

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
February 15, 2023**

Present: John DePuy, Jan Bauer, Peter Van Nort, John Dalton, Ralph Mittelberger, Chief Ferguson

Absent: Linda Ihme, Larry Krawczak

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: None

Public: March Die

The meeting was opened at 10:15 am by Van Nort

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

Van Nort asked to add three items to Old Business: the MTA review of the sentence at the bottom of the agenda, the financial questions from the last meeting, and the union contract. Ferguson asked to add the ISO score under Old Business. Dalton asked to add the sale of surplus equipment and the Leland Marine Fire EMS services contract renewal to New Business. 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 January 11, 2023 minutes

Van Nort recommend that two entries under the general staffing report be reversed. He also noted that under old business, "Switch Funds to Interest Bearing Account" did not match the wording. P. Laureto explained that we did not make a switch, explained what actually occurred, and recommended proper wording beneath. Van Nort reported a typo on page 3. Motion to approve the January 11, 2023 minutes as amended by Mittelberger. Seconded by Bauer. Motion passed.

- VI. Review of Monthly Check List (start with check #15117) and Payroll for January

Van Nort asked if #15133 and #15134 are once a year and P. Laureto confirmed. Van Nort asked if #15138 was for the new washer and dryer and P. Laureto confirmed. Dalton asked if #15118 was for the new trailer and P. Laureto confirmed. Dalton asked about the Munson Occupational health entries. P. Laureto said they are yearly physicals and the rates are different for everyone. Dalton asked if #15134 is an annual expense and Ferguson confirmed. Discussion ensued. Dalton asked about #15147 Stanz dozer expense. P. Laureto explained it referred to a recent fire after which a bulldozer was needed to pull the house down. A motion was made by DePuy, 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 January

Dalton noted that when he looked at the physical's expenses for January 2023 it does not seem to match the January check run. Discussion followed and P. Laureto said she will look into it. Van Nort asked about the current property tax and why its significantly different than last year at this time. P. Laureto said it's a calendar issue and explained that twice a month tax distributions are made. It depends on when those dates fall what month the distribution will fall in. Dalton noted that in the YTD previous year comparison the fire training expense line is still a negative number. Ferguson reminded him that last year there was a training that was canceled and there was a credit that they have been chipping away at that credit all year. Van Nort asked about the Leland marine contract and T. Laureto said we received payment last March. Dalton had a question about a change in health insurance and P. Laureto said it was due to errors in the way the FSA reconciliation was done in December and January. Ferguson explained that health insurance will continue to change due to a staff member having a baby and another going on their spouse's insurance.

VIII. Staffing Report

a. Introduce staff

None

b. General staffing status report

Ferguson interviewed a part time person who will start as firefighter/paramedic. They are still down two full time positions. There are two people who have passed the online tests. Ferguson will set up interviews.

c. Exit interview results, if any.

T. Laureto and DePuy met with Shane Dunklow who is leaving to help with a family business. They reported he had no regrets with the job but noted there was a lot of mandatory overtime. He said the camaraderie was excellent and had positive things to say about the Chief. He mentioned affordable housing may be an issue for recruiting.

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson reviewed the minutes. Discussion ensued about ATVs. Van Nort asked why Dykgraaf met with the Christian Science Church. Ferguson explained some training will occur so that staff members understand the religion as it pertains to their job.

IX. Operations Report

Ferguson reported a normal call volume for January. One major incident was the truck that overturned and created a HAZMAT situation. Dalton had asked if he can get a report that marries the type of report with the district. Ferguson thinks he can do that. Ferguson related why they switched companies for physicals. He also reviewed their experience with the Leelanau County Training trailer. Dalton asked about 523 hours of training which is a lot higher. Ferguson said there were a lot of hours with the training trailer.

