

**Northeast Ingham Emergency Service Authority Board Meeting
March 10, 2016**

CALL TO ORDER

The regular meeting of the NIESA Board was called to order by Vice-Chairperson, Paul Griffes, on March 10, 2016, beginning at 7:00 p.m. in the NIESA/Williamston Fire Station, 1296 W. Grand River, and Williamston, Michigan 48895.

Voting Members Present: R. Ackerman, S. Diederich, S. Bowden Whelton, P. Griffes R. Hayes, D. Kapp, F. Wilbrink

Voting Members Absent: R. Pollok

Non-Voting Members Present: J. DeForest

NIESA/ Employee's Present: B. Siegel, M. Yanz, S. Davis

Other: Scott Lucos, Sean Bertolino

Guests: None

Approval of Agenda (Agenda I)

Mr. Ackerman, seconded by Mrs. Bowden Whelton, moved to approve the March agenda of the regular meeting.

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held on Thursday, March 10, 2016, as presented.

Consent Agenda (Agenda II)

-Minutes of the February 11, 2016, Regular Meeting

-Checking Account Summary February 2016

Mr. Ackerman, seconded by Sandy Bowden Whelton, moved to approve the Minutes from the February 11, 2016, NIESA board meeting and the Checking Account Summary February 2016, as presented.

Ayes: 7

Nays: 0

Motion carried.

Public Comment (Agenda III)

Sean Bertolino, Alternative Voting Member for City of Williamston – recommended each NIESA Board meeting begin with the Pledge of Allegiance and a roll call. It is recommended this practice begin with the April meeting.

Action Items (Agenda IV)

Mr. Griffes read action item A. Discipline and Enforcement SOG/SOP and B. Board Secretary Position.

Discipline and Enforcement SOG/SOP (Agenda IV.A)

Mr. Ackerman, seconded by Mrs. Bowden Whelton, moved to approve Agenda IV.A, Update “Discipline & Enforcement” March 10, 2016, by Mr. DeForest, as presented.

Discipline and Enforcement SOG/SOP—that the NIESA board approve the “Discipline & Enforcement” SOP 200-100-201 as follows: 1. at the top of the page change “Standard Operating Guidelines” to “Standard Operating Procedures” and remove “Guidelines” near the upper left side of the page. 2. In section #2 change the start of the first sentence from “The Fire Chief, EMS Director, and Department Officers...” to read “The NIESA Director, Fire Chiefs, EMS Supervisors, and Station Officers...” 3. In section #2 change the second sentence from “Involuntary discharge shall be solely within the responsibility and authority to the governing board” to read “Involuntary discharge shall be solely within the responsibility and authority of the NIESA Director”.

Discussion—Mr. Hayes would like to see the word “solely” removed from Section #2, in the case the NIESA board, would need to enforce discipline, they (the NIESA Board) would not be excluded from this responsibility.

Mr. Wilbrink, seconded by Mr. Diederich, moved to amend the original motion made by Mr. Ackerman, “Discipline & Enforcement” SOG/SOP, March 10, 2016, by Mr. DeForest, as amended per above discussion with the word “solely” being removed in section #2 the second sentence.

Ayes: 7

Nays: 0

Motion carried.

Board Secretary Position (Agenda IV.B)

Mr. Wilbrink, seconded by Mr. Ackerman, moved to approve the Update Board Secretary Position Description, dated March 10, 2016, by Mr. DeForest, as presented.

Update Board Secretary Position Description—that the NIESA board approve “Board Officers Duties” SOP 200-200-102 as follows: 1. at the top of the page change “Standard Operating Guidelines” to

“Standard Operating Procedures”. 2. In the description of the duties for Secretary, section #1, change the second sentence to read “The Secretary SHALL BE a regular or alternate member of the Board.” And remove the third sentence of section #1. 3. In the description of the duties for Secretary, section #2 change “prepare” to “review”. 4. In the description of the duties for Secretary, section #3, remove this section and re-number the remaining sections.

