

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
May 14, 2025**

Present: Chief Ferguson, Charlie Godbout, Sue Church, Bob Price, Linda Ihme, Jan Bauer, John DePuy

Absent: Eric Dubord,

Glen Arbor Township representatives: Pam Laureto, Tom Laureto

Staff Members: Pete Stern, Jared Ornelas, Jeff Hester

Public: None

The meeting was opened at 10:03 am by Bauer.

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

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

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. Review and approval of April 9, 2025 minutes**

DePuy motioned to approve the April 9, 2025 minutes. Seconded by Godbout. Motion passed.

**VI. Review of Monthly Check List (start with check #16241) and Payroll for April**

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 Revenue & Expense Report and Balance Sheet for April**

Godbout asked if there were two different conferences, referencing hotel bills. Ferguson confirmed. P. Laureto commented that May is a three-payroll month but the payroll reports had to be recorded in as April 30 because they were on the April bank statement. The defined contribution and health insurance payables are associated with the May 2 payroll and were paid in May. The FSA is large because of the adjustment that was made early in the plan year. Referring to the Balance Sheet, Church questioned a 2,000,000% increase. P. Laureto confirmed the differences between April 30 of 2024 and April 30 of 2025 were quite large and due to May 2<sup>nd</sup> payroll report having to be dated as April 30<sup>th</sup> to reconcile the bank statement.

Ferguson, looking under wages, questioned the workers comp. line item. P. Laureto said we receive invoices for 10 months, then after the audit they send us a large catch-up payment. Godbout asked if we should have received a check from Empire Township. P. Laureto said the last check was received was March 17 and that there were no checks in April or May. Price said he sent one out for April. He will check on that. Godbout asked if Price can be ccd on future emails regarding the amounts of these checks.

## **VIII. Staffing Report**

### **a. Introduce staff**

Pete Stern, Jared Ornelas, Jeff Hester

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

Ferguson said our new part time EMT started last week, and it is going well. He is waiting on the results of a physical for another part time EMT.

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

None

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

## **IX. Operations Report**

The department had 33 calls for April and assisted with two fires in the Cedar area. Ferguson has checked on the upgrades to the boat electronics and they will be tested next week. He has been attending union contract discussions with T. Laureto and D. Hendricks. No photos or information yet from the old fire engine that is going to Chile. For the last year or so, Ferguson has been attending the Northern Michigan Fire Chiefs Association meetings. He was recently elected as a Trustee on that board. P. Laureto announced that the Fire and Rescue Association has agreed to pay the remaining balance of the boat electronics and has also purchased additional fitness equipment for the department. Ferguson said the Association has placed an advertisement for the two Open Houses and the Pancake Breakfast in the Leelanau Enterprises visitor guide.

## **X. Old Business**

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

Nothing new to report yet. DePuy will follow up.

## **XI. New Business**

### **a.**

## **XII. Board Member Comments**

P. Laureto said the financial audit was done early this year and it went well. They requested to do the audit presentation by Zoom this year as they are no longer doing governmental business out of Traverse City.

Church would like to have no parking signs installed on State Street, as cars park on both sides in the summer make it difficult for the fire trucks to get through. Between Road Commission and the Township, she is hoping we can do something. P. Laureto asked Ferguson if going down State Street is tight and he confirmed. Stern said getting the boat down there is tough. Ornelas said it can be very tight for the ladder truck and the boat. P. Laureto noted we have a big green sign indicating parking behind Town Hall. We have over 40 stalls. Church suggested making the sign say free public parking. Discussion ensued. Ferguson suggested we ask the Road Commission to replace faded "No Parking Here to Corner" signs. Aucello will ask the Glen Lake Chamber of Commerce to spread the word and ask businesses to do so as well.

### **XIII. Public Comment**

None

### **XIV. Adjournment**

Meeting adjourned at 10:35

NEXT MEETING: June 11, 2025

Minutes prepared by  
Michele Aucello  
Deputy Clerk, Glen Arbor Township