



# 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 – January 21<sup>st</sup>, 2019

### 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. Pledge of Allegiance (*Stand if you are able*):
4. Approval of Agenda (*additions / deletions*):
5. Approval of Minutes:
  - A. **December 17<sup>th</sup>, 2018**
6. Public Comment on Agenda Items Only (Limit 3 minutes):
7. **Special Guest Speaker – Audit Review**
  - A. **Dan Veldhuizen of Siegfried Crandall P.C.**
8. Request for Payment:
  - A. **Account Payables (Roll Call Vote)**
  - B. **Financial Report**
9. 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. **Introduction of the #SPSPressToTest Video Campaign**
    3. **State of Michigan experienced 135 fatal fires year to date for 2018, 18 since last meeting.**
  - C. **Personnel Certifications**
    1. **Chris Bernhardt – Fire Officer 3**
  - D. **Grant Updates**
    1. **Participating in four regional Allegan County - Michigan Firefighter Training Council Grants**
      - i. **Forcible Entry Door Simulators**
      - ii. **Two Agricultural/Machine Rescue Courses**
      - iii. **Pump Apparatus Operator / Mutual Aid Tanker Shuttle Courses**
10. Unfinished Business:
  - A. **Fire Code Board of Appeals - Fee Schedule Discussion**
11. New Business:
  - A. **Funding Approval Request – Mercedes Attack & Supply Hose Order (Roll Call Vote)**
  - B. **Funding Approval Request – LED Lighting and Occupancy Sensor Upgrades (Roll Call Vote)**
  - C. **2018 Year-End Review - Incident Report Statistics**
  - D. **Capital Plan Review**
  - E. **Marihuana Facilities Discussion**
12. Correspondence:
  - A. **None**
13. Public Comments: (Limit 3 minutes):
14. Fire Board Comments:
15. 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 – December 17<sup>th</sup>, 2018

### DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:08pm**  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps**  
**ABSENT with Notice: K. Mooradian, A. Miller**  
**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*): **Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion, motion carries unanimously.**
4. Approval of Minutes:
  - A. **November 19<sup>th</sup>, 2018**  
**Motion by Beckman, 2<sup>nd</sup> by Fox to approve the minutes of the 11/19/2018 meeting as presented. No discussion, motion carries unanimously.**
5. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
6. Request for Payment:
  - A. **Budget Adjustment #1 (Roll Call Vote)**  
**Motion by Phelps, 2<sup>nd</sup> by Aldrich to approve Budget Adjustment #1 as presented. Discussion ensued.**  
**YEAS: Phelps, Aldrich, Verplank, Beckman, Fox**  
**NAYS: None**  
**ABSENT with Notice: Mooradian, Miller**
  - B. **Account Payables (Roll Call Vote)**  
**Motion by Phelps, 2<sup>nd</sup> by Beckman to approve payment of the invoices in the amount of \$130,923.42.**  
**Discussion ensued.**  
**YEAS: Phelps, Beckman, Aldrich, Fox, Verplank,**  
**NAYS: None**  
**ABSENT with Notice: Mooradian, Miller**
  - C. **Financial Report**
    - i. **Finances were reviewed by P. Stanislawski.**
7. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed – 848 calls year to date**
    2. **5:85 – average response time year to date.**
  - B. **Community Risk Reduction**
    1. **DES Fire Prevention Education – at DES twice per month to educate PreK-5<sup>th</sup> Graders**
      - i. **Working on Ice and Cold-water safety currently.**
    2. **State of Michigan has experienced 118 fatal fires year to date for 2018, 13 since last meeting.**
8. Unfinished Business:
  - A. **Fire Code Board of Appeals - Fee Schedule Discussion**
    1. **Postponed until full board can be present for discussion.**



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9. New Business:

**A. Fire Board 2019 Schedule of Meetings Approval (Roll Call Vote)**

**Motion by Phelps, 2<sup>nd</sup> by Beckman to adopt the 2019 meeting schedule as presented. No discussion.**

**YEAS: Phelps, Beckman, Aldrich, Fox, Beckman**

**NAYS: None**

**ABSENT with Notice: Mooradian, Miller**

**B. Website Discussion – Tab/page addition for FAQ's and FAQ Request Form**

**C. Mantels presented the new website design and the plan for moving forward.**

10. Correspondence: **None**

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

12. Fire Board Comments:

**A. E. Beckman discussed the Long-Term Capital Plan, scheduled to be reviewed in January.**

**B. D. Fox stated he received a good comment from a builder about C. Mantels and the nice professional job he did with the plan review for a commercial property in Douglas.**

**C. G. Janik discussed housing and staffing challenges.**

**D. New Saugatuck Public Schools remodeling proposals were discussed in detail.**

13. Adjournment:

**Meeting adjourned at 5:18pm.**

**NOTICE**

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01/10/2019	CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
	CHECK DATE FROM 12/18/2018 - 01/21/2019			
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
12/19/2018	19897	RAFT	TRAINING MANTELS	195.00
12/21/2018	1265(A)	SHAGS-SHOP INC	LIVE FIRE TRAINING CENTER	2,500.00
12/28/2018	DD2128(A)	BETTS, MICHAEL	PAYROLL	946.40
12/28/2018	DD2129(A)	JANIK, GREG	PAYROLL	1,968.11
12/28/2018	DD2130(A)	MANTELS, CHRISTOPHER	PAYROLL	1,803.63
12/28/2018	DD2131(A)	MILESKIEWICZ, JOHN	PAYROLL	1,164.41
12/28/2018	DD2132(A)	VAN OSS, BRENT	PAYROLL	1,667.74
12/31/2018	EFT547(E)	457 MERS	PAYROLL	1,148.47
12/31/2018	EFT548(E)	MISDU	PAYROLL	217.86
12/31/2018	EFT549(E)	IRS	PAYROLL	2,339.74
12/31/2018	EFT550(E)	MERS	PAYROLL	2,670.52
12/31/2018	EFT551(E)	STATE OF MICHIGAN	PAYROLL	1,405.67
01/11/2019	DD2133(A)	BETTS, MICHAEL	PAYROLL	949.06
01/11/2019	DD2134(A)	JANIK, GREG	PAYROLL	1,970.00
01/11/2019	DD2135(A)	MANTELS, CHRISTOPHER	PAYROLL	1,805.05
01/11/2019	DD2136(A)	MILESKIEWICZ, JOHN	PAYROLL	1,165.00
01/11/2019	DD2137(A)	VAN OSS, BRENT	PAYROLL	1,921.82
01/11/2019	EFT552(E)	457 MERS	PAYROLL	1,148.47
01/11/2019	EFT553(E)	MISDU	PAYROLL	217.86
01/11/2019	EFT554(E)	IRS	PAYROLL	6,141.68
01/14/2019	1277(A)	BLOOM SLUGGETT MORGAN	LEGAL FEES	140.00
01/14/2019	1278(A)	FRIS OFFICE	OFFICE SUPPLIES	47.98
01/14/2019	1279(A)	MOORE MEDICAL LLC	MEDICAL SUPPLIES	107.85
01/14/2019	1280(A)	LORRIE PASTOOR	CLEANING	180.00
01/14/2019	1281(A)	PRAXAIR	CYLINDER RENTAL	123.93
01/14/2019	1282(A)	RELIABLE ROAD SERVICE INC	2112 TIRE REPAIR	95.00
01/14/2019	1283(A)	SHAGS-SHOP INC	LIVE FIRE CONTAINERS	2,500.00
01/14/2019	1284(A)	SOUND OFF SIGNAL	2171 4" STUD	320.64
01/14/2019	1285(A)	SPENCER MANUFACTURING IN	2171 MAINTENANCE	2,685.32
01/14/2019	1286(A)	LINUS STARRING	DUMP TRAILER RENTAL	150.00
01/14/2019	1287(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	48.00
01/14/2019	DD2138(A)	ALDRICH, STACEY	PAYROLL	51.86
01/14/2019	DD2139(A)	BECKMAN, ERIC	PAYROLL	25.82
01/14/2019	DD2140(A)	BEEK, HEATHER	PAYROLL	807.48
01/14/2019	DD2141(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,723.45
01/14/2019	DD2142(A)	BETTS, MICHAEL	PAYROLL	739.62
01/14/2019	DD2143(A)	BLATT, DAVID	PAYROLL	670.05
01/14/2019	DD2144(A)	BLOK, MICHAEL	PAYROLL	368.89
01/14/2019	DD2145(A)	DORNBUSH, KALEIGH	PAYROLL	236.17
01/14/2019	DD2146(A)	ENGLAND, MICHAEL	PAYROLL	109.14
01/14/2019	DD2147(A)	GARGANO, CHRISTINE	PAYROLL	171.67
01/14/2019	DD2148(A)	GARGANO, MARK	PAYROLL	258.61
01/14/2019	DD2149(A)	KERRIDGE, ADAM	PAYROLL	18.21

01/10/2019	CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
	CHECK DATE FROM 12/18/2018 - 01/21/2019			
Check Date	Check	Vendor Name	Description	Amount
01/14/2019	DD2150(A)	KIRCHERT, ERIK	PAYROLL	923.89
01/14/2019	DD2151(A)	MANTELS, CHRISTOPHER	PAYROLL	1,366.94
01/14/2019	DD2152(A)	MCGOWAN, WILLIAM	PAYROLL	362.19
01/14/2019	DD2153(A)	MEISTE, JAMES	PAYROLL	174.21
01/14/2019	DD2154(A)	MEYER, KYLE	PAYROLL	773.18
01/14/2019	DD2155(A)	MILESKIEWICZ, JOHN	PAYROLL	690.11
01/14/2019	DD2156(A)	MINNIEAR, HARRY	PAYROLL	53.92
01/14/2019	DD2157(A)	MOKMA, WAYNE	PAYROLL	325.08
01/14/2019	19898	PHELPS, DONALD	PAYROLL	26.42
01/14/2019	DD2158(A)	PINA, ALYSSA	PAYROLL	266.89
01/14/2019	DD2159(A)	REWA, LANDON	PAYROLL	327.85
01/14/2019	DD2160(A)	SEYMOUR, SCOTT	PAYROLL	402.81
01/14/2019	DD2161(A)	STARRING, LINUS	PAYROLL	902.08
01/14/2019	DD2162(A)	STURM, ELLIOTT	PAYROLL	472.17
01/14/2019	DD2163(A)	VAN AUKEN, LAUREL	PAYROLL	345.13
01/14/2019	DD2164(A)	VAN OSS, BRENT	PAYROLL	213.92
01/14/2019	DD2165(A)	VERPLANK, JANE	PAYROLL	26.42
01/14/2019	DD2166(A)	WILKINSON, ERIN	PAYROLL	1,070.03
01/21/2019	1266(E)	COMCAST	TELEPHONES & INTERNET	263.44
01/21/2019	1267(E)	CONSUMERS ENERGY	FIRE BUILDING	530.82
01/21/2019	1268(E)	CONSUMERS ENERGY	BOAT DOCK	50.08
01/21/2019	1269(E)	FIRST BANKCARD	POSTAGE & SUPPLIES	5,071.34
01/21/2019	1270(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,250.00
01/21/2019	1271(E)	KAL LAKE SEWER WATER	WATER	164.08
01/21/2019	1272(E)	KAL LAKE SEWER WATER	WATER	25.54
01/21/2019	1273(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	391.34
01/21/2019	1274(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,899.67
01/21/2019	1275(E)	REPUBLIC SERVICES 240	TRASH	105.61
01/21/2019	1276(E)	SHELL	GASOLINE & DIESEL	535.67
01/21/2019	19899	GRAAFSCHAP FIRE DEPARTME	COST RECOVERY	430.00
01/21/2019	19900	IHLE AUTO PARTS	PARTS	195.42
01/21/2019	19901	HOLLAND READY ROOFING CO	ROOF INSPECTION	14,441.00
01/21/2019	19902	GANGES TOWNSHIP	COST RECOVERY	322.00
01/21/2019	19903	NDS RADIOLOGY INC	PHYISCALS	3,050.00
01/21/2019	19904	SENSIT TECHNOLOGIES LLC	GAS SENSORS	509.52
01/21/2019	19905	WMFPC	DUES	250.00
01/21/2019	19906	SUMMIT COMPANIES	REPAIRS BUILDING	260.00
01/21/2019	19907	SIEGFRIED CRANDALL PC	AUDIT	200.00
01/21/2019	19908	STANDARD	INSURANCE	542.00
01/21/2019	19909	ZORO	SUPPLIES	78.46
Total of 83 Checks:				85,215.41
Less 0 Void Checks:				0.00
Total of 83 Disbursements:				85,215.41