Ayes: 7

Nays: 0

Motion carried.

Discussion Items (Agenda Item V)

Discussion Item: Employment Status of Permanent Director Position (V-A)

Mr. DeForest presented the NIESA board with an outline of the Employment Status of Permanent Director Position. Discussion by the Board indicated a preference for a full-time Director if funding can be found. If not, the previous part-time arrangement would be continued. There is no interest in a “split-duties” position, as suggested by Mr. Harper. The resignation of EMS Supervisor, Zack Waltersdorf, may provide a funding source for a full-time director, if the Board decides not to replace the position.

Mr. Griffes shared he would like to put the employment of a full-time director on the back burner in order to allow further discussion on the duties of the position.

Mr. Ackerman shared he reviewed the 2016 budget and it is not an option to hire a full-time director during this budget year. The 2017 budget year would better accommodate the hiring of a full-time director.

Mr. Wilbrink shared this may be a good time to take a look at the job description, plug in some added responsibilities, and then review compensation for the position.

Sean Bertolino asked if the interim director position is indefinite. Mr. Griffes responded there is no time limit.

Mr. Griffes recommended this item return for further discussion at the April 2017, NIESA board meeting.

Discussion Item: Family Medical Leave Act (V.B)

Mr. DeForest presented the discussion item on Family Medical Leave Act...this discussion is the result of a January 21 conversation with Williamston Fire Chief Bill Siegel.

Mr. DeForest shared the basic provisions of the Family Medical Leave Act would include the following:

- Employees would be entitled to up to twelve weeks of unpaid leave for: Care for the employee's newborn or recently adopted child. Care for Foster child placed with the employee. To care for the employee's spouse, parent or child with a serious health condition, or for the employee's own serious health condition.

In order to qualify for the Family Medical Leave Act, an employee must have worked 1,250 actual hours in the year preceding the request for the leave.

If the NIESA board honors this benefit, the SOP would be found in the "500" section.

The NIESA board shared concerns in reference to having enough employees who would meet the 1,250 actual hour minimum? Do the 1,250 hours have to be consecutive? Is there a minimum number of employees that must be eligible for this benefit? It was recommended to add that the Director would approve this type of benefit.

Mr. DeForest shared at least 50 employees must be eligible for this benefit in order for it to be offered. He will add language that the Director will approve this benefit request, as needed. Mr. DeForest will bring this back for action at the April 2014, NIESA board meeting.

Discussion Item: Personnel Files (V.C)

Mr. DeForest shared that an SOP draft is in development to assist with the housekeeping of Personnel Files based on the *Bullard-Plawecki Employee Right to Know Act* (included in NIESA board packet), which is the State Law covering personnel files.

There are two questions Mr. DeForest brings before the NIESA board in order to gain clarification as follows:

1. Currently the custodian of the NIESA personnel files is the Office Manager. Who should be the alternative custodian, the Director? Personnel Chair? Other?

2. The draft includes a grievance procedure if an employee disagrees with the document in the file. How high in the grievance chain should this be appealed? Should the top step be the Personnel Committee or the NIESA Board?

For item #1 the NIESA board agreed that the primary custodian of the NIESA personnel files should be the Director; the Chairman of the Personnel Committee is secondary custodian.

For item #2 the NIESA board agreed if an employee filed a grievance in regard to their personnel file contents the Personnel Committee would handle the appeal of the grievance.

There was also discussion about the length of reprimands and, after a year of no subsequent issues, any reprimand would be expunged. There was not consensus or agreement of this issue.

Mr. DeForest thanks the NIESA board for their input. He plans to continue his work on the development of the Personnel File SOP. This item will return for further discussion at the April 2016, NIESA board meeting.

Discussion Item: Inventory Policy (V.D)

Mr. Wilbrink provided the NIESA board with a draft copy of an Inventory Policy he is developing. The Inventory Policy is being developed in order to keep an accurate and complete list of all equipment, tools and related supplies of NIESA property and assets, and their location. The Inventory Policy outlines: Description of Assets, Requirements for Inventory, Exclusions from Inventory, Control of Inventory, and Changes to Inventory.

