

*Approved*  
**Proposed Minutes**  
**Saugatuck Township Fire District**  
**Saugatuck, Michigan, April 23, 2013**

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

**1. Call to Order:**

Chair Jane Verplank called the meeting to order.

**2. Attendance:**

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

Absent: None

Others Present: Brent VanOss, Peter Stanislawski

**3. Approval of Minutes:**

Meeting Minutes of April 9, 2013: Jim Wiley removed from attendance of April 9 meeting. Motion to approve minutes made by Phelps and 2<sup>nd</sup> Jerry Bekken. Motion carried unanimously.

**4. Agenda Changes: None.**

**5. Chief's Comments:**

Comments were presented by Brent VanOss, STFD has received a verbal offer of purchase of Fire Truck Engine #2 for \$250 from a local resident. Pending sale has been published with the Brindle Lee Publication. The "Dept. of Defense Truck" equipment owned by STFD has been picked up by the Michigan DNR and photographed to be offered to other Michigan Fire Departments. Large Fire Boat #1 is field ready following repairs and service. Fire Boat #2 has been tested and is ready for field operations. New Squad #1 is also operational; nearly all equipment modules have been retro-fitted to the new truck.

**6. Public Comment/Guest Speakers: None.**

**7. Request for Payments: None.**

**8. Old Business: None.**

**9. New Business:**

**A. Equipment Sales**

1. 2002 Chevy Suburban vehicle (white) has been sold for \$3,800. Sale is final and payment has been received.
2. Squad #1 performed satisfactory during its first service call.

**B. Budget Discussion**

1. Peter opened discussion of proposed draft of STFD Budget for Fiscal Year 2013 - 2014 and discussed line item expenses. Draft expenses reflect intentions to hold monthly Board meetings with intermittent special meetings; Personnel expenses for Chief is scheduled for \$55,000 not including health benefits, Officer salary is planned at \$12,000, fulltime firefighters 1 & 2 annualized total is \$85,490, \$42,745 for the Fire Inspector. Discussion ensued for such items as professional services, training, employee insurance benefits and short-term disability policy. Operating supplies at \$5,000, training at \$10,000, total vehicle replacement and repair at \$15,000. Additional budget items were discussed by the board,

total expenses were proposed at \$634,035 that would require a draw from unallocated fund balance as well as an increase in the Fire Operating Millage from 1.16 mills to 1.25 mills to fund planned expenses. The proposed expense to each entity at 1.25 mills would be as follows: City of Saugatuck = \$149,166; City of Douglas = \$155,498; Township of Saugatuck = \$309,788.

2. Verplank, Rudich and Wiley questioned the value of Large Fire Boat #1 in consideration of the proposed budget and limited funds of the STFD. Verplank questioned the boat's usefulness given the severe limitations of access on the Kalamazoo River & Lake Michigan. Phelps, Clow, Beckman suggested the planned expense of \$4,000 of large fire boat is essential. Beckman suggested an in-depth review of the large fire boat should be prior to judgment of the board. Wiley requested some statistical data that taking in account the large fire boats use and effectiveness. Board continued to discuss the large fire boat and its operational expense. No motion was made regarding the large fire boat at this time.
3. Peter recommended board action on the STFD Budget provided the budget must be approved by all three local entities within the District. Jim Wiley made a motion to approve a STFD millage increase up to 1.25 mills and the proposed budget for the upcoming fiscal year. Motion received no second and failed. After continued discussion of expenses, it was the consensus of the board that a draw from unallocated fund balance would severely limit long term functions and strategic planning of STFD.
4. Clow offered a motion to adopt and support the proposed STFD budget for 2013-2014 and to also have the STFD Budget presented to all three public entities for their approval that includes an increase to the STFD operating millage rate from 1.16 mills to 1.3 mills to raise necessary revenues to fund all budgeted expenses for STFD Fiscal Year 2013-2014. Phelps 2<sup>nd</sup> motion. Motion passed unanimously by roll call vote.

Those in favor: Wiley, Verplank, Rudich, Beckman, Bekken, Clow, Phelps

Those not in favor: None.

5. Rudich, Verplank and Phelps continued discussion pertaining to the lack of STFD funds necessary for long term capital improvements and replacement of equipment. VanOss provided an estimate from Quality Maintenance Contractors, Inc. for repairs to the interior of the Water Tanker Truck #2 in the amount of \$4,745.05.

Motion made by Beckman and 2<sup>nd</sup> Phelps to approve the estimate and authorize services. Motion carried unanimously.

#### **C. Chief Selection Update**

Verplank has communicated with Fire Chief Hiring Consultant Dave Peterson who has provided a short list of applicants for the position of STFD Chief. Applicant information has been assembled in packets that have been provided to the Fire Board Members for their review. Chair has requested the fire board to select 3 final candidates. Public interviews are scheduled to take place May 11<sup>th</sup> at the Fire Station.

10. **Communications:** None.
11. **Reports of Officers & Committees Members:** None.
12. **Public Comment:** None.
13. **Adjournment:**

Motion made by Bekken to adjourn meeting at 8:04 p.m. with a 2<sup>nd</sup> from Phelps. Motion carried unanimously.