



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 – February 19th, 2024

APPROVED MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:01pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, F. Ray
ABSENT: None
Also Present: Chief Greg Janik, D.C. Mantels, W. Bales, 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 Pullen 2nd by Phelps to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.
6. **Welcome New Member & Swearing in Oath of Office – Fran Ray**
 - A. **New City of the Village of Douglas Representative Fran Ray was sworn in by Chief Greg Janik.**
7. Approval of Minutes:
 - A. **January 15th, 2024**
Motion by Pullen 2nd by Aldrich to approve the minutes of the 1/15/2024 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **December 18th, 2023 – Closed Session**
Motion by Beckman 2nd by Fox to approve the minutes of the 12/18/2023 closed session meeting as presented. No discussion. Motion passes by unanimous by voice vote.
8. Public Comment on Agenda Items Only (Limit 3 minutes):
 - A. **None**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps 2nd by Pullen to pay the invoices in the amount of \$174,785.90. No discussion.
YAYS: Phelps, Pullen, Aldrich, Beckman, Fox, Verplank, Ray
NAYS: None
ABSENT: None
Motion passes: 7:0.
 - B. **Financial Report**
 - i. **Financial Report was reviewed by P. Stanislawski**
10. Fire Chief Comments:
 - A. **Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
 1. **Incidents - 88 year to date**
 2. **Average Response Time year to date – 6:47**
 - B. **Community Risk Reduction**
 1. **Department of Fire Prevention – Monthly Report**
 2. **Michigan Fire Inspectors Society - Fatal Fire Statistics**
 - C. **CVB Special Event Coordinator – April Gundy**
 - D. **Cost Recovery Update**



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1. Incident #240045 – Received \$3,235.00 payment.
2. Incident #240049/50 – Received \$5,967.50 payment.
3. Incident #240051 – Received \$5,410.00 payment.

E. Grant Awards

F. Hiring Process Update – Selections made, new hire onboarding has commenced.

1. One started on 2/9, and the others will start on 2/21 and 2/22 respectively.
2. The three new full-time hires are Phil Dalton, Caleb Hosier, and Kevin Stevens.

11. Unfinished Business:

A. Funding Approval Request – #2120 – Traffic Management Apparatus (TMA).

B. Ambulance Study Group 2.0 Update

1. The group met with a local vendor and is waiting for them to return to the group with a proposal for a six-month trial period.

12. New Business:

A. Funding Approval Request – VOIP Phone System (*Roll Call Vote*)

Motion by Beckman, 2nd by Aldrich to authorize Fire District staff to purchase the replacement VOIP Phone System through AEROS IT Group with a not to exceed amount of \$8,730.00.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

B. Funding Approval Request - #2111 Compartment Modifications (*Roll Call Vote*)

Motion by Pullen 2nd by Phelps to authorize the Fire Chief to hire Spencer Manufacturing to modify engine 2111 cabinets and install necessary tool and equipment holders as specified for a not-to-exceed amount of \$19,000.00 (with a 10% contingency)

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

C. Replacement of Totaled Truck #2172 Discussion - Allocate a not to exceed amount (*Roll Call Vote*)

Discussion ensued about the need to have a transport capable apparatus.

Motion by Fox 2nd by Beckman to approve Fire District staff to execute the purchase of the 2009 Spartan Braun Heavy Rescue Transport Capable Apparatus in Jefferson, NC pending on-site inspection with a not to exceed amount of \$42,000. No further discussion.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

D. Rental Fee Structure (*Roll Call Vote*)

Motion by Beckman 2nd by Aldrich to approve the Saugatuck Township Fire District amending the inspection fee structure for Short Term Rentals to \$175.00 for the first inspection and \$125.00 for each re-inspection effective July 1st, 2024.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.



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E. Hydrant Clearing Plan

1. The hydrant clearing plan was drafted in 2015 at the request of then Fire Board member Hank Zavislak.
2. KLSWA is responsible for clearing all hydrants in the Blue Star Corridor.
3. The municipalities are responsible for clearing all the other hydrants in their jurisdiction due to them owning the infrastructure.
4. The KLSWA manager is changing their position on how KLSWA clears hydrants after 8 years of the plan's implementation.
5. Douglas manager would like to make the hydrant clearing plan an SOP.

F. Donation Received – George Supp Estate - \$80,000 for Attenuator Truck

1. First check was received, awaiting another \$5,000.00.

G. Special Event Fee Structure

1. Discussion ensued regarding special event costs.
2. Will continue the discussion on another day.

H. Closed Session

1. Closed session to consider a written legal opinion of the Fire District's attorney, pursuant to MCL 15.268(1)(h)(being Section 8(1)(h) of the Open Meetings Act).

2. Motion to enter closed session.

Motion by Phelps 2nd by Aldrich to enter into closed session to consider a written legal opinion of the Fire District's attorney, pursuant to MCL 15.268(1)(h)(being Section 8(1)(h) of the Open Meetings Act.

YAYS: Phelps, Aldrich, Beckman, Fox, Verplank, Pullen, Ray.

NAYS: None

ABSENT: None

Motion passes: 7:0.

Entered Closed Session at 6:02pm

3. Motion to exit closed session.

Returned to Open Session at 6:31pm.

13. Correspondence:

- A. Township – BLS Transport Letter
- B. Thank you – Isiah H
- C. Thank you – Mr. Williams

14. Public Comments: (Limit 3 minutes):

- A. None

15. Fire Board Comments:

- Aldrich – None
 Beckman – None
 Fox – None
 Verplank – None
 Phelps - None
 Pullen – None
 Ray - None

16. Adjournment:

- A. Meeting adjourned at 6:34pm.

NOTICE

Requests for accommodation 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.