



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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 – June 19th, 2023

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*):
6. Approval of Minutes:
 - A. April 28th, 2023 – Special
 - B. May 15th, 2023
 - C. May 15th, 2023 – Special
7. Public Hearing – Fire District FY2023/24 Budget (Limit 5 minutes per person):
 - A. Motion to Open Public Hearing (*Roll Call Vote*):
 - B. Motion to Close Public Hearing (*Roll Call Vote*):
8. Public Comment on Agenda Items Only (Limit 3 minutes):
9. Request for Payment:
 - A. Budget Amendment #2 (*Roll Call Vote*)
 - B. Account Payables (*Roll Call Vote*)
 - C. Financial Report
10. Fire Chief Comments:
 - A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls
 - B. Community Risk Reduction
 1. Department of Fire Prevention – Monthly Report
 2. Michigan Fire Inspectors Society - Fatal Fire Statistics
 - C. Grants
 1. MMRMA Grant Award Received – Dash Cams - \$5,583.84
 - D. Cost Recovery
 1. Recent Illegal Burns
11. Unfinished Business:
 - A. EMS Ad-Hoc Committee Update
 - B. Michigan Public Safety Drone Association Update
12. New Business:
 - A. Fire District Budget Approval – FY2023-24 (*Roll Call Vote*)
 - B. MMRMA General Insurance Renewal Review
13. Correspondence:
 - A. Thank you – Fire at Old Lighthouse
 - B. Auditors Letter to Fire Board
14. Public Comments: (Limit 3 minutes):
15. Fire Board Comments:
16. 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
269 857-3000 / Fax: 269 857-1228
E-mail: info@saugatuckfire.org

FIRE DISTRICT "SPECIAL" BOARD MEETING

3:00pm – April 28th, 2023

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, T. Pullen, C. North
ABSENT: S. Phelps (on phone)
Also Present: Chief Greg Janik, D.C. Mantels, 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*):
Motion by Aldrich 2nd by Beckman to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.
6. Public Comment on Agenda Items Only (Limit 3 minutes):
A. None
7. Unfinished Business:
A. Fiscal Year 2023-24 Requested Budget (*Roll Call Vote*)
 1. The Fire District staff request is to add on three more personnel on 24/hr shifts to ensure two full time staff on duty 24/7/365.
 2. Declining pool of candidates for paid on call. Competing with family time, personnel have 2nd jobs, and generally busier lives of our personnel.
 3. Discussion ensued about the continued increased costs for equipment.
 4. In order to ensure coverage, we will need to raise the milage 0.3 mils to accommodate.
 5. Let the 3 municipalities know what our plan is and what we need.
 6. Then host a special meeting with the councils at the May 15th Fire Board meeting.
 7. Regular Fire Board Meeting will be at 4:00pm.
 8. Combined Special meeting with joint councils will be at 5:00pm.

Motion by Pullen, 2nd Beckman to authorize the Fire District Administrative Board to recommend increasing the millage .3 (three tenths of a mill), to fund minimum firefighter and EMS staffing levels 24 hours per day, for a total millage of 2.5 mils, from 2.2 mils, and send the FY 2023-24 Requested Budget using the 2.5 mils column as presented to Saugatuck City, Douglas City, and Saugatuck Township for their respective reviews.

YEAS: Pullen, Beckman, Aldrich, Fox, Verplank, North
NEAS: None
ABSENT: Phelps
Motion Passes 6:0
8. New Business:
A. None



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9. Correspondence:

A. None

10. Public Comments: (Limit 3 minutes):

A. None

11. Fire Board Comments:

- A. Aldrich – None**
- B. Beckman – None**
- C. Fox – None**
- D. Verplank – None**
- E. Pullen – None**
- F. North – None**

12. Adjournment:

A. Meeting adjourned at 4:33pm

NOTICE

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SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #6B



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

FIRE DISTRICT BOARD MEETING

4:00pm – May 15th, 2023

DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:04pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, T. Pullen, C. North
ABSENT: S. Phelps
Also Present: Chief Greg Janik, D.C. Mantels, 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*):
Motion by Fox 2nd by Beckman to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.
6. Approval of Minutes:
A. April 17th, 2023
Motion by Aldrich, 2nd by North to approve the minutes of the 4/17/2023 meeting as presented. No discussion. Motion passes by unanimous by voice vote.
7. Public Comment on Agenda Items Only (Limit 3 minutes):
A. None
8. Request for Payment:
A. Budget Amendment #1 (Roll Call Vote)
Motion by Pullen, 2nd by Fox to approve Budget Amendment #1 dated 5/12/2023 for the Fire Fund and the Live Fire Training Facility as presented. No discussion.
YAYS: Pullen, Fox, Aldrich, Beckman, Verplank, North
NAYS: None
ABSENT: Phelps
Motion passes: 6:0
B. Account Payables (Roll Call Vote)
Motion by Fox, 2nd by Beckman to pay the invoices in the amount of \$125,350.20. No discussion.
YAYS: Fox, Beckman, Aldrich, Verplank, Pullen, North
NAYS: None
ABSENT: Phelps
Motion passes: 6:0.
C. Financial Report
i. Financial Report was reviewed by P. Stanislawski
9. Fire Chief Comments:
A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls
 1. 284– runs year to date for 2023
 2. Average response time – 6:12 year to date for 2023



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B. Community Risk Reduction

1. Department of Fire Prevention – Monthly Report
2. Michigan Fire Inspectors Society - Fatal Fire Statistics
3. Additions to Website
 - i. <https://www.saugatuckfire.org/blood-pressure-checks.html>
 - ii. <https://www.saugatuckfire.org/fall-prevention.html>

C. Grants

1. FEMA AFG Payment Received - \$11,443.38 exercise equipment.

D. Certifications

1. EMT/B – Kyle Meyer
2. Instructor 1 – Phil Dalton

E. Thank you – Lift Truck Donation – Ed Vandenberg

F. Michigan Public Safety Drone Association – West Region Host

10. Unfinished Business:

A. None

11. New Business:

A. Set date for 2023-24 Fiscal Year Budget Approval Public Hearing (*Roll Call Vote*)

Motion by Aldrich, 2nd by Pullen to schedule the 2023-24 Fiscal Year Budget Hearing for June 19th, 2023, at 4:00pm at the Saugatuck Township Fire District Station and to authorize Fire District staff to publish the notices of the meeting on behalf of the Fire Board Secretary.

YAYS: Aldrich, Pullen, Beckman, Fox, Verplank, North

NAYS: None

ABSENT: Phelps

Motion passes: 6:0

12. Correspondence:

A. None

13. Public Comments: (Limit 3 minutes):

A. None

14. Fire Board Comments:

- A. Aldrich – Thinking of everyone after the accident last week and don't hesitate to reach out if she can do anything.
- B. Beckman – Same
- C. Fox – None
- D. Verplank – None
- E. Pullen – None
- F. North – None

15. Adjournment:

- A. Motion by Fox, 2nd by Beckman to adjourn the meeting at 4:41pm. No discussion, motion passes by unanimous vote.

