

**GLEN ARBOR TOWNSHIP  
EMERGENCY SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
August 13, 2025**

Present: Charlie Godbout, Sue Church, Bob Price, Linda Ihme, John DePuy

Absent: Jan Bauer, Eric Dubord, Chief Ferguson

Glen Arbor Township representatives: Pam Laureto, Tom Laureto

Staff Members: Lily Dubord, Pete Stern, Morgan Challup, Chad Dykgraaf, Erin Hester

Public: None

The meeting was opened at 10:03

**I. Pledge of Allegiance**

**II. Review and approval of agenda**

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

**III. Conflict of Interest**

None

**IV. Public comment**

None

**V. FY2025 Audit Presentation via ZOOM**

Peter Woldman from Rehmann gave a presentation of the Emergency Services portion of the audit.

**VI. Review and approval of July 9, 2025 minutes**

DePuy motioned to approve the July 9, 2025 minutes. Seconded by Church. Motion passed.

**VII. Review of Monthly Check List (start with check #16365) and Payroll for July**

A motion was made by Godbout 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.

**VIII. Review of Revenue & Expense Report and Balance Sheet for July**

Godbout asked what was included in Misc. Revenue. P. Laureto said it is the donation that the Fire and Rescue Association made for the boat electronics.

## **IX. Staffing Report**

### **a. Introduce staff**

Lily Dubord, Pete Stern, Morgan Challup, and Erin Hester.

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

None

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

None

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

None

## **X. Operations Report**

Capt. Dykgraaf reported that the department has been very busy, with 107 calls since the last ESAC meeting. Dykgraaf reviewed the status of vehicles. There was a great turnout for the Open House. It was a very busy day, with lots of calls.

## **XI. Old Business**

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

No update.

## **XII. New Business**

### **a. Holmatro Rescue Tools**

We purchased new battery-operated tools, the Jaws of Life. The old rescue tools have been unused and sitting on floor taking up space. They are not serviceable but have life left in them and we would like to donate them. DePuy asked how we would advertise and Dykgraaf said word of mouth. DePuy made a motion to donate them to another fire station. Church seconded. All in favor.

### **b. FY 20 Budget Amendments**

Dykgraaf reviewed the proposed budget amendments saying that the ladder truck purchase, cost for converting 352 to 381, and the first payment on the new ambulance are being added to the FY25 budget. P. Laureto said a recommendation to the Township Board is needed. Godbout asked if we have identified any offsets. P. Laureto said that the fund balance will be used as the offset and that Glen Arbor will be paying for the ladder truck. The proceeds from whatever vehicles are sold after the new trucks are received will go to replenish the fund balance. Church motioned to recommend to the Glen Arbor Township Board that they approve the proposed budget amendments. DePuy seconded. All in favor.

### **c. Draft / Proposed FY 27 Budget**

P. Laureto relayed that Ferguson said there will likely be some changes made to the proposed budget, so all are welcome to look and communicate in the next month if it looks like we need adjustments. DePuy said Blue Cross / Blue Shield insurance has gone up a lot and wondered if insurance increases are planned for in the proposed budget. There was a 14% increase this year, so we have planned for that next year. Last year there was a 13% increase. P. Laureto said that the next ESAC meeting is September 10 and Public Budget meeting is that evening. All are encouraged to come.

### **XIII. Board Member Comments**

DePuy related that Kasson Township is in the process of finalizing their new fire station on M72. There is an Open House hearing and all are encouraged to attend.

### **XIV. Public Comment**

### **XV. Adjournment**

Meeting adjourned at 10:44 am.

NEXT MEETING: September 10, 2025

PUBLIC BUDGET MEETING: September 10, 2025 at 7:00 pm

Minutes prepared by

Michele Aucello

Deputy Clerk, Glen Arbor Township