



# 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: **869 8699 0760**

Password: **981642**

One-Touch Weblink:

<https://us02web.zoom.us/j/86986990760?pwd=WUlkYytkbjNaV3J3VHN2clNnLzVOQT09>

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](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – October 19<sup>th</sup>, 2020

### **AGENDA**

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**
6. Approval of Minutes:
  - A. **September 21<sup>st</sup>, 2020 (Roll Call Vote)**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*
8. Request for Payment:
  - A. **Budget Amendment #1 (Roll Call Vote)**
  - B. **Account Payables (Roll Call Vote)**
  - C. **Financial Report**
9. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
  - B. **Community Risk Reduction**
    1. **State of Michigan experienced 89 fatal fires year to date for 2020, 2 since last meeting.**
  - C. **Grant Applications**
    1. **MMRMA RAP Application Submitted – Truck Mirrors - \$6,216.88**
    2. **MMRMA CAP Application Submitted – Inspector 2 Course - \$1,350.00**
  - D. **Grant Awards**
    1. **Michigan Department of Treasury – First Responder Hazard Pay Premiums Program (FRHPPP) Awarded - \$27,000.00**
    2. **Michigan Department of Treasury – Public Safety Public Health Payroll Reimbursement Program (PSPHPR) Awarded - \$58,948.05**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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10. Unfinished Business:

**A. Cost Recovery Standard Operating Guideline (SOG)**

11. New Business:

**A. None**

12. Correspondence:

**A. Staff Letter to Fire Board**

13. Public Comments: (Limit 3 minutes): *Use the “raise hand” button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

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.



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269 857-3000 / Fax: 269 857-1228  
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## FIRE DISTRICT BOARD MEETING

4:00pm – September 21<sup>st</sup>, 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(4:48pm), A. Miller  
**ABSENT with Notice:** None  
**Also Present:** Chief Greg Janik, P. Stanislawski
4. Reminder: It is requested 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 Fox, 2<sup>nd</sup> by Phelps to approve the agenda as amended, adding new Business C – Open House. No further discussion.**  
**YAYS:** Fox, Phelps, Aldrich, Beckman, Verplank, Miller  
**NAYS:** None  
**ABSENT:** Pullen  
**Motion passes 6:0**
6. Approval of Minutes:  
**A. August 17<sup>th</sup>, 2020 - (Roll Call Vote)**  
**Motion by Phelps, 2<sup>nd</sup> by Aldrich to approve the minutes of the 8/17/2020 meeting as presented.**  
**No discussion.**  
**YAYS:** Phelps, Aldrich, Fox, Beckman, Verplank, Miller  
**NAYS:** None  
**ABSENT:** Pullen  
**Motion passes 6:0**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the “raise hand” button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:* **None**



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## 8. Request for Payment:

### A. Account Payables (*Roll Call Vote*)

Motion by Phelps, 2<sup>nd</sup> by Beckman to pay the invoices in the amount of \$200,386.68. No discussion.

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

NAYS: None

ABSENT: Pullen

Motion passes 7:0

### B. Financial Report

- i. Financial report reviewed by P. Stanislawski

## 9. Fire Chief Comments:

### A. Incident Reports / Calls to Date / Overlapping Calls

1. Incident report statistics year to date were reviewed –563 incidents year to date.
2. 5:16 – average response time year to date

### B. Community Risk Reduction

1. State of Michigan experienced 87 fatal fires year to date for 2020, 4 since last meeting.

### C. Grants

1. FEMA AFG Grant – Awarded \$26,190.48 to purchase PPE Extractor & Dryer.

### D. Certifications/Advanced Education

1. Chris Bernhardt – NFPA Fire Plans Examiner
2. Wendy Bales – EMT/B

### E. EMS Study

1. Discussion ensued about conducting a study before spending \$35,000 on it.
2. Request for AMR's costs billed to taxpayers annually.
3. Need to evaluate level of services vs. cost.
4. Need to layout objectives and get more statistics.
5. Potentially conduct a community EMS survey after obtaining further information.
6. Fire District staff will continue to research potential options further.

## 10. Unfinished Business:

### A. Cost Recovery Standard Operating Guideline (SOG)

Discussion ensued. Suggestion to change working in #6 and #7 to better match.

## 11. New Business:

### A. Capital Improvement Plan Review

1. Discussion ensued and plan was reviewed.
2. Beckman will look into Whirlpool commercial appliances as he has a contact there.



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## B. Funding Approval Request – PPE Extractors & Dryer (*Roll Call Vote*)

Motion by Pullen, 2<sup>nd</sup> by Beckman to authorize Fire District staff to purchase the Milnor Washing Machines, Drying Cabinet, and coordinate associated plumbing and electrical contractors for the project installation with a not to exceed amount of \$38,000.00. No discussion.

