



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: Office@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – September 16th, 2019

AGENDA

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):
6. Approval of Minutes:
 - A. **August 19th, 2019**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
8. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
 - B. **Financial Report**
9. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **State of Michigan experienced 62 fatal fires year to date for 2019, 5 since last meeting.**
 - C. **Grant Updates**
 1. **MMRMA Award Received - \$3,150.00 towards fencing on Live Fire Training Facility Lot.**
 2. **FEMA AFG Award Received - \$123,558.09 for radios and headsets for apparatus.**
 - D. **Thank You to Ax-Man lot clearing and improvements to South Lot.**
10. Unfinished Business:
 - A. **Insurance Services Office (ISO) Audit Summary Update**
11. New Business:
 - A. **Special State Tribute – Live Fire Training Facility**
 - B. **Funding Approval Request – FEMA AFG Grant Match - \$6,177.91 (Roll Call Vote)**
 - C. **Personnel Discussion** – (It is anticipated that the Fire Board may enter into closed session.)
12. Correspondence:
 - A. **None**
13. Public Comments: (Limit 3 minutes):
14. Fire Board Comments:
15. Adjournment:

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



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FIRE DISTRICT BOARD MEETING

4:00pm – August 19th, 2019

DRAFT MINUTES

1. Call to Order: Meeting called to order by J. Verplank at 4:01pm.
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian
ABSENT with Notice: A. Miller
Also Present: Chief Greg Janik, P. Stanislawski
4. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):
 - A. Motion by Phelps, 2nd by Aldrich to approve the agenda as presented. No discussion, motion carries unanimously.
6. Approval of Minutes:
 - A. July 15th, 2019
 - a. Motion by Fox, 2nd by Phelps to approve the minutes of the 7/15/2019 regular meeting as presented. No discussion; motion carries unanimously.
 - B. July 22nd, 2019 – Special
 - a. Motion by Aldrich, 2nd by Fox to approve the minutes of the 7/22/2019 special meeting as presented. Discussion ensued; motion carries unanimously.
7. Public Comment on Agenda Items Only (Limit 3 minutes):
 - A. John Adams, President of Friends of the Blue Star Trail – Discussed the Blue Star Trail.
 - B. Kathy Mooradian – Douglas Fire Board Rep – Read a statement and would like it in the minutes.
8. Request for Payment:
 - A. Account Payables (Roll Call Vote)
Motion by Phelps, 2nd by Beckman To pay the invoices in the amount of \$141,478.02. Discussion ensued.
YEAS: Phelps, Beckman, Aldrich, Fox, Verplank, Mooradian
NAYS: None
ABSENT: Miller
Motion Passes 7:0
 - B. Financial Report
 - i. Financial report was reviewed by P. Stanislawski
9. Fire Chief Comments:
 - A. Incident Reports / Calls to Date / Overlapping Calls
 1. Incident report statistics were reviewed – 560 calls year to date for as of July of 2019.
 2. 5:44 – Average response time year to date.
 - B. Community Risk Reduction
 1. State of Michigan experienced 57 fatal fires year to date for 2019, 2 since last meeting.
10. Unfinished Business:
 - A. Resolution 2019-01 (Roll Call Vote)
 1. Cost recovery ordinances were discussed and already allow to invoice for excessive response. Chief Janik recommends using the existing language and forgo the resolution.



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11. New Business:

A. Emergency Vehicle Response Times across Blue Star Highway Bridge

1. An incident report for a Priority #1 response was reviewed.
2. A video was reviewed for a Priority #1 response headed south on Blue Star.
3. Discussion ensued about traffic and safety across the Blue Star corridor.
4. The Board feels it is up to the Fire District staff to figure out what they need for safety.

B. Insurance Services Office (ISO) Audit Summary

1. The Fire District is going through their survey with ISO for the property protection classification (PPC) rating, which has effects on the property insurance rates for the entire District. Information for the survey regarding water infrastructure was delayed from KLSWA and just received this morning. The survey will take place on Wednesday 8/21/19.

12. Correspondence:

A. Thank you

1. A thank you was received and read to the board by Chief Janik.

B. Aaron Miller Letter was read and requested to be a part of the public record.

13. Public Comments: (Limit 3 minutes):

- A. Jeffrey Bianci – Douglas Resident – discussed frustration with the Blue Star Trail process.
- B. Dick Waskin – Saugatuck Township – discussed safety on Blue Star Highway for everyone.
- C. Chuck Meyers – Saugatuck Township – believes the Fire Board is here to protect all citizens and the existing trail through Douglas is a disaster.
- D. Barbara Lucier – Saugatuck Resident – talked about Park and Ferry Streets.
- E. Greg Janik – is the one who worked with the Blue Star Trail in Douglas to transit the bike trail in the event of congestion on Blue Star. This activity is now prohibited by Fire District personnel. We will figure out the trail and come up with a safe solution for everyone.
- F. Clark Carmichael – Vice President FOTBST – appreciates the opportunity to work with the Fire District.
- G. Elliott Sturm – Saugatuck Township – concerned about amount of traffic on Blue Star Hwy. when I196 is shut down.
- H. Chris Mantels – looks forward to laying out plan to make sure it is safe for everyone.

