



# 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](mailto:Office@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – August 20<sup>th</sup>, 2018

### AGENDA

1. Call to Order / Roll Call:
2. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
3. Approval of Agenda (*additions / deletions*):
4. Approval of Minutes:
  - A. **July 16<sup>th</sup>, 2018**
5. Public Comment on Agenda Items Only (Limit 3 minutes):
6. Guest Speakers
  - A. Stacey Aldrich
  - B. Abby Bigford
  - C. Jon Helmrich
7. Request for Payment:
  - a. **Account Payables – Roll Call Vote**
  - b. **Financial Report**
8. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
  - B. **Community Risk Reduction**
    1. **State of Michigan has experienced 81 fatal fires year to date for 2018, 16 since last meeting.**
  - C. **Grant Awards**
    1. **Home Fire Sprinkler Coalition - awarded \$1,000 for Side by Side Sprinkler Demonstrations.**
    2. **Home Fire Sprinkler Coalition – awarded \$1,000 for Sprinkler Riser Display.**
9. Unfinished Business:
  - A. **Fire Code Board of Appeals – Status Update**
  - B. **Northshore's Residential Water Supply**
  - C. **IFC Spreadsheet**
10. New Business:
  - A. **Funding Approval Request – Thermal Imaging Camera – \$7,199.00 - Roll Call Vote**
  - B. **Firehouse Subs – Grant Application Approval – Roll Call Vote**
    - i. **Application for Traffic Attenuator Trailer in the amount of \$28,380.40 to be fully funded by the grant if awarded.**
  - C. **Law Enforcement Agencies – Use of facilities.**
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 – July 16<sup>th</sup>, 2018

### DRAFT MINUTES

1. Call to Order / Roll Call:  
**Present:** C. Roerig, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian, A. Miller  
**Absent with notice:** None  
**Also Present:** Chief Greg Janik, P. Stanislawski
2. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
3. Approval of Agenda (*additions / deletions*):
4. **Motion by Phelps, 2<sup>nd</sup> by Starring, to approve the agenda as presented. No discussion, approve, motion carries unanimously.**  
Approval of Minutes:  
**A. June 18<sup>th</sup>, 2018**
  - a. **Motion by Starring, 2<sup>nd</sup> by Miller to approve the minutes of the 6/18/2018 meeting as presented. No discussion. All approve, motion carries unanimously.**
5. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
6. **Cost Recovery Appeal – Motor Vehicle Incident #2018-216**
  - A. Incident was introduced by Chief Janik.
  - B. Discussion ensued about the cost recovery process.
  - C. Attorney Jason Jansma presented his client's case.
  - D. Chief Janik had offered a \$345.00 reduction in fees and it was rejected by Attorney Jansma and Emily Hiller prior to the meeting.
  - E. Emily Hiller presented her recollection of the case and incident on 5/16/2018.
  - F. Lt. Mike Blok presented his recollection of the incident.
  - G. D.C. Chris Mantels presented his recollection of the incident.
  - H. Fire Board discussion ensued.
  - I. **Motion by Roerig, 2<sup>nd</sup> by Mooradian to approve cost recovery assessment in the amount of \$1,450.00 that reflects a reduction of \$345.00 from the original invoice. No further discussion. Motion carries unanimously.**
7. Request for Payment:
  - a. **Account Payables – Roll Call Vote**
    - i. **Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the invoices in the amount of \$114,254.67. Discussion ensued.**  
YEAS: Phelps, Beckman, Miller, Mooradian, Verplank, Starring, Roerig  
NEAS: None  
ABSENT with Notice: None  
Motion passes 7:0
  - b. **Financial Report**
    - i. **Financial report was reviewed by P. Stanislawski.**
8. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. Incident report statistics were reviewed – 432 calls year to date.
    2. 5:74 – average response time year to date.
  - B. **Community Risk Reduction**
    1. **Smoke Alarm Install Blitz – Saugatuck RV Resort – 6/22/2018**



