

Freedom of Information (FOIA) SOP (200-100-107) (Agenda IV-E)

Mr. Ackerman, seconded by Mrs. Bowden Whelton, moved to approve Agenda IV-E, as of 02.11.2016, as presented.

Freedom of Information (FOIA) SOP (200-100-107)—that the NIESA Board of Directors approve the Standard Operating Policy (SOP) ID#: 200-100-107, as of 02.11.2016, as presented. The purpose of this policy is to ensure the Northeast Ingham Emergency Service Authority (“NIESA”) is in compliance with the Michigan Freedom of Information Act (“FOIA”), Public Act 442 of 1976 (amended July 1, 2015).

Ayes: 6

Nays: 0

Motion carried.

2015 Operation Budget Amendment(s) (Agenda IV-F)

Mr. Ackerman, seconded, by Mr. Wilbrink, moved to approve Agenda IV-F, as of 02.11.16, as presented.

2015 Operation Budget Amendment(s)—that the NIESA Board of Directors approve the 2015 Budget Amendment Recommendations as of 02.11.2016, as presented. The reason for this amendment is due to a decision by Treasurer Hanna in January of 2015 to pay off the Lease Purchase of the Canon Copier at the NIESA/Williamston Station. This adjustment eliminates the overage in the Debt Service cost center which is required per governmental guidelines.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mrs. Bowden Whelton, Mr. Griffes, Mr. Fielek,
Mr. Pollok, Mr. Wilbrink

Nays: 0

Motion carried.

2016 Operation Budget Amendment (Agenda IV-G)

Mr. Ackerman, seconded by Mr. Fielek, moved to approve Agenda IV-G, as of 2.11.16, as presented.

2016 Operation Budget Amendment—that the NIESA board approve the 2016 Operation Budget Amendment recommendation as of 2.11.2016, as presented. The amendment reflects the expenditures for the current contracts in place with Mr. DeForest and Mrs. Schultz, as the 2016 budget did not account for Administrative “Contracted” positions other than Attorney fees.

Discussion: Mr. Ackerman will begin the practice of making budget amendments, as they are presented. This practice will help to avoid late December adjustments.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mrs. Bowden Whelton, Mr. Griffes, Mr. Fielek,
Mr. Pollok, Mr. Wilbrink

Nays: 0

Motion carried.

Minutes of the January 14, 2016, Regular Meeting (Agenda IV-H)

Mr. Ackerman, seconded by Mr. Griffes, moved to approve item IV-H, as amended.

Minutes of the January 14, 2016, Regular Meeting—the following amendments to the January 14, 2016, minutes are as follows: It was recommended the word “supported” be changed to “seconded” in every motion. **On Page 3, Fire Chief Duties, VI-C, Discussion**, last three sentences, should read as follows, “It

was recommended that an understanding of roles be evident. Mr. DeForest will meet with the supervisor and fire chiefs. He will then bring back for further discussion prior to any action". **Roll call vote IV-E**, Mr. Wilbrink moved to Ayes from Nays. Where ever it read "Leroy Township" it should read "NIESA/Leroy Township". **Under V-A, Discussion**, the first sentence should read: "After the NIESA Board members reviewed the options, it was unanimous that they move forward with the director employment status being a full-time position". Under **Committee Report Agenda VII**, third paragraph, first sentence, should read, "Mr. DeForest to bill NIESA under contracted services for work in the area of personnel file procedures and grievance process procedures and implementation".

Ayes: 6

Nays: 0

Motion carried.

Discussion Items (V)

Discussion Item: Updating Wording for Board Secretary Position description (V-A)

Mr. Pollok presented the NIESA Board with Standard Operating Policy ID#: 200-200-102, Board Officers Duties. This document defines the responsibilities of the individuals elected to position of Chairperson, Vice-Chairperson, Secretary, and Treasurer of the NIESA governing Board. Under Secretary it does not allow the position to be split. Mr. Pollok would like NIESA board members to think about updating the wording of this policy to reflect its current structure with Secretary, Scott Diederich, who signs the minutes and Deborah Schultz, who records the minutes. Rewriting these guidelines fall into the scope of Mr. DeForest contract; therefore, it was recommended Mr. DeForest update the wording in the two job descriptions to be included in the Standard Operating Policy ID#: 200-200-102 and bring back for further discussion at the March 2016, NIESA board meeting.

