

GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
April 13, 2022

Present: John Dalton, John DePuy, Jan Bauer, Ralph Mittelberger, Peter Van Nort, Larry Krawczak  
Absent: Linda Ihme  
Glen Arbor Township representatives: Tom Laureto, Pam Laureto  
Staff Members: Chief Ferguson, Morgan Chalup  
Public: None

The meeting was opened at 10:00 am by Van Nort

I. Pledge of Allegiance

II. Review and approval of agenda

Dalton pointed out that VII. Expense Report for February should instead say March. Bauer moved to approve the minutes as amended. Mittelberger seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of March 9, 2022 minutes

Motion to approve the March 9, 2021 minutes by Dalton. Seconded by Bauer. All in favor. Motion passed.

VI. Review of Monthly Check List (start with check #14715) and Payroll for March

Dalton asked if union dues were paid monthly or quarterly. Ferguson said they are typically paid monthly. Dalton had a question about a VOYA payment and P. Laureto explained the error she made and then corrected. She also explained how a Blue Cross payment that Dalton asked about last month had been adjusted by BCBS on this month's bill. Dalton inquired about a refund for a hotel charge on the Huntington Bank Visa. Ferguson explained that they booked a hotel for a training to be held next month and decided not to go and cancelled it. With respect to payroll, Dalton said he assumed the annual PTO was part of the \$62,000. Ferguson said yes. A motion was made by DePuy 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 for March

Krawczak noted that P. Laureto cleaned up the ambulance revenue in preparation for the audit but not adjust the deferred revenue. He suggested letting the auditors make the adjustment to deferred revenue. Dalton asked if the retirement forfeiture from last month was going to be forwarded to our VOYA. P. said that she will be able to request that the \$1,200 be applied to the employer contribution made following the next payroll. Dalton asked if the sale of the aid compressor was included in miscellaneous revenue. Ferguson said the compressor was \$3,000. P. Laureto said the other \$200 was from Cedar Area Fire & Rescue for a class. Regarding purchase of a new SCBA compressor, Krawczak said that Empire was under the impression that the capital account was just for vehicles. There was discussion regarding what belongs in the capital account and how the new compressor would be recognized. T. Laureto said that going forward, there should be clarification on the capital account made to the Glen Arbor/Empire agreement.

#### VIII. Staffing Report

##### a. Introduce staff

Ferguson introduced Morgan Chalup, who was recently hired as the newest full-time firefighter/EMT. She will be heading up the Public Education program for the department.

##### b. General staffing status report

Steven Lienard will be the next lieutenant. His swearing in will occur April 19 at the Township Board meeting.

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

One auxiliary member has resigned but there will not be an exit interview.

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

Dalton asked if we will be paying overtime for the CPR classes. Ferguson said no. Dalton asked if repairing the floor drains for Empire was too expensive. Ferguson clarified that it was too expensive to have someone come pump them out. They will be repaired. Krawczak asked what NREMT is. Ferguson said it is a testing company. Krawczak asked about Public Act 291. Ferguson explained that is state law and it ties in with OSHA. Krawczak asked about a staff member who owed the department 24 hours. Ferguson said it was a trade he did but later called in sick and that it has been rectified. Dalton asked if the diesel exhaust recall repairs are under warranty. Ferguson said yes and that there will be no charge. P. Laureto asked Ferguson if he resolved the issue with Leelanau School access. Ferguson said he had not yet. P. Laureto said she thinks she has the new code and will send it to Ferguson. Ferguson said that beginning May 2, full time members will be starting a trial with a two days on, four days off schedule. Ferguson said he, T. Laureto, and Bucky Noonan just met to discuss the next union contract.

#### IX. Operations Report

Ferguson reported 23 calls for March, which was normal. A few vehicles need maintenance, but nothing major. Ferguson said he looked into refurbishing the brush truck. It needs \$7,000 worth of repair. The mechanic did not recommend putting any money into the vehicle. DePuy asked if there was any value in selling it. Ferguson agreed that is a better idea. Cherryland Electric came to educate employees about power lines. Ferguson's intent is to have

them do a demonstration for the public once an hour during the Open House. Van Nort, looking at the annual report, noted the charts have two areas, Fire and EMS. Ferguson affirmed and said it is the easiest way to separate them: a medical response vs a non-medical response. DePuy explained that in the state requirement for reporting, everything that is not an EMS service goes under the Fire category. Van Nort recommended using different labels since the chart goes to the public. Dalton noted the ladder truck was deployed six times and asked if there were six fires. Ferguson explained that it acts like a fire engine and has a lot of other equipment on it so it goes on other calls. It was noted that the ladder truck is useful for blocking the road. Krawczak asked how an ambulance going to a fire gets classified. Ferguson replied it is classified as a fire call, even if transport is involved. They use the highest severity of a call.

X. Old Business

- a. None

XI. New Business

- a. None

XII. Board Member Comments

None

XIII. Public Comment

T. Laureto reviewed all the Chief evaluations that came in and thanked everyone for their input. The comments will be incorporated into the Chief 's overall evaluation.

XIV. Adjournment

Van Nort declared the meeting adjourned at 10:48 am.

NEXT MEETING: May 11, 2022

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township