



# GT METRO EMERGENCY SERVICES AUTHORITY

**FIRE OFFICE** 897 Parsons Road – Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 – Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

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April 28, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:03 a.m. by Chairman Wayne Kladder at 897 Parsons Road, Traverse City, Michigan.

Roll call – 6 members, a quorum

Wayne Kladder, Acme

Glen Lile, East Bay

Chuck Korn, Garfield

Frankie Zarafonitis, Acme

Butch Strait, East Bay

Kay Schumacher, Garfield

**ATTENDANCE:**

Pat Parker, Chief

Brad Schnaidt, Asst. Chief/Fire Prevention

Robin Ehardt, Accountant

**PUBLIC COMMENT:** None

**APPROVAL OF AGENDA:** **Motion** by Schumacher, supported by Lile, to approve the agenda as presented. All ayes. Motion carried.

**CONFLICT OF INTEREST:** None

**APPROVAL OF MINUTES:** **Motion** by Strait, supported by Zarafonitis, to approve the March 24, 2009, minutes as e-mailed. All ayes. Motion carried.

**FINANCIAL REPORT:** Ehardt reported the auditors were in last week for 2 ½ days and everything went smooth. The auditors plan to present their report to the Board in June. Last Tuesday the Finance Committee held their first meeting. Present were Pat Parker, Wayne Kladder, Robin Ehardt, and Marty Cotanche. They are still looking for one more member to be on the committee. The committee discussed a ten-year plan for the fire department, the new fire truck, and a new fire station. Ehardt gave the financial report. She prepared a summary of East Bay Township invoices related to tax tribunal refunds from 2008 and prior (see GT MESA Summary of 2008 Tribune and Board of Review Charges from East Bay Township dated 4/21/09). Those invoices are in the payables this month. Ehardt accrued for these in 2008, and they are in the 2008 financial statements. She also prepared a summary of the previous tax tribunals that were paid in 2008-09 relating to Garfield (see GT MESA Summary of Tribune and Board of Review Charges from Garfield Twp dated 4/21/09). Discussion on future tax tribunals and SEV/taxes.

**CORRESPONDENCE:** Parker reported on the letter from the 26<sup>th</sup> Judicial Circuit Court in Alpena (see letter from Eric Mackenzie dated 3/24/09). Alpena sent over three individuals to use our Juvenile Fire Setter Program and the outcome was good. Dave Winans, Intervention Specialist II with Metro Fire, said our Juvenile Fire Setter Program was State renowned.



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Parker reported on the 2009 GT County Townships & City Report (see GT County Equalization Department 2009 report). This is the worksheet used when working on the budgets. The taxable value is being used instead of the SEV when doing the calculations. Discussion on the growth in the townships.

## REPORTS

**CHIEF:** (See Metro Chief Report). Parker reported that he and Kladder met with Mayor Estes of Traverse City after the last board meeting. The mayor only asked how we staffed and how many people we could put on a fire. Parker and Schnaidt held a joint meeting with all of the fire chiefs to discuss the role of the public education position. Parker reported he met with Ralph Dollhopf, the local EPA representative, to discuss their capabilities for response on HazMat spills. We will be doing some training in the future with him. This weekend at Camp Greilick in East Bay Township there is a Region 7 Search and Rescue exercise at 1:00 p.m. Parker and Robin met with 5/3<sup>rd</sup> bank regarding municipal bonds. Parker attended the Garfield meeting regarding the new fire station location. He will be meeting Steve Cassens, Airport Director, and Assistant Director, Kevin Kline, at noon today. There is an airport commission meeting tonight.

**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief-FPB Monthly Report). Schnaidt reported he has been spending a lot of time on the Station 12 project.

**ASST. CHIEF/OPS-TRAINING:** (See Assistant Chief-OPS Report). Flynn is absent – teaching Hazmat chemistry in Lansing. Parker reported Flynn attended an accreditation workshop in Brownsburg, Indiana, last week to find out what we need to do to become accredited. We would like to increase Metro's ISO rating in 2010, and we would also like to become accredited in 2011. Parker reported on the laundry fire at the Great Wolf Lodge and presented pictures from that fire.

