



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 – February 19th, 2018

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. Approval of Minutes:
 - A. **January 15th, 2018**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Request for Payment:
 - a. **Account Payables – Roll Call Vote**
 - b. **Financial Report**
6. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **2018 Community CPR Class Schedule**
 2. **Douglas Elementary School – 360 PreK-5th Grade – Addresses and Close your Door Campaign.**
 3. **State of Michigan has experienced 22 fatal fires year to date for 2018.**
 - C. **Live Fire Training Facility Update**
 1. **Awaiting Contract and Construction Timeline from Busscher Construction**
 2. **Revising Interlocal Agreement to include installment payments.**
 - D. **Personnel Certifications**
 1. **Chris Bernhardt – Fire Officer I & II**
 - E. **Injuries**
 - F. **Grant Updates**
 1. **FEMA AFG Grant – was submitted on 1/30/2018 for Radios & Headsets**
7. Unfinished Business:
 - A. **Fire Code Board of Appeals - Update**
 - B. **Township IFC Discussion**
 - C. **800MHz Radio and Pager System - Update**
8. New Business:
 - A. **FEMA FP&S Grant - Fire Safety Inflatable Obstacle Course – 2019 Fiscal Year**
5% Match Approval – Not to exceed \$1,000.00 – Roll Call Vote
 - B. **FEMA FP&S Regional Grant – Stove Top Fire Stop Hood Suppression Cannisters – 2019 Fiscal Year**
5% Match Approval – Not to exceed \$2,500.00 – Roll Call Vote
 - C. **Fire Board Administrative Rules and Bylaw Amendments – Roll Call Vote**
 - D. **Project Review**
 - E. **Appreciation Dinner – Tentative Date of March 31st, 2018 – 6:00pm**
9. Correspondence:
 - A. **Thank you from Mary Whiteford for Saugatuck Dunes Fire.**
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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FIRE DISTRICT BOARD MEETING

4:00pm – January 15th, 2018

DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:01pm**
Present: C. Roerig, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian, A. Miller.
Absent with notice: None
Also Present: Chief Greg Janik
2. Approval of Agenda (*additions / deletions*):
 - A. **Motion by Beckman, 2nd by Phelps to approve the agenda as presented. All approve, motion carries unanimously.**
3. Swearing in and welcome new Fireboard Members
 1. Chris Roerig
 - a. Lived in Township for 25 years, on Township Board for about 12 years.
 2. Aaron Miller
 - a. Moved to Douglas about 6 years ago to Herman Miller, Marketing, PR background.
 3. Oath was read by Chief Greg Janik, and signed by all Fire Board Members.
4. Approval of Minutes:
 - A. **December 18th, 2017**
 - a. **Motion by Beckman, 2nd by Mooradian to approve the minutes as presented. All approve, motion carries unanimously.**
5. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
6. Request for Payment:
 - a. **Account Payables**
 - i. **Motion by Phelps, 2nd by Beckman to pay the invoices in the amount of \$85,044.77. All approve, motion carries unanimously.**
 - b. **Financial Report**
7. Fire Chief Comments:
 - A. **2017 Year End Statistic Review**
 1. **813 Calls year end for 2017.**
 2. **5:52 Average Response time for 2017.**
 - B. **Incident Reports / Calls to Date / Overlapping Calls**
 1. **Year end statics were reviewed for 2017.**
 - C. **Community Risk Reduction**
 1. **Douglas Elementary School – 360 PreK-5th Grade – Ice and Winter Safety**
 2. **8 West Center St. – Gas Meter Protection**
 - i. **Photos shown of gas meters protected by plywood roof and great work with City of Douglas and Lisa Imus to protect the public and the property.**
 - D. **Live Fire Training Facility Update**
 1. **Awaiting Fennville Fire Board Approval**
 2. **Finalizing Interlocal Agreement**
 - E. **Grant Updates**
 1. **FEMA AFG Grant – Pending Approval under new business will be submitted by 1/31/2018.**



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F. Genesis E-force Extrication Tools – Officer’s Appreciation for Run #2018003

1. Officer’s thank the board for allowing the purchase of the E-draulic tools.

8. Unfinished Business:

A. Fire Code Board of Appeals – Update

- i. Fire Board approved this at the previous meeting.
- ii. Municipalities needed more time to discuss the Board of Appeals.

B. Township IFC Discussion

- i. K. Mooradian read a statement about her view on the IFC discussions.
- ii. Discussion ensued about the next steps and a potential “cooling off period.”
- iii. Motion by Beckman, 2nd by Phelps to direct Chief Janik to work with Steve Kushion to word-smith the latest IFC revision. All approve, motion carries unanimously.

9. New Business:

A. FEMA AFG Grant – 2019 Fiscal Year - 5% Match Approval - \$7,210.00 – Roll Call Vote

- a. Motion by Phelps, 2nd by Starring to approve the application for the FEMA AFG Grant, with the funding match commitment from the Fire District in the amount of \$7,210.00
YEAS: Roerig, Beckman, Starring, Verplank, Phelps, Mooradian, Miller.

NEAS: None

ABSENT: None

10. Correspondence:

A. Review of a Complaint against a public official, employee or staff

- i. C. Mantels was asked if he wanted to go into closed session, and he declined and stated he has nothing to hide.
- ii. C. Roerig stated he didn’t view this as employee complaint, and Chris Mantels has every right to speak as a private citizen.
- iii. Discussion ensued.

11. Public Comments: (Limit 3 minutes): **None**

12. Fire Board Comments:

- A. E. Beckman thanks Steve Kushion & Kirk Harrier for attending the meeting.
- B. M. Starring has great faith in the leadership of the Fire District, and she hopes to eventually have the same in the Township board as she will be becoming a resident. We have to make this work.
- C. K. Mooradian wishes we could all compromise and close this matter.
- D. J. Verplank wishes the Township Fire Board reps could reinstate the IFC in its entirety.

