, seconded by Mr. Hanna.
Motion carried.

Public Comment (Agenda II):

Nothing at this time.

Director Position (Agenda III-A):

Mr. Cole reported they had nothing at this time. The Personnel committee had met with David Harper, a Consultant to discuss how to fill the position.

Citizen Complaint SOG (Agenda III-B):

Mr. Cole advised they did not work on the Citizen Complaint SOG last month.

Grievance Guideline SOG (Agenda III-C):

Mr. Cole stated he didn't feel the Grievance Guideline needed to be changed. The Personnel Committee made no changes to the Guideline.

New Business (Agenda IV):

Nothing at this time.

Treasurer Report (Agenda V):

Mr. Hanna reported the expenses for October 2013 were \$293,077.46, with the majority of the expense being the loan payment of \$263, 066.01. On the second page of the checking account summary is a payment of \$3,380.68, those funds are the remaining funds Chief Siegel had from selling the SCBA's.

Mr. Hanna advised the true monthly expenses for October were approximately \$26,000, which is slightly under our average expenses.

Personnel Committee (Agenda VI):

There projects had already been discussed.

Finance Committee (Agenda VII):

Mr. Hanna advised in the meeting packet is Resolution 4 of 2007- Disposal of Equipment Guidelines. At last months meeting the Board approved the Disposal of Equipment SOG, but did not rescind this resolution. He indicated it needed to be rescinded.

Motion by Mr. Lillywhite to rescind Resolution 4 of 2007- Disposal of Equipment Guideline, seconded by Mr. Cole. Motion carried.

Mr. Hanna advised the Finance Committee was still working on the Ambulance Service Billing, and Purchase Order Guidelines.

Comment from the Director (Agenda VIII):

Mr. Galbreath reported he met with the insurance agent, Jason Orton, a couple of weeks ago to review the insurance policies. This is our third year with the Chapman Agency. Mr. Orton is going "shop" our policy around to see if we can avoid any premium increases.

NIESA currently has an Accidental Injury and Dismemberment package for it's employees. As of November 1st the carrier changed the policy and added some additional benefits for the employees, with no increase in premium. Mr. Orton is going to provide some information on the additional benefits, and we will get that information out to the staff.

Mr. Orton is also looking into HIPAA training material for us to use.

On Tuesday our Instructor Coordinator, Barb Karber, was informed by the State of Michigan the we were missing paperwork for the EMT Class that was just completed. The State of Michigan has no paperwork on file that the class was approved.

Ms. Karber advised Mr. Galbreath at 10:00 am Tuesday of the situation, and she met with NIESA's Attorney, Mark Adams at 1:00 pm. Mr. Adams and Ms. Karber met with the State of Michigan, Department of Community Health Bureau, EMS & Trauma Systems Section this

morning, to see what could be done. The burden of proof is on NIESA to prove that the paperwork was submitted. The State of Michigan has no record that it was submitted. NIESA has looked through the paper files and could not locate the paperwork.

Mr. Pollok asked what the implications are for not having the paperwork. Mr. Galbreath indicated the State of Michigan will not allow the students to take the EMT test, and get their EMT License. With no paperwork on file at the State of Michigan, as far as the State is concerned the class was unauthorized. Discussion followed.

Our general Counsel is advocating we file the paperwork now, and we try to do an administrative appeal to get the class approved.

It was a consensus of the Board that NIESA needed to do whatever it could to resolve the problem and get the class approved, so the students could test for their EMT licenses. Mr. Galbreath was authorized to proceed and do what he could.

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

Chief Flynn: Reported Leroy Township Fire responded to 9 calls in October. Four of them were vehicle accidents, with multiple patients. During the month a cub scout group visited the station. They provided a tour of the station, and a demonstration. They also hosted a Halloween trick or treat event. Approximately 100 children attended.

Chief Flynn advised fire training for November is pump training. Also all of the trucks are up to date, and they will be getting new tires for Engine 6-18.

