

December 4, 2014

The December 4, 2014 meeting of the NIESA Board was called to order at 7:01 pm by the Chairperson, Roger Pollok.

Voting Members Present: R. Hayes, R. Ackerman, R. Hanna, S. Diederich, R. Pollok, B. Stiffler. Absent: Locke Township Representative

Non-Voting Members Present: F. Wilbrink

NIESA Personnel Present: D. Harper, E. Holmes M. Flynn, S. Davis, J. Slaton, A. Chase, B. Siegel.

Other: None

Guests: Attorney Mark Adams

Consent Agenda (Agenda I):

- Minutes to the November 6, 2014 regular meeting
- Checking Account Summary November 2014
- 2014 Operational Budget through November 2014
- 2014 Building & Equipment Budget through November 2014
- Treasurer's report November 2014

Motion by Mr. Ackerman to approve the Consent Agenda as presented, seconded by Mr. Hanna. Motion carried.

Public Comment (Agenda II):

Nothing at this time.

Attorney Mark Adams (addition to Agenda):

Mr. Adams advised he is retiring and will be referring the majority of his clients to other firms, however he wants to make exceptions for three clients. He would like to continue to represent NIESA, SESSA, and Locke Township. When he went on vacation last year the McGinty, Hitch law firm covered for him. Discussion followed regarding Mr. Adams arrangement with McGinty, Hitch, and how it effected his representation of NIESA.

Mr. Adam advised he would be closing his office on Grand River, and moving his office back into his home. If the Board did not want to continue using his services he would be glad to refer us to another law firm.

Mr. Pollok asked for discussion. The consensus was to continue with Mr. Adams as NIESA legal council, and allow him to use McGinty, Hitch when necessary.

Resolution 4 of 2014- NIESA Bylaw amendment (Agenda III-A):

Mr. Pollok reminded the Board that the bylaw amendment was discussed at last months meeting.

He advised the wording of Resolution 4 of 2014 was exactly what was discussed at last months meeting.

Motion by Mr. Ackerman to adopt Resolution 4 of 2014- NIESA Bylaw Amendment as presented, seconded by Mr. Hanna.

Discussion: Mr. Hayes advised he wanted to see this amendment go forward and feels it should be one organization as stated. However the Township does not agree with the wording, they feel it should be changed from “departments” to “stations.”

Mr. Ackerman felt the wording was fine as written.

Mr. Pollok called for the vote.

Roll call Vote: Yeas: Mr. Stiffler, Mr. Ackerman, Mr. Hanna, Mr. Diederich, Mr. Pollok
Nays: Mr. Hayes
Absent: Locke Township Representative.

Resolution 4 of 2014- NIESA Bylaw amendment was adopted.

MFR Standard Operating Guideline (Agenda III-B):

Mr. Harper advised the standard operating guideline is to replace the interim directive for the operation of the MFR vehicle. The guideline governs how the until will respond to calls and clarifies how it will operate. Discussion followed.

Mr. Hayes indicated he had some suggestions. In section “Who May Respond,” item number one, the semi colons should be replaced with commas, and the two sentences should be combined into one.

Also in the same section, item number two, the comma after licensure should be removed. He also felt that “upon obtaining approval of the EMS Supervisor” should be moved to the beginning of the sentence. Mr. Ackerman did not agree with the change. Discussion followed.

Motion by Mr. Ackerman to adopt standard operating guideline 300-400-200- Medical First Responder Response with the following amendments under the “Who May Respond” section. Item 1, replacing the semi-colons with commas and combining the two sentences into one. Under Item 2, removing the comma after licensure. Seconded by Mr. Hanna. Motion carried.

Open EMS Positions (Agenda III-C):

Mr. Harper advised NIESA held interviews on Monday for the open positions. They consisted of four parts, an administrative review, peer recommendation, an interview, and a practical evaluation. Mr. Hanna advised there were seven internal candidates for the two position, four for the Paramedic position and three for the EMT position. The decision for the EMT position was very difficult, and the top two candidates received a second interview. The EMT position,

pending Board approval, was offered to Eric Holmes. Mr. Holmes has accepted the position if the Board approves.

