

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

January 13, 2021

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

Absent: Ralph Mittleberger

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson

Public: None

The meeting was opened at 10:01 am by DePuy

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ihme moved to approve the agenda as submitted. Bauer seconded. Motion passed.

**III. Public comment**

none

**IV. Review and approval of December 9, 2020 minutes**

Two corrections were noted. Motion to approve the December 9, 2020 minutes as amended by Calsbeek. Seconded by Dalton. Motion passed.

**V. Review of Monthly Check List (start with check #14140) and Payroll**

Krawczak asked if reimbursing staff was common practice, referring to check 14145. Ferguson explained that he gave the company credit card to a staff member to use at the land fill but the staff member accidentally used his own. Calsbeek asked if the two charges for Jaws of Life refer to two different instruments. Ferguson said yes; they had to rebuild one and one is out of service. Dalton asked if the check for boiler maintenance was for Station 1 or 2. Ferguson said it was for both. Calsbeek asked about the charge for training two employees for \$3,000. Ferguson explained the charge is for two different year-long classes from the same company. Lt. Brown will take one and Ferguson will take the other. There was a discounted rate if it was paid up front rather than monthly.

Regarding payroll, P. Laureto pointed out that the payroll service needed to do direct deposits on December 31st since the banks were not open on Jan. 1 which should have been the payroll date, so we ended up with three pay dates in December when typically we have three in January. A motion was made by Ihme 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.

## **VI. Review of Revenue & Expense Report and Balance Sheet**

### **a. Balance Sheet**

Dalton asked if the dates on top were correct. P. Laureto said yes and explained that she enters the date range into QuickBooks for the desired report which appears in the header. Krawczak asked why there was an extra \$3,035 recorded in the Empire Fire and Rescue account. P. Laureto will check with the Treasurer and have that corrected. Krawczak asked Ferguson about vehicle maintenance expenses. Ferguson estimated spending another \$25,000. One vehicle is currently being repaired and two more need to be done. Both might not be done during this fiscal year. Krawczak asked if it would be another \$10-15,000 to repair the vehicle and Dalton asked if the total would be \$80,000. Ferguson said it would be closer to \$100,000 to do all three. DePuy requested an overall summary of all of the vehicle maintenance broken down by year. He wondered if purchasing new equipment might be better than spending money on repairs. Krawczak agreed. Ferguson said that it would be over \$500,000 to replace a vehicle and that the repairs being done are akin to getting new brakes for a car. Our equipment is at the minimum standard now. Moving forward, vehicle maintenance should be much less than this year. Krawczak said we should know going forward that we are going to spend around \$80,000 a year on vehicle maintenance. P. Laureto will send out reports for the vehicle maintenance accounts. Dalton noted we seem to be lagging on ambulance revenue based on the fees we are paying. P. Laureto explained that the invoice is posted at the end of the month, the treasurer reconciles and then transfers the amount from State Savings to Huntington checking the following month. Dalton asked about accrued liability for PTO and T. Laureto said he is working on this. It had not been addressed in the past.

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

Ferguson noted that the remainder of the balance due for the new ambulance will be paid once the ambulance arrives, but the ambulance might not

be here by the end of March so we might have to add the ambulance payment to next year's budget.

## **VII. Staffing Report**

**a. Introduce staff** - none

**b. General staffing status report**

Ferguson said we still have an active posting for a full-time paramedic. The deadline is February 1 but it is likely that will be extended again since he has not received any applications. There have been discussions about hiring someone who is not a paramedic. We have two staff in training now and two more will begin training in July, but if we wait for them to become certified that would put us without a paramedic for 1-1.5 years. There are a lot of openings in the County and no applicants.

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

**d. Review of GLFD monthly Staff and Officer Minutes**

Krawczak asked what TIC meant and Ferguson said Thermal Imaging Camera. Krawczak also asked if the new tires on 331 and 292 were the last tires for the year. Ferguson said yes. DePuy noted we need to zero in on a new capital budget as things will soon need to be replaced and we have new fire safety requirements. Ferguson said that with regards to our ISO rating, trucks that are 20 years old go into reserve status and when they are 25 years old they don't count at all. In 2025 and 2026 our big trucks will hit that mark. Ferguson said he has been working on the capital budget.

## **VIII. Operations Report**

Ferguson said there were 25 calls for the month of December. One call was a HazMat incident. Any additional costs from the clean-up will be passed along to the homeowners' insurance company. The old tanker was sold and picked up in December. One of our tankers is in Grayling getting repaired. Ferguson is exploring the idea of hiring a consultant for the ISO evaluation. It could change the capital budget significantly. Peninsula Township Fire Department in Traverse City did it and it cost about \$20,000 but saved them \$2,000,000 by reconfiguring the equipment they had.

## **IX. Old Business**

**a. Empire Township Fire Station update**

Krawczak reported no change. DePuy suggested tabling this until there is some movement. It's been on the agenda for over a year. Krawczak made a motion to table this item and Dalton seconded. Motion passed.

**b. ALS intercept agreement with Cedar Fire Department update**

T. Laureto explained that he passed this along to our attorney, who suggested changing "Glen Lake School" to "school property". Our insurance carrier said that wording regarding liability was acceptable and Cedar agreed to the dollar amounts. Ihme recommended that T. Laureto contact the Empire Township supervisor requesting signatures on the agreement prior the January 19, 2021 Glen Arbor Town Board meeting. Bauer seconded. Motion carried.

**c. Department Website Update**

P. Laureto has a revised quote for updating the Fire Department website and adding it to the Glen Arbor Township website. The fee would be \$3,025 plus a quarterly service which we may or may not use. Ferguson and P. Laureto are working on it together. P. Laureto will work with the designer. Deputy Clerk Aucello will be able to make changes and add new postings.

**d. Budget Amendments**

Ferguson noted there was not much different from last amendments he distributed. DePuy asked if he was on target for meeting the budget that was proposed last March. He commended Ferguson for doing a great job on managing the money. Calsbeek made a motion to recommend to the Township Board that they approve the amendments. Ihme seconded. Motion carried.

**X. New Business**

None.

**XI. Public Comment**

DePuy asked to add "XII. Board Member Comments" to the agenda. DePuy shared that he, Lewis, Ferguson, and T. Laureto met to look at three policies: 1. Smoking, 2. Use of the building, and 3. Credit Card Use. They will meet again next month. T. Laureto wanted to endorse Fergusons notion of using a consultant for the ISO certification. Krawczak commended him for looking at the capital needs for the next 10 years. DePuy congratulated Dalton and thanks him for serving. Calsbeek offered a phone number to call for COVID vaccines. Ferguson reported that 14 staff members have had both of their vaccines.

**XII. Adjournment**

Calsbeek motioned to adjourn, seconded by Bauer. With no objection, DePuy declared the meeting adjourned at 11:10 am.

*NEXT MEETING: February 10, 2021*

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township

APPROVED