



# 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](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

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May 23, 2017

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:01 a.m. by Chairperson Beth Friend at Acme Township Hall, 6042 Acme Street, Williamsburg, Michigan.

## **PLEDGE OF ALLEGIANCE** - recited

Roll call – 6 members, a quorum

Beth Friend, East Bay

Chuck Korn, Garfield (excused)

Jay Zollinger, Acme

Paul Scott, Acme

Glen Lile, East Bay

Lanie McManus, Garfield

Jeanne Blood-Law, Garfield Alternate

## **ATTENDANCE:**

Pat Parker, Chief

Robin Ehardt, Accountant

Steve Apostal, Asst. Chief-OPS

Greg Grant, Metro Attorney - CMDA

**PUBLIC COMMENT:** None

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

**CONFLICT OF INTEREST:** None

**APPROVAL OF MINUTES:** Haider had a correction under “New Business-Station Leases” after the board packet was originally sent out. His correction was indicated in red in the new draft minutes that went before the board. **Motion** by Zollinger, supported by Blood-Law to approve the minutes as presented with the Attorney’s correction. Friend asked that her comment on Page 2, under “New Business-Station Leases”, paragraph 3 that states “She asked that we pay the past due Cornerstone bill and she would take this issue back to the East Bay board” be corrected to “She asked that we pay the past due Cornerstone bill and then determine responsibility.” Blood-Law withdrew her support on the motion. The **motion** by Zollinger was then supported by Lile, to approve the April 25, 2017 regular minutes with the two corrections above, and May 8, 2017 special minutes. Roll call: Lile, yes; Zollinger, yes; Blood-Law, no; Scott, yes; McManus, no; Friend, yes. 4 yes, 2 no. Motion carried.

**SPECIAL PRESENTATION:** Parker presented Lt. Chris Comeaux with a plaque after receiving his certificate for successfully completing the two-year Managing Officer Program through the U.S. Fire Administration’s National Fire Academy.



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**FINANCIAL REPORT:** Financial report as presented.

**CLAIMS:** **Motion** by Zollinger, supported by Lile, to approve the prepays in the amount of \$26,249.59 (check#14043-14072 - with no voided checks) and the regular claims in the amount of \$21,895.84 (check #14073-14117 ). Roll call: Zollinger, yes; Blood-Law, yes; Scott, yes; McManus, yes; Lile, yes; Friend, yes. All ayes. Motion carried.

**CORRESPONDENCE:**

- (1) See the ACA Repeal and Replacement article from Plante Moran – page 2 under “Individual and Employer Mandate Penalties” where the employer mandates will be repealed under the House bill.
- (2) See the letter from the Center for Public Safety Excellence dated May 5, 2017 regarding Capt. Troy Holliday receiving the Fire Officer (FO) designation.
- (3) See the email from Lanie McManus dated 5/10/17 regarding appointing a second alternate to the Metro Board.
- (4) See the Northern Express article “Answering the Call-Rural Departments Struggle amid a Volunteer Firefighter Shortage” dated May 13, 2017.

## R E P O R T S

**CHIEF:** See Chief Report and April 2017 Cost Recovery 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. Lt. Kyle Clute talked about the success of the Safe Neighborhood Program and the feedback from the community on this program.

**OLD BUSINESS:**

*Station Lease Agreements:* There are three issues that need to be addressed:

- 1) Revisit all three (3) leases from Metro’s perspective (see memo from Atty Kazim)
- 2) Open invoices from Elmers and Cornerstone (see memo from Atty Kazim)
- 3) 2008 to present invoices (see memo from Atty Kazim)

**#1 - Leases** – Friend recapped the issue of the leases. There is a station in each of the jurisdictions, Sta8, Sta9 and Sta11, that are owned by the respective townships but Metro uses those facilities so there is a lease agreement in place for each of those. See Atty Kazim’s memo (Station leases- dated 5/26/17) where he states, “Due to factors and circumstances involved, it is recommended that the current station lease agreements be reviewed to: (a) reflect the proper contracting entity, i.e., Metro; and, (b) examine and discuss the agreements to ensure that they



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are consistent with the original intent and purpose of the parties, and to negotiate any new terms and conditions as the parties shall deem necessary and proper.” Discussion. **Motion** by Zollinger, supported by Lile, to direct Metro’s counsel to develop a model lease related to the stations in the Townships which are Township owned. Roll call: Blood-Law, yes; Scott, yes; McManus, yes; Lile, yes; Zollinger, yes; Friend, yes. All ayes. Motion carried.

**#2 – Open Invoices from Elmers and Cornerstone** – Parker reported on the Elmers and Cornerstone invoices and on Haider’s opinion from his memo (Status of Invoice Nos. 831068 & 830350 from Team Elmer’s and Invoice No. 2017-0047 from Cornerstone Architects - dated 5/16/17). The Elmers invoice for \$325.00 was for repair of the asphalt at Station 9 which Haider’s opinion was that it is the responsibility of East Bay Township.

The Cornerstone Architects invoice was for \$179.52 relating to the remodel project at Station 9 which Haider’s opinion was that it is the responsibility of Metro. Discussion. **Motion** by Scott, supported by Zollinger, to pay Cornerstone’s bill of \$179.52 based on the fact that this Board requested the work and determine who is responsible for the bill later with the definition of capital expenditure still being checked into. Discussion. Roll call: Scott, yes; McManus, no; Lile, yes; Zollinger, yes; Blood-Law, no; Friend, yes. 4 yes, 2 no. Motion carried.

