Copies of the disbursement list are now available in the controller's office

City of Roseville

To: Steve Truman

From: Peter Provenzano

Date: 12/4/09

Re: Property and Casualty Insurance Proposal

Specifications were written for our property and casualty insurance by TMR and Associates. Proposals were sent to 3 companies of which 2 companies responded.

TMR and I have thoroughly reviewed the proposals submitted. The lowest proposal meeting specifications was from Trident in the amount of $662,387 with a deductible structured policy. Our existing carrier, Travelers, proposed $773,587 for their self insured retention policy and One Beacon declined to offer a proposal. Our premium with Travelers last year was $612,017 after adjusting for additions to our asset listing during the year.

Trident is a very stable insurance company and I recommend that we follow the suggestion of TMR and Associates and approve the Trident proposal for the policy year 12/1/09-11/30/10. Should you have any questions do not hesitate to contact me.

Memorandum

To: Stephen A. Truman, City Manager

From: Peter Provenzano, Assistant City Manager

Date: December 3, 2009

Re: **Weed Cutting and Snow Removal**
Bid # 441-010910

Bid Advertised:	October 19, 2009 in the Macomb Daily
Bid Due:	November 3, 2009 at 11:00 a.m. Local Time
Present at Opening:	Paul VanDamme, Purchasing Assistant Jill Cross, Administrative Assistant Glenn Sexton, Building Director Reps from: Landscape Services, Bob's Landscaping, J.J. Michigan, and Lapinski Brothers

Specifications were written by the Engineering Department for the weed cutting and snow removal program. Bid invitations were sent to thirty-five (35) companies of which nine (9) companies submitted bids. Two (2) bids were received from Roseville-based businesses, however, they were not within the City's five percent (5%) allowance.

The bids were thoroughly reviewed by Glenn Sexton, Building Director. The two low bids received from Michigan Outdoor Services and Lapinski Brothers did not meet specifications. Mr. Sexton finds that Landscape Services meets the City's requirements as specified for Snow Removal (Section A) and Weed Cutting (Section B). Metropolitan Contracting was the low bidder meeting specifications for cutting the Rhorbeck Sweeney Drain (Section C) in the amount of $425 per cut. Landscape Services has done work previously for the City in a satisfactory manner. Mr. Sexton has reviewed the references for Metropolitan Contracting and finds them to be satisfactory.

Therefore, it is recommended that we accept the bid submitted by **Landscape Services.**

Section A

Snow Removal for Primary, Secondary and Local Roads.

100 feet of frontage	$29
101-200 feet of frontage	$50
201-300 feet of frontage	$60
301-400 feet of frontage	$75
Additional Cost per foot over 400 feet	$0.25

Section B

Weed Cutting with an estimate of 169 cuttings three times a season for a total of $22,140.

Metropolitan Contracting, LLC for **Section C** for two cuttings for a total amount of $850 for the Rhorbeck Sweeny Drain.

Should you have any questions, please contact this office.

/jc

Attachment

MEMORANDUM

CITY OF ROSEVILLE

BUILDING DEPARTMENT

TO: Paul VanDamme, Purchasing Assistant

FROM: Glenn Sexton, Building Director

DATE: December 1, 2009

RE: Grass and Snow Contractor

I have reviewed the proposals for the grass cutting and snow removal. I have interviewed the three lowest bidders for parts A and B and the low bidder for part C and report the following:

1) Michigan Outdoor Services was the low bidder for parts A and B. They have withdrawn their proposal as they believe they could not honor their pricing.
2) Lapinski Brothers was the next lowest bidder on parts A and B. They appear to be capable of completing the requirements of the contract except their proposal on the interactive data base is not as user friendly as we are accustomed to.
3) Landscape Services was comparable in price with Lapinski. I feel they offer us an advantage with their work experience, ability to deal with residents and an easy to use data base with the ability to issue work orders from the field.
4) Metropolitan Contracting was the low bidder on part C. Based upon their work history, references and interview I feel confident that they can complete the required work as quoted.

