

**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, JANUARY 9, 2012, 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, Saugatuck Township Representative Eric Beckman, At-Large Member Scott Phelps and At-Large Member Lance Winchester.

Also present: Chief Brian Florey and STFD Auditor Dan Veldhuizen.

Absent: Douglas City Representative Gerald Bekken.

Audience: Kaye opened the meeting for public comment. Hearing none, he closed that portion of the meeting and asked Auditor Dan Veldhuizen to give his annual review of the audit. Kaye noted they have him come in each year to go over the audit and answer questions. Veldhuizen thanked the Board for inviting him and for the assistance given to him to complete the audit from Kaye and Wright. He stated there was no evidence of fraud found and minimal adjustments were necessary. He reviewed the fund balance and noted it was at a healthy level of \$622,000 which reflects over one year of expenditures set aside. Veldhuizen stated the Board has done a good job of budgeting and there were no budgetary violations. Kaye asked if he had any recommendations and Veldhuizen stated he did not except to maintain current practices. The Board thanked him for the report and Veldhuizen excused himself from the meeting.

Review and Approval of Minutes:

- A. Kaye asked to address the minutes of 12/12/11. **Motion by Phelps, seconded by Beckman to approve the minutes of December 12, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.
- B. Kay asked to address the minutes of 12/27/11. **Motion by Beckman, seconded by Winchester to approve the minutes of December 27, 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 \$42,735.63. **Motion by Phelps seconded by Beckman to approve paying the bills as presented.** Kaye verified the SCBA test was for hydrotesting air bottles. Kaye then asked Florey about the 14' aluminum trailer and he responded it is a utility trailer he sold to the department. Motion to approve paying the bills as presented carried unanimously. Kaye presented payroll in the amount of \$14,096.85. **Motion by Beckman, seconded by Phelps to approve the payroll as presented.** Motion carried unanimously. Florey commented on the electric bill noting the Lucy St dock saw a large increase when they moved the fire boat from the McClendon dock to Lucy St and had the heaters running.
- B. Review of Financial Statements. Kaye noted the reports reflect 50% through the fiscal year and we are below budget on items related to salaries because we were not fully staffed but we do have several new line items that are unbudgeted and have spent almost \$9,400 on those new accounts that were not budgeted. Kaye then asked about the vehicle/equipment maintenance line item which is at \$6,900. He stated the overall operating expense is at 58.4% which is over what it should be at this time and Florey will have to be careful with expenditures. He also asked for a detailed breakdown of account #980 for the next meeting. Kaye noted the balance sheet looks good and we will be receiving the tax revenue soon.

Correspondence: None.

Unfinished Business:

- A. Tanker #2 issue is still open.
- B. Lift station repairs have not been started yet.

New Business: None.

Chief's Report:

- A. Electric work at the station will be performed by our two full time employees and the assistance of a licensed electrician who is a member of the department.
- B. Jet boat title and an industrial generator on a trailer are now in our possession. Police Chief Giles turned them over to the department.
- C. Chief Giles discussed the department starting a dive team. Board asked if it would be redundant but Florey stated Giles felt response times would be improved. Board agreed to have Florey look into the costs and report back.
- D. Reminder that the appreciation dinner is this Saturday at 6:00 p.m.
- E. Purchased a microwave and stove to replace outdated ones. Phelps noted the stove was a donation and the microwave was a very old Radar Range.
- F. Florey took a Fire Chief 101 class and would like to get a couple of Board Members to take it as well. The class is interesting and covers a lot of laws and is open to Board Members.
- G. Call summary for 2011 shows 641 calls.
- H. **Call for Closed Session:** Florey stated he has a personnel evaluation matter of a new employee and the named person is requesting the matter be discussed in closed session. **Motion by Kaye, seconded by Beckman to enter into closed session to discuss a personnel matter.** Roll call vote: Phelps-yes, Winchester-yes, Beckman-yes, Kaye-yes. Open session was suspended at 7:16 p.m. Open session was resumed at 7:30 p.m.
- I. Florey was visited by an insurance agent offering a number of different products and we can save a considerable amount of money. He will look into it and report back to the Board.

Audience: Kaye opened the meeting to the audience. Hearing none, Kaye asked for any other business to come before the board. Beckman asked if members can perform the shrink wrapping of the fire boat themselves. Florey stated no, we can't re-use the wrap. Having no further business to come before the board it was **Moved by Kaye, seconded by Winchester to adjourn at 7:37 p.m.** Carried unanimously.

Jane Wright, CMC, Township Clerk

Date

Bill Kaye, Chairman

Date