

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

March 11, 2020

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

Absent: Ralph Mittleberger

Glen Arbor Township Representatives: Peter Van Nort, Pam Laureto

Staff Members: Chief Ferguson, Jeff Hester, Nate Perdue, Lt. Chad Dykgraaf

Public: None

The meeting was opened at 10:16 am by Ihme.

**I. Review and approval of agenda**

Van Nort added ER Refusals to the Operations Report. Ferguson added Budget Amendments, AccuMed billing contract, agreement between Glen Arbor and Empire Fire and Rescue, Credit Card Policy, and Employee Wage Adjustments to New Business. De Puy made a motion to approve the agenda as amended. Pentilla seconded. Motion approved.

**II. Public comment**

None.

**III. Review and approval of Feb. 12, 2020 meeting minutes**

Pentilla requested a change to the minutes. Discussion about the change took place without agreement. Pentilla moved to approve the minutes. Seconded by Bauer. Motion approved.

**IV. Review of monthly check list (start with check #13767)**

Ferguson did not get all of the bills to Laureto so he read off a list of the outstanding bills. He will give these bills to Laureto who said she would pay them immediately and send out an amended checklist. Motion made by Pentilla, seconded by Krawczak 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**

All agreed that Payroll looked good. Krawczak asked about FSA. Laureto said she has been following the reconciliation procedures for the past two months so it should be correct. Krawczak asked if the February numbers are good. Laureto said yes. Van Nort asked Ferguson why there was no charge for hotel for his conference. Ferguson explained it was paid for as part of the training.

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

Van Nort questioned why Fire Expenses is so low for February. Ferguson suggested this be updated once the checklist is updated. Van Nort noted that, as the end of February, \$611,000 had yet to be spent and asked how that would be spent in March. Ferguson said his calculation was more like \$200,000. Laureto noted winter tax disbursements have been made which accounts for the increased figure which will fund next year's disbursements. Pentilla also noted a significant increase in property taxes due to a tax increase. Pentilla asked if we would be getting the Western Michigan School Medical Grant this year. Ferguson said the study finished up so we would not be. Pentilla asked about the Leelanau Marine Contract. Ferguson was not sure and will check why we have not received payment on that. Ferguson will add an Advertising line to his amendments.

## **VI. Staffing Report**

**a. Introduce staff** - Jeff Hester, Nate Perdue, and Lt. Chad Dygraaf.

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

The part-time EMT who was hired a while ago started working last month.

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

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

DePuy commented that he likes the new logo. Pentilla asked if the decision was made to install the ramp this year. It was. DePuy said Kuras gave permission to moor the boat at the mouth of the Crystal River if need be. Van

Nort asked if we might keep boat down there continually. Ferguson said he was not sure yet. Van Nort noted a typo after Aaron Brown's name. Pentilla asked about paid time off. Ferguson spoke with the Union and it was resolved.

## **VII. Operations Report**

Pentilla inquired about painting of Station #1. Ferguson reported that he got a quote for painting in Aug 2019. Penitlla asked if Gordon Food Services gives us a grant for the Pancake Breakfast. DePuy clarified it was about \$20-30. Van Nort heard a report about hospitals refusing to admit new patients and was wondering if it was happening at Munson. Ferguson said yes, this has happened but not often. Munson would tell ambulances where to go if this were to occur.

## **VIII. Old Business**

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

Pentilla said the Township did not meet last night so there was nothing to report.

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

Van Nort asked where the \$1,000 and \$4,000 figures came from. Krawczak explained that he and Pentilla put numbers together for discussion purposes, to determine if \$250 was the right amount. There has been no change to the status. Ferguson presented a draft proposal for doing intercepts to the school. DePuy clarified that GLFD will respond to any emergency. A discussion of Mutual Aid vs ALS Intercept ensued. Ihme summarized that we can do ALS Intercept for free or come up with a number that is acceptable to parties concerned. Van Nort will take the lead to move forward.

## **IX. New Business**

### **a. Budget Amendments**

Ferguson presented draft budget amendments and noted that he will add the checks that were discussed earlier. He said he still needs to increase the wages category by about \$10,000. He will complete the amendments before the Town Board meeting. Pentilla proposed taking verbal action on the budget

amendments. He made a motion to approve the budget amendments, knowing that an updated version will follow. DePuy seconded. Motion approved.

**b. Employee Wage Adjustments**

Ferguson will email this to the payroll company in April. The only wage change throughout the year would be a new-hire's pay which increases after their first 6 months.

**c. Credit Card Policy**

Ferguson wanted to make sure GLFD Credit Card policy reflects the Township Board policy. A discussion ensued and it was agreed that the expenditure limit is \$5,000 and anything above needs to be pre-approved by the Town Board.

**d. Agreement Between Glen Arbor and Empire Fire and Rescue Contract**

Ferguson has an agreement dated March 4, 2008 that should have been renewed after 5 years, which would have been in 2013. It needs to be renewed by September 2020 or we won't pass inspection. Van Nort said he would take it up with Bucky.

**e. AccuMed**

Ferguson reported that most Townships in the county have switched ambulance billing service from Northflight to AccMed and have seen an increase in revenue. AccuMed reports are easier to read and they will provide training on documentation. There is a one-time charge of \$1,600 to get set up and 6% of what they collect. DePuy made a motion to switch to AccuMed. Pentilla seconded. Motion approved.

**X. Public Comment**

Bauer complimented Ferguson on an excellent job on the annual report.

**XI. Adjournment**

With no objection Ihme declared the meeting adjourned at 12:16 pm.

Minutes prepared by

Michele Aucello  
Deputy Clerk, Glen Arbor Township