**PUBLIC EDUCATOR:** (See Fire & Life Safety Public Education Report). Hawes is absent – presenting pub ed program. Schnaidt reported that Meredith Hawes has been busy this month. She has been making good strides, and has gone beyond expectations. She is also coming up to speed on the fire aspect of the job. She is really taking off with this program. The 1<sup>st</sup> quarter billing for public ed was turned in to the County. They have not paid it yet because the agreement between Metro and the County has not been signed. The agreement has to go to Public Safety, Ways and Means, and then the full board at the end of the month.

### **OLD BUSINESS:**

***Strategic Plan Update:*** Parker reported that Jim Wiesing from Michigan State was not going to be an option as a facilitator. He is checking with the college and a third party facilitator. Lile recommended contacting Tina Allen.



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**Truck Financing:** Parker reported they are still working on the financing of the new truck being purchased this year. The chassis needs to be paid for at the end of June. Judson's opinion was that it is okay to pay for it out of the PIF (Public Improvement Fund) and okay for the PIF to make loans to the general fund. The finance committee discussed pursuing an add-on truck at this time, but they were concerned about the financing. Parker recommended to the Board that they do not pursue an add-on truck at this time. Parker reported that the guidelines for the stimulus money will be open the end of May. We meet the criteria: being shovel ready, creating jobs, and being able to reduce response times. Metro will be submitting an application when it becomes available. The Assistance to Firefighter Grant is currently open, and we will be applying for it again this year for HazMat (suits, training, etc). Kladder suggested we see if there is something for Station 12 we can apply for.

**Bid Policy:** At the March meeting the Purchase and Bid Policy was sent to the finance committee to review. The finance committee will bring back a report at the next Metro board meeting.

**MEMAC (Michigan Emergency Management Assistance Compact)** – Tabled to the next meeting.

**Station 12 Bldg Project** - Parker reported on the Record-Eagle article and the proposed lease of parkland in Garfield Township (see Record-Eagle editorial dated April 23, 2009 and the Fact Sheet Regarding Proposed Lease of a Portion of Garfield Township Park to the GT Metro Emergency Services Authority). The Record-Eagle was in favor of Garfield Township leasing land to Metro Fire Dept. Metro attended the Garfield meeting last Thursday and put on a presentation showing statistics and facts on why a station at the Township Park was a good idea. We need to be ready with a project when the guidelines for the stimulus money become available. We have looked at four other parcels of land for this fire station. The leasing of the parkland property to Metro will be on Garfield's agenda at their May 4<sup>th</sup> meeting if the opinion from the MTA attorney is received by then. If not, it will be on the agenda for their May 14<sup>th</sup> meeting. Kladder said they have been approached by Steve Smith, Grand Traverse Village, to donate land to Metro for a station in Acme. Parker had a meeting with Jim Goss and Andy Andres about donating land off Lautner Road for a fire station. The location is way out and not good for quick response times. Goss then came back and said he had some land next to the Williamsburg Theater. Metro has not seen anything in writing from him yet on the donations. Kladder said we need to look at future growth, future fire needs, and traffic flows. Discussion.

**NEW BUSINESS:** When the Quit Claim Deeds were done to transfer from Metro to the Authority, Lot 12 was omitted. A document was presented for the Supervisors and Clerks to sign for the transfer of Lot 12 to the Authority.



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## **CLAIMS:**

**Motion** by Korn, supported by Zarafonitis, to approve the prepays in the amount of \$40,598.87 (check #4247-4284 with no voided checks) and the regular claims in the amount of \$56,277.08 (check #4285-4339 with no voided checks) and the regular claims amended 4/27/09 in the amount of \$24,062.92 (check#4340-4370 with no voided checks) for a total of all regular claims in the amount of \$80,340.00. Roll call: Strait, yes; Lile, yes; Schumacher, yes; Korn, yes; Zarafonitis, yes; Kladder, yes. Motion carried.

Schnaidt asked for Board input on the Station 12 project with Jack Knol. Knol brought up the idea of being our own general contractor on the project which would save us 15-20% on the estimated \$2-2 ½ million station. Schnaidt would be the project coordinator and Metro would act as its own general contractor. Schnaidt explained the general contractor process, responsibilities and answered questions regarding experience in running projects. Schnaidt explained about his desire of giving local contractors bid preference. The Board agreed with the general contractor concept and was in favor of this process as well as granting preference for local contractors.

**PUBLIC COMMENT:** None

No other business. Meeting adjourned at 10:50 a.m.

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Chair Wayne Kladder

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Assistant Secretary Marcia Schwind