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Item #6B



3342 Blue Star Highway
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FIRE DISTRICT "SPECIAL" BOARD MEETING

5:00pm – May 15th, 2023

DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 5:02pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Welcome and Introductions:
 - A. **Chair Verplank welcomed everyone to the meeting.**
4. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, T. Pullen, C. North
ABSENT: S. Phelps
Also Present: Chief Greg Janik, D.C. Mantels, P. Stanislawski
5. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
6. Approval of Agenda (*additions / deletions*):
Motion by Aldrich, 2nd by Beckman to approve the agenda as presented. No discussion, motion passes by unanimous voice vote.
7. Public Comment on Agenda Items Only (Limit 3 minutes):
 - A. **None**
8. Unfinished Business:
 - A. **Fiscal Year 2023-24 Budget Presentation**
 1. **Chief Janik and D.C. Mantels covered the PowerPoint presentation explaining the need for additional staffing and to increase the millage 0.3mils to achieve the staffing needs and cover increased operational expenses.**
 2. **Chair Verplank led a question-and-answer session regarding the budget.**
 3. **Several council members and trustees offered questions and Chief Janik answered them accordingly.**
 4. **Several council members praised the Fire District for all the good work they do and thanked them for having the joint meeting as it was very informational.**
9. New Business:
 - A. **None**
10. Correspondence:
 - A. **None**
11. Public Comments: (Limit 3 minutes):
 - A. **None**
12. Fire Board Comments:
 - A. **Chair Verplank & Chief Janik thanked everyone for coming.**
13. Adjournment:
 - A. **Meeting adjourned at 6:03pm.**

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SAUGATUCK FIRE DISTRICT

JOURNAL ENTRY

JE: 205

Item #9A

Post Date: 06/16/2023

Entry Date: 06/16/2023

Description: BUDGET ADJUSTMENT #2

Entered By: Peter

Journal: BA

GL #	Description	Increase/ (Decrease)
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,425.00
206-336-702.000	BOARD SALARY	(200.00)
206-336-705.000	OFFICER SALARIES	(300.00)
206-336-708.000	CAREER FIREFIGHTER	7,000.00
206-336-709.000	OPERATIONAL WAGES	(5,000.00)
206-336-710.000	FIRE CALLS	8,000.00
206-336-712.000	TRAINING	(4,000.00)
206-336-713.000	SPECIAL EVENTS	(1,000.00)
206-336-720.000	PAYROLL TAXES	1,000.00
206-336-723.000	RETIREMENT	5,000.00
206-336-727.000	OPERATING SUPPLIES	5,000.00
206-336-728.000	GAS & OIL	1,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	1,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	7,000.00
206-336-764.000	BUILDING SECURITY	(800.00)
206-336-770.000	OFFICE EXPENSES	(3,000.00)
206-336-785.000	EDUCATION	(5,000.00)
206-336-791.000	MEDICAL SUPPLY	(5,000.00)
206-336-795.000	COMMUNITY RISK REDUCTION	(1,000.00)
206-336-796.000	PHYSICALS	(1,000.00)
206-336-763.000	BUILDING REPAIR & MAINTENANCE	(4,000.00)
206-336-985.000	LONG TERM CAPITAL	(3,275.00)
Revenue Change:		1,425.00
Expenditure Change:		1,425.00
Budgeted Change To Fund Balance:		0.00

APPROVED BY: _____

06/16/2023 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 05/16/2023 - 06/19/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
05/26/2023	DD4739(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,829.96
05/26/2023	DD4740(A)	BETTS, MICHAEL	PAYROLL	1,908.91
05/26/2023	DD4741(A)	CAPEL, RILEY	PAYROLL	1,312.49
05/26/2023	DD4742(A)	GREEN, MICHELLE	PAYROLL	1,249.66
05/26/2023	DD4743(A)	JANIK, GREG	PAYROLL	2,674.56
05/26/2023	DD4744(A)	MANTELS, CHRISTOPHER	PAYROLL	2,398.46
05/26/2023	DD4745(A)	MEYER, KYLE	PAYROLL	1,581.00
05/31/2023	2785(E)	FIRST BANKCARD	TRAINING, TECHNOLOGY, SUPPLIES & MAINTEN	7,080.21
05/31/2023	EFT1264(E)	457 MERS	PAYROLL	1,376.81
05/31/2023	EFT1265(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,477.11
05/31/2023	EFT1266(E)	MERS	PAYROLL	5,667.22
05/31/2023	EFT1267(E)	DEFINED CONTRIBUTION	PAYROLL	1,872.83
05/31/2023	EFT1268(E)	HEALTH SAVINGS PLAN	PAYROLL	374.34
05/31/2023	EFT1269(E)	STATE OF MICHIGAN	PAYROLL	2,608.33
05/31/2023	EFT1270(E)	SAUGATUCK AREA PROFESSIONAL L	PAYROLL	25.00
06/09/2023	DD4746(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,804.97
06/09/2023	DD4747(A)	BETTS, MICHAEL	PAYROLL	1,908.92
06/09/2023	DD4748(A)	CAPEL, RILEY	PAYROLL	1,287.50
06/09/2023	DD4749(A)	GREEN, MICHELLE	PAYROLL	1,224.66
06/09/2023	DD4750(A)	JANIK, GREG	PAYROLL	2,674.56
06/09/2023	DD4751(A)	MANTELS, CHRISTOPHER	PAYROLL	2,986.45
06/09/2023	DD4752(A)	MEYER, KYLE	PAYROLL	1,556.00
06/09/2023	EFT1271(E)	457 MERS	PAYROLL	1,376.81
06/09/2023	EFT1272(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,477.07
06/09/2023	EFT1273(E)	DEFINED CONTRIBUTION	PAYROLL	1,872.83
06/09/2023	EFT1274(E)	SAUGATUCK AREA PROFESSIONAL L	PAYROLL	150.00
06/14/2023	DD4753(A)	ALDRICH, STACEY	PAYROLL	87.10
06/14/2023	DD4754(A)	BALES, WENDY	PAYROLL	2,360.15
06/14/2023	DD4755(A)	BECKMAN, ERIC	PAYROLL	86.10
06/14/2023	DD4756(A)	BEEK, HEATHER	PAYROLL	319.45
06/14/2023	DD4757(A)	BERNHARDY, CHRISTOPHER	PAYROLL	426.98
06/14/2023	DD4758(A)	BETTS, MICHAEL	PAYROLL	797.65
06/14/2023	DD4759(A)	BLATT, DAVID	PAYROLL	320.51
06/14/2023	DD4760(A)	BLOK, MICHAEL	PAYROLL	915.17
06/14/2023	DD4761(A)	BRINK, CHAD	PAYROLL	1,328.86
06/14/2023	DD4762(A)	BROWN, CLAIRE	PAYROLL	233.49
06/14/2023	DD4763(A)	BRUMMEL, MEL	PAYROLL	176.20
06/14/2023	DD4764(A)	CAPEL, RILEY	PAYROLL	633.47
06/14/2023	DD4765(A)	DALTON, PHIL	PAYROLL	1,947.57
06/14/2023	DD4766(A)	DEMOND, KALEB	PAYROLL	447.46
06/14/2023	STUB101(A)	DYKSTRA, TOM	PAYROLL	0.00

