



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: Office@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – September 18th, 2017

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. **Approval of Minutes:**
 - A. **August 21st, 2017**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **Douglas Elementary School – Lesson Plans and Meeting in Process for 2017/18 School Year.**
 2. **Community CPR Course – September 22nd, 2017 – 5:00-8:00pm**
 3. **State of Michigan – Community Risk Reduction Taskforce - Strategic Planning Committee**
 - i. **Chief Janik & DC Mantels invited to Taskforce by State Fire Marshal**
 - C. **Grant Updates**
 1. **RAP Grant Awarded – CCTV/Card Access Additions - \$10,028 with District Share of \$5,014.**
 - D. **Personnel Certifications**
 1. **Heather Beek – EMT/B**
6. Request for Payment:
 - a. **Budget Adjustment**
 - b. **Account Payables**
 - c. **Financial Report**
7. Unfinished Business:
 - A. **Township IFC – Effects on the Fire District**
 - B. **Allegan County Radio System - Update**
 - C. **Blue Star Trail – Drainage Funding, Signage, and Gate Update & Discussion.**
 - D. **Township Cost Recovery – Effects on the Fire District**
 - E. **Fire Prevention Open House - Sunday 10/1/2017 – 12:00pm – 3:00pm**
8. New Business:
 - A. **Future Lightweight Construction Training for Fire Board – Retired Fire Marshal Ron Farr Discussion**
 - B. **Federal Surplus Property Program Resolution**
 - C. **Fire District Photographer**
 - D. **TOP – Tourniquet on Person Program**
 - E. **Ralph Troutman Fundraiser/Open House Request**
9. Correspondence:
10. Public Comments: (Limit 3 minutes):
11. Fire Board Comments:
12. Adjournment:

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.



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4:00pm – August 21st, 2017

DRAFT MINUTES

1. Call to Order / Roll Call:
Present: R. McIlwaine, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian, T. Christensen
Absent: None
Also Present: Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*):
 - A. Motion by McIlwaine, 2nd by Beckman to approve the agenda as presented. All approve, motion carries unanimously.
3. Approval of Minutes:
 - A. July 17th, 2017
 - a. Motion by Beckman, 2nd by Phelps to approve 7/17 minutes with Beckman being added to present, and a comment added under 7b iii about job description change. All approve, motion carries unanimously.
 - B. July 24th, 2017
 - a. Motion by Mooradian, 2nd by Phelps to approve the minutes of the 7/24 Fire Board meeting. All approve, motion carries unanimously.
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Fire Chief Comments:
 - A. Incident Reports / Calls to Date / Overlapping Calls
 1. Incident Report Statistics were reviewed. 524 Calls year to date for 2017.
 2. 5:21 – average response time year to date.
 - B. Inspections/Plan Reviews
 1. Inspection report since the 7/19/2017 board meeting was reviewed.
 - C. Community Risk Reduction
 1. Douglas Elementary School – Lesson Plans and Meeting in Process for 2017/18 School Year.
 2. Personnel will be meeting with teachers and developing lesson plans for next year as well.
 - D. Grant Updates
 1. RAP Grant Awarded – Thermal Imaging Camera - \$7,111 with District Share of \$2,500.
 - i. Corrected to \$4,611 District Share, \$2,500 MMRMA Grant Award.
 2. RAP Grant Awarded – CCTV/Card Access Additions - \$10,028 with District Share of \$6,686.
 3. MMRMA Net Asset Distribution Received.
 - i. \$8,216 Net Asset Distribution reimbursement received through MMRMA.
 - E. Personnel Certifications - Chris Mantels – EMT/B
6. Request for Payment:
 - a. Account Payables
 - i. Motion by Phelps, 2nd by Christensen to pay the invoices in the amount of \$153,038.67. All approve, motion carries unanimously.
 - ii. Discussion
 1. K. Mooradian asked about uniforms, boats, trailer, and Knox key secures.
 2. E. Beckman asked if we could add budget vs. non-budget to column.
 3. R. McIlwaine asked that E. Wilkinson Photographer be placed on next month's fire board agenda.
 - b. Financial Report
 - i. Financial Report was reviewed by P. Stanislawski.
 1. G. Janik explained the items in the capital plan that are being postponed.



