



# 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 – November 19<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. **Welcome New Member & Oath of Office – Stacey Aldrich**
5. Approval of Minutes:
  - A. **October 15<sup>th</sup>, 2018 – Regular**
  - B. **October 22<sup>nd</sup>, 2018 – Special**
  - C. **October 26<sup>th</sup>, 2018 – Special**
  - D. **October 27<sup>th</sup>, 2018 – Special**
6. Public Comment on Agenda Items Only (Limit 3 minutes):
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. **DES Fire Prevention Education – at DES twice per month to educate PreK-5<sup>th</sup> Graders**
    2. **State of Michigan has experienced 105 fatal fires year to date for 2018, 14 since last meeting.**
9. Unfinished Business:
  - A. **FOIA Policy Adoption (Roll Call Vote)**
  - B. **Fire Code Board of Appeals**
    1. **Fire District Oversight of the BOA Discussion**
    2. **BOA Fee Schedule Discussion**
10. New Business:
  - A. **FEMA FP&S Grant - Fire Safety Inflatable Obstacle Course – 2020 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 – 2020 Fiscal Year**  
**5% Match Approval – Not to exceed \$2,500.00 – (Roll Call Vote)**
  - C. **Funding Approval Request – 2018/19 RAM 3500 Pickup (Roll Call Vote)**
  - D. **Equipment Disposal Request – 2006 Ford F250 Pickup (Roll Call Vote)**
11. Correspondence:
12. Public Comments: (Limit 3 minutes):
13. Fire Board Comments:
14. Adjournment:

### NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



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## FIRE DISTRICT BOARD MEETING

4:00pm – October 15<sup>th</sup>, 2018

### DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:00pm**  
**Present: C. Roerig, E. Beckman, D. Fox, 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*):
  - A. **Motion by Phelps, 2<sup>nd</sup> by Fox to approve the agenda as presented. No Discussion, motion carries unanimously.**
4. Approval of Minutes:
  - A. **September 17<sup>th</sup>, 2018**
    - a. **Motion by Mooradian 2<sup>nd</sup> by Beckman to approve the minutes of the 9/17/2018 regular session meeting as presented. No discussion, motion carries unanimously.**
5. Public Comment on Agenda Items Only (Limit 3 minutes): None
6. Request for Payment:
  - a. **Account Payables – Roll Call Vote**  
**Motion by Phelps 2<sup>nd</sup> by Beckman to pay the invoices in the amount of 100,499.40. Discussion ensued.**  
**YEAS: Phelps, Beckman, Miller, Mooradian, Verplank, Fox, Roerig**  
**NEAS: None**  
**Absent with Notice: None**  
**Motion passes 7:0**
  - b. **Financial Report**
    - i. **Financial report was reviewed by P. Stanislawski.**
7. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed – 753 calls year to date.**
    2. **5:75 – average response time year to date.**
  - B. **Community Risk Reduction**
    1. **Fire Prevention Open House – served 484 persons, and great turnout with weather.**
    2. **DES Fire Prevention Week – 357 students taught and utilized Fire Safety Smoke House.**
    3. **State of Michigan has experienced 91 fatal fires year to date for 2018, 7 since last meeting.**
  - C. **Firefighter Injury**
    1. **Full Time Firefighter released from work restrictions on 9/24/2018**
8. Unfinished Business:
  - A. **None**



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9. New Business:

A. FEMA AFG Grant for Radios & Headsets – 2020 Fiscal Year - 5% Match Approval - \$7,210.00 – Roll Call Vote

Motion by Beckman 2<sup>nd</sup> by Fox to apply for the FEMA grant for radios not to exceed \$7,210.00 match. Discussion ensued.

YEAS: Beckman, Fox, Phelps, Miller, Mooradian, Verplank, Roerig

NEAS: None

Absent with Notice: None

Motion passes 7:0

B. Appoint Fire Board Secretary (Roll Call Vote)

Motion by Phelps, 2<sup>nd</sup> by Beckman to appoint Dan Fox as the Fire Board Secretary.

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

NEAS: None

Absent with Notice: None

Abstain: Fox

Motion passes 6:0

Motion by Phelps, 2<sup>nd</sup> by Roerig to appoint Peter Stanislawski, Jane Verplank, Eric Beckman, and Dan Fox as check signers for the bank accounts. All approve, motion carries unanimously.

10. Correspondence:

A. Grinnell Mutual – Life Safety Achievement Award

B. Letters from Mary Whiteford – State Representative

- i. All personnel received personalized letters from Mary Whiteford thanking them for their service.

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

12. Fire Board Comments:

- A. E. Beckman brought up cost recovery and how many misconceptions about cost recovery have been provided by others to the public. Discussion ensued.
- B. E. Beckman brought up his disappointment in how the Township responded to the IFC Spreadsheet. Discussion ensued.
- C. Roerig working on an early plan to get emergency access across the washout. The Township will involve Chief Janik when appropriate.
- D. J. Verplank would like to thank the Fire District, Chris, and all the firefighters for the efforts in putting on the Open House.

13. Adjournment: Meeting adjourned at 4:44pm.

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## FIRE DISTRICT BOARD "SPECIAL" MEETING

5:00pm – October 22<sup>nd</sup>, 2018

### **DRAFT MINUTES**

1. Call to Order / Roll Call: Meeting called to order by J. Verplank at 5:00pm  
**PRESENT: E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian, A. Miller.**  
**ABSENT: C. Roerig**  
**Also Present: Chief Greg Janik**
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*): **Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Unfinished Business:
  - A. **None**
6. New Business:
  - A. **Cost Recovery**
    - i. E. Beckman requested the special meeting to assist in answering questions from constituents about Cost Recovery. He wants to clear up the misconceptions currently provided in newspapers and social media. This should not be political, but the community needs to know the truth about Cost Recovery.
    - ii. Discussion ensued.
    - iii. Cost recovery documents were reviewed.
    - iv. D. Fox read draft letter as a potential response about cost recovery.
    - v. Discussion ensued.
    - vi. Motion by Phelps, 2<sup>nd</sup> by Mooradian to write letters to the editor from the Fire District Board about cost recovery and response to Chris Yoder's letter to the editor in the Holland Sentinel, to be published in all local papers, social media, and fire district website. Discussion ensued. All approve, motion carries unanimously.
    - vii. Communications from S. Kushion was read and clarified.
7. Public Comments: (Limit 3 minutes): **None**
8. Fire Board Comments:
  - A. **Board of Appeals discussion requested for next regular Fire Board meeting.**
9. Adjournment: **Meeting adjourned at 5:45pm.**

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## FIRE DISTRICT BOARD "SPECIAL" MEETING

10:00am – October 26<sup>th</sup>, 2018

### DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 10:00am**  
**Present: C. Roerig, E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian**  
**Absent with Notice: A. Miller**
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*):  
**Motion by Phelps, 2<sup>nd</sup> by Mooradian to approve the agenda as presented. No discussion, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Unfinished Business:
  - A. **Cost Recovery**
    - i. Discussion ensued.
    - ii. Revised Cost Recovery Letter to Editor was reviewed.
    - iii. **Motion by Fox, 2<sup>nd</sup> by Phelps to send the cost recovery letter to editor signed by the Fire District Board to both local newspapers today. Discussion ensued, motion passes 5:1. Roerig abstained.**
    - iv. Discussion ensued.
    - v. Letter in response to Mr. Yoder's Letter to Editor in the Holland Sentinel was reviewed.
    - vi. Discussion ensued.
    - vii. **Publish a notice a meeting for 10:00am tomorrow 10/27/2018 to review letter amendments.**
6. New Business: **None**
7. Public Comments: (Limit 3 minutes): **None**
8. Fire Board Comments: **None**
9. Adjournment: **Meeting adjourned at 11:01am**

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## FIRE DISTRICT BOARD "SPECIAL" MEETING

10:00am – October 27<sup>th</sup>, 2018

### **DRAFT MINUTES**

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 10:01am**  
**Present: E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian**  
**Absent with Notice: C. Roerig, A. Miller**
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*):  
**Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Unfinished Business:
  - A. **Cost Recovery**
    - i. **Revised Letter to Editor about water supply was reviewed.**
    - ii. **Discussion ensued.**
    - iii. **Phelps motion 2<sup>nd</sup> by Beckman to approve the water supply letter to editor signed by the Fire District Board to both local newspapers today. Discussion ensued, motion passes unanimously.**
6. New Business: **None**
7. Public Comments: (Limit 3 minutes): **None**
8. Fire Board Comments: **None**
9. Adjournment: **Meeting adjourned at 10:09am**

