

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, MARCH 14, 2011, 6:30 p.m.
SAUGATUCK TOWNSHIP HALL
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**

MINUTES

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

- A. Dan Veldhuizen – Review of Annual Audit. Veldhuizen presented the 2009/2010 annual audit in detail and answered questions from the Board.
- B. Erik Kirchert stated he is very sad to hear Greg Janik has resigned. He added it is a tremendous loss for the department. Kaye agreed.

Approval of Minutes: **Motion by Bekken, seconded by Beckman to approve the minutes of February 14, 2011, Fire Board regular meeting.** Kaye requested a correction to his last comment under Audience changing “Mokma is doing as Maintenance Officer” to “Mokma is doing as part-time maintenance work”. Motion to approve the minutes as amended carried unanimously. **Motion by Phelps, seconded by Bekken to approve the minutes of February 15, 2011, Fire Board special meeting.** Beckman corrected the spelling of Erin to Aaron. Motion to approve the minutes as amended carried unanimously. **Motion by Beckman, seconded by Winchester to approve the minutes of February 28, 2011 Fire Board workshop meeting.** Corrections were requested to #2a and #3d. Motion to approve the minutes as amended carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$16,636.06 **Motion by Phelps seconded by Winchester to approve paying the bills as presented.** Kaye verified the Standard Security invoice is for the 2010 defined benefit program for the departmental members. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$10,502.76. **Motion by Bekken, seconded by Phelps to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted we are two-thirds of the way through the fiscal year and budget line items are in order.

Correspondence:

- A. Quickbooks Upgrade to 2011. Wright stated we currently run the department’s book on Quickbooks 2008 and Intuit is discontinuing support of the 2008 version as of May 1st. She added we must purchase an upgrade to 2011 at a cost of \$199.95 to ensure the payroll tax calculations continue. Board agreed to the purchase.
- B. Phil Quade, Response to Township’s Financial Position. Board acknowledged they are an independent authority able to levy the fire millage regardless of any municipality, and they agreed no change is necessary at this time.

Unfinished Business: None.

New Business: None.

Chief Blok's Report:

- A. Blok noted personnel changes are being implemented and presented a slate of members to re-align the Officers positions. He recommend and asked for board approval of the following Officers:
 Captain 102 – Linus Starring
 Captain 103 – Mike Blok
 Captain 104 – Dane Schreckengust
 Captain 105 – Stephen Phelps
 Lieutenant 106 – Tim Hurtman
 Lieutenant 107 – Open (at this time)
Motion by Beckman, seconded by Phelps to approve the slate of Officers as presented. Carried unanimously. Blok stated the rules change will take effect immediately.
- B. Blok presented the current method of performing inspections. He stated they are utilizing 7 zones and updated the board on the process. He suggested when advertising for a new full time employee the board consider an individual capable of performing inspections, inputting data into the computer, and knowledgeable of building and equipment maintenance.
- C. The Chief stated the administrative employee wages for Lori Nash are not reflecting her new duties. He added she has voluntarily taken on additional duties including performing some inspections and suggested aligning her wages accordingly. **Motion by Kaye to increase Nash's hourly wage by \$1/hr.** Awaiting a second to the motion discussion took place as to what might be an appropriate wage increase. Beckman noted a need to reserve unexpended salaries for a new hire. **Kaye withdrew his motion. Motion by Winchester, seconded by Bekken to raise Lori Nash's annual salary to \$32,000 effective immediately.** Kaye calculated the raise would be a 16% increase and stated what is relevant is the previous wage was just for administrative work and now Nash has taken on significant additional duties. Motion carried unanimously.
- D. February Summary of Calls. YTD = 80, same time last year = 62.

Audience: Linus Starring asked if they hire a fire inspector, does that position require certification or would the department put the individual through a certification class. Blok stated if the individual did not currently possess certification, then they would have to pay for the class them self. Kaye acknowledged answers are not hard and fast as there are a lot of variables that depend upon the individuals that might apply.

There being no further business it was **Moved by Bekken, seconded by Winchester to adjourn at 7:55 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date