



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

Ayes: 7

Nays: 0

Motion carried.

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

Mr. Ackerman, seconded by Mr. Pollok, moved consent agenda item 7.

**Approval of Consent Agenda**—that the NIESA Board of Directors approve the consent agenda Checking Account Summary, as presented.

Ayes: 7

Nays: 0

Motion carried.

**Action Items (Agenda 8)**

**Job Duty Changes- Personnel SOP (Agenda 8.c)**

Mr. DeForest shared at the March meeting, the Board decided that the NIESA Director should be the custodian of the personnel files and the Chairperson of the Personnel Committee should serve as the alternative. Currently the Office Manager serves as the custodian. Mr. DeForest compiled three motions that modify the current job descriptions to reflect these changes. It is recommended the motions be moved as 1, 2, and 3.

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**Job Duty Changes-Personnel SOP NIESA Director (Agenda 8.c.1)**—that the NIESA Board of Directors modify the Job Duties of the NIESA Director (200-300-200.1.1) by adding the following: “13. The Director shall serve as the custodian of the personnel files.”

Mr. Ackerman, seconded by Mr. Bertolino, moved to postpone the motion to modify the Job Duties of the NIESA Director (200-300-200.1.1) until changes received by Mr. Wilbrink (tonight) and by Mr. Ackerman are considered.

Ayes: 3

Nays: 4

Motion failed.

Mr. Wilbrink, supported by Mr. Pollok, moved to approve action item 8.c.1, as presented.

Roll Call Vote: Ayes: 6 Mr. Bertolino, Mr. Diederich, Vice-Chair Griffes, Mr. Hayes,  
Mr. Pollok, Mr. Wilbrink

Nays: 1 Mr. Ackerman

Motion carried.

**Job Duty Changes-Personnel SOP Personnel Committee (Agenda 8.c.2)**

Mr. Wilbrink, seconded by Mr. Bertolino, moved action item 8.c.2, as presented.

**Job Duty Changes-Personnel SOP Personnel Committee**—that the NIESA Board of Directors modify the Job Duties of the Personnel Committee (200-200-202) by adding the following: “9. The Chair shall serve as the alternative custodian of the personnel files.”

Roll Call Vote: Ayes: 6 Mr. Bertolino, Mr. Diederich, Vice-Chair Griffes, Mr. Hayes,  
Mr. Pollok, Mr. Wilbrink

Nays: 1 Mr. Ackerman

Motion carried.

**Job Duty Changes-Personnel SOP Office Manager (Agenda 8.c.3)**

Mr. Wilbrink, seconded Mr. Pollok, moved action item 8.c.3, as presented.

**Job Duty Changes-Personnel SOP Office Manager**—that the NIESA Board of Directors modify the Job duties of the Office Manager (200-300-200-1.2) by removing the following: “10. Shall maintain personnel records for all NIESA employees including those pertaining to information required for withholding and emergency contacts.” And to re-number Item #11 as #10.

Roll Call Vote: Ayes: 6 Mr. Bertolino, Mr. Diederich, Vice-Chair Griffes, Mr. Hayes,  
Mr. Pollok, Mr. Wilbrink

Nays: 1 Mr. Ackerman

Motion carried.

***Note:** Vice-Chair Griffes understands the board may not all agree, but we have to move when we have consensus on action items being brought forward. The board needs to move on the action items brought forward that have already followed the path of a preliminary board update, then back for board discussion, then back for action.*

**Adopt Personnel File SOP (Agenda 8.d)**

Mr. DeForest prepared changes to the SOP Personnel Files (200-100-206) using standards from the State’s Bullard-Plawicki Act in draft. The draft was subject to review by the Fire Chiefs, EMS Supervisor, the Personnel Committee and the Interim Director.

Mr. Hayes, seconded by Mr. Pollok, moved action item 8.d.

**Discussion:** Mr. Ackerman recommends written documents should be written “gender neutral” in order to be politically correct.

**Adopt Personnel File SOP**—that the NIESA Board of Directors adopt the draft for Personnel Files SOP for Personnel and Other Files (200-100-206).

Roll Call Vote: Ayes: 6 Mr. Bertolino, Mr. Diederich, Vice-Chair Griffes, Mr. Hayes,  
Mr. Pollok, Mr. Wilbrink

Nays: 1 Mr. Ackerman

Motion carried.

**Sale of Engine 11-3 (Agenda 8.e)**

Mr. Hayes, seconded by Mr. Diederich moved action item 8.e.

**Discussion:** Vice-Chair Griffes asked about a disposal policy. Mr. Ackerman shared there is a policy in place for the Disposition of Vehicles. Vice-Chair Griffes shared the NIESA board will move forward with our motion and recommended Mr. Yanz dispose of the engine per the policy on Disposition of Vehicles.

**Sale of Engine 11-3,** that the NIESA board move to approve the disposal of Engine 11-3 per NIESA policy Disposition of Vehicles and procedures.

Ayes: 7

Nays: 0

Motion carried.

**Purchase of refurbished LifePak15 (Agenda 8.f)**

Mr. Hayes, seconded by Mr. Bertolino, moved to approve action item 8.f.

**Discussion:** Mr. Yanz shared the LifePak15 new cost \$48,000, so the refurbished are a good deal at \$19,750 and come with a one-year warranty with a lifespan of about five-years. Mr. Ackerman shared there is money in the budget in the Building/Equipment Fund for this purchase.

