

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

February 10, 2021

Present: Linda Ihme, Ron Calsbeek, John DePuy, John Dalton, Larry Krawczak,  
Ralph Mittleberger

Absent: Jan Bauer

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson

Public: Lt. Dykgraaf, Nate Perdue

The meeting was held via ZOOM and was called to order at 10:03 a.m. by DePuy.

I. The Pledge of Allegiance was recited.

**II. Review and approval of agenda**

DePuy moved to approve the agenda as submitted. Ihme seconded. Roll call vote. Motion passed with all voting yes.

**III. Public comment**

None

**IV. Review and approval of January 13, 2021 minutes**

Ferguson clarified that on page 4 in section VIII of the Operations Report the reference to Traverse City Fire Department should instead be Peninsula Township Fire Department in Grand Traverse County. Motion to approve the January 13, 2021 minutes as amended by Ihme. Seconded by Dalton. Roll call vote. Motion passed with all voting yes.

**V. Review of Monthly Check List (start with check #14187) and Payroll**

Ferguson explained that checks #14214 and #14217 were for thermal imaging cameras and a smoke machine. The department received a donation to pay for those two items. Calsbeek asked how many cell phones we pay for. Ferguson said three. Checks 14189 and #14198 are for the two cell phone bills. One phone is in each ambulance and Ferguson has the other one. Dalton asked if check #14201 for Hazmat Response is a pass-through charge. Ferguson said yes, we pass that on to the individual. Krawczak asked if #14213 check to Municipal Underwriters insurance is for 2021 and P. Laureto confirmed. Ferguson

explained that #14205 for Max's Service was for a replacement oven in Station 1. A motion was made by Krawczak and seconded by Ihme 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. Roll call vote. Motion approved unanimously.

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

### **a. Balance Sheet**

No questions

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

Krawczak stated through January the average YTD monthly spending for operations (10 months) is about \$160,000. Based on the January 20th amended budget handout the remaining budget balance is \$594,000 or \$297,000 per month. Since this is almost double the current monthly amount, Krawczak asked if anticipated spending will be at this level. T. Laureto said no. P. Laureto explained that early in the year we paid a deposit on an ambulance and have had large vehicle expenses. These will not be showing up in future months. T. Laureto said that Glen Arbor Township had a large public safety millage which was restricted to the fire department, that we should have a big surplus at the end, and that he anticipates a lower millage next year. DePuy asked if there was any update on the Leland Marine contract. Ferguson said no, it is still in progress. Ferguson said he submit an invoice to Leland, who should okay that at their next board meeting this month.

## **VII. Staffing Report**

### **a. Introduce staff**

Ferguson introduced two staff members: Lt. Dykgraaf and Nate Perdue.

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

The department is still short one paramedic and he has extended the timeline for accepting applications.

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

None.

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

There were 26 calls for January and many training hours. There was damage to the garage door in the Empire Station. The garage door went up but not all the way and the ambulance hit it. We are down one truck bay. It has been three weeks and it is still not repaired. One of the trucks is still in Grayling being repaired. Krawczak asked if this would be the last for this year. Ferguson confirmed and noted it will be more than \$10,000 for repairs. The ALS intercept agreements with Cedar Area Fire has been signed. Ferguson is working on a FEMA grant for the purchase of a SCBA compressor. The department received a 2% grant from the Grand Traverse Band. The money will be used for the purchase of chainsaws. Krawczak asked if Ferguson has been working on the grants on his own or if someone has been helping him. Ferguson said a few people are working on it. T. Laureto asked if Ferguson could explain "pre-plan personnel software. Ferguson explained that they go to businesses around town and find the entrances, coded door locks, gas lines, etc. as well as determine who to contact in case something happens. T. Laureto asked how the Leland dispatch knows to call Glen Lake Fire Department. Ferguson said the dispatch asks a series of questions and the answers determine if ALS is granted.

### **VIII. Operations Report**

Krawczak asked about the drug box exchange. Ferguson said the hospital in Traverse City has a new procedure for how to exchange drug boxes, so they got an update. Dalton asked if there is a protocol for how many vehicles are sent on a call. Ferguson said, yes, dispatch uses geographic information when determining what kind of vehicles to send on calls. Dalton referred to page 21 indicating we had 13 incidents, yet on page 22 we had 22 ALS ambulance responses. Ferguson explained that many times an ambulance accompanies other vehicles. For example, if there is a carbon dioxide call, an ambulance goes too. Krawczak commented that he likes the new format for the Operation Report. DePuy agreed. Ferguson said he would prefer to have the National Park help keep track of calls in the park. If tree goes down on M-109 and is not really in the park, those numbers will be a little misleading. To get accurate numbers, however, he would have to get the records and sort out which ones were not actually in the park.

