



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 24, 2015

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:04 a.m. by Chairperson Beth Friend at 897 Parsons Road, Traverse City, MI.

PLEDGE OF ALLEGIANCE - recited

Roll call – 6 members, a quorum

Chuck Korn, Garfield

Glen Lile, East Bay

Jay Zollinger, Acme

Bob Featherstone, Garfield

Beth Friend, East Bay

Paul Scott, Acme

ATTENDANCE:

Pat Parker, Chief

Terry Flynn, Asst. Chief/OPS

Brian Belcher, Asst. Chief/FP

Robin Ehardt, Accountant

Chris Comeaux, Lt.

Adam Drewery, Lt.

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Addition under the financial report “Approve the Resolution 2015-01.” **Motion** by Featherstone, supported by Lile, to approve the agenda with addition. All ayes. Motion carried.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: **Motion** by Featherstone, supported by Lile, to approve the February 24, 2015, minutes as emailed. All ayes. Motion carried.

FINANCIAL REPORT: Financial report as presented. Ehardt reported that the Auditors came in March and the audit went well; they will be presenting at the April board meeting.

Approve CD at First National Bank: Ehardt would like to open an account with First National Bank of America with a 26 month CD at 1.195 % interest rate with Parker, Ehardt, and Korn as signers. Also for approval is a check (#11558) made out to First National Bank of America for \$240,000 to open up the CD. **Motion** by Zollinger, supported by Scott, to approve the opening up a CD with check #11558 made out to First National Bank for \$240,000 (Note: check #11558 follows the last accounts payable check # of 11557 in sequence). Roll call: Lile, yes; Zollinger, yes; Korn, yes; Scott, yes; Featherstone, yes; Friend, yes. All ayes. Motion carried.

Resolution 2015-01 to open up a CD at Chemical Bank: Ehardt reported that Chemical Bank is offering a 25 month CD at 1.05% interest rate. She would like to move \$225,000 from another account we have at this bank into the new CD that offers a higher interest rate. Chemical Bank



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

needed a resolution to open the CD. **Motion** by Zollinger, supported by Featherstone, to approve Resolution 2015-01 to open up a CD at Chemical Bank. All ayes. Motion carried.

MESA MINS/Page 2
March 24, 2015

CLAIMS: Motion by Zollinger, supported by Featherstone, to approve the prepays in the amount of \$102,640.90 (check #11441-11484 – with no voided checks) and the regular claims in the amount of \$60,739.29 (check #11485-11557 – with no voided checks) and check #11558 being used to open CD at First National Bank. Roll call: Zollinger, yes; Korn, yes; Scott, yes; Featherstone, yes; Lile, yes; Friend, yes. All ayes. Motion carried.

CORRESPONDENCE: None

R E P O R T S

CHIEF: See Chief Report

ASST. CHIEF/OPS-TRAINING: See Asst. Chief/OPS Report. Flynn reported on the status of the US 31 and Lafranier Road projects that will begin next month. He also reported on the status of the new hire process of the full-time firefighter, and that the Safer Grant has been submitted.

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

PUBLIC EDUCATOR: See Fire & Life Safety Public Education report. Hawes resigned and this is her last board report.

OLD BUSINESS:

Station 8 Architectural: Parker reported that the land they were looking at had a lot of clay and would require 11 ft of fill to make that site work. They are now looking at land near Kmart on US 31 North and Zollinger is working with the Tribe to see if they have any land.

Parker reported that the RFP for Architectural firms was sent out and they had 11 returned. The staff selected 4 firms to interview – 2 local and 2 outside the area. The committee interviewed three firms last week and one firm this morning before the Board meeting. The committee will meet again to make a decision and move forward. **Motion** by Scott, supported by Featherstone, to allow the committee to select an Architectural firm and to enter into an agreement up to \$150,000 for the purpose of designing and building Station 8. Roll call: Korn, yes; Scott, yes; Featherstone, yes; Lile, yes; Zollinger, yes; Friend, yes. All ayes. Motion carried.



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

MESA MINS/Page 3
March 24, 2015

NEW BUSINESS:

Replacement of Public Education Position: Parker gave the history on the public education position (see info on Pub Ed position). Belcher reported on the position and what direction he wanted to take it and how he wanted to refocus the scope of the job tasks. He changed the job description and moved the position back under the Asst Chief/Fire Marshal. Discussion. Consensus of the Board was to refill the position, to change the job task composition, Parker to seek outside partnership potential funding sources, and to limit and minimize tasks outside of Metro. The Board said to keep the wage in line with the inspectors and would like to see the wage scale/range at the next meeting. The Board was ok with getting the process moving by advertising in the paper this week.

Tuition Reimbursement: Discussion. Parker would like to increase the tuition reimbursement cost from \$1,000 per year to \$2,000 per year, per person. **Motion** by Zollinger, supported by Scott, to raise the tuition reimbursement cost from \$1,000 to \$2,000 per year, per person. All ayes. Motion carried. The Board wanted bullet #3 in the Tuition Reimbursement Policy reworded where "the employee needed to obtain in writing and in advanced prior to registration." This would pertain to the employee that is in a degree program and needed to sign up for a class immediately prior to approval to ensure they were able to get into the class. Discussion on changing the passing grade point of 3.0 for reimbursement to 2.5. The Board decided to keep it at passing the class with a 3.0 for reimbursement.

Fire Prevention Fee Schedule: Discussion. **Motion** by Scott, supported by Korn, to accept the proposed fee schedule as presented effective May 1, 2015, with fees to be reviewed annually. Roll call: Scott, yes; Featherstone, yes; Lile, yes; Zollinger, yes; Korn, yes; Friend, yes. All ayes. Motion carried.

ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS: Intro to new Metro counsel; Recommendation for Fire and Life Safety Educator with new job description, pay ranges, job duties; Recommendation for Station 8 Architect; Status of new full-time firefighter; Draft of Fire Prevention Ordinances.

PUBLIC COMMENT: None



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

There being no objections, the meeting was declared adjourned by Chairperson Beth Friend at 11:26 a.m.

Chairperson Beth Friend

Assistant Secretary Marcia Schwind