

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
October 11, 2023**

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

Absent: Jan Bauer

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Aaron Brown, Chad Dykgraaf, Chase Showers

Public: None

The meeting was opened at 10:00 am by Van Nort.

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

P. Laureto added Reconciliation Overview to New Business. DePuy moved to approve the agenda as amended. Ihme seconded. All in favor.

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of September 13, 2023 minutes**

Van Nort requested two corrections. Under item II “minutes” should say “agenda” and under VIII “works” should be “work.” Motion to approve the September 13, 2023 minutes by as amended by Ihme. Seconded by Krawczak. Motion passed.

**VI. Review of Monthly Check List (start with check #15457) and Payroll for September**

Van Nort questioned why 15467 and 15468 were paid on the same day to the same place and P. Laureto explained that one was for a previous payroll. Krawczak had a question about 15478 and P. Laureto explained it had to do with the trade-in for the Polaris, as they could not find the title. A motion was made by Ihme, seconded by DePuy to recommend payment of unpaid checks and the payroll 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 September**

Van Nort asked why there was a charge for a gas station in Clare and Ferguson said they were on the way to Lansing for a truck inspection.

Van Nort noted that we are half way through the fiscal year and the only major account that is over budget is Fire Expense, at 56%. Ferguson explained that a lot of the expense in that account occurs once a year. Discussion took place over the value of the month-to-month comparison report, since this is not a business with regular expenses and month-to-month trends. The group agreed it was of value to some but might not be worth spending a lot of time on each meeting.

## **VIII. Staffing Report**

### **a. Introduce staff**

Aaron Brown, Chad Dykgraaf, Chase Showers

### **b. General staffing status report**

No changes. Ferguson received another part-time application and posted information on the full-time opening. One potential person declined his offer. There are a couple of applications on the way.

### **c. Exit interview results, if any.**

None

### **d. Review of GLFD monthly Staff and Officer Minutes**

No staff meeting. Minutes from last officers meeting are not yet completed.

## **IX. Operations Report**

Ferguson had not yet completed the operations report but he provided highlights. He will send the report once completed. There were 42 calls for September. The new ATVs are in and they are waiting on the trailer. There will be some minor expenses for installing lights on the ATVs. Engine 311 is still in Grayling awaiting parts. It has been out of service since mid- to late-August. The ladder truck will get repaired once 311 is back. The ladder inspection yesterday uncovered a few things to be fixed. The September 11 service was well attended. The State EMS inspection in September went well. The chassis inspection on the new engine indicated a few minor fixes. It is now on its way to S. Dakota to complete construction. Chief Ferguson and two firefighters will travel to S. Dakota for the final inspection. Once the completed truck comes back it will go to Grayling to have a few items installed and then we should have it by the first of the year. Members of the department visited some departments mid-state and looked at brush trucks. If they order a brush truck today it will take two years to get it. He is looking at three years from now before expected delivery. Similarly, it will take three years to get a new ambulance for Empire. If they start on specs soon, we can have it in 4 years. Ferguson is trying to get a contractor for the Station 2 updates but has no bid yet. P. Laureto and Ferguson met with the attorney and discussed final revisions to the employee handbook. It is close but not complete yet. P. Laureto and Ferguson are in discussion with a new payroll company. Van Nort asked if they are still housing a rescue truck at the Reformed Church. Ferguson said yes, many days a week it is there. It has been used a couple of times.

## **X. Old Business**

### **a. Water Supply in Empire**

T. Laureto said he and Greg Julian (Kasson Township) have talked about it and are exploring options. Julian understands the need. They want to bring it up with other fire stations, possibly exploring grants. P. Laureto noted that Julian is also the Chair for the Cedar Area Fire Department. DePuy's concern is the distance not just to get to the water but also to get back to the fire. He said it's a county-wide problem. Van Nort asked if the Township supervisors meet on a regular basis. T. Laureto said yes, they are working on the language to use in order to apply for a grant. Van Nort asked Ferguson if the fire chiefs talk about it and Ferguson said it is on the radar.

## **XI. New Business**

### **a. Meeting Date Change for Nov. 15**

The group agreed to move the November 15<sup>th</sup> meeting to Monday, November 13.

### **b. Reconciliation Overview**

T. Laureto thanked Krawczak and Dalton for their accounting assistance. He went over the reconciliation report shared with all.

## **XII. Board Member Comments**

DePuy reported that as of 5 pm today Cedar will become a full ALS service. They will have full time paramedics.

## **XIII. Public Comment**

None

## **XIV. Adjournment**

Van Nort declared the meeting adjourned at 11:03 am.

NEXT MEETING: November 13, 2023

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township