



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Zoom Meeting Info

Meeting ID: **931 6368 5873**

Password: **139520**

One-Touch Weblink:

<https://zoom.us/j/93163685873?pwd=MUJvMkx5MVMvNDYwYUJMV2hIZ1crdz09>

Dial by Phone: **(646) 558-8656**

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

FIRE DISTRICT BOARD MEETING

4:00pm – April 20th, 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. **March 16th, 2020**
 - B. **April 7th, 2020 – Zoom Test Meeting**
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. **Historical Review of Incidents, Millage, Budget History**
 - C. **Community Risk Reduction**
 1. **State of Michigan experienced 40 fatal fires year to date for 2020, 8 since last meeting.**
 2. **Birthday Fire Truck Drive-By's/Driver's Training**
 - D. **Certifications**
 1. **John Mileskiewicz – Fire Inspector 1**
 2. **Kyle Meyer – Fire Inspector 1**
 - E. **Grant Applications**
 1. **Home Fire Sprinkler Coalition – Awarded \$500 for Sprinkler Demonstration**



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10. Unfinished Business:

A. Public Safety Floating Dock – Permit Status Update

11. New Business:

A. Funding Approval Request – Fireboat 2192 Replacement (Roll Call Vote)

B. Equipment Disposal Request – 2000 Ambar Rescue Boat (Roll Call Vote)

C. Equipment Disposal Request – Shore Station Boat Lift (Roll Call Vote)

D. Covid-19

1. Annex / Emergency Support Function Lead

2. Covid Plan Adoption – (Roll Call Vote)

12. Correspondence:

A. Carolyn Ascencio – Thank You

B. Mike Boros – Thank You

C. Saugatuck Township – Thank you

13. Public Comments: (Limit 3 minutes):

14. Fire Board Comments:

15. Adjournment:

NOTICE

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.



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #6A



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

FIRE DISTRICT BOARD MEETING

4:00pm – March 16th, 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: E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen,
ABSENT with Notice: S. Aldrich, A. Miller
Also Present: Chief Greg Janik
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 Pullen to approve the agenda as amended removing everything but Items 6A, 6B, 8A, 8B, 9E, 9G, 11A, 11B, 11C, 11D, and 12A, 12B. No discussion, motion carries unanimously.**
6. Approval of Minutes:
 - A. **January 20th, 2020 – Closed Session**
 - a. **Motion by Beckman, 2nd by Phelps to approve the closed session minutes of the 1/20/2020 meeting as presented. No discussion, motion carries unanimously.**
 - B. **February 17th, 2020**
 - a. **Motion by Pullen, 2nd by Fox to approve the minutes of the 2/17/2020 meeting as presented. No discussion, motion carries unanimously.**
7. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
8. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps, 2nd by Phelps to pay the invoices in the amount of \$166,478.42. Discussion ensued.
YAYS: Phelps, Beckman, Fox, Verplank, Pullen,
NAYS: None
ABSENT with Notice: Aldrich, Miller
Motion passes 5:0
 - B. **Financial Report**
 - i. **Financial report was reviewed by Chief Janik.**
9. Fire Chief Comments:
 - A. **Grant Applications**
 1. **MMRMA – Awarded \$1,655 for Reflective Chevron for all remaining apparatus**
 2. **MMRMA – Awarded \$3,525 for Fire Inspector Classes**
 3. **MMRMA – Denied \$25,000 for Plating for Live Fire Training Facility**
Entergy – Awarded \$6,300 for Live Fire Training Facility
 - B. **Appreciation Dinner – March 28th, 2020 – 6:00pm – Possibly Postpone?**
 1. **Fire Board to postpone until further notice based on the Covid-19 Virus as St. Peters church has already closed to all outside events as of this morning.**
10. Unfinished Business:
 - A. **None**



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11. New Business:

A. FEMA AFG Grant – 2020/21 Fiscal Year – 5% Match Approval - \$1,873.00 - (Roll Call Vote)

Motion by Pullen, 2nd by Beckman to authorize Fire District staff to apply for the FEMA AFG grant in the amount of \$37,500 for turnout gear washers and dryers including the Fire District match of 5% in the amount not to exceed \$1,873.00.

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

NAYS: None

ABSENT with Notice: Aldrich, Miller

Motion passes 5:0

B. Funding Approval Request – Public Safety Floating Dock (Roll Call Vote)

Motion by Phelps, 2nd by Pullen to authorize Fire District staff to purchase the Meeco Sullivan Floating Dock, including associated installation material and fees, with a not to exceed amount of \$75,000.00.

YAYS: Phelps, Pullen, Fox, Verplank, Beckman

NAYS: None

ABSENT with Notice: Aldrich, Miller

Motion passes 5:0

C. Basic Life Support (BLS) – Transport

1. Chief Janik would like the fire board to begin looking at possibly transporting patients to the hospital at the BLS level, not ALS to better serve the Fire District citizens and visitors.
2. Need to create a business plan and see how much funding could be provided by transporting runs through health insurance companies.
3. The board feels that if this were to take place, that an addition would need to be put on the station first, to have appropriate room to operate as the District is already busting at the station seams.
4. Suggestion by Fox that after research is done, that a public hearing be held so that the public has the opportunity to comment on this idea before the fire board makes a decision.

D. Covid-19 – Interim Guidelines for EMS Providers

1. Overwhelmed the District, as well as the community.
2. Staff have already implemented assessment and cleaning plans to protect its personnel and the public.
3. Working with the Governor to ensure part-time/paid-on-call employees are covered by workers compensation insurance if they end up being quarantined.

12. Correspondence:

A. Scott Bosgraaf

B. Mary Whiteford

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

14. Fire Board Comments: **None**

15. Adjournment: **Meeting adjourned at 4:35pm**

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.



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #6B



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

FIRE DISTRICT BOARD MEETING

6:00pm – April 7th, 2020

Virtual “Zoom” Test Meeting DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 6:10pm.**
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,
ABSENT with Notice: A. Miller
Also Present: Chief Greg Janik
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*): **(Roll Call Vote)**
Motion by Pullen, 2nd by Fox, to approve the agenda as presented and to ratify the procedures for public participation and meeting conduct as described in the Notice of Public Meeting via Video Conference.
YAYS: Pullen, Fox, Aldrich, Verplank, Phelps
NAYS: None
ABSENT with Notice: Miller
Video Glitched Out: Beckman
Motion Passes: 5:0
6. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
7. Unfinished Business:
A. None
8. New Business:
A. Executive Order 2020-15
 - i. Purpose of the Meeting
 - ii. Key provisions of the Executive Order
 1. D.C. Mantels explained that Executive Order 2020-15 permitted public bodies to meet by virtual, or other means, and still provide compliance with the OMA.**B. Attendance Options**
 - i. D.C. Mantels explained the options suggested from Michigan Municipal League (MML) for public participation.**C. Environment**
 - i. Chief Janik & D.C. Mantels explained background environment suggestions.**D. ADA Compliance**
 - i. D.C. Mantels explained that with the video, audio, and chat features, he believes we meet the ADA compliance as outlined by MML.
9. Public Comments: (Limit 3 minutes): **None**



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10. Fire Board Comments:

- A. Chief Janik gave an update on Covid-19 preparation and planning for the Fire District, and Allegan County. Discussion ensued.
- B. J. Verplank gave an update on Saugatuck City's planning for Covid.
- C. S. Aldrich gave an update on the Township for Covid.
- D. T. Pullen gave an update for Douglas on Covid.
- E. Discussion ensued about personnel well being and morale. The Fire District staff are very appreciative of the ongoing community support during this pandemic.

11. Adjournment: Meeting adjourned at 7:00pm

DRAFT

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04/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 03/17/2020 - 04/20/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
03/20/2020	DD2782(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,332.69
03/20/2020	DD2783(A)	BETTS, MICHAEL	PAYROLL	1,278.05
03/20/2020	DD2784(A)	JANIK, GREG	PAYROLL	2,604.46
03/20/2020	DD2785(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.80
03/20/2020	DD2786(A)	MEYER, KYLE	PAYROLL	1,234.27
03/20/2020	DD2787(A)	MILESKIEWICZ, JOHN	PAYROLL	1,268.94
03/20/2020	EFT717(E)	457 MERS	PAYROLL	1,667.07
03/20/2020	EFT718(E)	MISDU	PAYROLL	217.86
03/20/2020	EFT719(E)	IRS	PAYROLL	3,292.23
03/20/2020	EFT720(E)	MERS	PAYROLL	3,571.79
03/20/2020	EFT721(E)	STATE OF MICHIGAN	PAYROLL	1,879.50
03/31/2020	1681(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	115.33
04/03/2020	DD2788(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,332.69
04/03/2020	DD2789(A)	BETTS, MICHAEL	PAYROLL	1,278.06
04/03/2020	DD2790(A)	JANIK, GREG	PAYROLL	2,142.10
04/03/2020	DD2791(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.79
04/03/2020	DD2792(A)	MEYER, KYLE	PAYROLL	1,234.26
04/03/2020	DD2793(A)	MILESKIEWICZ, JOHN	PAYROLL	1,268.94
04/03/2020	EFT722(E)	457 MERS	PAYROLL	1,583.07
04/03/2020	EFT723(E)	MISDU	PAYROLL	217.86
04/03/2020	EFT724(E)	IRS	PAYROLL	3,111.25
04/06/2020	DD2794(A)	BALES, WENDY	PAYROLL	246.71
04/06/2020	DD2795(A)	BECKMAN, ERIC	PAYROLL	43.05
04/06/2020	DD2796(A)	BEEK, HEATHER	PAYROLL	204.21
04/06/2020	DD2797(A)	BERNHARDY, CHRISTOPHER	PAYROLL	254.55
04/06/2020	DD2798(A)	BETTS, MICHAEL	PAYROLL	851.30
04/06/2020	DD2799(A)	BLATT, DAVID	PAYROLL	1,162.94
04/06/2020	DD2800(A)	BLOK, MICHAEL	PAYROLL	530.34
04/06/2020	DD2801(A)	BRINK, CHAD	PAYROLL	584.01
04/06/2020	DD2802(A)	DEMOND, KALEB	PAYROLL	327.19
04/06/2020	DD2803(A)	DORNBUSH, KALEIGH	PAYROLL	239.16
04/06/2020	DD2804(A)	ENGLAND, MICHAEL	PAYROLL	817.00
04/06/2020	DD2805(A)	GARGANO, CHRISTINE	PAYROLL	612.84
04/06/2020	DD2806(A)	GARGANO, MARK	PAYROLL	783.99
04/06/2020	DD2807(A)	GREEN, MICHELLE	PAYROLL	1,826.55
04/06/2020	DD2808(A)	JANIK, GREG	PAYROLL	536.27
04/06/2020	DD2809(A)	KIRCHERT, ERIK	PAYROLL	801.27
04/06/2020	DD2810(A)	MANTELS, CHRISTOPHER	PAYROLL	501.01
04/06/2020	DD2811(A)	MARR, SEAN	PAYROLL	602.35
04/06/2020	DD2812(A)	MCGOWAN, WILLIAM	PAYROLL	384.99
04/06/2020	DD2813(A)	MEISTE, JAMES	PAYROLL	381.37

