



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

## Zoom Meeting Info

Meeting ID: **869 8699 0760**

Password: **981642**

One-Touch Weblink:

<https://us02web.zoom.us/j/86986990760?pwd=WUlkYtkbjNaV3J3VHN2c1NnLzVOQT09>

Dial by Phone: **(646) 558-8656**

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

## FIRE DISTRICT BOARD MEETING

4:00pm – October 18<sup>th</sup>, 2021

### **AGENDA**

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**
6. Approval of Minutes:
  - A. **September 20<sup>th</sup>, 2021 (Roll Call Vote)**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*
8. Request for Payment:
  - A. **Account Payables (Roll Call Vote)**
  - B. **Financial Report**
9. Fire Chief Comments:
  - A. **Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
  - B. **Community Risk Reduction**
    1. **State of Michigan experienced 86 fire fatalities in 74 fires year to date for 2021.**
  - C. **Grants**
    1. **FEMA COVID PPE Grant — \$3,794.29 received.**
  - D. **Thank You**
    1. **Applegate R Foam – Trailer insulation donation, possibly send thank you letter or card from the Board?**
10. Unfinished Business:
  - A. **Subpoena / Lawsuit Update.**
    1. **Indemnification Agreement**
  - B. **Old Allegan Rd / Blue Star Hwy Intersection**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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11. New Business:

- A. MFIS President's Award – Chief Janik
- B. Staffing – Full Time Position (Roll Call Vote)

12. Correspondence:

- A. None

13. Public Comments: (Limit 3 minutes): *Use the “raise hand” button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

14. Fire Board Comments:

15. Adjournment:

**NOTICE**

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.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Item #6A

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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Dial by Phone: **(646) 558-8656**

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## FIRE DISTRICT BOARD MEETING

4:00pm – September 20<sup>th</sup>, 2021

### **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, S. Phelps, T. Pullen, A. Miller  
**ABSENT with Notice:** None  
**Also Present:** Chief Greg Janik, D.C. Chris Mantels
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**  
**Motion by Phelps, 2<sup>nd</sup> by Aldrich to approve the agenda as presented. No discussion.**  
  
**YAYS:** Phelps, Aldrich, Beckman, Fox, Verplank, Pullen, Miller  
**NAYS:** None  
**ABSENT:** None  
**Motion passes 7:0.**
6. Approval of Minutes:
  - A. **August 16<sup>th</sup>, 2021 (Roll Call Vote)**  
**Motion by Pullen, 2<sup>nd</sup> by Phelps to approve the minutes of the 8/16/2021 meeting as presented. No discussion.**  
**YAYS:** Pullen, Phelps, Aldrich, Beckman, Fox, Verplank, Miller  
**NAYS:** None  
**ABSENT:** None  
**Motion passes 7:0.**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*
  - A. **None**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## 8. 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 \$157,547.47. No discussion.

YAYS: Phelps, Beckman, Pullen, Aldrich, Fox, Verplank, Miller

NAYS: None

ABSENT: None

Motion passes 7:0.

### B. Financial Report

- i. Was not reviewed due to P. Stanislawski absence.

## 9. Fire Chief Comments:

### A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls

1. Incident Report Statistics were reviewed – 637 calls year to date.
2. 5:51 – average response time year to date.
3. New Data Charting introduction related to alcohol and marijuana incidents.

### B. Cost Recovery Update

1. Cost recovery spreadsheet was reviewed.

### C. Community Risk Reduction

1. State of Michigan experienced 84 fire fatalities in 72 fires year to date for 2021.

### D. Grants

1. FEMA AFG Grant – Health and Wellness program including Annual Physicals, Cancer Screening, and Exercise Equipment Grant – \$38,371.43 awarded.

Chief Janik and the board thanks C. Mantels and the grant team for their efforts in obtaining another \$38,371.43 for the department.

### E. Certifications and Congratulations

1. Phil Dalton – MFR License

Many thanks to Phil Dalton who had been on an extended leave of absence and now spend hundreds of hours of his own time completing online trainings to re-obtain his license.