13. Adjournment: Meeting adjourned at 5:29pm.

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02/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/16/2018 - 02/19/2018				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
01/26/2018	DD1678(A)	BETTS, MICHAEL	PAYROLL	925.33
01/26/2018	DD1679(A)	JANIK, GREG	PAYROLL	1,929.63
01/26/2018	DD1680(A)	MANTELS, CHRISTOPHER	PAYROLL	1,502.82
01/26/2018	DD1681(A)	MILESKIEWICZ, JOHN	PAYROLL	978.43
01/26/2018	DD1682(A)	VAN OSS, BRENT	PAYROLL	1,637.88
01/26/2018	EFT423(E)	457 MERS	PAYROLL	1,042.61
01/26/2018	EFT424(E)	MISDU	PAYROLL	217.86
01/26/2018	EFT425(E)	IRS	PAYROLL	2,349.11
01/26/2018	EFT426(E)	MERS	PAYROLL	2,369.04
01/26/2018	EFT427(E)	STATE OF MICHIGAN	PAYROLL	1,235.12
02/05/2018	DD1683(A)	BECKMAN, ERIC	PAYROLL	25.83
02/05/2018	DD1684(A)	BEEK, HEATHER	PAYROLL	389.82
02/05/2018	DD1685(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,346.85
02/05/2018	DD1686(A)	BETTS, MICHAEL	PAYROLL	572.91
02/05/2018	DD1687(A)	BLATT, DAVID	PAYROLL	584.74
02/05/2018	DD1688(A)	BLOK, MICHAEL	PAYROLL	282.16
02/05/2018	DD1689(A)	BRUNSTING, JESSICA	PAYROLL	349.25
02/05/2018	DD1690(A)	DORNBUSH, JEFFREY	PAYROLL	20.00
02/05/2018	DD1691(A)	DORNBUSH, KALEIGH	PAYROLL	331.51
02/05/2018	DD1692(A)	ENGLAND, MICHAEL	PAYROLL	80.98
02/05/2018	DD1693(A)	GARGANO, CHRISTINE	PAYROLL	43.65
02/05/2018	DD1694(A)	GARGANO, MARK	PAYROLL	229.35
02/05/2018	DD1695(A)	GROENDYKE, BRET	PAYROLL	130.65
02/05/2018	DD1696(A)	KERRIDGE, ADAM	PAYROLL	132.36
02/05/2018	DD1697(A)	KIRCHERT, ERIK	PAYROLL	1,039.60
02/05/2018	DD1698(A)	MANTELS, CHRISTOPHER	PAYROLL	72.84
02/05/2018	DD1699(A)	MC ARTHUR, JOHN	PAYROLL	26.42
02/05/2018	DD1700(A)	MEISTE, JAMES	PAYROLL	358.46
02/05/2018	DD1701(A)	MEYER, KYLE	PAYROLL	694.51
02/05/2018	DD1702(A)	MILESKIEWICZ, JOHN	PAYROLL	306.84
02/05/2018	DD1703(A)	MILLER, AARON	PAYROLL	25.42
02/05/2018	DD1704(A)	MOKMA, WAYNE	PAYROLL	322.66
02/05/2018	DD1705(A)	MOORADIAN, KATHRYN	PAYROLL	26.12
02/05/2018	19660	PHELPS, DONALD	PAYROLL	26.43
02/05/2018	DD1706(A)	REWA, LANDON	PAYROLL	419.08
02/05/2018	DD1707(A)	ROERIG, CHRISTOPHER	PAYROLL	25.42
02/05/2018	DD1708(A)	SEYMOUR, SCOTT	PAYROLL	267.77
02/05/2018	DD1709(A)	STARRING, LINUS	PAYROLL	599.82
02/05/2018	DD1710(A)	STARRING, MARILYN	PAYROLL	26.13
02/05/2018	STUB58(A)	STURM, ELLIOTT	PAYROLL	0.00
02/05/2018	DD1711(A)	VAN AUKEN, LAUREL	PAYROLL	75.85

02/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/16/2018 - 02/19/2018				
Check Date	Check	Vendor Name	Description	Amount
02/05/2018	DD1712(A)	VAN OSS, BRENT	PAYROLL	168.38
02/05/2018	DD1713(A)	VERPLANK, JANE	PAYROLL	26.43
02/05/2018	DD1714(A)	WILKINSON, ERIN	PAYROLL	61.66
02/05/2018	EFT428(E)	457 MERS	PAYROLL	2,497.06
02/05/2018	EFT429(E)	MISDU	PAYROLL	322.79
02/05/2018	EFT430(E)	IRS	PAYROLL	2,633.25
02/09/2018	DD1715(A)	BETTS, MICHAEL	PAYROLL	925.33
02/09/2018	DD1716(A)	JANIK, GREG	PAYROLL	1,884.54
02/09/2018	DD1717(A)	MANTELS, CHRISTOPHER	PAYROLL	1,673.21
02/09/2018	DD1718(A)	MILESIEWICZ, JOHN	PAYROLL	978.44
02/09/2018	DD1719(A)	VAN OSS, BRENT	PAYROLL	1,637.90
02/09/2018	EFT431(E)	457 MERS	PAYROLL	1,096.46
02/09/2018	EFT432(E)	MISDU	PAYROLL	217.86
02/09/2018	EFT433(E)	IRS	PAYROLL	2,172.16
02/19/2018	19661	BJW BERGHORST & SON INC	SUPPLIES	459.87
02/19/2018	19662	DEMOND'S SUPER VALUE	SUPPLIES	26.44
02/19/2018	19663	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	660.37
02/19/2018	19664	FIRE PROGRAMS	SOFTWARE PROGRAMING	350.00
02/19/2018	19665	HOLLAND PT	AIR COMPRESSOR REPAIR	28.42
02/19/2018	19666	IHLE AUTO PARTS	SUPPLIES	131.87
02/19/2018	19667	LIGHTHOUSE UNIFORM CO	UNIFORMS	74.05
02/19/2018	19668	WAVE BAND COMMUNICATIONS INC	RADIO HOLSTER	124.30
02/19/2018	19669	BRENNER EXCAVATING INC	DRIVEWAY APRON	3,475.59
02/19/2018	19670	WMFPC	FIRE PREVENTION	250.00
02/19/2018	19671	TRADEMASTER INC	MOBILE EYES SOFTWARE	378.00
02/19/2018	19672	MICHIGAN FIRE INSPECTORS	DUES	30.00
02/19/2018	19673	GOLFIRE INC	HELMET SHIELD	77.18
02/19/2018	19674	CFS INSPECTIONS	LADDER INSPECTIONS	500.00
02/19/2018	19675	MOORE MEDICAL LLC	MEDICAL SUPPLIES	129.12
02/19/2018	19676	NFPA	INSPECTION MANUALS	114.30
02/19/2018	19677	OVERISEL LUMBER CO	SUPPLIES	78.97
02/19/2018	19678	PRIORITY HEALTH	HEALTH INSURANCE	1,122.84
02/19/2018	19679	SOUTHSIDE BODY & FABRICATION INC	ALUMINUM DOOR AWNING FRAME	813.28
02/19/2018	19680	STANDARD	INSURANCE	499.53
02/19/2018	19681	WEST MICHIGAN FLEET PARTS INC	AIR COMPRESSOR REPAIR	28.00
02/19/2018	19682	ZORO	BATTERIES	686.48
02/19/2018	986(E)	COMCAST	TELEPHONES & INTERNET	195.60
02/19/2018	987(E)	CONSUMERS ENERGY	FIRE BUILDING	694.51
02/19/2018	988(E)	CONSUMERS ENERGY	BOAT DOCK	38.23
02/19/2018	989(E)	FIRST BANKCARD	TRAINING & REPAIRS TRAFFIC CONTROL	7,856.26
02/19/2018	990(E)	KAL LAKE SEWER WATER	WATER	129.81
02/19/2018	991(E)	KAL LAKE SEWER WATER	WATER	136.79
02/19/2018	992(E)	MENARDS	SUPPLIES & REPAIRS	806.89

