

February 5, 2015

The February 5, 2015 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson Roger Pollok.

Voting Members Present: R. Hanna, S. Whelton, P. Griffes, R. Ackerman, R. Pollok, R. Hayes.
Absent: Leroy Township Representative

Non-Voting members present: F. Wilbrink

NIESA Personnel Present: Mark House, D. Harper, B. Siegel, S. Davis, J. Hague, K. Forester,
Matt House, E. Holmes, J. Slaton, A. Kelly, R. Cole, C. Chamberlain

Other: State Representative Tom Cochran

Guests: Family & Friends of Mike Flynn

Motion by Mrs. Whelton to open the NIESA meeting, seconded by Mr. Ackerman. Motion carried.

Mr. Pollok adjourned the meeting to the apparatus bay for the presentation.

Employee Recognition (Agenda I):

Chief Mike Flynn was recognized for his years of service as Chief and Assistant Chief of Leroy Township Fire Department. State Representative Tom Cochran presented Chief Flynn with a proclamation from the State of Michigan for his service, and Director Harper presented a plaque from NIESA .

Mr. Flynn stepped down from his position as Fire Chief on December 31, 2014, but will remain on the Leroy Township Fire Department as a Fire Advisor.

Consent Agenda (Agenda II):

- Minutes to the January 8, 2015 Regular Meeting
- Checking Account Summary January 2015
- Treasurer Report January 2015

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

Public Comment (Agenda III):

Ms. Curtis congratulated Mrs. Whelton on the birth of her grandson.

Burn Permits (Agenda IV-A):

Mr. Pollok advised Attorney Adams had provided Mr. Harper with a response to the Board's questions from the last meetings. The information was forwarded to the Board members via an email.

Mr. Harper asked if there were any additional questions concerning Attorney Adams opinion regarding burn permits. There were not additional comments.

Election of Officers (Agenda V-A):

Chairperson:

Motion by Mr. Griffes to nominate Roger Pollok for Chairperson, and to cast a unanimous ballot for Mr. Pollok, seconded by Mr. Hanna. Motion carried.

Vice Chairperson:

Motion by Mr. Hanna to nominate Paul Griffes for Vice Chairperson, and to cast a unanimous ballot for Mr. Griffes, seconded by Mr. Hayes. Motion carried.

Secretary:

Motion by Mr. Griffes to nominate Paula Curtis for Secretary, and to cast a unanimous ballot for Ms. Curtis, seconded by Mrs. Whelton. Motion carried.

Treasurer:

Motion by Mr. Ackerman to nominate Robert Hanna for Treasurer, and to cast a unanimous ballot for Mr. Hanna, seconded by Mr. Hayes. Motion carried.

Treasurer Report (Agenda VI):

Mr. Hanna reported the expenses for January were \$20,173.56. The highest expense area was for utilities.

Mr. Ackerman asked if the cost of the salt purchased by NIESA was in the reports. Ms. Curtis advised it was in last month's reports. She advised it cost NIESA \$70.00 per ton for the salt. This included the cost of transporting the salt to the storage location, and cost for the City of Williamston to load the salt.

Mr. Hanna scheduled a Finance Committee meeting for February 18th at 5:00 pm at the NIESA office.

Committee Reports (Agenda VII):

Finance Committee: Nothing at this time.

Personnel Committee: Mr. Hanna advised nothing at this time, but would possibly be meeting after the Finance Committee meeting.

Comments from Department Heads (Agenda VIII):

Chief Siegel: Reported Williamston Fire had a busy month. They responded to 28 calls, with 5 of them

being assists outside the district. Several of the calls were to the Post Office in Williamstown Township, because they were having a problem with their alarm system.

The vehicles and equipment are doing well except for an air leak on Engine 2. Sergeant Cochrane has been able to locate the leak, and repair it. Engine 2 will be back in service tomorrow.

Chief Siegel advised he met with some turn out gear manufacturers to discuss the up coming design changes in turn out gear. He also met with Director Harper a few times.

Sherry Davis, EMS Supervisor: Reported EMS responded to 76 calls in January. They saw 80 patients. Had 14 refusals and gave 3 away.

Ms. Davis advised 11-14 had a couple of issues and was taken to Fowlerville Ford for repairs. One was a problem with a shorted fuse, the second was the fuel pump. The fuel pump needed to be changed, but it was covered under the warranty. NIESA paid for the new fuel filters, which cost \$150.00. The new fuel pump would have cost \$3,000 if it not covered by the warranty.

Paula Curtis, Education Department: Advised the MFR class is at the halfway point, everyone seems to be doing well. An ACLS class was held the end of January, and there is a PALS class scheduled for the end of February.

