

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, SEPTEMBER 12, 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: Chief Brian Florey, Deputy Chief Linus Starring, and Officer Brent VanOss.

Absent: At-Large Member Lance Winchester.

Audience: Kaye opened the meeting for public comment. Hearing none, he closed that portion of the meeting.

Review and Approval of Minutes:

- A. Kaye asked to address the minutes of 8/8/11. **Motion by Phelps, seconded by Beckman to approve the minutes of August 8, 2011, Fire Board regular meeting.** Kaye asked to correct Unfinished Business, Item C. to strike the word “underground” before “gas tanks” as they are above ground tanks. Motion to approve the minutes as amended carried unanimously.
- B. Kaye asked to address the minutes of 8/22/11. **Motion by Bekken, seconded by Phelps to approve the minutes of August 22, 2011, Fire Board regular meeting.** Kaye asked to correct Lucy St. Dock to strike the work “Ski-does” to “Sea-does”. 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 \$28,899.53. **Motion by Phelps seconded by Bekken to approve paying the bills as presented.** Kaye asked about the bill from FirePrograms in the amount of \$1,490.00 for 2 mobility licenses. Chief Florey verified it is the software for the 2 laptops in the command and inspection vehicles. Kaye inquired about the cost of tires from Fleet Services in the amount of \$588. Florey stated they were for the pick up and discussion took place regarding purchasing options. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$6,473.24. **Motion by Beckman, seconded by Bekken to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted several accounts are running high and Florey noted there are many purchases the department is catching up on. Kaye stated a transfer from savings into checking is necessary. Wright will transfer 50K.

Correspondence: Kaye turned Chief Florey’s personnel file over to the Township Clerk to be maintained under lock and key with the only access given to Fire Board Members.

Unfinished Business:

- A. Security Code on McClendon’s gate. Florey stated it has been changed.

- B. Gas Cards at Dunesview. Florey noted the paperwork is being processed and he will cancel gas delivery.
- C. Battery Charger on Fire Boat. Florey responded they got it for \$75 and it is in the boat.

New Business: New signer(s) on petty cash checking account. Kaye stated we need to add Florey as a signer on the petty cash checking account. **Motion by Kaye, seconded by Phelps to approved Brian Florey as a signer on the STFD petty cash checking account.** Carried unanimously.

Chief's Report:

- A. Building Electrical. Received two bids both close to \$9,500. Will try and get at least one more bid but everyone seems to be busy through the winter.
- B. ADT Security. Installation is almost done. The boat is complete and the building is 90-95% complete. Carpet in both offices has been laid and will be replaced in the meeting room as well. Kaye noted the Fire Board Members will need access cards. Florey stated they have purchased a locking cabinet to hold the main unit in.
- C. Full Time Employment. Applications have begun to be reviewed and Florey would like to start the interviewing process by the end of the month. Beckman agreed to sit in. Florey stated he would hate to loose both positions and he feels there is enough work to keep them but suggested a lower beginning pay scale of around \$37K - \$38K. He will create job descriptions.
- D. Old Chief's Vehicle. Expedition working well for the Duty Officer to maintain in their possession. Kaye related a situation where the DO on call used the AED in the vehicle to save a life and a second situation was related where the individual might not have lived if the DO had to take the time to retrieve a vehicle from the station before responding to the call. Kaye noted it was a good call to recommend maintaining the vehicle for the DO.
- E. Jaws of Life are down right now. Found out the fluid had jelled due to a lack of maintenance. Currently using a loaner set and we are having both of our sets completely serviced. Florey stated modern vehicles have a lot of high tensile strength steel in them which requires 10,500 PSI to cut through. He stated one set of our jaws has a 5500 PSI cutting strength and the other set is the original set that was gas powered and changed over to an electric motor and has a 8750 PSI. Discussion took place regarding the need to purchase a new set of Jaws of Life in the future and different options available. Beckman asked to have a regular service schedule. Florey acknowledged a good preventive maintenance system is at the top of his list.

Audience: Kaye opened the meeting to the audience. Starring asked if the full time jobs will be posted again. Kaye stated the original thought was to go through the resumes received after the first posting, but he would not be opposed to posting it again. Starring noted some people might not have applied before. Board agreed to re-run ads and re-post the positions.

Hearing no further public comment it was **Moved by Bekken, seconded by Beckman to adjourn at 7:02 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date