

March 4, 2010

The March 4, 2010 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson Charles Galbreath.

Voting Members present: C. Galbreath, R. Pollok, E. Griffes, R. Cole, A. Hale, F. Wilbrink, T. Grossman

Non-Voting Member present: R. Hanna, R. Lillywhite, R. Wiegandt

EMS/Fire Personnel present: S. Davis, R. Oesterle, B. Siegel, Rick Shuck, M. House, G. Flynn, M. Flynn, G. Risch

Guests: None

Other: None

**Consent Agenda (Agenda I):**

*-Minutes of the February 4, 2010 regular meeting*

*-Checking Account Summary February 2010*

Motion by Mr. Wilbrink to approve the consent agenda as presented, seconded by Mr. Pollok. Motion carried.

**Public Comment (Agenda II):**

Nothing at this time.

**Leroy Township Fire Building Project (Agenda III-A):**

Mr. Galbreath advised that the bids on the project are scheduled to be open tomorrow. The representative from Hobbs + Black staying at the their office until 2:01 pm, then he will drive out to NIESA office in Williamston to open the bids. In Hobbs + Blacks flyer it indicated that the meeting was private, however Mr. Galbreath stated it was not private. He assumed they would be opening bids around 2:30 pm so anyone wishing to attend was welcome.

Mr. Griffes had some questions regarding the Capital Projects fund report that had been prepared. Mr. Hanna advised that he planned on covering that report during his Treasurer's report.

**Job Descriptions (Agenda III-B):**

The job descriptions, which were reviewed at the last meeting, that are scheduled to be adopted this evening are; Medical First Responder (MFR) ; Emergency Medical Technician (EMT); Paramedic; EMS Instructor Coordinator; and EMT-Paramedic Field Training Officer.

Mr. Galbreath advised that Supervisor McGuire was unable to attend tonight, and it was his understanding Mr. McGuire had some concerns regarding the EMS Instructor Coordinator job

description. He asked for a motion to table to adoption of the EMS Instructor Coordinator job description.

Motion by Mr. Cole to table to adoption of the EMS Instructor Coordinator job description, seconded by Mr. Pollok. Motion carried.

On the MFR, EMT, and Paramedic job descriptions, under "Work duties" item number 2, Mr. Cole felt that the last sentence "Usually after second medical calls." did not make sense. Discussion followed. The Board agreed the sentence should be removed from all three job descriptions.

Mr. Cole also indicated there is a typo on all three job descriptions, under "Work Conditions," item number 3, should read "Ability to work under physical and **mental** pressure." not "metal pressure." Discussion followed.

Motion by Mr. Cole to adopt the job descriptions; Medical First Responder; Emergency Medical Technician; Paramedic; and EMT-Paramedic Field Training Officer, as amended, seconded by Mr. E. Griffes. Motion carried.

**New Business (Agenda IV):**

None at this time.

**Treasurer Report (Agenda V):**

Mr. Hanna advised he started his Treasurer's duties, signing checks, and reviewing records on February 16th. He stated that the money spent from the various accounts was distributed as approved by the Board. Some individuals had questioned the credit card payment, he advised the credit card is used to purchase various items and are all documented. The charges are approved by the appropriate supervisor, and it is all documented and signed off.

Regarding the Capital Project expenses, NIESA currently has \$749,067.23 in the capital project fund. Part of the expenses out of the fund was \$874,674.82 to make the loan payments for 2008 and 2009.

The Operations and Building and Equipment funds have collected approximately 60 percent of their millage funding. The Building and Equipment fund has a fund balance of \$315,278.04, but has outstanding budgeted obligations of \$391,409.04. The General or Operations fund has a fund balance of \$426,008.11.

There are still some expenses that need to be deducted from the Capital Projects funds which will reduce the funds to approximately \$730,000. We won't know what we will be able to do until the bids are opened tomorrow.

Mr. Hanna requested a meeting with the Finance Committee as he has several questions for them. He advised that NIESA doesn't have a Capital Projects budget for this year, and there are some

policy and budget issues he would like to discuss with them.

One of the issues is where some expenses should be taken from in the budget, such as Hazmat costs and cost incurred at fire scenes.

Mr. Lillywhite stated when the Ingham County Hazmat team signed their agreements with the units of government, the units were to adopt a spiller pay ordinance. He felt that any fees associated with a Hazmat incident should be referred back to the unit of government and not paid by NIESA. Discussion followed.

Mr. Galbreath felt that even though the municipalities signed those agreements, they really don't know what it could mean to them. Mr. Pollok felt that something should be sent to the units of government to remind them of their responsibilities in a Hazmat incident. Discussion followed.