04/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 03/17/2020 - 04/20/2020				
Check Date	Check	Vendor Name	Description	Amount
04/06/2020	DD2814(A)	MEYER, KYLE	PAYROLL	235.72
04/06/2020	DD2815(A)	MILESKEWICZ, JOHN	PAYROLL	362.79
04/06/2020	DD2816(A)	MOKMA, WAYNE	PAYROLL	441.62
04/06/2020	20147	PHELPS, DONALD	PAYROLL	44.04
04/06/2020	DD2817(A)	PINA, ALYSSA	PAYROLL	367.27
04/06/2020	DD2818(A)	PULLEN, TARUE	PAYROLL	44.04
04/06/2020	STUB76(A)	REWA, LANDON	PAYROLL	0.00
04/06/2020	DD2819(A)	SEYMOUR, SCOTT	PAYROLL	507.67
04/06/2020	DD2820(A)	STARRING, LINUS	PAYROLL	1,162.90
04/06/2020	DD2821(A)	STURM, ELLIOTT	PAYROLL	422.99
04/06/2020	DD2822(A)	VAN AUKEN, LAUREL	PAYROLL	761.60
04/06/2020	DD2823(A)	VERPLANK, JANE	PAYROLL	44.04
04/06/2020	DD2824(A)	WILKINSON, ERIN	PAYROLL	529.78
04/06/2020	EFT725(E)	457 MERS	PAYROLL	2,742.70
04/06/2020	EFT726(E)	MISDU	PAYROLL	217.86
04/06/2020	EFT727(E)	IRS	PAYROLL	4,733.71
04/06/2020	20148	BARBARA TSATUROVA PLLC	PAYROLL	95.90
04/17/2020	DD2825(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,332.69
04/17/2020	DD2826(A)	BETTS, MICHAEL	PAYROLL	1,278.06
04/17/2020	DD2827(A)	JANIK, GREG	PAYROLL	2,142.11
04/17/2020	DD2828(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.79
04/17/2020	DD2829(A)	MEYER, KYLE	PAYROLL	1,234.26
04/17/2020	DD2830(A)	MILESKEWICZ, JOHN	PAYROLL	1,268.94
04/17/2020	EFT729(E)	457 MERS	PAYROLL	1,583.07
04/17/2020	EFT730(E)	MISDU	PAYROLL	217.86
04/17/2020	EFT731(E)	IRS	PAYROLL	3,111.23
04/20/2020	20149	BOAT LIFTS UNLIMITED INC	BOAT DOCK	390.00
04/20/2020	20150	CRESCENT ELECTRIC SUPPLY CO	REPAIRS	135.78
04/20/2020	20151	EMERGENCY VEHICLE SERVICES INC	2112 HOSE REPLACEMENT	230.33
04/20/2020	20152	FIRE SUPPRESSION PRODUCTS	FOAM	1,375.00
04/20/2020	20153	GRAAFSCHAP FIRE DEPARTMENT	COVID-19	368.70
04/20/2020	20154	IHLE AUTO PARTS	PARTS	304.94
04/20/2020	20155	ARNOLD SALES	COVID-19	148.52
04/20/2020	20156	CL CONSTRUCTION	BUILDING REPAIR	835.45
04/20/2020	20157	CODE SAVVY	CODE CONSTRUCTION REPORT	500.00
04/20/2020	20158	HAMILTON FIRE	COVID-19	355.47
04/20/2020	20159	OVERISEL LUMBER CO	REPAIRS	24.65
04/20/2020	20160	SOUTHSIDE BODY & FABRICATION I	CORNER PROTECTION	113.00
04/20/2020	20161	STATE OF MICHIGAN	BOAT	12.00
04/20/2020	20162	STATE OF MICHIGAN	RADIO ACTIVATION	4,000.00
04/20/2020	20163	STANDARD	INSURANCE	656.63
04/20/2020	20164	ZORO	MAINTENANCE & SUPPLIES	767.64
04/20/2020	1682(E)	COMCAST	TELEPHONES & INTERNET	302.88

04/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 03/17/2020 - 04/20/2020				
Check Date	Check	Vendor Name	Description	Amount
04/20/2020	1683(E)	CONSUMERS ENERGY	BOAT DOCK	56.21
04/20/2020	1684(E)	CONSUMERS ENERGY	FIRE STATION	543.61
04/20/2020	1685(E)	FIRST BANKCARD	TOOLS, TRAINING SUPPLIES	11,183.82
04/20/2020	1686(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,950.00
04/20/2020	1687(E)	MENARDS	REPAIRS	362.06
04/20/2020	1688(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	450.50
04/20/2020	1689(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,659.45
04/20/2020	1690(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	113.85
04/20/2020	1691(E)	SHELL	GASOLINE & DIESEL	749.05
04/20/2020	1692(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	311.90
04/20/2020	1693(A)	APPLIED IMAGING	COPIER USE	241.76
04/20/2020	1694(A)	BIOCARE INC	ANNUAL PHYSICALS	9,025.50
04/20/2020	1695(A)	BLOOM SLUGGETT PC	LEGAL FEES	896.00
04/20/2020	1696(A)	MICHAEL ENGLAND	DRILL PRESS	100.00
04/20/2020	1697(A)	IHLE'S SERVICE LLC	WATER PUMP 2171	464.70
04/20/2020	1698(A)	GREG JANIK	PHYSICAL	58.87
04/20/2020	1699(A)	MCKESSON	COVID-19	701.65
04/20/2020	1700(A)	OFFICE DEPOT	OFFICE SUPPLIES	247.91
04/20/2020	1701(A)	LORRIE PASTOOR	CLEANING	90.00
04/20/2020	1702(A)	PRAXAIR	OXYGEN	366.56
04/20/2020	1703(A)	RELIABLE ROAD SERVICE INC	2171 & 2172 TIRES	1,490.00
04/20/2020	1704(A)	CITY OF SAUGATUCK	FINANCE SERVICES	2,878.00
04/20/2020	1705(A)	SUMMIT COMPANIES	CASCADE TANK	150.00
04/20/2020	1706(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	219.00
04/20/2020	1707(A)	WOLVERINE POWER SYSTEMS	ANNUAL MAINTENANCE	750.00
Total of 109 Checks:				119,467.14
Less 0 Void Checks:				0.00
Total of 109 Disbursements:				119,467.14

Item #8A

Vendor Name	Description	Amount
1. APPLIED IMAGING	COPIER USE	241.76
2. ARNOLD SALES	COVID-19	148.52
3. BIOCARE INC	ANNUAL PHYSICALS	9,025.50
4. BLOOM SLUGGETT PC	LEGAL FEES	896.00
5. BOAT LIFTS UNLIMITED INC	BOAT DOCK	390.00
6. CITY OF SAUGATUCK	FINANCE SERVICES	1,275.00
	DOCKAGE AGREEMENT	1,603.00
	TOTAL	2,878.00
7. CL CONSTRUCTION	BUILDING REPAIR	835.45
8. CODE SAVVY	CODE CONSTRUCTION REPORT	500.00
9. COMCAST	TELEPHONES & INTERNET	302.88
10. CONSUMERS ENERGY	BOAT DOCK	56.21
	FIRE STATION	543.61
	TOTAL	599.82
11. CRESCENT ELECTRIC SUPPLY CO	REPAIRS	135.78
12. EMERGENCY VEHICLE SERVICES INC	2112 HOSE REPLACEMENT	230.33
13. FIRE SUPPRESSION PRODUCTS	FOAM	1,375.00
14. FIRST BANKCARD	SUPPLIES, TRAINING & COVID-19	2,096.26
	SUPPLIES	18.83
	DUES	40.00
	TOOLS, TRAINING SUPPLIES	9,028.73
	TOTAL	11,183.82
15. GRAAFSCHAP FIRE DEPARTMENT	COVID 19	70.00
	COVID-19	100.80
	COST RECOVERY	197.90
	TOTAL	368.70
16. GREG JANIK	PHYSICAL	58.87
17. HAMILTON FIRE	COVID 19	94.47
	COVID-19	261.00
	TOTAL	355.47
18. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,950.00
19. IHLE AUTO PARTS	PARTS	217.12
	PARTS	87.82
	TOTAL	304.94
20. IHLE'S SERVICE LLC		

Vendor Name	Description	Amount
21. LORRIE PASTOOR	WATER PUMP 2171	464.70
22. MCKESSON	CLEANING	90.00
	COVID=19	439.93
	COVID-19	261.72
	TOTAL	701.65
23. MENARDS	REPAIRS	362.06
24. MICHAEL ENGLAND	DRILL PRESS	100.00
25. MICHIGAN GAS UTILITIES	NATURAL GAS	450.50
26. OFFICE DEPOT	OFFICE SUPPLIES	115.05
	OFFICE SUPPLIES	132.86
	TOTAL	247.91
27. OVERISEL LUMBER CO	REPAIRS	24.65
28. PRAXAIR	CYLINDER RENTAL	128.76
	OXYGEN	237.80
	TOTAL	366.56
29. PRIORITY HEALTH	HEALTH INSURANCE	2,659.45
30. RELIABLE ROAD SERVICE INC	2171 & 2172 TIRES	1,490.00
31. REPUBLIC SERVICES 240	TRASH & RECYCLING	115.33
	TRASH & RECYCLING	113.85
	TOTAL	229.18
32. SHELL	GASOLINE & DIESEL	749.05
33. SOUTHSIDE BODY & FABRICATION INC	CORNER PROTECTION	113.00
34. STANDARD	INSURANCE	656.63
35. STATE OF MICHIGAN	RADIO ACTIVATION	4,000.00
	BOAT	12.00
	TOTAL	4,012.00
36. SUMMIT COMPANIES	CASCADE TANK	150.00
37. VERIZON WIRELESS	CELL PHONES & MODEMS	311.90
38. WEST MICHIGAN UNIFORM	SHOP TOWELS	132.00
	SHOP TOWELS	87.00
	TOTAL	219.00
39. WOLVERINE POWER SYSTEMS	ANNUAL MAINTENANCE	750.00
40. ZORO	MAINTENANCE & SUPPLIES	767.64

Vendor Name	Description	Amount
TOTAL - ALL VENDORS		46,696.72
FUND TOTALS:		
Fund 206 - FIRE FUND		46,696.72

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 04/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/20 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	337,622.23	0.00	15,877.77	95.51	95.63
206-000-402.000	SAUGATUCK TOWNSHIP	716,000.00	680,505.72	0.00	35,494.28	95.04	94.75
206-000-403.000	DOUGLAS CITY	360,500.00	347,979.78	0.00	12,520.22	96.53	95.20
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	3,538.00	150.00	2,462.00	58.97	172.05
206-000-465.000	COST RECOVERY	5,000.00	9,778.16	1,990.79	(4,778.16)	195.56	292.56
206-000-560.000	GRANTS & DONATIONS	0.00	124,975.50	510.00	(124,975.50)	100.00	99.47
206-000-665.000	INTEREST	2,000.00	5,729.84	0.00	(3,729.84)	286.49	156.47
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	1,513,279.54	2,650.79	(67,279.54)	104.65	96.86
TOTAL REVENUES		1,446,000.00	1,513,279.54	2,650.79	(67,279.54)	104.65	96.86
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,150.00	1,970.00	200.00	1,180.00	62.54	66.00
206-336-704.000	CHIEF SALARY	73,290.00	63,491.64	6,153.84	9,798.36	86.63	78.29
206-336-705.000	OFFICER SALARIES	9,000.00	4,855.76	564.99	4,144.24	53.95	50.62
206-336-708.000	CAREER FIREFIGHTER	245,000.00	192,492.38	19,665.60	52,507.62	78.57	69.51
206-336-709.000	OPERATIONAL WAGES	45,000.00	48,668.72	6,276.47	(3,668.72)	108.15	89.40
206-336-709.500	PAID ON CALL STIPEND	115,000.00	57,398.43	5,161.03	57,601.57	49.91	0.00
206-336-710.000	FIRE CALLS	60,000.00	35,646.47	4,536.43	24,353.53	59.41	98.33
206-336-711.000	MEDICAL CALLS	30,000.00	21,837.50	2,609.51	8,162.50	72.79	68.83
206-336-712.000	TRAINING	23,000.00	21,805.42	1,721.34	1,194.58	94.81	70.20
206-336-713.000	SPECIAL EVENTS	10,000.00	9,624.42	129.03	375.58	96.24	87.41
206-336-720.000	PAYROLL TAXES	50,000.00	38,300.35	3,721.27	11,699.65	76.60	87.39
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	62,373.87	6,666.08	12,626.13	83.17	77.83
206-336-722.000	WORKER COMP INSURANCE	40,000.00	32,317.60	0.00	7,682.40	80.79	103.36
206-336-723.000	RETIREMENT	62,360.00	55,048.02	5,690.21	7,311.98	88.27	81.21
206-336-727.000	OPERATING SUPPLIES	18,000.00	20,360.27	2,958.82	(2,360.27)	113.11	85.54
206-336-728.000	GAS & OIL	12,000.00	9,098.95	749.05	2,901.05	75.82	80.17
206-336-730.000	PROFESSIONAL SERVICES	25,000.00	18,048.95	4,364.00	6,951.05	72.20	96.12
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	13,485.23	1,113.99	1,514.77	89.90	96.62
206-336-745.000	STATION TOOLS	3,000.00	1,820.17	109.69	1,179.83	60.67	9.05
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	6,604.34	5,859.59	3,395.66	66.04	88.29
206-336-751.000	PHONES	11,000.00	8,808.45	862.77	2,191.55	80.08	83.16
206-336-752.000	UTILITIES	14,000.00	10,697.84	1,164.17	3,302.16	76.41	83.40
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	23,706.91	2,868.73	16,293.09	59.27	68.97
206-336-761.000	BOAT MAINTENANCE	15,000.00	8,653.42	2,138.75	6,346.58	57.69	56.63
206-336-762.000	RADIO & PAGER R&R	6,500.00	1,528.56	0.00	4,971.44	23.52	29.95
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	16,558.69	1,333.64	(558.69)	103.49	80.16
206-336-764.000	BUILDING SECURITY	2,000.00	1,780.72	0.00	219.28	89.04	71.25
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	2,667.63	0.00	(667.63)	133.38	119.43
206-336-770.000	OFFICE EXPENSES	7,000.00	7,834.28	755.80	(834.28)	111.92	64.33
206-336-771.000	TECHNOLOGY	9,600.00	12,564.43	242.85	(2,964.43)	130.88	81.07
206-336-775.000	BUILDING INSPECTIONS	2,500.00	326.87	40.00	2,173.13	13.07	153.17
206-336-780.000	UNIFORMS	10,000.00	9,303.34	116.20	696.66	93.03	91.19
206-336-781.000	TURN OUT GEAR	25,000.00	5,615.93	300.00	19,384.07	22.46	96.60
206-336-785.000	EDUCATION	15,000.00	12,546.40	1,382.24	2,453.60	83.64	104.96
206-336-791.000	MEDICAL SUPPLY	10,000.00	14,205.81	1,414.45	(4,205.81)	142.06	82.84
206-336-795.000	FIRE PREVENTION	10,000.00	6,046.19	0.00	3,953.81	60.46	101.59

User: Peter

DB: Stfd

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE		PREV YEAR
		AMENDED BUDGET	04/30/2020	MONTH 04/30/20	BALANCE	% BDGT	% BDGT
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	USED
<hr/>							
Fund 206 - FIRE FUND							
Expenditures							
206-336-796.000	PHYSICALS	11,000.00	9,084.37	9,084.37	1,915.63	82.59	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	64.04
206-336-975.000	LOAN PAYMENT	42,100.00	42,062.92	0.00	37.08	99.91	99.91
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	111,945.25	4,000.00	88,054.75	55.97	35.93
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	1,043,167.42	103,954.91	402,832.58	72.14	69.86
TOTAL EXPENDITURES		1,446,000.00	1,043,167.42	103,954.91	402,832.58	72.14	69.86
<hr/>							
Fund 206 - FIRE FUND:							
TOTAL REVENUES		1,446,000.00	1,513,279.54	2,650.79	(67,279.54)	104.65	96.86
TOTAL EXPENDITURES		1,446,000.00	1,043,167.42	103,954.91	402,832.58	72.14	69.86
NET OF REVENUES & EXPENDITURES		0.00	470,112.12	(101,304.12)	(470,112.12)	100.00	100.00

MICHIGAN FATAL FIRE STATISTICS

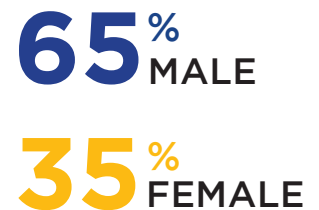
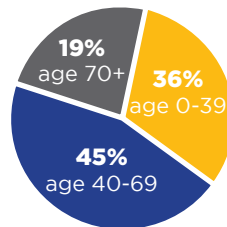
January - March 2020



TIMES OF FATAL FIRES



FIRE DEATHS BY AGE AND GENDER



TOP 3 FATAL FIRE CAUSES



SMOKING



COOKING



ELECTRICAL

(These numbers reflect only the reported fires.)

TOP 3 AREAS OF ORIGIN



LIVING ROOM



BEDROOM



KITCHEN

(These numbers reflect only the reported fires.)

REPORTED RESIDENCE VALUES as compared to Michigan's \$150,000 median value



68% OF HOMES
WITH FATAL FIRES
VALUED BELOW

27% OF HOMES
WITH FATAL FIRES
VALUED ABOVE



5%
APARTMENTS/
COMMERICAL



Test smoke
alarms every month

SMOKE ALARMS SAVE LIVES!

Put one on **EVERY LEVEL** in **EVERY BEDROOM**



Change batteries **EVERY YEAR OR WHEN IT CHIRPS** and replace every **TEN YEARS**





SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #11A



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

Funding Approval Form

April 9th, 2020

ITEM DESCRIPTION:

Fireboat #2192 Replacement

PRIORITY:

High

QUALITY FACTORS:

The existing 2000 Ambar 17' Jet Boat has exceeded its useful life and is in need of replacement. This boat was donated to the Fire District from Douglas Police Department and has never fit the needs of a Fire Rescue boat. The following are some of the many reasons it has been budgeted in the capital plan for replacement:

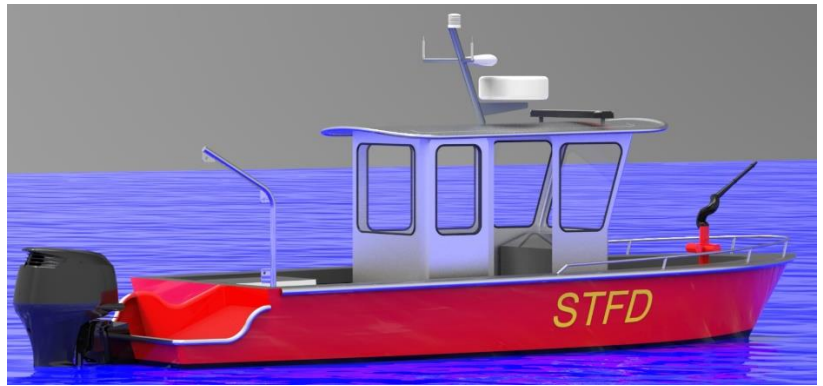
1. No room for patient care, specifically if CPR needs to be administered.
2. The Fire Pump is over 20yrs old, came from the River Queen former fireboat, was on the bottom of the river when the River Queen sank, and rarely starts properly when needed.
3. There is a small breach in the hull, requiring the boat to sit on the lift out of the water.
4. The boat is grossly overweight with the pump that was added.
5. This causes the boat to be out of trim, very slow, and creates a large wake.
6. The pontoons need to be replaced.
7. Gauges don't function and need to be replaced.
8. It does not have GPS, Radar, or Sonar.
9. The Jet Drive easily clogs, rendering the boat inoperable.
10. The Jet Drive is very difficult for most personnel to operate.
11. No cover for personnel to operate in severe weather conditions.
12. The boat drafts +/- 24", thus making it challenging to get upriver in lower water conditions.



