

**SAUGATUCK TOWNSHIP FIRE DISTRICT
BOARD MEETING
DECEMBER 12, 2005**

A regular meeting of the Saugatuck Township Fire District was held on Monday, December 12, 2005 at the Township Hall. The meeting was called to order by Chairman Kaye at 7:30 p.m.

Present: Lance Winchester, Jerry Bekken, Bill Kaye, and Reggie Smith.

Also Present: Chief John Blok.

Absent: Cliff Asbel.

MINUTES

Pertaining to the minutes of 11/14/05, under *Review of Financial Statements* Blok asked to identify #790 as the over budget account. **Motion by Bekken/Winchester to accept as amended.** Carried unanimously. Pertaining to the minutes of 11/28/05, **Motion by Smith/Bekken to accept as presented.** Carried unanimously.

BILLS & FINANCIAL REVIEW

- A. Discussion and Approval of Bills. Smith asked about Unwin's charge for an oil change, Blok verified it included a transmission fluid change as well. Kaye asked about Muskegon Awning's charge for a FEMA flag, Blok verified they are part of the Homeland Security Act and are required. **Motion by Bekken/Smith to approve bills in the amount of \$3,036.86 and payroll in the amount of \$19,561.52.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted 42% through the fiscal year and the account #710 for fire and first responder wages are over budget, but the expense is a direct tie to the number of calls made and the department has no control over the amount. Wright asked for approval of the draft audit. Board discussed having the auditor at the next meeting to discuss the audit in detail. Wright will make arrangements.

CORRESPONDENCE

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Kaye brought a news article which noted the Township adopted a resolution on NIMS compliance and asked if the Cities needed to adopt as well. Blok stated he believed they already had.

CHIEF'S REPORT

- A. Calls YTD 532, same time last year 470.
- B. Bylaws and Standard Operating Procedure changes. Blok submitted the proposed changes in duties which included medical training for the Deputy Fire Chief, formerly known as the Assistant Fire Chief, and suggested placing Greg Janik in that new position. He also suggested moving Scott Phelps from the Assistant Fire Chief position into #105, Training Officer. Other officers would remain in their positions with the future potential of switching #103 with #104. Kaye asked for questions or comments from the Board. Smith asked about CPR training for officers, Blok stated all need CPR training, but the new changes would require medical/first responder training as well for the #102 position.

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Motion by Bekken/Winchester to approve the bylaw changes as submitted. Carried unanimously. **Motion by Smith/Bekken to approve personnel changes within the structure as requested by the Chief.** Carried unanimously.

- C. Blok addressed part time secretary's hours asking to add 5 hours per week starting the first of the year, citing time required to input information within the fire program as part of the need. Kaye voiced concern over making a fiscal change mid-way through the budget year. Board discussed the expense increase of \$1,430 for the remainder of the year. **Motion by Winchester/Smith to approve increasing the part-time secretary hours from 25 to 30 hours per week.** Carried unanimously.
- D. Blok presented Board with notice from the City of the Village of Douglas of a public hearing to discuss expansion of the downtown development district boundaries. Kaye stated someone from the Board should attend. Winchester and Bekken agreed to be present and will speak about the department's issues and concerns.
- E. A joint meeting between the Chief, Greg Janik, Township Board, and Township Planning Commission has been scheduled for January 4th, 2006 at 6:00. Purpose is to match fire codes with planning commission project approval. Blok stated the department does not want to prohibit development of the Indian Point area, but the code addresses dead end roads and prohibits development without a second road access. He added the desire was to have everyone aware of safety for the future.
- F. CPR training is changing again. Department will perform re-training with a set of manikins complete with adult/child switch. Blok stated he would like to purchase a set of 5 of the new manikins at a price of \$249 before the price goes up. Board approved.

AUDIENCE

None.

There being no further business, **motion by Bekken/Winchester to adjourn at 8:23 p.m.**
Carried unanimously.

Jane Wright, rec. sec.