

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

July 15, 2020

Present: Roy Pentilla, Jan Bauer, John DePuy, and Ralph Mittleberger (by phone)

Absent: Linda Ihme, Larry Krawczak, Ron Calsbeek

Glen Arbor Township Representatives: Pam Laureto, Peter Van Nort

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

Public: None

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

**I. Review and approval of agenda**

Pentilla made a motion to approve the agenda as amended. Bauer seconded. Motion approved.

**II. Public comment**

None.

**III. Review and approval of June 10, 2020 meeting minutes**

Mittleberger moved to approve the minutes as amended. Seconded by Pentilla Motion approved.

**IV. Review of monthly check list (start with check #13903)**

After a few questions that were answered satisfactorily, a motion was made by Pentilla and seconded by Depuy 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**

Balance sheet was reviewed.

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

Pentilla noted that the bank interest seems low compared to last year. Laureto said interest rates have dropped very low and some are at zero, as a result of Covid-19 and the economy. He also asked why there were two accounts under clothing. Ferguson said it was for last year's fire uniforms and EMS badges. Laureto will check on the two account numbers. Ferguson said he may have written it in the wrong line item. Pentilla asked about wages, which appear to have increased significantly. Ferguson said the cost went up due to the dedicated Covid ambulance and that there are 6 more people than last year.

## **VI. Staffing Report**

**a. Introduce staff** Lt. Dykgraff, Nate Perdue

**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**

Van Nort asked if Ferguson had looked into the cultural diversity training. Ferguson said no, he had not yet, but intends to. Van Nort asked what the difference between severe weather and hazardous conditions referred to. Ferguson replied that hazardous conditions include power lines down and gas leaks. Van Nort asked about the marine call that was made. Ferguson said someone got stuck at the bottom of Empire Bluffs. Pentilla asked how many marine calls they have had and Ferguson said 3 or 4. Ferguson said the boat ramp is working out well. Van Nort asked Ferguson to look into the cultural diversity training. Ferguson said it is an online course and he will follow up. Pentilla asked what a ventilation chainsaw was and Ferguson said it's used to access a metal roof.

## **VII. Operations Report**

Ferguson said the Federal Government has issued the Public Safety/Public Health Payroll Reimbursement Program. The grant period opened last Friday and closes this Friday. Laureto and Ferguson worked on it this week. They submitted hazard pay for up to \$1,000 per employee. They can submit up to 100% of their costs for April and May, but must break down which part was wages and which was overtime. The Township submitted \$19,000 for hazard pay and \$206,857 for payroll. The grant is on a first come, first served basis. Laureto

faxed it in on Tuesday, July 14. It is due on Friday, July 17. We will find out in September and be paid in November. The Township would reimburse Empire 47% of money received.

Ferguson reported that he is working on redoing the mutual aid agreements, has started working on the 2021-22 fiscal year budget, and has started working on the ALS agreement with Cedar again. They are replacing the fascia on the fire station and will begin repainting. He is still spending time on setting up the Accumed account.

### **VIII. Old Business**

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

No change

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

Discussions are beginning again

#### **c. Discussion of ESAC Membership Documents.**

Laureto reviewed each member's starting and ending dates of their terms. The group determined that in order to be consistent, all terms should end in December so that new terms can start in January. Members are limited to two terms. If someone serves a partial term to replace another person, they can complete two full terms after. DePuy found a few more changes and inquired about the service areas (which is the National Park, Empire and Glen Arbor). Laureto said we would get rid to the service areas and make it say Township. She suggested four members be appointed to represent Glen Arbor and three to represent Empire. Laureto agreed to make changes and resend the document. She requested that each person review the documents and make a list of questions or suggestions in order to speed up the next discussion.

### **IX. New Business**

#### **a. 2021-2022 Budget**

Ferguson is optimistic that big ticket items like uniforms and painting the fire station will not be in next year's budget.

#### **b. Signing of the Principles of Governance document**

Those present signed the document. Others can do so next month or stop by the Town Hall to sign it.

### **X. Public Comment**

Ferguson will be out of the office July 24 - August 10. DePuy bought On-Call: Fire Department books for ESAC board members. He suggests that the Town Board members look at the book and review what their duties are. He also suggested that the township buy them for their board. Bauer suggested that everyone who joins the Town Board gets a copy. Pentilla mentioned that the Empire Hill Climb will be Sept 18 and 19 this year.

**XI. Adjournment**

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

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

APPROVED