



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 – March 19th, 2018

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. Approval of Minutes:
 - A. **February 19th, 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. **Douglas Community Winterfest**
 2. **Douglas Elementary School – 360 PreK-5th Grade**
 3. **State of Michigan has experienced 32 fatal fires year to date for 2018, 10 since last meeting.**
 - C. **Live Fire Training Facility Update**
 1. **Awaiting Contract and Construction Timeline from Busscher Construction**
 2. **Clyde Township Fire Department has joined the partnership as a sixth agency.**
 3. **Holland City Fire Department is likely to become partner agency as the seventh.**
 - D. **Captain Betts Family Update – Avery June Betts**
 - E. **Grant Updates**
 1. **FEMA FP&S Grant – was submitted on 3/12/2018 for Fire Safety Obstacle Course**
 2. **FEMA Regional FP&S Grant – was submitted on 3/15/2018 for Stove Top Fire Suppression**
7. Unfinished Business:
 - A. **Fire Code Board of Appeals – Update – Language accepted by Saugatuck City & Saugatuck Township**
 - B. **Fire Board Administrative Rules and Bylaw Amendments – Update from Board/Municipalities**
8. New Business:
 - A. **Township IFC Amendments Impact on District Operations – Draft Letter Review – Roll Call Vote**
 - B. **Appreciation Dinner – Saturday, April 21st, 2018 – 6:00pm**
9. Correspondence:
 - A. **Thank you from Mary Whiteford for Cub Scouts**
 - B. **Thank you from Saugatuck Public Schools for reverse job shadow**
 - C. **Donation Received for Live Fire Training Facility in memory of Fae Whitman**
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 – February 19th, 2018

DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:00pm**
Present: C. Roerig, M. Starring, J. Verplank, S. Phelps, K. Mooradian, A. Miller
Absent with notice: E. Beckman
Also Present: Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*):
 - A. **Motion by Phelps, 2nd by Mooradian to approve the agenda as presented. No Discussion. All approve, motion carries unanimously.**
3. Approval of Minutes:
 - A. **January 15th, 2018**
 - a. **Motion by Starring, 2nd by Roerig to approve the minutes of the 1/15/2018 meeting as presented. No discussion. All approve, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Request for Payment:
 - a. **Account Payables – Roll Call Vote**
Motion by Phelps, 2nd by Mooradian to approve the payment of the invoices in the amount of \$74,676.04.
YEAS: Roerig, Starring, Verplank, Phelps, Mooradian, Miller
NEAS: None
ABSENT: Beckman
Motion passes 6:0
 - b. **Financial Report**
 - i. **Financial report was reviewed by P. Stanislawski**
 - ii. **Discussion about tax revenue and large capital projects ensued.**
6. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 1. **Incident report statistics were reviewed. 97 incidents year to date for 2018.**
 2. **5:97 – average response time year to date.**
 - B. **Community Risk Reduction**
 1. **2018 Community CPR Class Schedule**
 - i. **Schedule was reviewed and fees discussed.**
 2. **Douglas Elementary School – 360 PreK-5th Grade – Addresses and Close your Door Campaign**
 3. **Cub Scout Pack #3028 attended the station on 2/17/2018 to learn addresses**
 4. **State of Michigan has experienced 22 fatal fires year to date for 2018**
 5. **Discussion ensued about Fire alarms and active violence situations**
 - C. **Live Fire Training Facility Update**
 1. **Awaiting Contract and Construction Timeline from Busscher Construction**
 2. **Revising Interlocal Agreement to include installment payments.**
 3. **Manilus presentation was approved last Monday. Chief Janik is attending the Fennville meeting tonight in hopes of getting it approved.**
 4. **Clyde and Holland Fire are interested in joining to have potentially 7 members instead of 5.**



