



# 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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June 23, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 8:05 a.m. by Vice Chair Chuck Korn at 897 Parsons Road, Traverse City, Michigan.

Roll call – 6 members, a quorum

Wayne Kladder, Acme (late)

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

Sam Niemi, Plante Moran

Joanna Hull, Plante Moran

**PUBLIC COMMENT:** None

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

**CONFLICT OF INTEREST:** None

**APPROVAL OF MINUTES:** **Motion** by Strait, supported by Schumacher, to approve the June 2, 2009, minutes as e-mailed. All ayes. Motion carried.

**PLANTE MORAN – Audit Report:** Sam Niemi from Plante Moran gave the 2008 financial audit report. He reported on the SAS114 Audit Letter, Financial Report with Supplemental Information, and the Graphs and Charts Report. **Motion** by Zarafonitis, supported by Strait, to approve the 2008 financial audit report. All ayes. Motion carried.

**FINANCIAL REPORT:** Ehardt gave the financial report. **Motion** by Zarafonitis, supported by Lile, to accept the financial report as presented. All ayes. Motion carried.

**CLAIMS:**

**Motion** by Kladder, supported by Zarafonitis, to approve the prepay and regular claims as presented. The prepays were in the total amount of \$57,597.63 (\$56,797.63 check #4477-4497 with no voided checks and amended prepay in the amount of \$800.00 check #4542) and the total regular claims in the amount of \$49,625.03 (\$35,551.85 check #4498-4541 with no voided checks and \$14,073.18 check #4543-4561 with no voided checks). Roll call: Kladder, yes; Zarafonitis, yes; Schumacher, yes; Korn, yes; Strait, yes; Lile, yes. Motion carried.



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**CORRESPONDENCE:** None

## REPORTS

**CHIEF:** (See Metro Chief Report). Parker reported he has been working hard on the budget which will be presented later in the meeting. Parker met with Jim Wiesling, MSU Extension, on a possible conflict with the public education money. He then met with Dennis Aloia regarding their discussion, and Aloia will be recommending at the next full board meeting that the County sign the 3-year contract with Metro and pay our 1<sup>st</sup> and 2<sup>nd</sup> quarter invoices.

**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief-FPB Monthly Report). Schnaidt reported on the hours that have been expended so far towards putting the grant together for the Station 12 project (see Station 12 Log). The special use permit process has been submitted to the township, and we are on the docket for the meeting tomorrow night with the Planning Commission. The stimulus grant application is ready and will be submitted on the last day.

**ASST. CHIEF/OPS-TRAINING:** (See Assistant Chief-OPS Report). Flynn reported it has been a busy month. Attached to his report was the July training schedule for the firefighters. Metro had three fires, and he presented some pictures of those fires. Discussion on the fire in the City.

**PUBLIC EDUCATOR:** (See Fire & Life Safety Public Education Report). Hawes reported that she is making progress with Risk Watch. A couple of new people have been added to the coalition; the director for the TART trail is helping out with the bicycle safety; and the Prescription Shops have offered to have their pharmacists be included with the poison prevention portion of the program. She also met with Roye Meis, NorthFlight, and they want to be included and help out in whatever capacity they can. Hawes attended the Midwest Regional Risk Watch Conference in Springfield last week. Risk Watch is a teacher based program--we will provide an in-service for the teachers for implementing the program. Hawes went to Kingsley School with Chief Sedlacek, and they want to participate in the Risk Watch program. She will also be contacting GT Academy. The senior programs are growing rapidly. Hawes gave an overview of the grants available and the grants submitted.

### **OLD BUSINESS:**

***Strategic Plan Update:*** Parker reported on the proposal from Northwestern Michigan College to facilitate our strategic plan (see the Training & Research plan dated 6/19/09). Jim Wiesling, MSU Extension, was not able to do the facilitating and NMC was recommended. Parker and Schnaidt met with Linda Racine, NMC, two weeks ago regarding the process. Discussion. **Motion** by Strait, supported by Schumacher, to move forward with NMC as the facilitator. All ayes. Motion carried.



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**Station 12 Bldg Project:** Discussed under Assistant Chief Report above.

