

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
April 11, 2018**

Present: Bill Witle, Larry Krawczak, Linda Ihme, Ron Calsbeek, Ralph Mittelberger, Roy Pentilla (via telephone)

Absent: Mike Garver

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:06 a.m. by Witle.

I. Review and approval of agenda

Item VIII.a to be changed to Report on North Flight billing. Ms. Brenda Fate from the North Flight billing office will make a presentation to Commission. Chief Dodson introduced the on-duty staff to the Commission. Witle and Ihme made positive comments about the Station Report presentation in Empire Township the previous evening.

Motion made by Calsbeek, seconded by Ihme, to approve the agenda as amended. Motion passed.

II. Review and approval of March meeting minutes

Motion made by Calsbeek, seconded by Ihme, to approve the March 2018 minutes as printed. Motion passed.

Commission moved immediately to item VIII.a to receive Brenda Fate's report on EMS billing procedures.

III. Review of monthly check list (start with check #12969)

Witle reported that a finance group of the Commission reviewed the check list and found it satisfactory. He provided summary details to the Commission.

Motion made by Krawczak, seconded by Mittelberger, 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

b. Revenue & Expense Summary / Detail

Witle reported that a finance group of the Commission reviewed the financial reports and found them satisfactory. He reviewed each page of the financial report with the Commission.

V. Staffing Report

a. General staffing status report

Chief Dodson reviewed the Paid On Call (POC) employees who were required to complete annual drivers training. Six employees completed the training on or before 3/31. FF Eric Dubord declined the opportunity and has been terminated from Department employment.

Chief Dodson reported that he had a meeting on 4/11 with Ron Calsbeek and two union officers on recruitment and retention issues. Ideas on recruiting were discussed and will be followed up. Two open employment positions will be posted soon.

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.

Annual meetings were attended. Department lieutenants made the Department report. CPR classes are being held at the Department for NPS and Cherry Republic staff. Two staff members attended a SCBA maintenance class. Two staff members are pursuing CPR instructor qualification. Three staff members attended a Fire Instructor class. FF Perdue suggested reviving the recognition programs for firefighter Fitness and Training. Winners will be notified at the next staff meeting. A discussion was initiated by Witler on a Leelanau County Sheriff deputy being provisioned in the area. Calsbeek initiated a brief discussion on the recent motor vehicle crash fatality and its impact of the staff. Chief Dodson noted that an incident debriefing was held that day and that an area mental health therapist was made available on 4/6 to the staff members involved.

VII. Old Business

a. Deputy Chief

Previous discussions regarding the proposed position were recapped. A chart of proposed duties was created and distributed via email to the Commissioners and Board members. The Empire Supervisor has verbally expressed support for the idea and will communicate that to the Glen Arbor Township Supervisor. Further discussion was held by the Commission. The following paragraph is the recommendation of the Commissioners from the March 14, 2018 closed session:

“The above commissioners of ESAC recognize that under current circumstances there is a need for additional resources in providing depth in leadership and management of the Glen Lake Fire Department. The form, structure and cost of these resources should be determined by the Glen Arbor Township official(s) responsible for the overall effectiveness and finances of the department.”

b. Use of lap top

The Township has provided a laptop computer for use by its staff at meetings.

c. Empire Township Fire Station update

Chief Dodson noted that discussions will continue with the Empire Township Board about options, site, etc. Chief Dodson noted especially that it is a project that will stretch over several years. Though the design and financial decisions are Empire Township's, Chief Dodson would have primary responsibility for implementation. Commissioners reiterated that they thought the Empire Township meeting was very productive and well-received by the citizens.

VIII. New business

a. Report on North Flight billing

Brenda Fate made a presentation to the Commission about North Flight billing procedures and operations. She outlined the billing process from time of patient report to payment and reviewed a sample report. She also outlined the bank lockbox procedures. The Commission warmly thanked Fate for her report.

IX. Public comment

No public comment was received.

Meeting was adjourned at 11:48 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 05/09/2018
/S/ Wm R Witler Jr
Wm R Witler Jr
Chairman

