

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

Present: John Dalton, Jan Bauer, Ralph Mittelberger, Linda Ihme, Larry Krawczak  
Absent: Peter Van Nort, John DePuy,  
Glen Arbor Township representatives: Tom Laureto, Pam Laureto  
Staff Members: Chief Ferguson  
Public: Pete Stern

The meeting was opened at 10:00 am by Ihme who was filling in for Van Nort.

**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 February 9, 2022 minutes**

Ferguson noted that Lt. Morse's name was spelled incorrectly. Dalton noted that he would like the following corrections to be noted in the minutes:

VII. The comment should read: Not discussed. Already approved by the Glen Arbor Township Board at their 1-18-22 Township Board meeting.

XIII. After DePuy advised that the Business Plan was developed by Munson and the Northwest Regional Medical Control Authority, Dalton said he believed it was the responsibility of the GLFD to provide the financial aspects of the business plan. We have already paid Munson for the training class for 3 individuals (2 FT and 1 PT) as well as work coverage. He then advised that he would have sent 1 to the training, not 3, to evaluate the program.

XIV. Dalton said he was disappointed because the Leland Marine contract was for \$3,400, the previous contract was for \$4,300 and the budget was approved with a contract amount of \$4,500.

Motion to approve the February 9, 2022 minutes as amended by Krawczak. Seconded by Dalton. All in favor.

**VI. Review of Monthly Check List (start with check #14680) and Payroll**

Krawczak had a question about the air compressor and annual physicals and Ferguson responded. Dalton noted the Blue Cross number increased and wondered if this will be the new monthly expense. Ferguson said we prepaid and will likely get a refund. Dalton asked

about the SCBA breathing air compressor and Ferguson answered. Ihme asked if the Blue Cross cost includes physicals and Ferguson said no. Dalton asked why we have a \$9,000 decrease in payroll. Ferguson was unsure but it could be that it was higher when we had people off during COVID and there was a lot of overtime. A motion was made by Mittelberger seconded by Krawczak 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**

P. Laureto mentioned last month that some funds were not where they belonged and in correcting this, she uncovered a few other issues. The balance sheet from January to February looks different. JP Morgan Chase is now at zero and the two Morgan Stanley accounts are also at zero. They were combined and put into a money market account at Huntington. P. Laureto explained that both the money market and the HB CD and in an investment brokerage account. The accounts that were zeroed out will continue to show up until we switch fiscal years. P. Laureto explained that in correcting the original issue she discovered that a CD was closed out and that the funds were deposited into the general fund account. A transfer from the General Fund to the Emergency Services fund was made at the beginning of March and the Due from General Fund will not appear next month. Dalton asked if the Equipment Sales was for the Heavy Rescue 251. Ferguson said yes and that was the first major asset sold that was purchased jointly. Dalton asked about the dividend account and P. Laureto said the dividend was from the accident fund. Regarding the refund check, Laureto clarified that 85% goes to Emergency Services and 15% goes to the General Fund. Dalton asked if the budgeted amount on the Revenue and Expense report reflects the original budget or amended budget and P. Laureto said the original. Dalton asked if we prepaid the \$14,315 fire and insurance expense. P. Laureto confirmed we paid in February. Dalton clarified that we spent \$12,000 already, last month we spent \$14,000 but we budgeted \$15,000. Dalton asked if the March expense for physicals was included in the \$22,001.00 YTD physicals number. P. Laureto said not all, only those through the end of February. Dalton surmised it would be more like \$30,000 of expenses and P. Laureto confirmed. P. Laureto asked what else we sold. Ferguson said the old air compressor, which went in capital equipment sales, too. Krawczak asked if the original one was purchased prior to the merger. Ferguson said Empire bought that, not Glen Arbor. P. Laureto asked where to put that income and Krawczak said Miscellaneous Revenue. There was discussion regarding the Township's Capital threshold of \$5000. P. Laureto mentioned that the employee who just left was not here long enough to be 100% vested in the Defined Contribution Plan, so the 60% goes into forfeited funds. P. Laureto can request that it be used for future employer contributions. Ferguson added that the next checklist might not have a check to VOYA because we have credit from them.

## **VIII. Staffing Report**

### **a. Introduce staff**

Ferguson introduced Pete Stern, who has been with the department since 1995.

