

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
August 15, 2018**

Present: Bill Witle, Larry Krawczak, Linda Ihme, Roy Pentilla, Ralph Mittelberger, Ron Calsbeek

Absent: Mike Garver

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

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

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

**I. Review and approval of agenda**

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

**II. Auditor presentation of audit report, Steve Peacock**

Steve Peacock, Rehmann, presented the Glen Arbor Township preliminary financial audit results to the Commission. The Commission discussed the results with Peacock. The Commission also discussed accounting procedures and the content of the report at length.

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

Motion made by Pentilla, seconded by Mittelberger, to approve the July 2018 minutes as printed. Motion passed.

**IV. Review of monthly check list (start with check #13102)**

Commission members reviewed the check list which was distributed at the meeting.

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**

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

Financial statements were not issued due to the recent election effort in the Clerk's office.

**VI. Staffing Report**

**a. Introduce staff**

**b. General staffing status report. Status of paramedics allowed to work in EMT slots.**

FF Agin resigned from the Department for a new position in Mt. Pleasant. He was given an exit interview by Van Nort and the Chief.

FF Durand has transitioned to part-time status and is working in Benzie county.

Open job positions have been posted online and on the Department website. Two applications have been received.

Glen Arbor Township Board voted to support the transition to an all paramedic department.

Van Nort clarified that every position may be manned by a paramedic, but it will not be required. EMT's may still be hired but paramedics will be preferred.

Department is in the open enrollment period for employment benefits during August.

Chief Dodson met with officers last week and will now work shifts as necessary to relieve schedule burden on employees. He will not work shifts that are desired by staff.

**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. Dry hydrant at Little Glen boat ramp is still not fully operational. Metal pipe needs to be installed to replace existing PVC pipe. There has been good communication with Deputy Treasurer about North Flight EMS billing reconciliation efforts. Station 1 open house was well attended by the public. A fuel shed is still being investigated for Station 1. Currently having difficulty getting quotes from builders.

**VIII. Old Business**

**a. Deputy Chief update**

Van Nort stated there was still no decision on the issue.

**b. ESAC Documentation Issuance Timeline**

The timeline was distributed in the meeting packet. No further discussion was held.

**c. Empire Township Fire Station update**

Pentilla reported on Empire Township discussions and actions.

**d. EMS billing revenue reconciliation**

Addressed in item VII.a above.

**IX. New business**

**a. Proposed budget for 2019-20**

Proposed budget was distributed in the meeting packet. Chief Dodson briefed the Commission on the proposed changes. Discussion was held on the proposed budget. Final approval of the budget takes place after the public hearing scheduled for September 12, 2018.

**b. Empire Hill Climb September 17, 2018**

Pentilla noted that this item was added to the agenda for informational purposes only.

**c. Surveillance cameras**

Discussion was held on the Township's boat ramp camera and several potential new cameras to be located around Glen Arbor. Chief Dodson noted that the boat ramp camera has very little benefit for the Department. It is not usually monitored at the Department due to logout timing issues. Van Nort gave Township perspective on the use of the cameras and internet access in Glen Arbor.

**d. 9-11 Commemoration**

9-11 commemoration will be held at 8:30 a.m. at Station 1 on Tuesday, September 11.

**X. Public comment**

No public comment was offered.

**XI. Closed session**

The Commission closed the regular meeting at Glen Lake Fire Department Station 1 and went to the Glen Arbor Township offices for a closed session.

The regular meeting was adjourned at 11:57 a.m.

Minutes recorded for the Commission by,

Robert Wurst  
Executive Assistant to the Chief

APPROVED 09/12/2018

/S/ Wm R Witle Jr  
Wm R Witle Jr  
Chairman