

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, DECEMBER 13, 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: Chief John Blok.

Absent: At-Large Member Lance Winchester.

Kaye noted a number of fire department members were present in the audience and asked to remove the first audience portion of the meeting and add after New Business a vote to enter into closed session. He stated many questions may be addressed after the closed session and the Board agreed to the agenda changes.

Approval of Minutes: **Motion by Phelps, seconded by Beckman to approve the minutes of November 8, 2010, Fire Board regular meeting as presented.** Motion carried unanimously. **Motion by Bekken, seconded by Beckman to approve the minutes of November 22, 2010, Fire Board workshop meeting as presented.** Motion to approve the minutes carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$11,935.81. **Motion by Phelps, seconded by Bekken to approve paying the bills as presented.** Motion carried unanimously. Kaye presented payroll in the amount of \$23,334.60. **Motion by Bekken, seconded by Beckman to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye stated line item expenses seem to be in line and verified tax revenue will be coming in soon. Wright reported transferring \$40,000 from the class pool into the checking account.
- C. Review of Annual Audit. Board asked to have the auditor attend a regular meeting to explain the audit in detail. Wright will contact the CPA to check his schedule. Kaye reported he has accepted a new job and will again be working first shift. He stated the meeting time had been changed to accommodate his 2nd shift work schedule and asked if the meeting start time could be reverted back to an evening meeting. Board discussion took place and it was agreed to change the meeting start time to 6:30 p.m.

Correspondence: None.

Unfinished Business: None.

New Business: None.

Calling of Closed Session: Kaye stated the Board needs to address personnel issues and should consider doing so in closed session. **Motion by Phelps, seconded by Beckman to enter into closed session to discuss personnel issues.** Roll call vote: Phelps-yes, Beckman-yes, Bekken-yes, Kaye-yes.

Motion to enter into closed session carried unanimously and open session was suspended at 9:06 a.m. Open session was reconvened at 9:32 a.m.

Kaye stated the topic of the closed session was departmental member Joe Fucile and some recent incidents that have occurred. He added the Board has discussed the issue in detail and coupled with the fact that Joe is currently on probation for previous incidents they have decided to terminate his relationship with the department. Kaye noted this is an unfortunate situation. He stated the job all members perform can be stressful and there are vehicles in place to deal with situations. The first being the Chief, then the Personnel Committee, and if that is not convenient any Board Member would be available if there are issues or problems that need to be addressed. He added department members are present because of their commitment to the community to protect life and property and that is an admirable endeavor. He thanked the members for their interest and continued dedication to the department.

Chief Blok's Report:

- A. Blok reported receiving a workers compensation refund check in the amount of \$767.64.
- B. The FCC will begin implementing split band radios which will cost the department to replace the current VHF radios.
- C. City of Douglas is looking at inspecting and licensing short term rentals of private homes similar to the City of Saugatuck. The department has not calculated the cost it takes to perform the inspections yet but COVOD is asking for a cost so they can incorporate it into the licensing fee. There are approximately 72 in COS and it takes about 1.25 hrs per inspection. Board discussed a potential fee and agreed \$75 for the initial inspection and \$50 for re-inspections when needed.
- D. State surplus program is offering 2 trucks for \$500 each. Blok would consider purchasing one for Greg Janik to use for his inspections instead of the Jeep. Board stated they would support the purchase if the vehicle is decent and keep the Jeep for grass fires.
- E. First Responder license has been received.
- F. YTD calls at 580, same time last year 543.
- G. Kaye stated the Chief will need to replace a full time employee. Blok noted we need a Firefighter and First Responder who is trained on equipment maintenance. He added Fleet Services is available on a temporary basis.

Audience: None.

There being no further business it was **Moved by Bekken, seconded by Beckman to adjourn at 9:58 a.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date