Mr. Ackerman wants to make sure that it is understood the NIESA/Williamston and NIESA/Leroy are one organization. The inventory will be shared in unison between each units.

Mr. Diederich asked Interim Director, Mr. Yantz, if he works in unison with both fire stations when equipment needs arise?

Mr. Yantz shared he has begun working in unison between the two fire departments. He ordered supplies to begin the process of identifying inventory items. Lifecycles will be documented, QuickBooks will be used to program and identify inventory. If grant dollars are used in the purchase of an item, a paper trail needs to be identified, tracked.

It is recommended this item return for action at the April 2016, NIESA board meeting.

Committee Assignments (VI)

Mr. Pollok shared the following committee assignments:

- Personnel Committee— Chairman, James DeForest, Sandy Bowen Whelton, and Scott Diederich
- Finance Committee— Chairman, Franz, Wilbrink, Rusty Ackerman, Roger Pollok

**anyone interested in being an alternate, please contact Chairman Pollok*

Treasurer Report (VII)

Mr. Ackerman shared the vacant land on the corner of Grand River and Mullett is still for sale! Paid off Vehicle #617 was paid in full \$30,000; Mr. Ackerman continues to work on a 2015/16 comparison budget.

Committee Reports (VIII)

Mr. DeForest shared the Personnel Committee will work with Interim Director, Mike Yantz, to resume discussion and implementation of the Family Medical Leave Act (FMLA) benefit, Update “Discipline & Enforcement” and staffing.

Mr. DeForest shared the NIESA board has done a great job with identifying committee assignments. Would the NIESA board entertain the possibility of a third committee to focus on the web site and keeping information up-to-date?

Mr. Wilbrink reported the Finance Committee did not meet. The next meeting TBD.

Department Head Reports (IX)

NIESA board members received Department Head Reports:

- Billing Department—received an annual reporting of expenses 2015; including January and February 2016
- Williamston Fire Department—received 2016 February Monthly Activity Report from Chief, William Siegel/Williamston
- Leroy Township Fire Department—received 2016 February Monthly Activity Report from Chief, Mark House/Leroy
- NIESA EMS—received 2016 February Monthly Activity Report from Zach Waltersdorf, EMS Supervisor. Sherry Davis, shared assistance is needed in the areas where Zach Waltersdorf, EMS Supervisor was employed/assigned.
- Education Department—Received a NIESA Education, Monthly Summary Report from Paul M. Curtis

Interim-Director Report (X)

Interim Director, Michael Yantz, provided a Monthly Report outlining areas of focus to include Administrative: MABIS Drill, settling in to new position; Operations—Snow Storm (Feb 24-25, 2016), Inventory labeling; Training—MIOSHA and Part 74 guidelines; Grants—AFG Grant and SAFER Grant; Personnel—New Hires, Personnel Issues, SOG compliance with physicals and agility.

Comments from Board Members (XI)—None

Comments from Association Members (XII)—None

Public Comment (XIII)

Scott Lucos, shared he is a retired Fire Chief, Emergency Manager, and EMS Coordinator. He appreciates the work of the NIESA board. In answer to a few of the items discussed earlier he shared it is not required for municipal, state, local or federal agencies to have 50 employees in order to offer the FMLA benefit, employees must work 1250 hours to offer a FMLA benefit; FMLA is required for these agencies; local government should have an emergency center operation and employees trained in Disaster mitigation, preparedness, response, recovery, education if FEMA were to be called in. There is grant money available to assist with the setup of an emergency response plan of action and training.

Seann Bertolino—shared this is the shortest meeting that he has ever attended at the NIESA board!
Good job!

ADJOURNMENT

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

Ayes: 7

Nays: 0

Motion carried

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Scott Diederich, Secretary
NIESA Board