

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

August 12, 2020

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

Absent: Ralph Mittleberger

Glen Arbor Township Representatives: Pam Laureto, Peter Van Nort

Staff Members: Chief Ferguson

Public: Tom Laureto, Steve Peacock, John Dalton.

The meeting was opened at 10:00 am by Ihme.

I. Review and approval of agenda

Pentilla made a motion to approve the agenda as submitted. Krawczak seconded. Motion approved.

II. Public comment

None.

III. Audit Review

Steve Peacock CPA, Principal at Rehmann Robson LLC presented the audit and noted it was in draft form. Ferguson asked how funds from the CARES Act, if received, would affect the audit. Peacock said that no one knows yet.

IV. Review and approval of July 15, 2020 meeting minutes

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

V. Review of monthly check list (start with check #13948)

Krawczak asked what the bill for painting included. Ferguson said it was for the painting of the building but not any repair. Pentilla found a discrepancy with the credit card (6-26-20 for Boat Trailer parts). Ferguson clarified.

Pentilla said the payroll seemed higher. Ferguson said there was nothing unusual to report. A motion was 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.

VI. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

Balance sheet was reviewed. Pentilla asked about prepaid expenses and Laureto said she will look into it. A few entries will be checked in QuickBooks after the meeting. Laureto will provide Pentilla and Krawczak with the audit journal entries and trial balance.

b. Revenue & Expense Summary / Detail

Krawczak noted that vehicle repairs seem high and wondered if this will be ongoing. Ferguson verified it will be ongoing for a few years. Krawczak asked if some vehicles should be replaced instead of repaired. Ferguson said yes and that is what they are doing with the ambulance. Krawczak suggested Ferguson work on a capital budget. Ferguson said he was working on it.

VII. Staffing Report

a. Introduce staff

None.

b. General staffing status report

Staffing level has not changed.

c. Exit interview Results, if any

None.

d. Review of GLFD monthly staff and officer minutes

Ferguson noted that the painting of the station is complete. The septic system was pumped and the lift pump was replaced. Ferguson plans on having the septic pumped every year. Pentilla asked if AccuMed's billing is up and running. Ferguson said yes. He noted it was a busy month and that they had over 80 calls. Morse was injured during a call but is fine now. The Fire Academy named Morse as Instructor of the Year. Calsbeek asked to clarify what happens if

a member of the staff were exposed to COVID-19. Ferguson said they are asked to self-monitor but they do not need to quarantine as they have complete PPE. Ferguson also described how each employee is checked when coming to work.

VIII. Operations Report

(covered above)

IX. Old Business

a. Empire Township Fire Station update

No change

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

DePuy said the millages of the 4 townships were approved and there will be a meeting next week to discuss how to facilitate it. It will take a couple of years, but the plan is to hire paramedics to provide ALS service when on duty. Ferguson said that they will discuss their new health care plan in two days. Van Nort explained that the change in the dental plan expands the number of providers.

c. Discussion of ESAC Membership Documents.

Laureto asked for everyone's corrections and will pool them together for discussion. Discussion tabled until next month.

d. Signing of the Principals of Governance document

Laureto collected the remaining signatures from those present.

X. New Business

a. 2021-2022 Budget

Krawczak asked about using the boat for revenue. Ferguson said the only way he can think to make money with the boat is trying to use it for Coast Guard training. We are in a two-year trial with the boat. Decisions will be made after that period. Calsbeek asked about increases in office supplies, which went from \$2,000 to \$5,000. Ferguson clarified that computer hard drives will need to be replaced and that he might be high on that estimate. Bauer suggested the category be renamed office supplies and equipment. Pentilla asked about health insurance going down. Ferguson said he over estimated last year. Pentilla noted

that Building maintenance was higher - and Ferguson confirmed it was due to the paint job. Pentilla said wages had no change. Ferguson said he may have been high last year in estimates. Pentilla asked where the \$5,000 for accounting services could be found. Ferguson said it is 337-709. Pentila asked about the public budget hearing. Van Nort said it will be September 9th at 7pm in the Township hall. Calsbeek asked if the station is open again to visitors. Ferguson said, according to the Governor, up to 10 people at a time can be inside. Most of whom visit come to the door and do business there as opposed to coming inside. The annual 9/11 ceremony will still happen but will be on a smaller scale, likely outside with little or no seating.

As for the budget, Ferguson said he will do some fine tuning but does not anticipate any significant changes. He noted that the new ambulance will likely end up in next year's budget, as it will probably be received after April.

XI. Public Comment

None.

XII. Adjournment

With no objection Ihme declared the meeting adjourned at 11:20 am.

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