

Gratiot Emergency Services Authority Agenda

Regular Meeting Agenda

Thursday March 25, 2021 8:00 AM

Ithaca City Hall

Call to order

1. Approval of Agenda
2. Approval of Minutes: Meeting February 4, 2021 & March 8, 2021
3. Public Comments (General Comments, including items on the agenda)
4. Fire Chief CAO Report / Updates
5. Old Business
 - A. GESA Web Site (www.gratiotesa.com & www.gratiotesa.org)
 - B. Budget 2021-2022 (Additional Discussion)
 - C. SCBA (New information and Update)
 - D. Disposition of 2005 Blazer
 - E. Budget Approval
6. New Business
 - A. Review of Authority Insurance Proposals
 - B. Official Resolution to Change Date of Transfer of Assets and Liabilities to the Authority
 - C. Financial Institution (Discussion)
 - D. I.T. Right Quote
7. Public Comments
8. Schedule for next meetings?
9. Adjournment

GESA MEETING MINUTES

February 4, 2021

Call to order: 8:05 AM

Approval of Agenda: Doug/Jamey

Approval of January meeting minutes: Jamey/.Dirk

Chief's verbal report: talked about transfer of assets at \$2.16 Million

Discussed the use of Quick Books and firms for audit purposes. Motion by Dirk/Support by Doug to use Boge Wybenga & Bradley P.C.

Yays: 7 Nays: 0

Discussed Fire Hall lease of \$1 plus operating expenses. Jamey to draw up lease agreement

Discussed Co-op student and starting him at minimum wage: \$9.87/hr.

Discussed GESA website and awarding contract to Rob Endter of ACE Design Studio to design the site. Motion by Doug/Support Jamey

Yays: 7

Nays: 0

Postpone budget discussion to seek real and personal property numbers from each entity

Dave to look into insurance quotes

Board chose to amend the agreement and move the equipment transfer to July 1, 2021 in order align with budget year. Moved by Doug/Support Dirk

Seek legal opinion of Treasurer not being a board member

Dave discussed SCBA update

Board is waiting on each township getting their tax numbers to Dave before scheduling next meeting

Adjournment: 9:31 AM Marc/John

GESA MEETING MINUTES
March 8, 2021

Call to Order: 8:10 AM

Approval of Agenda: *(No agenda presented)*

Meeting called for informational discussion on 2021-2022 funding formulas and budget.

Approval of Minutes: *None Presented*

General discussion of 2021-2022 GESA budget and formulas.

No formal action was needed.

Set following meeting for March 25th, 2021 at 8:00 a.m. Ithaca City Hall

Meeting adjourned: 8:50 AM



**GRATIOT
EMERGENCY
SERVICES
AUTHORITY**

130 W. Center St. Ithaca, MI 48847
Ph. (989)-875-3968

Fire Chief CAO, Report

March 20, 2021

GESA Meeting 2/4/2021

- We started work this week with ACE Design on our Web page. It will take a little time to set up with a goal of early May to go live.
- I have spent a great deal of time the last couple of weeks reviewing insurance quotes for the authority. You will find an Executive Summary I prepared for your review and discussion at the board meeting.
- After a discussion with Jamey Conn he suggested that we have an official resolution to cover the motion that was approved to amend the agreement to Transfer all Assets and Liabilities from the City of Ithaca to the Gratiot Emergency Services Authority at the February 4, 2021 meeting. I have prepared a draft resolution based on the minutes from that meeting.
- I have again included in the packet a copy of the budget information. John Hardman requested at the last meeting that we review it again in person at our next meeting. We still need to approve a budget for the 2021-2022 fiscal year.
- Some good news related to new SCBA air packs. The board decided at the December 16, 2020 to split the purchase of 14 units into two years, 10 this fiscal year and 4 next fiscal year taking the money for both years from reserves. I have been working with the vendor to complete the order process as the factory is behind in production due to COVID. While working with the vendor I also wrote two grants in January to assist with the purchase of those units. I was advised in February that we were awarded a grant from the Luneack Family Foundation in the amount of \$3,000 toward the SCBA project. I was advised last week that we have also received a grant from the Gratiot County Community Foundation in the amount \$12,000 toward the same project. I will be meeting March 29, 2021 to complete the order process with the vendor for the first 10 units. After my discussion with him about the grants and his allocation he said if he knows by the end of the March, he

can still add the 4 units we were going to order after the start of the next fiscal year July 1, 2021 and can get us the 4 extra bottles for free. If you remember if we order 10 or more Scott Air Park company included one additional bottle for free for each pack we bought. The cost for 4 more packs that were to be ordered in the next fiscal year was \$25,488. With the grant awards that now brings the cost to the authority down to \$10,488. If we order those 4 units now by the end of March, we will save an additional \$3,440 by receiving 4 free air bottles lowering the authorities cost for those 4 air packs to \$7,048. I am requesting approval by the board to add these last 4 air packs to our existing order to take advantage of the \$3,440 savings and lowering the cost of the entire project by \$18,440 when including the grant awards