GS/mcw

Engineering
Weed Cutting Snow Removal
BID # 449-010910
DUE: Oct. 20, 2009

BIDDERS		SNOW REMOVAL - Section A					Weed Cutting - Section B					Rhorbeck-Sweeney	
		Vacant Lots					Vacant Lots					Drain - Section C	
		<100	101-200	201-300	301-400	> 400	<5,000	5,001-10,000	10,001-20,000	20,0001-1 Acre	> 1 Acre	Per Cut	Total (2 Cuts)
		67 Lots	32 Lots	13 Lots	9 Parcels	9 Parcels							
Bob's Landscaping	St. Clr. Shrs.	-	-	-	-	-	$ 49.00	$ 59.00	$ 64.00	$89.00	$ 99.00	$ 3,000.00	$ 6,000.00
Bowman Associates	Clinton Twp	$ 40.00	$ 45.00	$ 50.00	$ 60.00	$ 5.00	$ 30.00	$ 30.00	$ 45.00	$65.00	$ 88.00	$ 1,500.00	$ 3,000.00
Evergreen Exteriors	Clinton Twp	$ 90.00	$ 126.00	$ 190.00	$ 280.00	$ 425.00	$ 45.00	$ 55.00	$ 65.00	$ 75.00	$ 82.00	$ 2,883.00	$ 5,766.00
JJ Michigan *	Roseville	$ 49.00	$ 40.00	$ 41.00	$ 42.00	$ 43.00	$ 50.00	$ 39.00	$ 37.00	$ 36.00	$ 50.00	$ 1,780.00	$ 3,560.00
Landscape Services	**Clinton Twp.**	**$ 29.00**	**$ 50.00**	**$ 60.00**	**$ 75.00**	**$ 0.25**	**$ 29.00**	**$ 55.00**	**$ 65.00**	**$ 90.00**	**$ 90.00**	$ 2,175.00	$ 4,350.00
Lapinski Brothers	Warren	$ 28.90	$ 36.25	$ 45.20	$ 56.50	$ 0.30	$ 34.80	$ 42.50	$ 51.80	$ 63.20	$ 59.00	$ 1,030.00	$ 2,060.00
Metropolitan Contracting	**New Boston**	$ 85.00	$ 90.00	$ 95.00	$ 100.00	$ 105.00	$ 35.00	$ 40.00	$ 45.00	$ 50.00	$ 60.00	**$ 425.00**	**$ 850.00**
Michigan Outdoor Services*	Roseville	$ 15.00	$ 18.00	$ 25.00	$ 30.00	$ 45.00	$ 18.00	$ 26.00	$ 35.00	$ 60.00	$ 75.00	$ 1,650.00	$ 3,300.00
S&B Seasonal Services	St. Clr. Shrs.	$ 40.00	$ 50.00	$ 60.00	$ 70.00	$ 0.50	$ 50.00	$ 70.00	$ 100.00	$ 125.00	$ 100.00	$ 1,200.00	$ 2,400.00

* Rsvl Based Business

Rep From:
Landscape Services, Bob's Landscaping
JJ Mich., Lapinski Bros.

Present at Bid Opening:
Paul VanDamme, Purchasing Assistant
Jill Cross, Admin. Assistant
Glenn Sexton, Director of Building Dept.

INTER-OFFICE MEMO
CITY OF ROSEVILLE, MICHIGAN
OFFICE OF THE CITY CLERK

TO: **Stephen A. Truman, City Manager**

FROM: **Richard M. Steenland, City Clerk**

DATE: **December 3, 2009**

RE: **Approval of Employment Agreement for Deputy City Clerk**

With the recent retirement of Deputy City Clerk Janet Gerebics I am respectfully requesting City Council approval of the attached Employment agreement between Jennifer Gamarra & the City of Roseville for the position of Deputy City Clerk.

I would also like to inform you that I received two resumes from current city employees (clerical union) and two resumes from the private sector. I did in fact conduct interviews of all four individuals. Although each candidate had many redeeming qualities of their own, I have decided to appoint Jennifer Gamarra to the "at will" position of Deputy City Clerk and ask said Employment Agreement be placed on the agenda for approval at the meeting dated December 8, 2009.

