

**Northeast Ingham Emergency Service Authority Board Meeting
January 14, 2016**

CALL TO ORDER

The regular meeting of the NIESA Board was called to order by Chairperson, Roger Pollok, on January 14, 2016, beginning at 7:02 p.m. in the NIESA/Williamston Fire Station, 1296 W. Grand River, Williamston, Michigan 48895.

Voting Members Present: R. Ackerman, S. Bertolino, P. Griffes R. Hayes, R. Pollok, N. West,
F. Wilbrink

Voting Members Absent: None

Non-Voting Members Present: J. DeForest

NIESA/ Employee's Present:

Other: None

Guests: none

Mr. Pollok welcomed Deborah Schultz, as the new Recording Secretary to the NIESA Board.

Approval of Agenda (Agenda I)

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

Approval of Agenda—that the NIESA Board of Directors approve the agenda of the regular meeting held on Thursday, January 14, 2016, as amended.

Discussion: It was recommended **Consent Agenda Item II**—Minutes of December 3, 2015 be pulled and discussed separately. Under **Action Items IV**—Item D. Updating Web Page was removed from agenda, Item H. Leroy Township Fire Drain Easement was added as an agenda item. Under **Discussion Items V**—Item A. should read Employment Status of Permanent Director, Item D. SOG-Board Disciplinary Hearings (200-100-107) and E. Review Management Job Descriptions were removed from agenda.

Motion carried.

CONSENT AGENDA (Agenda II)

- Minutes of the December 3, 2015, Regular Meeting
- Checking Account Summary December 2015
- Tentative - Operational Budget through December 31, 2015
- Tentative – Building & Equipment Budget through December 31, 2015

Mr. Ackerman, seconded by Mr. Griffes, moved to approve the Minutes from the December 3, 2015, NIESA board meeting, as amended.

Discussion of Minutes of December 3, 2015, regular meeting. Board members recommended changes under Public Comment, page 1, NIESA Recording Secretary VI-H Position, page 3; NIESA Board Recording

Position VI-E and Committee Reports, Personnel Committee. It is recommended this item return for action at the February 11, 2016, board meeting.

Ayes: 6

Nays: 0

Motion carried.

Mr. West, seconded by Mr. Hayes moved to approve Discussion of Checking Account Summary December 2015, as presented.

Discussion of Checking Account Summary December 2015—Mr. Hayes, Mr. Ackerman and Mr. Wilbrink asked for explanation of expenses paid to Halt Fire Inc., David Chapman Agency, Inc., SBAM (medical insurance), DTE Energy-1, Westshore Fire Equipment, and Rescue Resources LLC. Satisfactory explanations were provided; therefore the Checking Account Summary will be accepted, as presented.

Ayes: 6

Nays: 0

Motion carried.

Discussion of Operational Budget through December 31, 2015 and Building & Equipment Budget through December 31, 2015. Mr. Griffes shared these two items do not belong under the consent agenda as they are for reporting purposes only. No Action

Public Comment (Agenda III)

Steven Goward, Boot Shop Owner—Mr. Goward sells 282 USA made boots and has established business relationships that allow him to offer discounts to his patrons, he can provide savings to community businesses through these discounts. He currently works with the Police Department and extends these savings to the NIESA Fire Department. He thanked the NIESA board for their time and looks forward to doing business with them.

John Bisard provided a brief overview of his qualifications for the member-at-large selection. He then asked the NIESA Board to allow Public Comment first on the agenda and asked the board to include the three minute time limit on the sign-in sheet.

Noah Belanger, City of Williamston Mayor, shared he was confused with the positions of Board Secretary and Recording Secretary, as the NIESA Guidelines do not account for there to be two separate positions. He encouraged the NIESA Board to update the section of the NIESA Guidelines to reflect this change.

Action Items (Agenda IV)

Length of Meeting (Agenda IV-A)

Mr. Pollok shared the meeting length should not exceed 2.5 hours. The NIESA board discussed different options on how to handle the remaining agenda items if the board exceeded 2.5 hours. They also shared it is on rare occasion that the meetings exceed 2.5 hours. Mr. Pollok concluded that this item would be removed from discussion and removed from action. No Action.

Guideline Issues (Agenda IV-B)

Motion by Mr. Hayes, seconded by Mr. Wilbrink, moved the “Guidelines” issue, as presented.

Guidelines Issue—that the NIESA Board of Directors approve the designation “SOG” (Standard Operating Guidelines) to SOP (Standard Operating Procedures) and to make this change for Section 100 “Rules of Conduct”. Section 200 “Administrative Rules and Regulations” and Section 500 “Benefits and Payroll”.

Mr. Ackerman felt it should be left as a guideline per the definition, if changed to

Discussion:

procedure things would have to be followed in sequential order. It was unanimous among the board members that “P” stands for policy and procedure and it is recommended the board uphold the recommended motion, as presented.

Sean Bertolino arrive at 7:52 PM.