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- D. Personnel Certifications
 - 1. Chris Bernhardt – Fire Officer I & II
- E. Injuries
 - 1. B. VanOss was injured falling off a ladder and may require surgery. He is currently on light duty and we are currently filling the void.
 - 2. May need to consider future sick/vacation time line item for future budgets or increase operational wages.
- 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
 - i. Township approved the language, and awaiting Douglas and Saugatuck approvals.
 - B. Township IFC Discussion
 - i. Chief Janik has not heard from Steve Kushion since responding.
 - ii. Discussion ensued to request the correct version of the IFC modifications from the Township and begin modifications.
 - iii. Between Township Attorney fees, and Fire District expenses, over \$23,000 has been spent on the Township's IFC modifications.
 - iv. Chief Janik will request the correct version from the Township to begin making comments on what is agreed to.
 - v. Complaints from builders were not forwarded from the Township to the Fire District for review and communication.
 - C. 800MHz Radio and Pager System – Update
 - i. Having challenges with the implementation of the pagers.
 - ii. C. Mantels, J. Shepardson, and MPSCS are the subject matter experts of the G5 pager programming.
 - iii. Hope to obtain approval from the Allegan County Fire Chief's Association to reprogram 700 county wide pagers with the updated firmware/software.
- 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
Motion by Phelps, 2nd by Mooradian to approve the application of the FEMA Fire Prevention and Safety Grant for the Fire Safety Obstacle Course for a not to exceed funding match of \$1,000 in Fiscal Year 2019.
YEAS: Phelps, Mooradian, Roerig, Starring, Verplank, Miller
NEAS: None
ABSENT: Beckman
Motion passes 6:0
 - 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
Motion by Phelps, 2nd by Starring to approve the application of the FEMA Fire Prevention and Safety Grant for the Regional Stove Top Fire Stop Hood Suppression Cannisters for a not to exceed funding match of \$2,500 in Fiscal Year 2019.
YEAS: Phelps, Starring, Miller, Mooradian, Verplank, Roerig
NEAS: None
ABSENT: Beckman
Motion passes 6:0



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C. Fire Board Administrative Rules and Bylaw Amendments – Roll Call Vote

Motion by Roerig, 2nd by Starring to approve the redline amendments to the Fire Board Administrative Rules and Bylaws dated February 19th, 2018, and to send to the City of Saugatuck, the City of the Village of Douglas, and the Township of Saugatuck for approval by their governing bodies.

YEAS: Roerig, Starring, Verplank, Phelps, Mooradian, Miller

NEAS: None

ABSENT: Beckman

Motion passes 6:0

D. Project Review

a. Fire District was requested by the MDEQ to comment on the Northshore driveway plans.

E. Appreciation Dinner – Tentative Date of March 31st, 2018 – 6:00pm

a. Date is night before Easter, and beginning of Spring Break, so Fire District will research other dates.

