

Approved
~~Proposed~~ Minutes
Saugatuck Township Fire District
Saugatuck, Michigan, March 12, 2013

3A

The Saugatuck Township Fire District Board met in regular session at 6:30 p.m. at Saugatuck Fire Station, 3342 Blue Star Highway, Saugatuck, Michigan.

1. **Call to Order** by Acting Chairperson Jane Verplank at 6:30 p.m.

2. **Attendance:**

Present: Eric Beckman, Jerry Bekken, Douglas Clow, Scott Phelps, Brad Rudich, Jane Verplank, Jim Wiley.

Absent: None

Others Present: Interim Fire Chief Dane Schreckengust, Financial Administrator Peter Stanislawski

3. **Approval of Minutes:**

A. Meeting Minutes of February 26, 2013: Motion made by Beckman and 2nd by Bekken to approve February 26, 2013 meeting minutes as presented. Motion carried unanimously.

4. **Chief's Comments:** Interim Fire Chief Dane Schreckengust reported Items 1-7: (1) STFD staff activities following resignation of Chief Brian Florey; (2) Notice of April burn of Pottawatomie Marsh on behalf of Outdoor Discovery Center Macatawa Greenway email contact dougg@outdoordiscovery.org inquiry will be made for a map of burn area and cost of publication for notice; (3) Potential Sale of Engine #2 through a third party seller for commission of 7% listing price of \$20,000 as indicated on a sellers agreement, listing price is optional and STFD would supply pictures & vehicle description; (4) Rescue Truck #1 sold for \$8,000; (5) Other Municipal Fire Districts have expressed interest to purchase foam suppression units for about half of original price as purchased with grant monies circa March 2008; (6) Estimates of cost for medical physicals of personnel that may or may not include volunteers, annual physicals have not been performed as of this year and may be held over until hire of Fire Chief; (7) Low bid of FlameTamer Fire Protection, LLC for Hydro testing of 2216 SCBA Cylinders and Cascade Storage Cylinders.

5. **Agenda Changes:** None.

6. **Public Comment:**

Chris Gargano, 6422 Otis Road, Saugatuck, MI 49453 is in favor of a volunteer STFD and is not against full-time STFD personnel with 24hr shifts but would prefer to have emergency calls be more available to volunteer responders.

Brent Van Oss, 6724 126th Avenue, Fennville, MI 49408, request the Board stay final determination of STFD Dive Team to allow time for fact finding.

Lisa Ridley, 2444 66th St., Fennville, MI 49408 is not in favor of full-time STFD personnel with 24hr shifts and request information of procedures and criteria regarding demotion of STFD Officers.

Linus Starring, 3646 65th St., Saugatuck, MI 49453 inquiry of status and access of STFD personnel files. Verplank and Beckman stated only the Interim Chief has access to personnel files other than Verplank will seek legal counsel regarding access to personnel files.

Chris Nails, Saugatuck Township, MI 49453 inquiry of board activities regarding officer pay and salaries. Verplank stated this issue is still being decided by the Board.

7. **Request for Payment:**

Motion to approve Accounts Payable as presented made by Phelps and 2nd by Beckman in the amount of \$23,466.80. Discussion of motion ensued.

Rudich asked for explanation of a \$9,000 "Standard Security" item. Stanislawski responded it was an expense for an incentive program that was required to be paid that involved retirement funds. It is a type of standard security annuity.

Wiley asked about check payment made to Stanislawski for \$575 while under employment of STFD prior to taking position of financial administrator. Rudich asked about a \$1,000 wash and wax expense. Stanislawski responded that it was for a bulk purchase of soap supplies for equipment. Stanislawski and Verplank commented that one of three invoices regarding this purchase was rebated in the amount of \$330 by vender.

Beckman noted the correction of an error showing a \$121.64 check payment made for his services rendered of minute taking.

Motion to vote following discussion was offered and carried unanimously.

8. Unfinished Business:

A. Sale of Equipment - 1989 F-350 Rescue Vehicle:

Motion by Phelps and 2nd Beckam to accept \$8,000 bid from a buyer located in the state of North Dakota. Motion carried unanimously. The equipment should be picked up in 6-8 weeks following approval of sale.

