

GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
October 12, 2022

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

Absent: Linda Ihme

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chief Ferguson, Peter Stern

Public: none

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

I. Pledge of Allegiance

II. Review and approval of agenda

Van Nort asked to add "c. Ferguson's report on his visit to see the new truck" to Old Business. P. Laureto added the statement that a quorum of the Township Board was present but no Township Board business would be handled. Bauer moved to approve the minutes. DePuy seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of September 14, 2022 minutes

Motion to approve the September 14, 2022 minutes by Mittelberger. Seconded by Dalton. Motion passed.

VI. Review of Monthly Check List (start with check #14963) and Payroll for September

Ferguson inquired about a bill from McCardel. P. Laureto said it had not been received nor paid. Dalton asked which pump was involved in the emergency apparatus expense. Ferguson said it was Engine 311 and the ladder truck. Dalton asked how many people took the pre-hospital trauma certification class and Ferguson said 5 or 6 individuals. Dalton asked which vehicle was involved the Halt Fire vehicle expense and Ferguson said Engine 311. Dalton asked if the Target Solution Learning LLC software was for training and if it is an annual fee. Ferguson confirmed. P. Laureto clarified that check #14996 to Glen Arbor Township was the result of a deposit that was to go in the General Fund but accidentally went into Emergency Services and has been taken care of. Krawczak asked about an oil change done at Fox Grand Traverse as opposed to the usual Taghon's. Ferguson confirmed we still do use Taghon's but they don't work on diesels. Dalton noticed an increase of \$5,000 in payroll between August and September. P. Laureto said that the health insurance increase occurred at that time. A motion was made by Krawczak seconded by DePuy 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 September

Dalton asked if the reduction in the Huntington account was the result of the payment for the fire engine. P. Laureto confirmed. Regarding 651R EMS/Ambulance Revenue, Van Nort noticed little comes in the beginning of the year and more is received later and asked if that was typical. Ferguson confirmed. Dalton asked if Misc. Revenue has grant money in it and P. Laureto said grant money has its own category. Van Nort asked why 26R - Revenues for September 2021 was negative. P. Laureto said it was due to auditor adjustments. Ferguson asked if 702 and 709 under Wages were the same. P. Laureto said yes and suggested combining them. She will move Administrative Support to GA Township Support and inactivate Administrative Support.

VIII. Staffing Report

a. Introduce staff

Pete Stern attended the meeting.

b. General staffing status report

Lt. Morse's schedule will change as of October 20th. Ferguson plans to hire someone to fill that spot. One person is off temporarily due to injury.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

There is an intern from Glen Lake School who comes for 15 hours a week. Van Nort asked what change orders were made on the new engine. Ferguson said that was a typo. They were not change orders but clarifications on the specs. Dalton noticed no changes were noted on the ISO feedback. Ferguson said he got the report and is not happy with the results. He will be able to go over the report by January. More information will follow. Ferguson reported two MABAS activations, one for the hurricane in Florida and the other for the paper mill fire in Menominee. Ferguson will be on vacation from October 20 - November 12. Lt. Dykgraaf will stand in for Ferguson in the November ESAC meeting.

IX. Operations Report

None

X. Old Business

a. Union Contract

T. Laureto said discussions are ongoing.

b. Update on Payroll Software

Ferguson has contacted the company three times. They know what he is asking but can't generate the report he wants. He will continue to look into it.

c. Report on Ferguson's visit to see the new truck

Ferguson said it went well. He showed schematic plans for the new truck and described various features and the discussions he had with the manufacturer regarding details of the build.

XI. New Business
none

XIV. Board Member Comments

Bauer shared that NPR had an extensive report on PFAS. Ferguson said that any garments used in the paper mill fire will be professionally cleaned, not cleaned at the station, as there may have been contact with PFAS.

XV. Public Comment

None

XVI. Adjournment

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

NEXT MEETING: November 9, 2022

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township