

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

September 9, 2020

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

Absent: None

Glen Arbor Township Representatives: Pam Laureto, Peter Van Nort

Staff Members: Chief Ferguson

Public: John Dalton, Tom Laureto

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

**I. Review and approval of agenda**

Ferguson requested to add Job Description for Office Assistant to New Business. Pentilla made a motion to approve the agenda as amended. Krawczak seconded. Motion approved.

**II. Public comment**

None.

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

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

**IV. Review of monthly check list (start with check #13992)**

Ferguson noted there were two payments to the Union for dues because he forgot to submit August's invoice before leaving for vacation. A motion was made by Pentilla and seconded by Calsbeek 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**

Laureto said the Honor Bank payroll account was getting too large.

She lowered the automatic transfers from Huntington Bank to the Honor Bank payroll account. This will, over time, bring the balance in Honor Bank down to more a reasonable balance.

Pentilla said he thought the new savings account had been set up. Laureto said it has been but it is not completely functioning and that we are just starting to get deposits into the account.

Van Nort asked about the difference in the Net Income line. Laureto said she printed the balance sheet before we knew we had a credit. She removed the credit but did not reprint balance sheet and will do so today.

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

Pentilla noted that Worker's Comp should not be negative. Laureto will investigate.

**VI. Staffing Report**

**a. Introduce staff**

None.

**b. General staffing status report**

Ferguson said the Department has been fully staffed since April 1.

**c. Exit interview Results, if any**

None.

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

Ferguson reported the Department had its State annual inspection via Facetime and all equipment passed. August was still a busy month. The Department is still wrestling with vehicle maintenance. The tanker on loan to Cedar will be coming back in the next few weeks, once Cedar gets their new engine. The 9/11 Memorial Service being held on Friday, September 11 will be much smaller than usual, with no seating. The ALS agreement with Cedar still needs to be finalized. The staff meeting to be held on September 16th will be first held in person since February. They will meet outside.

**VII. Operations Report**

Ferguson provided an overview of the Operations Report.

**VIII. Old Business**

**a. Empire Township Fire Station update**

No change.

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

Was already discussed.

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

Laureto sent the documents out and collected the edits. A few typos and spelling errors were reported. Discussion ensued regarding terms limits and consensus was reached that a limit of two consecutive five-year terms is best. Laureto suggested adding in a 6-month transition period when someone is getting ready to go off ESAC so they can work with the new person during that time. Calsbeek questioned the Membership Policy document and Terms document. It was determined that the Membership Criteria document replaced both the Membership Policy and Terms documents. Laureto will make corrections as suggested by ESAC to the Membership Criteria document and submit the amended document at the next meeting for approval.

**d. Signing of the Principals of Governance document**

Laureto explained that everyone has signed.

**e. FY 2021-2022 Budget**

Ferguson reviewed the proposed FY 2021 – 2022 budget. The total expenditures will not change from the FY 2020 – 2021 budget. Krawczak was concerned that the operations budget on which Empire's contract payment is based appears to be approximately \$600,000 more than is needed. He distributed a sheet showing his calculations. Van Nort said he, Laureto, and Ferguson will look at it together and take action as needed.

**IX. New Business**

**a. Glen Arbor/Empire Reconciliation**

Krawczak reviewed the reconciliation document. Motion made by Krawczak that ESAC recommend to the Glen Arbor Township board that they issue an \$85,210 reconciliation check to Empire Township. Seconded by Pentilla.

**b. Job Description**

Ferguson proposed a job description for a part-time office assistant to help him with clerical work. Discussion ensued. Pentilla recommended that it be tabled and revisited next month with a more concrete plan. Calsbeek agreed. DePuy asked that this be put on the agenda for the next meeting.

**X. Public Comment**

None.

**XI. Adjournment**

With no objection Ihme declared the meeting adjourned at 12:02 am.

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township

DRAFT