



# 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: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – February 21<sup>st</sup>, 2022

### **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*):
6. Approval of Minutes:
  - A. January 17<sup>th</sup>, 2022
  - B. January 17<sup>th</sup>, 2022 – Closed Session
  - C. January 31<sup>st</sup>, 2022 – Special Meeting
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 / EMS Report / Calls to Date / Overlapping Calls
  - B. Fire District Legal Counsel Invoice Breakdown
  - C. Community Risk Reduction
    1. Department of Fire Prevention – Monthly Report
    2. Michigan Fire Inspectors Society - Fatal Fire Statistics
10. Unfinished Business:
  - A. Special Events / Parade Safety – Committee Report
  - B. Blue Star Hwy. / Old Allegan
11. New Business:
  - A. Funding Approval Request – Building Plan Study - C2AE (Roll Call Vote)
  - B. STFD Discussion
12. Correspondence:
  - A. None
13. Public Comments: (Limit 3 minutes):
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

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Item #6A



3342 Blue Star Highway  
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E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – January 17<sup>th</sup>, 2022

### **DRAFT MINUTES**

1. Call to Order: **Meeting called to order by J. Verplank at 4:00pm.**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, A. Miller**  
**ABSENT with Notice: Pullen**  
**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*):  
**Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion. Motion passes by voice vote.**
6. Approval of Minutes:  
**A. December 20<sup>th</sup>, 2021**  
**Motion by Miller, 2<sup>nd</sup> by Fox to approve the minutes of the 12/20/2021 meeting as presented.**  
**No discussion. Motion passes by voice vote.**
7. Public Comment on Agenda Items Only (Limit 3 minutes):  
**A. None**
8. Request for Payment:  
**A. Account Payables (*Roll Call Vote*)**  
**Motion by Phelps, 2<sup>nd</sup> by Fox to pay the invoices in the amount of \$109,094.91. No discussion.**  
**YAYS: Phelps, Fox, Beckman, Aldrich, Verplank, Miller**  
**NAYS: None**  
**ABSENT: Pullen**  
**Motion passes 6:0.**  
**B. Financial Report**  
**i. Financial report was not reviewed as P. Stanislawski was absent.**
9. Fire Chief Comments:  
**A. Full Time Staff Introduction – Michelle Green – Administrative Assistant to the Fire Chief**
  1. Michelle could not be in attendance due to illness.
  2. Michelle was picked from a pool of excellent internal candidates.**B. Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
  1. Year End statistics were reviewed.
  2. Total incidents for year end 2021 – 964 calls
  3. Average response time for year end 2021 – 5:58**C. Fire District Legal Counsel Invoice Breakdown**
  1. Year end 2021 legal counsel invoice breakdown was reviewed.**D. Community Risk Reduction**
  1. Department of Fire Prevention – Year End
  2. Michigan Fire Inspectors Society - Fatal Fire Statistics



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## 10. Unfinished Business:

### A. Subpoena / Lawsuit Update.

#### 1. Indemnification Agreement Approval Request

Motion by Phelps, 2<sup>nd</sup> Beckman to approve the indemnification and hold harmless agreement as presented and authorizing the Fire Board Chairperson to sign the agreement on behalf of Saugatuck Township Fire District.

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

NAYS: None

ABSENT: Pullen

Motion passes 6:0.

### B. Special Events / Parade Safety – Committee Report

1. Parade committee report was reviewed by D. Fox.
2. Need to have a risk mitigation strategy between the public safety agencies.
3. Potential parade routes and resources was discussed.
4. Discussion ensued.

### C. Blue Star Hwy. / Old Allegan – Traffic Study Report

1. Traffic Study report was reviewed by Chief Janik.
2. Discussion ensued about the potential options.
3. Township is continuing to explore options along with ACRC.

## 11. New Business:

### A. Performance Review – (It is anticipated that the Fire Board may enter into closed session.)

1. Motion by Beckman, 2<sup>nd</sup> by Fox to enter into closed session at 4:41pm to discuss a personnel matter/performance review. No discussion, motion passes by voice vote.

YEAS: Beckman, Fox, Aldrich, Verplank, Phelps, Miller

NEAS: None

ABSENT: Pullen

Motion Passes: 6:0

2. Motion by Miller, 2<sup>nd</sup> Aldrich to exit closed session at 5:06pm. No discussion, motion passes by voice vote.

3. Motion by Phelps, 2<sup>nd</sup> by Fox to increase Chief Janik's salary to \$101,000.00 effective immediately after careful review of Chief's qualifications, demonstrated performance, and studying data points from neighboring communities' wages. Discussion ensued.

YEAS: Phelps, Fox, Aldrich, Beckman, Verplank, Miller

NAYS: None

ABSENT: Pullen

Motion passes 6:0

### B. Resolution 2022-01 – Accounts Payable Policy (*Roll Call Vote*)

Motion by Aldrich, 2<sup>nd</sup> by Beckman to approve Resolution 2022-01 and 2022-02 as presented.

No discussion.

