

June 3, 2010

The June 3, 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, A. Hale, A Simmons, E. Griffes,
F. Wilbrink, R. Cole .

Non-Voting Members Present: R. Hanna, R. Lillywhite, R. Wiegandt, P. Griffes

Fire/ EMS Personnel Present: B. Siegel, M. Flynn, S. Davis, S. McGuire, G. Flynn,
S. Cochrane, K. Grant, A. Chase, G. Risch, R. Oesterle

Guests: None

Other: None

Consent Agenda (Agenda I):

-Minutes of the May 6, 2010 Regular Meeting
-Checking Account Summary May 2010

The checking account summary was removed from the consent agenda, as the meeting packets were not available at this time.

Motion by Mr. Cole to approve the consent agenda with the removal of the checking account summary as presented, seconded by Mr. E. Griffes. Motion carried.

Motion by Mr. Wilbrink to add to the agenda, under old business, item III-C, Sale of the 627 Building, seconded by Mr. Cole. Motion carried.

Public Comment (Agenda II):

Nothing at this time.

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

Mr. Galbreath advised that there was a Building Committee meeting today at 4:00 pm at the NIESA/ Williamston Fire Station. At that time Hobbs + Black presented a time table for the project.

They also presented information regarding the cost savings on the project as a result of the changes made at previous meetings. However the information had some errors and missing information. Changes regarding the doors, railing, and snow guard were not suppose to be included in the reduction. They were also still waiting for information regarding the changes in the floor coating. Discussion followed.

SOG- Smoking / Tobacco Products on NIESA Premises (Agenda III-B):

Discussion was tabled because copies of the guideline were not available.

Addition: Sale of 627 Building (Agenda III-C):

Mr. Galbreath advised that NIESA and the City of Williamston had received a full price offer for the 627 Building of \$210,000. The offer was accepted, and the closing is scheduled for tomorrow, June 4th at 4:00 pm. Discussion followed.

Motion by Mr. E. Griffes to authorize Chairperson Charles Galbreath to sign the necessary documents, as NIESAs' representative, to sell the 627 building. Seconded by Mr. Cole. Motion carried.

Standard Operating Guidelines (Agenda IV-A):

For Review: *Bereavement Leave Policy/ Guideline*
Full Time Employee Vacation Policy Guideline
Educational Reimbursement Policy / Guideline

Mr. Wilbrink reminded the Board that they had received the Personnel Committee suggestions regarding the changes to the guidelines. In packet tonight the typed guidelines show the old guidelines, and the changes made by the Personnel Committee.

Mr. Galbreath suggested since tonight's copies show the changes made to the guideline, that the board members be allowed to review the policies further and make their recommendations to the Personnel Committee.

Full Time Employee Vacation Policy Guideline-

Ms. Curtis suggested that committee make two full time employee vacation guidelines. One for administrative staff, and the other for the full time employees working shifts. Discussion followed.

Educational Reimbursement Policy / Guideline-

Ms. Curtis asked where the funds were going to come from to reimburse the employees for education. She also felt it was unclear as to what education would be included in the reimbursement.

Mr. Hanna also questioned where the funds were coming from to reimburse the employees. Discussion followed.

Bereavement Leave Policy/ Guideline

Ms. Curtis asked why Aunt, Uncle, etc was removed from the Bereavement Guideline. Mr. Wilbrink advised that the committee felt a line needed to be drawn, and limits needed to be set. Ms. Curtis asked what if an individual is raised by their aunt or uncle because of extenuating circumstances. Mr. Galbreath suggested including some type of discretionary language that would allow the Director to address those special incidents. Discussion followed

Mr. Galbreath requested that everyone provide their change recommendations to Mr. Wilbrink for the Personnel Committee to review.

Motion by Mr. Cole to table all three guidelines until further notice, seconded by Mr. Hale.
Motion carried.

Mr. Cole requested the Board discuss the Smoking/Tobacco SOG, since Ms. Curtis had now provided a copy of the SOG to the Board members.

SOG- Smoking / Tobacco Products on NIESA Premises (Agenda III-B):

It was suggested that a smoking area be designated, and that the smoking area be away from the building doors. Mr. Galbreath advised that the state guidelines do not require the smoking area to be away from doors. Discussion followed

Mr. Cole suggested that the smoking area be 50 feet away from any “public” entrance to the building. This would mean the main entrance to the building, not the employee entrances. Discussion followed.

The guideline was referred to the Personnel Committee.

