



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: stfd-clerk@outlook.com

FIRE DISTRICT BOARD MEETING

4:00pm – December 19th, 2016

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. **Approval of Minutes:**
 - A. **November 21st, 2016**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. **Special Agenda Item – Life Story Funeral Homes – Appeal to Cost Recovery #2016730**
6. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Cost Recoveries - \$860 received since last meeting**
 - C. **Fund Raising Status - \$13,201 received to date**
 - D. **Inspections/Plan Reviews**
 - E. **Quality Control Measure Revisions**
 1. **Weekly Checks for Truck Checks, MIOSHA Log, Training Log, & Medical Equipment**
 - F. **Community Risk Reduction - Douglas Elementary School – Fire Prevention – 181 Students**
 - G. **Community Risk Reduction – Johnson Village – Smoke & CO Alarm Install – 12/17/2016**
 - H. **Grant Updates – None**
 - I. **Live Fire Instructor License Renewals - Chief Greg Janik & Captain Mike Betts**
 - J. **Staffing/Recruitment of Paid on Call Staffing Concerns – Roster is Down**
 - K. **City of Saugatuck - Fire Board Member Retirement – Janet Schmidt**
 - L. **City of Saugatuck - Fire Board Member Welcome – Marilyn Starring**
7. Request for Payment:
 - A. **Account Payables**
 - B. **Financial Report**
8. Unfinished Business:
 - A. **Truck 2171 Update – Ram Truck**
 - B. **Police Committee**
 - C. **MDOT Trailer**
9. New Business:
 - A. **Cost Recovery Fee Schedule Revision – Roll Call Vote**
 - B. **2017 Fire Board Meeting Schedule – Roll Call Vote**
 - C. **Blue Star Bridge**
 - D. **Appreciation Dinner – March 11th, 2017**
10. Correspondence:
 - A. **Thank you**
11. Public Comments: (Limit 3 minutes)
12. Fire Board Comments:
13. 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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FIRE DISTRICT BOARD MEETING

4:00pm – November 21st, 2016

MINUTES

1. Call to Order / Roll Call: Meeting called to order by J. Verplank at 4:06pm
Present: R. McIlwaine, E. Beckman, J. Verplank, S. Phelps, T. Christensen, K. Mooradian
Absent with prior notice: J. Schmidt
Also Present: Chief Gregory Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*): Motion by McIlwaine, 2nd by Beckman to approve the agenda. All Approve, motion carries unanimously.
3. Approval of Minutes:
 - A. October 17th, 2016
 - a. Motion by Phelps, 2nd by Mooradian to approve the minutes as presented. All approved, motion carries unanimously.
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Guest Speaker – Dan of Siegfried & Crandall PC – Audit Review
 - a. Chief Janik and P. Stanislawski do an excellent job of being fiscally responsible for the Saugatuck Township's Fire District assets.
 - b. Only one adjustment was needed due to Ram truck being delayed.
 - c. Overall the financials look good especially with all the capital purchases.
6. Fire Chief Comments:
 - A. Incident Reports / Calls to Date / Overlapping Calls
 1. Incident report statistics were reviewed. 797 calls year to date.
 2. 5:40 - Average response time year to date.
 3. Motor vehicle incidents are up 45% as of 11/21/2016
 4. Allegan County Fire Department Incidents were reviewed.
 - B. Cost Recoveries - \$990 received since last meeting
 1. Cost recovery spreadsheet was reviewed.
 2. Cost recovery team has collected \$19,040.00 year to date.
 - C. Fund Raising Status - \$12,341 received to date
 - D. Inspections/Plan Reviews
 1. Inspection Report since the 10/17/2016 meeting were reviewed.
 - E. Community Risk Reduction - Douglas Elementary School – Fire Prevention – 368 Students
 1. Chief Janik, Captain Mantels, and Captain Betts taught fire prevention for the week.
 - F. Shangri La Community – Smoke & CO Alarm Install – 11/5/2016
 1. Shangri La Install Graphs were reviewed for Community Risk Reduction.
 - G. Grant Update
 1. MMRMA – CCTV & Card Access Grant -Awarded \$6,098.50
 - i. Reviewed award was 50% of the cost of the CCTV & Card access systems.
 2. FEMA – Assistance to Firefighter Grant – Large Diameter Hose – Submitted 11/16/2016
 - i. FEMA grant was submitted prior to last Friday's deadline.
 - H. Michigan Public Safety Broadband – MIPSB – Workgroup Appointment – Chief Janik
 1. Chief Janik was appointed by the State Fire Marshal



