

**Northeast Ingham Emergency Service Authority Board Meeting  
August 11, 2016**

**CALL TO ORDER**

The regular meeting of the NIESA Board was called to order by Chairperson, Roger Pollok, on August 11, 2016, beginning at 7:00 p.m. in the NIESA/Leroy Fire Station, 315 W. Walnut, Webberville, Michigan

**Roll Call Vote (Agenda 2)**

Roll Call Ayes: 6

Voting Members Present: Mr. Ackerman, Mr. Diederich, Mr. Griffes, Mr. Hayes, Mr. Pollok, and Mr. Wilbrink

Voting Members Absent: City of Williamston

Non-Voting Members Present: Mr. DeForest

NIESA/ Employee's Present: Director Yanz, D. Shuck (Williamston)

Other:

Guests:

**Pledge of Allegiance (Agenda 3)**

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

**Approval of Agenda (Agenda 4)**

Mr. Ackerman, seconded by Mr. Griffes, moved to approve the August agenda of the regular meeting.

**Approval of Agenda**—that the NIESA Board of Directors approve the agenda of the regular meeting held on Thursday, August 11, 2016, as presented.

Ayes: 6          Nays: 0          Motion carried.

**Public Comment (Agenda 5)**—None

**Approval of Minutes (Agenda 6)**

Mr. Ackerman, seconded by Mr. Griffes, moved to approve Agenda item 6.

**Approval of Minutes**—that the NIESA board of Directors approve the minutes of the regular meeting held July 14, 2016, as presented.

**Discussion:** There was concern addressed that the NIESA Board Minutes were being signed prior to Board approval. Mr. Diederich ensured the Board that the minutes are signed after the Board approves them, but the "draft" copy of the minutes are reviewed by him and approved for dissemination, as needed. There was also discussion about sending an unapproved "draft" copy of the minutes to the City of Williamston prior to Board approval. Board members shared this has been the practice of the

Board to have a “draft” copy available to email out three business days after the regular board meeting to board members and units of government and a paper copy sent out the Thursday before the next board meeting.

Ayes: 6            Nays: 0            Motion carried.

**Approval of Consent Agenda (Agenda 7)**

Mr. Ackerman, seconded by Mr. Wilbrink, moved to approve consent agenda item 7.

**Approval of Consent Agenda** –that the NIESA Board of Directors approve the NIESA check detail summary dated July 2016, as presented.

**Discussion:** Mr. Hayes inquired about their being a potential “conflict of interest” with a few of the paid vendors (Williamston Appliance Repair, Hitchcock Trucking, Inc., Fire Chief, Siegel)? Mr. Pollok shared the Finance Committee will review the intangibles, “conflict of interest”.

Ayes: 6            Nays: 0            Motion carried.

**Action Items (Agenda 8)**

Set Public Hearing – 2017 Budgets (Agenda 8.a)

Mr. Wilbrink, seconded by Mr. Ackerman, moved to approve Agenda 8.a.

**Set Public Hearing**—that the NIESA Board set the Public Hearing for Thursday, September 8, 2016, at 7:00 p.m. and upon closing the Public Hearing resume into the regularly scheduled NIESA Board Meeting.

Ayes: 6            Nays: 0            Motion carried.

**Auditor Budget Amendments (Agenda 8.b)**

Mr. Ackerman, seconded by Mr. Griffes, moved to approve Agenda 8.b.

**Auditor Budget Amendments** —that the NIESA Board approve the 2016 Budget Year, Budget Amendment-General Fund adjustments, as presented.

Account #	Account Name	From	To
101-336-977.1	WFD Equipment	2050.00	
101-336-977.2	LTFD Equipment	16,029.39	
101-000-390	Fund Balance		1,807.39

**Discussion:** Mr. Ackerman shared NIESA is not always a cash basis accounting. These expenses are accrued when paid, ordered, and received from 2015 to 2016. These adjustments are recommended by the CPA.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mr. Diederich, Mr. Griffes, Mr. Hayes, Mr. Wilbrink

Mr. Pollok  
Nays: 0  
Motion carried.

**Purchase Order Policy ID#300-100-250 (Agenda 8.c)**

Mr. Ackerman, seconded by Mr. Griffes, moved to approve Agenda 8.c.

