

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
April 12, 2023**

Present: John DePuy, Jan Bauer, John Dalton, Chief Ferguson, Linda Ihme, Larry Krawczak, Peter Van Nort

Absent: Ralph Mittelberger

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Nate Perdue, Jeff Hester

Public: March Die

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

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson asked to add Minimum Staffing to New Business. Van Nort asked to add CPR Training Revenue, Incident Report Procedures, and Reporting Capital Expenses Against Annual Revenue 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 March 15, 2023 minutes

Motion to approve the March 15, 2023 minutes by DePuy. Seconded by Ihme. Motion passed.

VI. Review of Monthly Check List (start with check #15203) and Payroll for March

P. Laureto had asked Dalton and Krawczak to submit questions ahead of time so she could prepare answers. Dalton asked if the sequencing of checks is correct. P. Laureto said the dates on the checks don't mean much, they indicate when they are entered into QuickBooks. There is a week delay between ESAC and Board meetings when bills are actually paid. The checks are in check order. Dalton asked if the check for Dr. Bear was a final payment for fiscal year 2023. Ferguson said the contract is for the calendar year but Dr. Bear asked to be paid the last payment two months early. Dalton asked what the firefighting boot is. P. Laureto said it is part of the turnout gear and is under the firefighting expense. Van Nort asked why there are three uniform bills. P. Laureto said there were different orders for different individuals. 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 approved.

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

Dalton noted the Honor payroll account seems to still be increasing. P. Laureto said funds are transferred typically on the Tuesday before the actual payroll day. We need to make sure money is available. Dalton asked if it may be better to have extra money earning interest in the SWEEP account. Ferguson said he would like to have enough in there so that if the transfer does not happen for some reason, we have enough to cover payroll. P. Laureto said we may be losing a little bit of interest but she would like to give this another month or two. DePuy agreed.

Dalton had a question about accounts payable that was past due. P. Laureto said they are actually credits and this is the way QuickBooks records it. Van Nort asked where the new truck is on the balance sheet. Krawczak said it is listed under capital. The auditors will make the adjustment to capital. Dalton suggested it should be under Prepaid. Dalton questioned payment in lieu of taxes balance in the amount of 18,591 and P. Laureto said it has actually been that amount since July. A check was incorrectly deposited in Bank Fees so the check was written from that account. Dalton asked if P. Laureto could provide the expense detail for the Building Maintenance increase. P. Laureto said they ordered new recliners and a bulk order for cleaning supplies. Van Nort asked Ferguson if he used actual expenses or budgeted expenses in building a new budget. Ferguson said he used a combination. Van Nort asked why the current property tax is so low. P. Laureto said taxes were due February 28. The bulk of taxes had been collected. We were at end of tax season.

VIII. Staffing Report

a. Introduce staff

Nate Perdue, Jeff Hester

b. General staffing status report

Last Wednesday Ferguson had 5 interviews scheduled. Three individuals showed up and of those two were potential candidates but they do not have their certifications yet. One will be ready in May and one in August. We still have the postings open. He did hire one part time firefighter/paramedic works for Cedar Area Fire and Rescue.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson will send out minutes.

IX. Operations Report

The ATV has been stripped of its equipment and is ready for sale but it might not be sold. Empire purchased it initially and might take possession of it and use it. We are waiting to hear from them. Regarding the grant for the Diesel Exhaust System, we need to renew the department's System for Award Management (SAM) website account. Ferguson and P. Laureto have been working on it extensively and have made minimal progress. We have an invoice for the installed system but not the grant funds. Also, we won't be considered for another grant until this one has been finalized. Dalton asked what the cost was and Ferguson responded. Ferguson said we have an app on the phone that works like a pager. Each of the seven departments have their own account and we want to combine them into one account. It has to

be billed to one department. He asked if GLFD can be the group that hosts the software and handles the annual billing to the other departments. Van Nort asked if it meant extra work. Ferguson said no, we would just bill the other departments once a year. ESAC agreed if no other department volunteered

X. Old Business

a. Sale of Old Equipment

Ferguson mentioned the ATV earlier. The boat trailer modifications are complete. The old trailer will go up for sale. If Empire does not want the ATV then it will also go up for sale.

b. Water Supply in Empire

No updates.

c. CPR training

P. Laureto said a deposit was made into that account in error and was moved to where it belonged.

d. Capital Expense

Van Nort is concerned that the report says we lost \$200,000+ last year but we actually made \$460,000+. Krawczak said that QuickBooks cannot indicate that. DePuy noted it will be adjusted by the auditor.

XI. New Business

a. Minimum Staffing

Ferguson presented a draft of the updated minimum staffing policy. The updated policy is what they have been doing for last 10 years. Dalton asked Ferguson why he would not want to make minimal staffing 13 or 14 so he can have flexibility. Ferguson said that if the minimum staffing policy did not reflect five staff members, it would impact his ability to require mandatory overtime. Hsaid it is more important to have 5 staff members a day than an overall number. His intent to alleviate mandatory overtime, ideally by having six staff on each day and have the ability to relieve someone. He wants to take this to Township Board for approval. Ihme motioned that ESAC recommend to the Township Board to approve the revised minimum staffing policy. DePuy seconded. Motion passed.

Ferguson said the union contract is signed and has gone into effect. He went over several of the changes. T. Laureto said there was improvement in the disability coverage. Ferguson said the changes will help when trying to attract new personnel.

b. Incident Report Procedures

Ferguson referred to the incident report. He indicated we were not reporting some incidents properly but now can pull data out of the report.

c. Lawyer Bills and Attorney Fees

P. Laureto explained that most of the attorney fees were for work on the Union Contract. There will be additional fees for work on the policy handbook. The lawyers proposed \$7,000 to do whole thing. She thought she could do most of the work and have them tweak it. She has asked for a revised quote but does not have that number yet. The fees for the handbook will be split between the Fire Department and the Township.

XII. Board Member Comments

Ferguson will be receiving a quote for combining the brush truck and the little truck for approximately \$75,000. Replacing it would be about \$400,000. Combining the two trucks would result in a vehicle that would last another 8 years. A new replacement would last 15 years.

DePuy thanked the firefighters for showing up to Stan Brubaker's service. P. Laureto commended DePuy for an excellent job conducting the service. T. Laureto reminded everyone that he is still waiting for several more Fire Chief evaluations.

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 11:20 am.

NEXT MEETING: May 10, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

Approved