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- i. 12 Personnel volunteered 3.5 hours of their Saturday morning.
      - ii. Installed 69 smoke alarms and 33 Carbon Monoxide Alarms in 37 homes.
        1. Discussion ensued about the FEMA grant and alarm install program.
    2. State of Michigan has experienced 65 fatal fires year to date for 2018, 4 since last meeting.
  - C. Firefighter Injury
    1. One full time Firefighter on workers compensation until 8/6/2018 for revaluation.
  - D. ACSO Community Awareness Program – 7/18/2018 – 7:00 - 8:00pm – Register at Saugatuck City Hall.
  - E. National Night Out – Tuesday August 7<sup>th</sup>, 2018 – Coghlin Park – 6:00 - 8:00pm
9. Unfinished Business:
- A. Fire Code Board of Appeals – Status Update
    - i. Saugatuck City has approved language.
    - ii. Douglas City has on the agenda for 7/16/2018 to approve language.
    - iii. Saugatuck Township will place on the August agenda.
10. New Business:
- A. MMRMA Net Asset Distribution - \$11,276 received
  - B. Funding Approval Request – Personal Protective Equipment – Roll Call Vote
    - i. Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the purchase of personal protective equipment in the amount not to exceed \$21,000. Beckman thanks the crew for their due diligence & research.

YEAS: Phelps, Beckman, Roerig, Starring, Verplank, Mooradian, Miller  
NEAS: None  
ABSENT with Notice: None  
Motion passes 7:0
  - C. Funding Approval Request – Back Barn Roof – Roll Call Vote
    - i. Motion by Beckman, 2<sup>nd</sup> by Mooradian to approve the replacement of the back-barn roof in the amount not to exceed \$15,000.

YEAS: Beckman, Mooradian, Roerig, Starring, Verplank, Phelps, Miller  
NEAS: None  
ABSENT with Notice: None  
Motion passes 7:0
  - D. Performance Review (It is anticipated that the Fire Board may enter into closed session.)
    - i. Motion by Roerig, 2<sup>nd</sup> by Beckman to enter closed session at G. Janik's request at 5:01pm.

YEAS: Roerig, Beckman, Starring, Verplank, Phelps, Mooradian, Miller  
NEAS: None  
ABSENT with Notice: None  
Motion passes 7:0  
Motion and exit of closed session at 5:49pm.  
Motion by Verplank, 2<sup>nd</sup> by Starring to approve an overall salary increase of 4.7% for Chief Greg Janik. No further discussion. Motion carries unanimously.
  - E. Election of Fire Board Officers
    - i. Motion by Phelps, 2<sup>nd</sup> by Mooradian to do the same as last year and appoint:

Jane Verplank as the Fire Board Chair  
Eric Beckman as the Fire Board Vice Chair  
Marilyn Starring as Fire Board Secretary  
Scott Phelps as Fire Board Vice Secretary  
All approve, motion carries unanimously.  
Motion passes 7:0



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11. Correspondence:

- A. Thank you – Father Corey Stoppel
- B. Appointment - Governor Rick Snyder

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

13. Fire Board Comments:

- A. C. Roerig brought up IFC Spreadsheet and discussion ensued.