- With approval of the board I would like to work with the authority treasurer Jamey Conn to select a financial institution for the authority. I would like to use a local bank for convenience and would prefer to keep our money in the community we serve.
- I.T. Right our current IT support company will be converting and transferring all files from the city server to the fire department server on May 5, 2021. They will also be setting up our new email, outlook files and will be working with our web design company to integrate all information they need. I have included a quote for continued service with I.T. Right for a service contract bundle and daily remote backup. As you can see on the quote since they are currently the vendor to the city/fire department they are waving the initial setup fees and treating the authority as an existing customer. They will also help coordinate the purchase and installation of Quick Books software with our auditors. They have on staff people that are very familiar with Quick Books and have a lot of experience with other Quick Book customers they serve. I have been working with Randy Allen the owner of the company and he has been very helpful in the process. They have been a great company to work with and their support staff is available on a 24/7 basis. It is critical to emergency services operations to have access to high quality computer support with ongoing backup. We also use their services at the 911 Gratiot County Central Dispatch Authority. I am requesting the board approve the quote and we continue our partnership with I.T. Right.
- I have included for your review a copy of all hard assets related to the insurance quotes which will be transferred to the authority July 1, 2021.

Respectfully Submitted

David B. Nelson III

David B. Nelson III
Fire Chief, CAO
Gratiot Emergency Services Authority

Gratiot Emergency Service Authority

March 21, 2021

Executive Review Insurance Quotes VFIS & MML

Risk Management:

➤ Physical inspection on site by loss control consultants	VFIS-Yes	MML-Yes
➤ Online help tools and risk management guidelines	VFIS-Yes	MML-Yes
➤ Technical assistance interpreting and applying codes	VFIS-Yes	MML-No
➤ Provide resources that help with Human Resources	VFIS-Yes	MML-No
➤ Risk Management best practice guideline programs	VFIS-Yes	MML-Yes
➤ Health and safety manual (online)	VFIS-Yes	MML-Yes
➤ Self-assessment tools	VFIS-Yes	MML-Yes

Training and Education:

➤ Online training programs	VFIS-Yes	MML-Yes
➤ Technical reference support specific to Fire-EMS	VFIS-Yes	MML-No

Insurance Comparisons Highlights: Liability & Property

Property Personal and Real

➤ VFIS	Contents Limit	\$50,000	Replacement Cost	Deductible	\$500
➤ MML	Contents limit	\$80,000	Replacement Cost	Deductible	\$250

Fire Equipment

➤ VFIS	Fire Equipment	\$660,000	Replacement Cost	Deductible	\$250
➤ MML	Fire Equipment	\$660,000	Replacement Cost	Deductible	\$250
➤ VFIS	Radio Equipment	\$81,250	Replacement Cost	Deductible	\$250
➤ MML	Radio Equipment	\$81,250	Replacement Cost	Deductible	\$250

Computer Liability & Data Breach

➤ VFIS	Cyber Liability	Limit of Liability	\$1,000,000	Deductible	-0-
➤ MML	Cyber Liability	Limit of Liability	\$100,000	Deductible	-0-
➤ VFIS	Privacy Crisis	Limit of Liability	\$100,000	Deductible	-0-
➤ MML	Privacy Crisis	Limit of Liability	\$100,000	Deductible	-0-
➤ VFIS	Cyber Extortion	Limit of Liability	\$20,000	Deductible	-0-
➤ MML	Cyber Extortion	Limit of Liability	\$100,000	Deductible	-0-

Vehicle Coverage Comprehensive (Includes all State of Michigan No-Fault requirements)

➤ VFIS	Agreed Value Coverage Limit	\$1,000,000	Deductible	Comp. \$250	Coll. \$1,000
➤ MML	Agreed Value Coverage Limit	\$2,000,000	Deductible	Comp. \$250	Coll. \$250
➤ VFIS	Fire or Rescue Vehicle Rental Reimbursement	up to 45 days	\$250 per day		
➤ MML	Fire or Rescue Vehicle Rental Reimbursement	up to 12 weeks	\$2000 per week		

General Liability Coverage

➤	VFIS	General Liability	\$1,000,000	Aggregate	\$3,0000
➤	MML	General Liability	\$2,000,000	Aggregate	\$Unlimited
➤	VFIS	Public Officials Liability Coverage		YES	
➤	MML	Public Officials Liability Coverage		YES	