Discussion Item: Updating Discipline & Enforcement Policy (V-B)

Mr. DeForest shared a concern with the Standard Operating Policy ID#: 200-100-201—Item 2. The NIESA Director should be added to this process. The NIESA Director would appeal disciplinary action to the Personnel Committee with final approval decided by the NIESA Board. Mr. Wilbrink shared a concern with the last sentence in Item 2, involving "involuntary discharge". It is recommended Mr. DeForest update the Standard Operating Policy ID# 200-100-201, as discussed and bring back for further discussion at the March 2016, board meeting.

Discussion Item: Inventory Policy (V-C)

Mr. Pollok shared there is not a policy or paperwork for the Inventory Policy included with the February NIESA board packet. The reason for this is one does not exist. Mr. Pollok is recommending that the board write an Inventory Policy. Too many things are not being shared between NIESA/Williamston and NIESA/Leroy Fire and the inventory of items is not clear nor is their location. It is recommended that Mr. Wilbrink work with Michael Yanz to prepare a draft copy of the current NIESA/Williamston and NIESA/Leroy Inventory and bring back for further discussion at the March 2016, NIESA board meeting.

Discussion Item: Department Heads at Meetings (V-D)

Mr. Pollok shared Standard Operating Guidelines, Fire Department Positions, ID#: 200-300-200.2.1.9. Fire Chiefs Duties, *Item 12—The Chief shall attend all regularly scheduled NIESA Board Meetings to present the written monthly report to the NIESA board.* The NIESA Board members would like Fire Chiefs to adhere to Item 1. This would allow the Fire Chiefs to have an understanding of what is going on at the board level and in return allow NIESA board members the opportunity to ask them questions when and

if they come up. It is understood that the Fire Chiefs would not have to read their monthly reports out loud, but their presence is appreciated. Mr. Griffes shared it will be important to have the Director, once hired at NIESA Board meetings, as we will need to begin the process of building strength of the director by funneling all matters through the Director, and allowing all daily matters to be the responsibility of the Director.

Mr. Pollok shared a concern with two recently submitted Grants. The NIESA Board was not apprised of the two grants that were submitted, but later learned there was a funding match that would need to be adhered to, by NIESA, if the grants are awarded. Mr. Pollok has a real concern with the process that took place and will need to address this matter with the Interim Director. NIESA board members should see Mr. Pollok, if they would like to review a copy of each grant.

Treasurer Report— (VI)

Mr. Ackerman provided NIESA Board Members with a February 3, 2016, Financial Report.

Committee Reports—(VII)

Personnel: Mr. DeForest shared he met with the Chiefs and Supervisors in regards to the Fire Chief Duties. Mr. DeForest reported one of his personnel committee duties is to bounce any changes to Standard Operating Policy (SOP) first with the fire chiefs and then to the NIESA board. One of the Chiefs had a question in regards to the Family Medical Leave Act (FMLA). Mr. DeForest will look into this benefit for full-time employees. This benefit is no cost to NIESA and would be a great morale builder. Mr. DeForest plans to schedule a Personnel Committee meeting, as soon as he can touch base with Mr. Diederich and get one scheduled.

Department Head Reports—(VIII)

- Billing Department—received an Annual Reporting of 2015 Expenses
- Williamston Fire Department—received 2016 January Monthly Activity Report from Chief William Siegel/Williamston.
- Leroy Township Fire Department—received 2016 January Monthly Activity Report from Chief Mark House/Leroy
- NIESA EMS—No Report
- Education Department—received a monthly education summary report from Paul M. Curtis.

Comments from Board Members—(IX)

Mr. Pollok asked NIESA board members if they received their board packets in a timely manner and how they felt the timeline for delivery was working out. Board members feel the timeline and delivery is working nicely.

Mrs. Bowden Whelton shared Geraldine L. Shuck passed away on February 9, 2016. Gerry's visitation was held this evening, she was involved with Boy Scouts and the Williamston Jubilee. She was a great lady and grandmother, many of her sons and grandsons are first responders. Gerry will be greatly missed.

Comments from Association Members—(X) —None

Public Comment – (XI)

Mike Yanz is happy to provide input during NIESA board meetings when appropriate. He did ask about the grants that were written and asked if the grants identified the amount to come out of the equipment budget? Mr. Pollok shared he would be happy to provide copies of the two grants.

ADJOURNMENT

Mrs. Bowden Weldon, seconded by Mr. Griffes, moved that the NIESA Board meeting be adjourned.

Ayes: 6

Nays: 0

Motion carried

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Scott Diederich, Secretary

NIESA Board