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11/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/16/2018 - 11/19/2018				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
10/19/2018	DD2045(A)	BETTS, MICHAEL	PAYROLL	946.40
10/19/2018	DD2046(A)	JANIK, GREG	PAYROLL	1,968.12
10/19/2018	DD2047(A)	MANTELS, CHRISTOPHER	PAYROLL	1,885.63
10/19/2018	DD2048(A)	MILESKIEWICZ, JOHN	PAYROLL	1,164.41
10/19/2018	DD2049(A)	VAN OSS, BRENT	PAYROLL	1,667.74
10/19/2018	EFT521(E)	457 MERS	PAYROLL	1,148.47
10/19/2018	EFT522(E)	MISDU	PAYROLL	217.86
10/19/2018	EFT523(E)	IRS	PAYROLL	2,461.51
10/19/2018	EFT524(E)	MERS	PAYROLL	3,159.00
10/19/2018	EFT525(E)	STATE OF MICHIGAN	PAYROLL	1,680.07
10/31/2018	1212(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	537.44
11/02/2018	1205(A)	BEAVER RESEARCH COMPANY	CLEANING COMPOUNDS	172.66
11/02/2018	1206(A)	FLAMETAMER FIRE PROTECTION	FIRE EXTINGUISHER	90.00
11/02/2018	1207(A)	FRIS OFFICE	OFFICE SUPPLIES	45.48
11/02/2018	1208(A)	LORRIE PASTOOR	CLEANING	180.00
11/02/2018	1209(A)	PRAXAIR	CYLINDER RENTAL	107.76
11/02/2018	1210(A)	TRIDENT EMERGENCY PRODUCTS LLC	2142 FLANGED VALVE	237.26
11/02/2018	1211(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	24.00
11/02/2018	DD2050(A)	BETTS, MICHAEL	PAYROLL	946.40
11/02/2018	DD2051(A)	JANIK, GREG	PAYROLL	1,968.12
11/02/2018	DD2052(A)	MANTELS, CHRISTOPHER	PAYROLL	1,803.61
11/02/2018	DD2053(A)	MILESKIEWICZ, JOHN	PAYROLL	1,164.40
11/02/2018	DD2054(A)	VAN OSS, BRENT	PAYROLL	1,667.74
11/02/2018	EFT526(E)	457 MERS	PAYROLL	1,148.47
11/02/2018	EFT527(E)	MISDU	PAYROLL	217.86
11/02/2018	EFT528(E)	IRS	PAYROLL	2,339.78
11/02/2018	EFT529(E)	MERS	PAYROLL	1,335.26
11/05/2018	1213(A)	SHAGS-SHOP INC	LIVE FIRE TRAINING	2,500.00
11/08/2018	DD2055(A)	BECKMAN, ERIC	PAYROLL	103.32
11/08/2018	DD2056(A)	BEEK, HEATHER	PAYROLL	864.54
11/08/2018	DD2057(A)	BERNHARDY, CHRISTOPHER	PAYROLL	2,511.81
11/08/2018	DD2058(A)	BETTS, MICHAEL	PAYROLL	938.47
11/08/2018	DD2059(A)	BLATT, DAVID	PAYROLL	328.37
11/08/2018	DD2060(A)	BLOK, MICHAEL	PAYROLL	622.32
11/08/2018	DD2061(A)	DORNBUSH, KALEIGH	PAYROLL	548.54
11/08/2018	DD2062(A)	GARGANO, CHRISTINE	PAYROLL	147.00
11/08/2018	DD2063(A)	GARGANO, MARK	PAYROLL	253.26
11/08/2018	DD2064(A)	GROENDYKE, BRET	PAYROLL	130.65
11/08/2018	DD2065(A)	KIRCHERT, ERIK	PAYROLL	825.80
11/08/2018	DD2066(A)	MANTELS, CHRISTOPHER	PAYROLL	355.33
11/08/2018	DD2067(A)	MCGOWAN, WILLIAM	PAYROLL	248.80
11/08/2018	DD2068(A)	MEISTE, JAMES	PAYROLL	373.76

11/16/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/16/2018 - 11/19/2018				
Check Date	Check	Vendor Name	Description	Amount
11/08/2018	DD2069(A)	MEYER, KYLE	PAYROLL	1,036.79
11/08/2018	DD2070(A)	MILESKEWICZ, JOHN	PAYROLL	547.80
11/08/2018	DD2071(A)	MILLER, AARON	PAYROLL	51.86
11/08/2018	DD2072(A)	MOKMA, WAYNE	PAYROLL	440.86
11/08/2018	DD2073(A)	MOORADIAN, KATHRYN	PAYROLL	104.52
11/08/2018	19840	PHelps, DONALD	PAYROLL	105.72
11/08/2018	DD2074(A)	PINA, ALYSSA	PAYROLL	379.80
11/08/2018	DD2075(A)	REWA, LANDON	PAYROLL	399.91
11/08/2018	DD2076(A)	ROERIG, CHRISTOPHER	PAYROLL	51.86
11/08/2018	DD2077(A)	SEYMOUR, SCOTT	PAYROLL	535.03
11/08/2018	DD2078(A)	STARRING, LINUS	PAYROLL	312.32
11/08/2018	STUB67(A)	STURM, ELLIOTT	PAYROLL	0.00
11/08/2018	DD2079(A)	VAN AUKEN, LAUREL	PAYROLL	288.37
11/08/2018	DD2080(A)	VAN OSS, BRENT	PAYROLL	650.04
11/08/2018	DD2081(A)	VERPLANK, JANE	PAYROLL	105.72
11/08/2018	DD2082(A)	WILKINSON, ERIN	PAYROLL	152.77
11/08/2018	EFT530(E)	457 MERS	PAYROLL	2,548.98
11/08/2018	EFT531(E)	MISDU	PAYROLL	217.86
11/08/2018	EFT532(E)	IRS	PAYROLL	3,814.44
11/16/2018	DD2083(A)	BETTS, MICHAEL	PAYROLL	946.41
11/16/2018	DD2084(A)	JANIK, GREG	PAYROLL	1,968.11
11/16/2018	DD2085(A)	MANTELS, CHRISTOPHER	PAYROLL	1,938.62
11/16/2018	DD2086(A)	MILESKEWICZ, JOHN	PAYROLL	1,164.40
11/16/2018	DD2087(A)	VAN OSS, BRENT	PAYROLL	1,667.74
11/16/2018	EFT533(E)	457 MERS	PAYROLL	1,148.47
11/16/2018	EFT534(E)	MISDU	PAYROLL	217.86
11/16/2018	EFT535(E)	IRS	PAYROLL	2,339.76
11/19/2018	19841	BACK ROADS SERVICES	PUMP TESTS 2111 2112 2151	1,160.00
11/19/2018	19842	MASON DYNAMICS INC	2112 LIGHTS	95.04
11/19/2018	19843	BJW BERGHORST & SON INC	2142 PUMP	9.66
11/19/2018	19844	LAKE VISTA SUPERVALUE	SUPPLIES	22.20
11/19/2018	19845	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	1,813.20
11/19/2018	19846	GRAPHIX EMBROIDERY INC	UNIFORMS	13.00
11/19/2018	19847	HOLLAND PT	2142 PUMP	63.44
11/19/2018	19848	IHLE AUTO PARTS	REPAIRS	390.85
11/19/2018	19849	IHLE'S SERVICE LLC	2132 BRAKES	182.95
11/19/2018	19850	MICHIGAN ASSOCIATION OF FIRE CHIEFS	DUES	125.00
11/19/2018	19851	MFE INC	SUPPLY LINE HOLDER	614.39
11/19/2018	19852	MICHIGAN STATE FIREMEN'S ASSOCIATIO	DUES	75.00
11/19/2018	19853	SERVICE MASTER RESTORE	CLEAN CARPETS	215.00
11/19/2018	19854	MACATAWA DISPOSAL INC	FIRE PREVENTION	325.00
11/19/2018	19855	WESTENBROEK'S	CHAINSAWS & EQUIPMENT	1,763.56
11/19/2018	19856	CL CONSTRUCTION	2112 DOOR INSURANCE CLAIM	3,578.00
11/19/2018	19857	INNOVATIVE CONTROLS INC	2142 PUMP	134.00



11/16/2018		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
CHECK DATE FROM 10/16/2018 - 11/19/2018				
Check Date	Check	Vendor Name	Description	Amount
11/19/2018	19858	MARSARS WATER RESUCE INC	ICE RESCUE SUIT	3,682.78
11/19/2018	19859	SAXON INC	OFFICE SUPPLY	54.93
11/19/2018	19860	AETNA	INSURANCE	382.80
11/19/2018	19861	RAY'S SERVICE CENTER LLC	2132 BRAKE LINE	60.00
11/19/2018	19862	SAFETY-KLEEN SYSTEMS INC	RECYCLED OIL USED	50.00
11/19/2018	19863	TIM ERLANDSON CONSTRUCTION LLC	LIVE FIRE TRAINING CENTER	3,230.00
11/19/2018	19864	CFS INSPECTIONS	TOWER INSPECTION	500.00
11/19/2018	19865	OFFICE DEPOT	OFFICE	65.50
11/19/2018	19866	OVERISEL LUMBER CO	SUPPLIES	101.52
11/19/2018	19867	SIEGFRIED CRANDALL PC	AUDIT	2,300.00
11/19/2018	19868	STANDARD	INSURANCE	550.20
11/19/2018	19869	ZORO	SUPPLIES	137.46
11/19/2018	1214(E)	COMCAST	TELEPHONES & INTERNET	263.37
11/19/2018	1215(E)	CONSUMERS ENERGY	BOAT DOCK	30.98
11/19/2018	1216(E)	CONSUMERS ENERGY	FIRE BUILDING	425.12
11/19/2018	1217(E)	FIRST BANKCARD	TRAINING & POSTAGE	8,672.73
11/19/2018	1218(E)	KAL LAKE SEWER WATER	WATER	25.56
11/19/2018	1219(E)	KAL LAKE SEWER WATER	WATER	188.48
11/19/2018	1220(E)	KAL LAKE SEWER WATER	WATER	343.48
11/19/2018	1221(E)	KAL LAKE SEWER WATER	WATER	23.88
11/19/2018	1222(E)	MENARDS	FIRE PREVENTION & SUPPLIES	1,177.58
11/19/2018	1223(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	86.31
11/19/2018	1224(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,972.10
11/19/2018	1225(E)	SHELL	GASOLINE & DIESEL	158.53
11/19/2018	1226(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	537.52
11/19/2018	1227(A)	APPLIED IMAGING	COPIER	252.88
11/19/2018	1228(A)	CHRIS BERNHARDY	TRAINING MILEAGE	143.52
11/19/2018	1229(A)	BLOOM SLUGGETT MORGAN	LEGAL	5,140.00
11/19/2018	1230(A)	FRIS OFFICE	OFFICE SUPPLIES	33.64
11/19/2018	1231(A)	ERIK KIRCHERT	TECHNOLOGY	105.99
11/19/2018	1232(A)	CHRIS MANTELS	TRAINING MILEAGE	185.12
11/19/2018	1233(A)	MASTER MEDICAL EQUIPMENT	MEDICAL SUPPLY	842.00
11/19/2018	1234(A)	MOORE MEDICAL LLC	MEDICAL SUPPLIES	394.41
11/19/2018	1235(A)	SECURE N SAFE LLC	MICROPHONE MOVED	85.00
11/19/2018	1236(A)	SHAGS-SHOP INC	LIVE FIRE TRAINING	4,000.00
11/19/2018	1237(A)	TRIDENT EMERGENCY PRODUCTS LLC	2142 PUMP	102.42
11/19/2018	1238(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	24.00
Total of 123 Checks:				112,083.54
Less 0 Void Checks:				0.00
Total of 123 Disbursements:				112,083.54

