

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

January 15, 2020

Present: Linda Ihme, Roy Pentilla, Jan Bauer, Ron Calsbeek, John DePuy, and Ralph Mittelberger and Larry Krawczak via conference call

Absent: Peter Van Nort

Glen Arbor Township Representatives: Pam Laureto

Staff Members: Chief Ferguson

Public: None

The meeting was opened at 10:01 am by Ihme

**I. Review and approval of agenda**

Pentilla noted that III. should read December 11, 2019. Ihme noted that the current date on the agenda should read January 15, 2020.

**II. Public comment**

None.

**III. Review and approval of Dec. 11, 2019 meeting minutes**

Ihme noted that Ferguson asked to put Budget Amendments on the agenda under New Business. Pentilla moved that VIII b. be modified to reflect that the reconciliation was approved and ESAC recommended payment of \$97,069.00. Seconded by Mittelberger.

**IV. Review of monthly check list (start with check #13687 )**

Pentilla asked about the charge for Daves Garage and Ferguson explained it was for a truck that was stuck in a driveway. Laureto explained the difference between the payroll and benefits paycheck schedule. Ferguson reported that, due to full staffing, the bi-weekly payroll should be around \$40,000. Motion made by Pentilla, seconded by Calsbeek, 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 carried.

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

### **a. Balance Sheet**

Pentilla inquired about the entry for Trace Analytics under Payables and Ferguson explained it is an annual service to have equipment tested.

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

Pentilla reviewed how to read the new format of the financial document and noted that some numbers were not picked up in the new format but that the totals agree. Laureto confirmed that she keeps a paper copy of the original budget in addition to the Quick Books file, as updating the original Quick Books budget will not allow the original budget to be saved. Some budget amendments have not been added yet. Pentilla noted that the Empire Fire and Rescue looks like it is negative in revenue due to the placement of a refund in the spreadsheet (where the auditors said to put it). The Accident Fund has been fixed, as has the Accounting Support Group. Pentilla said the Health Insurance looked down from last year. Krawczak suggested that an audit adjustment in April may account for that. Laureto explained it was not being recorded correctly but is now. After much discussion, Ferguson proposed having both a Misc. Revenue and a Fire Misc. Revenue account.

## **VI. Staffing Report**

### **a. Introduce staff - none**

### **b. General staffing status report**

Ferguson reported that the new paramedic Jeff Hester is up and running and a part-time paramedic Anthony Forton is starting orientation. The department is at full staff and will try to get a few more part-time people.

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

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

Ferguson said he did not send out minutes. He had a meeting but nothing new to report.

**VII. Operations Report**

Ferguson explained that the report reflects normal maintenance and a few minor repairs. Halt Fire came for 2 days to work on vehicle maintenance. The staff did a lot of training, as there were not too many calls (about 26) last month. Ferguson said he signed a preventative maintenance contract for the cardiac monitors.

**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 no change on his side but the Cedar FD will be meeting tonight to discuss plans to upgrade to ALS. DePuy explained that the meeting tonight will be to see what the community thinks about ALS, as it will affect millage. Ferguson will have more to report after the meeting.

**c. Status of Tanker sale to Frankfort**

Ferguson said he had a request from the Chief in Cedar who is interested in a loan of the tanker truck since their engine is out of service. The intent is to sell the tanker once it is returned in late summer. Laureto asked to clarify if they will take care of the insurance. Ferguson confirmed.

**d. Status of Rescue Boat**

Ferguson and DePuy will be at the meeting tonight. The three issues to be addressed are training, boat operations, and launching options. The Township needs to take the lead and decide if they want to put the ramp in at all. The ramp needs a lot of work before being put in next spring. Liability is an issue. Laureto confirmed we are covered if something were to happen. Don Lewis will talk with Bob Kuras about keeping it at the Homestead. Ferguson said that the boat will either be in Glen Arbor or GLFD will get out of the fire boat business.

Pentilla inquired about grant money and DePuy explained that a break wall is a criteria for grants. Laureto said Stanz won't put it in as is, since it is bent. Getting it put in again this year will require a permit from EGLE which will take time. Ihme asked how much a permit costs. Laureto explained that it is a few hundred dollars but it's a process involving lead time, site visits, and a \$150 soil erosion permit. If we apply for permit now, it will be good until we need to do significant work. If we wait, it may no longer be a grandfathered position.

**IX. New Business**

Next month Ihme will not be here so DePuy will take her place.

**X. Public Comment**

None

**XI. Adjournment**

With no objection Ihme declared the meeting adjourned at 11:32 am.

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township