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7. Unfinished Business:

A. IFC and Cost Recovery Discussion – Emergency Response to the Township.

- i. G. Janik was requested to research the impact on the Township, and the Fire District from the changes to the IFC and Cost Recovery at the Township.
- ii. Fire District Attorney does not understand 102.5.1 and the Michigan Land Division Act.
- iii. Fire District Attorney interprets that the District can no longer remove trees from roads and driveways under 102.5.2.
- iv. G. Janik stated there is not an understand at the Township, or its staff, on the impact these changes will have to it's citizens.
- v. G. Janik stated there will be a huge impact to Township residents and the emergency response to them based on the way the new Township Fire Code ordinance is written.
- vi. G. Janik stated 111.1 will allow the Building Official to interpret the fire code, something he/she is not trained to do. Will the Township respond after 4:00pm, or on weekends?
- vii. These changes have put the Fire District in a position of liability, and the Fire District Attorney recommends that the Fire Board put the Township on notice.
- viii. G. Janik stated if he needs to exercise Public Act 207, he can circumnavigate the Township's new ordinance, and enter any property as needed, if he is forced to do so.
- ix. G. Janik stated the Township pushed this ordinance through like a freight train, and none of the Township staff know what they passed.
- x. R. Mcilwaine asked if G. Janik can sit down with Steve Kushion and R. Mcilwaine to discuss concerns.
- xi. G. Janik stated he has met with Steve, and discussed this several times, and the agreed upon changes were not reflected upon in the approved ordinances.
- xii. R. Mcilwaine stated the ordinance approved by the Township Board on 8/2 were not what all parties agreed to when the 7/24 Special Fire Board Meeting took place.
- xiii. M. Starring suggested a workshop meeting between the Township Board, and the Fire Board. No votes would be taken.
- xiv. T. Christensen stated that anything the Township does should be done with its partners, or it removes the purpose of the Fire Board.
- xv. G. Janik requested Kirk Harrier to comment.
- xvi. K. Harrier was in attendance at the workshop meeting, and reviewed all 3 Cost Recovery ordinances and felt the concerns the Township Manager brought up were all addressed in the current ordinances. Both Douglas and Saugatuck City Zoning Administrators were present and stated that they didn't want to be a part of cost recovery.
- xvii. K. Harrier stated that at the 8/2 Township meeting that Brad Rudich stated that they should just get rid of the IFC all together. It appears the Township wants to be a part of the District, but yet wants to do their own thing.
- xviii. R. Mcilwaine stated that this has been going on for six or seven months. He hopes the Township would like to put this back together.
- xix. Motion by Mooradian, 2nd by Beckman, to request the Fire Board Chair to request a special workshop meeting via the Township Supervisor where both the Fire Board and The Township Board, City/Township Managers, and City and Township Zoning Administrators come together to discuss the impact of the IFC and Cost Recovery. All approve, motion carries unanimously.
- xx. G. Janik stated Scott Smith, Township Attorney requested that a Firecode Board of Appeals be made up. G. Janik recommends that the Fire Board be made up of Todd Christensen, Marilyn Starring, & Eric Beckman.



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B. Blue Star Trail – Drainage Funding, Signage, and Gate Discussion.

- i. G. Janik has been supportive of the project throughout. Project is stalled while MDOT and Engineers work out fence near ravine along the Brandess Property.
- ii. G. Janik met with Jason from MDOT, and Alex from Hurley Stewart, and Jason suggested flashing beacons where trail crosses fire station apron to protect the public and the fire personnel.
- iii. G. Janik recommends to the fire board to request installation of signage and flashing beacons, and offering the power connection to come from the fire station.
- iv. G. Janik stated Tim Stewart is now refusing to reimburse the Fire District for the \$1,700.
- v. Motion by Phelps, 2nd by Mooradian, 3rd by McIlwaine to write a letter to the Friends of the Blue Star Trail, the Trail Engineers, and MDOT requesting they install signage, flashing beacons, pavement markings and pay for the drainage piping. All approve, motion carries unanimously.

C. Fire Prevention Open House Date – Sunday 10/1/2017.

8. New Business:

A. Funding Approval Request – LED Sign –

Motion by Phelps, 2nd by McIlwaine to approve the purchase of the LED Sign project in the amount of \$21,543.

YEAS: Mcilwaine, Beckman, Starring, Verplank, Phelps, Mooradian, Christensen.

NEAS: None

ABSENT: None

B. Funding Approval Request – Motorola Radio - Remote Speaker Mics

Motion by Beckman 2nd by Starring to approve the purchase of the Remote Speaker Mics in the amount of \$11,160.

YEAS: Mcilwaine, Beckman, Starring, Verplank, Phelps, Mooradian, Christensen.

NEAS: None

ABSENT: None

C. Funding Approval Request – Fire Boat Dock

Motion by Phelps, 2nd by Christensen to approve the purchase the Fire Boat Dock in the amount not to exceed \$40,000.

YEAS: Mcilwaine, Beckman, Starring, Verplank, Phelps, Mooradian, Christensen.

NEAS: None

ABSENT: None

D. Funding Approval Request – CCTV & Card Access Additions.

Motion by Beckman, 2nd by Starring to approve the purchase of the CCTV and Card Access additions in the amount of \$10,028.22

YEAS: Mcilwaine, Beckman, Starring, Verplank, Phelps, Mooradian, Christensen.

