



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 – November 20th, 2017

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. Approval of Minutes:
 - A. October 16th, 2017
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. New Business:
 - A. **Review of a Complaint against a public official, employee or staff**
6. Special Guest Speaker – Audit Review
 - A. **Dan Veldhuizen of Siegfried Crandall P.C.**
7. Request for Payment:
 - a. **Account Payables**
 - b. **Financial Report**
8. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **New LED Sign was installed on 11/13/2017**
 2. **Douglas Elementary School – 180 PreK-2nd Grade working to learn addresses**
 3. **CRR Pilot Program Plan Announcement**
 - C. **Live Fire Training Facility Update**
 1. **Donation Received - \$4,000 from Saugatuck-Douglas Foundation**
 2. **Estimated that each agency will need \$19,500 for construction costs**
 - D. **MPSCS Radio System Update**
 1. **Allegan County Fire Departments went live on MPSCS system went live on 11/1/2017**
9. Unfinished Business:
 - A. **Blue Star Trail – Flashing Beacons tentatively scheduled for install 11/22/2017**
 - B. **Fire District Attorney Discussion / Jeff Sluggett Letter Review – Roll Call Vote**
10. New Business:
 - A. **Video Taping Meetings – Roll Call Vote**
 - B. **International Fire Code – Board of Appeals – Roll Call Vote**
11. Correspondence:
 - A. **None**
12. Public Comments: (Limit 3 minutes):
13. Fire Board Comments:
14. 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 – October 16th, 2017

DRAFT MINUTES

1. Call to Order / Roll Call: Meeting called to order at 4:03pm by J. Verplank
Present: R. Mcilwaine, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian
Absent with notice: T. Christensen
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. Motion carries unanimously.
3. Approval of Minutes:
 - A. September 18th, 2017
 - a. Motion by Phelps, 2nd by Mooradian to approve the minutes as presented. Motion carries unanimously.
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Fire Chief Comments:
 - A. Incident Reports / Calls to Date / Overlapping Calls
 1. Incident Report Statistics were reviewed. 668 calls year to date for 2017
 2. 5:14 – average response time year to date.
 3. 84% of Structure Fires are Residential Dwellings.
 - B. Community Risk Reduction
 1. Douglas Elementary School – 362 Students educated and went through Fire Safety Trailer for Fire Prevention Week.
 - C. Grant Updates
 1. Grant Totals
 - i. Grant Spreadsheet was reviewed.
 - D. Personnel Certifications
 1. Greg Janik – Youth Firesetter Intervention Specialist – Program Manager Certification
 2. Greg Janik – Michigan Public Safety Communication System Trainer
 3. Chris Mantels - Michigan Public Safety Communication System Trainer
 4. Brent Van Oss - Michigan Public Safety Communication System Trainer
 5. Mike Betts - Michigan Public Safety Communication System Trainer
6. Request for Payment:
 - a. Account Payables
 - i. Motion by Beckman, 2nd by Phelps to pay the invoices in the amount in \$79,623.92. All approve, motion carries unanimously.
 - b. Financial Report
 - i. Financial Report reviewed by P. Stanislawski.
7. Unfinished Business:
 - A. Township IFC – Effects on the Fire District and associated costs to date.
 - i. Document provided by Township Manager Friday 10/13 at 4:19pm was commented on by the Fire Chief, and requested to be reviewed by the Fire Board to discuss at next meeting.
 - ii. Discussion ensued about the effects on the Fire District by the Township's actions.
 - iii. Discussion about potential equipment expenses and liabilities to the Fire District caused by the changes the Township made to the Fire Code Ordinance.



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- B. Blue Star Trail – Drainage Funding, Signage, and Gate Update & Discussion.
 - i. Blue Star Trail signage will be installed in the near future per engineer Tim Stewart.
- C. Township Cost Recovery – Effects on the Fire District
 - i. Discussed during IFC effects.
- D. Fire Prevention Open House – Review of Data
 - i. Open House report was reviewed.
- 8. New Business:
 - A. Fire District By-Law Discussion
 - a. Fire District By-Laws were reviewed.
 - b. District by law changes will hopefully be on next month's agenda.
 - B. Fire District Attorney Discussion
 - a. Discussion ensued about the Fire District Attorney.
- 9. Correspondence:
 - A. Martha Schoeneich – Thank you
 - B. Local Observer – Advertisement
 - C. Saugatuck Douglas History Center – Thank you
- 10. Public Comments: (Limit 3 minutes):
 - A. C. Mantels requested the Board to review the IFC comments in their board packet.
- 11. Fire Board Comments:
 - A. Request to have Video Taping Meetings on the next Fire Board Agenda.
 - B. J. Verplank read email from T. Christensen regarding by-laws and his resignation from the Fire District board due to relocating out of the area.
- 12. Adjournment:
 - A. Meeting adjourned at 5:18pm

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3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: office@saugatuckfire.org

November 7th, 2017

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

Dear Fire Administrative Board,

We, the Fire Officers of the Saugatuck Township Fire District, wish to file a formal complaint against Fire Board Member Roy McIlwaine. In our opinion, Mr. McIlwaine has violated the Restated Rules and Bylaws of the Saugatuck Township Fire District Fire Administrative Board.