Mr. Holmes has been on Leroy Township Fire Department for several years.

The Paramedic position was offered to Christopher Eddy. He resides in Haslett and has been working for NIESA for awhile. He has accepted the position pending Board approval.

Mr. Hanna stated the Personnel Committee wanted these position to be filled from within , and he asked for the Boards approval.

Motion by Mr. Hanna to approve the hiring of Eric Holmes for the full time EMT position, seconded by Mr. Ackerman. Motion carried.

Motion by Mr. Hanna to approve the hiring of Christopher Eddy for the full time Paramedic position, seconded by Mr. Ackerman. Motion carried.

Burning Permits(Agenda IV):

Mr. Harper stated he had an opinion letter from Mr. Adams regarding the enforcement of burn permits. NIESA can respond to non-permitted fires and burning complaint to determine if a hazard is present, however if there is no hazard it becomes a law enforcement matter. NIESA has no authority to enforce the ordinances of the units of government.

Mr. Hayes asked if NIESA could bill for responding to these types of situations. Mr. Harper indicated Mr. Adams felt we could bill. Mr. Adams is also suggesting some wording changes on the permits issues. Discussion followed.

Mr. Harper indicated he is not asking for any action from the Board at this time. He asked them to review Mr. Adam's letter so the issue could be discussed further at the next Board meeting.

Mr. Harpers next step is to start discussions with the dispatch center to establish dispatch protocols for these types of incidents. If there is no hazard present, and the individual is just complaining about the burning it should be a law enforcement issue and NIESA should not even respond.

Mr. Chase asked if NIESA could get the authority to enforce the burning ordinance. Mr. Harper stated we could, but each of the units of government would have to give us the authority. Discussion followed.

Treasurer's Report (Agenda V):

Mr. Hanna reported NIESA spent \$15,678.46 in November, which was considerable lower than Octobers bills.

He indicated the Operational Budget through November was in this evenings packet. There are

several line items that are over budget, however the cost centers are fine. There are several reasons for the overages.

Under the fire department section, there have been more fires this year which has caused the wages and FICA to be over budget. Increased fires also cause an increase in fuel usage. Another issue was a 2013 fire truck repair that was not completed until 2014.

Mr. Hanna advised he will have budget amendments for the Board at the January meeting.

Committee Report (Agenda VI):

Mr. Hanna stated after the first of the year he is picturing a joint meeting of the Finance and Personnel Committees. There are several issues that need to be discussed which should involve both committees, such as the minimum wage increase, and the filling of the EMS Supervisor position. Discussion Followed.

Comments from Department Heads (Agenda VII):

Chief Siegel: Reported Williamston responded to 18 calls in November. Most were power lines down, with one electrical fire in a residence in Williamstown Township. They also responded to Williamston High Schools for a possible chlorine leak. Discussion followed regarding the response at the high school.

The annual service has been completed on Ladder 4, and Engine 1 had a pump test. All of the vehicles are in good shape.

He is working on setting the dates for the ice rescue class, and will be coordinating it with the MFR class.

Chief Flynn: Reported Leroy Township responded to 19 calls in November, and they were a little bit of everything. The MFR unit responded to 37 calls in November. Twenty responses were in Leroy Township, 4 to Locke Township, 7 to the Village of Webberville, 4 to the City of Williamston, and 2 to Williamstown Township.

The training in November was a CPR renewal. Everyone should receive their cards next week. This month's training is on December 14th. CSX railroad will be providing the training. Discussion followed.

The Village of Webberville has a house that the fire department can use for training. Mr. Ackerman advised the fire department can use the house for training until March, but they can not burn it.

Chief Flynn advised they are still waiting for a foam inducer for 6-18, but all of the vehicles are operational.

Sherry Davis, EMS Supervisor: Reported NIESA EMS responded to 85 calls in November and saw 89 patients. They had 19 refusals and gave 3 away. On November 20th they picked up ambulance 11-14 from Horton after they completed the warranty paint work. They are now looking into tires for the unit.

