



# 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](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

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January 20, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 3:28 p.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 (late)

Frankie Zarafonitis, Acme

Butch Strait, East Bay

Kay Schumacher, Garfield

## **ATTENDANCE:**

Brad Schnaidt, Asst. Chief/Fire Prevention Robin Ehardt, Accountant

Terry Flynn, Asst. Chief/Ops

Kladder asked for a motion to amend the agenda to reaffirm the appointments of Fire Chief and Officers under Unfinished Business. **Motion** by Korn, supported by Lile, to approve the agenda as amended. All ayes. Motion carried.

**MINUTES:** **Motion** by Zarafonitis, supported by Strait, to approve the first minutes of the Grand Traverse Metro Emergency Services Authority dated December 23, 2008, as e-mailed. All ayes. Motion carried.

**Motion** by Schumacher, supported by Zarafonitis, to approve the last minutes of the Grand Traverse Metro Fire Department dated December 23, 2008, as e-mailed. All ayes. Motion carried.

**FINANCIAL REPORT:** Ehardt reported that they are in the process of obtaining some proposals to lease the new fire truck that is on order. Proposals have been requested from four banks and should be received within the next couple of weeks. They hope to have something to bring back to the Board at the February board meeting. Ehardt also reported that she wants to open CD's at some banks that we don't currently do business with. No resolutions signed by the Board or signature cards are required by the banks to open CD's. However, they need Social Security numbers and driver's license numbers from the people who will be on the account. Discussion. Ehardt will check if alternative information will be sufficient. Ehardt said she has one prepay to get approved that came in after the regular checks were processed. They will discuss later under "Claims." Ehardt gave the financial report. **Motion** by Korn, supported by Zarafonitis, to approve the financial report. All ayes. Motion carried.

**CORRESPONDENCE:** The Michigan Economic Outlook was included in correspondence for review of the economic projections.



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## REPORTS

**CHIEF:** (See Metro Chief Report). Since Pat was absent, Schnaidt reported on the meeting held with the Peninsula Township Board to discuss issues pertaining to their consultant's report. One of the consultant's recommendations was to look at Metro and Glen Arbor to see what the two departments do, and to see what direction the Peninsula may or may not want to go into. Schnaidt had a copy of the consultant's report for anyone that wanted to see it. The Peninsula Fire Department is at the point where they need to do futuring of their department for the next 15-20 years. The Peninsula Township Board was impressed with our department and our new Station 1. They asked a lot of questions on what it would take to join the Authority. They talked about having fulltime firefighters at Peninsula Fire Department. Discussion.

**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief Monthly Report). Schnaidt reported business is slow. He is currently doing plan reviews for the fire end of things as a third party plan reviewer agency for the County. The agreement with the County that was put together last November has not been acted on yet. We are doing our own billing directly to the contractor, not through the County Construction Codes Office. The County would still like an agreement in writing with Metro. Kladder has a meeting with the County to establish an agreement for doing plan reviews and to work on a three-year agreement to fund the Public Education position. Schnaidt said they would like to make a selection for the Public Education position by the end of the week. Schnaidt said he is working on getting GIS information. This is layering information for use on our program which will go out to the responding stations. The County GIS Department will share this information with governmental entities, but they require a form to be signed. The Metro Authority Board Chairman earlier signed the form, but they needed all three Supervisors to sign it. Schnaidt reported that Dave Lather has been doing some part-time data entry work for us. He has been scanning blueprints into digital format for the last 10 months and has scanned in 11,000 blueprint pages so far. Schnaidt reported he is working on the annual report; he met with Chuck Korn about possible land in Garfield; and Phase 2 with the architect has been started.