Sherry Davis, EMS Supervisor: NIESA EMS responded to 67 calls in October, and saw 82 patients, with 27 refusals. The high number of patients and refusals is related to the number of vehicle accidents during the month. Ms. Davis indicated there were several accidents which had 4 and 5 patients. We also gave away 7 calls to other agencies.

Ms. Davis stated an issue had arose from one of the calls given to another agency. There are questions about the treatment provided by the EMS crew, and she has contacted the owner of the agency to discuss the matter.

Chief Siegel: Reported Williamston Fire Department responded to 14 calls in October. Several were EMS assists. During October Ms. Curtis did Fire Prevention presentations in the elementary schools in Williamston. We also passed out "glow sticks" to the children for Halloween.

They had 3 days of aerial training on the ladder truck, and Chris Chamberlain will be doing the driving course on the truck this month. It will be held at Aldi's.

We are still waiting for the new tank for Engine 2. All of the preparation has been completed to install the tank.

Chief Siegel requested a meeting with Director Galbreath, and Treasurer Hanna to discuss the sale of Truck 4.

Ingham County has some Fire Officer classes coming up after the first of the year. Chief Siegel indicated he would like to transfer some of his 2013 training funds to the 2014 budget. Discussion followed

Charlie Galbreath- Biller: Reported the ambulance revenue is currently at \$240,000, which is approximately \$13,000 over what was budgeted. However when the auditor does his adjustments he will probably move \$50,000 back into last year. Discussion followed.

Mr. Galbreath advised, as the Director, he was also going to be reimplementing the management meetings. Mr. Hanna asked if Mr. Galbreath was okay with continuing as the Director at this time. Mr. Galbreath said yes.

Comments from Office Manager (Agenda X)

Ms. Curtis advised DeLau Fire Service will be in tomorrow, November 8, to do the annual maintenance at both stations. It includes inspection of the fire extinguisher's, fire alarm system, back flow devices, and at the Williamston Station the sprinkler system.

Comments from Board Members (Agenda XI):

Mrs. Whelton thanked Chief Siegel for allowing a fire truck to be part of St. Mary's "Touch a Truck" night. She indicated Firefighter Hedden did a wonderful job with the kids. It was appreciated.

Regarding the Budget reports, Mr. Hayes requested with the next budget report an explanation be provided for the line items that are over 100%. Mr. Hanna advised he would address the overages next report.

Mr. Pollok advised he always appreciates when the Fire Associations do thing for NIESA, but he questioned the recent photo fund raising event. He questioned if the funds are co-mingling since Williamston Association used the name Williamston Fire Department in their flyers.

Mr. Reggie Shuck took responsibility for using Williamston Fire Department in Williamston's photo flyer, he advised he missed the error. Mr. Hanna advised Mr. Pollok there was no co-mingling of funds the funds raised by the Association's go to the Association. Discussion followed.

Mr. Chase advised he was unclear why Mr. Pollok was so upset about the error. Mr. Pollok indicated it was because of the use of the name Williamston Fire Department. Per NIESA's

bylaws, “ All fund-raising activities conducted in the name of the Authority shall have the prior approval of the Board and the Board may impose conditions on its approval,” and this was not approved by the Board.

Ms. Curtis asked if Mr. Pollok considered “in the name of the Authority” to include the names Williamston Fire Department, Leroy Township Fire Department, and NIESA EMS. He indicated yes. Discussion followed.

Mr. Pollok asked what the money was going to be used for. Mr. Shuck advised Williamston Fire planned on putting it towards a new grass rig. Mr. Chase advised Leroy Township Fire had not decided yet because it depends on the amount raised.

Mr. Pollok advised in the future the Board should be advised of the Associations fund raising efforts in advance.

Comments from Association Members (Agenda XII):

Nothing at this time.

Public Comment (Agenda XIII):

Nothing at this time.

Adjournment (Agenda XIV):

Motion by Mrs. Whelton to adjourn the meeting at 7:50 pm, seconded by Mr. Hayes. Motion carried.

Paula M Curtis, Secretary

Date