Vendor Name	Description	Amount
1. AETNA	INSURANCE	382.80
2. APPLIED IMAGING	COPIER	252.88
3. BACK ROADS SERVICES	PUMP TESTS 2111 2112 2151	1,160.00
4. BEAVER RESEARCH COMPANY	CLEANING COMPOUNDS	90.16
	KLEEN & GLOW	82.50
	TOTAL	172.66
5. BJW BERGHORST & SON INC	2142 PUMP	9.66
6. BLOOM SLUGGETT MORGAN	LEGAL	5,140.00
7. CFS INSPECTIONS	TOWER INSPECTION	500.00
8. CHRIS BERNHARDY	TRAINING MILEAGE	143.52
9. CHRIS MANTELS	TRAINING MILEAGE	185.12
10. CL CONSTRUCTION	2112 DOOR INSURANCE CLAIM	3,578.00
11. COMCAST	TELEPHONES & INTERNET	263.37
12. CONSUMERS ENERGY	BOAT DOCK	30.98
	FIRE BUILDING	425.12
	TOTAL	456.10
13. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	640.36
	GASOLINE & DIESEL	1,172.84
	TOTAL	1,813.20
14. ERIK KIRCHERT	TECHNOLOGY	105.99
15. FIRST BANKCARD	REPAIRS	79.19
	REPAIRS, FIRE PREVENTION & SUPPLIES	3,996.47
	TRAINING, UNIFORMS & REPAIRS	2,421.52
	TRAINING & POSTAGE	45.56
	INSURANCE & TRUCK REPAIR 2112	2,129.99
	TOTAL	8,672.73
16. FLAMETAMER FIRE PROTECTION	FIRE EXTINGUISHER	90.00
17. FRIS OFFICE	OFFICE SUPPLIES	45.48
	OFFICE SUPPLIES	33.64
	TOTAL	79.12
18. GRAPHIX EMBROIDERY INC	UNIFORMS	13.00
19. HOLLAND PT	2142 PUMP	63.44
20. IHLE AUTO PARTS	REPAIRS	390.85
21. IHLE'S SERVICE LLC	2132 BRAKES	182.95

Vendor Name	Description	Amount
22. INNOVATIVE CONTROLS INC	2142 PUMP	134.00
23. KAL LAKE SEWER WATER	WATER	23.88
	WATER	343.48
	WATER	25.56
	WATER	188.48
	TOTAL	581.40
24. LAKE VISTA SUPERVALUE	SUPPLIES	22.20
25. LORRIE PASTOOR	CLEANING	180.00
26. MACATAWA DISPOSAL INC	FIRE PREVENTION	325.00
27. MARSARS WATER RESUCE INC	ICE RESCUE SUIT	3,682.78
28. MASON DYNAMICS INC	2112 LIGHTS	95.04
29. MASTER MEDICAL EQUIPMENT	MEDICAL SUPPLY	842.00
30. MENARDS	FIRE PREVENTION & SUPPLIES	1,177.58
31. MFE INC	SUPPLY LINE HOLDER	614.39
32. MICHIGAN ASSOCIATION OF FIRE CHIEFS	DUES	125.00
33. MICHIGAN GAS UTILITIES	NATURAL GAS	86.31
34. MICHIGAN STATE FIREMEN'S ASSOCIATIO	DUES	75.00
35. MOORE MEDICAL LLC	MEDICAL SUPPLIES	394.41
36. OFFICE DEPOT	OFFICE	65.50
37. OVERISEL LUMBER CO	SUPPLIES	101.52
38. PRAXAIR	CYLINDER RENTAL	107.76
39. PRIORITY HEALTH	HEALTH INSURANCE	2,972.10
40. RAY'S SERVICE CENTER LLC	2132 BRAKE LINE	60.00
41. SAFETY-KLEEN SYSTEMS INC	RECYCLED OIL USED	50.00
42. SAXON INC	OFFICE SUPPLY	54.93
43. SECURE N SAFE LLC	MICROPHONE MOVED	85.00
44. SERVICE MASTER RESTORE	CLEAN CARPETS	215.00
45. SHAGS-SHOP INC	LIVE FIRE TRAINING	4,000.00
	LIVE FIRE TRAINING	2,500.00
	TOTAL	6,500.00
46. SHELL	GASOLINE & DIESEL	158.53
47. SIEGFRIED CRANDALL PC	AUDIT	2,300.00
48. STANDARD	INSURANCE	550.20

Vendor Name	Description	Amount
49. TIM ERLANDSON CONSTRUCTION LLC	LIVE FIRE TRAINING CENTER	3,230.00
50. TRIDENT EMERGENCY PRODUCTS LLC	2142 FLANGED VALVE	178.61
	2142 CLEVIS YOKE	58.65
	2142 PUMP	102.42
	TOTAL	339.68
51. VERIZON WIRELESS	CELL PHONES & MODEMS	537.44
	CELL PHONES & MODEMS	537.52
	TOTAL	1,074.96
52. WEST MICHIGAN UNIFORM	SHOP TOWELS	24.00
	SHOP TOWELS	24.00
	TOTAL	48.00
53. WESTENBROEK'S	CHAINSAWS & EQUIPMENT	1,763.56
54. ZORO	SUPPLIES	137.46
TOTAL - ALL VENDORS		51,804.70
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		42,074.70
Fund 210 - REGIONAL TRAINING CENTER		9,730.00

User: Peter

DB: Stfd

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 11/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2018 INCREASE (DECREASE)	AVAILABLE		% BDGT USED
					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	1,739.14	0.00	(739.14)		173.91
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	3,457.19	0.00	(2,457.19)		345.72
206-000-465.000	COST RECOVERY	1,000.00	3,748.19	0.00	(2,748.19)		374.82
206-000-560.000	GRANTS & DONATIONS	1,000.00	2,884.00	0.00	(1,884.00)		288.40
206-000-665.000	INTEREST	500.00	2,095.01	0.00	(1,595.01)		419.00
206-000-685.000	SALES OF ASSETS	500.00	600.00	0.00	(100.00)		120.00
Total Dept 000		1,219,000.00	14,523.53	0.00	1,204,476.47		1.19
TOTAL REVENUES		1,219,000.00	14,523.53	0.00	1,204,476.47		1.19
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,000.00	1,170.00	600.00	1,830.00		39.00
206-336-704.000	CHIEF SALARY	71,400.00	26,378.18	5,637.70	45,021.82		36.94
206-336-705.000	OFFICER SALARIES	12,000.00	2,637.46	687.49	9,362.54		21.98
206-336-708.000	CAREER FIREFIGHTER	193,750.00	62,305.79	15,128.46	131,444.21		32.16
206-336-709.000	OPERATIONAL WAGES	54,600.00	20,240.38	5,167.90	34,359.62		37.07
206-336-710.000	FIRE CALLS	45,000.00	21,576.81	4,798.64	23,423.19		47.95
206-336-711.000	MEDICAL CALLS	30,000.00	11,485.42	1,938.03	18,514.58		38.28
206-336-712.000	TRAINING	22,000.00	5,025.29	592.00	16,974.71		22.84
206-336-713.000	SPECIAL EVENTS	11,000.00	10,781.91	3,913.74	218.09		98.02
206-336-720.000	PAYROLL TAXES	33,000.00	12,630.26	2,996.05	20,369.74		38.27
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	32,280.53	5,544.10	44,819.47		41.87
206-336-722.000	WORKER COMP INSURANCE	32,000.00	18,341.00	0.00	13,659.00		57.32
206-336-723.000	RETIREMENT	50,000.00	18,623.86	4,470.80	31,376.14		37.25
206-336-727.000	OPERATING SUPPLIES	18,000.00	9,826.88	93.63	8,173.12		54.59
206-336-728.000	GAS & OIL	11,000.00	4,974.43	2,021.73	6,025.57		45.22
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	18,904.00	7,440.00	1,096.00		94.52
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	7,887.71	1,660.00	3,612.29		68.59
206-336-745.000	STATION TOOLS	3,000.00	143.32	143.32	2,856.68		4.78
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00	4,290.49	1,053.78	2,109.51		67.04
206-336-751.000	PHONES	11,000.00	4,534.88	953.09	6,465.12		41.23
206-336-752.000	UTILITIES	13,000.00	4,459.16	1,123.81	8,540.84		34.30
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	10,321.23	2,501.66	29,678.77		25.80
206-336-761.000	BOAT MAINTENANCE	15,000.00	4,191.48	0.00	10,808.52		27.94
206-336-762.000	RADIO & PAGER R&R	6,500.00	1,876.70	0.00	4,623.30		28.87
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	4,264.48	4,357.25	11,735.52		26.65
206-336-764.000	BUILDING SECURITY	2,000.00	981.00	85.00	1,019.00		49.05
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	1,764.68	679.68	235.32		88.23
206-336-770.000	OFFICE EXPENSES	7,000.00	1,438.70	352.02	5,561.30		20.55
206-336-771.000	TECHNOLOGY	9,600.00	2,780.67	209.67	6,819.33		28.97
206-336-775.000	BUILDING INSPECTIONS	1,000.00	48.60	0.00	951.40		4.86
206-336-780.000	UNIFORMS	10,000.00	6,707.23	657.41	3,292.77		67.07
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	5,611.70	715.51	9,388.30		37.41
206-336-791.000	MEDICAL SUPPLY	6,500.00	2,937.86	1,311.41	3,562.14		45.20
206-336-795.000	FIRE PREVENTION	10,000.00	9,614.37	4,586.17	385.63		96.14
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	6,187.00	0.00	16,813.00		26.90

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 11/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-861.000	TAX CHARGE BACK	500.00	253.65	0.00	246.35	50.73
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	18,898.19	5,755.86	181,101.81	9.45
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	376,375.30	87,175.91	842,624.70	30.88
TOTAL EXPENDITURES		1,219,000.00	376,375.30	87,175.91	842,624.70	30.88
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,219,000.00	14,523.53	0.00	1,204,476.47	1.19
TOTAL EXPENDITURES		1,219,000.00	376,375.30	87,175.91	842,624.70	30.88
NET OF REVENUES & EXPENDITURES		0.00	(361,851.77)	(87,175.91)	361,851.77	100.00

## **SAUGATUCK TOWNSHIP FIRE DISTRICT WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES & GUIDELINES**

Pursuant to the requirements of the Freedom of Information Act (FOIA), the following is the Written Public Summary of the Saugatuck Township Fire District (hereafter “STFD” or “Fire Department”) FOIA Procedures & Guidelines relevant to the general public regarding how to submit written FOIA requests to the Fire Department and explaining how to understand the Fire Department’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. This Written Public Summary shall be available on the Fire Department’s website at [www.saugatuckfire.org](http://www.saugatuckfire.org)

### **1. Process for Submitting FOIA Requests:**

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Fire Department must be submitted in writing.
- A request must sufficiently describe a public record so as to enable the Fire Department to find it.
- No specific form to submit a written request is required. However, a FOIA Request form for your use and convenience is available on the Fire Department’s website at [www.saugatuckfire.org](http://www.saugatuckfire.org)
- Written requests can be made in person by delivery to the Fire Department in person or by mail to the Fire Clerk, 3342 Blue Star Highway Saugatuck, Michigan 49453.
- Requests may also be made by facsimile to the Fire Clerk at the following fax number: 269-857 1228.
- A request may also be submitted by e-mail to the Fire Clerk at [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

*Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for a public record.*

### **2. The Fire Department’s Response to FOIA Requests:**

- Within 5 business days of receipt of a FOIA request, the Fire Department will issue a response. If a request is received by facsimile or e-mail, the request is deemed to have been received on the following business day. The Fire Department will respond to your request in one of the following ways:
  - Grant the request.
  - Issue a written notice denying the request.
  - Grant the request in part and issue a written notice denying in part the request.
  - Issue a notice that the Fire Department is extending the time for responding by an additional 10 business days.
  - Issue a written notice indicating that the public record requested is available at no charge on the Fire Department’s website.

