

July 2, 2015

The July 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, R. Pollok, P. Griffes, R. Hayes, S. Whelton
Absent: Representative from Leroy Township

Non-Voting Members Present: F. Wilbrink

NIESA Employees: B. Siegel, D. Harper, C. Chamberlain, E. Holmes

Other: None

Guests: None

Consent Agenda (Agenda I):

- Minutes to the June 4, 2015 Regular Meeting
- Checking Account Summary June 2015
- Operational Budget through June 30, 2015
- Building & Equipment Budget through June 30, 2015
- Treasurer Report June 2015

Mr. Pollok requested topic be added to the agenda under the discussion portion of the agenda. He requested the addition of item D, Articles of Incorporation, Treasurer .

Motion by Mrs. Whelton to approve the consent agenda, with the addition to the agenda as requested by Mr. Pollok, seconded by Mr. Hanna. Motion carried.

Public Comment (Agenda II):

Nothing at this time.

SOG- Response to Burning Complaints (Agenda III-A):

Mr. Pollok asked if there was any additional discussion.

Motion by Mr. Ackerman to approve the Standard Operating Guideline, Response to Burning Complaints / Illegal Burns as presented, seconded by Mr. Griffes. Motion carried.

SOG- Authority on Emergency Scene (Agenda III-B):

Mr. Pollok asked if there was any additional discussion on the guideline.

Motion by Mr. Ackerman to approve the Standard Operating Guideline, Authority on Emergency Scenes as presented, seconded by Mr. Hanna. Motion carried.

Hiring Procedures (Agenda IV-A):

Mr. Harper stated the Board requested additional information on the cost of drug testing. He indicated it will cost \$39.00 per person through the Occupational Health Clinic. We could do the testing in-house by purchasing the supplies. If they only wanted to test for marijuana, we could purchase a test for 98 cents per person. If they wanted to do a "5 panel" drug screening it would cost approximately \$10.00. Mr. Hayes asked about the accuracy of the test. Mr. Harper advised it indicates they are 99 percent accurate.

Mr. Ackerman asked what is done by other fire departments in the area. Mr. Harper advised most of them either use Occupational Health, or they don't do them. Discussion followed.

Mr. Harper advised the drug testing they are discussing would be used for new hires, not current employees. Mr. Griffes questioned if NIESA could do pre-employment drug testing. He felt you could only do it after offering an individual a position. He requested Mr. Harper check into the legal aspects to make sure NIESA could do it pre-employment.

Mr. Harper felt NIESA should move forward with the drug testing for new hires.

Discussion followed.

SOG- Freedom of Information Act -FOIA (Agenda IV-B):

Mr. Hanna advised the Freedom of Information SOG in this evenings packet. It is still a work in progress. The FOIA standard operating guideline is broken into the SOG and the three Appendix's. We are still working on the cost itemization portion of the guideline. He asked everyone to review the information.

Ms. Curtis advised she hopes to have the calculation portion completed by the next meeting.

Auditor Report 2014 (Agenda IV-C):

Mr. Hanna advised before he discussed the audit report with the Board they needed to review the and adopt the enclosed Operational Budget amendment.

Mr. Ackerman asked why the amendment was necessary. Ms. Curtis advised it was a clerical error that was not corrected prior to giving the auditor the financial records.

Motion by Mr. Hanna to debit account 101-000-390, Fund Balance for \$2,025.00, and credit account 101-990-991.1, Debt Service - Principal for \$2,025.00, seconded by Mr. Ackerman.

Roll Call Vote: Yeas: Mr. Ackerman, Mr Hayes, Mr. Pollok, Mrs. Whelton, Mr. Griffes.

Nays: None

Absent: Leroy Township Representative.

Mr. Hanna advised the audit report was a good, and the Auditor was happy. He reminded the Board

the Auditor does the audit on an accrual basis. Discussion followed regarding accrual accounting.

NIESA came into 2015 with \$963,024.00, with \$693,176.00 in the Operational funds and \$269,848.00 in the Building and Equipment fund. We were also under budget on both the Operational and Building and Equipment 2014 budgets, and the capital assets of NIESA are over 3 million dollars. Discussion followed.

