



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

October 25, 2016

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 2:00 p.m. by Chairperson Beth Friend at Station 11, 3000 Albany, Traverse City, Michigan.

PLEDGE OF ALLEGIANCE - recited

Roll call – 6 members, a quorum

Chuck Korn, Garfield

Glen Lile, East Bay

Jay Zollinger, Acme

Jeane Blood-Law, Garfield Alternate

Bob Featherstone, Garfield (excused)

Beth Friend, East Bay

Paul Scott, Acme

ATTENDANCE:

Pat Parker, Chief

Brian Belcher, Asst. Chief-Fire Marshal/FP

Steve Apostal, Asst. Chief-OPS

Robin Ehardt, Accountant

Nick Lemcool, Lt.

Spencer Scanlon, FF

Chris Comeaux, Lt.

Kyle Clute, Lt.

Adam Drewery, Lt.

Steve Meek, Lt.

Daren Mansfield, FF

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: Stand as approved.

FINANCIAL REPORT: Financial report as presented.

BUDGET AMENDMENTS: Ehart reported on the budget amendments. **Motion** by Blood-Law, supported by Zollinger, to approve the budget amendments as presented. Roll call: Lile, yes; Zollinger, yes; Korn, yes; Scott, yes; Blood-Law, Friend, yes. All ayes. Motion carried.

CLAIMS: The board asked for a synopsis or spreadsheet with totals of the Visa expenses for paypal instead of 1 page for each item. **Motion** by Zollinger, supported by Korn, to approve the prepaids in the amount of \$22,215.92 (check #13326-13347 – with no voided checks) and the regular claims in the amount of \$71,043.44 (check #13348-13400 – with no voided checks). Roll call: Zollinger, yes; Korn, yes; Scott, yes; Blood-Law, yes; Lile, 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 2
October 25, 2016

CORRESPONDENCE: None

REPORTS

CHIEF: See Chief Report. Starting in January he will be tracking the cost recovery by percentage, month by month, to view trends. Parker reported that the Awards Banquet will be January 13, 2017 at 5:30 p.m. at the Grand Traverse Resort and would like to have the Board members attend if they can.

ASST. CHIEF/OPS-TRAINING: See Asst. Chief-OPS Report. Chief Parker introduced Steve Apostal, the new Asst. Chief of Operations.

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

OLD BUSINESS:

Station 8 & 9 Accommodations/Sleeping Quarters: Parker reported on the accommodations for Station 8. (See information from Excel Site Rentals on Housing& Trailers). Kalkaska has 8 or 9 available units for rent/lease. On Friday the lease was signed and next Monday they will be bringing the trailer in. Belcher reported on Station 9's accommodation. He met with the Architect and got an estimate so we can get our residency program back up and running. Discussion. Belcher will be meeting the Architect again to tweak the plans to accommodate the ambulance personnel and will bring back another proposal. East Bay would cost share with us.

NEW BUSINESS:

Approve 2017 Calendar: **Motion** by Lile, supported by Blood-Law, to approve the 2017 calendar. All ayes. Motion carried.

Report Management Software: Parker reported we are currently using Firehouse software to manage our data and reporting. We upload two (2) data sets, one is sent to the EMS Information System (NEMSIS) and the other to the National Fire Incident Reporting System (NFIRS). Firehouse currently uploads to both of these programs at set times. Next year the State of Michigan is switching from NEMSIS v2 to NEMSISv3. When the State changes over to the new version, Firehouse will no longer be compatible and unable to comply with the requirements of NEMSIS v3. We will not be able to upload our data to the State which is a requirement of our licensure as an EMS agency. Firehouse has no intentions on making the current version of Firehouse compatible with the NEMSIS v3, but we can purchase a separate program called FH Medic to use as our EMS data management software.



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

October 25, 2016

Spencer Scanlon and Nick Lemcool did a presentation on the reporting software. See the “Background on the Report Management Software” dated October 25, 2016. We received three bids: Firehouse, Zoll Data, and Image Trend. Also see the 2016 Report Management Software Proposal Analysis dated 10/24/16. The recommendation was to go with Image Trend.

Discussion. **Motion** by Scott, supported by Blood-Law, to approve the proposal from Image Trend as presented in the Board packet, and do it the most cost effective way with the terms and financing to come at a later date. Roll call: Korn, yes; Scott, yes; Blood-Law, yes; Lile, yes; Zollinger, yes; Friend, yes. All ayes. Motion carried.

Suggested Topics from September Meeting – See 9/27/16 minutes:

EMS Transport: Friend gave a synopsis of their meeting with NorthFlight. NF has a new director. We were asked if we would be interested in covering their peak times and we told them no. Discussion. Parker will update the numbers and information on the staffing plan with revenue and expenditures for EMS transport and have it ready for the December meeting. He will have preliminary information (update) at the November meeting.

Exempt Properties: Lile reported that his questions were answered by the engagement letter (see “Engagement Letter; Act 33 Issues” from Atty. William Fahey dated Tues, Oct 11, 2016).

Tax Tribunal Adjustments: See Articles of Incorporation. Discussion. Tabled until the November meeting.

ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS:

Disposition of assets: radio equipment and SCBA’s. TCAPS needs radios and wants them donated or make them a deal on them.

PUBLIC COMMENT: None

There being no objections, the meeting was declared adjourned by Chairperson Beth Friend at 4:12 p.m.

Chairperson Beth Friend

Assistant Secretary Marcia Schwind