

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

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

The meeting was opened at 10:05 am by Van Nort

- I. Pledge of Allegiance
- II. Review and approval of agenda

Van Nort asked to add 1) ISO Update and 2) Meeting with the Public to the Operations report. He asked to add 1) reporting on overtime, 2) the capital account, and 3) the boat trailer to Old Business. Mittelberger moved to approve the minutes as amended. Krawczak seconded. Motion passed.

- III. Conflict of Interest

None

- IV. Public comment

None

- V. Review and approval of June 15, 2022 minutes

Ferguson clarified that under VI, when talking about the Blue Cross/Blue Shield increase, he had said they added two family members, not two employees. He also noted they sent three people, not two, to Gaylord to help with the storm. P. Laureto noted typos in VI review monthly checklist and asked to change "patient center outcomes" to "patient centered outcomes research." She also clarified that the fee Ferguson referred to is not "the number of people they transport each year" but is calculated on the number of people on our HRA. It is a quarterly excise tax that is collected once a year. In the same paragraph, Van Nort noted "reflect a rate interest" should read "reflect a rate increase." Motion to approve the June 15, 2022 minutes by Ihme. Seconded by Krawczak. DePuy abstained because he was not there. The rest were in favor. Motion passed.

- VI. Review of Monthly Check List (start with check #14854) and Payroll for June

Krawczak asked if the water softener has been paid for. Ferguson confirmed. Krawczak had a question about payroll. P. Laureto explained that when the payroll is at the beginning or the end of the month, the transfer of funds occurs a few days before. She always reports on the day of payroll, but bank made the transfer to the other banks on the last day of June. Child support comes out after and won't show up until July 1. She had to put it in, then take it out, and will put it in again later. A motion was made by Ihme, seconded by Mittelberger 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 June

Ferguson referenced the last transaction on the credit card and explained that the person who placed the order for the pancake breakfast used the wrong credit card. The charge will be paid back by the Fire and Rescue Association. Van Nort asked why there were two charges for flags. Ferguson said he ordered two and that Amazon bills when the orders are fulfilled, thus there were two charges. Van Nort asked why the ambulance needed new paint. Ferguson said it was due to a downed power line. P. Laureto explained that the Deputy Treasurer discovered several duplicate ambulance billing deposits made in the previous fiscal year. Janelle told her how to fix and remove the duplicate deposits. It reduced the ambulance revenue by approximately \$13,000. Krawczak asked if it is a prior year issue. P. Laureto said that last year it was overstated and this year is it understated, until there are audit adjustments. Krawczak asked if wages still include sick pay or disability. P. Laureto clarified that no one has been on short term disability for the last few months. Long term disability is taken care of the insurance carrier and does not show up in our financials. Krawczak asked if there is any reason paid time off is so much higher this year. Ferguson said it was just the way it was taken this year.

VIII. Staffing Report

a. Introduce staff

None

b. General staffing status report

No changes

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson shared the May and June officer minutes and said there was no July meeting. Van Nort questioned why the minutes indicate they were accepting bids until June 7. Ferguson said it was a typo. They were accepting questions until June 7. Krawczak noted they were randomly selected for a Medicaid audit and wondered what was meant by random. Ferguson was not sure. He needs to submit data over the course of a whole year. It requires a few hours a month. Van Nort asked what Active911 is. Ferguson said it is an app for alerting them to calls. Krawczak, referring to a Glen Lake School field trip, asked if the students became certified in CPR. Ferguson explained that one class came, spent half a day, and are not CPR certified. Van Nort noted that Northwood Hardware recycles batteries. Krawczak asked about bids and why there was no response from Pierce. Ferguson said they did not submit a bid. Our specifications were too specific. Krawczak asked when they would start digging a new drain. Ferguson guessed at the end of August. The Empire Board approved the repair. Krawczak asked if it was part of our reconciliation. Ferguson said Empire will look at the contract. Van

Nort was surprised at the number of false alarm calls. Ferguson said there are often more at this time of year with more people here.

IX. Operations Report

Ferguson said there was a blood drive today. He said they are still in contract negotiations with the union. They are hosting a half-day mental health class on July 29, led by a visiting former Fire Chief from downstate. DePuy asked if Ferguson has received the body armor and Ferguson said no but he will ask about it at the Fire Chief's meeting.

a. ISO update

Ferguson said the consultant still has not heard anything.

b. Meeting with the Public

The staff met with the public at the Friendly Tavern. They had 3 people there and think they may have started too early, at 8 am. They only publicized it on Facebook. P. Laureto suggested hanging notices at the Post Office. Krawczak suggested calling the newspaper. Ferguson said they would have to pay \$120 for an ad. There is a second meeting planned for August.

X. Old Business

a. Boat Trailer

Ferguson said the axles are on their way.

b. Reporting on Overtime

Ferguson said he did not have time to put anything together, only general numbers. Van Nort asked if overtime is built into the system. Ferguson said there was no time to get that detail. Van Nort asked for that for next time.

XI. New Business

a. Health Insurance Update - T. Laureto

T. Laureto got a Blue Cross / Blue Shield quote. He said last year there was about a 3% increase and this year it is about a 13% increase due to more employees and family members. We are under 50 employees so we do not have much flexibility. Other companies' offers were not attractive. Ferguson thinks the rate increase is due to age increases because the policy is age banded. Krawczak noticed that in June of 2021 it was \$11,000 and this year it is closer to \$15,000. P. Laureto said it takes 1.5 to 2 months to catch up and we have new wife and baby. T. Laureto added that we also went from a low deductible to a \$5,000 deductible.

b. Bids for new engine

Ferguson sent bid requests to nine vendors and received six bids back. Three of them did not meet our specifications. The prices ranged from \$829,000 to \$923,000. The in-house

committee meets Friday to go over the details. He is looking at used trucks and stock trucks. He reminded everyone that we are replacing the rescue truck and the engine that is rusting out, which is about \$2,000,000 dollars' worth of equipment. DePuy asked about delivery time. Ferguson said between 140 days to 2 years. DePuy noted we will have more money in the capital account by the time they are delivered. Krawczak asked how much the last ambulance cost. Ferguson thought just under \$300,00. He also noted the bids are only good for 30 days. The Board may have to have special meeting to meet that time frame. Van Nort asked why three did not meet the specifications. Ferguson explained it was the physical size requested. There were 4 items they were not flexible on, and these bids did not meet those requirements. The engine needs to fit into both stations. Krawczak asked if Ferguson can update another vehicle to meet requirements. Ferguson said he is exploring all avenues.

XII. Board Member Comments

DePuy said the Glen Lake Reformed Church has a defibrillator and the staff has been trained. Ihme thanked the crew for assisting with a recent fire and asked if Ferguson could offer a fire safety class for babysitters. DePuy related information on classes for baby-sitters. P. Laureto said she has ordered replacement pads for the AED in the Township Hall and they have been backordered for three months. DePuy said we can still use them.

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 11:06 am.

NEXT MEETING: August 10, 2022

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township