02/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/16/2018 - 02/19/2018				
Check Date	Check	Vendor Name	Description	Amount
02/19/2018	993(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	751.18
02/19/2018	994(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,083.94
02/19/2018	995(E)	REPUBLIC SERVICES 240	TRASH	80.86
02/19/2018	996(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	492.47
02/19/2018	997(A)	ALARM 5	DEFENDER VISOR	611.86
02/19/2018	998(A)	ALLEGAN TREASURER	TAX CHARGE BACK	23.97
02/19/2018	999(A)	APPLIED IMAGING	COPIER USE	169.61
02/19/2018	1000(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES	162.00
02/19/2018	1001(A)	BREATHING AIR SYSTEMS INC	OXYGEN MACHINE REPAIR	722.12
02/19/2018	1002(A)	FRIS OFFICE	OFFICE SUPPLIES	198.14
02/19/2018	1003(A)	GREG JANIK	INSURANCE & TRAINING	977.10
02/19/2018	1004(A)	ERIK KIRCHERT	TRAINING	47.08
02/19/2018	1005(A)	LORRIE PASTOOR	CLEANING	160.00
02/19/2018	1006(A)	PRAXAIR	CYLINDER RENTAL	102.30
02/19/2018	1007(A)	CITY OF SAUGATUCK	FINANCE SERVICES	1,250.00
02/19/2018	1008(A)	SECURE N SAFE LLC	CARD ACCESS	6,443.00
02/19/2018	1009(A)	TELE RAD INC	UNIFORMS	119.98
02/19/2018	1010(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	67.00
Total of 102 Checks:				74,676.04
Less 0 Void Checks:				0.00
Total of 102 Disbursements:				74,676.04

Vendor Name	Description	Amount
1. ALARM 5		
	DEFENDER VISOR	611.86
2. ALLEGAN TREASURER		
	TAX CHARGE BACK	23.97
3. APPLIED IMAGING		
	COPIER USE	169.61
4. BJW BERGHORST & SON INC		
	SUPPLIES	229.19
	SUPPLIES	230.68
	TOTAL	459.87
5. BLOOM SLUGGETT MORGAN		
	LEGAL FEES	162.00
6. BREATHING AIR SYSTEMS INC		
	OXYGEN MACHINE REPAIR	722.12
7. BRENNER EXCAVATING INC		
	DRIVEWAY APRON	3,475.59
8. CFS INSPECTIONS		
	LADDER INSPECTIONS	500.00
9. CITY OF SAUGATUCK		
	FINANCE SERVICES	1,250.00
10. COMCAST		
	TELEPHONES & INTERNET	195.60
11. CONSUMERS ENERGY		
	FIRE BUILDING	694.51
	BOAT DOCK	38.23
	TOTAL	732.74
12. DEMOND'S SUPER VALUE		
	SUPPLIES	26.44
13. DUNES VIEW KWIK SHOP INC		
	GASOLINE & DIESEL	660.37
14. ERIK KIRCHERT		
	TRAINING	47.08
15. FIRE PROGRAMS		
	SOFTWARE PROGRAMING	350.00
16. FIRST BANKCARD		
	NON SKID 2191 & SUPPLIES	2,571.71
	TRAINING & REPAIRS TRAFFIC CONTROL SIGN	3,339.41
	UNIFORMS, TRAINING & SUPPLIES	1,462.96
	POSTAGE	13.18
	INSURANCE & POSTAGE	469.00
	TOTAL	7,856.26
17. FRIS OFFICE		
	OFFICE SUPPLIES	198.14
18. GOLFFIRE INC		
	HELMET SHIELD	77.18
19. GREG JANIK		
	INSURANCE & TRAINING	977.10
20. HOLLAND PT		
	AIR COMPRESSOR REPAIR	28.42
21. IHLE AUTO PARTS		
	SUPPLIES	131.87
22. KAL LAKE SEWER WATER		
	WATER	136.79
	WATER	129.81
	TOTAL	266.60
23. LIGHTHOUSE UNIFORM CO		
	UNIFORMS	74.05

Vendor Name	Description	Amount
24. LORRIE PASTOOR	CLEANING	160.00
25. MENARDS	SUPPLIES & REPAIRS	806.89
26. MICHIGAN FIRE INSPECTORS	DUES	30.00
27. MICHIGAN GAS UTILITIES	NATURAL GAS	751.18
28. MOORE MEDICAL LLC	MEDICAL SUPPLIES	129.12
29. NFPA	INSPECTION MANUALS	114.30
30. OVERISEL LUMBER CO	SUPPLIES	78.97
31. PRAXAIR	CYLINDER RENTAL	102.30
32. PRIORITY HEALTH	HEALTH INSURANCE	1,122.84
	HEALTH INSURANCE	3,083.94
	TOTAL	4,206.78
33. REPUBLIC SERVICES 240	TRASH	80.86
34. SECURE N SAFE LLC	ALARM INSTALLATOIN BACK BULDING	5,014.00
	AUDIO VIDEO TRAINING ROOM	1,100.00
	CARD ACCESS	329.00
	TOTAL	6,443.00
35. SOUTHSIDE BODY & FABRICATION INC	ALUMINUM DOOR AWNING FRAME	813.28
36. STANDARD	INSURANCE	499.53
37. TELE RAD INC	UNIFORMS	119.98
38. TRADEMASTER INC	MOBILE EYES SOFTWARE	378.00
39. VERIZON WIRELESS	CELL PHONES & MODEMS	492.47
40. WAVE BAND COMMUNICATIONS INC	RADIO HOLSTER	124.30
41. WEST MICHIGAN FLEET PARTS INC	AIR COMPRESSOR REPAIR	28.00
42. WEST MICHIGAN UNIFORM	SHOP TOWELS	67.00
43. WMFPC	FIRE PREVENTION	250.00
44. ZORO	TOOLS	546.99
	BATTERIES	139.49
	TOTAL	686.48
TOTAL - ALL VENDORS		35,359.31
FUND TOTALS:		
Fund 206 - FIRE FUND		35,359.31