**Purchase of refurbished LifePak15—**that the NIESA board move to approve the purchase of the LifePak15 not to exceed \$19,500.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mr. Bertolino, Mr. Diederich, Vice-Chair Griffes,  
Mr. Hayes, Mr. Pollok, Mr. Wilbrink

Nays: 0

Motion carried.

**Discussion Items (Agenda 9)**

**Employment status of Permanent Director Position (9.a)** —Mr. DeForest shared at the March meeting the Board decided to keep this subject as a discussion item to allow time to develop next year's budget and explore funding options to allow for a full-time or near full-time Director's position. Mr. DeForest with Mr. Yanz's input defined the responsibilities of the individual hired to assume the position of Director of NIESA in an April 28, 2016 Amendment draft (ID# 200-300-200.1.1).

Vice-Chair Griffes shared he is ready to make Mr. Yanz a permanent director. Mr. Yanz has been working at NIESA for several months and is doing good things, NIESA needs continuity and he feels the board needs to move on this in order to get things done from an operational and financial standpoint. The board would like to ensure that they are clear through the articles of incorporation before moving forward with the decision to hire Mr. Yanz as the permanent director. The attorney is reviewing the articles of incorporation to ensure the process being followed is compliant. It is recommended this item return for action, pending an attorney opinion, at the June 2016, NIESA board meeting.

**Third Committee (Agenda 9.b)** – Mr. DeForest shared there was some interest at the April meeting that a Third Committee be formed to assist with other areas that do not fall within the responsibility of either the Finance or Personnel Committees (i.e., Records Retention Policy, NIESA Web Page, Freedom of Information Act policy).

Vice-Chair Griffes would like to defer this option until a permanent director is hired. He feels that would be a more appropriate time to add a third committee under the direction of the director. There was consensus among NIESA Board members to defer this option.

**Millage Vote (Agenda 9.c)**—Vice-Chair Griffes shared NIESA needs to go for a straight millage renewal in the November election. The NIESA board discussed having an attorney present at the June 2016, NIESA board meeting to discuss the timeline of events for moving forward and provide an opportunity for board to ask questions about the process. The deadline for getting this on the November ballot is August. It is recommended this item return for further discussion at the June 2016, NIESA board meeting.

**Purchase Order Policy (Agenda 9.d)**—Mr. Ackerman provided the NIESA board members with a preliminary, but not final, proposal of changes to the “Purchase Order/Bid Guidelines” two separate categories in order to allow Director Yanz immediate control of who is doing the spending, what is being purchased, and where purchases are being delivered. Mr. Pollok would like to see the final position come from the Finance Committee with a recommendation to the board. It is recommended this item return for action at the June 2016, NIESA board meeting.

**2016 Budget Amendment (Agenda 9.e)**—Mr. Ackerman provided a proposed budget amendment showing dollars being moved from the Operations Budget to the Building & Equipment Budget in order to provide the necessary funding for a full-time director position. It is recommended Mr. Ackerman bring a follow up report at the June 2016, NIESA board meeting.

**Reports (Agenda 10)**—the following reports are included in tonight’ Agenda Packet  
**Treasurer (10.a)** – No report.

**Committees (10.b)**

**Finance Report**—Mr. Wilbrink shared there is no report. The Finance Committee is scheduled to meet in a couple of weeks, so he will report out in June.

**Personnel Committee**-Mr. DeForest thanked NIESA board members for passing the job duty changes for Personnel SOP NIESA Director, Personnel SOP Personnel Committee and Personnel SOP Office Manager. Mr. DeForest plans to meet with Director Yanz to review SOP Discipline and Grievance Procedure language, finish up job description for Fire Chief changing Fire Department to Fire Station. He will work with the Personnel Committee to finalize the job duties of the director. Mr. DeForest will work to bring a couple of items back for action at the June 2016, NIESA board meeting.

Vice-Chair Griffes shared the board will schedule the attorney to attend the June 2016, board meeting and would like Mr. DeForest to wait until July to discuss direction on opinions (his/her vs. their) and reporting relationships from the Personnel Committee.

Mr. Wilbrink recommended the By-Laws be updated to match job duties of Director as submitted. Vice-Chair Griffes agrees the By-Laws need review.

**Department Heads (10.c)**--Enclosed

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

**Director (10.d)**

Mr. Yanz shared a monthly report that included Administrative items, Operations, Training, Grants, Personnel, and Other. He highlighted a big thank you to EMS Supervisor Sherry Davis as she finished the EMS Inventory with list and labels, the letter received from the Shand family on behalf of the performance of NIESA Fire Department and the care they exuded to protect their personal items from being destroyed. Mr. Yanz and two members from the Leroy station attended FDIC training and great feedback was received. Jackson National Life donated 15 27" computer monitors. NIESA has a good chance of being awarded the grant dollars that were applied for in 2015!

**Public Comment (Agenda 11)**—None

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

**Board Member Comments (Agenda 13)**

Mr. Bertolino shared he is employed with Jackson National Life and was happy to hear of the donation of computer monitors to NIESA. Mr. Bertolino was also happy to be a part of first Pledge of Allegiance with the NIESA board.

Mr. Pollok shared he is working through some physical conditions, while receiving chemotherapy. He has asked Mr. Griffes to take over as Chair of NIESA Board while he works through this medical process. Mr. Griffes accepts the challenge, but hopes Mr. Pollok recovers quickly so he can return to his post.

**ADJOURNMENT (Agenda 14)**

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

Ayes: 7

Nays: 0

Motion carried

The meeting adjourned at 8:34 p.m.

Respectfully submitted,



Scott Diederich, Secretary  
NIESA Board