

APPROVED
GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
July 10, 2019

Present: John DePuy, Roy Pentilla, Ralph Mittelberger, Linda Ihme, Larry Krawczak, Jan Bauer; Ron Calsbeek joined the meeting at 10:25

Absent: None

Glen Arbor Township representatives: Peter Van Nort; Pam Laureto joined the meeting at 10:25

Staff members: Chief Ferguson, Jay Morse, Ian Durand

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 and Marine Division Training 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 June 12, 2019 meeting minutes

Pentilla, Van Nort and other commissioners asked for several changes to the minutes; these are indicated by strikeouts for removed text and italicization for added text. Pentilla moved to approve the minutes of June 12, 2019 as amended. Bauer seconded. All in favor, motion carried.

The Commission briefly discussed the distribution of the minutes. In the future, Boomer will send the minutes to Van Nort for review before they are distributed to the full Commission.

IV. Review of monthly check list (start with check #13467)

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 are questions regarding one check, which Laureto will be looking in to.

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 Jay Morse and Ian Durand as the staff present at the meeting. Ian Durand is a new employee, working as a part-time FF/EMT-B, and attending paramedic school.

b. General staffing status report

Ferguson sent out 8 or 9 invitations for testing and interviews for open positions. Most of these were for EMT-B positions, and one for a Paramedic position. There are two open Paramedic positions, and one open FF/EMT-B position. July 23 is the testing date and July 25 is the interview date. The Commission briefly discussed the testing and interview process.

c. Exit interview results, if any

There were no exit interviews.

d. Review of GLFD monthly staff (6/19) and officer (6/5) meeting minutes

The staff and officer meeting minutes were not distributed to the Commission prior to the meeting. Ferguson summarized the meetings, which were routine and did not address any major issues. Staff meetings are not held in July and August.

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.

Ron Calsbeek and Pam Laureto joined the meeting at 10:25.

Chief Ferguson and the Commission briefly discussed fire prevention, smoke detectors, and the speed with which fire spreads. The Commission briefly discussed the fire on Glen Lake Road on 6/12, and the procedures used.

Bauer stated that the Pancake Breakfast was well organized. Ferguson said that it was well-attended, with almost 600 people, and almost 100 t-shirts sold. The department is already planning to put this event on next year.

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 department is fully re-staffed, this discussion will be re-opened. The echo unit has been finalized. The union contract is in progress, and the committee is hoping to have it wrapped up this week. This will be a three-year contract.

IX. New Business

a. Marine Division Training – Ferguson has spoken with Scott Sheehan about coming back to the department to focus on the boat training program, which he ran in the past. Sheehan is interested in this proposal, and Ferguson is working on the details of this. Ferguson would like to re-vamp the training program for the marine division, including pay for members training on the boat. The training program needs to be similar to where it was when Sheehan was here in the past; the current situation with training and dispatch of the boat is unsustainable. Sheehan would be the department liaison between the GLFD, dispatch, sheriff's department and the Coast Guard. Ferguson is looking into the possibility of training with the Coast Guard. The Coast Guard would pay the department for this, and the contract for the training will be coming back up this year. The Commission briefly discussed.

Mittelberger mentioned the recent press coverage of work by the department, which has been favorable.

Ferguson is recommending a salary of \$8,000 per year for Sheehan, based on the number of hours that will required between liaison leg work and actual training. Ferguson would like to do this as a salary, paid once a month, rather than a per-hour position. Sheehan would also be willing to be an auxiliary member of the department and respond to calls. The Commission briefly discussed. There are currently only two people in the department who are trained to operate the boat – Ferguson and Dykgraaf; if neither of them is on duty, the boat sits, regardless of the call.