YEAS: Aldrich, Beckman, Fox, Verplank, Phelps, Miller

NAYS: None

ABSENT: Pullen

Motion passes 6:0



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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- C. Resolution 2022-02 - ACH and Other Electronic Transactions Policy (Roll Call Vote)**  
Motion by Aldrich, 2<sup>nd</sup> by Beckman to approve Resolution 2022-01 and 2022-02 as presented.  
No discussion.  
YEAS: Aldrich, Beckman, Fox, Verplank, Phelps, Miller  
NAYS: None  
ABSENT: Pullen  
Motion passes 6:0

- D. Funding Approval Request – LUCAS 3 Chest Compression System (Roll Call Vote)**  
Motion by Phelps, 2<sup>nd</sup> by Miller to authorize Fire District staff to purchase the LUCAS 3 Chest Compression system with a not to exceed amount of \$16,000.00. No discussion.  
YEAS: Phelps, Miller, Aldrich, Beckman, Fox, Verplank  
NAYS: None  
ABSENT: Pullen  
Motion passes 6:0

**12. Correspondence:**

**A. None**

**13. Public Comments: (Limit 3 minutes):**

**A. None**

**14. Fire Board Comments:**

**Aldrich – Township has decided to separate from Joe Frey as the Township Manager, and they have decided to appoint Daniel DeFranco as an Operation Manager on a month-to-month basis in trying a new direction.**

**Beckman – Thank you Greg and keep up the good work.**

**Fox – Amen.**

**Verplank - None**

**Phelps – Job well done.**

**Miller – Agreed – Job Well done.**

**15. Adjournment: Meeting adjourned at 5:20pm.**

**NOTICE**

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# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #6C



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
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## FIRE DISTRICT "SPECIAL" BOARD MEETING

4:00pm – January 31<sup>st</sup>, 2022

### **DRAFT MINUTES**

1. Call to Order: **Meeting called to order by Chairperson Verplank at 4:02pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, T. Pullen.**  
**ABSENT with Notice: S. Phelps, A. Miller.**  
**Also Present: Chief Greg Janik, D.C. Chris Mantels, 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*):  
**Motion by Pullen, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion. Motion passes by voice vote.**
6. Public Comment on Agenda Items Only (Limit 3 minutes):  
**A. None**
7. Unfinished Business:  
**A. None**
8. New Business:  
**A. Funding Approval Request - Engine #2112 (2011 KME) – Emergency Engine Repair**  
**Motion by Aldrich, 2<sup>nd</sup> by Fox to authorize Fire District staff to coordinate engine repairs with K & R Truck Sales for Engine #2112 with a not to exceed amount of \$30,000.00.**  
**YAYS: Aldrich, Fox, Beckman, Verplank, Pullen.**  
**NAYS: None**  
**ABSENT: Phelps, Miller.**  
**Motion passes 5:0.**
9. Public Comments: (Limit 3 minutes):  
**A. None**
10. Fire Board Comments:  
**A. None**
11. Adjournment: **Meeting adjourned at 4:15pm.**

#### NOTICE

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Please contact Saugatuck Township Fire District at 269-857-3000 for further information.

02/16/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/18/2022 - 02/21/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
01/21/2022	DD3913(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,591.40
01/21/2022	DD3914(A)	BETTS, MICHAEL	PAYROLL	1,190.13
01/21/2022	DD3915(A)	GREEN, MICHELLE	PAYROLL	1,183.56
01/21/2022	DD3916(A)	JANIK, GREG	PAYROLL	2,433.43
01/21/2022	DD3917(A)	MANTELS, CHRISTOPHER	PAYROLL	2,055.23
01/21/2022	DD3918(A)	MEYER, KYLE	PAYROLL	1,410.67
01/21/2022	DD3919(A)	MILESKEWICZ, JOHN	PAYROLL	1,415.52
01/21/2022	EFT1020(E)	457 MERS	PAYROLL	1,289.48
01/21/2022	EFT1021(E)	MISDU	PAYROLL	217.86
01/21/2022	EFT1022(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,300.45
01/21/2022	EFT1023(E)	MERS	PAYROLL	4,299.16
01/21/2022	EFT1024(E)	DEFINED CONTRIBUTION	PAYROLL	1,812.79
01/21/2022	EFT1025(E)	HEALTH SAVINGS PLAN	PAYROLL	158.74
01/21/2022	20445	WEBER & OLCESE PLC	PAYROLL	242.40
01/21/2022	EFT1026(E)	STATE OF MICHIGAN	PAYROLL	3,454.69
01/24/2022	2323(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	625.00
01/24/2022	2324(A)	SOUND OFF SIGNAL	2192 NEW LIGHT BARS INSURANCE	2,958.18
01/24/2022	2325(A)	NEWCOMER PLOW & HITCH	TRUCK MAINTENANCE	274.44
01/31/2022	EFT1027(E)	STATE OF MICHIGAN	PAYROLL	2,488.00
02/04/2022	DD3920(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,566.41
02/04/2022	DD3921(A)	BETTS, MICHAEL	PAYROLL	1,165.12
02/04/2022	DD3922(A)	GREEN, MICHELLE	PAYROLL	1,183.57
02/04/2022	DD3923(A)	JANIK, GREG	PAYROLL	2,433.44
02/04/2022	DD3924(A)	MANTELS, CHRISTOPHER	PAYROLL	2,030.22
02/04/2022	DD3925(A)	MEYER, KYLE	PAYROLL	1,385.66
02/04/2022	DD3926(A)	MILESKEWICZ, JOHN	PAYROLL	1,390.51
02/04/2022	EFT1028(E)	457 MERS	PAYROLL	1,256.11
02/04/2022	EFT1029(E)	MISDU	PAYROLL	217.86
02/04/2022	EFT1030(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,196.00
02/04/2022	EFT1031(E)	DEFINED CONTRIBUTION	PAYROLL	1,779.42
02/04/2022	20446	WEBER & OLCESE PLC	PAYROLL	242.40
02/04/2022	EFT1032(E)	SAUGATUCK AREA PROFESSIONAL I	PAYROLL	125.00
02/10/2022	DD3927(A)	ALDRICH, STACEY	PAYROLL	87.10
02/10/2022	DD3928(A)	BALES, WENDY	PAYROLL	1,929.98
02/10/2022	DD3929(A)	BECKMAN, ERIC	PAYROLL	86.10
02/10/2022	DD3930(A)	BEEK, HEATHER	PAYROLL	503.49
02/10/2022	DD3931(A)	BERNHARDY, CHRISTOPHER	PAYROLL	966.51
02/10/2022	DD3932(A)	BETTS, MICHAEL	PAYROLL	755.67
02/10/2022	DD3933(A)	BLATT, DAVID	PAYROLL	271.28
02/10/2022	DD3934(A)	BLOK, MICHAEL	PAYROLL	864.95
02/10/2022	DD3935(A)	BRESE, ROBERT	PAYROLL	118.13