9. Correspondence:

A. Thank you from Mary Whiteford for Saugatuck Dunes Fire.

10. Public Comments: (Limit 3 minutes): None

11. Fire Board Comments:

A. S. Phelps ask questioned and discussed the Fire Boat Dock.

12. Adjournment: Meeting adjourned at 5:02pm

NOTICE

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DRAFT

03/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 02/20/2018 - 03/19/2018				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
02/23/2018	DD1720(A)	BETTS, MICHAEL	PAYROLL	925.34
02/23/2018	DD1721(A)	JANIK, GREG	PAYROLL	1,884.55
02/23/2018	DD1722(A)	MANTELS, CHRISTOPHER	PAYROLL	1,755.20
02/23/2018	DD1723(A)	MILESKIEWICZ, JOHN	PAYROLL	1,272.83
02/23/2018	DD1724(A)	VAN OSS, BRENT	PAYROLL	1,637.89
02/23/2018	EFT434(E)	457 MERS	PAYROLL	1,096.46
02/23/2018	EFT435(E)	MISDU	PAYROLL	217.86
02/23/2018	EFT436(E)	IRS	PAYROLL	2,172.18
02/23/2018	EFT437(E)	MERS	PAYROLL	2,369.04
02/23/2018	EFT438(E)	STATE OF MICHIGAN	PAYROLL	1,270.62
03/01/2018	19683	CHEMICAL BANK	KME TRUCK PAYMENT 2112	42,062.92
03/01/2018	19684	ST PETERS CHURCH	APPRECIATION	300.00
03/09/2018	DD1725(A)	BETTS, MICHAEL	PAYROLL	925.32
03/09/2018	DD1726(A)	JANIK, GREG	PAYROLL	1,884.53
03/09/2018	DD1727(A)	MANTELS, CHRISTOPHER	PAYROLL	1,673.20
03/09/2018	DD1728(A)	MILESKIEWICZ, JOHN	PAYROLL	978.44
03/09/2018	DD1729(A)	VAN OSS, BRENT	PAYROLL	1,637.89
03/09/2018	EFT439(E)	457 MERS	PAYROLL	1,096.46
03/09/2018	EFT440(E)	MISDU	PAYROLL	217.86
03/09/2018	EFT441(E)	IRS	PAYROLL	2,172.24
03/13/2018	DD1730(A)	BEEK, HEATHER	PAYROLL	236.09
03/13/2018	DD1731(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,507.24
03/13/2018	DD1732(A)	BETTS, MICHAEL	PAYROLL	72.27
03/13/2018	DD1733(A)	BLATT, DAVID	PAYROLL	554.68
03/13/2018	DD1734(A)	BLOK, MICHAEL	PAYROLL	337.79
03/13/2018	DD1735(A)	BRUNSTING, JESSICA	PAYROLL	251.72
03/13/2018	DD1736(A)	DORNBUSH, JEFFREY	PAYROLL	20.00
03/13/2018	DD1737(A)	DORNBUSH, KALEIGH	PAYROLL	230.83
03/13/2018	DD1738(A)	ENGLAND, MICHAEL	PAYROLL	138.46
03/13/2018	DD1739(A)	GARGANO, CHRISTINE	PAYROLL	191.47
03/13/2018	DD1740(A)	GARGANO, MARK	PAYROLL	286.55
03/13/2018	DD1741(A)	GROENDYKE, BRET	PAYROLL	130.64
03/13/2018	DD1742(A)	KERRIDGE, ADAM	PAYROLL	117.20
03/13/2018	DD1743(A)	KIRCHERT, ERIK	PAYROLL	367.53
03/13/2018	DD1744(A)	MANTELS, CHRISTOPHER	PAYROLL	228.56
03/13/2018	DD1745(A)	MEISTE, JAMES	PAYROLL	136.55
03/13/2018	DD1746(A)	MEYER, KYLE	PAYROLL	580.36
03/13/2018	DD1747(A)	MILESKIEWICZ, JOHN	PAYROLL	423.42
03/13/2018	DD1748(A)	MILLER, AARON	PAYROLL	25.43
03/13/2018	DD1749(A)	MOKMA, WAYNE	PAYROLL	156.79
03/13/2018	DD1750(A)	MOORADIAN, KATHRYN	PAYROLL	26.13

