



GT METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road – Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 922-8728 – Website: www.gtmetrofire.org Email: Info@gtmetrofire.org

February 24, 2009

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

Roll call – 6 members, a quorum

Wayne Kladder, Acme (absent)

Dorothy Dunville, Acme Alternate

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

Terry Flynn, Asst. Chief/Ops

Meredith Hawes, Public Educator

Chuck Judson, Metro Atty.

Dan Scott, Emerg. Mgt. Coordinator

MINUTES: **Motion** by Lile, supported by Zarafonitis, to approve the January 20, 2009, minutes as e-mailed. All ayes. Motion carried unanimously.

Parker introduced Dan Scott, GT County Emergency Management Coordinator; Chuck Judson, Metro Attorney; and Meredith Hawes, Fire Life Safety Public Educator.

FINANCIAL REPORT: Parker gave the financial report in Ehardt's absence. In the financial report "FDIC" was added next to the balances, which means that the funds are guaranteed by the FDIC. In the Public Improvement Fund there is \$150,000 invested in CD's at the Traverse City State Bank that are not guaranteed by FDIC. After doing some research, Ehardt found a program called CDARS (Certificate of Deposit Account Registry Service). We can go to our bank and any funds over \$250,000 they will take and put with other institutions that they have arrangements with. Ehardt proposes moving any funds not guaranteed under FDIC to the CDARS program. She will take care of the transfer when she gets back. **Motion** by Lile, supported by Dunville, to accept the financial report as presented. All ayes. Motion carried unanimously.

CORRESPONDENCE: A letter dated February 6, 2009, from the Grand Traverse Band of Ottawa and Chippewa Indians awarding Metro with a grant and accompanied with a check in the amount of \$8,010. Flynn said the grant from the Tribe was for Last Chance Filters that attach to the firefighters' masks. It turns carbon monoxide into carbon dioxide and gives the firefighter another 10-15 minutes to get out of the building should they run out of air.

Two editorials that were in the Traverse City Record-Eagle – one on volunteer firefighters aging, and the other one on the COFAC committee advising cuts to city police and fire. Lile attended the meeting of the City Commissioners and the COFAC committee. He reported that the COFAC group is looking for ways to make cuts.



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REPORTS

CHIEF: (See Metro Chief Report). Parker reported he has been busy working on the financing of the new truck, the strategic plan, the public educator position, and the annual report. He reported that he met with TART/VASA to discuss a recent rescue call on the trail. Parker and Ehardt have been working on the audit. This is the last year with Plante Moran -- next year it will be bid out. The auditors will be coming here to Metro the end of March. Parker met again with Rob Manigold from Peninsula Township to discuss issues pertaining to their consultant report.

ASST. CHIEF/FIRE PREVENTION: (See Assistant Chief-FPB Monthly Report and Fire Prevention Bureau 2008 Annual Report). Schnaidt reported he has been working with Meredith Hawes, our new public educator, to get her acclimated and up to speed; he has been working with Dave Lather to get the GIS program together (all the hydrants and streets are layered in); and they are doing on-line training with NFSA seminars. Schnaidt reported he has been dealing with the Public Safety Committee on the County level regarding the plan reviews. He sent the agreement to the County, but the Committee won't approve it until they see the fees. Schnaidt has provided the County with the fees three times, and we still don't have any response from them. We have not received any complaints from the contractors on our fees, and they really like being able to submit the plans electronically. Schnaidt reported there was a Construction Codes Board of Appeals hearing on the issue at Turtle Creek Casino -- the fire alarm does not put out enough audible decibels according to the Code. The Appeals Board gave the Casino what they asked for. The Casino will be putting out additional decibels through their loudspeaker system, but it is not part of the fire alarm system. Discussion.