Vendor Name	Description	Amount
1. BLOOM SLUGGETT MORGAN	LEGAL FEES	140.00
2. COMCAST	TELEPHONES & INTERNET	263.44
3. CONSUMERS ENERGY	FIRE BUILDING	530.82
	BOAT DOCK	50.08
	TOTAL	580.90
4. FIRST BANKCARD	SUPPLIES	2,700.62
	SUPPLIES, REPAIRS & TRAINING	2,139.04
	POSTAGE & SUPPLIES	96.68
	DUES	135.00
	TOTAL	5,071.34
5. FRIS OFFICE	OFFICE SUPPLIES	47.98
6. GANGES TOWNSHIP	COST RECOVERY	322.00
7. GRAAFSCHAP FIRE DEPARTMENT	COST RECOVERY	430.00
8. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	1,250.00
9. HOLLAND READY ROOFING CO	ROOF INSPECTION	225.00
	REAR BUILDING ROOF	14,216.00
	TOTAL	14,441.00
10. IHLE AUTO PARTS	PARTS	195.42
11. KAL LAKE SEWER WATER	WATER	164.08
	WATER	25.54
	TOTAL	189.62
12. LINUS STARRING	DUMP TRAILER RENTAL	150.00
13. LORRIE PASTOOR	CLEANING	180.00
14. MICHIGAN GAS UTILITIES	NATURAL GAS	391.34
15. MOORE MEDICAL LLC	MEDICAL SUPPLIES	107.85
16. NDS RADIOLOGY INC	PHYISCALS	3,050.00
17. PRAXAIR	CYLINDER RENTAL	123.93
18. PRIORITY HEALTH	HEALTH INSURANCE	2,899.67
19. RAFT	TRAINING MANTELS	195.00
20. RELIABLE ROAD SERVICE INC	2112 TIRE REPAIR	95.00
21. REPUBLIC SERVICES 240	TRASH	105.61
22. SENSIT TECHNOLOGIES LLC	GAS SENSORS	509.52
23. SHAGS-SHOP INC	LIVE FIRE TRAINING CENTER	2,500.00
	LIVE FIRE CONTAINERS	2,500.00

Vendor Name	Description	Amount
	TOTAL	5,000.00
24. SHELL		
	GASOLINE & DIESEL	535.67
25. SIEGFRIED CRANDALL PC		
	AUDIT	200.00
26. SOUND OFF SIGNAL		
	2171 4" STUD	320.64
27. SPENCER MANUFACTURING INC		
	2171 MAINTENANCE	1,155.00
	2173 LIGHTS	1,136.00
	2111 REPAIRS	394.32
	TOTAL	2,685.32
28. STANDARD		
	INSURANCE	542.00
29. SUMMIT COMPANIES		
	REPAIRS BUILDING	260.00
30. WEST MICHIGAN UNIFORM		
	SHOP TOWELS	48.00
31. WMFPC		
	DUES	250.00
32. ZORO		
	SUPPLIES	78.46
TOTAL - ALL VENDORS		40,659.71
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		35,659.71
Fund 210 - REGIONAL TRAINING CENTER		5,000.00

User: Peter

DB: Stfd

PERIOD ENDING 01/31/2019

		2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2019	BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	295,000.00	75,845.78	0.00	219,154.22	25.71
206-000-402.000	SAUGATUCK TOWNSHIP	612,000.00	78,701.31	78,701.31	533,298.69	12.86
206-000-403.000	DOUGLAS CITY	307,000.00	118,431.99	99,580.71	188,568.01	38.58
206-000-450.000	FIRE SERVICES	1,000.00	3,171.35	0.00	(2,171.35)	317.14
206-000-460.000	INSPECTION & PLAN REVIEW FEES	4,000.00	3,607.19	0.00	392.81	90.18
206-000-465.000	COST RECOVERY	7,000.00	8,484.43	(752.00)	(1,484.43)	121.21
206-000-560.000	GRANTS & DONATIONS	3,000.00	2,884.00	0.00	116.00	96.13
206-000-665.000	INTEREST	3,000.00	2,746.90	0.00	253.10	91.56
206-000-685.000	SALES OF ASSETS	500.00	600.00	0.00	(100.00)	120.00
Total Dept 000		1,232,500.00	294,472.95	177,530.02	938,027.05	23.89
TOTAL REVENUES		1,232,500.00	294,472.95	177,530.02	938,027.05	23.89
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,000.00	1,470.00	150.00	1,530.00	49.00
206-336-704.000	CHIEF SALARY	73,300.00	37,653.58	2,818.85	35,646.42	51.37
206-336-705.000	OFFICER SALARIES	12,000.00	4,012.44	687.49	7,987.56	33.44
206-336-708.000	CAREER FIREFIGHTER	197,000.00	92,562.71	7,564.23	104,437.29	46.99
206-336-709.000	OPERATIONAL WAGES	54,600.00	30,746.36	5,344.68	23,853.64	56.31
206-336-710.000	FIRE CALLS	45,000.00	29,571.84	4,758.74	15,428.16	65.72
206-336-711.000	MEDICAL CALLS	30,000.00	14,945.00	1,557.98	15,055.00	49.82
206-336-712.000	TRAINING	22,000.00	9,338.79	2,334.50	12,661.21	42.45
206-336-713.000	SPECIAL EVENTS	18,000.00	13,587.21	2,480.94	4,412.79	75.48
206-336-720.000	PAYROLL TAXES	33,000.00	18,267.38	2,172.43	14,732.62	55.36
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	42,977.07	5,641.67	34,122.93	55.74
206-336-722.000	WORKER COMP INSURANCE	32,000.00	25,708.00	0.00	6,292.00	80.34
206-336-723.000	RETIREMENT	50,000.00	27,269.33	2,553.98	22,730.67	54.54
206-336-727.000	OPERATING SUPPLIES	18,000.00	12,568.96	923.26	5,431.04	69.83
206-336-728.000	GAS & OIL	11,000.00	6,422.96	535.67	4,577.04	58.39
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	20,199.00	520.00	9,801.00	67.33
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	8,397.23	509.52	3,102.77	73.02
206-336-745.000	STATION TOOLS	3,000.00	271.39	0.00	2,728.61	9.05
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	7,153.22	1,423.02	2,846.78	71.53
206-336-751.000	PHONES	11,000.00	6,252.43	404.57	4,747.57	56.84
206-336-752.000	UTILITIES	13,000.00	6,616.36	1,267.47	6,383.64	50.90
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	20,998.34	3,745.76	19,001.66	52.50
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	5,519.28	635.00	10,480.72	34.50
206-336-764.000	BUILDING SECURITY	2,000.00	1,203.00	0.00	797.00	60.15
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00	2,328.68	504.00	(328.68)	116.43
206-336-770.000	OFFICE EXPENSES	7,000.00	1,941.13	169.72	5,058.87	27.73
206-336-771.000	TECHNOLOGY	9,600.00	3,716.83	589.74	5,883.17	38.72
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	7,710.17	188.97	2,289.83	77.10
206-336-781.000	TURN OUT GEAR	25,000.00	23,540.92	0.00	1,459.08	94.16
206-336-785.000	EDUCATION	15,000.00	8,844.98	1,266.71	6,155.02	58.97
206-336-791.000	MEDICAL SUPPLY	6,500.00	3,571.43	151.63	2,928.57	54.95
206-336-795.000	FIRE PREVENTION	10,000.00	9,874.56	0.00	125.44	98.75
206-336-796.000	PHYSICALS	9,000.00	3,050.00	3,050.00	5,950.00	33.89
206-336-815.000	GENERAL INSURANCE	23,000.00	12,008.00	0.00	10,992.00	52.21



01/10/2019 04:21 PM

User: Peter

DB: Stfd

## REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK FIRE DISTRICT

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PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2019 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	187,750.00	55,523.85	14,216.00	132,226.15	29.57
206-336-986.000	CAPITAL FUND TRANSFER	50,050.00	0.00	0.00	50,050.00	0.00
Total Dept 336 - FIRE FUND		1,232,500.00	582,192.86	68,166.53	650,307.14	47.24
TOTAL EXPENDITURES		1,232,500.00	582,192.86	68,166.53	650,307.14	47.24
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,232,500.00	294,472.95	177,530.02	938,027.05	23.89
TOTAL EXPENDITURES		1,232,500.00	582,192.86	68,166.53	650,307.14	47.24
NET OF REVENUES & EXPENDITURES		0.00	(287,719.91)	109,363.49	287,719.91	100.00



December 18<sup>th</sup>, 2018

Dear Parents and Educators,

As you may be aware, Fire Chief Greg Janik and Deputy Chief Chris Mantels are teaching Fire Prevention and Life Safety education at Douglas Elementary School. Fire Prevention is a major part of Saugatuck Township Fire District's Community Risk Reduction Program, and we look forward to continuing fire prevention education with the students.

Our goal for the 2018/19 school year is to ensure every home in the Fire District has working smoke alarms and carbon monoxide alarms. We are partnering with parents, students, and educators, to test the smoke alarms and carbon monoxide alarms in their homes.

In the interest of embracing technology, and utilizing social media platforms, we are pleased to introduce the **#SPSPresstoTest** challenge. The Press to Test challenge requires students and parents to video themselves together, pressing the button on their smoke alarms to test them, and then uploading the videos to Facebook, Instagram, or Twitter with the hashtag #SPSPresstoTest. There will be an Ice Cream social reward upon successful completion of the program at DES.