## 10. Unfinished Business:

### A. Subpoena / Lawsuit Update.

1. Indemnification Agreement

Indemnification agreement was discussed. Chief Janik explained the status. Joe Frey explained what he thought it was for. Legal Counsel will continue to review and discuss. It will be discussed again at a future meeting.

### B. Letter - Old Allegan Rd / Blue Star Hwy – Sent to all parties on 9/7/21

1. Discussion ensued about the impact of the letter and how well it was received by the community.
2. Discussion that a traffic study may be conducted.
3. Chief Janik will reach out to Craig Atwood of ACRC to review status.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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- C. **Collective Bargaining Agreement between the Saugatuck Township Fire District and the Saugatuck Area Professional Fire Fighters Union, Local 5291, International Association of Fire Fighters – 2<sup>nd</sup> Reading (Roll Call Vote)**  
Motion by Pullen, 2<sup>nd</sup> by Beckman to adopt the Collective Bargaining Agreement (dated 9/20/2021) as presented, that will become effective immediately, between the Saugatuck Township Fire District and Saugatuck Area Professional Fire Fighters Union, Local 5291 of the International Association of Fire Fighters, AFL-CIO and to authorize the Fire Chief and Fire Board Chairperson to execute the agreement.  
YAYS: Pullen, Beckman, Phelps, Aldrich, Fox, Verplank, Miller  
NAYS: None  
ABSENT: None  
Motion passes 7:0.
11. New Business:
- A. **Municipal Employment Retirement System (MERS) Retiree Health Savings Plan Adoption (Roll Call Vote)**  
Motion by Phelps, 2<sup>nd</sup> by Fox to adopt the MERS Retiree Health Savings Program as presented. The Fire District Fire Administrative Board is authorized by the plan documents to amend the Retiree Health Savings Plan with MERS at its leisure.  
YAYS: Phelps, Fox, Aldrich, Beckman, Verplank, Pullen, Miller  
NAYS: None  
ABSENT: None  
Motion passes 7:0.
- B. **Municipal Employment Retirement System (MERS) Defined Contribution Plan Modification (Roll Call Vote)**  
Motion by Pullen, 2<sup>nd</sup> by Phelps to to amend the MERS Defined Contribution Plan based on length of service (longevity) the Saugatuck Twp. Fire District (employer) will contribute 2% of base pay and the employee will defer 2% of base pay after 5 years of service: then after 10 years the employer will contribute 4% of base pay and the employee defer 4% of base pay after 10 years of service; then after 15 years the employer will contribute 6% of base pay and the employee defer 6% of base pay for 15 years of service. The Fire District Fire Administrative Board is authorized by the plan documents to amend the Defined Contribution Plan with MERS at its leisure  
YAYS: Pullen, Phelps, Aldrich, Beckman, Fox, Verplank, Miller  
NAYS: None  
ABSENT: None  
Motion passes 7:0.
- C. **Michigan Municipal Risk Management Association (MMRMA) Annual Renewal Review**  
1. Chief Janik reviewed the memo. Discussion ensued regarding how Chief Janik and D.C. Mantels were successfully in petitioning MMRMA to keep the original agreed values, vs. cutting them in half as was originally proposed by the MMRMA underwriters this year.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## D. Staffing Discussion

1. Chief Janik reviewed that some of our daytime POC personnel have retired. He will be coming to the board next month with some staffing ideas since many days we don't have enough daytime staffing.

## 12. Correspondence:

### A. Thank you / Job Well Done – Douglas Harbor Condos

1. Thank you was reviewed by Chief Janik.

### B. Thank you – Hardy Family

1. Thank you was reviewed by Chief Janik.

### C. Thank you – City of Saugatuck

1. Thank you was reviewed by Chief Janik.

## 13. Public Comments: (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

- A. Shaun Abbey – District Field Representative for IAFF – Assisted the firefighters union in negotiating the first contract. Would like to thank the Fire Board, the Fire District team and the firefighters. It was a great process and its clear that you have a great team. By the process and the results today, it is clear everyone works well together.