02/16/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/18/2022 - 02/21/2022				
Check Date	Check	Vendor Name	Description	Amount
02/10/2022	DD3936(A)	BRINK, CHAD	PAYROLL	461.23
02/10/2022	DD3937(A)	DALTON, PHIL	PAYROLL	667.07
02/10/2022	DD3938(A)	DEMOND, KALEB	PAYROLL	1,762.32
02/10/2022	DD3939(A)	DORNBUSH, KALEIGH	PAYROLL	590.68
02/10/2022	DD3940(A)	DYKSTRA, TOM	PAYROLL	353.05
02/10/2022	DD3941(A)	ESQUIVEL, BRADLEY	PAYROLL	848.15
02/10/2022	DD3942(A)	GARGANO, CHRISTINE	PAYROLL	510.25
02/10/2022	DD3943(A)	GARGANO, MARK	PAYROLL	1,414.72
02/10/2022	DD3944(A)	GREEN, MICHELLE	PAYROLL	322.42
02/10/2022	DD3945(A)	GRIFFIS, JESSICA	PAYROLL	253.09
02/10/2022	DD3946(A)	HOSIER, CALEB	PAYROLL	324.17
02/10/2022	DD3947(A)	JANIK, GREG	PAYROLL	536.27
02/10/2022	DD3948(A)	KIRCHERT, ERIK	PAYROLL	1,014.53
02/10/2022	DD3949(A)	MANTELS, CHRISTOPHER	PAYROLL	1,134.04
02/10/2022	DD3950(A)	MARR, SEAN	PAYROLL	671.83
02/10/2022	DD3951(A)	MAYER, JOHN	PAYROLL	107.08
02/10/2022	DD3952(A)	MC GOWAN, WILLIAM	PAYROLL	1,091.92
02/10/2022	DD3953(A)	MEISTE, JAMES	PAYROLL	706.69
02/10/2022	DD3954(A)	MEYER, KYLE	PAYROLL	384.19
02/10/2022	DD3955(A)	MILESIEWICZ, JOHN	PAYROLL	679.30
02/10/2022	DD3956(A)	MILLER, AARON	PAYROLL	43.05
02/10/2022	DD3957(A)	MOKMA, WAYNE	PAYROLL	637.33
02/10/2022	20447	PHELPS, DONALD	PAYROLL	44.05
02/10/2022	DD3958(A)	PULLEN, TARUE	PAYROLL	44.05
02/10/2022	DD3959(A)	SEYMOUR, SCOTT	PAYROLL	1,011.25
02/10/2022	DD3960(A)	SHERER, MISTY	PAYROLL	1,373.63
02/10/2022	DD3961(A)	STARRING, LINUS	PAYROLL	1,017.45
02/10/2022	DD3962(A)	STEVENS, KEVIN	PAYROLL	827.03
02/10/2022	DD3963(A)	STURM, ELLIOTT	PAYROLL	646.32
02/10/2022	DD3964(A)	STURM, KATHRYN	PAYROLL	49.00
02/10/2022	DD3965(A)	TRINKLEIN, KYLE	PAYROLL	446.61
02/10/2022	DD3966(A)	VAN AUKEN, LAUREL	PAYROLL	755.69
02/10/2022	DD3967(A)	VAN OSS, BRENT	PAYROLL	74.11
02/10/2022	DD3968(A)	VERPLANK, JANE	PAYROLL	88.10
02/10/2022	EFT1033(E)	457 MERS	PAYROLL	2,003.87
02/10/2022	EFT1034(E)	MISDU	PAYROLL	5.74
02/10/2022	EFT1035(E)	INTERNAL REVENUE SERVICE	PAYROLL	7,320.86
02/10/2022	EFT1036(E)	DEFINED CONTRIBUTION	PAYROLL	1,689.33
02/10/2022	20448	WEBER & OLCESE PLC	PAYROLL	281.35
02/10/2022	EFT1037(E)	SAUGATUCK AREA PROFESSIONAL I	PAYROLL	125.00
02/18/2022	DD3969(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,591.42
02/18/2022	DD3970(A)	BETTS, MICHAEL	PAYROLL	1,190.13
02/18/2022	DD3971(A)	GREEN, MICHELLE	PAYROLL	1,183.57