**Purchasing and Bid Policy:** Parker reported on the Purchasing and Bid Policy. Anything over \$100 needs a purchase order and anything over \$5,000 must follow the bid procedure as outlined. Goods and services that repeat on a monthly basis, such as utilities, a blanket P.O. will be issued at the beginning of the new year. Discussion on the quote/bid limits. The Board said to change #9 (a) from “quotes” to “written bid” and #8 change Fire Department to GT MESA. **Motion** by Schumacher, supported by Lile, to approve the Purchasing and Bid Policy with the changes to #8 & #9. All ayes. Motion carried.

Recessed from 9:40 a.m. to 9:55 a.m.

**Station 12 Bldg Project (Con’t):** (See the proposed lease agreement dated 6/9/09). Discussion on the proposed lease agreement prepared by Atty Chuck Judson for the new fire station in Garfield Township. Schnaidt said this agreement needs to be finalized for the stimulus grant that he is submitting on July 10<sup>th</sup>. It needs to be done before they start requesting documentation which could be a minimum of 60 days. Schumacher said that Molly Agostinelli and Bob Featherstone from Garfield wanted to be on the negotiations for the lease agreement. Kladder said he wanted to be on the committee to negotiate the lease agreement with Garfield Township. **Motion** by Korn, supported by Zarafonitis, to nominate Kladder and Schnaidt to negotiate the lease with Garfield Township. Discussion. Korn withdraws motion due to conflict of interest and abstains from motion. **Motion** by Zarafonitis, supported by Lile, to nominate Kladder and Schnaidt to negotiate the lease with Garfield Township. Discussion on abstaining and the lease agreement. **Motion** by Kladder, supported by Schumacher, to stop discussion and go to vote. All ayes. Motion carried. Roll call vote on the motion by Zarafonitis: Kladder, yes; Zarafonitis, yes; Schumacher, yes; Strait, yes; Korn, abstain; Lile, yes. Motion carried.

**Per Diem Fee for Board Members:** 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. Motion by Strait, supported by Zarafonitis, to table this until the next meeting. All ayes. Motion carried.

**MEMAC:** Parker reported that Atty Chuck Judson reviewed MEMAC (Michigan Emergency Management Assistance Compact) and said that the Authority can enter into the MEMAC agreement (see memo dated 6/22/09 and proposed resolution). Parker stated that if there was an incident of national, state, or local significance we would have a document that would be recognized, and we could get resources from the State and/or other emergency services organizations. We could also get assets from FEMA. **Motion** by Kladder, supported by Lile, to approve **Resolution 2009-05** Resolution of the Board of Directors of the Grand Traverse Metro Emergency Services Authority Regarding Participation in the Michigan Emergency Management Assistance Compact. Roll call: Lile, yes; Strait, yes; Korn, yes; Schumacher, yes; Zarafonitis, yes; Kladder, yes. Motion carried.



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## **NEW BUSINESS:**

**2010 Proposed Budget:** Parker reported on the 2010 proposed budget assumptions: Station 12 will not be funded by the Feds; the two fire trucks scheduled for purchase in 2010 were moved to 2011; the Public Improvement Fund was taken from \$350,000 down to \$250,000; the only two vehicle purchases for next year are two squads; and an increase in part-time help due to Station 8 & 9. He asked the Board how committed are they to Station 12 if we don't get the grant because the millage will have to be raised. Discussion on the 2010 budget reports dated 6/16/09, the funding, and the millage. The Board said we need a 2 mil budget with the assumption that we get the grant and operate Station 12 for the last 3 months of the year. To get the townships commitment to operate Station 12 in 2010, Kladder said the townships should pass a resolution to raise their millage by three tenths of a mil if the station is funded by the Federal Government. A special budget meeting will be set up after the National Cherry Festival and two budgets will be prepared – the one budget presented and one budget at 2 mils Station 12 with the grant.

**Acme – change location of board meeting:** **Motion** by Zarafonitis, supported by Korn, to hold the October Board meeting at Acme Township. All ayes. Motion carried.

**PUBLIC COMMENT:** None

No other business. **Motion** by Zarafonitis, supported by Kladder, to adjourn the meeting at 11:32 a.m. All ayes. Motion carried.

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Vice Chair Chuck Korn

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Assistant Secretary Marcia Schwind