



# 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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October 27, 2009

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:01 a.m. by Chairman Wayne Kladder at Acme Township Hall – 6042 Acme Road, Williamsburg, MI.

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

Robin Ehardt, Accountant

Meredith Hawes, Public Educator

Troy Holliday, Sta8 Captain

**PUBLIC COMMENT:** None

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

**CONFLICT OF INTEREST:** None

**APPROVAL OF MINUTES:** **Motion** by Lile, supported by Korn, to approve the regular (October 27, 2009) and special (October 12, 2009) minutes as e-mailed. All ayes. Motion carried.

## **FINANCIAL REPORT:**

*Approval of Truck Financing:* Ehardt reported they obtained bids from 4 banks on the financing of the fire truck that is scheduled for delivery by mid-December (see MESA 2009 Fire Truck Financing Comparisons dated 10/22/09). The recommendation was to enter into a 5-year lease with Fifth Third Bank. They presented a resolution for approving the installment financing by GTMESA Board and resolutions for the three Township boards to approve. **Motion** by Kladder, supported by Zarafonitis, to accept Resolution 2009-09 – Resolution Approving Installment Financing by Grand Traverse Metro Emergency Services Authority. Roll call: Wayne Kladder, yes; Frankie Zarafonitis, yes; Glen Lile, yes; Butch Strait, yes; Chuck Korn, yes; Kay Schumacher, yes. Motion carried. Ehardt reported they are in the process of getting a line of credit available from Fifth Third Bank for when the expenses relating to the grant (for station 12) start coming in. Ehardt reported that seven audit bids were returned and they are in the process of reviewing them. The finance committee will meet to determine which ones they will personally meet with before they make a recommendation to the Board. Kladder asked the Board who they wanted to help pick the audit firm and make a recommendation. **Motion** by Zarafonitis, supported by Schumacher, to authorize the finance committee to review audit firms and bring back a recommendation to the Board. All ayes. Motion carried. Ehardt gave the financial report.



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**CLAIMS:** **Motion** by Korn, supported by Lile, to approve the prepays in the amount of \$111,597.06 (check #4858-4904 with no voided checks) and the regular claims in the amount of \$55,552.75 (check #4905-4965 with no voided checks). Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes. Motion carried.

**CORRESPONDENCE:** None

## REPORTS

**CHIEF:** (See Metro Chief Report). Parker reported that he and Hawes attended the County Ways and Means meeting regarding public education. MSU Extension and Safe Kids were on the agenda and they were going to ask the Board to reconsider funding Jen Ritter's position to make it a fulltime position. The money to fund that position would be taken out of the money for our public education program. A motion was made to take \$38,000 from our program and give to MSU Extension for their programs and make Jen Ritter fulltime. The Board voted 5 to 3 to retain our funding at \$88,000. Parker reported that according to the TC Record-Eagle all of the MSU Extensions are going to be cut. He talked with Ritter and told her, if this should happen, to come over and talk with us about bringing her programs over here. Discussion. The Board is in support of her coming over here, but wants Metro to monitor the situation and bring back anything pertinent to the Board. Parker reported on the memo from Chuck Judson (see memo dated 10/1/09) on the result of his research on the issue of expending funds for a membership in a local organization. Judson felt that this was a lawful expenditure if it advanced public purpose of the fire authority. He also said that Garfield could not loan Metro any money under special assessment. **Motion** by Korn, supported by Zarafonitis, to have Parker and Flynn join a service club (separate clubs – Rotary & Kiwanis). Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes. Motion carried.

**ASST. CHIEF/OPS-TRAINING:** (See Assistant Chief-OPS Report and November Training Schedule). Flynn reported that HazMat IQ training was held at Station 11. Four Captains from City Fire told Flynn they cannot provide HazMat services and would like Metro to join their team. The Chief from City Fire has not approached Metro about this matter. By next year at this time we will be able to handle our own HazMat services. Discussion. Flynn reported that they had two fires within 2 hrs in Garfield Township. He reported on the difference in response time to each fire and said the response time on the west side will get better when the new station gets built. Flynn reported on a fire in Long Lake Township. It was a 20 min response before anyone with water showed up. The night before the fire there was a meeting at Station 10 (Long Lake) where they voted not to put on any duty shift personnel at the station. They said they didn't need them and they wanted to utilize volunteers from their homes. They also said they were counting on Metro's new station in Garfield Township after it was built.



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**ASST. CHIEF/FIRE PREVENTION:** (See Assistant Chief-FPB Monthly Report and Station 12 Log). Discussion on Turtle Creek Entrances as it relates to responses, and Station 12.

**PUBLIC EDUCATOR:** (See Fire & Life Safety Public Education Report). Hawes reported on Fire Prevention Week. A meeting was held with the chiefs to review what took place and what to do next year. She reported on the status of Risk Watch. The teachers need to go to training and they need @\$500 to pay for the substitute teachers. There will be a \$2500 startup cost for each of the two pilot schools (Blair and Willow Hill). Willow Hill has not been very enthusiastic, so she may look in the Metro area for the second pilot school before continuing to pursue Willow Hill. There are some grant requests in for funding but has not heard anything yet. Discussion on requesting that Blair pay ½ of the cost and/or where the funding is going to come from. The Board said for Ehardt and Hawes to create a budget for each school for approval by the Board and to go out for grants. Hawes reported she has a meeting regarding the deaf community with Quota International this Thursday night at Station 11.

**OLD BUSINESS:**

***Strategic Plan Update:*** Parker reported that the collaboration meetings with the stations and admin staff are completed and a compilation has been done (See Metro's "Mission" and "Vision" Statements and Core Values). It will now go back to the staff to come up with a mission statement, vision statement, and core values list.

***Station 12 Bldg Project:*** Schnaidt reported that he is still discussing the bidding issues with the Feds. He e-mailed the Office of the White House (see e-mail by Brad Schnaidt) for direction. A White House staffer directed him to a memo issued by Director Peter Orszag in April to all agencies who oversee grants under ARRA of 2009 (see memo dated April 3, 2009 by Peter Orszag). On page 5, bullet #2, under "Promoting local hiring" it states "... to ensure that the people who live in the local community get the job opportunities that accompany the investment." Metro policy also states that we want local people to bid on this project. We are currently still on hold waiting to hear from the Feds what the next step is. Parker reported that we need to get the land lease agreement completed. Korn said Garfield Twp will be holding another meeting on Thursday, October 29<sup>th</sup> to discuss the lease agreement on the parkland. Discussion on giving Metro's one acre property to Garfield Twp as a token gesture.

**NEW BUSINESS:**

***Vehicle Liability & Property Insurance:*** Parker reported that he and Schwind met with Paul Olson on Metro's vehicle liability and property insurance. Discussion on increasing deductibles on general liability, errors & omissions, inland marine, and auto comp and collision for a total savings of \$5,064 (See letter from Paul Olson dated 9/29/09). **Motion** by Lile, supported by Zarafonitis, to accept the increase in deductibles of general liability from 00 to \$2,500, errors and omissions from 00 to \$2,500, inland marine from \$250 to \$500, and auto comp. & collision from \$500 to \$1,000 for a total savings of



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\$5,064. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes; Schumacher, yes.  
Motion carried.

**PUBLIC COMMENT:** None

Troy Holliday, Station 8 Captain, gave a small presentation about Station 8 and a tour of the station took place after the meeting.

No other business. Meeting adjourned 11:40 a.m.

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Chairman Wayne Kladder

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Assistant Secretary Marcia Schwind