

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
June 14 2023**

Present: John DePuy, John Dalton, Chief Ferguson, Linda Ihme, Larry Krawczak, Peter Van Nort, Jan Bauer,
Absent: Ralph Mittelberger
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Pete Stern, 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

Van Nort asked to add Checklist Format to Old Business and Search for New Hires to New Business. Dalton asked to add Attorney Quote for Employee Handbook to Old Business and Hiring of Part Time Administrative Assistant to New Business. Bauer moved to approve the agenda as amended. Ihme seconded. Motion passed.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of May 10, 2023 minutes

Motion to approve the May 10, 2023 minutes by DePuy. Seconded by Dalton. Motion passed.

VI. Review of Monthly Check List (start with check #15278) and Payroll for May

DePuy asked about the new phone system and Krawczak asked a few questions for clarification. Ferguson responded. 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 May

Krawczak asked about the Debit Balance under Accounts Payable. P. Laureto said the numbers match and it's just how they show up (as negative numbers) in Quickbooks. Van Nort asked about the \$400,000 difference between the two years of checking and savings. P.

Laureto noted we bought a fire truck and had vehicle maintenance. Discussion ensued. Dalton thanked P. Laureto for breaking the overtime out of wages as a separate line item.

VIII. Staffing Report

a. Introduce staff

None

b. General staffing status report

Ferguson hired a new person on May 24. He is still short one person but has interviews with four individuals forthcoming.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Ferguson did not send out minutes yet.

IX. Operations Report

Ferguson reported many medical calls and noted 60% of the calls were in Glen Arbor this time around. Dalton asked why the boat was deployed. Ferguson said it was a capsized kayak off the Homestead. It was abandoned. There were ducks there but no person. Ferguson explained he submitted two grants.

X. Old Business

a. Sale of Old Equipment

They are not posted yet.

b. Water Supply in Empire

No update.

c. Attorney quote for employee handbook

P. Laureto explained the bill is \$3,000, down from the original quote of \$7,000. P. Laureto did the bulk of the work, then gave it to the attorney who is going through and reviewing it. There will be a few things to add and a few forms to include. The Fire Department will pick up 50% of the cost and the Township the other 50%.

d. Checklist format

Van Nort asked if people are happy with the two format checklist and want to continue. The response was positive.

XI. New Business

a. Search for New Hires

Ferguson is using word of mouth and Facebook to advertise. The positions are also on an online national search site.

b. Hiring of Part Time Administrative Assistant

Dalton saw in Enterprise that the Township Board approved a part time administrative assistant for Ferguson. P. Laureto now has established office hours at Station 1 from 11-1 daily. There are no new expenses.

XII. Board Member Comments

Dalton again thanked P. Laureto for breaking the overtime out of wages as a separate line item. Krawczak agreed. Bauer reminded everyone about the Pancake Breakfast on July 2. The Fire Department Open House is July 29. There will be a July 3 patriotic concert in the park by the NMC concert band. The Township hopes to curtail water balloons and squirt guns in this year's 4th of July parade. There will be cones and caution tape lining the street and an increase in the Broom Crew to sweep candy towards kids. Ihme thanked Ferguson for the Annual Open House. T. Laureto shared information on the projected ~~from~~ Health Insurance increases for next plan year.

XIII. Public Comment

None

XIV. Adjournment

Van Nort declared the meeting adjourned at 10:45 am.

NEXT MEETING: July 12, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township