

**Northeast Ingham Emergency Service Authority Board Meeting  
December 3, 2015**

**CALL TO ORDER**

The regular meeting of the NIESA Board was called to order by Chairperson, Roger Pollok, on December 3, 2015, beginning at 7:02 p.m. in the NIESA/Leroy Township Fire Station, 315 W. Walnut, Webberville, Michigan 48892.

Voting Members Present: R. Ackerman, R. Pollok, J. DeForest, R. Hayes, S. Diederich, F. Wilbrink.

Voting Members Absent: Locke Township Representative

Non-Voting Members Present: None

Mr. Scott Diederich was appointed Acting Secretary for the December 3, 2015 NIESA Board meeting.

**Approval of Agenda (Agenda I):**

Motion by Mr. Wilbrink, supported by Mr. Ackerman to approve the December agenda of the regular meeting.

**Approval of Agenda-** that the NIESA Board of Directors approve the agenda of the regular meeting held on Thursday, December 3, 2015.

**Discussion:** Mr. DeForest recommended Action Item D: Recording Secretary Position be moved under Discussion Items as Item H.

Motion carried.

**Consent Agenda (Agenda II):**

- Minutes of the November 5, 2015 Regular Meeting
- Checking Account Summary November 30, 2015
- Operational Budget through November 30, 2015.
- Building & Equipment Budget through November 30, 2015

Motion by Mr. Ackerman, supported by Mr. DeForest to approve the consent agenda items as presented. Motion carried.

**Public Comment (Agenda III):**

John Bisard noted there was no sign-in sheet present. Also had comments around the meeting dates and conflicts of interest with the member-at-large for positions and for bids.

**Jason Orton, David Chapman Agency (Agenda IV):**

Mr. Orton shared the 2013 last market report. The insurance proposal for 2016. The premium is \$43,151. Also discussed grants that are available. Mr. Pollok noted NIESA is looking into deductible changes that are due January 1, 2016. See Municipal Insurance Renewal Proposal.

**Action Item: 2016 Meeting Location (Agenda IV-A):**

Motion by Mr. Ackerman, supported by Mr. DeForest to approve Item A- 2016 NIESA meeting locations.

**2016 NIESA Meeting Locations-** that the NIESA Board of Directors approved the location and schedule of meeting for the 2016 calendar year.

Motion carried.

**Action Item: Packet Items Delivery Date (Agenda V-B):**

Motion by Mr. Wilbrink, supported by Mr. DeForest Item B: Packet Items Delivery Date.

**Discussion:** that the NIESA Board of Directors will be provided with hard copies of the agenda items for the regularly scheduled meetings the first Thursday of the month. Any agenda items from Board members should be provided to the NIESA Secretary by noon.

Motion carried.

**Amendment:** It is recommended that action items will be due to the Secretary 7 days prior to the regularly scheduled Board Meeting. Additional information will also be required to be submitted to the NIESA Secretary within this timeline. The hard copies of the meeting packet should be sent out to all board members 7 days before the regularly scheduled NIESA Board meeting.

Motion carried.

**Action Item: Attorney Retainer Agreement-McGinty, Hitch et al (Agenda V-C):**

Motion by Mr. Wilbrink, supported by Mr. Hayes Item C: Attorney Retainer Agreement McGinty, Hitch et al.

**Attorney Retainer Agreement-McGinty, Hitch et al-** that the NIESA Board of Directors approve the Attorney Retainer agreement McGinty, Hitch et al.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mr. Hayes, Mr. DeForest, Mr. Diederich, Mr. Pollok, Mr. Wilbrink  
Nays: 0  
Absent: Locke Township Representative

Motion carried.

**Action Item: Fire Chief Job Description SOG# 200-300-200.2.1 (Agenda V-E):**

Motion by Mr. DeForest, supported by Mr. Hayes, moved Item E: Fire Chief Job Description.

**Fire Chief Job Description SOG#: 200-300-200.2.1-** that the NIESA Board of Directors approve the Fire Chief Job Description, as amended.

**Discussion:** It was recommended by Mr. DeForest that the Fire Chief would report and be responsible to

the Director. This would cause a change in wording of the Fire Chief Job description. Mr. Hayes shared the responsible party should remain with the Director, rather than the Fire Chief.

**Amendment:** It is recommended the Fire Chief job description **SOG#: 200-300-200.2.1** be changed to include the Fire Chief would report and be responsible to the Director.

Motion carried.

**Action Item: Policy/SOG Consultant Contract (Agenda V-F):**

Motion by Mr. Hayes, supported by Mr. Ackerman, moved Item F: Policy / SOG Consultant Contract.

**Policy/SOG Consultant Contract-** that the NIESA Board of Directors approve the Policy/SOG Consultant Contract, as presented.

