

**Northeast Ingham Emergency Service Authority Board Meeting
September 8, 2016**

PUBLIC HEARING

The public hearing of the NIESA board was called to order by Chairperson, Roger Pollok, on September 8, 2016, beginning at 7:00 p.m. in the NIESA/Williamston Fire Station, 1296 W. Grand River, Williamston, MI 48895.

Public Comment on the 2017 General Fund/Operations Budget—No public or written comment. Mr. Griffes, seconded by Mr. Pollok moved to close item I. Public Comment on the 2017 General Fund/Operations Budget, Public Hearing 7:05 p.m.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Nays: 0

Motion carried

Public Comment on the 2017 Building and Equipment Budget—No public or written comment.

Mr. Wilbrink, seconded by Mrs. Bowden Weldon moved to close item II. Public Comment on the 2017 Building and Equipment Budget, Public Hearing 7:10 p.m.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Nays: 0

Motion carried

The public hearing was adjourned 7:11 p.m.

CALL TO ORDER

The regular meeting of the NIESA Board was called to order by Chairperson, Roger Pollok, on September 8, 2016, beginning at 7:15 p.m. in the NIESA/Williamston Fire Station, 1296 W. Grand River, Williamston, MI 48895.

Roll Call Vote (Agenda 2)

Voting Members Present: Roll Call Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Voting Members Absent: None

Non-Voting Members Present: Mr. DeForest

NIESA/ Employee's Present: Director Yanz, Chief Mark House, Benjamin Monroe, Natasha Stepen, Nick Doll, JD Delatorre, Doug Pearson

Other: Dorothy Hart- Clerk Locke Township

Guests: Maureen Monroe, Steve Monroe, Brittany Monroe, Karl Stepen, Janet Stepen, Christina Pearson, Kim Briggs, Leslie Hernandez Ortiz,

Pledge of Allegiance (Agenda 3)

Chairperson Pollok led the NIESA Board and visitors in the Pledge of Allegiance.

Swearing In of New Employees (Agenda 6)—Director Yanz swore in six new employees from the NIESA/Leroy Fire Department!

Approval of Agenda (Agenda 4)

Mr. Ackerman, seconded by Mr. Griffes, moved to approve the September agenda of the regular meeting, as amended.

Amendment: It was recommended *Item 6. Swearing In of New Employees* move up on the agenda, after Pledge of Allegiance.

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held on Thursday, September 8, 2016, as amended.

Ayes: 7 Nays: 0 Motion carried.

Public Comment (Agenda 5)—None

Approval of Minutes (Agenda 7)

Mr. Ackerman, seconded by Mrs. Bowden Whelton, moved to approve Agenda item 7, as amended.

Amendment: Changes were noted on Page 1, Agenda Item 6, Approval of Minutes, Page 3, Agenda Item 8.e. Changing “Department “ to “Station” discussion, Mr. Wilbrink would like to see a through review of the Job Duty Descriptions not the Articles of Incorporation, and Agenda Item 9.b. 2017 Budgets.

Ayes: 7 Nays: 0 Motion carried.

Approval of Consent Agenda (Agenda 8)

Mr. Ackerman, seconded by Mr. Wilbrink, moved to approve consent agenda item 8.

Approval of Consent Agenda—that the NIESA Board of Directors approve the NIESA check detail summary dated August 2016, as presented.

Ayes: 7 Nays: 0 Motion carried.

Action Items (Agenda 9)

Resolution 2 of 2016, Fiscal Year 2017 General Appropriation (Agenda 9.a)

Mr. Ackerman, seconded by Mr. Griffes, moved to approve agenda 9.a.

Resolution 2 of 2016, Fiscal Year 2017 General Appropriation—that the NIESA Board of Directors approve Resolution 2 of 2016, Fiscal Year 2017 General Appropriation Act.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Nays: 0

Motion carried

Resolution 3 of 2016, Fiscal Year 2017 Building & Equipment Appropriations (Agenda 9.b)

Mr. Ackerman, seconded by Mr. Griffes, moved to approve agenda 9.b.