06/16/2023 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 05/16/2023 - 06/19/2023				
Check Date	Check	Vendor Name	Description	Amount
06/14/2023	DD4767(A)	ESQUIVEL, BRADLEY	PAYROLL	1,398.96
06/14/2023	DD4768(A)	GARGANO, MARK	PAYROLL	1,394.61
06/14/2023	DD4769(A)	GREEN, MICHELLE	PAYROLL	272.12
06/14/2023	DD4770(A)	HOSIER, CALEB	PAYROLL	496.38
06/14/2023	DD4771(A)	HUNDERMAN, MARCIE	PAYROLL	630.15
06/14/2023	DD4772(A)	JANIK, GREG	PAYROLL	536.27
06/14/2023	DD4773(A)	KIRCHERT, ERIK	PAYROLL	692.31
06/14/2023	DD4774(A)	MANTELS, CHRISTOPHER	PAYROLL	1,533.29
06/14/2023	DD4775(A)	MARR, SEAN	PAYROLL	1,161.97
06/14/2023	DD4776(A)	MC GOWAN, WILLIAM	PAYROLL	684.18
06/14/2023	DD4777(A)	MEISTE, JAMES	PAYROLL	729.36
06/14/2023	DD4778(A)	MEYER, KYLE	PAYROLL	397.59
06/14/2023	STUB102(A)	MINNIEAR, HARRY	PAYROLL	0.00
06/14/2023	DD4779(A)	MOKMA, WAYNE	PAYROLL	716.14
06/14/2023	DD4780(A)	NORTH, CATHY	PAYROLL	87.10
06/14/2023	DD4781(A)	PULLEN, TARUE	PAYROLL	88.10
06/14/2023	DD4782(A)	SEYMOUR, SCOTT	PAYROLL	1,384.95
06/14/2023	DD4783(A)	SHERER, MISTY	PAYROLL	769.74
06/14/2023	DD4784(A)	STARRING, LINUS	PAYROLL	748.21
06/14/2023	DD4785(A)	STEVENS, KEVIN	PAYROLL	563.40
06/14/2023	DD4786(A)	TRINKLEIN, KYLE	PAYROLL	316.83
06/14/2023	DD4787(A)	VERPLANK, JANE	PAYROLL	88.10
06/14/2023	DD4788(A)	WETZEL, EVAN	PAYROLL	881.87
06/14/2023	DD4789(A)	WILKINSON, ERIN	PAYROLL	52.86
06/14/2023	EFT1275(E)	457 MERS	PAYROLL	2,507.84
06/14/2023	EFT1276(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,983.03
06/14/2023	EFT1277(E)	DEFINED CONTRIBUTION	PAYROLL	1,791.10
06/14/2023	EFT1278(E)	SAUGATUCK AREA PROFESSIONAL L	PAYROLL	150.00
06/16/2023	20614	COMPAAN DOOR & OPERATOR	DOOR MAINTENANCE	1,218.75
06/16/2023	20615	FIRE SUPPRESSION PRODUCTS	FIRE SUPPRESSION AGENT	3,110.00
06/16/2023	20616	GRAPHIX EMBROIDERY INC	UNIFORMS	303.82
06/16/2023	20617	HAMILTON FIRE	DRONE TRAILER	336.65
06/16/2023	20618	IHLE AUTO PARTS	SUPPLIES	664.34
06/16/2023	20619	D & L TRUCK & TRAILER LLC	2112 MAINTENANCE	565.08
06/16/2023	20620	STARRING CONSULTING LLC	2191 BOAT MAINTENANCE	750.35
06/16/2023	20621	RAY'S SERVICE CENTER LLC	TOWING CHARGES	250.00
06/16/2023	20622	CFS INSPECTIONS	2151 INSPECTIONS	845.00
06/16/2023	20623	WEST SHORE FIRE INC	TURN OUT GEAR	2,834.16
06/16/2023	20624	ZORO	SUPPLIES	56.53
06/16/2023	2786(E)	ARROWASTE	TRASH	82.11
06/16/2023	2787(E)	COMCAST	TELEPHONE & INTERNET	340.28
06/16/2023	2788(E)	CONSUMERS ENERGY	FIRE STATION	493.78
06/16/2023	2789(E)	CONSUMERS ENERGY	FIRE DOCK	92.11

06/16/2023					CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT
CHECK DATE FROM 05/16/2023 - 06/19/2023					
Check Date	Check	Vendor Name	Description		Amount
06/16/2023	2790(E)	KAL LAKE SEWER WATER	WATER		228.56
06/16/2023	2791(E)	KAL LAKE SEWER WATER	WATER		64.86
06/16/2023	2792(E)	KAL LAKE SEWER WATER	WATER		50.63
06/16/2023	2793(E)	KAL LAKE SEWER WATER	WATER		184.40
06/16/2023	2794(E)	MENARDS	SUPPLIES FIRE PREVENTION		2,035.66
06/16/2023	2795(E)	MICHIGAN GAS UTILITIES	NATURAL GAS		93.54
06/16/2023	2796(E)	MCKESSON	MEDICAL SUPPLIES		81.82
06/16/2023	2797(E)	PRIORITY HEALTH	HEALTH INSURANCE		4,437.57
06/16/2023	2798(E)	SHELL	GASOLINE & DIESEL		1,781.51
06/16/2023	2799(E)	VERIZON WIRELESS	CELL PHONES & MODEMS		1,298.61
06/19/2023	2800(A)	AEROS IT GROUP	COMPUTER SERVICES		771.00
06/19/2023	2801(A)	ALLIED FIRE SALES & SERVICE LLC	PUMP TEST & ANNUAL		6,967.01
06/19/2023	2802(A)	APPLIED IMAGING	COPIER USE		333.72
06/19/2023	2803(A)	BLOOM SLUGGETT PC	LEGAL FEES		216.00
06/19/2023	2804(A)	GALLS LLC	UNIFORMS		119.71
06/19/2023	2805(A)	J & B MEDICAL	MEDICAL SUPPLIES		96.81
06/19/2023	2806(A)	MOTOROLA SOLUTIONS INC	BATTERY		304.50
06/19/2023	2807(A)	LORRIE PASTOOR	CLEANING		240.00
06/19/2023	2808(A)	PURITY CYLINDER GASES INC	CYLINDER GAS		112.70
06/19/2023	2809(A)	RELIABLE ROAD SERVICE INC	2111 TIRES		4,151.94
06/19/2023	2810(A)	CITY OF SAUGATUCK	FINANCE SERVICES		1,425.00
06/19/2023	2811(A)	SPENCER MANUFACTURING INC	2110 MAINTENANCE		643.37
06/19/2023	2812(A)	STANDARD	INSURANCE		910.78
06/19/2023	2813(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS		197.05
06/19/2023	2814(A)	XTREME AUTO	2172 ROCKER PANELS		5,181.77
Total of 109 Checks:					138,764.76
Less 0 Void Checks:					0.00
Total of 109 Disbursements:					138,764.76

Item #9B

Vendor Name	Description	Amount
1. AEROS IT GROUP	COMPUTER SERVICES	771.00
2. ALLIED FIRE SALES & SERVICE LLC	PUMP TEST & ANNUAL	6,967.01
3. APPLIED IMAGING	COPIER USE	333.72
4. ARROWASTE	TRASH	82.11
5. BLOOM SLUGGETT PC	LEGAL FEES	216.00
6. CFS INSPECTIONS	2151 INSPECTIONS	845.00
7. CITY OF SAUGATUCK	FINANCE SERVICES	1,425.00
8. COMCAST	TELEPHONE & INTERNET	340.28
9. COMPAAN DOOR & OPERATOR	DOOR OPENER REPAIRS	258.95
	DOOR MAINTENANCE	363.80
	DOOR MAINTENANCE	596.00
	TOTAL	1,218.75
10. CONSUMERS ENERGY	FIRE STATION	493.78
	FIRE DOCK	92.11
	TOTAL	585.89
11. D & L TRUCK & TRAILER LLC	2112 MAINTENANCE	565.08
12. FIRE SUPPRESSION PRODUCTS	FIRE SUPPRESSION AGENT	3,110.00
13. FIRST BANKCARD	TRAINING, TECHNOLOGY, SUPPLIES & MAINTENANCE	7,080.21
14. GALLS LLC	UNIFORMS	119.71
15. GRAPHIX EMBROIDERY INC	UNIFORMS	303.82
16. HAMILTON FIRE	DRONE TRAILER	336.65
17. IHLE AUTO PARTS	SUPPLIES	664.34
18. J & B MEDICAL	MEDICAL SUPPLIES	96.81
19. KAL LAKE SEWER WATER	WATER	50.63
	WATER	184.40
	WATER	228.56
	WATER	64.86
	TOTAL	528.45
20. LORRIE PASTOOR	CLEANING	240.00
21. MCKESSON	MEDICAL SUPPLIES	81.82
22. MENARDS	SUPPLIES FIRE PREVENTION	2,035.66
23. MICHIGAN GAS UTILITIES	NATURAL GAS	93.54
24. MOTOROLA SOLUTIONS INC	BATTERY	304.50
25. PRIORITY HEALTH		

