



# 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)

March 24, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:05 a.m. by Chairman Wayne Kladder at 110 East High Lake Road (Station 9), 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 (absent)

## ATTENDANCE:

Pat Parker, Chief

Brad Schnaidt, Asst. Chief/Fire Prevention

Terry Flynn, Asst. Chief/Ops

Meredith Hawes, Public Educator

Tony Posey, 9 Captain

Mike Wilkins, Stn 9

Matt Gerkin, Stn 9

Robin Ehardt, Accountant

APPROVAL OF AGENDA: **Motion** by Butch, supported by Korn, to approve the agenda. All ayes.

Motion carried.

MINUTES: **Motion** by Zarafonitis, supported by Strait, to approve the January 20, 2009, minutes as e-mailed. All ayes. Motion carried.

FINANCIAL REPORT: Ehardt gave the financial report. In the Public Improvement Fund the \$150,591.75 that was in the Traverse City State Bank was moved to a CDAR account, as approved by the last board meeting. As of March, all of the cash is FDIC insured.

CORRESPONDENCE: Parker reported on the article that was in the Traverse City Record-Eagle regarding the airport contract. Discussion. The Board recommended that Metro give the airport a binding contract price only after an official proposal (RFP). The bids must be sealed, and Metro shall be at the bid opening. We should also set up a separate cost center to track the airport expenses. If we bid, we should also request that there be two people at the airport.

Ehardt reported that our audit with Plante Moran is scheduled for the 3<sup>rd</sup> week of April. Next year we will be going out for bids for the 2009 audit.

Ehardt reported that in March she opened up two CD's and a Money Market Account to better diversify our funds, and she presented a resolution from the Northwestern Bank. **Motion** by Korn, supported by Strait to approve Resolution 2009-02 for opening accounts at Northwestern Bank for two CD's and a Money Market Account. Roll call: Strait, yes; Lile, yes; Korn, yes; Zarafonitis, yes; Kladder, yes. Motion carried.



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**Truck Financing:** Parker asked Chairman Kladder if the truck financing under "Unfinished Business" could be moved up because Metro's attorney is on standby from 9:00-10:00 in case anyone had any questions. At the last board meeting Ehardt asked if they could make a loan from the Public Improvement Fund (PIF) to the General Fund in order to make the down payment. Attorney Judson is still working on this issue. The millage funds that were in the general fund balance at the end of the year were put into the PIF to build stations and buy trucks. Judson said the PIF was set up before we became the Authority. He feels as the Authority, we only need to create a Reserve Fund, not a Public Improvement Fund. Judson will do further research and will have a document prepared for the next board meeting. Kladder said to give him a deadline of April 1<sup>st</sup>.

## REPORTS

**CHIEF:** (See Metro Chief Report). Parker reported he made a presentation at the Grand Traverse County Public Safety meeting regarding our plan review fees. He and Kladder met with Dennis Aloia, County Administrator, regarding the public educator program. The County has committed to that program and the funding for three years, but we have not seen any documents yet. Every December the County wants the objectives from us for the coming year, and they want a detailed report every March for the previous year. Meredith Hawes was there to introduce herself to the County. Parker reported we are currently paying all of our firefighters some compensation based on points. We got an opinion from our labor counsel that the current process may not be proper under the Fair Labor Standards Act, and we are currently in the process of revamping the entire compensation program. We will probably come up with only one program and instead of paying the firefighters points, most likely we will be putting them on the clock. There should be no back pay. Starting around July 1<sup>st</sup>, we should have a new program in place. Parker reported that the driving simulator was here for one week for training, and it will be back up here later this summer. On Saturday, May 2<sup>nd</sup> at 1:00 p.m. there will be a mock search and rescue drill at Camp Greilick. Parker reported that he and Kladder received a phone call from Mayor Estes wanting to meet with them this afternoon. Estes did not disclose what he wanted to talk about.