User: Peter

DB: Stfd

PERIOD ENDING 02/28/2018

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		02/28/2018	02/28/2018	MONTH 02/28/2018	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	283,060.00	220,347.07	42,370.69	62,712.93	77.84
206-000-402.000	SAUGATUCK TOWNSHIP	576,070.00	535,891.85	173,989.37	40,178.15	93.03
206-000-403.000	DOUGLAS CITY	289,850.00	191,256.08	26,395.39	98,593.92	65.98
206-000-450.000	FIRE SERVICES	1,000.00	3,138.62	280.00	(2,138.62)	313.86
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	4,250.00	375.00	750.00	85.00
206-000-465.000	COST RECOVERY	5,500.00	6,614.00	0.00	(1,114.00)	120.25
206-000-560.000	GRANTS & DONATIONS	49,000.00	48,878.05	0.00	121.95	99.75
206-000-665.000	INTEREST	1,750.00	1,321.01	0.00	428.99	75.49
206-000-685.000	SALES OF ASSETS	2,700.00	2,700.00	0.00	0.00	100.00
Total Dept 000		1,213,930.00	1,014,396.68	243,410.45	199,533.32	83.56
TOTAL REVENUES		1,213,930.00	1,014,396.68	243,410.45	199,533.32	83.56
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,000.00	1,515.00	210.00	1,485.00	50.50
206-336-704.000	CHIEF SALARY	70,000.00	41,634.64	2,692.31	28,365.36	59.48
206-336-705.000	OFFICER SALARIES	10,300.00	3,970.74	595.82	6,329.26	38.55
206-336-708.000	CAREER FIREFIGHTER	184,381.00	108,652.93	7,064.80	75,728.07	58.93
206-336-709.000	OPERATIONAL WAGES	38,500.00	29,717.61	3,991.66	8,782.39	77.19
206-336-710.000	FIRE CALLS	45,000.00	30,530.00	4,049.50	14,470.00	67.84
206-336-711.000	MEDICAL CALLS	30,000.00	17,405.00	1,345.00	12,595.00	58.02
206-336-712.000	TRAINING	22,000.00	13,563.30	2,468.10	8,436.70	61.65
206-336-713.000	SPECIAL EVENTS	10,000.00	7,113.00	0.00	2,887.00	71.13
206-336-720.000	PAYROLL TAXES	33,000.00	19,927.20	1,768.43	13,072.80	60.39
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	51,298.12	6,000.95	25,801.88	66.53
206-336-722.000	WORKER COMP INSURANCE	30,000.00	20,720.44	0.00	9,279.56	69.07
206-336-723.000	RETIREMENT	50,000.00	29,626.79	2,213.35	20,373.21	59.25
206-336-727.000	OPERATING SUPPLIES	18,000.00	8,314.94	691.53	9,685.06	46.19
206-336-728.000	GAS & OIL	10,000.00	5,302.80	660.37	4,697.20	53.03
206-336-730.000	PROFESSIONAL SERVICES	18,000.00	14,680.15	1,572.00	3,319.85	81.56
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	3,173.77	500.00	8,326.23	27.60
206-336-745.000	STATION TOOLS	2,500.00	2,498.21	0.00	1.79	99.93
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00	2,447.86	1,522.69	3,952.14	38.25
206-336-751.000	PHONES	10,000.00	6,116.06	788.07	3,883.94	61.16
206-336-752.000	UTILITIES	12,000.00	7,571.48	1,831.38	4,428.52	63.10
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	21,892.86	703.36	23,107.14	48.65
206-336-761.000	BOAT MAINTENANCE	30,000.00	25,401.91	173.08	4,598.09	84.67
206-336-762.000	RADIO & PAGER R&R	6,500.00	4,140.01	194.25	2,359.99	63.69
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	10,563.66	2,647.42	5,436.34	66.02
206-336-764.000	BUILDING SECURITY	4,000.00	455.48	11.48	3,544.52	11.39
206-336-767.000	DUES & SUBSCRIPTIONS	2,200.00	395.00	30.00	1,805.00	17.95
206-336-770.000	OFFICE EXPENSES	7,000.00	4,355.72	447.93	2,644.28	62.22
206-336-771.000	TECHNOLOGY	9,600.00	9,011.51	728.00	588.49	93.87
206-336-775.000	BUILDING INSPECTIONS	1,000.00	999.71	0.00	0.29	99.97
206-336-780.000	UNIFORMS	10,000.00	10,030.80	573.16	(30.80)	100.31
206-336-781.000	TURN OUT GEAR	8,500.00	1,291.95	77.18	7,208.05	15.20
206-336-785.000	EDUCATION	15,000.00	10,016.82	1,660.77	4,983.18	66.78
206-336-791.000	MEDICAL SUPPLY	6,500.00	3,842.75	129.12	2,657.25	59.12
206-336-795.000	FIRE PREVENTION	14,500.00	13,760.91	250.00	739.09	94.90
206-336-796.000	PHYSICALS	8,000.00	6,445.37	0.00	1,554.63	80.57

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User: Peter

DB: Stfd

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-815.000	GENERAL INSURANCE	20,000.00	13,762.00	0.00	6,238.00	68.81
206-336-861.000	TAX CHARGE BACK	500.00	77.40	23.97	422.60	15.48
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	129,391.96	14,942.60	70,108.04	64.86
206-336-986.000	CAPITAL FUND TRANSFER	51,849.00	0.00	0.00	51,849.00	0.00
Total Dept 336 - FIRE FUND		1,213,930.00	715,520.42	62,558.28	498,409.58	58.94
TOTAL EXPENDITURES		1,213,930.00	715,520.42	62,558.28	498,409.58	58.94
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,213,930.00	1,014,396.68	243,410.45	199,533.32	83.56
TOTAL EXPENDITURES		1,213,930.00	715,520.42	62,558.28	498,409.58	58.94
NET OF REVENUES & EXPENDITURES		0.00	298,876.26	180,852.17	(298,876.26)	100.00

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			02/28/2018	MONTH 02/28/2018	BALANCE	
Fund 210 - REGIONAL TRAINING CENTER						
Revenues						
Dept 000						
210-000-560.000	GRANTS & DONATIONS	0.00	8,510.00	90.00	(8,510.00)	100.00
Total Dept 000		0.00	8,510.00	90.00	(8,510.00)	100.00
TOTAL REVENUES		0.00	8,510.00	90.00	(8,510.00)	100.00
Expenditures						
Dept 338 - TRAINING CENTER						
210-338-730.000	PROFESSIONAL SERVICES	0.00	613.95	0.00	(613.95)	100.00
210-338-805.000	REGIONAL TRAINING CENTER	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 338 - TRAINING CENTER		0.00	5,613.95	0.00	(5,613.95)	100.00
TOTAL EXPENDITURES		0.00	5,613.95	0.00	(5,613.95)	100.00
Fund 210 - REGIONAL TRAINING CENTER:						
TOTAL REVENUES		0.00	8,510.00	90.00	(8,510.00)	100.00
TOTAL EXPENDITURES		0.00	5,613.95	0.00	(5,613.95)	100.00
NET OF REVENUES & EXPENDITURES		0.00	2,896.05	90.00	(2,896.05)	100.00
TOTAL REVENUES - ALL FUNDS		1,213,930.00	1,022,906.68	243,500.45	191,023.32	84.26
TOTAL EXPENDITURES - ALL FUNDS		1,213,930.00	721,134.37	62,558.28	492,795.63	59.40
NET OF REVENUES & EXPENDITURES		0.00	301,772.31	180,942.17	(301,772.31)	100.00



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

2018 Community CPR Classes

When:	Wednesday	March 21 st , 2018	5:00pm-8:00pm
	Thursday	June 14 th , 2018	5:00pm-8:00pm
	Thursday	September 6 th , 2018	5:00pm-8:00pm
	Monday	December 10 th , 2018	5:00pm-8:00pm

Cost: \$20.00 per participant – Fire District Residents
\$30.00 per participant – Non-Fire District Residents
Cash or checks made payable to "Saugatuck Township Fire District"

Why: Saugatuck Township Fire District (District) is committed to Community Risk Reduction. Cardiopulmonary Resuscitation (CPR) courses ensure community members are adequately trained in CPR & AED skills should they be needed.