Elmer’s bill of \$325.00 for repair of blacktop: Friend reported that according to the memo from Haider that “it is our opinion that the responsibility for payment of the two (2) invoices received from Team Elmer’s should rest with East Bay Township under the express terms of the lease agreement.” The first bill to Elmers has been paid and the \$325.00 bill has not been paid. Discussion.

**Motion** by Zollinger, supported by Blood-Law, based on Haider’s opinion, to approve forwarding the Elmers bill for repair of \$325.00 for Station 9 to East Bay Township for payment until issue of responsibility is resolved. Roll call: McManus, yes; Lile, no; Zollinger, yes; Blood-Law, yes; Scott, no; Friend, no. 3 yes, 3 no. Motion failed.

**Motion** by Scott, supported by Blood-Law, to direct Metro to pay the bill for Elmers of \$325.00 and to bill East Bay Township for both bills (\$325.00 and the previous \$1800.00 bill related to this work) due to our attorney’s opinion. Roll call: Lile, yes; Zollinger, yes; Blood-Law, yes; Scott, yes; McManus, yes; Friend, yes. All ayes. Motion carried.

**#3 – 2008 – present invoices (2017)** – Discussion. There is terminology in all the contract leases that no provision of this lease shall be deemed to have been waived unless such a waiver is in writing and signed by both parties. With respect to that and to preserve the attitude of moving forward in a positive and collective way, Friend would suggest that they develop a waiver agreement for Acme, Garfield and East Bay related to those expenditures and have that for board consideration. Friend reported that Metro received a check from Garfield Twp on Friday and



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Garfield Twp had taken their last payment due for 2017 and had subtracted off 48% (48.69 % per Garfield's calculation on their Metro Breakdown Percentage worksheet) of the costs of these past invoices which have not been analyzed yet. Discussion on the waiver option. **Motion** by Scott, supported by Lile, that any previous expenditures on any of the three station leases will not be examined other than the ones discussed today and that future expenses are going to be determined by the lease agreements that are going to be reviewed, and any question will be brought to this board before the call is made to have that expense paid. In an emergency that keeps us from doing our job, Parker has the authority like in the past. Scott rescinded his motion due to the Attorney's suggestion to break it down.

**Waiver: Motion** by Friend, supported by Scott, for Metro Board not to take action on historical expenses related to the three stations, and we are asking counsel to determine whether we can take no action regarding that or if we need a waiver, and if a waiver is necessary, that it be prepared for all three townships. Roll call: Zollinger, yes; Blood-Law, yes; Scott, yes; McManus, yes; Lile, yes; Friend, yes. All ayes. Motion carried.

**Review of Past Invoices: Motion** by Friend, that it is the intent of this Board not to further advance with the expenses for 8, 11 & 9 with respect to the lease agreements. Friend withdrew her motion. **Motion** by Scott, supported by Zollinger, that it is the intent of this board at this time, with the exception of the ones we talked about today, to no longer review past historical expenses and to move forward. Discussion. Roll call: Blood-Law, no; Scott, yes; McManus, no; Lile, yes; Zollinger, yes; Friend, yes. 4 yes, 2 no. Motion carried.

**Between now and leases being signed: Motion** by Scott, supported by Zollinger, that between now and when the leases are reviewed by counsel any questions as to repairs will be reviewed by Parker and that township supervisor unless there is an emergency that stops Metro from doing its job. If there is a question about who might be responsible for the cost of that then it comes to this board. Scott withdrew his motion.

**Motion** by Friend, supported by McManus, that from now until any leases are redrafted and approved that they are to follow the current lease agreement in effect. Roll call: Lile, yes; Zollinger, yes; Blood-Law, yes; Scott, yes; McManus, yes; Friend, yes. All ayes. Motion carried.

**Motion** by Friend, supported by Scott, that the Board of Metro in a letter respectfully request full payment from Garfield Township in response to the email sent on Monday, May 22<sup>nd</sup>. Discussion. Roll call: Zollinger, yes; Blood-Law, no; Scott, yes; McManus, no; Lile, yes; Friend, yes. 4 yes, 2 no. Motion carried.

11:26 Scott left the meeting



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## **NEW BUSINESS:**

*Proposal to Hire Two (2) Full-time Employees:* Parker reported on the recap of the May 8<sup>th</sup> special meeting. Staff's proposal was to hire two (2) full-time firefighters immediately. **Motion** by Zollinger, supported by Lile, to approve the hiring of two people per the recommendation. Roll call: Blood-Law, yes; McManus, yes; Lile, yes; Zollinger, yes; Friend, yes. All ayes. Motion carried.

**Billing of Lift Assists:** Parker reported that they are proposing to add to the Cost Recovery a \$100 charge for lift assists per patient (see Cost Recovery Incident dated 5/22/17). This charge would be for those facilities (ex. extended care facilities, adult foster care facilities) that have staff on site to provide for those patients, not for residential. Discussion. **Motion** by Zollinger, supported by McManus, to accept this proposal as presented at this time and to look at the rates again and bring back to the Board. Roll call: McManus, yes; Lile, yes; Zollinger, yes; Blood-Law, yes; Friend, yes. All ayes. Motion carried

**ANY SUGGESTED AGENDA ITEMS FOR FUTURE BOARD MEETINGS:** Lease Agreements and Articles of Incorporation - #8 Governing Board & #15 Financing - Korn and Blood-Law will be emailing some recommendations for review; Ambulance Service, Board By-Laws.

**PUBLIC COMMENT:** None

**Equipment Demo** – There will be a demo of Station 8's temporary living quarters after the meeting.

There being no objections, the meeting was declared adjourned by Chairperson Beth Friend at 11:50 a.m.

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Chairperson Beth Friend

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Assistant Secretary Marcia Schwind