

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, DECEMBER 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, 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 11/14/11. **Motion by Bekken, seconded by Phelps to approve the minutes of November 14, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.
- B. Kay asked to address the minutes of 11/28/11. **Motion by Phelps, seconded by Beckman to approve the minutes of November 28, 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 \$19,764.25. **Motion by Beckman seconded by Phelps to approve paying the bills as presented.** Kaye asked about the 5 Alarm bill and what the purchase of a pistol grip was for. Florey stated it is a nozzle grip. Kaye then noted they utilized the community service workers as asked what chores they performed. Florey stated they did outside station maintenance. Board acknowledged the cheap price for labor and suggested using the service to shovel snow from around fire hydrants this winter. Bekken verified \$190.03 for McClendon's boat dock electric was due to the boat's charger problem and the running of heaters. Bekken noted the 3 pairs of boots purchased from Lab Safety Supply were returned. Florey stated they did not fit correctly so were returned. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$22,729.58. **Motion by Winchester, seconded by Beckman to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted the reports reflect 42% through the fiscal year and things are lining up but need to keep a close eye on line items that are currently maxed out. He stated we set aside \$65,000 for capital projects that was earmarked for an air evacuation system downstairs, which was found to be unnecessary after furnace repairs were made. He asked to try and capture the expenses that were necessary to replace the furnace and renovate the upstairs due to the smoke the furnace was exhausting under the capital project line item #980 as one combined project.

Correspondence:

- A. Annual Audit. Kaye presented the annual audit and asked to schedule Dan Veldhuizen in either January or February to explain the audit in detail.

Unfinished Business: None.

New Business:

- A. Kaye presented his suggested format for an employee performance review form. He stated we owe Brian a review in January so we want to make sure the form is in place. He added we need to learn from past experience that things can go unchecked and this review process should address that.
- B. Kaye stated they are waiting on the background checks for the two leading applicants for two full time maintenance positions.

Chief's Report:

- A. Fire Boat. Impellers are ordered and the boat has been winterized and oil changed. We should be able to winterize it ourselves in the future.
- B. Insurance Companies. Looking at different health insurance carriers as the new hires will be eligible the first of the month following a full month of employment. Priority Health will be re-evaluating our group for eligibility.
- C. 39 calls for the month.
- D. Tim Hurtman and Brent VanOss are the two leading applicants for the full time positions and Florey asked to set a starting salary of \$40,000 per position. He stated they will be taking care of pump testing, vehicle and building maintenance, hose testing, as well as other duties. Florey added he would like to send them to Hale pump school and certification school for Emergency Vehicle Technician (EVT). He noted they will be well worth their salary in terms of saving the department for outside maintenance costs. **Motion by Kaye, seconded by Beckman to approve a starting salary of \$40,000 for each of the two new positions and to be incorporated into an offer letter.** Beckman verified there will be a review in 6 months and annually after that. Motion carried unanimously.
- E. Annual Appreciation Dinner. Would like to start an annual event for members, board, and spouses. Will give out service pins and awards. The Butler will give a good rate and would like to take it out of the budget. Set date for dinner is January 14th. Kaye asked if Florey had an amount set for the budget. Florey stated they are working on a number. Kaye stated the bottom line of the budget is what Florey has to work with and they can move budget dollars around but not increase the total amount.
- F. Tanker 2 is not leaking currently but needs to be fixed. Appears lining the tank is what companies want to do and Florey will set it up.
- G. Electrical Work. Waiting for 1 more bid and if it doesn't come in soon will go with just the 2 bids received. Currently looking at \$9,000 to \$10,000 to fix.

Audience: Kaye opened the meeting to the audience. Hearing none, Kaye asked for any other business to come before the board. Board noted the next meeting date is a holiday and discussed moving it one day later to meet on 12/27/11. Discussion took place and it was agreed to hold the second regular meeting in December from Monday 12/26/11 to Tuesday 12/27/11. Wright will post the meeting change notice and inform the two city clerks to do the same. Have no further business to come before the board it was **Moved by Bekken, seconded by Phelps to adjourn at 6:55 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date