B. MML Job Description of STFD Chief:

Rudich contacted the Michigan Fire Chief's Association and the Michigan Township Association for job descriptions to be added to those on hand provided by Michigan Municipal League (MML). Neither association contacted by Rudich offered materials or recommendations for job descriptions. Beckman recommended postponing a search for alternate job descriptions until a new Chief is hired. Board consensus was to revisit the new job descriptions at a later date to be determined.

9. New Business:

A. Election of Officers:

Phelps made a motion and Rudich 2nd that all interim Fire Board officers maintain status quo until District Chief is hired or terms expire in July of 2013 as follows:

1. Jane Verplank to retain Board Chair
2. Jerry Bekken to retain Vice Chair
3. Eric Beckman to retain Secretary

Motion carried unanimously.

B. Resignation of Fire Chief Florey:

Phelps made a motion with 2nd from Rudich to accept resignation of Brian Florey, Saugatuck Township Fire Chief as presented to the Board. Motion carried unanimously.

Rudich and Verplank clarified that Brian's final personnel review will be kept on file as well as any rebuttal made on Florey's behalf. Two weeks paid vacation was included in his resignation.

C. Interim 24 hour Shift C-Shift Position:

Verplank opened discussion of interim C-Shift position. Stanislawski mentioned after speaking to STFD personnel Lori Nash and Brent VanOss, he and Jane both recommend a temporary pay

rate of \$15 per hour or annualized salary of \$31,000 or \$600 per week rate until the new chief can review the necessity of the C-Shift position. Board reached a consensus to select Mike Betts to fill the interim position. Verplank, Phelps and Rudich expressed concern regarding cost of adding a new position. The board reached a consensus that it would be in favor of full review of interim position by the new Chief.

D. Fire Chief Job Description:

Verplank opened discussion of Fire Chief job descriptions as provided to the board and the MML. Verplank stated the board may also discuss on a later date the Michigan Consulting Group (MCG) proposal to assist in the selection of a fire chief. Rudich suggested discussing MCG's services at a later meeting.

Board member Clow raised concern that too much description and criteria items were listed in description. Board consensus was reached to use the 4 page job description as provided by MML and additional information provided by STFD Staff as presented to board. Salary range of \$50,000 to \$60,000 dependent upon qualifications was determined in discussion.

E. Fire Chief Position Post:

Jim Wiley raised discussion of publication and notice of job posting. Verplank expressed concern over cost of newspaper publications. Michigan Fire Chief's Association and Michigan Township Association and Michigan Municipal League newsletters were agreed to be used as well as websites and other publications including those any recommended at a later date from potential hiring consultant agencies.

F. Job Application / Resume Policy and Procedures:

Verplank stated Fire Chief applications have been received at the City of Saugatuck and being kept on file with the City Treasurer & Clerk at the City of Office of Saugatuck. Verplank, Phelps and Beckman recommend responding to each applicant providing a timeframe for the hiring process to be determined.

G. Hiring Committee:

Verplank opened discussion regarding structure of hiring committee for the Chief's position. Verplank and Beckman stated it would be the Fire Board's responsibility to hire a Chief but that input and feedback would be welcomed during the process from STFD Officers and/or personnel. A consensus was reached by the Board to also consider/discuss any recommendations made by hire consultants.

H. Fire Boat Docking at Singapore Dunes:

Schreckengust opened discussion regarding placement and use of the large STFD fire boat at Singapore Dunes mooring at Kalamazoo River basin. Interim Chief Schreckengust stated the District has no record of necessary requirements for STFD use. STFD has no record of training requirements for operators of the fire boat. Beckman noted a concern of liability. Verplank noted the fire boat can not access the Kalamazoo Harbor. Phelps stated the fire boat can likely reach as far as Tower Marina. He also noted the current mooring of the boat is at no cost to the District other than electricity.

Phelps asked personnel, Brent VanOss, the status of fire boat readiness and requested a quote to repair a damaged propeller.

I. Dive Team:

Verplank opened discussion of the entire concept of the STFD Dive Team. Phelps requested the Dive Team and associated activities be put on hold until it can be reviewed by the new Chief.

