

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES**

February 12, 2020

Present: Roy Pentilla, Jan Bauer, Ron Calsbeek, John DePuy, and Larry Krawczak via telephone

Absent: Linda Ihme, Ralph Mittleberger

Glen Arbor Township Representative: Pam Laureto

Staff Members: Chief Ferguson

Public: None

The meeting was opened at 10:00 am by DePuy

**I. Review and approval of agenda**

Ferguson added Iron Man race under New Business. Pentilla made a motion to approve the agenda as amended. Bauer seconded. Motion carried.

**II. Public comment**

None.

**III. Review and approval of Jan. 15, 2020 meeting minutes**

Pentilla asked about the loan of the tanker to Cedar and how the issue of insurance was resolved. DePuy said that Cedar will cover the insurance. Calsbeek moved to approve the minutes. Seconded by Pentilla. Motion carried.

**IV. Review of monthly check list (start with check #13706 )**

Pentilla asked if the Municipal Underwriters' \$20,000 was for the year and if it included Workman's Comp. Laureto said it is for the year but that Workman's Compensation is under Accident Fund. As for payroll, Laureto explained that this was the first one since switching to a new payroll vendor. They mistakenly took out unemployment insurance then reimbursed it, but did so incorrectly. She fixed it. Laureto believes this vendor will work well. Motion made by Pentilla, seconded by Bauer, 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.

**V. Review of Revenue & Expense Report and Balance Sheet**

**a. Balance Sheet**

Laureto reported that Janelle is coming next Thursday and they will finish FSA. Ferguson said there will be an increase in health insurance costs of almost \$1,000 a month. The last three hires have families, which added 12 people to the health insurance plan.

**b. Revenue & Expense Summary / Detail**

Account numbers nearing 100% of the budget were reviewed for the March budget amendments.

**VI. Staffing Report**

**a. Introduce staff - none**

**b. General staffing status report**

Ferguson said the new part time paramedic Anthony Forton is working today but is on a call. The orientation process is going well.

**c. Exit interview Results, if any. None.**

**d. Review of GLFD monthly staff and officer minutes**

Ferguson said there are not as many calls this time of year, therefore there is more time for training. Pentilla inquired about using Accu-Med for billing. Ferguson explained that the costs will be about the same as using North Flight but Accu-Med's monthly reports are very clean and easy to use. Accu-med will come on site to train and will help us collect more money. Their software is better. With Accu-Med we pay \$1,500 once a year then they get 6% of what they collect for us, meaning there is an incentive to collect more money. Ferguson believes we will see an increase in revenue. Krawczak asked when to expect the Capital Replacement Plan and Ferguson said he does not know, but likely more than a year. The Capital Replacement Plan will be part of the master plan. Calsbeek asked about "paramedicine." Paramedics would get additional training so that they would be able to go to patients' houses after surgery to help with wound dressing, medications - similar to homecare visiting nurses. The main goal is to decrease re-admissions to the hospital. Ferguson explained that we are likely two years out from this.

**VII. Operations Report**

Ferguson intends to send out a call for bids for an ambulance today. Bids are to be returned by March 30. We would approve the winner of the bid in April, at the Township Board meeting.

**VIII. Old Business**

**a. Empire Township Fire Station update**

Pentilla reported no change.

**b. Status of the proposed ALS intercept agreement with Cedar Fire Department**

Ferguson reported that this was discussed at the Empire Town Board Meeting. Pentilla said they looked at how much it might cost to implement ALS with Cedar and shared Empire's thoughts on the ALS agreement.

There are four townships that have to agree. Ferguson said that Solon Township has a meeting tonight. The other three have approved the plan and thinks it will be approved. DePuy suggested that the ideal situation would be Cedar and Glen Lake come together and become

one department. Ferguson said he is in discussion with Leland and Cedar to reduce redundancy and to consolidate. The cost would go down and the services would improve.

**c. Status of Rescue Boat**

DePuy met with Frank Siepker Jr. and Stan Brubaker about the boat ramp. Stanz came out to the ramp and determined that, due to the high water, we will not need all of the sections put in. Stanz will propose an estimate next week at the Town Board meeting. This is a short term solution. The Township is looking at a long term plan. Bob Kuras said that the boat can be kept at the mouth of the river at the Homestead. Laureto reported that she has all the paperwork and, now that we know we are getting repairs, she can apply for an EGLE permit which should be good until the lake level changes. The township is committed to having some kind of ramp there. DePuy said that Ferguson has agreed to drive by the ramp every day to look for debris. Laureto said the Township will work with Glen Arbor Outdoor to remove debris.

**IX. New Business**

**a.** ER rejections is tabled until Van Nort returns.

**b.** Operations Report is tabled until Van Nort returns.

**c.** Ferguson reported on his training session at the National Fire Academy in Maryland. He came back with a to-do list: work on the Capital Replacement Plan, the 5 year Strategic Plan, and review the current policies. Some are guidelines, some are policies. Laureto said that official Township policies need to be published in the newspaper and recorded. Ferguson is trying to get others, especially the Lieutenant, to take similar classes.

**d.** Ironman Race

Ferguson reported that it was discussed at the Empire Town Board meeting last night. The route has changed a bit.

**X. Public Comment**

None

**XI. Adjournment**

With no objection DePuy declared the meeting adjourned at 11:52 am.

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township