14. Adjournment: **Meeting adjourned at 6:08pm**

NOTICE

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DRAFT

08/17/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/17/2018 - 08/20/2018				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
07/26/2018	19789	COMPASS COACH	TRI COUNTY FIRE INSPECTORS	1,732.95
07/26/2018	19790	TRUCK SERVICE INC	LIVE FIRE TRAINING	17,800.00
07/27/2018	DD1926(A)	BETTS, MICHAEL	PAYROLL	946.40
07/27/2018	DD1927(A)	JANIK, GREG	PAYROLL	1,920.10
07/27/2018	DD1928(A)	MANTELS, CHRISTOPHER	PAYROLL	1,705.81
07/27/2018	DD1929(A)	MILESKIEWICZ, JOHN	PAYROLL	997.51
07/27/2018	EFT489(E)	457 MERS	PAYROLL	861.33
07/27/2018	EFT490(E)	MISDU	PAYROLL	217.86
07/27/2018	EFT491(E)	IRS	PAYROLL	1,779.63
07/27/2018	EFT492(E)	STATE OF MICHIGAN	PAYROLL	1,375.85
07/31/2018	19791	ANCHORAGE MARINE SERVICE	2191 WINTER STORAGE	3,874.50
07/31/2018	1129(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	1,250.00
07/31/2018	1130(E)	REPUBLIC SERVICES 240	TRASH	88.91
08/01/2018	1128(A)	KNOX COMPANY	KNOX BOX LOCK	336.00
08/06/2018	DD1930(A)	BECKMAN, ERIC	PAYROLL	25.83
08/06/2018	DD1931(A)	BEEK, HEATHER	PAYROLL	1,102.51
08/06/2018	DD1932(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,869.81
08/06/2018	DD1933(A)	BETTS, MICHAEL	PAYROLL	1,619.96
08/06/2018	DD1934(A)	BLATT, DAVID	PAYROLL	836.68
08/06/2018	DD1935(A)	BLOK, MICHAEL	PAYROLL	679.03
08/06/2018	DD1936(A)	BOOT, JACOBS	PAYROLL	61.31
08/06/2018	DD1937(A)	DORNBUSH, KALEIGH	PAYROLL	644.07
08/06/2018	DD1938(A)	ENGLAND, MICHAEL	PAYROLL	242.88
08/06/2018	DD1939(A)	GARGANO, CHRISTINE	PAYROLL	463.37
08/06/2018	DD1940(A)	GARGANO, MARK	PAYROLL	600.27
08/06/2018	DD1941(A)	GROENDYKE, BRET	PAYROLL	87.10
08/06/2018	DD1942(A)	GUST, MADELINE	PAYROLL	345.39
08/06/2018	DD1943(A)	KERRIDGE, ADAM	PAYROLL	212.77
08/06/2018	DD1944(A)	KIRCHERT, ERIK	PAYROLL	1,091.60
08/06/2018	DD1945(A)	MANTELS, CHRISTOPHER	PAYROLL	453.71
08/06/2018	DD1946(A)	MCGOWAN, WILLIAM	PAYROLL	176.88
08/06/2018	DD1947(A)	MEISTE, JAMES	PAYROLL	243.27
08/06/2018	DD1948(A)	MEYER, KYLE	PAYROLL	759.95
08/06/2018	DD1949(A)	MILESKIEWICZ, JOHN	PAYROLL	765.48
08/06/2018	DD1950(A)	MILLER, AARON	PAYROLL	25.42
08/06/2018	DD1951(A)	MOKMA, WAYNE	PAYROLL	478.52
08/06/2018	DD1952(A)	MOORADIAN, KATHRYN	PAYROLL	26.13
08/06/2018	19792	PHELPS, DONALD	PAYROLL	26.43
08/06/2018	DD1953(A)	REWA, LONDON	PAYROLL	729.33
08/06/2018	DD1954(A)	ROERIG, CHRISTOPHER	PAYROLL	25.42
08/06/2018	DD1955(A)	SEYMOUR, SCOTT	PAYROLL	705.06

08/17/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/17/2018 - 08/20/2018				
Check Date	Check	Vendor Name	Description	Amount
08/06/2018	DD1956(A)	STARRING, LINUS	PAYROLL	494.94
08/06/2018	DD1957(A)	STARRING, MARILYN	PAYROLL	26.13
08/06/2018	STUB64(A)	STURM, ELLIOTT	PAYROLL	0.00
08/06/2018	DD1958(A)	VAN AUKEN, LAUREL	PAYROLL	420.49
08/06/2018	DD1959(A)	VERPLANK, JANE	PAYROLL	26.43
08/06/2018	EFT493(E)	457 MERS	PAYROLL	2,704.12
08/06/2018	EFT494(E)	MISDU	PAYROLL	532.57
08/06/2018	EFT495(E)	IRS	PAYROLL	4,548.80
08/10/2018	DD1960(A)	BERNHARDY, CHRISTOPHER	PAYROLL	315.62
08/10/2018	DD1961(A)	BETTS, MICHAEL	PAYROLL	946.40
08/10/2018	DD1962(A)	JANIK, GREG	PAYROLL	1,920.10
08/10/2018	DD1963(A)	MANTELS, CHRISTOPHER	PAYROLL	1,705.81
08/10/2018	DD1964(A)	MILESKIEWICZ, JOHN	PAYROLL	997.52
08/10/2018	EFT496(E)	457 MERS	PAYROLL	908.17
08/10/2018	EFT497(E)	MISDU	PAYROLL	217.86
08/10/2018	EFT498(E)	IRS	PAYROLL	1,845.19
08/20/2018	19793	GRAAFSCHAP FIRE DEPARTMENT	HEAVY RESCUE TRUCK	2,568.00
08/20/2018	19794	CITY OF HOLLAND	DUES	250.00
08/20/2018	19795	IHLE AUTO PARTS	PARTS & REPAIRS	287.89
08/20/2018	19796	I.T. RIGHT	COMPUTER SERVICES	305.00
08/20/2018	19797	K & R TRUCK SALES INC	2111 REPAIR	560.70
08/20/2018	19798	MICHIGAN STATE FIREMEN'S ASSOCIATION	EDUCATION	428.77
08/20/2018	19799	BRUSH ENTERPRISES LLC	2112 AIR LEAK	370.06
08/20/2018	19800	PLD TECHINAL SERVICES LLC	PLAN REVIEW	617.50
08/20/2018	19801	ALLEGAN COUNTY HEALT DEPT	FIRE PREVENTON	85.00
08/20/2018	19802	BATTERIES BULBS	RECYCLE FEE	75.00
08/20/2018	19803	AMERICAN MEDICAL RESPONSE	MEDICAL SUPPLY	67.65
08/20/2018	19804	ALLEGAN GENERAL HOSPITAL	MEDICAL SUPPLY	222.95
08/20/2018	19805	NFPA	TRAINING	158.85
08/20/2018	19806	RATHCO	911 SIGNS	595.11
08/20/2018	19807	SOUTHSIDE BODY & FABRICATION INC	2141 FITTINGS	560.00
08/20/2018	19808	STATE OF MICHIGAN	INSPECTOR LICENSE	150.00
08/20/2018	19809	STANDARD	INSURANCE	550.20
08/20/2018	19810	ZORO	FIRE PREVENTION CLOCK	430.49
08/20/2018	1131(E)	ACCIDENT FUND	WORKER COMP INSURANCE	3,607.00
08/20/2018	1132(E)	COMCAST	TELEPHONE & INTERNET	262.91
08/20/2018	1133(E)	CONSUMERS ENERGY	BOAT DOCK	29.71
08/20/2018	1134(E)	CONSUMERS ENERGY	FIRE BARN	677.87
08/20/2018	1135(E)	FIRST BANKCARD	TRAINING, UNIFORMS & EQUIPMENT	5,028.58
08/20/2018	1136(E)	KAL LAKE SEWER WATER	WATER	322.32
08/20/2018	1137(E)	MENARDS	BUILDING MAINTENANCE	654.88
08/20/2018	1138(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	7.64
08/20/2018	1139(E)	REPUBLIC SERVICES 240	TRASH	183.55

08/17/2018		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
CHECK DATE FROM 07/17/2018 - 08/20/2018					
Check Date	Check	Vendor Name	Description		Amount
08/20/2018	1140(E)	VERIZON WIRELESS	CELL PHONES & MODEMS		536.56
08/20/2018	1141(A)	APPLIED IMAGING	COPIER USE		149.44
08/20/2018	1142(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES		1,837.50
08/20/2018	1143(A)	ETNA SUPPLY	LIVE FIRE TRAINING CENTER		1,342.70
08/20/2018	1144(A)	FLAMETAMER FIRE PROTECTION	FIRE EXT RE CHARGE		26.00
08/20/2018	1145(A)	FRIS OFFICE	OFFICE SUPPLIES		158.42
08/20/2018	1146(A)	GREG JANIK	TRAINING		7.18
08/20/2018	1147(A)	KNOX COMPANY	KEY SECURE		1,959.00
08/20/2018	1148(A)	MOORE MEDICAL LLC	MEDICAL SUPPLIES		630.65
08/20/2018	1149(A)	LORRIE PASTOOR	CLEANING		180.00
08/20/2018	1150(A)	PRAXAIR	SUPPLIES		237.47
08/20/2018	1151(A)	SISTERS IN INK	SERVICES		2.00
08/20/2018	1152(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS & FLOORS		67.00
Total of 97 Checks:					92,986.73
Less 0 Void Checks:					0.00
Total of 97 Disbursements:					92,986.73

Vendor Name	Description	Amount
1. ACCIDENT FUND	WORKER COMP INSURANCE	3,607.00
2. ALLEGAN COUNTY HEALT DEPT	FIRE PREVENTON	85.00
3. ALLEGAN GENERAL HOSPITAL	MEDICAL SUPPLY	222.95
4. AMERICAN MEDICAL RESPONSE	MEDICAL SUPPLY	67.65
5. ANCHORAGE MARINE SERVICE	2191 WINTER STORAGE	3,874.50
6. APPLIED IMAGING	COPIER USE	149.44
7. BATTERIES BULBS	RECYCLE FEE	75.00
8. BLOOM SLUGGETT MORGAN	LEGAL FEES	1,837.50
9. BRUSH ENTERPRISES LLC	2112 AIR LEAK	370.06
10. CITY OF HOLLAND	DUES	250.00
11. COMCAST	TELEPHONE & INTERNET	262.91
12. COMPASS COACH	TRI COUNTY FIRE INSPECTORS	1,732.95
13. CONSUMERS ENERGY	BOAT DOCK	29.71
	FIRE BARN	677.87
	TOTAL	707.58
14. ETNA SUPPLY	LIVE FIRE TRAINING CENTER	1,342.70
15. FIRST BANKCARD	MEDICAL SUPPLY, TRAINING & REPAIRS	3,431.42
	TRAINING, UNIFORMS & EQUIPMENT	706.88
	OFFICE	86.28
	INSURANCE	804.00
	TOTAL	5,028.58
16. FLAMETAMER FIRE PROTECTION	FIRE EXT RE CHARGE	26.00
17. FRIS OFFICE	OFFICE SUPPLIES	91.13
	OFFICE SUPPLIES	67.29
	TOTAL	158.42
18. GRAAFSCHAP FIRE DEPARTMENT	STAND BY VENETIAN	322.00
	HEAVY RESCUE TRUCK	2,246.00
	TOTAL	2,568.00
19. GREG JANIK	TRAINING	7.18
20. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	1,250.00
21. I.T. RIGHT	COMPUTER SERVICES	305.00
22. IHLE AUTO PARTS	SUPPLIES	126.32
	PARTS & REPAIRS	161.57
	TOTAL	287.89

Vendor Name	Description	Amount
23. K & R TRUCK SALES INC		
24. KAL LAKE SEWER WATER	2111 REPAIR	560.70
25. KNOX COMPANY	WATER	322.32
	KNOX BOX LOCK	336.00
	KEY SECURE	1,959.00
	TOTAL	2,295.00
26. LORRIE PASTOOR		
27. MENARDS	CLEANING	180.00
28. MICHIGAN GAS UTILITIES	BUILDING MAINTENANCE	654.88
29. MICHIGAN STATE FIREMEN'S ASSOCIATIO	NATURAL GAS	7.64
	DUES	35.00
	EDUCATION	393.77
	TOTAL	428.77
30. MOORE MEDICAL LLC		
	MEDICAL SUPPLIES	437.78
	MEDICAL SUPPLIES	28.99
	MEDICAL SUPPLIES	163.88
	TOTAL	630.65
31. NFPA		
32. PLD TECHINAL SERVICES LLC	TRAINING	158.85
33. PRAXAIR	PLAN REVIEW	617.50
	CYLINDER RENTAL	99.00
	SUPPLIES	138.47
	TOTAL	237.47
34. RATHCO		
35. REPUBLIC SERVICES 240	911 SIGNS	595.11
	TRASH	183.55
	TRASH	88.91
	TOTAL	272.46
36. SISTERS IN INK		
37. SOUTHSIDE BODY & FABRICATION INC	SERVICES	2.00
38. STANDARD	2141 FITTINGS	560.00
39. STATE OF MICHIGAN	INSURANCE	550.20
40. TRUCK SERVICE INC	INSPECTOR LICENSE	150.00
41. VERIZON WIRELESS	LIVE FIRE TRAINING	17,800.00
42. WEST MICHIGAN UNIFORM	CELL PHONES & MODEMS	536.56
43. ZORO	SHOP TOWELS & FLOORS	67.00
	FIRE PREVENTION CLOCK	430.49

Vendor Name	Description	Amount
TOTAL - ALL VENDORS		51,273.91
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		31,538.71
Fund 210 - REGIONAL TRAINING CENTER		19,735.20

