



# 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 – July 18<sup>th</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. **June 20<sup>th</sup>, 2022**
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. **Community Risk Reduction**
    1. **Department of Fire Prevention – Monthly Report**
    2. **Michigan Fire Inspectors Society - Fatal Fire Statistics**
  - C. **Grant Updates**
    1. **MMRMA RAP Grant submitted – Vessel Monitoring Systems**
    2. **MMRMA CAP Grant submitted – Staff and Command Classes**
  - D. **Performance Reviews – Full-Time Personnel – conducted by Chief**
  - E. **4<sup>th</sup> of July Parade – Post event debriefing & Venetian weekend planning with ACSO and Emergency Management.**
10. Unfinished Business:
  - A. **EMS Transport Survey.**
  - B. **Updated Budget Questions – Response from Saugatuck City Representative Dan Fox to Saugatuck City Council.**
11. New Business:
  - A. **MMRMA Policy Renewal**
  - B. **Siegfried Crandall – Auditor Letter**
  - C. **Performance Review - Chief – (It is anticipated that the Fire Board may enter into closed session.)**
12. Correspondence:
  - A. **Community Church of Douglas – Thank you**
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  
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 – June 20<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, D. Fox, J. Verplank, S. Phelps, T. Pullen**  
**ABSENT with Notice: E. Beckman, A. Miller**  
**Also Present: Chief Greg Janik, D.C. Mantels, P. Stanislawski**
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 Fox to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.**
6. Approval of Minutes:
  - A. **May 16<sup>th</sup>, 2022**
  - B. **Motion by Phelps, 2<sup>nd</sup> by Aldrich to approve the minutes of the 5/16/2022 meeting as presented. No discussion. Motion passes by unanimous by voice vote.**
7. Public Hearing – Fire District FY2022/23 Budget (Limit 5 minutes per person):
  - A. **Motion to Open Public Hearing (Roll Call Vote):**  
**Motion by Pullen, 2<sup>nd</sup> by Fox to open the FY 2022/23 Budget Public Hearing at 4:03pm. No discussion.**  
**YAYS: Pullen, Fox, Aldrich, Verplank, Phelps**  
**NAYS: None**  
**ABSENT: Beckman, Miller**  
**Motion passes 5:0.**  
  
**The Chairperson outlined instructions and requested comments:**  
***No comments against the budget.***  
***No comments in favor of the budget.***  
***No comments in general regarding the budget.***
  - B. **Motion to Close Public Hearing (Roll Call Vote):**  
**Motion by Aldrich 2<sup>nd</sup> by Phelps close the FY 2022/23 Budget Public at 4:05pm. No discussion.**  
**YAYS: Aldrich, Phelps, Fox, Verplank, Pullen.**  
**NAYS: None**  
**ABSENT: Beckman, Miller.**  
**Motion passes 5:0.**
8. Public Comment on Agenda Items Only (Limit 3 minutes):
  - A. **None**



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## 9. Request for Payment:

### A. Budget Amendment #2 (*Roll Call Vote*)

Motion by Phelps, 2<sup>nd</sup> by Fox to approve Budget Amendment #2 as presented. No discussion.

YAYS: Phelps, Fox, Aldrich, Verplank, Pullen.

NAYS: None

ABSENT: Beckman, Miller.

Motion passes 5:0.

### B. Account Payables (*Roll Call Vote*)

Motion by Phelps, 2<sup>nd</sup> by Aldrich to pay the invoices in the amount of \$116,246.36. No discussion.

YAYS: Phelps, Aldrich, Fox, Verplank, Pullen.

NAYS: None

ABSENT: Beckman, Miller.

Motion passes 5:0.

### C. Financial Report

#### i. Financial Report was reviewed by P. Stanislawski

## 10. Fire Chief Comments:

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

1. Incident report statistics were reviewed. – 353 incidents year to date.
2. 5:25 – average response time year to date.

### B. Community Risk Reduction

1. DES Ice Cream Social – 6/1/2022 – Celebrating Address program Successes.
2. Department of Fire Prevention – Monthly Report
3. Michigan Fire Inspectors Society - Fatal Fire Statistics

### C. Grants

1. Michigan Department of Treasury – Training & Recruitment Grant awarded for \$58,000.

### D. Full-Time Staff Resignation – John Mileskiewicz

1. John has been unable to find affordable housing in the District for 7 years, and finally moved to the north side of Holland.
2. Staff will regrettably be posting the position to find a replacement for John.