The Restated Rules and Bylaws of the Saugatuck Township Fire District, A. Fire Administrative Board, Section 5. state *"Candidates for the Board should be without bias and individuals who will not favor one governmental unit over another. Board members should be primarily interested in providing the best possible fire protection to the district, while always seeking the most efficient use of tax monies."*

Mr. McIlwaine made the motion, and subsequent vote of support, to Sec. 16-27 Modifications to the ordinance to adopt the 2015 International Fire Code at the Township of Saugatuck's November 1st, 2017 board meeting. We feel that this action has placed the lives of the Fire District personnel, as well as ALL the Districts citizens at unnecessary risk. Again, in our opinion, Mr. McIlwaine has violated the bylaws by selectively looking out for members of the Township Board of Trustees, rather than all the citizens Mr. McIlwaine is intended to be serving in his position as a Fire Board member.

Our sworn duty as Fire Officers and command staff of the Fire District is to serve and protect ALL citizens, visitors, and personnel within the limits of the Saugatuck Township Fire District. We do this in accordance with our Mission *"To minimize community risks and improve the quality of life for all persons within the Saugatuck Township Fire District."* Mr. McIlwaine's actions will negatively impact our ability to effectively perform our sworn duties. We want to be on record that we disagree with the actions of Mr. McIlwaine, and the Board of Trustees of Saugatuck Township.

Respectfully Yours,

Chris Mantels – Deputy Chief

Linus Starring – Captain

Mike Betts – Captain

Brent Van Oss – Captain

Jeff Dornbush – Lieutenant

Kyle Meyer – Lieutenant

Mike Blok – Lieutenant

Chris Bernhardt – Sergeant

John Mileskiewicz – Sergeant

Mike England – Sergeant

11/17/2017 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/17/2017 - 11/20/2017				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
10/19/2017	19602	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	1,708.01
10/19/2017	19603	IHLE AUTO PARTS	PARTS	112.33
10/19/2017	19604	MACATAWA DISPOSAL INC	FIRE PREVENTION	325.00
10/19/2017	19605	FUFULLING LIFE MINISTRIES	FIRE PREVENTION	150.00
10/19/2017	19606	DESTINY FABRICATION LLC	SPRINKLER TRAILER	450.00
10/19/2017	19607	VAN RHEE PLUMBING INC	VACUUM BREAKER	523.22
10/19/2017	19608	COSTCO	DUES	120.00
10/19/2017	19609	CARROT TOP INDUSTRIES INC	FLAGS & SUPPLIES	68.37
10/19/2017	19610	PRIORITY HEALTH	HEALTH INSURANCE	1,611.48
10/19/2017	19611	SOUTHSIDE BODY & FABRICATION	HOSE TRAY	3,343.50
10/19/2017	19612	WOLF MARINE INC	UNIFORMS	966.37
10/19/2017	906(E)	COMCAST	TELEPHONE & INTERNET	189.66
10/19/2017	907(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	485.78
10/19/2017	908(A)	ALLEGAN TREASURER	TAX CHARGE BACK	53.43
10/19/2017	909(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES	565.50
10/19/2017	910(A)	MICHAEL ENGLAND	TRAINING	505.44
10/19/2017	911(A)	FLAMETAMER FIRE PROTECTION	HYDRO TEST	120.00
10/19/2017	912(A)	CITY OF SAUGATUCK	FINANCE SERVICES	1,250.00
10/20/2017	913(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,250.00
10/20/2017	914(E)	REPUBLIC SERVICES 240	TRASH	115.70
10/20/2017	DD1553(A)	BETTS, MICHAEL	PAYROLL	908.40
10/20/2017	DD1554(A)	JANIK, GREG	PAYROLL	1,883.18
10/20/2017	DD1555(A)	MANTELS, CHRISTOPHER	PAYROLL	1,436.89
10/20/2017	DD1556(A)	MILESKEWICZ, JOHN	PAYROLL	946.61
10/20/2017	DD1557(A)	VAN OSS, BRENT	PAYROLL	2,093.10
10/20/2017	EFT388(E)	457 MERS	PAYROLL	1,042.61
10/20/2017	EFT389(E)	MISDU	PAYROLL	217.86
10/20/2017	EFT390(E)	IRS	PAYROLL	2,539.00
10/20/2017	EFT391(E)	MERS	PAYROLL	2,369.04
10/20/2017	EFT392(E)	STATE OF MICHIGAN	PAYROLL	1,384.19
11/03/2017	DD1558(A)	BETTS, MICHAEL	PAYROLL	908.41
11/03/2017	DD1559(A)	JANIK, GREG	PAYROLL	1,883.17
11/03/2017	DD1560(A)	MANTELS, CHRISTOPHER	PAYROLL	1,436.90
11/03/2017	DD1561(A)	MILESKEWICZ, JOHN	PAYROLL	946.62
11/03/2017	DD1562(A)	VAN OSS, BRENT	PAYROLL	1,609.11
11/03/2017	EFT393(E)	457 MERS	PAYROLL	1,042.61
11/03/2017	EFT394(E)	MISDU	PAYROLL	217.86
11/03/2017	EFT395(E)	IRS	PAYROLL	2,538.94
11/08/2017	DD1563(A)	BECKMAN, ERIC	PAYROLL	25.83
11/08/2017	DD1564(A)	BEEK, HEATHER	PAYROLL	468.89
11/08/2017	DD1565(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,522.12

