

May 7, 2015

The May 7, 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, J. DeForest, M. Fielek, S. Diederich, R. Pollok

Non-Voting Members Present: None

NIESA Employees: E. Holmes, S. Davis, C. Eddy, B. Siegel, E. Nims, D. Harper, J. Hague

Other: None

Guests: None

**Consent Agenda (Agenda I):**

- Minutes to the April 2, 2015 Regular Meeting
- Checking Account Summary April 2015
- Treasurer Report April 2015

Ms. Curtis advised she the minutes needed to be amended.

Motion by Mr. Ackerman to remove the minutes to the April 2, 2015 regular meeting from the consent agenda, and move it to action item C, seconded by Mr. DeForest. Motion carried.

Motion by Mr. Ackerman to approve the remaining Consent Agenda as presented, seconded by Mr. DeForest. Motion carried.

**Public Comment (Agenda II):**

Nothing at this time.

**Action Item: Disposal of Excess Equipment (Agenda III-A):**

Mr. Harper advised NIESA currently owns a 1988 Chevrolet GMT-400 truck, which is surplus equipment that he would like to sell. He doesn't think the vehicle is usable, and NIESA is carrying it on our insurance. Chief Siegel indicated the Firemen's Association owns the box on the vehicle, and NIESA owns the vehicle. Ms. Curtis stated NIESA didn't purchase the vehicle, it was part of the vehicles received from the Williamston Community Fire Board. Discussion followed regarding the disposal options for the vehicle.

Motion by Mr. Ackerman to accept Mr. Harper's recommendations to dispose of the 1988 Chevrolet GMT-400, and allow him to dispose of it as he sees fit, seconded by Mr. DeForest.

Discussion: Mr. Pollok would like to get rid of the vehicle as soon as possible. Mr. Harper felt it could be disposed of within a week.

Mr. Pollok called for a vote on the motion. Motion carried.

**Action Item: Fund Transfer for Personal Protective Equipment (Agenda III-B):**

Mr. Hanna advised both fire stations were awarded DNR grants for wildland fire protective equipment. The wildland gear is lighter than the regular turn out gear. The grants received are 50/50 matching fund grants. The Director is requesting the matching funds come out of NIESA's fund equity as the expense was not included in the 2015 budget.

Leroy Township Fire received a \$200 donation from a resident as a thank you for a fire response to their residence, and they requested the funds be used towards the matching funds needed for the grant. The remaining funds need for the grants is \$8,699.00. Mr. Hanna advised we do have funds in Fund Equity to cover the request. Mr. DeForest asked what account would be increased. Mr. Hanna advised the Contingency Fund.

Motion by Mr. DeForest to take \$8,699.00 out of the equity fund, and increase the contingency fund for the purpose of purchasing wildland fire gear, seconded by Mr. Ackerman.

Roll Call Vote: Yeas: Mr. Griffes, Mr. DeForest, Mr. Hanna, Mr. Diederich, Mr. Pollok, Mr. Fielek,  
Mr. Ackerman.

Nays: None

Absent: None

Motion carried.

Mr. Pollok asked when the gear would be received. Mr. Harper advised the grant requires we obtain three bids for the equipment, however he felt we should have it ordered by the next board meeting.

**Action Item: Amendment to the April 2, 2015 meeting minutes (Agenda III-C):**

Ms. Curtis advised on page 2, under Leroy Township Officer Appointments, the last paragraph, change "Mr. Hayes asked ..." to "Mr. Diederich asked about the Sergeant position."

The second amendment is on page 5, under Comments from Board Members, a second paragraph needs to be added stating "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."

Motion by Mr. Ackerman to approve the minutes of the April 2, 2015 meeting with the amendments presented by Ms. Curtis, seconded by Mr. DeForest. Motion carried.

**Discussion Item: SOG-Station/ Division Directive #200-100-106 (Agenda IV-A):**

Mr. Harper advised this SOG was initially presented to the Board at the last meeting. This draft is primarily the same as last month except for the addition of the guideline section which outlines who is responsible maintaining and distributing the station directives.

**Discussion Item: SOG- Issues Not Covered by SOG or Policy # 200-100-105 (Agenda IV-B):**

At last months meeting this SOG was presented as "Interim Directive" a new SOG. It was decided to use an existing SOG and add a section covering interim directives.

Mr. Harper advised this guideline gives us something to fill the gaps when there is no policy or guideline

in place, and provides management with 90 days to get a guideline to the Board for approval. He also noticed NIESA didn't have anything to tell the employees what to do if there is no SOG to address an issue that arises. This guideline also covers that issue. Discussion followed.

Mr. Harper indicated this would be an action item on next months meeting.

**Discussion Item: Hiring Procedures (Agenda IV-C):**

Mr. Harper advised at last months meeting the Board requested he obtain information regarding the cost of drug testing and physicals. As of this date he is waiting Sparrow Occupational Health to provide the information. He will bring something back to the June meeting for discussion.

**Treasurer Report (Agenda V):**

Mr. Hanna reported last months expenses were \$56,524.97. We did make the interest payment on the building loan of \$18,808.29.

Mr. Ackerman asked about the bank service fees. Mr. Hanna advised he had discussed the fees with First Merit, and they advised we had the "premium" package and they felt we didn't need it. So they made some changes and our fees should be reduced.