Beckman requested clarification of differences between Dive Team and Water Rescue. Phelps explained the Dive Team is considered with water rescue and consist of a group of STFD personnel that has volunteered to train for operations of water rescue in order to obtain credentials to act alone as a STFD response group, or in cooperation with Allegan County's existing Dive Team. Schreckengust stated his opinion that an elevated response for water rescue is necessary and valuable for the STFD.

Verplank stated a need for a legal opinion regarding ongoing Dive Team activities. Wiley asked whether or not STFD is required to have a dive team. Following discussion regarding Dive Team operations, Phelps made a another suggestion to permit the current Dive Team participants to continue their training with Allegan County while under the insurance coverage of STFD as long as no other expenses are incurred.

Schreckengust stated the Dive Team is not prepared to respond to emergency calls at this time. He requested permission to allow the current STFD group continue to train alongside existing Allegan County during training activities with Allegan County Dive Team. Board consensus was reached to allow training to continue.

Discussion will be scheduled at a later meeting pursuant to a legal opinion from the City of Saugatuck.

10. Communications:

A. Board Training:

Verplank opened discussion regarding upcoming board training "How to be a Board." The training session will be for the entire fire board will be open to the public. It will take place during the board meeting to be held at the Fire District Station on March 28th at 5:00 p.m.

Beckman raised discussion of meeting dates/times for the new Fire Board. Phelps and Beckman suggested Mondays. Beckman suggested a morning meeting time as in prior years. Rudich asked to consider this at a later meeting. Board consensus was reached to discuss this item at a later meeting.

B. Individuals on Sabbatical:

Verplank opened discussion on the issue of STFD personnel sabbaticals and vacations. It was determined by board discussion to hold a moratorium on all individual sabbaticals and new hires/fires until a the vacant chief position was filled.

11. Reports:

Wiley suggested adding a line item on future agendas for discussion of STFD financials. The Board agreed and Verplank stated that Stanislawski is planning on attending all STFD meetings for financial comment and review.

Peter Stanislawski then provided a report of STFD profit and loss for July 12th – June 13th. STFD has collected 80% of revenue that is a majority of taxes collected between three municipal entities.

Payroll is under budget. Benefit Expenses are under budget. Operating Expenses are 10% over budget after 70% of fiscal year completion. Phelps noted many large expenses to date were for one time expenditures and dealt with delinquent equipment maintenance. A "mini pumper" equipment is expected to arrive in three weeks time..

Stanislawski reported a cash balance aka "cash on hand" report that showing a balance of \$617,000 unrestricted funds that is nearly 106% of operating expenses is on hand as recommended. Stanislawski noted a necessity to hold a suitable balance for operating expense prior to the collection of Summer and Winter Property tax dispersments from cities and township treasurers.

Stanislawski questioned the purpose of a Donation balance of \$600 that has not had deposit for a number of years. Phelps believed this balance was for memorial donations.

Phelps and Rudich explained another Donation fund balance that is a Class Fund for donations that is believed to be ear marked for future dive team activities.

Verplank thanked current STFD staff for taking upon on new responsibilities and providing the new board with requests for information during the Chief's vacancy.

Bekken made a request to the Board for additional compensation to be made to Dane Schreckengust durng his Interim Chief tenure. No motion was made.

12. Public Comment

Dawn Schrecknegust, Douglas, MI 49406 inquired if STFD board training would be open to the public. Verplank responded that the entire meeting including the training period would be open to the public. Board training is open to any and all fire fighter personnel as well as the public at large


Linus Starring 3646 65th St., ask to be included in the process of selecting the new Fire Chief as the senior serving member of the STFD. Starring also stated that he believes, that larger city departments with fire boats require operators to have captain license certification.

Chris Mantels, 2454 68th Street, Fennville, MI 4+9408 ask if STFD Board meetings are public and also asked the status of STFD Standard Operating Procedures and Standard Operating Guldelines. Beckman and Phelps stated that no prior board activity in memory involved updated SOPs or SOGs.

Lisa Starring, 3646 65th St., ask for a timeframe of accepting Fire Chief resumes and expressed a concern for early board meetings not being accessible to the public or STFD personnel. Lisa also also noted the value of public comment at public meetings.

13. Adjournment

Motion by Bekken and 2nd by Phelps to adjourn. Motion carried unanimously. Meeting adjourn at 8:10 p.m.


ERIC J BECKMAN 3/28/13


Aaron Shonider 3/28/13