11/17/2017 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/17/2017 - 11/20/2017				
Check Date	Check	Vendor Name	Description	Amount
11/08/2017	DD1566(A)	BETTS, MICHAEL	PAYROLL	691.12
11/08/2017	DD1567(A)	BLATT, DAVID	PAYROLL	654.89
11/08/2017	DD1568(A)	BLOK, MICHAEL	PAYROLL	311.54
11/08/2017	DD1569(A)	BRUNSTING, JESSICA	PAYROLL	501.05
11/08/2017	DD1570(A)	DORNBUSH, JEFFREY	PAYROLL	20.00
11/08/2017	DD1571(A)	DORNBUSH, KALEIGH	PAYROLL	481.53
11/08/2017	DD1572(A)	ENGLAND, MICHAEL	PAYROLL	235.11
11/08/2017	DD1573(A)	GARGANO, CHRISTINE	PAYROLL	172.00
11/08/2017	DD1574(A)	GARGANO, MARK	PAYROLL	230.73
11/08/2017	DD1575(A)	GROENDYKE, BRET	PAYROLL	130.64
11/08/2017	DD1576(A)	KERRIDGE, ADAM	PAYROLL	332.78
11/08/2017	DD1577(A)	KIRCHERT, ERIK	PAYROLL	619.78
11/08/2017	DD1578(A)	MANTELS, CHRISTOPHER	PAYROLL	222.28
11/08/2017	DD1579(A)	MC ILWAINE, ROY	PAYROLL	26.43
11/08/2017	DD1580(A)	MEISTE, JAMES	PAYROLL	389.36
11/08/2017	DD1581(A)	MEYER, KYLE	PAYROLL	902.28
11/08/2017	DD1582(A)	MILESKEWICZ, JOHN	PAYROLL	479.49
11/08/2017	DD1583(A)	MOKMA, WAYNE	PAYROLL	515.44
11/08/2017	DD1584(A)	MOORADIAN, KATHRYN	PAYROLL	26.13
11/08/2017	19613	PHELPS, DONALD	PAYROLL	26.43
11/08/2017	DD1585(A)	REWA, LANDON	PAYROLL	745.31
11/08/2017	DD1586(A)	SCHUILING, MIKE	PAYROLL	296.30
11/08/2017	DD1587(A)	SEYMOUR, SCOTT	PAYROLL	350.45
11/08/2017	DD1588(A)	STARRING, LINUS	PAYROLL	465.96
11/08/2017	DD1589(A)	STARRING, MARILYN	PAYROLL	26.13
11/08/2017	STUB55(A)	STURM, ELLIOTT	PAYROLL	0.00
11/08/2017	DD1590(A)	VAN AUKEN, LAUREL	PAYROLL	193.89
11/08/2017	DD1591(A)	VAN OSS, BRENT	PAYROLL	449.91
11/08/2017	DD1592(A)	VERPLANK, JANE	PAYROLL	26.43
11/08/2017	DD1593(A)	WILKINSON, ERIN	PAYROLL	26.42
11/08/2017	EFT396(E)	457 MERS	PAYROLL	2,845.34
11/08/2017	EFT397(E)	MISDU	PAYROLL	523.37
11/08/2017	EFT398(E)	IRS	PAYROLL	3,750.50
11/17/2017	DD1594(A)	BETTS, MICHAEL	PAYROLL	908.42
11/17/2017	DD1595(A)	JANIK, GREG	PAYROLL	1,883.19
11/17/2017	DD1596(A)	MANTELS, CHRISTOPHER	PAYROLL	2,161.00
11/17/2017	DD1597(A)	MILESKEWICZ, JOHN	PAYROLL	946.61
11/17/2017	DD1598(A)	VAN OSS, BRENT	PAYROLL	1,609.11
11/17/2017	EFT399(E)	457 MERS	PAYROLL	1,113.87
11/17/2017	EFT400(E)	MISDU	PAYROLL	217.86
11/17/2017	EFT401(E)	IRS	PAYROLL	3,008.57
11/17/2017	EFT402(E)	MERS	PAYROLL	2,369.04
11/17/2017	EFT403(E)	STATE OF MICHIGAN	PAYROLL	1,472.28

