



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

November 23, 2010

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:12 a.m. by Vice Chair Chuck Korn at 897 Parsons Road, Traverse City, MI 49686.

PLEDGE OF ALLEGIANCE

Roll call – 5 members, a quorum
Wayne Kladder, Acme (excused)
Dorothy Dunville, Acme
Glen Lile, East Bay
Chuck Korn, Garfield

Frankie Zarafonitis, Acme
Butch Strait, East Bay (excused)
Bob Featherstone, Garfield

ATTENDANCE:

Pat Parker, Chief
Robin Ehardt, Accountant

Meredith Hawes, Public Educator

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Zarafonitis, supported by Lile, to approve the October 26, 2010, minutes as e-mailed. All ayes. Motion carried.

FINANCIAL REPORT: See financial report as presented. Korn reported on the Great Wolf Lodge and their large tax reduction. Discussion.

2010 Budget Amendments - Ehardt reported on the 2010 budget amendments (see 2010 Budget Amendments dated 11/19/10). **Motion** by Dunville, supported by Featherstone, to approve the 2010 Budget Amendments. All ayes. Motion carried.

Approval of 2010-2012 Audits – Abraham & Gaffney – Ehardt reported that last year's minutes only approved the auditors for one year. She proposed having Abraham & Gaffney as Metro's auditors for the next three year – December 2010 thru December 2012 (see Audit Fee Schedule dated 11/19/10 and the letter from Abraham & Gaffney dated 11/5/2010). **Motion** by Lile, supported by Dunville, to approve Abraham & Gaffney as the auditors for Metro through 2012 with the prices listed. All ayes. Motion carried.

CLAIMS: **Motion** by Zarafonitis, supported by Featherstone, to approve the prepays in the amount of \$39,467.27 (check #6126-6151& 6211 with no voided checks) and the regular claims in the amount of \$48,806.47 (check #6152-6210 --- check #6170 written out incorrectly to GT Metro Emergency



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Services Authority was voided and replaced with check #6212 to Northwestern Bank for the same amount); and prepays for Station 12 in the amount of \$17,338.35 (check #1029-1032 with no voided checks) and the regular claims for Station 12 in the amount of \$380,097.41 (check #1033-1035 with no voided checks). Roll call: Zarafonitis, yes; Lile, yes; Featherstone, yes; Dunville, yes; Korn, yes. All ayes. Motion carried.

CORRESPONDENCE: See the memo from Chief Tuller thanking Metro for their assistance on a fire scene and the thank you from the owners of the house that had the fire.

REPORTS

CHIEF: See Chief Report. Parker reported that Ben Bifoss received Metro's request for information that was needed so Metro could write a proposal. Parker reported he spent a great deal of time at Station 12 during Schnaidt's absence; he went down to Cadillac to pick up our driving simulator; and the contract has been signed on the new tanker 12 and should be delivered in June.

ASST. CHIEF/FIRE PREVENTION: See Assistant Chief-FPB Monthly Report. Parker reported Schnaidt has been busy at Station 12.

ASST. CHIEF/OPS-TRAINING: See Assistant Chief-OPS Report and December Training Schedule. Parker reported that Flynn was at a tabletop drill with the gas and oil companies. Flynn is busy planning the training for next year and is doing a lot of school lockdown drills.

PUBLIC EDUCATOR: See Fire & Life Safety Public Education Monthly Report. Hawes reported she has been busy with Risk Watch, Fire Prevention Week, and attending a few conferences. Station 7&4 will be here this afternoon about cooking safety. There will be an emergency sign language class beginning on November 30th and running for 4 weeks. While attending a conference in Boston, she received a donation of a 10 ft x 10 ft side-by-side fire sprinkler demo through the Fire Sprinkler Coalition. This will allow us to have community demonstrations on the effects of home sprinkler systems.

OLD BUSINESS:

Station 12 Update: Parker gave an update on Station 12. A draw to Hallmark was approved by the Board earlier for \$379,839.42. He reported on change order #10 & #11 -- due to the change orders being less than \$5,000, the construction committee okayed them. The Board Assistant Secretary will e-mail a copy of the change orders to the Board members.

Enforcement of Fire Prevention Ordinance: See letter from Atty Rachel Roe to Chief Parker dated 11/8/10 regarding the Fire Prevention Ordinance. Roe talked to Bob Cooney at the Prosecutor's Office on November 18th and Cooney has had no response from Al Schneider yet. Every avenue will be



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exhausted and if nothing is accomplished, Metro will set up its own Ticket Bureau. This issue will be brought back to the Board when more information is received.

NEW BUSINESS:

Insurance Renewal – Possible 3 yr contract – Parker did not go out for bids per the Board's request earlier this year, but he did meet with Paul Olson, MUM, our current agent. Paul Olson added replacement costs on all of Metro's vehicles. With this replacement cost change, the rates still remained the same as last year (see summary packet from MUM). Discussion. The Chairman said to go for a one year contract and bid out next year. **Motion** by Korn, supported by Lile, to renew for one year. 4 ayes, 1 nay. Motion carried.

Approval of 2011 calendar (MTA-week of Jan 24th) – The January meeting on the 25th falls during the week of the MTA conference. Discussion. The Board changed the January meeting date to Thursday, January 20th. **Motion** by Lile, supported by Dunville, to approve the calendar with the January meeting date changed to Thursday, January 20th. All ayes. Motion carried.

Based on an earlier memo from Chuck Judson (see memo dated 6/29/10), Schwind reminded the Board that all three townships should take formal action before the new year to discuss who will be the two board members as well as who should be each governing body's alternate for the Metro Board. Each Township shall provide formal communication to the Secretary of GTMESA confirming the names and terms of its two duly appointed members, as well as the name and term (if any) of its alternate member.

No other business.

PUBLIC COMMENT: None

Meeting adjourned 10:08 a.m.

Vice Chair Chuck Korn

Assistant Secretary Marcia Schwind