

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
August 7, 2017 10:00 am**

Present: Roy Pentilla, Mike Garver, Bill Witle, Larry Krawczak, Janice McCurties, Ralph Mittelberger
Absent: Ron Calsbeek
Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick
Staff members: Chief John Dodson, Lt. Dykgraaf, Lt. (acting) Brown, FF Rang, Robert Wurst

Meeting was opened at 10:00 a.m. by Witle.

I. Review and approval of agenda

Chief Dodson introduced FF Steven Rang to the Commission. The Commission members welcomed him and introduced themselves. Other attending staff members were also introduced.

Motion made by Pentilla, seconded by Garver, to approve the agenda as printed. Motion passed.

II. Review and approval of July meeting minutes

Motion made by Pentilla, seconded by Krawczak, to approve the July 2017 minutes as printed. Motion passed.

III. Review of monthly check list (start with check #12648)

- Witle reported that a sub-group of the Commission reviewed the check list and found it satisfactory. Dodson commented briefly on the purchase of the gas meters.

Motion made by Mittelberger, seconded by Garver, 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.

IV. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

It was noted that the sweep account, 336-022, was not in existence last fiscal year so it shows a zero balance for that period.

GA/Empire designated capital account, 336-392, balance was discussed. The reconciliation process was also discussed. Mittelberger initiated discussion of Glen Arbor apparatus debt being paid off over time.

b. Revenue & Expense Summary / Detail

Witle reported that a sub-group of the Commission reviewed the financial reports and found them satisfactory. Brief additional discussion was held. Dodson inquired about PILT funds not showing on report. Glen Arbor Township officials will investigate the PILT payment status.

Motion made by Pentilla, seconded by Krawczak, to recommend the proposed Emergency Services expense budget to the Glen Arbor Township Board for adoption.

V. Staffing Report

a. General staffing status report

Chief Dodson reported that new employees are performing well.

A FF/EMT position was posted. Five candidates passed initial screening. One has removed himself from further consideration. Up to four candidates will undergo written and physical (CPAT) testing on Wednesday, 8/9.

The acting lieutenant process continues to go well. The process will continue through October. A final decision is expected in November.

Medically disqualified employee was required by the Department physician to undergo testing by a specialist and also undergo the Candidate Physical Ability Test (CPAT) at the Department. First phase of medical testing is complete. CPAT will be conducted on 8/16. If

CPAT testing is successful, the Department physician must issue a final clearance for the employee to return to work.

A probationary employee was released from employment last week. Attempts to counsel and remediate the employee were unsuccessful.

The annual open enrollment period for employee benefits is from 8/1/17 to 8/21/2017.

VI. Operations Report

a. General update on operations

Department operations report was previously issued via email and reviewed by the Commission. Chief Dodson reviewed aspects of the report to answer Commission queries. 800 MHz are scheduled to go online on 8/20. This date has slipped several times. Dodson notified the Commission that he will be on vacation for a brief period. The Township Board has been notified. Department Lieutenants will handle day to day operations.

VII. Old Business

a. Dry hydrant repair

The hydrant will be repaired after the busy season at the boat ramp passes.

b. ISO update

ISO inspection meeting took place on July 24. ISO will issue a report in 3-6 months.

c. Open house at Station one on July 29, 2017

The event went well. GLFRA provided hot and cold snack items.

d. Posting approved minutes

Pentilla initiated a discussion on posting the Commission's minutes. The Commission falls under Glen Arbor Township Board authority and would be included on its web site. Chief Dodson reviewed the process of producing Commission minutes. Discussion was held. Witley and Pentilla to discuss Commission record keeping in consultation with the Glen Arbor Township Clerk. Commission consensus was that the Word version of draft minutes be sent to the Glen Arbor Township clerk for any final revisions and for disposition as decided by Glen Arbor Township Board members.

e. Empire Township Relations Update

Chief Dodson reviewed facts concerning Empire Township fire station issue. He has produced maps for the Township. They have discussed the issue internally as a property issue. Empire Village and Empire Township are in discussions about the issue. Dodson discussed various statistics regarding Department response times and ISO ratings. He will continue to work with Supervisor Noonan on the issue.

VIII. New business

a. Budget 2018-2019

The 2018-19 proposed Emergency Services budget was discussed. Chief Dodson briefed the Commission on background processes and factors involved in budget development.

b. Principles of Governance

Van Nort discussed MTA standard of principles for Township governance and agreed to get the principles to each member for review.

c. Next meeting at noon on September 11, 2017

Attendance was encouraged at the 9-11 ceremony. It begins at 8:30 a.m.

II. Public comment

No public comment was offered.

Meeting was adjourned at 12:12 p.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 9/11/2017
/S/ Wm R Witley, Jr

Wm R Witley, Jr
Chairman