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- I. MDOT Meeting
 1. Had a meeting with MDOT and was a good meeting to learn the dynamics.
 2. MDOT plans to provide an arrow board for STFD to store and deploy.
7. Request for Payment:
 - A. Account Payables
 - a. Motion by Phelps, 2nd by Beckman to pay the bills in the amount of \$128,518.90. Discussion about SCA AED reimbursement. Discussion about backpack blower purchase. Discussion about waterway repair on the ladder truck. All approve the motion to pay the bills, motion carries unanimously.
 - B. Budget Adjustment
 - a. Motion to approve the budget adjustment #1, Journal Entry 55 by Phelps, 2nd by Mooradian, All approve, motion carries unanimously.
 - C. Financial Report
 - a. Financial report was reviewed by P. Stanislawski.
8. Unfinished Business:
 - A. Live Fire Training Facility Proposal Update
 - a. All neighboring departments have paid the first payment.
 - b. The survey was just received today.
 - c. Still working to finalize legal agreement with Grand Rapids engineering.
 - B. Truck 2173 Update – Ram Truck
 - a. Dodge should be done in the next couple weeks.
9. New Business:
 - A. Funding Approval Request – Large Diameter Hose & Hose Rolling Machine - FEMA AFG Grant
Motion by Phelps, 2nd by McIlwaine to approve \$2,199 FEMA grant match funds for Large diameter hose.
YEAS: Phelps, McIlwaine, Beckman, Verplank, Mooradian, Christensen
NEAS: None
ABSENT: J. Schmidt
 - B. Funding Approval Request – Motorola Portable Radio & Unication Pager Upgrades
Motion by McIlwaine, 2nd by Phelps to approve \$19,355 to upgrade the Motorola portable radios, and purchase the Unication pager cases.
YEAS: McIlwaine, Phelps, Beckman, Verplank, Mooradian, Christensen
NEAS: None
ABSENT: J. Schmidt
 - C. Police Committee
 - a. SDPD Responses outside area YTD 2016 was reviewed.
 - b. SDPD Responses to other agencies YTD 2016 was reviewed.
10. Correspondence: None
11. Public Comments: (Limit 3 minutes): Video of PI Accident on 11/5/2016 was reviewed by E. Kirchert.
12. Fire Board Comments: None
13. Adjournment: Meeting adjourned at 5:44pm

NOTICE

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E-mail: stfd-clerk@outlook.com

Saugatuck, December 15, 2016

Life Story

120 S Woodhams St.
Plainwell, MI 49080

Sent via Certified Mail/Return Receipt

Re.: Fatal Accident @ NB 37 MM I-196 (10/21/16)

Per the Saugatuck Township Code of Ordinances Article III, Sec. 15-56 Saugatuck Township hereby finds that in order to protect the township and its general populace from extraordinary costs associated with providing for police, firefighting, rescue, and emergency medical services, it has become necessary to charge certain costs for providing these services. The township finds that this legislation is necessary to fairly allocate the costs among those responsible for them.

Saugatuck Township Fire District responded on 10/21/2016 to a fatal vehicle accident in the north-bound lane at the 37-mile marker on I-196. One lane had to be shut down for scene safety, with vehicles and personnel staged to prevent the public from viewing the deceased. Life Story was contacted at 3:40 pm by the medical examiner for transport of the deceased off the highway. The Medical Examiner (M.E.) and Michigan State Police called multiple times inquiring why Life Story was not on scene. The transport vehicle did not arrive until 6:00 pm. The contract with Allegan County states that a transport vehicle will respond within an hour after being contacted. Life Story's delay placed STFD, the M.E., and MSP at great risk by having emergency personnel guard and protect the deceased on a federal highway. In accordance with our Cost Recovery Ordinance, dated 11/05/2008, we are required to recoup all costs associated with this call.

The attached spreadsheet shows the breakdown of our deployed resources.

Your assistance is appreciated and expected in accordance with above mentioned ordinance. All fees associated with this call to be paid by 11/09/2016.

Sincerely

G. W. Janik

Gregory W. Janik, Fire Chief/Fire Marshal
Saugatuck Township Fire District



SAUGATUCK TOWNSHIP FIRE DISTRICT



Incident #2016-730

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container	Total
1 Chief Officer(s)	2	2	\$50.00	100.00
1 Fire Officer(s)	2	2	\$32.50	65.00
2 Firefighter(s)	2	4	\$30.00	120.00
1 2111 - Engine #11	2	2	\$85.00	170.00
0 2112 - Engine #12	1	0	\$85.00	0.00
0 2141 - Tanker #1	1	0	\$75.00	0.00
0 2142 - Tanker #2	1	0	\$75.00	0.00
0 2151 - Aerial Ladder Truck	1	0	\$125.00	0.00
0 2171 Command #1	1	0	\$50.00	0.00
0 2172 Command #2	1	0	\$50.00	0.00
0 2173 Command #3	1	0	\$50.00	0.00
1 2131 Brush #1	2	2	\$65.00	130.00
0 2132 Brush #2	1	0	\$65.00	0.00
0 2133 Brush #3	1	0	\$65.00	0.00
0 POV	1	0	\$50.00	0.00
0 2121 Utility Truck	1	0	\$55.00	0.00
1 Traffic Control Trailer	2	2	\$50.00	100.00
0 2191 Fire Boat #1	1	0	\$125.00	0.00
0 2192 Fire Boat #2	1	0	\$75.00	0.00
0 2193 Fire Boat #3	1	0	\$65.00	0.00
0 Foam	1	0	\$75.00	0.00
1 Postage	1	1	\$20.00	20.00
1 Document Preparation	1	1	\$50.00	50.00
Total:				\$755.00