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

**NAYS:** None

**ABSENT:** None

**Motion passes 7:0**

## C. Open House Discussion

1. Request to notify the public via Facebook and the sign that the Open House is postponed due to Covid this year.

12. Correspondence: **None**

13. Public Comments: (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

**A. None**

14. Fire Board Comments:

**A. Miller – None**

**B. Fox – Request to put thin blue / red line discussion on next agenda.**

**C. Phelps - None**

**D. Aldrich - None**

**E. Beckman - None**

**F. Pullen – Sorry for being late.**

**G. Verplank - None**

15. Adjournment:

**A. Motion by Beckman, 2<sup>nd</sup> by Pullen to adjourn the meeting at 5:07pm. No discussion.**

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

**NAYS:** None

**ABSENT:** None

**Motion passes 7:0**

### NOTICE

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SAUGATUCK FIRE DISTRICT  
JOURNAL ENTRY  
JE: 149

Item #8A

Post Date: 10/16/2020  
Entry Date: 10/16/2020  
Description: 1ST BUDGET ADJUSTMENT

Entered By: Peter  
Journal: BA

GL #	Description	DR	CR
206-000-450.000	FIRE SERVICES	5,000.00	
206-000-460.000	INSPECTION & PLAN REVIEW FEES	4,000.00	
206-000-465.000	COST RECOVERY	6,000.00	
206-000-528.000	OTHER FEDERAL GRANTS	85,948.00	
206-000-560.000	GRANTS & DONATIONS	4,000.00	
206-336-709.000	OPERATIONAL WAGES		27,000.00
206-336-720.000	PAYROLL TAXES		3,000.00
206-336-722.000	WORKER COMP INSURANCE		5,000.00
206-336-723.000	RETIREMENT		3,000.00
Journal Total:		104,948.00	38,000.00

APPROVED BY: \_\_\_\_\_

10/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/22/2020 - 10/19/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
09/25/2020	DD3064(A)	BALES, WENDY	HAZARD PAY	812.67
09/25/2020	DD3065(A)	BEEK, HEATHER	HAZARD PAY	751.82
09/25/2020	DD3066(A)	BERNHARDY, CHRISTOPHER	HAZARD PAY	735.88
09/25/2020	DD3067(A)	BETTS, MICHAEL	HAZARD PAY	597.52
09/25/2020	DD3068(A)	BLATT, DAVID	HAZARD PAY	802.67
09/25/2020	DD3069(A)	BLOK, MICHAEL	HAZARD PAY	761.22
09/25/2020	DD3070(A)	BRINK, CHAD	HAZARD PAY	761.22
09/25/2020	DD3071(A)	DEMOND, KALEB	HAZARD PAY	812.67
09/25/2020	DD3072(A)	DORNBUSH, KALEIGH	HAZARD PAY	769.79
09/25/2020	DD3073(A)	ENGLAND, MICHAEL	HAZARD PAY	717.92
09/25/2020	DD3074(A)	GARGANO, CHRISTINE	HAZARD PAY	761.22
09/25/2020	DD3075(A)	GARGANO, MARK	HAZARD PAY	761.22
09/25/2020	DD3076(A)	GREEN, MICHELLE	HAZARD PAY	778.37
09/25/2020	DD3077(A)	JANIK, GREG	HAZARD PAY	756.95
09/25/2020	DD3078(A)	KIRCHERT, ERIK	HAZARD PAY	752.67
09/25/2020	DD3079(A)	MANTELS, CHRISTOPHER	HAZARD PAY	776.04
09/25/2020	DD3080(A)	MARR, SEAN	HAZARD PAY	761.22
09/25/2020	DD3081(A)	MCGOWAN, WILLIAM	HAZARD PAY	761.22
09/25/2020	DD3082(A)	MEISTE, JAMES	HAZARD PAY	812.67
09/25/2020	DD3083(A)	MEYER, KYLE	HAZARD PAY	726.13
09/25/2020	DD3084(A)	MILESKIEWICZ, JOHN	HAZARD PAY	726.13
09/25/2020	DD3085(A)	MOKMA, WAYNE	HAZARD PAY	662.67
09/25/2020	STUB83(A)	REWA, LANDON	HAZARD PAY	0.00
09/25/2020	DD3086(A)	SEYMOUR, SCOTT	HAZARD PAY	726.92
09/25/2020	DD3087(A)	STARRING, LINUS	HAZARD PAY	761.22
09/25/2020	DD3088(A)	STURM, ELLIOTT	HAZARD PAY	761.22
09/25/2020	DD3089(A)	VAN AUKEN, LAUREL	HAZARD PAY	778.37
09/28/2020	DD3090(A)	MEISTE, JAMES	PAYROLL	261.03
09/30/2020	EFT793(E)	457 MERS	PAYROLL	3,582.67
09/30/2020	EFT794(E)	MISDU	PAYROLL	217.86
09/30/2020	EFT795(E)	IRS	PAYROLL	5,911.59
09/30/2020	EFT796(E)	MERS	PAYROLL	790.80
09/30/2020	EFT797(E)	STATE OF MICHIGAN	PAYROLL	3,259.47
10/02/2020	DD3091(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,391.05
10/02/2020	DD3092(A)	BETTS, MICHAEL	PAYROLL	1,305.47
10/02/2020	DD3093(A)	JANIK, GREG	PAYROLL	2,142.11
10/02/2020	DD3094(A)	MANTELS, CHRISTOPHER	PAYROLL	1,930.79
10/02/2020	DD3095(A)	MEYER, KYLE	PAYROLL	1,290.45
10/02/2020	DD3096(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.82
10/02/2020	EFT798(E)	457 MERS	PAYROLL	1,624.67
10/02/2020	EFT799(E)	MISDU	PAYROLL	217.86

10/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/22/2020 - 10/19/2020				
Check Date	Check	Vendor Name	Description	Amount
10/02/2020	EFT800(E)	IRS	PAYROLL	3,239.59
10/05/2020	1851(A)	WENDY BALES	EMT TRAINING	1,650.00
10/05/2020	1852(A)	FASTSIGNS OF HOLLAND	SIGNAGE	343.14
10/05/2020	1853(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	10.86
10/05/2020	1854(A)	OFFICE DEPOT	OFFICE SUPPLIES	69.21
10/05/2020	1855(A)	RAF ELECTRIC INC	BOAT DOCK	4,547.12
10/05/2020	1856(A)	SUMMIT COMPANIES	SCUBA TESTING	1,800.00
10/05/2020	1857(A)	TRIDENT EMERGENCY PRODUCTS LLC	2192 WASHER & CHAIN	328.87
10/05/2020	20239	BRIAN BITTNER	LIVE FIRE TRAINING	500.00
10/05/2020	1858(E)	CONSUMERS ENERGY	BOAT DOCK	42.09
10/05/2020	1859(E)	CONSUMERS ENERGY	FIRE STATION	629.93
10/13/2020	1860(A)	SHAGS-SHOP INC	LIVE FIRE	7,500.00
10/13/2020	DD3097(A)	ALDRICH, STACEY	PAYROLL	43.04
10/13/2020	DD3098(A)	BALES, WENDY	PAYROLL	1,186.92
10/13/2020	DD3099(A)	BECKMAN, ERIC	PAYROLL	43.04
10/13/2020	DD3100(A)	BEEK, HEATHER	PAYROLL	461.64
10/13/2020	DD3101(A)	BERNHARDY, CHRISTOPHER	PAYROLL	451.89
10/13/2020	DD3102(A)	BETTS, MICHAEL	PAYROLL	628.53
10/13/2020	DD3103(A)	BLATT, DAVID	PAYROLL	1,577.40
10/13/2020	DD3104(A)	BLOK, MICHAEL	PAYROLL	839.41
10/13/2020	DD3105(A)	BRINK, CHAD	PAYROLL	200.41
10/13/2020	DD3106(A)	DEMOND, KALEB	PAYROLL	858.04
10/13/2020	DD3107(A)	DORNBUSH, KALEIGH	PAYROLL	417.55
10/13/2020	DD3108(A)	DYKSTRA, TOM	PAYROLL	1,507.38
10/13/2020	DD3109(A)	ENGLAND, MICHAEL	PAYROLL	613.94
10/13/2020	DD3110(A)	ESQUIVEL, BRADLEY	PAYROLL	282.45
10/13/2020	DD3111(A)	GARGANO, CHRISTINE	PAYROLL	591.92
10/13/2020	DD3112(A)	GARGANO, MARK	PAYROLL	583.19
10/13/2020	DD3113(A)	GREEN, MICHELLE	PAYROLL	490.09
10/13/2020	DD3114(A)	GROENDYKE, BRET	PAYROLL	261.30
10/13/2020	DD3115(A)	JANIK, GREG	PAYROLL	536.27
10/13/2020	DD3116(A)	KIRCHERT, ERIK	PAYROLL	924.04
10/13/2020	DD3117(A)	MANTELS, CHRISTOPHER	PAYROLL	1,780.78
10/13/2020	DD3118(A)	MARR, SEAN	PAYROLL	574.95
10/13/2020	DD3119(A)	MCGOWAN, WILLIAM	PAYROLL	801.35
10/13/2020	DD3120(A)	MEISTE, JAMES	PAYROLL	618.20
10/13/2020	DD3121(A)	MEYER, KYLE	PAYROLL	909.79
10/13/2020	DD3122(A)	MILESKIEWICZ, JOHN	PAYROLL	26.07
10/13/2020	DD3123(A)	MILLER, AARON	PAYROLL	43.04
10/13/2020	STUB84(A)	MINNIEAR, HARRY	PAYROLL	0.00
10/13/2020	DD3124(A)	MOKMA, WAYNE	PAYROLL	436.91
10/13/2020	20240	PHELPS, DONALD	PAYROLL	44.04
10/13/2020	DD3125(A)	PULLEN, TARUE	PAYROLL	44.04