X. Old Business

a. Captain's Position

Ferguson estimated if a full-time person was taken on as a captain, our total cost including insurance would be about \$110,000. But by eliminating some of the overtime, it would only add \$64,000 to the budget. On some days when the captain was working, he would be 6th person on duty. One of the other six on-duty members can take an unpaid day off (Kelly Day), which would also reduce some wages. Ferguson would like to promote one of the Lieutenants to the captain position. If the department could hire three people, we would have five full-time people assigned to each shift. The captain can help with administrative work and coordinate all of our training. When one full time person leaves, the captain can move into that position to eliminate the overtime. If it did not work for some reason, when one person leaves the job, the captain would fall back into a regular full-time position. Dalton asked why not an Assistant Chief position? Ferguson said the union contract places restraints on the Chief and Assistant Chief regarding only occasionally working a shift. DePuy thinks we need someone who can fill in for the Chief when he is gone. Dalton made a motion that Ferguson and T. Laureto have a meeting with the Empire Township Supervisor to explain all the details of the captain position and outline the fallback plan should the captain's position not work. Van Nort gave support. Votes were 4 to 1, motion carried.

b. Policy Handbook

P. Laureto and Ferguson decided that rather than pay an attorney to create a policy handbook that P. Laureto would create the handbook based on the fire department's previous handbook, administrative policies and example handbooks from other Township's. Laureto spent many hours on it and Ferguson reviewed it and made edits, corrections, and additions. It will go to the attorney for review following Township Board recommendation to do so.

c. MTA Review of the Sentence at the Bottom of the Agenda

P. Laureto talked with the township attorney about it. We don't really need to have the statement as we ended up putting a notice in the newspaper stating that a quorum of the township board will be at these public meeting. There is no legal requirement indicating DePuy cannot vote at both ESAC and the board meetings.

d. Financial Questions from the Last Meeting

Van Nort recalled that during the last meeting we said we were going to have the treasurer look at something. P. Laureto said she usually goes back after the ESAC meetings and sends reports back if there are questions. She referred back to an email she sent that day after the ESAC meeting with a response for a complete explanation. Van Nort said that Dalton referenced a minus sign in front of the emergency services straining. T. Laureto said it was a \$2,300 refund back in April.

e. Union Contract

Ferguson says it is tentatively agreed to and is with the attorney being reviewed.

f. ISO Score

Ferguson said there is no update. On paper the department looks the same we did 3-4 years ago. The difference is that we are doing all of the things on the paper.

XI. New Business

a. Budget Amendments

Ferguson said there is no change to the overall budget. We will be about \$250,000 ahead at the end of the year. Dalton did and provided ESAC with an analysis and thinks Ferguson's budget amendments are correct. J. Dalton motioned to approve the fiscal year-end budget to be \$2,160,000 and let the Supervisor and Chief fill in the total where ever they want. Which he said would give \$191,000 for February expenses and \$198,00 for March expenses and this does not include the first 13 days in February. He clarified that ESAC should approve a bottom line of \$2,160,000. P. Laureto asked him to amend the motion to say he wants to recommend to the Glen Arbor Township Board that they approve that bottom line number. Ferguson asked if the motion was to change the total operations budget from \$2,400,000 to \$2,160,000 instead of just being \$250,000 under budget. Ferguson said that to change that bottom number we need to have a public hearing because we are changing the budget. We can do budget amendments as long as the total budget does not change. Dalton modifying his motion to table it until next month to find out if this requires a public meeting. Ferguson said that we would need to have the public hearing before the Township's next Board meeting. T. Laureto said that reducing the budget could lead to overages from unexpected expenses and that would lead to audit findings reported to the State. He said that we can't guarantee that the expenses will be \$2,160,000 there are too many weeks left in the fiscal year. Dalton agreed that if it does require a public hearing then we should not reduce the number but believes that if it doesn't it should be reduced. Discussion continued on the issue. DePuy seconded the modified motion. Motion passed.

b. Water Supply in Empire

Ferguson reported no updates.

c. Sale of Surplus Equipment

Ferguson said once we have the ATV and boat trailer ready to go will they go on a public surplus auction. It is likely a couple of months out. Van Nort asked to put it on the agenda.

d. Leland Marine Fire EMS Services Contract Renewal

Dalton wanted everyone to be aware that the expiration date is March 31 of 2023.

XII. Board Member Comments

None

XIII. Public Comment

March Die wondered what the water supply with Empire referred to. Ferguson said he is looking at placing a water tank somewhere in Empire to get water to the eastern and southern parts of Empire.

XIV. Adjournment

Van Nort declared the meeting adjourned at 12:15 pm.

NEXT MEETING: March 15, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

APPROVED