User: Peter

DB: Stfd

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	295,000.00	0.00	0.00	295,000.00	0.00
206-000-402.000	SAUGATUCK TOWNSHIP	612,000.00	0.00	0.00	612,000.00	0.00
206-000-403.000	DOUGLAS CITY	307,000.00	0.00	0.00	307,000.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	455.25	0.00	544.75	45.53
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	1,275.00	0.00	(275.00)	127.50
206-000-465.000	COST RECOVERY	1,000.00	1,450.00	0.00	(450.00)	145.00
206-000-560.000	GRANTS & DONATIONS	1,000.00	785.00	40.00	215.00	78.50
206-000-665.000	INTEREST	500.00	1,416.33	1,298.11	(916.33)	283.27
206-000-685.000	SALES OF ASSETS	500.00	0.00	0.00	500.00	0.00
Total Dept 000		1,219,000.00	5,381.58	1,338.11	1,213,618.42	0.44
TOTAL REVENUES		1,219,000.00	5,381.58	1,338.11	1,213,618.42	0.44
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,000.00	210.00	210.00	2,790.00	7.00
206-336-704.000	CHIEF SALARY	71,400.00	6,646.23	2,746.15	64,753.77	9.31
206-336-705.000	OFFICER SALARIES	12,000.00	574.99	574.99	11,425.01	4.79
206-336-708.000	CAREER FIREFIGHTER	193,750.00	12,255.17	5,063.71	181,494.83	6.33
206-336-709.000	OPERATIONAL WAGES	54,600.00	4,791.60	4,791.60	49,808.40	8.78
206-336-710.000	FIRE CALLS	45,000.00	6,856.99	6,856.99	38,143.01	15.24
206-336-711.000	MEDICAL CALLS	30,000.00	3,189.58	3,189.58	26,810.42	10.63
206-336-712.000	TRAINING	22,000.00	1,543.00	1,543.00	20,457.00	7.01
206-336-713.000	SPECIAL EVENTS	11,000.00	3,132.93	3,132.93	7,867.07	28.48
206-336-720.000	PAYROLL TAXES	33,000.00	3,105.97	2,257.45	29,894.03	9.41
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	11,922.83	2,754.20	65,177.17	15.46
206-336-722.000	WORKER COMP INSURANCE	32,000.00	10,974.00	3,607.00	21,026.00	34.29
206-336-723.000	RETIREMENT	50,000.00	4,202.91	2,281.93	45,797.09	8.41
206-336-727.000	OPERATING SUPPLIES	18,000.00	7,689.96	1,944.16	10,310.04	42.72
206-336-728.000	GAS & OIL	11,000.00	0.00	0.00	11,000.00	0.00
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	2,957.00	2,957.00	17,043.00	14.79
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	26.00	26.00	11,474.00	0.23
206-336-745.000	STATION TOOLS	3,000.00	0.00	0.00	3,000.00	0.00
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00	2,130.96	465.96	4,269.04	33.30
206-336-751.000	PHONES	11,000.00	1,719.04	958.47	9,280.96	15.63
206-336-752.000	UTILITIES	13,000.00	1,310.00	1,221.09	11,690.00	10.08
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	5,857.33	5,857.33	34,142.67	14.64
206-336-761.000	BOAT MAINTENANCE	15,000.00	3,874.50	0.00	11,125.50	25.83
206-336-762.000	RADIO & PAGER R&R	6,500.00	0.00	0.00	6,500.00	0.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	729.88	729.88	15,270.12	4.56
206-336-764.000	BUILDING SECURITY	2,000.00	0.00	0.00	2,000.00	0.00
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	520.00	520.00	1,480.00	26.00
206-336-770.000	OFFICE EXPENSES	7,000.00	394.14	394.14	6,605.86	5.63
206-336-771.000	TECHNOLOGY	9,600.00	305.00	305.00	9,295.00	3.18
206-336-775.000	BUILDING INSPECTIONS	1,000.00	0.00	0.00	1,000.00	0.00
206-336-780.000	UNIFORMS	10,000.00	758.68	758.68	9,241.32	7.59
206-336-781.000	TURN OUT GEAR	25,000.00	0.00	0.00	25,000.00	0.00
206-336-785.000	EDUCATION	15,000.00	1,384.33	(348.62)	13,615.67	9.23
206-336-791.000	MEDICAL SUPPLY	6,500.00	921.25	921.25	5,578.75	14.17
206-336-795.000	FIRE PREVENTION	10,000.00	758.49	758.49	9,241.51	7.58
206-336-796.000	PHYSICALS	9,000.00	0.00	0.00	9,000.00	0.00
206-336-815.000	GENERAL INSURANCE	23,000.00	366.00	0.00	22,634.00	1.59

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH INCREASE	08/31/2018 (DECREASE)	NORMAL BALANCE	(ABNORMAL)	
Fund 206 - FIRE FUND								
Expenditures								
206-336-861.000	TAX CHARGE BACK	500.00	0.00		0.00		500.00	0.00
206-336-975.000	LOAN PAYMENT	42,100.00	0.00		0.00		42,100.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	0.00		0.00		200,000.00	0.00
206-336-986.000	CAPITAL FUND TRANSFER	50,050.00	0.00		0.00		50,050.00	0.00
Total Dept 336 - FIRE FUND		1,219,000.00	101,108.76		56,478.36		1,117,891.24	8.29
TOTAL EXPENDITURES		1,219,000.00	101,108.76		56,478.36		1,117,891.24	8.29
Fund 206 - FIRE FUND:								
TOTAL REVENUES		1,219,000.00	5,381.58		1,338.11		1,213,618.42	0.44
TOTAL EXPENDITURES		1,219,000.00	101,108.76		56,478.36		1,117,891.24	8.29
NET OF REVENUES & EXPENDITURES		0.00	(95,727.18)		(55,140.25)		95,727.18	100.00