Sadly, as of December 2018, there have been 125 fatalities in residential structure fires in Michigan. The Fire District and Saugatuck Public Schools are committed to reducing the possibility of injury or death by providing a more focused approach with Community Risk Reduction. Our goal is to ensure our community members and children are provided a reasonable level of safety from the hazards of fire and dangerous conditions. An essential component in achieving this goal is to ensure all homes have working life safety devices.

All homes should be equipped with smoke alarms in every bedroom, and on every floor level of the home, as well as carbon monoxide alarms on every level of the home. If your home does not have these life safety devices, please reach out the Fire District as they have alarms to install FREE of charge. Call 269-857-3000, or visit <http://www.saugatuckfire.org/smoke--co-alarm-request.html> if you need alarms installed or inspected.

Please let us know if you have any questions or if we can assist you along with the **#SPSPresstoTest** Challenge. We appreciate your assistance and participation.

Thank You,

*Michaelle Gust*  
Principal  
[mgust@saugatuckps.com](mailto:mgust@saugatuckps.com)  
Ph# 269-857-2139

*Chris Mantels*  
Deputy Chief / Fire Inspector  
[cmantels@saugatuckfire.org](mailto:cmantels@saugatuckfire.org)  
Ph# 269-857-3000

*Greg Janik*  
Fire Chief / Fire Marshal  
[gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)  
Ph# 269-857-3000

# MICHIGAN FATAL FIRE STATISTICS

## JANUARY - DECEMBER 2018

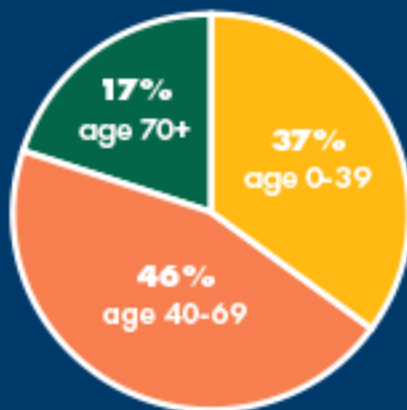


**135** FIRE DEATHS in **103** fires



**41%** increase over total known residential fatal fire fatalities in 2017

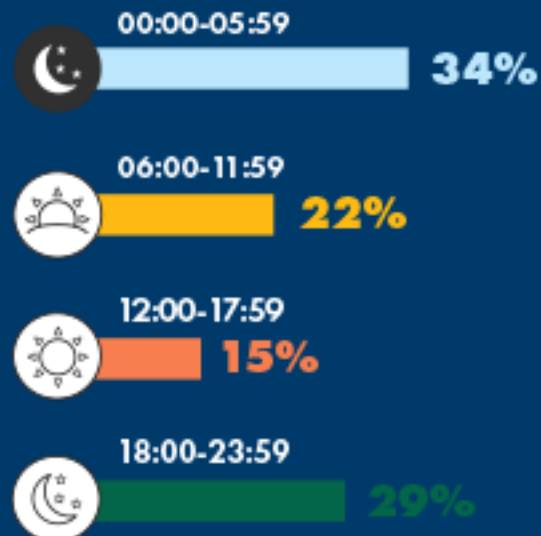
### FIRE DEATHS BY AGE



**60%** of known fatal fire origins occurred in the bedroom or living room

### FIRE DEATHS BY TIME OF DAY

The overwhelming majority of fire deaths happen overnight



### FIRE DEATHS BY GENDER

**63%**  
MEN

**29%**  
WOMEN

8% unknown

**SMOKING** is the leading known cause of fire fatalities in the State of Michigan.

**SMOKE ALARMS  
SAVE  
LIVES**



**10** years Change your smoke alarms every ten years



Test your smoke alarms every month

**6** months Change your batteries every six months

Have smoke alarms on **EVERY LEVEL** and in **EVERY BEDROOM**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Funding Approval Form

January 17<sup>th</sup>, 2019

### **ITEM DESCRIPTION:**

Hose – Initial Attack and Water Supply

### **PRIORITY:**

High

### **QUALITY FACTORS:**

District staff are requesting funds to replace the obsolete initial attack and supply hose. NFPA life expectancy of fire hose is 10 years, and the hose slated to be replaced is on average 20 years old.

The purchase will replace failed, non-complaint and obsolete hose. Hose is an essential component to firefighter safety and minimizing property loss. Currently, the District has no spare compliant 1.75" or 2.5" hose. The Mercedes brand hose is designed for aggressive fire attack, extremely kink resistant at low pressures and includes engraved arrows recessed in the couplings. The highly reflective arrows improve life safety for firefighters by directing firefighters to the escape route.

There was an initial purchase of the smaller attack hose in 2014 for \$12,995 that replaced the hose on the initial attack engines. We do not have any compliant spare hose, or hose to replace what is on the apparatus in the event of failure or the hose needing to be cleaned after deployment.

You may note that the capital plan only outlined \$15,000 for this project. Due to increased manufacturing costs since 2014, duplicating the same hose order is now \$20,005.00 instead of \$12,995. We will be funding the difference of \$5,005.00 by postponing other capital projects.

### **COST:**

89– 50 foot lengths of 1.75", 2.5", and 3" Attack and Supply Hose

**TOTAL - \$20,005.00**

### **BUDGETED:**

Budget – Capital Plan – Fire Hose (\$15,000) – 2018/19 Budget Year

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

Capital Plan– 2018/19 Budget Year

### **REQUESTER:**

Deputy Chief Chris Mantels

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to purchase the 89 lengths of Mercedes fire attack and supply hose, with a not to exceed amount of \$20,005.00. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

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

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

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

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

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



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Funding Approval Form

January 17<sup>th</sup>, 2019

### **ITEM DESCRIPTION:**

LED Lighting & Occupancy Sensors

### **PRIORITY:**

High

### **QUALITY FACTORS:**

District staff are requesting funds to replace the T-8 fluorescent fixtures with LED lighting throughout the entirety of the front station, and back maintenance barn. Many of the existing bulbs, and/or ballasts are currently burned out and require replacement.

District staff feel that converting to LED lighting is better for the environment by reducing the disposal impact on our planet and justifies the investment. Converting to LED keeps chemicals associated with fluorescent type fixtures out of landfills. Additional benefits are the savings in labor costs required for regular fluorescent lamp replacement and estimated utility bill savings.

Per the electrician, it is estimated we will save \$600-800 annually on our station electric utility bill by upgrading to LED Fixtures. The proposed LED lighting comes with a 5-year warranty and is estimated to last over 20 years depending on daily usage.

We are also proposing to install occupancy sensors in all areas, so lights turn on as you enter a room or area for safety and turn off automatically after there is no longer motion in the area. The occupancy sensors would also turn on the appropriate truck bay lights upon return from emergency responses to allow for safer backing of apparatus into the truck bay.

It is estimated that we may receive rebates from the energy company in the amount of \$1,000.00 for the LED upgrades, and \$400.00 for the occupancy sensors, however these are estimates only and will not be confirmed until after installation is completed.

### **COST:**

LED Lighting Upgrade / Replacement - \$10,500.00

Occupancy Sensors Installation - \$6,200.00

**TOTAL - \$16,700.00**

### **BUDGETED:**

Budget – Capital Plan – LED Upgrades – 2018/19 Budget Year

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

Capital Plan– 2018/19 Budget Year



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



**REQUESTER:**

Deputy Chief Chris Mantels

**SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to upgrade station fixtures to LED, and add occupancy sensors in all areas, with a not to exceed amount of **\$16,700.00**. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

