

**APPROVED
GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
June 12, 2019**

Present: Mike Garver, John DePuy, Roy Pentilla, Ralph Mittelberger, Linda Ihme, Larry Krawczak, Jan Bauer

Absent: Ron Calsbeek

Glen Arbor Township representatives: Peter Van Nort

Staff members: Chief Ferguson, Shane Dunklow, Nate Perdue, Chad Dykgraaf, and Steve Lienard

Public: None

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

I. Review and approval of agenda

Van Nort asked to add the report from the auditor to New Business. Chief Ferguson asked to add FY 2020/21 budget and Sale of IV Pumps to New Business. Motion made by Pentilla, seconded by DePuy, to approve the agenda as *printed amended*. Motion passed.

II. Public comment

None

III. Review and approval of May 15, 2019 meeting minutes

Chief Ferguson asked for the spelling of several names to be corrected. DePuy moved to approve the minutes of May 15, 2019 as amended. Mittelberger seconded. All in favor, motion carried.

IV. Review of monthly check list (start with check #13432)

It was reported that the finance group of the Commission reviewed the check list and found it satisfactory. Summary details were provided to the Commission. There is a question about check #13460, and what it is for, so Laureto will check on this.

Motion made by Pentilla, seconded by Krawczak, 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

It was reported that the finance group of the Commission reviewed received the balance sheet financial reports and found them satisfactory. The Commission then briefly reviewed each page of the financial reports.

b. Revenue & Expense Summary / Detail

It was reported that the finance group of the Commission reviewed received the revenue and expense reports summary and found them satisfactory. There was a couple of minor issues that will be being looked into. *The Commission briefly reviewed the revenue and expense summary.* The Commission acknowledged receipt of the revenue and expense reports and balance sheet. The Commission is happy with the progress that is being made on improving these reports. The Commission briefly discussed the presentation of the reports; there will be minor changes made next month.

VI. Staffing Report

a. Introduce staff

Chief Ferguson introduced Shane Dunklow, Nate Perdue, Chad Dykgraaf, and Steve Lienard as the staff present at the meeting.

b. General staffing status report

Applications are being accepted for one FF/EMT position and two Paramedic positions that are still open. Ferguson is still working shifts as a paramedic due to the shortages in this position. Two part time staff members have been added to the roster.

c. Exit interview results, if any

There were no exit interviews.

d. Review of GLFD monthly staff (none) and officer (none) meeting minutes

There were no staff or officer meetings.

VII. Operations Report

a. General update on operations

Department operations report was previously issued via email and reviewed by the Commission. Chief Ferguson summarized the report, and the Commission briefly discussed. The response procedures to Overlook #9 are being changed slightly – there will now be one vehicle sent to assess the situation before sending a full response if necessary. This will improve responses to other overlapping calls, although it may slightly slow down response times at the Overlook. The department may be receiving some equipment from the National Park, but the details have not been worked out yet. Chief Ferguson summarized the maintenance, repairs and testing that are being completed on the equipment. He detailed a quote for approximately \$3,000 for graphics on the Echo unit, which should be in service shortly. The approval for the outfitting of this vehicle has already been given. The command car will also be outfitted with a vinyl wrap and graphics. The department put on a CPR class for NPS employees yesterday, which puts the department over 100 CPR students for the year. The Commission briefly discussed the road work that will be completed on M-72 between Coleman Road and Bugai Road – this will not present an issue for Glen Lake FD and there will be no re-routing of equipment when transporting patients to Munson.

VIII. Old Business

a. Empire Township Fire Station update

Pentilla reported that there was no discussion regarding this at the Empire Township Meeting. Ferguson and Supervisor Noonan will be meeting to discuss the status of this discussion.

b. Status of review of GA/Empire expense allocation

Pentilla reported on the status of expense allocation effort. There have been no changes, but there will still need to be discussion on the allocation.

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

Once the echo unit is in service and the department is fully re-staffed, this discussion will be re-opened.

IX. New business

a. Audit Report – At the August 14 Glen Arbor Township Board meeting, the first item on the agenda after public comment will be a report from the auditor, Steve Peacock from Rehmann. The board briefly discussed the audit process.

b. FY 2020-21 Budget – Chief Ferguson has been working on the budget for FY 2020-21. He will be able to finalize these numbers after the union contract negotiations are completed. He is asking for an increase of almost \$1,000,000 from this fiscal year to FY 2020-21. This increase will be \$876,250 to staffing *level and wages* and \$82,000 to operations. Ferguson feels this increase in staffing *and wages* is necessary to bring the pay up to parity with the rest of the county. Training and maintenance ~~are have both been~~ grossly underfunded, ~~and have been for a long time~~. He is proposing increases in these; the Commission briefly

discussed. Healthcare costs for the department will be going up by almost 11%, which is unusually high, and is due in part to a general regional increase.

- c. **Sale of IV Pumps** – The IV pumps that were purchased two years ago were never put into service because the department doesn't have a use for them. There is nothing in the department protocols that necessitates the use of IV pumps. They are used mainly for hospital-to-hospital transfers, which the department doesn't do. The department paid \$11,000 for them, and Chief Ferguson has a verbal commitment from a potential buyer for \$7,000. **Pentilla moved to approve the sale of the IV pumps; DePuy seconded. All in favor, motion carried.**

Chief Ferguson stated that the pumps were purchased with capital funds, and asked if the money would go back into the capital fund or the operations fund. The commission was unsure of where the money should be placed. DePuy stated that it's better to not have the equipment, rather than having equipment that the medics don't use, don't train on, and don't have full proficiency with. There are currently older IV pumps on the trucks, and they have not been used in almost 9 years. These will be being removed from the trucks, but have almost no value at this time.

X. Public comment

John DePuy – He thanked the crew (including Lienard and Dunklow) for their work on a recent call, and thanked all of those involved, even with a poor outcome.

DePuy also stated that the trucks have not been being maintained well over the last 6-7 years. The maintenance and testing currently being undertaken are absolutely necessary, especially with frequent ~~drafting out~~ use of surface water rather than hydrants. Surface water is less clean and results in more maintenance being needed to the equipment. The Chief and Commission briefly discussed the maintenance and testing of the equipment; the Commission is happy with the progress being made in this area.

Chief Ferguson and John DePuy stated that a sizeable anonymous donation was made to the department at Christmas. This was used to purchase new kitchen equipment and materials for a new wooden dining table. The table was constructed by a family member of a department employee, and when finished, will have the department patch and the previous *Glen Arbor and Empire* Fire Department patches on the table top. The Commission asked DePuy to pass their gratitude along to the person who made the donation, and the department will be sending a letter of thanks to the builder of the table.

XI. Adjournment

Garver moved, Krawczak seconded to adjourn the meeting. With no objection, the meeting was adjourned at 10:45 a.m.

Minutes prepared by,

Dana Boomer
Recording Secretary