

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
November 10, 2021**

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

The meeting was opened at 10:03 am by DePuy.

I. Pledge of Allegiance

II. Review and approval of agenda

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

III. Conflict of Interest

None.

IV. Public comment

None.

IV. Review and approval of October 13, 2021 minutes

Motion to approve the October 13, 2021 minutes as amended by Dalton. Seconded by Bauer. All in favor. Motion passed.

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

Dalton asked is the ISO consultant would be giving us a report. Ferguson responded that a report will be generated once we hear back from ISO with our rating. He expected that would take about 3 months. Dalton also asked if we expect to use the Consultant annually or at the next 5-year inspection. Ferguson said not annually and that he didn't know about the future use. Dalton asked about the Delta Dental increase and P. Laureto explained it was due to changes in the number of individuals on a couple's plan vs. family plan. Dalton also questioned by the command vehicle needed new tires. Ferguson said there was 30,000 plus miles on the tires. Dalton questioned if the wellness program check which appeared to be an increase in the program. Ferguson explained there was not an increase in the overall program but that the payments are now staggered with the first payment being the larger and then progressively smaller. Calsbeek asked if we buy all of our fuel in Empire. Ferguson explained that about 1/3 is purchased in Empire and the remainder is through Blarney Castle which fills up the tank at Station 1. A motion was made by Calsbeek 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 Balance Sheet and Revenue & Expense Report

Dalton asked about Vehicle Expenses that are over budget and asked how much more needed to be spent. Ferguson said that they have finished planned repairs and are now just keeping up with oil changes and things that break. Dalton asked how much is outstanding in unpaid vehicle expenses. Ferguson replied that 6 trucks just went for oil changes and that he is

expecting a \$3000 - \$4000 bill for unexpected repairs to the ladder truck. Dalton asked if there are any planned expenses for the remainder of the year such as building repairs or capital expenses. Ferguson said the SCBA compressor which was budget for at \$50,000. There are no other planned large purchases. The compressor will likely be ordered in the next couple of weeks. Dalton asked when ambulance revenue is posted. From the balance sheet Dalton asked why there was \$11,554.24 in the Emergency Services Bank Funds – Other account. P. Laureto said the Deputy Treasurer did not indicate which account the deposit was going into and so the deposit record in QuickBooks went into the titling line. Laureto will work with the Deputy Treasurer to correct this in QuickBooks.

VII. Staffing Report

a. Introduce staff

None

b. General staffing status report

Ferguson reported that he is in the process of terminating one of the part-time employees. He has discussed the issue with the Township Attorney who said we are within our rights to do so. They had 42 calls for October which is up from previous Octobers.

c. Exit interview results, if any.

None.

d. Review of GLFD monthly Staff and Officer Minutes

There was no staff meeting this month. Ferguson answered questions from the officer meeting minutes. Dalton questioned why 8 of 18 individuals have not completed their monthly training. Ferguson said the monthly requirement is new this year and all will have completed the overall requirement by years end. Ferguson also said that Perdue just returned from the Fire Training Academy in Maryland and he said it was a really good class.

VIII. Operations Report

Dalton asked about the boat being deployed to the October 23rd incident. Ferguson explained that the DNR, NPS, Grand Traverse dive team and the Coast Guard all responded to the incident. Ferguson said that the new boat trailer may be fitted to the boat next week. The Fire Hose was tested last week and 1500 feet of hose failed. He was able to buy used hose from Cedar at \$1.00 per foot. The used hose has passed inspection and will get us by. We will be able to salvage some of the hose by recoupling it. Ferguson said that the ISO consultant is at the station today and will be present as our representative at tomorrow's ISO inspection. He also said that after many years the State has updated PA 291 which regulates the Fire Service in the State. The changes will have minor effects on how we operate. Ferguson said that one individual is out with COVID and that he is in the process of updating the Departments COVID policy to include testing. There is no testing mandate but we have a high percentage of full- and part-time employees which are vaccinated. Ferguson presented an idea he has for promoting a Lieutenant to Captain and then using that person as a floater to cover PTO positions. That person would also be in charge of training for all shifts. He will set up an appointment with Krawczak, Dalton, and T. Laureto.

IX. Old Business

a. DePuy asked about the Community Paramedic Program. Ferguson said we have three individuals in classes right now. DePuy asked to put the Community Paramedic Program on the agenda for the next several months.

X. New Business

a. DePuy asked Ferguson if he was planning a Christmas party for the Department this year. Ferguson said he hadn't thought about it but would put it on his to-do list.

XI. Board Members Comments

DePuy said he went last week to the funeral of a former employee and someone he worked with at Northflight who was killed by a drunk driver.

XII. Public Comment

None.

XIII. Adjournment

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

NEXT MEETING: December 15, 2021

Minutes prepared by
Pam Laureto
Clerk, Glen Arbor Township

DRAFT