

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

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

The meeting was opened at 10:01 am by DePuy.

I. Pledge of Allegiance

II. Review and approval of agenda

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

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of November 10, 2021 minutes

Motion to approve the November 10, 2021 minutes by Dalton. Seconded by Bauer. All in favor. Motion passed.

VI. Review of Monthly Check List (start with check #14584) and Payroll

Krawczak inquired about the ladder truck repair. Dykgraff said this bill was for steering and that we are awaiting a part. Dalton asked if the Northwest Regional Fire Training is an ongoing program and Dykgraff confirmed. A motion was made by Mittelberger 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.

VII. Review of Revenue & Expense Report and Balance Sheet

Dalton had inquired about the Honor Bank transfer and a Frick and Sons charge and P. Laureto answered. Krawczak asked why 336-803 Fire Billing Contract and 651-803 Ambulance Billing Contract are separate. P. Laureto explained that we have a contract with AccuMed for both the fire and ambulance portion. In the past, ESAC wanted to see the fire portion and this was a way to see what was being collected in the two different categories. Dalton asked if the Leland Marine contract bill has been sent out bill. P. Laureto will check with Ferguson. Krawczak would like to see Ferguson base the budget on actual expenses rather than on budgeted expenses. P. Laureto hopes to have budget amendments in January which will help Ferguson set a budget for the following year.

VIII. Staffing Report

a. Introduce staff

Lt. Dykgraaf introduced himself.

b. General staffing status report

There is still one person out due to COVID and one out on medical leave.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

There were no staff or officer meetings.

IX. Operations Report

Dalton questioned whether “Other Area” incidents should match the number of “Mutual Aid Given” incidents. Dykgraaf explained that it could be the case but that they could be coded differently. Dalton wondered if the incidents in the Village of Empire and downtown Glen Arbor included walk-ins. Dykgraaf confirmed. Mittelberger asked why the number of incidents in the Village of Empire was such a high number compared to other places. DePuy said some are related calls from the same person (welfare checks) but count as individual responses. P. Laureto suggested that they average out over the year. Dalton noted that 8 of 18 were behind in their training and asked if they are catching up. Dykgraaf affirmed.

X. Old Business

a. Community Paramedic Program Update

Dykgraaf explained that a few classes were cancelled and the three members in that class should finish early next year. Krawczak asked if doctors will refer people to the Community Paramedic Program. It was DePuy’s understanding that in the future, accredited paramedics might be a resource for follow-up care of discharged patients.

XI. New Business

a. Breathing Air Compressor

Dykgraaf said they have three quotes for compressors and will be going with the 5 alarm Arctic compressor which will cost \$33,745. Krawczak asked when we could expect delivery and installation. Dykgraaf hopes to order it soon and get it before March.

XII. Board Member Comments

None

XIII. Public Comment

None

XIV. Adjournment

Krawczak motioned to adjourn, seconded by Dalton. With no objection, DePuy declared the meeting adjourned at 10:40 am.

NEXT MEETING: January 12, 2022

**Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township**

APPROVED