



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 27, 2018

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:02 a.m. by Chairman Jay Zollinger at Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

PLEDGE OF ALLEGIANCE - recited

Roll call – 6 members, a quorum

Beth Friend, East Bay

Jay Zollinger, Acme

Chuck Korn, Garfield (excused)

Jeanne Blood Law, Garfield Alternate

Glen Lile, East Bay

Paul Scott, Acme

Dan Walters, Garfield

ATTENDANCE:

Pat Parker, Chief

Robin Ehardt, Accountant

Brian Belcher, Asst. Chief-Fire Marshal/FP

Haider Kazim, Metro Atty

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Add “Staffing” under New Business, and under New Business move Mutual Aid to the last item under that section. The two Garfield Reps said that we will have Garfield’s signed Lease for the next Metro Board meeting. **Motion** by Blood Law, supported by Scott, to approve the amended agenda. All ayes. Motion carried.

CONFLICT OF INTEREST: Walters said that he has a bill in the payables this month.

APPROVAL OF MINUTES: **Motion** by Blood Law, supported by Lile, to approve the January 23, 2018 minutes as emailed. All ayes. Motion carried. The Chairman said if the Board did not object, for future meetings they would not have a motion to approve the minutes but to state “stand approved with no corrections.”

FINANCIAL REPORT: Financial report as presented.

Approval of Prepaid Expenditure List: Discussion. **Motion** by Scott, supported by Friend, to approve the Prepaid Expenditure Approval List 2018 and Exhibit A to GTMESA’s Electronic Funds Policy. All ayes. Motion carried.

CLAIMS: **Motion** by Walters, supported by Blood Law, to approve the prepays in the amount of \$512,646.41 (check#14915-14952 with no voided checks); and the regular claims (with voided check #14861 paid by credit card) distributed with the Board packet in the amount of \$71,090.03 (check #14953-15016) and the claims added after the packet distribution of \$27,658.15 (check #15017-15034) for a Grand Total Regular Claims in the amount of



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\$98,748.18 (check #14953-15034). Roll call: Blood Law, yes; Walters, yes; Lile, yes; Friend, yes; Scott, yes; Zollinger, yes. All ayes. Motion carried.

Motion by Friend, supported by Scott, to approve the bill to GT Diesel Service in the amount of \$425.89 (ck#14982). Walters abstained from the vote. Roll call: Lile, yes; Friend, yes; Scott, yes; Blood Law, yes; Zollinger, yes. All ayes. Motion carried.

CORRESPONDENCE:

See the Thank You from the North American Vasa.

See the Cost Recovery Report for January 2018.

See the letter from AAA, dated 1/31/18, regarding the approval of our grant request for \$5,000 to purchase smoke detectors.

See the Engagement Letter from Rehmann, dated 1/23/18, for performing Metro's audit.

Friend congratulated Firefighter Mansfield for hitting 5 goals at the Guns and Hoses, and for passing the National Exam for Paramedic.

R E P O R T S

CHIEF: See Chief Report.

ASST. CHIEF/OPS-TRAINING: See Asst. Chief-OPS Report. See Staffing Issues. This will be discussed later in the meeting.

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

OLD BUSINESS: None

NEW BUSINESS:

Board Code of Conduct: Metro has East Bay and Acme's Code of Conduct and is waiting for Garfield's Code of Conduct. Metro will move forward and draft a Board Code of Conduct from the multiple samples that they have obtained.

ISO Slayer Report: Parker passed out the ISO report that was just received to the Board members. Discussion. Staff will review the report and come back with a recommendation at the next meeting.

Annual Report: Parker and Belcher reported on the 2017 Annual Report. Blood Law asked for an article on smoke alarms to put in the Garfield newsletter.



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Staffing: (See narrative in Asst. Chief – Ops report). Parker reported that Metro is struggling to fill shifts. We are losing some part-time firefighters to full-time jobs, so some part-time firefighters are getting large amounts of overtime. The surrounding Fire Departments are currently hiring full-time firefighters and our part-time firefighters are great candidates due to their training and knowledge. Metro is proposing to put on 3 full-time firefighters by May 1st. Discussion. **Motion** by Scott, supported by Walters, to approve hiring three full-time firefighters, with the staff keeping an eye on the 50 FTE factor and letting the Board know when we get close to the 50 FTE. Friend and Blood Law wanted more information and some numbers to be more informed, and so they could explain it to their Boards. Waiting a month could result in the loss of our top firefighters. Roll call: Lile, yes; Friend, no; Scott, yes; Zollinger, yes; Blood Law, yes; Walters, yes. 1 no; 5 yes. Motion carried. Parker will provide the supporting documents to the Board members before the next meeting.

Mutual Aid: Parker had mutual aid agreements from Whitewater Twp Fire Department and Paradise Emergency Services. Both agreements are in the same format as Haider had approve with the Long Lake agreement. He asked the Board if he had the authority to sign them, or if he had to bring them to the Board. Discussion. Haider reported on the Articles of Incorporation as it relates to entering into agreements and fees. The fee structure is not limited and can be as high as we want; however, it must be enough to cover our expenses for the services we are providing. **Motion** by Blood Law, supported by Friend to approve the two agreements with Whitewater and Paradise with an annual review to review the fees and the activity to ensure we are covering our costs. All ayes. Motion carried.

Motion by Zollinger, supported by Scott, to go into closed session pursuant to Section 8(h) of the Open Meetings Act to consider a confidential attorney-client privileged communication concerning the proposed mutual aid agreement between Grand Traverse Metro Emergency Services Authority and Grand Traverse Band of Ottawa and Chippewa Indians Fire & Rescue Department, since the privileged communication constitutes as material exempt from disclosure under Section 13(g) of the Freedom of Information Act. Roll call: Friend, yes; Scott, yes; Zollinger, yes; Blood Law, yes; Walters, yes; Lile, yes. Supported by 2/3 roll call vote required to go into closed session at 10:43 a.m.

Motion by Friend, supported by Lile, to come out of closed session at 11:55 a.m. All ayes. Motion carried.

Motion by Friend, supported by Scott, to authorize legal counsel to draft a proposal as outlined in closed session. All ayes. Motion carried.

There being no objections, meeting was declared adjourned by Chairman Jay Zollinger at 11:56 a.m.

Chairman Jay Zollinger

Assistant Secretary Marcia Schwind