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

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

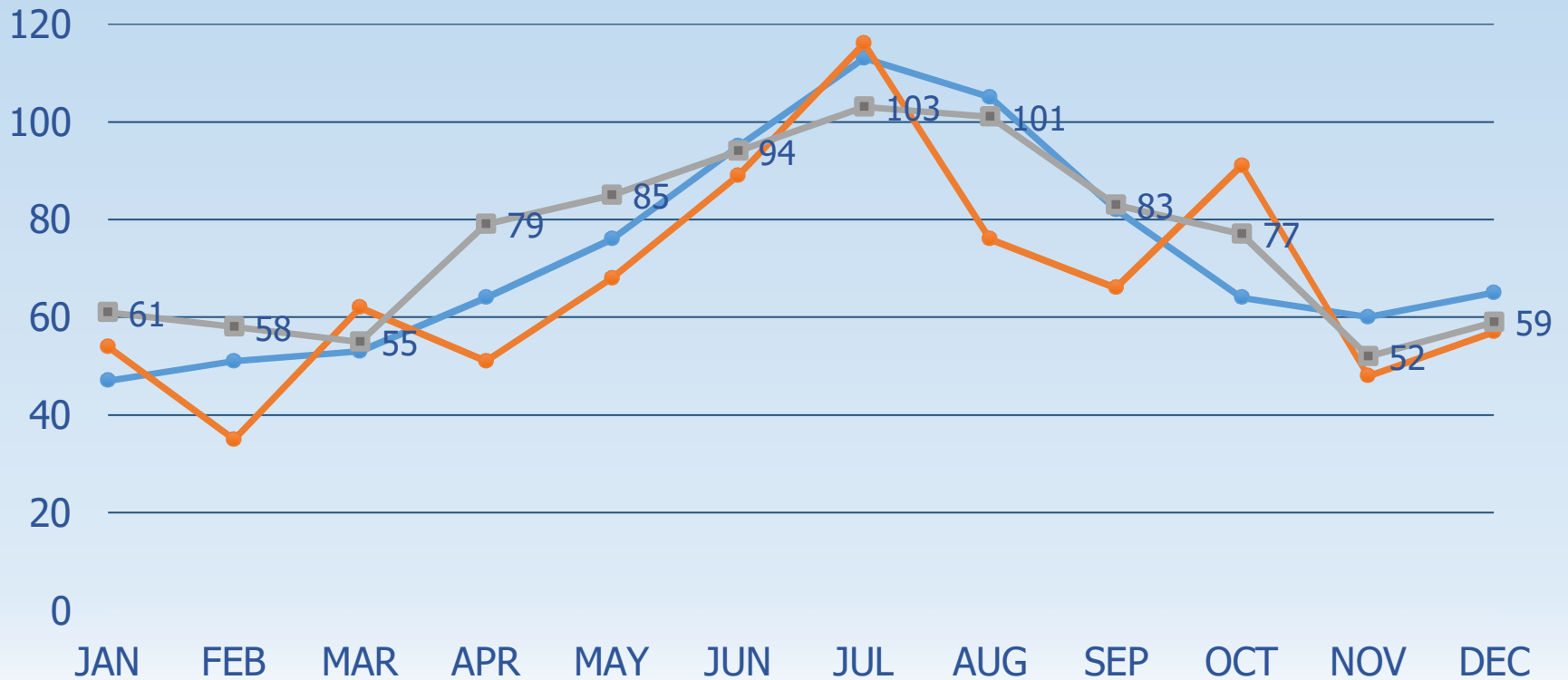
YEAS: \_\_\_\_\_

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

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

# Incidents 2018 by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875



# Incidents 2012-18 by month

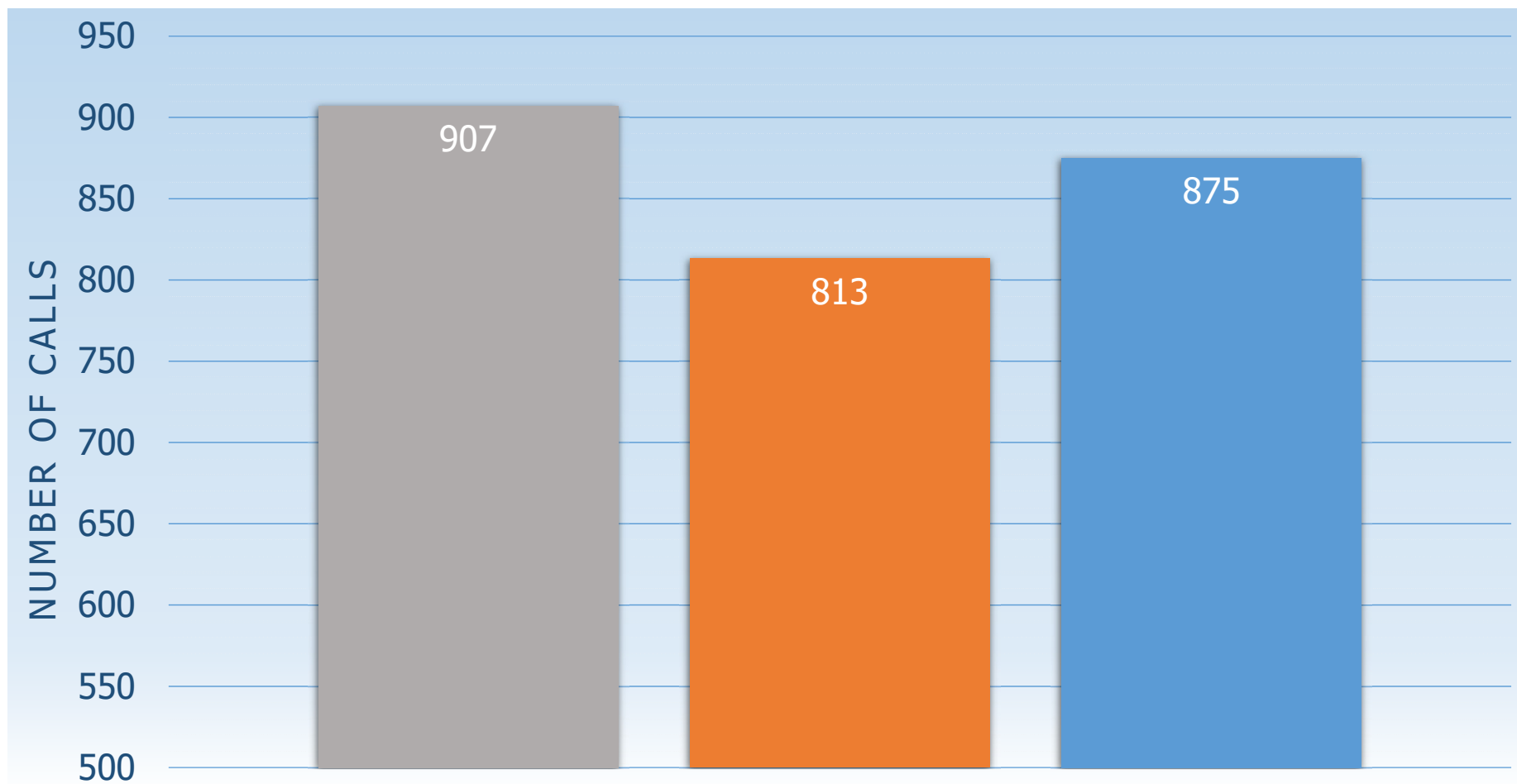
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729

Average	57	50	53	56	71	78	100	83	67	63	55	57	792
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Lowest Highest

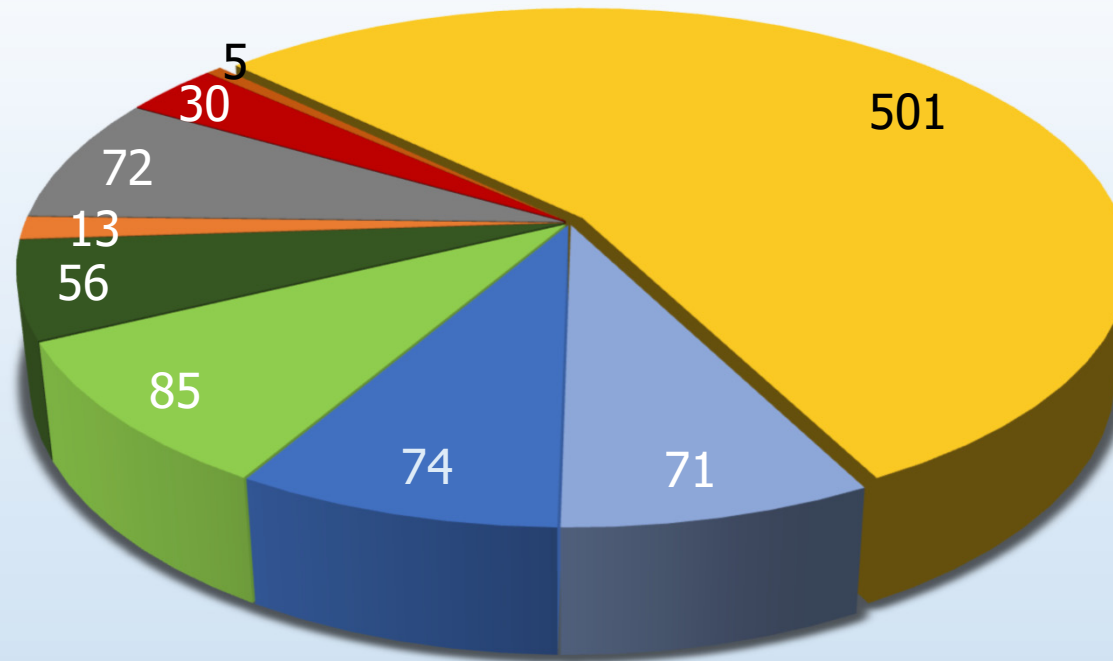


# Comparison 2016-2018



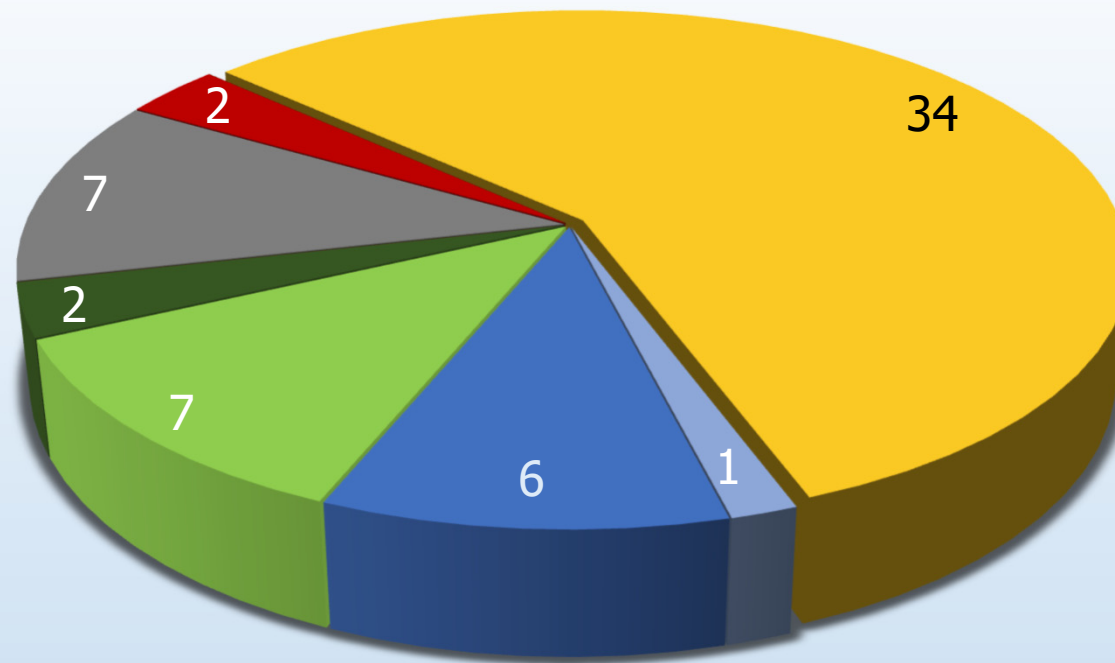
Year	December 31	+/-	+/- %
2018	907	94	11.6
2017	813	(62)	(7.1)
2016	875		










