

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
April 10, 2024**

Present: Chief Ferguson, Bob Price, Jan Bauer, Charlie Godbout, Linda Ihme, Eric Dubord
Absent: Peter Van Nort, John DePuy
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Capt. Dykgraaf, Chase Showers, Lance Petroskey
Public: Lily Dubord

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson asked to add Computer Server to New Business. Godbout motioned to approve the agenda as amended, seconded by Ihme. Motion approved.

III. Conflict of Interest

None

IV. Public comment

Intern Lily Dubord was introduced.

V. Review and approval of March 13, 2024 minutes

Motion to approve the March 13, 2024 minutes by Ihme. Seconded by Price. Motion passed.

VI. Review of Monthly Check List (start with check #15712) and Payroll for March

Godbout questioned the Rogue Fitness entry and Ferguson explained it is fitness equipment. 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 March

P. Laureto explained that all invoices received before the end of the fiscal year were paid prior to the end of the fiscal year.

VIII. Staffing Report

a. Introduce staff

Capt. Dykgraaf, Chase Showers, and Lance Petroskey

b. General staffing status report

A new part time EMT started yesterday.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

No minutes yet

IX. Operations Report

There were 37 calls in March. The new engine has been received and equipment is being mounted on it. There will be an open house at Station 2 to showcase the new engine but no date has been set yet. The ladder truck is out of service, as the ladder is not working due to a bad sensor. Station 2 is getting new paint on the garage doors. Ihme asked about the 35-minute response time and Ferguson said it was a mutual aid call from Benzie for transfer to Paul Oliver. Godbout inquired about assisting other departments. Dubord asked about Cedar Fire Department's staffing and Ferguson said GLFD typically assists three times per month and receives assists two times per month.

X. Old Business

a. Water Supply in Empire

No update. Godbout asked to clarify why this is on the agenda each month and Ferguson explained there is no water supply in the M72 corridor area and we are trying to come up with a remedy. Bauer added that there was a request for this to be on the agenda every month.

XI. New Business

a. Tour of New Engine

To be conducted after the meeting

b. Computer Servers

Ferguson provided an overview. The department's server is operating on Windows 2011 which soon will no longer be supported. The ballpark estimate is \$20,000-25,000, of which \$5,000 is labor. The department's IT company will send an official quote for a new server and new firewall. We have not spent any money on the server in the past 15 years. Price asked if Ferguson has checked on leasing server space. Empire leases at about \$1,400 a year. Godbout agreed we can likely lease for cheaper. He explained the benefit of leasing would be that the company is responsible for updates. Ferguson will look into leasing. He noted the current cost includes the security cameras at both stations, for both video capture and storage.

XII. Board Member Comments

None

XIII. Public Comment

Ferguson announced that Empire approved Eric Dubord to serve a 5-year term on ESAC.

XIV. Adjournment

Meeting was adjourned at 10:35.

NEXT MEETING: May 15, 2024

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township