11/17/2017 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/17/2017 - 11/20/2017				
Check Date	Check	Vendor Name	Description	Amount
11/20/2017	19614	BIOCARE INC	PHYISCALS	6,226.00
11/20/2017	19615	TIM ERLANDSON CONSTRUCTION	SIGN FOOTING	1,400.00
11/20/2017	19616	IHLE AUTO PARTS	TRUCK FILTERS	1,710.11
11/20/2017	19617	LIGHTHOUSE UNIFORM CO	UNIFORM A	1,574.15
11/20/2017	19618	MFE INC	AUTO EJECT COVER	73.03
11/20/2017	19619	MICHIGAN STATE FIREMEN'S ASSOC	DUES	75.00
11/20/2017	19620	INTERNAL SOUND & COMMUNICA	TELEPHONE SYSTEM REPAIR	105.00
11/20/2017	19621	MICHIGAN RESCUE CONCEPTS	ICE RESCUE SUITS	1,270.00
11/20/2017	19622	FOREST VIEW EXECUTIVE SERVICE	GROUNDS MAINTENANCE & INSTALLATIO	3,250.00
11/20/2017	19623	AMERICAN MEDICAL RESPONSE	MEDICAL SUPPLIES	53.30
11/20/2017	19624	CHROUCH COMMUNICATIONS INC	HOLSTERS & SWIVELS	680.70
11/20/2017	19625	MARK OESCH	ANTIQUE HOSE REEL	237.00
11/20/2017	19626	GOLFIRE INC	HELMET SHIELD	225.40
11/20/2017	19627	OVERISEL LUMBER CO	SUPPLIES	189.00
11/20/2017	19628	SIEGFRIED CRANDALL PC	AUDIT	2,700.00
11/20/2017	19629	STANDARD	INSURANCE	499.53
11/20/2017	915(E)	COMCAST	TELEPHONES & INTERNET	189.67
11/20/2017	916(E)	FIRST BANKCARD	TRUCK EQUIPMENT MAINTENANCE	7,081.06
11/20/2017	917(E)	KAL LAKE SEWER WATER	WATER	104.02
11/20/2017	918(E)	KAL LAKE SEWER WATER	WATER	103.88
11/20/2017	919(E)	MENARDS	TABLES & FIRE PREVENTION	2,451.34
11/20/2017	920(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	49.60
11/20/2017	921(E)	PRIORITY HEALTH	HEALTH INSURANCE	469.74
11/20/2017	922(E)	REPUBLIC SERVICES 240	TRASH	135.84
11/20/2017	923(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	985.59
11/20/2017	924(E)	CONSUMERS ENERGY	FIRE STATION	478.87
11/20/2017	925(E)	CONSUMERS ENERGY	BOAT DOCK	29.14
11/20/2017	926(E)	CONSUMERS ENERGY	FIRE STATION	547.28
11/20/2017	927(E)	CONSUMERS ENERGY	FIRE DOCK	35.16
Total of 113 Checks:				106,623.51
Less 0 Void Checks:				0.00
Total of 113 Disbursements:				106,623.51

BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ALARM 5	TOOLS	318.50
2. ALLEGAN TREASURER	TAX CHARGE BACK	53.43
3. AMERICAN MEDICAL RESPONSE	MEDICAL SUPPLIES	53.30
4. BEAVER RESEARCH COMPANY	SUPPLIES	87.50
	TRUCK MAINTENANCE	111.30
	TOTAL	198.80
5. BIOCARE INC	PHYISCALS	6,226.00
6. BLOOM SLUGGETT MORGAN	LEGAL FEES	565.50
	LEGAL FEES	858.00
	TRAINING CENTER	136.50
	TOTAL	1,560.00
7. CARROT TOP INDUSTRIES INC	FLAGS & SUPPLIES	68.37
8. CHROUCH COMMUNICATIONS INC	HOLSTERS & SWIVELS	680.70
9. CITY OF SAUGATUCK	FINANCE SERVICES	1,250.00
10. COMCAST	TELEPHONE & INTERNET	189.66
	TELEPHONES & INTERNET	189.67
	TOTAL	379.33
11. CONSUMERS ENERGY	FIRE STATION	478.87
	BOAT DOCK	29.14
	FIRE STATION	547.28
	FIRE DOCK	35.16
	TOTAL	1,090.45
12. COSTCO	DUES	120.00
13. DESTINY FABRICATION LLC	SPRINKLER TRAILER	450.00
14. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	894.90
	GASOLINE & DIESEL	813.11
	TOTAL	1,708.01
15. FASTENAL	SUPPLIES	6.35
16. FIRST BANKCARD	TRUCK EQUIPMENT MAINTENANCE	420.18
	FIRE PREVENTION & MAINTENANCE	3,501.66
	TRAINING, MAINTENANCE & SUPPLIES	2,645.18
	OFFICE SUPPLIES	7.42
	INSURANCE	506.62
	TOTAL	7,081.06
17. FLAMETAMER FIRE PROTECTION	HYDRO TEST	120.00
	ANNUAL ON FIRE EXT	550.50