Where: Saugatuck Township Fire District Station – 2nd Floor Training Room
3342 Blue Star Highway
Saugatuck, MI 49493

What: The District will offer the American Heart Association Heartsaver CPR/AED Course. Upon successful completion of skills demonstration, each participant will receive a digital course completion card (which requires a valid email address). Those without an email account may pick up their card at the fire station approximately one week after course completion.

You should plan to arrive a few minutes early as the class will start promptly at the scheduled time. **The classes are hosted in the District's Training Room on the 2nd floor of the fire station.** You should wear comfortable clothes as much of the course will be spent on the floor practicing CPR & AED skills.

Class size is limited to 16 participants. Registration is completed on a first come, first serve basis. You will receive email confirmation that you are enrolled.

How to Register: www.saugatuckfire.org/CPR

Questions/Contact: Deputy Chief Chris Mantels – cmantels@saugatuckfire.org

**TOWNSHIP OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 2017-09

**AN ORDINANCE TO AMEND SECTION 16-27 AND CHAPTER 16, ARTICLE III OF THE
TOWNSHIP OF SAUGATUCK CODE TO REGULATE FIRE PREVENTION AND
PROTECTION**

The Township of Saugatuck Ordains:

Section 1. Amendment. Section 16-27 of the Township of Saugatuck Code is amended to read as follows:

Sec. 16-27. Amendments.

The township's adoption of the 2012 edition of the International Fire Code is subject to the following additions, insertions, and deletions. To the extent any such amendments are inconsistent with any provision of the International Fire Code not specifically referenced below, the amendment will control:

Fire District Comments: The referenced 2012 IFC code year is incorrect. The correct year is 2015.

Section 101.1. Insert: Township of Saugatuck Section

109.4. Insert: Misdemeanor, \$500, 90 days.

Section 111.4. Insert: \$50, \$500.

Section 102.5. Amend to read:

Application of residential code. For parcels on which the principal structure is subject to the Michigan Residential Code (*i.e.* one- and two-family dwellings), the provisions of this code shall apply only as follows:

1. Construction and design provisions:

- a. Provisions of this code pertaining to water supply and fireflows apply to one- and two-family dwellings when constructed as part of new subdivisions, site condominiums, or other similar large-scale residential developments requiring review by the township planning commission. Those provisions also apply to the development of any parcel that, prior to August 2, 2017, was part of a parent parcel that has been subsequently divided into 5 total parcels (4 new parcels and the remainder parent parcel) pursuant to the Michigan Land Division Act, 1967 PA 288, as amended.

Fire District Comments: We do not agree with the above amendment for reasons stated previously.

- b. Provisions of this code pertaining to fire apparatus access do not apply to driveways or private roads serving only one- or two-family dwellings in a development of less than 5 lot splits. However, many of these provisions have been incorporated into the Township zoning ordinance.

Fire District Comments: We do not agree to the amendment because of the elimination of fire flow. We recognize the Township amendment to want control less than 5 lot splits, however, we do not recommend nor approve of this action.

2. Administrative, operational and maintenance provisions: The administrative, operational and maintenance provisions of this code do not apply except when the parcel is subject to a rental permit issued under Section 8-106 of the Code of Ordinances, or is the subject of an application for a rental permit. The fire code official will inspect rental dwellings for compliance with the administrative,

operational and maintenance provisions of this code only upon request of the township zoning administrator.

Fire District Comments: We do not agree with the above amendment for reasons stated previously.

Section 111.1 Amend to read:

Whenever the *fire code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the *fire code official* shall notify the building official as soon as reasonably possible. The building official is authorized to issue a stop work order.

Fire District Comments: We do not agree with the above amendment for reasons stated previously.

Section 111.3 Amend to read:

When the fire official determines an emergency exists, the *fire official* may issue an emergency stop work order, which shall remain in effect only until the building official has an opportunity to review the situation. Written notice need not be given prior to issuing an emergency stop work order.

Fire District Comments: We do not agree with the above amendment for reasons stated previously.

Section 113. Delete section 113 and all its subsections and replace with:

The township board may adopt a fee schedule for expenses incurred by the fire district in administering this code, and in doing so may consider recommendations of the fire district board. The township has sole authority to collect any such fee for the benefit of the fire district, and may do so in connection with an application for a building permit or at other times as deemed appropriate by the township. Fire district personnel shall not directly charge or invoice any party in the township (including residents, renters, landowners, applicants, etc.) for the costs of administering this code.

Fire District Comments: We do not agree with the above amendment. The Fire Administrative Board shall have complete authority over the operation and administration of the Fire District, including fees pursuant to Public Act 33 of 1951.

Section 2. Amendment. Chapter 16, Article III, of the Township of Saugatuck Code, entitled "Emergency Response Cost Recovery," is amended to read in its entirety as follows (meaning that Sections 16-60 through 16-65 are repealed and superseded by the following sections):

Fire District Comments: This Emergency Response Cost Recovery amendment is not part of the International Fire Code amendment and should not have been included. For clarification purposes, the Fire District is strictly opposed to the Cost Recovery Amendment, Section 2, Chapter 16.

ARTICLE III. EMERGENCY RESPONSE COST RECOVERY

Sec. 16-56. Purpose.

In order to protect the Saugatuck Township Fire District from incurring extraordinary expenses, the

township board authorizes the imposition of charges to recover the reasonable and actual costs incurred by the fire district in responding to certain specified extraordinary emergency incidents or incidents caused by recklessness or intentional misconduct.

Sec. 16-57. Definitions.

The following definitions apply for purposes of this article:

(a) *Hazardous materials* include, but are not limited to, a chemical that is a combustible liquid, a flammable gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable reactive or water reactive.

(b) *Release* means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping or disposing into the environment or the discarding of barrels, containers, and other closed receptacles containing a hazardous material.

(c) *Person* means an individual, firm, corporation, association, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity.

(d) *Extraordinary emergency incident* means an emergency incident in the township in which emergency responders must employ the use of tools and skills that exceed those normally required by the fire district. The term includes incidents involving high angle rope rescue, swift water rescue, confined space rescue, trench excavation rescue, building collapse rescue, and other emergency response scenarios involving extraordinary complexity or expense. The term also includes incidents involving a release of hazardous materials.

(e) *Incident caused by specified misconduct* means an emergency incident resulting in a plea of responsibility (with or without an explanation), a plea of guilty, a plea of no contest, or a court's determination of guilt or responsibility for one of the following offenses:

(1) Any offense prescribed by Chapter X of the Michigan Penal Code, 1931 Act 328, as amended, which pertains to offenses involving arson and burning; or

(2) A violation of Section 16-124 of the Township Code, which pertains to starting an open fire without a burning permit.

