

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
August 11, 2021**

Present: John DePuy, John Dalton, Larry Krawczak, Linda Ihme, Ron Calsbeek, Jan Bauer
Absent: Ralph Mittleberger,
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Chief Ferguson
Public: Steve Peacock, Devante Walker

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

I. Pledge of Allegiance

II. Review and approval of agenda

III. Public comment
None.

IV. Audit Review - Steve Peacock CPA, Principal - Rehmann Robson LLC
Peacock reviewed the audit.

V. Review and approval of July 14, 2021 minutes
Bauer reported two grammatical errors. Motion by Ihme to approve the June 9, 2021 minutes as amended. Seconded by Bauer. All in favor. Motion passed.

VI. Review of Monthly Check List (start with check #14436) and Payroll
Dalton asked if check #14448 for Hazmat is a pass-through charge. Ferguson said it is not, it is a subscription that covers the yearly hazmat training. Regarding check #14454 for Netlink Business, Dalton asked if the computer portion is charged to capital. Krawczak said no. Ferguson explained that Netlink spent two days working on the server and most of the expense was for labor. Ferguson announced that Blue Cross Blue Shield will have a 3% increase next month. P. Laureto reminded everyone that July was a three-paycheck month. A motion was made by Ihme 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.

VII. Review of Revenue & Expense Report and Balance Sheet

Krawczak noted a \$840 expense for the CPR class and asked how long that training would last. Ferguson said every other year. Krawczak asked what the difference was between the two ambulance revenues on the income statement. P. Laureto explained that the first one is Ambulance Ordinance Income and it comes in for both fire and ambulance. She will need to explore the 2nd ambulance revenue and will make a correction if necessary. Ferguson suggested renaming the account to Fire and Ambulance Income. Dalton reported that under Benefits we have dental insurance but nothing shows up in the budget. P. Laureto said that in the previous policy dental was part of Blue Cross. There should be an amendment to break it out but we have not had any amendments yet this year. Dalton suggested adding Public Safety Website to the budget. Ferguson suggested adding Consulting. P. Laureto mentioned that the deputy treasurer made the transfer of July's ambulance revenue in August so it did not show up on the report. Ferguson said they tend to be very busy in July and often submit the ambulance revenue a little later. Dalton noted we have spent \$30,000 YTD on Fire-Vehicle

Expense and asked if the repair cost for Engine 211 has been included. Ferguson said he does not think it has been paid yet. He estimates it will cost \$12,000 - \$13,000.

VIII. Staffing Report

a. Introduce staff

None.

b. General staffing status report

Ferguson reminded everyone that there will be a slight overlap between Lt. Morris leaving and a new paramedic beginning. Ferguson met with a person who will probably be able to start in October. This allows a 2 – 3-month overlap in personnel which will accommodate new employee training. There are two members out with injuries. One will be back in a few weeks, and we will know about the other in a few days. The spots are being filled with overtime work.

c. Exit interview results, if any.

None.

d. Review of GLFD monthly Staff and Officer Minutes

No minutes to report. Ferguson said they had 38 calls yesterday, mostly storm related.

IX. Operations Report

Krawczak asked if repairing Rescue 251 was going to be big ticket item. Ferguson acknowledged that it would be. He said it will be the last one, probably costing around \$10,000. He also said we will not have a need for this truck once the new engine arrives. We have an offer from another company to purchase it for \$150,000. We will probably sell it before we receive the new engine. Krawczak recommended checking with Peacock as to where that money should go. Ferguson reported that two EMTs are starting paramedic school. The Department has 7 paramedics currently and this will bring the department to 9 paramedics. DePuy asked if there was an ISO update. Ferguson said he is meeting with the representative next week and that they also met two weeks ago. The inspection will be in October. In August the Fire Department and sheriff will meet at the school for an active shooter exercise. The county is developing a rescue task force. We will send some of our staff in with police to retrieve victims in case of a mass shooting. We will need helmets and vests. They are a universal fit so we will put two on each ambulance and on the rescue truck. It will likely cost about \$15,000. Krawczak asked if Ferguson can you use COVID relief money for that. Ferguson does not think so but perhaps money from the ARPA (American Rescue Plan Act). Dalton asked if the expense would occur this fiscal year. Ferguson said he was not sure.

X. Old Business

a. Boat Trailer

Ferguson was not able to locate a loaner trailer but found another company in Grand Rapids that can custom make a boat trailer. It would cost around \$19,000, which is almost \$10,000 cheaper than the original quote. He is having a hard time finding the value of our current trailer but thinks it is about \$5,000 (it was about \$17,000 new). He would like to move forward with getting a new boat trailer which should be much safer since it would be designed specifically for the department's boat. DePuy asked if he had spoken with Glen Arbor Fire and Rescue Association for some financial help. Ferguson thinks can get \$5,000 or so from them. Discussion ensued. Calsbeek reminded the group that the committee decided to complete a two-year study on the boat, so we should see that through. Ferguson noted that we agreed to extend it through this year due to COVID. DePuy reminded the group that we said we would train more captains to drive the boat and we have. Ferguson guessed that, over the years, six calls have resulted in saving someone's life. Ihme suggested we purchase the boat trailer and then if we sell the boat we would try to get money back for trailer. Ferguson wants to look into it and order before the next meeting. He can put price cap of \$20,000. Ihme motioned to

purchase the trailer with cap of \$20,000. Bauer seconded. Four in favor. Two abstentions. Motion passed.

XI. New Business

a. FY 2022-23 Draft Budget

Ferguson said he is getting better at estimating staffing costs and can propose a decrease for next year. He reviewed the budget and clarified questions. Dalton noted a typo (21-22 approved budget should read 2022-2023). Dalton questioned the \$390,800 Capital Expense. Ferguson said he plugged \$390,000 in from last year as he did not have the audit when he put this together. Dalton asked if Ambulance Billing should also include Fire. Ferguson said it will always be combined, we just need to change the wording. The bill is broken out as fire vs EMS. Dalton suggested adding a column. Ferguson said the union contract is up a year from now. This winter the Township will begin negotiations and Ferguson would like to have the contract in hand in April for budgeting purposes.

b. Dates to remember

9/11/2021 - 911 Memorial Service. Ferguson does not have a guest speaker yet.

9/15/2021 - Public Budget Hearing

XII. Board Members Comments

DePuy will not be here next meeting. Ferguson will be meeting at LeBear with 13 fire investigators. They can start rebuilding once the investigation ends. The same will happen with Crystal River Outfitters. Ferguson said DePuy has offered to hold a crisis intervention class to counsel first responders. DePuy shared what happens in the intervention process.

XIII. Public Comment

XIV. Adjournment

Calsbeek motioned to adjourn, seconded by Dalton. With no objection, DePuy declared the meeting adjourned at 11: 57 am.

NEXT MEETING: September 15, 2021

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township