

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
September 15, 2021**

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

Absent: John DePuy

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson

Public: none

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

I. Pledge of Allegiance

II. Review and approval of agenda

Calsbeek moved to approve agenda. Bauer seconded. All in favor.

III. Public comment

None.

IV. Review and approval of August 11, 2021 minutes

Dalton noted that the minutes are broken out as a) balance sheet and b) revenue and expenses and thinks that balance sheet comments should go under revenues and expenses. Dalton suggested that the a) and b) breakout for comments is not necessary going forward. All agreed. Motion to approve the August 11, 2021 minutes as amended by Mittleberger. Seconded by Calsbeek All in favor. Motion passed.

V. Review of Monthly Check List (start with check #14458) and Payroll

Dalton asked if the Blue Cross Blue Shield charge reflects the 3% increase. P. Laureto said those are September amounts. Dalton asked if the Fick and Sons charge is for a different vehicle. Ferguson was pretty sure that was all for Rescue 251, the last truck to have a service once-over. The ladder truck is out for repair right now. Krawczak asked if anything else is going for scheduled repair and Ferguson said no. Dalton noted that there is a \$6,000 deposit down on the boat trailer and asked what total was. Ferguson said it was \$20,300. Krawczak asked if Delta Dental is a monthly charge. P. Laureto said yes and that it will stay around this month's amount for each of the next 12 months. Ferguson explained that check #14482 is the once-a-year transfer to the township for their support. P. Laureto explained that it covers a lot of the township's expenses. It will cover a portion of the audit, postage, paper, etc. Calsbeek asked if it included administrative support. P. Laureto said no, it covers the costs we incur in the office. Administrative support falls under wages. Ferguson said the 10 hours a week of support is working well. P. Laureto gave examples of the work being done. A motion was made by Calsbeek 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

P. Laureto said the new Mastercard through Huntington Bank is working well. Dalton mentioned that last month we had account #651 which was Miscellaneous Ambulance Income. P. Laureto said the error was corrected and the amount was moved into #651-605. Dalton asked if the repair for #211 is in the \$30,524 Fire-Vehicle expense. Ferguson said yes and that

we still have to add repairs for two more vehicles. Dalton, referring to 337, Wages, asked if we can break out straight time and overtime. P. Laureto explained we will need another account but we should consider doing so. Ferguson said he can get the hours to Dalton but possibly not the wages. P. Laureto explained that we will need to ask payroll how we report it on our end. If the State's Chart of Accounts requires rolling these into one category, we will stick with that. Krawczak noted that under Benefits, Employee Assistance, nothing has been expensed yet. Ferguson explained that it is a once-a-year payment. Krawczak also noted that Office Equipment has over \$8,000 in the budget but we have only used about \$2,000 and wondered why a large amount was budgeted. Ferguson said it was for computer maintenance and up-keep, which is not an annual occurrence.

VII. Staffing Report

a. Introduce staff

None.

b. General staffing status report

Ferguson reported that the new paramedic who is replacing Lt. Morse should begin work sometime in October. He has 3 applications for part-time personnel who he will be interviewing. Krawczak asked about the 2 individuals in paramedic training at Munson and wondered if they go on company time or on their own time. Ferguson said it is on company time.

c. Exit interview results, if any.

None.

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson reviewed the minutes. Ferguson said the 9/11 service went well.

VIII. Operations Report

Ferguson is spending time getting ready for the ISO inspection on October 14. It will likely be virtual. There were 84 calls in August, which was a busy month. He anticipates 600 calls for the year, which will be 60 -75 calls above previous years. They will soon conduct flow testing of hydrants in Empire and at the Homestead as part of the ISO training. Dalton noted that the fire department employed the boat. Ferguson said it was already on Glen Lake. They picked someone out of the water and towed their disabled boat. Lt. Morse was the operator. All went well. Station 1 is hosting a class this coming Friday at 6:00 pm on mental health and wellbeing. ESAC members and Township personnel are all invited to attend. There were 90 firefighter suicides this year, and 96 killed in the line of duty. This class will help address those issues.

IX. Old Business

a. FY 2022-23 Draft Budget

Ihme asked if Ferguson was decreasing the budget and Ferguson acknowledged that he is. Calsbeek moved to approve this budget and to send it to the Township board for approval. Mittleberger seconded. P. Laureto noted that budgets typically have an income component. The auditor will need to see that as well. Krawczak said that Empire's monthly payment can be added to the income. Discussion ensued about income and taxes.

X. New Business

a. 3/31/2021 Reconciliation

Dalton walked through the 3/31/21 reconciliation for Empire Township. Ferguson asked for clarification on the designated capital account. Krawczak mentioned that we don't know the number until we have the audit account. Krawczak motioned that we recommend the Township Board to authorize payment to Empire of \$164,450. All in favor.

XI. Board Members Comments

T. Laureto invited Bauer, Ihme, Mittleberger, and Calsbeek to meet to further explain background information that develops the budget. P. Laureto mentioned that the Ambulance Ordinance Income we transferred this month will show up next month. She is hoping that next month we will be caught up and there will be no delay in reporting. She explained that the agreement with AccuMed is that they send out 3 bills for services rendered. If there is no response, they send the bill to a collection agency. If the amount is substantial enough, they ask us for permission to send it to litigation. T. Laureto explained if, for example, the bill was for \$1,500, and a court rules in our favor, we would receive 50% of the \$1,500 and 100% of the recoverable costs that were spent to pursue it. Ferguson added that if the customer owns property and pays taxes here, they are exempt and only their insurance is billed. P. Laureto said we have to decide if we want to try this. Discussion ensued. P. Laureto thinks we may only have 2-3 cases of non-payment a year. All agreed to try and get the money owed using AccuMed's service. Because we approve use of collection on a case-by-case basis, we can always decide not to continue with the practice.

XII. Public Comment

None.

XIII. Adjournment

Bauer motioned to adjourn, seconded by Krawczak. With no objection, Ihme declared the meeting adjourned at 11: 13 am.

NEXT MEETING: October 13, 2021

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township