The above pictures are of the existing 2000 – Ambar 17' Jet Boat

We are proposing to purchase a 21' Aluminum Workboat, including trailer, manufactured in Douglas, MI, by Anderson Boat Works. This boat would include the following options to better suit our fire/rescue needs:

1. 21' provides additional space for personnel/victims.
2. Platform to lay stokes basket for CPR and patient care needs.
3. Shallow draft boat, capable of going in 12" water upriver.
4. 500gpm Darley rated Fire Pump.
5. Wheelhouse to protect personnel for all weather conditions.
6. Crane for lifting patients onboard.
7. GPS, Radar, and Sonar
8. 150hp outboard engine, that is far easier for personnel to operate.



This boat would never need to be replaced again, only repowered, or have the pump replaced when they exceed their useful life. The aluminum workboat itself will outlive most of us.

Similar aluminum work boats from Lake Assault and Metal Craft Marine, were quoted between \$85,500 - \$110,000, and only included a 100-200gpm "trash" pump, rather than the 500gpm Darley fire pump Anderson is proposing. These comparable boats would not be built locally in Douglas, but rather in Wisconsin or New York. Working with a local vendor, it keeps our taxpayer dollars local, but allows us to regularly visit, inspect, and participate in modifications of the project as needed.

COST:

1 – 21' Aluminum Workboat – Anderson Boat Works

TOTAL - \$75,000.00

FUNDING SOURCE(S):

Budget – Amended Capital Plan - \$75,000 - 2019/20 Budget Year

REQUESTER:

Chief Greg Janik

SAMPLE MOTION:

I _____ motion to authorize Fire District staff to execute agreements to purchase the 21-foot Anderson Boat Works Aluminum work boat, including Darley fire pump, associated equipment, and associated installation material and fees, with a not to exceed amount of **\$75,000.00**.

I _____ 2nd the Motion. (Roll Call Vote)



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

April 13th, 2020

Equipment Disposal Approval Form

ITEM DESCRIPTION:

2000 Ambar 17' Jet Boat AM-550-14 - #2192

PRIORITY:

Low

QUALITY FACTORS:

Boat has exceeded its useful life and was donated back to the Fire District in 2012 by Douglas Police Department. The Fire District purchased a used trailer, which will also be sold with the 17' Ambar Jet Boat. The Yanmar diesel engine does have some remaining value to it. 2000 Ambar rescue boat will not be sold until the new 21' Anderson Boat Works Aluminum Work Boat is placed in service.

SELLING COST:

Accept no less than \$3,500 as is.

BUDGETED:

None

FUNDING SOURCE(S):

N/A

REQUESTER:

Deputy Chief Chris Mantels



SAMPLE MOTION:

I _____ motion to authorize Fire District staff to sell the 2000 Ambar 17' Jet Boat after the replacement 21' aluminum work boat is placed in service and to accept no less than \$3,500 for its sale, while attempting to obtain the highest dollar possible. I _____ 2nd the Motion. (Roll Call Vote)



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #11C



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

April 13th, 2020

Equipment Disposal Approval Form

ITEM DESCRIPTION:

ShoreStation Boat Lift Model #SS36108

PRIORITY:

Low

QUALITY FACTORS:

The ShoreStation boat lift was originally used for the department's Jet Ski's that were sold several years ago. It was then re-purposed to use with Fireboat #2192 after it developed the crack in the hull to keep it from sinking.

SELLING COST:

Accept no less than \$1,000 as is.

BUDGETED:

None

FUNDING SOURCE(S):

N/A

REQUESTER:

Deputy Chief Chris Mantels

SAMPLE MOTION:

I _____ motion to authorize Fire District staff to sell the ShoreStation Boat Lift Model #SS36108 after the replacement 21' aluminum work boat is placed in service and to accept no less than \$1,000 for its sale, while attempting to obtain the highest dollar possible.

I _____ 2nd the Motion. (Roll Call Vote)





Model COVID-19 Preparedness Response Plan and Instructions

Created for
MMRMA Member Use

Steps to Prepare Your COVID-19 Preparedness and Response Plan

STEP 1: Review Executive Order 2020-42 and any relevant local-level orders.

- Governor Whitmer’s Executive Order 2020-42 prohibits in-person work that is not necessary to sustain or protect life. It contains various restrictions that must be followed. In general, no person or entity may operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life, are suspended.
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.¹
- Executive Order 2020-42 is in effect until April 30, 2020. Update your Preparedness and Response Plan (“Plan”) as your operation evolves or as state/local orders related to COVID-19 are issued or amended.

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business’s or operation’s critical infrastructure functions or to conduct minimum basic operations.

- Determine which employees are “critical infrastructure workers” or those required to conduct minimum basic operations, allow as many employees to work remotely as feasible, and temporarily suspend any in-person operations if not necessary to sustain or protect life.
- Inform those employees you identified as “critical infrastructure workers” or necessary to conduct “minimum basic operations” in writing as required.
- Discontinue non-essential travel.

STEP 3: For those critical infrastructure workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
- Assess each position’s interaction with the general public, customers, and coworkers.
- Assess each position’s level of interaction with sick individuals.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Give consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy).

¹ The steps included in this document are focused on the state-level requirements currently in place under Executive Order 2020-42. As you develop your Plan, you will need to separately consider any applicable local (county, city, village, or township) requirements. We recommend that you consult with counsel as you tailor your plan.

STEP 4: Implement controls and policies necessary to address those risks.