Mr. Fielek indicated that Williamstown Township does not pay any service fees on any of the Township accounts. It is there policy not to pay fees. Discussion followed.

**Committee Reports (Agenda VI):**

*Personnel Committee:* Mr. Hanna advised the Committee met with the Director regarding a personnel issue. The issue has been resolved.

*Finance Committee:* Mr. Hanna stated the Finance Committee needs to have a meeting regarding Freedom of Information fees. There have been changes to the law, and the fees NIESA is allowed to charge. Discussion followed.

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

*Education Department:* Ms. Curtis advised her report is enclosed in the packets. The State of Michigan approved the MFR students to take their National Registry test. We also had a good turn out for the CPR classes held a couple of weeks ago.

*Chief Siegel:* Reported Williamston Fire responded to 26 calls in April. Several of them were grass fires. They also assisted Meridian Fire with a vehicle fire on I-96. He and Rick Shuck worked for about an hour last night to close out the FEMA grant for the ladder.

He and Assistant Chief Johnson attended a 911 meeting to discuss the MABAS run cards. Discussion followed.

*Captain Nims:* Reported Leroy Township Fire responded to 21 calls in April, with 9 grass fires. All of the new officers are in place, and everyone is trying to figure out their roles and settling into those roles.

This month they have three scheduled training's. One is a walk through at ADM. The second is Weather Spotter Training this Saturday, and the last is pump training. Mr. Nims advised they are trying to do more training so they complaint with State and Federal guidelines.

Also Mr. Holmes is taking personnel up to the new 911 dispatch center so they can observe the operation. The personnel are going on their own time. Mr. Holmes advised they are sitting at the phone positions so they can see how the dispatch center works. Discussion followed.

Mr. Hanna congratulated Mr. Nims on his promotion.

Mr. Nims stated in the future he would like to see NIESA have a better process for putting personnel into officer positions. He would like to see an interview process. Discussion followed.

Mr. Griffes agreed. He would like to see a hiring procedure established and that it is followed. Mr. Harper stated NIESA's SOG for promotions needed to be defined. Mr. Harper advised we have good people in the right places, but our people would like to see us have a process for promotions so they know what is expected. Discussion followed.

**Sherry Davis, EMS Supervisor:** Reported EMS responded to 75 calls in April. They saw 81 patients and had 31 refusals. The high number of refusals was do to the number of accidents they responded to with multiple patients.

All of the ambulances are operational, however they do have a recall from Ford on 11-14. Leroy 6-17 has been put into service as a second MFR vehicle at the Leroy station, and Engine 11-3 will be put into service at the Williamston station later this month.

Tomorrow the EMS staff will be assisting with the Williamston Middle School "Fun Run" by providing First aid. They are expecting 600 children and parents to participate.

**Billing Department:** Mr. Pollok advised a report from Mr. Galbreath was in this evenings packet.

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

Ms. Curtis stated she is working on some building issues at the Leroy Township Station. The generator needed some repairs that required the installation of a heated breather. We will need to install another electrical outlet to the generator. They are also relocating the flag pole light at the station. It will be removed from it's location on the ground and installed onto the building. She is also obtaining quotes to re-key the building.

At the Williamston station she is obtaining quotes to seal coat the parking lot. There are several large cracks that need to be addressed.

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

Mr. Harper took a moment to recognize NIESA personnel for their achievements over the past month. He reminded the Board of the individuals promoted at Leroy Township Fire. Other areas of achievement; Alecia Kelly completed and passed her Firefighter I & II class; Jordan Hague, Eric Holmes, Matt House, and Chris Joseph completed their 80 hour Hazardous Material Technician II; Blake Hague obtained his EMT License; Chris Chamberlain obtained his Michigan Fire Service Instructor certification; Ron Cole, Norman Grant, Tom Pratt, Jeremiah Severy, Brad VanSickler, Brad Shuck, and

Fred Witchell passed the MFR class; and Eric Holmes obtained his Company Officer 1 & 2.

Mr. Harper reported NIESA did not receive the grant for extrication equipment for the Leroy Township Station, he will try again later this year.

A location has been identified in Locke Township for a drafting hydrant in Locke Township. Assistant Chief Pfiester is working on getting the details worked out. Discussion followed.

Mr. Harper advised he would also like to have a Chaplain Corp. He has contacted four area clergy and they are interested in working with NIESA to develop the Corp. Discussion followed.

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

Mr. Ackerman asked if the Fire departments have police protection when they respond to calls. Mr. Harper advised not usually unless something in the dispatch information warrants a request for police. Discussion followed.

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

Mr. Holmes advised he is the new president of the Leroy Township Firefighters Association. He indicated they are looking to improve their association. With the Board's permission, he would like to submit reports for the meeting packets, to keep them advised of the Associations activities.

He indicated Ox Roast is set for September 25<sup>th</sup> and 26<sup>th</sup>, and they are looking for suggestions for things for the kids to do, in lieu of a carnival. They were unable to get one this year. They will also be meeting with an insurance agent on Monday to discuss their insurance policy.

**Public Comment (Agenda XII):**

Nothing at this time.

**Adjournment (Agenda XIII):**

Motion by Mr. DeForest to adjourn the meeting at 8:21 pm, seconded by Mr. Diederich. Motion carried.

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Paula M. Curtis, Secretary

Date