### E. Memorial Day Parade

- i. If the City is unwilling to host the Memorial Day Parade, Chief is suggesting that the Fire Board hosts the Memorial Day annually on behalf of the VFW.
- ii. Chief Kent has filed the application in Douglas on behalf of DPD.

## 11. Unfinished Business:

### A. None



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## 12. New Business:

### A. Fire District Budget Approval – FY2022-23 (*Roll Call Vote*)

Motion by Fox, 2<sup>nd</sup> by Phelps to approve the FY2022/23 budget as presented. Discussion ensued about the legal requirements of municipality approval.

YAYS: Fox, Phelps, Aldrich, Verplank, Pullen.

NAYS: None

ABSENT: Beckman, Miller.

Motion passes 5:0.

Motion by Verplank, 2<sup>nd</sup> by Aldrich to have a 3-member committee of Aldrich, Phelps, and Verplank to meet with the Fire District staff, and Fire District legal counsel to clarify budget approval needs.

YAYS: Verplank, Aldrich, Fox, Phelps, Pullen.

NAYS: None

ABSENT: Beckman, Miller.

Motion passes 5:0.

### B. EMS Transport Survey

- i. After discussion, the Fire Board would like Chris to try the survey with a few people that may or may not understand how the EMS system works, and potentially reword some of the questions to make them simpler for lay person to understand.
- ii. The Fire Board agreed they do not need to approve sending out the survey and appreciates Chris's efforts and moving the project forward to obtain accurate data.

### C. Engine #2110 Arrival / Engine #2111

- i. New Fire/Rescue Engine has arrived.
- ii. It will be a Licensed Medical First Responder Vehicle once outfitted.

### D. United States Coast Guard - Station Holland – Confirmed Closed Indefinitely

- i. The Fire District will be the only response boat when the Allegan County Sheriff boat is not on duty until Coast Guard arrives from Grand Haven.

## 13. Correspondence:

### A. None

## 14. Public Comments: (Limit 3 minutes):

- A. C. Mantels – Thanks to the Fire Board for approving the budget, the staff works hard to remain fiscally responsible and despite hiccups at Saugatuck City, we will continue to provide the best service possible for our citizens.
- B. G. Janik – Is also thankful to the Board for approving the budget and recognizing the staff and people out there. He has the best staff in West Michigan. Is very grateful for all the board does for the most important asset, its personnel.



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## 15. Fire Board Comments:

**Aldrich – The Township supports the Fire District and anything you need please let us know.**

**Fox – None**

**Verplank – None**

**Phelps – None**

**Pullen - None**

## 16. Adjournment: **Motion by Phelps, 2<sup>nd</sup> by Fox to adjourn at 5:01pm. No discussion. Motion passes by unanimous voice vote.**