10/16/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/22/2020 - 10/19/2020				
Check Date	Check	Vendor Name	Description	Amount
10/13/2020	DD3126(A)	SEYMOUR, SCOTT	PAYROLL	555.70
10/13/2020	DD3127(A)	SHERER, MISTY	PAYROLL	569.82
10/13/2020	DD3128(A)	STARRING, LINUS	PAYROLL	711.44
10/13/2020	DD3129(A)	STURM, ELLIOTT	PAYROLL	642.10
10/13/2020	DD3130(A)	STURM, KATHRYN	PAYROLL	469.08
10/13/2020	DD3131(A)	VAN AUKEN, LAUREL	PAYROLL	186.49
10/13/2020	DD3132(A)	VAN OSS, BRENT	PAYROLL	69.30
10/13/2020	DD3133(A)	VERPLANK, JANE	PAYROLL	44.05
10/13/2020	EFT801(E)	457 MERS	PAYROLL	2,474.26
10/13/2020	EFT802(E)	MISDU	PAYROLL	217.86
10/13/2020	EFT803(E)	IRS	PAYROLL	5,745.45
10/16/2020	1861(E)	COMCAST	TELEPHONE & INTERNET	305.17
10/16/2020	1862(E)	CONSUMERS ENERGY	BOAT DOCK	42.09
10/16/2020	1863(E)	CONSUMERS ENERGY	FIRE STATION	629.93
10/16/2020	1864(E)	FIRST BANKCARD	OFFICE	6,356.60
10/16/2020	1865(E)	KAL LAKE SEWER WATER	WATER	199.49
10/16/2020	1866(E)	KAL LAKE SEWER WATER	WATER	269.73
10/16/2020	1867(E)	MENARDS	REPAIRS & SUPPLIES	599.31
10/16/2020	1868(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,248.35
10/16/2020	1869(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	110.35
10/16/2020	1870(E)	SHELL	GASOLINE & DIESEL	614.36
10/16/2020	1871(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	467.57
10/16/2020	1872(A)	APPLIED IMAGING	COPIER USE	187.65
10/16/2020	1873(A)	CHROUCH COMMUNICATIONS INC	PAGER CASES	197.61
10/16/2020	1874(A)	FIRE CATT LLC	HOSE & LADDER TESTING	4,016.42
10/16/2020	1875(A)	GROUND MANAGEMENT SOLUTIONS LLC	GROUNDS	115.50
10/16/2020	1876(A)	MASTER MEDICAL EQUIPMENT	AED BATTERIES	260.00
10/16/2020	1877(A)	MMRMA	INSURANCE	8,397.25
10/16/2020	1878(A)	LORRIE PASTOOR	CLEANING	180.00
10/16/2020	1879(A)	RELIABLE ROAD SERVICE INC	2173 TIRES	1,299.48
10/16/2020	1880(A)	CITY OF SAUGATUCK	ACCOUNTING	1,300.00
10/16/2020	1881(A)	SECURE N SAFE LLC	2191 CAMERA	150.00
10/16/2020	1882(A)	SPENCER MANUFACTURING INC	2142 SIGNAL SWITCH REPAIR	276.75
10/16/2020	1883(A)	TRIDENT EMERGENCY PRODUCTS LLC	FLANGES & VALVES	3,107.31
10/16/2020	1884(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	120.00
10/16/2020	1885(A)	XTREME AUTO	LETTERING	78.13
10/16/2020	DD3134(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,391.06
10/16/2020	DD3135(A)	BETTS, MICHAEL	PAYROLL	1,305.47
10/16/2020	DD3136(A)	BRUMMEL, MEL	PAYROLL	402.64
10/16/2020	DD3137(A)	JANIK, GREG	PAYROLL	2,142.10
10/16/2020	DD3138(A)	MANTELS, CHRISTOPHER	PAYROLL	1,930.78
10/16/2020	DD3139(A)	MEYER, KYLE	PAYROLL	1,290.45
10/16/2020	DD3140(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.82