Vendor Name	Description	Amount
	TOTAL	670.50
18. FOREST VIEW EXECUTIVE SERVICES	GROUNDS MAINTENANCE & INSTALLATION	3,250.00
19. FRIS OFFICE	OFFICE SUPPLIES	89.79
20. FUFULLING LIFE MINISTRIES	FIRE PREVENTION	150.00
21. GOLFIRE INC	HELMET SHIELD	225.40
22. GREG JANIK	INSURANCE & TRAINING REIMBURSEMENT	627.08
23. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,250.00
24. IHLE AUTO PARTS	TRUCK FILTERS	1,710.11
	PARTS	112.33
	TOTAL	1,822.44
25. INTERNAL SOUND & COMMUNICATIONS INC	TELEPHONE SYSTEM REPAIR	105.00
26. KAL LAKE SEWER WATER	WATER	104.02
	WATER	103.88
	TOTAL	207.90
27. LIGHTHOUSE UNIFORM CO	UNIFORM A	1,574.15
28. LORRIE PASTOOR	CLEANING	160.00
29. MACATAWA DISPOSAL INC	FIRE PREVENTION	325.00
30. MARK OESCH	ANTIQUE HOSE REEL	237.00
31. MASTER MEDICAL EQUIPMENT	AED BATTERY	255.00
	AED BATTERIES	255.00
	TOTAL	510.00
32. MENARDS	TABLES & FIRE PREVENTION	1,340.37
	TRUCK & BUILDING MAINTENANCE	1,110.97
	TOTAL	2,451.34
33. MFE INC	AUTO EJECT COVER	73.03
34. MICHAEL ENGLAND	TRAINING	505.44
35. MICHIGAN GAS UTILITIES	NATURAL GAS	49.60
36. MICHIGAN RESCUE CONCEPTS	ICE RESCUE SUITS	1,270.00
37. MICHIGAN STATE FIREMEN'S	ASSOCIATIO	75.00
	DUES	75.00
38. MOTOROLA SOLUTIONS INC	RADIO BRACKET	289.60
39. OVERISEL LUMBER CO	SUPPLIES	189.00
40. PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS	17.00
41. PRAXAIR		

Vendor Name	Description	Amount
	CYLINDER RENTAL	97.06
	GASES	100.50
	TOTAL	197.56
42. PRIORITY HEALTH	HEALTH INSURANCE	1,611.48
	HEALTH INSURANCE	469.74
	TOTAL	2,081.22
43. RELIABLE ROAD SERVICE INC	2112 TIRE CHANGE & REPAIR	401.00
44. REPUBLIC SERVICES 240	TRASH	135.84
	TRASH	115.70
	TOTAL	251.54
45. SIEGFRIED CRANDALL PC	AUDIT	2,500.00
	AUDIT	200.00
	TOTAL	2,700.00
46. SOUTHSIDE BODY & FABRICATION INC	HOSE TRAY	395.00
	BUCKET REPAIRS 2151	220.00
	ALUMINUM ANGLE	25.00
	SPRINKLER TRAILER	1,458.50
	HITCH 2141	1,245.00
	TOTAL	3,343.50
47. STANDARD	INSURANCE	499.53
48. TIM ERLANDSON CONSTRUCTION LLC	SIGN FOOTING	1,400.00
49. VAN RHEE PLUMBING INC	VACUUM BREAKER	523.22
50. VERIZON WIRELESS	CELL PHONES & MODEMS	485.78
	CELL PHONES & MODEMS	985.59
	TOTAL	1,471.37
51. WEST MICHIGAN UNIFORM	SHOP TOWELS	72.00
52. WOLF MARINE INC	UNIFORMS	966.37
TOTAL - ALL VENDORS		51,275.88
FUND TOTALS:		
Fund 206 - FIRE FUND		51,139.38
Fund 210 - REGIONAL TRAINING CENTER		136.50

