

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

May 13, 2020

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

Absent: None

Glen Arbor Township Representatives: Pam Laureto, Peter Van Nort

Staff Members: Chief Ferguson, Nate Perdue, and Lt. Dykgraaf

Public: None

The meeting was opened at 10:01 am by Ihme.

I. Review and approval of agenda

Pentilla added discussion of Item 3 (special bank account) and Item 5 (Chief's review) from the April 30 Glen Arbor Township Special Board Meeting minutes to New Business. Bauer made a motion to approve the agenda as amended. Pentilla seconded. Motion approved.

II. Public comment

None.

III. Review and approval of April 14, 2020 meeting minutes

Ferguson noted a spelling error on Jay Morse's name. DePuy moved to approve the minutes as amended. Seconded by Mittleberger. Motion approved.

IV. Review of monthly check list (start with check #13834)

Ferguson clarified that check #13859 for \$25,000 is the down payment on new ambulance. Pentilla has a payroll question which Laureto explained had to do with the new pay rates. 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. Motion approved.

V. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

Pentilla inquired about a prepaid expenditure. Laureto said it was for Blue Cross, which is paid the month ahead. Laureto is trying to keep the Health Insurance line cleaner but Aflac and Colonial Life bill bi-weekly. She has asked them to alter this but it has not taken effect yet.

b. Revenue & Expense Summary / Detail

Pentilla asked about 336-695, under Miscellaneous. Laureto explained that the \$2,420.48 was a stimulus payment added to the Huntington account and the \$100 was for the transport of a deceased. Pentilla noted the Ambulance 2020 and Unrestricted Capital on page 6 looks like should be in the 900 category. Laureto will move those into the proper categories.

VI. Staffing Report

a. Introduce staff

Nate Perdue and Chad Dykgraaf

b. General staffing status report

Our part-time position is now available as a 24/7 position.

c. Exit interview Results, if any

None.

d. Review of GLFD monthly staff and officer minutes

GLFD has been holding weekly staffing meetings instead of monthly because of Covid-19. Ihme asked about "...holding off on spending money on expired medical equipment" from the April 15 meeting. Ferguson explained that some things are hard to get, rarely used, and the expiration dates are arbitrary. It is not a safety issue and GLFD was not sure what their costs would be back then. Pentilla asked whether the Covid-19 truck, which was running until April 28, was extended to the end of May. Ferguson said it was not. That truck coincided with our high point with respect to Covid-19 and is not needed now. The temporary bunk rooms are still up and will be left up into the fall in case we have another spike. The Covid-19 trucks can be up and running again in a matter of a day or two. Pentilla asked about the plexiglass boxes referred to in the April 8

minutes. Ferguson said they are like an isolation booth put on the head of a cot to keep a patient contained. We had 2 made. Pentilla asked if Ford gave GLFD some face shields. Ferguson said they gave us 250 and that the Fire Department is in good shape with respect to protective gear.

VII. Operations Report

Ferguson said calls for April were down. Engines 311 and 211 are being serviced. Pentilla asked about the Cedar back-up ambulance being placed into service. Ferguson said Cedar's back-up ambulance came to Glen Arbor and was put into service as the primary Covid-19 ambulance. Ferguson said he is getting the AccuMed billing set up and has cancelled the account with North Flight. The guys will start training on the fireboat in Leland this weekend. Calsbeek asked for the current number of Covid-19 cases in the county. Ferguson thinks it is still at 9. He explained that when our employees are wearing PPE and come across a Covid-19 positive case, it is not considered exposure that requires quarantine. It would be considered so if they did not have PPE on. Eight of our employees have been in contact with Covid-19 positive people. Chief Ferguson explained that every employee is evaluated for COVID-19 symptoms when they arrive to work. Ferguson said there would be an article coming out soon in The Glen Arbor Sun about the GLFD. Ihme thanks GLFD for the drive-bys for birthday events.

VIII. Old Business

a. Empire Township Fire Station update

No change.

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

No change.

IX. New Business

a. Glen Arbor Update

After consulting with the Health Department, the Board decided to open the public restrooms for health and sanitary reasons. The Board is reevaluating events/openings/cancelations on a weekly basis, and will discuss how to proceed

this summer during the next meeting, on the 19th. The July 4th parade is not cancelled yet. It does not necessarily involve the fire department. DePuy said there have been times in the past when the FD has not participated. Stan Brubaker and the Township will decide when the time comes. Van Nort explained that the issue is not with the parade per se, but the crowd. The Governor will likely advise 6' spacing throughout the summer. A crowded parade could be a source of contamination. Laureto said we still have time, and will evaluate week by week. The Board will talk with Stan Brubaker. Calsbeek reported that the Park Commission decided to cancel the Glen Arbor tennis tournament which is usually held the week before July 4. The restrooms were opened to take pressure off of the businesses. It's a fine-line when we provide attractive hazards we are working against our own good.

Pentilla asked about the new savings account for GLFD. Laureto said it had to do with GLFD changing from North Flight to AccuMed for billing and limiting the number of individuals who have access to the account. A savings account at Huntington Bank allows for unlimited deposits, will earn a little interest, and allows for transfers out each month. Pentilla inquired about Item 5, regarding how ESAC should be more involved in GLFD operational processes. Van Nort said a number of policies and procedures need to be updated. Laureto suggested that as Ferguson is updating policies and procedures that he sends potential changes to ESAC for comment. Pentilla suggested a sub-committee to look over the proposed changes first. Many agreed. Laureto suggest that the Town Board have a liaison on that committee as well. Pentilla asked about ESAC guidelines. Laureto will send a copy of the guidelines for all to look over, then a committee can be formed.

X. Public Comment

None.

XI. Adjournment

Bauer moved to adjourn. Krawczak seconded. With no objection Ihme declared the meeting adjourned at 10:54 am.

Minutes prepared by,
Michele Aucello
Deputy Clerk, Glen Arbor Township

Approved