10/16/2020		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
		CHECK DATE FROM 09/22/2020 - 10/19/2020		
Check Date	Check	Vendor Name	Description	Amount
10/16/2020	EFT804(E)	457 MERS	PAYROLL	1,624.67
10/16/2020	EFT805(E)	MISDU	PAYROLL	217.86
10/16/2020	EFT806(E)	IRS	PAYROLL	3,328.12
10/19/2020	20241	BJW BERGHORST & SON INC	GUARD POST	984.76
10/19/2020	20242	HAMILTON FIRE	OPERATIONAL WAGES	1,728.91
10/19/2020	20243	J & B MEDICAL	MEDICAL SUPPLIES	570.60
10/19/2020	20244	ARNOLD SALES	REPAIRS	14.80
10/19/2020	20245	ALLIED FIRE SALES & SERVICE LLC	HELMET	34.26
10/19/2020	20246	BOUND TREE MEDICAL LLC	EMS BAGS	746.24
10/19/2020	20247	BIG BLUE WATER LLC	COMPUTER SERVICE	25.00
10/19/2020	20248	BORST METAL WORKS	2191 MAINTENANCE	722.50
10/19/2020	20249	TYLER TECHNOLOGIES INC	MOBILE EYES SOFTWARE	2,266.00
10/19/2020	20250	PAYETTE SALES & SERVICE INC	ROTARY LATCH	79.22
10/19/2020	20251	OVERISEL LUMBER CO	SUPPLIES	60.75
10/19/2020	20252	RESCUE RESOURCES LLC	ANNUAL MAINTENANCE	1,312.50
10/19/2020	20253	SOUTHSIDE BODY & FABRICATION INC	REPAIR ROOF PANEL	385.00
10/19/2020	20254	STANDARD	INSURANCE	648.37
10/19/2020	20255	ZORO	MAINTENANCE	1,126.67
Total of 145 Checks:				153,156.84
Less 0 Void Checks:				0.00
Total of 145 Disbursements:				153,156.84

Item #8B

Vendor Name	Description	Amount
1. ALLIED FIRE SALES & SERVICE LLC	HELMET	34.26
2. APPLIED IMAGING	COPIER USE	187.65
3. ARNOLD SALES	REPAIRS	14.80
4. BIG BLUE WATER LLC	COMPUTER SERVICE	25.00
5. BJW BERGHORST & SON INC	BOAT MAINTENANCE	165.76
	GUARD POST	819.00
	TOTAL	984.76
6. BORST METAL WORKS	2191 MAINTENANCE	340.00
	BATTERY BOAT	382.50
	TOTAL	722.50
7. BOUND TREE MEDICAL LLC	EMS BAGS	553.94
	EMS BAGS	192.30
	TOTAL	746.24
8. BRIAN BITTNER	LIVE FIRE TRAINING	500.00
9. CHROUCH COMMUNICATIONS INC	PAGER CASES	197.61
10. CITY OF SAUGATUCK	ACCOUNTING	1,300.00
11. COMCAST	TELEPHONE & INTERNET	305.17
12. CONSUMERS ENERGY	BOAT DOCK	42.09
	FIRE STATION	629.93
	BOAT DOCK	42.09
	FIRE STATION	629.93
	TOTAL	1,344.04
13. FASTSIGNS OF HOLLAND	ACCOUNTABILITY BOARDS	203.62
	SIGNAGE	139.52
	TOTAL	343.14
14. FIRE CATT LLC	HOSE & LADDER TESTING	3,659.92
	HOSE TESTING	356.50
	TOTAL	4,016.42
15. FIRST BANKCARD	TURN OUT GEAR, CAPITAL & TECHNOLOGY	4,793.41
	REPAIRS, OFFICE & MAINTENANCE	1,518.30
	OFFICE	44.89
	TOTAL	6,356.60
16. GROUND MANAGEMENT SOLUTIONS LLC	GROUNDS	115.50
17. HAMILTON FIRE	OPERATIONAL WAGES	1,728.91
18. J & B MEDICAL		