**ASST. CHIEF/OPS-TRAINING:** (See Assistant Chief-OPS Report). Flynn reported on the trainings, fires, preplans, meetings attended, 2009 projects, and calls for the month. Station 11 needs a third firefighter between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. In May, they want to open a part-time shift which would be an open shift to be filled with part-time firefighters. Kladder reported that he attended the RIT training at Bertha Vos. He said it was great and recommended others to attend if they had a chance.

**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief-FPB Monthly Report and Fire Prevention Bureau 2008 Annual Report). Schnaidt reported he has been working on the Sara Title III information under the GIS program for the past month while Dave Lather has been visiting his daughter in Hawaii. Tower Automotive is going to close down their plant on Hughes Drive in April or May. He has been



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working with Meredith to acclimate her to the fire service portion of her job. Deputy Kip Needham from the Sheriff Department came in to give the Fire Prevention personnel a class in ticket writing. Garfield Township has given the fire department the opportunity to write tickets for civil infractions under the ordinance that the Townships just adopted. East Bay and Acme Townships need to consult their counsel about writing tickets under their ordinances. Plan reviews and inspections are down. The County has laid off one of their two plan reviewers and has cut one of their office personnel down to a 24-hour position. If things do not pick up by May, they may lay off additional personnel. Schnaidt has been working on the strategic plan preparation and the station building project. He solicited bids through the bid process for the public education vehicle. The lowest bidder for the Chevy Suburban was Voice Motors for \$34,658. The purchase was made with Voice Motors for \$34,658 as directed by the Board. Discussion on doing business with local taxpaying vendors.

**PUBLIC EDUCATOR:** (See Fire & Life Safety Public Education Report). Hawes reported she has been working to lay the foundation for partnerships in the community with the intent of forming coalitions in three specific areas which are the youth, senior and disabled programs. She has been using the curriculum that we currently have for the "Remembering When Program" which is geared toward older adults and has been talking to agencies about that. She did a presentation to the Area Agency on Aging. The current curriculum we have for youth is called "Risk Watch" which is packaged very nicely. She is currently forming coalitions to be able to get into the schools with the intent of beginning the program next Fall. She did a presentation on Up North TV with Susan McQuaid's *Giving Back Northwest Michigan Style* (TV-2) which airs in April on Sunday and Monday nights at 7 p.m. and Friday at 9 a.m. This Friday we have a donation that is being given to Grand Traverse Metro Fire Department from *With Wings and a Halo-R.E.A.C.H. a Child*. They put together packets of books that we can put on our rescue vehicles to give to a child in a traumatic situation to allow him/her to divert their attention from what is going on. This Friday the media will be at Traverse City Fire Department Station 1 and there will be a public service announcement. Traverse City Fire Dept, Metro Fire Dept (with one truck) and Blair Twp Fire Dept will be there. An invitation was extended to GT Rural Fire Dept also. Hawes reported that she has written several grants totaling over \$80,000. Three proposals have been through the Assistance to Firefighters Grant Program, one proposal through the Quota International of Traverse City, and one proposal through the Oleson Foundation.

Kladder reported on the meeting he and Parker had with Dennis Aloia, County Administrator, regarding the public educator funding from the County's 2008 budget. Metro did not get the funds for the public educator vehicle because the money was put into their fund balance at the end of the year. However, the amount of \$15,000 from the 2008 budget was set aside and is available for the public education program for brochures, literature, etc.

**PUBLIC INPUT:** None



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## UNFINISHED BUSINESS:

**Strategic Plan Update:** Parker reported that the strategic plan is ongoing. He is working on the process and getting a facilitator lined up.

