

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
November 14, 2018**

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

Absent: Mike Garver

Glen Arbor Township representatives: Terry Gretzema, Bonnie Quick

Empire Township representative: Carl Noonan

Staff members: Chief Dodson, Lt. Dykgraaf, FF Lienard, Robert Wurst

Meeting was opened at 10:03 a.m. by Witler.

I. Review and approval of agenda

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

II. Review and approval of October 10, 2018 meeting minutes

Motion made by Calsbeek, seconded by Mittelberger, to approve the October 10, 2018 minutes as printed. Motion passed.

III. Review of monthly check list (start with check #13184)

Discussion held on various checks. Chief Dodson gave details where requested.

Motion made by Mittelberger, seconded by Calsbeek, 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

Financial statements were not issued prior to the meeting. December ESAC meeting will review September and October financial statements.

b. Revenue & Expense Summary / Detail

V. Staffing Report

a. Introduce staff

Chief Dodson introduced staff members present at the meeting to the Commission.

b. General staffing status report.

Chief Dodson reported openings remain on the staff. He recapped the hiring process in the Department. One EMT candidate was interviewed by the Chief and was offered employment. He needs to complete one aspect of his employment physical. He is a member of the military reserve. His start date is 12/3/2018.

Open staff positions will be re-posted soon. Three staffing slots remain open.

Chief attended two training conferences recently. The conferences discussed staff recruitment and retention and that it is a difficulty industry-wide. The Commission discussed staffing in the Department.

c. Exit interview results, if any.

No exit interviews were conducted.

d. Review of GLFD monthly staff and officer meeting minutes

Witler stated that ESAC will begin reviewing staff and officer meeting minutes. Chief Dodson noted that there will no staff meeting in November due to the Thanksgiving holiday. Discussion was held on new Palmer Woods bicycle paths and mutual aid responses.

VI. Operations Report

a. General update on operations

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

Chief Dodson reviewed the repair of the Little Glen dry hydrant. Vendor has secured permits and is beginning the work. Repair was an emergency fire maintenance item.
EMS billing revenue reconciliation was discussed. No further information was provided.
A fuel shed at Station 1 will be constructed by the staff in the Spring due to high vendor estimates. It is estimated to be \$5-7,000 to construct using staff effort.
Minor repairs were made to the Public Safety Building by Glen Arbor Outdoor.

VII. Old Business

a. Empire Township Fire Station update

Chief Dodson reviewed Empire Fire Station discussions that have taken place with Empire Township. Commissioners discussed the project with the Chief and Noonan.

b. EMS billing revenue reconciliation

Discussed in item VI.a above.

c. Website status

ESAC minutes are not yet posted on Glen Arbor Township website. Gretzema discussed Glen Arbor Township options for updating the website.

d. GAT charges for financial support

Commission members discussed bill payment processes and payment. Commission discussed issuing a letter to the Township expressing its concerns about timeliness of bill payments and financial statement production. Gretzema discussed payroll processing and other financial considerations. A letter will be drafted to Glen Arbor Township officials expressing the Commission's concerns.

e. Strategic review of GA/Empire expense allocation (set a date)

Witler proposed that a date be set to review the expense allocation between Glen Arbor and Empire Townships. Commission discussed the factors affecting the allocation process and the data sources used in the calculation. Noonan noted that the Township boards developed the initial agreement and allocation. Pentilla and Gretzema will discuss the issue further and report at the next meeting.

VIII. New business

- a.** Chief Dodson introduced a discussion regarding the Department telephone system. The current vendor's service is coordinated through Wyant Computer Systems. Wyant proposed that a telephone switching router be installed at Station 1 and that the Department assume responsibility for the phone system. After the system is purchased, the monthly fee paid to Wyant would be reduced. Payoff period is estimated to be 24-30 months.

Motion made by Pentilla, seconded by Krawczak, to recommend to the Glen Arbor Township Board that Wyant Computer Systems be engaged to provide the new phone system up to a cost of \$2000. Motion passed.

- b.** Witler updated the Commission about the Sleeping Bear Dunes Citizen Council. That Council will continue discussions with NPS regarding the high volume of visitors to the area and the considerable strain it places on area services. It is attempting to be proactive in dealing with these issues.

IX. Public comment

No public comment was offered.

X. Closed session

Commission to enter a closed session after the regular meeting is adjourned.

XI. Adjournment

The meeting was adjourned at 11:43 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 12/12/2018
/S/ Wm R Witter Jr
Wm R Witter Jr
Chairman