



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

June 2, 2009

The special meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:05 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

Terry Flynn, Asst, Chief/Ops

Meredith Hawes, Public Educator

Robin Ehardt, Accountant

Roye Meis, North Flight

Joel Baille, North Flight

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Chairman Kladder recommended that Approval of Claims be moved up in the agenda to follow the financial report to accommodate a staff member that has to leave early.

Motion by Lile, supported by Schumacher, to approve the amended agenda as presented. All ayes. Motion carried.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Schumacher, supported by Lile, to approve the April 28, 2009, minutes as e-mailed. All ayes. Motion carried.

FINANCIAL REPORT: Ehardt gave the financial report. Some of our money that was in Northwestern Bank was transferred to a CDAR so all of our accounts are now covered by FDIC.

CLAIMS:

Motion by Lile, supported by Zarafonitis, to approve the prepays in the amount of \$91,898.06 (check #4371-4391 with no voided checks) and the regular claims in the amount of \$35,423.79 (check #4392-4446 with one (1) voided check #4427 to Jen Tees, amount already paid by Visa Charge) and the regular claims amended 5/28/09 (additional regular claims added) in the amount of \$26,025.61 (check#4447-4476 with no voided checks) for a total of all regular claims in the amount of \$61,449.40. Roll call: Strait, yes; Lile, yes; Schumacher, yes; Korn, yes; Kladder, yes, Zarafonitis, yes. Motion carried. Ehardt said work on the budgets will begin next week and the first draft of the budget will be brought ack to the June board meeting.



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CORRESPONDENCE:

Presentation by North Flight: Parker introduced Joel Baillie, Director of North Flight, and Roye Meis, Manager of North Flight-Grand Traverse. They came to update the Board about the status of EMS in our three townships and how Metro partners with them. Baillie reported on the history and background of North Flight EMS, and Meis reported on the operations of EMS.

Letters from Alvin and Fern Childs (dated May 8, 2009) and response from Chief Parker (dated May 13, 2009)--received and filed.

Letter of appreciation dated May 27, 2009, from Schnaidt to Kathy Fordyce for assisting in the Safety Public Education program--received and filed.

R E P O R T S

CHIEF: (See Metro Chief Report). Parker reported he just returned from the 2-week Executive Fire Officer program at the National Fire Academy. He met with Steve and Kevin from the Cherry Capital Airport on the airport contract issues. According to recent Record-Eagle articles, the airport decided to stay with City Fire but go down to only 1 firefighter around the clock and also allow City Fire to raise their incremental costs up to the actual costs in the City. Flynn said City Fire will be using us more now for our tankers and personnel to supplement them at no cost, even though they are getting paid by a contract with the airport to provide those services. He said the automatic aid agreement we have with the City should not carry over to a contractual area. Discussion on charging the airport for our assistance on airport calls or trading HazMat services provided to us by City Fire for our services provided to them at the airport (we are currently being charged for HazMat services from City Fire). Parker reported there was a search and rescue at the Boy Scout Camp. Metro is doing a BLS upgrade. John King from the State will be here next Thursday to inspect our 10 vehicles and then will be in the admin office to check the agency records. While out at the Fire Academy, Parker asked about the guidelines for the FEMA grant. He presented a packet of Frequently Asked Questions from FEMA to the Board. The guidelines will be coming out the 29th of May, the applications will be released the 8th of June, the deadline for submission is the 10th of July, they will start reviewing them on the 27th of July, and they will start issuing awards September through December.

ASST. CHIEF/OPS-TRAINING: (See Assistant Chief-OPS Report). Flynn reported on training, fires, preplans, calls for April, and meetings. He applied for 2 grants – AFG Grant 2009 for new pumper/tanker and Tribal Grant for “Box Alarm” software. This software will allow Metro to define who Dispatch should send to calls. Twenty (20) applicants were interviewed for possible membership on the department. We will have our own frequency by August 1st.



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ASST. CHIEF/FIRE PREVENTION: (See Assistant Chief-FPB Monthly Report). Schnaidt reported he has been spending a lot of time getting ready for the stimulus grant for Station 12. He met with Rhodes Engineering on the fire station design and met several times with Chuck Judson on Station 12 legal issues.

