



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

December 23, 2014

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 8:04 a.m. by Chairperson Beth Friend at 897 Parsons Road, Traverse City, Michigan, MI.

PLEDGE OF ALLEGIANCE - recited

Roll call – 6 members, a quorum

Chuck Korn, Garfield

Glen Lile, East Bay

Jay Zollinger, Acme

Cathy Dye, Acme Alternate

Bob Featherstone, Garfield

Beth Friend, East Bay

Paul Scott, Acme (excused)

ATTENDANCE:

Pat Parker, Chief

Terry Flynn, Asst. Chief/OPS

Brian Belcher, Asst. Chief/FP

Robin Ehardt, Accountant

Mark Shaul, Capt.

Adam Doornbos, Lt.

Chris Comeaux, Lt.

Gary Francisco, Lt.

Adam Drewery, Lt.

Dave Sicotte, FF

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Zollinger, supported by Lile, to approve the November 25, 2014, regular board minutes and the Joint Ad Hoc minutes of October 31, 2013, as emailed. All ayes. Motion carried.

FINANCIAL REPORT: Financial report as presented.

Budget Amendments: **Motion** by Korn, supported by Zollinger, to approve the budget amendments as presented. All ayes. Motion carried.

Year End Forecast: See December 2014 Projection Township Allocation dated 12/15/14.

CLAIMS: **Motion** by Zollinger, supported by Korn, to approve the prepays in the amount of \$20,218.66 (check #11116-11141 – voided check #11128 Employee changed to a different HSA bank; the regular claims ***amended to include additional claims in the amount of \$116,434.20 (check #11142-11240 -- voided check #11190 -- Company invoiced the incorrect



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amount) and the ACH payments of \$49,400 to pay healthcare deductibles to employees' HSA accounts. Roll call: Lile, yes; Zollinger, yes; Korn, yes; Dye, yes; Featherstone, yes; Friend, yes. All ayes. Motion carried.

OLD BUSINESS:

Professional services: See the updated list of Professional Services dated 12/04/14. Parker reported that they went out for bids on the snowplowing for the west side of town since it has been 2 years. They bid with Alpers, Elmers and JPS. They stayed with JPS who came in less than Alpers and Elmers. We are in the middle of bidding out our waste services and the cleaning services will go out for bids next year. Two weeks ago the legal notice for Department Counsel was in the Record-Eagle for three days and only 2 firms to date asked for an RFP. They are due back on the 16th of January. Korn said he would like to be there to review them. If there are only 3 or less, they should bring a proposal to the full board. If there are more than 3 applicants, then a subcommittee should be set up to review them. The Board Chairperson said to put it on the agenda for January.

Consulting Project – Motion to Approve Taking Formal Action on Project: Friend reported that a motion was not done earlier in the minutes to take any formal action on the ESCI report. She would like a motion in the minutes to reflect the Administration's review of the ESCI report from July that ended with the recommendation not to merge the organizations but to attempt to work together with the City on shared services. A letter was drafted by the Metro Board to the City Commission (see letter dated December 23, 2014). **Motion** by Lile, supported by Featherstone, to accept the Metro Administration's recommendation not to merge organizations. All ayes. Motion carried. **Motion** by Dye, supported by Lile to send the December 23, 2014, letter from the Metro Board to the City Commission. All ayes. Motion carried. Parker reported on the status of ESCI and the additional request on the mutual aid portion. He talked with Kent, ESCI, about the mutual aid and Kent has it almost ready to present. We are currently having trouble with the data. NorthFlight's data is on Crystal Reports and can't export partial reports to excel. We have the County involved with this issue and hope to have something by mid-January. Ehardt did a report on CGAP (see CGAP Grant Summary 2014 dated 12/15/14).

Cost Recovery Charges: Per the October 28, 2014, minutes the updated costs were to be brought back to the December Board meeting for approval. This issue is tabled to a future meeting since we are waiting for additional information on mutual aid from the ESCI report.



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2015 Staffing Model: Parker reported they will bring more information back to the January meeting on the retainage of employees. Flynn reported on the staffing of Metro and distributed numerous reports and charts. Discussion. Friend said to put the Metro model/retention on January agenda for discussion, bring numbers for new firefighter position in 2015 budget for January meeting for approval, and bring retention policy to January meeting. **Motion** by Lile, supported by Zollinger, to authorize Metro to move forward to fill a firefighter position and bring back a hiring process and financial information in January. All ayes. Motion carried.

Station 8 Architectural: Parker reported that the department is moving out of the Town Center due to the problems they are having and is looking for land at Mt. Hope Road off M-72. Parker had Jack Knoll, Advantage Design, go out for bids on environmental and engineering. It was put out to Gosling Czubak, Otwell Mawby and Gourdie Fraser and proposals came back from Gourdie Fraser and Otwell Mawby. Gosling Czubak said they were too busy. Otwell Mawby's proposal was accepted for \$2,930. The drilling rigs will be out there next week. Zollinger and Parker met with the realtor and he is interested in working with us for the land in return for some consideration for water. Jack Knoll is doing all this under his \$20,000 contract right now. If the land does come back favorable, Parker asked what the Board wanted to do with the Architecture – stay with Advantage Design (Jack Knoll) or go out for bids. The Board said to go out for bids for architectural services.

NEW BUSINESS:

Election of 2015 MESA Board Officers:

- 1. Chairman/Chairperson:** **Motion** by Lile, supported by Featherstone, to nominate Beth Friend for Chairperson. Korn moves that nominations be closed and Beth be elected Chairperson. All ayes. Motion carried.
- 2. Vice Chairman/Chairperson:** **Motion** by Zollinger, supported by Korn, to nominate Lile for Vice Chairman. All ayes. Motion carried.
- 3. Board Secretary:** **Motion** by Lile, supported by Zollinger, to nominate Korn for Board Secretary. All ayes. Motion carried.
- 4. Treasurer:** **Motion** by Zollinger, supported by Lile, to nominate Ehardt for Board Treasurer. All ayes. Motion carried.

Approval to purchase pull/utility vehicle for Station 1: Parker got three bids for a pull/utility vehicle for Station 1: Fox Motors \$28,959, Snethkamp \$28,419, and Bill Marsh \$40,935. Parker's recommendation is Fox Motors for \$28,959. Discussion. **Motion** by Zollinger, supported by Korn, to accept the bid from Fox Motors at \$28,959. Roll call: Zollinger, yes; Korn, yes; Dye, yes; Featherstone, yes; Lile, yes; Friend, yes. All ayes. Motion carried.



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CORRESPONDENCE: See letter from December 11, 2014 from the State of Michigan Department of State Police.
Metro 2015 calendar with changes that was approved at November meeting.

R E P O R T S

CHIEF: See Chief Report

ASST. CHIEF/OPS-TRAINING: See Asst. Chief/OPS Report.

ASST. CHIEF/FIRE MARSHAL: See Asst. Chief/Fire Marshal and Fire Prevention Bureau Report.

PUBLIC EDUCATOR: See Fire & Life Safety Public Education report.

ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS: Professional Services

PUBLIC COMMENT: None

There being no objections, Chairperson Friend declared the meeting adjourned at 10:12 a.m.

Chairperson Beth Friend

Assistant Secretary Marcia Schwind