# Incident Report - by Type - 2018



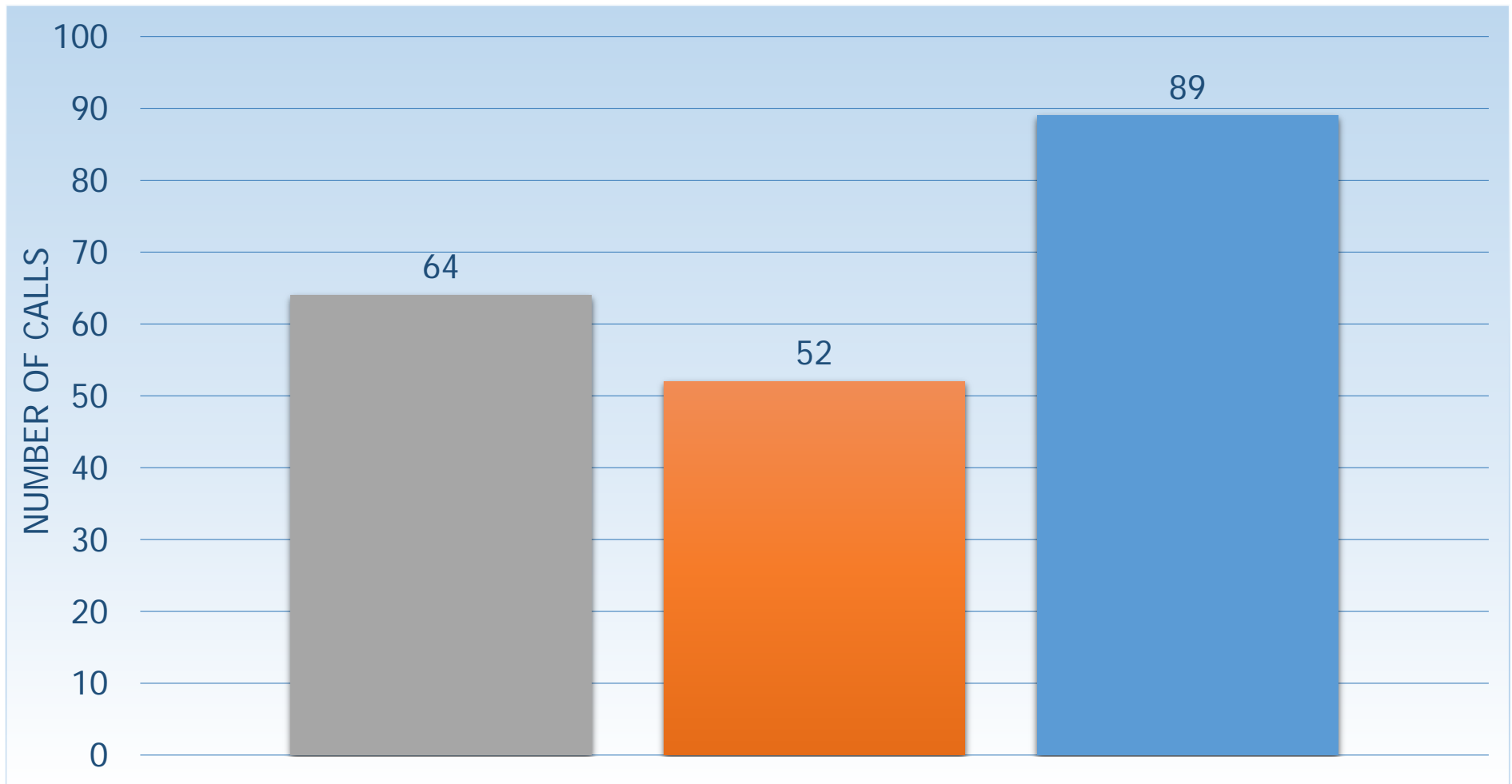
Type Of Incident:	Total Incidents:	Percentage Value:
100 Series - Fire	30	3.31%
200 Series - Explosion, Overpressure, Overheat (No Fire)	5	0.55%
300 Series - Rescue & EMS	501	55.24%
400 Series - Hazardous Conditions (No fire)	71	7.83%
500 Series - Service Call	74	8.16%
600 Series - Good Intent Calls	85	9.37%
700 Series - False Alarm & False Calls	56	6.17%
800 Series - Severe Weather and Natural Disaster	13	1.43%
900 Series - Special Incident Type	72	7.94%
	<b>907</b>	<b>100.00%</b>

# Incident Report - By Type - December 2018



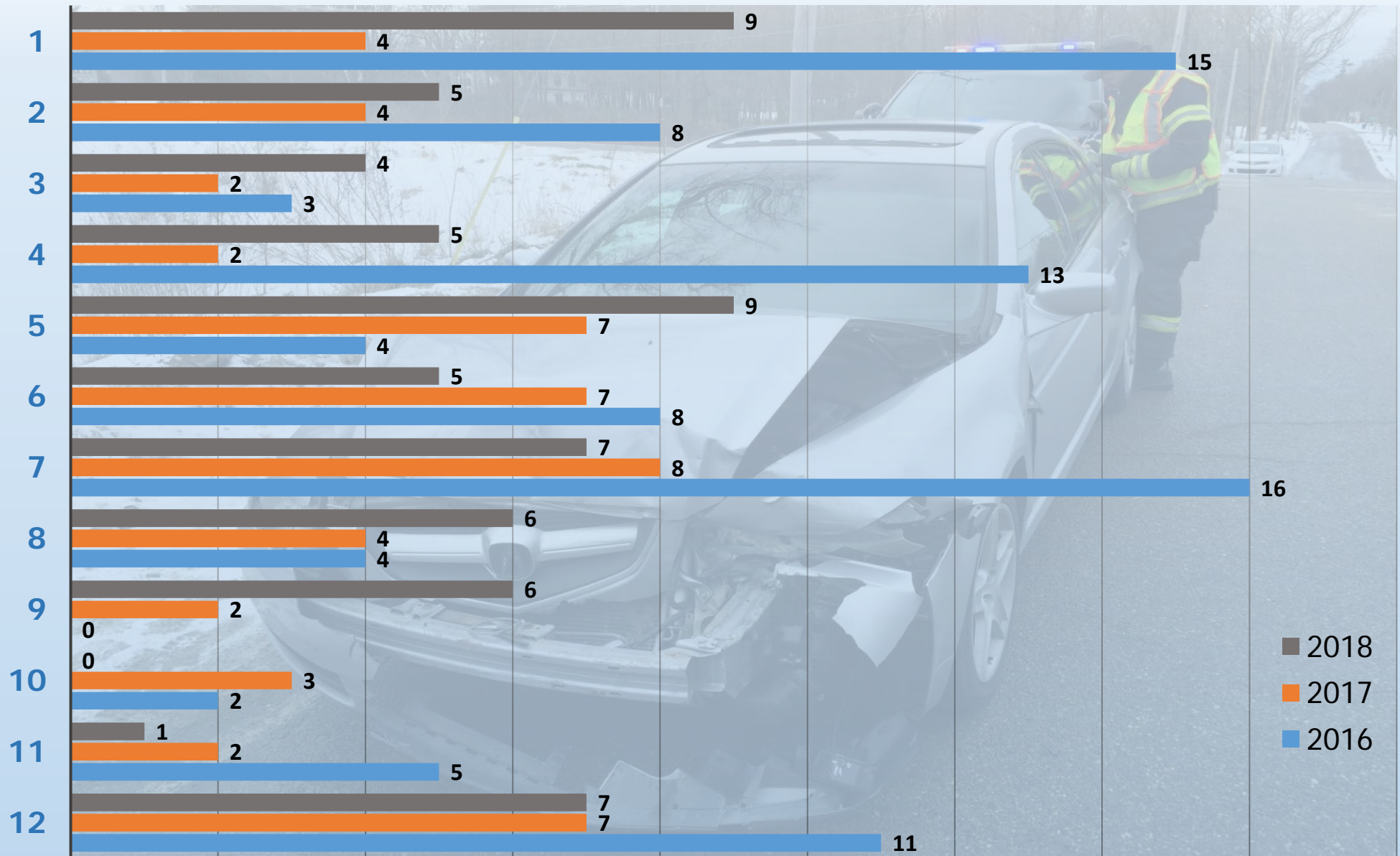
Type Of Incident:	Total Incidents:	Percentage Value:
 100 Series - Fire	2	3.39%
 200 Series - Explosion, Overpressure, Overheat (No Fire)	0	0.00%
 300 Series - Rescue & EMS	34	57.63%
 400 Series - Hazardous Conditions (No fire)	1	1.69%
 500 Series - Service Call	6	10.17%
 600 Series - Good Intent Calls	7	11.86%
 700 Series - False Alarm & False Calls	2	3.39%
 800 Series - Severe Weather and Natural Disaster	0	0.00%
 900 Series - Special Incident Type	7	11.86%
	<b>59</b>	<b>100.00%</b>

# Motor Vehicle Incidents 2016-2018



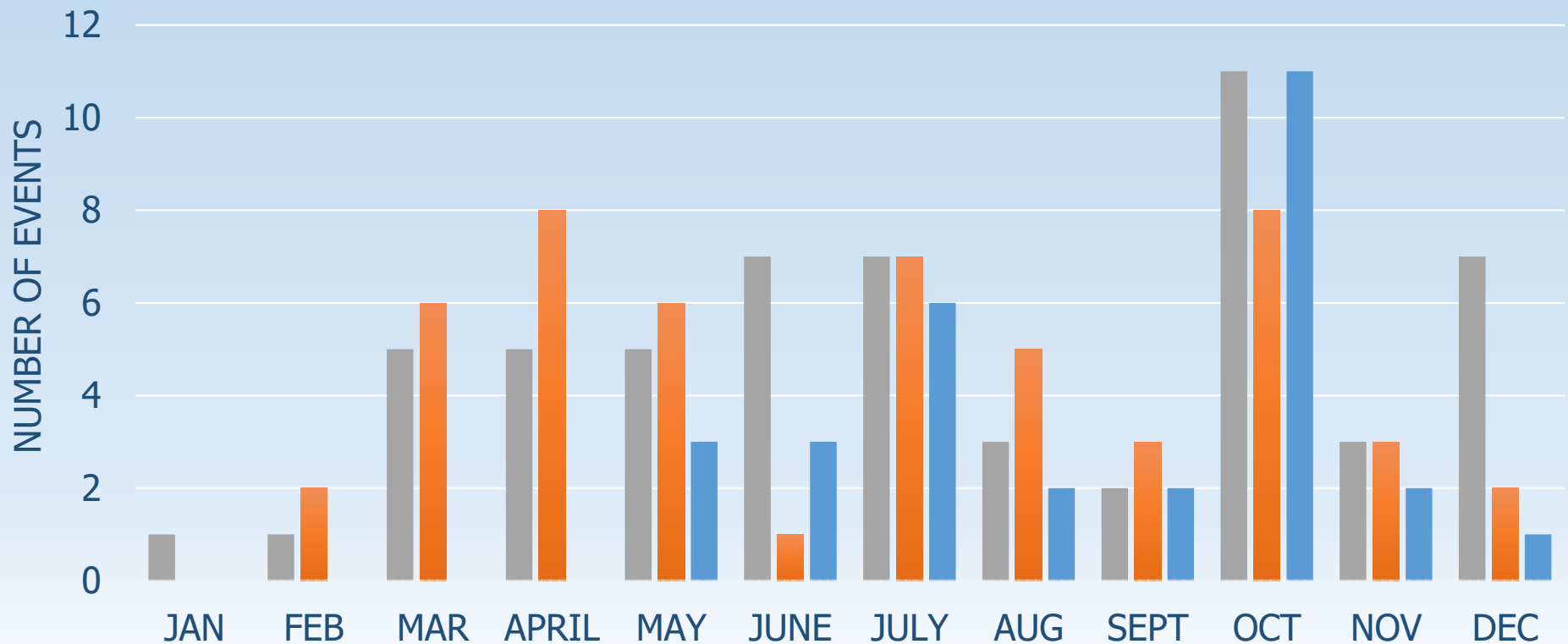
As of:	# of Incidents	+/-	+/- %	Extrication	%
12/31/2018	64	12	23.08	5	7.8
12/31/2017	52	(37)	(41.57)	2	3.8
12/31/2016	89	36	67.92	5	5.6