- If the request is granted, or granted in part, the Fire Department will require that payment be made for the allowable fees associated with responding to the request before the public record is made available.

### **3. Fee Deposit Requirements:**

- If the Fire Department has made a good faith calculation that the total estimated fee for processing the request exceeds \$50.00, the Fire Department will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Fire Department requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the Fire Department of your deposit.
- If the Fire Department receives a request from a person who has not paid the Fire Department for copies of public records made in fulfillment of a previously granted written request, the Fire Department will require a deposit of 100% of the estimate processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the Fire Department's possession;
  - The public records were made available to the individual, subject to payment, within the time frame estimated by the Fire Department to provide the records;
  - 90 days have passed since the Fire Department notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Fire Department; and
  - The Fire Department has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Fire Department will not require the 100% estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the Fire Department;
  - The Fire Department is subsequently paid in full for all applicable prior written requests; or
  - 365 days have passed since the person made the request for which full payment was not remitted to the Fire Department.



#### **4. Fees for Processing FOIA Requests:**

- The FOIA Coordinator will require payment in full for the allowable fees for processing and responding to a FOIA request before the public record is made available.
- FOIA permits the Fire Department to charge and collect a fee for the following six categories of costs associated with responding to a FOIA request:
  - Labor costs directly associated with searching for, locating and examining a requested public record.
  - Labor costs directly associated with a review of a record to separate and delete information exempt from disclosure from information which is not exempt from disclosure.
  - The actual and most reasonably economical cost of computer discs, computer tapes or other digital or similar media.
  - The actual total incremental cost of duplication or publication, not including labor, of paper copies of public records.
  - Labor costs directly associated with duplication or publication including making paper copies, making digital copies, or transferring digital public records to the requesting person in non-paper physical media or through the Internet or other electronic means.
  - The cost to mail or send a public record to a requestor.
- Labor Costs
  - All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no labor charge.
  - Labor costs will be charged at the hourly wage of the lowest-paid employee capable of performing the work in the specific instance, regardless of who actually performs the labor.
  - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits up to 50% of the labor charge amount but not to exceed the actual fringe benefit cost.
- Non-paper Physical Media
  - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
  - This cost will be charged only if the Fire Department has the technological capability necessary to provide the public record in the non-paper physical media format.
- Paper Copies
  - The cost of paper copies of public records made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper will not exceed \$.10 per

sheet of paper. Copies for non-standard sized sheet paper will reflect the actual cost of duplication.

- The Fire Department will utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.
- Mailing Costs
  - The Fire Department will charge the actual cost to mail public records using a reasonably economical and justified means.
  - The Fire Department will not charge for expedited shipping or insurance unless requested by the requesting person but the Fire Department may charge the least expensive form of postal delivery confirmation.
- A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Fire Department because of the nature of the request in the particular instance, and the Fire Department specifically identifies the nature of the unreasonably high costs.
- The FOIA Coordinator may waive or reduce a fee if it is determined that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

## **5. Eligibility for Fee Reduction:**

- The Fire Department will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
  - Indigent and receiving specific public assistance; or
  - If not receiving specific public assistance, stating facts demonstrating an inability to pay because of indigence.
- You are not eligible to receive the \$20.00 waiver based on indigence if you:
  - Have previously received discounted copies of public records from the Fire Department twice during the calendar year; or
  - Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- The Fire Department will waive the first \$20.00 of the processing fee for a request if you are a nonprofit organization designated by the State of Michigan to carry out certain activities and your request satisfies certain criteria. (Please see the full Procedures & Guidelines for more information).

## **6. Appeals-Denials of FOIA Request:**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file a written appeal of the denial with the Board of the Saugatuck Township Fire District (“STFD Board”) (c/o the Fire Clerk). The appeal must be in writing, specifically state the word “appeal” and identify the reason or reasons you are seeking a reversal of the denial. The STFD Board is not considered to have received the written appeal until the first regularly scheduled STFD Board meeting after the submission of the written appeal.

Within 10 business days of receiving the written appeal, the STFD Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial;
- Reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the STFD Board will respond to the written appeal. The STFD Board shall not issue more than one notice of extension for a particular written appeal.

Whether or not you submitted an appeal of a denial to the STFD Board, you may file a civil action in Circuit Court to compel the Fire Department’s disclosure of public records as provided in Section 10 of the Act.

## **7. Appeals-Fees:**

If you believe that the fee charged by the Fire Department to process your FOIA request exceeds the amount permitted by FOIA, you must first submit a written appeal for a fee reduction to the STFD Board (c/o the Fire Clerk). The appeal must be in writing, specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. The STFD Board is not considered to have received a written appeal until the first regularly scheduled meeting of the STFD Board following the first regularly scheduled meeting of the STFD Board following submission of the written appeal.

Within 10 business days after receiving the appeal, the STFD Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the STFD Board will respond

to the written appeal. The STFD Board will not issue more than one notice of extension for a particular written appeal.

Within 45 days after receiving notice of the STFD Board's determination of the processing fee appeal or the STFD Board's failure to timely act on the written appeal as required by Section 10a(2) of the Act, you may commence a civil action in Circuit Court for a fee reduction. If you file such a civil action, the Fire Department is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

**More Detail and Information:**

This is only a summary of the Fire Department's FOIA Procedures & Guidelines and does not necessarily reflect all provisions of the Procedures & Guidelines. For more details and information, complete copies of the FOIA Procedures & Guidelines are available at no charge at the Fire Department and on the Fire Department's website at [www.saugatuckfire.org](http://www.saugatuckfire.org).

## **SAUGATUCK TOWNSHIP FIRE DISTRICT FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES & GUIDELINES**

The following Freedom of Information Act Procedures & Guidelines (“Procedures & Guidelines”) are established and adopted by the STFD Board. In addition, the STFD Board shall create, and make publicly available, a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the Fire Department and explaining how to understand the Fire Department’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The Fire Department will post the Procedures & Guidelines and the written public summary on the Fire Department’s website at [www.saugatuckfire.org](http://www.saugatuckfire.org).

### **SECTION 1 - DEFINITIONS**

Act:	The Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976, as amended.
Fire Department:	The Saugatuck Township Fire District and its departments, commissions, boards, and committees.
FOIA Coordinator:	The Fire Clerk, as designated by the STFD Board pursuant to Section 6(1) of the Act, and any other individual designated by the Fire Clerk pursuant to Section 6(3) of the Act to act on the Fire Department’s behalf in accepting and processing requests for the Fire Department’s public records and in approving a denial under Section 5 of the Act.
Person:	An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in Michigan or any other state, or in a federal correctional facility.
Public Record:	A writing which is prepared, owned, used, in the possession of, or retained by the Fire Department in the performance of an official function from the time it is created and as otherwise defined by the Act. Public record does not include computer software.
STFD Board:	The Board of the Saugatuck Township Fire District.
Unusual Circumstances:	The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct records pursuant to a single request or the need to collect public records from numerous locations apart from the office receiving or processing the request.

Where not otherwise defined, the words and phrases contained in this Procedures & Guidelines shall have the meaning given to them, if any, by the Act.

## **SECTION 2 - RIGHT TO RECORDS**

A person has the right to review public record(s) from the Fire Department as provided in the Act. The request must be in writing and sufficiently describe the public record to enable the FOIA Coordinator to identify the requested public record.

A person has the right to inspect a public record, or receive copies of a requested public record, unless exempted by law or court order. Upon written request, a person will be provided with a reasonable opportunity to inspect the public records provided by the Fire Department. Inspection of public records shall occur at the Fire Department, 3342 Blue Star Highway, Saugatuck, MI between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, unless otherwise agreed by the FOIA Coordinator in his or her sole discretion. Persons with special needs should contact the FOIA Coordinator beforehand to ensure that arrangements for special needs or reasonable facilities are prepared. The STFD Board may make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. When inspecting public records, a person shall not write on, alter, deface, or otherwise place any mark on a public record. The Fire Department shall protect public records from loss, removal, unauthorized alteration, mutilation, or destruction. The Fire Department may require the necessary copying of a public record for inspection in certain instances such as to allow for the redaction of exempt information, to protect old or delicate original records, or because the original public record is a digital file or database not available for public inspection. In such instances, the Fire Department may require the requesting person to pay fees for such copying prior to inspection.

A person may request that copies of a public record be provided subject to the payment of fees as provided in Section 4 of these Procedures & Guidelines and Section 4 of the Act.

A person has the right to subscribe to future issuances of public records that are created, issued, or disseminated by the Fire Department on a regular basis. A subscription shall be valid up to six months, at the request of the subscriber, and shall be renewable.

