

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

April 15, 2020

Present: Linda Ihme, Roy Pentilla, Jan Bauer, Larry Krawczak, Ron Calsbeek,  
and John DePuy

Absent: Ralph Mittleberger, Peter Van Nort

Glen Arbor Township Representatives: Pam Laureto

Staff Members: Chief Ferguson, Lt. Aaron Brown, Lt. Jay Morse, Shane Dunklow

Public: None

The meeting was opened at 10:04 am by Ihme.

**I. Review and approval of agenda**

Ferguson added "Bids for New Ambulance" to New Business. Calsbeek made a motion to approve the agenda as amended. Krawczak seconded. Motion approved.

**II. Public comment**

None.

**III. Review and approval of March 11, 2020 meeting minutes**

DePuy moved to approve the minutes. Seconded by Calsbeek. Motion approved.

**IV. Review of monthly check list (start with check #13778)**

The financials were discussed. Motion made by DePuy and seconded by Pentilla that the check list, including the verbally read bills, 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**

lhme acknowledged the receipt of the balance sheet.

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

lhme acknowledged the receipt of the expense summary/detail.

**VI. Staffing Report**

**a. Introduce staff**

Lt. Aaron Brown, Lt. Jay Morse, Shane Dunklow

**b. General staffing status report**

No new staff to report.

**c. Exit interview Results, if any**

None.

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

Pentilla asked if each station has a decontamination room. Ferguson clarified that only Glen Arbor has one. Empire staff would come to Glen Arbor if the need arises. He said 7-8 shipments of PPE are coming.

**VII. Operations Report**

Ferguson reported that they have been dealing with Covid-19 procedures this last month. There are two Covid-19 dedicated ambulances in the county, one in Glen Arbor and one in Leland. The ambulances go on any call in the county that may be Covid-19 related in order to limit the exposure to other ambulances in the county. These ambulances have more PPE and different decontamination procedures. They will be staffed until the end of month, then the program will be re-evaluated. Ferguson is keeping good records of the costs and should get 75% reimbursed through FEMA. He built 2 bedrooms to house the 2-extra staff for these ambulances. They have transported one patient, and made five Covid-19 related calls. Calsbeek asked if he has enough PPE. Ferguson explained that they do but if it becomes busier then they will not have enough, which is the case in the rest of the state. Calsbeek asked how they make the decision to transport a Covid-19 patient. Ferguson explained that a new statewide protocol, implemented today, mandates a telemedicine call using an iPad. The physician decides. If the patient is not in too bad of shape then the patient stays home.

## **VIII. Old Business**

### **a. Empire Township Fire Station update**

None.

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

Ferguson said they are close to being ready. Since school is closed and Covid-19 issues are at hand, it has dropped in priority.

## **IX. New Business**

### **a. Bid for new ambulance**

Ferguson sent out a request for bids to five companies and received three bids back. The prices ranged from \$255,000 to \$258,000, all slightly over the budgeted \$250,000. Ferguson recommends the estimate from Kodiak, the same company that was used in 2016 and was the middle estimate. He will request approval from the Town Board for \$260,000 in case there is a change order. DePuy made a motion to recommend to the Town Board that they approve the Fire Chief's request for \$260,000 for a new ambulance. Bauer seconded. Motion approved. Laureto will put this request on Tuesday's Town Board Meeting agenda.

## **X. Public Comment**

Many thanks were given to GLFD and Ferguson was asked if there was anything the public can do to help. Ferguson said to stay home, as it seems to be working. He expects to be working with this for probably 2 years until we have a nation-wide vaccine.

## **XI. Adjournment**

With no objection Ihme declared the meeting adjourned at 10:35 am.

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township