User: Peter

DB: Stfd

PERIOD ENDING 11/30/2017

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2017	MONTH 11/30/2017	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	283,060.00	0.00	0.00	283,060.00	0.00
206-000-402.000	SAUGATUCK TOWNSHIP	576,070.00	0.00	0.00	576,070.00	0.00
206-000-403.000	DOUGLAS CITY	289,850.00	0.00	0.00	289,850.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	588.37	0.00	411.63	58.84
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	3,175.00	150.00	1,825.00	63.50
206-000-465.000	COST RECOVERY	4,500.00	5,430.25	0.00	(930.25)	120.67
206-000-560.000	GRANTS & DONATIONS	42,000.00	45,878.05	1,000.00	(3,878.05)	109.23
206-000-561.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
206-000-565.000	FINANCE/ LOANS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	1,750.00	1,308.78	0.00	441.22	74.79
206-000-685.000	SALES OF ASSETS	1,000.00	2,100.00	600.00	(1,100.00)	210.00
Total Dept 000		1,204,230.00	58,480.45	1,750.00	1,145,749.55	4.86
TOTAL REVENUES		1,204,230.00	58,480.45	1,750.00	1,145,749.55	4.86
Expenditures						
Dept 336-FIRE FUND						
206-336-702.000	BOARD SALARY	3,000.00	1,005.00	180.00	1,995.00	33.50
206-336-704.000	CHIEF SALARY	70,000.00	25,480.78	5,384.62	44,519.22	36.40
206-336-705.000	OFFICER SALARIES	10,300.00	2,183.28	595.82	8,116.72	21.20
206-336-708.000	CAREER FIREFIGHTER	184,381.00	66,264.13	14,129.60	118,116.87	35.94
206-336-709.000	OPERATIONAL WAGES	38,500.00	17,355.24	4,402.00	21,144.76	45.08
206-336-710.000	FIRE CALLS	45,000.00	20,678.00	4,268.00	24,322.00	45.95
206-336-711.000	MEDICAL CALLS	30,000.00	12,901.00	3,012.00	17,099.00	43.00
206-336-712.000	TRAINING	22,000.00	7,610.10	2,790.00	14,389.90	34.59
206-336-713.000	SPECIAL EVENTS	10,000.00	6,998.00	2,448.00	3,002.00	69.98
206-336-720.000	PAYROLL TAXES	33,000.00	12,544.06	2,900.07	20,455.94	38.01
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	32,888.01	2,502.97	44,211.99	42.66
206-336-722.000	WORKER COMP INSURANCE	30,000.00	15,925.50	0.00	14,074.50	53.09
206-336-723.000	RETIREMENT	50,000.00	18,189.05	4,049.32	31,810.95	36.38
206-336-727.000	OPERATING SUPPLIES	18,000.00	5,549.09	554.79	12,450.91	30.83
206-336-728.000	GAS & OIL	10,000.00	2,766.15	0.00	7,233.85	27.66
206-336-730.000	PROFESSIONAL SERVICES	18,000.00	11,396.65	3,718.00	6,603.35	63.31
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	1,553.77	0.00	9,946.23	13.51
206-336-745.000	STATION TOOLS	2,500.00	632.73	0.00	1,867.27	25.31
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00	523.72	318.50	5,876.28	8.18
206-336-751.000	PHONES	10,000.00	3,869.76	1,380.26	6,130.24	38.70
206-336-752.000	UTILITIES	12,000.00	4,139.47	1,483.79	7,860.53	34.50
206-336-759.000	HYDRANT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	45,000.00	13,635.48	4,256.17	31,364.52	30.30
206-336-761.000	BOAT MAINTENANCE	25,000.00	24,189.58	450.36	810.42	96.76
206-336-762.000	RADIO & PAGER R&R	4,500.00	1,303.60	1,303.60	3,196.40	28.97
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	4,425.41	887.00	11,574.59	27.66
206-336-764.000	BUILDING SECURITY	7,800.00	222.00	0.00	7,578.00	2.85
206-336-767.000	DUES & SUBSCRIPTIONS	2,200.00	230.00	75.00	1,970.00	10.45
206-336-770.000	OFFICE EXPENSES	7,000.00	1,795.34	142.86	5,204.66	25.65
206-336-771.000	TECHNOLOGY	9,600.00	2,883.96	0.00	6,716.04	30.04
206-336-775.000	BUILDING INSPECTIONS	1,000.00	537.71	0.00	462.29	53.77
206-336-780.000	UNIFORMS	10,000.00	8,589.85	2,502.31	1,410.15	85.90
206-336-781.000	TURN OUT GEAR	8,500.00	1,214.77	225.40	7,285.23	14.29
206-336-785.000	EDUCATION	15,000.00	7,062.26	2,134.93	7,937.74	47.08
206-336-791.000	MEDICAL SUPPLY	6,500.00	3,713.63	683.18	2,786.37	57.13

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PERIOD ENDING 11/30/2017

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2017	MONTH 11/30/2017	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-795.000	FIRE PREVENTION	8,000.00	13,334.70	1,727.10	(5,334.70)	166.68
206-336-796.000	PHYSICALS	8,000.00	6,445.37	6,226.00	1,554.63	80.57
206-336-805.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
206-336-815.000	GENERAL INSURANCE	20,000.00	8,267.50	0.00	11,732.50	41.34
206-336-861.000	TAX CHARGE BACK	500.00	53.43	0.00	446.57	10.69
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	24,000.00	23,904.56	0.00	95.44	99.60
206-336-985.000	LONG TERM CAPITAL	199,500.00	98,189.86	7,260.37	101,310.14	49.22
206-336-986.000	CAPITAL FUND TRANSFER	51,849.00	0.00	0.00	51,849.00	0.00
Total Dept 336-FIRE FUND		1,204,230.00	490,452.50	81,992.02	713,777.50	40.73
TOTAL EXPENDITURES		1,204,230.00	490,452.50	81,992.02	713,777.50	40.73
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,204,230.00	58,480.45	1,750.00	1,145,749.55	4.86
TOTAL EXPENDITURES		1,204,230.00	490,452.50	81,992.02	713,777.50	40.73
NET OF REVENUES & EXPENDITURES		0.00	(431,972.05)	(80,242.02)	431,972.05	100.00

