

**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 December 21, 2015

1. Call to Order / Roll Call: Meeting Called to order by **J. Verplank at 6:32pm**  
Members Present: **R. Mcilwaine, E. Beckman, J. Verplank, S. Phelps, H. Zavislak, G. Bekken.**  
Absent: **J. Schmidt with prior notice.**
2. Approval of Agenda (*additions / deletions*): *Add (H) Sale of CAFS units, and (I) Verizon phone plan under Chiefs comments* **Motion by Beckman, 2<sup>nd</sup> by Phelps, All approve of agenda.**
3. Guest Speaker – Dan of Siegfried Crandall PC, Audit Review.
  - a. Both Peter Stanislawski and Chief Janik were very helpful and responsive to provide information for the audit.
  - b. Net financial position is good.
  - c. Fund balance is in a healthy position.
  - d. Net pension liability is in good standing.
  - e. Recommend monitoring budget violations and make amendments through the year as needed prior to them becoming violations.
  - f. Discussion from board members about report with Dan
4. **Approval of Minutes: Motion by Phelps, 2<sup>nd</sup> by Bekken, All approve of minutes.**
  - A. November 16, 2015**
5. Correspondence:
  - A. Community Church – Event Thank You**
6. Fire Chief Comments:
  - A. Incident Reports / Calls to Date**
    - a. Incidents to Date were discussed at 758 runs total as of 12/21/15.
    - b. Average YTD response time of 5.48 minutes.
  - B. Community Risk Reduction – Distracted Driving - 250 High/Middle SPS Students**
    - a. Chief Janik & Officer Tino Reyes and Principal Tim Travis spent some time prepping and teaching high school and middle schoolers.
  - C. Fire Prevention Inspections – New Software**
    - a. C. Mantels has completed Fire Inspector 1 certification
    - b. Mobile Eyes software reports were reviewed.
  - D. 3 Cost Recoveries – Received Total \$3,073**
    - a. Cost recovery report reviewed. Suggestion to contact courts about the OWI at Blue Star Motel to see if it can be added as a condition of probation.
    - b. Chief Janik stated that it is a great team effort.
  - E. Accident Fund Dividend - \$995 – Check Received.**
  - F. Two Grant Awards – MMRMA - \$1,695 & \$563 – Will receive these amounts for the back station fire alarm and fire inspector 1 school from Chris.**

- G. Performance Reviews Complete on All Staff**
- H. Sale of CAFS Units**
  - a. B. Van Oss listed them for sale and 2 units were sold for \$3500.00.
- I. Verizon Phone Plan**
  - a. Changed from Business account to Government will help save money.
- 7. Public Comment on Agenda Items: (Limit 3 minutes) - *None*
- 8. Request for Payment:
  - A. Account Payables** – Motion by Phelps, 2<sup>nd</sup> by Bekken to pay the bills in amount of \$80,595.82. All in favor of payment of bills.
  - B. Financial Report** – will review at January meeting.
- 9. Unfinished Business:
  - A. Hydrant Maintenance – Hydrant Snow Clearing Plan – Tri-Community Area – Completed & Delivered to Three Municipalities**
    - a. Discussion about delivery to municipalities.
      - 1. Active911 – Hydrant Data Entry – Waiting on GIS Data**
        - a. Anticipate having the GIS data end of January 2016.
        - b. Discussion about hydrant data from F&V Engineering.
      - 2. Public Notification of Hydrant Clearing – Local Newspapers & Flyers**
        - a. Suggestion to change articles every few weeks for hydrant ads.
    - B. SCBA – Status – Evaluation & Testing in Progress**
      - a. Most personnel have completed evaluation forms and evolutions for SCBA’s.
      - b. Discussion about SCBA warranties.
    - C. Roofing Project – Completion to be January 1, 2016**
      - a. Was delayed due to project in Zeeland.
- 10. New Business:
  - A. Funding Approval – Request Funds for Water Supply Hose - \$12,777** - Motion by Zavislak, 2<sup>nd</sup> by Mcilwaine. Roll Call vote. Zavislak, Mcilwaine, Beckman, Verplank, Phelps, Bekken – all vote yes.
  - B. 2016 Schedule of meetings** – Motion by Phelps, 2<sup>nd</sup> by Zavislak. Roll Call Vote to approve, Phelps, Zavislak, Mcilwaine, Beckman, Verplank, Bekken, all vote yes
- 11. Fire Board Comments
  - a. Thank all the department members for coming.
  - b. Discussion to have budget planning session prior to budget approval meeting to discuss capital expenditures, capital outlay and plan ahead for radios, etc.
  - c. Discussion about area home prices and recruitment challenges.
  - d. Suggestion to have Douglas & Township install fire alarms in their buildings.
- 12. Public Comments: (Limit 3 minutes) - *None*
- 13. Adjournment: Motion to adjourn at 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.**