

GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
June 15, 2022

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

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

I. Pledge of Allegiance

II. Review and approval of agenda

Dalton noted that the check run starts with #14801, not #14800 as listed on the agenda. He will email P. Laureto to see if check #14800 is missing or it is a typo. Dalton asked to add the status update of the boat trailer and any updates on the ISO consultant report to old business. Bauer moved to approve the minutes as amended. Ihme seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of May 11, 2022 minutes

Van Nort asked to make the following corrections: advisory commission was missing the “y” two times in paragraph two, Van Nort was spelled incorrectly, and he suggested adding the word “area” after “work” when referring to diesel fumes in the work area. He also asked if 2024 was the correct date for potential delivery of a new truck. Ferguson replied yes, 2024 was correct. Motion to approve the May 11, 2021 minutes by Mittelberger. Seconded by Dalton. All in favor. Motion passed.

VI. Review of Monthly Check List (start with check #14800) and Payroll for May

Dalton reiterated that he would email P. Laureto regarding check #14800. Van Nort asked about the annual maintenance fee and Ferguson answered. Dalton inquired about the Blue Cross/ Blue Shield increase. Ferguson explained that they have added two employees. It does not reflect a rate interest. Dalton asked about #14813, chest x-rays at Grand Traverse Radiology. Ferguson said they were from the annual physicals back in January. There was a mistake in the billing and it is being rectified. Dalton asked about “patient center outcomes” and Ferguson explained that refers to a fee tied to the number of people they transport each year. Dalton asked if the Dr. Bear expenses are under physicals and Ferguson affirmed. Dalton asked which EMS vehicle was being repaired and Ferguson said there was work done on both ambulances. When asked about #14817, the Huntington credit card payment, Ferguson said P. Laureto

clicked on the wrong credit card, was assessed a late fee, got that credited back, and that this is being corrected. He noted there was also a hotel room credit last month. Next month it should all be balanced. Krawczak asked what the #14384 dental reimbursement was for. Ferguson said he made a mistake on someone's payroll, paid too much for the year, and has corrected it. A motion was made by Krawczak, 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 for May

Van Nort was surprised that the Glen Arbor/ Empire designated capital fund stayed the same from year to year. Krawczak said they have not made the adjustments yet and will do so after the audit. Van Nort asked why there was a bill from Leelanau Township. Ferguson said it was for a training that they sponsored. Krawczak questioned a \$300 charge on the credit card. Ferguson said it was for a 12' ladder. Dalton asked what ethanol-free gas was being used for. Ferguson said small engines, mainly chainsaws. He said that since they began using this gas, they have had zero issues with the saws. Van Nort urged the Fire Department to use Northwood Hardware, when possible, explained that if they tell Jeff Geitzen what they need he can get it within a few days. Dalton inquired about the ambulance revenue and asked if our fee increased. Dalton asked if we can break down straight time and overtime on the monthly report or get a report on the two. Krawczak noted that on the budget we have hazard pay and wondered if the unused portion could be used for overtime. Dalton also asked if there are accounts that can be renamed. Van Nort asked Ferguson if he has access to the information on straight time versus overtime. Ferguson said the payroll company does and thinks P. Laureto can get it. Ferguson said some hours will look like overtime when they are actually scheduled work hours. Van Nort suggested Ferguson report on regular time, planned overtime, and incidental overtime. Ihme asked if the payroll company can do that. Ferguson said no, they provide the total overtime but he can try to break it down and get close to those numbers.

VIII. Staffing Report

a. Introduce staff

None today. They are busy installing the new water softener. Van Nort asked how much it cost and Ferguson said it was \$4,000. They had budgeted \$6,000.

b. General staffing status report

No changes

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson did not send them out. ESAC can review them next month.

IX. Operations Report

The annual Pancake Breakfast is July 3. There is a meet and greet at the Friendly Tavern in Empire on June 29th and another one in August. There will be two sessions at Art's but dates

have not been selected. The Open House is July 30 from 10-2. On July 13 there is a blood drive with Versiti Blood Center. GLFD partnered with Cherry Republic for a free drink after donating blood, a "pint for pint." The 9/11 memorial will be filled with stones until they figure out how to fill with water. GLFD painted the top. They hope to come up with a plan by the 9/11 service, then hold a fundraising drive to fund it. The association will plan a fund drive. Ferguson said they sent two people over to Gaylord in response to the May 20 tornado. Otsego County was happy with response. The bids for the new engine are due July 7. Ferguson said there is a chance one bid will be in the right price range and he can request to move forward with it at the July Town Board meeting, but it may take more time. Krawczak suggested Ferguson call a special meeting if need be. Dalton asked how many of the 38 ambulance responses were transports to the hospital. Ferguson was not sure but said they average about 200 transports to the hospital a year. Dalton asked what the water boat responded to. Ferguson said it was an abandoned kayak in Glen Lake. Dalton asked how the launch went using the current trailer. Ferguson said the launch is generally okay, retrieving the boat is harder.

X. Old Business

a. Capital Budget Review

Van Nort will propose to P. Laureto that she create a capital account so we can keep track of the capital.

b. Boat Trailer

Ferguson said there was a delay in getting axels. They have been ordered and we should have the trailer by the end of June. The material costs have doubled. Ferguson and the company settled on a \$3,000 price adjustment. Van Nort asked about the existing trailer. Ferguson said they will sell it and may be able to get around \$5,000. Dalton asked if we had a fixed cost contract and Ferguson said no, they had a purchase agreement.

c. ISO report

Our consultant has heard no updates. They will let us know when they do.

XI. New Business

a. Location for July 13 meeting.

Ferguson suggested Town Hall as the current room is booked for the blood drive.

XII. Board Member Comments

None

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 10:43 am.

NEXT MEETING: July 13, 2022

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township