### 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.

07/14/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/21/2022 - 07/18/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
06/24/2022	DD4191(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,591.40
06/24/2022	DD4192(A)	BETTS, MICHAEL	PAYROLL	1,658.00
06/24/2022	DD4193(A)	GREEN, MICHELLE	PAYROLL	1,183.57
06/24/2022	DD4194(A)	JANIK, GREG	PAYROLL	2,471.31
06/24/2022	DD4195(A)	MANTELS, CHRISTOPHER	PAYROLL	2,064.71
06/24/2022	DD4196(A)	MEYER, KYLE	PAYROLL	1,410.66
06/24/2022	DD4197(A)	MILESKIEWICZ, JOHN	PAYROLL	1,426.50
06/24/2022	EFT1101(E)	457 MERS	PAYROLL	1,256.11
06/24/2022	EFT1102(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,146.46
06/24/2022	EFT1103(E)	MERS	PAYROLL	4,617.36
06/24/2022	EFT1104(E)	DEFINED CONTRIBUTION	PAYROLL	1,779.42
06/24/2022	EFT1105(E)	HEALTH SAVINGS PLAN	PAYROLL	170.48
06/24/2022	EFT1106(E)	STATE OF MICHIGAN	PAYROLL	2,502.64
06/30/2022	2467(E)	VERIZON WIRELESS	CELL PHONES	103.09
07/01/2022	2468(A)	KNOX COMPANY	KNOX PADLOCKS	278.00
07/01/2022	2469(A)	SUMMIT COMPANIES	FIRE EXT MAINTENANCE	261.00
07/01/2022	2470(A)	TARGET SOLUTIONS LEARNING LLC	TRUCK SOFTWARE	1,225.95
07/01/2022	2471(A)	TYLER TECHNOLOGIES INC	DRAWING TOOL PRE PLANS	395.00
07/01/2022	2472(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	303.75
07/01/2022	2473(A)	YACHT BASIN MARINA	BOAT STORAGE	500.00
07/08/2022	DD4198(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,566.41
07/08/2022	DD4199(A)	BETTS, MICHAEL	PAYROLL	1,633.01
07/08/2022	DD4200(A)	GREEN, MICHELLE	PAYROLL	1,158.57
07/08/2022	DD4201(A)	JANIK, GREG	PAYROLL	2,471.32
07/08/2022	DD4202(A)	MANTELS, CHRISTOPHER	PAYROLL	2,039.72
07/08/2022	DD4203(A)	MEYER, KYLE	PAYROLL	1,385.67
07/08/2022	DD4204(A)	MILESKIEWICZ, JOHN	PAYROLL	1,401.50
07/08/2022	EFT1107(E)	457 MERS	PAYROLL	1,256.11
07/08/2022	EFT1108(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,146.36
07/08/2022	EFT1109(E)	DEFINED CONTRIBUTION	PAYROLL	1,779.42
07/08/2022	EFT1110(E)	SAUGATUCK AREA PROFESSIONAL LOCAL 525	PAYROLL	150.00
07/15/2022	DD4205(A)	ALDRICH, STACEY	PAYROLL	43.04
07/15/2022	DD4206(A)	BALES, WENDY	PAYROLL	2,079.48
07/15/2022	DD4207(A)	BEEK, HEATHER	PAYROLL	579.06
07/15/2022	DD4208(A)	BERNHARDY, CHRISTOPHER	PAYROLL	44.77
07/15/2022	DD4209(A)	BETTS, MICHAEL	PAYROLL	488.48
07/15/2022	DD4210(A)	BLATT, DAVID	PAYROLL	239.26
07/15/2022	DD4211(A)	BLOK, MICHAEL	PAYROLL	459.69
07/15/2022	DD4212(A)	BRINK, CHAD	PAYROLL	456.91
07/15/2022	DD4213(A)	DALTON, PHIL	PAYROLL	482.48
07/15/2022	DD4214(A)	DEMOND, KALEB	PAYROLL	1,058.40

