

**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 November 16, 2015

1. Call to Order / Roll Call: Meeting called to order by J. Verplank at 6:30pm  
Members Present: R. McIlwaine, E. Beckman, J. Schmidt, J. Verplank, S. Phelps, H. Zavislak, G. Bekken.
2. Approval of Agenda (*additions / deletions*): *Add G under Chief comments for "Special Events"* **Motion by Schmidt, 2<sup>nd</sup> by Phelps. All in favor**
3. **Approval of Minutes: Motion by Phelps, 2<sup>nd</sup> by Beckman. All in favor**
  - A. October 19, 2015**
4. Correspondence: *None*
5. Fire Chief Comments:
  - A. Incident Reports / Calls to Date**
    - a. Run report tracking was reviewed
    - b. Discussion about Grace of Douglas runs being lower now with 3 months.
    - c. New colors & contrast on graphs by Erik Kirchert makes viewing much easier.
    - d. Cost recovery and collection report was reviewed.
    - e. Discussion about outstanding cost recovery being collected via municipalities and via certified letters.
    - f. SDCVB Cost Recovery invoice was adjusted to remove apparatus and only include incurred labor costs. Remainder is a gift to the SDCVB.
    - g. Discussion about cost recovery due to illegal activities & time spent following up with payees.
    - h. Review new sheet with paid employee hours per type of call & special events.
    - i. Discussed adding column for costs due to hydrant shoveling maintenance.
  - B. Fire Prevention Inspections/Training Classes**
    - a. Chris Mantels & Chief Janik are in class in Portage for Fire Inspector 2. Tests for all classes will follow shortly.
  - C. Fireboats 2191 & 2192 – Seasonal Removal**
    - a. Both 2191 & 2192 are out of the water for the season.
  - D. Smoke Alarm & CO Detector Installations**
    - a. 18 smoke alarms & 5 CO alarms installed in October.
  - E. LUCAS Save**
    - a. Chief Janik reported about first save with LUCAS at the Butler and thanks to the help of Scott & Stephen Phelps.
  - F. Grants – Two 50% Match Grant Awards from MMRMA**
    - a. Chief Janik reported that we received a Risk Avoidance Program grant for the back building fire alarm system at 50% match.

- b. Chief Janik reported that we received a Certification and Accreditation Program grant for Chris Mantels Fire Inspector 1 classes at a 50% match.

**G. Special Events**

- a. Chief Janik talked with Liz Broderick at Saugatuck Public Schools and they will work on budgeting and figuring out how to handle medical coverage expenses before next school year. Hope to hear back by mid-summer.
  - b. Discussion about which events will be billed for and which will be provided by Saugatuck Fire at our expense.
  - c. Discussion about being equal and fair to different organizations in how the policy for coverage is implemented.
  - d. Discussion about receiving a request for fire department coverage from the City of Douglas & the City of Saugatuck and requesting an event calendar for the following year around January 1<sup>st</sup>.
6. Public Comment on Agenda Items: (Limit 3 minutes)
- a. None
7. Request for Payment:
- A. Account Payables**
    - a. Motion by Phelps, 2<sup>nd</sup> by Zavislak to pay the bills in the amount of \$56,323.57
  - B. Budget Amendment**
    - a. Discussion about budget amendments, motion by Beckman, 2<sup>nd</sup> by Phelps.
    - b. Motion carries unanimously by roll call vote.
  - C. Financial Report**
    - a. Revenues will begin coming in next month
    - b. 5 months into budget year and we are at approximately 43% so far.
    - c. Discussion about wages and should come down during winter months.
    - d. Overall in decent financial shape at this point of the year.
    - e. Audit will be presented at the December Fire Board meeting.
8. Unfinished Business:
- A. Hydrant Maintenance – Developing Hydrant Snow Clearing Plan – Tri-Community Area**
    - a. H. Zavislak was very helpful in implementing a draft plan for snow removal from hydrants in the tri-community area.
    - b. Discussion about difficulty of selecting hydrants based on occupancy, area, gallons per minute, water main size.
    - c. Goal to have all hydrants in system clear after 7 days.
    - d. Goal is to have the cities and KLSWA have hydrants in phase one cleared within 48 hours of snow fall.
    - e. Discussion about this plan as being part of the Community Risk Reduction plan.
    - f. Discussion about public education via newspapers and sign to get assistance to remove snow from hydrants in front of their homes, businesses, etc.
    - g. Discussion about Chief Janik being in charge of notifying the DPW managers, & city managers in writing when the accumulation of snow requires removal.

- h. Discussion about possibly having two fireboard members deliver hydrant plan to different city managers and municipalities. Might be the need for a resolution at the city and township councils to enact this plan.
    - i. Hydrant Maintenance – call from City Manager about resident complaint due to hydrant markers looking hideous. Fire Board decided to not make any exceptions to the hydrant marker program.
  - B. Active911 – Hydrant Mapping Testing**
    - a. Goal for past few years is to have ability to map hydrant system.
    - b. The ability to map GPS coordinates, gallons per minute, hydrant type, and fitting size is available in the Active911 software.
    - c. Working to organize meeting with Fleis & Vanderbrink IT department to collect GPS coordinates from them and input into Active911.
- 9. New Business:
  - A. Halloween Parade**
    - a. Discussed earlier during Chief’s comments
  - B. Roofing Project – Tentative Start Date 11-17-15**
    - a. Roofer promised to have project completed by year end. Add 2 layers of insulation, new flashing, and install new membrane.
- 10. Fire Board Comment
  - a. Hose Project**
    - i. Split up and spend about \$13,000 this year, and about \$13,000 next year. Have selected Mercedes brand hose and will decide by 11/19 to select what we will purchase this year. Will be grouping purchase with Graafschap Fire to get better pricing.
    - ii. Next FEMA grant will be written for large diameter hose.
    - iii. Air pack testing will be going on in December and select new to purchase in January.
- 11. Public Comments: (Limit 3 minutes)
  - a. Comment by Erik Kirchert informed board that air packs are getting old and at last fire assist to Hamilton that an air pack failed. Unit was tagged out of service. Unnerving feeling when air pack fails and you are inside a building.
- 12. Adjournment: Motion to adjourn by G. Bekken at 8:14pm.

**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.**