

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
September 10, 2025**

Present: Charlie Godbout, Sue Church, John DePuy, Jan Bauer, Eric Dubord, Chief Ferguson

Absent: Bob Price, Linda Ihme

Glen Arbor Township representatives: Pam Laureto, Tom Laureto

Staff Members: Chad Dykgraaf, Jeff Hester, Morgan Chalup

Public: None

The meeting was opened at 10:00

I. Pledge of Allegiance

II. Review and approval of agenda

Ferguson added Cedar's Proposed Fire Station and Old Pickup Truck Sale to New Business. DePuy motioned to approve the agenda as amended, seconded by Church. Motion approved.

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of August 13, 2025 minutes

DePuy motioned to approve the August 13, 2025 minutes. Seconded by Church. Motion passed.

VI. Review of Monthly Check List (start with check #16410) and Payroll for August

P. Laureto noted we will not see the monthly Fleet Card, the fuel card on the check list going forward. Blarney Castle has pulled the Fleet card and will have a Blarney Castle card instead. Godbout questioned check number 16433. P. Laureto said it pays for things like the audit, postage, and other expenses the Township incurs on behalf of the fire department. A motion was made by Godbout seconded by Church 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 August

Ferguson explained the transfer of CDs into the SWEEP account in order to pay for the purchase of the new ladder truck. The CDs will be zero on next month's reports.

VIII. Staffing Report

a. Introduce staff

Chad Dykgraaf, Jeff Hester Morgan Chalup

b. General staffing status report

None.

c. Exit interview results, if any.

None.

d. Review of GLFD monthly Staff and Officer Minutes

IX. Operations Report

There were 73 calls in August and 430 for the year thus far, which is higher than in the past. In a 10 days period the department had to request the life-flight helicopter 6 times. Ferguson and three others traveled to Wisconsin for a pre-build meeting for the new ladder truck. Once the invoice arrives, we will pay it in full. When the truck is completed, we will have either a credit or a balance, depending on any changes that we make. Ferguson has spent a lot of time on the healthcare plan (changing FSA accounts, vision and dental, etc.) as well as working on the budget. There will be a 9/11 memorial tomorrow at 8:30 am. Ferguson met with the architects to go over blueprints for the Station 1 remodel. This will allow us to request quotes. Bauer asked about the planned changes and Ferguson explained that nothing would be done to the footprint, but that the living quarters will be rearranged and all the windows will be replaced. DePuy asked about the tools that are being donated and Dykgraaf responded that he has a couple of interested departments.

X. Old Business

a. Water Supply in Empire

DePuy said there is no update.

b. Proposed FY 27 Budget

Ferguson reviewed the proposed FY 27 budget noting that increases are primarily in personnel costs. The contribution to the capital account has not increased since 2008. Ferguson is proposing that all capital, vehicles and equipment, come out of one capital account. He proposed increasing the yearly contributions to the capital account. He believes these changes, a joint vehicle and equipment account and increased contributions will make the budget more predictable from year to year. Godbout asked if the amount that will be requested from Empire will be within their authorized mileage rate and Ferguson confirmed.

Godbout made the motion for ESAC to recommend that the Township approve the proposed budget. Church seconded. Motion passed.

XI. New Business

a. Glen Arbor / Empire Reconciliation

T. Laureto passed out the Empire reconciliation of payments and walked through it, noting it has been shared with Empire already.

b. Cedar's Proposed Fire Station

Ferguson said that the Cedar Area Fire Chief was going to come and share what they are doing but was preempted by another commitment. He and the Cedar chief have been discussing shared staffing for their new station. That station may cover a portion of Empire Township that is closer to them and we may take on a portion of Cleveland Township near Port Oneida that is closer to us. DePuy said the location will help Empire Township and wondered, if that comes to fruition, if Empire would still need to look at building a new station. Ferguson said yes, their building is old and they will need a new station. The current station has no meeting space and their garage is too small. Discussion ensued.

c. Old Pickup Truck Sale

Ferguson would like to award the bid of just over \$16,000 \$16,501. Church moved to accept bid, Dubord seconded. Motion approved.

XII. Board Member Comments

Ferguson related that there is a year-long, in-person class at Eastern Michigan that he would like to take. Bauer noted the Township Board would benefit for hearing that ESAC approved his application.

XIII. Public Comment

None

XIV. Adjournment

Meeting adjourned at 11 am.

NEXT MEETING: October 15, 2025

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

Minutes prepared by

Michele Aucello

Deputy Clerk, Glen Arbor Township