



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

April 25, 2017

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:00 a.m. by Chairperson Beth Friend at Metro Station 11, 3000 Albany, Traverse City, Michigan.

PLEDGE OF ALLEGIANCE - recited

Roll call – 6 members, a quorum

Beth Friend, East Bay

Chuck Korn, Garfield

Jay Zollinger, Acme

Glen Lile, East Bay

Lanie McManus, Garfield

Paul Scott, Acme

ATTENDANCE:

Pat Parker, Chief

Brian Belcher, AC-Fire Marshal/FP

Haider Kazim, Metro Attorney

Steve Apostal, Asst. Chief-OPS

Robin Ehardt, Accountant

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: Typo correction under “Claims” – grant should be grand. **Motion** by Zollinger, supported by Lile, to approve the March 28, 2017 minutes with the typo corrected. All ayes. Motion carried.

FINANCIAL REPORT: Financial report as presented.

AUDITORS REPORT: Ehardt introduced Steven Kirinovic, Auditor from Abraham & Gaffney. Kirinovic presented the auditor’s report.

CLAIMS: McManus questioned the two charges from Walmart in the amounts of \$504.94 and \$328.75. These two charges were fraudulent charges and were reported immediately to the Credit Card Company. McManus asked that in the future if there are any fraudulent charges, that they be listed as a notation in the claims. **Motion** by Zollinger, supported by Lile, to approve the prepaids in the amount of \$25,495.74 (check#13938-13962 - with voided check # 13867: duplicate check issued) and the grand total of the regular claims in the amount of \$81,203.97 (check #13963-14042) Roll call: Lile, yes; Zollinger, yes; Korn, yes; Scott, yes; McManus, yes; Friend, yes. All ayes. Motion carried.



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MESA MINS/Page 2

April 25, 2017

CORRESPONDENCE: See Monthly Totals for Grand Traverse Metro March, 2017 report. See flyer regarding Pancake Breakfast at GT Metro Fire Station 9. See Record-Eagle article – “Grand Traverse Rural Fire Dept considers expelling Townships” dated April 19, 2017

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- Fire Prevention Bureau Report and the Fire and Life Safety Report.

OLD BUSINESS: None

NEW BUSINESS:

Station Leases: Chairman Friend introduced Haider Kazim, Metro Attorney, who was asked to be at the Board meeting for the discussion on the lease agreements. A recent review of the station leases between the townships and Metro identified irregularities among the leases, specifically responsibility for capital improvements. A discussion was held at the February 28th board meeting on what constitutes a capital expense. It was a decision of the board to pull an invoice for \$3,083.74 made out to Cornerstone Architect (ck#13874 for architect fees for Station 9 remodel).

Parker gave a history on the station leases. After becoming a Fire Authority, it was the intent to have Metro pay all station expenses including capital items. Each respective township’s attorney gave their opinions on each lease. Kazim reviewed the three leases and believes that all the leases should be updated.

He was specifically asked to review paragraph #7 of the East Bay lease. Kazim opines that East Bay’s lease specifically says that Metro shall be responsible for all expenses to maintain the interior of the premises and also for any interior repairs that do not involve capital expenditures. East Bay shall be responsible for exterior repairs and any repairs requiring capital improvements. Then Friend stated that East Bay has sought attorney’s opinion on the architect’s bill. She asked that we pay the past due Cornerstone bill and then determine responsibility. Kazim’s opinion was that since the bill was for architectural services related to remodeling/construction of dormitories, the services provided were not repairs requiring capital improvements. Since the lease with East Bay only addresses repairs and repairs requiring capital improvements, the bill



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MESA MINS/Page 3
April 25, 2017

was outside the scope of the lease agreement. McManus felt that all East Bay invoices for capital expenditures from 2008 to current should be paid back to the Authority. Kazim stated that one remedy could be exercising paragraph #18 and to waive the expenditures, but it would have to be a board decision. Lile, Zollinger, and Scott felt the invoice should be paid to Cornerstone and to continue to discuss this issue to determine who will be ultimately responsible for the bill.

Motion by Lile, supported by Scott, for Metro to pay Cornerstone Architect in the amount of \$3,083.74 (check # 13874 was removed from last meeting) and to decide who is responsible for the bill later. Zollinger, yes; Korn, no; Scott, yes; McManus, no, Lile, yes; Friend, yes. 4 yes, 2 no. Motion carried.

ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS:

- 1) From Dec & Feb meeting - Full-time & Part-time wage & benefits. Meeting to discuss this is scheduled for Monday, May 8th.
- 2) Articles of Incorporation – What portions of the Articles to review? Board members to send email to Chief Parker with the sections they want to review.
- 3) Billing of lift assists.
- 4) Lease Agreements. Haider will be talking with East Bay's attorney.

PUBLIC COMMENT: Jeane Blood-Law, Garfield Treasurer, addressed the Board.

EQUIPMENT DEMO: The equipment demo, which was on Squad 11, was held at the end of the board meeting.

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

Chairperson Beth Friend

Assistant Secretary Marcia Schwind