

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

Present: Bill Witle, Roy Pentilla, Ron Calsbeek, Ralph Mittelberger, Linda Ihme, Larry Krawczak
Absent: Mike Garver
Glen Arbor Township representatives: Peter Van Nort, Bonnie Quick
Staff members: Chief Ferguson, Lt. (acting) Lake, FF Feldpausch, Robert Wurst
Public: John DePuy

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

I. Review and approval of agenda

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

II. Public comment

Chief Ferguson introduced staff members present at the meeting.

III. Review and approval of February 13, 2019 meeting minutes

Motion made by Calsbeek, seconded by Ihme, to approve the February 13, 2019 regular session minutes as printed. Motion passed.

IV. Review of monthly check list (start with check #13316)

Witle 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.

V. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

Witle 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

See item II. above.

b. General staffing status report

Candidate testing took place on 3/12. Interviews are scheduled for 4/3.
EMT Chalup begins working part-time employment on 3/14.

c. Exit interview results, if any

No exit interviews were reported.

d. Review of GLFD monthly staff (02/20/2019) and officer (03/06/2019) meeting minutes

Chief Ferguson answered Commission questions about the minutes.

VII. Operations Report

a. General update on operations

Department operations report was previously issued via email and reviewed by the Commission. An extensive discussion on annual employee evaluations was held. The Commission desires that the Chief provide a summary of the department personnel evaluations after the process is completed.

VIII. Old Business

a. Empire Township Fire Station update

Pentilla reported on the status of the engineering study being conducted by Empire Township. The consultant has issued a preliminary report. A final report will be issued in the near future.

b. GAT charges for financial support

Witler recapped Van Nort's previous observations that the charges cover both Clerk and Treasurer efforts to support the Department.

c. Status of review of GA/Empire expense allocation

Pentilla reported on the status of expense allocation effort. The factors affecting the expense allocation were reviewed. Discussion was held on the factors and criteria for their use.

d. Status of proposed ALS intercept agreement with Cedar Fire Department

Chief Ferguson reported that there is no update on a proposed intercept agreement with CAFD.

Van Nort asked about turnout gear status. Ferguson reported that it should be delivered soon.

IX. New business

a. APPROVE budget amendments

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

X. Public comment

No public comment was received.

XI. Adjournment

The meeting was adjourned at 11:04 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief