



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

FIRE DISTRICT BOARD MEETING

4:00pm – February 17th, 2020

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. **January 20th, 2020**
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 26 fatal fires year to date for 2020, 18 since last meeting.**
 - C. **Grant Applications**
 1. **MFFTC – Live Fire Training Facility**
 - i. **Not enough funding, if more becomes available, we will be awarded \$10,000.**
 - D. **Certifications**
 1. **Chris Bernhardt – Fire Instructor 1, Fire Inspector 1**
 2. **John Mileskiewicz – Fire Instructor 1**
 3. **Elliott Sturm – Fire Instructor 1**
 4. **Scott Seymour – Fire Instructor 1**
 5. **Bill McGowan – EMT/B**
 - E. **Michigan Public Safety Communication System Interoperability Board Conference**
 - F. **Appreciation Dinner – March 28th, 2020 – 6:00pm**
10. Unfinished Business:
 - A. **Healthcare Facility Responses Update**
 - B. **IFC BOA Update**
11. New Business:
 - A. **Plan Review & Inspection Fee Approvals (Roll Call Vote)**
 1. **Previous Plan Review & Inspection Fee Schedule**
 2. **Draft Plan Review & Inspection Fee Schedule for Fire Board approval**
 - B. **Cost Recovery Fee Approvals (Roll Call Vote)**
 1. **Previous Cost Recovery Fee Schedule**
 2. **Draft Cost Recovery Fee Schedule for Fire Board approval**
12. Correspondence:
 - A. **Mary Whiteford**
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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Item # 6A



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

FIRE DISTRICT BOARD MEETING

4:00pm – January 20th, 2020

DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, A. Miller
ABSENT with Notice: None
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 Beckman to approve the agenda as presented. No discussion. All approved, motion carries unanimously.**
6. Approval of Minutes:
 - A. **December 16th, 2019**
 - a. **Motion by Fox, 2nd by Aldrich to approve the minutes of the 12/16/2019 meeting as presented. No discussion, motion carries unanimously.**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
8. **Special Guest Speaker – Audit Review**
 - A. **Dan Veldhuizen of Siegfried Crandall P.C.**
 1. **Chief Janik and P. Stanislawski do an excellent job of being fiscally responsible for the Saugatuck Township Fire District's assets and are great to work with.**
 2. **Auditors opinions were reviewed and presented fairly.**
 3. **Dan reviewed key points of the audit and subsequent letter.**
 4. **The fund balance at 62% is healthy, and certainly not excessive.**
 5. **Net Pension liability is \$139,000, which is about 72% funded or a good position to be in.**
 6. **Discussion ensued.**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps, 2nd by Beckman to pay the invoices in the amount of \$104,330.30. Discussion ensued.
YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, Miller
NAYS: None
ABSENT with Notice: None
Motion passes 7:0
 - B. **Financial Report**
 - i. **Financial report was reviewed by P. Stanislawski**



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10. Fire Chief Comments:

A. Incident Reports / Calls to Date / Overlapping Calls

1. Year end 2019 stats were reviewed.

B. Year End Stats 2019

1. Incident report statistics year end for 2019 were reviewed
2. 977 calls for year end 2019 – highest responder in Allegan County
 - i. Up 8% in 2019 from 2018.
3. Motor vehicle incidents were up 17% in 2019 from 2018.
4. 258 – Overlapping incidents for 2019.
5. Healthcare facility responses were reviewed. Discussion ensued about increasing volume. Chief Janik will work to set a meeting with the facility administrator(s).
6. 5:40 – average response time year to date for 2019.

C. Cost Recovery Filings 2019

D. Community Risk Reduction

1. State of Michigan experienced 102 fatal fires year to date for 2019, 7 since last meeting.
2. CRR Year End Stats
 - i. Rental Inspections
 - ii. Plan Reviews/Project/Construction Inspections
 - iii. Smoke Alarm & Address Sign Installs
 1. Year-end CRR/Inspection statistics were reviewed.

E. PFAS/AFFF Foam has been removed from site

1. 125 gallons was removed free of charge by the State of Michigan.

F. Department and personnel MDHHS EMS licenses and CPR/AED Certifications are all current.

G. Grant Applications

1. MFFTC – Live Fire Training Facility
2. MMRMA – Apparatus Chevron, Inspector Classes, Live Fire Training Facility
3. Entergy – Live Fire Training Facility Re-Submittal
4. Macatawa Area Coordinating Council – Live Fire Training Facility
 - i. Request by the board to add status of applied for, received, or denied to the grant updates.