# MV Incidents by Month 2016-2018

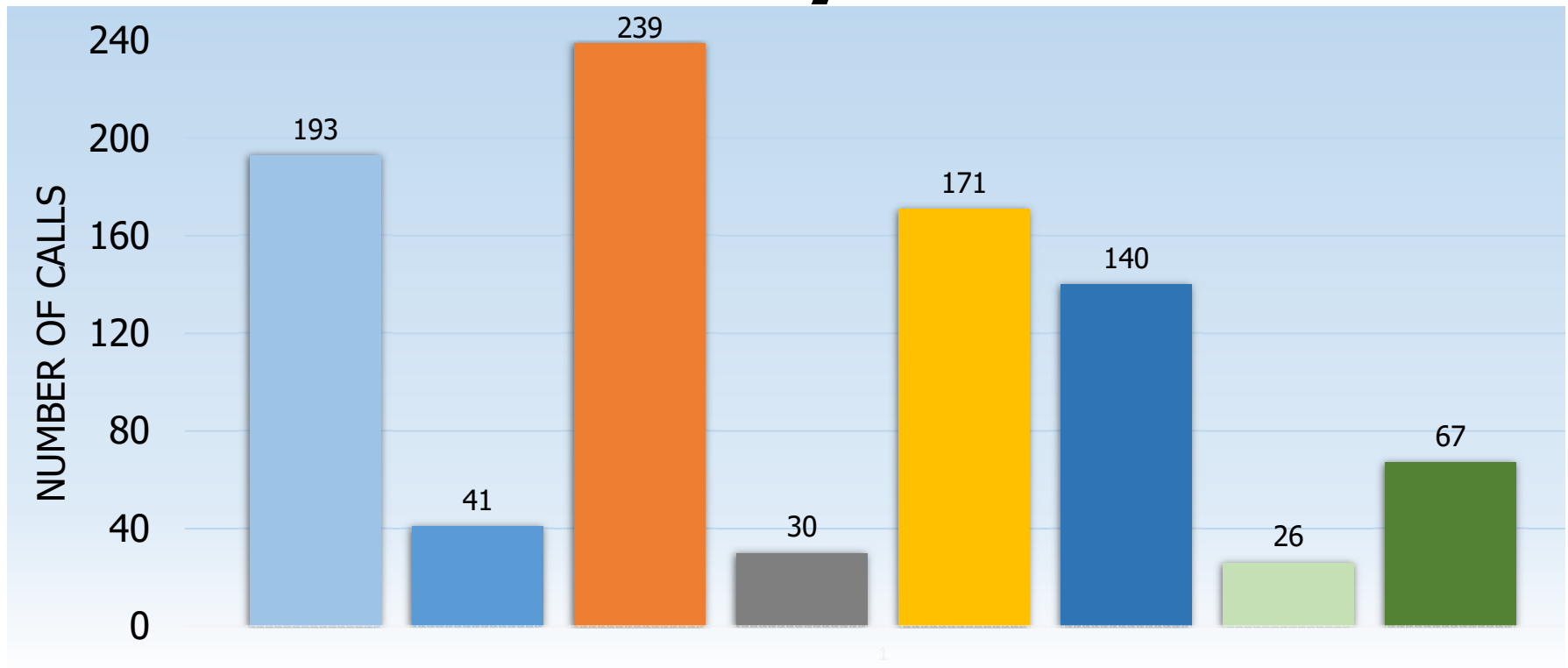


# Special Events 2016-2018 by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2018	1	1	5	5	5	7	7	3	2	11	3	7	57
2017	0	2	6	8	6	1	7	5	3	8	3	2	51
2016	0	0	0	0	3	3	6	2	2	11	2	1	30

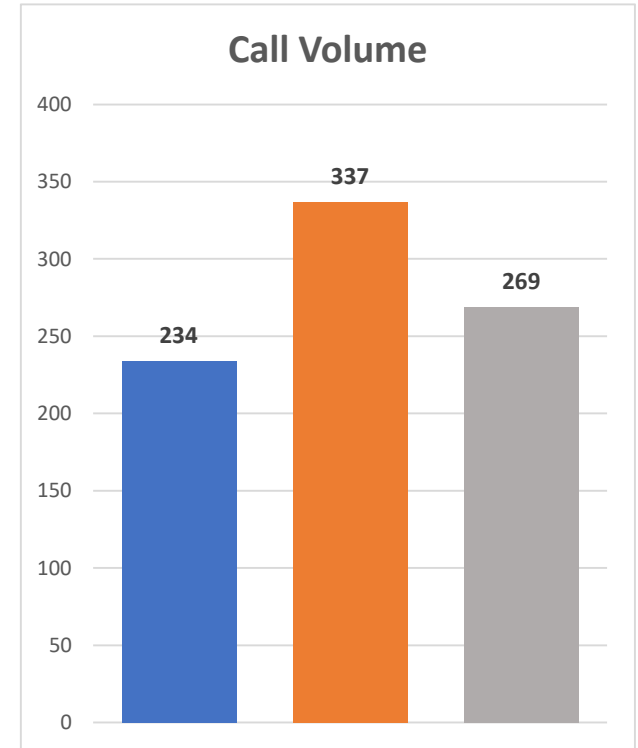
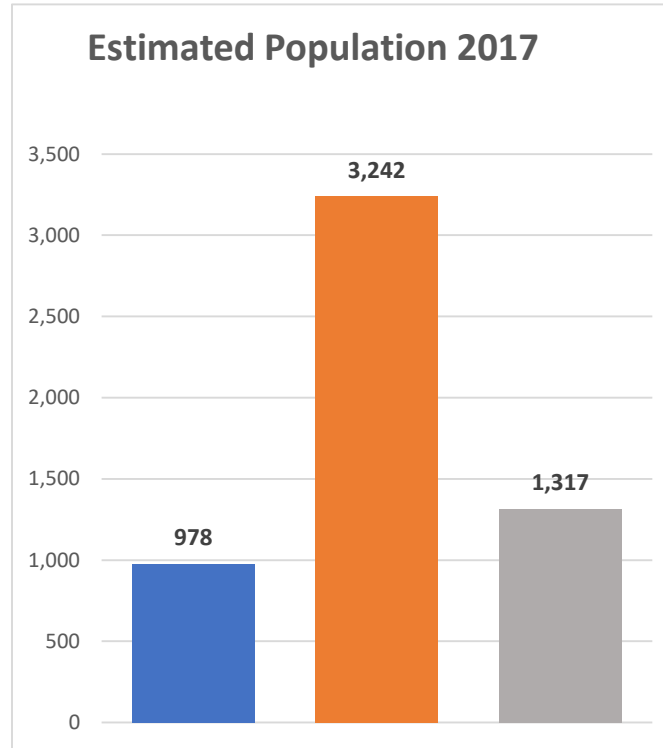
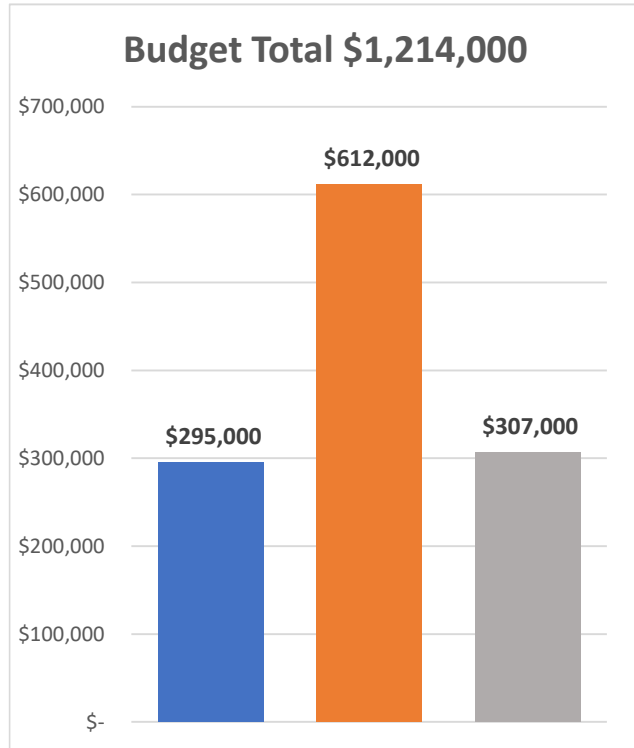


# 2018 by Area



Area	December 31	%
Saugatuck North	193	21.3
Saugatuck South	41	4.5
Douglas	239	26.4
Grace of Douglas	30	3.3
Township North	171	18.9
Township South	140	15.4
I-196	26	2.9
Outside Area	67	7.4
Total	907	100.0

# Key numbers for Tri-Community 2018

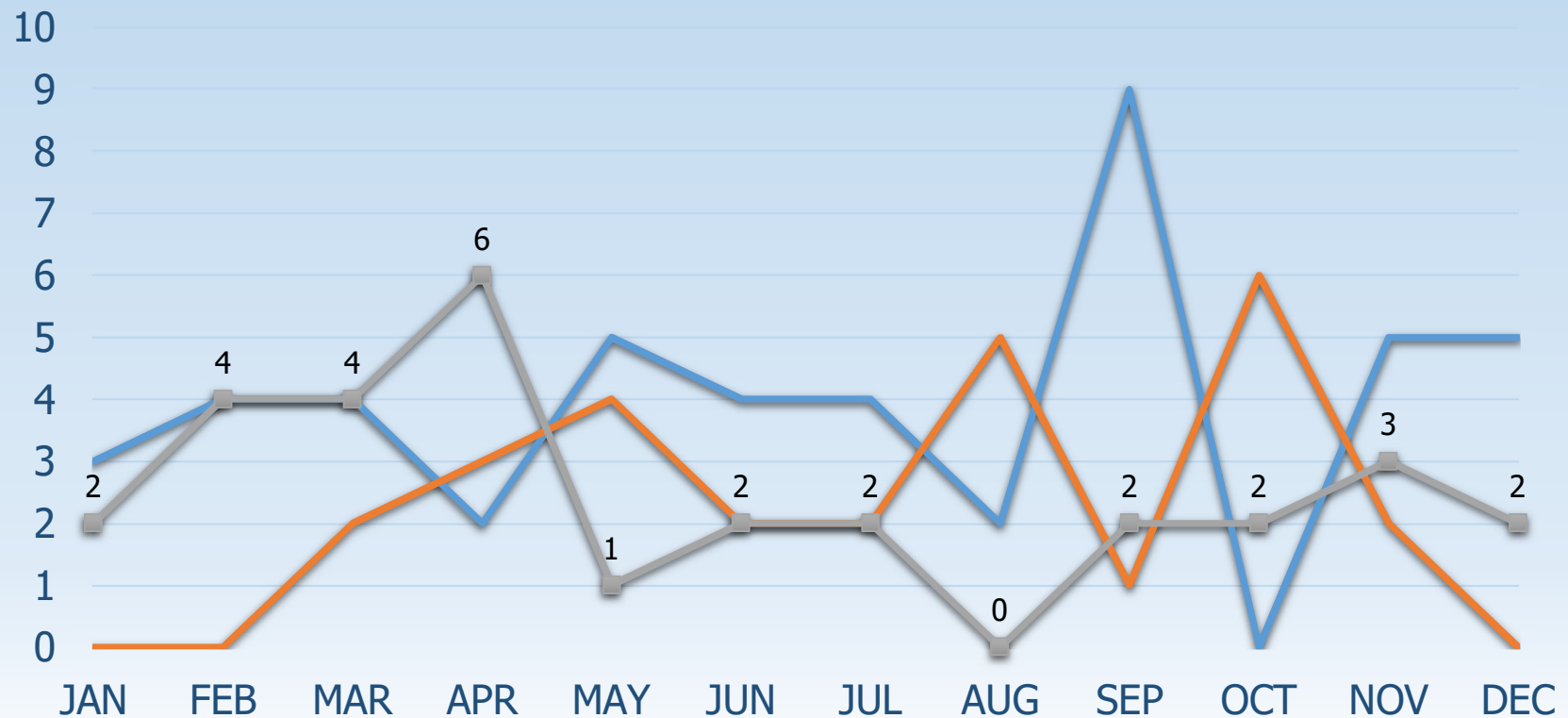


	Square Miles	Budget	%	Est. Population 2017	%	Call Volume	%
Saugatuck City	1.47	\$ 295,000	24.3	978	17.66	234	27.86
Saugatuck Township	24.21	\$ 612,000	50.4	3,242	58.55	337	40.12
City of Douglas	1.98	\$ 307,000	25.3	1,317	23.79	269	32.02
Total	27.66	\$ 1,214,000	100.0	5,537	100.00	840	100.00