## **SECTION 3 – RIGHTS AND OBLIGATIONS OF THE FIRE DEPARTMENT**

The Fire Department shall process all written requests for a public record from a person. A request must sufficiently describe a public record so as to enable the FOIA Coordinator to identify and find the requested public record. If a verbal request is made for information that a Fire Department employee believes is available on its website, the employee shall, where practicable and to the best of the employee's knowledge, inform the requesting party about the Fire Department's website address. If a request has not been made in writing, the FOIA Coordinator may, but is not obligated to, have the person complete the request form (see FOIA Request for Public Records Form, Attachment A). Except as provided herein, the Fire Department will not process a request for public records unless the request is in writing.

The Fire Department shall not deliver a copy of a public record or make a public record available to the requesting person until payment of the fees established under Section 4 of these Procedures & Guidelines and Section 4 of the Act. If the Fire Department delivers a copy or makes a public record available and the requesting person has not made payment at the time, the Fire Department shall be entitled to collect payment from the requesting person by any legal means.

The FOIA Coordinator will provide a certified copy of a public record if a person so requests in writing.

The Act does not require the Fire Department or the FOIA Coordinator to make a compilation, summary, report of information, or create a new public record. Neither the Fire Department nor the FOIA Coordinator is obligated to provide answers to oral or written questions. Unless a person requires the Fire Department to provide copies to the person, the Fire Department may allow for inspection of public records.

The FOIA Coordinator shall keep a copy of all written requests on file for not less than one year.

Whenever copies are made for a requesting party under FOIA, the FOIA Coordinator shall make and keep for its files one extra set of copies thereof, in case it is necessary later to prove exactly which copies were made and given to the requesting party. Such extra set of copies shall be kept by the FOIA Coordinator for at least one (1) year. There shall be no charge or fee to the requesting party for such extra set of copies kept by the FOIA Coordinator.

#### **SECTION 4 – FEES AND DEPOSITS**

The STFD Board shall adopt, by resolution, a schedule of fees for processing FOIA requests and for providing copies of public records in accordance with the Act. All FOIA requests submitted pursuant to the Act shall be subject to the fees adopted by the STFD Board except any fees as otherwise provided by law. All fees for responding to written FOIA requests shall be itemized in detail on Attachment B (Detailed Cost Itemization). The Fire Department will use the most economical means available for making copies of public records.

The FOIA Coordinator will require that payment be made in full for the allowable fees for processing and responding to a FOIA request before the public record is made available.

The FOIA Coordinator may waive a fee or reduce a fee if it is determined that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

The Fire Department may charge for the following six categories of costs associated with processing a FOIA request:

1. Labor costs directly associated with searching for, locating and examining a requested public record, as provided in Section 4(1)(a) of the Act;

2. Labor costs directly associated with a review of a record to separate and delete information exempt from disclosure from information which is not exempt from disclosure, as provided in Section 4(1)(b) of the Act;
3. The actual and most reasonably economical costs of computer discs, computer tapes, or other digital or similar media, as provided in Section 4(1)(c) of the Act;
4. The actual total incremental cost of duplication or publication, not including labor, of paper copies of public records, as provided in Section 4(1)(d) of the Act;
5. The cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requesting person on non-paper physical media or through the Internet or other electronic means as stipulated by the requesting person as provided in Section 4(1)(e) of the Act; and
6. The actual cost of mailing for sending a public record in a reasonably economical and justifiable manner as provided in Section 4(1)(f) of the Act.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no labor charge.
- Charges for labor costs will be determined by using the hourly wages of the lowest paid public body employee capable of performing the work in the particular instance regardless of who actually performed the labor, as provided in the Act.
- Overtime wages will not be included in labor costs unless agreed to by the requesting person and the overtime wages are clearly noted on the Detailed Cost Itemization (Attachment B).
- Labor costs will include a charge to cover or partially cover the cost of fringe benefits. The Fire Department may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier on the Detailed Cost Itemization (Attachment B) but in no case shall the Fire Department charge more than the actual cost of fringe benefits. If the Fire Department includes the website address for a public record in its written response to the requesting person and the requesting person thereafter requests that the public record be provided to him or her in a paper format or non-paper physical media, the Fire Department shall provide the public records in the specified format but may use a fringe benefit multiplier greater than 50% not to exceed the actual costs of providing the information in the specified format as provided in Section 4(5) of the Act. Overtime costs will not be used to calculate the fringe benefit cost.



- Any public records available to the general public on the Fire Department's website at the time a request is made are exempt from charges for labor costs for separating and deleting of exempt information.
- The Fire Department shall not charge for labor directly associated with redaction under Section 14 of the Act if the Fire Department knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Fire Department's possession.

The cost to provide paper copies of records will be based on the following requirements:

- The cost of paper copies will be calculated as a total cost per sheet of paper and shall be itemized on Detailed Cost Itemization (Attachment B). The cost of paper copies of public records made on standard letter size (8-1/2 by 11") or legal size (8-1/2 by 14") paper will be \$0.10 per sheet of paper. Copies for non-standard or legal size sheets of paper will reflect actual cost of duplication.
- The Fire Department shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

The cost to provide records on non-paper physical media when stipulated by the requesting person will be based on the following requirements:

- Computer discs, computer tapes or other digital or similar media will be at actual and most reasonably economical cost for the non-paper media.
- The requirement to provide records on non-paper physical media will not apply if the Fire Department lacks the technological capability necessary to provide the public record on the non-paper physical media stipulated in the particular instance.
- In order to ensure the integrity and security of the Fire Department's technological infrastructure, the Fire Department will procure any requested non-paper media and will not accept non-paper media from the requesting person.

The cost to mail records to a requesting person will be based on the following requirements:

- The actual cost to mail copies of public records using a reasonably economical and justified means.
- The Fire Department will not charge for expedited shipping or insurance unless specifically stipulated by the requesting person but the Fire Department may charge the least expensive form of postal delivery confirmation.

The FOIA Coordinator will only charge a fee for the cost involved with searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, when such activities will result in an unreasonably high cost to the Fire Department, as determined by the FOIA Coordinator. The fee may include the cost of labor for searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, in response to a request for the inspection of a public record or a request for copies of a public record as permitted by FOIA. In determining what is an unreasonably high cost to the Fire Department, the FOIA Coordinator shall consider the following factors on a case-by-case basis:

- Volume of public records requested;
- The time frame for the public records requested;
- Complexity of searching for, examining, reviewing a public record, and the deletion and separation of exempt from non-exempt information;
- The need to search for, examine, and review public records from different departments or offices of the Fire Department;
- The anticipated hours of labor;
- The available staffing for responding to the request;
- The extent to which the particular request incurs costs greater than the costs incurred for the typical or usual request received by the Fire Department.
- Any other similar factors designated as applicable by the FOIA Coordinator

A public record search shall be made and a copy shall be furnished without the charge for the first \$20.00 of the fee for each request by either of the following:

- An individual who submits an affidavit stating that the person is indigent and receiving specific public assistance or, if not receiving specific public assistance, stating facts showing an inability to pay the cost because of indigence. If the requesting person is eligible for a requested discount, the FOIA Coordinator shall fully note the discount on the detailed itemization described in the Detailed Cost Itemization (Attachment B). If a requesting person is ineligible for the discount, the FOIA Coordinator shall inform the requesting person specifically of the reason for ineligibility in the FOIA Coordinator's written response. An individual is ineligible for this fee reduction if any of the following apply:
  - The individual has previously received discounted copies of public records from the Fire Department twice during that calendar year.
  - The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the

individual to make the request. The FOIA Coordinator may require a statement by the requesting person in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

- A nonprofit organization formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request:
  - Is made directly on behalf of the organization or its clients;
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
  - Is accompanied by documentation of its designation by the State of Michigan, if requested by the FOIA Coordinator.

In either the Fire Department's initial response or subsequent response to a FOIA request under Section 5(2)(d) of the Act, the Fire Department will require a good-faith deposit from the requesting person before providing the public records if the entire fee estimate or charge authorized under Section 4 of the Act exceeds \$50, based on a good-faith calculation of the total fee. The deposit shall not exceed 1/2 of the total estimated fee, and the Fire Department's request for a deposit shall include a detailed itemization on the Detailed Cost Itemization (Attachment B). The Fire Department's response shall also contain a best efforts estimate by the Fire Department regarding the time frame it will take the Fire Department to comply with the Act in providing the public records to the requesting party. If the Fire Department does not respond in a timely manner as described in section 5(2) of the Act, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses.

If the Fire Department has not been paid in full the total fees for copies of public records that the Fire Department has made available to an individual, the Fire Department will require a deposit of up to 100% of the estimated fee before the FOIA Coordinator begins a full public record search for any subsequent written request from that individual if all of the following apply:

- The final fee for the prior written request was not more than 105% of the estimated fee.
- The public records made available contained the information being sought in the prior written request and are still in the Fire Department's possession.
- The public records were made available to the individual, subject to payment, within the time frame estimate described in the prior request.

- Ninety (90) days have passed since the Fire Department notified the individual in writing that the public records were available for pickup or mailing.
- The individual is unable to show proof of prior payment to the City.
- The FOIA Coordinator calculates a detailed itemization on Attachment B (Detailed Cost Itemization) that is the basis of the current written requests' increased fee deposit.

The Fire Department will no longer require an increased estimated fee deposit from an individual as provided above if any of the following apply:

- The individual is able to show proof of prior payment in full to the Fire Department.
- The Fire Department is subsequently paid in full for the applicable prior written request.
- 365 days have passed since the individual made the written request for which full payment was not remitted to the Fire Department.

The Fire Department has limited in-house capabilities for copying photographs, audio or video tapes, microforms, maps, or plans. If a person requests that copies be made of these or large documents which must be copied off-site, the FOIA Coordinator will determine and assess those costs. If an officer or employee of the Fire Department is required to deliver and/or pick up the public records and/or copies of public records, the labor hours spent and applicable mileage (at Fire Department rates) will also be applied to the charges of the person(s) requesting the public records.

If the Fire Department does not employ a person or firm capable of separating and deleting exempt from non-exempt information, the Fire Department may use contracted persons or firms to perform this task. In such case, the Fire Department may treat the necessary contract labor costs in the same manner as employee labor costs if the FOIA Coordinator clearly notes the name of the contracted person or firm in Attachment B (Detailed Cost Itemization) provided that the total contracted labor costs will not exceed six (6) times the State of Michigan hourly minimum wage. Contracted persons or firms may include attorneys who are required to separate and delete exempt from non-exempt information.

