

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
July 14, 2021**

Present: John DePuy, John Dalton, Larry Krawczak, Linda Ihme, Ralph Mittleberger  
Absent: Ron Calsbeek, Jan Bauer  
Glen Arbor Township representatives: Tom Laureto and Pam Laureto  
Staff Members: Chief Ferguson, Aaron Brown  
Public: None

The meeting was opened at 10:02 am by DePuy.

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ferguson asked to add the Fire Boat to New Business. Mittleberger moved to approve the agenda as amended. Krawczak seconded. Motion passed.

**III. Public comment**

None.

**IV. Review and approval of June 9, 2021 minutes**

Ferguson noted that on page 3 of the General Staffing Report, Lt. Morse's name was misspelled. Motion to approve the June 9, 2021 minutes as amended by Ihme. Seconded by Dalton. All in favor. Motion passed.

**V. Review of Monthly Check List (start with check #14374) and Payroll**

P. Laureto reported that check #14390 Accident Fund was a lot larger number than usual and has looked into it. Dalton said #14399 Department of Treasury check appears to be catch up for 2017, 2018, and 2019. P. Laureto explained what the PCORI fees are and why we are paying now. The PCORI (Patient-Centered Outcomes Research Institute) fee is an excise tax and the only tax that a governmental institution pays.

A motion was made by Krawczak and seconded by Ihme 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 in Accounts Payable it looks like P. Laureto made an adjustment in the Ambulance Billing account. P. Laureto said it was an auditor journal entry.

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

Dalton said the EMS Ambulance revenue for April - June appears to be negative. P. Laureto explained there is a journal entry which explains why. Krawczak and P. Laureto will discuss it after the meeting

Dalton asked if there was an overstatement of revenue in fiscal year 2020. P. Laureto thinks so. Dalton asked if the bank fees for June were for two months. P. Laureto was not sure and said she will look into it after the meeting. There was discussion about the sweep account bank

fees which are high and the lack of interest earnings. It has been brought up with the Township Treasurer who said he will look into it. It could be we end up doing these transfers ourselves. John DePuy suggested Dalton and Krawczak ask the treasurer directly about the sweep account.

Ihme asked how often the bills are paid. P. Laureto explained that some bills are immediate pays like utilities. Regular bills are paid once a week or so and are only mailed after ESAC and the Township approves them.

## **VII. Staffing Report**

### **a. Introduce staff**

Ferguson reported no changes to the staffing level from the last meeting. One EMT has finished paramedic school and should be a paramedic by the end of summer. Lt. Morse is leaving the department but we are not sure of the exact date. We currently have 2 paramedics per shift but would like three. We will probably have to hire another paramedic, one who may overlap with Lt. Morse for a month. The cost will be minimal but it will be beneficial to have a slight overlap.

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

Discussed earlier.

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

None.

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

Dalton asked why only 1/3 of the department personnel are performing the required training. Ferguson explained that the ISO requirements are new and they are working towards that goal. Krawczak asked what kind of training was involved. Ferguson said that ISO training involves structural firefighting. Krawczak asked if the Cervillos probationary paramedic program is timed or if they have to pass a test. Ferguson said that it involves skills and a minimum number of calls. DePuy noted we are doing a great job growing our own people.

## **VIII. Operations Report**

Most of the report was covered above. The engine from Empire is still in Grayling, awaiting parts and, hopefully, will be back in a couple of weeks. We received chainsaws from the 2% grant. DePuy asked if the department can access Overlooks 9 and 10 from the beach and Ferguson said no, there is not enough beach yet.

## **IX. Old Business**

### **a. Pancake Breakfast**

This year it is on Sunday, July 18 from 8 am -12 noon. The Open House is on July 24th from 10 am - 2 pm at the station. These have been published in the paper and the old yellow sign will go out as well. The Fire and Rescue Association puts the Pancake Breakfast on. It brings in money to support the fire department for things that tax money can't pay for, such as coffee, tuition, and Christmas hams.

### **b. Fire Billing Service**

Discussed earlier.

## **X. New Business**

### **a. Paramedic course**

Discussed earlier.

### **b. PCORI Fees and BFG fees**

Discussed earlier. Jack Schmitz from BFG will be meeting with union reps and Township Officials to look at the benefits that are renewing. It looks like there will be a 3% increase this year.

**c. Yearly Audit**

P. Laureto said the audit is wrapping up. We sent the auditor an updated trial balance so she can correct account numbers for next year. We just need to finish up the Township tax fund. Steve Peacock from Rehman will at the August meeting to present the audit report.

**d. Boat**

Ferguson said he would like to extend the two-year trial period until fall of 2022 since the department lost a year due to COVID. Ihme agreed. Dalton asked what Ferguson hoped to see. Ferguson said we will have more trained personnel this year. Ferguson would like to move forward with purchasing a new trailer for the boat. It would cost just under \$30,000 and take about 8 weeks for delivery. Ferguson said that when the boat came from Connecticut it had no additional weight from equipment. We now have more weight so we need to do something about the axel. Ihme asked if we have used the boat this year. Ferguson said twice. He explained that they had the state police here to check and the trailer is not safe. Discussion ensued about getting the committee reconvened, leasing a trailer, and purchasing a new one then selling it later if we sell the boat. P. Laureto clarified that when we decided to give it a couple of years the issue was getting people up to speed on training. We are getting there. DePuy said maybe the Fire and Rescue Association will help pay for one. Ferguson said the next cycle of 2% Grant begins this fall and we might be able to get it paid for with a grant.

**XI. Board Members Comments**

Ihme noted that the fire department has to go on difficult calls and she appreciates them. DePuy described the nice memorial service they had for Greg Warnes.

**XII. Public Comment**

None.

**XIII. Adjournment**

Ihme motioned to adjourn, seconded by Mittleberger. With no objection, DePuy declared the meeting adjourned at 11: 10 am.

NEXT MEETING: August 11, 2021

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township