

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
October 10, 2018**

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

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: Robert Wurst, FF Morse, FF Rang

Meeting was opened at 10:02 a.m. by Witler.

**I. Review and approval of agenda**

Krawczak proposed adding a discussion about line 337-709, Accounting Support, to New Business. Commission members concurred.

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

**II. Review and approval of September 12, 2018 meeting minutes**

Motion made by Ihme, seconded by Calsbeek, to approve the September 12, 2018 minutes as printed. Motion passed.

**III. Review of monthly check list (start with check #13159)**

Witler 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 Krawczak, 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**

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.

**V. Staffing Report**

**a. Introduce staff**

Staff members present introduced themselves to the Commission.

**b. General staffing status report. Status of paramedics allowed to work in EMT slots.**

Wurst reported that three (of four) applicants passed the written test and Physical Ability Test. One candidate subsequently declined the panel interview opportunity the evening before the interview. Two remaining candidates were interviewed by a panel of the Department's officers. Their interview results were sent to the Chief for his review and disposition.

**c. Exit interview results, if any.**

Glen Arbor Township Supervisor and the ESAC Chairman conducted an exit interview with FF Durand (transitioned to part-time status). They reported that it was a positive discussion.

**VI. Operations Report**

**a. General update on operations**

Department operations report was previously issued via email and reviewed by the Commission. There were no questions about the report.

**VII. Old Business**

**a. Empire Township Fire Station update**

Pentilla reported that Empire Township anticipates receiving an engineering report in approximately 90 days.

**b. EMS billing revenue reconciliation**

Glen Arbor Deputy Treasurer is posting the transactions as received from North Flight. Chief Dodson to check the latest results and discuss the process with the Deputy Treasurer.

**c. Website status**

ESAC minutes are not yet posted on Glen Arbor Township website. Quick said that she would take care of it after the election.

**VIII. New business**

**a. Reconciliation of Glen Arbor and Empire Township Funding**

Commission discussed the budget reconciliation results and concurred with them. The capital accounts were also reviewed.

**b. Accounting Support (337-709) discussion**

Krawczak initiated a discussion on line item 337-709. He noted that financial reports and other documents have not been issued in a timely manner from the Township office. He questioned the administrative charge and recommended that the charge not be assessed until the situation is resolved. Commissioners concurred that they would like Glen Arbor Township to re-visit the amount of the charge in relation to the level of the service.

**IX. Public comment**

No public comment was offered.

The meeting was adjourned at 10:42 a.m.

Minutes recorded for the Commission by,

Robert Wurst  
Executive Assistant to the Chief

APPROVED 11/14/2018  
/S/ Wm R Witler, Jr  
Wm R Witler, Jr  
Chairman