

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
May 9, 2018**

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

Glen Arbor Township representatives: Terry Gretzema, Bonnie Quick

Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:01 a.m. by Witle.

I. Review and approval of agenda

Add under item IX, New Business, item A, Commission financial reports review. Chief Dodson requested to add an item B to discuss coffee fund.

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

II. Review and approval of April meeting minutes

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

III. Review of closed session March 14, 2018 minutes

Motion made by Pentilla, seconded by Ihme, to approve the minutes of the March 14, 2018 closed session.

IV. Review of monthly check list (start with check #13002)

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 Krawczak, 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

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.

VI. Staffing Report

a. Introduce staff

Chief Dodson introduced the day's duty staff.

b. General staffing status report

Eric Dubord declined to continue his Paid On Call status with the Department. The Township Supervisor conducted an exit interview with him.

Job posting for two openings was made on various media. Three applications have been received to date. Two did not meet minimum qualifications. One applied for a paramedic position, but the Department is filling EMT-B positions. Applicant has the opportunity to continue testing process for the posted position.

Chief Dodson reported that he continues to meet with Calsbeek and local union officials.

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.

Department is preparing for warm weather operations. Staff is prepared for wildfire season.

VIII. Old Business

a. Deputy Chief update

Chief Dodson reported that a special Glen Arbor Township Board meeting was scheduled to address the issue. The agenda was changed because a Board member wanted to re-open previously addressed investigation topics. It was not an employee complaint as stated in the local newspaper. The Board did not address the Deputy Chief topic at the meeting. The topic may be addressed later. Commission members discussed the issue.

b. Use of lap top update

The issue has been addressed and item is closed.

c. Empire Township Fire Station update

Chief Dodson noted that there are no significant items to report. The Empire Township Board is addressing the issue. Pentilla briefly reported on Empire Board discussions. Commission members held an extended discussion on Empire Township's next actions.

d. Follow up on North Flight presentation

Chief Dodson emailed EMS billing reports to Commission members. He noted that the amount of EMS income in ESAC financial reports is significantly less than that reported by North Flight.

IX. New business

a. ESAC financial reports review

Witler reviewed previous discussions regarding timing of financial reports review.

Motion made by Pentilla, seconded by Krawczak, to recommend that financial reports be reviewed for the previous month. Commission to review current check lists. Motion passed.

b. Coffee Fund

Chief Dodson noted that this issue was brought up by a member of the Commission. Concern was expressed that the Commission drinks coffee purchased by the union members. Union members, nor any other staff, have not expressed any concern over the issue. Commission member voluntarily paid funds to the union to cover Commission coffee expenses.

X. Public comment

No public comment was received.

Meeting was adjourned at 10:52 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 06/13/2018
/S/ Wm R Witler Jr
Wm R Witler Jr
Chairman