

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, OCTOBER 10, 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 Lance Winchester.

Also present: Chief Brian Florey.

Absent: At-Large Member Scott Phelps.

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 9/12/11. **Motion by Beckman, seconded by Bekken to approve the minutes of September 12, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.
- B. Kay asked to address the minutes of 9/26/11. **Motion by Bekken, seconded by Beckman to approve the minutes of September 26, 2011, Fire Board regular meeting.** Florey noted under the *Chief's Report, Fire Boat* the minutes stated "storage and removal is \$1,733.28" and he asked to correct the verbiage to reflect the cost was for end of season maintenance. Kaye requested the last 2 sentences be struck and replaced with "End of season maintenance is scheduled at a cost of \$1,733.28 to be performed by a Cummins Diesel technician." 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 \$23,756.39. **Motion by Bekken seconded by Beckman to approve paying the bills as presented.** Kaye asked if we are now done with the Brenner Oil charges. Florey stated the unleaded tank is empty and the charge account has been opened at Dunesview. He added as soon as the diesel is empty they will have Brenner remove the tanks. Kaye then noted the expense account for the Menards ceiling tiles was #763 Building Repairs and asked if it could be changed to #980 Capital Improvements as they are part of the bigger project. Wright stated we could explain that to the auditors and if they did not agree they could change them back. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$12,390.39. **Motion by Beckman, seconded by Bekken to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted the reports reflect 25% through the fiscal year and Florey undoubtedly will get into the reasons why we are significantly over on a few line items during his report but he will have to watch that as we progress through the year. Wright stated she transferred \$65,000 from the Mercantile money market account into the checking account.
- C. Quarterly Review of Operating Supplies. Kaye stated he reviewed the charges and all appear to be expensed correctly.

Correspondence: None.

Unfinished Business: None.

New Business: None.

Chief's Report:

- A. ADT Security. Florey stated the system is up and running. Everybody has their cards and it seems to be working okay.
- B. Electrical Quotes. Had another electrician come in to quote the job of bringing the building electrical system up to code and he noticed another electrical panel behind the wall in the back bathroom that will need to be moved. Florey will have the previous electricians revise their quotes to include that.
- C. Michigan Fire Fighters Training Council. Board members signed a letter to register STFD with the council to enable on-line registration for fire fighter training classes.
- D. Downstairs Furnace. Florey asked if members were aware that the furnace downstairs has a cracked heat exchanger as well. He stated it is now out of service and he has one quote of \$1,580 for a new one. He will be getting more quotes.
- E. Full-Time Position. Received 20 applications, 8 of which are internal. Florey will come to the next meeting with a hiring process to be discussed and hopefully get the new people in place by November or December.
- F. Bridge Project. The Blue Star Highway Bridge between Saugatuck and Douglas is down to one lane, controlled by a street light. Florey voiced his concern for emergency traffic and stated he met with S/D Police Chief Ken Giles to discuss options. Florey talked with an engineer on the project and he is trying to get remote switches to turn both lights to red and allow for emergency service access.
- G. Jaws of Life. The department will be doing some training with the demo set Wednesday night from 7 to 9 and members will be cutting a couple of donated cars apart if any board member is interested in watching.
- H. City of Saugatuck Plow Truck. The City is selling their old plow truck for \$10,000 and we could consider replacing the two DNR trucks with this plow truck as an option. Board discussed the idea but they were hesitant to spend unbudgeted dollars at this time and instead suggested having an outside contractor plow the parking lot this winter.
- I. Tower Truck. Unit has been down since last week when routine maintenance on the pump revealed a leak in the main hydraulic cylinder. Spencer has given an estimate of \$650 to \$700 to rebuild the cylinders. He stated they are also rebuilding the cooling hoses that have crumbled due to lack of maintenance and use. Additional service work is necessary on the pressure relief valve that will cost approximately \$1,800. Florey estimated a total cost of \$4,000 that will be spent to get the tower truck back into a well maintained condition. He stated previous poor maintenance is the reason why we are running over budget on some expense accounts. Board agreed a good preventative maintenance program is of the utmost importance.
- J. Sutphen Pumper Truck. Unit #1222 has electrical problems and the solution is to bring the power for the lights through relays to keep the switches from overheating and causing the lights to go out. Cost is estimated to be about \$250.
- K. Human Resource/Code of Ethics Policies. Florey distributed rewritten departmental policies for the employee handbook. Kaye noted in general they are excellent and very well done but additional discussion will be warranted regarding personal vehicles running lights and sirens. He stated that is a policy that has been discussed before and was last left that only officers can run lights and sirens. Kaye added he is willing to re-visit the subject and suggested having the State Police review to ensure compliance with the law. Discussion took place and Florey stated he has a "no tolerance for

stupidity” policy. Kaye asked to table approval of that policy until next meeting to give board members more time to consider.

- L. 118 Hoffman Street. This is the business and apartment building that was shut down due to a gas leak. Repairs have been made and the building is up and running.

Audience: Kaye opened the meeting to the audience. Hearing none it was **Moved by Bekken, seconded by Beckman to adjourn at 7:10 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date