**Discussion:** The Board discussed how critical this position is to NIESA.

Roll Call Vote: Ayes: 4 Mr. Ackerman, Mr. Diederich, Mr. Hayes, Mr. Pollok  
Nays: 1 Mr. Wilbrink  
Abstain: 1 Mr. DeForest  
Absent: Locke Township Representative

Motion carried.

**Action Item: Change SOG to ??? in Section 100, 200 & 500 (Agenda V-G):**

Mr. Wilbrink, supported by Mr. Ackerman, moved to table Item G: Change SOG to ??? in Section 100, 200 & 500 from action.

**Change SOG to ??? in Sections 100, 200 & 500 of Guidelines-** that the NIESA Board of Directors table the Change SOG to ??? in Sections 100, 200 & 500 of Guidelines from action. It is recommended this item return for action at the January 2016 NIESA Board meeting.

**Discussion:** change SOG to policy, procedure or rule.

Motion carried.

**Discussion Item: Recording Secretary Position (Agenda VI-H):**

Motion by Mr. Hayes, supported by Mr. DeForest Discussion Item H: Recording Secretary Position.

**NIESA Recording Secretary Position-** that the NIESA Board of Directors approve NIESA Personnel Committee to interview the Recording Secretary.

Roll Call Vote: Ayes: 5 Mr. DeForest, Mr. Pollok, Mr. Diederich, Mr. Wilbrink, Mr. Hayes  
Nays: 1 Mr. Ackerman  
Absent: Locke Township Representative

Motion carried.

**Discussion Item: NIESA Alternate Member at Large Position (Agenda VI-A):**

Due to a conflict of interest Jim DeForest has resigned as the NIESA Alternate for the City of Williamston.

**Discussion Item: Review Management Job Descriptions (Agenda VI-B):**

The positions of Director, Office Manager, Fire Chief, and EMS Supervisor are under review. An email follow up will happen between Mr. DeForest and EMS Supervisor Waltersdorf. It is recommended this item return for further discussion at the January 2016 NIESA Board Meeting.

**Discussion Item: Grant's Received in 2015 (Agenda VI-C):**

It is recommended this item be reviewed the first of the New Year. It is recommended this item return for further discussion at the January 2016 , NIESA Board meeting.

**Discussion Item: Interim Director (Agenda VI-D):**

The regularly scheduled NIESA Board meetings may not accommodate the time line for the hiring of this position. In order to avoid scheduling a special meeting the board may need to schedule a personnel meeting so they can quickly move on a decision in selecting the Interim Director. It is recommended this item return for further discussion at the January 2016, NIESA Board meeting.

**Discussion Item: NIESA Recording Secretary Position (Agenda VI-E):**

It is recommended the NIESA Personnel Committee hold interviews for Recording Secretary for Glenda Turner and Debbie Schultz on Thursday December 10, 2015.

Motion by Mr. Ackerman, supported by Mr. DeForest, asking for Board approval for the Personnel Committee to offer a contract on the candidate chosen.

Motion carried.

**Treasurer's Report (Agenda VII):**

The Treasurer noted monies from TIFA from City of Williamston that were previously undetermined will be available to NIESA for 2016. Mr. Hayes questions on repairs and maintenance. The Treasurer noted he will look into it and get back to him.

**Committee Reports (Agenda VIII):**

**Finance Committee:** The NIESA Board sent a bill to ADM for the incident in the amount of \$3,849.56.

**Personnel Committee:** Mr. DeForest first assignment will be personnel files under his new contract. A concern was also expressed about webpage updates.

Freedom of Information Act (FOIA)- Chief's Directive- Action Item for Standards. This item will be brought back for further discussion at the January 2016 NIESA Board meeting.

**Comments from Department Heads (Agenda IX):**

Reports enclosed:       Billing Report- Charles Galbreath  
                                  Leroy Township Fire Report- Chief House  
                                  Williamston Fire Report- Chief Siegel  
                                  Education Report- Paula Curtis  
                                  EMS Report- Zach Waltersdorf

Chief Siegel:     Had 12 incidents, see report. Few repairs, but under budget.

Zach Waltersdorf, EMS Supervisor:     14 assists, 79 calls, see report. Over budget on vehicle repairs

Chief House:     Not enough bottles for packs, short 16 bottles. \$10,400 turnout gear, 3 open positions.

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

Office Manager not present.

**Comments from Director (Agenda XI):**

Nothing at this time.

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

Mr. Ackerman- Agenda, Public Comment on Agenda, Robert Rules of Order.

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

Santa will be at Leroy Township station on Saturday December 6, 2015 at 7:00 p.m.

Williamston Firemen's Association Christmas Tree sales are in full force.

**Public Comment (Agenda XIV):**

Mr. Bisard - wants a copy of December 3, 2015, sign-in sheet

**Adjournment (Agenda XV):**

Motion by Mr. Ackerman, supported by Mr. Hayes that the NIESA Board meeting be adjourned at 10:05 p.m. Motion carried.

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Respectfully submitted: Scott Diederich, Board Secretary

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Date