**Truck Financing:** Ehardt got a proposal from Northwestern Bank on the truck financing, per Dorothy Dunville's request at the last board meeting. At the same time, Ehardt opened two new accounts with Northwestern Bank to better diversify our funds (addressed earlier in this meeting). Parker received a request from Spencer Manufacturing, Inc. giving us the opportunity to purchase a fire truck identical to the unit contracted for in December, 2008, and add it to our current truck order. Since the order is relatively fresh, it can be treated as an "add on" order. The next fire truck purchase is scheduled for 2011. If that truck is ordered in 2011, it would cost \$50,000 or more. If purchased now, it would only add \$5,000 to the cost of the truck. Parker said he was not sure how long Spencer Manufacturing would hold the price for the fire truck. Strait asked Parker to call Spencer and inform them we are interested, but ask how long they can hold the offer until we can figure out what is going to happen with Station 12. This also ties in with the appointing of the finance committee (next agenda item).

**Appoint Finance Committee:** Parker reported that it was the recommendation by Chairman Kladder to appoint a finance committee, which they are currently in the process of doing. Marty Cotanche, CPA, who is the property owner of Traverse City Products and was a previous volunteer firefighter with our department, offered to be on the committee. Parker may also contact the Chamber of Commerce. He would like a couple of outsiders on the finance committee. Discussion on bonds. **Motion** by Strait, supported by Zarafonitis, to create a finance committee and appoint the Board Chairman, Chief, Accountant, and 2 outside representatives to sit on that committee. All ayes. **Motion** carried. **Motion** by Zarafonitis, supported by Korn, to appoint Marty Cotanche to sit on the finance committee. All ayes. **Motion** carried.

## NEW BUSINESS:

**Credit Card Policy:** Attorney Chuck Judson recommended after we became an Authority that we get a resolution done on a more comprehensive credit card policy which will supersede the current policy. **Motion** by Zarafonitis, supported by Korn, to approve the Credit Card Use Policy 2009-03. Roll call: Strait, yes; Lile, yes; Korn, yes; Zarafonitis, yes; Kladder, yes. **Motion** carried.

**Conflict of Interest Policy:** Attorney Judson recommended after we became an Authority that we get a resolution done on a more in-depth Conflict of Interest Policy which will supersede the current policy. **Motion** by Korn, supported by Lile, to approve the Conflict of Interest Policy 2009-04. Roll call: Kladder, yes; Zarafonitis, yes; Korn, yes; Lile, yes; Strait, yes. **Motion** carried.

**Bid Policy:** (See Purchasing and Bid Policy draft). Parker reported we currently have a Purchase Order Policy, but not a Bid Policy. The limit of \$75 in our current Purchase Order Policy was increased to



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\$100 before having to obtain a purchase order, and the limit for the bid purchases was set at \$7,500 before having to go out for bids. He went over the policy with the Board and asked for their input. Lile suggested having blanket PO's for vendors and getting the Fund Balance PO module. Discussion. The Board asked Ehardt to go to East Bay Twp and look at their PO program. They said to take this Purchasing and Bid Policy to the finance committee to make a recommendation.

*MEMAC (Michigan Emergency Management Assistance Compact)* – Parker said this needs to be tabled to the next meeting. Attorney Judson said because we are an authority each Township needs to be party to MEMAC. He needs to do some further research on this issue. **Motion** from Strait, supported by Korn, to table MEMAC to the next meeting. All ayes. Item is tabled.

*Station 12 Bldg Project* - Parker reported he wanted to move this project along and asked Korn the status of the land in Garfield Township. Korn said there is least resistance to leasing the property to Metro instead of just giving the land to Metro. Korn said they will be putting this on the agenda for Thursday, April 9<sup>th</sup>. Parker will do a presentation at Garfield's meeting.

## CLAIMS:

**Motion** by Lile, supported by Korn, to approve the prepays in the amount of \$47,034.24 (check #4151-4190 with no voided checks) and the regular claims in the amount of \$68,796.20 (check #4191-4246 with no voided checks). Roll call: Strait, yes; Lile, yes; Korn, yes; Zarafonitis, (left); Kladder, yes. Motion carried.

Parker introduced Captain Tony Posey from Station 9 to the Board.

No other business. Meeting adjourned at 11:25 a.m.

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Chair Wayne Kladder

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Assistant Secretary Marcia Schwind