

October 1, 2015

The October 1, 2015 regular meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Roger Pollok.

Voting Members Present: R. Pollok, R. Cole, S. Whelton, R. Ackerman, S Diederich,  
R. Hayes, F Wilbrink

Non-Voting Members Present: J. DeForest

NIESA Employee's Present: D. Harper

Other: None

Guests: None

Mr. Pollok advised every unit of government was represented at tonight's meeting.

**Approval of the Agenda (Agenda I):**

Motion by Mr. Ackerman to approve the meeting agenda as presented, seconded by Mr. Cole. Motion carried.

**Consent Agenda (Agenda II):**

- Minutes of the September 3, 2015 Public Hearing
- Minutes of the September 3, 2015 Regular Meeting
- Checking Account Summary September 2015
- Operational Budget through September 30, 2015
- Building & Equipment Budget through September 30, 2015

Mr. DeForest requested the minutes to the September 3, 2015 regular meeting be amended under Disciplinary Action Appeals (Agenda V) section, page 5, by adding "Mr. DeForest collected the confidential documents," as the last sentence.

Motion by Mr. Ackerman to accept the consent agenda, with the minutes or the September 3, 2015 regular meeting amended as stated by Mr. DeForest, seconded by Mr. Hayes. Motion carried.

**Public Comment (Agenda III):**

Nothing at this time.

**Recruiting & Employment SOG (Agenda IV-A):**

Mr. Ackerman advised he and others had reviewed the Standard Operating Guideline (SOG), 200-300-100.22- Recruiting & Employment.

Motion by Mr. Ackerman to approve SOG 200-300-100.22- Recruiting & Employment, including appendix's A through E, as presented. Seconded by Mrs. Whelton.

Discussion: Mr. DeForest advise the Personnel Committee had reviewed the SOG and gave it their blessing.

Mr. Pollok indicated he thought NIESA was going include pre-employment drug testing in the guideline. He did not see drug testing included. Mr. Harper reviewed the guideline and found it was not included.

Mr. Harper recommended amending the guideline by adding a c.), under Section II- Procedure, subsection B, item a 4. Item c.) would state “Pre-employment drug screening.”

Mr. Ackerman withdrew his previous motion to approve the guideline as presented.

Motion by Mr. Ackerman to approve SOG 200-300-100.22- Recruiting & Employment, including appendix’s A through E, as amended by adding a c.), under Section II- Procedure, subsection B, item a 4. Item c.) would state “Pre-employment drug screening.” Seconded by Mr. Cole.

Discussion: Mr. Cole indicated Appendix A of the guideline indicates the firefighters are expected to attend 80% of regularly scheduled training, and respond to 20% of the calls for service. What is going to be done if the employee doesn’t meet those percentages. Discussion followed regarding the possible procedure for dealing with the issue.

Mr. Pollok called for the vote on Mr. Ackerman’s motion. Motion carried.

**Grant(s)- Funding of NIESA’s portion (Agenda IV-B):**

Motion by Mr. Ackerman to amend the 2015 Building & Equipment Budget by increasing expense item 206-336-978.1-Capital Outlay-Fire-WFD Equipment by \$5,940.00; increasing expense item 206-336-978.2-Capital Outlay-Fire-LTFD Equipment by \$10,000.00; decreasing expense item 206-900- Contingency by \$7,970.00; increasing revenue item 206-100-505.1- Grant Funds-WFD by \$2,970.00; and increasing revenue item 206-100-505.2-Grant Funds-LTFD by \$5,000.00. Seconded by Mr. Wilbrink.

Discussion: Mr. Ackerman stated this will adjust the 2015 Building & Equipment Budget for the Wildland Fire Gear purchases the Board approved at the August 6, 2015 meeting. He advised the grant funds received from the DNR will be deposited back into the Building and Equipment account.

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

Yeas: Mr. Hayes, Mr. Cole, Mr. Pollok, Mr. Diederich, Mr. Wilbrink, Mrs. Whelton,  
Mr. Ackerman.

Nays: None

Absent: None

Motion carried.

**2015 Building & Equipment Budget Amendments (Agenda IV-C):**

Motion by Mr. Ackerman to amend the 2015 Building & Equipment Budget by; increasing expense item 206-336-978.2- Capital Outlay-Fire-LTFD Equipment by \$6,250.00; and decreasing expense item 206-900- Contingency by \$6,250.00. Seconded by Mr. Wilbrink.

Discussion: Mr. Ackerman advised this will adjust the 2015 Building & Equipment Budget for the purchase of the used SCBA packs approved at the August 6, 2015 meeting.

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

Yeas: Mr. Ackerman, Mrs. Whelton, Mr. Wilbrink, Mr. Diederich, Mr. Pollok, Mr. Cole, Mr. Hayes.

Nays: None

Absent: None

Motion carried.

**SCBA Bottle purchase (Agenda IV-D):**

Motion by Mr. Ackerman to approve Director Harper's request for the immediate purchase of 20, 4500 SCBA cylinders from Dalmatian Fire Equipment for \$11,900, with an additional \$675.00 for flow testing of the cylinders, making the total purchase \$12,575.00. With the funds for the purchase coming from Building & Equipment fund, Fund Equity. Seconded by Mr. Wilbrink.

