

**1GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES**

September 11, 2017 12:00 p.m.

Present: Roy Pentilla, Bill Witler, Larry Krawczak, Ralph Mittelberger, Ron Calsbeek

Absent: Mike Garver, Janice McCurties,

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: Chief John Dodson, Lt. Bryan Ferguson, Robert Wurst

Meeting was opened at 12:00 p.m. by Bill Witler.

**I. Review and approval of agenda**

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

**II. Review Audit report with Auditor, Steve Peacock**

Mr. Peacock notified the Commission during the meeting that he was unable to attend due to a scheduling conflict.

**III. Review and approval of August meeting minutes**

Van Nort proposed several amendments to the minutes:

IV.a. change wording to "was not in existence" instead of the printed "was not listed on reports."

IV.c. item to be moved under New Business

a. add "and agreed to get the principles to each member for review" to the end of the sentence.

b. add "9-11" between the words "the ceremony."

Motion made by Pentilla, seconded by Krawczak, to approve the August 2017 minutes as amended. Motion passed.

**IV. Review of monthly check list (start with check #12682)**

Pentilla reported that a sub-group of the Commission reviewed the check list and found it satisfactory. He provided some summary details to the Commission.

Motion made by Calsbeek, seconded by Pentilla, 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.

**V. Review of Revenue & Expense Report and Balance Sheet**

**a. Balance Sheet**

Witler led a brief discussion on how capital expenditures affected totals between last FY and current FY.

**b. Revenue & Expense Summary / Detail**

Witler reported that a sub-group of the Commission reviewed the financial reports and found them satisfactory. He then briefly reviewed each page of the financial report with the Commission.

**c. Budget 2018-19**

Public budget hearing was held on Wednesday, September 6. No changes to proposed 2018-2019 were made at the meeting.

**d. Combine EMS and Fire expenses**

Pentilla explained why fire and EMS expenses were accounted separately. He noted that Glen Arbor Township staff will analyze the issue to see if the budget items can be combined under one expense category.

**VI. Staffing Report**

**a. General staffing status report**

The acting lieutenant process continues to go well. One acting LT is temporarily off duty due to a health issue.

FF Little submitted a voluntary resignation from the Department.

Candidate Gage Agin was hired and will start employment on 9/25. A

FF/EMT position was posted to establish an eligibility list for hiring.

**VII. 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.

Chief Dodson reported that the 800 MHz radio system is working very well.

**VIII. Old Business**

**a. Empire Township Relations Update**

Chief Dodson is working on a detailed report for Empire Township. He will continue to work with Supervisor Noonan on the issue. Commission discussed the Chief's comments briefly and also discussed other local issues at length.

**b. Posting approved minutes**

Commission members concurred that the Commission minutes should be posted on the Glen Arbor Township website.

**c. ISO update**

No updates are expected for several months.

**d. Record Retention**

Pentilla initiated discussion of Commission record retention. Commission members reviewed the process of draft minute generation and final version processing. Item will be discussed further in the future.

**e. Radios**

Item was discussed previously under Item VII.

**IX. New business**

**a. Principles of Governance**

Van Nort distributed Glen Arbor Township Principles of Governance to the Commission. Van Nort urged that the Commission consider operating under the distributed Principles. Pentilla questioned whether all the items pertain to the Commission. Witley echoed those concerns. Commission members further discussed the document. Mittelberger to incorporate discussed ideas in a similar document and bring it to the Commission for discussion.

**b. Next meeting on October 9, 2017**

**X. Public comment**

Witley referenced a discussion topic at an annual meeting of Woodstone residents and discussed the issue with the Commission.

Meeting was adjourned at 1:16 p.m.  
Minutes recorded for the Commission by,

Robert Wurst

Executive Assistant to the Chief

APPROVED 10/09/2017  
/S/ Wm R Witley, Jr  
Wm R Witley, Jr  
Chairman