

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, OCTOBER 9, 2006, 7:30 p.m.
SAUGATUCK TOWNSHIP HALL
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**

MINUTES

Chairman Kaye called the meeting to order at 7:30 p.m.

Members present: Chairman and Saugatuck City Representative Bill Kaye, Douglas City Representative Jerry Bekken, Saugatuck Township Representative Reggie Smith, At-large Member Cliff Asbel, At-Large Member Lance Winchester, and Chief John Blok.

Absent: None.

Public comment began at 7:30 p.m. Receiving none, public comment ended at 7:30 p.m.

Approval of Minutes: **Moved by Bekken, seconded by Smith to approve minutes of September 11, 2006, Fire Board regular meeting.** Motion to approve as presented carried unanimously. **Moved by Bekken, seconded by Winchester to approve minutes of September 25, 2006, Fire Board workshop meeting.** Motion to approve as presented carried unanimously.

Financial Review:

- A. Discussion and approval of Bills. Kaye presented bills in the amount of \$13,152.66. It was **Moved by Asbel, seconded by Bekken to approve paying the bills as presented.** Asbel asked if the late fee for Sam's was correct. Wright verified the bills that are brought in are paid once a week and it was late coming in. Asbel noted VanEck Diesel worked on the fire boat port engine. Bekken asked what the lights from Sirenet.com were for. Blok replied they are on the jet skis. Additional questions were answered and the motion to pay bills carried unanimously. Kaye presented payroll in the amount of \$14,261.55. It was **Moved by Smith, seconded by Winchester to approve the payroll as presented.** Carried unanimously.
- B. Review of Financial Statements. Asbel noted an increase in revenue due to the sale of the old tanker truck. Board noted the cash balance was good.
- C. Quarterly review of operating expenses. Board had no questions and approved of the classifications.

Correspondence: Kaye read a news clip regarding some City of Saugatuck building structures and the potential fire hazard. Blok stated he has been in contact with the City Manager who is working with Consumers Energy to move some of the power lines.

Unfinished Business: None.

New Business: None.

Chief Blok's Report:

- A. 411 calls to date, 454 same time last year.
- B. New tanker truck should arrive in the next week to week and a half.
- C. Cost Recovery Ordinance. Blok will attend the next Douglas meeting to explain the ordinance to council members, adding the township manager Phil Quade drew up one for the township that mirrors the others.
- D. Open House. Served 746 dinners plus 200 hot dogs for the kids. Cooked 670 lbs. of chicken and 400 lbs. of fish. Board discussed the mix of people and how they enjoyed the helicopter. Blok noted the high commitment level of individuals to put the event on. He added the cost does go up every year, which for this year was \$2,900 with donations received of \$1,184 to offset. Board agreed it is money well spent and that they liked the new lighted sign.
- E. During the last meeting the board had talked about ways to help Inspector Greg Janik with inspections. Blok submitted a letter from Janik which suggested the purchase of "Inspector Tools" software in the amount of \$950 and a portable PC for \$250, along with an additional "Pre-Plan" program for \$399. He also suggested increasing the Administrative Assistant hours to full-time. Blok suggested tableing the issue until next meeting to have an opportunity to view the program. Board discussed pre-plans and what improvements are available. Kaye asked about grants and recommended deferring on Janik's request to make the assistant full-time due to a tight budget being in place. He suggested waiting until next year or possibly utilizing outside temporary help for some administrative work. Blok stated the fire program can no longer be shared between multiple computers which makes time on the computer scarce. Board discussed the cost of networking the computers and software upgrades.

There being no further business it was **Moved by Bekken, seconded by Winchester to adjourn at 8:18 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date