



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

September 24, 2019

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 Acme Township, 6042 Acme Street, Williamsburg, MI.

PLEDGE OF ALLEGIANCE – recited

Roll call – 6 members, a quorum

Beth Friend, East Bay

Jay Zollinger, Acme

Chuck Korn, Garfield (excused)

Molly Agostinelli, Garfield Alternate

Glen Lile, East Bay

Darryl Nelson, Acme

Steve Duell, Garfield

ATTENDANCE:

Pat Parker, Chief

Steve Apostal, Asst. Chief-OPS

Brian Belcher, Asst. Chief/Fire Marshal-FP

Robin Ehardt, Accountant

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Zollinger added under “New Business” -- October 11th fill unexpired seat for Chairman. **Motion** by Duell, supported by Friend, to approve the agenda with the additional item under “New Business.” All ayes. Motion carried.

CONFLICT OF INTEREST: None

APPROVAL OF MINUTES: – August 27, 2019, minutes stand approved unless there are any changes. Minutes stand approved as presented.

FINANCIAL REPORT: Financial report as presented.

CLAIMS: **Motion** by Friend, supported by Nelson, to approve the prepays and regular claims, noting the voided checks #16675 and 16719, as presented on September 24th. Roll call: Agostinelli, yes; Lile, yes; Duell, yes; Nelson, yes; Friend, yes; Zollinger, yes. All ayes. Motion carried.

CORRESPONDENCE:

See the Cost Recovery Report for August 2019. Parker reported there was \$12,000 of hose damage at a fire on 4/29/19 at 100 N West Silver Lake Road, Garfield Township. It was turned into FireRecovery to help subrogate this claim to the owner. They could not subrogate it, so it will be turned into Metro’s insurance.



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MESA MINS/Page 2
September 24, 2019

Captain Shaul will be retiring the end of October this year. They are doing an internal posting only and hope to have someone hired in November.

Parker reported they are getting bids on the Admin roof. This may be a cost for next year. Fire Prevention Week is October 6-12th and the Open House will be at Station 11 on Saturday, October 12th from 11-2 p.m.

REPORTS

CHIEF: See Chief Report.

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

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

OLD BUSINESS:

Schedule 5-yr strategic planning session: Parker asked the Board if they wanted a facilitator at the strategic planning session and that Linda Racine has been our facilitator in the past. The Board said they would like to have one there. Schwind to send out a “Doodle” request to the Metro Board before the next Board meeting and schedule the meeting for 3 hours. Parker to send out the 1 year and the 3-5 year strategic plans to the Board members.

Metro Bylaws Discussion & Approval: Zollinger reported that the three Supervisors worked on the Bylaws, made changes, and are bringing it back to the Board with two open questions 1) the review of the Chief needs a finite interval, and (2) the depreciation on improvements to leased stations is incomplete without a contribution factor. Zollinger proposed that the Chief’s review be done annually. Friend also presented additional changes for Board review. Discussion on the changes to the Bylaws. Zollinger said the “Capital Expenditures on Leased Fire Stations” should be in the lease agreements. There should be language in the Bylaws that states that it is covered in the Leases. Zollinger’s proposal of the language to go in the leases is: Once the reimbursement amount is known, whatever station (Station 9, 11 or 8) that you are doing capital improvements in, you look at that Township’s last previous 5 years’ contribution % to Metro, then average it out, and subtract that average amount from the total amount that is going to be reimbursed. Schwind to make all the Board’s discussed changes to the Bylaws and bring it back to the next Board meeting for approval.



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MESA MINS/Page 3
September 24, 2019

NEW BUSINESS:

Oct 11th Fill Unexpired Seat for Chairman: Zollinger proposed to appoint Darryl Nelson as Chairman for October, November, and December to the end of the year so as to keep the appointment in the same Township. **Motion** by Duell, supported by Friend, to appoint Darryl Nelson to replace Zollinger as the Chair for the term left. All ayes. Motion carried.

Parker asked the Board what they wanted to do about the check signers since Zollinger was on record for being a check signer. Did they want to change it now and then again at the beginning of the year. Zollinger said Korn will sign as the main signer, and Parker and Ehardt can sign as the 2nd signer until the end of the year.

Any Suggested Agenda Items for Future Board Meetings: Terminology for lease agreements.

Zollinger introduced Doug White who will be the new Acme Township Supervisor replacing Zollinger when he leaves on October 11th.

PUBLIC COMMENT: Parker presented Zollinger with a plaque for his many years as a member and Chairman of the Metro Board.

There being no objections, meeting was declared adjourned by Chairman Zollinger at 10:21 a.m.

Chairman Jay Zollinger

Assistant Secretary Marcia Schwind