

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
August 14, 2019**

Present: John DePuy, Roy Pentilla, Ralph Mittelberger, Linda Ihme, Larry Krawczak

Absent: Jan Bauer, Ron Calsbeek

Glen Arbor Township representatives: Pam Laureto

Staff members: Chief Ferguson, Nate Purdue, Chad Dykgraaf, Steve Lienard, Pete Stern

Public: None

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

I. Review and approval of agenda

Chief Ferguson asked to add FY 2020/21 Budget, Leland Marine Response Agreement, Lieutenant Job Posting, and Empire Tanker to New Business. Motion made by Pentilla, seconded by Krawczak, to approve the agenda as amended. Motion passed.

II. Public comment

None

III. Review and approval of July 10, 2019 meeting minutes

Pam Laureto asked for the spelling of her name to be corrected. DePuy moved to approve the minutes of July 10, 2019 as amended. Mittelberger seconded. All in favor, motion carried.

IV. Review of monthly check list (start with check #13503)

It was determined to review the audit report and auditors' communication first. Steve Peacock presented for Rehmann. Peacock summarized the audit report, and then discussed the report with the committee. Peacock then summarized the auditors' communication, including recommendations for future practices, and discussed extensively with the committee and staff. Two typos were identified to be corrected. The group discussed what programs there are for use with bookkeeping, payroll and tax report preparation, as the township is considering changing their current practices.

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.

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 the balance sheet and discussed. There are changes that need to be made subsequent to the audit being completed, so the Commission will not be discussing.

b. Revenue & Expense Summary / Detail

It was reported that the finance group of the Commission reviewed the revenue and expense summary and discussed. There are changes that need to be made subsequent to the audit being completed, so the Commission will not be discussing.

VI. Staffing Report

a. Introduce staff

Chief Ferguson introduced Chad Dykgraaf, Nate Purdue, Steve Lienard and Pete Stern as the staff present at the meeting.

b. General staffing status report

Interviews and testing were completed in late July. Full-time positions were offered to one FF/EMT and one FF/Paramedic, and they will be starting shortly. There is still one open paramedic position, and once this is filled the department will be fully staffed.

c. Exit interview results, if any

There were no exit interviews.

d. Review of GLFD monthly staff (none) and officer (7/3) meeting minutes

The minutes of the officer meeting had been distributed to the board; Ferguson summarized, and briefly discussed with the commission.

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. Scott Sheehan has been hired as the Marine Training Officer, and has been moving forward in discussions with the Coast Guard and other groups. The response agreement with Leland regarding marine response was not renewed when it expired; Van Nort currently has a copy of this agreement for signing, dated September 1. There is a lieutenant position open, which will be posted internally tomorrow. There is an acting lieutenant currently holding the position. The tanker from Empire has been on loan to Frankfort for almost a year, during which time Frankfort completed repairs to the apparatus. Frankfort has inquired what the cost would be for them to purchase the truck from Glen Lake. Ferguson has been looking at comparables, and the truck would end up being between \$60,000 and \$90,000. This truck has not been needed by Glen Lake during the time Frankfort has had it, and was not used for some time before it went to Frankfort. There are two other tankers currently owned by Glen Lake, which are used much more frequently. Ferguson suggested that the truck previously held by Frankfort, now located in Glen Arbor be sold.

Pentilla moved to request that the board entertain selling the tanker previously held by Frankfort, now located in Glen Arbor. Krawczak seconded. All in favor, motion carried. Ferguson will continue pursuing a more specific sales figure.

Ferguson has had a new logo created for the department, which would go on business cards, letter heads, website, and some embroidery. This will not replace the patch that is on the trucks and sleeve patches. DePuy is concerned with having the "Sleeping Bear Dunes National Lakeshore", as while there is a substantial amount of this land in the service area, the department receives little to no financial support from the park. He feels that instead the "Empire/Glen Arbor" language should be emphasized more. Mittelberger is concerned that the logo makes it look like the department is split evenly between land and marine responses. The commission briefly discussed, and left it up to Ferguson and the staff to decide on the final logo design.

Ferguson is still working to get a quote to paint Station 1. Ferguson and the committee briefly discussed other aspects of the operations and response reports.

VIII. Old Business

a. Empire Township Fire Station update

Pentilla reported that there was no update regarding this.

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

There was no update on this. Glen Lake is still responding into Cedar on a few EMS runs under mutual aid, for which there is no reimbursement. When an intercept agreement is in place, Glen Lake will be reimbursed for intercepts that take place in Cedar's response area.

IX. New Business

- a. FY 2020/2021 Budget** – The commission briefly discussed the timing of meetings. The September regular meeting has been moved to September 12, and the commission determined that the budget meeting will also be moved to September 12 at 7 pm, as discussed in July. The commission did not discuss the budget.
- b. Leland Marine Response Agreement** – Discussed under general operations
- c. Lieutenant Job Posting** – Discussed under general operations
- d. Empire Tanker** – Discussed under general operations

X. Public comment

None

XI. Adjournment

Mittelberger moved to adjourn the meeting; DePuy seconded. With no objection, Ihme declared the meeting adjourned at 11:33 a.m.

Minutes prepared by,

Dana Boomer
Recording Secretary