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

## Fire Code Board of Appeals – Rules of Procedure

### Legal Review – Fire District Attorney

I understand a request has been made that the STFD Board consider adopting Rules of Procedure for the Fire Board of Appeals (BOA). As you know, the existence of the BOA derives from the communities' adoption of the 2015 International Fire Code (IFC). In relevant part, section 108.1 of the IFC as adopted by the communities provides that: “. . . [T]here is hereby created a board of appeals comprised of three (3) members of the Fire Administrative Board. . . . The board of appeals **shall adopt rules of procedure for conducting its business, and shall render all decisions and findings** . . . .” The highlighted language is identical to that contained in the IFC (i.e., without the communities' amendments). Thus, based on the plain language in the IFC it is our opinion that neither the Fire Board, Fire Chief, nor any individual community is authorized to adopt rules of procedure for the BOA.



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## Northshores Residential Water Supply

### Legal Review – Fire District Attorney

Several months ago we contacted Saugatuck Township in an effort to clarify the scope of the STFD's review authority for one and two family residences given the Township's amendments to the IFC. As you are aware, we received from the Township a memorandum (dated April 4) which addressed the issues we raised. Of specific concern is the response the Township provided to one item (i.e., the STFD's review authority over water supply/fire flow in such developments). The Township's April 4 memorandum took the position that the STFD had, in fact, approved the water supply/fire flow for the North Shores' project, something which the STFD disputed. The STFD however is without authority to enforce the lack of water supply approval. Given the potential for liability we recommend that the STFD Board consider sending a letter to the Township clarifying the position of the STFD as a matter of public record. This will make clear, in the event of future claims, that the duty to enforce rests with the Township and that it the position of the STFD that no approval has, in fact, been granted to date. The proposed response to the Township Board asks only that the letter be made a matter of public record for transparency purposes and to put the public on notice. A draft of the letter prepared is attached. We do not believe it can be sent out without the STFD Board's approval because this is an area solely within the discretion of the STFD Board. Accordingly, we ask that it be placed on your agenda for discussion.

August 17, 2018

Township Board of Trustees  
Saugatuck Township  
3641 Blue Star Highway  
P.O. Box 100  
Saugatuck, Michigan 49453

Re: Application of 2015 IFC 102.5 to North Shores Development

Dear Board Members:

As you are aware, this firm serves as general counsel to the Saugatuck Township Fire District ("STFD"). We are writing at the request of our client regarding the captioned matter and in order to make the STFD's position a matter of public record. This letter is, in some respects, a follow up to our earlier communication to the Township of March 20, 2018, and, specifically, focuses on the issue of whether approval of the water supply and fire flow requirements for North Shores has been granted by the STFD as mandated by the International Fire Code, 2015 edition ("IFC"), which the Township has acknowledged to be applicable.

It is not our intent to repeat the claims of each side and to detail, in a point-by-point fashion, the ways in which the Township's position is deficient. To summarize, the Township takes the position that the required approvals were granted by the Deputy Chief orally at a meeting of the Township Planning Commission in April, 2017. The STFD's position is that no such approval has (or could have been) granted under such circumstances.<sup>1</sup> We acknowledge that the Township and STFD have starkly differing perspectives as to whether an approval was granted and we do not wish to prolong these debates.<sup>2</sup>

Instead, and at the request of our client, we have been instructed to formally notify the Township as a matter of record, with copies to the developer, that it is officially the position of the STFD that no approval of "fire apparatus access and water supplies"<sup>3</sup> has been granted by the Fire Code Official as required by law. It is further the position of the STFD that enforcement of this failure to obtain the required approvals rests with the Township and that the Township and developer both owe a duty and obligation to the property owners and insurers of parcels in North Shores to advise them of this material condition applicable to the development.

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<sup>1</sup> We again invite the Township to forward any signed approvals of the water supply and fire flow systems servicing North Shores as we have repeatedly requested..

