

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, JULY 11, 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 Administrative Assistant Lori Nash.

Absent: None.

Audience: None.

Approval of Minutes: **Motion by Bekken, seconded by Phelps to approve the minutes of June 13, 2011, Fire Board regular meeting.** Motion carried unanimously. **Motion by Beckman, seconded by Bekken to approve the minutes of June 27, 2011, Fire Board workshop meeting.** Winchester asked to insert "County" in-between "Allegan" and "Marine". Motion to approved the minutes as amended carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$27,604.15. **Motion by Beckman seconded by Phelps to approve paying the bills as presented.** Phelps asked why we are paying Tower Marine for summer storage when the Fire Boat has now been launched. Board asked to review the invoice and it was noted the invoice was sent just prior to the boat being launched. Board asked Nash to contact Tower for a credit. Kaye verified all purchases intended to be applied to the previous fiscal year were received. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$6,560.24. **Motion by Phelps, seconded by Beckman to approve the payroll as presented.** Phelps asked what Scott Seymour has been doing for maintenance and Starring reported he has been going through old inventory. Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted the budget reflects amended amounts. Beckman verified #671 Miscellaneous Income reflects the sale of 2 vehicles. Kaye asked to move cash from the checking account into the class pool to maintain \$50K - \$60K in checking.
- C. Quarterly Review of Operating Expenses. Board verified expenses were properly coded.

Correspondence:

- A. Siegfried Crandall Proposal for Audit. Wright stated the proposed fee of \$2,500 is the same amount as last year. **Motion by Winchester, seconded by Beckman to approve the Siegfried Crandall proposal for audit in the amount of \$2,500.** Board agreed the firm does an outstanding job and there would be no need to go out for bids from other firms. Motion carried unanimously.

Unfinished Business:

- A. Interview Status on New Chief. Kaye reported he and Phelps reviewed the 35 resumes received and noted the great quality and experience of applicants. He stated they selected 4 for initial interviews and asked Dan Wilson to join in the process. They will pick the best 2 or 3 for a second interview to talk with the Personnel Committee and the Officers thus giving a good cross section of people with complete transparency.
- B. KLSWA Water Bill. Kaye spoke with a member of the water board who explained they do not give any exemption from charges to the school or cities and they have considerable expenses. Board agreed the new charge for the 2" water meter could be absorbed by the department.
- C. Status of 1123 Rescue Unit Paint Job. Nash presented a decal suggested by a vendor to avoid having to re-paint the whole unit. Kaye asked for a photo shop picture to see what the results might look like and explained the prices to re-paint the box to make it match the chassis ranged from \$14,000 to \$4,000. Beckman asked if he donates some sand paper would they lower the price. Board discussed options and will continue pursuing solutions.

New Business:

- A. Annual Drivers License Checks and Random Drug Screening. Nash reported drivers license checks were previously done and Board agreed to reinstate regular annual checks. Discussion took place regarding how to do drug screens. Kaye suggested doing this on meeting nights. Starring asked about a written policy. Board agreed they will need to adopt one and amend the by-laws.
- B. Petty Cash Check Book Signers. Nash reported the bank would like to see an official record identifying authorized individuals. **Motion by Kaye, seconded by Beckman to approve Linus Starring and Lori Nash as authorized check signers for the petty cash account.** Motion carried unanimously.
- C. Chief Review Process. Kaye stated there is a need to have a review process in place for the Chief and suggested a multi-prong process that would include the Board, and at the same time 1 Officer and 2 general members chosen anonymously to give their thoughts on the Chief's job performance.

Chief's Report:

- A. New Equipment. Starring stated they have the individual flashlights and generators with lights in service.
- B. Fire Boat. The boat has been launched and they have taken it out to the big lake for training once. Kaye explained he and Winchester had a meeting with Allegan County Marine and invited representatives from the three municipalities and the Coast Guard. Kaye stated there was very strong support to have the fire boat in the water as the County's ability to respond is limited and they offered to assist in training. Starring added the Coast Guard is willing to assist in joint training. Winchester asked if there are engine or ships logs and Starring stated he has not found any but will start requiring them. Aluminum boat builder Dave Anderson has performed an inspection of the hull and verified it is sound. Kaye requested the tow line be put back on the boat and added he is pleased that more members will be trained. Department member Brett VanOss is checking on new inflatable life jackets.
- C. Fire Barn Electric. Nash stated during the recent AC repairs it was found the electric wiring in the new barn is not up to code. Board agreed that needs to be fixed and asked them to contact a licensed electrician.

Audience: Hearing no questions from the audience, board agreed the members are doing a great job and the equipment looked great in the 4th of July parade.

There being no further business it was **Moved by Bekken, seconded by Winchester to adjourn at 7:25 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date