Becky Blaine

From: Jerry Harty <jerryharty@lifestorynetwork.com>
Sent: Wednesday, November 23, 2016 8:44 AM
To: Becky Blaine
Cc: Joanne.Catania@med.wmich.edu; Tim Secord
Subject: Contract #00688 Medical Examiners Transport Services

RE: Transport Incident 10-21-2016

Good morning Becky,

First of all, I must apologize for not sending this email sooner.

It is my understanding that Tim Secord [from our funeral home] and Joanne Catania [from the Medical Examiner's office] have had several conversations regarding the incident on 10-21-16. Since our contract is with Allegan County I wanted to make sure we also communicate directly with you.

I believe the incident on 10-21-16 was the result of a miscommunication. The following is a timeline of the incident:

Time	Description
3:40 PM	Funeral Home (Lois) received call from ME giving us a "heads-up" to the accident on I96. Lois conveyed this information to the director on duty, indicating that the ME was not ready for us yet.
4:40 PM	Funeral Home (via Answering Service) received a call from Ashley from the ME's office. The message read <i>"You can start heading over for the removal for the crash on I96. She said you are already aware."</i>
4:45 PM	Funeral Home contacted transport staff.
4:55 PM	Transport staff arrived at Funeral Home to pick up van.
4:59 PM	Transport Staff left funeral home to head to accident site.
5:19 PM	Funeral Home (via Answering Service) received a call from State Trooper Carlos Fossati. The message read: <i>"Caller is at accident location - Hwy I96 and I30th Ave. He was calling about a deceased and transport. Our service showed no call received on the deceased. Caller has no information about the deceased. Please return his call."</i>
5:28 PM	Funeral Home (Morgan) talked to Trooper Fossati. Informed him that transport staff was on the way.
6:03 PM	Funeral Home (via Answering Service) received a call from Ashley from the ME's office. The message read: <i>"About 40 minutes ago they called in a fatal accident. The body has been ready for removal for a few hours and they need to move him to the Saugatuck Fire Department."</i>

6:05 PM	Funeral Home Transport Staff arrived on scene. Transport staff reported they were delayed due to traffic backup near the scene. Transport staff was notified that the deceased had been moved to Saugatuck Fire Department
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Based on our understanding that the initial call was a "heads-up" we did not dispatch our transport staff until after the second call [notifying us that we could "start heading over"]. While it did take us longer [than the normal one hour commitment] to reach the accident site, we were delayed due to traffic backup from the accident.

We value the relationship we have built over the years and we always strive to meet our commitments to Allegan County and the Medical Examiner's office. As we understood the request for transport on 10-21-16, we feel that we met this commitment; however, we also feel there is always room for continuous improvement.

In a conversation between Tim Secord and Joanne Catania, it is my understanding that Joanne Catania will indicate to her ME's to call when there are specific instructions to go to the site [no "heads-up calls"]. Likewise, Tim Secord has informed our funeral directors at Life Story Funeral Homes that whenever we receive a call regarding a new transport that we will dispatch our removal staff. We will also add more communication regarding our ETA's. We are also working with our answering service to improve their communication when receiving calls regarding an ME transport. We are open to any other thoughts that you may have.

As a result of this incident we received a bill [for assessable costs] from the Saugatuck Township Fire Department in the amount of \$755. The letter [dated October 26] from Gregory W. Janik referenced Saugatuck Township Code of Ordinances Article III, Sec 15-56. We do not believe this financial penalty is warranted nor fair. I requested, per the Code of Ordinances, Chapter 16, Article III, Sec 16-61, to meet with the appropriate person(s) to discuss the invoice. I sent an email to the email address on the fire department's letterhead on November 3, 2016, but, to date, have not received a response. Is this issue something that Allegan County can help us resolve or do I need to continue to pursue this directly with Saugatuck Township Fire Department?

Again, I apologize for the delay in sending this email as well as for the miscommunication. We look forward to continuing to serve Allegan County as your Medical Examiner 's Transport Team.

