



# 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)

---

May 24, 2011

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.

## **PLEDGE OF ALLEGIANCE**

Roll call – 5 members, a quorum  
Wayne Kladder, Acme  
Chuck Korn, Garfield  
Glen Lile, East Bay

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

## **ATTENDANCE:**

Pat Parker, Chief  
Terry Flynn, Asst. Chief  
Meredith Hawes, Public Educator  
Robin Ehardt, Accountant  
Curt Holliday

Rob Hentschel, County Liaison  
Steve Kirinovic, Abraham & Gaffney  
Eric Jackson, City Fire  
Bill Tomlinson, City Fire

**PUBLIC COMMENT:** None

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

**CONFLICT OF INTEREST:** None

**APPROVAL OF MINUTES:** **Motion** by Strait, supported by Lile, to approve the April 26, 2011, minutes as e-mailed. All ayes. Motion carried.

**FINANCIAL REPORT:** *Auditors Report* - Steve Kirinovic from Abraham & Gaffney presented the results of the Metro 2010 audit. He went over highlights of the financial statements, the audit presentation, the federal compliance report, and the auditor's opinion letter on the financial statements. There was a federal compliance audit this year related to the federal grant that we received for the new fire station. **Motion** by Lile, supported by Korn, to accept the audit report and supplements. Roll call: Lile, yes; Strait, yes; Featherstone, yes; Korn, yes; Kladder, yes. All ayes. Motion carried.

**CORRESPONDENCE:** Parker reported on the letter from Larry Inman, Chairman of the Board of Commissioners (see letter dated May 19, 2011). The County needs to cut their budget for next year and our pub ed program is not going to be funded again. Parker talked with Larry Inman and was told that our funding contract with the County is done at the end of this year.



# 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)

---

MESA MINS/Page 2

May 24, 2011

**FINANCIAL REPORT:** See financial report as presented.

**CLAIMS:** **Motion** by Korn, supported by Featherstone, to approve the prepays for Station 12 in the amount of \$90,837.14 (check #1083-1089 with no voided checks). No regular claims for Station 12. Roll call: Strait, yes; Featherstone, yes; Korn, yes; Lile, yes; Kladder, yes. All ayes. Motion carried. **Motion** by Korn, supported by Strait, to approve the prepays in the amount of \$478,061.91 (check #6705-6744 with no voided checks) and the regular claims in the amount of \$85,057.02 (check #6745-6816 with no voided checks). Roll call: Featherstone, yes; Korn, yes; Lile, yes; Strait, yes; Kladder, yes. All ayes. Motion carried.

## REPORTS

**CHIEF:** See Chief Report. Parker reported the WTC artifact is currently at Acme Township Hall until June 3<sup>rd</sup> and then will be available to the other townships. It will be in the Cherry Festival and Heroes Day this summer. Metro passed the State Inspection last week. The 2011 SEV report from the County was passed out which showed revenues being down for this year for commercial. Discussion on sharing attorney expenses for tribunal cases. Parker reported that the Traverse City project went back to the City's Ad Hoc Committee and it will then go to the full Commission to decide if they want to move forward. If they decide to move forward, then the City's Ad Hoc Committee will set up a meeting with our Ad Hoc Committee.

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

**ASST. CHIEF/OPS-TRAINING:** See Assistant Chief-OPS Report and June Training Schedule. Flynn reported they are working on the accreditation process and he introduced Curt Holliday who is assisting with that process. They are busy working on the self-evaluation process - writing and rewriting policies. There are 244 competencies that need to be addressed. Also, the accreditation will give us two additional points when we do our ISO this summer. Flynn reported there will be a decon training at Station 1 on June 2<sup>nd</sup> at 7:30 p.m. and then the actual drill on the Bio-Detection System at the Post Office on June 16<sup>th</sup>. Some national people and the postal employees will be going through it -- and maybe some of Metro's people. We are the first one to do this in the State so this will be a prototype. The postal police and Emergency Management are involved and they will be bringing in a couple of teams from downstate.