Vendor Name	Description	Amount
	HEALTH INSURANCE	4,437.57
26. PURITY CYLINDER GASES INC	CYLINDER GAS	112.70
27. RAY'S SERVICE CENTER LLC	TOWING CHARGES	250.00
28. RELIABLE ROAD SERVICE INC	2111 TIRES	4,151.94
29. SHELL	GASOLINE & DIESEL	1,781.51
30. SPENCER MANUFACTURING INC	2110 MAINTENANCE	318.37
	2110 PUMP TEST	325.00
	TOTAL	643.37
31. STANDARD	INSURANCE	910.78
32. STARRING CONSULTING LLC	2191 BOAT MAINTENANCE	750.35
33. VERIZON WIRELESS	CELL PHONES & MODEMS	1,298.61
34. WEST MICHIGAN UNIFORM	SHOP TOWELS	197.05
35. WEST SHORE FIRE INC	TURN OUT GEAR	2,834.16
36. XTREME AUTO	2172 ROCKER PANELS	5,181.77
37. ZORO	SUPPLIES	56.53
TOTAL - ALL VENDORS		50,951.69
FUND TOTALS:		
Fund 206 - FIRE FUND		50,363.82
Fund 210 - REGIONAL TRAINING CENTER		587.87

Item #9C

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDT USED
		AMENDED BUDGET	NORMAL	06/30/2023	MONTH	06/30/2023	
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	417,713.50	417,713.50	0.00	0.00	0.00	100.00
206-000-402.000	SAUGATUCK TOWNSHIP	840,950.48	840,950.48	0.00	0.00	0.00	100.00
206-000-403.000	DOUGLAS CITY	432,575.34	432,575.34	0.00	0.00	0.00	100.00
206-000-450.000	FIRE SERVICES	1,100.00	656.00	0.00	0.00	444.00	59.64
206-000-460.000	INSPECTION & PLAN REVIEW FEES	27,425.00	27,425.00	825.00	100.00	0.00	100.00
206-000-465.000	COST RECOVERY	34,500.00	34,455.08	0.00	0.00	44.92	99.87
206-000-528.000	OTHER FEDERAL GRANTS	26,928.05	26,928.05	0.00	0.00	100.00	100.00
206-000-560.000	GRANTS & DONATIONS	35,170.28	35,170.28	0.00	0.00	0.00	100.00
206-000-665.000	INTEREST	8,500.00	7,877.96	0.00	0.00	622.04	92.68
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
206-000-686.000	FUND BALANCE TRANSFER IN	417,000.00	0.00	0.00	0.00	417,000.00	0.00

Total Dept 000		2,241,862.65	1,823,751.69	825.00		418,110.96		81.35
TOTAL REVENUES		2,241,862.65	1,823,751.69	825.00		418,110.96		81.35

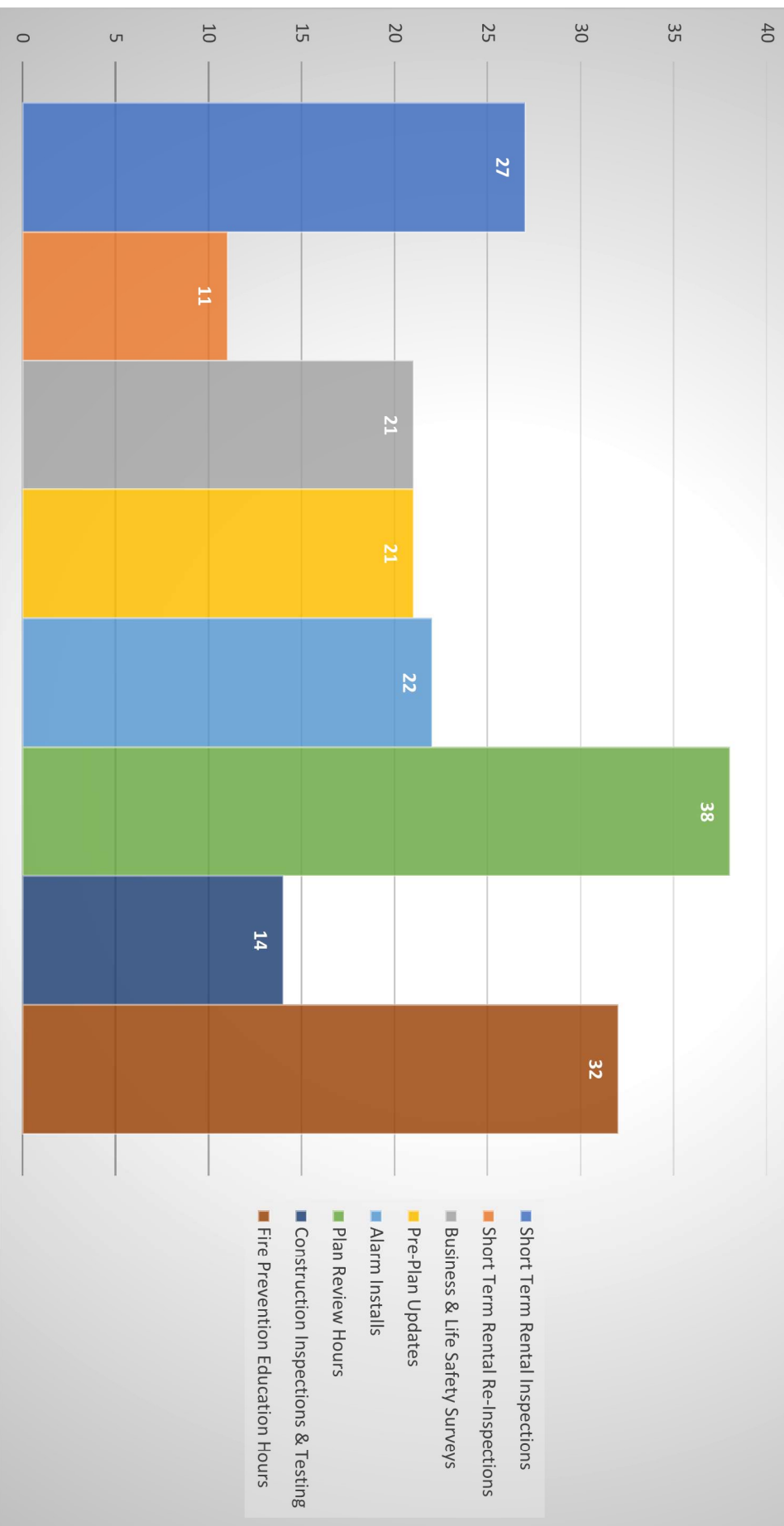
Expenditures								
Dept 336 - FIRE FUND								
206-336-702.000	BOARD SALARY	3,800.00	3,050.00	500.00	750.00	80.26		
206-336-704.000	CHIEF SALARY	110,100.00	106,041.17	8,461.54	4,058.83	96.31		
206-336-705.000	OFFICER SALARIES	7,850.00	7,104.35	645.85	745.65	90.50		
206-336-708.000	CAREER FIREFIGHTER	413,000.00	398,477.11	28,970.66	14,532.89	96.48		
206-336-709.000	OPERATIONAL WAGES	100,000.00	92,560.51	8,586.62	7,439.49	92.56		
206-336-709.500	PAID ON CALL STIPEND	96,000.00	87,130.09	7,769.46	8,869.91	90.76		
206-336-710.000	FIRE CALLS	63,000.00	58,259.95	10,317.63	4,740.05	92.48		
206-336-711.000	MEDICAL CALLS	34,000.00	30,107.18	2,363.28	3,892.82	88.55		
206-336-712.000	TRAINING	29,000.00	24,403.33	2,387.44	4,596.67	84.15		
206-336-713.000	SPECIAL EVENTS	11,000.00	9,702.57	801.08	1,297.43	88.21		
206-336-720.000	PAYROLL TAXES	71,500.00	64,763.41	5,443.31	6,736.59	90.58		
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	96,000.00	94,923.16	6,856.35	1,076.84	98.88		
206-336-722.000	WORKER COMP INSURANCE	55,780.00	55,722.40	0.00	7.60	99.99		
206-336-723.000	RETIREMENT	135,000.00	128,401.97	10,454.12	6,598.03	95.11		
206-336-727.000	OPERATING SUPPLIES	28,500.00	26,726.20	3,307.05	1,773.80	93.78		
206-336-728.000	GAS & OIL	21,000.00	19,153.74	1,781.51	1,846.26	91.21		
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	28,089.70	1,881.00	1,910.30	93.63		
206-336-742.000	TESTING, REPAIR & REPLACEMENT	19,000.00	18,270.37	8,174.26	729.63	96.16		
206-336-745.000	STATION TOOLS	3,000.00	434.39	112.70	2,565.61	14.48		
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	4,732.87	623.81	5,267.13	47.33		
206-336-751.000	PHONES	12,000.00	11,261.67	1,698.89	738.33	93.85		
206-336-752.000	UTILITIES	15,000.00	14,056.19	1,289.99	943.81	93.71		
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	72,000.00	69,429.26	12,350.25	2,570.74	96.43		
206-336-761.000	BOAT MAINTENANCE	17,500.00	17,214.88	750.35	285.12	98.37		
206-336-762.000	RADIO & PAGER R&R	8,500.00	1,518.82	304.50	6,981.18	17.87		
206-336-763.000	BUILDING REPAIR & MAINTENANCE	23,000.00	15,950.29	56.53	7,049.71	69.35		
206-336-764.000	BUILDING SECURITY	200.00	0.00	0.00	200.00	0.00		
206-336-767.000	DUES & SUBSCRIPTIONS	3,000.00	2,489.73	0.00	510.27	82.99		
206-336-770.000	OFFICE EXPENSES	9,000.00	7,888.12	333.72	1,111.88	87.65		
206-336-771.000	TECHNOLOGY	20,500.00	20,122.68	771.00	377.32	88.16		
206-336-780.000	BUILDING INSPECTIONS	1,000.00	226.45	0.00	773.55	22.65		
206-336-780.000	UNIFORMS	15,000.00	13,795.79	423.53	1,204.21	91.97		
206-336-781.000	TURN OUT GEAR	30,000.00	6,955.45	2,834.16	23,044.55	23.18		
206-336-785.000	EDUCATION	18,000.00	16,261.17	0.00	1,738.83	90.34		
206-336-791.000	MEDICAL SUPPLY	4,000.00	4,490.01	178.63	6,509.99	40.82		

REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK FIRE DISTRICT

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	NORMAL	
Fund 206 - FIRE FUND								
Expenditures								
206-336-795.000	COMMUNITY RISK REDUCTION	12,000.00	10,321.09	1,123.38		1,678.91	86.01	
206-336-796.000	PHYSICALS	14,000.00	13,500.09	0.00		499.91	96.43	
206-336-815.000	GENERAL INSURANCE	33,975.00	33,975.00	0.00		0.00	100.00	
206-336-861.000	TAX CHARGE BACK	1,000.00	988.72	0.00		11.28	98.87	
206-336-975.000	TRUCK PAYMENT	419,308.00	419,307.50	0.00		0.50	100.00	
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00		0.00	0.00	
206-336-985.000	LONG TERM CAPITAL	68,349.65	58,679.44	0.00		9,670.21	85.85	
206-336-986.000	CAPITAL FUND TRANSFER	100,000.00	0.00	0.00		100,000.00	0.00	
Total Dept 336 - FIRE FUND								
		2,241,862.65	1,996,536.82	131,552.60		245,325.83	89.06	
TOTAL EXPENDITURES								
		2,241,862.65	1,996,536.82	131,552.60		245,325.83	89.06	
Fund 206 - FIRE FUND:								
TOTAL REVENUES								
		2,241,862.65	1,823,751.69	825.00		418,110.96	81.35	
TOTAL EXPENDITURES								
		2,241,862.65	1,996,536.82	131,552.60		245,325.83	89.06	
NET OF REVENUES & EXPENDITURES								
		0.00	(172,785.13)	(130,727.60)		172,785.13	100.00	

Department of Fire Prevention Monthly Report to Fire Board May 2023 to June 2023



MICHIGAN FATAL FIRE STATISTICS 2023



2023 Current Fire Deaths

59 Deaths in 56 Fires
(as of June 13, 2023)

4% Decrease in Deaths YTD
Compared to 2017-2022 Average

7% Increase in Fires YTD
Compared to 2017-2022 Average

Victims

- 64% Male / 36% Female
- 20% Reported as Disabled
- 7% Reported as on Oxygen
- 71% Between 40 and 79 Years Old



Location and Cause

Reported Areas of Origin

- #1 Bedroom (38%)
- #2 Living Area (30%)
- #3 Kitchen (13%)

Reported Fire Causes

- #1 Smoking (45%)
- #2 Cooking (14%)
- #3 Heating (11%)



Time and Day

Deadliest Time of Day

- 6am - 6pm = 34%
- 6pm - 6am - 66%

Deadliest Day of Week (Deaths)

- #1 Sunday (27%)
- #2 Monday (17%)
- #3 Thursday (15%)

Alarm Status

No Working Alarms (54% Fires / 54% Victims)

Working Alarms (25% Fires / 24% Victims)

Unknown Status (21% Fires / 22% Victims)



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

May 18, 2023

Deputy Chief Chris Mantels
Saugatuck Township Fire District
3342 Blue Star Highway
Saugatuck, MI 49453

RE: Grant Funding – Requirements for Reimbursement

Dear Deputy Chief Mantels,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your In Car Camera project was approved. The Membership Committee authorized 50% funding up to a maximum of \$5,583.84 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Saugatuck Township Fire District of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Saugatuck Township Fire District remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

Cara L. Ceci

Cara Ceci, ARM, CPCU
Member Resources Manager

CC/sp

cc: Greg Janik
MMRMA Risk Manager



Michigan Public Safety Drone Association

ABOUT US
WHO WE ARE

Join us for the inaugural, regional events with the newly formed Michigan Public Safety Drone Association. The goal of the association is to bring together public safety drone operators, to collaborate, train, and help grow drone operations in the State of Michigan. This summer, the association will be hosting three events, strategically placed throughout the state.

