

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

April 14, 2021

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

Absent: Linda Ihme, Ralph Mittleberger

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson

Public: None

The meeting was opened at 10:00 am by DePuy.

I. Pledge of Allegiance

II. Review and approval of agenda

Bauer moved to approve the agenda as amended. Dalton seconded.
Motion passed.

III. Public comment

None

IV. Review and approval of March 10, 2021 minutes

Ferguson noted that on page 4 in the Operations Report that the sentence "all vehicles are up to certification" should read "most vehicles are up to certification." Motion Calsbeek to approve the March 10, 2021 minutes as amended. Seconded by Bauer. All in favor. Motion passed.

V. Review of Monthly Check List (start with check #14253) and Payroll

Dalton asked about the charge for Apollo Fire Equipment. Ferguson said it was turn-out gear for new hires. Krawczak asked if Delta Dental is similar to health insurance, in that employees pay part and we pay part. P. Laureto affirmed. Krawczak noticed the charge for ISO consulting for \$7600 and asked what the total will be. Ferguson said \$17,000. Dalton asked if everyone carried over the 72 hours of PTO they were allowed to. Ferguson said no, but several did. A motion was made by Calsbeek 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

Dalton noted that the Credit Card report had the old account numbers. P. Laureto shared that the state periodically updates their Chart of Accounts. The credit card report was submitted prior to her making the updates to the Chart of Accounts. She explained the State's goal in changing the Chart of Accounts is to be able to compare charges across organizations. The major change for us is in the Capital Account. The Capital Account used to have individual numbers for each item we were purchasing. She explained the new numbering system. T. Laureto explained he recorded all the new numbers, put the old numbers in parentheses, and made notes for things that were consolidated on his worksheet. He distributed a copy to each member.

b. Revenue & Expense Summary / Detail

Krawczak said that a few years ago there was discussion about the importance of the boat to the taxpayers. DePuy said a subcommittee was formed and they came up with a resolution to keep the boat in the hands of the fire department. The boat was purchased with donations, not taxpayer's money. Krawczak agreed but said tax payers pay for the boat's maintenance and insurance now. DePuy said getting the boat to launch in Glen Arbor was a problem, but so was getting the boat to Leland, so they decided to improve the ramp in Glen Arbor and keep the boat in our possession. Krawczak said he thought he heard that we were going to make money on the boat. Ferguson said yes, if we got a training contract with the Coast Guard, we could receive money for doing training. COVID messed up the timing of training. Krawczak noted that bank interest rates have really tanked.

VII. Staffing Report

a. Introduce staff

None.

b. General staffing status report

Ferguson reported that there has been written and physical agility testing for 2 candidates for the open position and that interviews were on Monday. Background checks will be done soon and he will offer the position to one candidate shortly thereafter. The new employee would start in the beginning of May. Ferguson said he would love to hire both and that the person who is not hired will be on the eligibility list in case of other openings. There will be another opening in about a year. Calsbeek asked if the incentive program was used. Ferguson said neither candidate was referred by current employees. Ferguson

said he will be hiring a part-time paramedic soon. One employee is on light duty due to a back injury. One employee is back from National Guard duty.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Dalton asked about “5th spot on shifts” on page 17 of the Officer Meeting Minutes. Ferguson explained he would like to always have 5 people on duty, and sometimes 6. It helps our ISO score to show that we always have 5 firefighters on duty. Dalton asked about the total number of training hours. Ferguson said 192 hours. Krawczak asked if training occurs while employees are off duty. Ferguson said it occurs mostly when on duty. DePuy noted that we have a new ambulance.

VIII. Operations Report

Ferguson reported a normal number of calls for the month and that they have been consistently going to Glen Lake School for ALS intercepts, which are going well. He met with the ISO consultant last month and they will be back next month. The Sheriff’s Department came to do a class on drug awareness. DePuy noted there were quite a few calls at certain addresses in Empire which seem to be non-emergency situations. He wondered if these should be looked at by the Department of Social Services. Ferguson said he is aware and it has been noted and addressed. DePuy fears the Fire Department might not be able to do their job when dealing with these cases. Calsbeek said he loves the Chief’s attitude of “... we are here to serve.”

IX. Old Business

a. ISO Consultant Update

Ferguson said he met with the ISO Consultant last month and will do so again next month. Next month they will look at fire hydrants and testing the pumps on the trucks. Each time he comes, he gives Ferguson homework assignments for the following month.

b. Community Paramedic Program

DePuy said that ESAC should support the concept of the Community Paramedic Program and motioned “**We the Emergency Services Advisory Commission do hereby endorse the concept of the Community Paramedic Program to be part of the Chief’s Five-Year Plan**”. Bauer seconded. Dalton asked if the motion was that Ferguson *review* the concept as part of his 5-year plan. Calsbeek thought he read in previous minutes that we should wait and

see what other communities feel about the concept. Dalton suggested adding the words “explore” or “review” as we are in the initial stages. DePuy wanted the motion to stay as read aloud. A vote was taken. The motion carried 3-2.

X. New Business

a. State’s new Chart of Accounts

Discussed earlier

b. Fire Billing

Ferguson said he submit about \$40,000 worth of cases to the new fire billing company. He would like to direct any income into the Capital Account. Krawczak suggested checking with Empire and Glen Arbor Township boards. P. Laureto said the billing is going very well and that we received our first check from the collection agency. We probably would not have seen anything from the old billing service.

XI. Board Members Comments

With respect to the motion passed, Calsbeek thinks it is important to revisit it next month and come to some agreement as to what it means. Krawczak noted the idea of a Community Paramedic Program is so new that he’s not for or against it but wants to learn more about it. Calsbeek said we need to find words that we all agree upon. Bauer commented that our population is not getting any younger and thinks we have to bring the community along as we go through the process, as opposed to a presenting a package at the end.

XII. Public Comment

T. Laureto thanked everyone for returning their evaluations. He said they were very helpful and he will be meeting with Ferguson to share the results.

XIII. Adjournment

Krawczak motioned to adjourn, seconded by Dalton. With no objection, DePuy declared the meeting adjourned at 10:59 am.

NEXT MEETING: MAY 12, 2021

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

Approved