### **IX. Old Business**

#### **a. ISO Consultant**

Ferguson would like to hire an ISO consultant. He is looking at a company from Georgia which can help us lower our ISO score, which helps lower community insurance rates. The cost is about \$20,000. We would pay \$6,500 at the beginning, another \$6,500 in middle, then the balance at the end. The

consultant would come and give suggestions. Ferguson would like to begin right away. DePuy asked if this is a budgeted item or would it need to be covered. Ferguson replied that it is not budgeted but we have the money to cover it. He explained that we have no idea how much it could save us in the long run. Krawczak asked if they will give us an estimate. Ferguson said not until they are hired and get here. DePuy warned there will be expenses outside this cost to meet ISO rating. Motion by Calsbeek to recommend that the Township Board hire an ISO consultant. Seconded by Ihme. Roll call vote. Motion carried unanimously.

## **X. New Business**

### **a. MOU - Recommendation to the GA Township Board**

One of our EMTs is deployed in the National Guard. We are proposing that the Township pays the healthcare cost for the first 3 months of their deployment. After 3 months the military provides benefits. Dalton asked if this would be just for active-duty members. Ferguson said it would be only for deployment. P. Laureto added that after 90 days they are eligible to get coverage through our COBRA or through the military. Motion made by Ihme and seconded by Mittleberger to recommend the Township Board adopt the MOU policy as proposed. Dalton asked to define "service" better so that it actually says "active-duty service." P. Laureto said she could add "active-duty service." Amended motion made by Ihme and seconded by Mittleberger. Roll call vote. Motion carried unanimously.

### **b. Hiring Incentive -**

Ferguson recommended a hiring incentive since the job opening has not been filled and we need a better way to attract employees. Almost every department is hiring and has the same issue. He proposes a \$5,000 hiring bonus. We spend just over \$3,500 a month in overtime covering the vacant spot so in 1.5 months we would cover that cost. Calsbeek asked how long someone would have to stay on before getting the \$5,000 bonus. Ferguson proposed 2 years. Calsbeek proposed also incentivizing the current employees to help recruit applicants. If they find someone, they also get a reward. T. Laureto said there are currently 60 fire department job postings out there. Our pay scale is better, our facilities are better than most, our morale is better than most, we just need to do a better job selling the position. Calsbeek thought 2 years might be too long and that a year commitment might be better. Krawczak asked if other fire departments are offering incentives. Ferguson said yes but no one around here. Many private ambulance companies offer \$10-15,000 incentives. T. Laureto said some firefighters are on track to become paramedics in the next year, so we are

trying to solve an urgent problem which we will likely not face in the future. DePuy suggested making a motion to recommend a hiring incentive and leave the details to Ferguson and T. Laureto. Mittleberger made a motion to recommend a hiring incentive to the Township Board with details to be worked out between Ferguson and T. Laureto. Seconded by Calsbeek. Discussion ensued regarding the amount of the incentive and how long a candidate stays on before receiving it. DePuy reiterated that the details can be worked out by the Chief and Supervisor and called the question. Krawczak recommended that Ferguson and T. Laureto work it out then come back and report back to the group. DePuy said we should not wait until next month. Roll call vote. Voting yes: Mittleberger, Calsbeek, Ihme, DePuy. Voting no: Dalton. Abstention: Krawczak.

### **c. Updated Cost Recovery Rate Schedule**

While working on having AccuMed do all our billing, we discovered an ordinance from 2005 that was out of date. The Township will be updating the ordinance. DePuy provided some history - back in 2005 if power line was down, we had a firefighter down there for 12 hours guarding it and waiting for Consumers to fix it. We proposed having a cost recovery. We would charge the power company for every firefighter and every hour on the site. It brought in quite a lot of revenue and Consumers tended to come out more promptly. In 2015 after the big storm, Consumers paid quite a bit for firefights to sit on Northwood Drive. P. Laureto reported that the ordinance requires the Cost Recover Schedule to be periodically updated. No motion needed.

### **XI. Board Members Comments**

Dalton did not get email from T. Laureto about the hiring incentive. T. Laureto clarified that it went to Township board members. T. Laureto said he will be embarking on the Fire Chief's review so he will be sending feedback forms to ESAC members, firefighters, Township Board members, and Empire Board members. DePuy said he appreciated the openness and transparency of the comments today.

### **X. Public Comment**

None.

### **XII. Adjournment**

Calsbeek motioned to adjourn, seconded by Krawczak. With no objection, DePuy declared the meeting adjourned at 11:27 am.

*NEXT MEETING: March 10, 2021*

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township

APPROVED