Charges for labor costs shall be reduced by 5% for each day that the Fire Department exceeds the time permitted in responding to a FOIA request under Section 5(2) of the Act, up to a 50% maximum reduction, if either of the following applies:

- The late response was willful and intentional; or
- The written request, within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information,"

“FOIA,” “copy,” or a recognizable misspelling of such, or legal code reference to MCL 15.231 *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter, or facsimile cover page.

If such a reduction is required for a late response, the FOIA Coordinator shall fully note the reduction on Attachment B (Detailed Cost Itemization).

The FOIA Coordinator shall not charge additional fees for certification of any copies.

A person who has subscribed to future issuances of regularly published public records pursuant to Section 3(1) of the Act may request that the public record, be sent to them or they may be called for pickup of the public record provided, however, that copy fees and mailing charges for such public records must be paid before the requested public record is sent or picked up by the person.

## **SECTION 5 – PROCEDURES OF THE PUBLIC BODY IN PROCESSING A FOIA REQUEST**

After a person has made a written request for a public record in accordance with the Act, the FOIA Coordinator shall respond within five (5) business days after its receipt. A written request made by facsimile, electronic mail, or other electronic transmission is not considered received by the FOIA Coordinator until one (1) business day after the electronic transmission is made, as provided in the Act. A written request sent by email and delivered to the Fire Department’s spam or junk folder is not considered received by the Fire Department until one (1) day after it first becomes aware of the written request. The Fire Department will note in its records both the time a written request is delivered to its spam or junk mail folder and the time that it first becomes aware of that request.

A person making a written request for a public record may stipulate that the public records be provided on non-paper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. This requirement shall not apply if the Fire Department lacks the technological capability necessary to provide records on the particular non- paper physical media stipulated in the particular instance. If public records are provided on non- paper physical media, electronically mailed or otherwise electronically provided in lieu of paper copies as stipulated by the person making the request, the Fire Department may charge more than the 50% fringe benefit multiplier (not to exceed actual cost) as provided in Section 4(5) of the Act.

If a verbal request is made for information that a Fire Department employee believes is available on its website, the employee shall, where practicable and to the best of the employee’s knowledge, inform the requesting party about the Fire Department’s website address.

Where a written request is received which does not sufficiently describe the public records requested so as to enable the FOIA Coordinator to identify and find the public record, FOIA Coordinator will notify the requesting person of the need for a clarification. Such notice, if sent, shall not be interpreted as a denial of the request for purposes of the Act or these

Procedures & Guidelines. Any clarification will be considered a new FOIA request subject to the timelines described in this Section and the Act.

The FOIA Coordinator will process written requests for a public record by responding within five (5) business days of receipt in one of the following five ways:

1. Grant the request.

If the request indicates that the person desires to inspect the public records, the FOIA Coordinator will contact the person to arrange for inspection at a reasonable time during normal office hours.

If the request indicates that the person is requesting copies of a public record, the FOIA Coordinator will forward notification to the requesting person indicating the amount due and where the documents may be released upon payment of the applicable fees. However, if the request is estimated to generate entire fees of \$50 or more, the FOIA Coordinator may require fifty percent (50%) of the estimated charges be deposited in advance of the processing of the request provided, however, that in the request for the deposit, the FOIA Coordinator shall include a detailed itemization of the estimated fees (using Attachment B/Detailed Cost Itemization) and a “best efforts” estimate of a nonbinding time frame for providing the public records. The FOIA Coordinator will not process the request unless and until the deposit is made. The balance of the fees must be paid prior to release of documents.

2. Issue a written notice denying the request. The FOIA Coordinator may use the form attached as Attachment D for this purpose. The notice of the denial shall include:

- an explanation as to why the requested public record is exempt from disclosure in accordance with the Act, or
- a certificate that the requested public record does not exist under the name given by the requesting person or by another name reasonably known to the Fire Department, or
- a description of a public record or information which had to be separated or deleted from the public record pursuant to Section 14 of the Act.
- In addition to the explanations noted above, the denial shall also include a full explanation of the person's right to appeal the denial to the STFD Board and to seek judicial review in accordance with Section 10 of the Act.

3. Grant the request in part, and issue a written notice denying the request in part. In the latter instance, the public records exempted from disclosure shall be treated as in subsection (2) above.

4. Issue a written notice extending the time in which to respond to the request by ten (10) business days. The FOIA Coordinator may use the form attached as

Attachment C for this purpose. The notice will specify the reasons for the extension and the date by which the Fire Department will grant the request, deny the request, or grant in part and deny in part the request. The Fire Department shall not issue more than one such notice of extension for a particular request.

5. Issue a written notice indicating that all or a portion of a requested public record is available at no charge on the Fire Department's website. To the degree practicable, the written response shall include a specific webpage address where the requested information is available. On Attachment B (Detailed Cost Itemization), the FOIA Coordinator shall separate the requested public records that are available on the Fire Department's website from those that are not available on the website and shall inform the requesting party of the additional charge to receive copies of the public records that are available on its website. If the Fire Department has included the website address for a public record in its written response to the requesting person and the requesting person thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical media, the Fire Department shall provide the public records in the specified format but may use a fringe benefit multiplier greater than 50% not to exceed the actual costs of providing the information in the specified format as provided in Section 4(5) of the Act.

Failure to respond to a written request in a timely manner as required by Section 5(2) of the Act constitutes a denial of the request if either of the following apply:

- The failure was willful and intentional; or
- the written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or appropriate legal code reference to the Act, on the front of an envelope or in the subject line of an electronic mail, letter, or facsimile cover page.

A copy of these Procedures & Guidelines and the written public summary of these Procedures & Guidelines shall be furnished free of charge to the requesting party in response to a written FOIA request and upon request by visitors at the Fire Department or other Fire Department offices. In lieu of providing paper copies of the Procedures & Guidelines and the written public summary thereof in response to a written FOIA request, the FOIA Coordinator may include the Fire Department website link to the Procedures & Guidelines and the written public summary of the Procedures & Guidelines.

## **SECTION 6 – PROCEDURES FOR SEPARATION OF RECORDS**

If a request is made for an existing public record that includes information which is exempt from disclosure under the Act and information which is not exempt, the FOIA Coordinator must separate the material and make the nonexempt material available for inspection

and copying. As provided in Section 4 of these Procedures & Guidelines, the FOIA Coordinator may use contracted persons or firms to separate and delete exempt from non-exempt information if the Fire Department does not employ a person or firm capable of performing this task. Additionally, if the separation is readily apparent to a person requesting to inspect or receive copies, the FOIA Coordinator shall generally describe the material exempted unless doing so would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

## **SECTION 7 – FOIA COORDINATOR**

The FOIA Coordinator shall be responsible to accept and process requests for public records and approve denials in accordance with Sections 5(4) and (5) of the Act.

## **SECTION 8 – APPEALS-DENIALS**

In accordance with the Act, where a person's request for a public record is denied, in whole or in part, the person shall be entitled to file a written appeal on the decision in accordance with the following process:

- The person shall be advised by the FOIA Coordinator of the right to file a written appeal to the STFD Board as “the head of the public body” which shall specifically state the word "appeal" and identify the reason(s) for reversal of the denial. The person making the appeal may use the form attached as Attachment E.
- The STFD Board is not considered to have received a written appeal until the first regularly scheduled meeting of the STFD Board following submission of the written appeal.
- In its consideration of any written appeal, the STFD Board shall review the materials submitted by the appellant, any written comments received from the FOIA Coordinator, any other information as the STFD Board deems necessary, and within ten (10) business days after receiving the written appeal as provided above, take one of the following actions:
  - reverse the disclosure denial, or
  - issue a written notice to the requesting person upholding the disclosure denial, or
  - reverse the disclosure denial in part and issue a written notice to the requesting person upholding the denial in part, or
  - under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the STFD Board will respond to the written appeal. The STFD Board shall not issue more than one notice of extension for a particular written appeal.



Whether or not a person has submitted an appeal under this Section, the person may choose to commence an action in the Circuit Court to compel the Fire Department's disclosure of public records as provided in Section 10 of the Act.

### **SECTION 9-APPEALS-FEES**

If a requesting person believes that the Fire Department is requiring a fee that exceeds the amount permitted under these Procedures & Guidelines or Section 4 of the Act, the requesting person may submit to the STFD Board as the "head of the public body" a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted. The person making the appeal may use the form attached as Attachment F. The STFD Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal.

Within 10 business days after receiving a written appeal challenging fees, the STFD Board shall do one of the following:

- Waive the fee.
- Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the Act that supports the remaining fee. The determination shall include a certification from the STFD Board that the statements in the determination are accurate and that the reduced fee amount complies with these Procedures & Guidelines and Section 4 of the Act.
- Uphold the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the Act that supports the required fee. The determination shall include a certification from the STFD Board that the statements in the determination are accurate and that the fee amount complies with these Procedures & Guidelines and Section 4 of the Act.
- Issue a notice extending for not more than 10 business days the period during which the STFD Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The STFD Board shall not issue more than 1 notice of extension for a particular written appeal.

Within 45 days after receiving notice of the STFD Board's determination of an appeal regarding fees under this Section or the STFD Board's failure to act timely on the appeal as required by Section 10a(2) of the Act, the person who filed the appeal may commence a civil action as provided in Section 10a of the Act. If a civil action is commenced against the Fire Department under this Section, the Fire Department is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

As used in this Section, "fee" means the total fee or any component of the total fee calculated under Section 4 of the Act, including any deposit.

## **SECTION 10-INTERPETATION AND EFFECTIVE DATE**

These Procedures & Guidelines are intended to fully comply with the Act. In the event of any inadvertent inconsistency between the Act and these Procedures & Guidelines, the Act shall control.

These Procedures & Guidelines shall become effective as of \_\_\_\_\_.

## **SECTION 11 – FORMS**

The following forms attached hereto are incorporated into these Procedures & Guidelines:

Attachment A	FOIA Request for Public Records Form
Attachment B	Detailed Cost Itemization
Attachment C	Notice to Extend Time for a FOIA Request
Attachment D	Notice of Denial of FOIA Request
Attachment E	FOIA Appeal Form-To Appeal a Denial of Records
Attachment F	FOIA Appeal Form-To Appeal an Excess Fee

The FOIA Coordinator may use the forms in substantially the form attached as Attachments A through F in processing FOIA requests. The FOIA Coordinator may modify the forms attached as Attachments A through F as necessary or appropriate to conform the forms to these Procedures & Guidelines or the Act or to otherwise improve the forms for use by the FOIA Coordinator and the public.

