

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
October 13, 2021**

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

The meeting was opened at 10:06 am by DePuy.

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Krawczak thought we agreed to add "conflict of interest" to the agenda. T. Laureto suggested we ask at the beginning of the meeting after hearing the agenda. It will be added as **III.** on the agenda from here on out. Bauer moved to approve the agenda. Krawczak seconded. All in favor.

**III. Public comment**

None.

**IV. Review and approval of September 15, 2021 minutes**

Ferguson noted that "Engine" 251 should read "Rescue" 251. Motion to approve the September 15, 2021 minutes as amended by Mittleberger. Seconded by Bauer. All in favor. Motion passed.

**V. Review of Monthly Check List (start with check #14502) and Payroll**

Krawczak asked where we stand with vehicle repair. Ferguson said two engines were at Fick and Sons but one is now back. He thought it would cost about \$1000 each. Fick and Sons will do engine maintenance on six vehicles for about \$500 each. The work on the ladder truck will cost about \$13,000. Dalton asked about the software expense. Ferguson said it is used for record keeping and is a once-a-year payment. A motion was made by Krawczak 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**

Krawczak thought 651 EMS/Ambulance Revenue - Other was going to be rolled in to 651-605 last month. He asked if the 336-933 vehicle expense of roughly \$45,000 will be 55,000 or a little more by year's end and Ferguson said yes. Krawczak also clarified that we spoke last month about submitting some requests under Ambulance Revenue and asked if that had happened. Ferguson confirmed it was our intention to try it out and thinks P. Laureto has reached out. T. Laureto said we will try for a few months and see if it works out, then re-evaluate.

**VII. Staffing Report**

**a. Introduce staff**

Jake Ruth introduced himself as the new paramedic.

**b. General staffing status report**

Ferguson reported that there is one person who has been out with an injury since the end of July. He needs surgery so he will be out another 8 months. They are trying to fill the void and avoid overtime.

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

None.

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

The ISO inspection is slated for Oct 27th. Two staff members are in paramedic school in Traverse City on Mondays and Thursdays. Three have started in the community paramedic class which is once a week for six hours a day, almost all via Zoom. They can be attending while on duty at the station. Dalton asked about a business plan and Ferguson said that would be for the walk-in clinic. Krawczak asked Ferguson if he were not thinking of a running a walk-in clinic if he would still be sending employees to community paramedic training. Ferguson said yes, he would want all staff members to be trained as community paramedics and would hope to have at least two per shift. Dalton asked if the training occurred during overtime or when they are on duty. Ferguson said both, and it depends on their schedule. The new boat trailer will arrive at the end of the month. Krawczak asked what "381 scheduled to go to Traverse City" referred to. Ferguson said the utility truck is getting a hitch installed for the new boat trailer. The Empire Easy Mart may be closed this winter, as they are planning on doing upgrades. Dalton asked how much Ferguson expected from selling Rescue 251 to Grand Traverse Metro. Ferguson said \$150,000.

**VIII. Operations Report**

Ferguson explained what a good intent call is and how the calls are classified. He reported that they had the annual hazmat refresher training last month and hosted a class on mental health for firefighters.

**IX. Old Business**

a. None.

**X. New Business**

a. None.

**XI. Board Members Comments**

DePuy emphasized what Krawczak said about appreciating the minutes and reports. It serves us well to read these as it will help us answer questions from the public. He summarized some information about mental health support.

**XII. Public Comment**

None.

**XIII. Adjournment**

Dalton motioned to adjourn, seconded by Krawczak. With no objection, DePuy declared the meeting adjourned at 10:57 am.

NEXT MEETING: November 10, 2021

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township