



# 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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November 24, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:03 a.m. by Chairman Wayne Kladder at 897 Parsons Road, Traverse City, MI 49686.

Roll call – 6 members, a quorum

Wayne Kladder, Acme

Glen Lile, East Bay

Chuck Korn, Garfield

Frankie Zarafonitis, Acme - excused

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

Lt. Gary Francisco, Station 1

FF James Walker, Station 1

**PUBLIC COMMENT:** None

**APPROVAL OF AGENDA:** Kladder said to remove “Consideration of Declaring Meadowland Drive Property as Surplus” and “Possible Revision of Station 12 Land Lease” under OLD BUSINESS (to be discussed at the December meeting). Also, to move “Department Presentation” to follow “Approval of Agenda” and add “Approval of 2010 Calendar” under NEW BUSINESS. **Motion** by Korn, supported by Lile, to approve the agenda as amended. All ayes. Motion carried.

**DEPARTMENT PRESENTATION:** Parker reported that periodically the fire department will be giving a short presentation to make the Board aware of what is happening at Metro. Recently Metro upgraded to BLS non-transporting, so today’s presentation was to demonstrate a mock heart attack/CPR. Francisco and Walker performed the demonstration.

**CONFLICT OF INTEREST:** None

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

**FINANCIAL REPORT:** Ehardt gave the financial report. She reported on the budget amendments (see 11/24/09 Budget Amendment Highlights dated 11/19/09). **Motion** by Strait, supported by Korn, to approve the budget amendments as presented. Roll call: Kladder, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes. Motion carried.

Ehardt reported on the lease with Fifth Third Bank for the new truck which was approved at the last board meeting. Now that the truck is not scheduled to arrive until the end of January, she is wondering how this will impact the interest rate on the financing this year vs. next year. She had questions on how to book this and some other accounting issues. Discussion. Ehardt will run this past the auditors.



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Ehardt reported that she and Parker met with Mary Jo Fifarek and Tony Anderson at Cherryland Co-op Electric. They have an opportunity to apply for a grant with the USDA to allow them to offer interest-free financing to companies/entities that are doing economic development in this area. They approached Metro to see if we were interested. One thought was to use the money to purchase a fire truck for Station 12. The grant would be for \$360,000, and Cherryland Co-op may be able to kick in an additional \$140,000 to equal \$500,000 for the purchase of a fire truck. Discussion. Ehardt will keep the Board posted on the progress.

**CLAIMS:** **Motion** by Strait, supported by Schumacher, to approve the prepaids in the amount of \$55,071.53 (check #4966-5005 with no voided checks) and the regular claims in the amount of \$53,172.71 (check #5006-5066 with no voided checks). Roll call: Kladder, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes. Motion carried.

**CORRESPONDENCE:** None

## REPORTS

**CHIEF:** (See Metro Chief Report). Parker reported he has been busy with the financing of the new fire truck, looking at new auditors, deer hunting in the UP for a week, and meeting with Andi Dolan to discuss health care. He reported on the Fire Insurance Withholding Program (see the memo from Chuck Judson dated 10/21/09 regarding P.A. 218 Fire Insurance Contracts and the handout on the Fire Insurance Withholding Program). This handout includes sample resolutions for the townships. Garfield is the only township that currently participates in the Fire Insurance Withholding Program where they can get a percentage of the insurance claims. If the townships would like to participate and take action on this, it would have to go to the township boards. The Authority would not have to take any action on this. Discussion. Parker met with Jason Allen regarding regionalization of fire departments. All six Fire Chiefs in the area have been meeting on a regular basis to discuss regional HazMat, trench rescue, water rescue, ice rescue, confined space, rope rescue, and fire investigations. Discussion. Parker reported on standby reimbursement. Discussion. Metro needs to adopt a policy and a structured price list to be consistent with all three townships.

**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief-FPB Monthly Report). Schnaidt reported he is still waiting to hear from the Feds on the Station 12 project. Parker said we should meet with Senator Levin about moving the project forward. Schnaidt reported that due to the regionalization bidding process vs. just bidding local bidders, he has expanded the preferred bidding list and added three (3) more bidders.



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**ASST. CHIEF/OPS-TRAINING:** (See Assistant Chief-OPS Report and December Training Schedule). Flynn reported that two more firefighters just completed the 80 hrs of training for Hazardous Materials Technician certification - we now have 13 HazMat Technicians. He reported on the fires Metro had this month, and he is working on next years' training schedule. He included with his report a couple of articles from Fire Engineering regarding fire department staffing. Flynn reported that the Safer Grant just opened up, and he passed out a handout on the grant (see handout). Some of the parameters changed. One of the changes that occurred is there is no cost share for the first two years. Last time there was a 10% for the first year, 20% for the second year, and the full amount the 3<sup>rd</sup> year. He would like to put in for 3 full-time firefighters and 9 part-time firefighters. The application period ends by December 18<sup>th</sup>. **Motion** by Strait, supported by Korn, to apply for the Safer Grant. All ayes. Motion carried.

**PUBLIC EDUCATOR:** (See Fire & Life Safety Public Education Report). Hawes reported on the youth programs and Risk Watch. There will be one half-day training for the teachers at Blair Elementary on January 27, 2010. She is continuing to work on getting a second school. Hawes attended the Remembering When Conference in Boston through NFPA- who sponsored her. There was a presentation for the deaf community on November 29, 2009, at Station 11 where 35 deaf community members attended. (See the letter on the back of Hawes' report from Jan Stretlien, President of Quota International, on how the evening went). Parker and Hawes will be attending the County's Public Safety Meeting next Tuesday to present their first annual report as per the contract (see Grand Traverse Metro Fire Department Fire & Life Safety Public Education County Report 11/24/09).

**OLD BUSINESS:**

***Strategic Plan Update:*** Parker reported work on the strategic plan will begin again on Monday. He will have a progress report at the next meeting.

***Station 12 Bldg Project:*** Discussed earlier in the meeting under REPORTS.

***Audit Recommendation:*** Ehardt reported that she received responses back from 7 auditing firms based on the bid proposal. After reviewing them, she rated them (see Grand Traverse Metro Fire Department Proposed Audit Firms Recommendation). The finance committee selected three firms to interview. The finance committee's recommendation was to award Abraham & Gaffney the audit contract for the year end 2009, for one (1) year. **Motion** by Strait, supported by Lile, to accept Abraham & Gaffney for 1 year to perform the 2009 audit. Roll call: Kladder, yes; Lile, yes; Strait, yes; Korn, yes, Schumacher, yes. Motion carried.

**NEW BUSINESS:** *2010 Calendar* – The January meeting date falls on the week that MTA will be held. Discussion. The meeting in January will be changed to Tuesday, January 19, 2010, at 3:30 p.m. **Motion** by Korn, supported by Lile, to approve the 2010 calendar as amended. All ayes. Motion carried.



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Discussion was held on the potential conflict of interest on the two items on the agenda that were removed under OLD BUSINESS, since the vote would need to have one vote from each township. Judson is working on this issue and should have an answer later today.

No other business.

**PUBLIC COMMENT:** None

**Motion** by Korn, supported by Schumacher, to adjourn the meeting at 11:03 a.m. All ayes. Motion carried. Meeting adjourned at 11:03 a.m.

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Chairman Wayne J. Kladder

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Assistant Secretary Marcia Schwind