NEAS: None

ABSENT: None

E. Fire Board Workshop Meetings – Discussion.

- a. G. Janik asked the board if they would like to participate in workshop meetings.
- b. E. Beckman stated that if there is a lot going on, that the workshop meetings should be scheduled on an as needed basis.
- c. The board agreed that for now the workshop meetings could be scheduled as needed, and would be to discuss IFC and Cost Recovery with the Township.



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- F. **Cost Recovery Appeal – Gene Mullowney.**
 - a. G. Janik read the appeal request from G. Mullowney.
 - b. G. Janik asks the board to wipe this invoice clean.
 - c. Motion by Christensen, 2nd by Mooradian to waive the Cost Recovery fees Mr. Mullowney.
YEAS: Beckman, Starring, Phelps, Mooradian, Christensen
NEAS: McIlwaine, Verplank
ABSENT: None
Motion passes – 5-2.
 - d. E. Beckman stated this is going to be difficult with the Township, as people will cry poor, hurt shoulder, or divorced. It is not cut and dry, and we need to be careful what we do.
9. Correspondence:
 - A. Mark Bernstein – Letter.
 - i. G. Janik read letter received from Mark Bernstein.
 - B. Cow Hill Yacht Club – Thank You.
 - i. G. Janik read letter received thanking Jeff Dornbush & Chris Bernhardt.
 - C. Saugatuck Brewing Company – Thank You.
 - i. G. Janik read letter received thanking Jeff Dornbush & Chris Bernhardt.
 - D. Grace of Douglas – Thank you.
 - i. Thank you received after mitigating Gas Leak, for the personnel assisting the Grace of Douglas staff in mitigating the gas leak, and then assisting in moving all patients back in the building and helping take vitals.
 - E. George Mueller Video to Tori Kunkle.
 - i. George Mueller video thanking Tori Kunkel was played to thank Tori for doing CPR on her at Saugatuck High School.
 - F. Mark Klungle – Thank You.
 - i. Thank you for sandbagging house at 720 Water St.
 - G. Mark Erlandson – Letter.
 - i. Mark Erlandson letter was reviewed and the Board decided no action should be taken, and Mr. Erlandson should refer to the response he received after the May 15th, 2017 board meeting.
10. Public Comments: (Limit 3 minutes): None
11. Fire Board Comments:
 - A. R. McIlwaine wondered what others thought about firefighters showing up to public meetings in their uniforms as it appears to be intimidating.
 - i. E. Beckman supports Roy in his statement.
 - ii. G. Janik stated these personnel are risking their lives, and they have a right to be heard, in their uniforms.
 - B. K. Mooradian is bringing comments from the public stating that she has received comments about the fire departments spending, and needing all of the bells and whistles. Kathy wants to ensure that it is a need, rather than a want. Kathy supports what the fire department is doing, but wants to make sure we are making wise decisions.
 - C. G. Janik agreed with Kathy, and offered to explain any items or capital requests she had questions on.
 - D. T. Christensen requested to be on the next FB agenda for the TOP program.
12. Adjournment: Meeting adjourned at 6:38pm.

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**STATE OF MICHIGAN
BOARD RESOLUTION
FEDERAL SURPLUS ASSISTANCE PROGRAM**

WHEREAS, THE Saugatuck Township Fire District, State of Michigan has met all
(Agency)
other State and Federal requirements for participation in the Federal Property Assistance Program under
Public Law 94-519.

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically
designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance
and accountability and authorized to sign for surplus property.

NOW THEREFORE, BE IT RESOLVED:

1. That the Governing Body for the Saugatuck Township Fire District
(Agency)
the of the State of Michigan, hereby designates Christopher Mantels
(Name)
who is the authorized coordinator as the person responsible for accepting Federal
Surplus Property, with the power and full authority to sign for such surplus property.
2. The coordinator named above is to be held responsible for the accountability and will
maintain the necessary records for all surplus property obtained for public purposes
until relieved from accountability by State and/or Federal authorities.
3. That money is available to pay service charges for surplus property obtained.
4. That the coordinator is further hereby authorized to direct payment of service charges
for surplus property to complete all transactions.

I do hereby certify that the foregoing resolution was adopted by the favorable vote of a majority of the
member of said Saugatuck Township Fire District Date: 9/18/2017
(Agency)

Signature, Chairman of the Board

Signature, Secretary/Clerk/Treasurer

Saugatuck Township Fire District
3342 Blue Star Highway
Saugatuck, MI 49453

Agency Mailing Address

Phone: O# 269-857-3000 / C# 269-355-2451

e-Mail: cmantels@saugatuckfire.org

Return form to: **State of Michigan, DTMB
Federal Surplus Program
3111 W. St. Joseph Street
Lansing, MI, 48917**