

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
April 15, 2026**

Present: Kathy Fordyce, Sue Church, Chad Dykgraaf, Bob Price, Jan Bauer, Chief Ferguson, Linda Ihme, Eric Dubord, John DePuy

Absent: none

Glen Arbor Township representatives: Pam Laureto, Tom Laureto

Staff Members: Morgan Chalup, Jared Ornelas, Pete Stern

Public: none

The meeting was opened at 10:01 am by Bauer

I. Pledge of Allegiance

II. Review and approval of agenda

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

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of March 11, 2026 minutes

DePuy motioned to approve the March 11, 2026 minutes. Seconded by Church. Motion passed.

VI. Review of Monthly Check List (start with check #16701) and Payroll for March

P. Laureto noted #16749 is to our ambulance billing contract. Yesterday we received an invoice for fire billing. We had submitted 12 month's worth of fire invoices. It took a few months but it now looks like fire billing setup is complete. She also noted that the 3/20/26 payroll was the last full payroll of the year and was higher than normal because the PTO payout was included. A motion was made by Ihme 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.

VII. Review of Revenue & Expense Report and Balance Sheet for March

T. Laureto asked if the Leland contract was raised. P. Laureto said it was \$3,400 for the last fiscal year. It will be \$3,500 in the current fiscal year and will be reflected in next month's report. She noted there is a credit to AT&T for the department's cell phones that she forget to take last month. She pointed out by mistake the revenue and expense report that was

distributed was for the new budget and new fiscal year. The information is correct on the Revenue and expense previous year comparison report.

VIII. Staffing Report

a. Introduce staff

Morgan Chalup, Jared Ornelas, Pete Stern

b. General staffing status report

We are still fully staffed

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

Minutes of the last Officer meeting were included in the meeting packet. No questions asked.

IX. Operations Report

Dykgraaf summarized the report. Tim Nichols celebrated 42 years in our department. A few members attended the ICS 300 training class. The department has purchased a video laryngoscopes for each of the ambulances. The Wildland waterpacks have GLFD stenciled on the back thanks to Morgan. In May members of the department will be going to Grayling to discuss the possession of the new mini pumper. Union negotiations are still ongoing. We have bids on the remodel process. We have updated logos on the entire fleet of trucks that we are not replacing.

X. Old Business

a. Water Supply in Empire

No update. Fordyce suggested we remove this from the agenda until we have new information. We have explored options and it is on hold for now.

b. Chief Update

Ferguson is back at work part time.

XI. New Business

a. Assistant Fire Chief Position

Ferguson explained that since he's been out, Dykgraaf has been taking over. It worked out well for the last 5 months. He is proposing that we promote Dykgraaf to Assistant Fire Chief which would be a 40 hour per week administrative employee, have a contract with the Township, and not be a member of the union. This would give the department redundancy if

something were to happen to either Ferguson or Dykgraaf. DePuy promoted the importance of succession planning. Ferguson said we are the only department that has one administrative person. Others have two or more. DePuy made the motion to recommend that the Township Board create the Assistant Fire Chief position and that Dykgraaf be hired. Church seconded. Bauer suggested ESAC members come to the Board meeting on Tuesday and show support. All approved

XII. Board Member Comments

DePuy said he was happy to see Ferguson back in the station.

XIII. Public Comment

None

XIV. Adjournment

Meeting adjourned at 10:36 am.

NEXT MEETING: May 13, 2026

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township

DRAFT