

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

June 10, 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

Public: None

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

I. Review and approval of agenda

Ferguson asked to add “Addition of Apparatus Manager” under New Business. Bauer made a motion to approve the agenda as amended. Calsbeek seconded. Motion approved.

II. Public comment

None.

III. Review and approval of May 13, 2020 meeting minutes

Mittleberger asked for clarification about the back-up truck mentioned in the Operations Report. DePuy clarified that Cedar’s back up ambulance came to Glen Arbor to be put in service as the primary Covid-19 ambulance. With respect to the new savings account for ESAC, page 5, it should read that GLFD, not ESAC, switched from North Flight to Accumed. Ferguson asked to correct the spelling of Perdue and Dykgraaf. Pentilla pointed out that, under staff reporting, the part-time position “is now available 24/7” instead of being a full time position. Pentilla asked if the 4th of July parade is cancelled. Van Nort said yes, and there will be an announcement in Enterprise tomorrow. DePuy moved to approve the minutes as amended. Seconded by Mittleberger. Motion approved.

IV. Review of monthly check list (start with check #13870)

DePuy inquired about check 13886, the CSI Emergency Apparatus repair. Laureto said the truck had an accident at the station in Empire. A claim was filed with the insurance company. Ferguson added that they filled out an internal accident form. Van Nort asked about the annual maintenance fee, check #13902. Ferguson explained it is for the radios. Laureto said we get charged once a year. Ferguson noted that check #13880 to Stryker was the purchase of ambulance cot and that we were reimbursed for half from the 2% Tribal grant. He also explained that we bought a demo model and saved around \$7,000. Krawczak asked why there was a significant difference between 5/8 and 5/22 payroll. Ferguson said it was due to extra staffing for Covid-19. Laureto explained that the first payroll from April was actually paying March's wages. The pay rate changed April 1 and the first payroll in April was paying under March wages.

Motion made by Pentilla and 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. Motion approved.

V. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

Krawczak noted that the new bank account did not show up. Laureto explained that we have not completed the changeover yet. The old account will stay active for a short time as we receive old payments. The changeover has been difficult since entities were closed down due to Covid. Pentilla suggested we should not look at financial statements at this time since Laureto said they are working out some difficulties. Laureto said the Quickbook update knocked out some of the financial info. Once she gets it fixed she will resend the documents. With respect to the MasterCard bill, Van Nort asked Ferguson if we can buy chain oil at Northwood Hardware. Ferguson said we can but they usually do not have enough.

b. Revenue & Expense Summary / Detail

VI. Staffing Report

a. Introduce staff

b. General staffing status report

no changes

c. Exit interview Results, if any

None.

d. Review of GLFD monthly staff and officer minutes

There was no staff meeting, just one officers' meeting. Krawczak asked what Target Solutions referred to and Ferguson explained that it is a training company that does employee scheduling and vehicle maintenance. Pentilla inquired about painting (the station?). Ferguson said they are going to start replacing the fascia in the beginning of July, then the painting will follow. Pentilla asked for clarification about the line entitled "Charlie 892 returned to Cedar. Equip will be removed and returned to Glen Lake". Ferguson said it referred to switching around equipment. Calsbeek asked if GLFD had chance to try boat ramp and Ferguson said they had, successfully. Calsbeek asked if there was any sense of overall effect of Dr Bear's work with the staff. Ferguson said they saw significant improvements before Covid and that it will be starting up again. The real test will be in January when the staff gets their annual physicals. Regarding the boat ramp, Mittleberger asked what might happen if the lake level drops. Ferguson assured that won't happen this year. Laureto said the permit is good for 5 years and since we take it out each fall and reinstall it in the spring, it can be readjusted.

VII. Operations Report

Regarding Updated Covid-19 Initiatives, Krawczak asked if we will continue to have phone meetings. Ihme thinks next month we can meet in person.

Laureto mentioned that if we still need to meet 6' apart, we will meet in the gym to maintain distance. Ferguson agreed since the station meeting room still has bunk rooms. Pentilla asked if we can still have people call in and Laureto confirmed that yes, the public or any of us can call in. Calsbeek asked if there was any change in the number of Covid cases in our county. Ferguson thinks there are 13. Ferguson mentioned that we still do not have the truck that got in accident back from CSI. Most of cost is the fire pump being torn apart. It failed pump test. Van Nort noted that under the topic of Training there is a sub heading of Cultural Diversity, and asked Ferguson if he has looked at that to make sure it

is comprehensive enough, in light of what is going on today. Ferguson said it is online and he has not looked at it but needs to.

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. ESAC Membership Documents

Thanks were given to Laureto for sending the documents out. DePuy asked if anyone had signed anything. Laureto said she does not have any signed copies. DePuy suggested we need to review and re-sign them. Laureto suggested we look at it annually and sign them. Ihme said that at the July meeting we will sign the Principles of Governance and that everyone should read through them and be ready to sign. Laureto added that now is good time to suggest any changes. We can work on it as a group, then she can take it to Board. It was agreed that everyone should edit their own copies and bring them to the meeting.

Krawczak asked why we have a limit on terms. Pentilla explained we want to make sure we have fresh blood and Calsbeek agreed we do not want ESAC to become a special interest group.

b. Apparatus Manager

Ferguson would like to appoint an Apparatus Manager position at \$100/month to head up the vehicle maintenance program. This position would also be in charge of the new software being purchased. DePuy made a motion to create the new position. Calsbeek seconded. All in favor. Motion passed.

X. Public Comment

None.

XI. Adjournment

With no objection Ihme declared the meeting adjourned at 10:57 am.

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