02/16/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 01/18/2022 - 02/21/2022				
Check Date	Check	Vendor Name	Description	Amount
02/18/2022	DD3972(A)	JANIK, GREG	PAYROLL	2,433.42
02/18/2022	DD3973(A)	MANTELS, CHRISTOPHER	PAYROLL	2,055.23
02/18/2022	DD3974(A)	MEYER, KYLE	PAYROLL	1,410.67
02/18/2022	DD3975(A)	MILESKIEWICZ, JOHN	PAYROLL	1,415.51
02/18/2022	EFT1038(E)	457 MERS	PAYROLL	1,256.11
02/18/2022	EFT1039(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,195.96
02/18/2022	EFT1040(E)	MERS	PAYROLL	4,617.36
02/18/2022	EFT1041(E)	DEFINED CONTRIBUTION	PAYROLL	1,779.42
02/18/2022	EFT1042(E)	HEALTH SAVINGS PLAN	PAYROLL	170.48
02/18/2022	20449	WEBER & OLCESE PLC	PAYROLL	460.26
02/18/2022	EFT1043(E)	STATE OF MICHIGAN	PAYROLL	4,427.44
02/21/2022	20450	GRAPHIX EMBROIDERY INC	UNIFORMS	288.06
02/21/2022	20451	HAMILTON FIRE	DRONE SHARING	8,136.00
02/21/2022	20452	HOLLAND MEDICENTER	PHYSICAL	289.98
02/21/2022	20453	IHLE AUTO PARTS	PARTS & MAINTENANCE	528.89
02/21/2022	20454	MFE INC	GAS SENSOR TESTING	1,491.00
02/21/2022	20455	VAN RHEE PLUMBING INC	FEMA GRANT WASHERS	3,345.00
02/21/2022	20456	OVERISEL LUMBER CO	SUPPLIES	11.73
02/21/2022	20457	STANDARD	INSURANCE	855.75
02/21/2022	20458	WEST SHORE FIRE INC	TURN OUT GEAR	2,434.63
02/21/2022	20459	ZORO	OFFICE SUPPLIES	1,689.43
02/21/2022	2326(E)	COMCAST	TELEPHONES & INTERNET	303.52
02/21/2022	2327(E)	CONSUMERS ENERGY	BOAT DOCK	31.76
02/21/2022	2328(E)	CONSUMERS ENERGY	BOAT DOCK	31.88
02/21/2022	2329(E)	CONSUMERS ENERGY	FIRE STATION	578.10
02/21/2022	2330(E)	CONSUMERS ENERGY	FIRE STATION	555.39
02/21/2022	2331(E)	FIRST BANKCARD	UNIFORMS, TOOLS & MAINTENANCE	3,341.93
02/21/2022	2332(E)	KAL LAKE SEWER WATER	WATER	28.19
02/21/2022	2333(E)	KAL LAKE SEWER WATER	WATER	204.90
02/21/2022	2334(E)	MENARDS	SUPPLIES	567.69
02/21/2022	2335(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	827.31
02/21/2022	2336(E)	MCKESSON	MEDICAL SUPPLIES	232.61
02/21/2022	2337(E)	PRIORITY HEALTH	HEALTH INSURANCE	4,796.83
02/21/2022	2338(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	148.20
02/21/2022	2339(E)	SHELL	GASOLINE & DIESEL	1,021.01
02/21/2022	2340(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	510.77
02/21/2022	2341(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	507.95
02/21/2022	2342(A)	ALARM 5	SCBA TESTING	2,085.00
02/21/2022	2343(A)	ALLEGAN TREASURER	TAX CHARGE BACK	205.22
02/21/2022	2344(A)	APPLIED IMAGING	COPIER USE	234.77
02/21/2022	2345(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,107.00
02/21/2022	2346(A)	EASTERN MICHIGAN UNIVERSITY	TRAINING	3,250.00
02/21/2022	2347(A)	FISHERIES SUPPLY COMPANY	BOAT SUPPLIES	1,320.35



02/16/2022		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
CHECK DATE FROM 01/18/2022 - 02/21/2022				
Check Date	Check	Vendor Name	Description	Amount
02/21/2022	2348(A)	GALLS LLC	UNIFORMS	215.99
02/21/2022	2349(A)	GLASS IMAGES INC	NEW FRONT DOOR	2,775.00
02/21/2022	2350(A)	MASTER MEDICAL EQUIPMENT	AED BATTERIES	7,975.00
02/21/2022	2351(A)	NFPA	CODE BOOKS	421.50
02/21/2022	2352(A)	LORRIE PASTOOR	CLEANING	110.00
02/21/2022	2353(A)	RELIABLE ROAD SERVICE INC	TIRES	10,907.16
02/21/2022	2354(A)	CITY OF SAUGATUCK	FINANCE SERVICES	1,350.00
02/21/2022	2355(A)	SECURE N SAFE LLC	FRONT DOOR SECURITY	85.00
02/21/2022	2356(A)	SPENCER MANUFACTURING INC	2111 REBUILD KITS	82.00
02/21/2022	2357(A)	TRIDENT EMERGENCY PRODUCTS L	2142 DRAIN	380.35
Total of 137 Checks:				183,722.71
Less 1 Void Checks:				3,454.69
Total of 136 Disbursements:				180,268.02