03/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 02/20/2018 - 03/19/2018				
Check Date	Check	Vendor Name	Description	Amount
03/13/2018	19685	PHELPS, DONALD	PAYROLL	26.42
03/13/2018	DD1751(A)	REWA, LANDON	PAYROLL	189.24
03/13/2018	DD1752(A)	ROERIG, CHRISTOPHER	PAYROLL	25.43
03/13/2018	DD1753(A)	SEYMOUR, SCOTT	PAYROLL	131.13
03/13/2018	DD1754(A)	STARRING, LINUS	PAYROLL	664.38
03/13/2018	DD1755(A)	STARRING, MARILYN	PAYROLL	26.12
03/13/2018	STUB59(A)	STURM, ELLIOTT	PAYROLL	0.00
03/13/2018	DD1756(A)	VAN AUKEN, LAUREL	PAYROLL	30.33
03/13/2018	DD1757(A)	VAN OSS, BRENT	PAYROLL	185.65
03/13/2018	DD1758(A)	VERPLANK, JANE	PAYROLL	26.42
03/13/2018	DD1759(A)	WILKINSON, ERIN	PAYROLL	35.24
03/13/2018	EFT442(E)	457 MERS	PAYROLL	1,766.21
03/13/2018	EFT443(E)	MISDU	PAYROLL	260.99
03/13/2018	EFT444(E)	IRS	PAYROLL	1,933.68
03/19/2018	19686	CHROUCH COMMUNICATIONS INC	PAGER CASES	363.34
03/19/2018	19687	DOUGLAS SHELL	2132 BRAKE REPAIRS	107.80
03/19/2018	19688	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	771.57
03/19/2018	19689	IHLE AUTO PARTS	PARTS & REPAIRS	374.69
03/19/2018	19690	K & R TRUCK SALES INC	2142 SERVICE CALL	525.96
03/19/2018	19691	MFE INC	KUSS MAUL HIGH PRESSURE	303.67
03/19/2018	19692	MINER SUPPLY COMPANY	SHOP TOWELS	105.96
03/19/2018	19693	HOLLAND PROPELLERS	BOAT PROPELLER REPAIR	2,189.00
03/19/2018	19694	HOLLAND READY ROOFING CO	ROOF REPAIR	95.00
03/19/2018	19695	TRIDENT EMERGENCY PRODUCTS LLC	REPAIR TRUCK	63.74
03/19/2018	19696	D & L TRUCK & TRAILER LLC	2141 REPAIRS	160.00
03/19/2018	19697	SENSIT TECHNOLOGIES LLC	SENSOR	156.42
03/19/2018	19698	MOORE MEDICAL LLC	MEDICAL SUPPLIES	155.02
03/19/2018	19699	MUNICIPAL SUPPLY CO	TRAFFIC CONES	1,025.00
03/19/2018	19700	NFPA	TRAINING	37.80
03/19/2018	19701	OVERISEL LUMBER CO	SUPPLIES	54.77
03/19/2018	19702	PRIORITY HEALTH	HEALTH INSURANCE	1,122.84
03/19/2018	19703	STANDARD	INSURANCE	499.53
03/19/2018	19704	ZORO	SUPPLIES	276.75
03/19/2018	1011(E)	ACCIDENT FUND	WORKER COMP INSURANCE	7,945.75
03/19/2018	1012(E)	COMCAST	TELEPHONE & INTERNET	195.60
03/19/2018	1013(E)	CONSUMERS ENERGY	BOAT DOCK	25.34
03/19/2018	1014(E)	CONSUMERS ENERGY	FIRE BARN	554.61
03/19/2018	1015(E)	ENGINEERED PROTECTION SYSTEMS I	ALARM MONITORING	222.00
03/19/2018	1016(E)	FIRST BANKCARD	MEDICAL SUPPLIES & MAINTENANCE, I	799.99
03/19/2018	1017(E)	KAL LAKE SEWER WATER	WATER	164.00
03/19/2018	1018(E)	MENARDS	MAINTENANCE	380.80
03/19/2018	1019(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	529.43
03/19/2018	1020(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,779.64

03/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 02/20/2018 - 03/19/2018				
Check Date	Check	Vendor Name	Description	Amount
03/19/2018	1021(E)	REPUBLIC SERVICES 240	TRASH	87.10
03/19/2018	1022(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	487.43
03/19/2018	1023(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	486.88
03/19/2018	1024(A)	ALARM 5	SCBA FLOWTEST	1,550.00
03/19/2018	1025(A)	APPLIED IMAGING	COPIER USE	129.09
03/19/2018	1026(A)	CHRIS BERNHARDY	TRAINING	156.00
03/19/2018	1027(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES	613.80
03/19/2018	1028(A)	DOUG DEN BLEYKER	LIVE FIRE TRAINING PRINTS	47.70
03/19/2018	1029(A)	FASTENAL	SUPPLIES	491.31
03/19/2018	1030(A)	GREG JANIK	FRAMES	203.64
03/19/2018	1031(A)	LORRIE PASTOOR	CLEANING	160.00
03/19/2018	1032(A)	PRAXAIR	CYLINDER RENTAL	212.65
03/19/2018	1033(A)	TELE RAD INC	UNIFORMS	283.99
03/19/2018	1034(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	48.00
Total of 98 Checks:				105,815.39
Less 0 Void Checks:				0.00
Total of 98 Disbursements:				105,815.39