User: Peter

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PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2017	MONTH 11/30/2017	BALANCE	
Fund 210 - REGIONAL TRAINING CENTER						
Revenues						
Dept 000						
210-000-450.000	FIRE SERVICES	0.00	0.00	0.00	0.00	0.00
210-000-560.000	GRANTS & DONATIONS	0.00	8,420.00	4,000.00	(8,420.00)	100.00
210-000-561.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	8,420.00	4,000.00	(8,420.00)	100.00
TOTAL REVENUES		0.00	8,420.00	4,000.00	(8,420.00)	100.00
Expenditures						
Dept 338-TRAINING CENTER						
210-338-730.000	PROFESSIONAL SERVICES	0.00	326.50	136.50	(326.50)	100.00
210-338-805.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
Total Dept 338-TRAINING CENTER		0.00	326.50	136.50	(326.50)	100.00
TOTAL EXPENDITURES		0.00	326.50	136.50	(326.50)	100.00
Fund 210 - REGIONAL TRAINING CENTER:						
TOTAL REVENUES		0.00	8,420.00	4,000.00	(8,420.00)	100.00
TOTAL EXPENDITURES		0.00	326.50	136.50	(326.50)	100.00
NET OF REVENUES & EXPENDITURES		0.00	8,093.50	3,863.50	(8,093.50)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,204,230.00	66,900.45	5,750.00	1,137,329.55	5.56
TOTAL EXPENDITURES - ALL FUNDS		1,204,230.00	490,779.00	82,128.52	713,451.00	40.75
NET OF REVENUES & EXPENDITURES		0.00	(423,878.55)	(76,378.52)	423,878.55	100.00

November 15, 2017

Chief Greg Janik
Saugatuck Township Fire Department
3342 Blue Star Highway
Saugatuck, MI 49453

Re: Rules of Professional Responsibility

Dear Chief Janik:

I understand that at a recent Board meeting of the Saugatuck Township Fire District ("District"), questions were raised as to whether this office (Bloom Sluggett, PC) has a "conflict of interest" in representing the District because we also serve as general counsel to the City of Saugatuck ("City"). You asked that I provide an overview of an attorney's ethical obligations relative to the topic of conflicts of interest.

All lawyers licensed in the State of Michigan are bound to comply with the Michigan Rules of Professional Conduct ("MRPC"). The MRPC has been adopted by the Michigan Supreme Court and is, largely, based on rules and comments drawn from the American Bar Association's Model Rules of Professional Conduct.

The MRPC directly addresses the issue of conflicts of interest in Rule 1.7. In total it provides:

Rule: 1.7 Conflict of Interest: General Rule

(a) A lawyer shall not represent a client if the representation of that client will be **directly adverse** to another client, unless:

- (1) the lawyer reasonably believes the representation will not adversely affect the relationship with the other client; and
- (2) each client consents after consultation.

(b) A lawyer shall not represent a client **if the representation of that client may be materially limited by the lawyer's responsibilities to another client** or to a third person, or by the lawyer's own interests, unless:

- (1) the lawyer reasonably believes the representation will not be adversely affected; and

(2) the client consents after consultation. When representation of multiple clients in a single matter is undertaken, the consultation shall include explanation of the implications of the common representation and the advantages and risks involved.

(Emphasis added.)

As noted in the comments to this rule (not formally part of the rule but considered appropriate guidance), the concept of a conflict of interest turns in large part on the need for loyalty. The question, properly framed, is whether an attorney in a particular situation has conflicted loyalties due to particular representation. If so, a conflict of interest exists. (Obviously, this is a variation on the prohibition against serving “two masters”.)

In the case of the District and City, neither the representation of one or the other is inherently and directly adverse as addressed in MRPC Rule 1.7(a). Even were those parties to have directly adverse interests, the duty of the attorney is to determine if the representation will affect the representation of either and advise each client. In such cases, both clients must determine if they will consent to the dual representation after consultation (See MRPC, Rule 1.7(a)(1-2).)

More problematic is MRPC Rule 1.7(b), regarding the possibility that such dual representation may materially limit the attorney's representation of either client (e.g., is the attorney inclined to temper his or her counsel to either client because of the relationship with the other?). Regarding subsection (b), the comments to the rule are, again, helpful. They provide in part:

Loyalty to a client is also impaired when a lawyer cannot consider, recommend, or carry out an appropriate course of action for the client because of the lawyer's other responsibilities or interests. The conflict in effect forecloses alternatives that would otherwise be available to the client. Paragraph (b) addresses such situations. **A possible conflict does not itself preclude the representation. The critical questions are the likelihood that a conflict will eventuate and, if it does, whether it will materially interfere with the lawyer's independent professional judgment in considering alternatives or foreclose courses of action that reasonably should be pursued on behalf of the client.** ... Conflicts of interest in contexts other than litigation sometimes may be difficult to assess. Relevant factors in determining whether there is potential for adverse effect include the duration and intimacy of the lawyer's relationship with the client or clients involved, the functions being performed by the lawyer, the likelihood that actual conflict will arise, and the likely prejudice to the client from the conflict if it does arise. The question is often one of proximity and degree. For example, a lawyer may not represent multiple parties in a negotiation whose interests are fundamentally antagonistic to each other, but common representation is

permissible where the clients are generally aligned in interest even though there is some difference of interest among them.

