

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
February 9, 2022**

Present: John Dalton, John DePuy, Jan Bauer, Ralph Mittelberger, Linda Ihme,  
Absent: Peter Van Nort, Larry Krawczak  
Glen Arbor Township representatives: Tom Laureto, Pam 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**

Dalton asked to remove *VII. Review of December Monthly Check List and Payroll for December* since it was already approved. Hearing no other comments, DePuy motioned to approve the agenda. Motion carried.

**III. Conflict of Interest**

None

**IV. Public comment**

P. Laureto met with the risk manager from the Michigan Township Participating Plan. She related that he praised our fire department and said it is a model for how things should be run. All requested documents were provided, the building is clean, there is a training center available on site, and we have a fitness program to aid in prevention of injury. They will be suggesting that other fire departments look at GLFD to see how things should be done.

**V. Review and approval of December 15, 2021 minutes**

P. Laureto noted two corrections: the correct spelling of Ralph's name and the fact that Ferguson was absent. Motion to approve the December 15, 2021 minutes as amended by Mittelberger. Seconded by Bauer. All in favor. Motion passed.

**VI. Review and approval of January 12, 2022 minutes**

Motion to approve the December 15, 2021 minutes by Dalton. Seconded by Ihme. All in favor. Motion passed.

**VII. Review of December Monthly Check List (start with check #14623) and Payroll for December**

Not discussed. Already approved by the Glen Arbor Township Board at their 1/18/2022 Township Board meeting.

**VIII. Review of Monthly Check List (start with check #14653) and Payroll for January**

Dalton had several questions about checks and Ferguson clarified. P. Laureto explained how the fire billing service works with regards to bills being sent to collection. P. Laureto noted a mistake in a check being printed on the wrong stock which resulted in a repayment check to the township. Dalton inquired about the Michigan Underwriters insurance policy and both Ferguson and DePuy clarified. Dalton asked how Ferguson determined if a purchase falls under capital equipment or building equipment. Ferguson explained it depends on primary use. A motion was made by Dalton 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.

## **IX. Review of Revenue & Expense Report and Balance Sheet for December and January**

Ferguson noted that the balance sheet does not have the budget amendments in it yet so the percentages are not up to date. Dalton asked who approved the budget amendments and P. Laureto said the Township Board did. It is noted in the minutes online. DePuy said that the auditor looks at the cost center bottom line as opposed to the line items and that we are within budget. P. Laureto mentioned that when money was moved from CDs to another account, there was an error in how it was recorded. It will be corrected by the March meeting. Ferguson said there will be probably be an additional \$5,000-6,000 expense in Fire Training next month. He also noted that he ordered new computers and a new printer which will show up under Office Supplies or Office Equipment toward the end of March.

## **X. Staffing Report**

### **a. Introduce staff**

None

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

Ferguson reported receiving a resignation letter this week. T. Laureto and the Chair will conduct an exit interview. Lt. Morse is about to take the nursing exam and is expected to move to part-time. Ferguson wants to do an internal posting for a full-time position opening. When Lt. Morse leaves the department will be down to 15 staff members. There are two people in paramedic school. Discussion ensued.

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

None

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

Dalton had several questions for Ferguson, who answered them. Ferguson noted that they were down to 4 or 5 people on staff at one point due to Covid.

## **XI. Operations Report**

Ferguson and the staff are working on specifications for the new engine which will be sent out to bid soon. He anticipated that the bids will come back higher than originally thought. Dalton asked for an estimate and Ferguson said about \$800,000. They will have 60 days to review them so he expects to hear back by May. All equipment has been stripped from the heavy rescue truck 251. Dalton asked what the "Empire Township development review and recommendation" referred to. Ferguson said he reviewed a potential subdivision off of Plowman Road and recommended putting a water supply in for fire suppression. That recommendation goes to the Empire Planning Commission to decide what to do. Ihme said it

seems Empire Township has more calls than Glen Arbor. Ferguson said it tends to go back and forth and evens out over time. Ihme asked why Glen Arbor pays more and Ferguson said that Glen Arbor administers the department. Dalton asked where the Le Bear donation went and Ferguson said all the donations go to the Fire and Rescue Association. It was a \$1,000 donation. Ferguson said that Station 2's floor has drainage issues and they will need to excavate to the drainage field.

## **XII. Old Business**

### **a. Community Paramedic Program Update**

Ferguson reported no update, as the program has been delayed. Participants will have to go to Grand Rapids to ride with a department that already has a community paramedic program in place. DePuy asked if it will be in place by summer and Ferguson said no. Dalton said ESAC is waiting for a business plan. Ferguson said the walk-in clinic might happen and if it does it will be down the road. The part they are currently working on involves checking on people who get discharged from Munson. DePuy clarified that the business plan is not through the fire department, it is through Munson and the Northwest Regional Medical Control Authority. Dalton advised that he believed that it was the responsibility of the GLFD to provide the Financial Aspects of the Business Plan. He stated that we have already paid Munson for the Training Class for 3 individuals (2FT and 1PT) as well as work coverage. He then advised that he would have sent 1 to the training not 3, to evaluate the program. Ferguson said he thought the business plan was for the walk-in clinic. T. Laureto said that right now we provide welfare checks, and the Community Paramedic Program would enhance what we do. If we get approval from Munson, we may get reimbursed. DePuy said the Community paramedic can relay patient recovery information to a doctor at Munson over and above what a paramedic does. Ferguson said it is his intent to move forward and the first step is training. Dalton suggested sending one person to training to get a feel. Ihme asked if we are training more than we need. Ferguson said no, it is his intent to have 3 paramedics.

## **XIII. New Business**

### **a. Nomination of New Chairman**

The Township appointed Peter Van Nort to ESAC to replace Ron Calsbeek. Bauer nominated Peter Van Nort as the next Chair. She made a motion which was seconded by Ihme. All in favor. Bauer made motion for DePuy to fill in for Van Nort until he returns to Glen Arbor. Ihme seconded. All in favor.

### **b. Report from PAR Plan Risk Control Manager**

Ferguson said they received some recommendations but they were minor. Ihme said she was impressed that Ferguson has made the fire department a model of success.

### **c. Sale of truck**

Discussed above.

## **XIV. Board Member Comments**

Dalton said he was disheartened to read in the paper that the contract for Leland Rescue was signed without ESAC reviewing it, as well as amendments approved without ESAC approving them. He said our responsibility is to advise and that we can't do so without input and discourse. Ferguson clarified that the marine contract renewal gets us through the next season. Dalton said he was disappointed because the Leland Marine contract was for \$3400, the previous contract was for \$4300 and the budget was approved with a contract amount of

\$4500 and ESAC did not have chance to comment on the modification of the budget. P. Laureto noted that some things are out of our control, such as electric bills that have been dramatically increasing. This will mean we will see adjustments in the budget to cover this increase. DePuy appreciates the Chief, thanked him for doing a great job, and said that the department's morale is much better than it was years ago. DePuy also thanked the Township, especially P. Laureto, for doing the books and being transparent with the community. He also commended Dalton and Krawczak for their work. Ihme also commended P. Laureto, as the numbers make sense now and did not years ago.

#### **XV. Public Comment**

None

#### **XVI. Adjournment**

Ihme motioned to adjourn, seconded by Dalton. With no objection, DePuy declared the meeting adjourned at 11:19 am.

**NEXT MEETING: March 9, 2022**

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

APPROVED