

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, NOVEMBER 14, 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 Scott Phelps and At-Large Member Lance Winchester.

Also present: Chief Brian Florey.

Absent: None.

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 10/10/11. **Motion by Bekken, seconded by Beckman to approve the minutes of October 10, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.
- B. Kay asked to address the minutes of 10/24/11. **Motion by Phelps, seconded by Winchester to approve the minutes of October 24, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$11,170.41. **Motion by Phelps seconded by Beckman to approve paying the bills as presented.** Beckman asked if the ADT security fees were straightened out and Florey stated he would check with Lori but the system was up and running. Kaye asked about the Fennville Tire Center purchase for new tires on the Expedition if they were a state buy. Florey stated they were through the state buy program and were almost equal. Kaye stated for \$150 a piece to be mounted and balanced is not a bad price. Florey stated he could price them out both ways the next time if the Board wished and Kaye felt it would be worthwhile. Bekken asked if the water bills were straightened around now and Florey stated it looks a lot cheaper. Kaye reviewed the water bill and the board noted KLSWA removed the new charge. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$41,327.08. **Motion by Beckman, seconded by Bekken to approve the payroll as presented.** Kaye stated it is a big payroll. Phelps noted there are more people kicking in and doing stuff and more calls. Florey noted we are 20 calls higher than last year. Beckman noted the payroll for maintenance has some pretty big numbers in addition to the First Responder and Fire calls. Kaye stated it will be interesting to see how things shake out when the full time positions are filled and it should stabilize things. He added there has been some more training as well. Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted the reports reflect 1/3 through the fiscal year and we have added some new expense categories such as Firefighter Tools, Building Security, Dues & Subscriptions, and asked what the difference is between Medical Equipment and Medical Supply.

Florey responded we purchased some suction units and things like that and we wanted to make sure they were on a separate line because they aren't actually supplies but replacing some old equipment. Kaye stated he has no problem separating expenses as it allows them to track it better but in Medical Equipment we have already paid up the budget for the year and asked if we are well set for the year. Florey stated yes and he has now put in a P.O. system so he will be able to control purchases better. General discussion took place regarding expenditures. Kaye added the good news is that the bottom line total expenses show 27% expended which is a touch below budget. Kaye reviewed the balance sheet and verified the tax bills will be going out December 1st with the annual income starting in December.

Correspondence:

- A. Annual Audit. Kaye presented the annual audit report he prepared that details the economic condition and outlook for the department.

Unfinished Business:

- A. Electrical Work. Florey reported they are waiting on one more bid and explained the problems they are having in comparing the bids. He added electricians are running one to two months out.
- B. Furnace. Florey stated they have the bids in.

New Business:

- A. Charter. Kaye stated he and Phelps requested assistance from attorney Mark Kinnaman to look at the original charter. Kaye asked for board approval to form a committee comprised of Kaye, Phelps, and Kinnaman to review the charter. **Motion by Kaye, seconded by Beckman to appoint Kaye, Phelps, and Kinnaman as a committee to review the charter.** Motion carried unanimously. Kaye stated this review is keeping step with Florey's re-writing the policies and procedures. Discussion took place as to how changes may be approved.

Chief's Report:

- A. Furnace. Keags, Arrow, and Sales are bidding on 80% and 92% efficiency. \$1,533 is the cheapest bid from Keags and will need to run a PVC pipe for venting.
- B. McClendon Boat Ramp. Called the Sheriff Marine Patrol Sergeant and waiting to hear back from him.
- C. Mezzanine. All done.
- D. Truck Maintenance. Will be done tomorrow. In the process of entering the maintenance into the computer.
- E. Lucy Street Lift Station. Has been brought up to the fire station for repairs.
- F. Hiring Process. Interviews are set for the 19th. The next step is to get a hold of the top 3 scorers.
- G. Bridge Update. Have light changer. Is a hand held strobe and it works.
- H. Jaws Bids. Jaws of Life are priced at \$14,515 for a new set. Have been given a price for the demo set currently in hand of \$9,880 that includes 2 cutter/spreaders, pump, and hoses. Guys like them and is rated at 10,500 PSI. The electric set is in the back barn and obsolete. Board agreed to get rid of them with a complete disclaimer. **Motion by Kaye, seconded by Phelps to approve the purchase of the demo Jaws of Life unit and associated apparatus.** Discussion took place and it was noted one set would be on the heavy rescue unit and the other on the newest engine #1220. Motion carried unanimously.
- I. Invoice for Tower Truck. Received.
- J. Tanker Leak. Tanker #2 has a leak but it is still under warranty. Manufacturer stated it has to have the whole bottom replaced. Paperwork for Tanker #1 states it has a 25 year warranty. Will work on getting the leaks fixed.

- K. Sutphen Engine. Electrical problems have been fixed by installing a relay system.
- L. Natural Gas. Getting a provider that is cheaper than Michigan Gas Utilities.
- M. Lights & Sirens Policy. Kaye stated it is a very well written policy and everything is covered. He added it is a strict policy and requested a report back to the board in 3 months. Board acknowledged this is a different approach and covers everything so they can see making it work. Winchester questioned the use of the word “aggressive” and asked to change that. **Motion by Phelps, seconded by Bekken to approve POV/Departmental Vehicle Response policy.** Motion carried unanimously.

Audience: Kaye opened the meeting to the audience. Linus Starring asked if they will be approving the hiring of two new full time employees at the same time. Kaye answered yes, if we have two qualified individuals. Hearing no further audience comments it was **Moved by Bekken, seconded by Winchester to adjourn at 7:10 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date