Sincerely,
RUPERT, DURHAM, MARSHALL & GREN, INC.
d.b.a. Life Story Funeral Homes

Jerry Harty
Business Manager / Vice President

Vendor Name	Description	Amount
1. ACCIDENT FUND		
	WORKER COMP	5,250.75
2. APPLIED IMAGING		
	COPIER USE	142.30
	COPIER	245.43
	TOTAL	387.73
3. BACK ROADS SERVICES		
	PUMP TESTING	1,120.00
4. BLOOM SLUGGETT MORGAN		
	LEGAL FEES	234.00
5. COMCAST		
	TELEPHONE & INTERNET	189.45
6. CONSUMERS ENERGY		
	FIRE BARN	460.84
	BOAT DOCK	44.76
	TOTAL	505.60
7. CRYSTAL FLASH		
	BOAT FUEL	280.30
8. DEMOND'S SUPER VALUE		
	ICE	37.52
9. ENGINEERED PROTECTION SYSTEMS INC		
	FIRE ALARM MONITORING	222.00
10. FASTENAL		
	SUPPLIES	21.09
11. FIRE SERVICE MANAGEMENT		
	TURN OUT GEAR REPAIR	88.11
12. FIRST BANKCARD		
	FIRE PREVENTION & SUPPLIES	52.69
	TRUCK, FEMA & UNIFORMS	1,102.34
	TOTAL	1,155.03
13. FRIS OFFICE		
	OFFICE SUPPLIES	235.96
14. GRAINGER		
	SUPPLIES	62.40
15. GREG JANIK		
	PHONE & SUPPLIES	98.00
16. IHLE AUTO PARTS		
	SUPPLIES	46.70
17. K&R TRUCK SALES INC		
	TRUCK REPAIR	705.55
18. LORRIE PASTOOR		
	CLEANING	160.00
19. MACATAWA BANK		
	FEES	45.86
20. MASTER MEDICAL EQUIPMENT		
	AED DUNES	610.00
21. MENARDS		
	SUPPLIES	244.76
	MEDICAL EQUIPMENT	17.43
	SUPPLIES	104.93
	BUILDING MAINTENANCE	21.86
	BUILDING SUPPLIES	221.80
	SALVAGE ON TRUCKS	170.13
	TOTAL	780.91
22. MICHIGAN GAS UTILITIES		
	NATURAL GAS	114.20
23. MMRMA		

Vendor Name	Description	Amount
24. MOORE MEDICAL LLC	INSURANCE	5,216.25
	MEDICAL SUPPLIES	254.49
	MEDICAL SUPPLIES	45.03
	MEDICAL SUPPLIES	362.59
	MEDICAL SUPPLIES	90.50
	MEDICAL SUPPLIES	341.16
	TOTAL	1,093.77
25. OVERISEL LUMBER CO	SUPPLIES	210.81
26. PRAXAIR	CYLINDER RENT	78.12
27. PRIORITY HEALTH	HEALTH INSURANCE	3,762.86
28. REPUBLIC SERVICES 240	TRASH	105.39
29. SECURE N SAFE LLC	BOAT CCTV	1,001.00
30. SIEGFRIED CRANDALL PC	AUDIT	100.00
31. SOMETHING DIFFERENT SIGNS	2173 LETTERING	697.00
32. STU'S WELDING & FAB INC	SNOWPLOW CONTROLLER	260.00
33. TELE RAD INC	RADIO	19.50
34. TODD ANDLERS AMERICAN CARRIAGE LLC	REPAIR CART/ WAGON	884.60
35. WEST MICHIGAN UNIFORM	SHOP TOWELS	43.00
TOTAL - ALL VENDORS		25,823.46
FUND TOTALS:		
Fund 206 - FIRE FUND		25,823.46

