

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
February 14, 2024**

Present: John DePuy, Chief Ferguson, Bob Price, Jan Bauer, Charlie Godbout, Linda Ihme
Absent: Peter Van Nort
Glen Arbor Township representatives: Tom Laureto, Pam Laureto
Staff Members: Capt. Dykgraaf, Jared Ornales, Lt. Peter Stern
Public: None

The meeting was opened at 10:00 am by Bauer

I. Pledge of Allegiance

II. Review and approval of agenda

B. Ferguson added mini-pumper bids to New Business. Ihme moved to approve the agenda as amended. Godbout seconded. All in favor.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of January 10th minutes

Motion to approve the January 10, 2024 minutes as presented by Ihme. Seconded by DePuy. Motion passed.

VI. Review of Monthly Check List (start with check #15612) and Payroll for January

Ihme asked about the checks to Munson Occupational Health. P. Laureto explained this time of year all the employees must go for their physicals. She said most have gone and there should only be 1 or 2 more on next month's check list. Ferguson asked if each employee's physical was on a separate invoice and Laureto said that some were and some invoices had multiple people. Bauer asked about the Keinbaum Law check with reference to Laureto's work on the Handbook and Laureto responded that we have a \$4,000 discount. She reminded everyone that the Township paid 50% and the Fire Department paid the remaining 50%. A motion was made by Ihme seconded by Godbout 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 Credit Card Report, Balance Sheet, and Revenue & Expense Reports for January

Ferguson commented that there were only 3 – 4 purchases but they billed by when the items shipped so it looks like there were many purchases. Laureto reminded everyone that

purchases are usually heavy in February and very few in March due to FY end and wanting to have all the invoices received before year end. Ferguson asked Laureto if tax collection was about finished and Laureto responded that the last distribution will be at the end of February. Ferguson said he will have budget amendments ready for the next meeting.

VIII. Staffing Report

a. Introduce staff

Capt. Dykgraaf, Jared Ornales, Lt. Peter Stern

b. General staffing status report

The newest hire has been assigned to a shift and Captain Dykgraaf is now working his new schedule and coordinating all of the department's training. Benefits for the new hire have now started. Part time employment has been offered to a woman yesterday and Ferguson has not heard back yet as to when she is going to start. He believes it will be about one month from now.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

The February Officers meeting minutes were distributed at this meeting.

IX. Operations Report

Ferguson said there were 39 calls for January. The department is still working on the regional FEMA grant. They had to break the grant into 2 grants. There is a Leelanau County grant and a Wexford and Benzie County grant. Both grants are just under 1 million dollars. Lt. Perdue is working on writing both grants. The grants are for all new air packs. Leelanau is requesting 25 air packs. If we are awarded the grant the department will have a 5% match which is about \$8,000 per participating department, a total of \$46,000. GLFD will be controlling all the funding. Ferguson is working on an MOU for all participating departments in the County and we will be collecting the match portion from all the other participating departments. The grant application is due March 8th. Ferguson has been spending a lot of time at the County working on the notification system that all employees have on their cell phones and on the tablets in the vehicles. The station is being painted and he will be painting the Empire station as well. The new engine should be here in 2 weeks and be in service in 1 month. Once it's ready there will be an open house in Empire. He is still working on determining how much the old truck can be sold for.

X. Old Business

a. Water Supply in Empire

No update

XI. New Business

a. Bids for mini-pumper

Ferguson requested that the ESAC recommend to the Township Board that they approve the sending out of a 60-page Request for Proposal (RFP) with all the specifications for the mini-pumper so that bids can be obtained. He will allow 75 days for bids to be returned. Build time will be about 2 years. Motion by Godbout that ESAC recommend to the Township Board that they authorize Ferguson to send out the RFP. Second by DePuy. Motion passed.

XII. Board Member Comments

None

XIII. Public Comment

None

XIV. Adjournment

Bauer declared the meeting adjourned at 10:25 am.

NEXT MEETING: March 13, 2024

Minutes prepared by
Pam Laureto
Deputy Clerk, Glen Arbor Township