(f) *Motor vehicle emergency incident* means an emergency incident arising from the operation of one or more motor vehicles. However, if the incident involves a release of hazardous materials, it shall be considered an extraordinary emergency incident instead of a motor vehicle emergency incident for purposes of this ordinance. **Sec. 16-58. Responsible parties.**

(a) The following responsible parties are jointly and severally liable for all assessable costs relating to extraordinary emergency incidents:

(1) The owner of the property that is the site of an extraordinary emergency incident;

(2) The owner, tenant, occupant, or party in control of property onto which or from which hazardous materials are released into the environment or ignited in an unauthorized burning;

(3) Any person involved in an activity that causes or contributes to an extraordinary emergency incident or an incident involving a release of hazardous materials;

(4) Any individual requiring rescue in an extraordinary emergency incident; and

(5) The employer of any individual requiring rescue as a result of an extraordinary emergency incident, if the individual is acting within the scope of employment at the time when the incident occurs.

(b) For incidents caused by specified misconduct, any person who enters a plea of responsibility (with or without an explanation), a plea of guilty, a plea of no contest, or is determined guilty or responsible for one of the offenses listed in section 16-57(e) shall be jointly and severally liable for all assessable costs relating to the incident.

(c) For motor vehicle emergency incidents, any person who causes the incident or any person requiring assistance from the fire district or other first responders as a result of the incident shall be jointly and

severally liable for all assessable costs relating to the incident.

Sec. 16-58. Fire District's assessable costs.

When the Saugatuck Township fire district responds to an extraordinary emergency incident, incident caused by specified misconduct, or a motor vehicle emergency incident, the fire district may assess its actual costs from any person determined to be a responsible party pursuant to this ordinance. Such costs may include, but are not limited to:

- (a) All personnel related costs incurred in responding to the incident. Such costs may include, but are not limited to wages, salaries and fringe benefits and insurance for full time and part time firefighters; overtime pay and related fringe benefit costs for hourly employees; and fire run fees paid to on call firefighters. Such personnel related charges will commence as soon as the emergency responders respond to an incident and will continue until all emergency responders have completed all related responsibilities.
- (b) Other expenses incurred by the fire district in responding to the incident, including but not limited to rental or purchase of machinery, equipment, labor, consultants, legal and engineering fees, medical and hospitalization costs, and the replacement costs related to disposable personal protective equipment, extinguishing agents, supplies, water purchased from municipal water systems and meals and refreshments for personnel while responding to the incident.
- (c) Charges to the fire district related to an incident and imposed by any local, state, or federal government entities, including costs incurred pursuant to mutual aid agreements. However, the approval procedures in section 16-59 must be followed, and therefore supersede any alternative procedures provided in the mutual aid agreements.
- (d) Costs incurred in accounting for all incident-related expenditures.

Sec. 16-59. Assessment of costs for extraordinary emergency incidents and incidents involving specified misconduct.

The procedure for the assessing costs for extraordinary emergency incidents and incidents involving specified misconduct is as follows:

- (a) *Preparation of request for assessable costs.* Following the conclusion of an extraordinary emergency incident or an incident involving specified misconduct, the fire chief or the fire chief's designee may prepare and submit to the township zoning administrator a request for assessable costs that includes: (i) a narrative summary of the incident and the response activities undertaken; (ii) an itemized list of costs incurred; and (iii) a list of persons the fire chief considers to be responsible parties.
- (b) *Zoning Administrator review.* Upon receiving a request for assessable costs, the township zoning administrator shall determine the amount of assessment authorized under this article by considering only: (i) whether the request involves an extraordinary emergency incident or an incident caused by specified misconduct; (ii) whether each itemized expense qualifies as an assessable cost; and (iii) whether each designated responsible party is a responsible party as defined in 16-58. Based on that determination, the zoning administrator will approve, deny, or approve with modifications the fire chief's request.
- (c) *Invoicing.* Following the zoning administrator's approval of assessable costs, the fire district will invoice each responsible party for the full amount of assessable costs for the incident, with such invoice being due and payable to the fire district within 30 days of receipt, unless the invoice is appealed to the township board. The invoice shall notify the recipient of the opportunity to file an appeal of the assessable costs within 15 days of the date the invoice was received by the responsible party or mailed to the responsible party's last known address, whichever is earlier.
- (d) *Appeals.* Either the fire district or any person determined to be a responsible party may appeal the zoning administrator's decision under subsection (a) to the Township Board. An appeal by the fire district must be submitted within 45 days of the zoning administrator's decision, and an appeal by a responsible party must be submitted by the deadline stated on the invoice. Appeals shall be submitted in writing to the township clerk and shall describe the reasons why the appellant believes the zoning administrator's decision was in error. Upon receiving an appeal, the appeal shall be placed on the agenda for the next available

meeting of the township board, and the appellant shall have the opportunity to address the board. The township board shall promptly decide the appeal, and if the township board affirms the assessment of any costs those costs shall be due and payable to the fire district within 15 days of the decision.

(e) For any amounts due that remain unpaid after 30 days, the fire district may impose a late charge of one percent per month. In cases where there are multiple responsible parties, the fire district may only retain an amount covering the costs incurred, and must reimburse any additional moneys received to the responsible parties in proportion with the amount that each respective party contributed. As an illustrative example, if there are three parties who are jointly and severally responsible for \$1,000 in assessable costs and all three pay in full, the fire district will reimburse each party \$666.66. In the same scenario, if two of the parties pay in full and the fire district is unable to collect from the third party, the fire district will reimburse each contributing party \$500. The fire district will make reasonable efforts to collect from all parties deemed responsible.

Sec. 16-60. Assessment of costs for motor vehicle emergency incidents.

The procedure for the assessing costs for motor vehicle emergency incidents is as follows:

(a) *Invoicing.* Following the conclusion of a motor vehicle incident, the fire chief or the fire chief's designee may invoice each responsible party for the full amount of assessable costs for the incident, with such invoice being due and payable to the fire district within 30 days of receipt, unless the invoice is appealed. The invoice shall include (i) a narrative summary of the incident and the response activities undertaken; (ii) an itemized list of costs incurred; and (iii) a list of persons the fire chief considers to be responsible parties. The invoice shall also notify the recipient of the opportunity to file an appeal of the assessable costs within 15 days of the date the invoice was received by the responsible party or mailed to the responsible party's last known address, whichever is earlier.

(b) *Appeals.* Any person determined to be a responsible party may appeal an invoice issued by the fire district to the fire district board. Appeals shall be submitted in writing to the fire chief by the date stated on the invoice, and shall describe the reasons why the appellant believes the assessment of costs was in error. Upon receiving an appeal, the appeal shall be placed on the agenda for the next available meeting of the fire district board, and the appellant shall have the opportunity to address the board. The fire district board shall promptly decide the appeal, and if the fire district board affirms the assessment of any costs those costs shall be due and payable to the fire district within 15 days of the decision.

(c) For any amounts due that remain unpaid after 30 days, the fire district may impose a late charge of one percent per month. In cases where there are multiple responsible parties, the fire district may only retain an amount covering the costs incurred, and must reimburse any additional moneys received to the responsible parties in proportion with the amount that each respective party contributed. As an illustrative example, if there are three parties who are jointly and severally responsible for \$1,000 in assessable costs and all three pay in full, the fire district will reimburse each party \$666.66. In the same scenario, if two of the parties pay in full and the fire district is unable to collect from the third party, the fire district will reimburse each contributing party \$500. The fire district will make reasonable efforts to collect from all parties deemed responsible.

Sec. 16-61. Other remedies.

The fire district and/or the township may pursue any other remedy, or may institute any appropriate action or proceeding, in a court of competent jurisdiction as permitted by law to collect invoiced assessable costs. The recovery of assessable costs pursuant hereto does not limit the liability of a responsible party under applicable local, state or federal law.

Section 3. Publication and Effective Date. The Township Clerk shall cause to be published a notice of adoption of this ordinance within 30 days of the date of its adoption. This ordinance shall take effect the day following its publication.

YEAS: Rudich, Babinski, Lane.

NAYS: McIlwaine, Phillips.

ABSTAIN: None.

ABSENT: None.

CERTIFICATION

This is a true and complete copy of Ordinance No. 2017-09 adopted at a regular meeting of the Township of Saugatuck Board held on August 2, 2017.

Jonathan Phillips, Township Supervisor

Brad Rudich, Township Clerk

Adopted: August 2, 2017

Published: August 10, 2017

Effective: August 11, 2017

Fire District Comments: It is believed this version, (GRAPIDS 64915-1 440176v16 Adopted August 2, 2017), sent to the Fire District on December 11, 2017 by Mr. Steve Kushion, is not the correct version. We believe the correct version is GRAPIDS 64915-1 473792v, which was adopted on November 1, 2017.

GRAPIDS 64915-1 440176v16

Proposed Amendments REDLINE COPY – February 19th, 2018

**RESTATED RULES AND BYLAWS OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT**

A. FIRE ADMINISTRATIVE BOARD

1. The Saugatuck Township Fire District ("Fire District" or "District") shall be governed by a Fire Administrative Board ("Board") which consists of seven members who shall be appointed for terms of six years each. The members of the Board serving at the time of the adoption of these Restated Rules shall, subject to the terms herein, complete the terms to which they were appointed; all appointments thereafter shall be made for a term of six years. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term. At the Board's first meeting following the adoption of these Restated Rules, the Board, by resolution approved by a majority of its members, shall select an additional member who shall be a resident of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck and the same selection process shall be used upon the expiration of an additional member's term of office. Members of the Board shall be residents of the township or city from which they were appointed. Members of the Board may be removed by the appointing governing body in the manner permitted by law,

2. Members of the Board shall serve with compensation as established by the annual budget as approved by Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck (individually, "each governmental unit"), and shall be entitled to actual and necessary expenses incurred in the performance of official duties.

3. An appointed member of the Board shall not be an employee of a police or fire department of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck.

4. At its first meeting after July 1 of each year, the Board shall elect a ~~Chairman~~ **Chairperson**, Vice ~~Chairman~~ **Chairperson** and a Secretary, and **Vice Secretary** from its membership for a one-year term. Officers may serve successive terms.

5. 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.

6. Board members should be open-minded and aggressive in seeking improved methods of operation which would provide better protection for all areas of the District.

7. The Board shall have complete authority over the operation and administration of the Fire District subject to these Rules and to the provisions of Act No. 33 of the Public Acts of 1951, as amended.

B. ANNUAL BUDGET AND HEARINGS

1. The Board ~~or the Board designee~~ shall prepare an annual, detailed budget, which accurately portrays the funding needs for fire and emergency services in the Fire District. This budget shall be submitted to the City Councils of Saugatuck and Douglas and to the Board of Trustees for Saugatuck Township.

2. After the budget is prepared, it shall be presented to the three units of government jointly for the purpose of holding a public hearing and for review, amendment, and action.

3. The budget hearing shall be held annually before June 30 and a notice stating the time, place, and purpose of the hearing shall be published in a newspaper of general circulation in the District at least five days before the hearing.

4. After the hearing is completed, the governing bodies of each governmental unit may adopt the final budget by resolution.

5. The fiscal year for the Fire District shall be July 1 to June 30.

C. DUTIES, OBLIGATIONS AND OPERATIONS OF THE FIRE ADMINISTRATIVE BOARD

1. Subject to the exceptions herein stated, the Board shall have responsibility for the operation and maintenance of fire protection and emergency medical services throughout the District. It may establish salaries, authorize purchases which are within the approved budget, appoint personnel, or take action with respect to any other matters which may arise from time to time that pertain to fire or emergency medical services protection in the District.

2. The Board may enter into agreements to purchase equipment and to lease property.

3. The Board may take all actions authorized by Act No. 33 of the Public Acts of 195 m as amended*

4. The Board may not move an existing Fire ~~Department~~ District (station) to a different location without the majority vote of all three units of government, voting separately at their council or board meetings.

5. The Board shall maintain a complete and adequate insurance program covering equipment, ~~workmen's workers~~ compensation, and liability. Certificates of Insurance and copies of policies shall be presented to the Cities and the Township as may be required to protect any interests that each unit of government might retain.

6. The records, books, and ledgers, and accounts of the District shall be kept in conformance with the uniform accounting system prescribed by the State of Michigan. The Board ~~or the Board designee~~ shall be responsible for keeping adequate records and for complying with all state laws and regulations.

7. The Secretary or Board designee shall prepare a voucher for the payment of any bills or accounts. The voucher must be accompanied by a copy of the minutes of each Board meeting. These minutes in addition to the recital of normal business undertaken by the Board, shall itemize all bills and accounts that the Board has approved for payment.

8. The Board shall be the paying agent for the Fire District and shall maintain the records and accounts. Funds shall be disbursed only after ~~written approval~~ roll call vote by the Board. The Board ~~or the Board designee~~ shall have sole authority for authorizing use of the District funds. Funds shall be disbursed only upon the signatures of two or more Board members ~~or Board designees~~.

9. The financial records of the District shall be audited annually in compliance with state law. The expenses of the audit and the record-keeping shall be borne by the District.

10. Appropriations for the District shall be deposited by each of the governmental units with the District, for disbursement by the District.

11. These rules may only be amended by the majority vote of the three governmental units.

D. MEETINGS

1. ~~The Board shall meet in regular session on the 2nd and 4th Tuesday of each month. The time of the meeting shall be 6:30 p.m.~~ The Board shall meet in regular session once monthly on the dates and times approved annually by the Board. The place of the meeting shall be at the Saugatuck Township Fire ~~Department~~ District Station or such other time and/or location as determined by the Board.