12/15/2016 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 11/22/2016 - 12/19/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
12/01/2016	649(A)	APPLIED IMAGING	COPIER USE	142.30
12/02/2016	DD1105(A)	BETTS, MICHAEL	PAYROLL	828.28
12/02/2016	DD1106(A)	JANIK, GREG	PAYROLL	1,757.35
12/02/2016	DD1107(A)	MANTELS, CHRISTOPHER	PAYROLL	1,487.00
12/02/2016	DD1108(A)	MILES KIEWICZ, JOHN	PAYROLL	906.78
12/02/2016	DD1109(A)	VAN OSS, BRENT	PAYROLL	1,546.59
12/02/2016	EFT272(E)	457 MERS	PAYROLL	978.96
12/02/2016	EFT273(E)	MISDU	PAYROLL	217.86
12/02/2016	EFT274(E)	IRS	PAYROLL	2,371.71
12/06/2016	DD1110(A)	BECKMAN, ERIC	PAYROLL	25.82
12/06/2016	DD1111(A)	BERNHARDY, CHRISTOPHER	PAYROLL	178.17
12/06/2016	DD1112(A)	BETTS, MICHAEL	PAYROLL	387.56
12/06/2016	DD1113(A)	BLATT, DAVID	PAYROLL	238.64
12/06/2016	DD1114(A)	BLOK, MICHAEL	PAYROLL	581.05
12/06/2016	DD1115(A)	BRUNSTING, JESSICA	PAYROLL	229.24
12/06/2016	DD1116(A)	CHRISTENSEN, ROBERT	PAYROLL	26.12
12/06/2016	DD1117(A)	DIAZ, DANIEL	PAYROLL	47.21
12/06/2016	DD1118(A)	DORNBUSH, JEFFREY	PAYROLL	20.00
12/06/2016	DD1119(A)	ENGLAND, MICHAEL	PAYROLL	138.46
12/06/2016	DD1120(A)	GARGANO, CHRISTINE	PAYROLL	328.81
12/06/2016	DD1121(A)	GARGANO, MARK	PAYROLL	412.71
12/06/2016	DD1122(A)	KERRIDGE, ADAM	PAYROLL	17.84
12/06/2016	DD1123(A)	KIRCHERT, ERIK	PAYROLL	1,211.84
12/06/2016	DD1124(A)	MANTELS, CHRISTOPHER	PAYROLL	529.20
12/06/2016	DD1125(A)	MC ILWAINE, ROY	PAYROLL	26.42
12/06/2016	DD1126(A)	MEYER, KYLE	PAYROLL	881.54
12/06/2016	DD1127(A)	MILES KIEWICZ, JOHN	PAYROLL	477.32
12/06/2016	DD1128(A)	MOKMA, WAYNE	PAYROLL	96.86
12/06/2016	DD1129(A)	MOORADIAN, KATHRYN	PAYROLL	26.12
12/06/2016	19363	PHELPS, DONALD	PAYROLL	26.43
12/06/2016	STUB38(A)	SCHRECKENGUST, DAWN	PAYROLL	0.00
12/06/2016	DD1130(A)	SEYMOUR, SCOTT	PAYROLL	406.08
12/06/2016	DD1131(A)	STARRING, LINUS	PAYROLL	842.69
12/06/2016	STUB39(A)	STURM, ELLIOTT	PAYROLL	0.00
12/06/2016	DD1132(A)	VAN AUKEN, LAUREL	PAYROLL	50.56
12/06/2016	DD1133(A)	VAN OSS, BRENT	PAYROLL	148.94
12/06/2016	DD1134(A)	VERPLANK, JANE	PAYROLL	26.42
12/06/2016	EFT275(E)	457 MERS	PAYROLL	2,329.44
12/06/2016	EFT276(E)	MISDU	PAYROLL	397.27
12/06/2016	EFT277(E)	IRS	PAYROLL	2,484.44
12/16/2016	DD1135(A)	BETTS, MICHAEL	PAYROLL	828.29
12/16/2016	DD1136(A)	JANIK, GREG	PAYROLL	1,757.35
12/16/2016	DD1137(A)	MANTELS, CHRISTOPHER	PAYROLL	1,431.00

12/15/2016 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 11/22/2016 - 12/19/2016				
Check Date	Check	Vendor Name	Description	Amount
12/16/2016	DD1138(A)	MILESKIEWICZ, JOHN	PAYROLL	906.78
12/16/2016	DD1139(A)	VAN OSS, BRENT	PAYROLL	1,546.59
12/16/2016	EFT278(E)	457 MERS	PAYROLL	978.96
12/16/2016	EFT279(E)	MISDU	PAYROLL	217.86
12/16/2016	EFT280(E)	IRS	PAYROLL	2,371.69
12/19/2016	19364	BACK ROADS SERVICES	PUMP TESTING	1,120.00
12/19/2016	19365	CRYSTAL FLASH	BOAT FUEL	280.30
12/19/2016	19366	DEMOND'S SUPER VALUE	ICE	37.52
12/19/2016	19367	FASTENAL	SUPPLIES	21.09
12/19/2016	19368	FRIS OFFICE	OFFICE SUPPLIES	235.96
12/19/2016	19369	IHLE AUTO PARTS	SUPPLIES	46.70
12/19/2016	19370	MENARDS	SALVAGE ON TRUCKS	780.91
12/19/2016	19371	FIRE SERVICE MANAGEMENT	TURN OUT GEAR REPAIR	88.11
12/19/2016	19372	TODD ANDLERS AMERICAN CARRIAGE	REPAIR CART/ WAGON	884.60
12/19/2016	19373	K&R TRUCK SALES INC	TRUCK REPAIR	705.55
12/19/2016	19374	MASTER MEDICAL EQUIPMENT	AED DUNES	610.00
12/19/2016	19375	MMRMA	INSURANCE	5,216.25
12/19/2016	19376	MOORE MEDICAL LLC	MEDICAL SUPPLIES	1,093.77
12/19/2016	19377	OVERISEL LUMBER CO	SUPPLIES	210.81
12/19/2016	19378	SIEGFRIED CRANDALL PC	AUDIT	100.00
12/19/2016	19379	SOMETHING DIFFERENT SIGNS	2173 LETTERING	697.00
12/19/2016	19380	STU'S WELDING & FAB INC	SNOWPLOW CONTROLLER	260.00
12/19/2016	650(E)	ACCIDENT FUND	WORKER COMP	5,250.75
12/19/2016	651(E)	COMCAST	TELEPHONE & INTERNET	189.45
12/19/2016	652(E)	CONSUMERS ENERGY	FIRE BARN	460.84
12/19/2016	653(E)	CONSUMERS ENERGY	BOAT DOCK	44.76
12/19/2016	654(E)	ENGINEERED PROTECTION SYSTEMS	FIRE ALARM MONITORING	222.00
12/19/2016	655(E)	FIRST BANKCARD	FIRE PREVENTION & SUPPLIE	1,155.03
12/19/2016	656(E)	MACATAWA BANK	FEES	45.86
12/19/2016	657(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	114.20
12/19/2016	658(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,762.86
12/19/2016	659(E)	REPUBLIC SERVICES 240	TRASH	105.39
12/19/2016	660(A)	APPLIED IMAGING	COPIER	245.43
12/19/2016	661(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES	234.00
12/19/2016	662(A)	GRAINGER	SUPPLIES	62.40
12/19/2016	663(A)	GREG JANIK	PHONE & SUPPLIES	98.00
12/19/2016	664(A)	LORRIE PASTOOR	CLEANING	160.00
12/19/2016	665(A)	PRAXAIR	CYLINDER RENT	78.12
12/19/2016	666(A)	SECURE N SAFE LLC	BOAT CCTV	1,001.00
12/19/2016	667(A)	TELE RAD INC	RADIO	19.50
12/19/2016	668(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	43.00
Total of 84 Checks:				58,549.71
Less 0 Void Checks:				0.00
Total of 84 Disbursements:				58,549.71