14. Fire Board Comments:

- A. K. Mooradian did not talk to Aaron Miller. Will go on record that Douglas made some mistakes with their trail plan as they struggled to meet their counterparts half way across the bridge. Kathy is willing to fight for funding in Douglas to make things better.
- B. S. Aldrich – The Township has reinstated the International Fire Code in its entirety and has reinstated the AMR contract in Fennville.
- C. D. Fox apologized for sending people down the wrong angle.
- D. J. Verplank is not against bicycle trails. She wants it to be done safely for everyone.

15. Adjournment: Meeting adjourned at 5:20pm.

NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.

09/13/2019 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 08/20/2019 - 09/16/2019				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
08/20/2019	1484(A)	KNOX COMPANY	PADLOCKS	214.00
08/20/2019	1485(A)	OFFICE DEPOT	OFFICE SUPPLIES	73.62
08/23/2019	DD2467(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.15
08/23/2019	DD2468(A)	BETTS, MICHAEL	PAYROLL	1,001.96
08/23/2019	DD2469(A)	JANIK, GREG	PAYROLL	2,967.76
08/23/2019	DD2470(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.06
08/23/2019	DD2471(A)	MEYER, KYLE	PAYROLL	1,231.63
08/23/2019	DD2472(A)	MILESKIEWICZ, JOHN	PAYROLL	1,300.86
08/23/2019	EFT635(E)	457 MERS	PAYROLL	1,511.89
08/23/2019	EFT636(E)	MISDU	PAYROLL	217.86
08/23/2019	EFT637(E)	IRS	PAYROLL	3,281.35
08/23/2019	EFT638(E)	MERS	PAYROLL	3,216.76
08/23/2019	EFT639(E)	STATE OF MICHIGAN	PAYROLL	2,064.75
08/29/2019	1486(A)	AXMAN ENTERPRISE INC	BRUSH CLEARING	1,000.00
08/29/2019	1487(A)	MCKESSON	MEDICAL SUPPLIES	356.22
08/29/2019	1488(A)	NFPA	EDUCATION BOOKS	90.90
08/29/2019	1489(A)	SPENCER MANUFACTURING INC	TRANSDUCER	373.00
08/29/2019	1490(A)	LINUS STARRING	STRAW BALES	70.00
08/30/2019	1491(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	346.55
09/05/2019	DD2473(A)	ALDRICH, STACEY	PAYROLL	25.42
09/05/2019	DD2474(A)	BECKMAN, ERIC	PAYROLL	25.82
09/05/2019	DD2475(A)	BEEK, HEATHER	PAYROLL	1,283.45
09/05/2019	DD2476(A)	BERNHARDY, CHRISTOPHER	PAYROLL	766.67
09/05/2019	DD2477(A)	BETTS, MICHAEL	PAYROLL	1,436.76
09/05/2019	DD2478(A)	BLATT, DAVID	PAYROLL	478.46
09/05/2019	DD2479(A)	BLOK, MICHAEL	PAYROLL	1,109.93
09/05/2019	DD2480(A)	BROCKERMAN, ROBERT	PAYROLL	547.78
09/05/2019	DD2481(A)	DEMOND, KALEB	PAYROLL	348.35
09/05/2019	DD2482(A)	DORNBUSH, KALEIGH	PAYROLL	360.05
09/05/2019	DD2483(A)	ENGLAND, MICHAEL	PAYROLL	394.63
09/05/2019	DD2484(A)	GARGANO, CHRISTINE	PAYROLL	448.04
09/05/2019	DD2485(A)	GARGANO, MARK	PAYROLL	529.81
09/05/2019	DD2486(A)	GUST, MADELINE	PAYROLL	155.14
09/05/2019	DD2487(A)	KIRCHERT, ERIK	PAYROLL	1,358.21
09/05/2019	DD2488(A)	MANTELS, CHRISTOPHER	PAYROLL	764.52
09/05/2019	DD2489(A)	MCGOWAN, WILLIAM	PAYROLL	618.63
09/05/2019	DD2490(A)	MEISTE, JAMES	PAYROLL	504.95
09/05/2019	DD2491(A)	MEYER, KYLE	PAYROLL	850.16
09/05/2019	DD2492(A)	MILESKIEWICZ, JOHN	PAYROLL	1,019.39
09/05/2019	STUB68(A)	MINNIEAR, HARRY	PAYROLL	0.00
09/05/2019	DD2493(A)	MOKMA, WAYNE	PAYROLL	503.60

