

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

March 10, 2021

Present: Linda Ihme, John DePuy, John Dalton, Larry Krawczak, Jan Bauer,  
Absent: Ron Calsbeek, Ralph Mittleberger  
Glen Arbor Township representatives: Tom Laureto, Pam Laureto  
Staff Members: Chief Ferguson  
Guest Presenter: Robert Smith, M.D.

The meeting was opened at 10:02 am by DePuy

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Dalton noted that item VI. Review of Monthly Check List should start with #14220. P. Laureto agreed and said she will change that. Bauer moved to approve the agenda as submitted. Krawczak seconded. Motion passed.

**III. Public comment**

None

**IV. Presentation – Dr. Smith, Director, Northwest Regional Medical Control Authority**

Dr. Smith gave an overview of the Community Paramedic Program, a training and certification program to allow the paramedics to perform above and beyond their usual duties and operate a walk-in clinic at the fire station. DePuy noted we have many transient visitors who need medical attention and have to go to Traverse City, and that this could produce revenue for the Fire Department. Krawczak asked how much would it cost us. Ferguson does not know yet. The said that cost for the class is minimal and there would be low overhead. Staffing would be the biggest expense and he will need to explore the best way to staff the program. Dr. Smith reviewed how much other communities have recouped for their services. He predicted we would see many easy cases. Krawczak asked about insurance. Ferguson said we would accept all of the same insurance we do as for our ambulance service and that AccuMed would do the billing. DePuy explained this is part of Ferguson's 5-year plan and he is in the early stages of exploring the possibility. Bauer asked if there is interest in the department. Ferguson said yes, but noted there is a considerable amount of training. His end

goal is to offer a service to the community that does not exist right now, and to be budget neutral. Ihme said it would be a good service for the community.

**V. Review and approval of February 10, 2021 minutes**

Krawczak asked to strike two sentences and replace them with different wording, as he felt his comments were not represented correctly. DePuy asked if the replacement of the oven was in Station 1 or 2 and Ferguson said Station 1. Motion to approve the February 10, 2021 minutes as amended by Dalton. Seconded by Bauer. Motion approved unanimously.

**VI. Review of Monthly Check List (start with check #14220) and Payroll**

Ferguson noted that the ambulance will be picked up soon. Krawczak asked if there will be any additional charges before the ambulance is put into service and Ferguson said the radio will be installed at a cost of about \$2,500. Dalton asked about the multiple VOYA checks. P. Laureto reviewed what happened with the payroll in January. After solving payroll, she realized she never paid VOYA in January so there are two checks to VOYA, for January in addition to the normal February payments. Dalton questioned the pen order for \$559.39. Ferguson explained he orders a batch of pens every few years, and gives them out at the Open House and similar events. Ferguson noted that payroll will be quite a bit higher next month since employees can roll over their paid time off. A motion was made by Ihme and seconded by Dalton that the check list, including the verbally read bills, and payroll payments have been reviewed, to recommend payment of unpaid checks and payroll to the Glen Arbor Township Board, and to report concurrence with the checks that were necessary to pay early. Motion approved unanimously.

**VII. Review of Revenue & Expense Report and Balance Sheet**

**a. Balance Sheet**

Dalton asked if the Huntington Bank account ending in 1149 is negative due to an overdraft. P. Laureto said the account is not overdrawn and she will look into why the report shows a negative balance. She will email everyone her findings.

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

Krawczak asked about the \$6,200 in Misc. Revenue. P. Laureto said the income was from dividends received from the Accident Fund and Municipal Underwriters. She said memos are made in QuickBook with each deposit for clarification. Dalton asked if we are still waiting for payment from Leland. Ferguson said he thought he would have it after their last meeting and will look

into it. Dalton questioned account #336-730 for \$12,055 and asked if it put us over budget. Krawczak thought it will be an audit adjustment. P. Laureto explained it is broken into 3 parts: EMS, building, and fire insurance and that the auditor will adjust a portion of the payment into the next fiscal year. Dalton asked account # 337-709 and questioned why we have not paid \$10,000 for administrative assistance for Bryan. P. Laureto explained that account is the \$10,000 paid to the Township for supplies, postage, and the assistance the Clerk and Supervisor provide to the Department. She also said she is providing administrative assistance to Chief Ferguson and that the relationship is working out well, averaging about 10hr/week. She has recently completed the fire billing set-up including ordinance re-write. Dalton said he did not see where the expense is and Ferguson said he put it under wages.

## **VIII. Staffing Report**

### **a. Introduce staff**

None.

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

The paramedic position is still open until March 26. Ferguson said the department has received two applications and both look promising. The department still has one member on National Guard deployment until the end of March and his position is being filled with overtime. This deployment might be extended for an additional 45 days. One staff member is on light duty due to health issues and his position is also being filled with overtime.

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

None.

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

No meeting this month.

## **IX. Operations Report**

Ferguson said it was a normal month with respect to call-volume. There was one call to the school with the ECHO unit. The staff physicals are almost completed. They have classroom boat training now which will transition to on-the-water training this spring. The tanker truck should be back today. The rescue truck from Empire is still out. Krawczak asked if it would be another \$10,000. Ferguson acknowledged it will be but said our vehicle repair costs will probably never be as high as they were this year as most vehicles are now up to certification standards.

## **X. Old Business**

### **a. Fire Billing and Cost Recovery**

Ferguson said P. Laureto set up the billing and we should see some income in the next month. We can also go back one-year and bill for previous incidents. P. Laureto explained that during the last Town Board meeting they re-worked the ordinance and approved a cost recovery schedule to go along with that. AccuMed sent examples of cost recovery from other places. We will look over those and make adjustments. This will be voted on at the April meeting.

## **XI. New Business**

### **a. Budget Amendments**

Ferguson said he is working on year-end budget amendments. Not many lines will need to be changed and he will send out any changes for review in the next week.

## **XII. Board Members Comments**

DePuy appreciates all the work that goes into planning for this meeting as well as all of the questions about the finances.

## **XII. Public Comment**

None

## **XIV. Adjournment**

Bauer motioned to adjourn, seconded by Ihme. With no objection, DePuy declared the meeting adjourned at 11:09 am.

*NEXT MEETING: April 14, 2021*

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township