2. All meetings of the Fire Board shall be open to the public and all official business shall be transacted before the public except as otherwise permitted in accordance with the Open Meetings Act, Act. No. 267 of the Public Acts of 1976, as amended.

3. The ~~Chairman~~ Chairperson shall conduct the meetings, preserve order, and appoint any committees which might be necessary to aid in the conduct of business.

4. In the event that the Secretary ~~or the Board designee~~ is absent at any meeting, the remaining members present may elect a temporary officer ~~or designee~~ to fulfill the Secretary's functions at that meeting.

5. The presence of at least four members of the Board shall constitute a quorum for the transaction of business at any Board meeting.

6. Special meeting of the Board may be called by the ~~Chairman~~ Chairperson or by any two members of the Board by serving written notice of the time, place, and the purpose thereof upon each Board member personally, or by leaving it at his/her place of residence at least 24 hours prior to the time of such meeting.

7. The Secretary ~~or Board designee~~ shall keep a written record of the minutes or proceedings of each meeting in accordance with state law.

8. Each vote on a question involving the expenditure of public funds shall require a roll call vote.

9. It shall be necessary for at least four members to vote in the affirmative to pass any question or motion which is put before the Board.

10. Any problem arising in the conduct of meetings and not covered in these Rules shall be settled in accordance with Roberts Rules of Order, subject to the laws of the State of Michigan.

Proposed Amendments BASE COPY – February 19th, 2018

**RESTATED RULES AND BYLAWS OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT**

A. FIRE ADMINISTRATIVE BOARD

1. The Saugatuck Township Fire District ("Fire District" or "District") shall be governed by a Fire Administrative Board ("Board") which consists of seven members who shall be appointed for terms of six years each. The members of the Board serving at the time of the adoption of these Restated Rules shall, subject to the terms herein, complete the terms to which they were appointed; all appointments thereafter shall be made for a term of six years. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term. At the Board's first meeting following the adoption of these Restated Rules, the Board, by resolution approved by a majority of its members, shall select an additional member who shall be a resident of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck and the same selection process shall be used upon the expiration of an additional member's term of office. Members of the Board shall be residents of the township or city from which they were appointed. Members of the Board may be removed by the appointing governing body in the manner permitted by law,

2. Members of the Board shall serve with compensation as established by the annual budget as approved by Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck (individually, "each governmental unit"), and shall be entitled to actual and necessary expenses incurred in the performance of official duties.

3. An appointed member of the Board shall not be an employee of a police or fire department of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck.

4. At its first meeting after July 1 of each year, the Board shall elect a Chairperson, Vice Chairperson, Secretary, and Vice Secretary from its membership for a one-year term. Officers may serve successive terms.

5. 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.

6. Board members should be open-minded and aggressive in seeking improved methods of operation which would provide better protection for all areas of the District.

7. The Board shall have complete authority over the operation and administration of the Fire District subject to these Rules and to the provisions of Act No. 33 of the Public Acts of 1951, as amended.

B. ANNUAL BUDGET AND HEARINGS

1. The Board or the Board designee shall prepare an annual, detailed budget, which accurately portrays the funding needs for fire and emergency services in the Fire District. This budget shall be submitted to the City Councils of Saugatuck and Douglas and to the Board of Trustees for Saugatuck Township.

2. After the budget is prepared, it shall be presented to the three units of government jointly for the purpose of holding a public hearing and for review, amendment, and action.

3. The budget hearing shall be held annually before June 30 and a notice stating the time, place, and purpose of the hearing shall be published in a newspaper of general circulation in the District at least five days before the hearing.

4. After the hearing is completed, the governing bodies of each governmental unit may adopt the final budget by resolution.

5. The fiscal year for the Fire District shall be July 1 to June 30.

C. DUTIES, OBLIGATIONS AND OPERATIONS OF THE FIRE ADMINISTRATIVE BOARD

1. Subject to the exceptions herein stated, the Board shall have responsibility for the operation and maintenance of fire protection and emergency medical services throughout the District. It may establish salaries, authorize purchases which are within the approved budget, appoint personnel, or take action with respect to any other matters which may arise from time to time that pertain to fire or emergency medical services protection in the District.

2. The Board may enter into agreements to purchase equipment and to lease property.

3. The Board may take all actions authorized by Act No. 33 of the Public Acts of 1951 as amended*

4. The Board may not move an existing Fire District (station) to a different location without the majority vote of all three units of government, voting separately at their council or board meetings.

5. The Board shall maintain a complete and adequate insurance program covering equipment, workers compensation, and liability. Certificates of Insurance and copies of policies shall be presented to the Cities and the Township as may be required to protect any interests that each unit of government might retain.

6. The records, books, and ledgers, and accounts of the District shall be kept in conformance with the uniform accounting system prescribed by the State of Michigan. The Board or the Board designee shall be responsible for keeping adequate records and for complying with all state laws and regulations.

7. The Secretary or Board designee shall prepare a voucher for the payment of any bills or accounts. The voucher must be accompanied by a copy of the minutes of each Board meeting. These minutes in addition to the recital of normal business undertaken by the Board, shall itemize all bills and accounts that the Board has approved for payment.

8. The Board shall be the paying agent for the Fire District and shall maintain the records and accounts. Funds shall be disbursed only after roll call vote by the Board. The Board or the Board designee shall have sole authority for authorizing use of the District funds. Funds shall be disbursed only upon the signatures of two or more Board members or Board designees.

9. The financial records of the District shall be audited annually in compliance with state law. The expenses of the audit and the record-keeping shall be borne by the District.

10. Appropriations for the District shall be deposited by each of the governmental units with the District, for disbursement by the District.

11. These rules may only be amended by the majority vote of the three governmental units.

D. MEETINGS

1. The Board shall meet in regular session once monthly on the dates and times approved annually by the Board. The place of the meeting shall be at the Saugatuck Township Fire District Station or such other time and/or location as determined by the Board.

2. All meetings of the Fire Board shall be open to the public and all official business shall be transacted before the public except as otherwise permitted in accordance with the Open Meetings Act, Act. No. 267 of the Public Acts of 1976, as amended.

3. The Chairperson shall conduct the meetings, preserve order, and appoint any committees which might be necessary to aid in the conduct of business.

4. In the event that the Secretary or the Board designee is absent at any meeting, the remaining members present may elect a temporary officer or designee to fulfill the Secretary's functions at that meeting.

5. The presence of at least four members of the Board shall constitute a quorum for the transaction of business at any Board meeting.

6. Special meeting of the Board may be called by the Chairperson or by any two members of the Board by serving written notice of the time, place, and the purpose thereof upon each Board member personally, or by leaving it at his/her place of residence at least 24 hours prior to the time of such meeting.

7. The Secretary or Board designee shall keep a written record of the minutes or proceedings of each meeting in accordance with state law.

8. Each vote on a question involving the expenditure of public funds shall require a roll call vote.

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