Discussion: Mr. Ackerman advised he's recommending the funds for the purchase come from Fund Equity, rather than Contingency. Discussion followed.

Mr. Hayes disagreed with taking the funds from Building & Equipment Fund Equity. He felt the funds in the Contingency account were meant for this type of purchase, and that Fund Equity should be left alone. Mrs. Whelton agreed with Mr. Hayes. Discussion followed.

Mr. Ackerman rescinded his previous motion.

Motion by Mr. Ackerman to approve Director Harper's request for the immediate purchase of 20, 4500 SCBA cylinders from Dalmatian Fire Equipment for \$11,900, with an additional \$675.00 for flow testing of the cylinders, making the total purchase \$12,575.00, with the funds for the purchase coming from Building & Equipment fund. And amending the Building & Equipment budget by increasing expense item 206-336-978.2- Capital Outlay-Fire Equipment-LTFD by \$12,575.00, and decreasing expense item 206-900-Contingency by \$12,575.00. Seconded by Mr. Wilbrink.

Discussion followed regarding the saving to NIESA thanks to Director Harper's work on the project, and the effect the purchase will have on the SCBA replacement plan.

Mr. Pollok called for vote on the SCBA Cylinder motion.

Roll Call: Yeas: Mr. Ackerman, Mrs. Whelton, Mr. Wilbrink, Mr. Diederich, Mr. Pollok,  
Mr. Cole, Mr. Hayes.  
Nays: None  
Absent: None

**NIESA Alternate Member at Large Position (Agenda V-A):**

Ms. Curtis advised she had not distributed anything to the units of government or media regarding the opening on the NIESA Board yet. A draft notice regarding the position is in this evenings packet. If the Board approves of the notice Ms. Curtis will get it distributed.

Board approved the draft.

**Treasurer Report (Agenda VI):**

Mr. Ackerman stated when he reviewed the Checking Account Summary there was nothing out of the ordinary. He advised Ms. Curtis had added him as a signer on the financial accounts. He also reviewed the Treasurer records left by Mr. Hanna and has organized them.

**Committee Reports (Agenda VII):**

***Personnel Committee:*** Mr. DeForest advised the Personnel Committee met on Tuesday night. They decided their first task will be to draft a SOG or procedure for a conducting a disciplinary appeal. Mr. DeForest asked for recommendations from the Board on how to improve the process.

Discussion followed regarding the disciplinary appeal procedures, and how the process could be improved.

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

***Chief House:*** Chief House was unable to attend, but a report was in this evenings packet.

***Chief Siegel:*** Chief Siegel was unable to attend. His report was in this evenings packet.

***EMS Supervisors:*** Director Harper advised Ms. Davis is on a response, and Mr. Waltersdorf was unable to attend this evening.

***Paula Curtis, Education:*** Ms. Curtis advised a report was in the packet.

***Charles Galbreath, Billing:*** Mr. Pollok advised the Billing report was in the packets.

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

Nothing at this time.

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

Director Harper advised he received the driving records for NIESA's personnel. He indicated NIESA has 64 employees, and only one has points on their driver's license.

Regarding ISO, he has made the official request to ISO to have NIESA re-evaluated, so it is in the works.

Director Harper advised NIESA's personnel had a pretty tough September. He indicated we have good people, doing good things, and good work, but things did not go well. In fact both August and September have been difficult months.

Discussion followed regarding the difficult responses and situations NIESA personnel have dealt with over the past few months, including the death of Firefighter Rodeman of Lansing, and the incident at ADM in Webberville. Mr. Wilbrink asked if there was help available to our personnel, and Director Harper provided information regarding the help available to NIESA personnel.

Director Harper advised the 9/11 Ceremony was wonderful and thanked Mrs. Whelton for organizing the event.

Director Harper stated there will be some changes made to the response procedures for the MFR vehicle at the Leroy Township Station. When the MFR vehicle was placed in Webberville he never expected the Village, Locke and Leroy Township to become so busy. He advised they will be changing how and when they are dispatched. Discussion followed.

He advised we have an extreme shortage of people currently, especially Paramedics. We need to get some people soon. He indicated the EMS Supervisors had interviewed some Paramedics and they have one individual they really liked.

Mr. Cole asked if the Board needed to take some action this evening. Discussion followed..

Motion by Mrs. Whelton to add the hiring of a Paramedic as an action item to the agenda tonight, seconded by Mr. Wilbrink. Motion carried.

Motion by Mr. Wilbrink to approve the hiring of Andrew Elliott as a Paramedic for NIESA, seconded by Mr. Hayes. Motion carried.

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

Mr. Ackerman thanked Ms. Curtis for her time and effort to get him started as the Treasurer of NIESA.

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

Nothing at this time.

**Public Comment (Agenda XIII):**

Mr. DeForest stated he was impressed with the 9/11 ceremony. He advised he has attended the ceremony for the last four years, and the community attendance has increased every year. He also suggested we put up flyers regarding the open Board position at the upcoming Pancake Breakfast.

**Adjournment (Agenda XIV):**

Motion by Mr. Ackerman to adjourn the meeting at 8:20 pm, seconded by Mr. Hayes. Motion carried.

---

Paula M. Curtis, Secretary

---

Date