EVENT
AGENDA

Each event will kickoff at 0900 and conclude at 1700. The first half of the day will be spent in the classroom collaborating, learning about other local agency's programs and an industry update. In the afternoon, teams will hit the field to work through training scenarios. If possible, please bring your own equipment for the training scenarios.

JULY 12TH

SW Region
Saugatuck Township
Fire District

Fire Department
3342 Blue Star Hwy,
Saugatuck, MI 49453

JULY 26TH

SE Region
Huron-Clinton Metro
Police Department

Indian Springs
5200 Indian Trail
White Lake, MI 48386

AUGUST 1ST

Northern Region
Boyne City Police
Department

Police Department
319 N Lake St, Boyne
City, MI 49712

Proposed Annual Budget



Fiscal Year 2023-2024



MISSION

THE MISSION OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT
IS TO MINIMIZE COMMUNITY RISKS AND
IMPROVE THE QUALITY OF LIFE
FOR ALL PERSONS WITHIN
SAUGATUCK TOWNSHIP FIRE DISTRICT.



From the Board...

The Saugatuck Township Fire District Board forwards for review the attached budget for the Fiscal Year 2023/2024 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget includes a millage of 2.50 mills, levied against the real property taxable value within the Fire District.

The Fire District is facing staffing challenges negatively affecting its ability to maintain current service levels. To ensure 24/7/365 staffing, with two full-time crew members on duty at all times, it will be necessary to hire three additional, full-time firefighter/EMS professionals. To fund this effort in the coming year, the STFD budget includes an additional .3 mills (from 2.2 to 2.5).

To continue to attract and retain candidates from areas outside the District's service area (where housing costs are prohibitive for most), the Fire District staff, under the direction of the Fire Board, continues working with architects on plans to upgrade dormitory accommodations.

Strategic evaluation also continues regarding issues associated with the Emergency Medical Services transport country-wide staffing crisis. Our local Advanced Life Support (ALS) contracted ambulance services have been struggling with staffing for years and conditions have worsened. To address delayed ALS response, STFD is conducting exploratory research and planning on the feasibility of providing Basic Life Support (BLS) ambulance service to the area.

On the revenue side, it is important to note that the Fire District's Grant and Cost Recovery Teams have successfully supplemented the taxpayer funding with \$99,572 in grant funds, and \$26,220 in collection of cost recovery fees for 2022 continuing a long tradition. Additional such revenue for the period 2014 to 2023 is \$678,175 in grants, \$149,164 in the collection of cost-recovery fees, and \$93,899 in donations.



From left: Phelps, North, Pullen, Verplank, Fox, Aldrich and Beckman

In addition to aggressively pursuing additional non-tax revenue opportunities, the Fire District actively investigates opportunities for cost-containment by virtue of sharing resources (and the cost thereof) among area fire services. The recent acquisition by the STFD, in concert with two other departments of a drone and associated equipment for use in fire and life-saving rescue operations is one example. Currently, the STFD is in the early stages of applying similar cost-reduction/asset-sharing thinking to other critical equipment. One such future candidate is an aerial ladder/platform truck (needed to fight fires in multi-story buildings like condominium complexes) with an acquisition cost in excess of \$1 million.

Included in the packet is a copy of the Fiscal Year 2023-2024 budget adopted unanimously by the Fire Board.

The Fire Board will hold a public presentation and briefing on the budget at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 on May 15, 2023, at 5:00 PM. The Council members of Saugatuck and Douglas as well as the Township trustees are strongly encouraged to attend. The joint meeting is designed for the local units of government as well as the public to become familiar with the hard work of the Fire District to continually improve efficiency and services. The Fire Board and Fire District personnel will be available to answer questions. We look forward to seeing you on May 15th, at 5:00pm.

The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and adopt this proposed budget during their first meeting following the May 15th joint meeting.

Saugatuck Township Fire District Board:

Jane Verplank	- Chairperson, City of Saugatuck Representative
Eric Beckman	- Vice Chair, Saugatuck Township Representative
Dan Fox	- Secretary, City of Saugatuck Representative
Scott Phelps	- Vice Secretary, At Large Member
Tarue Pullen	- City of the Village of Douglas Representative
Cathy North	- City of the Village of Douglas Representative
Stacey Aldrich	- Saugatuck Township Representative

Call Volume Trend 2004-2023

- Call Volume Trends:
- 30% decrease in Fire Calls
 - 105% increase in Total Calls
 - 70% increase in Emergency Medical Service Calls
 - 357% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	(5.21)
2007	56	413	90	559	6.07
2008	34	402	122	558	(0.17)
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	(5.86)
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	(7.08)
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7
2020	33	533	296	862	(11.80)
2021	37	594	333	964	11.80
2022	26	659	338	1.023	6.10

Roster Profile

Jurisdiction and beyond

14, or 44% live in our jurisdiction, which includes the two cites and the township. 18, or 56% live outside our borders.

Currently we have 8 females and 24 males, 25% and 75% respectively. In 2011 the numbers were 5 and 29, 15% and 85% respectively. Back then, only 2 of the 5 females were trained as firefighters, whereas today 7 of the 8 are.

Having overnight facilities at the station is a must! Otherwise roughly half of our roster would not be able to respond within a reasonable time frame.

Total Roster	32			%
Roster jurisdiction			14	44%
Roster non-jurisdiction			18	56%
Firefighters/EMS jurisdiction			11	34%
Firefighters/EMS non-jurisdiction			11	34%
Firefighters jurisdiction	2			6%
Firefighters non-jurisdiction		5		16%
EMS only jurisdiction	2			6%
EMS only non-jurisdiction				0%
Academy jurisdiction	1			3%
Academy non-jurisdiction	2			6%
Roster proximity to station				
0.0-2.5 Miles		7		22%
2.6-5.0 Miles			10	31%
5.1-10.0 Miles		5		16%
10.1-20.0 Miles		5		16%
20.0-40.0 Miles		5		16%