Vendor Name	Description	Amount
1. ACCIDENT FUND	WORKER COMP INSURANCE	7,945.75
2. ALARM 5	SCBA FLOWTEST	1,550.00
3. APPLIED IMAGING	COPIER USE	129.09
4. BLOOM SLUGGETT MORGAN	LEGAL FEES	613.80
5. CHEMICAL BANK	TRUCK PAYMENT	42,062.92
6. CHRIS BERNHARDY	TRAINING	156.00
7. CHROUCH COMMUNICATIONS INC	PAGER CASES	363.34
8. COMCAST	TELEPHONE & INTERNET	195.60
9. CONSUMERS ENERGY	BOAT DOCK	25.34
	FIRE BARN	554.61
	TOTAL	579.95
10. D & L TRUCK & TRAILER LLC	2141 REPAIRS	160.00
11. DOUG DEN BLEYKER	LIVE FIRE TRAINING PRINTS	47.70
12. DOUGLAS SHELL	2132 BRAKE REPAIRS	107.80
13. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	771.57
14. ENGINEERED PROTECTION SYSTEMS INC	ALARM MONITORING	222.00
15. FASTENAL	SUPPLIES	491.31
16. FIRST BANKCARD	REPAIRS	68.84
	MEDICAL SUPPLIES & TECHNOLOGY	359.95
	MEDICAL SUPPLIES & MAINTENANCE	283.93
	POSTAGE & SHIPPING	32.37
	POSTAGE & SUPPLIES	54.90
	TOTAL	799.99
17. GREG JANIK	INSURANCE	163.64
	FRAMES	40.00
	TOTAL	203.64
18. HOLLAND PROPELLERS	BOAT PROPELLER REPAIR	2,189.00
19. HOLLAND READY ROOFING CO	ROOF REPAIR	95.00
20. IHLE AUTO PARTS	PARTS & REPAIRS	374.69
21. K & R TRUCK SALES INC	2142 SERVICE CALL	525.96
22. KAL LAKE SEWER WATER	WATER	164.00
23. LORRIE PASTOOR	CLEANING	160.00
24. MENARDS	MAINTENANCE	380.80
25. MFE INC		

Vendor Name	Description	Amount
26. MICHIGAN GAS UTILITIES	KUSS MAUL HIGH PRESSURE	303.67
27. MINER SUPPLY COMPANY	NATURAL GAS	529.43
28. MOORE MEDICAL LLC	SHOP TOWELS	105.96
29. MUNICIPAL SUPPLY CO	MEDICAL SUPPLIES	155.02
30. NFPA	TRAFFIC CONES	1,025.00
31. OVERISEL LUMBER CO	TRAINING	37.80
32. PRAXAIR	SUPPLIES	54.77
	CYLINDER RENTAL	102.30
	CONTACT TIPS	9.85
	GASES	100.50
	TOTAL	212.65
33. PRIORITY HEALTH	HEALTH INSURANCE	1,122.84
	HEALTH INSURANCE	2,779.64
	TOTAL	3,902.48
34. REPUBLIC SERVICES 240	TRASH	87.10
35. SENSIT TECHNOLOGIES LLC	SENSOR	156.42
36. ST PETERS CHURCH	APPRECIATION	300.00
37. STANDARD	INSURANCE	499.53
38. TELE RAD INC	UNIFORMS	283.99
39. TRIDENT EMERGENCY PRODUCTS LLC	REPAIR TRUCK	63.74
40. VERIZON WIRELESS	CELL PHONES & MODEMS	487.43
	CELL PHONES & MODEMS	486.88
	TOTAL	974.31
41. WEST MICHIGAN UNIFORM	UNIFORMS	24.00
	SHOP TOWELS	24.00
	TOTAL	48.00
42. ZORO	SUPPLIES	276.75
TOTAL - ALL VENDORS		69,306.53
FUND TOTALS:		
Fund 206 - FIRE FUND		69,258.83
Fund 210 - REGIONAL TRAINING CENTER		47.70

