

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
August 9, 2023**

Present: John DePuy, John Dalton, Chief Ferguson, Linda Ihme, Larry Krawczak, Jan Bauer,
Absent: Peter Van Nort
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Jeff Hester, Angelika Diehl
Public: none

The meeting was opened at 9:58 am by DePuy

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson asked to add Proposed 2023 - 2024 Budget and Captain's Position to New Business and change New Ambulance to Capital Replacement Plan. Krawczak asked to add Mittelberger's replacement to New Business. Dalton noted a correction on the agenda. 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 July 12, 2023 minutes

Dalton asked to correct VII - Revenue and Expense Report to read "Dalton and Krawczak thought it should be denoted as a prepaid since the money has already been taken from the Huntington Bank account." Dalton also asked to correct IX - Operations Report to read "Dalton asked if the report could reflect the fiscal year rather than the calendar year. Ferguson would prefer to keep it calendar because he will use it in his annual report. Dalton asked if a monthly report and a YTD report could be provided. Ferguson explained that it took 18 reports to do the reporting provided so he would prefer not to, due to the amount of work involved." P. Laureto asked that extensive edits be submitted in writing and reminded everyone that the minutes are not a transcript of the meeting, but rather a summary of the meeting. Motion by Ihme to approve the July 12, 2023 minutes as amended. Seconded by Bauer. Motion passed.

VI. Review of Monthly Check List (start with check #15365) and Payroll for July

P. Laureto reviewed recommendations from the auditors regarding how to record the payment for the diesel exhaust system. The amount received from the grant will be recorded as a Capital Vehicle Expense and the local funding portion will be recorded in the Fund Balance GA Designated Capital account. **A motion was made by Ihme, seconded by Bauer 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 July

P. Laureto shared a question Dalton had emailed her regarding the 2% grant funds which had been recorded in "Other Current Assets". Krawczak had a recommendation on how to adjust the journal entry. Laureto will make the correction.

P. Laureto noted that the funds from the sale of equipment have not been received but are expected and will likely be on the August reports. She also noted that Dalton had pointed out in an email that funds received for the ventilation saws had been recorded under "Capital Equipment" but the budgeted amount was in "Unrestricted Capital". She moved the recorded amount to Unrestricted Capital.

Ferguson said that the chainsaws are capital equipment. Krawczak suggested we be consistent. P. Laureto suggested inactivating the Unrestricted Capital account and, moving forward, use only the Capital Equipment account. She will move the budget amount to Capital Equipment and the official change/inactivation can be made with the budget amendments.

VIII. Staffing Report

a. Introduce staff

Paramedic Jeff Hester and newest firefighter Angelika Diehl were introduced.

b. General staffing status report

Ferguson has hired a part-time firefighter/paramedic and a full-time firefighter/EMT who will start later in August. He noted that having a full staff should cut down on overtime.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Krawczak asked if the new State of Michigan budget money is going to pay for a second set of new gear. Ferguson said they will try to get 15 sets of new gear and if they do not get the full funding, he would get however many sets are funded.

IX. Operations Report

Ferguson reported 93 calls in July, the busiest month ever. As of yesterday, there have been 32 calls for August. The fire boat was deployed three times since last meeting. Construction on the new engine started today and it will likely be completed by the first of the year. The 9/11 Memorial service will be held at 9 am. The Tucker Lake Culvert Project is scheduled to begin on September 5 and will continue until December 1. This will require the road to be closed which will add 15 minutes to runs made to Dunns Farm Road.

X. Old Business

a. Water Supply in Empire

DePuy asked Ferguson where they found water for the house fire on M72. Ferguson said they and four other departments sent tankers. DePuy recapped that five companies' water supplies were occupied since they all sent tankers, meaning they did not have water in their own districts. DePuy believes this situation will become more prevalent and that at some point we will have to look at where we are going to get water in that area of the county.

