

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
January 10, 2018**

Present: Roy Pentilla, Linda Ihme, Bill Witler, Mike Garver
Absent: Larry Krawczak, Ron Calsbeek, Ralph Mittelberger
Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick
Staff members: Chief John Dodson, Lt. Dykgraaf, FF Morse, Robert Wurst

Meeting was opened at 10:01 a.m. by Bill Witler

I. Review and approval of agenda

Item II (Conference call instructions) was removed. Information will be placed at the bottom of future agendas and not listed as an agenda item.

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

II. Review and approval of December meeting minutes

Motion made by Pentilla, seconded by Garver, to approve the December 2017 minutes as printed. Motion passed.

III. Review of monthly check list (start with check #12868)

Witler 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 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

b. Revenue & Expense Summary / Detail

Pentilla 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.

V. Staffing Report

a. General staffing status report

A FF/EMT position was posted to establish an eligibility list for hiring. The posting will close on January 25, 2018. Testing will take place on February 8, 2018.

FF Aaron Brown was promoted to Lieutenant. He will be sworn in at the next Glen Arbor Township Board meeting.

FF Nate Perdue was promoted to Safety Officer.

Two employees have recently resigned. FF Winter resigned to pursue other opportunities. FF Parker resigned his part-time position to work at his new position in Blair Township.

Letters were mailed to Paid-On-Call staff that stipulated required training. If the training is not completed, they will be removed from the Department roster. The Department officers discussed the situation, suggested this action, and concurred that it be implemented. Chief Dodson explained the status difference between a Part-Time employee and a Paid-On-Call employee.

FF Agin will be authorized for full duty soon and will be placed into FF Winter's staffing slot.

Chief Dodson briefly related that Cedar Fire Department has hired a new Fire Chief.

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.

Materials were purchased from Menards for construction of gear lockers at Station 2.

Two citizens recently left complaints at the Department. Both were documented. Chief Dodson noted that the staff generally conducts itself professionally and courteously. He will remind employees on Department policies regarding professional conduct.

Notice was received about a Worker's Compensation Hearing notice. Van Nort will handle the matter.

VII. Old Business

a. Empire Township Relations Update

Chief Dodson continues to work on a report for Empire Township. Chief Dodson has discussed the report's status with the Empire Township Supervisor.

b. Changing the meeting impact on receiving financial statements

Pentilla reported that the current arrangement should continue to work well.

c. 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.

VIII. New business

a. Recognize new lieutenant at Township meeting on January 16, 2018

Covered under item V.a. above

b. Next meeting on Wednesday, February 14, 2018

c. 2018 schedule

ESAC meeting schedule was distributed.

IX. Public comment

No public comment was received.

Meeting was adjourned at 10:39 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

Approved 02/14/2018
/S/ Wm R Witler Jr
Wm R Witler Jr
Chairman