Item #8A

Vendor Name	Description	Amount
1. ALARM 5	SCBA TESTING	2,085.00
2. ALLEGAN TREASURER	TAX CHARGE BACK	205.22
3. APPLIED IMAGING	COPIER USE	234.77
4. BLOOM SLUGGETT PC	LEGAL FEES	562.50
	LEGAL FEES	544.50
	TOTAL	1,107.00
5. CITY OF SAUGATUCK	FINANCE SERVICES	1,350.00
6. COMCAST	TELEPHONES & INTERNET	303.52
7. CONSUMERS ENERGY	BOAT DOCK	31.76
	FIRE STATION	578.10
	BOAT DOCK	31.88
	FIRE STATION	555.39
	TOTAL	1,197.13
8. EASTERN MICHIGAN UNIVERSITY	TRAINING	3,250.00
9. FIRST BANKCARD	UNIFORMS, TOOLS & MAINTENANCE	1,050.03
	CRR, CPR, OFFICE SUPPLIES & TRAINING	2,261.58
	POSTAGE	30.32
	TOTAL	3,341.93
10. FISHERIES SUPPLY COMPANY	BOAT SUPPLIES	1,320.35
11. GALLS LLC	UNIFORMS	215.99
12. GLASS IMAGES INC	NEW FRONT DOOR	2,775.00
13. GRAPHIX EMBROIDERY INC	UNIFORMS	288.06
14. HAMILTON FIRE	DRONE SHARING	8,136.00
15. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	625.00
16. HOLLAND MEDICENTER	PHYSICAL	289.98
17. IHLE AUTO PARTS	PARTS & MAINTENANCE	399.08
	PARTS & MAINTENANCE	129.81
	TOTAL	528.89
18. KAL LAKE SEWER WATER	WATER	28.19
	WATER	204.90
	TOTAL	233.09
19. LORRIE PASTOOR	CLEANING	110.00
20. MASTER MEDICAL EQUIPMENT	AED BATTERIES	2,000.00
	AEDS	5,975.00
	TOTAL	7,975.00

Vendor Name	Description	Amount
21. MCKESSON		
	MEDICAL SUPPLIES	232.61
22. MENARDS		
	SUPPLIES	567.69
23. MFE INC		
	CARBON MONOXIDE DETECTORS	1,326.37
	GAS SENSOR TESTING	164.63
	TOTAL	1,491.00
24. MICHIGAN GAS UTILITIES		
	NATURAL GAS	827.31
25. NEWCOMER PLOW & HITCH		
	TRUCK MAINTENANCE	274.44
26. NFPA		
	CODE BOOKS	421.50
27. OVERISEL LUMBER CO		
	SUPPLIES	11.73
28. PRIORITY HEALTH		
	HEALTH INSURANCE	4,796.83
29. RELIABLE ROAD SERVICE INC		
	TIRES	10,907.16
30. REPUBLIC SERVICES 240		
	TRASH & RECYCLING	148.20
31. SECURE N SAFE LLC		
	FRONT DOOR SECURITY	85.00
32. SHELL		
	GASOLINE & DIESEL	1,021.01
33. SOUND OFF SIGNAL		
	2192 NEW LIGHT BARS INSURANCE	2,958.18
34. SPENCER MANUFACTURING INC		
	2111 REBUILD KITS	82.00
35. STANDARD		
	INSURANCE	855.75
36. TRIDENT EMERGENCY PRODUCTS LLC		
	2142 DRAIN	380.35
37. VAN RHEE PLUMBING INC		
	FEMA GRANT WASHERS	3,345.00
38. VERIZON WIRELESS		
	CELL PHONES & MODEMS	507.95
	CELL PHONES & MODEMS	510.77
	TOTAL	1,018.72
39. WEST SHORE FIRE INC		
	TURN OUT GEAR	2,434.63
40. ZORO		
	COVID PPE	571.44
	PPE COVID	571.44
	OFFICE SUPPLIES	546.55
	TOTAL	1,689.43
TOTAL - ALL VENDORS		69,120.47
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		69,120.47

