

April 2, 2015

The April 2, 2015 meeting of the NIESA Board was called to order at 7: 00 pm by the Chairperson, Roger Pollok.

Voting Members Present: R. Ackerman, R. Hanna, P. Griffes, R. Pollok, J. DeForest, S. Diederich, R. Hayes.

Non-Voting Members Present: F. Wilbrink

NIESA Employees Present: E. Holmes, K. Forester, Z Waltersdorf, Mark House, D. Harper, S. Davis, R. Oesterle, C. Eddy, N. Odett

Other: None

Guests: None

**Consent Agenda (Agenda I):**

- Minutes to the March 5, 2015 regular meeting
- Checking Account Summary March 2015
- Treasurer's Report March 2015
- Operational Budget through March 31, 2015
- Building & Equipment Budget through March 31, 2015

Motion by Mr. Griffes to approve the consent agenda as presented, seconded by Mr. Ackerman. Motion carried.

**Public Comments (Agenda II):**

Nothing at this time.

**Hiring Guidelines (Agenda III-A):**

Mr. Harper advised he met with the Fire Department Officers to work on the fire side of the hiring guideline. He provided the Board members with a draft of what they had prepared to date. The draft is a working tool for hiring an on-call firefighter. He indicated he is going to "reverse engineer" this. He is going to write the standard operating guideline after they decide how the hiring process will be done.

Mr. Pollok asked if the guideline would require a drug test for new employees. Mr. Harper indicated it had not been added to guideline. He felt it was not a bad idea, but was concerned about the cost. Discussion followed.

Mr. Harper asked if the Board would like him to investigate the cost of drug testing. Mr. Pollok and Mr. Griffes felt it was a good idea. Mr. Griffes also asked him to check into the legality of doing a drug test prior to hiring. Mr. Hayes suggested making an individuals hiring contingent on passing a drug test. Discussion followed.

**Leroy Township Officer Appointments (Agenda IV-A):**

Mr. Hanna advised Chief House met with the Personnel Committee to discuss the hiring and promotion process. The Committee consulted the standard operating guidelines which is silent about the process, so they referred back to the Bylaws. Discussion followed.

Chief House provided Director Harper with a letter providing his recommendations for the Fire Officer positions, and in this evenings packet is a letter from Director Harper providing his recommendations for the positions. They would like the Board to approve the promotions this evening, and they would like to the new officers to be sworn in April 14<sup>th</sup>.

Motion by Mr. Ackerman to accept Director Harper’s recommendations and promote; Rodney Pfister to Assistant Fire Chief; Ernie Nims to Fire Captain; Josh Brooks to First Fire Lieutenant; and Derek Wisuri to Second Fire Lieutenant effective April 2, 2015, seconded by Mr. Hanna.

Roll Call vote: Yeas: Mr. DeForest, Mr. Griffes, Mr. Pollok, Mr. Diederich, Mr. Hanna,  
Mr. Hayes, Mr. Ackerman  
Nays: None

Mr. Diederich asked about the Sergeant position. Mr. House advised they will not be filling the Sergeant position at this time. Mr. Harper advised Mr. House wanted to have more working bosses to keep crew integrity.

**Agenda Format Revisions (Agenda IV-B):**

Mr. Pollok advised for awhile he’s been concerned that information has not be getting to Board members as well as it should. He’s been concerned about issues being brought before the Board last minute, and wanting a decision made at that same meeting.

He would like to see the agenda changed so roman numeral III is Action Items, and roman numeral IV is Discussion Items. Any issue needing to be addressed by the Board would first be put on the agenda as a discussion item, then it would be moved to an action item for the next Board meeting. Discussion followed.

Mr. DeForest agreed with the changes, he advised the City of Williamston sets up their agenda this way. Mr. Hayes also agreed with the changes as long as questions could still be asked during the action item portion of the agenda.

Motion by Mr. DeForest to revise the NIESA agenda format by changing III from Old Business to Action Items, and changing IV from New Business to Discussion items, seconded by Mr. Hanna.

Roll Call Vote: Yeas: Mr. Ackerman, Mr. Hayes, Mr. Hanna, Mr. Diederich, Mr. Pollok,  
Mr. Griffes, Mr. DeForest  
Nays: None

**Amendment- Grass Fire Suppression SOG #300-300-209 (Agenda IV-C):**

Mr. Harper advised this is an amendment to a existing standard operating guideline. The initial SOG did not address some of the issues associated with grass fires. This amendment defines things further. It also aligns with the online training program we are using, and it brings the terminology of the SOG into line with everyone else. Mr. Harper was hoping they would approve the SOG this evening since we are in grass fire season. Discussion followed and typo's were addressed.

Mr. DeForest asked if it was critical for this to be passed this evening or could it wait until the next meeting. Mr. Harper indicated it could wait until the next meeting. He could put out an interim directive until its acted on. Discussion followed.

Motion by Mr. Hayes to adopt the amendment to the Standard Operating Guideline, Grass Fire Suppression, ID#: 300-300-209 with the typographical errors corrected, seconded by Mr. DeForest. Motion carried.

