



# 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 – October 21<sup>st</sup>, 2019

### AGENDA

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):
6. Approval of Minutes:
  - A. **September 16<sup>th</sup>, 2019**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
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. **State of Michigan experienced 68 fatal fires year to date for 2019, 6 since last meeting.**
  - C. **Grant Updates**
    1. **Working through new RFP Process with FEMA to obtain Radios and Headsets.**
  - D. **Certifications and promotions**
    1. **Mike England – Fire Officer 3**
    2. **Scott Seymour – Promoted to Probationary Sergeant Officer Position**
10. Unfinished Business:
  - A. **Health Care Policy**
11. New Business:
  - A. **Grant Totals – 2014 – 2019**
  - B. **Memo – Station Improvements – Demand for Services**
12. Correspondence:
  - A. **Representative Mary Whiteford – Appreciation Letters**
  - B. **East Saugatuck Church – Thank you**
  - C. **Lakeshore Drive Washout Emergency Access Lane – Letter of Support**
13. Public Comments: (Limit 3 minutes):
14. Fire Board Comments:
15. Adjournment:

### NOTICE

This facility is wheelchair 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 – September 16<sup>th</sup>, 2019

### DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:01pm.**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, K. Mooradian, A. Miller**  
**ABSENT with Notice: S. Phelps**  
**Also Present: Chief Greg Janik, P. Stanislawski**
4. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):
  - A. **Motion by Beckman, 2<sup>nd</sup> by Fox to approve the agenda as amended adding correspondence #12a. No discussion, motion carries unanimously.**
6. Approval of Minutes:
  - A. **August 19<sup>th</sup>, 2019**
    - a. **Motion by Beckman, 2<sup>nd</sup> by Fox to approve the minutes of the 8/19/2019 as presented. No discussion, motion carries unanimously.**
7. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
8. Request for Payment:
  - A. **Account Payables (Roll Call Vote)**  
**Motion by Miller, 2<sup>nd</sup> to by Mooradian to pay the invoices in the amount of \$84,124.39. Discussion ensued.**  
**YAYS: Miller, Mooradian, Aldrich, Beckman, Fox, Verplank**  
**NAYS: None**  
**ABSENT with Notice: Phelps**  
**Motion passes 6:0**
  - B. **Financial Report**
    - i. **Financial Report reviewed by P. Stanislawski.**
9. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed – 662 calls year to date as of September 2019.**
    2. **5:38 – average response time year to date.**
  - B. **Community Risk Reduction**
    1. **State of Michigan experienced 62 fatal fires year to date for 2019, 5 since last meeting.**
  - C. **Grant Updates**
    1. **MMRMA Award Received - \$3,150.00 towards fencing on Live Fire Training Facility Lot.**
    2. **FEMA AFG Award Received - \$123,558.09 for radios and headsets for apparatus.**
  - D. **Thank You to Ax-Man lot clearing and improvements to South Lot.**
10. Unfinished Business:
  - A. **Insurance Services Office (ISO) Audit Summary Update**
    1. **Chief Janik reviewed documents and discussed the water supply and fire flow documentation issues with KLSWA.**
    2. **D. Fox suggested that ISO spelled out the lack of documentation in their report from KLSWA so each member can bring the Page 2 of 10**



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3. If KLSWA is responsible for hydrant maintenance, then they should be the ones doing the maintenance as the Fire District is not paid for the service.
4. The Board would like to get it down to a document that outlines the potential negative insurance rate effects due to the lack of infrastructure maintenance.
5. Request of the KLSWA board to spell out what "maintenance" means in the KLSWA bylaws. Ensure that "maintenance" includes fire flow testing, not just flushing.
6. Suggestion to have a meeting between the three city managers and Chief Janik to discuss to the situation to ensure KLSWA follows ISO rules.

## 11. New Business:

### A. Special State Tribute – Live Fire Training Facility

1. Chief Janik presented the State Tribute from Representative Mary Whiteford, Senator Aric Nesbitt, and Representative Fred Upton.

### B. Funding Approval Request – FEMA AFG Grant Match - \$6,177.91 (Roll Call Vote)

Motion by Aldrich, 2<sup>nd</sup> by Mooradian to approve the Fire District staff, purchase additional Motorola radios, and headsets for all large apparatus in a not to exceed amount of \$129,736.00, using \$123,558.09 in FEMA Grant funds, and a Fire District Match of \$6,177.91.

YAYS: Aldrich, Mooradian, Beckman, Fox, Verplank, Miller

NAYS: None

ABSENT with Notice: Phelps

Motion passes 6:0

### C. Personnel Discussion – (It is anticipated that the Fire Board may enter into closed session.)

#### 1. Discussion by P. Stanislawski.

1. Need a motion to approve any kind of raise for this fiscal year for Chief Janik.
2. Need a motion to opt out of health insurance and pay Chief Janik \$700.00 per month in place of it since he saves the department about \$12,000 per year in health insurance premiums.

Motion by Fox, 2<sup>nd</sup> by Beckman to pay Chief Greg Janik a stipend of \$700.00 per month to offset health insurance costs due to him being so old.

YAYS: Fox, Beckman, Aldrich, Verplank, Mooradian, Miller

NAYS: None

ABSENT with Notice: Phelps

Motion passes 6:0

Discussion ensued about the process to review Chief Janik and provide raises. Chairperson will share forms to all board members and will review at a future meeting.