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

Ferguson said we have one full-time position open. The job opening will be posted until March 21. He has received two applications. He also has a posting for the lieutenant position so when there is an opening, he will be ready.

c. Exit interview results, if any.

T. Laureto and DePuy met with Bill Mills, who had a lot of positive things to say about the department. Mills expressed difficulty with the mandatory overtime as it affected his family time and made a personal decision to leave. T. Laureto noted we should be aware of the hurdles those with young families may face. Discussion ensued about how mandatory overtime works.

d. Review of GLFD monthly Staff and Officer Minutes

Dalton asked where we are with required training. Ferguson said we should be on track soon. Dalton asked for an update on Lake and Ferguson said the earliest he will be back is September.

## **IX. Operations Report**

Ferguson reported 26 calls in February, which is normal. He discussed the rescue at the Empire Bluffs trail and said mountaineering ice crampons would have been useful. He said it will likely cost a few thousand dollars to fix the floor drain issues at Station Two. Ferguson also shared that the \$865 charge on the credit card report was for a mold inspection at Station Two. No mold was found. Ferguson said he went to a NFPA certification class so that he can do plan reviews for new construction, which will help back up the Fire Department's recommendations. T. Laureto asked if rappelling is part of their training and Ferguson confirmed.

## **X. Old Business**

a. Sale of truck

Ferguson said the truck is gone and we have been paid.

## **XI. New Business**

a. Chief Evaluation

T. Laureto will be sending out evaluation forms out soon.

b. Budget Amendments

Ferguson said there was no change to the overall budget amount, he just changed things around within the line items. Ihme asked if he was spending less money than he planned and Ferguson said we will be \$400,000 or so under the budgeted amount.

Dalton stated that the first budget amendment date should be 1/18/22 because that is when it was approved by the Township Board. He reiterated that he would like to see the initial budget included as a column so we can see what we budgeted for and subsequent amendments. Ferguson agreed to make that change.

Dalton commented that if we look at the February numbers and the proposed budget amendments dated 3/9/22, it is about 20% higher than the annualized expense. This results in a \$400,000 cushion which Dalton said he felt is excessive. He asked Ferguson why he would not try to get closer. Ferguson explained how he plans ahead. P. Laureto noted that if we go over on the budget cost center lines, we will have findings on the audit. Dalton suggested spending more time looking at the numbers in order to have cushions and not have to worry about findings. P. Laureto said that if ESAC is not comfortable with the budget amendments

today that a special meeting could be called to look at the final budget amendments before making recommendations to the Township. T. Laureto added that we are trying to protect ourselves from audit findings. Discussion followed. Dalton said he supported having a special meeting to review the amendments. Ihme said a 10% cushion would be \$246,000. Krawczak suggested leaving the proposed amendments like they are now and making notes for next year since we do not know what the accruals are. When Krawczak said the initial \$100,000 payment by Empire was excessive, Ferguson explained he did not want to get anything flagged on the audit. Dalton proposed that going forward the Empire payments should foot to the budget including any amendments. P. Laureto suggested making changes in the beginning of the fiscal year, not waiting until near the end. T. Laureto suggested waiting until May 31 as we would have 4 payrolls by then. Ihme, said she would like to have a healthy cushion. Ferguson explained that he did the budget when he thought we would have a part-time person, and said he did not think it was that far off. T. Laureto noted since we did not have additional part-time employees we had overtime. Ferguson explained that part time was budgeted in, in addition to the overtime. Krawczak asked Ferguson if he budgeted for vehicles and Ferguson said he was off on that. Ihme motioned to recommend that the Glen Arbor Township Board adopt the amended budget. Seconded by Mittelberger. Motion passed.

## **XII. Board Member Comments**

Krawczak said that while we talked about a \$5,000 threshold for capital, he thinks Empire should be aware and agree to it. Empire thinks that it refers to vehicles only but the agreement says capital and he thinks there needs to be clarification. Ferguson thinks the two townships are talking about reviewing the agreement. P. Laureto noted that \$5,000 is Glen Arbor's threshold for the audit. T. Laureto said ISO asks for supporting documents, so we need to make sure we are current on all of that.

## **XIII. Public Comment**

None

## **XIV. Adjournment**

Krawczak motioned to adjourn, seconded by Dalton. With no objection, Ihme declared the meeting adjourned at 11:20 am.

NEXT MEETING: April 13, 2022

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township