

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

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

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: Chief John Dodson, Robert Wurst

Meeting was opened at 10:00 a.m. by Bill Witle

I. Review and approval of agenda

Motion made by Garver, seconded by Calsbeek, to approve the agenda as printed. Motion passed.

II. Review and approve closed session minutes

Motion made by Witle, seconded by Garver, to approve the November 2017 closed session minutes as distributed. Motion passed.

It was noted that a redacted copy of the findings was later provided to the FOIA requestor by the Glen Arbor Township Supervisor in consultation with the Township attorney.

III. Review and approval of November meeting minutes

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

IV. Review of monthly check list (start with check #12815)

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 Mittelberger, seconded by Pentilla, 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

An Acting Lieutenant, FF Sheehan, who was on disability returned to duty and subsequently submitted a resignation from GLFD employment. Sheehan's last day of work was 12/12/2017.

A FF/EMT position was posted to establish an eligibility list for hiring. Two applications were previously received. The new posting will close on January 25, 2018. Testing will take place in February.

Chief Dodson noted that the remaining candidate for lieutenant, FF Aaron Brown, is thereby eligible for promotion. Discussion was held on his qualifications and performance. Chief Dodson expressed confidence in his abilities and will mentor him if promoted. Commission members concurred with the assessment and supported the Chief's decision to promote. He will be formally sworn in at the January 2018 Glen Arbor Township Board meeting.

FF Agin's orientation period has been extended 30 days due to a delay in receiving his medical license from the State of Michigan. Chief Dodson reported that he has been performing well.

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.

A new computer for Ambulance 391, approved by the Glen Arbor Township Board at its last meeting, was ordered from Rugged Depot. Ventilators and IV pumps still need to be purchased under the Paramedic Equipment line item under Capital.

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

Dry hydrant in Little Glen Lake was repaired by Herman's Mobile Welding. Insurance covered most of the cost.

VIII. 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

Commission discussed timeliness of financial reports and timing of the Commission meeting.

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.

IX. New business

a. Principles of Governance

A copy of the document was provided for Commission members to sign.

b. Next meeting on Wednesday, January 10, 2018

c. Chief Dodson notified the Commission that he needed to purchase a new cell phone due to failure of the old one. The purchase will appear on the January credit card summary.

X. Public comment

No public comment was received.

Meeting was adjourned at 11:00 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 01/10/2018
/S/ Wm R Witle, Jr
Wm R Witle, Jr
Chairman