07/14/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/21/2022 - 07/18/2022				
Check Date	Check	Vendor Name	Description	Amount
07/15/2022	DD4215(A)	DORNBUSH, KALEIGH	PAYROLL	52.52
07/15/2022	STUB86(A)	DYKSTRA, TOM	PAYROLL	0.00
07/15/2022	DD4216(A)	ESQUIVEL, BRADLEY	PAYROLL	796.88
07/15/2022	DD4217(A)	GARGANO, CHRISTINE	PAYROLL	213.60
07/15/2022	DD4218(A)	GARGANO, MARK	PAYROLL	334.39
07/15/2022	DD4219(A)	GREEN, MICHELLE	PAYROLL	271.33
07/15/2022	DD4220(A)	GRIFFIS, JESSICA	PAYROLL	662.05
07/15/2022	DD4221(A)	HOSIER, CALEB	PAYROLL	729.22
07/15/2022	DD4222(A)	JANIK, GREG	PAYROLL	536.27
07/15/2022	DD4223(A)	KIRCHERT, ERIK	PAYROLL	566.58
07/15/2022	DD4224(A)	MANTELS, CHRISTOPHER	PAYROLL	518.87
07/15/2022	DD4225(A)	MARR, SEAN	PAYROLL	592.66
07/15/2022	DD4226(A)	MAYER, JOHN	PAYROLL	72.53
07/15/2022	DD4227(A)	MC GOWAN, WILLIAM	PAYROLL	330.76
07/15/2022	DD4228(A)	MEISTE, JAMES	PAYROLL	790.85
07/15/2022	DD4229(A)	MEYER, KYLE	PAYROLL	163.44
07/15/2022	DD4230(A)	MILESKIEWICZ, JOHN	PAYROLL	144.63
07/15/2022	STUB87(A)	MINNIEAR, HARRY	PAYROLL	0.00
07/15/2022	DD4231(A)	MOKMA, WAYNE	PAYROLL	502.96
07/15/2022	20502	PHELPS, DONALD	PAYROLL	44.05
07/15/2022	DD4232(A)	PULLEN, TARUE	PAYROLL	44.05
07/15/2022	DD4233(A)	SCHIPPA, TONY	PAYROLL	308.34
07/15/2022	DD4234(A)	SEYMOUR, SCOTT	PAYROLL	713.24
07/15/2022	DD4235(A)	SHERER, MISTY	PAYROLL	1,607.38
07/15/2022	DD4236(A)	STARRING, LINUS	PAYROLL	410.08
07/15/2022	DD4237(A)	STEVENS, KEVIN	PAYROLL	901.29
07/15/2022	DD4238(A)	TRINKLEIN, KYLE	PAYROLL	680.92
07/15/2022	DD4239(A)	VAN AUKEN, LAUREL	PAYROLL	711.29
07/15/2022	DD4240(A)	VAN OSS, BRENT	PAYROLL	98.83
07/15/2022	DD4241(A)	VERPLANK, JANE	PAYROLL	44.05
07/15/2022	EFT1111(E)	457 MERS	PAYROLL	1,591.47
07/15/2022	EFT1112(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,666.77
07/15/2022	EFT1113(E)	DEFINED CONTRIBUTION	PAYROLL	1,146.84
07/15/2022	EFT1114(E)	SAUGATUCK AREA PROFESSIONAL LOCAL 529	PAYROLL	150.00
07/18/2022	20503	COMMERCIAL RECORD	PRINTING	105.00
07/18/2022	20504	FIRE PROGRAMS	SOFTWARE ANNUAL	2,597.00
07/18/2022	20505	HAMILTON FIRE	DRONE COST SHARING	2,091.36
07/18/2022	20506	MICHIGAN STATE FIREMEN'S ASSOCIATIO	TRAINING MATERIALS	412.33
07/18/2022	20507	WEST MICHIGAN OFFICE INTERIORS	FURNITURE	1,070.00
07/18/2022	20508	FOREST VIEW EXECUTIVE SERVICES	IRRIGATION	112.00
07/18/2022	20509	EAGLE ENRAVING INC	APPRECIATION AWARDS	409.95
07/18/2022	20510	OVERISEL LUMBER CO	SUPPLIES	16.19
07/18/2022	20511	SAUGATUCK HARBOR INSURANCE AGENCY	INSURANCE	4,273.00



07/14/2022		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
		CHECK DATE FROM 06/21/2022 - 07/18/2022			
Check Date	Check	Vendor Name	Description	Amount	
07/18/2022	20512	SOUTHSIDE BODY & FABRICATION INC	BOAT REPAIR	3,731.16	
07/18/2022	20513	STANDARD	INSURANCE	855.76	
07/18/2022	2474(E)	ACCIDENT FUND	WORKER COMP INSURANCE	9,866.25	
07/18/2022	2475(E)	ARROWASTE	TRASH	83.07	
07/18/2022	2476(E)	COMCAST	TELEPHONES & INTERNET	304.35	
07/18/2022	2477(E)	CONSUMERS ENERGY	BOAT DOCK	38.24	
07/18/2022	2478(E)	CONSUMERS ENERGY	FIRE STATION	505.08	
07/18/2022	2479(E)	FIRST BANKCARD	SUPPLIES, TRAINING & FIRE PREVENTION	3,219.77	
07/18/2022	2480(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNTS	2,783.33	
07/18/2022	2481(E)	MENARDS	SUPPLIES	259.35	
07/18/2022	2482(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	78.49	
07/18/2022	2483(E)	MCKESSON	MEDICAL SUPPLIES	206.69	
07/18/2022	2484(E)	PRIORITY HEALTH	HEALTH INSURANCE	4,796.83	
07/18/2022	2485(E)	SHELL	GASOLINE & DIESEL	1,732.30	
07/18/2022	2486(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	456.72	
07/18/2022	2487(A)	APPLIED IMAGING	COPIER USE	286.46	
07/18/2022	2488(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,705.50	
07/18/2022	2489(A)	GROUND MANAGEMENT SOLUTIONS LLC	YARD MAINTENANCE	79.00	
07/18/2022	2490(A)	IHLE'S SERVICE LLC	2174 MAINTENANCE	146.49	
07/18/2022	2491(A)	J & B MEDICAL	MEDICAL SUPPLIES	133.60	
07/18/2022	2492(A)	LORRIE PASTOOR	CLEANING	300.00	
07/18/2022	2493(A)	PURITY CYLINDER GASES INC	CYLINDER GAS	103.42	
Total of 106 Checks:				117,421.90	
Less 0 Void Checks:				0.00	
Total of 106 Disbursements:				117,421.90	