# Grace of Douglas 2016-2018

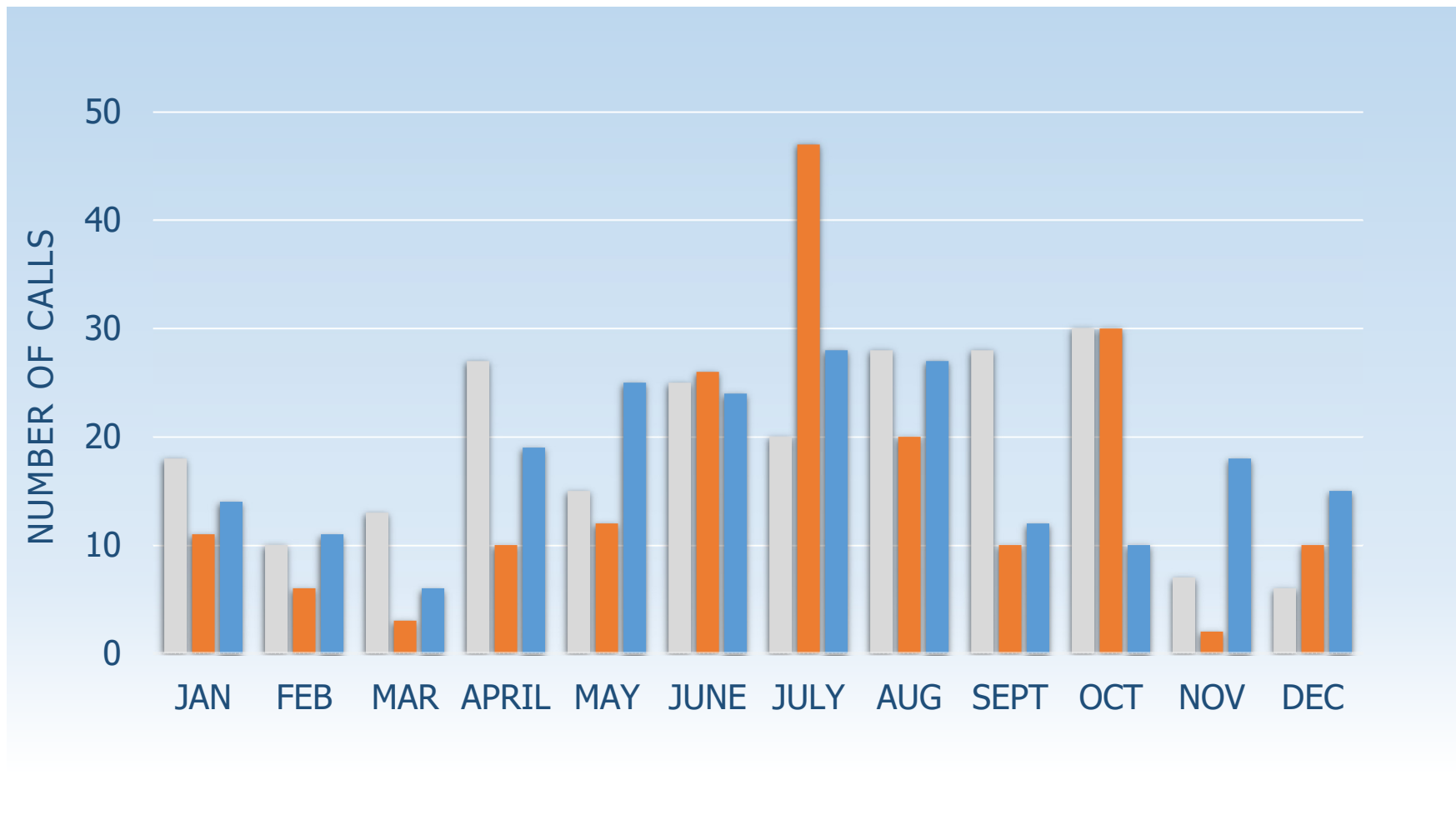
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2018	2	4	4	6	1	2	2	0	2	2	3	2	30
2017	0	0	2	3	4	2	2	5	1	6	2	0	27
2016	3	4	4	2	5	4	4	2	9	0	5	5	47



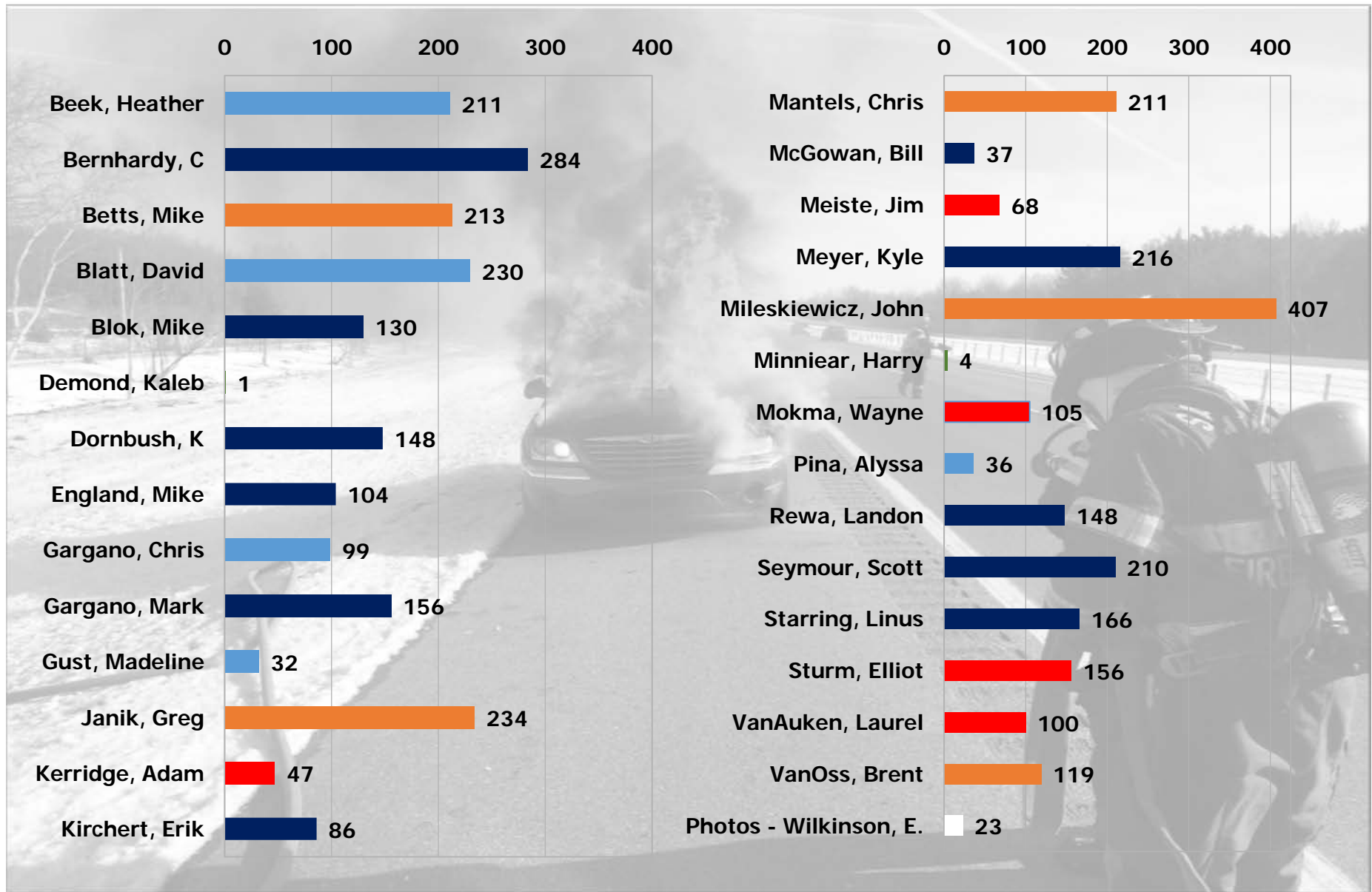
# Overlapping Calls 2018 YTD

[Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2018	18	10	13	27	15	25	20	28	28	30	7	6	227
2017	11	6	3	10	12	26	47	20	10	30	2	10	187
2016	14	11	6	19	25	24	28	27	12	10	18	15	209



