

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

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

Absent: Peter Van Nort

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Nate Perdue

Public: None

The meeting was opened at 10:00 am by Ihme.

**I. Pledge of Allegiance was recited.**

**II. Review and approval of agenda**

Dalton asked to add Billing for Leland Marine contract to New Business. DePuy moved to approve the agenda as amended. Bauer seconded. All in favor.

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of October 11, 2023 minutes**

Motion to approve the October 11, 2023 minutes by DePuy. Seconded by Dalton. Motion passed.

**VI. Review of Monthly Check List (start with check #15506) and Payroll for October**

Ferguson clarified a few questions. Price, being new to ESAC, asked why there is a monthly checklist and a checklist for approval. P. Laureto explained. A motion was made by DePuy, seconded by Bauer 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 October**

Krawczak noted that the fund balance on page 8 does not agree with the audit report and is off about \$6,000. He recommended that P. Laureto look into it. Laureto said she has looked into it and sent an explanation several weeks ago. Dalton asked P. Laureto to meet and look over entries 391 and 392. Krawczak noted that on page 22 the bank interest YTD is \$52,623. Dalton thinks a multi-year CD may be part of it. P. Laureto said some CDs have matured but she can look into it.

**VIII. Staffing Report**

**a. Introduce staff**

Nate Perdue was here but was called out.

**b. General staffing status report**

The newest full-time person is almost finished with orientation. Currently we are at full staff (15). There are five applicants and for the 16<sup>th</sup> position and four look like possible candidates. Interviews are scheduled for next week, with a first of the year start date.

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

None

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

A staff meeting was held in October but by mistake no minutes were taken.

**IX. Operations Report**

It was an average October in terms of calls. There are quite a few maintenance items being worked on now that its fall. The ladder truck should be back soon, then the tanker truck will be taken to have work done. Ferguson is still waiting on one additional quote for the Station 2 ventilation fan. It should be on the agenda for next month's meeting. A quote for the two sets of hydraulic rescue tools Was received. Ferguson and two other firefighters will be going to S. Dakota in the next couple of weeks for inspection of the new engine. He almost has the specs done for the mini pumper truck and an ambulance. Then quotes will be requested. It will be three years before we would take delivery of an ambulance and two for a mini pumper. P. Laureto and Ferguson have made the switch to a new payroll vendor. The Fire and Rescue Association had a meeting a month ago and met with a landscape designer regarding a facelift for the 9/11 memorial. The Association will pay for that project. They are considering some type of roof over the memorial to keep it open all year, and may get rid of the water feature. They hope to have it done before next year's 9/11 service. Dalton asked about the incident reports, noting the goal is to get the type of incidents by district. Ferguson agreed and said the report came up with an error so he was unable to do it this time. It is difficult to do incidents by district without doing 16 different reports. It has to do with the software and no one at the software company can figure it out.

**X. Old Business**

**a. Water Supply in Empire**

No update.

**XI. New Business**

**a. Billing for Leland Marine Contract**

Dalton asked for the status. Ferguson said he usually sends the invoice in December.

## **XII. Board Member Comments**

Krawczak will be leaving ESAC; this is his last month. He was scheduled to leave the end of December. He shared his reasons for leaving early. The rest of the group thanked him for his 10 years of service.

## **XIII. Public Comment**

There was a discussion about fires in older homes vs newer.

## **XIV. Adjournment**

Ihme declared the meeting adjourned at 10:40 am.

NEXT MEETING: December 13, 2023

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township

APPROVED