This EMPLOYMENT AGREEMENT made and entered into this 8th day of December, 2009 between ***Jennifer Gamarra***, Deputy City Clerk, the City Council of the City of Roseville and with the consent and acknowledgement of the City Clerk, Richard M. Steenland, is the sole agreement between the parties and supersedes any and all previous agreements, if any written or verbal.

WHEREAS, Section 7.6 of the City Charter of the City of Roseville provides that the Roseville City Clerk may appoint a Deputy subject to budget allowances therefore and provides further that said Deputy Clerk serves at the pleasure of the City Clerk regardless of any conditions of employment stated elsewhere, expressed or implied:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereinabove named agree to the following conditions covering their employment relationships, namely:

1. ***Jennifer Gamarra*** shall serve as Deputy Clerk for the City of Roseville pursuant to Section 7.6 of the Roseville City Charter.

2. ***Jennifer Gamarra's*** term of office may be terminated with or without cause any time at the will of the City Clerk.

3. ***Jennifer Gamarra's*** salary shall be 75% of the salary of the City Clerk for the first year, 80% for the second year and 85% for the third year and each year thereafter as determined by the Elected Officials Compensation Commission. In addition, the City Clerk may approve overtime pay at the rate of time and one-half or a minimum of four (4) hours straight time pay, whichever is greater when such work is assigned and approved by the City Clerk.

4. During employment as Deputy City Clerk, ***Jennifer Gamarra*** shall receive all benefits expressed in the current and future Supervisor's Local 1917, (or successor) contract not previously pre-empted by this agreement. This includes but is not necessarily limited to; retirement provisions, longevity, health insurance, optical, dental and life insurance.

5. The work schedule of the Deputy City Clerk shall be the sole prerogative of the City Clerk.

6. The parties recognize this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement in writing, with the appropriate legislative action being taken by City Council.

Jennifer Gamarra Deputy City Clerk	John Chirkun Mayor

Richard M. Steenland
City Clerk

STATE OF MICHIGAN)
SS)
COUNTY OF MACOMB

I, Richard M. Steenland the duly qualified and acting City Clerk of the City of Roseville, Macomb County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Roseville, Macomb County, Michigan on December 8, 2009.

Richard M. Steenland
City Clerk

rebenhoeh@roseville-mi.gov ▪ (586)445-5444

Personnel Director

Having been a Roseville resident for Forty Eight, (48), years and currently residing in the city of Roseville. A member of the Roseville Fire Department for twenty, (25), years and considering many more years of service. I find it to be a humbling privilege to apply for the position of Fire Chief, Roseville Fire Department.

Resume of accomplishments, service and education attached.

Respectfully

[redacted]

Robert P Ebenhoeh

Battalion Chief

Roseville Fire Dept.

rebenhoeh@roseville-mi.gov ▪ (586)445-5444

Robert P Ebenhoeh

Accomplishments

- Assisted Battalion Chief Duvall in formation of the South Macomb Incident Response Team and Formation of Roseville Fire Department Hazardous Material Response Team
- As union President negotiated contracts
- Organized Roseville Fire Department Open house 1986 to 1989
- Wrote numerous Standard Operating Guidelines, SOG's, currently in effect within the department
- Life saving award
- Numerous unit commendations

Professional Experience

Battalion Chief 2008 to present

- Responsible for daily scheduling of personnel
- Run in charge at all major incidents involving fire department while on duty
- Work with Chief of department on annual budget
- Organize training with Chief of Training
- Organize confined space training with Captain Sand

Captain 2006 – 2008

- Run in charge south end station
- Run in charge Headquarters in Battalion Chiefs absence

Lieutenant 1998 – 2006

- Responsible for Engine company operations
- Scene safety and assigning job tasks on runs involving Engine and Alpha units

Fire Fighter / Emergency Medical Technician 1984 – 1998

- Work under orders of Fire Department Officers aiding in mitigating emergency situations

