

March 5, 2015

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

Voting member Present: R. Ackerman, R. Hanna, S. Whelton, R. Pollok, S. Diederich, R. Hayes. Absent: Locke Township Representative

Non-Voting Members Present: F. Wilbrink

NIESA Personnel: Z. Waltersdorf, S. Davis, D. Harper, C. Eddy, Mark House, E . Holmes, Matt House, A. Chase.

Other: None

Guests: None

**Consent Agenda (Agenda I):**

- Minutes to the February 4, 2015 Regular Meeting
- Checking Account Summary February 2015
- Treasurer Report February 2015

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

**Public Comment (Agenda II):**

Nothing at this time.

**Old Business (Agenda III):**

No old business to discuss.

**Hiring Guidelines (Agenda IV):**

Mr. Harper indicated at last months meeting some names were brought forward by Chief Siegel for hiring approval for Williamston Fire. He requested approval contingent on the completion of the evaluation. The Board felt the entire hiring process should be completed prior to brining the names to the Board, and they requested hiring guidelines be drafted.

Mr. Harper advised he has been working with the Fire Officers to develop hiring guidelines for new fire personnel. They hope to have something for the Board in April.

Regarding the Fire Chief position at the Leroy Township Station, a job posting was posted at the stations as directed by the Board. Mr. Harper has received three letters of interest for the position. Discussion followed.

Mrs. Whelton stated she wanted to continue with her recommendation from last months meeting.

Motion by Mrs. Whelton to appoint Mark House as Fire Chief of Leroy Township Fire, effective immediately, seconded by Mr. Hanna.

Discussion: Mr. Harper advised the Bylaws give the Board the authority to hire the Fire Chief. Mr. Ackerman felt it would be better for the department to get a Chief appointed. Discussion followed.

Mr. Diederich asked if Mr. House had submitted a letter of interest. Mr. Harper advised Mr. House had submitted a letter of interest. He stated that all three individuals that submitted letters were good candidates for the position.

Mr. Hayes asked Mr. Harper if it was his recommendation that Mark House be appointed to the Fire Chief position. Mr. Harper advised he would support the Board's decision. Discussion followed.

Mr. Pollok called for a roll call vote on the motion to appoint Mark House as Fire Chief of Leroy Township Fire.

Roll Call Vote: Yeas: Mr. Ackerman, Mr. Hayes, Mr. Pollok, Mr. Diederich, Mr. Hanna, Mrs. Whelton.  
Nays: None  
Absent: Locke Township Representative

Motion carried. Mark House was appointed Fire Chief of Leroy Township Fire.

### **Treasurer Report (Agenda V):**

Mr. Hanna reviewed the Treasurer Report.

Mr. Hayes questioned the banking service fees, and felt they were very high. Discussion followed regarding the charges. Ms. Curtis and Mr. Hanna were directed to check into the charges and research other bank, and credit union options.

Mr. Hayes questioned the Target Solution expense. Mr. Harper advised this was the software program that allows our personnel to obtain EMS continuing education online. It also provides the class room portion of fire training, so we can concentrate on practical training. He indicated that several of the fire departments in Ingham County use this program.

Mr. Harper stated approximately \$2,000 of the expense was a set up fee for the program, which is a one time expense. Ms. Curtis advised that \$5,000 of the cost was covered by a donation NIESA received from the June Stover Estate.

Mr. Hayes questioned the Image Trend expense. Mr. Waltersdorf advised it is the annual fee for the hospital reporting software the EMS department uses.

**Committee Reports (Agenda VI):**

**Finance Committee:** Mr. Hanna advised the committee had met and they had three items to bring to the Board.

First is the subject of pay raises for the EMS and administrative personnel. They are purposing a increase of 2% for the full time EMS staff, 1.5% increase for the per diem EMS staff, and a 1.8% increase for the administrative staff. He advised the wage increase had been calculated into the budget.

The second item was allowing one hour of training pay per month for the fire personnel for the online training completed on Target Solutions. They estimate it will cost approximately \$3,073 annually. The funds remaining in the Target Solutions line item will cover this additional expense.

Regarding paying EMS personnel for the time they spend doing courses on Target Solutions, they are not recommending any pay at this time. The EMS personnel can do the Target Solutions training while on duty.

The third item is a revision to the Purchase Order policy. Mr. Hanna advised Mr. Harper has been working on the revision, and his change recommendations will be going back to the Finance Committee for further discussion. He hopes to have it ready to bring to the April meeting.

Motion by Mr. Hanna to approve the pay increases of 2% for the full time EMS staff, 1.5% for the per diem EMS staff, and 1.8% for the administrative staff, effective April 1, 2015, seconded by Mr. Ackerman.

Discussion: Mr. Hayes asked if the this increase would bring us in line with other organizations. Mr. Harper advised not really but it's the best we can do at this time. Mr. Hayes felt we should be able to find more funds for wages. Discussion followed.

