

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
November 13, 2017**

Present: Roy Pentilla, Larry Krawczak, Ralph Mittelberger, Ron Calsbeek, Linda Ihme, Mike Garver, Bill Witley (by phone)

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:08 a.m. by Roy Pentilla.

**I. Review and approval of agenda**

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

**II. New member, Linda Ihme. Introduction of members**

New Commissioner member, Linda Ihme, was introduced to the Commission. Commission members introduced themselves.

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

Motion made by Calsbeek, seconded by Mittelberger, to approve the October 2017 minutes as printed. Motion passed.

**IV. Review of monthly check list (start with check #12761)**

Pentilla 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 Garver, seconded by Mittelberger, 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**

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.

**VI. Staffing Report**

**a. General staffing status report**

The acting LT situation is unchanged since last month's meeting. When the employee returns to duty the LT evaluation process will continue from the point it was halted. The employee has discussed repayment of employee portion of health, FSA, and Colonial Life expenses. Chief Dodson told him that a payment plan may be established with the Township.

A FF/EMT position was posted to establish an eligibility list for hiring. Two applications have been received to date. The posting closed on October 11, 2017. Testing will take place in February to accommodate a candidate who is deployed overseas.

Motion made by Krawczak, second by Garver, to go into closed session for a personnel issue at 10:40 a.m. Motion passed.

Motion to re-open Commission meeting made by Garver, seconded by Krawczak. Motion passed.

Meeting re-opened at 10:55 a.m.

FF Jeffrey Hester, part-time employee, recently resigned his position with the Department. IAFF representative is telling union employees that they are not allowed to work at other union departments. Recent resignations, McGhee and Hester, were members of neighboring unionized fire departments.

## **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.

Chief Dodson has been elected as Vice President of the Leelanau County Chiefs Association. Leland FD Chief, Dan Besson, is the President of the Association.

Chief Dodson reviewed the history behind buying a Toughbook computer for Ambulance 292. He proposed buying an identical Toughbook computer for Ambulance 391.

Motion made by Witler, seconded by Calsbeek, to recommend purchase of Toughbook computer, mount, and other associated hardware from Rugged Depot not to exceed \$5000 to the Glen Arbor Township Board. Purchase to be paid from Capital funds. Motion passed.

Chief Dodson reviewed two recent incidents which resulted in damage to Department equipment. The acting union president filed a grievance over the Chief not being subjected to a urinalysis test (despite GLFD Safety Officer not requiring it). A written denial response was issued after initial discussion. Union pursued it further with the Township Supervisor. The Supervisor, after discussion with the Chief, issued a denial. Commission discussed the issue. Chief Dodson then discussed the second incident in which an employee damaged a vehicle in a backing incident. The employee was the same who filed the first grievance. The employee was sent for urinalysis. Employee then filed a second grievance charging retaliation. Employee is now researching how other departments handle equipment damage by employees. Recommendations for proposed changes will be considered. The Department's union attorney has been consulted. Commission discussed the incidents further.

## **VIII. Old Business**

### **a. Empire Township Relations Update**

Chief Dodson continues to work on a report for Empire Township. Village of Empire has heavily pressured the Chief to release information ahead of report issuance to the Township. The Commission discussed the issue at length.

### **b. Changing the meeting time next year**

Pentilla discussed moving the ESAC meeting to accommodate invoice payment. Glen Arbor Township officials will discuss what date and day will work best for them. The timing of the meeting does not affect Department personnel.

### **c. Glen Lake boat launch dry hydrant**

Estimate received for repair. Insurance company is covering \$3500 of the \$4700 cost. Repair should be completed by vendor in near future.

### **d. ISO update**

ISO issued a report for Glen Arbor and Empire. Homestead and Village of Empire received a rating of 5 (stayed the same). Other areas received a 6 (improved from 7). A portion of Empire Township continues to be rated at 10 (areas where a residence is greater than 5 miles from a fire station).

## **IX. New business**

### **a. Principles of Governance (See Ralph's revisions)**

Mittelberger presented the revised Principles to the Commission. Commission discussed the Principles and approved the content. They will be available for signature at the next meeting.

### **b. Next meeting on December 11, 2017**

## **X. Public comment**

No public comment was received.

Meeting was adjourned at 11:58 a.m.

Minutes recorded for the Commission by,

Robert Wurst  
Executive Assistant to the Chief

APPROVED 12/13/2017  
/S/ Wm R Witle, Jr  
Wm R Witle, Jr  
Chairman