**Purchase Order Policy ID#30-100-250**— that the NIESA Board approve the Purchase Order Policy Amendment dated June 11, 2016, ID#300-100-250, as amended.

**Amendment:** Under Purchases, paragraph 4—add the word “only” first sentence after...a purchase or repair “only” may be made by the person in charge...

**Discussion:** The Purchase Order Policy/Amendment is recommended with the understanding the NIESA Board and Director Yanz want a change to take effect for the spending of NIESA’s funds in order to get control of who is doing the spending, what is being purchased and where purchases are being delivered.

Ayes: 6          Nays: 0          Motion carried.

**Personnel Wage Increase (Agenda 8.d)**

Mr. Griffes, seconded by Mr. Ackerman, moved to approve Agenda 8.d.

**Personnel Wage Increase**—that the NIESA Board approve a base rate increase of .50 cents/per hour for NIESA EMTs and Medics.

**Discussion:** This increase would bring the current base rate for EMT’s from \$10.00 to \$10.50 per hour and the current base rate for Medics from \$12.00 to \$12.50 per hour. Director Yanz researched area services such as: Delhi, MMR, Lansing, Mason and Meridian and feels this increase is in alignment with NIESA structure. Mr. Wilbrink shared he would like to have seen the increase at \$1.00/per hour.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mr. Diederich, Mr. Griffes, Mr. Hayes, Mr. Wilbrink  
Mr. Pollok  
Nays: 0  
Motion carried.

**Changing “Department” to “Station” (Agenda 8.e)**

Mr. Hayes, seconded by Mr. Ackerman, moved to approve Agenda 8.e.

**Changing “Department” to “Station”**—that the NIESA Board approve word changes or deletions in selected SOPs from “department” to “station” as detailed in the Standard Operating Procedures attached summary, as presented.

**Discussion:** The majority of the Board felt the change from “Department” to “Station” was minimal and the intent is still there. Mr. Wilbrink would like to see a thorough review of the job duty descriptions.

Roll Call Vote: Ayes: 5 Mr. Ackerman, Mr. Diederich, Mr. Griffes, Mr. Hayes, Mr. Pollok  
Nays: 1 Mr. Wilbrink  
Motion carried.

## Discussion (Agenda 9)

**Auditor's Report (9.a)**—Mr. Ackerman shared Auditor, David E. Hadrill's, P.C., proposal for audit services ending December 31, 2016, dated July 12, 2016. Mr. Hadrill also laid out fees for 2017 (\$6,675) and 2018 (\$6,875) respectively citing only expected increase being due to inflation. The fee for the audit and related services will be \$6,485. Mr. Ackerman would like to see this service go out for bid for 2017. He would like to look at the top three proposals prior to signing an agreement for future auditing services. Mr. Pollok feels Mr. Hadrill's fees have been fair. The Board has looked at other vendors and they have not been able to compete with Mr. Hadrill's fees and services provided. It is recommended the board respond to Mr. Hadrill's proposal citing Federal Language for a June 1 deadline (NIESA deadline being Mid-May; 2<sup>nd</sup> Friday of May), for this service, and to confirm 2017 pricing for services rendered before signing the official Agreement. It is recommended this item return for action at the September 8, 2016, NIESA Board meeting.

**2017 Budgets (9.b)**—Mr. Ackerman provided the NIESA Board members with a 2017 Building/Equipment Budget and Operational Budget. The detail shows the comparisons between the 2016 and 2017 fiscal years. He noted Paula suggested two columns be added Inc/-Dec and % Inc/-Dec in order to identify the increases and decreases and the percentages which helps to acknowledge the change in funding between the two years.

Mr. Pollok shared two major issues were equipment purchases and wages. Director Yanz was focused on ensuring budget allocations were placed in the correct budget area to prevent future budget adjustments. The consensus for Williamston/Leroy is to unify funds and identify disbursements using "station" IDs. Director Yanz has increased Operational revenues in the area of salaries, vehicle repair, oxygen, and medical supplies and decreased gas/fuel. In Building/Equipment 2016 budget contingency is down to \$6,237; therefore, the 2017 B/E Contingency is increased to \$27,406.63 for vehicle replacements. It is recommended this item return for action at the September 8, 2016, NIESA Board meeting.