## 14. Fire Board Comments:

**Aldrich – The Township hired Eric Davis as the building official and they hope to introduce him shortly.**

**Beckman – None**

**Fox – None**

**Verplank – Discussed frustration that the Fire District wastes time because the certified and qualified fire inspectors and plan reviewers are challenged for knowing the codes.**

**Phelps – None**

**Pullen – Glad to see there was a strike lockout for both parties in the CBA.**

**Miller – None**

## 15. Adjournment:

- A. Motion by Pullen, 2<sup>nd</sup> by Fox to adjourn the meeting at 4:57pm. No discussion.

**YAYS: Pullen, Fox, Phelps, Aldrich, Beckman, Verplank, Miller**

**NAYS: None**

**ABSENT: None**

**Motion passes 7:0.**

## NOTICE

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.

10/15/2021 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/21/2021 - 10/18/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
10/01/2021	DD3701(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,404.49
10/01/2021	DD3702(A)	BETTS, MICHAEL	PAYROLL	1,089.09
10/01/2021	DD3703(A)	JANIK, GREG	PAYROLL	2,204.58
10/01/2021	DD3704(A)	MANTELS, CHRISTOPHER	PAYROLL	1,880.90
10/01/2021	DD3705(A)	MEYER, KYLE	PAYROLL	1,268.31
10/01/2021	DD3706(A)	MILESKEWICZ, JOHN	PAYROLL	1,303.67
10/01/2021	EFT958(E)	457 MERS	PAYROLL	1,801.96
10/01/2021	EFT959(E)	MISDU	PAYROLL	217.86
10/01/2021	EFT960(E)	IRS	PAYROLL	3,261.91
10/01/2021	20379	WEBER & OLCESE PLC	PAYROLL	193.39
10/01/2021	EFT961(E)	SAUGATUCK AREA PROFESSIONAL L	PAYROLL	125.00
10/13/2021	DD3707(A)	ALDRICH, STACEY	PAYROLL	43.05
10/13/2021	DD3708(A)	BALES, WENDY	PAYROLL	2,387.79
10/13/2021	DD3709(A)	BECKMAN, ERIC	PAYROLL	43.05
10/13/2021	DD3710(A)	BEEK, HEATHER	PAYROLL	577.59
10/13/2021	DD3711(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,167.44
10/13/2021	DD3712(A)	BETTS, MICHAEL	PAYROLL	1,298.42
10/13/2021	DD3713(A)	BLATT, DAVID	PAYROLL	335.69
10/13/2021	DD3714(A)	BLOK, MICHAEL	PAYROLL	1,008.73
10/13/2021	DD3715(A)	BRESE, ROBERT	PAYROLL	123.51
10/13/2021	DD3716(A)	BRINK, CHAD	PAYROLL	240.27
10/13/2021	DD3717(A)	DALTON, PHIL	PAYROLL	467.54
10/13/2021	DD3718(A)	DEMOND, KALEB	PAYROLL	427.40
10/13/2021	DD3719(A)	DORNBUSH, KALEIGH	PAYROLL	158.93
10/13/2021	DD3720(A)	DYKSTRA, TOM	PAYROLL	1,394.93
10/13/2021	DD3721(A)	ESQUIVEL, BRADLEY	PAYROLL	1,162.35
10/13/2021	DD3722(A)	GARGANO, CHRISTINE	PAYROLL	612.15
10/13/2021	DD3723(A)	GARGANO, MARK	PAYROLL	977.94
10/13/2021	DD3724(A)	GREEN, MICHELLE	PAYROLL	1,084.72
10/13/2021	DD3725(A)	JANIK, GREG	PAYROLL	536.27
10/13/2021	DD3726(A)	KEMPKERS, BRIAN	PAYROLL	845.62
10/13/2021	DD3727(A)	KIRCHERT, ERIK	PAYROLL	794.73
10/13/2021	DD3728(A)	MANTELS, CHRISTOPHER	PAYROLL	2,751.00
10/13/2021	DD3729(A)	MARR, SEAN	PAYROLL	657.17
10/13/2021	DD3730(A)	MC GOWAN, WILLIAM	PAYROLL	611.10
10/13/2021	DD3731(A)	MEISTE, JAMES	PAYROLL	700.75
10/13/2021	DD3732(A)	MEYER, KYLE	PAYROLL	1,616.08
10/13/2021	DD3733(A)	MILESKEWICZ, JOHN	PAYROLL	1,294.40
10/13/2021	DD3734(A)	MOKMA, WAYNE	PAYROLL	260.01
10/13/2021	20380	PHELPS, DONALD	PAYROLL	44.05
10/13/2021	DD3735(A)	PULLEN, TARUE	PAYROLL	44.05