09/13/2019 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 08/20/2019 - 09/16/2019				
Check Date	Check	Vendor Name	Description	Amount
09/05/2019	DD2494(A)	MOORADIAN, KATHRYN	PAYROLL	26.13
09/05/2019	20036	PHELPS, DONALD	PAYROLL	26.42
09/05/2019	DD2495(A)	PINA, ALYSSA	PAYROLL	500.83
09/05/2019	DD2496(A)	REWA, LONDON	PAYROLL	586.61
09/05/2019	DD2497(A)	SEYMOUR, SCOTT	PAYROLL	1,385.28
09/05/2019	DD2498(A)	STARRING, LINUS	PAYROLL	341.86
09/05/2019	DD2499(A)	STURM, ELLIOTT	PAYROLL	1,054.20
09/05/2019	DD2500(A)	VAN AUKEN, LAUREL	PAYROLL	814.84
09/05/2019	DD2501(A)	VERPLANK, JANE	PAYROLL	26.43
09/05/2019	DD2502(A)	WILKINSON, ERIN	PAYROLL	792.45
09/05/2019	EFT640(E)	457 MERS	PAYROLL	3,526.56
09/05/2019	EFT641(E)	MISDU	PAYROLL	217.86
09/05/2019	EFT642(E)	IRS	PAYROLL	5,778.41
09/06/2019	DD2503(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.15
09/06/2019	DD2504(A)	BETTS, MICHAEL	PAYROLL	1,001.96
09/06/2019	DD2505(A)	JANIK, GREG	PAYROLL	1,969.99
09/06/2019	DD2506(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.07
09/06/2019	DD2507(A)	MEYER, KYLE	PAYROLL	1,231.64
09/06/2019	DD2508(A)	MILESKIEWICZ, JOHN	PAYROLL	1,300.85
09/06/2019	EFT643(E)	457 MERS	PAYROLL	1,330.61
09/06/2019	EFT644(E)	MISDU	PAYROLL	217.86
09/06/2019	EFT645(E)	IRS	PAYROLL	2,890.69
09/16/2019	20037	FIRE PROGRAMS	SCENE SOFTWARE	225.00
09/16/2019	20038	IHLE AUTO PARTS	SUPPLIES	224.42
09/16/2019	20039	MFE INC	GAS METERS	393.94
09/16/2019	20040	SAXON INC	SUPPLIES	55.30
09/16/2019	20041	UNIFORM & ACCESSORIES WAREH	UNIFORMS	649.59
09/16/2019	20042	OVERISEL LUMBER CO	LIVE FIRE & SUPPLIES	139.48
09/16/2019	20043	RESCUE RESOURCES LLC	ANNUAL MAINTENANCE	1,312.50
09/16/2019	20044	SEPTIC TANK SYSTEMS CO INC	LIVE FIRE	95.00
09/16/2019	20045	STANDARD	INSURANCE	656.63
09/16/2019	20046	ZORO	BATTERY & BLOWER	574.90
09/16/2019	1492(E)	COMCAST	TELEPHONES	264.62
09/16/2019	1493(E)	CONSUMERS ENERGY	ELECTRIC FIRE STATION	566.06
09/16/2019	1494(E)	CONSUMERS ENERGY	FIREBOAT DOCK	64.31
09/16/2019	1495(E)	ENGINEERED PROTECTION SYSTEM	FIRE ALARM MONITORING	222.00
09/16/2019	1496(E)	FIRST BANKCARD	TRAINING, MAINTENANCE & SUP	6,444.33
09/16/2019	1497(E)	MENARDS	MAINTENANCE & LIVE FIRE	2,007.82
09/16/2019	1498(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	27.35
09/16/2019	1499(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,671.79
09/16/2019	1500(E)	REPUBLIC SERVICES 240	TRASH	105.02
09/16/2019	1501(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	388.55
09/16/2019	1502(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,100.00

09/13/2019		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
CHECK DATE FROM 08/20/2019 - 09/16/2019				
Check Date	Check	Vendor Name	Description	Amount
09/16/2019	1503(A)	FRIS OFFICE	OFFICE SUPPLIES	271.36
09/16/2019	1504(A)	IHLE'S SERVICE LLC	TRAILER HUB KIT	193.29
09/16/2019	1505(A)	KNOX COMPANY	KNOX LOCKS	362.00
09/16/2019	1506(A)	OFFICE DEPOT	OFFICE SUPPLIES	50.28
09/16/2019	1507(A)	LORRIE PASTOOR	CLEANING	180.00
09/16/2019	1508(A)	PRAXAIR	OXYGEN RENTAL	128.06
09/16/2019	1509(A)	SHAGS-SHOP INC	LIVE FIRE	500.00
09/16/2019	1510(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	84.00
Total of 92 Checks:				84,124.39
Less 0 Void Checks:				0.00
Total of 92 Disbursements:				84,124.39