11. Unfinished Business:

A. Fire Board and Fire Code Board of Appeals Member Pay Rates

1. Motion by Phelps, 2nd by Fox to increase the Fire Board member pay rate to \$50.00 per meeting. Discussion ensued.

YAYS: Phelps, Fox, Beckman, Aldrich, Fox, Verplank, Pullen, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

2. Motion by Pullen, 2nd by Phelps to begin paying the Fire Code Board of Appeals Members \$50.00 per hour per meeting, with a one-hour minimum, and a 2-hour maximum. Discussion ensued.

YAYS: Pullen, Phelps, Aldrich, Beckman, Fox, Verplank, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0



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12. New Business:

A. Funding Approval Request – FLIR Thermal Imaging Camera - \$7,799.00 (Roll Call Vote)

Motion by Pullen, 2nd by Fox to authorize Fire District staff to purchase the FLIR K65 Thermal Imaging Camera for Truck #2171 with a not to exceed amount of **\$7,500.00**. (Roll Call Vote)

YAYS: Pullen, Fox, Aldrich, Beckman, Verplank, Phelps, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

B. Schedule Changes – Full Time Staff

1. Trying to reduce number of hours full-time staff are at station over duty weekends. Often exceeds 14 days in a row and 150 hours.
2. Beginning February 1st, three of the full-time staff will go to a 24-hour shift.
3. We will be losing the clerk at the front desk, as they will be out on the floor.
4. Staff have looked at several options, and this is the one Chief plans to try for 3 months.

C. Lucy/Water Street Boat Dock Update

1. The Lucy/Water Street end committee met twice over the past two weeks and reviewed presentations from both Retro Boats and the Fire District.
2. At the meeting last Thursday, the committee unanimously approved to license 15 feet of the Lucy street end to Retro Boats, and 18 feet of the Lucy street end to the Fire District.
3. At the meeting, the committee also unanimously approved the “L” Shaped dock proposal of the Fire District in its existing location.
4. These committee approvals still need to be approved by the full Saugatuck City Council.
5. Discussion ensued.
6. Fox believes this was the best solution that everyone should be happy with.

D. Personnel Discussion – (It is anticipated that the Fire Board may enter into closed session.)

1. Motion by Phelps, 2nd by Pullen to enter into closed session. No discussion. Motion carries unanimously.
2. Motion by Phelps, 2nd by Pullen to exit closed session. No Discussion. Motion carries unanimously.

E. Personnel Discussion – Open Session Vote

1. Motion by Fox, 2nd by Beckman, based on careful consideration by the board and based on the recent performance evaluation that the Chief Janik's salary be increased to \$80,000 per year retroactive to July 1st, 2019. Additionally, the salary will be reviewed within 6 months to analyze data of similar positions in West Michigan.

YAYS: Fox, Beckman, Aldrich, Verplank, Phelps, Pullen, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

F. Fire Board Member and Fire Board Group Photo (at close of meeting)

1. Completed downstairs in truck bay.

13. Correspondence:

A. None



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14. Public Comments: (Limit 3 minutes): **None**

15. Fire Board Comments:

- A.** Fox thinks the biggest thing that needs to be brought back to municipalities from the auditor's report is how well the District operates and how cost effective Chief Janik, his staff, and Peter do with the financials.

