

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES**

October 9, 2017 10:00 a.m.

Present: Roy Pentilla, Bill Witler, Larry Krawczak, Ralph Mittelberger
Absent: Mike Garver, Janice McCurties, Ron Calsbeek
Glen Arbor Township representatives: Lori Nash (Deputy Clerk)
Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:04 a.m. by Bill Witler.

I. Review and approval of agenda

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

II. Review Audit report with Auditor, Steve Peacock

Steve Peacock, Rehmann Robson, presented the Glen Arbor Township financial audit results to the Commission. The Commission discussed the results with the Auditor. The Commission also discussed the value and content of the report at length.

III. Review and approval of September meeting minutes

Motion made by Pentilla, seconded by Krawczak, to approve the September 2017 minutes as printed. Motion passed.

IV. Review of monthly check list (start with check #12716)

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 Pentilla, 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

Witler 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.

c. Budget 2018-19

Chief Dodson re-verified that Glen Arbor Township approved the 2018-2019 Emergency Services budget.

d. Combine EMS and Fire expenses STATUS

Commission discussed the timing of combining the fire and EMS expense line items. The consensus of the Commission was to do it at the beginning of the next fiscal year.

VI. Staffing Report

a. General staffing status report

The acting LT process was due to end this month but one of the LTs has been on disability for two months. Chief discussed extending the period for another two months after his return. Gary McGhee, part-time employee, resigned from the Department. Chief Dodson discussed the reasons for the resignation. He also discussed how the reasons may impact hiring part-time employees from other unionized departments. Chief Dodson introduced FF Gage Agin as the Department's newest employee. The Commission welcomed him to the Department. A FF/EMT position was posted to establish an eligibility list for hiring. Two applications have been received to date. The posting closes on October 11, 2017.

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 reviewed the zoning approval process and his role in it. The dry hydrant is being repaired at the Little Glen Lake boat launch. The bill may be submitted to insurance.

VIII. Old Business

a. Empire Township Relations Update

Chief Dodson is working on a detailed report for Empire Township. He will continue to work with Supervisor Noonan on the issue. The Commission briefly discussed the issue.

b. Posting approved minutes

The final Commission minutes will be sent to the Commission Chair after the meeting at which they were approved. The Chair will send an authorized copy of the minutes to the Glen Arbor Township Clerk. The Township Clerk is responsible for all postings on the Township website.

c. ISO update

No updates are expected for several months.

d. Record Retention

Chief Dodson reviewed a previous discussion that the Glen Arbor Township Clerk retains the records of the Township (includes Commission documents).

IX. New business

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

Mittelberger presented a proposal for Principles of Governance for the Commission. The Commission discussed the proposed Principles and suggested changes. The revised Principles will be discussed at a future meeting.

b. Next meeting on November 13, 2017

X. Public comment

No public comment was received.

Meeting was adjourned at 12:04 p.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 11/13/2017
/S/ Wm R Witle, Jr
Wm R Witle, Jr
Chairman