User: Peter

DB: Stfd

PERIOD ENDING 03/31/2018

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	03/31/2018 (ABNORMAL)	MONTH 03/31/2018 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	SAUGATUCK CITY	283,060.00		264,282.57		1,323.76		18,777.43	93.37
206-000-402.000	SAUGATUCK TOWNSHIP	576,070.00		553,824.04		17,832.89		22,245.96	96.14
206-000-403.000	DOUGLAS CITY	289,850.00		273,337.73		4,967.19		16,512.27	94.30
206-000-450.000	FIRE SERVICES	1,000.00		3,278.62		140.00		(2,278.62)	327.86
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00		4,400.00		75.00		600.00	88.00
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		1,369.21		0.00		380.79	78.24
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		1,158,684.22		24,338.84		55,245.78	95.45
TOTAL REVENUES		1,213,930.00		1,158,684.22		24,338.84		55,245.78	95.45
Expenditures									
Dept 336 - FIRE FUND									
206-336-702.000	BOARD SALARY	3,000.00		1,695.00		180.00		1,305.00	56.50
206-336-704.000	CHIEF SALARY	70,000.00		47,019.26		2,692.31		22,980.74	67.17
206-336-705.000	OFFICER SALARIES	10,300.00		4,566.56		595.82		5,733.44	44.34
206-336-708.000	CAREER FIREFIGHTER	184,381.00		122,782.53		7,064.80		61,598.47	66.59
206-336-709.000	OPERATIONAL WAGES	38,500.00		32,611.86		2,894.25		5,888.14	84.71
206-336-710.000	FIRE CALLS	45,000.00		33,897.50		3,367.50		11,102.50	75.33
206-336-711.000	MEDICAL CALLS	30,000.00		19,332.50		1,927.50		10,667.50	64.44
206-336-712.000	TRAINING	22,000.00		14,823.30		1,260.00		7,176.70	67.38
206-336-713.000	SPECIAL EVENTS	10,000.00		7,255.00		142.00		2,745.00	72.55
206-336-720.000	PAYROLL TAXES	33,000.00		22,213.14		1,539.53		10,786.86	67.31
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00		56,240.17		4,565.65		20,859.83	72.94
206-336-722.000	WORKER COMP INSURANCE	30,000.00		28,666.19		7,945.75		1,333.81	95.55
206-336-723.000	RETIREMENT	50,000.00		33,391.00		2,112.23		16,609.00	66.78
206-336-727.000	OPERATING SUPPLIES	18,000.00		9,258.30		643.36		8,741.70	51.44
206-336-728.000	GAS & OIL	10,000.00		6,074.37		771.57		3,925.63	60.74
206-336-730.000	PROFESSIONAL SERVICES	18,000.00		15,453.95		773.80		2,546.05	85.86
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00		4,880.19		1,706.42		6,619.81	42.44
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		3,472.86		1,025.00		2,927.14	54.26
206-336-751.000	PHONES	10,000.00		7,385.97		1,269.91		2,614.03	73.86
206-336-752.000	UTILITIES	12,000.00		8,931.96		1,360.48		3,068.04	74.43
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		24,890.77		2,997.91		20,109.23	55.31
206-336-761.000	BOAT MAINTENANCE	30,000.00		27,590.91		2,189.00		2,409.09	91.97
206-336-762.000	RADIO & PAGER R&R	6,500.00		4,503.35		363.34		1,996.65	69.28
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00		10,658.66		95.00		5,341.34	66.62
206-336-764.000	BUILDING SECURITY	4,000.00		677.48		222.00		3,322.52	16.94
206-336-767.000	DUES & SUBSCRIPTIONS	2,200.00		395.00		0.00		1,805.00	17.95
206-336-770.000	OFFICE EXPENSES	7,000.00		4,612.08		256.36		2,387.92	65.89
206-336-771.000	TECHNOLOGY	9,600.00		9,210.51		199.00		389.49	95.94
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		0.00		(30.80)	100.31
206-336-781.000	TURN OUT GEAR	8,500.00		1,291.95		0.00		7,208.05	15.20
206-336-785.000	EDUCATION	15,000.00		10,398.26		381.44		4,601.74	69.32
206-336-791.000	MEDICAL SUPPLY	6,500.00		4,072.67		229.92		2,427.33	62.66
206-336-795.000	FIRE PREVENTION	14,500.00		13,760.91		0.00		739.09	94.90
206-336-796.000	PHYSICALS	8,000.00		6,445.37		0.00		1,554.63	80.57