Vendor Name	Description	Amount
1. AXMAN ENTERPRISE INC	BRUSH CLEARING	1,000.00
2. BLOOM SLUGGETT PC	LEGAL FEES	1,100.00
3. COMCAST	TELEPHONES	264.62
4. CONSUMERS ENERGY	ELECTRIC FIRE STATION	566.06
	FIREBOAT DOCK	64.31
	TOTAL	630.37
5. ENGINEERED PROTECTION SYSTEMS INC	FIRE ALARM MONITORING	222.00
6. FIRE PROGRAMS	SCENE SOFTWARE	225.00
7. FIRST BANKCARD	TRAINING, MAINTENANCE & SUPPLIES	3,979.10
	SUPPLIES	134.13
	INSURANCE	610.12
	TRAINING, SUPPLIES & LIVE FIRE	1,720.98
	TOTAL	6,444.33
8. FRIS OFFICE	OFFICE SUPPLIES	271.36
9. IHLE AUTO PARTS	SUPPLIES	224.42
10. IHLE'S SERVICE LLC	TRAILER HUB KIT	193.29
11. KNOX COMPANY	PADLOCKS	214.00
	KNOX LOCKS	362.00
	TOTAL	576.00
12. LINUS STARRING	STRAW BALES	70.00
13. LORRIE PASTOOR	CLEANING	180.00
14. MCKESSON	MEDICAL SUPPLIES	98.73
	MEDICAL SUPPLIES	127.69
	MEDICAL SUPPLIES	22.96
	MEDICAL SUPPLIES	106.84
	TOTAL	356.22
15. MENARDS	MAINTENANCE & LIVE FIRE	2,007.82
16. MFE INC	GAS METERS	393.94
17. MICHIGAN GAS UTILITIES	NATURAL GAS	27.35
18. NFPA	EDUCATION BOOKS	90.90
19. OFFICE DEPOT	OFFICE SUPPLIES	73.62
	OFFICE SUPPLIES	50.28
	TOTAL	123.90
20. OVERISEL LUMBER CO	LIVE FIRE & SUPPLIES	139.48
21. PRAXAIR		

Vendor Name	Description	Amount
	OXYGEN RENTAL	128.06
22. PRIORITY HEALTH	HEALTH INSURANCE	2,671.79
23. REPUBLIC SERVICES 240	TRASH	105.02
24. RESCUE RESOURCES LLC	ANNUAL MAINTENANCE	1,312.50
25. SAXON INC	SUPPLIES	55.30
26. SEPTIC TANK SYSTEMS CO INC	LIVE FIRE	95.00
27. SHAGS-SHOP INC	LIVE FIRE	500.00
28. SPENCER MANUFACTURING INC	TRANSDUCER	373.00
29. STANDARD	INSURANCE	656.63
30. UNIFORM & ACCESSORIES WAREHOUSE	UNIFORMS	649.59
31. VERIZON WIRELESS	CELL PHONES & MODEMS	346.55
	CELL PHONES & MODEMS	388.55
	TOTAL	735.10
32. WEST MICHIGAN UNIFORM	SHOP TOWELS	84.00
33. ZORO	BATTERY & BLOWER	574.90
TOTAL - ALL VENDORS		22,481.89
FUND TOTALS:		
Fund 206 - FIRE FUND		21,062.57
Fund 210 - REGIONAL TRAINING CENTER		1,419.32

