

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
February 13, 2019**

Present: Roy Pentilla, Ron Calsbeek, Ralph Mittelberger, Linda Ihme, Larry Krawczak (via telephone)
Absent: Bill Witley, Mike Garver
Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick
Staff members: John DePuy (interim Chief), Robert Wurst

The meeting was opened at 10:00 a.m. by Pentilla.

I. Review and approval of agenda

DePuy proposed adding discussion of Auxiliary Service members to New Business.

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

II. Review and approval of January 8, 2019 meeting minutes

Motion made by Ihme, seconded by Mittelberger, to approve the January 8, 2019 regular session minutes as printed. Motion passed.

III. Review of monthly check list (start with check #13284)

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 Ihme, 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 (December 2018)

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

V. Staffing Report a. Introduce staff

There were no staff members in attendance.

b. General staffing status report

DePuy reported that FF Rang has completed the requirements for operating as a paramedic and will be assigned to B shift.

A citizen will be purchasing a replacement flag for station 2.

Ironman Race meeting was attended. Traffic concerns are still not satisfactorily addressed.

The new fire chief will need to address the issue further.

FF Feldpausch will be attending HazMat and Trauma courses soon.

Lt. Dykgraaf is coordinating an ice rescue class. Neighboring departments will be invited.

FF Nichols has completed his driving refresher.

Application for a MFFTC grant was made for a training aid.

Both ambulances have received routine maintenance.
Halt Fire is scheduled to come soon to inspect fire apparatus pumps. Any billing to occur after the FY change.
Apparatus waxing is underway.
GA Outdoor repaired soffit and roof at Station 1.
Turnout gear has been ordered. Foul weather coats were also ordered.
Old radios were sold, and proceeds forwarded to the Township.
Annual physicals were completed.
Fire Chiefs meeting at Governmental Center today with topic of active shooters. 25 applications were received for the fire chief position. Subcommittee has narrowed candidate list to three (3) persons. Interviews are scheduled for later in month.
Four applications for firefighters have been received. Testing will take place in March.
One application has been received for a part-time EMS-only position.
Currently, both ambulances respond to every EMS dispatch. Knox box issues at the Homestead are being investigated.

c. Exit interview results, if any

No exit interviews were reported.

d. Review of GLFD monthly officer (02/06/2019) meeting minutes

DePuy responded to inquiries from Commission members regarding Department meeting minutes. Other items were addressed in item (a) above.

VI. Operations Report a. General update on operations

Department operations report was previously issued via email and reviewed by the Commission. Other items were addressed in item V.a above.

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

Quick stated that issue has been resolved and can be closed.

c. GAT charges for financial support

Krawczak stated that the financial support charges are inappropriate for this FY. Issue is still under study and open.

d. Status of review of GA/Empire expense allocation

Pentilla reported on the status of expense allocation effort.

e. Status of budget amendments

Proposed budget amendments and accompanying notes were distributed via email. Discussion was held on the line item changes.

Motion made by Mittelberger, seconded by Ihme, to recommend adoption of 2018-2019 proposed budget adjustments to the Glen Arbor Township Board. Motion passed.

f. Status of ALS intercept agreement with Cedar Fire Department

DePuy reported that he presented the topic to the Empire Township Board. The agreement will be tabled until staffing issues are resolved, and the agreement receives further analysis.

VIII. New business a. Auxiliary Service members proposal

DePuy distributed a proposed Standard Operating Guideline (SOG) regarding his proposal for Auxiliary Service membership in the Department. He highlighted areas of the SOG during the discussion. Commission members discussed the proposed SOG.

Motion made by Calsbeek, seconded by Ihme, that the proposed Auxiliary Service members SOG be recommended for approval by the Glen Arbor Township Board. Motion passed.

IX. Public comment No public comment was received.

X. Adjournment

The meeting was adjourned at 10:59 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief

APPROVED 03/13/2019
/S/ Wm R Witley Jr
Wm R Witley Jr
Chairman