

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
December 12, 2018**

Present: Roy Pentilla, Ron Calsbeek, Ralph Mittelberger, Linda Ihme  
Absent: Bill Witley, Larry Krawczak, Mike Garver  
Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick, Rick Royston (GA Consultant)  
Staff members: John DePuy (interim Chief), Lt. Ferguson, Lt. Dykgraaf, Lt. Brown, FF Rang, FF Feldpausch, Robert Wurst

Meeting was opened at 10:00 a.m. by Pentilla.

**I. Review and approval of agenda**

DePuy requested to add items under IX. New Business: turnout gear bid and Kasson Township mutual aid; Van Nort added Membership to same category. DePuy also added apparatus maintenance under VII. Operations. Commissioners concurred.

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

**II. Introduce Interim Chief**

Van Nort introduced the Interim Chief John DePuy and Rick Royston who is serving as a consultant to the Township. The Commissioners greeted DePuy and Royston.

**III. Review and approval of November meeting minutes, including Closed session**

Motion made by Ihme, seconded by Mittelberger, to approve the November 14, 2018 regular session minutes as printed. Motion passed.

Motion made by Mittelberger, seconded by Ihme, to approve the November 14, 2018 closed session minutes as printed. Motion passed.

**IV. Review of monthly check list (start with check #13224)**

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 Calsbeek, 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.

**V. Review of Revenue & Expense Report and Balance Sheet**

**a. Balance Sheet**

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 reports with the Commission.

**b. Revenue & Expense Summary / Detail**

**VI. Staffing Report**

**a. Introduce staff**

Staff members in attendance were introduced.

**b. General staffing status report**

Interim Chief DePuy discussed former members who may desire to become Paid On Call staff.

GLFRA is funding a holiday party for staff on 12/21.

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

No exit interviews were reported.

**d. Review of GLFD monthly staff and officer meeting minutes, if any**

Interim Chief Responding to inquiry from Commission members, DePuy stated that he

authorized the removal of security cameras in both stations. The McClain Cycle bill has not been received yet.

## **VII. Operations Report**

### **a. General update on operations**

Department operations report was previously issued via email and reviewed by the Commission.

### **b. Apparatus maintenance**

DePuy reported that Ladder 331 fire pump has large water leak that needs attention. Also, Engine 311 and a tanker have a similar leak. Halt Fire will be retained to investigate and repair the pumps.

## **VIII. Old Business**

### **a. Website status (posting minutes)**

ESAC minutes are now posted on the Glen Arbor Township website.

### **b. Status of review of GA/Empire expense ratios**

Pentilla reported that he and Gretzema are working on calculating the expense ratio. Pentilla discussed the background of the process and the factors involved in the calculation.

### **c. Empire Township Fire Station update**

Pentilla reported on the status of the engineering study being conducted by Empire Township.

### **d. EMS billing revenue reconciliation**

Quick reported that the reconciliation process is going much better. Pentilla will contact the GA Deputy Treasurer for more information.

### **e. GAT \$5,000 charge for financial support (status of letter to GAT)**

Pentilla lead the discussion on the annual administrative charge assessed to the Department. A letter was sent to the GA Township Clerk. Quick discussed the effort expended in administering Department accounting. The matter is still under discussion.

## **IX. New business**

### **a. Are Budget Amendments needed for personnel changes?**

Pentilla proposed that budget adjustments be made to account for additional personnel costs during transition. Van Nort noted that there will be adjustments necessary and should include all areas of the budget. A discussion of staffing levels, overtime, etc. was held.

### **b. Membership (PVN)**

Van Nort noted that Krawczak's appointment expires this month. Pentilla noted that the Empire Township Board may have addressed it at their meeting.

### **c. Turnout gear bid**

DePuy discussed the turnout gear bid process. Lt. Ferguson briefed the Commission on the gear evaluation effort.

Motion made by Ihme, seconded by Mittelberger, to recommend the purchase of new turnout gear from First Due for approximately \$42,000 (capital budget) to the Glen Arbor Township Board. Motion passed.

### **d. Kasson Township mutual aid agreement**

DePuy discussed the ALS intercept situation with a small portion of Kasson Township between Glen Arbor and Empire Townships on Glen Lake. He also discussed GLFD's proximity to Glen Lake School. He has discussed the idea with Cedar Area Fire Department fire chief. He discussed the billing arrangements that may be necessary for the change to occur. Commissioners discussed the proposal made by DePuy.

Motion made by Calsbeek, seconded by Ihme, that the Interim Chief be urged to continue study of the issue and present his findings with the pertinent data to the Commission. Motion passed.

## **X. Public comment**

Lt. Ferguson reported that neighboring departments covered GLFD stations during Michael DePuy's funeral.

## **XI. Adjournment**

The meeting was adjourned at 11:44 a.m.

Minutes recorded for the Commission by,

Robert Wurst  
Executive Assistant to the Chief

APPROVED 01/09/2019  
/S/ Wm R Witley Jr  
Wm R Witley Jr  
Chairman