



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 22, 2010

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:04 a.m. by Chairman Wayne Kladder at Acme Township, 6042 Acme Street, Williamsburg, MI 49690.

Roll call – 6 members, a quorum

Wayne Kladder, Acme

Glen Lile, East Bay

Chuck Korn, Garfield

Bob Featherstone, Garfield Alternate

Frankie Zarafonitis, Acme

Butch Strait, East Bay

Kay Schumacher, Garfield (excused)

ATTENDANCE:

Pat Parker, Chief

Brad Schnaidt, Asst. Chief/Fire Prevention

Terry Flynn, Asst. Chief/Ops

Robin Ehardt, Accountant

Steve Kirinovic, Abraham & Gaffney

Jack Knol, Advantage Design

Meredith Hawes, Public Educator

Chuck Judson, Atty.

Adam Mervau, Firefighter

Denny Fedorinchik, Hallmark Const.

Jeff Fedorinchik, Hallmark Const.

Jim Lewis, Hallmark Const.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Zarafonitis, supported by Lile, to approve the May 25, 2010, minutes as e-mailed. All ayes. Motion carried.

FINANCIAL REPORT: Steve Kirinovic from Abraham & Gaffney presented the results of the Metro 2009 audit. He went over highlights of the Financial Statements, the Audit Presentation, and the Report on Internal Controls. **Motion** by Korn, supported by Strait, to accept the audit report. All ayes. Motion carried.

Ehardt gave financial report. She presented the 2010 budget amendments. The amendments were primarily for vehicle acquisition and PIF. **Motion** by Strait, supported by Zarafonitis, to approve the budget amendments as presented. Roll call: Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes; Featherstone, yes; Kladder, yes. Motion carried.



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CLAIMS: **Motion** by Korn, supported by Lile, to approve the prepays in the amount of \$45,452.62 (check #5710-5742 with no voided checks) and the regular claims in the amount of \$46,217.13 (check #5743-5795 with no voided checks). Roll call: Lile, yes; Strait, yes; Korn, yes; Featherstone, yes; Zarafonitis, yes; Kladder, yes. Motion carried.

CORRESPONDENCE: None

REPORTS

CHIEF: See Metro Chief Report, memo dated June 16, 2010, and Answers to Proposed Job Description. Parker invited the Board members to the firefighter agility tests that are being held at all four stations through the Wellness & Fitness Program. Parker reported that all firefighters had to have physicals. He is working on the new tanker specs and hopes to go out for bids by July. He is also working on an employee assistance program through the Catholic Human Services since Metro has nearly 100 employees now. Parker reported on the issue of having an alternate board member (see Chuck Judson's memo dated 6/21/2010). Each Township will have one alternate for the Metro Board which shall be voted on at their township meeting. At the beginning of each year the Townships should give Metro written documentation of who the alternate will be.

ASST. CHIEF/FIRE PREVENTION: See Assistant Chief-FPB Monthly Report. Schnaidt reported he is working on getting Station 12 up and running. Inspections and plan reviews are down this month.

ASST. CHIEF/OPS-TRAINING: See Assistant Chief-OPS Report and July Training Schedule. Flynn reported they had a full training scenario at Sara Lee last Wednesday; an AFG grant was submitted for various equipment; and interviews were held for a Lieutenant position at Station 1.

PUBLIC EDUCATOR: See Fire & Life Safety Public Education Monthly Report. Hawes reported she has had a lot of additional requests for community events. She is gearing up for the Cherry Festival and the HEAT event which will be held at the Opera House on Wednesday, July 7th. She turned in the formal request to the County last Friday for continued funding, and July 19th is the formal presentation with Dennis Aloia and Dean Bott.

OLD BUSINESS:

Station 12 Bid Award – Parker reported on the memo from Chuck Judson (see memo dated 6/16/10) outlining the requirements to move forward with construction of Station 12. Included in the memo were 3 resolutions to accept the Federal Grant, accept the general contractor, and accept the architect. There was also a memo from Judson (see memo of 6/21/10) that included the Memorandum of Lease between Charter Township of Garfield and Grand Traverse Metro Emergency Services Authority for the Meadowland property and for leasing the land for Station 12. Judson reported on the process of the



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lease agreement and the resolutions. Jack Knol explained the hours in his contract and the supplemental services for the work on the Station 12 site. Discussion on architect fees, bonding, and change orders. A committee will be set up to approve change orders up to \$5,000 and anything over that amount will come back to the full Board for approval.

Motion by Korn, supported by Strait, to continue services of Advantage Design with the formal Resolution to be approved at the next meeting. All ayes. Motion carried.

Motion by Strait, supported by Zarafonitis, to approve Resolution 2010-04 (Accepts the Federal FEMA Grant and authorizing draws against that grant) with the Board Secretary signature line corrected to LeRoy Strait. All ayes. Motion carried.

Motion by Zarafonitis, supported by Kladder, to approve Resolution 2010-05 (Awards the construction contract to Hallmark Construction) with the Board Secretary signature line corrected to LeRoy Strait. Roll call vote: Strait, yes; Korn, yes; Featherstone, yes; Zarafonitis, yes; Lile, yes; Kladder, yes. Motion carried.

Motion by Strait, supported by Featherstone, to approve the Public Right of Way Easement Agreement. Roll call: Korn, yes; Featherstone, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Kladder, yes. Motion carried.

NEW BUSINESS:

Health Care Benefit Compensation: Parker reported on the Memo (see memo dated June 22, 2010) regarding the opting out of health care proposal with the employee signing a waiver to opt out. The Board said Metro needs to make sure the employee signs a waiver and to determine the frequency of payment and bring back the details to the Board at the next meeting.

Preliminary 2011 Budget: Ehardt reported that she wants to open a new checking account with 5/3rd Bank to run all Station 12 expenses through, and open a line of credit to fund payments to account for the timing of payments from the Feds. Judson will be doing some more research on this. Ehardt reported on the Metro 2011 Budget timeline and asked about setting up a budget meeting. The Board said to set up a budget work session before the July board meeting.

No other business.

PUBLIC COMMENT: None

Meeting adjourned 11:25 a.m.

Chairman Wayne J. Kladder

Assistant Secretary Marcia Schwind