User: Peter DB: Stfd PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2016	NORMAL (ABNORMAL)	MONTH 12/31/2016	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	% BGDGT USED
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	SAUGATUCK CITY	226,620.00		13,489.83		13,072.35		213,130.17		5.95
206-000-402.000	SAUGATUCK TOWNSHIP	466,485.00		13,138.79		13,074.11		453,346.21		2.82
206-000-403.000	DOUGLAS CITY	236,329.00		0.00		0.00		236,329.00		0.00
206-000-450.000	FIRE SERVICES	3,000.00		2,041.50		70.00		958.50		68.05
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00		5,210.00		555.00		(210.00)		104.20
206-000-465.000	COST RECOVERY	12,000.00		11,664.86		860.00		335.14		97.21
206-000-560.000	GRANTS & DONATIONS	39,000.00		31,354.56		0.00		7,645.44		80.40
206-000-561.000	REGIONAL TRAINING CENTER	7,000.00		7,000.00		0.00		0.00		100.00
206-000-565.000	FINANCE/ LOANS	0.00		0.00		0.00		0.00		0.00
206-000-665.000	INTEREST	750.00		41.74		0.00		708.26		5.57
206-000-685.000	SALES OF ASSETS	950.00		950.00		0.00		0.00		100.00
Total Dept 000		997,134.00		84,891.28		27,631.46		912,242.72		8.51
TOTAL Revenues										
997,134.00		997,134.00		84,891.28		27,631.46		912,242.72		8.51
Expenditures										
Dept 336-FIRE FUND										
206-336-702.000	BOARD SALARY	3,000.00		1,050.00		180.00		1,950.00		35.00
206-336-704.000	CHIEF SALARY	65,000.00		28,840.83		5,000.00		36,159.17		44.37
206-336-705.000	OFFICER SALARIES	10,300.00		3,091.60		658.32		7,208.40		30.02
206-336-708.000	CAREER FIREFIGHTER	136,375.00		62,907.85		10,723.84		73,467.15		46.13
206-336-709.000	OPERATIONAL WAGES	63,000.00		24,761.01		5,356.50		38,238.99		39.30
206-336-710.000	FIRE CALLS	36,000.00		20,780.00		4,458.50		15,220.00		57.72
206-336-711.000	MEDICAL CALLS	27,000.00		13,972.50		1,851.00		13,027.50		51.75
206-336-712.000	TRAINING	20,000.00		7,870.00		1,550.00		12,130.00		39.35
206-336-713.000	SPECIAL EVENTS	7,000.00		5,333.90		0.00		1,666.10		76.20
206-336-720.000	PAYROLL TAXES	27,750.00		13,519.59		2,278.01		14,230.41		48.72
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	63,000.00		32,497.11		3,816.86		30,502.89		51.58
206-336-722.000	WORKER COMP INSURANCE	27,500.00		17,947.37		3,677.87		9,552.63		65.26
206-336-723.000	RETIREMENT	40,000.00		19,373.29		3,350.16		20,626.71		48.43
206-336-727.000	OPERATING SUPPLIES	10,000.00		7,222.64		1,339.78		2,777.36		72.23
206-336-728.000	GAS & OIL	10,000.00		2,213.73		0.00		7,786.27		22.14
206-336-730.000	PROFESSIONAL SERVICES	18,000.00		7,490.00		260.00		10,510.00		41.61
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00		1,224.61		1,120.00		10,275.39		10.65
206-336-745.000	STATION TOOLS	2,500.00		666.12		0.00		1,833.88		26.64
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00		5,140.38		170.13		1,259.62		80.32
206-336-751.000	PHONES	9,000.00		4,771.02		627.45		4,228.98		53.01
206-336-752.000	UTILITIES	11,000.00		4,162.35		725.19		6,837.65		37.84
206-336-759.000	HYDRANT MAINTENANCE	500.00		0.00		0.00		500.00		0.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	36,000.00		26,038.57		986.64		9,961.43		72.33
206-336-761.000	BOAT MAINTENANCE	10,000.00		3,711.71		3,165.68		6,288.29		37.12
206-336-762.000	RADIO & PAGER R&R	3,500.00		697.53		19.50		2,802.47		19.93
206-336-763.000	BUILDING REPAIR & MAINTENANCE	15,000.00		8,509.39		1,624.27		6,490.61		56.73
206-336-764.000	BUILDING SECURITY	7,500.00		7,264.70		222.00		235.30		96.86
206-336-767.000	DUES & SUBSCRIPTIONS	1,900.00		1,266.89		39.69		633.11		66.68
206-336-770.000	OFFICE EXPENSES	7,000.00		3,473.64		669.55		3,526.36		49.62
206-336-771.000	TECHNOLOGY	9,600.00		2,856.02		0.00		6,743.98		29.75
206-336-775.000	BUILDING INSPECTIONS	500.00		45.45		0.00		454.55		9.09
206-336-780.000	UNIFORMS	7,000.00		3,868.36		148.38		3,131.64		55.26
206-336-781.000	TURN OUT GEAR	5,000.00		2,601.68		88.11		2,398.32		52.03
206-336-785.000	EDUCATION	15,000.00		5,007.08		0.00		9,992.92		33.38
206-336-791.000	MEDICAL SUPPLY	4,500.00		4,998.16		1,111.20		(498.16)		111.07