Resolution 3 of 2016, Fiscal Year 2017 Building & Equipment Appropriations—that the NIESA Board of Directors approve Resolution 3 of 2016, Fiscal Year 2017 Building & Equipment Appropriation Act.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Nays: 0

Motion carried

Auditors Proposal Letter (Agenda 9.c)

Mr. Ackerman, seconded by Mrs. Bowden Whelton, moved to approve Agenda 9.c.

Auditors Proposal Letter—that the NIESA Board of Directors approve the auditor, David E. Haddrill, P.C., Certified Public Account proposal for the audit and related services for the year ended December 31, 2016 for a fee of \$6,485 and for years ended December 31, 2017 and 2018 the fee will only increase for inflation and should approximate \$6,675 and \$6,875 respectively.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mrs. Bloomquist, Mrs. Bowden Whelton, Mr. Diederich, Mr. Griffes, Mr. Wilbrink, Mr. Pollok

Nays: 0

Motion carried

Discussion (Agenda 10)

Millage Brochure (Agenda 10.a)—There was discussion relative to the dissemination of information on the November millage election. It was recommended Mr. Yanz, Mrs. Bowden Whelton, Mrs. Curtis and Mr. Pollok meet to write something up for distribution. This would allow consistency in the information being disseminated and could be sent through email by each unit of government. . It is recommended this item return for further discussion at the October 13, 2016, NIESA board meeting.

Contract Policy (Agenda 10.b)—Mr. Ackerman is waiting on feedback from all Board members so that all opinions can be taken into consideration before finalizing the contracting for goods and/or services bid proposals Contract Policy SOP ID 300-100-25x. It is recommended all feedback be submitted by end of September. It is also recommended this item return for further discussion at the October 13, 2016, NIESA board meeting.

Banking Policy (Agenda 10.c)—Mr. Ackerman has reviewed the current Resolution Number 2 of 2007, Depository Designation and Investment Policy and has made revisions that follow Federal Title and Michigan State Statutes to the letter except for the statutes use the term “Township Board” instead of “NIESA Board”. It is recommended the Banking Policy be discussed at the next Finance Committee meeting and return for further discussion at the October 13, 2016, NIESA board meeting.

Reports (Agenda 11)—the following reports are included in tonight’s Agenda Packet:

Treasurer (11.a) – No further report.

Committees (11.b)

Finance Report—No report.

Personnel Committee—Mr. DeForest shared he met with Director Yanz on August 18th to begin the development of a Directors evaluation instrument. Mr. DeForest plans to bring, a draft form, an outline of the Directors evaluation instrument for board input. Mr. DeForest attended the Annual Meeting between the City of Williamston and Williamstown Township and spoke as Chairman of Personnel Committee for NIESA, he followed up with Mr. Yanz and Mr. Pollok on his message.

Department Heads (11.c)--Enclosed

- Billing Department, monthly report
- NIESA Education monthly report from Paula M. Curtis
- NIESA EMS, monthly report from EMS Supervisor Davis
- Leroy Township Fire Department, monthly report from Fire Chief House
- Williamston Fire Department, monthly activity report from Fire Chief Siegel

Director (11.d)

Director Yanz thanked the Board for allowing him to present the Swearing In of New Employees. ADM gave NIESA a rescue equipment grant in the amount of \$28,000! Learned Chief House will retire December 31, 2016, and mentioned he has been a great asset! Director Yanz provided the board with a full written report for September 2016 in board packet.

Public Comment (Agenda 12)—None

Association Member Comments (Agenda 13)

Mrs. Bowden Whelton shared kids at school carry Epi Pens and asked Director Yanz about Epi Pen supply. Director Yanz reported ambulance has a supply that comes with drug boxes, expiration dates are checked regularly. Mrs. Bowden Whelton also reminded the Board that the 911 Ceremony will be held on Sunday, September 11, 2016, at NIESA/Williamston and she hopes everyone can attend.

Board Member Comments (Agenda 14)—None

ADJOURNMENT (Agenda 15)

Mrs. Bowden Whelton, seconded by Mr. Ackerman, moved that the NIESA Board meeting be adjourned.

Ayes: 7 Nays: 0 Motion carried

The meeting adjourned at 8:27 p.m.

Respectfully submitted,

Scott Diederich, Secretary
NIESA Board