

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
July 9, 2024**

Present: Chief Ferguson, Bob Price, Jan Bauer, Linda Ihme, Peter Van Nort, John DePuy, Eric Dubord, Charlie Godbout

Absent:

Glen Arbor Township representatives: Tom Laureto, Pam Laureto

Staff Members: Chad Dykgraaf, Steve Lienard, Angelika Diehl

Public:

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

Ihme motioned to approve the agenda, seconded by DePuy. Motion approved.

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of June 12, 2024 minutes**

DePuy motioned to approve the June 12, 2024 minutes. Seconded by Van Nort. Motion passed.

**VI. Review of Monthly Check List (start with check #15840) and Payroll for June**

P. Laureto noted that check 15870 was paid out of Glen Arbor Capital, not out of the regular funds. Ferguson explained that it was the initial payment to the architect for the potential Station 2 remodel. Bauer asked about the annual Dept. of Treasury PCORI fee, check 15855. P. Laureto said it is tied to the HRA account, and it is an annual fee. It amounts to a couple of dollars per person on the health insurance policy. 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 June**

Godbout asked if the google suites charge is for email and Ferguson confirmed. DePuy commented that he appreciated P. Laureto sending the reports out ahead of time so everyone can look them over prior to the meeting. P. Laureto said that last month we had some money sitting incorrectly in the union dues category and the issue has been corrected. Huntington

Bank has called some of our CDs in early. The Township Treasurer will work with them to figure out how to reinvest the funds. Godbout recommended selecting new CDs that are non-callable. P. Laureto explained that the Township made some changes to the bank account handling the flexible spending account. Also, the Township added the Positive Pay security system to the Department's checking account. This will require a bit more work on the clerks end but will help prevent fraud. Ferguson said that overall, the fees will be slightly lower with the changes that have been made. Van Nort said it looks like we had more revenue this year or we cut back on the expenses. P. Laureto said that last year the vehicle expense for the new engine was realized.

## **VIII. Staffing Report**

### **a. Introduce staff**

Chad Dykgraaf, Steve Lienard, Angelika Diehl

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

None

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

None

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

None

## **IX. Operations Report**

There were 81 calls in June. The most notable was the marine rescue in the bay. Tomorrow there will be a meeting with the National Park, State police, and coast guard to review the incident. There were almost 400 people at the Pancake Breakfast. On July 24 there will be a blood drive at the Township Hall. The Station 1 Open House will be held on July 27 from 10-2. There will be a bounce house, cotton candy, and hot dogs. The new cardiac monitors were demonstrated. GLFD is prepping for the Aug. 12 State EMS inspection. The security cameras are installed but still need to be connected to the computer. The health insurance renews soon and there will be about 13% increase to the premium. The Department is waiting to hear the results from the grants they applied for. The 2% grant for equipment for the boat was denied.

## **X. Old Business**

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

No update

### **b. Mini Pumper Truck**

Ferguson shared the Capital Vehicle Plan and information on a new pumper truck. The truck will cost about \$428,000. He explored other options that cost less but they did not match the required specifications. It is intended for the mini-pumper to go on rescue calls but it will also have firefighting capabilities. The Department plans to sell the current brush truck and one of the engines once the mini-pumper is received. Ferguson said the bid for the mini-pumper was good for 30 days but they will now honor it for 60 days. After that there will be a price change. Ihme made a motion to recommend to the Township Board that they approve the purchase the mini-pumper. DePuy seconded. Motion approved.

Ferguson walked the group through the Capital Vehicle Replacement Plan which included the replacement years, the replacement costs, and the estimated finances involved. There was discussion regarding the plan and the need to increase the yearly amount. No decision was made yet. He is looking for guidance from the Board regarding the plan. Discussion will be continued next month.

#### **XI. New Business**

None

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

DePuy said Jim Patterson passed way and there will be celebration of life on Saturday at Cleveland Town Hall.

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

None

#### **XIV. Adjournment**

Adjourned at 11:30 am.

NEXT MEETING: August 14, 2024

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township