

**SAUGATUCK TOWNSHIP FIRE BOARD**  
**~~WORKSHOP~~ REGULAR MEETING**

**Monday July 25, 2011, 6:30 p.m.**  
**SAUGATUCK TOWNSHIP FIRE BARN STATION**  
**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, At-large Member Scott Phelps

**Also Present:** Interim Chief Linus Starring, Lori Nash

**Absent:** None

**ADT® Commercial Security Solutions Proposal**

Todd Fenech of ADT presented a proposal for the Saugatuck Township Fire District for security of the Fire Barn, the Back Fire Barn and Fire Boat Dock. Three different investment options were presented. Copies of the proposal are on file at the Fire Barn.

**Chairman Kaye:** Chairman Kaye then informed the board what has transpired in the last couple weeks to justify ADT coverage. An ex-employee allegedly has threatened to kill a current employee. This same individual was caught on film around the boat dock. It has also been brought to the boards' attention that this individual may have Fire Department property at his house and at another location. Due to the seriousness of this situation the Board decided to move ahead and install a security system as soon as possible. A motion was made by Chairman Kaye, Seconded by Scott Phelps to proceed with the proposal from ADT utilizing investment Option III. Option III was \$ 0.00 installation fee and a monthly maintenance fee @ \$ 234.00. Motion passed unanimously.

**Interim Chief Starring's Report:**

- Quote on individual garage door openers on all doors. Approximately \$ 500.00 from Compaan Door.
- Fire Boat
  - Will be involved in the Venetian festivities.
  - Exercise with the Allegan County Dive Team. Another exercise August 12-14
  - Interim Chief would like to sit down with the Coast Guard at some point to determine what equipment they recommend that we have on this boat.
  - Chairman Kaye recommended that the Fire Boat be the first boat in (spring) and the last boat out (fall).
- Electrical work for Fire Barn- One quote received from Country Side Electric for \$ 3,500.00. The board asked for additional quotation and details on what is required to get this building up to code.

**Chief Search:**

- Chairman Kaye reports that the process has gone very well. Reviewed 35 resumes and approximately 80% were outstanding candidates
- Initially 4 candidates were picked based on experience and management skills
- Dan Wilson, former SHS Principal and Athletic Director, agreed to join with Bill Kaye and Scott Phelps as an interview team.
- After initial interviews, the process eliminated 1 candidate leaving 3.
- A "Shot Gun" interview process took place with the 1. Officers 2. Personnel Committee and 3. Chairman Kaye, At-Large Member Scott Phelps and Dan Wilson making up the interviewers.
- After this round of interviews, all agreed and another candidate was eliminated leaving 2.

- Recommendations: The Officers and Personnel Committee recommended one candidate and the Board members and Dan Wilson recommended the other. It was determine that we would offer the position to the candidate that the Officers and Personnel Committee recommended. Chairman Kaye added that both candidates would be a good fit.
- It was agreed upon that we would offer the position to the recommended candidate contingent upon successful completion of a pre-employment drug/alcohol screening, a background check and the completion of the Employment Eligibility Verification form (I-9). A performance review will be done in five months and then annually every June thereafter. All employees are employed “at will.” We are required to inform employees that any employment relationship between employer and employee is “at will” employment.
- Chairman Kaye would type an offer letter and send it to Mark Kinnaman for his legal review.

At 8:15 p.m. having no further business to come before the board they stood adjourned.

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Eric Beckman, Recording Secretary

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Date

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Bill Kaye, Chairman

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Date