## 12. Correspondence:

- A. Received a book and thank you from a previous CPR save at the high school dedicated to Tori Kunkel and all the first responders.

## 13. Public Comments: (Limit 3 minutes): None

## 14. Fire Board Comments:

- A. D. Fox read a letter about a previous August meetings board member comment.
- B. E. Beckman congratulations on the FEMA Grant, keep up the good work.

## 15. Adjournment:

- A. Meeting adjourned at 5:36pm.

### NOTICE

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10/18/2019 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/17/2019 - 10/21/2019				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
09/20/2019	DD2509(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.14
09/20/2019	DD2510(A)	BETTS, MICHAEL	PAYROLL	1,001.96
09/20/2019	DD2511(A)	JANIK, GREG	PAYROLL	1,970.00
09/20/2019	DD2512(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.06
09/20/2019	DD2513(A)	MEYER, KYLE	PAYROLL	1,231.62
09/20/2019	DD2514(A)	MILESKEWICZ, JOHN	PAYROLL	1,300.86
09/20/2019	EFT646(E)	457 MERS	PAYROLL	1,330.61
09/20/2019	EFT647(E)	MISDU	PAYROLL	217.86
09/20/2019	EFT648(E)	IRS	PAYROLL	2,890.73
09/20/2019	EFT649(E)	MERS	PAYROLL	3,128.54
09/20/2019	EFT650(E)	STATE OF MICHIGAN	PAYROLL	2,053.93
10/04/2019	DD2515(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.16
10/04/2019	DD2516(A)	BETTS, MICHAEL	PAYROLL	1,001.97
10/04/2019	DD2517(A)	JANIK, GREG	PAYROLL	1,970.00
10/04/2019	DD2518(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.07
10/04/2019	DD2519(A)	MEYER, KYLE	PAYROLL	1,231.63
10/04/2019	DD2520(A)	MILESKEWICZ, JOHN	PAYROLL	1,768.86
10/04/2019	EFT651(E)	457 MERS	PAYROLL	1,330.61
10/04/2019	EFT652(E)	MISDU	PAYROLL	217.86
10/04/2019	EFT653(E)	IRS	PAYROLL	2,890.63
10/08/2019	DD2521(A)	ALDRICH, STACEY	PAYROLL	25.43
10/08/2019	DD2522(A)	BECKMAN, ERIC	PAYROLL	25.83
10/08/2019	DD2523(A)	BEEK, HEATHER	PAYROLL	593.34
10/08/2019	DD2524(A)	BERNHARDY, CHRISTOPHER	PAYROLL	239.37
10/08/2019	DD2525(A)	BETTS, MICHAEL	PAYROLL	1,055.27
10/08/2019	DD2526(A)	BLATT, DAVID	PAYROLL	759.82
10/08/2019	DD2527(A)	BLOK, MICHAEL	PAYROLL	611.63
10/08/2019	DD2528(A)	BROCKERMAN, ROBERT	PAYROLL	311.66
10/08/2019	DD2529(A)	DEMOND, KALEB	PAYROLL	443.02
10/08/2019	DD2530(A)	DORNBUSH, KALEIGH	PAYROLL	156.49
10/08/2019	DD2531(A)	ENGLAND, MICHAEL	PAYROLL	514.69
10/08/2019	DD2532(A)	GARGANO, CHRISTINE	PAYROLL	568.66
10/08/2019	DD2533(A)	GARGANO, MARK	PAYROLL	714.13
10/08/2019	DD2534(A)	GUST, MADELINE	PAYROLL	82.68
10/08/2019	DD2535(A)	JANIK, GREG	PAYROLL	901.95
10/08/2019	DD2536(A)	KIRCHERT, ERIK	PAYROLL	821.53
10/08/2019	DD2537(A)	MANTELS, CHRISTOPHER	PAYROLL	183.89
10/08/2019	DD2538(A)	MARR, SEAN	PAYROLL	88.52
10/08/2019	DD2539(A)	MCGOWAN, WILLIAM	PAYROLL	422.22
10/08/2019	DD2540(A)	MEISTE, JAMES	PAYROLL	753.12
10/08/2019	DD2541(A)	MEYER, KYLE	PAYROLL	746.06

