



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

March 23, 2010

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:02 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

Butch Strait, East Bay

Kay Schumacher, Garfield (excused)

ATTENDANCE:

Pat Parker, Chief

Brad Schnaidt, Asst. Chief/Fire Prevention

Terry Flynn, Asst. Chief/Ops

Meredith Hawes, Public Educator

Robin Ehardt, Accountant

Chuck Judson, Metro Atty.

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Parker reported that Atty Judson will be at the meeting around 9:30 a.m. to discuss the land lease. **Motion** by Strait, supported by Lile, to approve the agenda. All ayes. Motion carried.

CONFLICT OF INTEREST: None

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

FINANCIAL REPORT: See financial report. Ehardt reported that the final payment was made to purchase Engine 11 and as a result the escrow account has been closed. She also reported on the budget amendments – LI 669.002 Sale of Surplus Assets and LI 978.000 Vehicles Acquisition. **Motion** by Korn, supported by Lile, to approve the budget amendments as presented. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes. Motion carried.

CLAIMS: **Motion** by Zarafonitis, supported by Strait, to approve the prepaids in the amount of \$63,350.95 (check #5379-5427 with voided checks #5411, 5415, 5416, 5417, 5418, 5419 – had problems with software) and the regular claims in the amount of \$52,346.43 (check #5428-5492 with no voided checks). Check #5278 – school was cancelled and check was returned. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes. Motion carried.

CORRESPONDENCE: Parker reported on the five letters of support sent in to NFPA to nominate Meredith Hawes for the NFPA Educator of the Year award. She scored very high in the process and was congratulated by the Board.



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MESA MINS/Page 2

March 23, 2010

Parker reported on the House Bill No. 5970 that amends Public Act 342 entitled “County Public Improvement Act of 1939. Seven other bills were introduced by the same sponsors that are all related. Discussion.

REPORTS

CHIEF: See Metro Chief Report. Chief Parker reported that he met for two hours with Whitewater Twp Emergency Services Subcommittee and explained to them how Metro operates. They are looking at several different options for their township. Parker presented pictures of Metro’s new rescue boat that was just purchased. Parker reported on the status of the strategic plan. They had a meeting yesterday with the facilitator and are currently meeting with the stakeholders. The topic of the Wheelock fire came up and discussion pursued on how it affects Metro.

OLD BUSINESS: Old Business was moved up on the agenda due to Atty Chuck Judson’s attendance. ***Station 12 Land Lease:*** Judson reported on the issue of the land lease and the station FEMA grant and how to bring it all together within the proper timeframe. He recommends putting the signed Lease Agreement and the Meadow Lane Deed into an escrow agreement, and he will have the Title Company make up a document to accomplish this. Upon acceptance of the construction bids by the Metro Board, which means that we have funding for the project, the escrow will disburse, the lease will be completed, and the deed will go over to Garfield Twp. The Resolution goes before the Garfield Township Board tonight. **Motion** by Zarafonitis, supported by Strait, to approve this lease in its final form presented today and approve the concept of escrowing the closing documents consistent with the discussion at this meeting. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes. Motion carried.

Enforcement of Fire Prevention Ordinance: Discussion was held on the different options of enforcement of the Fire Prevention Ordinance. The Board suggested a letter be drafted to the Prosecutor asking for clarity and guidance, be signed by the Board members, and be hand delivered. Parker and Schnaidt should set up a meeting with Al Schneider to discuss the contents of the letter. Judson suggested paying a contribution to the Prosecutor so he can designate a person to handle these cases. Parker will bring back to the next board meeting an idea of the process and how we would go forward with this.

ASST. CHIEF/FIRE PREVENTION: See Assistant Chief-FPB Monthly Report.

ASST. CHIEF/OPS-TRAINING: See Assistant Chief-OPS Report and April Training Schedule. The new Engine 11 was put in service on Thursday and it went to its first fire on Friday. Discussion on level of training, mutual aid, etc.

PUBLIC EDUCATOR: See Fire & Life Safety Public Education Report. Hawes reported on the press release that was on the 7/4 news last night regarding Metro being awarded three grants for safety



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MESA MINS/Page 3
March 23, 2010

programs (see press release dated 3/15/10). Hawes showed the Board the plaque dated March 6, 2010, from the National Fire Protection Association honoring the Grand Traverse Metro Fire Department with the 2010 Rolf H. Jensen Memorial Public Education Grant for our dedication to fire and life safety education through the Customized Outreach Program. Hawes reported that the public education annual report was sent to the County Commissioners. She will forward it to the Supervisors.

OLD BUSINESS: Station 12 Land Lease and Enforcement of Fire Prevention Ordinance were addressed earlier in the meeting after the Chief's report.

NEW BUSINESS:

Communications to Supervisors: Parker reported that this is a continuation of the above discussion regarding the communications between Metro and Rural regarding Pub Ed. Letters need to go to the Supervisors on the available training they could share in, and what Meredith is doing so they do not feel left out. The Chairman asked that the Metro monthly newsletters be sent to the Rural Township Supervisors. Parker reported that Meredith sends out information on a monthly basis and has coalition meetings, but that info is not being forwarded from the Battalion Chief's level to the firefighter level. Also, a lot of the fire departments do not show up to any of these meetings. Korn will be sending all of the Township Supervisors a letter approved by the Metro Board regarding training and pub ed.

Approval of Retention Policy: **Motion** by Korn, supported by Strait, to adopt Resolution 2010-3 – Resolution Implementing Retention Policy for Grand Traverse Metro Emergency Services. The Board wanted Section 1.050 - Meeting Minutes to be changed from **CR+10 years** retention to **Indefinitely**. **Amended motion** by Korn, supported by Strait, to adopt the Resolution 2010-3- Retention Policy with section 1.050 – meeting minutes changed from CR+10 to Indefinitely. Roll call: Kladder, yes; Zarafonitis, yes; Lile, yes; Strait, yes; Korn, yes. Motion carried.

No other business.

PUBLIC COMMENT: None

Motion by Korn, supported by Zarafonitis, to adjourn at 10:34 a.m. All ayes. Motion carried.

Chairman Wayne J. Kladder

Assistant Secretary Marcia Schwind