PUBLIC EDUCATOR: (See Fire & Life Safety Public Education Report). Hawes reported that she has been busy with Expos, trainings, and meetings. She is continuing to lay the groundwork for the programming for the Risk Watch program and also for the network of volunteers for Metro. She had changes and additions made to the website including a community calendar, youth section, senior section, monthly news updates, volunteer application, and public education event application. She will be attending a pub ed meeting tonight with some of the firefighters and eight people who volunteered to be involved with pub ed. Hawes reported on the 1 year program projection for the Public Education Program (see the Fire & Life Safety Public Education 1-year Program Projection dated 6/1/09). Parker reported on the status of the pub ed funding from the County. Discussion.

OLD BUSINESS:

Strategic Plan Update – Accreditation Process: Parker reported he has been working on getting a facilitator for the strategic plan. He will have a plan before the next meeting for a potential date to meet to discuss the process.

Station 12 Bldg Project – Schnaidt reported that he has been working to get the project moving along to “shovel-ready” before the end of the application process for FEMA. He has been working on the lease agreement for the building. They have had an issue in regards to the layout of the property in relationship to a proposed road that has been planned. He has been working with Garfield’s Planner to meet all of the requirements of the road, specifically the location and the width of the road. Based on the layout (Brad had a site plan to look at), we are in the process of doing civil site engineering. In order to apply for the stimulus grant this project has to be locked down as far as where the building is going to sit, what the building is going to look like, and how the bldg is going to be designed. A lot of this has to be compliant with the federal requirements for the environmental impact and the energy impact of the building. On Thursday, Schnaidt hired Gourdie-Fraser to create the civil site for us since they have already done all of the engineering on that site. In order to get this done in time to apply for the stimulus grant, we had to have all of that work completed before the application could be submitted. The only thing that Gourdie-Fraser had to do yet was a TOPO map which should be done next week. Schnaidt said he has started the S.U.P. process with Garfield Township under recommendation by our counsel, Chuck Judson. Discussion regarding time crunch of application process for stimulus grant and the timeframe needed for compliance with the Township S.U.P. process.

Korn said that Garfield Township had legal expenses (@\$3,600-\$4,000) incurred while investigating the legality of using township park land without public vote for building a fire station. **Motion** by Lile,



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supported by Zarafonitis to reimburse Garfield Township for all of their legal expenses associated with the new fire station to this date. Roll call: Zarafonitis, yes; Kladder, yes; Korn, yes; Schumacher, yes; Lile, yes; Strait, yes. Motion carried.

Schnaidt reported that our counsel, Chuck Judson, did research in the law about our department being the general contractor on our own building project. Judson advised against doing that primarily because of the liability that the general contractor assumes on the project. It becomes very difficult on the oversight process to make sure that all due diligence is done correctly. Judson said we can structure the bid process to reduce the amount of involvement of the general contractor and do construction management by the department. He also said we can limit the contracts to locals. Discussion on the bid process. Schnaidt said he needs to know if the Board wants to put stipend money into the project. If they put money into the project, we would be put higher on the list for the grant. We need to show financial need for the stimulus grant so we have to be careful what funds the money comes out of if we do put money in. Schnaidt said he needs to have a decision by the next Board meeting.

Station 12 Bldg Project/Acme - Parker reported that we need to be looking at what we want to do in Acme Township. He received a letter dated April 29th from Steve Smith, a member of Village at Grand Traverse, LLC, offering Metro and/or Acme Township land in the Village of Grand Traverse. Metro has been offered several other land donations in Acme Township so we have to check out what is the best location for a fire station. Discussion.

NEW BUSINESS:

Declare Old 11 Rescue as Surplus – **Motion** by Zarafonitis, supported by Korn, to declare the 1989 GMC Rescue as surplus. Roll call: Strait, yes; Lile, yes; Schumacher, yes; Korn, yes; Kladder, yes; Zarafonitis, yes. Motion carried.

Lile asked about the per diem for elected officials. Kladder said to put it in the budget process for next year.

PUBLIC COMMENT: None

No other business. **Motion** by Zarafonitis, supported by Korn to adjourn the meeting at 11:47 a.m. All ayes. Motion carried.

Chair Wayne Kladder

Assistant Secretary Marcia Schwind