10/15/2021 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/21/2021 - 10/18/2021				
Check Date	Check	Vendor Name	Description	Amount
10/13/2021	DD3736(A)	SEYMOUR, SCOTT	PAYROLL	688.58
10/13/2021	DD3737(A)	SHERER, MISTY	PAYROLL	1,031.84
10/13/2021	DD3738(A)	STARRING, LINUS	PAYROLL	579.48
10/13/2021	DD3739(A)	STURM, ELLIOTT	PAYROLL	556.24
10/13/2021	DD3740(A)	STURM, KATHRYN	PAYROLL	833.01
10/13/2021	DD3741(A)	TRINKLEIN, KYLE	PAYROLL	386.32
10/13/2021	DD3742(A)	VAN AUKEN, LAUREL	PAYROLL	264.04
10/13/2021	DD3743(A)	VERPLANK, JANE	PAYROLL	44.05
10/13/2021	EFT962(E)	457 MERS	PAYROLL	3,913.47
10/13/2021	EFT963(E)	MISDU	PAYROLL	217.86
10/13/2021	EFT964(E)	IRS	PAYROLL	8,222.58
10/13/2021	20390	WEBER & OLCESE PLC	PAYROLL	271.37
10/13/2021	EFT965(E)	SAUGATUCK AREA PROFESSIONAL L	PAYROLL	125.00
10/15/2021	DD3744(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,547.59
10/15/2021	DD3745(A)	BETTS, MICHAEL	PAYROLL	1,231.85
10/15/2021	DD3746(A)	JANIK, GREG	PAYROLL	2,002.37
10/15/2021	DD3747(A)	MANTELS, CHRISTOPHER	PAYROLL	2,011.42
10/15/2021	DD3748(A)	MEYER, KYLE	PAYROLL	1,402.23
10/15/2021	DD3749(A)	MILESKEWICZ, JOHN	PAYROLL	1,407.08
10/15/2021	EFT966(E)	457 MERS	PAYROLL	1,940.36
10/15/2021	EFT967(E)	MISDU	PAYROLL	217.86
10/15/2021	EFT968(E)	IRS	PAYROLL	3,609.61
10/15/2021	20391	WEBER & OLCESE PLC	PAYROLL	241.35
10/18/2021	20392	HAMILTON FIRE	FIREWORKS COVERAGE	420.00
10/18/2021	20393	IHLE AUTO PARTS	PARTS	61.59
10/18/2021	20394	VAN RHEE PLUMBING INC	FEMA GRANT PLUMBING	5,100.00
10/18/2021	20395	TYLER TECHNOLOGIES INC	MOBILE EYES SOFTWARE	2,266.00
10/18/2021	20396	OVERISEL LUMBER CO	SUPPLIES	13.84
10/18/2021	20397	STANDARD	INSURANCE	756.98
10/18/2021	20398	ZORO	SUPPLIES	589.61
10/18/2021	2218(E)	COMCAST	TELEPHONE & INTERNET	302.75
10/18/2021	2219(E)	CONSUMERS ENERGY	BOAT DOCK	38.05
10/18/2021	2220(E)	CONSUMERS ENERGY	FIRE STATION	705.71
10/18/2021	2221(E)	FIRST BANKCARD	MAINTENANCE, OFFICE & TURN OUT GEAR	4,132.28
10/18/2021	2222(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2,575.00
10/18/2021	2223(E)	KAL LAKE SEWER WATER	WATER	233.01
10/18/2021	2224(E)	MENARDS	FIRE PREVENTION	522.45
10/18/2021	2225(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	55.86
10/18/2021	2226(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,507.00
10/18/2021	2227(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	144.78
10/18/2021	2228(E)	SHELL	GASOLINE & DIESEL	877.56
10/18/2021	2229(A)	ALLEGAN TREASURER	TAX CHARGE BACK	64.68
10/18/2021	2230(A)	ALLIED FIRE SALES & SERVICE LLC	FLOTATION COLLARS	2,477.82