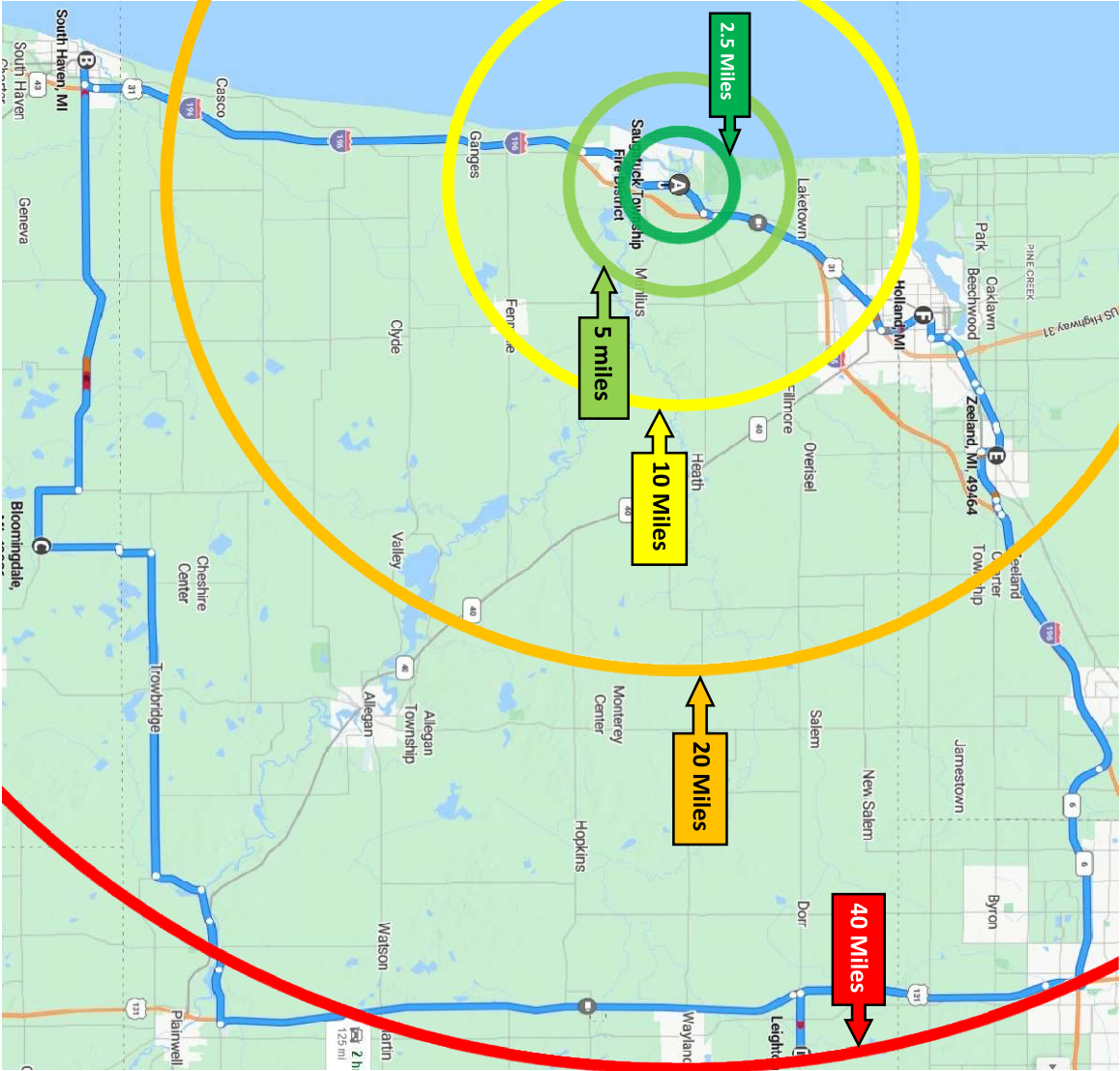
Personnel Proximity to Our Station

Where is our Personnel coming from?

A slight majority, 52%, live within 5 miles of the station. Focusing on this group, only 2 live in the cites of Saugatuck and Douglas, where the remaining 15 live in the Township or very nearby.

For the remaining 48%, their locations range from 5-40 miles away. On their duty nights and weekends, they respond from the station.

0.0-2.5 Miles	7		22%
2.6-5.0 Miles		10	31%
5.1-10.0 Miles	5		16%
10.1-20.0 Miles	5		16%
20.0-40.0 Miles	5		16%



2013-2023 Millage

2023 call volume is estimated from April 30 totals. 284, or 4.8% more calls than at the same time in 2022.

Since the last millage increase in 2018/19, annual calls for service have increased by 12.8%.

Year	Millage	Budget Amount	Difference in %	Number of Calls
2023/24	2.5000	\$ 2,140,000	26.7%	1,072
2022/23	2.2000	\$ 1,689,500	7.1%	1,023
2021/22	2.2000	\$ 1,577,500	5.6%	964
2020/21	2.2000	\$ 1,494,500	3.4%	862
2019/20	2.2000	\$ 1,446,000	18.6%	977
2018/19	2.0000	\$ 1,219,000	4.7%	907
2017/18	2.0000	\$ 1,164,730	23.8%	813
2016/17	2.0000	\$ 940,684	4.3%	875
2015/16	1.7000	\$ 901,754	19.5%	783
2014/15	1.5000	\$ 754,523	15.2%	745
2013/14	1.3000	\$ 655,030	-	690

Additional Revenue 2014-2023

Cost Recovery
Initiated in 2008, however not enforced before 2014.

Grants:
FEMA, State and private businesses/insurance companies.

Donations:
Private donations to help offset cost i.e. Live Fire Training Facility and Emergency Medical Equipment and Services



Year	Cost Recovery Filed	Cost Recovery Collected	Grants Received	Donations Received	Totals Collected by Year
2014	\$ 14,843	\$ 12,032	\$ 2,490	\$ 22,564	\$ 37,086
2015	\$ 25,262	\$ 23,028	\$ 3,982	\$ -	\$ 27,010
2016	\$ 32,034	\$ 21,577	\$ 145,406	\$ -	\$ 166,983
2017	\$ 18,960	\$ 5,413	\$ 78,072	\$ 18,025	\$ 101,510
2018	\$ 16,872	\$ 10,412	\$ 13,600	\$ 17,010	\$ 41,022
2019	\$ 25,632	\$ 19,633	\$ 148,398	\$ 3,390	\$ 171,421
2020	\$ 17,223	\$ 11,726	\$ 144,581	\$ -	\$ 156,307
2021	\$ 26,669	\$ 6,105	\$ 73,710	\$ -	\$ 79,815
2022	\$ 44,312	\$ 26,220	\$ 66,662	\$ 32,910	\$ 125,792
2023	\$ 19,894	\$ 13,068	\$ 1,274	\$ -	\$ 14,342
Totals:	\$ 241,701	\$ 149,214	\$ 678,175	\$ 93,899	\$ 921,288

Grants and Donations 2014-2023



Overlapping Calls 2021-2023

What is an overlapping call?

Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	Year change
2023														
Runs	75	59	82	68									284	
Overlap	21	20	31	23									95	
Percent	28.0	33.9	37.8	33.8									33.5	
2022														
Runs	69	57	78	67	82	83	116	99	94	91	96	91	1,023	
Overlap	19	12	18	17	30	29	47	40	23	39	39	39	352	
Percent	27.5	21.1	23.1	25.4	36.6	34.9	40.5	40.4	24.5	42.9	40.6	42.9	34.4	28%
2021														
Runs	72	54	67	58	78	101	104	103	93	87	75	72	964	
Overlap	14	4	26	6	18	29	38	32	27	33	26	23	276	
Percent	19.4	7.4	38.8	10.3	23.1	28.7	36.5	31.1	29.0	37.9	34.7	31.9	28.6	41%

Estimated Revenues

GL NUMBER	DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET
THRU 04/30/23							
Dept 000							
206-000-401.000	SAUGATUCK CITY	353,019.12	364,779.55	389,038.87	417,713.50	415,000.00	517,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	715,779.24	746,971.40	779,960.89	799,471.47	840,000.00	1,072,000.00
206-000-403.000	DOUGLAS CITY	360,753.30	380,819.08	404,358.41	413,146.27	430,000.00	546,000.00
206-000-450.000	FIRE SERVICES	3,155.31	5,214.75	3,909.02	1,006.00	1,000.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	4,688.00	24,350.00	40,632.58	20,575.00	1,000.00	1,000.00
206-000-465.000	COST RECOVERY	11,098.24	9,871.75	11,360.95	31,227.58	1,000.00	1,000.00
206-000-528.000	OTHER FEDERAL GRANTS		109,856.99		26,928.05		
206-000-560.000	GRANTS & DONATIONS	127,447.33	4,892.90	49,703.10	23,726.90	1,000.00	1,000.00
206-000-665.000	INTEREST	7,623.25	495.26	954.85	3,954.78	500.00	1,000.00
206-000-685.000	SALES OF ASSETS	7,400.00	24,550.00	400.00			
206-000-686.000	FUND BALANCE TRANSFER IN					417,000.00	
Totals for dept 000 -		1,590,963.79	1,671,801.68	1,680,318.67	1,737,749.55	2,106,500.00	2,140,000.00
TOTAL ESTIMATED REVENUES		1,590,963.79	1,671,801.68	1,680,318.67	1,737,749.55	2,106,500.00	2,140,000.00

