

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
May 10, 2023**

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

Absent: Jan Bauer, Ralph Mittelberger

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Pete Stern, Nate Feldpausch, Lt. Lienard

Public: None

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 Capital Equipment Purchase to New Business. Van Nort asked to add Sale of ATV to Old Business. He asked to add two items to New Business: Receiving Grant Funds for Diesel Exhaust System and Combining Two Trucks into One. Ihme 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 April 12, 2023 minutes

Ferguson asked to amend a Board member's comment in XII to read Ferguson "will be receiving a quote" for combining trucks. In VII Dalton asked to change a sentence to say, "Dalton questioned payment in lieu of taxes balance in the amount of 18,591." In XI. under Minimum Staffing, Dalton asked clarify that the Chief reported that if the minimum staffing policy did not reflect five staff members, it would impact his ability to require mandatory overtime. Dalton asked to amend "He went over the changes" to "He went over several of the changes." Motion to approve the amended April 12, 2023 minutes by DePuy. Seconded by Ihme. Motion passed.

VI. Review of Monthly Check List (start with check #15241) and Payroll for April

P. Laureto explained one way to alter how she shares the Monthly Checklist. Krawczak suggested printing out the checklist in two parts to show everything to be approved each month and everything for review. P. Laureto will look into it. P. Laureto went over two accident fund insurance payments. She also mentioned two VOYA checks that were widely different and explained a payroll error, which has been rectified. P. Laureto highlighted a check for furnace maintenance at Station 1 and said that Station 2 is scheduled for furnace maintenance this week. P. Laureto said she is watching the payroll account and will make another adjustment. She would like to bring the balance down to \$100,000. 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 April

Van Nort asked about the CSI invoice. P. Laureto said we owe about \$20. Krawczak asked why we have both fire billing and ambulance billing. P. Laureto said they are two separate entities working within the company. Ferguson explained that they break it out on the bills they send us and that he prefers to have them separate. P. Laureto said it is helpful when someone does not pay and we have collections.

P. Laureto addressed a question about the year-to-date revenue and expense saying that the report is usually ran in May, so it has a few days of the next month on the end of the last month. Either we change how we do the report or we understand that there will be some charges from May that will be on there. Dalton thought the big issue was the wages. P. Laureto said the first payroll in May was on the 5th. There are three other reports that show the April payroll. She said this same scenario can happen every month. Dalton suggested noting it is a year-to-date report. P. Laureto said she can note when the report is made but said that the date and time are on the top of the report. Dalton asked if the May report will have June numbers in it and P. Laureto said yes. Krawczak asked if she can change the date range. P. Laureto explained that the style of the report is year-to-date. Ihme asked if P. Laureto can run a report that shows May 1 - May 4. P. Laureto explained that she would have to go in each month to amend the date. She will see what she can do. Van Nort noted that on page 13 wages are way up year-to-date and benefits are way down. P. Laureto explained that we lost a few employees, some are getting their health insurance through their spouses, there is a new union contract, and wages increased this year. The number of people getting benefits is lower so the cost is lower. T. Laureto added that the cost increase in benefits occurs in September.

VIII. Staffing Report

a. Introduce staff

Lt. Lienard, Nate Feldpausch, and Pete Stern.

b. General staffing status report

Ferguson has hired a new firefighter/EMT. There is still one opening but no applications. He did get an application for a part-time firefighter paramedic.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Van Nort questioned the house alarms going off, asking if the houses are empty. Ferguson said they are seasonal homes. The ongoing construction is setting off alarms. They are looking into it. Krawczak asked about the combination of two vehicles to one. Ferguson plans to swap some things from the two and make one, then sell the rest. He will not have an estimated cost for a few weeks. Ferguson explained how the sign-ups work in the scheduling

software. DePuy asked how the new boat trailer is working. Ferguson said it is great. They have been practicing driving with it.

IX. Operations Report

April was busy with multiple grass fires. The biggest was 14 acres just off of Thoreson Road. Van Nort asked which two vehicles will be combined and Ferguson said 241 and 352. Dalton noted it seems that no matter how many entities respond to mutual aid it just gets counted as one. Ferguson confirmed. Ferguson explained that the new phone system is working well in Station 1 but is not working in the Empire station. He is still working with TelNet to solve this.

X. Old Business

a. Sale of Old Equipment

Ferguson provided an update on the ATV, explaining that Empire will take possession of it rather than selling it. He will put the boat trailer on an auction site in June.

b. Water Supply in Empire

Ferguson said there is no update. DePuy reported that Elmer's may be able to bury some water tanks on their property near Shimek's Corner. There is a possibility of getting a 2% grant to help pay for it.

c. Grant Funds for Diesel Exhaust System

Ferguson can request the funds once the project is complete.

d. Combining two trucks

Discussed earlier.

XI. New Business

a. Capital Equipment

Ferguson said we have undesignated capital and he would like to spend some of it on three ventilation chainsaws that can cut through roofs, sheet metal, etc. Ours are 28 years old. They cost about \$1,600 each and he would like to purchase three. Dalton asked if they were in his capital budget and Ferguson replied yes. Ihme made a motion to recommend to the Glen Arbor Township Board to authorize the fire department to buy three chainsaws. DePuy seconded. Motion passed.

XII. Board Member Comments

DePuy congratulated Nate on receiving his paramedic license.

XIII. Public Comment

XIV. Adjournment

Van Nort declared the meeting adjourned at 10:59 am.

NEXT MEETING: June 14, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

Approved