User: Peter

DB: Stfd

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2019 INCREASE (DECREASE)	AVAILABLE		% BDGT USED
					BALANCE		
					NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	353,500.00	440.41	0.00	353,059.59		0.12
206-000-402.000	SAUGATUCK TOWNSHIP	716,000.00	0.00	0.00	716,000.00		0.00
206-000-403.000	DOUGLAS CITY	360,500.00	0.00	0.00	360,500.00		0.00
206-000-450.000	FIRE SERVICES	3,000.00	852.81	122.81	2,147.19		28.43
206-000-460.000	INSPECTION & PLAN REVIEW FEES	6,000.00	1,508.00	125.00	4,492.00		25.13
206-000-465.000	COST RECOVERY	5,000.00	3,689.16	0.00	1,310.84		73.78
206-000-560.000	GRANTS & DONATIONS	0.00	154.00	0.00	(154.00)		100.00
206-000-665.000	INTEREST	2,000.00	1,979.35	0.00	20.65		98.97
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00		0.00
Total Dept 000		1,446,000.00	8,623.73	247.81	1,437,376.27		0.60
TOTAL REVENUES		1,446,000.00	8,623.73	247.81	1,437,376.27		0.60
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,150.00	420.00	150.00	2,730.00		13.33
206-336-704.000	CHIEF SALARY	73,290.00	13,087.64	2,818.85	60,202.36		17.86
206-336-705.000	OFFICER SALARIES	9,000.00	900.83	493.33	8,099.17		10.01
206-336-708.000	CAREER FIREFIGHTER	245,000.00	41,360.03	9,269.85	203,639.97		16.88
206-336-709.000	OPERATIONAL WAGES	45,000.00	9,573.06	5,468.29	35,426.94		21.27
206-336-709.500	PAID ON CALL STIPEND	115,000.00	10,992.64	6,748.48	104,007.36		9.56
206-336-710.000	FIRE CALLS	60,000.00	9,977.41	4,363.08	50,022.59		16.63
206-336-711.000	MEDICAL CALLS	30,000.00	6,630.48	3,528.38	23,369.52		22.10
206-336-712.000	TRAINING	23,000.00	5,745.00	4,432.50	17,255.00		24.98
206-336-713.000	SPECIAL EVENTS	10,000.00	4,039.71	527.34	5,960.29		40.40
206-336-720.000	PAYROLL TAXES	50,000.00	8,134.85	2,945.31	41,865.15		16.27
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	20,878.09	4,434.92	54,121.91		27.84
206-336-722.000	WORKER COMP INSURANCE	40,000.00	9,199.50	0.00	30,800.50		23.00
206-336-723.000	RETIREMENT	62,360.00	11,803.37	3,329.86	50,556.63		18.93
206-336-727.000	OPERATING SUPPLIES	18,000.00	7,662.20	1,150.41	10,337.80		42.57
206-336-728.000	GAS & OIL	12,000.00	2,535.27	913.64	9,464.73		21.13
206-336-730.000	PROFESSIONAL SERVICES	25,000.00	1,415.00	1,280.00	23,585.00		5.66
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	1,706.44	1,706.44	13,293.56		11.38
206-336-745.000	STATION TOOLS	3,000.00	0.00	0.00	3,000.00		0.00
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	101.70	0.00	9,898.30		1.02
206-336-751.000	PHONES	11,000.00	1,669.39	693.17	9,330.61		15.18
206-336-752.000	UTILITIES	14,000.00	2,138.09	762.74	11,861.91		15.27
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	5,505.93	4,121.89	34,494.07		13.76
206-336-761.000	BOAT MAINTENANCE	15,000.00	5,766.59	313.25	9,233.41		38.44
206-336-762.000	RADIO & PAGER R&R	6,500.00	0.00	0.00	6,500.00		0.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	2,995.89	314.44	13,004.11		18.72
206-336-764.000	BUILDING SECURITY	2,000.00	422.37	222.00	1,577.63		21.12
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	120.00	85.00	1,880.00		6.00
206-336-770.000	OFFICE EXPENSES	7,000.00	1,290.89	378.83	5,709.11		18.44
206-336-771.000	TECHNOLOGY	9,600.00	4,199.22	843.30	5,400.78		43.74
206-336-775.000	BUILDING INSPECTIONS	2,500.00	90.90	0.00	2,409.10		3.64
206-336-780.000	UNIFORMS	10,000.00	2,558.69	697.08	7,441.31		25.59
206-336-781.000	TURN OUT GEAR	25,000.00	0.00	0.00	25,000.00		0.00
206-336-785.000	EDUCATION	15,000.00	1,761.07	999.17	13,238.93		11.74
206-336-791.000	MEDICAL SUPPLY	10,000.00	800.96	0.00	9,199.04		8.01
206-336-795.000	FIRE PREVENTION	10,000.00	0.00	0.00	10,000.00		0.00
206-336-796.000	PHYSICALS	10,000.00	0.00	0.00	11,000.00		0.00

User: Peter

DB: Stfd

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2019	MONTH 09/30/2019	BALANCE	
Fund 206 - FIRE FUND						
Expenditures						
206-336-815.000	GENERAL INSURANCE	23,000.00	5,648.50	0.00	17,351.50	24.56
206-336-861.000	TAX CHARGE BACK	500.00	0.00	0.00	500.00	0.00
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	281.59	0.00	199,718.41	0.14
206-336-986.000	CAPITAL FUND TRANSFER	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 336 - FIRE FUND		1,446,000.00	201,413.30	62,991.55	1,244,586.70	13.93
TOTAL EXPENDITURES		1,446,000.00	201,413.30	62,991.55	1,244,586.70	13.93
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,446,000.00	8,623.73	247.81	1,437,376.27	0.60
TOTAL EXPENDITURES		1,446,000.00	201,413.30	62,991.55	1,244,586.70	13.93
NET OF REVENUES & EXPENDITURES		0.00	(192,789.57)	(62,743.74)	192,789.57	100.00

Chris Mantels

From: Greg Janik
Sent: Thursday, September 12, 2019 6:09 PM
To: Chris Mantels
Subject: Fwd: ISO Water Supply Difficulties
Attachments: Email Conversations Regarding ISO with Daryl.docx; Hydrant Flow Tests 2019 .xlsx; KLSWA Bill for ISO Flow Testing.docx; Hydrant Flow Testing Personnel Costs.xlsx; WS Pre Survey Flow Test Discrepancy.docx

