

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, JANUARY 14, 2008, 7:30 p.m.
SAUGATUCK TOWNSHIP HALL
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**

MINUTES

Chairman Bill 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 Eric Beckman, and At-large Member Cliff Asbel.

Also present: Chief John Blok, Deputy Chief Greg Janik, and Auditor Dan Veldhuizen from Siegfried Crandall PC.

Absent: At-Large Member Lance Winchester.

Kaye offered public comment. Receiving none, that portion of the meeting was closed at 7:30 p.m.

Approval of Minutes: **Moved by Beckman, seconded by Asbel to approve the minutes of December 10, 2007, Fire Board regular meeting.** Motion to approve as presented carried unanimously.

Bills and Financial Review:

- A. Review of Annual Audit. Kaye turned the meeting over to Veldhuizen to review and explain the 2006/2007 annual audit. Veldhuizen opened with a statement of appreciation for the working relationship with STFD and the assistance from Jane Wright. He then noted the Management Discussion and Analysis prepared by Bill Kaye, stating the addition of the MD&A further complies with new audit standards. He continued with the Independent Auditors' Report that reviews the responsibilities of the parties under the new audit standards, and suggested the board perform annual risk assessments. He finished with the statement that it is their opinion the financial statements presented fairly the financial position of the department. Board thanked Veldhuizen for his time and efforts to fully explain the audit, and noted STFD's good financial bill of health.
- B. Discussion and Approval of Bills. Kaye presented bills in the amount of \$11,004.38. **Moved by Bekken, seconded by Asbel to approve paying the bills as presented.** Bekken verified the batteries from C-Comm were for the 2-way radios. Kaye noted the fit testing service is an annual requirement by MIOSHA. Motion to pay bills carried unanimously. Kaye presented payroll in the amount of \$12,245.88. **Moved by Beckman, seconded by Bekken to approve the payroll as presented.** Motion carried unanimously.
- C. Review of Financial Statements. Kaye noted ½ way through the fiscal year and we are high on per call pay due to the higher call volume; and vehicle/equipment maintenance, which we should make note of. Kaye suggested Wright monitor the checking account balance and transfer money into the class pool account when deposits from tax revenue exceed the 30K-60K balance.

Correspondence: None.

Unfinished Business: None.

New Business: None.

Chief Blok's Report:

- A. Blok presented the December run report and noted calls to date for 2008 are 19. He then distributed the 2007 year end reports detailing 559 totals calls for the year. He reported each of the three entities had similar number of calls and response times; and broke them down by type of call and monthly response times. He noted the roster is currently at 22 members, far short of the 30 personnel targeted by the department bylaws. Discussion took place as to the education and training requirements which make maintaining the roster difficult. It was noted that high housing costs pose additional challenges to attracting young members.
- B. New FEMA classes are now required for officers. They are natural disasters classes and will be held from 1/21/08 – 1/24/08 from 6:00 pm to 10:00 pm.
- C. Fennville department is showing some interest in the squirt truck that has been for sale. Blok asked if we might want to offer it for \$5,000 with some payment plan, or possibly donating it to the department for the use of their fire hydrants during a fire in the SE part of the township. Board agreed to allow Blok to negotiate a deal and bring back to the board.
- D. Blok stated he will be on vacation during the month of February.

There being no further business it was **Moved by Bekken, seconded by Asbel to adjourn at 8:59 p.m.**
Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date