

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

Present: Bill Witle, Roy Pentilla, Larry Krawczak, Linda Ihme, Ralph Mittelberger, Mike Garver
Absent: Ron Calsbeek
Glen Arbor Township representatives: Peter Van Nort, Lori Nash (Deputy Clerk)
Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:03 a.m. by Witle

I. Review and approval of agenda

Chief Dodson noted that the Assistant/Deputy Chief topic was on the agenda twice. He recommended removing one of them. Commissioners concurred.

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

II. Review and approval of February meeting minutes

Garver noted that he was not in attendance at the February meeting. He suggested that the list of those present/absent be changed. Commissioners concurred.

Motion made by Mittelberger, seconded by Ihme, to approve the February 2018 minutes as amended. Motion passed.

III. Review of monthly check list (start with check #12934)

Witle reported that a finance group of the Commission reviewed the check list and found it satisfactory. He provided summary details to the Commission. Chief Dodson provided details on paramedic equipment purchases. Discussion was held on Figura FOIA invoice. Van Nort said that the Township is researching telephone and computer services.

Motion made by Pentilla, seconded by Ihme, 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

The duty staff was introduced to the Commission.

Chief Dodson reported that he had a meeting with union officers on recruitment and retention issues. Ron Calsbeek also participated in the meeting. Another meeting will be held in April to continue the discussion.

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. Chief Dodson noted that the Annual Report was distributed via email to Commission members. Printed copies will be available at the Township Annual Meetings.

Duty lieutenants will make presentations at the Annual Meetings to help them develop their professional skills. Chief Dodson will also be in attendance to observe and help if needed.

VII. Old Business

a. 2% grant status

Chief Dodson reported that the Grand Traverse Band gave the Department a disbursement from its 2% funding program. The funds were used to buy a Holmatro portable extrication tool.

b. Discuss Empire Township Fire Station location report. Report is on Empire Township web site.

After issuance, the report was posted on the Empire Township website. A minor revision in population figures was made and a revised copy sent to Empire Township officials. Chief Dodson will make a presentation on April 10, 2018 at the Empire Township Board meeting. The report was discussed by Commission members.

It was noted that ESAC represents both Townships not just Glen Arbor or Empire Township alone. Any Commissioner opinions need to reflect the entire Commission position.

Motion made by Pentilla, seconded by Ihme, that the Commission supports a general increase in service level subject to economic validations. Motion passed.

VIII. New business

a. Budget Amendments

The proposed budget amendments were discussed. Chief Dodson reviewed the changes being proposed. The Commission discussed grant expenses which are not budgeted in the annual budget.

Motion made by Pentilla, seconded by Krawczak, to recommend the proposed 2017-2018 budget amendments to the Glen Arbor Township Board. Motion passed.

b. Next meeting on Wednesday, April 11, 2018

c. Website for minutes. <http://glenarbortownship.com>

d. Deputy Chief discussion

Chief Dodson presented the Deputy Chief documents distributed via email to Commission and Township Board members. The Commission discussed the documents during the presentation.

Motion made by Pentilla, seconded by Garver, to enter closed session to discuss personnel issues. Motion passed.

IX. Public comment

No public comment was received.

Meeting was adjourned at 12:45 p.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 04/11/2018
/S/ Wm R Witler Jr
Wm R Witler Jr
Chairman