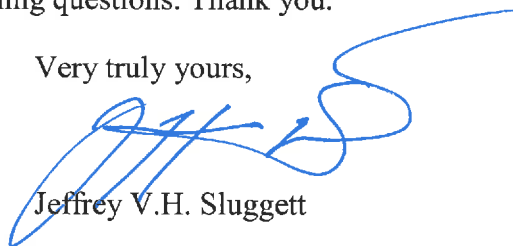
(Emphasis added.)

I do not believe that a conflict exists simply because this firm represents both the City and the District. If the potential of a conflict of interest came into play (e.g., if the District and City were to enter into negotiations for the purchase of District property, etc.), then we would have an affirmative obligation to follow the guidance of Rule 1.7(b)(1-2). This would entail making a determination as to whether our representation would be adversely affected on behalf of either client and, if it were determined that this was not the case, consulting with both clients and allowing the clients to make an informed judgment.

Beyond the MRPC's provisions, this firm has consistently taken the position that whenever a potential conflict arises we advise the clients of the same and explain their options. Typically this involves allowing each of the clients to waive the potential conflict; if either determines not to waive, then we withdraw from representing both clients and recommend other legal counsel. Should an issue arise between the District and the City we would, consistent with our ethical obligations, take all steps required by the MRPC.

Please let me know if there are any remaining questions. Thank you.

Very truly yours,



Jeffrey V.H. Sluggett

International Fire Code

SECTION 108

BOARD OF APPEALS

[A] 108.1 Board of appeals established.

In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals comprised of three (3) regular members. Each municipality or jurisdiction which is a constituent member of the Saugatuck Township Fire District shall appoint one (1) regular member to the board consistent with this code including Appendix A. Each municipality or jurisdiction shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the municipality or jurisdiction's regular member. Members shall be appointed for a term of four (4) years and may be reappointed for successive terms. Elected officials may not be appointed to serve as members of the board in any capacity. The fire code official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

[A] 108.2 Limitations on authority.

An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The board shall have no authority to waive requirements of this code.

[A] 108.3 Qualifications.

The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

APPENDIX A BOARD OF APPEALS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

SECTION A101 GENERAL

A101.1 Scope.

A board of appeals shall be established within the jurisdiction for the purpose of hearing applications for modification of the requirements of the International Fire Code pursuant to the provisions of Section 108 of the International Fire Code. The board shall be established and operated in accordance with this section, and shall be authorized to hear evidence from appellants and the fire code official pertaining to the application and intent of this code for the purpose of issuing orders pursuant to these provisions.

A101.2 Membership.

The membership of the board shall consist of three (3) regular voting members having the qualifications established by this section. The fire code official shall nominate one (1) member from each municipality which is a constituent member of the Saugatuck Township Fire District who shall be subject to confirmation by the municipality. Each municipality shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the municipality's regular member. Members shall serve without remuneration or compensation, and may be removed from office prior to the end of their appointed terms for cause.

A101.2.1 Deleted.

A101.2.2 Fire protection professional.

One (1) member shall be a qualified engineer, technologist, technician or safety professional trained in fire protection engineering, fire science or fire technology. Qualified representatives in this category shall include fire protection contractors and certified technicians engaged in fire protection system design.

A101.2.3 Deleted

A101.2.4 General contractor.

One (1) member shall be a contractor regularly engaged in the construction, alteration, maintenance, repair or remodeling of buildings or building services and systems regulated by the code.

A101.2.5 General industry or business representative.

One (1) member shall be a representative of business or industry not represented by a member from one of the other categories of board members described above.

A101.3 Terms of office.

Members shall be appointed for terms of four (4) years.

A101.3.1 Deleted

A101.3.2 Vacancies.

Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment.

A101.3.3 Removal from office.

Members shall be removed from office prior to the end of their terms only for cause. Continued absence of any member from regular meetings of the board shall, at the discretion of the applicable municipality, render any such member liable to immediate removal from office.

A101.4 Quorum.

Three (3) members of the board shall constitute a quorum. In varying the application of any provisions of this code or in modifying an order of the fire code official, affirmative votes of the majority present, but not less than two (2), shall be required.

A101.5 Secretary of board.

The fire code official shall act as secretary of the board and shall keep a detailed record of all its proceedings, which shall set forth the reasons for its decisions, the vote of each member, the absence of a member and any failure of a member to vote.

A101.6 Deleted

A101.7 Meetings.

The board shall meet at regular intervals, to be determined by the chairman. In any event, the board shall meet within 10 days after notice of appeal has been received.

A101.8 Conflict of interest.

Members with a material or financial interest in a matter before the board shall declare such interest and refrain from participating in discussions, deliberations and voting on such matters.

A101.9 Decisions.

Every decision shall be promptly filed in writing in the office of the fire code official and shall be open to public inspection. A certified copy shall be sent by mail or otherwise to the appellant, and a copy shall be kept publicly posted in the office of the fire code official for two weeks after filing.

A101.10 Procedures.

The board shall be operated in accordance with the Administrative Procedures Act of the state in which it is established or shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code and applicable state law.