Comprehensive Crime Coverage

➤	VFIS	Limit of Liability	\$100,000	Deductible	-0-
➤	MML	Limit of Liability	\$100,000	Deductible	-0-
➤	VFIS	Loss Inside and Outside Premises	\$100,000	Deductible	-0-
➤	MML	Loss Inside and Outside Premises	\$100,000	Deductible	-0-
➤	VFIS	Position Fidelity Bonds (Three)	\$100,000	Deductible	-0-
➤	MML	Position Fidelity Bonds (Three)	\$100,000	Deductible	-0-

Insurance Pool Dividends: *Liability & Property*

(Only available with MML Insurance Pool, VFIS does not provide dividends)

MML Only

- After 1st renewal – 10% of calculated dividend
- After 2nd renewal – 25% of calculated dividend
- After 3rd renewal – 50% of calculated dividend
- After 4th renewal – 70% of calculated dividend
- After 5th renewal – 100% of calculated dividend

Insurance Comparisons Highlights: **Worker's Compensation**

Worker's Compensation Coverage Employers Liability Limit

- VFIS Coverage Each Accident/Disease \$1,000,000 Disease policy Limit \$1,000,000
- MML Coverage Per Occurrence Limit \$2,000,000

Insurance Pool Dividends: *Worker's Compensation*

(Only available with MML Insurance Pool, VFIS does not provide dividends)

MML Only

- That portion of Members' contributions and investment income which shall not be required to pay claims, pay administration expenses or to fund required or appropriate reserves may be returned to current Members of the Fund at the discretion of the Board of Trustees, when authorized by the Insurance Bureau.
- Since inception, the Fund has returned over \$210 million in dividends. This is an average of 30% per policy period, since inception.

An RFP for insurance quotes was sent to three insurance companies. Doebling Shultz (local), MML (Michigan Municipal League) the current insurance provider and VFIS (Volunteer Firemen's Insurance Services, Inc.) specializing in Fire, Police and EMS insurance.

I requested a quote for Liability and property insurance for both \$1,000,000 and \$5,000,000 in liability limits. I also requested a quote from each for Worker's Compensation insurance. Below is the list of information I provided to all.

- 1.) Copy of our GESA Authority agreement.
- 2.) Current list of vehicles & values (we will leave deductibles @ \$250 comp & \$1,000 collision). We currently have agreed amount values with our current vendor on our vehicles for replacement cost if completely destroyed and want to continue with that.
- 3.) A list of all equipment/property including in and on vehicles, firefighting equipment in station, office furnishings and portable electronics (would like \$250 property deductible and \$0 general liability deductible).
- 4.) Copy of our current 2020-2021 budget and a copy of our proposed 2021-2022 budget.
- 5.) Crime limits @100,000 and the fire chiefs' position will need a fidelity bond. The fire Chief will be handling all funds, accounts payable, receivables and will be preparing all payroll.
- 6.) The authority will be responsible for all equipment listed in the attached fire department equipment inventory list.
- 7.) If we need a separate electronics policy (Radios, laptop computers, etc. listed on the attached inventory list) please add that to quote with \$250 deductible. We currently have that protection.
- 8.) The building insurance will be covered by the city and they will cover all items related to the building except items listed on the attached Fire Department Inventory document.
- 9.) Also include cyber security coverage.

Each vendor has been very good to work with and each have had questions along the way that helped each to tailor their quotes to our needs. After several discussions with Jared Merchant at Doebling Shultz they decided not to provide a quote but wanted to thank the board for including a local vendor in the mix.

After a lengthy review of the quotes provided by MML and VFIS I provide the following information for your consideration. While both vendors would provide all needed coverage each has their own particular nuances that have benefits for the department. I will start with VFIS.

VFIS is a nationwide company that provides insurance services to only emergency services agencies, police, fire, and EMS. They have some items within their coverage that is not available from other companies such as training specific to Fire and EMS. VFIS has over 350 online training classes specific to firefighting that help fire fighters with continuing education requirements along with train the trainer programs. They have coverage for things like car rental for fire fighters that may have been in an accident with their personal vehicle while on the job along with extra line of duty death insurance etc. all included in the insurance program and premium. While all these extra items would be of benefit to our Fire-Rescue program they come with a cost. VFIS is one of the premier insurance programs for fire departments and would meet our needs.

MML is a Michigan company providing insurance services to municipal and other public entities around the state. Besides Cities and townships they also provide service for police and fire organizations and currently serve 139 Fire Departments and 170 Law Enforcement agencies within the State of Michigan. MML is more member driven in the fact they are an insurance pool-based program that pays benefits in the form of dividends back to their members both on the general liability and worker's compensation side of the insurance package. While they do not provide all the special services that are provided by VFIS they have a very robust program that would very well support our needs in the emergency service sector.

As mentioned, I requested all vendors quote both \$1,000,000 and \$5,000,000 liability coverage on the liability and property portion of the insurance program. Below is the pricing breakdown including worker's compensation that were provided.