Roll Call Vote: Ayes: 6 Mr. Ackerman, Mr. Griffes, Mr. Hayes, Mr. Pollok, Mr. West, Mr. Wilbrink
Abstain: 1 Mr. Bertolino
Nays: 0

Motion carried.

SOG 200-300-200.2.1 – Fire Chief Job Description Amendment (VI-C)

Motion by Mr. Hayes, seconded by Mr. Griffes, moved to approve the SOG 200-300-200.2.1 – Fire Chief Job Description, as amended.

Fire Chief Duties— that the NIESA Board of Directors approve the wording of the last sentence in item #3 in Fire Chief Duties (200-300-200.2.1) from “The Chief shall have the final decision as to any action at a fire or incident.” to “The Chief shall have the final decision as to any action at a fire”. This action is being taken to clarify the duties of the Fire Chief and the EMS Supervisors.

Discussion: Mr. Hayes recommended the verbiage in the original motion be altered to include “The Chief shall have the final decision as to any action at a fire or spill incident”.

Ayes: 3

Nays: 4

Motion Failed

Motion by Mr. Ackerman, seconded by Mr. Wilbrink to approve the SOG 200-300-200.2.1 – Fire Chief Job Description, as presented.

Fire Chief Duties— that the NIESA Board of Directors approve the wording of the last sentence in item #3 in Fire Chief Duties (200-300-200.2.1) from “The Chief shall have the final decision as to any action at a fire or incident.” to “The Chief shall have the final decision as to any action at a fire”. This action is being taken to clarify the duties of the Fire Chief and the EMS Supervisors.

Discussion: Mr. Pollok explained that decisions on life and health are made by the EMS Supervisor and Fire Chief is responsible for fire rescues. Incident commander over rules the Director. 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. It was recommended this item be postponed.

Ayes: 0

Nays: 7

Motion Failed

Alternate Member At Large Appointment (IV-E)

Motion by Mr. Hayes, seconded by Mr. Bertolino, moved to appoint John Bisard as the Alternate Member At-Large.

Discussion: Mr. Pollok shared there would be a conflict of interest issue, if the board votes to appoint Mr. Bisard, as he currently serves as a Firefighter/EMT at NIESA. Someone serving in a dual role did not serve NIESA well years ago and it would not be in the best interest of the NIESA Board to move in this direction.

Roll Call Vote: Ayes: 3 Mr. Bertolino, Mr. Hayes, Mr. Wilbrink

Nays: 4 Mr. Ackerman, Mr. Griffes, Mr. West, Mr. Pollok

Motion failed.

Motion by Mr. Griffes, seconded by Mr. Ackerman, moved to appoint Ben Stiffler, as the Alternate Member At-Large.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mr. Bertolino Mr. Griffes, Mr. Hayes, Mr. West, Mr. Pollok,
Mr. Wilbrink

Nays: 0

Motion carried.

NIESA Fire SCBA Bottles (IV-F)

Mr. Ackerman, seconded by Mr. Wilbrink, moved to approve the purchase for Leroy Township Fire SCBA Bottles, as recommended by the financial committee.

NIESA Fire SCBA Bottles –that the NIESA board approve a request to purchase 6 additional 4500 lb. SCBA bottles at a price not to exceed \$7,500 with 2015 funds.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mr. Bertolino Mr. Griffes, Mr. Hayes, Mr. West, Mr. Pollok,
Mr. Wilbrink

Nays: 0

Motion carried.

NIESA Fire Turnout Gear (IV-G)

Mr. Ackerman, seconded by Mr. Wilbrink, moved to approve Leroy Township Turnout Gear, as recommended by the financial committee.

NIESA Fire Turn Out Gear—that the NIESA board approve a request to purchase 4 sets of turnout gear with 2015 funds.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mr. Bertolino Mr. Griffes, Mr. Hayes, Mr. West, Mr. Pollok,
Mr. Wilbrink

Nays: 0

Motion carried.

NIESA Fire Drain Easement (IV-H)

Mr. Ackerman, seconded by Mr. Hayes, moved to approve the Leroy Township Fire Drain Easement, as presented.

Discussion: Samir Matta provided NIESA board members with a sketch of the drain easement request. He shared a catch basin will be put in place on Walnut Street. The catch basin would treat the water before draining into Kalamink Creek. The easement would allow them to add perforated pipe to intercept the water and allow treated ground water to drain continuously before reaching Kalamink Creek. It would drain away from the NIESA parking lot. If easement is not granted the parking lot could freeze due to poor drainage and then NIESA would have the high cost of repair. The NIESA Board is concerned about the cost for the easement and drain assessment. Mr. Matta shared if the NIESA Board does not approve the easement the drain commission will move forward with their work keeping it within the right-of-way. It is recommended by Mr. Hayes that the NIESA Board approve the request for the drain easement.

Roll Call Vote: Ayes: 7 Mr. Ackerman, Mr. Bertolino, Mr. Griffes, Mr. Hayes, Mr. West, Mr. Pollok,
Mr. Wilbrink

Nays: 0

Motion carried.

