

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

Present: John DePuy, John Dalton, Chief Ferguson, Linda Ihme, Larry Krawczak, Jan Bauer,
Absent: Ralph Mittelberger, Peter Van Nort
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: None
Public: None

The meeting was opened at 10:00 am by Ihme

I. Pledge of Allegiance

II. Review and approval of agenda

Dalton asked to add to Combination of Brush Truck 241 with Rescue 352 Quote to Old 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 June 14, 2023 minutes

Motion to approve the amended June 14, 2023 minutes by Krawczak. Seconded by DePuy. Motion passed.

VI. Review of Monthly Check List (start with check #15323) and Payroll for June

Ferguson mentioned that he just received an invoice for Gilroy Hardware for chainsaws. Laureto explained the difference between the June 16 and June 30 payroll amounts. A motion was made by DePuy seconded by Dalton 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 June

P. Laureto gave an explanation of dating issues in QuickBooks. Ferguson discussed the budget as it pertains to the new truck. P. Laureto explained that the audit recognizes the money has been spent but will not be recorded until we take possession of the truck. Dalton thought it should be under the prepaid category until the money is taken from the account. Dalton and Krawczak thought it should be denoted as a prepaid since the money has already been taken from the Huntington Bank account.

VIII. Staffing Report

a. Introduce staff

None

b. General staffing status report

Ferguson said the new hire is working out well. He will hold an interview with a part-time fire fighter / paramedic tomorrow and hold another interview session on July 20 with four more applicants.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

DePuy asked about the fire in Manistee County. Ferguson said GLFD stayed back to cover the rest of the county while other stations went to Manistee.

IX. Operations Report

Regarding incidents by district, Dalton asked for a monthly report but Ferguson prefers to report annually. He explained it takes 18 reports to do a monthly and a YTD. 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. Krawczak asked what the most common service calls tend to be and Ferguson said malfunctioning carbon monoxide detectors and smoke alarms.

X. Old Business

a. Sale of Old Equipment

Ferguson said some equipment was sold for a total of less than \$5,000.

b. Water Supply in Empire

No update

c. Combination of Brush Truck 241 with Rescue 352 Quote

Ferguson said the quote of \$97,000 came back more expensive than he expected. He thinks it makes more sense to wait a year and order a new truck rather than combining two old trucks. We can sell the two we have. Dalton asked him how much they are worth. Ferguson guessed \$50,000. A new truck would not be ready for a year and a half. P. Laureto asked

when we would have to order it. Ferguson said they can refurbish the old ones or build us a new one in the same time frame, about 1.5 years.

XI. New Business

a. 2% Grant

Ferguson said the department was awarded a 2% Grant for voice amplifiers, which are attachments that amplify voices when the fire fighters have masks on. He is still trying to figure out how to receive the money from FEMA for the diesel exhaust system.

XII. Board Member Comments

Ihme asked about the Pancake Breakfast. Ferguson said the Fire and Rescue Association took in about \$4,600 and they served about 400 people. The money raised will go toward paramedic school and apparel, among other things. The Glen Arbor station will hold its Open House on July 29th from 10am -2pm. Empire's is in October.

XIII. Public Comment

None

XIV. Adjournment

Ihme declared the meeting adjourned at 10:37 am.

NEXT MEETING: August 9, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

APPROVED