

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
January 11, 2023**

Present: John DePuy, Jan Bauer, Peter Van Nort, John Dalton, Linda Ihme, Chief Ferguson
Absent: Larry Krawczak, Ralph Mittelberger
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Jeff Hester, Nate Perdue, Mike Ball, Chase Showers
Public: March Die

The meeting was opened at 10:04 am by Van Nort

I. Pledge of Allegiance

II. Review and approval of agenda

Van Nort asked to add the following to Old Business: b. the switch of funds to an interest bearing account, c. billing Leland, and d. the employee handbook. Dalton questioned the new sentence at bottom of the agenda "A quorum of the Glen Arbor Township Board may be present but no township business will be discussed and no township decisions will be made." P. Laureto explained why it was there. Dalton asked for township lawyers to review it. T. Laureto will ask MTA for advice. Bauer moved to approve the agenda as amended. Dalton seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of December 14, 2022 minutes

Dalton asked to amend item VI. to add "as noted in the operations report" to his comment about vehicles repairs and also noted that two employees changed from full- to part-time, not the opposite as recorded in the minutes. Motion to approve the December 14, 2022 minutes by Dalton. Seconded by DePuy. Motion passed.

VI. Review of Monthly Check List (start with check #15084) and Payroll for December

Dalton had a question about #15094 Delta Dental and P. Laureto provided an explanation. Regarding #15909 pump test and maintenance, Dalton asked which vehicle was serviced. P. Laureto said that 321 and 322 had some testing and needed parts replaced. Dalton asked which station had the furnace repaired. P. Laureto said Station 1. Dalton asked if the municipal underwriters is an annual fee and P. Laureto said yes. A motion was made by DePuy, 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 passed.

VII. Review of Revenue & Expense Report and Balance Sheet for December

Van Nort noted there are two CDs that were there last year but are not this year and asked where they went. P. Laureto said that last year the treasurer moved them into a money market account at Huntington Bank and will ask the current treasurer to look into it. Van Nort wondered why last year's December 31 Emergency Services Bank Fund has a minus in front of it. P. Laureto will look into it. T. Laureto thinks they drew from the wrong account then corrected it. DePuy said we are right on target for our budget for this year, maybe a bit ahead of where we should be and that it looks like for the total of the year that Ferguson has done good job staying within budget. Dalton asked P. Laureto to send the amount of the refund/dividend received in December.

Dalton, referring to the Blue Cross Blue Shield entry of \$12,448 listed in December, asked if BCBS made an adjustment. P. Laureto said that sometimes there are adjustments in the health insurance. Ferguson warned that we will have a couple of months of adjustments coming and will not see our typical invoice charge.

VIII. Staffing Report

a. Introduce staff

Jeff Hester, Chase Showers, Lt Nate Perdue and Mike Ball.

b. General staffing status report

Ferguson said one full-time member is making a career change and his last day will be February 10. He will talk with Van Nort and T. Laureto about the exit interview. A part-time person is retiring today.

c. Exit interview results, if any.

None. Ferguson said they tested 3 applicants (both written and physical agility tests) but no one passed. He is looking at a 3rd party to do the testing off site so we can get applications and test results before meeting the candidates. The cost will about \$500/year which is a little less than what we pay now in overtime to do the testing. He will repost the open positions again. Van Nort asked if we will be understaffed and Ferguson said yes and likely so until mid June.

d. Review of GLFD monthly Staff and Officer Minutes

Dalton asked about the ISO update. Ferguson said it was exactly the same - we did not improve but did not get worse. Van Nort asked for clarification about the ATV JPR and Ferguson explained. He also asked about training at the Skyline Dr house. Ferguson said they often get to train at a house that will be torn down. Regarding the reported conflict between the handbook and the union contract, Van Nort asked if we can rewrite handbook and Ferguson said yes.

IX. Operations Report

Ferguson briefly discussed the two reported fires. Dalton asked if there a way to marry the incident type to the incidents by district so we can get a better idea of what is happening in each district. Ferguson thinks Empire Township would find that useful. Van Nort agreed. Van Nort asked if we are still operating with two paramedics on each shift. Ferguson said yes but there is a third probationary paramedic on each shift. He hopes to have three on each shift by summer. Van Nort asked about EV training. Ferguson said the National Park Service just got a Tesla which the Department will use for training. The draft union contract has been sent to the attorney for review. DePuy commented about the water supply outside of Empire Village, noting that south or east of the Village of Empire the only way to get water is to come back to the village and use the hydrants. This becomes an issue for people who live in that part of Empire Township and should be addressed. At one point the airport authority gave the Department permission to put underground tanks at the airport. Ferguson said they have had discussions and it is on the radar but not decisions have been made. Discussion ensued. Van Nort asked to put it on the agenda as a regular item.

X. Old Business

a. Captain Position

Ferguson had no update. He anticipates it will cost about \$50,000.

b. Switch Funds to Interest Bearing Account

P. Laureto explained how the money is transferred between accounts. She explained that they skipped one transfer of \$55,000 and will skip one again which will bring the balance down to where two payrolls could be funded.

c. Billing Leland

P. Laureto said the Leland Marine Contract payment has been received and will show up on January's report.

d. Handbook

Ferguson said it is on hold, as he wanted to finish the union contract and then move on to the handbook. Van Nort asked to keep it on the agenda.

XI. New Business

a. None

XII. Board Member Comments

Ferguson noted that the captain's position is irrelevant until we are back to 15 people. Van Nort asked Ferguson if he could expect more applicants. Ferguson said that the new company they might use also does advertising. Applications are down nation-wide but he is hopeful.

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 11:02 am.

NEXT MEETING: February 15, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township