PERIOD ENDING 02/28/2022

**Item #8B**

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 02/28/2022	BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	389,000.00	310,419.86	95,478.95	78,580.14	79.80
206-000-402.000	SAUGATUCK TOWNSHIP	780,000.00	394,247.38	278,118.80	385,752.62	50.54
206-000-403.000	DOUGLAS CITY	404,000.00	370,843.60	154,441.08	33,156.40	91.79
206-000-450.000	FIRE SERVICES	1,000.00	596.02	0.00	403.98	59.60
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	13,202.58	0.00	(12,202.58)	1,320.26
206-000-465.000	COST RECOVERY	1,000.00	9,241.03	4,448.61	(8,241.03)	924.10
206-000-560.000	GRANTS & DONATIONS	1,000.00	8,964.75	0.00	(7,964.75)	896.48
206-000-665.000	INTEREST	500.00	47.32	0.00	452.68	9.46
206-000-685.000	SALES OF ASSETS	0.00	200.00	0.00	(200.00)	100.00
206-000-686.000	FUND BALANCE TRANSFER IN	246,750.00	0.00	0.00	246,750.00	0.00
Total Dept 000		1,824,250.00	1,107,762.54	532,487.44	716,487.46	60.72
TOTAL REVENUES		1,824,250.00	1,107,762.54	532,487.44	716,487.46	60.72
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,250.00	2,150.00	450.00	3,100.00	40.95
206-336-704.000	CHIEF SALARY	86,000.00	53,297.53	7,769.24	32,702.47	61.97
206-336-705.000	OFFICER SALARIES	7,500.00	3,834.91	581.93	3,665.09	51.13
206-336-708.000	CAREER FIREFIGHTER	315,000.00	200,034.99	26,332.14	114,965.01	63.50
206-336-709.000	OPERATIONAL WAGES	100,000.00	75,050.07	10,356.13	24,949.93	75.05
206-336-709.500	PAID ON CALL STIPEND	85,000.00	55,647.66	9,250.52	29,352.34	65.47
206-336-710.000	FIRE CALLS	60,000.00	30,184.91	6,364.07	29,815.09	50.31
206-336-711.000	MEDICAL CALLS	30,000.00	22,506.63	2,567.50	7,493.37	75.02
206-336-712.000	TRAINING	40,000.00	24,437.61	4,649.27	15,562.39	61.09
206-336-713.000	SPECIAL EVENTS	10,000.00	8,570.00	0.00	1,430.00	85.70
206-336-720.000	PAYROLL TAXES	57,000.00	38,824.60	5,902.09	18,175.40	68.11
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	54,114.04	6,352.58	20,885.96	72.15
206-336-722.000	WORKER COMP INSURANCE	53,000.00	32,605.60	0.00	20,394.40	61.52
206-336-723.000	RETIREMENT	76,000.00	62,260.09	9,109.15	13,739.91	81.92
206-336-727.000	OPERATING SUPPLIES	22,000.00	10,385.58	2,061.76	11,614.42	47.21
206-336-728.000	GAS & OIL	12,000.00	7,790.13	1,021.01	4,209.87	64.92
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	16,003.50	2,567.00	13,996.50	53.35
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	9,159.59	2,249.63	5,840.41	61.06
206-336-745.000	STATION TOOLS	3,000.00	1,340.87	0.00	1,659.13	44.70
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	3,957.89	177.34	6,042.11	39.58
206-336-751.000	PHONES	12,000.00	7,481.44	1,382.24	4,518.56	62.35
206-336-752.000	UTILITIES	16,000.00	9,170.59	2,405.73	6,829.41	57.32
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	45,000.00	27,764.01	12,689.79	17,235.99	61.70
206-336-761.000	BOAT MAINTENANCE	15,000.00	10,762.97	0.00	4,237.03	71.75
206-336-762.000	RADIO & PAGER R&R	6,500.00	3,004.15	397.23	3,495.85	46.22
206-336-763.000	BUILDING REPAIR & MAINTENANCE	25,000.00	15,672.90	85.00	9,327.10	62.69
206-336-764.000	BUILDING SECURITY	2,000.00	1,260.21	0.00	739.79	63.01
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	2,308.55	0.00	1,191.45	65.96
206-336-770.000	OFFICE EXPENSES	10,000.00	5,287.91	1,084.21	4,712.09	52.88
206-336-771.000	TECHNOLOGY	18,000.00	11,932.78	20.91	6,067.22	66.29
206-336-775.000	BUILDING INSPECTIONS	2,500.00	452.50	421.50	2,047.50	18.10
206-336-780.000	UNIFORMS	12,000.00	6,816.97	1,460.65	5,183.03	56.81
206-336-781.000	TURN OUT GEAR	30,000.00	12,390.55	2,434.63	17,609.45	41.30
206-336-785.000	EDUCATION	18,000.00	14,164.28	3,310.21	3,835.72	78.69
206-336-791.000	MEDICAL SUPPLY	12,000.00	7,559.57	3,375.49	4,440.43	63.00
206-336-795.000	COMMUNITY RISK REDUCTION	12,000.00	2,543.60	479.39	7,456.40	25.44