16. Adjournment:

- A. Meeting adjourned at 5:56pm**

NOTICE

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DRAFT

02/14/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/21/2020 - 02/17/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
01/22/2020	DD2662(A)	ALDRICH, STACEY	DEC PAYROLL	25.42
01/22/2020	DD2663(A)	BEEK, HEATHER	DEC PAYROLL	730.41
01/22/2020	DD2664(A)	BERNHARDY, CHRISTOPHER	DEC PAYROLL	494.25
01/22/2020	DD2665(A)	BETTS, MICHAEL	DEC PAYROLL	892.51
01/22/2020	DD2666(A)	BLATT, DAVID	DEC PAYROLL	913.48
01/22/2020	DD2667(A)	BLOK, MICHAEL	DEC PAYROLL	1,041.29
01/22/2020	DD2668(A)	DEMOND, KALEB	DEC PAYROLL	652.53
01/22/2020	DD2669(A)	DORNBUSH, KALEIGH	DEC PAYROLL	371.22
01/22/2020	DD2670(A)	ENGLAND, MICHAEL	DEC PAYROLL	437.42
01/22/2020	DD2671(A)	GARGANO, CHRISTINE	DEC PAYROLL	292.57
01/22/2020	DD2672(A)	GARGANO, MARK	DEC PAYROLL	403.82
01/22/2020	DD2673(A)	GREEN, MICHELLE	DEC PAYROLL	2,038.14
01/22/2020	DD2674(A)	GROENDYKE, BRET	DEC PAYROLL	130.64
01/22/2020	DD2675(A)	JANIK, GREG	DEC PAYROLL	3,030.20
01/22/2020	DD2676(A)	KIRCHERT, ERIK	DEC PAYROLL	1,364.65
01/22/2020	DD2677(A)	MANTELS, CHRISTOPHER	DEC PAYROLL	711.78
01/22/2020	DD2678(A)	MARR, SEAN	DEC PAYROLL	601.83
01/22/2020	DD2679(A)	MCGOWAN, WILLIAM	DEC PAYROLL	193.06
01/22/2020	DD2680(A)	MEISTE, JAMES	DEC PAYROLL	493.42
01/22/2020	DD2681(A)	MEYER, KYLE	DEC PAYROLL	858.20
01/22/2020	DD2682(A)	MILESKEWICZ, JOHN	DEC PAYROLL	888.77
01/22/2020	STUB72(A)	MINNIEAR, HARRY	DEC PAYROLL	0.00
01/22/2020	DD2683(A)	MOKMA, WAYNE	DEC PAYROLL	508.94
01/22/2020	DD2684(A)	PINA, ALYSSA	DEC PAYROLL	613.83
01/22/2020	STUB73(A)	REWA, LANDON	DEC PAYROLL	0.00
01/22/2020	DD2685(A)	SEYMOUR, SCOTT	DEC PAYROLL	716.47
01/22/2020	DD2686(A)	STARRING, LINUS	DEC PAYROLL	649.16
01/22/2020	DD2687(A)	STURM, ELLIOTT	DEC PAYROLL	867.97
01/22/2020	DD2688(A)	VAN AUKEN, LAUREL	DEC PAYROLL	519.29
01/22/2020	DD2689(A)	VERPLANK, JANE	DEC PAYROLL	26.42
01/22/2020	DD2690(A)	WILKINSON, ERIN	DEC PAYROLL	376.10
01/22/2020	EFT690(E)	457 MERS	DEC PAYROLL	4,485.02
01/22/2020	EFT691(E)	MISDU	DEC PAYROLL	217.86
01/22/2020	EFT692(E)	IRS	DEC PAYROLL	6,476.12
01/24/2020	DD2691(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.28
01/24/2020	DD2692(A)	BETTS, MICHAEL	PAYROLL	1,004.75
01/24/2020	DD2693(A)	JANIK, GREG	PAYROLL	2,142.11
01/24/2020	DD2694(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.79
01/24/2020	DD2695(A)	MEYER, KYLE	PAYROLL	1,234.27
01/24/2020	DD2696(A)	MILESKEWICZ, JOHN	PAYROLL	1,234.26
01/24/2020	EFT693(E)	457 MERS	PAYROLL	1,515.53
01/24/2020	EFT694(E)	MISDU	PAYROLL	217.86
01/24/2020	EFT695(E)	IRS	PAYROLL	2,948.00
01/24/2020	EFT696(E)	MERS	PAYROLL	3,596.06

