**GLEN ARBOR TOWNSHIP**

**EMERGENCY SERVICES ADVISORY COMMISSION**

**MEETING MINUTES**

**March 15, 2023**

Present: John DePuy, Jan Bauer, John Dalton, Ralph Mittelberger, Chief Ferguson, Linda Ihme, Larry Krawczak

Absent: Peter Van Nort

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chad Dykgraaf, Jared Ornelas

Public: None

The meeting was opened at 10:02 am by Ihme

I. Pledge of Allegiance

II. Review and approval of agenda

 Ferguson asked to add Budget Amendments and Union Contract Update to New Business. Dalton suggested Empire Water Supply be moved to Old business instead of New Business. DePuymoved to approve the agenda as amended. Bauerseconded. Motion passed.

III. Conflict of Interest

 None

IV. Public comment

 None

V. Review and approval of February 15, 2023 minutes

 Dalton requested a wording change on page 5 from “Dalton did an analysis” to “Dalton did and provided ESAC with an analysis.” Motion to approve the February 15, 2023 minutes *as* amended by DePuy. Seconded by Bauer. Motion passed.

VI. Review of Monthly Check List (start with check #15161) and Payroll for February

 P. Laureto just received an invoice that was not on the checklist and wanted to get it approved this month. Dalton inquired about #15166 DNR Boat Launch P.I.L.T. in lieu of tax. P. Laureto explained it was deposited incorrectly and this was a refund. Ferguson further explained it was payment from the state for the boat ramp but was deposited into Emergency Services instead. Dalton questioned a payment to an employee and P. Laureto explained the Blue Cross Blue Shield bill is prepaid. This employee is under his wife’s health insurance so a payment was made to him. Dalton asked if we might get additional billings from the legal bargaining agreement and Ferguson said no, that is the majority of it. A motion was made by DePuy, seconded by Mittelbergerthat 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 February

 Dalton noted the Honor Bank payroll account seems to be increasing again and asked if P. Laureto was still trying to bring it down. P. Laureto said yes but she wants to see where we are with payroll, as well will have more overtime than usual. Ferguson said the next payroll will be significantly larger with the PPO pay outs. Dalton asked about the transfer of funds from Miscellaneous Revenue to EMS CPR training. P. Laureto said she can go back and research specifics. Sometimes deposits go to the wrong spot and she fixes it.

VIII. Staffing Report

 a. Introduce staff

 Chadd Dykgraaf and Jared Orenlas, the paramedic who replaced Lt Morse.

 b. General staffing status report

 Three applicants have taken the online test and will be interviewed in April.

 c. Exit interview results, if any.

 None

 d. Review of GLFD monthly Staff and Officer Minutes

 Krawczak asked if there are any plans for a diesel exhaust system for Station 2. Ferguson said he needs to talk with the contractors. It would not be as extensive.

IX. Operations Report

 Ferguson reported a normal February load with 28 calls. There were a few vehicle repairs. Ferguson and P. Laureto have been working on the union contract, putting in about 25 hours last week. Dalton had asked last month for a breakdown of the incident report. Ferguson said he has been working with tech support. He hopes to have it by the next meeting.

X. Old Business

 a. Sale of Old Equipment

 Nothing is up for sale yet. Ferguson hopes to have the ATV and boat trailer for sale in the next few weeks. The new trailer is not back yet.

 b. Water Supply in Empire

 No update yet.

XI. New Business

* 1. Budget Amendments

 Ferguson presented the budget amendment.

 b. Union Contract Update

 Ferguson said the Union has a meeting tonight to go over proposed changes. It should be approved before April 1. If approved, it will take a few days to go over the edits. He recommends putting it on the agenda the for Special Meeting so everyone has time to review it.

XII. Board Member Comments

 Mittelberger asked for information about a planned location for Station 2 in Empire. Ferguson does not know. Ferguson has offered to serve as a consultant but it is Empire’s decision. Bauer reported she had seen another PBS segment on PFAS.

XIII. Public Comment

 Dygraaf found an earring.

XIV. Adjournment

 Ihme declared the meeting adjourned at 10: 38 am.

NEXT MEETING: April 12, 2023

Minutes prepared by

Michele Aucello

Deputy Clerk, Glen Arbor Township