



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 – April 21st, 2025

APPROVED MINUTES

1. Call to Order: **Meeting called to order by Chair 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, C. North
ABSENT: None
Also Present: Chief Greg Janik, D.C. Mantels, P. Stanislawski W. Bales
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, second by North to approve the agenda as presented. No discussion, motion passes by unanimous voice vote.
6. Special Guest:
A. None
7. Approval of Minutes:
A. **March 17th, 2025 – Regular – Page 2**
Motion by Beckman, second, approve the minutes of the 3/17/2025 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
B. **April 7th, 2025 – Workshop – Page 4**
Motion by Pullen, second by Phelps, approve the minutes of the 4/5/2025 workshop meeting as presented. No discussion. Motion passes by unanimous by voice vote.
8. Public Comment on Agenda Items Only: (*The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.*)
A. **None**
9. Request for Payment:
A. **Budget Amendment #1– Page 7**
 1. Peter Stanislawski presented the budget amendment
 2. Saugatuck township and Douglas City decrease in tax revenue
 3. Increase in fire services fees
 - i. Inspections and Site Plan reviews fees - \$ 40,000.00
 - ii. Cost Recovery - \$35,000.00
 - iii. Grants - \$39,000.0
 - iv. Interest - \$30,000.00

Motion by Phelps, second by Beckman, to approve the budget amendment. No discussion
YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, North
NAYS: None
ABSENT: None
Motion passes: 7.0



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B. Accounts Payable (Roll Call Vote) -page 8

Motion by Phelps, second by Beckman, to pay the invoices in the amount of \$161,192.60 no discussion.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

C. Financial Report – Page 16

1. Financial Report presented by P. Stanislawski

10. Fire Chief Comments:

A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls

- 1. Incidents – 247 year to date
- 2. Average Response Time year to date – 6:40

B. Cost Recovery Updates

- 1. Payments Received – Run #24-0351, #25-0044, #25-0151, and #25-0165 totaling \$8,693.00

C. Community Risk Reduction - Riding for Ryan – Bike Flag Distribution – D.C. Mantels – page 18

- 1. DC Mantels briefed the board regarding Riding for Ryan a program that brings awareness to bike safety.

11. Unfinished Business:

A. None

12. New Business:

A. Fiscal Year – 2025-26 Requested Budget (Roll Call Vote) – page 19

- 1. P. Stanislawski briefed the Fire Board on the Fiscal Year 2025-26 Requested Budget.
- 2. The mileage would remain the same at 2.5 mills.
- 3. Property tax revenue driven with a total of \$2,5830,000 which will be a \$80,000.00 increase from last year.
- 4. Property tax value if there is spread from the assessed value and taxable values will be 3.1% increase per the State of Michigan

Motion by Fox, second by Phelps, to approve the Requested Budget FY 2025-26 as presented.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

B. Proposed Cost Recovery Fee Structure FY 2025/26 (Roll Call Vote) – page 26

- 1. Chief Janik present the proposed cost recovery for FY 2025/26 with a 5% increase.

Motion by Beckman, second by North, to approve the Cost Recovery Fee Structure FY 2025-26 as presented.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

C. Proposed Rental Inspection Fee Structure FY 2025/26 (Roll Call Vote) -page 27

Motion Beckman, second by Phelps, to approve the Rental Inspection Fee Structure FY 2025-26 as presented.

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



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NAYS: None

ABSENT: None

Motion passes: 7:0.

D. Plan Rew & Inspection Fee Structure with Revisions to Food Truck Inspection Fee FY 2025-26 (Roll Call Vote) – [page 29](#)

Motion by Pullen, second by North, to approve the Plan Review & Inspection Fee Structure with Revisions to Food Truck Inspection fee FY 2025-26 as presented.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

E. Schedule Budget Public Hearing with Saugatuck City, Saugatuck Township and The Village of Douglas City Budget Public Hearing on May 19th at 4:00pm.

Motioned by Phelps, second by Pullen, to approve the scheduled Budget Public Hearing for May 19th 2025 at 4:00pm with the Regular Fire Board meeting follow.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

F. Life EMS ALS Service Agreement – Discussion

1. Chief Janik discussed the meeting with Life EMS ALS Service Agreement.

2. Further discussion at the May 5th workshop.

G. Gas Interruption Post Incident Debriefing – Group Photo -[page 32](#)

Pancake breakfast given by Fennville Fire with the assistance of Mutual Aid Fire Departments that fed 275 gas crews.

H. Missing Persons/ Water Incident Post Incident Debriefing – Overhead Google Earth Photo

1. Chief Janik debriefed the Fire Board regarding the Missing persons/ Water Incident.

13. Correspondence:

A. None

14. Public Comments: (The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.)

A. None

15. Fire Board Comments:

A. Aldrich – None

B. Beckman – Hopes that we can work Life EMS

C. Fox – Workshop meeting will be long if we discuss facilities

D. Verplank – None

E. Phelps -

F. Pullen - None

G. North – None.

16. Adjournment:

A. Meeting adjourned at 5:25pm.

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.