Vendor Name	Description	Amount
1. ACCIDENT FUND	WORKER COMP INSURANCE	9,866.25
2. APPLIED IMAGING	COPIER USE	286.46
3. ARROWASTE	TRASH	83.07
4. BLOOM SLUGGETT PC	LEGAL FEES	1,705.50
5. COMCAST	TELEPHONES & INTERNET	304.35
6. COMMERCIAL RECORD	PRINTING	105.00
7. CONSUMERS ENERGY	BOAT DOCK	38.24
	FIRE STATION	505.08
	TOTAL	543.32
8. EAGLE ENRAVING INC	APPRECIATION AWARDS	409.95
9. FIRE PROGRAMS	SOFTWARE ANNUAL	2,597.00
10. FIRST BANKCARD	SUPPLIES, TRAINING & FIRE PREVENTION	3,219.77
11. FOREST VIEW EXECUTIVE SERVICES	IRRIGATION	112.00
12. GROUND MANAGEMENT SOLUTIONS LLC	YARD MAINTENANCE	79.00
13. HAMILTON FIRE	DRONE COST SHARING	2,091.36
14. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNTS	2,783.33
15. IHLE'S SERVICE LLC	2174 MAINTENANCE	146.49
16. J & B MEDICAL	MEDICAL SUPPLIES	33.40
	MEDICAL SUPPLIES	100.20
	TOTAL	133.60
17. KNOX COMPANY	KNOX PADLOCKS	278.00
18. LORRIE PASTOOR	CLEANING	300.00
19. MCKESSON	MEDICAL SUPPLIES	206.69
20. MENARDS	SUPPLIES	259.35
21. MICHIGAN GAS UTILITIES	NATURAL GAS	78.49
22. MICHIGAN STATE FIREMEN'S	ASSOCIATIO	412.33
	TRAINING MATERIALS	
23. OVERISEL LUMBER CO	SUPPLIES	16.19
24. PRIORITY HEALTH	HEALTH INSURANCE	4,796.83
25. PURITY CYLINDER GASES INC	CYLINDER GAS	103.42
26. SAUGATUCK HARBOR INSURANCE AGENCY	INSURANCE	4,273.00
27. SHELL	GASOLINE & DIESEL	1,732.30
28. SOUTHSIDE BODY & FABRICATION INC	TANK TRUCK REPAIR	907.00

Vendor Name	Description	Amount
	STEEL PLATES BACK BUILDING	957.96
	BOAT REPAIR	1,866.20
	TOTAL	3,731.16
29. STANDARD	INSURANCE	855.76
30. SUMMIT COMPANIES	FIRE EXT MAINTENANCE	261.00
31. TARGET SOLUTIONS LEARING LLC	TRUCK SOFTWARE	1,225.95
32. TYLER TECHNOLOGIES INC	DRAWING TOOL PRE PLANS	395.00
33. VERIZON WIRELESS	CELL PHONES	103.09
	CELL PHONES & MODEMS	456.72
	TOTAL	559.81
34. WEST MICHIGAN OFFICE INTERIORS	FURNITURE	1,070.00
35. WEST MICHIGAN UNIFORM	SHOP TOWELS	303.75
36. YACHT BASIN MARINA	BOAT STORAGE	500.00
TOTAL - ALL VENDORS		45,825.48
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		45,825.48