10/15/2021		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
CHECK DATE FROM 09/21/2021 - 10/18/2021					
Check Date	Check	Vendor Name	Description		Amount
10/18/2021	2231(A)	APPLIED IMAGING	COPIER USE		409.02
10/18/2021	2232(A)	BLOOM SLUGGETT PC	LEGAL FEES		2,354.50
10/18/2021	2233(A)	I.T. RIGHT	COMPUTER SERVICES		507.29
10/18/2021	2234(A)	J & B MEDICAL	MEDICAL SUPPLIES		612.20
10/18/2021	2235(A)	NFPA	EDUCATION		31.00
10/18/2021	2236(A)	OFFICE DEPOT	OFFICE SUPPLIES		196.05
10/18/2021	2237(A)	LORRIE PASTOOR	CLEANING		250.00
10/18/2021	2238(A)	PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS		62.25
10/18/2021	2239(A)	PURITY CYLINDER GASES INC	CYLINDER GAS		41.59
10/18/2021	2240(A)	SECURE N SAFE LLC	SECURITY FOBS		135.00
10/18/2021	2241(A)	SPENCER MANUFACTURING INC	AIR HORN		1,167.64
10/18/2021	2242(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS		196.50
10/18/2021	2243(A)	YACHT BASIN MARINA	FIRE BOAT ORANGE TOP		396.00
Total of 97 Checks:					102,367.46
Less 0 Void Checks:					0.00
Total of 97 Disbursements:					102,367.46

**Item #8A**

Vendor Name	Description	Amount
1. ALLEGAN TREASURER	TAX CHARGE BACK	64.68
2. ALLIED FIRE SALES & SERVICE LLC	FLOTATION COLLARS	560.00
	HELMETS & SHIELDS	797.82
	STROKE BASKET	1,120.00
	TOTAL	2,477.82
3. APPLIED IMAGING	COPIER USE	203.90
	COPIER USE	205.12
	TOTAL	409.02
4. BLOOM SLUGGETT PC	LEGAL FEES	761.00
	LEGAL FEES	240.50
	LEGAL FEES	1,353.00
	TOTAL	2,354.50
5. COMCAST	TELEPHONE & INTERNET	302.75
6. CONSUMERS ENERGY	FIRE STATION	705.71
	BOAT DOCK	38.05
	TOTAL	743.76
7. FIRST BANKCARD	MAINTENANCE, OFFICE & TURN OUT GEAR	3,437.17
	TRAINING, BOAT & MAINTENANCE	679.95
	POSTAGE	15.16
	TOTAL	4,132.28
8. HAMILTON FIRE	FIREWORKS COVERAGE	420.00
9. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2,575.00
10. I.T. RIGHT	COMPUTER SERVICES	507.29
11. IHLE AUTO PARTS	PARTS	61.59
12. J & B MEDICAL	MEDICAL SUPPLIES	19.48
	MEDICAL SUPPLIES	64.00
	MEDICAL SUPPLIES	528.72
	TOTAL	612.20
13. KAL LAKE SEWER WATER	WATER	233.01
14. LORRIE PASTOOR	CLEANING	250.00
15. MENARDS	FIRE PREVENTION	522.45
16. MICHIGAN GAS UTILITIES	NATURAL GAS	55.86
17. NFPA	EDUCATION	31.00
18. OFFICE DEPOT	OFFICE SUPPLIES	146.91
	OFFICE SUPPLIES	49.14