ASST. CHIEF/OPS-TRAINING: (See Assistant Chief-OPS Report). Flynn reported he attended the on-line sprinkler class through NFSA. In his report he listed the trainings for the firefighters that were held during the month. The firefighters are more receptive to the training that is required now. Flynn reported that one of the fall-outs of the COFAC's report could be the airport. The airport contract may be rebid by the City, and Metro could be approached to take over that contract. Consequently, Metro is in the process of creating an eligibility list for new hires. This list will be ready also in the event Metro is awarded the SAFER grant. There were 40 firefighters that applied, 23 showed up, 20 passed the agility test, and 12 passed the written test. We currently had 3 firefighters on the eligibility list, so now there are 15 on the list. The Captain's test will be this Saturday, February 28th. Flynn reported on the 3 fires this month: a lint fire at Munson Support Services, a building fire on Boone, and a chimney fire on Garfield Road in Mayfield. The fire on Boone was in Garfield Township, but Metro was not dispatched to the fire. Two preplans were done: Profile/GT Packaging and Munson Support Services. Preplans are done because of the Line of Duty Deaths for Firefighters -- one of the major causes of firefighter deaths is because a preplan was not done on the building. One of the directives from the National Fire Academy was to get the firefighters out to see the building and become more familiar with



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it before a fire occurs. Flynn reported on the calls for the month of February. He said that due to the volume of calls in Garfield compared to the other stations, it is important and necessary that a new station be built in Garfield Township on the west side. There was a day last week that Station 11 had four calls within two minutes. Flynn said that getting a new station would also help with getting our ISO rating down from 6 to a 4.

NEW BUSINESS:

Truck Financing: Parker reported we have a \$486,000 fire truck that should be delivered the end of September. Chuck Judson, Metro Attorney, was present to talk about the truck financing. Judson reported on the installment purchase with the bank. Grand Traverse Metro Emergency Services Authority is the legal entity as the purchaser and will be holding the title to the fire truck. He is anticipating that when the bank is selected, the legals will have feedback with the loan officer to confirm exactly what the requirements are going to be to close. Traditionally, they are going to be looking for our legal counsel to confirm the status of the entity and to ensure that the funds are sufficient to pay. It was built into the Articles of Incorporation that each township is committed each year that they approve the budget, and an additional two years if Metro tries to dissolve. However, we are anticipating a five year commitment. It was also built into the Articles a provision that if there was a purchase by Metro of anything that went beyond the actual commitment of the townships, it wouldn't obligate the townships resources unless it was approved. Judson is anticipating that what will be needed is a simple Resolution from the Townships that are committing to the length of time in terms of the financing that is being approved. After Judson works through the details, the Resolution will go to the Townships. Parker reported on the truck financing comparisons of four banks (see 2009 Fire Truck Financing Comparisons dated 2/19/09). Dunville asked that Metro get a proposal from the Northwestern Bank. Ehardt is recommending that the PIF (Public Improvement Fund) make a loan to the (GF) General Fund of \$300,000 and the GF pay back the PIF at a 1% interest. When the truck is actually done in September, then do the financing – pay Metro back and pay off the truck. Parker said that we need to make a decision at the very latest at the April Board meeting which should give Judson time to research the recommendation.

Investment Policy – Parker reported that the Investment, Credit Card, and Conflict of Interest Policies were drawn up last year and have been on hold waiting for Metro to become the Authority. The Credit Card and Conflict of Interest Policies will be brought to the Board at the next meeting. At the beginning of this year, Judson condensed the Investment Policy and made it more concise. Metro does not have a finance committee and Chairman Kladder recommended that Ehardt, Parker, one Board member, and one outside person be on that committee. **Motion** by Strait, supported by Schumacher, to adopt the Resolution of Grand Traverse Metro Emergency Services Authority Regarding the Investment of Surplus Funds – Resolution 2009-01. All ayes. Motion carried unanimously.



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REPORTS (Con't)

PUBLIC EDUCATOR: Meredith Hawes reported on her personal history. She is certified to teach elementary school (K-8th grade) and has also been professionally trained to provide workshops and presentations for adults. Her most relevant work experience was at Boys and Girls Club where she worked for 8 years with at-risk kids ages 6-18. While there she had a lot of different opportunities for community networking, fundraising, and grant writing. She also worked with adults at Haggerty as a training director. She is looking forward to bringing her experiences here. The Board introduced themselves to Hawes.