Mr. Diederich asked if the increase was just for 2015. Mr. Hanna indicated it was just for 2015.

Mr. Pollok called for a roll call vote on the motion.

Roll Call Vote:       Yeas: Mrs. Whelton, Mr. Hanna, Mr. Diederich, Mr. Pollok, Mr. Hayes,  
                              Mr. Ackerman.  
                              Nays: None  
                              Absent: Locke Township Representative

Regarding item number 2, the payment for the fire personnel for Target Solution time.

Motion by Mr. Hanna to pay the fire personnel for one hour of Target Solutions online training per month at the rate of \$10.71 per hour, upon proof of satisfactory completion of the training. Seconded by Mr. Ackerman.

Roll Call Vote: Yeas: Mr. Ackerman, Mr. Hayes, Mr. Pollok, Mr. Diederich, Mr. Hanna,  
Mrs. Whelton.  
Nays: None  
Absent: Locke Township representative

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

**Chief House:** Reported they had a quite month. The responded to 6 calls. There are no issues with the trucks at this time, and the DOT inspections will be done in April. A joint Ice Rescue training was held with Williamston in February and it went well. He also provided Ms. Curtis with a list of building issues.

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

Mr. Harper advised that Chief Siegel would like to bring three people onto the Williamston Fire. One of the is already employed by NIESA as per diem EMS personnel, his name Adam Miller. The other two individuals are Firefighter Robert Stidham, and Firefighter Maxwell Chartier. Mr. Harper thought Stidham and Chartier were already fire trained.

Discussion followed about NIESA Bylaws, the hiring process, and the need for new hires to be reviewed by the Personnel Committee before Board approval.

Mr. Harper recommended the Board approve the hiring of these individuals for the Williamston Fire Station.

Motion by Mr. Hayes to approve the hiring of Firefighter Robert Stidham, Firefighter Maxwell Chartier, and adding Adam Miller to the fire roster, subject to the Personnel Committee's review and approval, seconded by Mr. Hanna.

Mr. Pollok called for a roll call vote on the motion.

Roll Call Vote: Yeas: Mr. Ackerman, Mr. Hayes, Mr. Pollok, Mr. Diederich, Mr. Hanna,  
Mrs. Whelton.  
Nays: None  
Absent: Locke Township Representative.

**Zach Waltersdorf, EMS Supervisor:** Reported EMS had a slow month. They responded to 40 calls and transported 38 patient. They did not give any runs away. Mr. Waltersdorf stated they had 11 days in February without a call.

All of the ambulances are operational, and the cots and stair chairs have had the biannual maintenance done.

Ambulance 11-14 has some light issues which should be covered under warranty. They are working with Horton and Whelen on getting the issue resolved. All of the equipment for the

second and third MFR vehicles has been purchased. Just waiting for Williamston to decide what vehicle they will be using.

***Paula Curtis, Education:*** Ms. Curtis advised there was a report in this evenings packet. She advised the class room portion of the MFR class has been completed. We had 25 people start the class, 14 from outside agencies and 11 from NIESA. Two individuals from an outside agency had to drop the class, and one of NIESA's personnel dropped. We had 22 people complete the class.

***Billing Department:*** Mr. Harper reported things are going well with the Billing Department. They are using Office Ally, a clearing house, to process their claims electronically. They are working on some pre-enrollment forms for BCBS submissions. Discussion followed.

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

Nothing to report.

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

Mr. Harper advised we have until 5:00 pm tomorrow to submit for the FEMA-SAFER Grant and he has completed the submission paperwork. He is submitting for funding for 6 full time staff so we can re-staff the ambulance at the Leroy Township station. The grant would provide funds for 2 years. One of the caveat for the grant is a letter from the governing body that states we will not lay off any current employees during the period of the grant. Discussion followed.

Mr. Pollok asked if the Board would authorized him to sign the required letter for the grant. The Board members authorized Mr. Pollok to sign the letter.

Mr. Harper stated the second part of the grant is a funds for a Recruitment Retention Officer. Discussion followed regarding the details of the grant, and the recruitment retention officer position.

Mr Harper advised he also submitted for the Firehouse Subs Grant. For this grant he submitted for \$14,000 worth of extrication equipment for the Leroy Township Station. If we are awarded the grant, there are no matching funds and no money is exchanged. Firehouse Subs purchases the extrication equipment and give it to NIESA. Discussion followed.

One last item. In the eyes of the State and Federal Government NIESA is now a single agency.

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

Mr. Hanna advised Mr. Haddrill had picked up NIESA records for auditing.

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

Nothing at this time.

**Public Comment (Agenda XII)**

Nothing at this time.

**Adjournment (Agenda XII):**

Motion by Mr. Hayes to adjourn the meeting at 8:06 pm, seconded by Mr. Diederich. Motion carried.

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Paula M Curtis, Secretary

Date