

**SAUGATUCK TOWNSHIP FIRE BOARD  
REGULAR MEETING**

**MONDAY, MARCH 8, 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, At-Large Member Lance Winchester, and At-Large Member Scott Phelps.

**Also present:** Chief John Blok, and Auditor Dan Veldhuizen.

**Absent:** None.

**Audience:** Special Guest, Auditor Dan Veldhuizen, thanked the board for the invitation to present the annual audit. Veldhuizen went through the audit in detail and answered questions. He summarized the fiscal environment of the department as strong.

Approval of Minutes: **Motion by Phelps, seconded by Winchester to approve the minutes of February 8, 2010, Fire Board regular meeting as presented.** Motion carried unanimously. **Motion by Bekken, seconded by Phelps to approve the minutes of February 22, 2010 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 \$13,811.91. **Motion by Beckman, seconded by Phelps to approve paying the bills as presented.** Motion to pay bills carried unanimously. Kaye presented payroll in the amount of \$12,779.08. **Motion by Bekken, seconded by Beckman to approve the payroll as presented.** Motion to approve payroll carried unanimously.
- B. Review of Financial Statements. Kaye noted we are two thirds through the fiscal year and asked about tax revenue from the township. Wright stated the Treasurer made the 2<sup>nd</sup> payment at the beginning of March instead of at the end of February. Kaye stated over all the expenses are in line with the exception of office supplies. Board discussed the need for a budget amendment.
- C. Review of Budget Timeline. Board discussed appointments to the budget committee. Bekken and Winchester agreed to sit on the committee again. Phelps stated he would be interested in observing to learn the process. Kaye noted that 3 members would constitute a quorum so posting the committee meetings will be necessary to comply with the Open Meetings Act. Wright will notify the City Clerks and posting will take place. First meeting will be March 12<sup>th</sup> at 2:30 p.m. at the township hall.

**Correspondence:** None.

**Unfinished Business:**

- A. MERS, Fire Division Separation. Wright explained the forms required to establish a separate MERS account, independent from the Township. She presented a model transfer agreement and there was a **Motion by Winchester seconded by Kaye to adopt by resolution the Joint Transfer Agreement for MERS Assets and Liabilities to a separate and independent MERS Program of the Saugatuck Township Fire District.** Blok verified that his current status as a retiree would not be affected. Motion carried unanimously. Wright presented the Membership Agreement, Resolution for Adopting MERS Defined Benefit program, Resolution for Defining a Day of Work, MERS Resolution for Adopting Act #88, Customer Contract Form, and Resolution Directing Electronic Payment of Invoices. **Motion by Beckman, seconded by Kaye to approve the MERS Resolution for Adopting Act No. 88 and authorize the signing of presented documents.** Motion to adopt carried 5 to 0 and all documents were signed.

**New Business:** None.

**Chief Blok's Report:**

- A. Blok presented the monthly summary of calls listing 62 calls to date compared to 92 same time last year.
- B. Blok asked for clarification to the dental self insured program. Wright stated the \$600 allowance per full-time employee and their family is reset each January 1<sup>st</sup> with no carry over, but asked if it could cover service performed in a prior year. Board agreed the allowance is based on when service is performed and could not cover prior year services.
- C. Discussion took place regarding the newly purchased snowmobiles and the good press articles.

There being no further business it was **Moved by Bekken, seconded by Phelps to adjourn at 9:55 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