

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
April 10, 2019**

Present: Linda Ihme, Ron Calsbeek, John DePuy, Mike Garver, Larry Krawczak, Roy Pentilla (via phone)

Absent: Ralph Mittelberger

Glen Arbor Township representatives: Peter Van Nort, Pamela Laureto

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

The meeting was opened at 9:58 a.m. by Ihme.

I. Review and approval of agenda

Motion made by Calsbeek, seconded by DePuy, to approve the agenda as printed. Motion passed.

II. Public comment

No public comment was received.

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

Motion made by DePuy, seconded by Krawczak, to approve the March 13, 2019 regular session minutes as printed. Motion passed.

IV. Review of monthly check list (start with check #13350)

Ihme reported that a finance group of the Commission reviewed the check list and found it satisfactory. She provided summary details to the Commission.

Motion made by Calsbeek, seconded by Garver, 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

Ihme reported that a finance group of the Commission reviewed the financial reports and found them satisfactory. She then briefly reviewed the financial reports with the Commission. Krawczak noted the issues with the Liabilities category. Laureto will follow up the issues.

b. Revenue & Expense Summary / Detail

VI. Staffing Report

a. Introduce staff

Staff in attendance at the meeting were introduced.

b. General staffing status report

Three persons were interviewed. Two (a Paramedic and an EMT) have been offered conditional employment. Anticipated start date for both is around the beginning of May. Three staff openings remain – 1 Paramedic and 3 EMT's.

Chief Ferguson reported that he is in discussions with two EMS personnel to work as part-time employees. He has also discussed auxiliary membership with two other persons. Ferguson reported that he has received two resignations. FF/PM Steven Rang's last day is 4/14. Robert Wurst's last day is 4/22.

DePuy noted that rural fire departments experience turnover at a high rate nationwide.

c. Exit interview results, if any

No exit interviews were reported. Ihme and Van Nort will conduct an exit interview with FF Rang.

- d. Review of GLFD monthly staff (non) and officer (04/03/2019) 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. Calsbeek asked that response times be included in the monthly report. Chief Ferguson discussed Department response times.

Calsbeek and Krawczak noted that the purchase of the new pickup was not discussed at an ESAC meeting. The Echo unit was discussed previously.

Ferguson noted that the County sent its annual appreciation certificate.

An active shooter training drill will be held at Glen Lake School. There will be an EMS component that GLFD will participate in during the drill. No students will be involved. First union negotiation is scheduled for 4/11.

Traverse City FD Haz Mat response agreement was received. It needs authorization by Township boards. Cost is \$395 per year per municipality. Cost includes annual training conducted for the staff by TCFD Chief Tuller. The station dispatch alerting system was modified.

VIII. Old Business

- a. Empire Township Fire Station update** No update was available.

b. Status of review of GA/Empire expense allocation

Pentilla will meet with Van Nort soon to continue discussions.

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

Van Nort stated that he and Noonan have agreed that an Echo unit would be prepared (Command 300) and that intercepts with CAFD would not take place until there were at least three (3) paramedics on duty each day. Ferguson noted that it would require an additional 3-4 paramedics (hiring new staff or training existing staff) before ALS intercepts with CAFD could take place. Use of the Echo unit in existing coverage area would better utilize staffing and apparatus.

Extensive discussion of an intercept agreement was held. The difference between mutual aid and ALS intercept was discussed. Ferguson noted that ALS intercepts are already taking place when North Flight indicates that it cannot cover its assigned call. He noted that five (5) intercepts have already been made this calendar year. A comparison with previous years was requested. Ferguson agreed to provide the comparison.

Ferguson noted that at least one staff member will be sent to paramedic class this Fall.

Garver suggested that a temporary agreement be proposed, and the topic be re-visited with Empire Township. Van Nort will re-open the issue with Empire Township.

IX. New business

No new business was presented.

X. Public comment

No public comment was received.

XI. Adjournment

The meeting was adjourned at 11:00 a.m.

Minutes recorded for the Commission by,

Robert Wurst
Executive Assistant to the Chief