Mr. Galbreath suggested that the NIESA's Director address the issue with each of the units of government. That he attend their meeting and make a presentation to enlighten them on their responsibilities in a Hazmat incident. Discussion followed. The Board felt that the Director should address the issue with the various units of government.

Mr. E. Griffes asked why NIESA did not bill residents for fires. He indicated that his homeowners insurance would pay \$500 for a fire response. Mr. Pollok stated that one of the selling points to the tax payers was that the millage would cover fire cost. Discussion followed.

Mr. Galbreath requested the Board's permission to discuss their questions regarding the Billing Ordinance with NIESA's legal counsel. The Board authorized the discussion with counsel.

Mr. Galbreath advised that we currently have an expense from an excavating company to assist Williamston Fire on a structure fire. At the present time we don't have a line item in the budget to allow for this type of expense. It was felt that the Fire Chief's should not have this type of expense, or a hazmat expense, come out of their operations budget. Mr. Galbreath plans on discussion this issue with the auditor. Discussion followed.

At the present time these expenses will be reflected as a negative in the Fire Revenue line item.

#### **Committee Reports (Agenda VI):**

*Personnel Committee:* Mr. Hanna stated they still have the EMS Supervisor job description to complete, and they also have two new ones that need to be written. The new job descriptions are for positions that were created for the NIESA EMS education division. They are for the Clinical Proctor, and EMS Instructor.

He also reminded everyone that the next management meeting is scheduled for Wednesday March 10<sup>th</sup> at 7:00 pm at the NIESA/ Williamston Fire Station.

**Comments from Director (Agenda VII):**

Mr. Galbreath advised his written report is in this evening packet. He reported that NIESA had a water issue at the Leroy Township station, and he thanked Mr. House for attending to the problem and overseeing the repairs.

**Comments from Chief's, Supervisors, Biller (Agenda VIII):**

**Sherry Davis, EMS Supervisor:** Reported that EMS responded to 53 calls in February with 13 refusals, and 8 calls taken by the Leroy station. She advised that after 35 days in the shop ambulance 11-16 has finally been returned to service. They feel they have the problems resolved. Discussion followed.

Ms. Davis advised the other two ambulances also need to go in for minor repairs. Ambulance 11-15 has a transmission linkage issue, and Ambulance 11-14 needs tires and possibly an alignment.

Also according to Mr. McGuire the EMT class is going well per Ms. Davis.

**Chief Siegel:** Reported that Williamston responded to 12 calls last month. The Board is aware of the structure fire on Haslett road just before the last Board meeting, but they had two additional structure fires. One on Linn road which was a chimney fire that extended into the attic space. The other was a fire on Winding River. The resident came home from a three day trip to find his house full of smoke. He discovered that a fire had damaged a bedroom but had self extinguished. If it hadn't we would have had another large structure fire.

Finally they had a gas leak at Modern Metal on Corwin road. Some ice fell off the roof and hit a three inch gas line. It required the evacuation of the houses and the apartment buildings around the business. They were very surprised that the building didn't explode.

Joint Hazmat training is scheduled for March 9<sup>th</sup>. Williamston is also still in the running for the SCBA grant.

**Chief Flynn:** Reported that the Leroy Township station responded to 9 calls in February. Again most of the calls were mutual aid responses. As far as the annual paperwork, there is only one person that hasn't completed the paperwork. They also completed their SCBA inspections, and all of the personnel did their timed donning of the SCBA. They are giving the personnel 60 days to complete all of the annual requirements. If they don't complete the forms their gear will be pulled and they won't be allowed to respond.

They also plan on doing CPR training and fit testing later this month.

**Charles Galbreath- Biller:** Advised that ambulance revenue is at \$37,000 for 2010. As for the number of calls, the Williamston station is 6 days a head of last year, and the Leroy station is 20 days a head.

**Comments from Office Manager (Agenda IX):**

Nothing at this time.

**Comments from Board Members (Agenda X):**

Nothing at this time.

**Comments from Association Members (Agenda XI):**

Nothing at this time.

**Public Comment (Agenda XII)**

Nothing at this time.

**Closed Session (Agenda XIII):**

Motion by Mr. Cole to go into closed session at 7:41 pm to consider the sale or lease of real property under MCL 15.268(d), seconded by Mr. Pollok. Motion carried (7-0).

Discussion of offer on old fire station.

Motion to Mr. E. Griffes to return to open session at 7:57 pm, seconded by Mr. Pollok. Motion carried (7-0).

Mr. Hanna announced his resignation from the Personnel Committee. Chairperson Galbreath appointed Mr. Cole to the Personnel Committee.

**Adjournment (Agenda XIV):**

Motion by Mr. E. Griffes to adjourn the meeting at 8:04 pm, seconded by Mr. Hale. Motion carried.

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Paula M Curtis, Secretary

Date