10/18/2019 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/17/2019 - 10/21/2019				
Check Date	Check	Vendor Name	Description	Amount
10/08/2019	DD2542(A)	MILESKEWICZ, JOHN	PAYROLL	1,118.29
10/08/2019	DD2543(A)	MILLER, AARON	PAYROLL	25.43
10/08/2019	STUB69(A)	MINNIEAR, HARRY	PAYROLL	0.00
10/08/2019	DD2544(A)	MOKMA, WAYNE	PAYROLL	850.81
10/08/2019	DD2545(A)	MOORADIAN, KATHRYN	PAYROLL	26.12
10/08/2019	DD2546(A)	PINA, ALYSSA	PAYROLL	705.40
10/08/2019	DD2547(A)	REWA, LANDON	PAYROLL	696.34
10/08/2019	DD2548(A)	SEYMOUR, SCOTT	PAYROLL	1,196.50
10/08/2019	DD2549(A)	STARRING, LINUS	PAYROLL	584.57
10/08/2019	DD2550(A)	STURM, ELLIOTT	PAYROLL	565.85
10/08/2019	DD2551(A)	VAN AUKEN, LAUREL	PAYROLL	304.14
10/08/2019	DD2552(A)	VERPLANK, JANE	PAYROLL	26.42
10/08/2019	DD2553(A)	WILKINSON, ERIN	PAYROLL	462.31
10/08/2019	EFT654(E)	457 MERS	PAYROLL	2,913.18
10/08/2019	EFT655(E)	MISDU	PAYROLL	217.86
10/08/2019	EFT656(E)	IRS	PAYROLL	4,775.77
10/18/2019	DD2554(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,255.15
10/18/2019	DD2555(A)	BETTS, MICHAEL	PAYROLL	1,001.97
10/18/2019	DD2556(A)	JANIK, GREG	PAYROLL	1,970.00
10/18/2019	DD2557(A)	MANTELS, CHRISTOPHER	PAYROLL	1,893.06
10/18/2019	DD2558(A)	MEYER, KYLE	PAYROLL	1,231.63
10/18/2019	DD2559(A)	MILESKEWICZ, JOHN	PAYROLL	1,300.85
10/18/2019	EFT657(E)	457 MERS	PAYROLL	1,330.61
10/18/2019	EFT658(E)	MISDU	PAYROLL	217.86
10/18/2019	EFT659(E)	IRS	PAYROLL	2,890.69
10/18/2019	EFT660(E)	MERS	PAYROLL	3,128.54
10/18/2019	EFT661(E)	STATE OF MICHIGAN	PAYROLL	1,912.21
10/21/2019	20047	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	150.78
10/21/2019	20048	LAKE VISTA SUPERVALUE	SUPPLIES	14.97
10/21/2019	20049	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	990.37
10/21/2019	20050	GRAPHIX EMBROIDERY INC	UNIFORMS	430.00
10/21/2019	20051	IHLE AUTO PARTS	PARTS	72.65
10/21/2019	20052	INTERNAL SOUND & COMMUNICATIONS	TELEPHONE REPAIRS	303.40
10/21/2019	20053	ALLIED FIRE SALES & SERVICE LLC	HELMET	634.18
10/21/2019	20054	VAN NOORD HOME ENTERT	EPSON PROJECTOR	1,749.95
10/21/2019	20055	ALLEGAN COUNTY NEWS	ANNUAL NOTICE	70.00
10/21/2019	20056	COMPAAN DOOR & OPERATOR INC	DOOR REPAIR	3,086.00
10/21/2019	20057	JEFFERSON FIRE & SAFETY	HELMETS	888.81
10/21/2019	20058	GROUPS MANAGEMENT SOLUTIONS	GROUPS	141.00
10/21/2019	20059	TYLER TECHNOLOGIES INC	MOBILE EYES	2,266.00
10/21/2019	20060	COSTCO	DUES	120.00
10/21/2019	20061	TERRY SHULL PROPERTIES LLC	PAINT BUILDINGS	1,000.00
10/21/2019	20062	AMARU LEATHER	TELEPHONE CASE	98.00

10/18/2019 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/17/2019 - 10/21/2019				
Check Date	Check	Vendor Name	Description	Amount
10/21/2019	20063	OVERISEL LUMBER CO	SUPPLIES & REPAIRS	64.64
10/21/2019	20064	RATHCO	911 SIGNS	715.00
10/21/2019	20065	SEPTIC TANK SYSTEMS CO INC	LIVE FIRE	95.00
10/21/2019	20066	SOUTHSIDE BODY & FABRICATION INC	PUMP TRUCK VALVE REPAIR	276.50
10/21/2019	20067	STANDARD	INSURANCE	656.63
10/21/2019	20068	ZORO	COMBO LOCKS	89.94
10/21/2019	1511(E)	ACCIDENT FUND	WORKER COMP INSURANCE	8,503.50
10/21/2019	1512(E)	COMCAST	TELEPHONES & INTERNET	264.74
10/21/2019	1513(E)	CONSUMERS ENERGY	BOAT LAUNCH	39.51
10/21/2019	1514(E)	CONSUMERS ENERGY	ADMIN BUILDING	499.04
10/21/2019	1515(E)	FIRST BANKCARD	FIRE PREVENTION, SUPPLIES & TRAIN	9,535.37
10/21/2019	1516(E)	KAL LAKE SEWER WATER	WATER	362.38
10/21/2019	1517(E)	MENARDS	MAINTENANCE, FIRE PREVENTION &	1,441.14
10/21/2019	1518(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	61.48
10/21/2019	1519(E)	REPUBLIC SERVICES 240	TRASH	115.14
10/21/2019	1520(E)	SHELL	GASOLINE & DIESEL	105.94
10/21/2019	1521(E)	STATE OF MICHIGAN	PAYROLL TAXES	347.40
10/21/2019	1522(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	426.21
10/21/2019	1523(A)	ALARM 5	FACE PIECE & NECK STRAP	1,181.46
10/21/2019	1524(A)	APPLIED IMAGING	COPIER USE	315.63
10/21/2019	1525(A)	BLOOM SLUGGETT PC	LEGAL FEES	60.00
10/21/2019	1526(A)	BREATHING AIR SYSTEMS INC	ANNUAL MAINTENANCE	1,361.40
10/21/2019	1527(A)	CHROUCH COMMUNICATIONS INC	RADIO REPAIRS	242.28
10/21/2019	1528(A)	FLEIS & VANDENBRINK	LIVE FIRE	2,500.00
10/21/2019	1529(A)	IHLE'S SERVICE LLC	WHEEL BEARING	290.50
10/21/2019	1530(A)	KNOX COMPANY	PAD LOCKS	362.00
10/21/2019	1531(A)	MASTER MEDICAL EQUIPMENT	AED	875.00
10/21/2019	1532(A)	MMRMA	INSURANCE	8,116.25
10/21/2019	1533(A)	MCKESSON	MEDICAL SUPPLIES	1,468.69
10/21/2019	1534(A)	NFPA	TRAINING	45.45
10/21/2019	1535(A)	LORRIE PASTOOR	CLEANING	180.00
10/21/2019	1536(A)	PRAXAIR	CYLINDER RENTAL	270.18
10/21/2019	1537(A)	CITY OF SAUGATUCK	FINANCE SERVICES	1,275.00
10/21/2019	1538(A)	SECURE N SAFE LLC	BACK BUILDING SECURITY	2,665.00
10/21/2019	1539(A)	SPENCER MANUFACTURING INC	2111 PRESSURE GOVERNOR REPAIR	3,833.66
10/21/2019	1540(A)	SUMMIT COMPANIES	FIRE INSPECTION	1,110.00
10/21/2019	1541(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	104.00
Total of 121 Checks:				136,327.14
Less 0 Void Checks:				0.00
Total of 121 Disbursements:				136,327.14

BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ACCIDENT FUND		
	WORKER COMP INSURANCE	8,503.50
2. ALARM 5		
	FACE PIECE & NECK STRAP	1,181.46
3. ALLEGAN COUNTY NEWS		
	ANNUAL NOTICE	70.00
4. ALLIED FIRE SALES & SERVICE LLC		
	HELMET	634.18
5. AMARU LEATHER		
	TELEPHONE CASE	98.00
6. APPLIED IMAGING		
	COPIER USE	158.98
	COPIER USE	156.65
	TOTAL	315.63
7. BLOOM SLUGGETT PC		
	LEGAL FEES	60.00
8. BREATHING AIR SYSTEMS INC		
	ANNUAL MAINTENANCE	494.90
	ANNUAL TESTING	866.50
	TOTAL	1,361.40
9. CHROUCH COMMUNICATIONS INC		
	RADIO REPAIRS	242.28
10. CITY OF SAUGATUCK		
	FINANCE SERVICES	1,275.00
11. COMCAST		
	TELEPHONES & INTERNET	264.74
12. COMPAAN DOOR & OPERATOR INC		
	DOOR REPAIR	3,086.00
13. CONSUMERS ENERGY		
	ADMIN BUILDING	499.04
	BOAT LAUNCH	39.51
	TOTAL	538.55
14. COSTCO		
	DUES	120.00
15. CRESCENT ELECTRIC SUPPLY CO		
	SUPPLIES	150.78
16. DUNES VIEW KWIK SHOP INC		
	GASOLINE & DIESEL	990.37
17. FIRST BANKCARD		
	FIRE PREVENTION, SUPPLIES & TRAINING	4,371.56
	TRAINING, SUPPLIES & REPAIRS	4,908.61
	SUPPLIES	130.20
	DUES	125.00
	TOTAL	9,535.37
18. FLEIS & VANDENBRINK		
	LIVE FIRE	2,500.00
19. GRAPHIX EMBROIDERY INC		
	UNIFORMS	430.00
20. GROUNDS MANAGEMENT SOLUTIONS		
	GROUND	141.00
21. IHLE AUTO PARTS		
	PARTS	72.65
22. IHLE'S SERVICE LLC		
	WHEEL BEARING	213.84
	WHEEL BEARING REPAIR	76.66
	TOTAL	290.50

Vendor Name	Description	Amount
23. INTERNAL SOUND & COMMUNICATIONS INC	TELEPHONE REPAIRS	303.40
24. JEFFERSON FIRE & SAFETY	HELMETS	888.81
25. KAL LAKE SEWER WATER	WATER	362.38
26. KNOX COMPANY	PAD LOCKS	362.00
27. LAKE VISTA SUPERVALUE	SUPPLIES	14.97
28. LORRIE PASTOOR	CLEANING	180.00
29. MASTER MEDICAL EQUIPMENT	AED	730.00
	AED CABINET	145.00
	TOTAL	875.00
30. MCKESSON	MEDICAL SUPPLIES	1,222.40
	MEDICAL SUPPLIES	246.29
	TOTAL	1,468.69
31. MENARDS	MAINTENANCE, FIRE PREVENTION & SUPPLIES	1,441.14
32. MICHIGAN GAS UTILITIES	NATURAL GAS	61.48
33. MMRMA	INSURANCE	8,116.25
34. NFPA	TRAINING	45.45
35. OVERISEL LUMBER CO	SUPPLIES & REPAIRS	64.64
36. PRAXAIR	CYLINDER RENTAL	141.11
	CYLINDER RENTAL	129.07
	TOTAL	270.18
37. RATHCO	911 SIGNS	715.00
38. REPUBLIC SERVICES 240	TRASH	115.14
39. SECURE N SAFE LLC	BACK BUILDING SECURITY	2,665.00
40. SEPTIC TANK SYSTEMS CO INC	LIVE FIRE	95.00
41. SHELL	GASOLINE & DIESEL	105.94
42. SOUTHSIDE BODY & FABRICATION INC	LIVE FIRE	196.50
	PUMP TRUCK VALVE REPAIR	80.00
	TOTAL	276.50
43. SPENCER MANUFACTURING INC	2111 PRESSURE GOVERNOR REPAIR	3,833.66
44. STANDARD	INSURANCE	656.63
45. STATE OF MICHIGAN	PAYROLL TAXES	347.40
46. SUMMIT COMPANIES	BATTERY	160.00



