

GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
December 14, 2022

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

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

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson asked to add "Captain Position" to New Business. Krawczak asked to add "Reconciliation" under b. New Business. Bauer moved to approve the agenda as amended. DePuy seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of November 9, 2022 minutes

Motion to approve the November 9, 2022 minutes by DePuy. Seconded by Mittelberger
Motion passed.

VI. Review of Monthly Check List (start with check #15042) and Payroll for November

P. Laureto clarified that #15042 actually belonged on the list from last month. She handed out last month's checklist showing #15042 at the end and explained that #15042 can get approved with his month's checklist, which will start with #15043. Dalton asked if AccuMed is still 6% of collections and P. Laureto said yes. Dalton asked Ferguson if the vehicles and repairs noted in the operations report were tied to the expenses on the checklist and Ferguson confirmed. Krawczak asked why the two insurance checks were different. P. Laureto explained that a new baby was added and two employees changed from full- to part-time. P. Laureto explained we had an accident fund dividend that came in December and will show up in next month's income. P. Laureto explained that the 12/2 payroll is showing up in this month. Technically December is a 3 payroll month but it will look like a 2 payroll month. Dalton asked about the Pyramid Tax entry. P. Laureto said Pyramid Tax gave the hours to the wrong person. They voided it but it showed up in our bank account. We were able to pay the correct person. Pyramid Tax will reimburse the \$47 charge to do that extra work. A motion was made by Mittelberger, 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 November

Dalton noticed the Honor payroll account is increasing every month for past several months and wondered if there is a reason why so much money is being kept in in the account. P. Laureto explained we usually keep enough money to cover payroll for two months. Ferguson confirmed. Dalton suggested that with the Sweep Account now earning interest that maybe we would want to keep more money in the account where earning interest. Dalton asked if the fire training charge was a credit. P. Laureto thought it might still be left over from when auditors made adjustments but will have to check. Dalton asked if we sent out the billing for Leland contract and Ferguson said no. Krawczak noted that while bank interest in general is really up, we have \$17,000 in interest. T. Laureto explained that we had maturing CDs.

VIII. Staffing Report

a. Introduce staff

Lt Dykgraaf is here today.

b. General staffing status report

One person who was off on injury is now officially part-time. We have a new part-time EMT. One full-time position is open since Morse went to part-time. One firefighter will be leaving in February. Ferguson intends to keep the application period open until December 27, do testing in January, then hire two people to fill the vacancy we currently have and the one we know we will have in February. There are two applications so far, neither are paramedics. Dalton asked if we will have 15 total if we hire two. Ferguson confirmed.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

No meetings in November.

IX. Operations Report

Ferguson is doing more vehicle maintenance. They received an ATV from the National Park Service at no cost. Ferguson reported a building fire last week on M72. He sent out a press release to share that the crew got there in a timely fashion, did their job effectively, and reported minimal damage. The response time was about six minutes. Van Nort asked what we are doing for fires in electric vehicles. Ferguson said there is some online training. They are watching to see what the best practice is. Ferguson explained the process used and reminded people not to charge bikes and scooters inside the house.

X. Old Business

a. Union Contract Update

T. Laureto reported that we have an agreement. Ferguson will submit the document for legal review.

XI. New Business

a. New Captain

Ferguson suggested adding a captain to our roster by promoting one of our current lieutenants. We would have 16 full-time people. He would have the captain work a different schedule to help cover PTO. If the captain could cover 1,000 hours of PTO, what would bring the cost of PTO from approximately \$116,000 to \$40,000. A captain would take over the boat training that is hired out. If someone leaves, the captain would move into the empty slot until a new person is hired. Ferguson said he was going to propose the captain position in April but since we have two positions soon to be filled, it makes sense to have a captain in time to go through training together. He also explained that if someone took unpaid time off, the captain would take over that spot and there would be no overtime for that week. Van Nort asked where the captain would fit in the hierarchy. Ferguson said between the Chief and a lieutenant. DePuy spoke to having someone second in command and explained why command structure is important. Discussion ensued. Ferguson plans to send out an estimate of what the person will be able to cover. Krawczak asked if any of the current lieutenants would be a candidate and Ferguson said they would be the only eligible candidates.

b. Reconciliation

T. Laureto, Krawczak, and Dalton all contributed to an explanation of how the reconciliation was done this year. Empire has chosen to put their portion of the reconciliation back into the capital account rather than receiving a check.

c. Policy Handbook

P. Laureto made contact with an attorney who specializes in employee relations. We have a policy handbook but it is old and needs updating. Ferguson and P. Laureto are working together to see what needs to be updated then will work with the attorney who will take it from there. We will incur some legal fees. Krawczak asked if the handbook is just for the fire department or the Township as well. P. Laureto said it was primarily for the fire department but some for the Township but that is billed separately. Van Nort asked if P. Laureto had any estimate of the cost and P. Laureto said no but we are doing as much as possible in house ahead of time. Van Nort suggested putting it on the agenda for January.

XII. Board Member Comments

A few shared Merry Christmas wishes. P. Laureto shared the ESAC meeting schedule for next year.

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 11:13 am.

NEXT MEETING: January 11, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

APPROVED