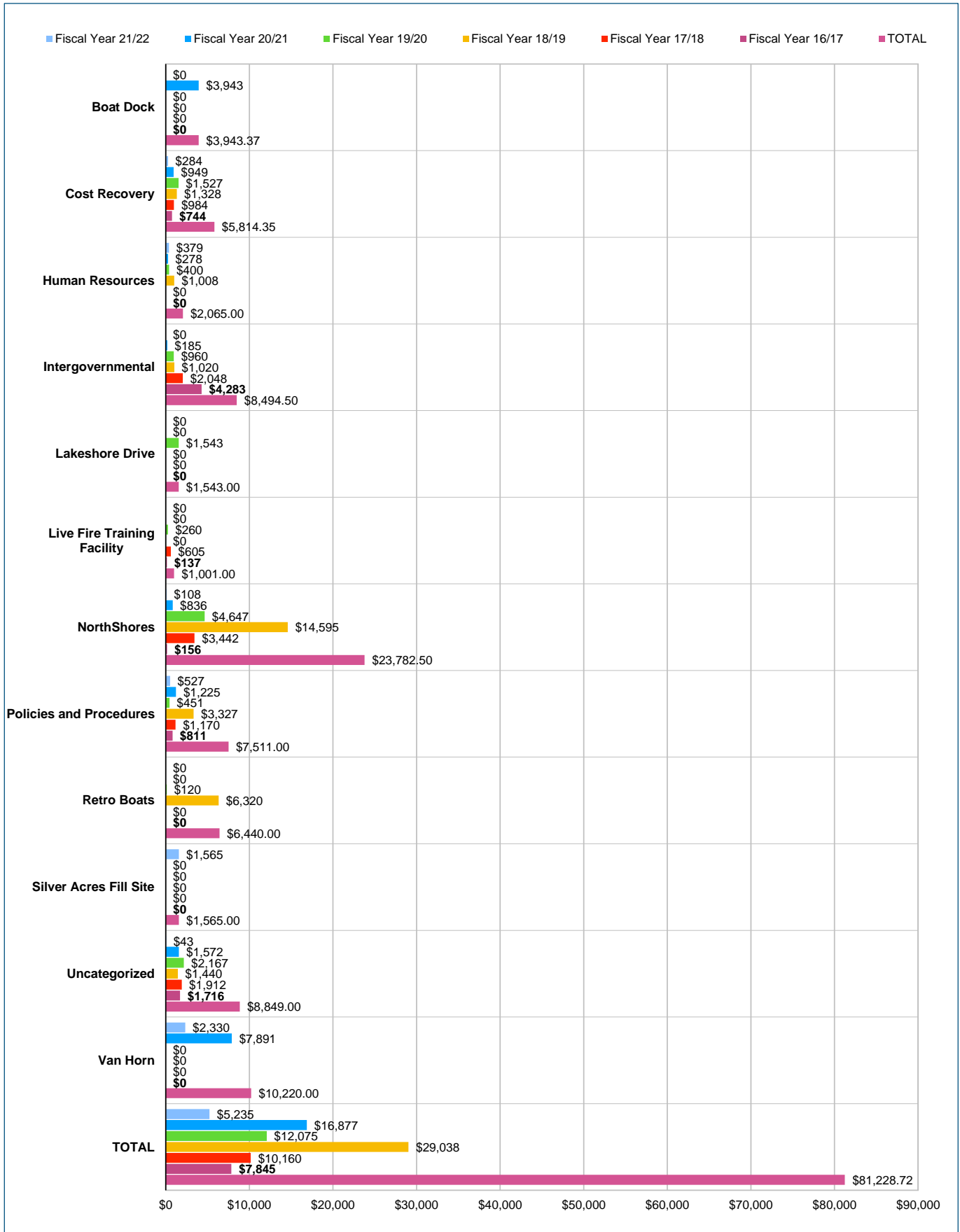
Page 12 of 20

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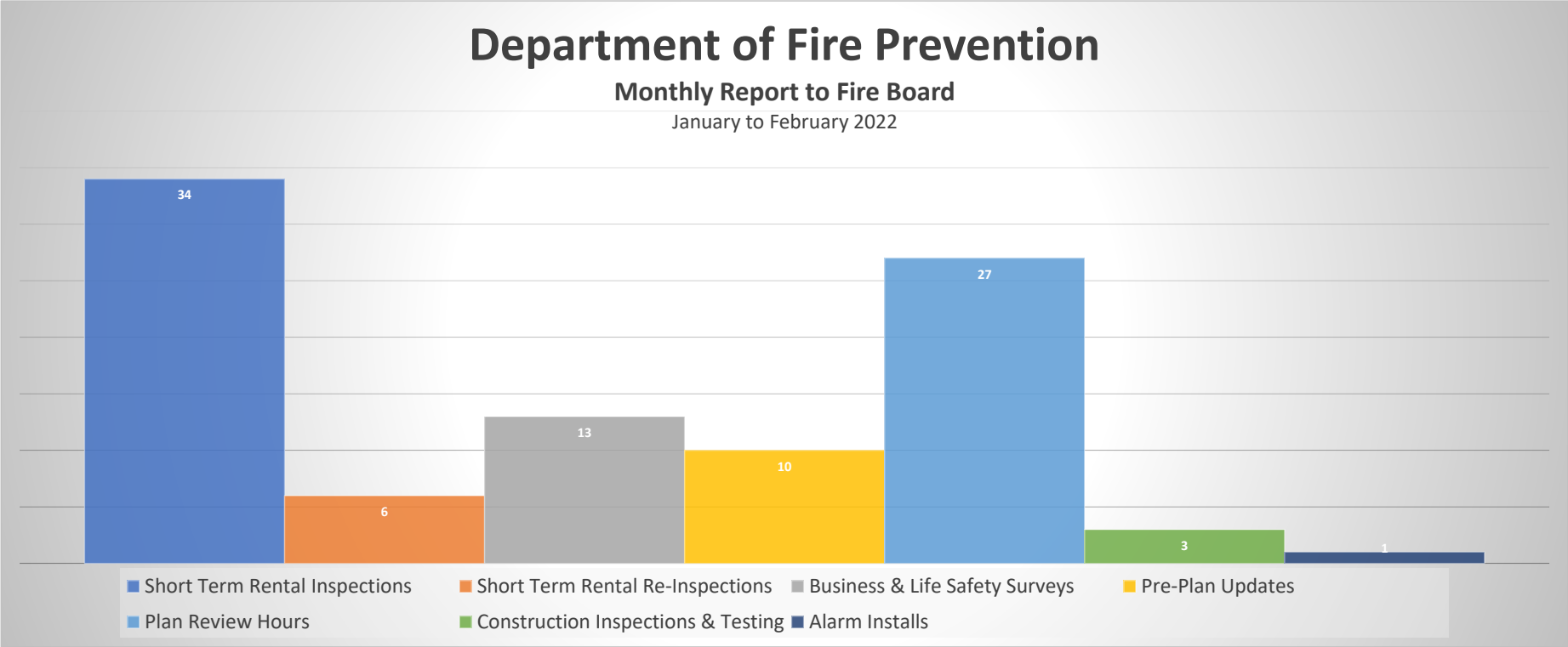
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PERIOD ENDING 02/28/2022