Vendor Name	Description	Amount
	FIRE INSPECTION	80.00
	FIRE ALARM MONITORING	720.00
	HYDRO TESTING	150.00
	TOTAL	1,110.00
47. TERRY SHULL PROPERTIES LLC	PAINT BUILDINGS	1,000.00
48. TYLER TECHNOLOGIES INC	MOBILE EYES	2,266.00
49. VAN NOORD HOME ENTERT	EPSON PROJECTOR	1,749.95
50. VERIZON WIRELESS	CELL PHONES & MODEMS	426.21
51. WEST MICHIGAN UNIFORM	SHOP TOWELS	104.00
52. ZORO	COMBO LOCKS	89.94
TOTAL - ALL VENDORS		61,872.17
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		59,034.83
Fund 210 - REGIONAL TRAINING CENTER		2,837.34

User: Peter

DB: Stfd

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			10/31/2019 NORMAL	10/31/2019 (ABNORMAL)	MONTH 10/31/2019 INCREASE	MONTH 10/31/2019 (DECREASE)	BALANCE NORMAL	BALANCE (ABNORMAL)	
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	SAUGATUCK CITY	353,500.00		440.41		0.00	353,059.59		0.12
206-000-402.000	SAUGATUCK TOWNSHIP	716,000.00		0.00		0.00	716,000.00		0.00
206-000-403.000	DOUGLAS CITY	360,500.00		0.00		0.00	360,500.00		0.00
206-000-450.000	FIRE SERVICES	3,000.00		852.81		0.00	2,147.19		28.43
206-000-460.000	INSPECTION & PLAN REVIEW FEES	6,000.00		1,508.00		0.00	4,492.00		25.13
206-000-465.000	COST RECOVERY	5,000.00		3,689.16		0.00	1,310.84		73.78
206-000-560.000	GRANTS & DONATIONS	0.00		154.00		0.00	(154.00)		100.00
206-000-665.000	INTEREST	2,000.00		2,866.63		0.00	(866.63)		143.33
206-000-685.000	SALES OF ASSETS	0.00		0.00		0.00	0.00		0.00
Total Dept 000		1,446,000.00		9,511.01		0.00	1,436,488.99		0.66
TOTAL REVENUES		1,446,000.00		9,511.01		0.00	1,436,488.99		0.66
Expenditures									
Dept 336 - FIRE FUND									
206-336-702.000	BOARD SALARY	3,150.00		570.00		150.00	2,580.00		18.10
206-336-704.000	CHIEF SALARY	73,290.00		21,544.19		5,637.70	51,745.81		29.40
206-336-705.000	OFFICER SALARIES	9,000.00		1,465.82		564.99	7,534.18		16.29
206-336-708.000	CAREER FIREFIGHTER	245,000.00		69,169.58		18,539.70	175,830.42		28.23
206-336-709.000	OPERATIONAL WAGES	45,000.00		13,140.19		3,567.13	31,859.81		29.20
206-336-709.500	PAID ON CALL STIPEND	115,000.00		17,571.11		6,578.47	97,428.89		15.28
206-336-710.000	FIRE CALLS	60,000.00		13,771.09		3,793.68	46,228.91		22.95
206-336-711.000	MEDICAL CALLS	30,000.00		8,911.76		2,281.28	21,088.24		29.71
206-336-712.000	TRAINING	23,000.00		8,636.25		2,891.25	14,363.75		37.55
206-336-713.000	SPECIAL EVENTS	10,000.00		5,008.20		968.49	4,991.80		50.08
206-336-720.000	PAYROLL TAXES	50,000.00		12,993.97		3,934.32	37,006.03		25.99
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00		23,918.26		3,040.17	51,081.74		31.89
206-336-722.000	WORKER COMP INSURANCE	40,000.00		17,703.00		8,503.50	22,297.00		44.26
206-336-723.000	RETIREMENT	62,360.00		19,145.89		5,197.51	43,214.11		30.70
206-336-727.000	OPERATING SUPPLIES	18,000.00		11,343.07		3,680.87	6,656.93		63.02
206-336-728.000	GAS & OIL	12,000.00		3,631.58		1,096.31	8,368.42		30.26
206-336-730.000	PROFESSIONAL SERVICES	25,000.00		2,930.00		1,515.00	22,070.00		11.72
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00		3,377.84		1,671.40	11,622.16		22.52
206-336-745.000	STATION TOOLS	3,000.00		71.88		71.88	2,928.12		2.40
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00		101.70		0.00	9,898.30		1.02
206-336-751.000	PHONES	11,000.00		2,801.74		1,132.35	8,198.26		25.47
206-336-752.000	UTILITIES	14,000.00		3,215.64		1,077.55	10,784.36		22.97
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00		11,574.06		6,068.13	28,425.94		28.94
206-336-761.000	BOAT MAINTENANCE	15,000.00		5,913.55		146.96	9,086.45		39.42
206-336-762.000	RADIO & PAGER R&R	6,500.00		242.28		242.28	6,257.72		3.73
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00		10,739.26		7,743.37	5,260.74		67.12
206-336-764.000	BUILDING SECURITY	2,000.00		1,222.37		800.00	777.63		61.12
206-336-767.000	DUES & SUBSCRIPTIONS	2,000.00		664.99		544.99	1,335.01		33.25
206-336-770.000	OFFICE EXPENSES	7,000.00		2,718.79		1,399.87	4,281.21		38.84
206-336-771.000	TECHNOLOGY	9,600.00		6,330.58		2,131.36	3,269.42		65.94
206-336-775.000	BUILDING INSPECTIONS	2,500.00		286.87		195.97	2,213.13		11.47
206-336-780.000	UNIFORMS	10,000.00		3,501.55		942.86	6,498.45		35.02
206-336-781.000	TURN OUT GEAR	25,000.00		2,704.45		2,704.45	22,295.55		10.82
206-336-785.000	EDUCATION	15,000.00		2,995.19		1,234.12	12,004.81		19.97
206-336-791.000	MEDICAL SUPPLY	10,000.00		3,256.65		2,455.69	6,743.35		32.57
206-336-795.000	FIRE PREVENTION	10,000.00		1,158.71		1,158.71	8,841.29		11.59
206-336-796.000	PHYSICALS	10,000.00		0.00		0.00	11,000.00		0.00

