

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

October 14, 2020

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

Absent: Ron Calsbeek

Glen Arbor Township Representatives: Pam Laureto, Peter Van Nort

Staff Members: Chief Ferguson

Public: John Dalton

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

**I. Review and approval of agenda**

Ferguson asked to add Vehicle Maintenance to New Business. Van Nort asked to add Empire Contract Payments and Clerical Support for the Chief to Old Business. DePuy made a motion to approve the agenda as amended. Bauer seconded. Motion approved.

**II. Public comment**

None.

**III. Review and approval of September 9, 2020 meeting minutes**

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

**IV. Review of monthly check list (start with check #14028)**

Krawczak noticed three Defined Contribution payments. Laureto says she usually pays it on the same day as payroll and that's just the way the dates fell this month. The ESAC meeting is always a week before the Township Board meeting and often bills come in between. It seems better to pay them and review them the next month as opposed to make a vendor wait for the payment. She recommends that we keep doing so. The ESAC members agreed.

Pentilla asked what check #14033 was for, and Ferguson said it is for the yearly hose testing which requires a certified technician. Pentilla noted he did not realize we were receiving money from AccuMed yet. Ferguson said this is the second month that they have collected. Laureto said that, with regard to AccuMed and the Huntington checking account, we can transfer out of the AccuMed savings account and into the Huntington checking account once a month. We went with a savings account, which required a lower monthly balance, allows as many inputs as needed, and allows a limited number of withdrawals per month. She recommends we transfer out after reconciliations are finished at the end of each month. Pentilla agreed. Krawczak asked Ferguson if he is keeping track of vehicle maintenance, as it would be a good way to justify new equipment. Ferguson acknowledged he has been doing so. A motion was made by De Puy and seconded by Krawczak that the check list, including the verbally read bills, and payroll payments have been reviewed, to recommend payment of unpaid bills 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**

Pentilla asked if the third item, Huntington Checking, is the new savings account and Laureto confirmed

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

Krawczak questioned purchasing an item at Menards but Ferguson said he could not get it locally. A discussion ensued about how to record the \$19,000 payroll hazard pay, which was part of the CARES Act. A decision was made to ask the auditors how the recording and dispersal should be done.

## **VI. Staffing Report**

### **a. Introduce staff**

None.

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

Ferguson said he has had a few inquiries about part-time work. Most inquiries are from North Flight employees. North Flight is being bought by MMR, a statewide, for-profit ambulance agency. There are a lot of unknowns. Ferguson thinks MMR does not have the best track record and DePuy agreed. The last day

of business for North Flight is Nov 30. Cedar currently gets their A.L.S. intercept from North Flight. Ferguson has no idea if Cedar will sign an agreement with MMR. The Chief in Cedar, depending on what happens with MMR, has offered us more money per call if we cover for them.

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

None.

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

Van Nort asked about officer training and if Ferguson felt it was adequate. Ferguson explained that most of the training is online and feels it is adequate. Most are conducted annually but sexual harassment is conducted twice a year.

**VII. Operations Report**

Ferguson reported a busy September. There were 56 calls and two major incidents. There was a two-vehicle crash at M72 and Benzonia Trail that took 14 hours to clean up and involved a HAZMAT crew. The dirt that was contaminated with diesel fuel will be hauled away once a permit is obtained. GLFD was also involved in a mutual aid call with Cedar on September 12 at the Leelanau Redi-Mix fire. GLFD lost some equipment but Cedar will replace it. Cedar lost a lot of equipment when the building came down. No one was hurt.

DePuy asked if the 800mhz radio had come back up. Ferguson said yes, it's back up. The fire department was without radios for about an hour and used phones instead. Krawczak asked about the Echo 393. Ferguson explained it is used for medical calls. Pentilla asked about hose testing. Ferguson said the hose and ladders were tested last week. Some of our hoses failed. To replace all of our hose is \$20,000 but we will probably only need to spend about \$7,000 - \$8,000. Pentilla asked how much that test cost and if ISO requires it. Ferguson said it is required annually and costs about \$10,000. Pentilla asked if anyone chose to take the payroll tax deferral. Ferguson said no. Krawczak asked what "Check-it" referred to. Ferguson said it is the name of a software for vehicle maintenance record keeping. Pentilla asked about the paging system. Ferguson explained that the pager lets them listen to only fire calls, not all calls such as police. Krawczak asked if there are any open invoices for improvements to the

Station. Ferguson said no, the painting and fascia is complete. Bauer asked what Plan Reviews for Prospective Citizens referred to. Ferguson said it is part of the zoning requirements set forth by the Township for permitting and is primarily about access for the fire equipment.

## **VIII. Old Business**

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

No change.

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

Discussed earlier.

### **c. Review and Approval of ESAC Membership Criteria Document.**

DePuy asked to change Glen Arbor Fire Station to Glen Lake Fire Department. Van Nort found another instance on the same page. Laureto will change them. Pentilla made motion to approve the document with the proposed changes. DePuy seconded. Motion passed.

### **d. Empire Contract Payments**

Van Nort and Krawczak have been working on the payments and agreed to reduce Empire's payments for the rest of FY 20-21 to \$70,000 from \$101,004.

### **e. Clerical Support for the Chief.**

The Clerk, Supervisor, and Chief decided that the Township will take over some of the duties rather than hire someone. The GLFD will pay the township for the additional work. The hours have been discussed, but not the payment.

## **IX. New Business**

### **a. Vehicle Maintenance**

Ferguson noted we will likely spend another \$50,000 for vehicle maintenance. Pentilla asked if he was checking to see if we should sell the truck and get new one. Ferguson explained that we are spending a lot on vehicle maintenance but not nearly as much as we would on a new truck. Pentilla asked about the person on staff who is trained to check the vehicles. Ferguson clarified that he diagnoses, buys parts, and installs some so we are saving some on the diagnostic and the installation costs. Ferguson is preparing the 2008 ambulance

for sale. They spent a lot of time swapping electrical components out but the ambulance is still not working. We are getting a loaner ambulance for no cost. We will use that for six months then give it back when we get our new ambulance in the spring. Cedar received their new truck so we will probably get our tanker back from them this week. Two of our current tankers need repairs. A company in Indiana would like to buy one of the tankers for \$75,000.

**X. Public Comment**

None.

**XI. Adjournment**

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

Minutes prepared by,

Michele Aucello

Deputy Clerk, Glen Arbor Township