<sup>2</sup> For a more complete background we refer the Board to certain exchanges and documents between the Township and STFD including: February 16, 2017 letter to S. Kushion; April 18, 2017 letter to S. Bosgraaf; March 26, 2018 letter to Saugatuck Township Zoning Board of Appeals and March 20, 2018 letter to S. Kushion. Of interest as well is the Township's memorandum in response to the STFD letter of March 20, 2018, dated April 4, 2018.

<sup>3</sup> See International Fire Code, 2015 edition, Section 102.5 1.

To the extent this letter is shared with members of the public and property owners in North Shores we wish to simply summarize the grounds for the STFD's position that it did not, in fact, approve North Shores' proposed water supply/fire flow:

- The comment on which the Township relies to argue that water supply and fire flow requirements for North Shores were approved by the STFD was made by the Deputy Chief, per the Township Planning Commission minutes, to the effect that the “marina [was not anticipated to add] an additional load to the department's service.” (Emphasis added.) A fair reading of this hardly supports a finding that the STFD formally approved the water supply/fire flows for the entirety of the North Shores' development. Instead, the comments read in context make plain that they were directed to a special approval under consideration by the Planning Commission for the marina at that point in the meeting, not the PUD generally or any general PUD site plan review.
- These were verbal comments at a meeting, not a formal written approval as other STFD approvals are documented (in order that they can be relied upon by governmental authorities later)(see April 26, 2017 minutes of the Township Planning Commission).
- As late as April 18, 2017, as reflected in a letter from the STFD to the developer, there was no formal agreement or determination on the developer's proposed water supply/fire flow. Nothing documented changed in the intervening week before the Planning Commission meeting. Indeed, the Fire Code Official's comments of April 18 (e.g., that 1000 GPM would be needed at a minimum) were not agreed to by the developer.
- The Fire Code Official never received detailed construction documents or hydraulic calculations for review as required by the IFC; absent this, no plans were capable of being approved. The documents which have been submitted to the STFD were conceptual in nature.<sup>4</sup>
- The Township's position now seems in conflict with actions of Planning Commission at the same meeting. See, for example, Condition 9 of the PUD approval which required that “standpipes” (sic) were subject to later approval of the Zoning Administrator after consultations with the Fire Chief and Condition 17 which notes that “details regarding items required for condition 9” had not yet been addressed. Clearly to the extent that the use of “standpipes” was intended to reflect the fire flow issue for the PUD, the conditions themselves recognized that this issue had not yet been resolved or approved.

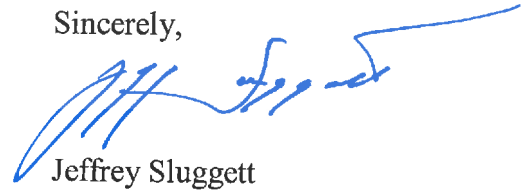
Thank you for your attention to this matter. We ask that this letter be included in the agenda packet for the next scheduled meeting of the Township Board and formally received into

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<sup>4</sup> Interestingly, three months after the STFD was advised by the Township that final approval had already been granted, the Fire Code Official received, on July 16, 2018, a drawing titled “Standpipe Section C-C” from Mr. Bosgraaf with a request to review. The review was performed on July 26 and a response sent asking that the plans be revised accordingly and resubmitted to the STFD. To date, no submittal has been received. Thus, there remains no approved water supply for fire protection at North Shores, despite on-going construction occurring there.

the public record at that time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey Sluggett', with a long horizontal flourish extending to the right.

Jeffrey Sluggett

cc: North Shore Development



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Funding Approval Form

August 14<sup>th</sup>, 2018

### **ITEM DESCRIPTION:**

FLIR K65 NFPA Compliant Thermal Imaging Camera (TIC) for Ladder #2151

### **PRIORITY:**

High

### **QUALITY FACTORS:**

The Ladder truck #2151 is the first arriving apparatus on scene for structure fires in areas supplied by municipal water supplies. A thermal imaging camera (TIC) is a necessary tool to locate trapped victims, or the seat of the fire rapidly. At this time, we do not have a TIC in the ladder truck that would give first arriving personnel the ability to do a proper size up of the scene.

### **COST:**

1 – FLIR K65 Thermal Imaging Camera - \$7,199.00

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**TOTAL - \$7,199.00**

### **FUNDING SOURCE(S):**

Budgeted – \$7,500 - Long Term Capital Plan #985 - 2018/19 Budget Year

### **REQUESTER:**

Deputy Chief Chris Mantels

### **Fire Board Vote - Date:**

Motion: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_