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

Mr. DeForest presented two options for the NIESA Board to consider. Once the decision has been made the Personnel Committee will initiate the selection process to hire a permanent director.

Discussion: 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. It is recommended this item return for action at the February 11, 2016, NIESA board meeting.

Discussion Item: Freedom of Information (FOIA) SOG (200-100-205) (V-B)

The NIESA Board received the policy guidelines that were being outlined by Mr. Hanna that included the new law requiring the guidelines to be “user friendly” and easy to read. Mr. Hanna opted to break out the required information: *Written Public Summary, Detailed Cost Itemization Guideline, and an Appeal Process in an Appendix Format*, as presented.

Discussion: Mr. Pollok shared the NIESA Board is comfortable with the changes brought forth from Mr. Hannah. They need to plug in the locked in figures, but will have the Finance Committee review the figures before they are added into the document. Mr. Hayes recommended a correction to Page 1, Section 1-General Policies—Add final approval must be by FOIA Coordinator. Also fix a typo, Page 2, Section 5, first paragraph “fo” to “of”. It is recommended this item return for action at the February 11, 2016, NIESA board meeting.

Discussion Item: Purchase Order / Bid Guideline (V-C)

The NIESA Board received a draft copy of the Purchase Order / Bid Guideline #300-100-250 amendment that was started by former Treasurer, Mr. Hanna.

This policy controls the expenditures of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of NIESA, including all contracted outside services. It is recommended this item be reviewed by the Finance Committee and then brought back for action at the February 11, 2016, NIESA board meeting.

Discussion Item: Grants Received in 2015 (V-F)

The NIESA Board learned a grant for a Rescue Truck and SEB is currently being written. Mr. Pollok would like a copy of the grants so that he can provide the information to the NIESA accountant for review and comment.

Treasurer’s Report (Agenda VI)

Mr. Ackerman provided NIESA Board with a Treasurer’s Report—As of 12/29/2015, Mr. Ackerman noted end-of-year budget figures. LeRoy Township Fire Department over spent by \$1,183.57 and Williamston Fire Department over spent by \$3,191.23, due to unforeseen repairs and maintenance. Mr. Ackerman would like to see some improvements to budget development and will discuss possibilities during the next budget review.

Committee Report (Agenda VII)

Mr. DeForest shared the questions for Interim Director position have been drafted and sent to personnel committee members. There are four candidates that will be interviewed: Eric Holmes, Mike Yanz, Sherry Davis, and Tom Coddington.

Mr. DeForest began drafting personnel file procedures and revamping the grievance process. He plans to schedule a personnel meeting to begin discussions on improvements in these two areas. Mr. DeForest plans to bring this item to the NIESA Board for action in February.

Mr. DeForest to bill NIESA under contracted services for work in the area of personnel file procedures and grievance process procedures and implementation.

Department Head Reports (Agenda VIII)

The NIESA Board was provided with a packet filled with Monthly Department Head Reports on Ambulance Billing Revenues, Fire Station Calls and training report from Chief William Siegel/Williamston, Fire Station Calls and training report from Chief Mark House/Leroy Township, NIESA Education Report by Paula M. Curtis, A letter of local events from Eric Holmes, President Leroy Township Firefighters Association.

The NIESA board recommended a change in format for future meetings. Those Department Head leaders will continue to provide monthly reports from their respective areas, but they will not be required to report out verbally at the meeting unless a question from a NIESA Board member arises.

Comments from Board Members (Agenda IX)

Sean Bertolino apologized for being late to the meeting, but shared the call was unexpected and did not allow him the time needed to arrive on time.

Mr. Hayes requested the NIESA Board members receive not only hard copies of the NIESA Board packet, but he would like to see each board member get an electronic copy too.

Mr. Wilbrink does not want to see the Target Solutions Administrative Guidelines put on hold due to the Director's absence.

Comments from Association Members (Agenda X)--None

Public Comment (Agenda XI)

Jared Lelaidier would like to see NIESA renew their education licenses with the State of Michigan as it allows NIESA to offer in-house classes and invite other constituents to NIESA for training and then they reciprocate and invite NIESA to attend classes in their-house at no cost. It would be nice if NIESA offered Emergency Medical Technicians (EMT) training in-house. He also shared www.FEMA.org has free information on how EMTs operate. In reference to the Director position, he feels a Director should be paid more money, and the position should not be combined, as it lends itself to a conflict of interest situation.

John Bisard would like to see the NIESA Board show respect towards its members and the community while in session. In reference to the conflict of interest that was shared during the motion to approve the member-at-large position, he felt his work as Firefighter/EMT would have been a positive influence rather than a conflict of interest. He also brought attention to current positions being held where a conflict of interest is present. He feels the board's decision not to elect him as a member-at-large is unfair.

ADJOURNMENT

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

Ayes: 7

Nays: 0

Motion carried

The meeting adjourned at 9:35 p.m.

NIESA Regular Meeting
January 14, 2016

Respectfully submitted,

Scott Diederich, Secretary
NIESA Board