User: Peter

DB: Stfd

PERIOD ENDING 03/31/2018

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2018 NORMAL (ABNORMAL)	MONTH 03/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	0.00	422.60	15.48
206-336-975.000	LOAN PAYMENT	42,100.00	42,062.92	0.00	37.08	99.91
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	0.00	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	821,187.09	50,771.85	392,742.91	67.65
TOTAL EXPENDITURES		1,213,930.00	821,187.09	50,771.85	392,742.91	67.65
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,213,930.00	1,158,684.22	24,338.84	55,245.78	95.45
TOTAL EXPENDITURES		1,213,930.00	821,187.09	50,771.85	392,742.91	67.65
NET OF REVENUES & EXPENDITURES		0.00	337,497.13	(26,433.01)	(337,497.13)	100.00

March 19, 2018

Mr. Steve Kushion
Zoning Administrator
Saugatuck Township
3461 Blue Star Hwy
Saugatuck, Michigan 49453

Re: North Shores of Saugatuck/Planned Unit Development and Site Condominium

Dear Mr. Kushion:

This correspondence is being submitted by the Saugatuck Township Fire District Chief Gregory Janik at the direction of the Saugatuck Township Fire District (“District”) Fire Administrative Board regarding the captioned development. Specifically, given amendments to the 2015 International Fire Code (“Code”) adopted by Saugatuck Township (“Township”), we are seeking to clarify the District and Township’s respective areas of review authority moving forward.

By way of background, the Township had advised the District on several occasions in the past that the District would be afforded an opportunity to review any development plans which required Planning Commission review, or which entailed more than four splits. Recently, the District was contacted by the Michigan Department of Environmental Quality seeking the District’s input as to proposed driveway widths for a number of lots in North Shores. The District was unaware of such reviews being undertaken and reached out to your office for clarification. In response you advised on behalf of the Township that (A) you had already reviewed two building permits for single family homes not associated with the PUD and that you would be reviewing single family home building permits for North Shores going forward as they are submitted¹ and (B) “[e]verything else is covered by the consent judgment, and I believe your department is only involved in the standpipes [sic], helicopter access . . . and the emergency boat access . . . ” (Emphasis added.) Because the District does not believe that the consent judgment prohibits the District’s review of North Shores but that, instead, it is the Township that has chosen to limit the District’s authority, we are now writing to clarify the District’s understanding of its role moving forward.

Section 102.5 of the Code sets forth those aspects of residential uses and developments subject to the Code. Specifically, the Code provides that it applies to “[c]onstruction and design provisions . . . pertaining to the exterior of the [residential] structures . . . including, but not limited to, premises identification, fire apparatus access and water supplies.” Section 102.5 further makes explicit that the Code’s administrative, operational and maintenance provisions are to apply to residential uses and developments. The Code is part of an integrated whole, and modifying any of its parts has the effect of impacting other provisions as noted in further detail below.

¹ We assume the Township does not, in fact, plan to have you review all single family home building permits for North Shores and that, in fact, the Township’s building official will be performing this function.

Last year the Township chose to adopt the Code subject to certain amendments. Principal among these (from the District's perspective) were changes to Section 102.5. Specifically, the Township adopted an amendment which states that the provisions of the Code pertaining to water supply and fire flows apply to one and two-family dwellings units when constructed as part of large-scale developments which are subject to review by the Township Planning Commission. Pursuant to the amendments, however, fire apparatus access provisions of the Code do not "apply to driveways or private roads serving only one- or two-family dwellings." Finally, the amendments note that the "administrative, operational and maintenance provisions" of the Code do not apply to one or two-family dwellings.

Given the nature and wording of the amendments, we are writing to request that the Township confirm our understanding of certain matters as they apply to North Shores.

First, as amended, the Code's provisions with respect to *water supply and fire flows will remain applicable to North Shores*. North Shores is a large-scale development and is/was subject to Planning Commission review. That a consent judgment was entered does not change either of those facts. This is consistent with the Township's adopted Zoning Ordinance as well as the manner in which the development was treated by the Township as reflected in its legal counsel's memorandum of April 14, 2017. If the Township does not believe that North Shores' water supply and fire flow are subject to the District's review and application of the Code we would appreciate being informed of the basis for such a position.