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2016	NORMAL (ABNORMAL)	MONTH 12/31/2016	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	% BDTG USED
Fund 206 - FIRE FUND										
Expenditures										
206-336-795.000	FIRE PREVENTION	8,000.00		6,429.27		13.00		1,570.73		80.37
206-336-796.000	PHYSICALS	3,000.00		0.00		0.00		3,000.00		0.00
206-336-805.000	REGIONAL TRAINING CENTER	7,000.00		731.50		234.00		6,268.50		10.45
206-336-815.000	GENERAL INSURANCE	20,000.00		7,262.00		5,216.25		12,738.00		36.31
206-336-861.000	TAX CHARGE BACK	500.00		259.94		0.00		240.06		51.99
206-336-975.000	LOAN PAYMENT	40,000.00		0.00		0.00		40,000.00		0.00
206-336-980.000	SMALL CAPITAL	53,450.00		45,183.60		474.00		8,266.40		84.53
206-336-985.000	LONG TERM CAPITAL	173,583.00		142,359.62		779.41		31,223.38		82.01
Total Dept 336-FIRE FUND		1,032,858.00		557,401.01		61,935.29		475,456.99		53.97
TOTAL Expenditures		1,032,858.00		557,401.01		61,935.29		475,456.99		53.97
Fund 206 - FIRE FUND:										
TOTAL REVENUES		997,134.00		84,891.28		27,631.46		912,242.72		8.51
TOTAL EXPENDITURES		1,032,858.00		557,401.01		61,935.29		475,456.99		53.97
NET OF REVENUES & EXPENDITURES		(35,724.00)		(472,509.73)		(34,303.83)		436,785.73		1,322.67
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		997,134.00		84,891.28		27,631.46		912,242.72		53.97
NET OF REVENUES & EXPENDITURES		1,032,858.00		557,401.01		61,935.29		475,456.99		53.97
		(35,724.00)		(472,509.73)		(34,303.83)		436,785.73		1,322.67



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: stfd-clerk@outlook.com

December 15th, 2017

Dear Fire District Board Members,

Re: Cost Recovery Fee Schedule

In reviewing the current rates for cost recovery within Saugatuck Township Fire District (District), it was determined that we are not aligning our fees adequately to other departments in West Michigan for fire apparatuses. To better serve the taxpayers of the District, we are proposing to modify the Cost Recovery Fee Schedule to adequately cover our expenses and align with what other departments are doing.