02/14/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/21/2020 - 02/17/2020				
Check Date	Check	Vendor Name	Description	Amount
01/24/2020	EFT697(E)	STATE OF MICHIGAN	PAYROLL	3,081.64
01/25/2020	EFT698(E)	STATE OF MICHIGAN	PAYROLL	2,181.83
01/31/2020	1634(E)	MACATAWA BANK	BANKING FEES	109.60
01/31/2020	1635(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	388.18
02/07/2020	DD2697(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.27
02/07/2020	DD2698(A)	BETTS, MICHAEL	PAYROLL	1,004.75
02/07/2020	DD2699(A)	JANIK, GREG	PAYROLL	2,142.10
02/07/2020	DD2700(A)	MANTELS, CHRISTOPHER	PAYROLL	2,729.25
02/07/2020	DD2701(A)	MEYER, KYLE	PAYROLL	1,234.27
02/07/2020	DD2702(A)	MILESKEWICZ, JOHN	PAYROLL	1,234.27
02/07/2020	EFT699(E)	457 MERS	PAYROLL	1,558.85
02/07/2020	EFT700(E)	MISDU	PAYROLL	217.86
02/07/2020	EFT701(E)	IRS	PAYROLL	3,142.58
02/12/2020	DD2703(A)	ALDRICH, STACEY	JAN PAYROLL	25.43
02/12/2020	DD2704(A)	BALES, WENDY	JAN PAYROLL	575.42
02/12/2020	DD2705(A)	BECKMAN, ERIC	JAN PAYROLL	154.98
02/12/2020	DD2706(A)	BEEK, HEATHER	JAN PAYROLL	437.45
02/12/2020	DD2707(A)	BERNHARDY, CHRISTOPHER	JAN PAYROLL	1,368.34
02/12/2020	DD2708(A)	BETTS, MICHAEL	JAN PAYROLL	514.59
02/12/2020	DD2709(A)	BLATT, DAVID	JAN PAYROLL	810.35
02/12/2020	DD2710(A)	BLOK, MICHAEL	JAN PAYROLL	699.34
02/12/2020	DD2711(A)	BRINK, CHAD	JAN PAYROLL	277.29
02/12/2020	DD2712(A)	DEMOND, KALEB	JAN PAYROLL	299.54
02/12/2020	DD2713(A)	DORNBUSH, KALEIGH	JAN PAYROLL	166.47
02/12/2020	DD2714(A)	ENGLAND, MICHAEL	JAN PAYROLL	566.43
02/12/2020	DD2715(A)	GARGANO, CHRISTINE	JAN PAYROLL	402.16
02/12/2020	DD2716(A)	GARGANO, MARK	JAN PAYROLL	530.53
02/12/2020	DD2717(A)	GREEN, MICHELLE	JAN PAYROLL	1,358.86
02/12/2020	DD2718(A)	GROENDYKE, BRET	JAN PAYROLL	130.65
02/12/2020	DD2719(A)	JANIK, GREG	JAN PAYROLL	1,138.98
02/12/2020	DD2720(A)	KIRCHERT, ERIK	JAN PAYROLL	1,235.90
02/12/2020	DD2721(A)	MANTELS, CHRISTOPHER	JAN PAYROLL	811.77
02/12/2020	DD2722(A)	MARR, SEAN	JAN PAYROLL	552.27
02/12/2020	DD2723(A)	MCGOWAN, WILLIAM	JAN PAYROLL	179.46
02/12/2020	DD2724(A)	MEISTE, JAMES	JAN PAYROLL	455.77
02/12/2020	DD2725(A)	MEYER, KYLE	JAN PAYROLL	608.71
02/12/2020	DD2726(A)	MILESKEWICZ, JOHN	JAN PAYROLL	695.61
02/12/2020	DD2727(A)	MILLER, AARON	JAN PAYROLL	157.58
02/12/2020	DD2728(A)	MOKMA, WAYNE	JAN PAYROLL	454.13
02/12/2020	20120	PHELPS, DONALD	JAN PAYROLL	26.42
02/12/2020	DD2729(A)	PINA, ALYSSA	JAN PAYROLL	611.97
02/12/2020	DD2730(A)	PULLEN, TARUE	JAN PAYROLL	26.42
02/12/2020	STUB74(A)	REWA, LANDON	JAN PAYROLL	0.00
02/12/2020	DD2731(A)	SEYMOUR, SCOTT	JAN PAYROLL	726.66
02/12/2020	DD2732(A)	STARRING, LINUS	JAN PAYROLL	984.91
02/12/2020	DD2733(A)	STURM, ELLIOTT	JAN PAYROLL	568.82

