

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, MAY 9, 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, and At-Large Member Scott Phelps.

Also present: Interim Chief Linus Starring.

Absent: At-Large Member Lance Winchester.

Audience: None.

Approval of Minutes: **Motion by Bekken, seconded by Beckman to approve the minutes of April 11, 2011, Fire Board regular meeting.** Motion carried unanimously. **Motion by Phelps, seconded by Bekken to approve the minutes of April 25, 2011, Fire Board workshop meeting.** Motion carried unanimously. **Motion by Phelps, seconded by Beckman to approve the minutes of April 30, 2011, Fire Board special meeting.** Motion carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$6,509.62 **Motion by Beckman seconded by Phelps to approve paying the bills as presented.** Bekken asked what was repaired by Spencer. Starring stated unit #1221 had an oil leak. Kaye asked what diameter the 4 – 100' lengths of hose are. Starring reported they are 1" diameter intended for wild land fires. He added the members worked with the new hose during the last meeting and they are very happy with the ease of handling. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$32,778.18. **Motion by Phelps, seconded by Bekken to approve the payroll as presented.** Board commented on the large sum and Beckman noted it includes the 4 weeks of vacation pay given to John Blok. Beckman added he is currently writing a vacation policy to eliminate the practice of paying unused vacation time. Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted we are 83% of the way through the fiscal year and expenses are at 72% of budget so there is some money available. Board reviewed the balance sheet and recommended depositing the forthcoming delinquent property tax revenue into the Mercantile account.
- C. Quarterly Review of Operating Expenses. Board verified expenses were properly coded. Wright stated Lori Nash will be reviewing the bills and coding some of the more ambiguous ones herself.

Correspondence:

- A. John Blok Snowplowing Invoice. Kaye noted the arrangement for Blok to plow the fire barn parking lot was Blok's idea and the board never solicited his service. He added the agreement was for him to

fill his pickup truck with fuel in exchange for plowing. Kaye also stated he has never billed the department for plowing before and wondered about the logic to bill for the past winter. Bekken verified Blok was on duty and being paid when he did the plowing. There was no motion to pay the invoice. Phelps suggested putting a plow on an older truck or the Jeep.

Unfinished Business:

- A. Kaye stated the ad for hiring a new Fire Chief is in the process of being placed. It will run in both local papers, the Holland Sentinel, Grand Rapids Press, Kalamazoo, Lansing, and Benton Harbor for 2 Sundays. Phelps asked about putting it on websites. Kaye requested Lori Nash to add it on a couple of municipal job websites. Resumes will come to Kaye and a close of applications will be set for June 10th.
- B. Board discussed prioritizing the hiring of a Chief first, and then include that person in the decision to hire any additional personnel.

New Business: None.

Chief's Report:

- A. Starring reported they are currently performing an inventory of their medical supplies. They have found some out-dated meds and can donate them to an organization for Haiti.
- B. Looking at fire equipment and need some heavy duty long life flashlights possibly helmet mounted. Starring stated he would like to issue one to each member with their number stamped on the light. He would also like to purchase and issue a pocket spanner wrench to each firefighter for hose fitting manipulation. Board agreed that is a great idea.
- C. ISO ratings require certain equipment for each type of truck. Currently a member is inventorying what is on each truck and what is needed to comply with the ratings. Starring stated if we need to purchase equipment to satisfy ISO, that will be a high priority for this fiscal year.
- D. Going through the back barn and finding a lot of extremely old hardware and nozzles. The out-dated equipment is useless to the department but can hold a lot of value for collectors. Starring suggested selling this equipment on e-bay. Board agreed that could be a valid avenue. Starring noted he is amazed at the number of people who are coming in to help out.
- E. All locks have been re-keyed and Officers have master keys.
- F. Gas pump electric is shut down during off-hours for security purposes. Starring is looking into issuing gas cards instead of filling the tanks in back. Discussion took place regarding current policy and price differences between filling tanks and at the pump price. Starring will report back.
- G. Unit #1122 is out of service. This is the old First Responder unit that is no longer licensed by the State and is only used during mutual aid responses. Starring suggested selling it and maybe the Jeep as well. Board asked if the Jeep is safe to sell or if it could be used for snowplowing. Starring will have Mokma look the Jeep over. Board agreed that once unit #1122 is stripped it would be okay to sell. **Motion by Kay, seconded by Bekken to approve selling unit #1122.** Carried unanimously.
- H. Starring asked what the hiring arrangement was for mechanic Wayne Mokma. Bekken verified it originally was 5 days a week, 2 hours a day. Board agreed it isn't a guaranteed 10 hours a week but rather more on an "as needed" basis, but he should come in regularly. Mokma is currently working on monthly reports and Board suggested he take different trucks out on the road to test them and ensure all is running right.
- I. Starring has talked to two past Officers who are now willing to come back to the department. They are Ralph Troutman, Sr. and Larry Phillips and could work in a training instructor capacity. Board

asked to have the Personnel Committee set up a meeting with them as we could use their experience and knowledge as well as mentoring the new younger members.

- J. Discussion took place regarding getting back on-line with SCUBA instruction for members to be certified before using the emergency SCUBA equipment. Department has 4 sets that are currently not being used.
- K. Boats. Starring stated for now we are leaving the whaler on the trailer and utilizing several existing ramps to launch the boat where needed. Discussion took place regarding the jet skis and it was decided to keep them on the trailer as well. It was agreed they don't take long to launch, but Kaye stressed the need to train and keep them in regular use. Board discussed selling the 41' fire boat to another municipality due to low water conditions.
- L. Ladder testing is due. The company will be coming in June to complete before the end of the fiscal year. Members will work on hose testing this Wednesday at the meeting.

Audience: Hearing no questions from the audience, board agreed it sounds like everything is running smooth and being addressed.

There being no further business it was **Moved by Bekken, seconded by Kaye to adjourn at 7:45 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date