

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

November 11, 2020

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

Absent: Ralph Mittleberger,

Glen Arbor Township Representatives: Peter Van Nort, Pam Laureto

Staff Members: Chief Ferguson

Public: John Dalton, Tom Laureto

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

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson asked to add the Fire Station website to new business. Pentilla made a motion to approve the agenda as amended. Bauer seconded. Motion approved.

III. Public comment

None.

IV. Review and approval of October 14, 2020 meeting minutes

De Puy moved to approve the minutes. Seconded by Krawczak. Motion approved.

V. Review of monthly check list (start with check #14076)

Pentilla asked if the Dr. Bear expense was annual. Ferguson said it was quarterly. Krawczak inquired about check #14090, Target Solution membership for 19 participants when we only have 15 full time employees. Ferguson explained that the other four are part time and that Target Solution is a program that they use to keep track of training. A motion was made by DePuy and seconded by Pentilla that the check list, including the verbally read bills, and payroll pay-

ments 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.

VI. Review of Revenue & Expense Report and Balance Sheet

a. Balance Sheet

Pentilla noted that the Honor payroll of \$62,256.61 seemed high. Krawczak asked if it was a one time payment. Ferguson said yes, so far. The increase was due to the hazard pay each employee received. Pentila said the Accounts Payables don't match on the Balance Sheet. Laureto will check on that. It was noted that HP Morgan should be JP Morgan. Pentilla moved to approve payroll. Bauer seconded.

b. Revenue & Expense Summary / Detail

Krawczak said the ambulance income seemed to be behind schedule. Laureto explained that, since it is not a fixed amount each month, we need to take the money out from State Savings then go to Huntington Bank and deposit it. The Deputy Treasurer has agreed to do that. The other option is to close the State Savings account and open a savings account at Huntington Bank so that we can just transfer the money. Krawczak noted the amount for fire supply seemed high and asked if it would continue to grow. Ferguson said that it will go up substantially, another \$6,500, since he ordered new fire hoses. Krawczak said that Empire reduced their payments and are worried they will owe money. Ferguson thinks it will be even. With respect to vehicle expense, Krawczak asked if we are going to continue to find issues with the vehicles. Ferguson said we are only half way through. It will be closer to \$80-90,000 for the whole year. Krawczak notes a discrepancy on Delta Dental Insurance and Laureto said she will check on it.

VII. Staffing Report

a. Introduce staff

None.

b. General staffing status report

One firefighter/paramedic will be leaving in December as he is

moving out of state. An exit interview needs to be scheduled.

c. Exit interview Results, if any

None.

d. Review of GLFD monthly staff and officer minutes

Pentilla asked who was covering for Lt. Brown and Ferguson said he is back to work already.

VIII. Operations Report

Ferguson said he ordered some new hoses. The ladder truck is in Grayling getting repaired and should be back this week. It will be about \$10,000 to repair. Both tankers got new tires. There were 53 calls for October, which is 15-20 more than usual. Van Nort asked why we were on a mutual aid call in Leland. Ferguson said they had almost the whole county there.

IX. Old Business

a. Empire Township Fire Station update

No change.

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

Ferguson presented the draft of the agreement. Since Empire has not taken a look at it yet, this discussion is tabled until December so the Empire Township trustees can see it. Van Nort asked if Ferguson has considered recruiting paramedics from Northflight. Ferguson said he has but most are looking for full time positions and we are looking for part time help.

X. New Business

a. Proposed New Board Members and ESAC Chairperson

Pentilla explained that during the Empire Town Board meeting in December they will make recommendation for John Dalton to join the board. The Glen Arbor Township meeting is the next week and then we can make a formal appointment. DePuy said the chairperson should be appointed by the Supervisor in December.

b. Introduction of New Supervisor

Van Nort introduced Tom Laureto as our new Supervisor. Tom will take over on November 20th at noon. Pentilla asked if there is a conflict of interest when spouses are on the same board. Laureto said that issue was cleared with the state before Tom decided to run. The Supervisor has no access to the checking amount. The Supervisor only supervises him/herself, no others on the board.

c. Fire Department Website

Ferguson said the current website is not working. The Township's new site has a page for ESAC. Ferguson proposed expanding that page rather than creating a stand alone website. In most communities the fire department is part of the township website. DePuy recommended accessing the Fire Department page via the Township website. Calsbeek asked if the site is used for recruitment. Ferguson said it is. Laureto said the deputy clerk updates our website and can work with Ferguson. All agreed it is a good idea.

XI. Public Comment

Calsbeek noted that this meeting format does not work when trying to access from home. He could not hear anything when calling in. Ihme suggested Zoom. Van Nort said the board is meeting with IT people and the provider on Friday to remedy the situation

DePuy said the Empire fire chief Chris Cuomo (??) is stepping down to spend time with family.

XII. Adjournment

With no objection Ihme declared the meeting adjourned at 11:07am.

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