Education

- Fire Fighter I, II
- Fire Officer I, II, III
- Leadership I, II, III
- Fire Officer I and II Instructor
- Hazardous Materials Specialist
- Hazardous Materials Awareness and Operation Instructor
- Michigan Fire Fighters Training Council Certified Instructor
- Emergency Medical Technician
- National Incident Management System, 100, 200, 700, 800
- Confined Space Technician
- Numerous Individual Fire and Hazardous Material Classes

Michael D. Holland
Chief of Training/EMS
[redacted]
October 12, 2009

Stephen Truman
City Manager
City of Roseville
29777 Gratiot
Roseville, Mi 48066

Dear Mr. Truman,

I am writing in response to your posting for the position of Fire Chief. After reviewing the positions requirements, I am confident that my skills are a perfect match for this position.

As you will see from my enclosed resume, I have the educational background and professional experience for which you are searching. I have a solid history of producing results within a limited budget and deal effectively with both department personnel and non-department personnel. All of these achievements are critical to surviving in today's difficult economy.

I am a self-motivated enthusiastic individual, and would appreciate the opportunity to contribute to the continued future success of the Roseville Fire Department. I look forward to participating in the selection process.

If you have questions or would like to set an interview date, please contact me by phone at 586-447-4583 or by e-mail [redacted].

Sincerely,
[redacted]
Michael D. Holland
Chief of Training/EMS

HIGHLIGHTS OF QUALIFICATIONS AND ACCOMPLISHMENTS

- A proven leader with nine years of experience as a chief officer.
- An innovative administrator - effectively modernized department records and training systems.
- An experienced manager - providing direction for the department's emergency medical operations.
- A driven coordinator - developing and delivering training for the fire department as well as providing expanded training for several other city departments. Developed a probationary field-training program that successfully increases the knowledge and capabilities of new employees during their first year in the department.
- A prudent financial manager with extensive knowledge and experience in budget preparation, successfully reducing costs and/or controlling increases in the department for past eight years.
- An accomplished grant writer, receiving over $400,000 in Federal/State funding and equipment to expand the capabilities of the department and to better serve the city.
- A strong community leader - serving on several non-profit organizations, professional boards and committees.
- A dedicated public educator - leading the department's efforts to educate the community in the use of Automatic External Defibrillators, Cardio Pulmonary Resuscitation and Fire Prevention.

WORK HISTORY

2000- Present	Chief of Training	Roseville Fire Department Roseville, MI 48066
1999- Present	Adjunct Faculty Firefighting and EMS Instructor	Macomb Community College Clinton Township, MI 48036
1994- 2000	Firefighter Paramedic	Roseville Fire Department Roseville, MI 48066
1991- 1994	Field Training Officer Firefighter EMT	Auburn Hills Fire Department Auburn Hills, MI 48326
1987- 1991	Duty Fire Marshal and LPO Damage Control Second Class	United States Navy USS John F. Kennedy CV-67
1983- 1987	Firefighter Fire Cadet	Pontiac Twp.–Auburn Hills Fire Departments Auburn Hills, MI 48326

SPECIALIZED TRAINING AND EDUCATION

Fire Officer I, II and III	State of Michigan EMS Instructor	Paramedic
Hazardous Material Technician	MFFTC Driving Instructor	CPR Instructor TtT
State of Michigan Fire Instructor	CBRNE Defensive Operation TtT	Trench Rescue
Certified Safety Officer	Scott SCBA Maintenance	ITLS Instructor
National Incident Management 100, 200, 300, 400, and 700	Unified Incident Command Instructor	Firefighter I and II
MI 800 MHz. Radio Instructor	RAFT Fire Officer Evaluator	Confined Space

Associates Degree in Fire Science from Oakland Community College

Graduate of the Center for Fire and Emergency Services Management Leadership Studies Program

AWARDS, CITATIONS AND HONORS

Macomb County Board of Commissioners Award	AHFD-POH Life Saving (2 Awards)	VFW Commendation (2 awards)
Navy Achievement Medal	Navy Good Conduct Medal	Optimist Club award
South West Asia Combat Medal	Navy Unit Commendation	Navy Battle "E"
Meritorious Unit Commendation	National Defense Service Medal	Sea Service Ribbon