02/14/2020				
CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/21/2020 - 02/17/2020				
Check Date	Check	Vendor Name	Description	Amount
02/12/2020	DD2734(A)	VAN AUKEN, LAUREL	JAN PAYROLL	613.81
02/12/2020	DD2735(A)	VERPLANK, JANE	JAN PAYROLL	158.58
02/12/2020	DD2736(A)	WILKINSON, ERIN	JAN PAYROLL	592.58
02/12/2020	EFT702(E)	457 MERS	JAN PAYROLL	2,936.20
02/12/2020	EFT703(E)	MISDU	JAN PAYROLL	217.86
02/12/2020	EFT704(E)	IRS	JAN PAYROLL	5,335.56
02/13/2020	DD2737(A)	BERNHARDY, CHRISTOPHER	JAN PAYROLL	564.80
02/17/2020	20121	CHEMICAL BANK	TRUCK PAYMENT	42,062.92
02/17/2020	20122	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	1,346.13
02/17/2020	20123	GRAPHIX EMBROIDERY INC	UNIFORMS	145.00
02/17/2020	20124	IHLE AUTO PARTS	SUPPLIES	97.56
02/17/2020	20125	WEST MICHIGAN OFFICE INTERIORS	OFFICE EQUIPMENT	789.00
02/17/2020	20126	SAUGATUCK COLLISION	2173 PAINT	1,822.18
02/17/2020	20127	ALLEGAN GENERAL HOSPITAL	MEDICAL	317.28
02/17/2020	20128	WORKING FIRE FURNITURE & MATTE	FURNITURE	1,998.00
02/17/2020	20129	RICHARD ANNIS OD PC	SAFETY GLASSES	130.40
02/17/2020	20130	OVERISEL LUMBER CO	REPAIRS	7.47
02/17/2020	20131	RHINO PRODUCTS INC	TRAUMA BAG	242.30
02/17/2020	20132	STANDARD	INSURANCE	656.63
02/17/2020	1636(E)	COMCAST	TELEPHONES	171.54
02/17/2020	1637(E)	CONSUMERS ENERGY	FIRE STATION	558.67
02/17/2020	1638(E)	CONSUMERS ENERGY	BOAT DOCK	63.44
02/17/2020	1639(E)	FIRST BANKCARD	OFFICE	6,799.87
02/17/2020	1640(E)	KAL LAKE SEWER WATER	WATER	217.19
02/17/2020	1641(E)	MENARDS	REPAIR MAINTENANCE	269.03
02/17/2020	1642(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	435.05
02/17/2020	1643(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,659.45
02/17/2020	1644(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	115.75
02/17/2020	1645(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	315.86
02/17/2020	1646(A)	ALARM 5	SCBA FLOWTEST	2,143.00
02/17/2020	1647(A)	APPLIED IMAGING	COPIER USE	328.51
02/17/2020	1648(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,800.00
02/17/2020	1649(A)	ETNA SUPPLY	PVC PIPE	169.13
02/17/2020	1650(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	99.77
02/17/2020	1651(A)	MCKESSON	MEDICAL SUPPLIES	1,267.77
02/17/2020	1652(A)	MOTOROLA SOLUTIONS INC	SPEAKER MICRO PHONES	807.00
02/17/2020	1653(A)	NFPA	CODE BOOKS	71.55
02/17/2020	1654(A)	LORRIE PASTOOR	CLEANING	225.00
02/17/2020	1655(A)	PRAXAIR	CYLINDER RENTAL	137.64
02/17/2020	1656(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	104.00
Total of 130 Checks:				165,691.84
Less 2 Void Checks:				4,449.98
Total of 128 Disbursements:				161,241.86

Vendor Name	Description	Amount
1. ALARM 5	SCBA FLOWTEST	2,143.00
2. ALLEGAN GENERAL HOSPITAL	MEDICAL	317.28
3. APPLIED IMAGING	COPIER USE	328.51
4. BLOOM SLUGGETT PC	LEGAL FEES	1,800.00
5. CHEMICAL BANK	TRUCK PAYMENT	42,062.92
6. COMCAST	TELEPHONES	171.54
7. CONSUMERS ENERGY	FIRE STATION	558.67
	BOAT DOCK	63.44
	TOTAL	622.11
8. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	517.01
	GASOLINE & DIESEL	829.12
	TOTAL	1,346.13
9. ETNA SUPPLY	PVC PIPE	169.13
10. FIRST BANKCARD	UNIFORMS, TRAINING & REPAIRS	4,883.71
	REPAIRS, TRAINING & UNIFORMS	1,672.37
	OFFICE	185.44
	OFFICE	58.35
	TOTAL	6,799.87
11. GRAPHIX EMBROIDERY INC	UNIFORMS	145.00
12. IHLE AUTO PARTS	SUPPLIES	97.56
13. KAL LAKE SEWER WATER	WATER	217.19
14. LORRIE PASTOOR	CLEANING	225.00
15. MACATAWA BANK	BANKING FEES	109.60
16. MCKESSON	MEDICAL SUPPLIES	1,267.77
17. MENARDS	REPAIR MAINTENANCE	269.03
18. MICHIGAN GAS UTILITIES	NATURAL GAS	435.05
19. MOTOROLA SOLUTIONS INC	SPEAKER MICRO PHONES	807.00
20. NFPA	CODE BOOKS	71.55
21. OVERISEL LUMBER CO	REPAIRS	7.47
22. PRAXAIR	CYLINDER RENTAL	137.64
23. PRIORITY HEALTH	HEALTH INSURANCE	2,659.45
24. REPUBLIC SERVICES 240	TRASH & RECYCLING	115.75
25. RHINO PRODUCTS INC	TRAUMA BAG	242.30

