

**GLEN LAKE FIRE DEPARTMENT  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
May 11, 2022**

Present: John Dalton, John DePuy, Jan Bauer, Ralph Mittelberger, Peter Van Nort, Larry Krawczak, Linda Ihme

Absent:

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson, Nate Perdue

Public: None

The meeting was opened at 10:01 am by Van Nort

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ferguson asked to add a water softener bid to New Business. Dalton noted a correction: VII. should read Review of Balance Sheet & Revenue and Expense Report for April rather than February. Van Nort said VI. should read Start with Check number 14770. He also asked to add "get review on new staffing update" under staffing report and for T. Laureto to report on the Chief's evaluation under Old Business. P. Laureto noted we should have Glen Lake Fire Department Emergency Services Advisory Commission as a header and title, not Glen Arbor Township Emergency Services Advisory Commission. Bauer moved to approve the agenda as amended. Krawczak seconded. Motion passed.

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of April 13, 2022 minutes**

Ferguson asked to correct "Public Act 191" to "Public Act 291" under section VIII on page 3. Dalton found a typo under VI. which should read "this month's bills" not "his month's bills." Motion to approve the April 13, 2022 minutes as amended by Mittelberger. Seconded by Ihme. All in favor. Motion passed.

**VI. Review of Monthly Check List (start with check #14770) and Payroll**

P. Laureto explained that she used the forfeiture amount from the defined contribution for VOYA, as mentioned last month, so 14779 is lower by about \$1,200 than it would have been. Dalton asked which vehicle the 14785 Fick & Sons vehicle expense referred to and Ferguson said it was several vehicles. Dalton asked what the \$1,777.10 Huntington National Bank charge was for. P. Laureto explained that she made a mistake by choosing Visa instead of Master Card when paying and Huntington did not get it. She had to pay Huntington for last month plus this month. She called and explained and got the \$100 late fee reversed. Krawczak asked how ESCA got involved in the Fisher Lake special assessment, referring to 14781. P. Laureto said it was her error. The check was written on the wrong check stock and it has been

corrected. 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**

Dalton asked if the defined contribution liability of \$1201.16 is the offset amount. P. Laureto said yes. Krawczak asked what 336-718, under fire expense, referred to and P. Laureto said it was a credit on last month's credit card statement from hotels that were not used. Dalton asked what the miscellaneous revenue was and P. Laureto said it was the grant that came in from Firehouse Subs for the ventilators. Van Nort requested that we separate the capital expenses from the operational expenses on the revenue and expense report. P. Laureto will check with the accounting consultant and the auditor as to the feasibility of doing so. Van Nort suggested putting it on Old Business for next month.

## **VIII. Staffing Report**

### **a. Introduce staff**

Nate Perdue was introduced.

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

No changes since the last meeting. Ferguson recapped that the new lieutenant Steve Lienard started and Morgan Chalup switched from part- to full-time.

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

None

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

Van Nort asked if the new engine bids were due June 7. Ferguson clarified that bids are due July 7 and that there was a typo in the Officer's minutes. Krawczak asked how many bids Ferguson expected. He said he asked for nine and will likely get four or five back. Krawczak asked what NCLEX status is. Perdue said it was the nursing certification licensing exam. Van Nort asked how the two day by four day schedule was working. Ferguson said they are just a few weeks in but it is going well.

## **IX. Operations Report**

Krawczak, referring to the 282 hours spent training, asked if there are state or national standards for the number of hours spent doing so, and whether we are above or below the ISO requirement. Ferguson said GLFD usually averages 300 hours and aims to meet the ISO standard. The state standard is significantly less. Krawczak asked if paramedic training counts and Ferguson said that most do not. Krawczak asked how long the probationary period lasts. Ferguson answered one year. They become part of union right away. Benefits kick in after 90 days from the first day. Van Nort asked about response times. Ferguson explained it is an average of the first and last vehicle to get there, not the time that the first unit arrives.

Ferguson said they have been selected by Medicare to do a survey on call volume. The survey will go on for a full year. When the engine bids come back, Ferguson will ask for approval during the July ESAC and Township Board meetings. He would expect delivery in the summer of 2024. Van Nort asked about a deposit. Ferguson said it is usually 10% and the rest is due after he takes delivery. Van Nort clarified that the \$625,000 budgeted won't be spent this year. Ferguson said no, and the bids will likely around \$800,000. Ferguson said union negotiations are ongoing. He noted that the bunk rooms have been torn down again. He will be purchasing ballistic vests and helmets to go on the ambulances. The County Fire Chief's association wrote and was awarded a grant for them. Perdue demonstrated the three positive/negative pressure fans they purchased with the Firehouse Subs grant. Ferguson noted that Perdue wrote the Firehouse Subs grant as well as two others- a 2% grant for vests (not awarded) and a FEMA grant (we are waiting to hear back). Perdue explained that if we get the FEMA grant, it will allow for removal of 100% of diesel fumes in their work area, which will help with cancer rates among firefighters

#### **X. Old Business**

- a. Tom will report on the chief's evaluation at the Town Board meeting next week.

#### **XI. New Business**

- a. PFAS Update - Chief Ferguson

Van Nort asked where Empire and Glen Lake fire departments stand with respect to PFAS in their history. Ferguson said the state collected and analyzed ground water in 2019. We had no evidence of PFAS then. Ferguson said to his knowledge there had not been any found in the water here. Depuy said they used to use 3M high protein foam. Ferguson thinks there are no PFAS in the protein foam. Ferguson would like to get a water softener. He is not sure which one to purchase and is seeking approval to get one, not to exceed \$6,000. The water in the station is just above the level that is safe to drink. DePuy made a motion to move forward but not to exceed \$6,000. Bauer seconded

#### **XII. Board Member Comments**

Bauer shared an article on staffing shortages everywhere and congratulated the department for being fully staffed. Van Nort asked Ferguson if there is a wait list. Ferguson said yes, there is one person on the wait list and is ready to go if needed.

#### **XIII. Public Comment**

P. Laureto said the auditors were out at the township for several days and got all of the on-site things they needed. She said Steve Peacock will be here for the August ESAC meeting. P. Laureto said issues with sick pay caused a bit of a problem. She worked with our accountant and found the discrepancy came from the fire department. There is still work to do on it. The payroll person was asked to contact the accountant consultant to explain what she was doing. T. Laureto congratulated the people in the background who are filling out all of the paperwork for grants.

#### **XIV. Adjournment**

Van Nort declared the meeting adjourned at 11:04 am.

NEXT MEETING: June 15, 2022

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township

APPROVED