**PUBLIC EDUCATOR:** See Fire & Life Safety Public Education Monthly Report. Hawes reported that Risk Watch is wrapping up at the schools for year end. Central Grade School is on board to start Risk Watch next January. Hawes received a call from Rob Lowe, TCAPS, regarding getting bike and pedestrian safety through Risk Watch at the Glen Loomis Montessori School through an MDOT grant. That will kick off in the Fall. They will be the fifth school to participate in Risk Watch.



# 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)

---

MESA MINS/Page 3

May 24, 2011

Hawes reported she went to the National Fire Academy last week to the P.A.R.A.D.E. Conference and had the opportunity to share information on what Metro was doing in programming in public education and prevention. She stated that she was very proud to be a part of Metro who is a very progressive department that puts a lot of emphasis on prevention. She passed out the resource book that she developed that goes hand in hand with the outreach to the deaf in the community. This booklet was done out of a request from our firefighters for a reference guide to put in the trucks after they took the sign language class. She has been asked to present this resource book to the Wisconsin and Illinois state conferences. Hawes had a cooking safety display that she presents to the seniors that she set up for the board members to check out. It was an interactive display with things that were safe and not safe for people to find. She credited Kathy Fordyce and her husband for helping build the backboard to the display.

## **OLD BUSINESS:**

***Station 12 Update - Status of Construction:*** See letter from Advantage Design dated 5/5/11 on the latest draw for \$77,605.96 and the recap of all the sworn statements from day one to present. Parker reported that the flush out will be done this Thursday at midnight. They are anticipating getting a temporary issued by Garfield Township this week and they expect to move in this Friday. Flynn reported that yesterday they started dispatching Station 12 and that the Station 12 crew is working out of Station 11 until they move in Friday at the new station.

***Enforcement of Fire Prevention Ordinance:*** The Board said for the Assistant Secretary to set up a 1 ½ hour study session using Doodle to discuss the Fire Prevention Ordinance. Discussion.

## **NEW BUSINESS:**

***Share in attorney expenses for the tribunal cases (Discussion):*** Discussed earlier under “Chief Report”

***Fire Marshal Position:*** Schnaidt is planning on retiring within this month and that will leave an opening in the Fire Marshal position. Parker would like to highly encouraged the Board to allow him to replace that position and his intent would be to open it up internally. He said that Brian Belcher has the qualifications for that position. He has been with Metro for 23 years, the last 18 of those years have been full-time in the Fire Prevention Bureau, and he is currently the plans reviewer. The Board said the position for Fire Marshal has to be posted outside of Metro also. Parker said they are in the process of updating the Fire Marshal job description so they can post the position. Discussion on the plan reviewer and public positions and funding. Also, discussion was held on letting the firefighters perform some smaller business inspections to help with the Fire Prevention Bureau under the guidance of the Fire Inspectors. Parker reported on the agreement we have with the Grand Traverse County Construction Code for performing plan reviews for the entire County and Atty Chuck Judson’s letter dated May 20, 2011. Discussion on Metro hiring someone to be our code official, working under Carl’s license with Garfield Township, or Bruce Remail’s license with the County Construction Code’s Office. Remail and



# 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)

---

MESA MINS/Page 4  
May 24, 2011

Dennis Aloia are okay with it, but it has to go to the County Board of Commissioners for approval. The Board said to continue to pursue working under Remail's license with the Construction Code's Office and Carl's license. If that doesn't work, then consider consulting with Schnaidt or another agency to do the oversight.

**Change June Board Meeting to Station 12 & July Meeting to Station 1: Motion** by Strait, supported by Korn, to change the location of the June Board meeting to Station 12 & the July Board meeting to Station 1. All ayes. Motion carried.

**PUBLIC COMMENT:** Eric Jackson, City Fire, asked if there was an RFP from the City. Parker said there was only a verbal request for a proposal from the City and no report has been finalized.

No other business. **Motion** by Korn, supported by Strait, to adjourn the meeting at 11:04 a.m. All ayes. Motion carried.

---

Chairman Wayne J. Kladder

---

Assistant Secretary Marcia Schwind