

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

December 9, 2020

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

Absent: Ralph Mittleberger

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson, Lt. Dykgraaf

Public: John Dalton

The meeting was opened at 10:03 am by Ihme

I. Pledge of Allegiance

II. Review and approval of agenda

Pentilla added "Assistant to the Chief" to Old Business. Krawczak added "Budget Amendment" to New Business. Pentilla moved to approve the agenda as amended. Calsbeek seconded. All in favor. Motion passed.

III. Public comment

none

IV. Review and approval of November 11, 2020 meeting minutes

Motion to approve November 11, 2020 minutes by Calsbeek. Seconded by Bauer. All in favor. Motion passed.

V. Review of monthly check list (start with check #14111) and Payroll

Krawczak inquired whether #14136 was the final bill to Waterway of Michigan for the hose and ladder tests. Ferguson said there would be one more test for the ladder truck for approximately \$1,000. 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

Krawczka noted that the Honor Payroll Account seemed high compared to last year. P. Laureto said they noticed it was getting high so they lowered the monthly withdrawal these past few months and that it will work itself out. Pentilla asked if the Leelanau Marine contract had been finalized. Ferguson said yes, but we have not received payment for it yet. He will follow up on it. Krawczak asked if the \$3,430 for Employee Assist Program was for the year or if there would be another bill. Ferguson said it was for the year.

b. Revenue &Expense Summary / Detail

Ihme acknowledged the receipt of the revenue and expense summary. There were no questions.

VII. Staffing Report

a. Introduce staff - Ferguson introduced Lt. Dykgraaf.

b. General staffing status report

The deadline for applicants to apply for the open position has been extended to February as there were no applicants.

c. Exit interview Results, if any.

Ihme and T. Laureto conducted one interview. The individual was leaving GLFD because his wife took a job out of state. He liked the diversity of assignments but did not like the slow pace and amount of downtime. He is leaving with a positive attitude.

d. Review of GLFD monthly staff and officer minutes

Ferguson noted there was no officer meeting, only a staff meeting in November.

VIII. Operations Report

Pentilla asked if there will be more CARES Act aid coming. Ferguson said he did not know yet. The monthly report shows 86 calls. Ferguson said many were due to the recent storms and that many were welfare checks to the elderly who live alone. Each visit to a house is considered a separate incident. Calsbeek asked if GLFD would be involved in the massive COVID-19 vaccinations coming in 2021. Ferguson said he does not know if the Health Department will be calling on them to help. Vaccinations will be available in the next month or two for 1st responders and they will administer the vaccinations to each other. He will not make it mandatory for staff but will encourage all to become vaccinated. All employees and their immediate family members will be eligible.

Ihme suggested that since one of the exit interview feedback items was too much downtime, that the fire department start a program to check in on our seniors on a monthly basis. DePuy said Munson is looking at a community paramedic program which will incorporate these kinds of visits and be a real plus for this rural area. Ferguson said GLFD would participate. This would not start until the pandemic has subsided.

IX. Old Business

a. Empire Township Fire Station update

Pentilla reported no change.

b. Proposed ALS intercept agreement with Cedar Fire Department

Ferguson met with Dalton and they adjusted the proposed fees shown in Appendix A of the intercept agreement. The proposed charge is \$200 for GLFD response with no transport, \$350 for GLFD response with Paramedic and transport to hospital, and \$45 for Drug Box use. These fees will cover costs so that the department is not losing money. Ferguson said these numbers were proposed to Empire and will be given to Cedar. The agreement will then go to attorney Figura for review, then to Cedar and the Townships for review and approval.

c. Assistant to the Chief

Pentilla was concerned that if an assistant to the chief had multiple supervisors, there may be confusion with respect to prioritizing assignments. He said the Chief should be able to hire who works for him. P. Laureto said she and Ferguson were talking about bringing the work to the Township office. DePuy said he thought the Deputy Clerk was going to help the Chief with daily operations. This would be less expensive. Ihme suggested trying it and if there is an issue then Ferguson can request a different kind of help. Ferguson said he is open to trying the initial idea and seeing how it works. He and P. Laureto decided to start with 10 hours a week. Ihme noted it is hard to find someone to work 10 hours a week. Calsbeek proposed a 6-month trial and see how it goes. DePuy seconded. All in favor.

d. Fire Department Website

Ferguson said he spoke with Raquel about redoing the website. She said it is more cost effective to tag onto the Township website but a standalone website offers more in terms of marketing and social media. Developing a standalone site would cost \$1,100 more than adding it to the Township's site. Krawczak proposed

we find out what we would be getting for \$1,100 more. P. Laureto said that the Township had Raquel build the new site from scratch and it is working well. The Deputy Clerk started the Facebook and Instagram pages and is always looking for things to add to them. Aucello offered to reach out to Raquel to learn more and report back to the group.

X. New Business

a. Proposed New Board Members and ESAC Chairperson

T. Laureto reported that Empire recommended John Dalton to fill the Roy Pentilla's seat. He recommended DePuy for ESAC Chairperson for the 2021 calendar year. All in favor. Appointments of Dalton and DePuy will be considered at next week's Glen Arbor Township Board meeting.

b. Sale of Tanker Truck

Ferguson reported that Empire received an offer of \$55,000 from a station in Fremont, IN for the tanker truck and they accepted it.

c. Amended Budget

Krawczak would like to go over the budget with Ferguson before it is presented to the Township. Ihme suggested tabling this topic until January. All agreed.

XI. Public Comment

DePuy said he appreciated all of the efforts Krawczak and Pentilla have put into looking at the finances.

XII. Adjournment

With no objection, Ihme declared the meeting adjourned at 11:19 am.

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township