Greg Janik
Fire Chief / Fire Marshal
Saugatuck Township Fire District

From: Greg Janik
Sent: Monday, September 2, 2019 11:08:47 AM
To: Richard LaBombard <rlabombard@ci.douglas.mi.us>; Kirk Harrier <kirk@saugatuckcity.com>; Griffin Graham <ggraham@saugatucktownship.org>
Cc: Chris Bernhardt (cbernhardt@saugatuckfire.org) <cbernhardt@saugatuckfire.org>
Subject: FW: ISO Water Supply Difficulties

Rich, Kirk and Griffin,

Please see the reports prepared by Lt. Chris Bernhardt concerning the ISO water supply difficulties experienced with KLSWA. Lt. Chris Bernhardt was assigned lead ISO Survey Water Supply team member. Please let Lt. Chris Bernhardt or me know if you have questions or need more information.
Thank you,
Greg

Please see the attachments that contain documentation of the challenges with attempting to obtain the required water supply information for the Insurance Services Office (ISO) Survey from KLSWA. As owners of the hydrant infrastructure, there is information in the attachments that should be of interest to you.

You should also be aware that we did not receive full credit for the ISO Survey water supply portion due to the absence of hydrant flow testing by KLSWA. The lack of full credit has the potential to negatively impact property insurance rates for all Fire District tax payers.

Break down of attached files:

- Email Conversations Regarding ISO with Daryl – Includes all emails, as written, between Daryl and myself since July 2nd, when this whole process began. I did include a little commentary for explanation but the emails are pretty much as is. I would be happy to provide the actual emails upon request.
- Hydrant flow tests 2019 – Includes the testing data for the 18 hydrants STFD tested, any issues found, and KLSWA's inspection record of those hydrants from May 2019
- KLSWA Bill for ISO Flow Testing – The cover letter for the actual invoice. *Note:* Crews experienced nine (9) hydrant issues out of the 18 randomly selected by ISO Surveyor Mr. Nathan Johnson.
- Hydrant Flow Testing Personnel Costs – Breakdown of costs including personnel and vehicles.

- WS Pre Survey Flow Test Discrepancy - Highlights the specific section of the Water Supply Pre-Survey that covers hydrant flow testing and the claim that KLSWA completes flow testing annually. It also states that we lost half of the available points because flow testing hasn't been done since 2011.

I know it's a lot, but it piles up pretty quickly. Let me know if you have any questions.

Thank you,

Christopher J. Bernhardt

Lieutenant

Saugatuck Township Fire District

3342 Blue Star Hwy.

Saugatuck, MI. 49453

Work: 269.857.3000

Cell: 616.218.9245

cbernhardt@saugatuckfire.org



The following is a record of correspondence between Daryl VanDyke, of the KLSWA, and Lt. Chris Bernhardt, of the STFD. I feel that this conversation is important for you to read and will help you understand the frustration I went through while trying to obtain the necessary documentation needed to fulfill ISO's Water Supply requirements. It is my strong belief that Daryl had absolutely no intention of cooperating with the Fire District in this matter. It would be an understatement to say that I am disappointed that someone in his position could be so negligent when it comes to serving in the best interests of this community.

Sincerely,

Lieutenant Christopher T. Bernhardt

DATE	CORRESPONDING EMAILS
------	----------------------

7/2/19

Chris:

Sorry to drop this on you but we have an upcoming ISO audit in early August. Can you please complete the attached form and get it back to us no later than July 19th, 2019. It is required by ISO and they have instructed us to have the water department complete it. Let me know if you have any questions, I appreciate it.

(Water Supply Pre-Survey was attached)

Daryl:

No problem. If there's something on the survey I can't answer I'll forward onto the engineers.

7/17/19

Chris:

I just wanted to check in and see how the water supply info for ISO was coming along. I'll be honest, I forgot it was due on the 19th. Let me know if there's anything I can do to help.

(No, I had not forgotten, I was being nice in case he had forgotten)

Daryl: (NO REPLY)

7/19/19 – Initial scheduled date of ISO audit

7/23/19

Daryl:

I've been on vacation the past week.

Chris:

I just wanted to remind you about the ISO Water Supply worksheets. We were able to buy a little more time from ISO with a small extension, so now the plan is to get everything turned in by August 1st. If there's anything I can do to help, please let me know.

(This is the first time Daryl was made aware of the audit being rescheduled. Please note, this is four days past when the audit was supposed to be, and we still had not received anything from KLSWA)

Daryl:

The GIS data will not be able to be supplied by KLSWA via any number of emails. The data is way toooooo large to send via email. I'm letting ISO know that they will need to contact Fleis & VandenBrink for the GIS data. I'll be forwarding some additional study information for them to peruse.