Vendor Name	Description	Amount
TOTAL		196.05
19. OVERISEL LUMBER CO	SUPPLIES	13.84
20. PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS	62.25
21. PRIORITY HEALTH	HEALTH INSURANCE	3,507.00
22. PURITY CYLINDER GASES INC	CYLINDER GAS	41.59
23. REPUBLIC SERVICES 240	TRASH & RECYCLING	144.78
24. SECURE N SAFE LLC	SECURITY FOBS	135.00
25. SHELL	GASOLINE & DIESEL	877.56
26. SPENCER MANUFACTURING INC	AIR HORN	1,167.64
27. STANDARD	INSURANCE	756.98
28. TYLER TECHNOLOGIES INC	MOBILE EYES SOFTWARE	2,266.00
29. VAN RHEE PLUMBING INC	UPSTAIRS BREAK ROOM	100.00
	FEMA GRANT PLUMBING	5,000.00
TOTAL		5,100.00
30. WEST MICHIGAN UNIFORM	SHOP TOWELS	196.50
31. YACHT BASIN MARINA	FIRE BOAT ORANGE TOP	396.00
32. ZORO	SUPPLIES	139.83
	SUPPLIES	139.83
	SUPPLIES	259.96
	DUCT WALL CAP	49.99
TOTAL		589.61
TOTAL - ALL VENDORS		31,204.01
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		31,204.01