**Director Evaluation Process (9.c)**—Mr. DeForest shared it is time for the board to begin discussions on the Director Evaluation process. Mr. DeForest provided NIESA Board with six questions for clarification. Clarification points included: "Primary" board would evaluate, Personnel Committee will develop the evaluation, include numerical rating (1-5), Finance Committee to make salary recommendations, the evaluation process should allow feedback from the Director to the Board, Director can choose to have an "Open" or "Closed" session at the time of Board Evaluation discussion. Mr. DeForest will begin to prepare an instrument for board member input. The Board agreed this has been a historical practice and gave Mr. DeForest their blessing to move forward with the development of the Director Evaluation Instrument. Mr. DeForest will bring a "draft" copy of an instrument back for Board review at the September 8, 2016, NIESA Board meeting.

**Reports (Agenda 10)**—the following reports are included in tonight's Agenda Packet:

**Treasurer (10.a)** – Mr. Ackerman shared a positive outlook on the Building/Equipment Budget—there is no debt! The debt has been paid off. We have another vehicle that will be paid off very soon. He also noted that in 2022 NIESA/Williamston building will be paid off! Mr. Ackerman is feeling very good about the financial future of NIESA Williamston/Leroy great things to happen within the next few years!

**Committees (10.b)**

Finance Report—Mr. Wilbrink shared the Finance Committee met to prepare and review the 2017 Building/Equipment Budget and 2017 Operational Budget that was presented to the NIESA board earlier in the meeting.

Personnel Committee—Mr. DeForest shared he will schedule a meeting with Director Yanz to discuss the development of the Director Evaluation Instrument. He also reminded Board members of the Fireman’s Breakfast on the 2<sup>nd</sup> Saturday of October. Due to MSU Homecoming, Mr. DeForest will not be at the breakfast☺

**Department Heads (10.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 (10.d)**

Director Yanz shared it has been an interesting month with the passing of Chief Whipple (Dansville). Chief Whipple was camping with family in Frankenmuth when he passed. Chief Whipple’s return trip home brought Fire Escorts through Perry, Meridian, East Lansing and Lansing into Dansville.... this magnitude of respect says a lot about a person. Williamston Fire assisted Dansville Fire so that their Fireman could go to the funeral. Director Yanz shared the Fireman really stepped up to honor Chief Whipple during the ceremony and he is very proud! Director Yanz has received many good comments about this practice! This year’s Ingham County Fair was represented with both Fire Prevention and Smokehouse...kids came through safety house and lots of good, positive feedback. EMS was used for Transformer Movie in Leroy Township. A full-time Paramedic resigned to work for East Lansing the position has been posted internally and on Facebook. Director Yanz shared there are lots of repairs needed: Main door at Williamston station leaking oil (handicap door) \$1500 / garage door Leroy \$1,000; parking lot repair \$2000 /per station; he is trying to juggle funds so this will be coming up and addressed at September 2016, NIESA Board meeting.

Mr. Pollok asked if the resignation of the full-time paramedic takes the rotation down. Director Yanz shared it creates a hole...he needs to cover a shift and working to cover it, he, personally, will cover the shift if it cannot be filled.

**Public Comment (Agenda 11)**

Director Yanz shared the following comment by Chief House. Chief House is working with the Village on site plan reviews for 4695 W. Grand River. NIESA looked at the site plan and gave recommendations. A Knox box was installed...commercial building...this allows the Fire Dept. to gain access to keys to get into the buildings in case of an emergency. Director Yanz shared NIESA has no authority in this matter, any needs have been managed by Leroy Township.

**Association Member Comments (Agenda 12)**—None

**Board Member Comments (Agenda 13)—None**

**ADJOURNMENT (Agenda 14)**

Mr. Ackerman, seconded by Mr. Hayes, moved that the NIESA Board meeting be adjourned.

Ayes: 6

Nays: 0

Motion carried

The meeting adjourned at 8:59 p.m.

Respectfully submitted,

Scott Diederich, Secretary  
NIESA Board