Vendor Name	Description	Amount
	MEDICAL SUPPLIES	65.80
	MEDICAL SUPPLIES	104.00
	MEDICAL SUPPLIES	400.80
	TOTAL	570.60
19. KAL LAKE SEWER WATER		
	WATER	269.73
	WATER	199.49
	TOTAL	469.22
20. LORRIE PASTOOR		
	CLEANING	180.00
21. MASTER MEDICAL EQUIPMENT		
	AED BATTERIES	260.00
22. MENARDS		
	REPAIRS & SUPPLIES	599.31
23. MMRMA		
	INSURANCE	7,147.25
	INSURANCE	1,250.00
	TOTAL	8,397.25
24. OFFICE DEPOT		
	OFFICE SUPPLIES	69.21
25. OVERISEL LUMBER CO		
	SUPPLIES	60.75
26. PAYETTE SALES & SERVICE INC		
	ROTARY LATCH	79.22
27. PRIORITY HEALTH		
	HEALTH INSURANCE	3,248.35
28. RAF ELECTRIC INC		
	BOAT DOCK	4,547.12
29. RELIABLE ROAD SERVICE INC		
	2173 TIRES	899.40
	SPRINKLER TRAILER TIRES	400.08
	TOTAL	1,299.48
30. REPUBLIC SERVICES 240		
	TRASH & RECYCLING	110.35
31. RESCUE RESOURCES LLC		
	ANNUAL MAINTENANCE	1,312.50
32. SECURE N SAFE LLC		
	2191 CAMERA	150.00
33. SHAGS-SHOP INC		
	LIVE FIRE	5,000.00
	LIVE FIRE	2,500.00
	TOTAL	7,500.00
34. SHELL		
	GASOLINE & DIESEL	614.36
35. SMART BUSINESS SOURCE LLC		
	OFFICE SUPPLIES	10.86
36. SOUTHSIDE BODY & FABRICATION INC		
	REPAIR ROOF PANEL	385.00
37. SPENCER MANUFACTURING INC		
	2142 SIGNAL SWITCH REPAIR	276.75
38. STANDARD		
	INSURANCE	648.37
39. SUMMIT COMPANIES		
	SCUBA TESTING	1,800.00
40. TRIDENT EMERGENCY PRODUCTS LLC		

Vendor Name	Description	Amount
	2192 WASHER & CHAIN	328.87
	FLANGES & VALVES	3,107.31
	TOTAL	3,436.18
41. TYLER TECHNOLOGIES INC	MOBILE EYES SOFTWARE	2,266.00
42. VERIZON WIRELESS	CELL PHONES & MODEMS	467.57
43. WENDY BALES	EMT TRAINING	1,650.00
44. WEST MICHIGAN UNIFORM	SHOP TOWELS	120.00
45. XTREME AUTO	LETTERING	78.13
46. ZORO	BOAT	89.95
	MAINTENANCE	1,036.72
	TOTAL	1,126.67
TOTAL - ALL VENDORS		60,655.85
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		52,655.85
Fund 210 - REGIONAL TRAINING CENTER		8,000.00

