

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
January 9, 2019**

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

Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick

Staff members: John DePuy (interim Chief), Lt. Ferguson, FF Perdue, FF Lake, Robert Wurst

The meeting was opened at 10:03 a.m. by Witler.

I. Review and approval of agenda

Calsbeek proposed adding use of Station 1 parking lot for training under New Business.

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

II. Review and approval of December 12, 2018 meeting minutes

Motion made by Calsbeek, seconded by Mittelberger, to approve the December 12, 2018 regular session minutes as printed. Motion passed.

III. Review of monthly check list (start with check #13246)

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 Pentilla, 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

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 reports with the Commission.

b. Revenue & Expense Summary / Detail

V. Staffing Report

a. Introduce staff

Staff members in attendance were introduced.

b. General staffing status report

DePuy reported that the Department is currently staffed by four persons on each shift. All necessary functions are being performed at the current staffing level. DePuy is of opinion that the new fire chief should be responsible for hiring three additional personnel. Van Nort stated that the fire chief search committee discussed the situation and would like DePuy to begin the hiring process. Discussion was held on the Department employment and orientation process.

c. Exit interview results, if any

No exit interviews were reported. The review process was outlined.

d. Review of GLFD monthly staff (12/19/18) and officer (01/02/2019) meeting minutes

DePuy responded to inquiries from Commission members regarding Department meeting minutes.

VI. Operations Report

a. General update on operations

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

DePuy reported on general Department activities in the past month. He specifically

mentioned his review of the Glen Lake library plans and a review of a home building site in Empire.

DePuy reported on his discussions with Leland FD (LFD) and Cedar Area FD (CAFD) on joint training opportunities. Insurance policy adjustments were made to accommodate the training. He also reported on discussions held with CAFD on proposed ALS intercept arrangements with that department. Commissioners discussed the issue and its variables. The Empire service contract and the impact of the proposed arrangement to service CAFD coverage areas was also discussed.

Motion made by Calsbeek, seconded by Ihme, to recommend to the Glen Arbor Township Board that GLFD enter into an ALS intercept agreement with Cedar Area FD for up to one year. Any agreement is to be contingent upon Empire Township support. Discussion was held on the information available for the proposed agreement and the involvement of the new fire chief. DePuy noted that Glen Arbor fire chief consultant Royston is supportive of the proposed arrangement. It was noted that the one-year trial would not be binding on the Department or Townships. Discussion of fixed and variable charges was also held. Vote taken by roll call. All votes were aye. Motion passed.

VII. Old Business

- a. Empire Township Fire Station update**
Pentilla reported on the status of the engineering study being conducted by Empire Township.
- b. EMS billing revenue reconciliation**
Issue is still open per Quick.
- c. Website status (posting minutes)**
Issue has been fulfilled.
- d. GAT charges for financial support**
Issue still under study and open.
- e. Status of review of GA/Empire expense allocation**
Pentilla reported on status of expense allocation. Meeting will be held with a MSU consultant on the factors involved in the allocation calculation.
- f. Status of budget amendments**
Proposed budget amendments will be distributed before the February meeting.
- g. Status of ALS intercept agreement discussions**
Item was discussed in item VI above.

VIII. New business

- a. Use of Station 1 parking lot for training**
Calsbeek initiated a discussion of the use of the Station 1 south parking lot for vehicle extrication training. DePuy reported that the vehicle was used for training and removed as soon as possible. Secondary discussion of cell phone access to 9-1-1 system was held. It was noted that cell phones can pick up Wisconsin cell towers.

IX. Public comment

No public comment was received.

X. Adjournment

The meeting was adjourned at 12:09 p.m.
Minutes recorded for the Commission by:
Robert Wurst
Executive Assistant to the Chief

Approved 02/13/2019
/S/ Wm R Witler Jr
Wm R Witler Jr, Chairman