

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, AUGUST 8, 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 Phelps, seconded by Beckman to approve the minutes of July 11, 2011, Fire Board regular meeting.** Motion carried unanimously. **Motion by Bekken, seconded by Winchester to approve the minutes of July 25, 2011, Fire Board workshop meeting.** Kaye asked to address a technical issue in that the second meeting of each month has been identified as a workshop meeting and verified the meeting meets the requirements of the Open Meetings Act and as such should be identified as a regular meeting where board action can and does take place. Beckman noted that he is now taking complete meeting minutes during the second meeting of the month and will change the heading of the minutes to read "regular meeting". Bekken asked to change the heading from "fire barn" to "fire station". 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 \$36,366.40. **Motion by Phelps seconded by Beckman to approve paying the bills as presented.** Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$31,210.55. **Motion by Bekken, seconded by Beckman to approve the payroll as presented.** Beckman verified the hourly maintenance work is being offered to all. Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted cash was moved from the checking account into the class pool to maintain \$50K - \$60K in checking.

Correspondence: None.

Unfinished Business:

- A. Kaye asked for a vote to move into closed session to review contents of an application and proposed letter offering employment for the Chief's position. **Motion by Kaye, seconded by Beckman to move into closed session for review and discussion of employment purposes.** Roll call vote: Beckman-yes, Phelps-yes, Winchester-yes, Bekken-yes, Kaye-yes. Open session was suspended at 6:39 p.m. Open session reconvened at 6:45 p.m. Kaye stated the reason for the closed session was to discuss a specific employment offer to Brian Florey as the new Fire Chief. Kaye discussed the interview process that was taken and distributed copies of Florey's resume to departmental members present in the audience. Kaye then summarized the offer letter being considered for Brian Florey and

noted they will be offering a starting salary of \$54,000 annually with a performance review in 5 months. He discussed how future performance reviews will be conducted and that they will include departmental members chosen anonymously. Board opened the meeting to audience members who were encouraged to ask questions and make comments on the hiring of a new Chief. Extensive discussion took place and at 7:05 p.m. Kaye asked for a motion to act on the offer letter. **Motion by Phelps, seconded by Beckman to present the offer letter for employment to Brian Florey as the new Saugatuck Township Fire District Fire Chief.** Motion carried unanimously.

- B. ADT Security System. Nash reported the Zeeland Fire Department uses just a secure entry system and no cameras but have been very pleased with it.
- C. Gas Cards. Nash stated a gas charge account is available through Dunesview. Starring stated the only downside is the station is closed from 11:00 p.m. to 6:00 a.m. Discussion took place and it was agreed that removing the ~~underground~~ gas tanks from the fire station is best as they are not up to current codes.
- D. Front Station Electrical Wiring. Nash reported she is still getting bids from electrical contractors.

New Business: None.

Interim Chief's Report:

- A. Fire Boat. Starring stated they will be holding an evening personnel training exercise for water rescue/recovery with the Allegan County Dive Team. He noted his research revealed the proper emergency lighting for a fire boat is red and yellow, and will work on correcting the lenses.
- B. New Pumper #1220 will become the front line pumper. He stated they will be training on a driving course this week.
- C. Starring reported the Fire Boat will not fit in the back station for winter storage. He is currently working on having the engines surveyed including an oil analysis and would recommend installing a water flow alarm in case the strainers become clogged.
- D. Video security system is scheduled for installation next week and Starring recommended the recorder be secured in the Chief's office with limited access. Beckman asked if the video can be viewed remotely. Nash stated we would have to install a modem but would then have a link to view it. Board agreed to have the new Chief make final decisions on the video system.
- E. Starring asked if full time employees will still answer directly to the Chief. Kaye stated yes and they will be asking the new Chief to be involved in his team selection and how it is cast.

Audience: Kaye opened the meeting to the audience again at 7:20 p.m. and questions or comments were heard.

Hearing no further public comment it was **Moved by Bekken, seconded by Beckman to adjourn at 7:40 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date