

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
September 13, 2023**

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

Absent:

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Angelika Diehl, Nate Feldpausch, Lt. Steve Lienard

Public: Steve Peacock

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 "B. Vehicle Expense" under New Business. Ferguson clarified that "New Business, a." should read Proposed 2024 - 2025 Budget. P. Laureto agreed. Van Nort entertained a motion to approve the minutes agenda as modified. DePuy seconded. All in favor.

III. Conflict of Interest

None

IV. Public comment

None

V. Audit Review - Steve Peacock CPA, Principal - Rehmann Robson LLC

Steve Peacock reviewed the FY23 audit. Ferguson made one correction. Peacock fielded questions including several regarding segregating funds between each station. Van Nort asked about being under budget. Others explained it had to do with the new fire truck being a prepaid expense. Peacock assured the group that this is a clean audit and he anticipates no communications from the State.

VI. Review and approval of August 9, 2023 minutes

Motion to approve the August 9, 2023 minutes by Ihme. Seconded by DePuy. Motion passed.

VII. Review and approval of August 29, 2023 Special Meeting minutes

Motion to approve the August 9, 2023 minutes by Ihme. Seconded by Bauer. Motion passed.

VIII. Review of Monthly Check List (start with check #15397) and Payroll for August

Van Nort questioned why we have two bills for fuel. Ferguson explained that one is for the onsite fuel tank and one is for credit card fuel expenses. ~~Van North~~ Van Nort asked for an explanation for check #15403. P. Laureto explained the wrong credit card was used a year ago for the Pancake Breakfast and a duplicate payment was sent by mistake and was reimbursed. Van Nort asked what work was done for check #15420. Ferguson said most of the work was on the stabilizing legs of truck 331. Krawczak inquired about the exhaust system check #15395 and P. Laureto explained it was a co-pay since that work was done on the Glen Arbor building. 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.

IX. Review of Revenue & Expense Report and Balance Sheet for August

P. Laureto said a CSI bill was paid after Aug 31, so the credit that's been off on the A/P Aging report was taken and will not appear next month. Van Nort asked if account #336-802 inspection and certification occurs once a year and Ferguson said yes. When asked why it was higher this year Ferguson said the testing company was not available last year so the testing did not occur. Ferguson noted it's about \$10,000 to inspect the aerial ladder.

X. Staffing Report

a. Introduce staff

Angelika Diehl, Nate Feldpausch, Lt. Steve Lienard

b. General staffing status report

A new full-time Firefighter/EMT started since our last meeting. This brings the staffing up to 15.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

No comments.

XI. Operations Report

Regarding local road construction, Ferguson said that he is sending one person and the small rescue truck to the Glen Lake Reformed Church to reduce response time on that side of the lake. There were 70 calls in August which is pretty busy, but down from 93 in July. The new engine is under construction and we should receive it the first of the year. DePuy asked how the exhaust system is working and Ferguson said it is working well.

XII. Old Business

a. Water Supply in Empire

No update. Van Nort asked if there is an organized effort to obtain a water supply. T. Laureto said he will soon meet with Greg Julien from the Cedar Area Fire and Rescue. He would like to see all departments talk about hot spots around the county and potentially get cisterns, perhaps using grants. DePuy thinks the issue should go to Fire Chiefs Association, as it is a county-wide issue.

XIII. New Business

a. Proposed 2024 - 2025 Budget

Ferguson is proposing about \$20,000 less than he did at the August meeting. He went over the proposal and noted that last month's breakdown of wages did not include P. Laureto's and Ferguson's wages. Dalton noted that the Leland Marine contract has not been approved by Empire and that all expansion of expenses are supposed to be approved by Empire. Dalton recommends talking to Bucky and having him approve it. Van Nort made a motion to recommend the 24-25 budget to the Township Board. Bauer seconded. Motion carried 6:1.

b. Vehicle Expense

Van Nort asked for explanation of the vehicle expenses. Ferguson said we are keeping closer attention than we were and the vehicles are getting older and requiring more maintenance.

XIV. Board Member Comments

Bauer is happy we are hiring more women.

XV. Public Comment

None

XVI. Adjournment

Van Nort declared the meeting adjourned at 11:29 am.

NEXT MEETING: October 11, 2023

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township