

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
March 13, 2024**

Present: Chief Ferguson, Bob Price, Jan Bauer, Charlie Godbout, Linda Ihme  
Absent: Peter Van Nort, John DePuy  
Glen Arbor Township representatives: Tom Laureto, Pam Laureto  
Staff Members: Nate Perdue  
Public: Eric Dubord

The meeting was opened at 10:01 am by Bauer

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ferguson added RFP for New Ambulance to New Business. Ihme motioned to approve the agenda as amended, seconded by Godbout. Motion approved.

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of February 14, 2024 minutes**

Motion to approve the February 14, 2024 minutes by Ihme. Seconded by Godbout. Motion passed.

**VI. Review of Monthly Check List (start with check #15672) and Payroll for February**

Ferguson explained that check 15691 is for the Jaws of Life and the corresponding accessories, which was approved a few months ago. He explained that item 15701 VOYA was a correction for a mistake in payroll which was discovered last week and rectified. New codes were made for the retirement contribution to correct the mistake. He also noted that the next payroll will be higher because unused PTO will be paid out. A motion was made by Ihme seconded by Price 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 February**

No comments

**VIII. Staffing Report**

**a. Introduce staff**

Lt. Nate Perdue and FF/EMT Anna Heiselman were in attendance. Anna has been with the department for six months. Anna introduced herself.

**b. General staffing status report**

Ferguson offered employment to one part time EMT and has an interview with another EMT tomorrow. Employee evaluations are being wrapped up.

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

None

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

No comments

**IX. Operations Report**

Ferguson said they received the new Jaws of Life and that two shifts have been trained with them. They are hydraulic, work similarly to the previous ones, and can go underwater. He explained that Lt. Perdue has been working on a FEMA Grant. Perdue provided a summary of the work and explained what they are requesting, which are components for new SCBA (self-contained breathing apparatus). He explained how old our gear is and what will need to be replaced soon. We will learn if we have been awarded the grant between April and September. Ferguson said that if we are awarded the grant, there will be a lot of activity in our financial records. P. Laureto will be working with the auditing team, and will probably set up another account number to keep transactions from intermingling with the department's other funds. Bauer asked what happens to the old equipment and Ferguson said they will trade it in to the vendor and it will likely be repurposed. Ferguson said the new engine is still in Grayling. We should have it by the end of the month. He also reported that the ladder truck was taken out of service due to a hydraulic leak. He hopes to get it back by summer.

**X. Old Business**

**a. Water Supply in Empire**

Ferguson reported no update.

**XI. New Business**

**a. FY 24 Budget Amendments #2**

Ferguson walked through the Budget Amendment document he sent to ESAC. He is proposing no change to the overall budget amount and will just be moving items around within the line items. He pointed out that Ambulance Income is down a bit but should be spot-on by the end of month. P. Laureto noted that the Deputy Treasurer said she recently made a deposit to the account. T. Laureto explained the ambulance revenue account and auditor adjustments to the account for the new ESAC members and offered to meet afterwards if there were more

questions. Ferguson is predicting that the department should be about \$210,000 under budget by the end of the fiscal year. Ihme made a motion to recommend to the Township Board that they approve of the amended budget. Price seconded. Motion approved.

#### **b. RFP for ambulance**

Ferguson reminded the group that last month we discussed sending out an RFP for a mini pumping truck. Those proposals are due back by May 15 and if the one of the bids is accepted that it's a two-year build time. He would like to replace the 2016 ambulance that is housed in Empire. By the time a new ambulance would be built it would be time to replace the existing ambulance, as it will be at the end of its 10-year replacement period. The department has the specs completed since it's the same specs as the ambulance currently in use. Ferguson would like to send it out an RFP for the new ambulance, anticipating we would receive it in winter of '27-'28. In general, the companies will guarantee the price of the body and all of their work, but not the chassis which is about \$100,000. He anticipates a total of just under \$400,000. Godbout asked if there is a downpayment due. Ferguson said yes, 10%. T. Laureto said our last ambulance was \$256,000. Leland paid \$330,000. Ferguson's goal is to send out the RFP and place the order in the fall. Motion by Godbout that ESAC recommend to the Township Board that they authorize Ferguson to send out a RFP for a new ambulance. Second by Ihme. Motion passed.

#### **XII. Board Member Comments**

Ferguson introduced Eric Dubord, a resident of Empire, who is considering becoming a member of ESAC.

#### **XIII. Public Comment**

T. Laureto appreciated all Fire Chief evaluation responses he received.

#### **XIV. Adjournment**

Meeting was adjourned at 10:41.

NEXT MEETING: April 10, 2024

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township