10/15/2021 02:30 PM

User: Peter

DB: Stfd

## REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK FIRE DISTRICT

Page: 1/2

PERIOD ENDING 10/31/2020

**Item #8B**

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
			10/31/2020 NORMAL (ABNORMAL)	MONTH 10/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	364,000.00	448.78	0.00		363,551.22	0.12
206-000-402.000	SAUGATUCK TOWNSHIP	747,000.00	0.00	0.00		747,000.00	0.00
206-000-403.000	DOUGLAS CITY	380,000.00	0.00	0.00		380,000.00	0.00
206-000-450.000	FIRE SERVICES	6,000.00	4,688.00	0.00		1,312.00	78.13
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	3,425.00	325.00		1,575.00	68.50
206-000-465.000	COST RECOVERY	7,000.00	5,904.00	4,369.28		1,096.00	84.34
206-000-528.000	OTHER FEDERAL GRANTS	85,948.00	85,948.00	0.00		0.00	100.00
206-000-560.000	GRANTS & DONATIONS	4,000.00	3,021.90	0.00		978.10	75.55
206-000-665.000	INTEREST	500.00	316.77	0.00		183.23	63.35
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00		0.00	0.00
206-000-686.000	FUND BALANCE TRANSFER IN	0.00	0.00	0.00		0.00	0.00
Total Dept 000		1,599,448.00	103,752.45	4,694.28		1,495,695.55	6.49
TOTAL REVENUES		1,599,448.00	103,752.45	4,694.28		1,495,695.55	6.49
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	5,250.00	800.00	300.00		4,450.00	15.24
206-336-704.000	CHIEF SALARY	80,000.00	25,261.52	9,230.76		54,738.48	31.58
206-336-705.000	OFFICER SALARIES	9,000.00	1,257.48	419.16		7,742.52	13.97
206-336-708.000	CAREER FIREFIGHTER	306,000.00	83,497.29	30,614.58		222,502.71	27.29
206-336-709.000	OPERATIONAL WAGES	87,000.00	47,282.66	10,471.56		39,717.34	54.35
206-336-709.500	PAID ON CALL STIPEND	75,000.00	19,343.41	7,129.56		55,656.59	25.79
206-336-710.000	FIRE CALLS	60,000.00	10,931.28	2,316.03		49,068.72	18.22
206-336-711.000	MEDICAL CALLS	30,000.00	7,459.31	2,394.77		22,540.69	24.86
206-336-712.000	TRAINING	30,000.00	10,837.08	5,836.60		19,162.92	36.12
206-336-713.000	SPECIAL EVENTS	10,000.00	784.00	0.00		9,216.00	7.84
206-336-720.000	PAYROLL TAXES	55,000.00	16,043.16	5,247.87		38,956.84	29.17
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	24,279.61	6,948.72		50,720.39	32.37
206-336-722.000	WORKER COMP INSURANCE	45,000.00	21,600.76	(3,177.84)		23,399.24	48.00
206-336-723.000	RETIREMENT	73,000.00	24,389.67	8,370.65		48,610.33	33.41
206-336-727.000	OPERATING SUPPLIES	22,000.00	6,177.58	163.38		15,822.42	28.08
206-336-728.000	GAS & OIL	12,000.00	1,906.40	614.36		10,093.60	15.89
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	18,709.52	6,629.37		1,290.48	93.55
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	7,813.56	7,128.92		7,186.44	52.09
206-336-745.000	STATION TOOLS	3,000.00	329.29	0.00		2,670.71	10.98
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	0.00	0.00		10,000.00	0.00
206-336-751.000	PHONES	12,000.00	2,934.69	812.74		9,065.31	24.46
206-336-752.000	UTILITIES	14,000.00	4,510.39	1,974.15		9,489.61	32.22
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	18,670.87	(3,734.15)		21,329.13	46.68
206-336-761.000	BOAT MAINTENANCE	15,000.00	8,392.38	(6,689.02)		6,607.62	55.95
206-336-762.000	RADIO & PAGER R&R	6,500.00	834.43	197.61		5,665.57	12.84
206-336-763.000	BUILDING REPAIR & MAINTENANCE	20,000.00	9,105.60	(221.46)		10,894.40	45.53
206-336-764.000	BUILDING SECURITY	2,000.00	260.00	0.00		1,740.00	13.00
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	707.99	110.00		2,792.01	20.23
206-336-770.000	OFFICE EXPENSES	10,000.00	1,446.34	430.89		8,553.66	14.46
206-336-771.000	TECHNOLOGY	12,000.00	5,221.86	2,291.00		6,778.14	43.52
206-336-775.000	BUILDING INSPECTIONS	2,500.00	67.50	0.00		2,432.50	2.70
206-336-780.000	UNIFORMS	12,000.00	1,207.29	200.31		10,792.71	10.06
206-336-781.000	TURN OUT GEAR	25,000.00	1,085.91	0.00		23,914.09	4.34
206-336-785.000	EDUCATION	18,000.00	4,198.09	2,056.95		13,801.91	23.32
206-336-791.000	MEDICAL SUPPLY	12,000.00	3,064.72	2,166.12		6,935.28	30.65

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2020 NORMAL (ABNORMAL)	MONTH 10/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
206-336-795.000	COMMUNITY RISK REDUCTION	10,000.00	0.00	0.00	10,000.00	0.00
206-336-796.000	PHYSICALS	11,000.00	0.00	0.00	11,000.00	0.00
206-336-815.000	GENERAL INSURANCE	32,000.00	15,194.75	8,397.25	16,805.25	47.48
206-336-861.000	TAX CHARGE BACK	500.00	416.22	0.00	83.78	83.24
206-336-975.000	TRUCK 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	54,914.77	17,865.17	145,085.23	27.46
206-336-986.000	CAPITAL FUND TRANSFER	12,150.00	0.00	0.00	12,150.00	0.00
Total Dept 336 - FIRE FUND		1,532,500.00	460,937.38	126,496.01	1,071,562.62	30.08
TOTAL EXPENDITURES		1,532,500.00	460,937.38	126,496.01	1,071,562.62	30.08
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,599,448.00	103,752.45	4,694.28	1,495,695.55	6.49
TOTAL EXPENDITURES		1,532,500.00	460,937.38	126,496.01	1,071,562.62	30.08
NET OF REVENUES & EXPENDITURES		66,948.00	(357,184.93)	(121,801.73)	424,132.93	533.53



## President's Award 2021 Michigan Fire Inspectors Society to Chief Janik



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Michigan Fire Inspectors Society is proud to honor our members and those who help MFIS meet our mission and goals. We provide annual scholarships to burn survivors, members who wish to further their education, and members who wish to add residential sprinklers to their homes. We also honor a fire inspector and public educator each year through your nominations.