PERIOD ENDING 10/31/2020

Item #8C

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		10/31/2020	10/31/2020	MONTH 10/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	364,000.00	448.78	0.00	363,551.22	0.12
206-000-402.000	SAUGATUCK TOWNSHIP	747,000.00	0.00	0.00	747,000.00	0.00
206-000-403.000	DOUGLAS CITY	380,000.00	0.00	0.00	380,000.00	0.00
206-000-450.000	FIRE SERVICES	6,000.00	4,688.00	0.00	1,312.00	78.13
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	3,425.00	325.00	1,575.00	68.50
206-000-465.000	COST RECOVERY	7,000.00	5,904.00	4,369.28	1,096.00	84.34
206-000-528.000	OTHER FEDERAL GRANTS	85,948.00	85,948.00	0.00	0.00	100.00
206-000-560.000	GRANTS & DONATIONS	4,000.00	3,021.90	0.00	978.10	75.55
206-000-665.000	INTEREST	500.00	316.77	0.00	183.23	63.35
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,599,448.00	103,752.45	4,694.28	1,495,695.55	6.49
TOTAL REVENUES		1,599,448.00	103,752.45	4,694.28	1,495,695.55	6.49
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,250.00	800.00	300.00	4,450.00	15.24
206-336-704.000	CHIEF SALARY	80,000.00	22,184.60	6,153.84	57,815.40	27.73
206-336-705.000	OFFICER SALARIES	9,000.00	1,257.48	419.16	7,742.52	13.97
206-336-708.000	CAREER FIREFIGHTER	306,000.00	73,292.43	20,409.72	232,707.57	23.95
206-336-709.000	OPERATIONAL WAGES	87,000.00	47,282.66	10,471.56	39,717.34	54.35
206-336-709.500	PAID ON CALL STIPEND	75,000.00	19,343.41	7,129.56	55,656.59	25.79
206-336-710.000	FIRE CALLS	60,000.00	10,931.28	2,316.03	49,068.72	18.22
206-336-711.000	MEDICAL CALLS	30,000.00	7,459.31	2,394.77	22,540.69	24.86
206-336-712.000	TRAINING	30,000.00	10,837.08	5,836.60	19,162.92	36.12
206-336-713.000	SPECIAL EVENTS	10,000.00	784.00	0.00	9,216.00	7.84
206-336-720.000	PAYROLL TAXES	55,000.00	14,957.10	4,161.81	40,042.90	27.19
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	22,054.61	4,723.72	52,945.39	29.41
206-336-722.000	WORKER COMP INSURANCE	45,000.00	24,778.60	0.00	20,221.40	55.06
206-336-723.000	RETIREMENT	73,000.00	21,919.11	5,900.09	51,080.89	30.03
206-336-727.000	OPERATING SUPPLIES	22,000.00	6,177.58	163.38	15,822.42	28.08
206-336-728.000	GAS & OIL	12,000.00	1,906.40	614.36	10,093.60	15.89
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	13,560.15	1,480.00	6,439.85	67.80
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	7,813.56	7,128.92	7,186.44	52.09
206-336-745.000	STATION TOOLS	3,000.00	329.29	0.00	2,670.71	10.98
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	0.00	0.00	10,000.00	0.00
206-336-751.000	PHONES	12,000.00	2,934.69	812.74	9,065.31	24.46
206-336-752.000	UTILITIES	14,000.00	4,459.85	1,923.61	9,540.15	31.86
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	18,340.95	(4,064.07)	21,659.05	45.85
206-336-761.000	BOAT MAINTENANCE	15,000.00	18,210.21	3,128.81	(3,210.21)	121.40
206-336-762.000	RADIO & PAGER R&R	6,500.00	834.43	197.61	5,665.57	12.84
206-336-763.000	BUILDING REPAIR & MAINTENANCE	20,000.00	11,012.60	1,685.54	8,987.40	55.06
206-336-764.000	BUILDING SECURITY	2,000.00	260.00	0.00	1,740.00	13.00
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	707.99	110.00	2,792.01	20.23
206-336-770.000	OFFICE EXPENSES	10,000.00	1,333.36	317.91	8,666.64	13.33
206-336-771.000	TECHNOLOGY	12,000.00	5,221.86	2,291.00	6,778.14	43.52
206-336-775.000	BUILDING INSPECTIONS	2,500.00	67.50	0.00	2,432.50	2.70
206-336-780.000	UNIFORMS	12,000.00	1,207.29	200.31	10,792.71	10.06
206-336-781.000	TURN OUT GEAR	25,000.00	1,085.91	0.00	23,914.09	4.34
206-336-785.000	EDUCATION	18,000.00	4,198.09	2,056.95	13,801.91	23.32
206-336-791.000	MEDICAL SUPPLY	10,000.00	3,064.72	2,166.12	6,935.28	30.65
206-336-795.000	FIRE PREVENTION	10,000.00	0.00	0.00	10,000.00	0.00

Page 14 of 18

User: Peter

DB: Stfd

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-796.000	PHYSICALS	11,000.00	0.00	0.00	11,000.00	0.00
206-336-815.000	GENERAL INSURANCE	32,000.00	15,194.75	8,397.25	16,805.25	47.48
206-336-861.000	TAX CHARGE BACK	500.00	416.22	0.00	83.78	83.24
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	47,826.33	10,776.73	152,173.67	23.91
206-336-986.000	CAPITAL FUND TRANSFER	12,150.00	0.00	0.00	12,150.00	0.00
Total Dept 336 - FIRE FUND		1,532,500.00	444,045.40	109,604.03	1,088,454.60	28.98
TOTAL EXPENDITURES		1,532,500.00	444,045.40	109,604.03	1,088,454.60	28.98
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,599,448.00	103,752.45	4,694.28	1,495,695.55	6.49
TOTAL EXPENDITURES		1,532,500.00	444,045.40	109,604.03	1,088,454.60	28.98
NET OF REVENUES & EXPENDITURES		66,948.00	(340,292.95)	(104,909.75)	407,240.95	508.29



## Cost Recovery SOG

### Purpose:

In order to protect the Saugatuck Township Fire District (Fire District) from incurring extraordinary expenses, the jurisdictions authorize the imposition of charges to recover reasonable and actual costs incurred by the Fire District in responding to certain specified extraordinary emergency incidents, incidents caused by recklessness, or incidents involving intentional misconduct in violation of jurisdictional ordinances.

