

**SAUGATUCK TOWNSHIP FIRE BOARD
WORKSHOP MEETING**

**Monday February 28, 2011, 6:30 p.m.
SAUGATUCK TOWNSHIP FIRE BARN
3342 BLUE STAR HWY, SAUGATUCK, MI 49453
MINUTES**

Chairman Kaye called the meeting to order at 6:30p.m.

Members present: Chairman and Saugatuck City Representative Bill Kaye, Douglas City Representative Jerry Bekken, Saugatuck Township Representative Eric Beckman, At-large Member Lance Winchester,

Also Present: Chief John Blok

Absent: At-large Member Scott Phelps

Chiefs Report:

1) Greg Janik Resignation-

Greg Janik- Submitted his letter of resignation effective 3/4/11. He also asked that his 2 week vacation pay be included in his final check. Greg did not elaborate what his intentions are. *“The Board wishes him well and thanks him for his service to the Department.”* With Greg’s resignation we lose another full time employee.

2) Personnel- STFD now has two full time positions vacant. These full time positions should be officers.

a. Full Time Fire Fighter/ First responder/ Maintenance (certified mechanic) – Wayne Mokma is currently covering the maintenance aspects of this position.

b. Full Time Fire Fighter/ First responder/ Inspector- Lori has expressed interest in becoming an inspector. Chief will research when the next inspector class will be held.

3) Search process for vacant positions–

a. Job description- Chief Blok will put this information together.

b. Advertise the position- We will need to draft an ad and determine where we will advertise.

c. Interview committee- Chairman Kaye and Representative Beckman along with the Chief will conduct the interviews and pre-qualify the candidates.

d. Personnel committee- Interview and make recommendations.

4) Part Time Help- The Chief will start to use some of the current FF/FR to help out around the station with miscellaneous tasks. This position will be less than 30hrs.and pay rate to be determined.

At 7:16 p.m. having no further business to come before the board they stood adjourned.

Eric Beckman, Recording Secretary

Date

Bill Kaye, Chairman

Date