Pentilla asked if the boat is actually necessary? Ferguson said this is a good question, and he would like to see if improving communication between the sheriff's department and Coast Guard will result in the boat being used more; if not, the 2-3 times per year it is currently used is not worth the cost. Many times, the boat must be launched at Frankfort or Leland, due to wind and water conditions, and so is unhelpful for people immediately off shore. DePuy suggested docking the boat in a slip in Leland Harbor, and cross-train with Leland Township Fire & Rescue so that their personnel could run the boat as well. The Commission extensively discussed the need for and docking location of the boat, as well as where it can be launched and what the uses are for the boat.

Ferguson and Van Nort will work to pursue a conversation with the county about the final disposition of the boat. There are conversations that need to be had between dispatch, the sheriff's department and the Coast Guard, and conversations that may need to happen at the county level about the end ownership of the boat. The Commission suggested the possibility for the Sheriff's Office to buy the boat, instead of the new boat that they are proposing.

The Commission discussed the overall organization and layout of emergency equipment in the county, and the difficulties of being a peninsula county divided by a major lake.

Pentilla moved to create a Marine Training Officer position, staffed by Scott Sheehan, at a pay rate of \$8,000/yr; Mittelberger seconded. The Commission extensively discussed the need for this position, given the possibility of the department not having the boat in another year or two. **All in favor, motion carried.**

- b. **FY 2020/2021 Budget** – Ferguson distributed a draft of the FY 2020/2021 Budget. The increase in staffing and wages is the largest increase of the budget. This covers 15 full time positions, the chief and 4-5 part-time positions, for the equivalent of 18 full-time positions. There are currently 12 full-time employees. It's been about 5 years since the department was fully staffed. The pay increase covers the increase in the union contract, which ends up being about 16%. These increases will start to bring the department to parity with the region over the three year contract. There will also be a change from 2 paramedics and 3 FF/EMTs on each shift to 3 paramedics and 2 FF/EMTs on each shift.

Pentilla is concerned about the ability of Empire Township to absorb an almost half a million dollar increase in their contribution level. He would like to see comparables from other departments, to take to the public, to help sell this major increase. DePuy stated that the staffing shortages are resulting in lack of coverage when both of the ambulances are called to one of the townships. Mittelberger is concerned about a 50% jump in the budget in one year. He is not arguing that the increases in salary are not deserved, but is concerned about the major jump. Calsbeek wants to make sure that the Commission realizes that increasing the pay will not automatically result in being fully-staffed, because departments across the country are understaffed, regardless of their pay. Ferguson will be continuing to work on amending the draft budget.

John DePuy left the meeting at 11:17 am.

Ferguson briefly summarized other changes in the budget, and the Commission discussed. Ferguson has budgeted for an exterior paint job, which could be \$25,000 or more, as there is also fascia repair that needs to be completed. There has not been an exterior paint job completed since the building was built. However, he is unsure whether this is a fire

department expense or a township capital expense. The Commission briefly discussed; they are unsure as to who will be responsible for this expense. Maintenance and training make up much of the remainder of the budget increase. The Commission briefly discussed these increases, and others budget items.

Laureto asked about how the audit firm will be paid. The audit covers both Glen Arbor Township and Glen Lake Fire Department, and so she is suggesting splitting the cost between the two groups. The full audit contract was \$12,750. The Commission discussed whether this would be appropriate and how this should be listed in the budget if part of the audit is paid by the Glen Lake Fire Department. Pentilla is concerned that beginning to allocate costs like this would start on a road of needing to allocate costs for everything, including township official time and other possibilities. The Commission will continue to discuss this issue in the future.

The Commission will review the budget, and continue the discussion at the next meeting. The public hearing for the budget is currently scheduled for September 11, and so the Commission will need to make a recommendation on the budget in August. This date will likely be changed, to not interfere with the 9/11 ceremonies. Laureto asked that the revenue side of the budget be included next month. The September regular meeting was changed to September 12 at 10 am. The budget hearing will also be moved to September 12.

X. Public comment

None

XI. Adjournment

With no objection, Ihme declared the meeting adjourned at 11:40 a.m.

Minutes prepared by,

Dana Boomer
Recording Secretary