### Review:

When reviewing an incident for potential cost recovery, the cost recovery team shall look for certain criteria that entitle the District to pursue recovery of equipment and personnel costs associated with the incident.

The criteria include, but are not limited to: illegal activity, known preventable causes including referral to the proper authority, known recklessness or misuse of equipment, known false alarms, influence of alcohol or drugs, calls of a repetitive nature that exceed maximum allowed responses within the time frame specified by District policy. Additional examples can be found on the Evaluation Worksheet. It is ultimately up to the cost recovery team to determine whether to pursue cost recovery.

### Enactment:

After determining that cost recovery shall be invoked for an incident, a letter and invoice, citing the proper jurisdiction ordinance, shall be sent to the responsible party via certified mail with receipt, with a payment deadline of 30 days after the date of the letter. The appropriate jurisdiction's appeals process shall also be included with the letter and invoice.





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Cost Recovery Evaluation Worksheet

Incident Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Review Date: \_\_\_\_\_

A yes response to any of the following criteria listed in #1-8 shall *automatically* initiate cost recovery.

1. Did the incident involve illegal activity? Yes or No
2. Was the incident preventable (i.e.: *Distracted Driving, call Miss Dig*)? Yes or No
3. Was a citation issued? Yes or No
4. Is the Incident a repeat offense? Yes or No
5. Was alcohol or drugs involved? Yes or No
6. Were proper burn permit rules ignored? Yes or No
7. Did the responsible party fail to obtain a burn permit? Yes or No
8. Was there a Hazardous Materials release? Yes or No

*(Any actual or threatened spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment, including but not limited to the air, soil, groundwater, and surface water).*

The following potentially mitigating factors will be taken into consideration in the evaluation of cost recovery.

9. Was the incident duration over 1 hour? Yes or No
10. Regarding False Alarms, was an attempt made by the responsible party to notify 911 or the Fire District of non-emergency conditions in an effort to abort emergency response. Yes or No
11. Did Incident require more than the Duty Crew? Yes or No
12. Did the Incident involve a non-resident? Yes or No
13. Was the incident caused by a utility line failure? Yes or No
14. Did the boating incident require recovery or towing of a watercraft? Yes or No

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

September 22<sup>nd</sup>, 2020

Saugatuck Township Fire District  
Fire Administrative Board (via email)  
3342 Blue Star Highway  
Saugatuck, MI 49453

Dear Board Members,

We desired to have this conversation with all of you in person, but due to the current Governor's orders and Covid-19 pandemic, a letter seemed more appropriate for the safety of all parties.

The full-time career firefighters of the Saugatuck Township Fire District, wanted to reach out and inform you that we have voted to join the Michigan Professional Fire Fighters (MPFFU) and International Association of Fire Fighter (IAFF) Unions. We felt it important to inform you first, before you hear about it from somewhere else.

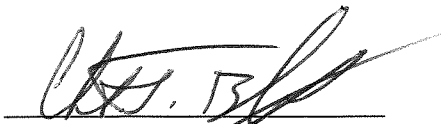
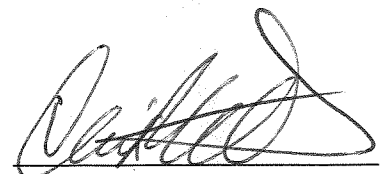
Please understand that this decision does not come from unhappy, or disgruntled employees. This comes from a great team, who have a great leader, a first-class board, and three very supportive communities. Further, we couldn't do our jobs without the unwavering assistance from our paid-on-call teammates.

Most career fire departments, law enforcement agencies, and public safety entities are members of professional unions. Holland Fire Department, and South Haven Area Emergency Services are a few local examples. Additionally, the Douglas Police Department and Allegan County Sheriff's Office are members of law enforcement unions. Even the teachers educating our children and some of your grandchildren are members of the Saugatuck Education Association Union.

The MPFFU, and IAFF do a lot of lobbying to enhance legislation at the State and Federal level to provide for cancer presumption, firefighter safety, Community Risk Reduction, and even Covid-19 resources for firefighters. Currently, these are benefits we are receiving, without paying for.

We believe we have a great team here at the Fire District; we work well with Chief Janik, the Fire Board, and the three communities we serve. We look forward to continuing to build on these great relationships for the benefit of the community at large. Please feel free to reach out to any of us if you have any questions or concerns.

Respectfully yours,

  
Chris Bernhardt  
Mike Betts  
Chris Mantels  
Kyle Meyer  
John Mileskiewicz

cc: Chief Greg Janik (via email)