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User: Peter

DB: Stfd

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-815.000	GENERAL INSURANCE	23,000.00	13,764.75	8,116.25	9,235.25	59.85
206-336-861.000	TAX CHARGE BACK	500.00	0.00	0.00	500.00	0.00
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	3,718.52	3,436.93	196,281.48	1.86
206-336-986.000	CAPITAL FUND TRANSFER	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 336 - FIRE FUND		1,446,000.00	331,815.33	115,215.49	1,114,184.67	22.95
TOTAL EXPENDITURES		1,446,000.00	331,815.33	115,215.49	1,114,184.67	22.95
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,446,000.00	9,511.01	0.00	1,436,488.99	0.66
TOTAL EXPENDITURES		1,446,000.00	331,815.33	115,215.49	1,114,184.67	22.95
NET OF REVENUES & EXPENDITURES		0.00	(322,304.32)	(115,215.49)	322,304.32	100.00



## Section 8.1

### PAYMENT IN LIEU OF HEALTH INSURANCE

#### I. PURPOSE

To establish policies and procedures regarding payment in lieu of coverage under the group medical insurance plan.

#### II. POLICY

Each full-time employee will be given the option of accepting a payment in lieu of participating in the Saugatuck Township Fire District (District) health insurance plan. Payments will be 30% of the hard cap contribution limits under the Publicly Funded Health Insurance Contribution Act and the employee's eligible status (single/double/family).

In order to obtain this payment, the employee must make his/her election by June of each fiscal year. Should the employee elect to waive his/her insurance and obtain the payment, he/she shall not be eligible to participate in the District's health insurance program for that premium year unless a qualifying event per state law. This payment is not available to District employees who are married to another District employee. Employees electing to opt out of the group medical insurance plan must present proof of insurance. The payment made to eligible employees who elect not to participate in the District's health insurance program will be distributed in equal monthly increments.



# Grants Received 2014-2019



Year	Grantor/Donor	Purpose	Grant \$	Donation \$
2014	Michigan Municipal Risk Management Agency	Overhead door reversing sensors	\$ 1,490	
	Michigan Gas & Utilities		\$ 1,000	
	2014 Total		\$ 2,490	\$ -
2015	Michigan Municipal Risk Management Agency	Digital cameras and security	\$ 2,982	
	Home Sprinkler Coalition	Promote sprinklers in residential dwellings	\$ 1,000	
	2015 Total		\$ 3,982	\$ -
2016	Michigan Municipal Risk Management Agency	Fire Inspector class	\$ 562	
	Michigan Municipal Risk Management Agency	NFPA Examiner and Inspector II Class	\$ 1,950	
	Michigan Municipal Risk Management Agency	Back station fire alarm	\$ 1,695	
	Michigan Municipal Risk Management Agency	Thermal imaging cameras	\$ 2,500	
	Michigan Municipal Risk Management Agency	Back-up cameras for fire apparatus	\$ 1,079	
	Federal Emergency Management Agency	SCBA replacement	\$ 137,620	
2016 Total			\$ 145,406	\$ -
2017	Federal Emergency Management Agency	Smoke detectors and CO alarms	\$ 21,143	
	Federal Emergency Management Agency	Large diameter hose	\$ 42,000	
	Michigan Municipal Risk Management Agency	CCTV & Security Card Access System	\$ 5,878	
	AAA	Battery Operated Extrication Tools	\$ 9,051	
	Saugatuck Douglas Foundation	Live Fire Training Facility		\$ 4,000
	Mermaid Restaurant	Live Fire Training Facility		\$ 4,000
	What Not Inn	Live Fire Training Facility		\$ 6,000
	Fae Whitman Foundation	Live Fire Training Facility		\$ 4,025
	2017 Total		\$ 78,072	\$ 18,025



