

**SAUGATUCK TOWNSHIP FIRE BOARD  
REGULAR MEETING**

**MONDAY, JANUARY 11, 2010, 9:00 a.m.  
SAUGATUCK TOWNSHIP HALL  
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**

**MINUTES**

Chairman Bill Kaye called the meeting to order at 9:00 a.m.

**Members present:** Saugatuck City Representative Bill Kaye, Douglas City Representative Gerald Bekken, Saugatuck Township Representative Eric Beckman, and At-Large Member Scott Phelps.

**Also present:** Office Administrator Lori Nash.

**Absent:** At-Large Member Lance Winchester and Chief John Blok.

Kaye thanked the Board for changing the meeting time to accommodate his new work schedule. Kaye then offered to receive public comment. Receiving none, that portion of the meeting was closed at 9:01 a.m.

Approval of Minutes: **Motion by Phelps, seconded by Bekken to approve the minutes of December 14, 2009, Fire Board regular meeting as presented.** Motion carried unanimously. **Motion by Bekken, seconded by Phelps to approve the minutes of December 28, 2009 Fire Board workshop meeting as presented.** Motion carried unanimously.

**Bills and Financial Review:**

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$19,749.87. **Motion by Beckman, seconded by Bekken to approve paying the bills as presented.** Kaye asked about the repairs to unit #1221. Nash verified #1221 is the Ford Pumper truck and both brake parts and labor were necessary to repair the brakes. Motion to pay bills carried unanimously. Kaye presented payroll in the amount of \$12,779.08. **Motion by Phelps, seconded by Beckman to approve the payroll as presented.** Motion to approve payroll carried unanimously.
- B. Review of Financial Statements. Kaye noted we are ½ way through the fiscal year and line items are in order for the most part. He asked about #770 Miscellaneous Office Supply and why that is already more than the annual budget. Nash will look into the account detail and report back.
- C. Quarterly Review of Operating Supplies. Board agreed the detail posting was accurate.

**Correspondence:** None.

**Unfinished Business:**

- A. Review of Account #751 – Phone Charges. Wright presented the detail printout of both current year and prior year charges. She stated she has not reversed out the prior year accruals yet and upon completion of that task the comparison will be correct.

**New Business:** None.

**Administrative Nash's Report:**

- A. Year to date runs through December 31<sup>st</sup> are 592, same time last year is 558.
- B. Nash presented the 2009 personnel activity report and stated she will be supplying the report on a monthly basis in the future. Board discussed the information and Nash noted the people are dedicated to the department.
- C. Summary of Calls for 2009. Board noted good response times were posted for the year

Board thanked Nash for her presentation. There being no further business it was **Moved by Bekken, seconded by Phelps to adjourn at 9:30 a.m.** Carried unanimously.

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Jane Wright, CMC, Township Clerk

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Date

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Bill Kaye, Chairman

\_\_\_\_\_  
Date