Vendor Name	Description	Amount
26. RICHARD ANNIS OD PC	SAFETY GLASSES	130.40
27. SAUGATUCK COLLISION	2173 PAINT	1,822.18
28. SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	99.77
29. STANDARD	INSURANCE	656.63
30. VERIZON WIRELESS	CELL PHONES & MODEMS	388.18
	CELL PHONES & MODEMS	315.86
	TOTAL	704.04
31. WEST MICHIGAN OFFICE INTERIORS	OFFICE EQUIPMENT	789.00
32. WEST MICHIGAN UNIFORM	SHOP TOWELS	104.00
33. WORKING FIRE FURNITURE & MATTRESS	FURNITURE	1,998.00
TOTAL - ALL VENDORS		68,871.87
FUND TOTALS:		
Fund 206 - FIRE FUND		68,871.87

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 02/29/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	PREV YEAR % BDGT USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	353,500.00	233,415.65	47,351.59	120,084.35	66.03	95.09
206-000-402.000	SAUGATUCK TOWNSHIP	716,000.00	477,180.39	121,774.47	238,819.61	66.65	53.37
206-000-403.000	DOUGLAS CITY	360,500.00	215,027.12	0.00	145,472.88	59.65	86.55
206-000-450.000	FIRE SERVICES	3,000.00	3,150.31	0.00	(150.31)	105.01	395.48
206-000-460.000	INSPECTION & PLAN REVIEW FEES	6,000.00	3,308.00	150.00	2,692.00	55.13	113.30
206-000-465.000	COST RECOVERY	5,000.00	6,514.59	0.00	(1,514.59)	130.29	121.21
206-000-560.000	GRANTS & DONATIONS	0.00	82,995.25	79,636.00	(82,995.25)	100.00	99.47
206-000-665.000	INTEREST	2,000.00	4,697.35	0.00	(2,697.35)	234.87	100.72
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00	120.00
Total Dept 000		1,446,000.00	1,026,288.66	248,912.06	419,711.34	70.97	72.73
TOTAL REVENUES		1,446,000.00	1,026,288.66	248,912.06	419,711.34	70.97	72.73
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,150.00	1,620.00	630.00	1,530.00	51.43	55.00
206-336-704.000	CHIEF SALARY	73,290.00	48,107.04	3,076.92	25,182.96	65.64	62.91
206-336-705.000	OFFICER SALARIES	9,000.00	3,725.78	564.99	5,274.22	41.40	39.17
206-336-708.000	CAREER FIREFIGHTER	245,000.00	143,328.38	9,269.85	101,671.62	58.50	58.51
206-336-709.000	OPERATIONAL WAGES	45,000.00	35,693.90	5,899.53	9,306.10	79.32	66.42
206-336-709.500	PAID ON CALL STIPEND	115,000.00	47,266.89	7,569.12	67,733.11	41.10	0.00
206-336-710.000	FIRE CALLS	60,000.00	29,614.90	4,039.75	30,385.10	49.36	77.47
206-336-711.000	MEDICAL CALLS	30,000.00	17,577.61	2,249.58	12,422.39	58.59	53.80
206-336-712.000	TRAINING	23,000.00	16,580.57	1,440.00	6,419.43	72.09	51.88
206-336-713.000	SPECIAL EVENTS	10,000.00	9,071.07	918.46	928.93	90.71	75.48
206-336-720.000	PAYROLL TAXES	50,000.00	29,794.21	3,210.54	20,205.79	59.59	66.20
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	50,870.71	5,288.08	24,129.29	67.83	63.62
206-336-722.000	WORKER COMP INSURANCE	40,000.00	23,814.10	0.00	16,185.90	59.54	80.34
206-336-723.000	RETIREMENT	62,360.00	41,385.98	3,275.92	20,974.02	66.37	66.84
206-336-727.000	OPERATING SUPPLIES	18,000.00	16,946.34	1,950.94	1,053.66	94.15	75.23
206-336-728.000	GAS & OIL	12,000.00	7,786.34	1,346.13	4,213.66	64.89	59.11
206-336-730.000	PROFESSIONAL SERVICES	25,000.00	13,504.95	2,025.00	11,495.05	54.02	72.20
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	11,939.69	2,150.47	3,060.31	79.60	73.02
206-336-745.000	STATION TOOLS	3,000.00	1,650.10	17.95	1,349.90	55.00	9.05
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	463.51	55.00	9,536.49	4.64	73.97
206-336-751.000	PHONES	11,000.00	6,338.29	547.40	4,661.71	57.62	64.85
206-336-752.000	UTILITIES	14,000.00	8,246.34	1,390.10	5,753.66	58.90	63.40
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	20,200.68	907.13	19,799.32	50.50	55.70
206-336-761.000	BOAT MAINTENANCE	15,000.00	6,514.67	182.63	8,485.33	43.43	47.14
206-336-762.000	RADIO & PAGER R&R	6,500.00	1,528.56	807.00	4,971.44	23.52	28.87
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	15,004.05	901.50	995.95	93.78	43.21
206-336-764.000	BUILDING SECURITY	2,000.00	1,780.72	71.55	219.28	89.04	60.15
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	2,292.63	27.24	(292.63)	114.63	116.43
206-336-770.000	OFFICE EXPENSES	7,000.00	6,237.96	780.94	762.04	89.11	42.48
206-336-771.000	TECHNOLOGY	9,600.00	12,321.58	329.92	(2,721.58)	128.35	80.03
206-336-775.000	BUILDING INSPECTIONS	2,500.00	286.87	0.00	2,213.13	11.47	153.17
206-336-780.000	UNIFORMS	10,000.00	8,793.41	771.93	1,206.59	87.93	86.36
206-336-781.000	TURN OUT GEAR	25,000.00	5,301.94	13.99	19,698.06	21.21	94.16
206-336-785.000	EDUCATION	15,000.00	8,900.34	678.76	6,099.66	59.34	72.79
206-336-791.000	MEDICAL SUPPLY	10,000.00	12,551.32	1,976.50	(2,551.32)	125.51	68.80
206-336-795.000	FIRE PREVENTION	10,000.00	4,413.21	281.95	5,586.79	44.13	98.75