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-796.000	PHYSICALS	15,000.00	289.98	289.98	14,710.02	1.93
206-336-815.000	GENERAL INSURANCE	32,000.00	28,835.00	0.00	3,165.00	90.11
206-336-861.000	TAX CHARGE BACK	500.00	428.23	205.22	71.77	85.65
206-336-975.000	TRUCK PAYMENT	260,000.00	0.00	0.00	260,000.00	0.00
206-336-985.000	LONG TERM CAPITAL	87,500.00	47,058.53	20,231.00	40,441.47	53.78
206-336-986.000	CAPITAL FUND TRANSFER	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 336 - FIRE FUND		1,824,250.00	927,340.92	148,034.54	896,909.08	50.83
TOTAL EXPENDITURES		1,824,250.00	927,340.92	148,034.54	896,909.08	50.83
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,824,250.00	1,107,762.54	532,487.44	716,487.46	60.72
TOTAL EXPENDITURES		1,824,250.00	927,340.92	148,034.54	896,909.08	50.83
NET OF REVENUES & EXPENDITURES		0.00	180,421.62	384,452.90	(180,421.62)	100.00
BEG. FUND BALANCE		1,001,996.75	1,001,996.75			
END FUND BALANCE		1,001,996.75	1,182,418.37			







# MICHIGAN FATAL FIRE STATISTICS 2022



## 2022 Current Fire Deaths

**25 Deaths in 20 Fires**

(as of February 15, 2022)

**20% Increase YTD Deaths**

*Compared to 2017-2021 Average*

**15% Increase YTD Fires**

*Compared to 2017-2021 Average*

### Victims

68% Male 32% Female

40% Reported as Disabled

0% Reported as Impaired

68% Between 40 and 79 Years Old



## Location and Cause

### Reported Areas of Origin

#1 Living Room (40%)

#1 Bedroom (40%)

#3 Kitchen (7%)

### Reported Fire Causes

#1 Smoking (60%)

#2 Electrical (20%)

#3 Cooking (10%)



## Time and Day

### Deadliest Time of Day

6am - 6pm = 48%

6pm - 6am = 52%

### Deadliest Day of Week (Deaths)

#1 Tuesday (36%)

#2 Saturday (16%)

#2 Friday (16%)

January 14, 2022

**Item #11A**

Chief Greg Janik  
Saugatuck Township Fire District  
3342 Blue Star Hwy  
Saugatuck, MI 49453

Re: Proposal for Professional Services: Saugatuck Fire Department Dormitory Study

Dear Chief Janik,

It was good to talk to you and get a better understanding of some of the challenges Saugatuck Township Fire Department is experiencing; many of them are shared by other departments. It is great that STFD is proactively addressing those challenges, and the lack of dorms is one challenge that I believe we can assist the department in solving.

#### PROJECT UNDERSTANDING

Currently there are no dedicated dorms at the fire station. In trying to attract and retain high quality first responders, it is becoming necessary to “sell” STFD as a place where great people want to work. With the challenges of finding first responders they may sometimes live outside of the response area. Having dorms are now a way to increase the options for employees because they would then be able to overnight at the station. While some overnights do currently occur, the conditions are not ideal: sleeping in lazy boys, beds tucked in office spaces, lack visual and acoustic privacy, etc. While the second floor training room could be converted to dorms, the need for the training room still exists along with the need to access the kitchen. An addition for dorm space only is cost prohibitive. STFD desires an evaluation of the north end of the building to see how portions of it could be converted to a flexible space that can be used as both dorms and meeting space.

#### SCOPE

1. Visit site to document the existing space. At the same time, meet with members of the department to confirm project goals and develop a program for the dorms and meeting space. The program would include how the spaces would be used, types of storage needed, quantity of dorms needed, and any other pertinent information.
2. Develop 2-3 concepts for the dorm meetings space that reflect the program and the goals of the project.
3. Review the concepts via virtual meeting with members of department and select a preferred option.
4. Prepare a final concept drawing of the preferred concept and a conceptual opinion of the probable construction cost. The deliverable will be a PDF document. Review the final concept drawing and estimate with members of the department via virtual meeting.

#### ASSUMPTIONS

Cost estimates will be prepared assuming work gets completed in 2022. If implementation is delayed by 8-12 months, escalation of costs should be assumed.

## SCHEDULE


Conduct site visit/programming meeting	Two weeks after proposal acceptance
Review meeting of concepts	Two weeks after site visit
Final review meeting	Two weeks after selection of preferred concept

## FEE

We propose to complete the Scope of Services as listed above for a lump sum fee of \$4,950.00.

We have included our Standard Contract Provisions as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,  
C2AE



Stevan J. Jurczuk, AIA  
Project Manager

Accepted by:

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Saugatuck Fire Department

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Date

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and the Saugatuck Township Fire District, located in Saugatuck, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.
- F. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- G. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized modification of these materials.

- H. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. If payment in full is not received by the A|E CONSULTANT within forty-five (45) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the Past Due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.
- I. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- J. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- K. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$4,950.00.
- L. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A|E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A|E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A|E CONSULTANT and the OWNER. The A|E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- M. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.