



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

February 28, 2017

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:00 a.m. by Beth Friend at Garfield Township Hall, 3848 Veterans Drive, 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, Asst. Chief-Fire Marshal/FP

Darryl Nelson, Acme Alternate

Steve Apostal, Asst. Chief-OPS

Robin Ehardt, Accountant

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: There being no questions or comments the minutes stand approved.

FINANCIAL REPORT: Financial report as presented.

Budget Amendment: **Motion** by Zollinger, supported by Scott, to approve the budget amendment as presented. All ayes. Motion carried.

CLAIMS: Two charges were questioned that were on the Visa--Hampton Inn-TC and GSI ONLINE. The Accountant will check the invoices for clarification. **Motion** by Zollinger, supported by Scott, to approve the prepays, subject to review of the invoices in question, in the amount of \$657,834.93 (check #13727-13761 – with no voided checks), and the regular claims *** amended to include additional claims, in the amount of \$83,685.38 (check #13762-13834 – The additional add on checks were from 13825 to 13834, *** 2 old checks cancelled, never received by vendors or cashed #13275 & 13318 replacement checks issued). Roll call: Lile, yes; Zollinger yes; Korn, yes; Scott, yes; McManus, yes; Friend, yes. All ayes. Motion carried.



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CORRESPONDENCE: See the 2% Award Notice from the Grand Traverse Band of Ottawa and Chippewa Indians dated January 30, 2017.

See the Award letter from the Michigan Township Participating Plan dated February 9, 2017.

See the Grand Traverse County Sheriff's Office Officer Commendations where Cody Lipe received the Citizens Lifesaving Award for his actions on December 18, 2016.

See the Award email from State Farm for the smoke detector program dated February 24, 2017.

See Capt. Shaul's email of appreciation for this training at the National Fire Academy dated February 26, 2017.

REPORTS

CHIEF: See Chief Report and the Cost Recovery monthly status report for January 2017.

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. Also see the copy of the signed contract with Grand Traverse County Construction Code Office regarding plan review and inspection services.

OLD BUSINESS: None

NEW BUSINESS:

Green Lake Mutual Aid Agreement: Parker met with Mike Stinson, Acting Chief of Green Lake Township Emergency Services, to discuss the Mutual Aid Agreement. (See the Mutual Aid Agreement between Green Lake Township Emergency Services and Grand Traverse Metro Fire Department). Parker reported that the following three items need to be addressed: (1) Our name needs to be changed from GT Metro Fire Department to our legal name of Grand Traverse Metro Emergency Services Authority, (2) Under #1, we need to sign off on the box alarm system with Station 4/Green Lake, and (3) Under #8, our fee structure needs to be part of this Agreement (Stinson is aware of this fee structure and has seen it). Discussion. The Board said to reference the box alarm and fee structure in the Mutual Aid Agreement and attach the documents. **Motion** by Zollinger, supported by Korn, to approve the Mutual Aid Agreement between Green Lake Township Emergency Services and Grand Traverse Metro Emergency Services Authority with the stipulation that the box alarm system and the mutual aid fee structure be referenced in the document and that Green Lake Township be provided those documents with the initial agreement. All ayes. Motion carried. After signatures, the Agreement will come back to the Board under Correspondence.



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Staffing Issues (Suggest Referring to the Wage & Benefit Subcommittee): Discussion. The Board wants an analysis done on the overtime figure paid in a month and what is paid in benefits. A subcommittee was set up consisting of the full Metro Board, and a special meeting will be set up within 6 weeks.

Annual Report: Parker and Belcher reported on the annual report. Parker reported on the Year After Year Incident Comparison chart on page 7. If you took the 115 calls from the August 2, 2015 storm out of the total number for the year, than our numbers for 2016 would be in par with last year. The Board said to put an asterisk on the side of the picture on the top of page 7, under Statistical Summary, that references the calls on August 2nd storm making the previous years' number higher than usual. Parker said they would insert another graph on Page 8 representing "Number of Calls by Township."

ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS: (1)Wage & Benefit Subcommittee Study Session (2) Friend said the Articles would be added for future discussion if Board members communicated which portions of the Articles they would like to discuss.

PUBLIC COMMENT: None

Ehardt clarified what the invoices were that were questioned under Approval of Claims earlier in the report.

There being no objections, the meeting was declared adjourned by Chairperson Beth Friend at 10:18 a.m.

Chairperson Beth Friend

Assistant Secretary Marcia Schwind