User: Peter

DB: Stfd

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 02/29/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	PREV YEAR % BDGT USED
Fund 206 - FIRE FUND							
Expenditures							
206-336-796.000	PHYSICALS	11,000.00	0.00	0.00	11,000.00	0.00	33.89
206-336-815.000	GENERAL INSURANCE	23,000.00	21,881.00	0.00	1,119.00	95.13	52.21
206-336-861.000	TAX CHARGE BACK	500.00	99.92	0.00	400.08	19.98	51.43
206-336-975.000	LOAN PAYMENT	42,100.00	42,062.92	42,062.92	37.08	99.91	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	19,761.89	5,841.06	180,238.11	9.88	29.57
206-336-986.000	CAPITAL FUND TRANSFER	50,000.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 336 - FIRE FUND		1,446,000.00	755,260.37	112,550.75	690,739.63	52.23	53.98
TOTAL EXPENDITURES		1,446,000.00	755,260.37	112,550.75	690,739.63	52.23	53.98
Fund 206 - FIRE FUND:							
TOTAL REVENUES		1,446,000.00	1,026,288.66	248,912.06	419,711.34	70.97	72.73
TOTAL EXPENDITURES		1,446,000.00	755,260.37	112,550.75	690,739.63	52.23	53.98
NET OF REVENUES & EXPENDITURES		0.00	271,028.29	136,361.31	(271,028.29)	100.00	100.00