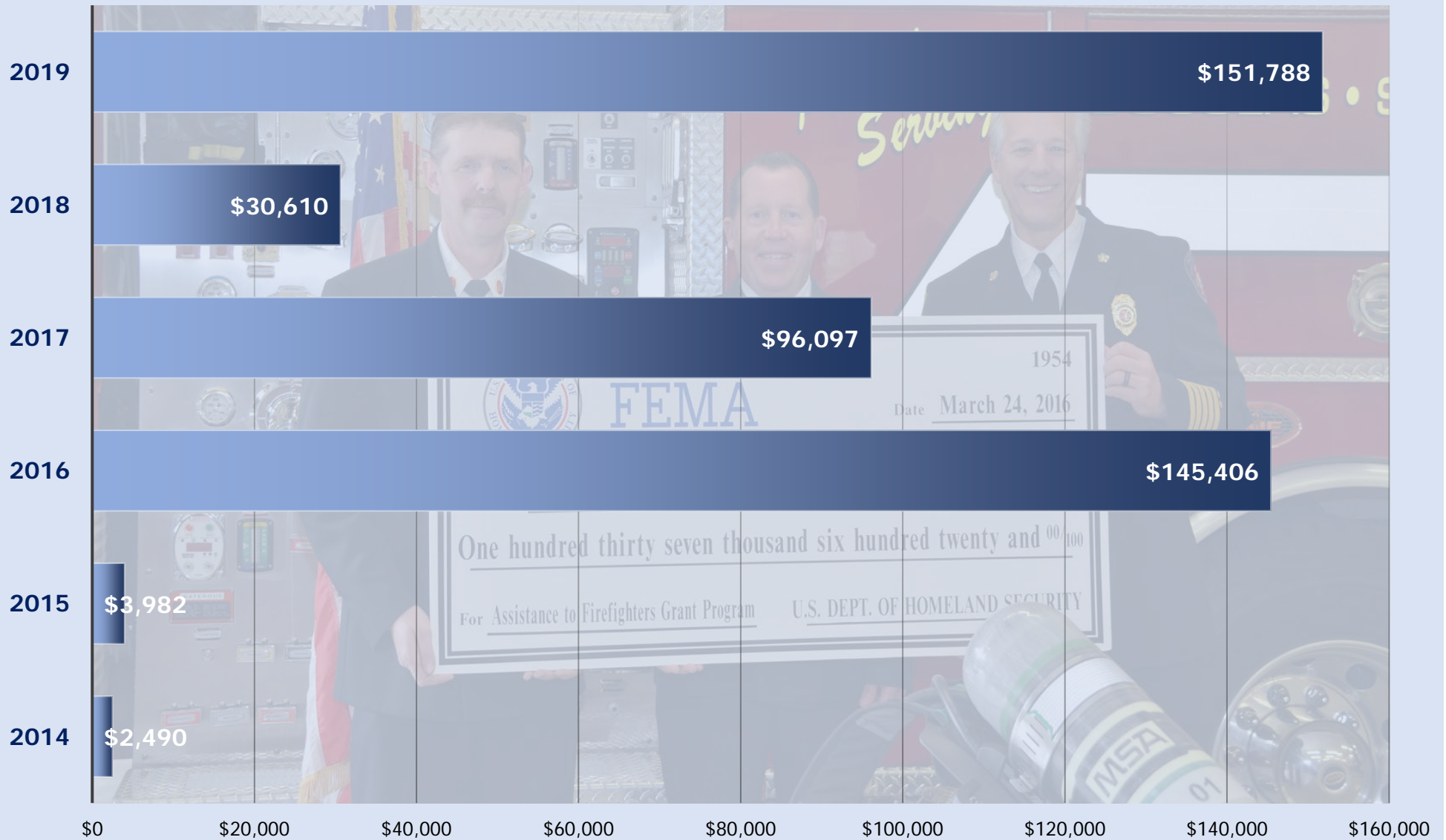
# Grants Received 2014-2019



Year	Grantor/Donor	Purpose	Grant \$	Donation \$
2018	Allegan County Community Foundation	Live Fire Training Facility	\$ 10,000	
	Michigan Fire Fighter Training Council	Instructor 1 Course	\$ 3,600	
	The Padnos Family	Live Fire Training Facility		\$ 10,000
	Jeff Padnos	Live Fire Training Facility		\$ 7,010
2018 Total			\$ 13,600	\$ 17,010
2019	Michigan Fire Fighter Training Council	Agricultural Machine Rescue Course	\$ 1,760	
	Michigan Fire Fighter Training Council	Pump Operator and Tanker Shuttle Courses	\$ 2,640	
	Michigan Fire Fighter Training Council	Forcible Entry Training Props	\$ 14,085	
	Michigan Municipal Risk Management Agency	Arrowboard for 2141	\$ 3,205	
	Michigan Municipal Risk Management Agency	Fence for LFTF Lot	\$ 3,150	
	Federal Emergency Management Agency	Radios and Headsets	\$ 123,558	
	SA. Mormon	Live Fire Training Facility		\$ 1,890
	Hamilton Concrete	Live Fire Training Facility		\$ 1,500
2019 Total			\$ 148,398	\$ 3,390
Grand Total			\$ 391,948	\$ 38,425



# Grants and Donations Received 2014-2019





# MFFTC Grants Received 2018-2019



Year	Grantor	Purpose	Amount
2018	Michigan Fire Fighter Training Council	Instructor 1 Course	\$ 3,600
2018 Total			\$ 3,600
2019	Michigan Fire Fighter Training Council	Agricultural Machine Rescue Course	\$ 1,760
	Michigan Fire Fighter Training Council	Pump Operator and Tanker Shuttle Courses	\$ 2,640
	Michigan Fire Fighter Training Council	Forcible Entry Training Props	\$ 14,085
2019 Total			\$ 18,485
Grand Total			\$ 22,085





# 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)

## Memorandum

**DATE:** October 17<sup>th</sup>, 2019  
**TO:** Fire Board  
**FROM:** Chief Greg Janik, Deputy Chief Chris Mantels  
**SUBJECT:** Station Improvements – Demand for Services

As you likely have noticed, the Fire District is rapidly outgrowing the four walls of the station. The current station, built in 1987, has served the district well for the past 32 years. Continued increase in call volume and responses are requiring us to continue to explore options to better serve the tri-communities.