# Personnel Response To Incidents 2018



Total Incidents: 907

Career Crew

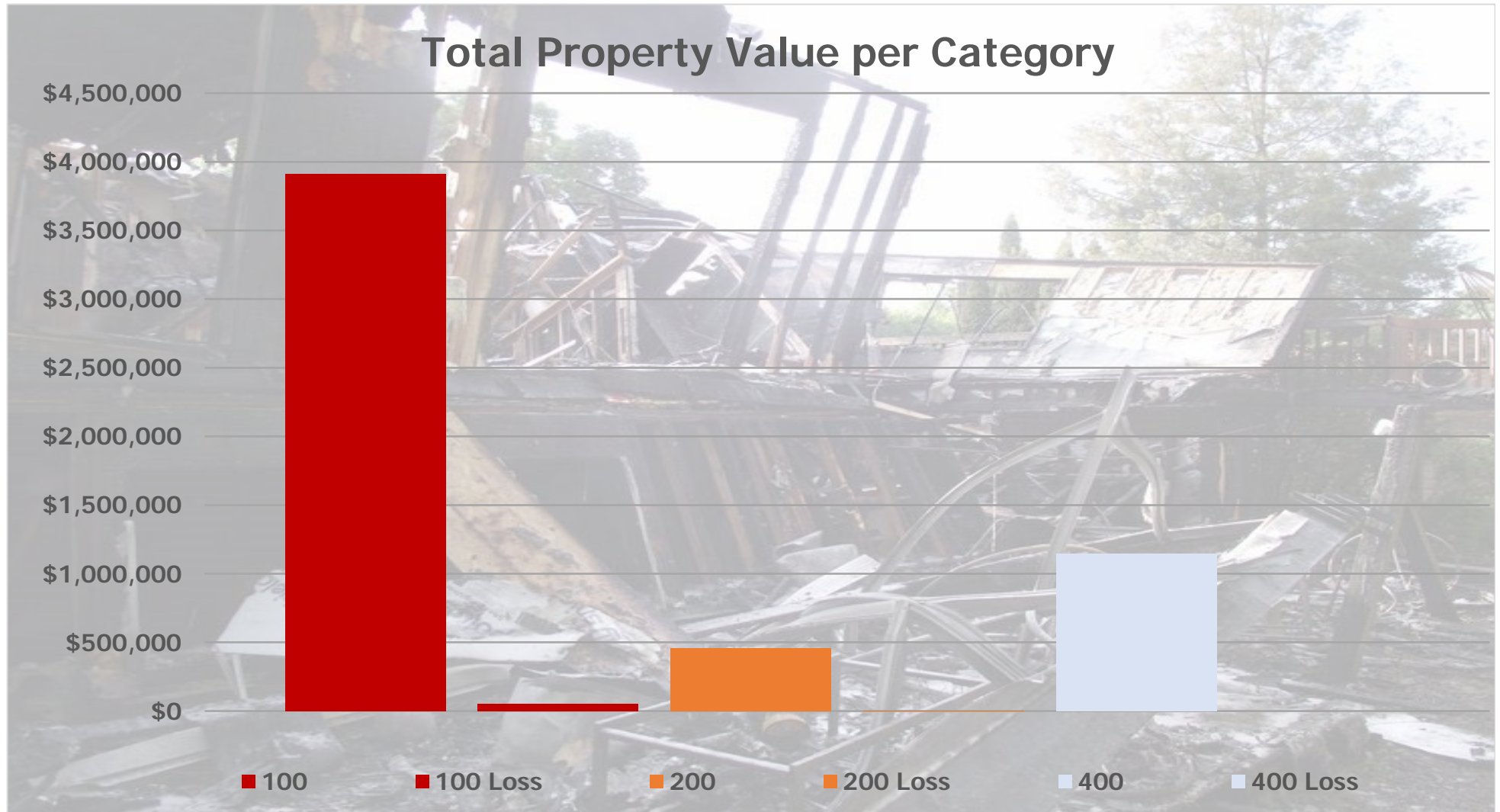
Fire/EMS

EMS

Fire

Trainee

# Protected Property Value - 2018



NFIRS Category	Call #	Date	Address	Fair Market Value (State Equalized Value x2)	Loss
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#### Fire

114	061	01/31/2018	Township	\$516,000	\$0
111	189	04/07/2018	Saugatuck	\$704,000	\$10,000
111	221	04/15/2018	Township	\$952,000	\$15,000
112	446	07/03/2018	Douglas	\$680,000	\$1,000
114	634	08/31/2018	Saugatuck	\$862,000	\$3,000
111	785	10/25/2018	Douglas	\$200,000	\$25,000
			TOTAL	\$3,914,000	\$54,000

#### Overpressure Explosion, Overheat - No Fire

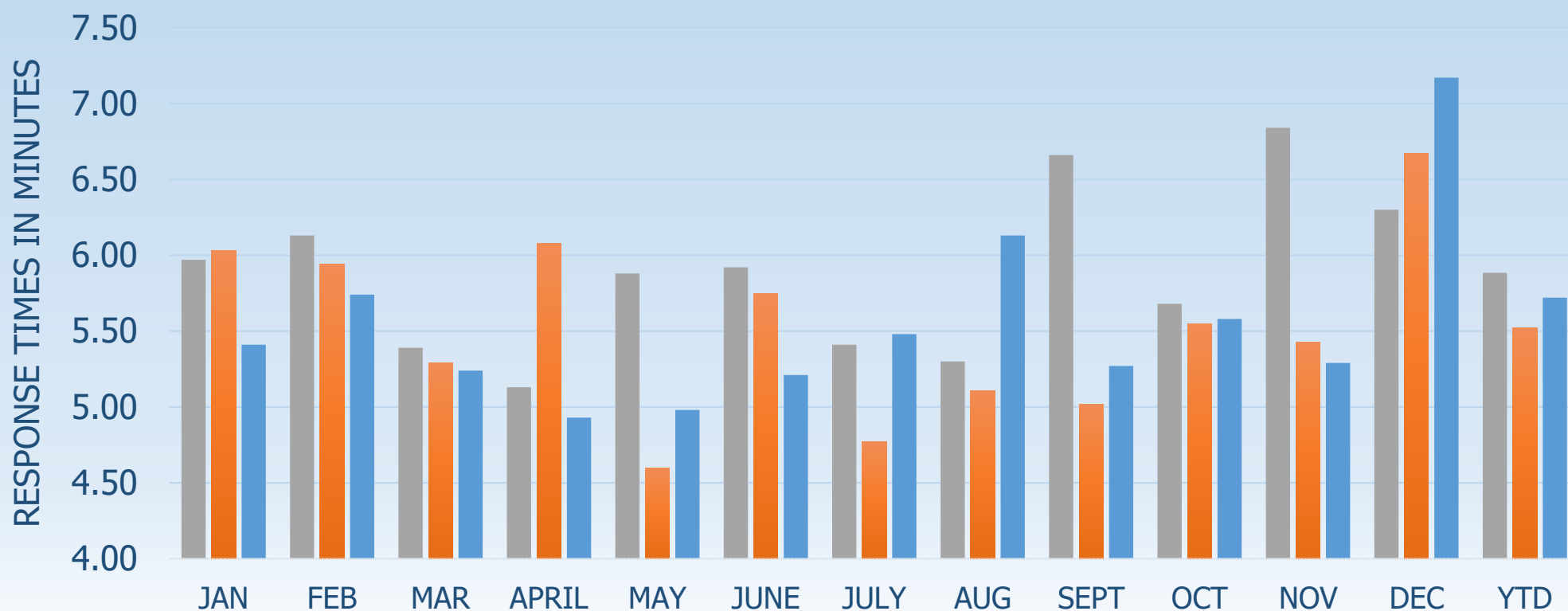
441	151	03/18/2018	Township	\$456,000	\$500
				\$0	\$0
			TOTAL	\$456,000	\$500

#### Hazardous Conditions - No Fire

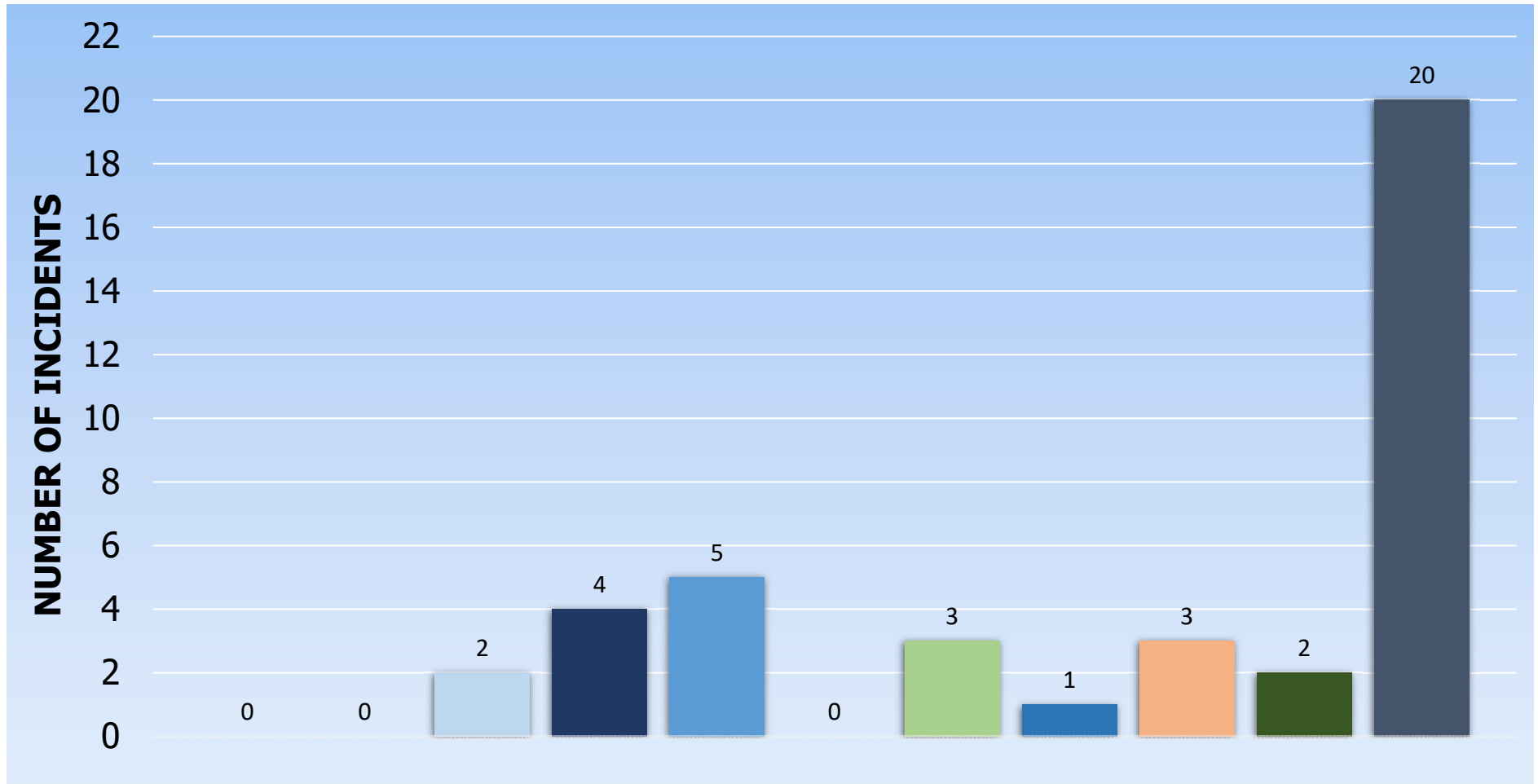
815	021	01/11/2018	Douglas	\$425,000	\$0
412	102	02/20/2018	Douglas	\$236,000	\$0
412	441	07/02/2018	Township	\$292,000	\$0
412	739	10/10/2018	Township	\$194,000	\$0
			TOTAL	\$1,147,000	\$0

# Response times 2016-2018 by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2018	5.97	6.13	5.39	5.13	5.88	5.92	5.41	5.30	6.66	5.68	6.84	6.30	5.88
2017	6.03	5.94	5.29	6.08	4.60	5.75	4.77	5.11	5.02	5.55	5.43	6.67	5.52
2016	5.41	5.74	5.24	4.93	4.98	5.21	5.48	6.13	5.27	5.58	5.29	7.17	5.72



# Fire Boats Incidents 2018



Boat Fire	0
Structure Fire	0
Water Rescue	2
Missing Person	4
Boat in Distress	5

Hazards	0
Events	3
Dive Training	1
Training	3
Work Detail	2

10/22/2018	20
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