7/24/19

Chris:

Ok. It sounds like we need either hydrant/pump/pressure zone maps OR GIS data, not both. Would it be easier to just print maps?

Daryl:

Maps are antiquated forms of information. ISO prefers GIS, if available. It should not be an issue for ISO to be provided GIS data from F&V.

Chris:

Ok, if you think that's best, that works for me.

7/26/19

Daryl:

I've attached the preliminary data for the Preliminary ISO Report. I've attached the Reliability Study which reflects the hydraulic model of the water system and the flows. They typically contact the water system directly at which time I will discuss with ISO how and with whom to acquire the GIS data files for their report.

(Water Supply Pre-Survey and Reliability Report were attached to the email)

7/31/19

Chris:

That's great. Thanks for putting that together. The survey says that we are going to need to be able to show the last three years of hydrant testing. Are those records able to be emailed, or are they something I can pick up and scan? I really appreciate your assistance with all of this.

Daryl: (NO REPLY)

8/9/19

(I emailed Mr. Johnson, our ISO auditor, my questions and concerns regarding the information required to be submitted by KLSWA.)

8/12/19

In the late afternoon, STFD learned that the ISO audit would be pushed back from the 14th to the 21st

Later that evening: *(Mr. Johnson emailed me back and said It would be easier for him to discuss this on the phone rather than email, so I called him.)*

8/13/19

Chris: *(Chief Janik was CC'ed)*

I talked to Nate Johnson yesterday, our ISO auditor, and he laid out some very specific requirements that he needs from KLSWA. This is directly from his mouth.

1. He needs you to contact F/V and have them take all the GIS data and load it into a zip folder, then email it to him prior to the audit date. The zip folder will compress the files and make it possible to email that much data. At the same time it would be great if they could CC myself or Chief Janik on the same email.
2. When he comes to Saugatuck, which has been rescheduled for August 21st, he needs to see the last complete cycle of flow testing of the entire system. He was adamant that he needs his own copy of that data and that it is comprised of a complete cycle, even if that cycle spans over two or three years.

Believe me we're not trying to make more work for anybody but these are ISO's requirements. I have included Mr. Johnson's contact information for you to pass onto F/V, and copied him on this email. If you have any questions please let me know.

Chief Janik:

Is there a problem with the information process?

Daryl:

There is no problem from the KLSWA. I am insuring that all security of data is maintained properly. Is this data needed by end of the day?

Chris:

If you could have F/V email that data over to Mr. Johnson before the weekend that would be great. We would also appreciate a copy of the complete cycle of flow testing before the weekend as well, if possible. That will allow us a couple of days to compile all of the information for the audit on Wednesday. For your piece of mind, all data obtained from KLSWA will be stored in a secure area.

Daryl:

Thanks Chris

(For the first time in the entire process Daryl mentioned that Nate would need to sign a release form to gain access to the GIS data from F/V. Keep in mind Daryl had no knowledge that the audit had again been rescheduled until the 21st until 8/13/19, the day before the audit was to take place. This is something that should have been brought to our attention prior to the July 19th date.)

8/14/19 – Amended date of ISO audit

8/16/19

Chris:

Mr. Johnson,

Daryl from KLSWA was supposed to send you a release form so that the engineering firm Fleis & Vandenbrink (F/V) can email you the GIS data. I just wanted to verify that you received that form. Sorry to bug you.

Nate:

I will forward the signed form Monday.

8/21/19 – Actual ISO audit

8/21/19

Nate to Chris:

Good morning sir. I have attached the requested signed document for you. Please let me know if there is anything else needed from me.

Chris to Daryl:

I received the signed waiver from Mr. Johnson this morning and I have attached it to this email. Can you please confirm that you received this email just so I know that you did get the waiver.

Also, Mr. Johnson is scheduled to be here at 2:00 PM this afternoon. Can you please plan on stopping by the fire station around that time to pass along any data you have to Mr. Johnson.

(The signed KLSWA GIS data release agreement was attached)

Daryl:

Thank you Chris for the communication. The KLSWA will deliver KLSWA documents to the ISO while the ISO officer is on-site today at the STFD offices.

The audit began at 2:00 pm and around 2:10 two KLSWA employees showed up at the station with three boxes, while Daryl remained in his vehicle. I went to greet them and bring the boxes upstairs, but they insisted that Nate had to come downstairs, sign a chain of custody form, and carry them upstairs himself. Although agitated, he complied. Once upstairs he opened the boxes, flipped through the contents, and within ninety seconds, and noticeably annoyed, stated that this is not what he had asked for. He then moved on with the audit. In order to help us save a few points, he selected eighteen different sites that we could test hydrant flows. He went with us to a hydrant in front of Spectators and demonstrated how to obtain the data he needed. STFD personnel, who had been called in on very short notice, worked into the late evening flow testing hydrants, with the day shift finally completing the testing around noon the next day.

