

**APPROVED
GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
May 15, 2019**

Present: Mike Garver, John DePuy, Roy Pentilla, Ron Calsbeek, Linda Ihme, Larry Krawczak
Absent: Ralph Mittelberger
Glen Arbor Township representatives: Peter Van Nort, Pamela Laureto
Staff members: Chief Ferguson, Shane Dunklow, Chase Showers and Steve Lienard
Public: None

The meeting was opened at 10:00 a.m. by Ihme.

I. Review and approval of agenda

Motion made by Calsbeek, seconded by Krawczak, to approve the agenda as printed. Motion passed.

II. Public comment

None

III. Review and approval of April 10, 2019 meeting minutes

Under 5.b it was added that the Revenue and Expense Summary were reviewed. Motion made by Pentilla, seconded by DePuy, to approve the April 10, 2019 regular session minutes as amended. Motion passed.

IV. Discussion of minute taker for ESAC meeting

The commission discussed the lack of a minute taker for this meeting, which is being recorded for the later production of minutes. With Mr. Wurst's resignation, Ferguson is taking over many of his duties. Laureto stated that the bills seem to be coming through OK. She will make the correction to the April minutes and get them posted. DePuy suggested hiring a new recording secretary to take minutes and assure compliance with the Open Meetings Act. He suggested asking Dana Boomer in Kasson Township if she would be interested in the position, or if she knows of anyone who would be capable. The commission discussed the need for a recording secretary, and requested that DePuy contact Boomer to gauge her interest in the position, or to see if there is someone she would recommend. Laureto stated that the township is going to be hiring a deputy clerk as well, who might be able to take over this position.

The commission asked how Ferguson plans to handle minutes for the staff and officers' meetings. He stated that he has done the minutes for the last two meetings, but would prefer not to do this going forward. He suggested that when the deputy clerk is hired, that person may be able to work part time in the department for these administrative tasks, perhaps with an increase to the amount that the department pays Glen Arbor Township for administrative services. The commission discussed the needs for additional administrative services, and the hiring of a deputy clerk.

V. Review of monthly check list (start with check #13378)

It was reported that the finance group of the Commission reviewed the check list and found it satisfactory. Summary details were provided to the Commission.

Motion made by Pentilla, seconded by Calsbeek, that the check list and payroll payments have

been reviewed, to recommend payment of unpaid checks to the Glen Arbor Township Board, and to report concurrence with the checks that were necessary to pay early. Motion passed.

VI. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

It was reported that the finance group of the Commission reviewed the balance sheet and found it satisfactory.

b. Revenue & Expense Summary / Detail

It was reported that the finance group of the Commission reviewed the revenue and expense details, and summary, and found them satisfactory. The Commission then briefly reviewed each page of the financial reports. There were a couple of minor issues that will be looked into or reviewed with the auditors.

VII. Staffing Report

a. Introduce staff

Chief Ferguson introduced Shane Dunklow, the newest full-time employee. Chase Showers and Steve Lienard were also present at the meeting as staff members. Ferguson stated that the department had its first call to Overlook #9 in the park. The Commission briefly discussed calls to this location; Ferguson stated that he has an upcoming meeting with the Park, as the access to this area is getting worse. Pete Stern, who previously worked full-time for the department and has been working paid on call, will be coming back to full-time as a FF/EMT.

b. General staffing status report

Brian Clark was hired as an auxiliary member; he was previously a member of the department.

Postings will be made for one FF/EMT position and two Paramedic positions that are still open. Ferguson is still working shifts as a paramedic due to the shortages in this position.

c. Exit interview results, if any

Van Nort and Ihme conducted one exit interview, with Steve Rang, a paramedic. Ihme summarized the exit interview. The pension plan was mentioned during the interview; the Commission briefly discussed the benefits plan of the department.

d. Review of GLFD monthly staff (none) and officer (04/17/2019) meeting minutes

Chief Ferguson summarized the minutes from the monthly officer meeting and answered Commission questions about the minutes. There was no staff meeting since the last ESAC meeting. The Commission briefly discussed the purchase and receipt of turnout gear.

VIII. Operations Report

a. General update on operations

Department operations report was previously issued via email and reviewed by the Commission. Chief Ferguson summarized the report, and the Commission briefly discussed it.

IX. Old Business

a. Empire Township Fire Station update

Pentilla reported that a meeting will be scheduled regarding funding the station updates; likely prior to the next Empire Township board meeting. There has not been a final cost determined, although ballpark numbers have been given. The cost will be partially dependent on the cost of the land. No final decisions have been made.

b. Status of review of GA/Empire expense allocation

Pentilla reported on the status of expense allocation effort. The factors affecting the expense allocation were reviewed. Discussion was held on the factors and criteria for their use.

c. Status of proposed ALS intercept agreement with Cedar Fire Department

Chief Ferguson reported that there is no update on a proposed intercept agreement with CAFD. The Commission briefly discussed the cooperation between GL and Cedar. Van Nort will plan to meet with Supervisor Noonan to discuss the proposed intercept agreement. There

are currently being ALS intercepts under mutual aid that GL is not being reimbursed for – if the intercept agreement is put in place GL will more than recoup their costs for intercepts.

The Commission extensively discussed funding and PILT funds, and the fact that the department is not reimbursed for calls into the National Park and is receiving a decreasing amount of PILT funding from the county. Ferguson summarized the increasing difficulty with accessing the rescue area at Overlook 9, due to rising water levels. These calls are resource intensive, and also expensive, stripping both stations of personnel and making it so that the department must call mutual aid for any overlapping calls. The Commission discussed options for this area, including the possibility of making the National Park bring the patient to a location where a Glen Lake ambulance can treat them. This would reduce the amount of equipment and personnel needed for these calls. The Commission discussed billing for calls in the National Park; Ferguson stated that historically calls that do not result in medical services have not been billed for, even if they require extensive personnel and time. The Commission would like to change the sign at the top of the Overlook from “can be charged for services” to “will be charged for services”. Ferguson will request that the National Park change the sign. Garver moved; Calsbeek seconded to request that the National Park change the wording of the sign at the top of Overlook 9 to state that visitors will be charged for services incurred during rescues. Motion passed.

X. New business

a. APPROVE budget amendments - There are no additional budget amendments to be approved. The amendments from last month were approved, but not posted to the books. This will be corrected.

b. Discussion regarding FSA and HRA accounts - No discussion

XI. Public comment

Mike Garver – Next month will be his last meeting, as he and his wife will be living out of the area for up to six months of the year.

Pentilla noted that the department response times were on the back of one of the reports, which was distributed at the meeting. These times had not been published before.

The Commission briefly discussed timing and distribution of reports. All documents should be sent to Laureto and she will be compiling and distributing report packets. The Commission members thanked Garver for his service. The Commission briefly discussed the chief's reports and the acronyms and team names used therein. Chief Ferguson explained the purpose of the Bay Area Technical Rescue Team and his participation with the Regional Training Center. Ferguson stated that union negotiations have begun, and summarized the process so far. The Commission briefly discussed these situations.

Ferguson announced that the pancake breakfast will be held this year, the first Sunday in July.

XII. Adjournment

The meeting was adjourned at 11:30 a.m.

Minutes recorded for the Commission from audio tape by,

Dana Boomer
Recording Secretary