XI. New Business

a. Proposed 2023 - 2024 Budget Amendment

Ferguson gave an overview of his proposed budget amendments. Dalton asked if the money spent on the diesel exhaust system should be in Capital Equipment and Ferguson confirmed it should be there. P. Laureto agreed. Ferguson mentioned that while it would take changes in the agreement between the two townships, he would like to see these types of expenditures be in the budgets of the two townships and not the Fire Department's budget. Discussion ensued. P. Laureto said the grant was written to the Fire Department so this grant could not be recorded as suggested. Ferguson suggested that whatever improvements we want to make to each building, we should get together with each Township and make arrangements. P. Laureto said she will move the budgeted \$10,000 from the Unrestricted Capital account to the Capital Equipment account and will inactivate Unrestricted Capital as previously described. **Ihme made a motion to recommend to the Glen Arbor Township Board that the Unrestricted Capital line be eliminated and the money in that account be moved to Capital Equipment and that the budget amendments be approved. Bauer seconded. Motion passed.** Dalton suggested that anything that was recorded and approved prior to this change be moved with the change. P. Laureto said that it will.

b. Capital Replacement Plan

DePuy spoke about an article he had forwarded to the committee which talked about the delays that are occurring with equipment replacement. He suggested the Department and ESAC be thinking about what may be needed 5-6 years down the road. Ferguson distributed a draft of his updated Capital Replacement plan. He stated his estimated prices are his best guess. Ferguson said he spoke with the Ambulance Company we previous used and they indicated that it would be 2027 before we could take delivery if we ordered now. If we plan to replace the ambulance we bought in 2016, and want delivery in 2026, we should have ordered it a few months ago. We won't have one by 2026, as indicated on the replace plan, even if we order today. Ferguson said his estimate for a new combined mini pumper/brush/rescue truck may be a bit high at \$400,000. He noted that with the \$195,000 we put in annually, even with getting rid of four large vehicles, in the next 12 years we will have a \$2,000,000 shortfall. If we were replacing the four large vehicles, we would have a \$4,000,000 shortfall. When it comes time to replace the ladder truck, we will need to alter the contribution. In the current year we have \$45,000 allocated to replace the ATVs. Ferguson asked for approval to spend up to the \$45,000 to replace the Polaris ranger, the 4-wheeler, and the trailer. He would trade in the old items. Dalton asked if we would have two ATVs and Ferguson confirmed. He would like a different trailer that is lighter and can be towed using smaller vehicles. Krawczak asked if he wants to get the ATV before the hydraulic rescue tools and Ferguson confirmed stating the list

is in preferred order. DePuy asked if the hydraulic tools can be submitted as a 2% grant and Ferguson said yes. T. Laureto noted that with the 1,000-day lead time, we need to start doing the spec work on the ambulance now. Ferguson wants an OK with the above, then can start sending specs for both the mini-pumper and the ambulance, and then send bids out. Dalton asked if he can get the specs for the mini pumper and ambulance but not order them yet. **lhme made a motion to recommend to the Glen Arbor Township Board that they authorize Ferguson to spend up to \$45,000 to replace the Polaris ranger, the 4-wheeler, and purchase a lighter trailer. Bauer seconded.** ESAC recommended that the Chief work on the specs for the mini pumper and ambulance.

C. 24-25 Proposed Budget

Ferguson proposed a 6% increase to the budget. We have 15 full time people and the proposed budget factored in 18 full time people. Having 18 eliminates almost all of the overtime. Ferguson thinks so. lhme asked if the Township is still supportive of administrative work and wondered if \$10,000 is enough. DePuy reminded everyone that the budget is a plan. Dalton noted he has concerns to adding three more people to the staff, and that it is 6% over proposed budget and not actual costs. Krawczak agreed. lhme asked if adding three people is similar, budget-wise, to having them work overtime. She asked if employees want or like overtime. Ferguson said it is a mix, some do want overtime but they do not like mandatory overtime. He would like to go over all of the details he used to get to these number before the next meeting. P. Laureto suggested scheduling a Special Meeting. Discussion ensued. A Special Meeting will be scheduled.

D. Captain Position

Ferguson said we have room in the budget to offer a Captain position and one of the candidates we interviewed could be interested. The intent would be to add positions incrementally.

E. Filling Ralph's Position

T. Laureto spoke with the Empire Township Supervisor yesterday who said he has a few calls out. It is likely that during the next board meeting in Empire they will have a recommendation.

XII. Board Member Comments

lhme suggested taking a moment of silence for Ralph Mittelberger to remember him and the service he provided to ESAC. A moment was taken.

XIII. Public Comment

None

XIV. Adjournment

DePuy declared the meeting adjourned at 11:14 am.

NEXT MEETING: September 13, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township