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### ***President's Award 2021***

*Chief Greg Janik, Saugatuck Township Fire District, is this year's President award recipient. "Chief Janik keeps me in the loop on many legislative changes impacting his agency as well as the fire service throughout the state, has been a model for implementing change in the fire service, serves on many committees that support our mission, and most importantly, has been there to provide the levelheaded guidance when I've needed it most. He has always been a phone call away! Your respect, fire service charm, and humbleness have never gone unnoticed, and I've appreciated the candor conversations that we've been able to have.*

*Without question, you opened up your community and hosted us as if we were family. Chief Janik, you are a class act, and I cannot thank you enough for the guidance, leadership, and most importantly your friendship."*

### ***Kyle Svoboda, President***

***Chief Janik:*** *I feel deeply honored to receive the Presidents Award, and to be in the company of a very distinguished group of fire service members. Thank you for giving me this distinction. I am most grateful for the kind words from MFIS President Kyle Svoboda who has been an inspiration in my life as a fire service leader. I express my sincerest gratitude to President Svoboda and members of the Michigan Fire Inspectors Society.*



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #11B



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## Fire District Board - Agenda Item Report

**FROM:** Chief Greg Janik

**MEETING DATE:** October 18<sup>th</sup>, 2021

**SUBJECT:** Staffing / Full Time Position

### **DESCRIPTION:**

The Fire District staff would like to fulfill our commitment to meet the critical shortage of first responders and fill the full-time Firefighter/MFR/Clerk position that has been budgeted since 2019/2020. Initially we held off filling the position due to Covid-19 pandemic, and uncertainties that came along with that. Michigan, and our response area, does not have the pool of candidates that are available to serve as paid on-call first responders. We must strategically plan to address this staffing shortage to meet the ever-increasing demands of the fire service and maintain the high level of care our residents and visitors anticipate.

Our daytime call volume continues to increase, and our available daytime staffing has continued to decrease. In the last two months alone, we have lost four (4) daytime responders to retirement and changes in full time employment. The staff we have on duty at the station is typically all we can get to respond to daytime calls now. Overlapping incidents year to date are at 209, or 27.1% of total call volume. This includes 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> overlapping medical calls, as well as structure fires, personal injury vehicle accidents, gas leaks, etc. Current 2021 call volume is up 14% over 2020.

Additionally, some paid on-call personnel are unable to be at the station by the normal 4:30pm shift change time due to full-time job schedule conflicts. This position will help fill the void and lapse of coverage to ensure adequate coverage between the day shift and night shift.

The wages for the position will follow the wage scale that was approved last month in the Collective Bargaining Agreement (CBA) with Local 5291. The benefit package will be as outlined in the CBA.

### **Fire Fighter**

Rates	Performance	Start	6 Months	1 Year	2 Years	3 Years
Annual	Acceptable	\$ 42,000.00	\$ 45,000.00	\$ 46,350.00	\$ 47,740.50	\$ 49,172.72
Hourly (24hr)	Acceptable	\$ 18.17	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.27
Annual	Good	\$ 42,000.00	\$ 45,000.00	\$ 47,250.00	\$ 49,612.50	\$ 52,093.13
Hourly (24hr)	Good	\$ 18.17	\$ 19.47	\$ 20.44	\$ 21.46	\$ 22.54
Annual	Exceptional	\$ 42,000.00	\$ 45,000.00	\$ 48,150.00	\$ 51,520.50	\$ 55,126.94
Hourly (24hr)	Exceptional	\$ 18.17	\$ 19.47	\$ 20.83	\$ 22.29	\$ 23.85

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to approve the Fire District staff to advertise the position for the full-time Firefighter/MFR/Clerk position internally, and externally if needed, conduct subsequent interviews, and offer of employment to a candidate selected by the Fire Chief. The selected candidate will be compensated in accordance with the above wage scale and benefit package per the Collective Bargaining Agreement with Local 5291. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)