

GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
August 10, 2022

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

The meeting was opened at 10:06 am by Van Nort

I. Pledge of Allegiance

II. Review and approval of agenda

Van Nort asked to add several items to the Old Business: ISO update, Station 2 drain, body armor, and boat trailer. Ferguson asked to add the draft of next year's budget under New Business. DePuy moved to approve the minutes. Krawczak seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Audit Review - Steve Peacock CPA, Principal - Rehmann Robson LLC

Peacock reviewed the ESAC financial statement and audit and fielded questions.

VI. Review and approval of July 13, 2022 minutes

Motion to approve the July 13, 2022 minutes by DePuy. Seconded by Ihme. Motion passed. Dalton abstained as he was not there. Motion approved.

VII. Review and approval of July 27, 2022 special meeting minutes

Motion to approve the July 27, 2022 minutes by DePuy. Ihme seconded. Motion approved.

VIII. Review of Monthly Check List (start with check #14883) and Payroll for July

Van Nort asked why there were two VOYAs that were within 2 days of each other and P. Laureto explained. A motion was made by Ihme seconded by Bauer 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.

## IX. Review of Revenue & Expense Report and Balance Sheet for July

Van Nort began a discussion about Glen Arbor Township vs Glen Lake Fire Department on the agenda. It was decided to change the agenda heading back to Glen Arbor Township. There was discussion regarding Glen Arbor capital balance and its uses vs. the Glen Arbor/Empire joint capital. Glen Arbor capital will be spent on capital improvements at the Glen Arbor Station. Van Nort noted again that Northwoods Hardware recycles batteries and suggested Ferguson talk to them rather than paying to recycle ours. Ferguson said it was 65 pounds of batteries. Dalton questioned the ambulance and fire ordinance revenue. P. Laureto said that it was due to the auditor adjusting journal entries. Discussion followed. Van Nort asked P. Laureto to present an explanation next month. P. Laureto will talk with the auditor. Krawczak asked for an account listing. Dalton asked what the July legal services was spent on and T. Laureto said it was for revisions on the union contract. Krawczak had questions about the building maintenance. Ferguson said it includes generator maintenance, yearly maintenance on A/C, reverse osmosis, miscellaneous hardware, and others. Krawczak asked if it excluded the Empire drain and Ferguson said it did not. Van Nort asked about three pay periods in July and P. Laureto confirmed there were but the 1<sup>st</sup> one was recorded at the end of June since that's when it showed up on the bank statement.

## X. Staffing Report

### a. Introduce staff

None

### b. General staffing status report

No changes. Ferguson reported that two people in the paramedic class have started their externship, will finish in mid-October, and after some testing will become paramedics.

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

None

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

Ferguson did not send minutes out yet.

## XI. Operations Report

Ferguson said it was a busy July. There were nine calls last Saturday alone. DePuy noticed a demonstration of a rope rescue by the park service and asked if they can perform a rope rescue on their own. Ferguson said they call GLFD for assistance. Van Nort asked for an update on the union negotiations. T. Laureto said the meeting is tomorrow and that they were optimistic. Van Nort asked about the mental health class and Ferguson said it went well. Van Nort asked about the meetings with the public. Ferguson said they went well but not many people came. They need to work on their PR and signage. There are more planned but no dates set yet.

## XII. Old Business

a. Overtime breakdown of built-in vs. other

Ferguson provided a handout and noted it took 6 hours to put the document together. It was very time consuming and he would prefer not doing this often. Van Nort asked Dalton about having Ferguson do it on regular basis. Dalton thought it was good info in light of unaccounted OT hours. He suggested doing it quarterly, so Ferguson can make revisions. P. Laureto asked if 6 hours every two week of Chief's time was worth it. Ihme asked if the payroll company can provide this. Discussion followed and Ferguson said he can ask their payroll software company if they can assist.

b. Report on preparations for babysitter class

Ferguson said there is no date set but someone is working on a presentation. P. Laureto said 4-H and Red Cross already offer babysitter classes, and that presenting a class on our own would incur OT. P. Laureto suggested getting a hold of the groups already doing it and offering to drop in for part of the class.

c. IOS update

Nothing yet

d. Station 2 drain

Ferguson said it will be done some time in August.

e. Body armor

The county has received the vests but not the helmets yet.

f. Boat trailer

It is being painted today.

### XIII. New Business

a. Budget

Ferguson presented the first draft of the '23-'24 budget. The board reviewed and asked questions, which were answered. Ferguson provided a handout on incident type codes, just for everyone's reference.

### XIV. Board Member Comments

None

### XV. Public Comment

None

### XVI. Adjournment

Van Nort declared the meeting adjourned at 11:49 am.

NEXT MEETING: September 14, 2022

Minutes prepared by

Michele Aucello  
Deputy Clerk, Glen Arbor Township

APPROVED