Biller Report: Mr. Pollok advised the Biller's report is in this evenings packet. Per the report ambulance revenue is at 118 percent of budget, and the Back up Biller is working out well.

Education Department: Report is in this evenings packet. The MFR class is full. We have 12 people interested from NIESA, 7 or 8 from Ingham Township Fire, 5 from Onondaga Fire and 1 from Meridian police. During the MFR class we will also be offering practical CE credits to NIESA personnel.

We have also set the CE credit, and CPR class schedule for 2015, and are working on meeting with the Fire training officers and Director to discuss Target Solutions.

Comments from Office Manager (Agenda VIII):

Snow Removal Agreement: The bids were reviewed by the Director and the Treasurer. When they determined who they wanted to award the contract to the Chairman was contacted for his approval. The contract was awarded to Dan's Services for both stations.

The Village of Webberville withdrew its offer to sell salt to NIESA, however the City of Williamston was contacted and they agreed to sell NIESA salt. The conditions remained that NIESA's contractor needed to store the salt, and the pick up of the salt needed to be scheduled with the DPW Supervisor. The cost of the salt was comparable to what was offered by the Village.

The salt has been picked up the contractor. The dump truck was weighed at Jorgenson Farms prior to picking up the salt, and weighed again after it was loaded. A copy of the weight slip will be provided to the City of Williamston and NIESA for billing purposes.

Annual Maintenance: Still have two areas of annual maintenance that needs to be completed at both stations. One is servicing of the overhead doors, which has been scheduled for December 16th and 17th. There are a few repairs that need to be addressed.

The second area is the floor drains at both stations. Michigan Plumbing will be out on Friday to inspect the drains and clean them if necessary. The drain systems that is in place have oil separators so they need to be checked annually. Discussion followed

Comments from Director (Agenda IX):

The Assistance to Firefighter grants through FEMA must be submitted by tomorrow. Mr. Harper was not sure if he would be able to apply for the grant until today. He has submitted a grant for SCBA's, and is working on a grant for an ambulance. If NIESA is awarded the grants we will have to pay 5% in matching funds.

We did receive good news in the mail today, both Leroy Township Fire and Williamston Fire received grants from the DNR. They are 50/50 matches, but they don't have to be completed until August 2015.

Mr. Harper advised he and Chief Young, from Williamston Police Department, met with St Mary's Church and School to assist them with their Community Preparedness plan.

Mrs. Whelton wanted to mention that St Mary's will be holding it's Blue Mass on January 11th at 9:00 am, and she would appreciate it if NIESA's personnel would attend.

Mr. Harper stated we now have an agreement with the Williamston Police Department which allows the police to access LEIN on behalf of NIESA. This allows NIESA to obtain pre-employment background checks, and vehicle information for vehicles involved in accidents.

NIESA has also enrolled in the flag system with the Secretary of State, which has made our insurance carrier happy. If any of our employees receive a driving infraction, NIESA is notified. Discussion followed.

Comments from Board Members (Agenda X):

Mr. Hanna indicated Mrs. Whelton was unable to attend tonight's meeting because her kitchen is being remodeled.

Mr. Stiffler advised Ellie's Country Kitchen did a benefit for Jerry Schneider's daughter and were able to raise \$25,000 for the family. He wanted to thank the Leroy Township Firefighters Association, and Williamston Firemen's Association for their donations towards the cost of the food for the benefit. He was able to raise enough in donations to cover the cost of the food, so all of the funds raised went to the family.

Chief Flynn indicated that Jerry Schneider was a member of the Leroy Township Fire Department for several years.

Comments from Association Members (Agenda XI):

Chief Siegel reminded the Board the Williamston Association is currently selling Christmas trees, and the Williamston light parade is this Saturday.

Chief Flynn advised Santa will be visiting the Leroy Township Station at 7:00 pm this Saturday.

Public Comment (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Ackerman to adjourn the meeting at 8:23 pm, seconded by Mr. Hanna. Motion carried.

Paula M Curtis, Secretary

Date