# ATTACHMENT A



If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the STFD must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the STFD must separate the requested public records that are available on its website from those that are not available on the website and must inform the requesting person of the additional charge to receive copies of the public records that are available on its website.

If the STFD includes the website address for a record in its written response to the requesting person and the requesting person thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the STFD must provide the public records in the specified format (if the STFD has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

#### **Request for Copies/Duplication of Records on STFD Website**

I hereby stipulate that, even if some or all of the records are located on a STFD website, I am requesting that the STFD make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

#### **Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

#### **Consent to Overtime Labor Costs**

I hereby agree and stipulate to the STFD using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate      2. ☐ Labor to locate      3a. ☐ Labor to redact      3b. ☐ Contract labor to redact  
6b. ☐ Labor to copy/duplicate records already on STFD's website

Requestor's Signature

Date

#### **Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:
  - (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
  - (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**   ☐ Affidavit Received   ☐ Eligible for Discount   ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

#### **Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the STFD.

**Office Use:**   ☐ Documentation of State Designation Received   ☐ Eligible for Discount   ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Copies of the STFD's FOIA Procedures & Guidelines and the Written Public Summary of the Procedures & Guidelines are available on the STFD website at <http://www.saugatuckfire.org/>.

# **ATTACHMENT B**

**STFD:** Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

## Freedom of Information Act Request Detailed Cost Itemization

Date: \_\_\_\_\_ Prepared for Request Number: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

<p><b>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the STFD's FOIA Policies and Guidelines.</b></p>			
<p><b>1. Labor Cost for Copying / Duplication</b>  This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requesting person on non-paper physical media or through the Internet or other electronic means as stipulated by the requesting person.   This shall not be more than the hourly wage of the STFD's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.   These costs will be estimated and charged in <b>15-minute time increments</b>; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>   <b>Hourly Wage Charged: \$ _____</b> <b>Charge per increment: \$ _____</b>  <u>OR</u>  <b>Hourly Wage with Fringe Benefit Cost: \$ _____</b> <u>OR</u>  Multiply the hourly wage by the percentage multiplier: _____%  <i>(up to 50% of the hourly wage)</i> and add to the hourly Wage for a total per hour rate. <b>Charge per increment: \$ _____</b>   <input type="checkbox"/> Overtime rate charged as stipulated by Requestor <i>(overtime is not used to calculate fringe benefit cost)</i></p>		<p>To figure the number of increments, take <i>the number of minutes</i>:  _____, divide by _____-minute increments, and round down.  Enter below:</p> <p><b>No. of increments</b>  x _____ =</p>	<p><b>1. Labor Cost</b>  \$ _____</p>
<p><b>2. Labor Cost to Locate:</b>  This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the STFD because of the nature of the request in this particular instance, specifically: _____  _____   The STFD will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.   These costs will be estimated and charged in <b>15-minute time increments</b>; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>   <b>Hourly Wage Charged: \$ _____</b> <b>Charge per increment: \$ _____</b>  <u>OR</u>  <b>Hourly Wage with Fringe Benefit Cost: \$ _____</b> <u>OR</u>  Multiply the hourly wage by the percentage multiplier: _____%  <i>(up to 50% of the hourly wage)</i> and add to the hourly Wage for a total per hour rate. <b>Charge per increment: \$ _____</b>   <input type="checkbox"/> Overtime rate charged as stipulated by requesting person <i>(overtime is not used to calculate fringe benefit cost)</i></p>		<p>To figure the number of increments, take <i>the number of minutes</i>:  _____, divide by _____-minute increments, and round down.  Enter below:</p> <p><b>No. of increments</b>  x _____ =</p>	<p><b>2. Labor Cost</b>  \$ _____</p>

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using STFD employee. If contracted, use No. 3b instead).

The STFD will not charge labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the STFD because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

This is the cost of labor of a **STFD employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **STFD's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

**OR**

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

**OR**

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%

(up to 50% of the hourly wage) and add to the hourly

Wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by requesting person (*overtime is not used to calculate fringe benefit cost*)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to: \_\_\_\_\_ increments  
Enter below:

No. of increments  
x \_\_\_\_\_ =

**3a.**  
**Labor Cost**  
\$ \_\_\_\_\_

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a. instead)

The STFD will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the STFD because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

As the STFD does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (*currently \$8.15*).

Name of contracted person or firm: \_\_\_\_\_

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

**OR**

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

**OR**

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%

(up to 50% of the hourly wage) and add to the hourly

Wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requesting person (*overtime is not used to calculate fringe benefit cost*)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down.  
Enter below:

No. of increments  
x \_\_\_\_\_ =

**3b.**  
**Labor Cost**  
\$ \_\_\_\_\_



<p><b>4. Copying / Duplication Cost:</b></p> <p>Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (<i>for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection</i>).</p> <p><b>No more than the <u>actual</u> cost of a sheet of paper, up to maximum 10 cents per sheet for:</b></p> <ul style="list-style-type: none"> <li>• <b>Letter</b> (8½ x 11-inch, single- or double-sided):    <u>      </u> cents per sheet</li> <li>• <b>Legal</b> (8½ x 14-inch, single- or double-sided):    <u>      </u> cents per sheet</li> </ul> <p><b>No more than the actual cost of a sheet of paper:</b></p> <ul style="list-style-type: none"> <li>• <b>Other paper sizes</b> (single- or double-sided):    <u>      </u> cents / dollars per sheet</li> </ul> <p><b><u>Actual and most reasonably economical</u> cost of <u>non-paper physical digital media</u>:</b></p> <ul style="list-style-type: none"> <li>• <b>Circle applicable:</b> Disc / Tape / Drive / Other Digital Medium    <b>Cost per Item:</b> <u>                  </u></li> </ul> <p>The cost of paper copies <b>must</b> be calculated as a total cost per <u>sheet</u> of paper. <u>The STFD must utilize the most economical means available for making copies of public records, including using double sided printing, if cost saving and available.</u></p>	<p><b>No. of Sheets:</b></p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p><b>No. of Items:</b></p> <p>x <u>          </u> =</p>	<p><b>Costs:</b></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p><b>4. Total Copy Cost</b></p> <p>\$ <u>          </u></p>
<p><b>5. Mailing Cost:</b></p> <p>The STFD will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner.</p> <ul style="list-style-type: none"> <li>• The STFD <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation.</li> <li>• The STFD <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requesting person*</li> </ul> <div style="text-align: right; margin-top: 10px;"> <p><b>Actual Cost of Envelope or Package:</b> \$ <u>          </u></p> <p><b>Actual Cost of Postage:</b> \$ <u>          </u> per stamp</p> <p style="padding-left: 150px;">\$ <u>          </u> per pound</p> <p style="padding-left: 150px;">\$ <u>          </u> per package</p> <p><b>Actual Cost (least expensive) Postal Delivery Confirmation:</b> \$ <u>          </u></p> <p><b>*Expedited Shipping or Insurance as Requested:</b> \$ <u>          </u></p> </div> <p><input type="checkbox"/> *Requesting person has requested expedited shipping or insurance</p>	<p><b>No. of Envelopes or Packages:</b></p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p> <p>x <u>          </u> =</p>	<p><b>Costs:</b></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p>\$ <u>          </u></p> <p><b>5. Total Mailing Cost</b></p> <p>\$ <u>          </u></p>



<b>Subtotal Fees Before Waivers, Discounts or Deposits:</b>		<input type="checkbox"/> Cost Estimate <input type="checkbox"/> Bill		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Estimated Time Frame to Provide Records:</b>  <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           _____ (days or date)         </div> <p style="font-size: small; margin-top: 5px;">The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve the Library from any of the other requirements of the Freedom of Information Act.</p> </div> <div style="width: 55%;">           1. Labor Cost for Copying: \$ _____            2. Labor Cost to Locate: \$ _____            3a. Labor Cost to Redact: \$ _____            3b. Contract Labor Cost to Redact: \$ _____            4. Copying/Duplication Cost: \$ _____            5. Mailing Cost: \$ _____            6a. Copying/Duplication of Records on Website: \$ _____            6b. Labor Cost for Copying Records on Website: \$ _____            6c. Mailing Costs for Records on Website: \$ _____  <b>Subtotal Fees:</b> \$ _____         </div> </div>	
<b>Waiver: <u>Public Interest</u></b>  <p style="font-size: small;">A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the STFD determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefitting the general public.</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <input type="checkbox"/> All fees are waived           <b>OR</b> <input type="checkbox"/> All fees are reduced by: _____ %         </div>		<b>Subtotal Fees After Waiver or Reduction:</b>		\$ _____	
<b>Discount: <u>Indigence</u></b>  <p style="font-size: small;">A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under the Freedom of Information Act and who:</p> <ol style="list-style-type: none"> <li>1) Submits an affidavit stating that the individual is indigent and receiving specific assistance, <b>OR</b></li> <li>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigency.</li> </ol> <p style="font-size: small;">If a requestor is ineligible for the discount, the STFD shall inform the requestor specifically for the reason for ineligibility in the STFD's written response. An individual is ineligible for this fee reduction if <b>ANY</b> of the following apply:</p> <ol style="list-style-type: none"> <li>i. The individual has previously received discounted copies of public records from the STFD twice during that calendar year, <b>OR</b></li> <li>ii. The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The STFD may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</li> </ol> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Eligible for Indigence Discount         </div>		<b>Subtotal Fees After Discount (subtract \$20):</b>		\$ _____	
<b>Discount: <u>Nonprofit Organization</u></b>  <p style="font-size: small;">A public record search must be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C. of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <ol style="list-style-type: none"> <li>i. Is made directly on behalf of the organization or its clients.</li> <li>ii. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.</li> <li>iii. Is accompanied by documentation of its designation by the state, if requested by the STFD.</li> </ol> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Eligible for Indigence Discount         </div>		<b>Subtotal Fees After Discount (subtract \$20):</b>		\$ _____	