CURRENT AND PAST BOARD POSITIONS HELD

2003-2008	Served as a member of the Macomb County Medical Control Board
2004-2005	Served as Secretary of the Macomb County Fire Chiefs Association
2005-2006	Served as Treasurer of the Macomb County Fire Chiefs Association
2006-2007	Served as Vice President of the Macomb County Fire Chiefs Association
2007-2008	Served as President of the Macomb County Fire Chiefs Association
2008-2009	Served as Past President of the Macomb County Fire Chiefs Association
2008-Present	Chairman of the Macomb Medical Control Advisory Council

To City Manager Steve Truman, October 14, 2009

This letter is to inform you of my intent to apply for the position of Fire Chief. I am very interested in the position and believe I have the skills, knowledge, and demeanor to excel in that capacity. My unique experiences as a practicing paramedic, company officer, and incident commander, along with my officer training and leadership skills make me a highly qualified candidate for the job. Also, as a resident of the city, I have a special interest in the training and readiness of our emergency responders.

I believe our department can improve emergency responses and services by working together. My first priority will be to establish a mission statement and to review and revise our standard operating guidelines. I will work with the command staff to develop policies and procedures and organize responsibilities. We will establish various committees to advise and recommend on appropriate issues. I will schedule regular meetings with the officers and the committees to discuss operations and address any concerns. We will establish training schedules and standards and will bolster morale by encouraging participation and promoting safety and respect for all.

It is my desire to be a positive influence on the department. If everyone has input, priorities are established, and solid processes and procedures are developed, then improvements are sure to follow. It is essential that all personnel feel they have a say and a stake in the operation of the department and the success of the community. I will work hard to make this a reality.

I respectfully request your recommendation for the Fire Chief position.

Sincerely,

[redacted]

Gilberto A. Tijerina

LT. Gilberto A. Tijerina

[redacted] [redacted]

Objective

As Roseville Fire Chief, I intend to bring a new and unique perspective during a challenging time in our history. I will improve emergency operations by conferring with personnel to set priorities, develop procedures, and organize responsibilities based on reasonable, logical assessments and appropriate assignments.

Qualifications

Over 21 years of service to the community and citizens of Roseville receiving numerous professional certifications and citations including, but not limited to: **Fire Officer I, II, III and Leadership I, II, III.**

City of Roseville resident – 20 years
Fire Service Experience – 23 years (Roseville 21 years)
Practicing Certified Emergency Medical Technician – 10 years
Practicing State Certified Paramedic – 13 years
Certified EMS Instructor/Coordinator (1998-2008) – 10 years
Roseville Fire Lieutenant – 3 years
Senior ACLS qualified Paramedic

- Effectively conduct the duties of a Company Officer and Experienced Incident Commander.
- Advise and recommend on issues concerning safety and emergency medical services as the Fire Department Representative to City Safety Committee and Senior Member of the EMS Committee.
- As Chairman of Public Education Committee from 1989 to 1997, I managed the budget of the committee. I developed procedures for organizing, and scheduling various community safety programs. I worked with community groups to organize the RFD open house, Vial of Life program, and numerous fire safety tours and school presentations.
- Take on other responsibilities in addition to my own responsibilities. EMS inventory, MSDS books.

Work History

2006 to present, Fire Lieutenant, City of Roseville

- Serves as a company officer with the responsibility for the safety of the crew and welfare of the community.
- Responds to and operates at all calls for service efficiently.
- Functions as Incident Commander, unless a superior officer is present.
- Performs as a paramedic on EMS calls when necessary.
- Supervises and participates with fire personnel in all fire ground operations.
- Directs and conducts fire drills and training sessions.
- Inspects buildings for pre-fire planning and surveys.
- Supervises personnel in daily and weekly responsibilities.
- Assigns duties equally.
- Prepares reports and logs of activities and condition of equipment.
- Promotes morale and maintains order.
- Performs additional assigned tasks and/or assumes the duties of Captain when necessary.

