

**SAUGATUCK TOWNSHIP FIRE BOARD  
PUBLIC HEARING AND REGULAR MEETING**

**MONDAY, JUNE 13, 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:** Interim Chief Linus Starring and Office Administrator Lori Nash.

**Absent:** None.

**Public Hearing:** Kaye opened the public hearing for the purpose of receiving public comments and questions on the proposed 2011/2012 budget. Kaye asked for any comments, hearing none he closed the public hearing.

Approval of Minutes: **Motion by Bekken, seconded by Phelps to approve the minutes of May 9, 2011, Fire Board regular meeting.** Starring stated under the Chief's Report that the term "meds" should be replaced with "medical supplies". Board agreed and the motion to approve the minutes as amended carried unanimously. **Motion by Phelps, seconded by Beckman to approve the minutes of May 31, 2011, Fire Board workshop meeting.** Motion carried unanimously.

**Bills and Financial Review:**

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$4,619.29 **Motion by Bekken seconded by Phelps to approve paying the bills as presented.** Motion carried unanimously. Kaye presented payroll in the amount of \$7,729.24. **Motion by Beckman, seconded by Winchester to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Wright stated there will be a loss of revenue from the township due to the McClendon tax settlement agreement which resulted in a \$9,750 loss in 2010 for the fire district. Kaye verified the loss will be reflected in the proposed budget amendments.
- C. Budget Amendments. Board asked to address the amendments after voting on some proposed purchases and agreed to table the agenda item until later in the meeting.

**Correspondence:**

- A. Kaye noted 34 resumes for Fire Chief have been received and they include some incredibly experienced individuals.

**Unfinished Business:**

- A. Board discussed proposed purchases that include boots, gloves, helmets, tuff-book laptop computers, flashlights, and portable generator lights. **Motion by Kaye, seconded by Beckman to approve up to \$35,000 for the purchase of 2 tuff-book laptop computers, 2 portable generator lights, and**

**necessary boots, gloves, helmets, and flashlights for department members.** Motion carried unanimously.

- B. Nash presented a bid for air conditioning repairs and furnace replacement from ARO for \$7,085. **Motion by Kaye, seconded by Phelps to approve the bid from ARO for \$7,085 as presented, with the condition that \$3,200 would be spent in the current fiscal year for A/C repairs and the balance of the bid would be spent in the next fiscal year.** Motion carried unanimously.
- C. SCUBA training. Kaye asked where we stand with the training necessary to utilize existing equipment. Starring reported talking to member Terry Klinge who would be performing the training and suggested we hold sessions later in the year.
- D. KLSWA. Nash stated the department has informed the water authority that we can fill tanker trucks from a hydrant for free and asked why we have to pay so much on the monthly utility bill for a 2” meter. The Director of KLSWA will be asking his board to waive the monthly fee but if they refuse we will be removing the 2” meter.

#### **New Business:**

- A. Nash asked the board to consider sending members to a class for car fire training that is being offered at a cost of \$425. Kaye stated it has always been the intent of the board to support training of members and there is a line item in the budget for such purposes. **Motion by Kaye, seconded by Phelps to approve the cost of car fire training for members designated by the Interim Chief.** Motion carried unanimously.
- B. Budget Amendments. Board reviewed the proposed budget amendments which would allow the fiscal year to end with all line items in budget. **Motion by Kaye, seconded by Beckman to approve the budget amendments as presented.** Motion carried unanimously.
- C. Adopt 2011/2012 Fire District Budget. **Motion by Phelps, seconded by Bekken to accept the 2011/2012 Saugatuck Township Fire District annual budget as presented.** Motion carried unanimously.
- D. MERS Annual Benefit E. Wright reported if the board wished to adopt a resolution allowing for a 2% cost of living increase in retiree benefits for 2012, they would need to approve \$150 for an annual valuation report. Board discussed the cost and benefit. **Motion by Phelps, seconded by Winchester to adopt the MERS annual benefit E for a 2% COLA increase for retirees in 2012.** Motion was defeated with 0 ayes and 5 nays.

#### **Chief's Report:**

- A. Starring reported he is getting quotes on repainting the box on #1123.
- B. Done organizing several trucks and now equipment is located in the same spot on different trucks. Starting to work on the pumpers to organize in the same way. Starring complimented members for their help.
- C. Attended a mutual aid fire for a Fennville house fire. We used #1222 and the call went very well.
- D. Water rescue last week in Lake Michigan. Coast Guard responded and we took the Whaler out but stayed in the channel. Starring asked for clarification from the board on guidelines for how far out in the lake we should be going when the Coast Guard and Allegan County Sheriff are available. Kaye suggested setting up a meeting with representatives from the three municipalities to ask what their expectations are for the department's water responses. Board discussion took place and they agreed a representative from the Coast Guard, Sheriff Department, and Chief Ken Giles should be invited to attend the meeting. Nash will contact and set up.
- E. 16 calls above same time last year.

- F. Sale of the Jeep. Kaye suggested we ask \$2,500 for the Jeep but require the signing of a disclaimer that acknowledges the purchase is “as is”. **Motion by Kaye, seconded by Phelps to proceed with the sale of the Jeep for an asking price of \$2,500.** Carried unanimously.

**Audience:** Erik Kirchert reported the S/D Historical Society is very pleased with the artifacts the department has given them. They have created a display at the old pump house with Morg Edgecomb’s old dugout canoe as the focal point of the exhibit. Kirchert asked about duty officer calls and Starring agreed a procedural change may be addressed at the next Officer’s meeting. Tom Owens implored the board to perform the hiring of a new Chief with an inclusive and transparent procedure. Kaye reported they have a process that includes the Board, Personnel Committee, Officers, and Departmental Members. Brent VanOss discussed other training being offered. Stacey Aldrich asked for a time line and procedure that will be used in hiring a new Chief. Kaye stated the receipt of applications was closed on the 10<sup>th</sup> and now he and Phelps are sorting through the resumes and will start setting up interviews with the Officers. He added after that candidates will be interviewed by the Personnel Committee that is made up of a Board Member, Officers, Departmental Members and a resident not part of the department. He stated the timeline is ASAP but his experience in the hiring of individuals would suggest an estimate of 4 – 6 weeks before an offer is made.

There being no further business it was **Moved by Bekken, seconded by Winchester to adjourn at 7:20 p.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