



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

December 18, 2018

The regular meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:00 a.m. by Chairman Jay Zollinger at the Admin Office, 897 Parsons Road, Traverse City, MI.

PLEDGE OF ALLEGIANCE – recited

Roll call – 6 members, a quorum

Beth Friend, East Bay
Jay Zollinger, Acme
Chuck Korn, Garfield

Glen Lile, East Bay
Darryl Nelson, Acme
Dan Walters, Garfield

ATTENDANCE:

Pat Parker, Chief
Steve Apostal, Asst. Chief-OPS
Tracey Bartlett, East Bay

Robin Ehardt, Accountant
Brian Belcher, Asst. Chief/Fire Marshal-FP

PUBLIC COMMENT: None

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

CONFLICT OF INTEREST: Walters reported that he had a bill in the claims.

APPROVAL OF MINUTES: The November 27, 2018 minutes stand approved as presented with no changes.

FINANCIAL REPORT: Financial report as presented.

CLAIMS: **Motion #1:** **Motion** by Korn, supported by Friend, to approve the G.T. Diesel claims in the amount of \$1,517.63 (check #15914). Roll call: Korn, yes; Friend, yes; Lile, yes; Nelson, yes; Zollinger, yes; Walters refrained. All ayes. Motion carried.

Motion #2: **Motion** by Friend, supported by Nelson, to approve the prepays and regular claims (minus GT Diesel check #15914) in the total amount of \$209,920.53 (check #15877-15955). Roll call: Friend, yes; Walters, yes; Lile, yes; Nelson, yes; Korn, yes; Zollinger, yes. All ayes. Motion carried.

CORRESPONDENCE:

See the Cost Recovery Report for November.



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REPORTS

CHIEF: (See Chief Report). Parker reported that Metro Administration took part in a futuring strategic planning session lead by facilitator Linda Racine. The Board would like a member of the Metro Board to participate in any future strategic planning process. The Chief and HR Manager had a fiduciary meeting with representatives from One America and local benefits agent from Gingras and Associates. All funds were reviewed, and we have four funds that are getting replaced due to the poor performance of their three-year average of costs vs. returns. An employee education session followed which one employee attended. The Board would like a report on the health of the retirement account and wanted assurance that the employees were receiving this information.

ASST. CHIEF/OPS-TRAINING: (See Asst. Chief/OPS report).

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

OLD BUSINESS:

Study Session Status on Articles of Incorporation: The Board met yesterday (December 17, 2018) and discussed the Articles of Incorporation. Another study session will be set up after the first of the year (2019).

Correction of Metro Fire Budget Resolution #2018-07 (Resolution #2018-08 instead of #2018-07). Motion by Lile, supported by Nelson, to approve the number change from #2018-07 to #2018-08. All ayes. Motion carried. Blood-Law, Garfield Treasurer, asked for a breakdown of Account Class “900-Other Services” for \$30,138 that was in the Budget Amendment.

NEW BUSINESS:

Approve Purchase of ATV's: (See email dated Dec 17, 2018 for the three (3) quotes/bids, and the Background & Recommendation sheet). The recommendation was to purchase 3 Kubota ATV's from Ginops for \$41,733, but not take delivery until next year (2019). The amount of \$45,000 was budgeted for these in PIF. Lile said to get three bids from Kubota dealers for the best deal and to check State pricing. Motion by Nelson, supported by Walters, to approve the purchase of the Kubota RTV up to the purchase price of \$41,733 for three of them asking that two other bids are secured before the purchase. Roll call: Walters, yes; Lile, yes; Nelson, yes; Korn, yes; Friend, yes; Zollinger, yes. All ayes. Motion carried.



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Strategic Plan: Parker went over Metro’s strategic plan. Under “Other Observations” in the Year-End Review it is mentioned about proximity dispatching. He will be bringing more about this to the next regular board meeting. Friend asked for a mutual aid report for the Board. Nelson asked for more data under “Budget Personnel as % of Expense” from other Fire Departments for comparison. The Board discussed having a board member at the strategic planning meetings to look at it from the Board’s perspective. The Board said to have a study session with them and Linda Racine.

Parker asked about clarification of the motion in the November 27, 2018 board minutes under “New Business - COLA Adjustment” in regard to adjusting the 2019 budget for a 3% increase in Personnel Services Cost Center. The Board said to keep the motion as is.

Any Suggested Agenda Items for Future Board Meetings: Strategic Planning

PUBLIC COMMENT: None

There being no objections, meeting was declared adjourned by Chairman Jay Zollinger at 10:52 a.m.

Chairman Jay Zollinger

Assistant Secretary Marcia Schwind