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: stfd-clerk@outlook.com

Plan Review & Inspection Fee Schedule

Fire Alarm Plan Review	\$50.00 / hour
Fire Alarm Inspection / Testing (1 st Visit)	\$75.00 / hour
Fire Alarm Inspection / Testing (Return Visits)	\$100.00 / hour
Hood System Plan Review	\$50.00 / hour
Hood Inspection and/or Testing (1 st Visit)	\$75.00 / hour
Hood Inspection and/or Testing (2 nd Visit)	\$100.00 / hour
Fire Suppression Plan Review	\$50.00 / hour
Fire Suppression Inspection / Testing (1 st Visit)	\$75.00 / hour
Fire Suppression Inspection / Testing (Return Visits)	\$100.00 / hour
Plan Reviews	\$50.00 / hour
Plan Review Revisions (Per Revision)	\$200.00
Tent Inspection (1 st Visit)	\$75.00 / hour
Tent Inspection (Return Visits)	\$100.00 / hour
Rental Inspections (1 st Visit)	\$75.00 / each
Rental Inspections (Re-Inspection Visits)	\$50.00 / per each visit
Driveway Plan Review	\$50.00 / hour

All reviews and inspections are invoiced at a minimum of one hour. Inspections are completed during normal business hours. Any inspections requested after hours or on weekends will be at 1.5 times the posted hourly rates above. After hours or weekend inspections will depend on the availability of fire inspectors.



3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: office@saugatuckfire.org

Plan Review & Inspection Fee Schedule

Fire Alarm Plan Review	\$50.00 / hour
Fire Alarm Inspection / Testing (1 st Visit)	\$75.00 / hour
Fire Alarm Inspection / Testing (Return Visits)	\$100.00 / hour
Hood System Plan Review	\$50.00 / hour
Hood Inspection and/or Testing (1 st Visit)	\$75.00 / hour
Hood Inspection and/or Testing (2 nd Visit)	\$100.00 / hour
Fire Suppression Plan Review	\$50.00 / hour
Fire Suppression Inspection / Testing (1 st Visit)	\$75.00 / hour
Fire Suppression Inspection / Testing (Return Visits)	\$100.00 / hour
Site Plan / Plan Reviews (First 1.5 hours per project is free of charge)	\$50 / hour after 1.5 hours
Tent Inspection (1 st Visit)	\$75.00 / hour
Tent Inspection (Return Visits)	\$100.00 / hour
Rental Inspections (1 st Visit)	\$125.00 / each
Rental Inspections (Re-Inspection Visits)	\$75.00 / per re-inspection
3 rd Party Plan Reviewers	Billed at actual cost
Fire District Legal Counsel Review	Billed at actual cost

All inspections are invoiced at a minimum of one hour. Inspections are completed during normal business hours. Any inspections requested after hours or on weekends will be at 1.5 times the posted hourly rates above. Plan Reviews are reviewed in the order in which they are received, and completion is contingent on public safety demands. After hours or weekend inspections are contingent on the availability of fire inspectors.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Incident #2020-000

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container		Total
0 Chief Officer(s)	1	0	\$	52.53	\$ -
0 Fire Officer(s)	1	0	\$	34.14	\$ -
0 Fire Officer(s)	1	0	\$	34.14	\$ -
0 Firefighter(s)	1	0	\$	31.52	\$ -
0 Firefighter(s)	1	0	\$	31.52	\$ -
0 2111 - Engine #1	1	0	\$	262.50	\$ -
0 2112 - Engine #2	1	0	\$	225.00	\$ -
0 2141 - Tanker #1	1	0	\$	150.00	\$ -
0 2142 - 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	0	\$	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	\$ -
1 Postage fee	1	1	\$	20.00	\$ 20.00
1 Document Preparation	1	1	\$	50.00	\$ 50.00
Total:				\$	70.00

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

Proudly serving : Douglas | Saugatuck | Saugatuck Township

**Cost Recovery Fee Schedule****Incident #20-0000**

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container		Total
0 Chief Officer(s)	1	0	\$	57.26	\$ -
0 Fire Officer(s)	1	0	\$	35.16	\$ -
0 Fire Officer(s)	1	0	\$	35.16	\$ -
0 Firefighter(s)	1	0	\$	32.46	\$ -
0 Firefighter(s)	1	0	\$	32.46	\$ -
0 2111 - Engine #1	1	0	\$	262.50	\$ -
0 2112 - Engine #2	1	0	\$	225.00	\$ -
0 2141 - Tanker #1	1	0	\$	150.00	\$ -
0 2142 - 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	0	\$	50.00	\$ -
0 2174 Command #4	1	0	\$	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 Trailer	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	\$	47.25	\$ -
0 Foam	1	0	\$	77.25	\$ -
0 Oil Dry Bags	1	0	\$	15.45	\$ -
1 Postage fee	1	1	\$	20.00	\$ 20.00
1 Document Preparation	1	1	\$	50.00	\$ 50.00
Total:				\$	70.00