**ASST. CHIEF/OPS/TRAINING:** (See Assistant Chief Report). Flynn reported that he was at the National Fire Academy for two weeks. January was driver training month. The training schedule has been set and can be viewed on the department website. They had a chimney fire in Acme, an anhydrous ammonia release at Sara Lee, and an aircraft standby at Cherry Capital Airport for aircraft in distress. Metro was dispatched to four calls in the City in the last two days. Flynn presented a report on the calls for the year 2008 (see GT Metro – Call Volume Analysis 2005-current). The Automatic Aid and Mutual Aid Agreements were finalized with Blair Township Fire Dept. We will be waiting until after we get the new Garfield station (Station 12) before having ISO come in. This will help in getting our ISO rating from 6 to 4. Metro is trying to achieve CFAI fire accreditation by 2010 which is nationally known for fire departments.



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**PUBLIC INPUT:** None

**UNFINISHED BUSINESS:** **Motion** by Korn, supported by Strait, to reaffirm the selection of the officers elected on December 23, 2008. Roll call: Kladder, yes; Lile, yes; Korn, yes; Schumacher, yes; Strait, yes; Zarafonitis, yes. Motion carried.

**Motion** by Korn, supported by Zarafonitis, to reaffirm the selection of Pat Parker as the Fire Chief elected on December 23, 2008. Roll call: Strait, yes; Zarafonitis, yes; Schumacher, yes; Kladder, yes; Lile, yes; Korn, yes. Motion carried.

**NEW BUSINESS:**

*Approval of FF Compensation* - Ehardt reported on the annual compensation that the firefighters receive for the points that they earn for going on fire calls and for training throughout the year. The amount of \$145,000 was budgeted last year for the firefighter 2008 compensation. Mikie Parker is in the process of preparing the compensation figures and getting the Captain's approval before submitting for payment. Upon completion, it will go to payroll for payment within the next week. Ehardt recommended that we get Mikie a \$125 gift certificate, as was done in the past, as a thank you for the work in preparing the compensation. Discussion. **Motion** by Lile, supported by Strait, to get a gift certificate for \$150 for Mikie Parker. Roll call: Korn, yes; Zarafonitis, yes; Kladder, yes; Schumacher, yes; Lile, yes; Strait, yes. Motion carried.

*Meeting locations* - Kladder said he thought it was important to meet at each station at least once a year. The Board said they thought it was a good idea. Assistant Secretary Schwind will schedule the meetings. Kladder said the meeting notice will need to be posted at the place that the meeting will be held and at the place that it is normally held.

**CLAIMS:**

Ehardt reported that Metro received a bill from Smith, Haughey, Rice, and Roegge for \$4,847.03 relating to their service to us in December. She asked the Board for approval to pay this bill in a prepay. **Motion** by Zarafonitis, supported by Korn, to approve the prepays for GT Metro Fire Dept in the amount of \$19,237.86 (check #3743-3763 with no voided checks) and the regular claims for GT Metro Fire Dept in the amount of \$29,897.07 (check #3764-3791 with no voided checks). Roll call: Kladder, yes; Lile, yes; Korn, yes; Schumacher, yes; Zarafonitis, yes; Strait, yes. Motion carried.

**Motion** by Zarafonitis, supported by Strait, to approve the prepays for GT Metro Emergency Services Authority in the amount of \$34,036.39 (check #4001-4009 with no voided checks); the regular claims for GT Metro Emergency Services Authority in the amount of \$6,251.75 (check #4010 -4034 with no voided checks) and the bill from Smith, Haughey, Rice, and Roegge for \$4,847.03 as a prepay. Roll call: Strait, yes; Zarafonitis, yes; Schumacher, yes; Korn, yes; Lile, yes; Kladder, yes. Motion carried.



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Kladder asked Schwind to send the 2002 Strategic Plan electronically to all of the Board members. He asked the Board to look at it so they can come up with a process for updating the strategic plan. He also said the Board needs to set some goals for themselves – one of them might be to move into a new fire station.

Kladder wanted to express his appreciation to Troy Holliday for the great job he does on the newsletter. He finds it very helpful.

No other business. Meeting adjourned at 4:45 p.m.

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Chairman Wayne Kladder

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Assistant Secretary Marcia Schwind