They have sent the CPR flyer to some locations, but need to still send it out to the units of Government and the schools for April's classes. We've received several phone calls regarding the CPR class.

Billing Department: A report was in the packet. Mr. Pollok read the report, and advised NIESA had signed a contract with a clearing house to process the ambulance billing. He advised it will improve the flow of the billing department.

Chief Siegel indicated he had one other matter to discuss. He has two individuals he would like to hire for Williamston Fire Department, Robert Stidhan and Maxwell Chartier, and would like the Board's approval. He indicated there was a little more to review but would like to hire them once that is completed. Discussion followed.

Motion by Mr. Ackerman to approve the hiring of both individuals, upon further review by the Chief and Director, seconded by Mr. Hanna.

Discussion: Mr. Griffes felt NIESA needed to follow the SOG regarding hiring, and felt everything should be done prior to the Board's approval. Mr. Pollok agreed he would like to see everything finalized before the candidates were brought to the Board for approval.

Discussion followed regarding the hiring process

Motion by Mr. Griffes to recind the motion to hire the new personnel for Williamton Fire Department until the hiring process is completed, seconded by Mr. Hayes. Motion carried.

This will be put on next months agenda for discussion and possible action.

Assistant Chief House: Reported Leroy Township Fire responded to 13 calls in January, and had 22 MFR calls. The MFR unit is running pretty well for just starting. The Leroy Township station held their annual Christmas Party at the fire station a couple of weeks ago. The fire personnel and their families were invited. It was a very nice evening.

They also started their annual SCBA donning and fit testing for 2015.

Comments from the Director (Agenda X):

Mr. Harper advised there is a report in this evenings packet, but wanted to touch on a few of the topics.

EMS Delivery Improvements: We are on step 3 of 5 on the enhancing of our EMS Department ability to respond to calls. He met with Williamstown Township and the Meridian Township Police Department to discuss coordinating our EMS responses with Meridian Police. He thought the meeting went very well.

Personnel news: With Mike Flynn stepping down as Chief, our initial plan was to put into place an interim leadership until April 2015. April is approaching quickly. Mr. Harper asked that he be allowed to post the Fire Chief position for the Leroy Township Station so NIESA can determine who is interested in the position. The posting would be based on the current SOG for the position. The posting would be in house only at this time.

Regarding the Fire Chief job description SOG, Mr. Harper felt that also needed to be revised.

Discussion followed regarding the posting, and the Fire Chief job description SOG.

Mr. Griffes indicated he is looking to the Director to provide recommendations regarding the Fire Chief job description SOG. If he feels it should be changed then provide the proposed changes to the Board.

The Board authorized the job posting for the Fire Chief at the Leroy Township Station, and that the posting should follow the current Standard Operating Guideline.

Grants: Mr. Harper wanted to make the Board aware that he has been writing grants for NIESA. Some of them he submitted have been denied, but we have been awarded a DNR for \$8,899 for wildland personal protective equipment. The grant is a 50/50 matching funds grant.

The Assistance to Firefighter Grants through the Federal Government has been submitted, and we are still waiting for a final determination. One grant was for an ambulance and SCBA equipment totaling \$198,000, and the second was for \$246,050 for personal protective equipment. If the grants are awarded there is a 5% matching funds on each. So NIESA's burden on the first grant would be \$9,400, and on the second it would be \$11,718.

Monday morning the SAFER staffing grant opens, and Mr. Harper plans on submitting for this grant as well. This grant is for reinstating personnel who's positions were cut because of budget constraints, such as the elimination of staffing of an ambulance at the Leroy Township station. If awarded we would receive the funds for two years with the possibility of extending it to four years. Also NIESA is not obligated to continue the positions after the two year period. Discussion followed.

Mr. Wilbrink asked if the grant provided funds for modifying the building to make a place for the EMS crew. Mr. Harper advised it allowed \$10,000. Discussion followed.

Comments from Office Manager (Agenda IX):

Records for Auditor: The records are all compiled for the auditor, and he has been advised they are ready to be picked up.

Comments from Board Members (Agenda XI):

Mrs. Whelton thanked everyone for attending the Blue Mass at St Mary's Church. It was a very nice service and there is a nice write up in the Enterprise.

Comments from Association Members (Agenda XII):

Chief Siegel stated if people have a chance they should stop by the new Williamston Police Station and take a tour. It is a very nice facility.

Public Comment (Agenda XIII):

Nothing at this time.

Adjournment (Agenda XIV):

Motion by Mr. Ackerman to adjourn the meeting at 7:58 pm, seconded by Mr. Pollok. Motion carried.

Paula M Curtis, Secretary

Date