Treasurer Report (Agenda V):

Mr. Hanna stated that at the recent Management meeting there was some confusion as to when the operational, and the building/equipment millage renewed. He advised that the Operational millage come up for renewal in 2018, and the Building and Equipment millage renews in 2022. Also the interest on the 4 million construction loan will be adjusted on 2012.

Mr. Hanna stated that NIESA had received a letter from the Ingham County Treasurer’s office advising us of our taxable values for 2011. The property values in our area have decreased approximately 6 percent, however according to our calculations our millage funding will be reduced by 3-4 percent. Three or four percent is approximately \$25,000 to \$30,000 reduction in millage, which is less than what he thought it would be.

The Hobbs + Black contract for the Leroy construction project is approximately 80 percent complete according to Hobbs + Black.

In the packets this evening is information regarding the fund balance of each account, Operations, Building & Equipment, and Capital Projects. It also provide information regarding the NIESA EMS education. The EMT class had a net income of approximately \$5,900. Mr. Hanna advised that he would like to see NIESA set aside some of the income from the class for the replacement of the equipment and manikins used for teaching.

He would like the Finance Committee to review the issue, and determine what amount could be set aside for replacement. Discussion followed.

Mr. E. Griffes asked what was included in the “Capital Projects due to General” amount. Ms. Curtis advised that it was the Hobbs + Black fees. Mr. Hanna advised that Ms. Curtis is in the process of reinstating the Capital Projects checking account.

Mr. E. Griffes noted that NIESA paid Chase Lawn Care for services to the Leroy building. When did NIESA hire Chase Lawn care, he did not see anything in the minutes. Mr. Galbreath advised that we received four bids for providing services, and previously the Board had indicated that the smaller contracts could be done administratively by the Director, so he selected Chase Lawn Care.

Committee Reports (Agenda VI):

Mr. Wilbrink advised that the Personnel Committee will be meeting again to continue work on the guidelines.

Comments from Director (Agenda VII):

Mr. Galbreath advised that the majority of his time has been sent moving the Leroy project forward, and on the sale of the 627 building.

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

Chief Flynn: Reported that the Leroy Station responded to 6 calls in May, with all of them coming during the first part of the month. Their training in May was on tanker shuttling, and ventilation. They will be doing the driving course in June.

Mr. Wilbrink asked if all of their equipment was operational. Chief Flynn advised that LTM had been in over the past few weeks and completed all the spring maintenance, and they also performed pump test on both engines.

Chief Siegel: Reported that the Williamston station responded to 13 calls of various types last month. Mostly small stuff. When LTM was doing the pump test at the Leroy Station, two vehicles from Williamston were also pump tested. One of the Engines needs it water tank cleaned and coated with a protective coating.

They also have a house on Linn road to use for training. It was a house that had a structure fire recently. We were able to save the house, which is a rental property, however the property owner has opted demolish it. He is allowing us to use it for training. Discussion followed.

Mr. Wilbrink asked if the Rescue vehicle was in service. Chief Siegel advised has been in service for some time. Mr. Wilbrink asked if it had be re-lettered. Chief Siegel advised it has not because he is having trouble getting a company to letter the vehicle. Discussion followed.

Steve McGuire, EMS Supervisor: Reported that NIESA EMS responded to 68 calls in May. 16 of the calls were refusals, and 10 were taken by the Leroy station.

Charlie Galbreath, Biller: Reported that NIESA has collected just over \$100,000 in revenue as of the end of May. We are on pace to make our budgeted amount.

Comments from Office Manager (Agenda IX):

Ms. Curtis advised that there a few problems with the Williamston building. She indicated that last year in November, it was discovered that we had a “wash out” problem at the front of the building where the sidewalk exits the front approach. Wieland was contacted, and they repaired the wash out. The repair did not fix the problem, and the area has washed out again.

She has contacted Ken Granger from Wieland regarding the problem, and he advised that they would again check out the problem. The last time the area was repaired it was done after hours, and the office staff was not present. Ms. Curtis has requested that when they repair it this time they do it during office hours. Discussion followed.

We also have a sewer back up issue in the crew quarters. In December 2009, the sewer in the backed up in the women’s crew quarter bathroom. The obstruction was cleared, however it happened again the end of April 2010. Once again the obstruction was cleared. Ms. Curtis indicated it has been 30 days since the recent back up and she would like to have the plumbing company out to put a camera down the pipes to see if there is an issue before another back up occurs. Discussion followed.

Ms. Curtis was directed to have the camera check out the pipe.

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.

Adjournment (Agenda XIV):

Motion by Mr. Cole to adjourn the meeting at 7:50 pm, seconded by Mr. Hale. Motion carried.

Paula M Curtis, Secretary

Date