Second, as amended, Section 102.5.1.b. *removes from the District's oversight all driveways and private roads serving North Shores*. There are no public roads making up any part of the North Shores development. While we believe this is contrary to certain oral statements made by Township officials in terms of the scope of the District's anticipated review authority, we believe the language in Section 102.5.1.b. can be interpreted in no other manner. The lack of review authority over any private drive or road serving one or two-family dwellings is the case regardless of how many lots or units are to be accessed off that private road infrastructure. We are unfamiliar with what standards the Township will utilize in making determinations as to the adequacy of these private roads and drives for emergency access purposes.² Again, if the Township believes that the District does have oversight authority for private driveways or roadways within the North Shores (or other Township residential) development(s), we would appreciate being advised of the basis for such an opinion.

Third, as noted above, the Township's adopted amendments to the Code provide that all "administrative, operational and maintenance" provisions of the Code will not apply to one or two-family dwellings. (See 102.5.2.) The scope of the quoted phrase is not defined in the Code itself. However, based on a reasonable reading of the Code (see, e.g., the heading for Chapter 1, Part 2), the District understands that the Code will not apply, and the District will have no responsibility for or authority over the following areas (without limitation) relative to any one or two-family dwelling: the implementation, administration or enforcement of the Code (Section 103.1); the issuance of notices relative to violations of the Code (Section 104.5); the issuance of permits otherwise required by the Code (Section 105.1); the right to conduct inspections (Section 106.1);

² In our review of the email and other exchanges on this matter there did appear to be some confusion as to what widths are to be required. One set of emails from last month to the District's office indicated that driveways might be 16 feet in width, while others indicate that they will be 20 feet in width.

and, the enforcement of Code violations (Section 109.3).³ Absent an amendment to the Township’s ordinance, the District will proceed with the understanding that all of these areas (and others under the phrase "administrative, operational and maintenance”) are no longer within the District’s area of responsibility or authority.

The Fire District Fire Administrative Board requests a response to this letter from the Township on or before April 1st, 2018. In the absence of a response, the District will assume the Township is in agreement with the positions set forth above in this letter. As you can imagine, instructing our firefighters and advising the Board going forward in terms of what duties we can/may perform in the Township will be critical to the District’s efficient administration.

Thank you for your attention to this matter.

Sincerely,

Eric Beckman, Saugatuck Township

Chris Roerig, Saugatuck Township

Kathryn Mooradian, Douglas City

Aaron Miller, Douglas City

Marilyn Starring, Saugatuck City

Jane Verplank, Saugatuck City

Scott Phelps, At Large Member

Greg Janik, Fire Chief

³ The ability to implement the “administrative, operational and maintenance” provisions of the Code encompasses a wide range of the duties normally performed by the District. Based on our initial review, it appears that the phrasing chosen by the Township when it adopted the amended Code may remove the District’s authority, by way of example only, to:

- Regulate and take action on obstructions to fire apparatus access roads, including downed trees and power lines (IFC503.4)
- Install/replace smoke alarms (IFC102.5.2)
- Install/replace carbon monoxide alarms (IFC102.5.2)
- Regulate and take action on obstructions to fire hydrants (IFC 507.5.4,507.5.5 and 507.5.6)
- Regulate annual inspection and testing on dry hydrants (aka standpipes) for water supplies for fire protection (IFCB103.3 & 507.5.2)
- Respond and take action to malfunctioning smoke alarms or carbon monoxide alarms (IFC102.5.2 & 1103.8)
- Regulate address identification (IFC505.1)
- Require rapid access key boxes known as Knox Key Box for medical, verify/confirm false fire alarms or sprinkler system malfunctions. (IFC506)
- Respond and take action to propane, natural gas or other odors (IFC102.5.2)
- Initiate lock out procedures natural gas meters, propane tanks, electric power mains in the event of hazardous conditions (IFC 101.2 & 101.3)
- Respond and take action to any hazardous or non-hazardous condition (IFC102.5.2)