1988 to 2006, Fire Fighter/EMT/Paramedic, City of Roseville

- Responded with assigned unit to emergency calls for service.
- Performed various operations of fire fighting or medical care as appropriate.
- Performed checks and operated Fire apparatus in both emergency and training situations.
- Cleaned and maintained tools, equipment, and station per Standard Operating Guidelines (SOG).
- Participated in fire drills and training sessions.
- Participated in inspecting buildings for pre-fire surveys.
- Assumed the duties of Lieutenant and Dispatcher, when necessary.

1987-1988, Fire Fighter/EMT, City of Ecorse

I Performed various operations of fire fighting and emergency medical care as appropriate.

Education

Superior Medical Education Inc.-EMS instructor/coordinator Program, 1996
City of Roseville State Certified Paramedic Training Program, 1996
Macomb Community College-Fire Academy X, 1988
Wyandotte General Hospital EMT Program, 1986
Wayne State University-Chicano/Boriqua Associates Program, 1982-1984

Languages

English, Spanish

Licenses and Certificates

- Fire ground Strategy and Tactics, RAFT- John Norman FDNY, 2009
- Education Methodology - Macomb Community College, 2009
- Advanced Cardiac Life Support, 2008
- State Certified Paramedic since 1996
- State Certified Emergency Medical Technician since 1986
- Neonatal Resuscitation Program, 2/5/98
- FEMA IS-00100, 00200, 00700, 00800 - 2008
- Confined Space Rescuer, 2005. refresher, 2007
- Incident Response to Terrorist Bombing Awareness, New Mexico Tech, 2004
- Fire Officer III, Michigan Fire Fighters Training Council, 2004
- Fire Officer II, Michigan Fire Fighters Training Council, 2002
- Fire Officer I, Michigan Fire Fighters Training Council, 1999
- Leadership III, Michigan Fire Fighters Training Council/National Fire Academy, 2004
- Leadership II, Michigan Fire Fighters Training Council/National Fire Academy, 2004
- Leadership I, Michigan Fire Fighters Training Council/National Fire Academy, 2004
- Fire Fighter Health and Safety, Michigan Fire Fighters Training Council, 2004
- Rapid Intervention Team Operations, Macomb Community College, 2002
- Intro to Fire Inspection. Principles & Practices, Michigan Fire Fighters Training Council, 2002
- Fire Service Supervision- Personal, Michigan Fire Fighters Training Council, 2002
- Building Construction: Noncombustible, Michigan Fire Fighters Training Council, 2002
- Confined Space Entry & Attendant, 2000
- Instructional Techniques for Company Officer, Michigan Fire Fighters Training Council, 1999
- Managing Company Tactical Operations: Preparing-Michigan Fire Fighters Training Council,1999
- Managing Company Tactical Operations: Decision-Michigan Fire Fighters Training Council,1999
- Building Construction: Principles-Michigan Fire Fighters Training Council, 1999
- Blood borne Pathogens Compliance Workshop-Macomb Fire Training Institute, 1992
- Records and Reports – National Fire Academy, 1992
- Fire Fighter Safety & Survival: Company Officer Responsibility -National Fire Academy, 1992
- First Responder Operations of Hazardous Materials-Michigan Fire Fighters Training Council,1991
- Hazardous Materials Awareness– Michigan Fire Fighters Training Council, 1991
- Incident Command System – National Fire Academy, 1991
- Prepare for Incident Command-National Fire Academy, 1989
- Commanding Initial Response-National Fire Academy, 1989
- Tactical Operations for Company Officers-National Fire Academy, 1989
- Haz Mat Level I & II-Macomb Fire Training Institute, 1988
- Fire Fighter I & II-Michigan Fire Fighters Training Council and Macomb Fire Training Institute, 1988

Awards Received

- Roseville Optimist Club – Respect for Law Award 2007
- Macomb County Fire Chiefs Association - Award of Valor 2004
- City of Roseville – Certificate of Appreciation 1995
- Optimist International – Certificate of Appreciation 1995