

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

May 12, 2021

Present: John DePuy from the Fire Station in Glen Arbor, Ron Calsbeek from home in Glen Arbor, John Dalton from home in Empire, Larry Krawczak from home in Empire, Jan Bauer from home in Glen Arbor, Linda Ihme from home in Glen Arbor

Absent: Ralph Mittleberger

Glen Arbor Township representatives: Tom Laureto and Pam Laureto from Town Hall in Glen Arbor

Staff Members: Chief Ferguson from the Fire Station in Glen Arbor

Public: None

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

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ferguson asked to add Engine 211 to New Business. Bauer moved to approve the agenda as amended. Krawczak seconded. Roll call Vote. Motion passed unanimously.

**III. Public comment**

None

**IV. Review and approval of April 14, 2021 minutes**

Ferguson noted that on page 5 at the top, the word "firing" should be replaced with "fire". P. Laureto found a typo on page 3 and said "cart" should be replaced with "chart." Motion to approve the April 14, 2021 minutes as amended by Calsbeek. Seconded by Bauer. Roll call Vote. Motion passed unanimously.

**V. Review of Monthly Check List (start with check #14312) and Payroll**

Ferguson went on record that #14325 for Fick and Sons Diesel Garage includes several small things in addition to vehicle maintenance. Krawczak asked about the 9 trees removed under #14327 Tobin Tree Service. Ferguson said they were dead trees behind Station 1. Dalton asked about #14312, training from November and wondered if that was a fiscal year 2020 expense. Ferguson

acknowledged and said we missed the invoice in September. Krawczak said the auditor will move it in August.

Krawczak asked if the new payroll rates that went into effect April 1 would result in employees having two pay rates in that pay roll period. Ferguson said the new pay rates go into effect on the first full pay period in April. 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 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 noticed that in March there were classifications for "Accounts Receivable" and "Prepaid Expenditures" and asked if will we have these going forward. P. Laureto said she will make a note to look it but thought that in QuickBooks if there is nothing in the line item it does not show up. Krawczak concurred.

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

Dalton asked Ferguson about income in the "Other Federal Grants" account. Ferguson explained it was money received as part of the CARES Act.

Dalton asked the \$12,363 paid to Fick and Sons Diesel Garage was included in the \$25,000 listed under Fire Vehicle expense. P. Laureto answered that the \$12,000 to Fick and Sons was paid in May and therefore not included in the April report.

Krawczak asked if the Flexible Spending Account 338-723 was a one-time charge or recurring. Ferguson said it was a one-time charge and reoccurs in September with the new benefit year.

## **VII. Staffing Report**

### **a. Introduce staff**

None.

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

Ferguson reported that we have hired one full-time firefighter/paramedic and one part-time paramedic. The part-time paramedic has worked two days and the full-time person is in his second full week of day shifts and will begin into

rotation next week. Both are local to the area, experienced, and the transition should be smooth.

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

None.

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

Krawczak said on page 19 under New Glucometers the last truck listed should be 391, not 291. Ferguson agreed. Krawczak asked about Ferguson's policy on uniforms. Ferguson said he tries not to buy any in March as it is easier for the audit to not have to move items back. He spends approximately \$300/per employee per year. Calsbeek mentioned that he knows of a physician's assistant in town and asked if there might be a role for her in the Fire Department. Ferguson said possibly.

## **VIII. Operations Report**

There were 32 calls for April. Calsbeek asked what a "service call" refers to. Ferguson said it can be a variety of things - someone thinks they see smoke, an odd smell, a cat in tree, or helping someone who has fallen and can't get up. Ferguson said there is one part time EMT that has nearly finished Fire School in TC and a Firefighter/EMT that has completed the Paramedic Course in TC. He is still waiting for new garage doors for Station 2. Calsbeek noted the department made some calls to The Homestead and asked if there is still some confusion the old vs. new addressing system? He recalled the Fire Department having trouble finding people in Homestead. Ferguson said in these two cases there was no issue. Some people still use their 4-digit number as opposed to their condo names such as Loggers Run, which is easy to find. He hopes to speak at various Association Meetings to address this during the summer. P. Laureto said we have some of the condo associations who book meetings at Town Hall so we have their contact information. Ferguson discussed training with the Coast Guard. They have started on-the-water training. Classroom training is complete. He and Scott Sheehan spent time in Traverse City with the new Coast Guard helicopter. He was thinking of scheduling training with them to practice hoisting people off of our boat, but in talking with the pilots he now thinks that is unlikely to happen. The new helicopters are much larger and our boat is too small. The new helicopter carries 6,000 lbs of fuel whereas the old helicopter weighed 6,000 lbs total.

## **IX. Old Business**

**a. ISO Consultant Update**

No update. He was supposed to come two weeks ago but had a medical emergency and they will reschedule.

### **b. Community Paramedic Program**

DePuy said that last month a comment was made about revisiting the wording on the motion that was passed. Calsbeek said the original motion was worded "We the Emergency Services Advisory Commission do hereby endorse the concept" and that made it sound like we were endorsing something that has not yet been looked at year. Calsbeek proposed instead that ESAC "encourage the Chief to explore the Community Paramedic Program" as part of his 5-year plan. Dalton said that was a good solution for him. Krawczak and Ihme agreed. Calsbeek motioned that "ESAC encourage the Chief to explore the Community Paramedic Program as part of his 5-year plan." Ihme seconded. Roll call Vote. Motion passed unanimously.

Ihme made a motion that the motion passed today shall supersede the motion made in April and approved in the April minutes. Bauer seconded. Roll call Vote. Motion passed unanimously.

### **X. New Business**

a. Engine 211 is the owned by and housed in Empire. Ferguson said he was planning on replacing Engine 211 in 2-3 years but the mechanic in Grayling said the frame is rusted and it is becoming unsafe to use. Ihme asked if there is any value to the truck and Ferguson said probably not a lot. DePuy mentioned that other companies have had trouble with the frames on their trucks, too, and that it is not just a Pierce Co. problem. Dalton asked if this has prompted a visual inspection on our other Pierce trucks. Ferguson replied that is why they go to Grayling to be inspected. Krawczak asked if the inspections in Grayling helps with capital replacement numbers. Ferguson has not finished the capital plan but can send a draft.

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

Calsbeek commented on how much faster our meetings go over Zoom than in person since we keep our comments on task.

### **XII. Public Comment**

T. Laureto mentioned that in the April Township Board Meeting he listed Ferguson's accomplishments of the past year. He recommended an 8.8% pay raise and the Board approved it. He said the Pancake Breakfast will not be on Sunday, July 4 and that Ferguson will provide a new date. He asked if there is an update on Greg Warnes' memorial. DePuy said he spoke with Greg's wife, who has not decided yet but thinks it will be small and at her house. He has 2 plaques

- one will go to the Station and one to her house. DePuy said he spoke with Jon Hoover at the school about having some recognition program there since Greg was a custodian at the school for many years.

### **XIII. Adjournment**

Bauer motioned to adjourn, seconded by Calsbeek. With no objection, DePuy declared the meeting adjourned at 10:50 am.

NEXT MEETING: June 9, 2021

Minutes prepared by  
Michele Aucello, Deputy Clerk, Glen Arbor Township

APPROVED