- Restrict the number of workers present on the premises to only those strictly necessary to perform the business's or operation's critical infrastructure functions or to maintain minimum basic operations.
- Promote remote work to fullest extent possible.
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
 - Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
 - Post signs in restrooms regarding proper hand washing methods.
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment.
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use.
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
 - Take employees' temperatures (or, if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19.
 - If an employee has or develops temperature of 100.4 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
 - Use Employee Screening Questionnaire (one example is included in Appendix B, but many local jurisdictions have adopted their own questionnaire that should be followed).
- Put signs on doors limiting visitors; consider requiring appointments for certain services.
 - Example sign for building entrances included in Appendix D.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") [Public Health Recommendations for Community-Related Exposure](#).
 - Adopt protocol to clean and disinfect facilities after confirmed case in the workplace.
- Encourage workers to stay home if they are sick, or if their household members are sick.
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, if possible, employees do not regularly come within six feet of other individuals at work.
 - This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities.
 - For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services.

- Monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees in higher risk categories, and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly.
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA).
- If staff are required to pick up supplies for operations, ensure that they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure that employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.

STEP 5: Put business continuity plan in place.

- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office.
- Identify those critical functions that must continue while Governor Whitmer’s “Stay Home, Stay Safe” Order remains in effect.
- Identify alternate supply chains for critical goods and services.
- Develop emergency communication plan.
- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how role of each essential employee will be filled if absent.
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) both 3 days have passed since their symptoms have resolved, and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.
- Do not allow employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 and who display one or more of the principal symptoms of COVID-19 to return to work until either: (1) 14 days have passed since the last close contact with the sick or symptomatic individual; or (2) the symptomatic individual receives a negative COVID-19 test.

STEP 6: Obtain necessary required Board/Governing Body approval for your COVID-19 Preparedness and Response Plan.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



COVID-19 Preparedness and Response Plan²

Date Implemented: March 25, 2020

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42, a copy of your Plan must be available at your headquarters or worksite.

Saugatuck Township Fire District COVID-19 Preparedness and Response Plan Table of Contents

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Model COVID-19 Preparedness and Response Plan³

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Fire District have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-42.

Under Executive Order 2020-42, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Fire District’s applicable PTO policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is

³ This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42, a copy of your Plan must be available at your headquarters or worksite.

located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed by the duty crew using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, according to STFD checklist every 4 hours.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then Fire District will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Fire District will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42, critical infrastructure workers also include⁴:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

⁴ Under Executive Order 2020-42, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under sub provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B

STFD Staff Health Assessment

Mandatory: STFD staff must have a health assessment done at the beginning of each shift. Shift officer must complete this survey and document findings on log attached at the beginning of each shift. This will be a simple 4 questions survey and employee temperature. Hospitals, care facilities and nursing homes require all staff and visitors be assessed before they can enter the facilities.

1. Do you feel well today?
2. Do you have a sore throat?
3. Do you have a dry cough?
4. Do you have any difficulty breathing?
5. Take employee temperature with temporal scanner thermometer, temp must not exceed 100.4 F or 37 C.
6. Record findings on Log

Staff members getting off shift may record their health status if they intend on responding to calls off duty for the day.

If a staff member answers yes to any of the questions, they must be removed from service and sent home and asked to see their primary health care provider.

Any Questions and or concerns, please ask. These are difficult times we are experiencing and ask for everyone's patience while procedures get established and adjusted to current conditions.

Signature: _____ Date: _____

APPENDIX C

EMPLOYEE Return to Work Plan

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

- 1 Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result;
or
- 2 They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

- 1 14 days have passed since the last close contact with the sick or symptomatic individual;
or
- 2 The symptomatic individual receives a negative COVID-19 test.

**The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.*

APPENDIX D

CORONAVIRUS DISEASE (COVID-19)

VISITOR HEALTH SCREENING

Visiting:

Visitors Name:

Appointment Date:

Time In:

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.4°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered “**yes**” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Traveled via airplane internationally or domestically? ☐ Yes ☐ No

If visitor answered “**yes**” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

APPENDIX E

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



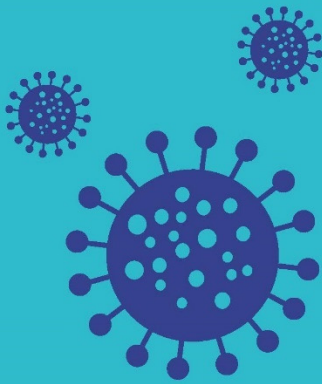
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

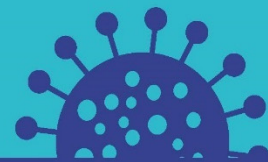


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*

If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

X23507 RMD5458 © Spectrum Health 3/10/2020

APPENDIX F

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

APPENDIX G

Saugatuck Township Fire District COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the STFD COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Fire District's website <https://www.saugatuckfire.org/> and at each facility where in-person operations take place during the COVID-19 emergency.
4. I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

APPENDIX H
Saugatuck Township Fire District
Disinfection Check List

Disinfection Check List

Items to disinfect	Date	Date	Date	Date
	/ /	/ /	/ /	/ /
Door handles-inside and out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door handles in kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railings-both stair cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offices desk surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apparatus door handles, steering wheels, radio mic's & knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counter tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phones desktop and portables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bunk railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bunk room light switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom fan timer/switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front lobby: counter top, call/phone buttons, door handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>