VFIS

Liability & property Coverage \$1,000,000 limit	\$9,486.00
Worker's Compensation	<u>\$15,179.00</u>
Total	\$24,665.00

Liability & property Coverage <u>\$1,000,000 limit</u>	\$9,486.00
Excess Liability \$4,000,000 Each Incident, \$8,000,000 Annual Aggregate (Includes Excess Liability on Auto, General & Professional & Management)	\$2,250.00
Worker's Compensation	<u>\$15,179.00</u>
Total	\$26,915.00

MML

Membership Fee	\$200.00
Liability & property Coverage <u>\$1,000,000 limit</u>	\$10,368.00
Worker's Compensation	<u>\$11,478.00</u>
Total	\$22,046.00

Membership Fee	\$200.00
Liability & property Coverage <u>\$2,000,000 limit</u>	\$11,568.00
Worker's Compensation	<u>\$11,478.00</u>
Total	\$23,246.00

Membership Fee	\$200.00
Liability & property Coverage <u>\$5,000,000 limit</u>	\$15,168.00
Worker's Compensation	<u>\$11,478.00</u>
Total	\$26,846.00

My recommendation since we do not need or have had in the past the extra items provided in the VFIS quote such as training etc. that we consider the MML proposal with the following plan. The first couple of years we purchase the MML plan with \$2,000,000 limited liability. We can look again at the MML \$5,000,000 plan as we start receiving dividends and use those dollars returned to offset the cost of purchasing the \$5,000,000 plan in the future.

David B. Nelson III

Fire Chief, CAO

**GRATIOT EMERGENCY SERVICES AUTHORITY
RESOLUTION No. 2021-1**

**TO ADOPT THE DATE CHANGE OF THE TRANSFER OF ASSETS AND LIABILITIES
AS STATED IN THE ORIGINAL AUTHORITY AGREEMENT DATED OCTOBER 8, 2020**

At the March 25, 2021 of the Gratiot Emergency Services Authority, County of Gratiot, State of Michigan, held in the City of Ithaca Council Chambers at 8:00 o'clock, a.m.

PRESENT:

ABSENT:

PUBLIC PRESENT:

The following Resolution was offered by Board Member _____ and seconded by Board Member _____ to adopt:

WHEREAS, the City of Ithaca and the Townships of Arcada, Emerson, Lafayette, Newark, New Haven and North Star joined together to form the Gratiot County Emergency Services Authority; and

WHEREAS, the original Gratiot County Emergency Services Authority agreement set a date for the transfer of all Assets of the Ithaca Fire-Rescue Department from the City of Ithaca to the authority on the 1st day of April, 2021; and

WHEREAS, the Gratiot County Emergency Services Authority board desires to change the date of transfer of those assets to fall in line with that of the authorities fiscal year start of July of each year; and

WHEREAS, the Gratiot County Emergency Services Authority board has selected the 1st day of July, 2021 as the date that the City of Ithaca shall transfer to the Authority all assets and rights of the existing city fire department, including any and all fire protection vehicles and other personal property currently used in connection with the existing city fire department.

NOW, THEREFORE BE IT RESOLVED, that the Gratiot County Emergency Services Authority adopts this change to the original Authority agreement dated October 8, 2020.

Ayes: (0)

Nays: (0) None

Absent: (0) None

Abstain: (0) None

Resolution declared adopted on March 25, 2021.

Jamey Conn
Secretary-Treasurer

I.T. RIGHT

Information Technology Solutions that
Work for Local Government

5815 East Clark Rd Suite G
Box 160
48808 Bath
United States

QUOTE

Number ITRQ19269

Date Mar 11, 2021

Sold To

Ithaca, City-Gratiot
Barb Fandell
129 W. Emerson St.
48847 Ithaca

Ship To

Ithaca, City-Gratiot
Barb Fandell
129 W. Emerson St.
48847 Ithaca

From The Desk Of



RAllen

855-487-4448 ext 5

rallen@itright.com

Phone 989-875-3200
Fax

Phone 989-875-3200
Fax

Here is the quote you requested.

Terms	P.O. Number	Ship Via
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Line	Qty	Description	Unit Price	Ext. Price
1	1	Service Contract Bundle	\$1,920.00	\$1,920.00
2		<i>Additional Services Included:</i>		
3		Workstation - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Intrusion Detection, Antivirus / Anti-Ransomware Protection		
4	1	Remote Backup		
5	1	Initial Onboarding Setup and Support	\$2,000.00	\$2,000.00
6		100.0% Discount, as this is an existing customer and does not need initial setup.		-\$2,000.00

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Please contact me if I can be of further assistance.

SubTotal	\$1,920.00
Tax	\$0.00
Shipping	\$0.00
Total	\$1,920.00

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!