

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

Present: Sue Church, John DePuy, Linda Ihme, Eric Dubord, Bob Price, Chad Dykgraaf, Charlie Godbout

Absent: Jan Bauer

Glen Arbor Township representatives: Pam Laureto

Staff Members: Pete Stern

Public: Kathy Fordyce

The meeting was opened at 10:05

I. Pledge of Allegiance

II. Review and approval of agenda

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

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of November 12, 2025 minutes

Laureto mentioned a typo under #8 which has already been corrected. DePuy motioned to approve the November 12, 2025 minutes as amended. Seconded by Godbout. Motion passed.

VI. Review of Monthly Check List (start with check #16536) and Payroll for November

A motion was made by DePuy 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 November

Laureto explained an ongoing issue with Huntington Bank and how it related to a Blue Cross Blue Shield check that was not cleared, then explained why a new check was cut. DePuy asked about the Glen Lake Fire and Rescue Association capital campaign. Laureto gave an update and noted that last year we collected about \$107,000. DePuy complimented the flyer. He asked if we are in the third quarter, financially, and that was confirmed.

VIII. Staffing Report

a. Introduce staff

Pete Stern

b. General staffing status report

One person called in sick today. Captain Dykgraaf is filling in.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

None

IX. Operations Report

Dykgraaf went over the report. The number of calls is slowing down with fewer calls than last month. The boiler maintenance and winter prep were completed. The new plow is on the new truck. The current fire reporting system is going by the wayside on Jan 1st, and we are switching to a new system. Laureto said Dykgraaf has been picking up a lot of work in Chief's absence. He is familiar with the work and has been very helpful.

X. Old Business

a. Water Supply in Empire

No update

b. Chief Update

Dykgraaf provided an update. Chief is in good spirits. He and his wife appreciate the meals and help.

XI. New Business

a. None

XII. Board Member Comments

Ihme is looking for location in Glen Arbor for a non-profit thrift store. DePuy wished everyone a Merry Christmas. Godbout also wished everyone a Merry Christmas and said goodbye, as he is stepping down. Ihme read an email from Bauer sharing her gratitude to Godbout and others for their service and good wishes to Chief.

XIII. Public Comment

None

XIV. Adjournment

Meeting adjourned at 10:35 am.

NEXT MEETING: January 14, 2026

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

DRAFT