

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, MARCH 9, 2009, 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: Saugatuck City Representative Bill Kaye, Douglas City Representative Jerry Bekken, Saugatuck Township Representative Eric Beckman, At-Large Member Lance Winchester, and At-Large Member Scott Phelps.

Also present: Deputy Chief Greg Janik in for the vacationing Chief John Blok.

Absent: None.

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

Approval of Minutes: **Moved by Winchester, seconded by Bekken to approve the minutes of February 9, 2009, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously. **Motion by Beckman, seconded by Winchester to approve the minutes of February 23, 2009 Fire Board workshop meeting as presented.** Carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$12,999.05. **Motion by Beckman, seconded by Phelps to approve paying the bills as presented.** Kaye verified the bill from John's Auto for \$175 was for pulling out a fire truck that got stuck in a driveway when responding to a chimney fire. Kaye noted the payment to the Township for 2nd & 3rd quarters rent. Wright verified the \$500 quarterly payment is for use of the board room, copies made for board packets, and other department expenses incurred by the township as part of the administrative responsibility. Beckman noted the cost for Something Different Signs to letter the newly purchased Chief's vehicle was for \$375 when the workshop minutes reflected a cost of \$346. Board acknowledged the cost was indeed \$375. Motion to pay bills carried unanimously. Kaye presented payroll in the amount of \$16,938.44. **Motion by Bekken, seconded by Beckman to approve the payroll as presented.** Phelps noted Blok's payroll reflected 4 weeks of paid vacation. Motion to approve payroll carried unanimously.
- B. Review of Financial Statements. Kaye reviewed the budget vs. actual statement and noted they are 67% through the year with expenses generally within budget. He added the Firefighter/First Responder payroll reflects 73% of budget expended due to the many responses during the winter. He added the balance sheet shows more cash in checking than necessary and suggested maintaining \$50 to \$60K in checking with the rest in the class pool account.

Correspondence: None.

Unfinished Business:

- A. Health Insurance Meeting. Kaye asked if anyone attended the March 3rd meeting. Janik did and reported the plan presented by MERS was compatible to the current Priority Health coverage and they would be reviewing the group and giving a quote for the new fiscal year.
- B. Kaye reported they have sold the Chief's Explorer for \$3,500. He stated Joe Fucile removed the lettering and had it detailed and it looked great.

New Business:

- A. Budget Timeline. Winchester and Bekken agreed to work as the budgeting committee to make a first cut draft of the new budget and present the preliminary figures at the next workshop meeting.

Deputy Chief Janik's Report:

- A. Monthly run report. Janik stated the reports now show 1st shift calls being 6:00 am to 6:00 pm, 2nd shift calls from 6:00 pm to 6:00 am, and 3rd shift calls are on the weekend. YTD calls are 92 vs. 81 same time last year. He added response times are down which relates to fewer PI accidents.
- B. Received a rip and run report for the first time from 911 central dispatch. The information is automatically generated and emailed. Janik explained each call is assigned a run number with a dispatch time, time of arrival on scene, and cleared time. In the past the duty officer had to call central dispatch to receive those numbers. He stated the new automated system eliminates that task.
- C. Training drills are set up for Wednesday night at the Bridge Street house at 7:00. Janik reported Brent VanOss helped set up and pre-cut drywall which will be used to teach members how to breach a wall with air packs.
- D. Janik explained that inspections and pre-plans are on-going and always being updated. Discussion took place as to the pre-plan process and the vital information recorded on buildings.

There being no further business it was **Moved by Bekken, seconded by Phelps to adjourn at 8:10 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date