The common formula utilized is \$0.75 per \$1000 cost of apparatuses. Based on this formula, the following numbers would reflect the purchase prices or replacement costs of the District's Apparatus.

Engine #2111 –	Purchase or replacement cost of \$350,000	=	\$262.50 per hour
Engine #2112 –	Purchase or replacement cost of \$300,000	=	\$225.00 per hour
Tanker #2141 –	Purchase or replacement cost of \$200,000	=	\$150.00 per hour
Tanker #2142 –	Purchase or replacement cost of \$200,000	=	\$150.00 per hour
Ladder #2151 –	Purchase or replacement cost of \$500,000	=	\$375.00 per hour

Please see the proposed calculated fees inserted in the Proposed Cost Recovery Fee Schedule

Respectfully Yours,

Greg Janik
Fire Chief / Fire Marshal



SAUGATUCK TOWNSHIP FIRE DISTRICT



Current Cost Recovery Fee Schedule as of 12/15/2016

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container	Total
1 Chief Officer(s)	2	2	\$50.00	100.00
1 Fire Officer(s)	2	2	\$32.50	65.00
2 Firefighter(s)	2	4	\$30.00	120.00
1 2111 - Engine #11	2	2	\$85.00	170.00
0 2112 - Engine #12	1	0	\$85.00	0.00
0 2141 - Tanker #1	1	0	\$75.00	0.00
0 2142 - Tanker #2	1	0	\$75.00	0.00
0 2151 - Aerial Ladder Truck	1	0	\$125.00	0.00
0 2171 Command #1	1	0	\$50.00	0.00
0 2172 Command #2	1	0	\$50.00	0.00
0 2173 Command #3	1	0	\$50.00	0.00
1 2131 Brush #1	2	2	\$65.00	130.00
0 2132 Brush #2	1	0	\$65.00	0.00
0 2133 Brush #3	1	0	\$65.00	0.00
0 POV	1	0	\$50.00	0.00
0 2121 Utility Truck	1	0	\$55.00	0.00
1 Traffic Control Trailer	2	2	\$50.00	100.00
0 2191 Fire Boat #1	1	0	\$125.00	0.00
0 2192 Fire Boat #2	1	0	\$75.00	0.00
0 2193 Fire Boat #3	1	0	\$65.00	0.00
0 Foam	1	0	\$75.00	0.00
1 Postage	1	1	\$20.00	20.00
1 Document Preparation	1	1	\$50.00	50.00
Total:				\$755.00



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Proposed Cost Recovery Fee Schedule for Board Approval on 12/19/2016

Apparatus/Personnel	Units/Hours	Total Units	Cost per hour/container	Total
Chief Officer(s)	1	0	\$50.00	0.00
Fire Officer(s)	1	0	\$32.50	0.00
Firefighter(s)	1	0	\$30.00	0.00
2111 - Engine #1	1	0	\$262.50	0.00
2112 - Engine #2	1	0	\$225.00	0.00
2141 - Tanker #1	1	0	\$150.00	0.00
2141 - Tanker #2	1	0	\$150.00	0.00
Aerial Ladder Truck	1	0	\$375.00	0.00
2171 Command #1	1	0	\$50.00	0.00
2172 Command #2	1	0	\$50.00	0.00
2173 Command #3	1	0	\$50.00	0.00
2131 Brush #1	1	0	\$65.00	0.00
2132 Brush #2	1	0	\$65.00	0.00
2133 Brush #3	1	0	\$65.00	0.00
Personal Vehicle(s)	1	0	\$50.00	0.00
2121 Utility Truck	1	0	\$55.00	0.00
Traffic Control Trailer	1	0	\$50.00	0.00
2191 Fire Boat #1	1	0	\$125.00	0.00
2192 Fire Boat #2	1	0	\$75.00	0.00
2193 Fire Boat #3	1	0	\$65.00	0.00
Foam	1	0	\$75.00	0.00
Oil Dry Bags	1	0	\$15.00	0.00
Postage fee	1	0	\$20.00	0.00
Document Preparation	1	0	\$50.00	0.00
Total:				\$0.00



SAUGATUCK TOWNSHIP FIRE DISTRICT

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SAUGATUCK TOWNSHIP FIRE DISTRICT FIRE BOARD SCHEDULE OF MEETINGS

Meetings are held at
Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453
at **4:00 p.m.** on the 3rd Monday of each Month.

2017 Fire Board Meeting Dates

- Monday January 16, 2017 —
- Monday February 20, 2017 —
- Monday March 20, 2017 —
- Monday April 17, 2017 —
- Monday May 15, 2017 —
- Monday June 19, 2017 —
- Monday July 17, 2017 —
- Monday August 21, 2017 —
- Monday September 18, 2017 —
- Monday October 16, 2017 —
- Monday November 20, 2017 —
- Monday December 18, 2017 —

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. Requests 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.