

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
February 14, 2018**

Present: Bill Witle, Roy Pentilla, Linda Ihme, Ron Calsbeek, Ralph Mittelberger, Mike Garver  
Absent: Larry Krawczak, Mike Garver  
Glen Arbor Township representatives: Bonnie Quick, Terry Gretzema  
Staff members: Chief John Dodson, Robert Wurst

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

**I. Review and approval of agenda**

Chief Dodson proposed adding topics under new Business: Assistant Chief position and 2% GTB funding.

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

**II. Review and approval of January meeting minutes**

Motion made by Mittelberger, seconded by Ihme, to approve the January 2018 minutes as printed. Motion passed.

**III. Review of monthly check list (start with check #12898)**

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 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.

**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 then briefly reviewed each page of the financial report with the Commission. Gretzema also reviewed sweep account operations. Chief Dodson noted that proposed 2017-2018 budget amendments will be discussed at the next meeting.

**V. Staffing Report**

**a. General staffing status report**

The on-duty staff was introduced to the Commission.

A FF/EMT position was posted to establish an eligibility list for hiring. Three candidates were invited for testing. One candidate responded and said he would attend. That candidate failed to appear on the day of testing.

Letters were mailed to Paid-On-Call (POC) staff that stipulated required training for continued employment. One POC employee has completed the required drivers training. Response cutoff date to remain on the Department roster is 3/31/2018.

Department submitted requested information to the Township's insurance company attorney for a Worker's Compensation hearing. The attorney handles all matters for the hearings.

**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.

**b. Status of Paid-On-Call staff letters**

Addressed in Item V.a. above

**c. Status of Worker's Compensation Hearing**

Addressed in Item V.a. above

**VII. Old Business**

**a. Policy on accident and related testing**

The firefighter responsible for researching policy alternatives has not provided information to the Chief. When that information is provided, the policy will be studied, and adjustments considered. The item to be removed from future agendas until progress is reported.

**b. Report on new Lieutenant recognition at Township meeting on January 16, 2018**

The promotion recognition event went well.

**c. Empire Township Relations Update**

Chief Dodson issued the building study to the Empire Township Board. The Township has posted it on the Empire Township website. A public meeting will be held on April 10, 2018 at Empire Township Hall. Commission will discuss the report at the next meeting.

**d. Snowmobile race report**

The Department had a non-dedicated EMS standby at the race. The Department does not provide contracted coverage for events due to staffing limitations.

**e. EMS billing representative, Brenda Fate, will attend the April ESAC meeting.**

**VIII. New business**

**a. Mutual Aid Box Alarm**

Pentilla asked about Cedar FD Chief comments in newspaper, discussing his department's sale of a tanker, that MABAS provides coverage for events. Chief Dodson noted that MABAS provides coverage for major events that require increased manpower and apparatus. MABAS is not the same as local Mutual Aid agreements. It is not a substitute for proper manning and outfitting of a fire department. GLFD cannot cover for neighboring department equipment provisioning deficiencies but will always assist where possible.

**b. Assistant Chief position**

Chief Dodson discussed adding an Assistant/Deputy Chief to the Department's staff as a FLSA exempt position. This was a previous recommendation from the review panel. He has spoken to the Township Supervisor and Treasurer about the idea. Pentilla spoke in support of the idea. Discussion of the proposal was held by the Commission and Glen Arbor Township representatives. It was also noted that an Assistant Chief was provisioned when John Deputy oversaw the Department and that Chief Dodson once filled that position.

Motion made by Calsbeek, seconded by Pentilla, to take issue under advisement and study it further.  
Motion passed.

**c. 2% GTB funding**

2% funding has been awarded from Grand Traverse Band for purchase of a portable rescue tool. Tool will be on loan for demonstration purposes before purchase is finalized. Award will cover 100% of the cost.

**d. Next meeting on Wednesday, March 14, 2018**

**e. Website for minutes. <http://glenarbortownship.com>**

**IX. Public comment**

No public comment was received.

Meeting was adjourned at 11:26 a.m.

Minutes recorded for the Commission by,

Robert Wurst  
Executive Assistant to the Chief  
APPROVED 03/14/18  
/S/ Wm R Witley Jr  
Wm R Witley Jr  
Chairman