**New SOG- Interim Directive (Agenda IV-D):**

Mr. Harper advised we need to do some work on this SOG. There is an older SOG, Issues Not Covered by SOG or Policy that is similar, but Mr. Harper feels it has it's own purpose. This needs to be reviewed further before being discussed with Board.

It will be put on next month's agenda as a discussion item.

**New SOG- Station / Division Directives (Agenda IV-E):**

Mr. Harper indicated this is similar to the Interim Directive SOG, but it allows the Department Heads to make a Directive for issues that are solely related to their station or department/division and not have to bring it before the Board. It would address issues like parking cars, when the ambulance's will be sanitized, etc. Discussion followed.

Mr. Harper advised a final copy should be in the packet for next months meeting. It could be put on a next months agenda as an action item.

**Treasurer Reports (Agenda V):**

Mr. Hanna reviewed the Treasurer Report with the Board. He advised the expenses were \$47,370.11, but \$30,628.06 was a lease payment on Leroy Township's Rescue Truck.

Mr. Hanna advised the Board a portion of the medical supply expenses were for TB Testing serum. Mr. Waltersdorf and Ms. Kelly will be attending a class to be certified to administer TB Test, and NIESA will be performing the required TB testing. We will not have to pay a healthcare provider to do the testing, which will save NIESA significantly.

The first quarter budgets are in the packets this evening. Mr. Hanna advised there are some

errors on the first page of the Operational Budget. Some of the percentages are inaccurate. Discussion followed.

**Committee Reports (Agenda VI):**

*Personnel Committee:* Mr. Hanna stated last month Mr. Siegel brought the names of three individuals to the Board requesting approval for hiring. The Board approved the hiring contingent on a review by the Personnel Committee and obtaining their approval.

Mr. Hanna advised the Committee met to review the information on the new hires, and had approved their hiring.

*Finance Committee:* Did not meet last month.

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

*Chief House:* Reported the Leroy Township Station responded to ten calls in March, and had a good start to their grass fire season, responding to 3 grass fires. The MFR vehicle responded to 20 calls.

They have completed their fit testing, and SCBA donning. He's been contacted by different business to do walk through's of their facilities. Anderson's want to sit down with the Fire Department, EMS Department, and Hazmat some time in May to set up some scenario training at their locations.

Mr. House also found out from ADM and Anderson's that they have internal grants they award. He indicated NIESA can write for a grant to purchase specialized equipment to use at their facilities. Discussion followed.

They do have a few minor vehicle issues, but nothing big. They are scheduled to start their DOT inspections this month. They've also been advised by Fire Center that their new radio system is suppose to be up and running by the end of the month.

The Leroy Township Station has received a DNR grant for wildland fire gear. Discussion followed.

*Chief Siegel:* Was not present at the meeting, but provided a written report in this evenings packet.

*Zach Waltersdorf, EMS Supervisor:* Reported their calls for March had increased compared to February. They had 9 assist to the fire departments, 73 EMS calls, saw 72 patients, had 15 refusals, and gave 2 calls away.

Mr. Waltersdorf indicated some general maintenance has been done on the vehicles. They also replaced several marker lights on ambulance 11-14, however the repairs were covered by the

warranty. Discussion followed.

They are looking into different medical suppliers to see if they can get better savings on their medical supplies.

Finally, the equipment for the second MFR vehicle at Leroy Township, and the MFR vehicle at Williamston has been purchased and the paperwork has been submitted to the State of Michigan. He advised they saved 50 percent on the cost of the equipment by purchasing the items while they were on sale.

***Paula Curtis, Education:*** Advised a report was in this evenings packet. She indicated the paperwork for the completed MFR class had been submitted to the State of Michigan. Twenty-five people began the class, and Eighteen people completed and passed the class.

***Charles Galbreath, Billing:*** Was not in attendance but provided a written report for the meeting. Mr. Harper advised he has been working hard to get the electronic submission process set up.

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

Nothing.

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

Mr. Harper advised he met with the Fire Department officers last month, and attended a 911 meeting. Regarding 911, they are still trying to figure out what they are going to do to upgrade the radio system. Our current system is phase one complaint, however the main component of the system needs to be updated within the next 5 years. They have several options, but the cost range from 5 million to 15 million dollars. Discussion followed.

Mr. Harper stated the grant received by the Williamston Station for the SCBA air compressor is being audited by the Federal government. It doesn't appear that NIESA is in any jeopardy.

He and Ms. Curtis met with Boy Scout Representatives to discuss an Explorer program. He is going to meet with the Fire Associations to discuss it further.

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

Mr. Hanna advised on March 1<sup>st</sup> one of his friends that lived in Williamstown Township passed away, and our ambulance responded with Sherry Davis and Jeff Slaton. At the funeral the family could not praise our crew enough. They indicated they were very professional and compassionate and they appreciated everything they had done.

Mr. DeForest indicated this was his second time at a NIESA meeting as the City of Williamston Representative, the last time was in December 2011.

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

Nothing at this time.

**Public Comment (Agenda XII):**

Nothing at this time.

**Adjournment (Agenda XIII):**

Motion by Mr. DeForest to adjourn the meeting at 8:24 pm, seconded by Mr. Griffes. Motion carried.

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Paula M. Curtis, Secretary

Date

Amended: 5/7/2015 pmc