

Approved

SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway, Saugatuck, MI 49453

Phone (269) 857-3000 Fax (269) 857-1228

FIRE DISTRICT BOARD MEETING

6:30pm September 21, 2015

1. Call to Order: Chairperson Jane Verplank called the meeting to order at 6:30pm.
Members Present: E. Beckman, G. Bekken, R. McIllwaine, J. Schmidt, S. Phelps, J Verplank.
Members Absent: H. Zavislak
2. Approval of Agenda: Scott Phelps moved to approve, Second by Janet Schmidt, All in Favor.
 - A. **Approval of Minutes:**
August 17, 2015 - Motion by S. Phelps, Second by E. Beckman, no discussion, All in Favor
3. Correspondence
 - A. **Douglas Elementary School – Thank You to STFD Personnel for Attending DES Open House:** Chief Janik mentioned that there were 9 Responder sign-ups for the event and thanked his staff. Chief Janik also read the thank you letter that he received from Lori Nichols, Douglas Elementary - "Real Live Fireman".
4. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date:** #90 Calls in August, 2015. #558 calls ending on Aug. 31st, 2015. There were #609 calls as of Sept. 21st, 2015 which is an increase of 6% from 2014. Chief Janik noted that STFD has seen a spike in False Alarms meanwhile MVA's are up 124% YTD. A new slide was also created by E. Kirchert for the Fire Boat incident involvement. E. Beckman had questions regarding response times during a recent incident at the High School football field where a boy seriously broke his arm. There was also a discussion by the board regarding reimbursing STFD for providing equipment and personnel at future public events by the CVB and other entities. Chief Janik also noted that Grace of Douglas calls in August had decreased substantially with the change in Priority 3 STFD response requirements from #12 in August, 2014 to #5 in 2015.
 - B. **Fire Prevention Inspections:** Chief Janik commended Officer Chris Mantels for learning the Fire Programs inspection software without training. One recent inspection that Chief Janik reviewed was Saugatuck Brewing Co. and the multiple problems the inspection team uncovered.
 - C. **NFIRS & EMS Report Entries – Required Additional Assistance:** Bill Illwaine, Fire Clerk required additional assistance during the month of August, 2105 with incident filing and Fire Programs/EMS state reporting due to the record call volume during the months of July and August.
 - D. **Cost Recovery Efforts – Status:** Chief Janik was pleased to report to the board that a total of \$2,145.00 had recently been recovered by the Cost Recovery team.
 - E. **MMRMA Grant Award – Award toward purchase of Fire Prevention Software, (50% Shared, Not to exceed \$3,005):** Mobilize Software – Exact amount has yet to be determined.

- F. Fall Inspector Conference:** Chief Greg Janik attended the conference and received 23 credits and thanked the board for the opportunity to attend.
5. Public Comment on Agenda Items:.
 6. Request for Payment:
 - A. **Account Payables:** S. Phelps motioned to approve the bills in the amount of \$97,025.00, J. Schmidt 2nd... a brief Q&A ensued regarding items #32 (M-Tech) and #45 (Verizon)... All Unanimous.
 - B. **Financial Report:** Peter Stanislawski provided an update. The board had questions regarding workers compensation and the 3 month budget allocation. The board also asked for more details regarding the technology expenditure for Officer Chris Mantel's new computer. The board asked if cost recovery could be separately noted from operational wages - yes.
 7. Unfinished Business:
 - A. **Hydrant Maintenance:** No updates.
 - B. **MERS 457 Resolution Adoption:** A motion was made to adopt by S. Phelps, 2nd by R. McIlwaine to adopt the **Mers 457 Plan**. Roll call vote was taken motion carried unanimously. A motion was made by J Schmidt and seconded by S Phelps to adopted the **Defined Contribution Plan**. Roll call was taken, resolution was passed unanimous.
 8. New Business:
 - A. **Capital Justification Request Form – New Phone System:** Research was done regarding a new phone system, which is needed by the Department. Officer Chris Mantels contacted ISC Research in Zeeland, MI. and found a phone system to purchase for \$5,200 for a 10 year life span. R. McIlwaine made a motion to purchase, 2nd by S. Phelps... A roll call was taken...All in Favor.
 - B. **Live Fire and Sprinkler Burn Side-By-Side Demonstration Project – Project Status, Multiple Donations:** Work has begun to build pods on a mobile trailer for demonstration purposes. Grants, collaborative resourcing through other fire departments and a trailer donated by Genesis Trailer all helped to defer costs. Chief Janik remarked that this would be used as a fire prevention educational tool.
 9. Fire Board Comments: Jane Verplank updated the board on her recent meeting at Allegan County #911 regarding re-doing the current radio system. End users may have to contribute towards the radios. 911 boards are considering options for capital for future replacement cost for the system.
 10. Public Comments: Officer Linus Starring and Officer Chris Mantels speaking as public taxpayers felt that STFD should be paid for supplying manpower and fire department equipment at future private events
 11. Adjournment: 8:05pm

NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.