<p><b>Deposit: <u>Good Faith</u></b></p> <p>The STFD may require a good-faith deposit <u>before providing the public records to the requestor if the entire fee estimate or charge exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed ½ of the total estimated fee. <b>Percent of Deposit:</b> _____ %</p>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Deposit Amount Required:</b></p> <p>\$ _____</p>
<p><b>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u></b></p> <p>After a STFD has granted and fulfilled a written request from an individual under the Freedom of Information Act, if the STFD has not been paid in full the total amount of fees for the copies of public records that the STFD made available to the individual as a result of that written request, <b>the STFD may require an increased estimated fee deposit of up to 100% of the estimated fee <u>before it begins a full public record search</u> for any subsequent written request from that individual</b> if <b>ALL</b> of the following apply:</p> <ul style="list-style-type: none"> <li>(a) The final fee for the prior written request was not more than 105% of the estimated fee.</li> <li>(b) The public records made available contained the information being sought in the prior written request and are still in the STFD's possession.</li> <li>(c) The public records were made available to the individual, subject to payment, within the time frame estimate given on Page 5 of this form.</li> <li>(d) Ninety (90) days have passed since the STFD notified the individual in writing that the public records were available for pickup or mailing.</li> <li>(e) The individual is unable to show proof of prior payment to the STFD.</li> <li>(f) The STFD calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</li> </ul> <p>A STFD can no longer require an increased estimated fee deposit from an individual if <b>ANY</b> of the following apply:</p> <ul style="list-style-type: none"> <li>(a) The individual is able to show proof of prior payment in full to the STFD , <b>OR</b></li> <li>(b) The STFD is subsequently paid in full for the applicable prior written request, <b>OR</b></li> <li>(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the STFD.</li> </ul>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Percent Deposit Required:</b></p> <p>_____ %</p> <p><b>Deposit Required:</b></p> <p>\$ _____</p>
<p><b>Late Response <u>Labor Costs</u> Reduction</b></p> <p>If the STFD does not respond to a written request in a timely manner as required under MCL 15.235(2), the STFD must do the following:</p> <ul style="list-style-type: none"> <li>(a) <b>Reduce the charges for labor costs</b> otherwise permitted by 5% for each day the STFD exceeds the time permitted for a response to the request, <b>with a maximum 50% reduction</b>, if <b>EITHER</b> of the following applies: <ul style="list-style-type: none"> <li>i. The late response was willful and intentional, <b>OR</b></li> <li>ii. The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference to MCL 15.231 et seq. or 1976 Public Act 442, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</li> </ul> </li> </ul>	<p><b>Number of Days Over Required Response Time:</b></p> <p>_____</p> <p><b>Multiply by 5%</b></p> <p><b>= Total Percent Reduction:</b></p> <p>_____</p>	<p><b>Total Labor Costs</b></p> <p>\$ _____</p> <p><b>Minus Reduction</b></p> <p>\$ _____</p> <p><b>= Reduced Total Labor Costs</b></p> <p>\$ _____</p>
<p>The Public Summary of the STFD's FOIA Procedures and Guidelines is available free of charge from:  Website: _____ Email: _____  Phone: _____ Address: _____</p> <p style="text-align: center;"><b>Request Will Be Processed, But <u>Balance Must Be Paid Before</u></b>  <b>Copies May Be Picked Up, Delivered or Mailed</b></p>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Total Balance Due:</b></p> <p>\$ _____</p>

# ATTACHMENT C

STFD: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Saugatuck Township Fire District ("STFD"), Allegan County, MI

Extension Form

**Notice to Extend Response Time for FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City/Township	State Zip

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis  
**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the STFD : \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are extending the date to respond to your FOIA request for no more than 10 business days, until \_\_\_\_\_ (month, day, year).  
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact  
\_\_\_\_\_ at \_\_\_\_\_

**Estimated Time Frame to Provide Records:** \_\_\_\_\_ (days or date)  
The time frame estimate is nonbinding upon the STFD, but the STFD is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

**Reason for Extension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Signature of FOIA Coordinator:</b>	<b>Date:</b>
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Copies of the STFD's FOIA Procedures & Guidelines and the Written Public Summary of the Procedures & Guidelines are available on the STFD website at <http://www.saugatuckfire.org/>.

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# **ATTACHMENT D**



**Notice of Denial of FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_  
**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City/Township	State Zip

**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the STFD: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **All** OR ☐ **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact \_\_\_\_\_ at \_\_\_\_\_

**Reason for Denial:**

☐ **1. Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

☐ **2. Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the STFD. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_  
\_\_\_\_\_

☐ **3. Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

A brief description of the information that had to be separated or deleted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the STFD Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the STFD has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FREEDOM OF INFORMATION ACT (EXCERPT)

### Act 442 of 1976

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

# **ATTACHMENT E**

## FOIA Appeal Form—To Appeal a Denial of Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_  
**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City/Township	State Zip

**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the STFD: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### STFD Response:

The STFD Board must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension. The STFD Board is not considered to have received this appeal until the first regularly scheduled meeting of the STFD Board following submission of this appeal.

**STFD Board Extension:** We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

### STFD Board Determination:

☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Notice of Requestor's Right to Seek Judicial Review

With or without the STFD's determination on this appeal, you are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the STFD has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Copies of the STFD's FOIA Procedures & Guidelines and the Written Public Summary of the Procedures & Guidelines are available on the STFD website at <http://www.saugatuckfire.org/>.

## FREEDOM OF INFORMATION ACT (EXCERPT)

### Act 442 of 1976

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

# **ATTACHMENT F**

STFD: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

**FOIA Appeal Form—To Appeal an Excess Fee**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method  
**Date of This Notice:** \_\_\_\_\_ **Date delivered to junk/spam folder:** \_\_\_\_\_  
(Please Print or Type) **Date discovered in junk/spam folder:** \_\_\_\_\_  
**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City/Township	State Zip

**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the STFD: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STFD Response:**

The STFD must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension. The STFD is not considered to have received this appeal until the first regularly scheduled meeting of the STFD following submission of this appeal.

**STFD Extension:** We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_  
(month, day, year). Only one extension may be taken per FOIA appeal.  
Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**STFD Determination:** ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for STFD determination:

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under the STFD's written Procedures & Guidelines and Section 10a of the Michigan Freedom of Information Act, MCL 15.240a to appeal a FOIA fee to the STFD if you believe the fee exceeds the amount permitted under the STFD's written Procedures & Guidelines or the Freedom of Information Act. Following the STFD's determination on the appeal, you are then entitled to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the STFD. If a civil action is commenced in court, the STFD is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the STFD required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Copies of the STFD's FOIA Procedures & Guidelines and the Written Public Summary of the Procedures & Guidelines are available on the STFD website at <http://www.saugatuckfire.org/>.

**FREEDOM OF INFORMATION ACT (EXCERPT)**  
**Act 442 of 1976**

**15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.**

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

**History:** Add. 2014, Act 563, Eff. July 1, 2015





# 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)

November 13, 2018

## Funding Approval Form

### **ITEM DESCRIPTION:**

Truck #2174 – Purchase 2018/19 RAM 3500 to replace 2006 Ford F250

### **PRIORITY:**

High

### **QUALITY FACTORS:**

Purchase 2018/19 Ram 3500 SLT 4x4 Crew Cab 1 Ton Truck with 8' Bed. Install custom aluminum service body from Hoekstra truck systems. Truck and body to be painted flame red. Included in estimate is necessary wiring, emergency lighting, sirens, chargers, and accessories.

The Fire Officer's selected the RAM model over the Ford as it offers the Cummins Diesel and Allison Transmission package that is of higher quality and durability than current Ford or GM diesels. Further, the RAM comes prepped with necessary console for siren & light controls and reduces the amount of fabrication and labor involved in readying the truck for service.

Rather than purchase a new truck to replace the plow utility truck, we will place this new RAM truck as a State Licensed front-line medical first response vehicle, equipped with full size arrow board for initial traffic control and scene safety. The existing RAM truck will become the utility/plow truck as well as remain a State Licensed medical first response vehicle.

This purchase, and subsequent shifting of existing small apparatus, will provide the Fire District with an additional State Licensed medical first response vehicle to assist in handling the continued overlapping medical and emergency calls for service.

When the Long-Term Capital plan was developed in 2013, small vehicles were to be replaced every 7 years, and replaced with new vehicles. The 2006 Ford F250 has exceeded this guideline by 3 years. The requested purchase of the 2018/19 RAM 3500 fits these criteria as outlined in the Capital Plan.

The 2006 Ford F250 will be sold after the new RAM is placed in service. (see Apparatus disposal form)

### **BUDGETED:**

\$80,000 - Capital Plan – 2018/19 Budget Year

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

Capital Plan – 2018/19 Budget Year



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## **COST:**

\$80,000.00 – Not to exceed Cost Breakdown:

2018/19 RAM 3500 – 1 Ton Diesel Pickup - \$49,825

Reading Aluminum Service Body - \$20,064

Lighting, Lettering, Chargers, Equipment - \$10,668.25

Full Size Arrow board, Controller, and Mount - \$3,650.00

Sale of Pickup Truck Bed – (-\$1,500.00)

Sale of 2006 Ford F250 – (-\$4,000.00)

Contingency for unknowns - \$1,200.00

**Total = \$79,907.25**

## **REQUESTER:**

Deputy Chief Chris Mantels

## **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to purchase the 2018/19 RAM 3500 Pickup Truck, including the Reading aluminum service body, lighting, lettering, equipment, and arrow board, with a not to exceed amount of \$80,000.00. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

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

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

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

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

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



This picture is intended to be an example only, not actual size, paint color, or body configuration.



# 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)

November 13<sup>th</sup>, 2018

## Equipment Disposal Approval Form

### **ITEM DESCRIPTION:**

2006 Ford F-250 Pickup - #2131 – VIN # 1FTNF21546EC37208

### **PRIORITY:**

Low

### **QUALITY FACTORS:**

Truck has exceeded its useful life and was purchased used from the City of Saugatuck in 2014. It will be replaced with a licensed medical first response vehicle. 2006 Ford F250 will not be sold until after 2018/19 RAM has been placed in-service.

### **SELLING COST:**

Accept no less than \$3,500 as is.

### **BUDGETED:**

None

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

N/A

### **REQUESTER:**

Deputy Chief Chris Mantels

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to sell the 2006 Ford F250 Pickup Truck, after the 2018/19 RAM is placed into service and accept no less than \$3,500.00 for its sale.

I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

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

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

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

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

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