PUBLIC INPUT: Dan Scott, Emergency Management Coordinator, reported on what the Emergency Manager does in conjunction with the fire department and other emergency services agencies. He does a lot of planning and he works with Flynn on facility plans that handle hazardous substances. There are about 60 in Grand Traverse County other than farms, and they do a response plan for each of them to ensure the safety of the firefighters and the first responders. As of a month ago all of the plans have been updated or have new plans. He also coordinates training which includes public information officers training, weather spotter training, and E-team training (a software program that tracks a disaster statewide). He also assists with exercises -- he has a tabletop exercise scheduled with the college (NMC) and a full-scale training exercise with the fire department which is still in the planning stages. He also does public information services. The National Hazards Mitigation Plan 2007 – GT County was mailed to each Supervisor. It identifies the five major natural hazards for this community and it gave strategies to mitigate or respond to these incidences. They are only strategies and it is not a mandate. FEMA asked that it gets adopted by each township and governmental entity in order to ensure that FEMA would help the township if they should ask for recovery funds for public repairs.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strategic Plan Update: Parker reported that the strategic plan is an ongoing process and Kladder asked him to put this on the agenda as he would like to start moving it forward and have the Board's input on it. Schnaidt and Parker put the last strategic plan together in 2003, which was more an operational plan. A few years ago Metro came up with a mission statement. Parker said we really need to get into our vision of where we hope the organization will be in the future and then get into the values of our organization. The Board needs to discuss the process of moving forward with the strategic plan. Parker recommends an outside facilitator get involved to help push this project forward. Korn said the Board should be involved in the strategic planning. The Board thought it would be a good idea to have an outside facilitator and meet a couple times a month instead of once a month.



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NEW BUSINESS (Con't)

Public Educator Vehicle: Schnaidt asked for Board approval to go out for bids for a public educator vehicle. Discussion. Kladder and Parker are meeting with Dennis Aloia and Dick Thomas from the County to propose that the \$24,000 from last year's public education budget be used to purchase this vehicle. At that meeting, they are going to ask the County for a 3 year contract to fund the position and to use the money (\$24,000) for the purchase of the vehicle. **Motion** by Strait, supported by Zarafonitis, to go out and get bids for the Public Educator vehicle. **Amended motion** by Strait, supported by Zarafonitis, to go out and get bids with approval to purchase the vehicle not to exceed \$40,000. Roll call: Strait, yes; Lile, yes; Schumacher, yes; Korn, yes; Zarafonitis, yes; Dunville, yes. All ayes. Motion carried unanimously.

Annual Report: Parker reported on the highlights of the annual report and gave out seven bound copies to each township.

NIMS Training Update: Parker reported that NIMS Integration Center is asking that all elected officials complete IS-100 (Introduction to Incident Command System) and IS-700 (Introduction to National Incident Management System). The links to complete IS-100 and IS-700 are on Metro's website.

Replacement of 11 Rescue: Parker reported that 11 Rescue (1989 GMC) has been in two accidents and is starting to rust out. The Tribe bought GT Rural Fire Dept. Station 3 a new Rescue. They did not use it so it went to Station 10 at Long Lake. Station 10 bought a rescue engine, and this is now a surplus vehicle and is in good shape. Parker recommends purchasing this truck which has only 17,000 miles on it and has a \$10,000 extrication tool we could use to put on the ladder truck. Chief Sedlacek had it appraised for \$68,000, and he could sell it to us for \$55,000. We could sell 11 Rescue for @ \$8,000-\$10,000. Parker recommends that we purchase 10 Rescue from GT Rural Fire Department for \$55,000 with the funds out of the vehicle purchase line item, and for the Board to give the Chief authority to sell 11 Rescue. **Motion** by Schumacher, supported by Dunville, to purchase 10 Rescue and give the Chief authority to sell 11 Rescue. Roll call: Dunville, yes; Zarafonitis, yes; Korn, yes; Schumacher, yes; Lile, yes; Strait, yes. All ayes. Motion carried unanimously.

CLAIMS:

Motion by Lile, supported by Zarafonitis, to approve the prepays in the amount of \$89,755.66 (check #4035-4080 with no voided checks) and the regular claims in the amount of \$50,217.43 (check #4081-4150 with no voided checks). Roll call: Strait, yes; Lile, yes; Schumacher, yes; Korn, yes; Zarafonitis, yes; Dunville, yes. All ayes. Motion carried unanimously.



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Lile asked about the rooftop units that were discussed at the last board meeting. He wanted a policy be drafted for bidding on purchases over \$5,000.

No other business. Meeting adjourned at 11:24 a.m.

Vice Chair Chuck Korn

Assistant Secretary Marcia Schwind