Mr. Hanna stated a copy of the audit was sent to Fifth Third Bank, and a copy of the audit will also be sent to each unit of government.

Articles of Incorporation- Treasurer (Section IV-D):

Mr. Pollok advised the portion of NIESA's Articles of Incorporation which discussed the Treasurer position were in this evenings packet. The articles requires the Treasurer to be bonded. Mr. Griffes indicated anyone that handles money should be bonded. Discussion followed regarding the wording of the Treasurer section. It was requested Mr. Adams be contacted for clarification of the wording in the Treasurer section regarding a bond.

Mr. Pollok indicated he would like meet with Jason Orton to discuss the Bond Insurance. Ms. Curtis will contact Mr. Orton. He requested the Director, Treasurer, and Office Manager attend the meeting with Mr. Orton.

Mr. Ackerman ask how hard it was to amend the Articles of Incorporation. Mr. Pollok advised it was difficult. Ms. Curtis believed any changes to the Articles would have to go to the voters for approval, and would need to be passed unanimously. Discussion followed.

Mr. Pollok requested this topic be put on next months agenda for further discussion.

Mr. Ackerman asked if NIESA needed to appoint a new Treasurer at next months meeting. Mr. Hanna stated his moving is still "up in the air," but he will give NIESA thirty days notice.

Treasurer Report (Agenda V):

Mr. Hanna reviewed the Treasurer report with the Board, and advised there was nothing unusual in the June expenses.

Committee Reports (Agenda VI):

Finance Committee: Mr. Hanna reported the committee and Mr. Harper met with Auditor David Hadrill to go over the audit report.

Personnel Committee: Mr. Hanna advised the committee did not meet in June, but he plans on having a meeting shortly.

Comments from Department Heads (Agenda VII):

Chief Siegel: Reported the Williamston Station responded to 10 calls in June. They responded to a CO alarm on Noble Road, and an accident at Noble and Williamston. They also responded to two house fires. One in the City, and a significant one in Williamstown Township.

Chief Siegel advised the trucks are all in working order, and last month they participated in Jubilee events. They also held a joint training with the Leroy station on landing zones.

Leroy Township Station: Chief House submitted a written report and it's in this evenings packet.

Billing Report: Mr. Galbreath submitted a written report.

EMS Department: Provided a written report for tonight's meeting. Mr. Pollok advised the report spoke of House Bill 6404.

Mr. Harper advised he could speak about the Bill. He indicated it is an initiative by the State of Michigan to require all licensed EMS units to carry a narcotic reversal medication (Narcan). If someone overdoses on a narcotic this medication will reverse the effects of the narcotic.

He advised the hospitals will provide us with the initial dosages for the EMS units, and if we use them on a patient the hospitals will replace them and bill the cost to the patient. He felt one of NIESA's main concerns will be how to secure the medication. The MFR units do not have locking compartments. Discussion followed.

Education Department: Ms. Curtis advised a report is in the packet. We are moving forward with our efforts to increase the number of CE credits we have on file with the State of Michigan, and to increase our instructor pool.

Comments from Office Manager (Agenda VIII):

Nothing at this time.

Comments from the Director (Agenda IX):

Mr. Harper stated NIESA responded to a structure fire on Deer Trail in Williamstown Township. He indicated it was a good operation, and the departments made a good stop. They had tankers from Laingsburg, Bath, Dansville, Stockbridge, and Fowlerville. One problem they had was the tankers were delayed at the railroad tracks by trains. Discussion followed.

Meridian Police Department brought their Fire Investigator out to the scene. Meridian police is going to use their Fire Investigator at the fires in Williamstown Township, since they provide police protection to the Township.

Mr. Harper advised his monthly report is also in this evenings packet.

Comments from Board Members (Agenda X):

Mrs. Whelton thanked the fire and ambulance crews for attending the various events of the Jubilee and participating in the Jubilee.

Comments from Association Members (Agenda XI):

Nothing at this time.

Public Comment (Agenda XII):

Nothing at this time.

Adjournment (Agenda XIII):

Motion by Mr. Hayes to adjourn the meeting at 8:07 pm, seconded by Mr. Ackerman. Motion carried.

Paula M Curtis, Secretary

Date