



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 Email: info@gtmetrofire.org

July 28, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:02 a.m. by Chairman Wayne Kladder at 843 Industrial Circle, Traverse City, Michigan.

Roll call – 6 members, a quorum

Wayne Kladder, Acme

Glen Lile, East Bay

Chuck Korn, Garfield

Frankie Zarafonitis, Acme (late)

Butch Strait, East Bay

Kay Schumacher, Garfield

ATTENDANCE:

Pat Parker, Chief

Brad Schnaidt, Asst. Chief/Fire Prevention

Terry Flynn, Asst, Chief/Ops

Robin Ehardt, Accountant

Meredith Hawes, Public Educator

Gary Francisco, Stal

PUBLIC COMMENT: Kladder introduced Gary Francisco, a fulltime firefighter with Metro, and Francisco gave a brief presentation about Station 1.

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Schumacher, supported by Strait, to approve the June 23, 2009, minutes as e-mailed. All ayes. Motion carried.

FINANCIAL REPORT: Ehardt gave the financial report and went over the proposed budget amendments. **Motion** by Lile, supported by Strait, to approve the budget amendments. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes, Korn, yes, Schumacher, yes. Motion carried. Ehardt reported that Metro has moved from compensation points to paying through payroll. The figures from the last of the compensation program are still being compiled, and she asked for approval of payment when they are finished. **Motion** by Strait, supported by Schumacher, to authorize staff to finish the point system based on last year's rate. Roll call: Schumacher, yes; Korn, yes; Strait, yes; Lile, yes; Zarafonitis, yes; Kladder, yes. Motion carried.

Ehardt asked the Board if the accounts payable report could be e-mailed on the Friday before the Board meeting instead of with the packet that is sent the Wednesday before the meeting. This would eliminate a lot of extra work. The Board was in agreement to send accounts payable report on Friday.

CLAIMS: **Motion** by Schumacher, supported by Zarafonitis, to approve the prepays and regular claims as presented. The prepays were in the total amount of \$43,904.94 (check #4562-4593 with no voided checks) and the total regular claims in the amount of \$395,905.46 (\$62,814.27 check #4594-4648 with check #4611 voided and will be reissued for the correct amount and amended regular claims



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\$333,091.19 check #4649-4675 with no voided checks). Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes. Motion carried.

CORRESPONDENCE: Filed. (See letters from State Senator Jason Allen dated 7/22/09; State Representative Wayne Schmidt dated 7/17/09; Sarah Brown-American Red Cross-dated 7/13/09; and Denise Plakmeyer-Area Agency On Aging of Northwest Michigan-dated 7/18/09).

R E P O R T S

CHIEF: See Metro Chief Report.

ASST. CHIEF/FIRE PREVENTION: See Assistant Chief-FPB Monthly Report and Station 12 Log.

ASST. CHIEF/OPS-TRAINING: See Assistant Chief-OPS Report and August Training Schedule. Flynn reported on the ratio of Long Lake calls that we assisted them on and that they assisted us on. After discussion on the plan of action, it was determined that Chairman Kladder and Chief Parker will meet with Paul Biondo, Rural Board Chairman. Flynn reported on the ISO rating for Metro (see ISO Status – Improvement Statement).

PUBLIC EDUCATOR: See Fire & Life Safety Public Education Report.

OLD BUSINESS:

Strategic Plan Update: Parker reported on the strategic plan process (see two handouts - #1 Metro Emergency Service 2009 Strategic Plan Development and #2 Project Goal spreadsheet). Kladder suggested that the Metro Board members take these back to their Twp Boards to see. Parker said they are setting up a seven member core group. The members so far are Schnaidt, Flynn, Parker, Ehardt, Mark Shaul-Station 11 firefighter, a Board member (currently Kladder), and a citizen-at-large. **Motion** by Strait, supported by Schumacher, to approve Kladder as the board member on the core committee. All ayes. Motion carried.

Station 12 Bldg Project: Covered under Assistant Chief Report above.

Per Diem Fee for Board Members: (Tabled from last meeting). Parker reported that Metro's Articles of Incorporation allow for per diem for its board members if they are a non-paid regular employee of the Township. Discussion. The Board said it should be a township issue at this time. **Motion** by Zarafonitis, supported by Strait, to not go forward with this issue at this time. Roll call: Kladder, yes; Zarafonitis, yes; Lile, no; Strait, yes; Korn, yes; Schumacher, yes. 5 – yes; 1 – no; Motion carried.



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Recessed from 11:05 a.m. – 11:15 a.m.

(OLD BUSINESS- CON'T)

2010 Proposed Budget: Kladder reported on the timeline for the budget (see the budget timeline dated 7/28/09). Ehardt reported that at the last meeting the 2010 budget was presented (scenario #1 - 2.28 mils which considered Metro incurring debt for Station 12 and the opening of Station 12 on October 1st). The Board asked that another budget (scenario #2) be presented where we would build Station 12 with grant money opening on October 1st and keep the mils at 2 (see 2010 Budget Adjustments Scenario #2 dated 7/23/09). There remains a shortfall of \$127,458 after reducing the budget to 2 mils. Ehardt said it could be taken out of the fund balance or reduce the 2009 PIF (Public Improvement Fund) contribution by \$100,000 to cover the shortfall. Discussion. The Board said to keep the budget at 2 mils with a narrative explaining the \$127,458 shortfall with no increase in the millage so they can take it to their Township Boards. In the narrative also explain that to decrease the shortfall to zero they would have to increase the mils to 2.1 and with the addition of Station 12 what the increase would have to be in the near future.

NEW BUSINESS:

All Lines of Insurance Bid Proposal: Parker reported that last year we bid out our insurance. We decided to stay with the carrier we had at that time. We now have a two year program with our current carrier. The HUB Group wants to do a full blown presentation to the Board at our next meeting. Discussion. **Motion** by Lile, supported by Korn, to go out for insurance bids. Roll call: Kladder, no; Zarafonitis, no; Lile, yes; Strait, no; Korn, yes; Schumacher, no. Motion denied.

Code Enforcement of Twp Fire Ordinance: Parker reported that Garfield Township already has a letter from their counsel stating that the fire dept can write tickets on behalf of the Garfield Fire Prevention Ordinance. We do not have that same authority in Acme and East Bay Townships. Discussion. **Motion** from Zarafonitis, supported by Korn to table to next meeting. All ayes. Motion carried.

PUBLIC COMMENT: None

Meeting adjourned at 12:20 p.m.

Chairman Kladder

Assistant Secretary Marcia Schwind