Appropriations

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 04/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,250.00	5,000.00	2,050.00	4,000.00	5,000.00
206-336-704.000	CHIEF SALARY	91,871.81	106,100.00	89,118.09	106,100.00	118,000.00
206-336-705.000	OFFICER SALARIES	6,744.56	9,650.00	5,708.48	8,000.00	9,650.00
206-336-708.000	CAREER FIREFIGHTER	330,774.04	338,000.00	340,535.79	415,000.00	575,000.00
206-336-709.000	OPERATIONAL WAGES	115,895.57	125,000.00	76,750.52	100,000.00	100,000.00
206-336-709.500	PAID ON CALL STIPEND	93,911.48	85,000.00	71,401.14	95,000.00	95,000.00
206-336-710.000	FIRE CALLS	48,684.91	65,000.00	45,312.66	63,000.00	70,000.00
206-336-711.000	MEDICAL CALLS	33,412.45	32,000.00	24,633.05	32,000.00	32,000.00
206-336-712.000	TRAINING	45,519.48	48,000.00	17,858.17	30,000.00	48,000.00
206-336-713.000	SPECIAL EVENTS	10,392.31	12,000.00	8,901.49	12,000.00	12,000.00
206-336-720.000	PAYROLL TAXES	62,458.79	66,000.00	54,416.85	70,000.00	98,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	84,908.36	90,000.00	82,011.08	94,000.00	140,000.00
206-336-722.000	WORKER COMP INSURANCE	43,037.60	58,000.00	55,772.40	56,000.00	100,000.00
206-336-723.000	RETIREMENT	106,038.84	100,000.00	107,895.68	119,000.00	142,000.00
206-336-727.000	OPERATING SUPPLIES	17,794.00	22,500.00	21,107.88	22,500.00	25,000.00
206-336-728.000	GAS & OIL	16,337.64	20,000.00	14,542.92	20,000.00	20,000.00
206-336-730.000	PROFESSIONAL SERVICES	29,550.34	30,000.00	24,553.70	30,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	9,324.84	18,000.00	10,096.11	15,000.00	20,000.00
206-336-745.000	STATION TOOLS	2,918.19	3,000.00	285.73	2,500.00	3,250.00
206-336-746.000	FIRE FIGHTER TOOLS	9,296.03	10,000.00	3,914.06	8,500.00	13,000.00
206-336-751.000	PHONES	11,026.62	13,500.00	8,696.33	11,500.00	13,500.00
206-336-752.000	UTILITIES	14,966.40	20,000.00	11,878.06	15,000.00	20,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	72,522.84	45,000.00	29,107.00	55,000.00	55,000.00
206-336-761.000	BOAT MAINTENANCE	14,534.53	17,500.00	14,913.39	17,500.00	19,000.00
206-336-762.000	RADIO & PAGER R&R	5,686.81	8,500.00	1,214.32	5,000.00	10,000.00

Appropriations

GL NUMBER	DESCRIPTION	2021-22	2022-23	2022-23	2022-23	2023-24
		ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 04/30/23	PROJECTED ACTIVITY	REQUESTED BUDGET
206-336-763.000	BUILDING REPAIR & MAINTENANCE	29,118.66	27,000.00	11,503.81	22,000.00	30,000.00
206-336-764.000	BUILDING SECURITY	1,515.21	2,000.00	0.00	1,000.00	2,000.00
206-336-767.000	DUES & SUBSCRIPTIONS	2,567.98	4,000.00	2,489.73	3,500.00	4,000.00
206-336-770.000	OFFICE EXPENSES	8,573.92	12,000.00	7,043.21	10,000.00	12,000.00
206-336-771.000	TECHNOLOGY	18,557.07	20,000.00	17,529.68	20,000.00	23,000.00
206-336-775.000	BUILDING INSPECTIONS	452.50	2,500.00	226.45	1,800.00	2,500.00
206-336-780.000	UNIFORMS	7,770.04	15,000.00	12,924.14	15,000.00	15,000.00
206-336-781.000	TURN OUT GEAR	34,307.79	30,000.00	4,121.29	30,000.00	40,000.00
206-336-785.000	EDUCATION	18,999.56	23,000.00	15,624.56	22,000.00	33,000.00
206-336-791.000	MEDICAL SUPPLY	11,122.66	16,000.00	3,606.97	10,000.00	20,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	8,944.45	13,000.00	8,433.51	12,000.00	15,000.00
206-336-796.000	PHYSICALS	289.98	15,000.00	13,500.09	14,500.00	15,000.00
206-336-815.000	GENERAL INSURANCE	28,835.00	32,000.00	33,975.00	33,975.00	35,000.00
206-336-861.000	TAX CHARGE BACK	642.94	500.00	988.72	1,000.00	1,000.00
206-336-975.000	TRUCK PAYMENT	260,000.00	417,000.00	419,307.50	419,307.50	0.00
206-336-985.000	LONG TERM CAPITAL	66,771.78	29,750.00	58,679.44	65,000.00	83,100.00
206-336-986.000	CAPITAL FUND TRANSFER	0.00	100,000.00	0.00	0.00	36,000.00
Totals for dept 336 - FIRE FUND		1,779,327.98	2,106,500.00	1,732,629.00	2,087,682.50	2,140,000.00
TOTAL APPROPRIATIONS		1,779,327.98	2,106,500.00	1,732,629.00	2,087,682.50	2,140,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 206		(99,009.31)	0.00	8,968.39	(269,117.66)	0.00
BEGINNING FUND BALANCE		1,001,996.75	902,987.44	902,987.44	902,987.44	633,869.78
ENDING FUND BALANCE		902,987.44	902,987.44	911,955.83	633,869.78	633,869.78



Chris Mantels

From: Christopher Deam [REDACTED]
Sent: Tuesday, May 23, 2023 7:57 PM
To: Info
Subject: Thank You!

Dear Chief Janik,

I want to extend a heartfelt thank you to you and the crew that put out the grass fire at our 'Lighthouse' on the Old Harbor 2 days ago. Please let them know how deeply appreciative we are.

The Lighthouse has been in our family since my grandfather purchased the decommissioned Lighthouse from the U.S. government over 85 years ago. It has been a gathering place for family and friends that has held us together now for a 4th generation. The original was lost to a tornado in 1956 and rebuilt by my grandfather over six years, so we are acutely aware how a loss of the structure could affect our family.

Again, thank you for saving our beloved family home.

Sincerely,

Chris Deam

sent from mobile
Christopher C. Deam
[REDACTED]

June 1, 2023

Members of the Board
Saugatuck Township Fire District
3342 Blue Star Highway
Saugatuck, MI 49453

We are engaged to audit the financial statements of the governmental activities and the major fund of the Saugatuck Township Fire District for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 1, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, and pension schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Saugatuck Township Fire District and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the District's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the District's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the District's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how the Fire Department functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Saugatuck Township Fire District's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the District and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the District's fiscal year. The District's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Saugatuck Township Fire District.

This information is intended solely for the use of the Board members and management of the Saugatuck Township Fire District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink, appearing to read "Daniel L. Veldhuizen", written in a cursive style.

Daniel L. Veldhuizen, Shareholder