

*Approved*

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

3342 Blue Star Highway, Saugatuck, MI 49453

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

**FIRE DISTRICT BOARD MEETING**

**MINUTES**

6:30pm October 19, 2015

1. Call to Order / Roll Call: Meeting was called to order by J. Verplank at 6:33pm  
Members Present: R. McIlwaine, E. Beckman, J. Schmidt, J. Verplank, S. Phelps, H. Zavislak, G. Bekken.  
Members Absent: None
2. Approval of Agenda (*additions / deletions*): *Motion by Phelps, 2<sup>nd</sup> by McIlwaine All in Favor*  
Add Item G. Under Line # 6 Chief's Comments for "Training"
3. **Approval of Minutes:** Motion by Schmidt, 2<sup>nd</sup> by Phelps, All Approve  
**A. September 21, 2015**
4. Correspondence:  
**A. Donation Letter and \$50 Check - Fredrick & Janet Schmidt**  
Nice letter & check from the Schmidt's. The Board thanks the Schmidt's for their donation.
5. Fire Chief Comments:  
**A. Incident Reports / Calls to Date**
  - a. Closed out today 10/19 at 667 Runs for year.
  - b. Run Reports Tracking was reviewed.
  - c. One documented injury from work detail reported to insurance company.
  - d. Erik Kirchert reported on Motor Vehicle Accidents increased percentages.
  - e. Discussion about calls and MVA's with board.
  - f. Chief Janik is in discussion with SDPD about teaching a distracted driving class at Saugatuck High School is in the works.
  - g. Cost Recovery status and collection report was reviewed.
  - h. Reports by Time of Day graph was reviewed.**B. Fire Prevention Inspections**
  - a. Chris Mantels is in Fire Inspector school.
  - b. About 10 inspections since last meeting.
  - c. Chris Mantels spent about 2 weeks on the Open House as project coordinator.
  - d. Discussion about time limit for Inspection Corrections.**C. Smoke Alarm & CO Detector Installations**
  - a. Smoke Alarm & CO Spreadsheet was reviewed.
  - b. 11 Smoke Alarms have been installed since Open House.
  - c. 4 Carbon Monoxide alarms have been installed since Open House.
  - d. Discussion about the lifespan of CO & Smoke Alarms.**D. Fire Prevention Week – 388 Students Participated in Fire Prevention Curriculum**
  - a. Chris Mantels & Chief Janik taught Fire Prevention for the week at the Elementary School.

- E. **Cost Recovery Efforts - \$829 Total (\$366 & 463)**
    - a. Chief Janik reviewed the cost recovery payments for October to date.
  - F. **DNR Grant Reimbursement – Received DNR Check \$3,100**
    - a. Chief Janik reported that DNR has issued the check for the skid unit that goes in the Kawasaki Mule.
  - G. **Training**
    - a. Chief Janik reported that Kyle Meyer and Scott Seymour have achieved Fire Officer 3 status.
    - b. Chief Janik and Chris Mantels are enrolled in Plan Review and Fire Inspector 2 certification in November.
6. Public Comment on Agenda Items: (Limit 3 minutes) None
7. Request for Payment:
- A. **Account Payables**
    - a. Motion by Phelps to approve the bills in the amount of \$73,349.84 and 2<sup>nd</sup> by Beckman. All Board Members in favor.
      - i. Discussion about bills for Open House.
      - ii. Discussion about Spencer invoice.
  - B. **Financial Report**
    - a. Collected \$12,000 since July 1<sup>st</sup> so far this year.
    - b. We have spent 25% overall so far this year since July 1<sup>st</sup> and we are in month 5 and should be about 38%.
    - c. Discussion about Operational wages being at 56% so far this year.
    - d. Discussion about where the DNR grant of \$3,100.00 is paid from and tracked from.
    - e. Discussion about Operational Wages are non-fire calls such as special events and are hourly wages. Mike Betts wages and Thursday DC stipends, holiday Stipends are part of Operational Wages.
8. Unfinished Business:
- A. **Hydrant Maintenance – Status – 90% Completion on Marker Project, Snow Removal Plan to Be Determined**
    - a. Chief Janik reported according to Daryl (KLSWA), 90% of the hydrant markers have been completed.
    - b. Still awaiting clarification on hydrant snow removal.
    - c. Chief Janik & Brent Van Oss plan to make a priority list of critical hydrants that each municipality would have the first chance to remove snow from, and if they do not, then STFD would have to maintain these critical hydrants free from snow. Approximately 150 of the 600 hydrants will be on priority list. Or 25% of the district’s hydrants.
    - d. Discussion about Hydrant Snow Removal priority list.
  - B. Discussion about it being a PR issue to notify residents to shovel their own hydrants. Promote hydrant awareness in the paper and via social media.
  - C. **MERS 457 Presentation to Staff – October 14<sup>th</sup> and Enrollment Target November 1, 2015**

- a. Chief Janik reported that Mike Tackett from MERS came to the meeting to discuss and answer questions about new MERS Plans. Target date to begin plans will be November 1<sup>st</sup>.
9. New Business:
- A. October 4<sup>th</sup> Open House – Results**
    - a. Estimate about 500 People served.
    - b. Total Open House expenses of about \$4,600.
    - c. Donations Received equaled approximately \$1,800.
    - d. Total out of Budget Cost about \$2,800.
    - e. Free Chicken seemed to be a big hit.
  - B. Fire District Area Special Events – 15 Events & 14 Saugatuck Public Schools Athletic Games Staffed By Firefighters & EMS Personnel – Impacting Operational Wages**
    - a. Chief Janik reported on Special Events and is looking for direction from Board on how to proceed with events.
    - b. Special Event Spreadsheet was reviewed.
    - c. Chief Janik requested direction from Board for Football Standby.
      - i. One option is with Board direction to invoice the schools \$1,600 for seasonal coverage for football games.
    - d. Discussion from other districts that they all pay for EMS standby up to the amount of \$6,000 per year for games.
    - e. Discussion about Wage and Fair Labor Standards act from recent case in 6<sup>th</sup> District. H. Zavislak reported that employees must be paid hourly wage and cannot volunteer. Employees are then covered by the Fair Labor Standards Act.
    - f. Discussion about moving forward, if the event is for profit, we should be billing for fire department services.
    - g. Board recommends that Chief Janik approach the SPS school administration to explain costs for future sporting events where fire department does medical standby at the schools.
    - h. Future special events will be brought to Board’s attention prior to proceeding.
  - C. Labor Laws & Fee Draft Policy**
    - a. Discussed above.
10. Fire Board Comments
- a. Discussion on Allegan County FD run reports year to date. Saugatuck FD has the highest call volume thus far in 2015.
  - b. Discussion about Chief Janik being burn out for supplying himself free for all events.
11. Public Comments: (Limit 3 minutes)
- a. None
12. Adjournment: Motion to Adjourn by G. Bekken at 8:07pm.

**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.**