Please reference the attached files:

- ***“Hydrant Flow Testing Personnel Costs” for a breakdown of the fees incurred by the Fire Department***
- ***“Hydrant Flow Tests 2019” for the results of the testing and the issues we encountered***
- ***“KLSWA Bill for ISO Flow Testing” a drafted cover letter for the reimbursement of Fire Department expenses***
- ***“WS Pre Survey Flow Test Discrepancy” undeniably misleading information from KLSWA regarding the completion of flow testing***



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Hydrant Flow Testing Personnel & Equipment Costs

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container		Total
1 Chief Officer(s)	1	1	\$	52.53	\$ 52.53
1 Fire Officer(s)	3	3	\$	34.14	\$ 102.42
1 Fire Officer(s)	7.5	7.5	\$	34.14	\$ 256.05
1 Fire Officer(s)	5.5	5.5	\$	34.14	\$ 187.77
2 Firefighter(s)	2	4	\$	31.52	\$ 126.08
2 Firefighter(s)	1	2	\$	31.52	\$ 63.04
0 2112 - Engine #2	1	1	\$	225.00	\$ 225.00
0 2141 - Tanker #1	1	0	\$	150.00	\$ -
0 2141 - Tanker #2	1	0	\$	150.00	\$ -
0 Aerial Ladder Truck	1	0	\$	375.00	\$ -
0 2171 Command #1	1	0	\$	50.00	\$ -
0 2172 Command #2	1	0	\$	50.00	\$ -
0 2173 Command #3	1	1	\$	50.00	\$ 50.00
0 2131 Brush #1	1	0	\$	65.00	\$ -
0 2132 Brush #2	1	0	\$	65.00	\$ -
0 2133 Brush #3	1	0	\$	65.00	\$ -
0 2121 Utility Truck (Mule)	1	0	\$	55.00	\$ -
0 2123 Traffic Control Traile	1	0	\$	50.00	\$ -
2124 (MDOT Trailer)	1	0	\$	75.00	\$ -
0 2191 Fire Boat #1	1	0	\$	300.00	\$ -
0 2192 Fire Boat #2	1	0	\$	125.00	\$ -
0 2193 Fire Boat #3	1	0	\$	75.00	\$ -
0 Fire Extinguisher Rental	1	0	\$	7.00	\$ -
0 Exit Sign Rental	1	0	\$	10.00	\$ -
0 Tent Inspection (Reg Bus Hrs)	1	0	\$	50.00	\$ -
0 Tent Inspection (After Hrs)	1	0	\$	75.00	\$ -
0 Fireworks Barge Inspection	1	0	\$	75.00	\$ -
0 Salvage Covers	1	0	\$	45.00	\$ -
0 Foam	1	0	\$	75.00	\$ -
0 Oil Dry Bags	1	0	\$	15.00	\$ -
0 Postage fee	1	0	\$	20.00	\$ -
0 Document Preparation	1	0	\$	50.00	\$ -

Total:

Page 18 of 20

\$

1,062.89



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Funding Approval Form

September 11th, 2019

ITEM DESCRIPTION:

Motorola Radios and Headsets

PRIORITY:

High

QUALITY FACTORS:

The Fire District Administrative Board approved the application of the FEMA Assistance to Firefighter Grant on January 15th, 2018 for radios and headsets. The motion approved a funding match commitment for FY2019 in the amount of \$7,210.00.

Due to the extended review period for FEMA this year for grant awards, we have crossed fiscal years, and Fire District staff are requesting a new approval to expend the grant match in FY2020.

BUDGETED:

Budget – Capital Plan – Radios – 2020 Budget Year

FUNDING SOURCE(S):

Budget – \$6,177.91

FEMA Assistance to Firefighters Grant - \$123,558.09

TOTAL - \$129,736.00

SAMPLE MOTION:

I _____ motion to approve the Fire District staff purchase additional Motorola radios, and headsets for all large apparatus in a not to exceed amount of \$129,736.00, using \$123,558.09 in FEMA Grant funds, and a Fire District Match of \$6,177.91.

REQUESTER:

Deputy Chief Chris Mantels

Fire Board Vote - Date: _____

Motion: _____

YEAS: _____

NAYS: _____

ABSENT: _____

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Chris Mantels
Saugatuck Township Fire District
3342 Blue Star Hwy.
Saugatuck, MI 49453



EMW-2018-FO-03285

Dear Chris Mantels,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) funding opportunity has been approved in the amount of \$123,558.09 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00 percent of the Federal funds awarded, or \$ 6,177.91 for a total approved budget of \$ 129,736.00 . Please see the FY 2018 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, which appears to read "Bridget Bean", is written over a light blue horizontal line.

Bridget Bean
Acting Assistant Administrator
Grant Programs Directorate