We wanted you to be the first to know, that we are beginning discussions with the command staff to explore potential options for adding additional sleeping rooms, office space, restrooms, and training areas.

We have no current plan in place but want to begin the discussion with the Township Zoning Administrator to explore what our options might be to work within the required setbacks for our current properties along Blue Star Highway.

Once we have some information from the Township, and some conceptual ideas on paper from the command staff, our desire is to enroll an architect/planner to assist with more formal designs. This will allow us to obtain costs associated for the future project so we can work alongside the Fire Board to continue to plan for the future.

As we obtain additional information, we will continue the discussions with the Fire Board, and eventually our community partners. If you have any questions, please feel free to let us know.

Respectfully Yours,

*Greg Janik*  
Fire Chief / Fire Marshal

*Chris Mantels*  
Deputy Chief / Fire Inspector



STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-0836  
FAX: (517) 373-8728  
marywhiteford@house.mi.gov  
www.repwhiteford.com

MICHIGAN HOUSE OF REPRESENTATIVES

**MARY WHITEFORD**

ASSISTANT MAJORITY FLOOR LEADER

80TH DISTRICT

Chair, Health and Human Services  
Appropriations Subcommittee

Member:  
Joint Capital Outlay  
Appropriations Subcommittee  
Appropriations Committee  
Health Policy Committee

**SAMPLE LETTER**

September 17, 2019

Christopher Mantels  
Saugatuck Township Fire District  
3342 Blue Star Highway  
Saugatuck, MI 49453

Dear Christopher,

*Chris*

I would like to show my appreciation for the determination and passion you exemplify each and every day as a firefighter with the Saugatuck Township Fire District. Your willing acceptance of the challenges and hazards this profession demands in order to protect and secure the safety and well-being of your community and the state does not go unrecognized.

Of all the services offered to our communities, none are more important than those provided by first responders. You have taken on the innate dangers of pursuing a career in firefighting, which demonstrates leadership, courage, teamwork, compassion and character.

Model public servants rarely receive the recognition they deserve. Without committed individuals like you, who devote such considerable time, energy and talent to help others, our communities would not be the same. I thank you for your efforts to ensure Michigan is a wonderful place to live, work and raise a family.

Your friend,

*Mary*

Mary Whiteford  
State Representative  
80<sup>th</sup> District

*Great job testifying  
in the Senate Health  
Policy Committee!*

# *East Saugatuck Church*

A Ministry of the Christian Reformed Church

Rev. Keith Mannes, Senior Pastor

Pastor's Study: 269-751-5784

Saugatuck Township Fire Department  
3342 Blue Star Hwy.  
Saugatuck, MI 49453

DATE: September 13, 2019

Dear Chief Janik and the Members of the Saugatuck Township Fire Department,

I just want to thank-you for coming out on September 8 to help us with our anniversary picture. What a generous thing you did for us all!

This whole past year has been very special for us, it being our congregation's 150<sup>th</sup> birthday. We have been working hard on many aspects of this celebration, but the picture, with everyone standing to form a big "150," was a particularly fun and exciting idea. So, it just meant so much that you would be willing to come and fulfill that vision.

I know you worked very hard, and went through some painful set-backs in the process of trying to get here. So, thank-you for persevering through all of that to be with us. Thank-you also for all you do to keep us all safe and well-protected.

With gratitude,  
On behalf of the 150<sup>th</sup> Committee,



Pastor Keith Mannes  
East Saugatuck Christian Reformed Church

Emmett McGarr  
2583 Lakeshore Drive,  
Fennville, MI 49408

*Floodmcgarr@aol.com*

Chief Greg Janik

Saugatuck Township Fire District  
3342 Blue Star Hwy.  
Saugatuck, MI 49453

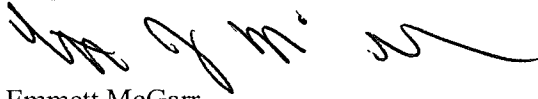
Dear Chief Janik,

My wife and I are in our 60s and recently bought a new home at the address shown above. We absolutely love our quiet neck of the woods, with the exception of our concern about how emergency vehicles would reach us in the event of a fire or other emergency. In addition to the added delay of traveling south to M89 and then back north a mile to our home, we another concern. Over Labor Day weekend, a tree fell across Lakeshore Drive and vehicles were stopped both north and south bound. While the county worked quickly to remove the tree limb, the road was blocked for at least 10 minutes.

Neighbors mentioned the possibility of a fire lane. I explored the one north of us providing access from the Felker's subdivision to Lakeshore Drive. Is there a possibility of the township creating something similar for the folks south of the washout? I appreciate how much concern there has been about the bike path on Blue Star and it seems this very real risk would also be at the top of the township's list.

My wife and I would feel so much better about the home we just bought with an eye toward retirement, if we felt that our safety was not jeopardized by undue delay in reaching us.

Respectfully,



Emmett McGarr