

**GLEN ARBOR TOWNSHIP
EMERGENCY SERVICES ADVISORY COMMISSION
MEETING MINUTES
May 13, 2026**

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

Absent: Tom Laureto, John DePuy

Glen Arbor Township representative: Pam Laureto

Staff Members: Nate Perdue, Erin Hester, Angelika Diehl

Public:

The meeting was opened at 10:01 am by Bauer

I. Pledge of Allegiance

II. Review and approval of agenda

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

III. Conflict of Interest

None

IV. Public comment

None

V. Review and approval of April 15, 2026 minutes

Ihme motioned to approve the April 15, 2026 minutes. Seconded by Church. Motion passed.

VI. Review of Monthly Check List (start with check #16750) and Payroll for April

P. Laureto noted that payroll was technically 5/1 but it goes to the bank earlier so she labeled it 4/30 and made a memo to that effect. A motion was made by Ihme 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 April

P. Laureto said that Prepaid Expenses was for insurance and will stay on the report until we get the Auditor's Journal Entries later this summer. Ferguson asked about the cost of the audit. P. Laureto said it was just over \$20,000. Ferguson clarified that the audit payment is for the Township and the Fire Department. P. Laureto explained that the Administrative Support line item is to help the Township Cover those costs. Laureto also explained that the Leland

Marine contract under Income for \$3,400 is actually for last year. She has asked the auditors to accrue that back to last fiscal year. She reminded Ferguson that this year's budget calls for \$3,500.

VIII. Staffing Report

a. Introduce staff

Erin Hester, Nate Perdue, and Angelika Diehl. There will be a swearing in ceremony for Hester during the June Town Board meeting.

b. General staffing status report

We lost a member of the Department recently. It was a surprise to us all. He had been with us for 42 years.

c. Exit interview results, if any.

None

d. Review of GLFD monthly Staff and Officer Minutes

The Town Board approved Dykgraaf's position as Assistant Chief. We went to Grayling to do the last pre-build meeting for the mini-pumper truck, which should be done in September. In the fall we will have the ladder truck and ambulance for Empire. The Station 1 remodel will begin in two weeks and should be completed by December.

IX. Operations Report

Dykgraaf said Morgan Chalup celebrated 7 years in the Department. The vehicle that tows the boat has fresh tires and the boat launch is in, so we are ready for the season. We are looking for a good garage door company. We are waiting on the new turn-out gear washer and dryer which was supposed to be here in March. Because of the wait we will get an upgraded model. We are also waiting on new cardiac monitors. Ihme asked what happens to the old ones and Dykgraaf said the company buys them back. The Township is getting new phones and a new phone service similar to the departments. We are hoping to eliminate a few phone lines. We will upgrade the internet service to this building, as our phones do not work well in the summer when town is busy. P. Laureto said the Township is getting rid of their fax number. Dykgraaf mentioned parking concerns in Empire near the station, particularly in the winter. We have a verbal agreement that we can utilize parking on the north side of Station 2, between the Fire Station and DPW. In the winter time we have snow removal issues and potential liability using the museum parking lot. We are hoping to have a contract in place before next winter with Empire's DPW doing the plowing.

X. Old Business

a. Update on Assistant Fire Chief Position

Ferguson said they are working through the details of a new contract. We will have the swearing in at the June 16 Township Board meeting.

XI. New Business

a. Building Renovation Plans / ESAC meeting space

Ferguson said the renovation will begin June 1. We will use the training building as storage this summer. ESAC may need to move to a new spot but Ferguson prefers to keep the meetings at Station 1. Bauer asked if it will affect the Open House and Ferguson said no, most of it is out in the garage. Regarding the filing cabinets, Bauer asked if there was any effort to digitize records. Ferguson said probably not, as they must keep medical records for 25 years. P. Laureto said the State has a retention schedule for the department's records.

XII. Board Member Comments

XIII. Public Comment

XIV. Adjournment

Meeting adjourned at 10:36 am.

NEXT MEETING: June 10, 2026

Minutes prepared by
Michele Aucello
Deputy Clerk, Glen Arbor Township