User: Peter

DB: Stfd

PERIOD ENDING 06/30/2022

**Item #8B**

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		06/30/2022	06/30/2022	MONTH 06/30/2022	BALANCE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	389,038.87	389,038.87	0.00	0.00	100.00
206-000-402.000	SAUGATUCK TOWNSHIP	779,960.89	779,960.89	0.00	0.00	100.00
206-000-403.000	DOUGLAS CITY	404,358.41	404,358.41	0.00	0.00	100.00
206-000-450.000	FIRE SERVICES	2,700.00	3,909.02	1,275.00	(1,209.02)	144.78
206-000-460.000	INSPECTION & PLAN REVIEW FEES	37,000.00	40,632.58	8,880.00	(3,632.58)	109.82
206-000-465.000	COST RECOVERY	11,361.00	11,360.95	1,000.00	0.05	100.00
206-000-560.000	GRANTS & DONATIONS	49,703.10	49,703.10	0.00	0.00	100.00
206-000-665.000	INTEREST	550.00	954.85	453.33	(404.85)	173.61
206-000-685.000	SALES OF ASSETS	400.00	400.00	0.00	0.00	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		1,921,822.27	1,680,318.67	11,608.33	241,503.60	87.43
TOTAL REVENUES		1,921,822.27	1,680,318.67	11,608.33	241,503.60	87.43
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,550.00	3,250.00	350.00	300.00	91.55
206-336-704.000	CHIEF SALARY	92,200.00	91,871.81	11,381.94	328.19	99.64
206-336-705.000	OFFICER SALARIES	6,800.00	6,744.56	1,163.86	55.44	99.18
206-336-708.000	CAREER FIREFIGHTER	333,000.00	330,774.04	38,576.56	2,225.96	99.33
206-336-709.000	OPERATIONAL WAGES	118,000.00	115,895.57	13,860.43	2,104.43	98.22
206-336-709.500	PAID ON CALL STIPEND	95,000.00	93,911.48	15,401.24	1,088.52	98.85
206-336-710.000	FIRE CALLS	51,000.00	48,684.91	5,704.32	2,315.09	95.46
206-336-711.000	MEDICAL CALLS	34,350.00	33,412.45	4,688.73	937.55	97.27
206-336-712.000	TRAINING	45,850.00	45,519.48	8,141.04	330.52	99.28
206-336-713.000	SPECIAL EVENTS	10,000.00	10,392.31	1,748.36	(392.31)	103.92
206-336-720.000	PAYROLL TAXES	62,000.00	62,444.79	7,815.73	(444.79)	100.72
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	84,500.00	84,908.36	7,241.58	(408.36)	100.48
206-336-722.000	WORKER COMP INSURANCE	43,038.00	43,037.60	0.00	0.40	100.00
206-336-723.000	RETIREMENT	104,000.00	106,038.84	13,467.56	(2,038.84)	101.96
206-336-727.000	OPERATING SUPPLIES	20,000.00	17,794.00	2,388.27	2,206.00	88.97
206-336-728.000	GAS & OIL	16,750.00	16,337.64	3,776.80	412.36	97.54
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	29,542.76	8,824.80	457.24	98.48
206-336-742.000	TESTING, REPAIR & REPLACEMENT	12,500.00	9,324.84	165.25	3,175.16	74.60
206-336-745.000	STATION TOOLS	3,000.00	2,918.19	1,225.95	81.81	97.27
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	9,296.03	2,091.36	703.97	92.96
206-336-751.000	PHONES	12,000.00	11,026.62	922.87	973.38	91.89
206-336-752.000	UTILITIES	16,000.00	14,487.68	1,707.25	1,512.32	90.55
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	74,000.00	72,522.84	7,564.73	1,477.16	98.00
206-336-761.000	BOAT MAINTENANCE	15,000.00	14,534.53	2,985.65	465.47	96.90
206-336-762.000	RADIO & PAGER R&R	6,500.00	5,686.81	0.00	813.19	87.49
206-336-763.000	BUILDING REPAIR & MAINTENANCE	30,000.00	29,118.66	8,060.51	881.34	97.06
206-336-764.000	BUILDING SECURITY	2,000.00	1,515.21	85.00	484.79	75.76
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	2,567.98	229.43	932.02	73.37
206-336-770.000	OFFICE EXPENSES	10,000.00	8,573.92	881.62	1,426.08	85.74
206-336-771.000	TECHNOLOGY	19,000.00	18,557.07	492.99	442.93	97.67
206-336-775.000	BUILDING INSPECTIONS	2,500.00	452.50	0.00	2,047.50	18.10
206-336-780.000	UNIFORMS	12,000.00	7,770.04	409.95	4,229.96	64.75
206-336-781.000	TURN OUT GEAR	35,000.00	34,307.79	0.00	692.21	98.02
206-336-785.000	EDUCATION	19,000.00	18,999.56	1,937.70	0.44	100.00
206-336-791.000	MEDICAL SUPPLY	12,000.00	11,122.66	1,667.73	877.34	92.69
206-336-795.000	COMMUNITY RISK REDUCTION	3,000.00	8,944.45	3,701.91	55.55	99.38

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User: Peter

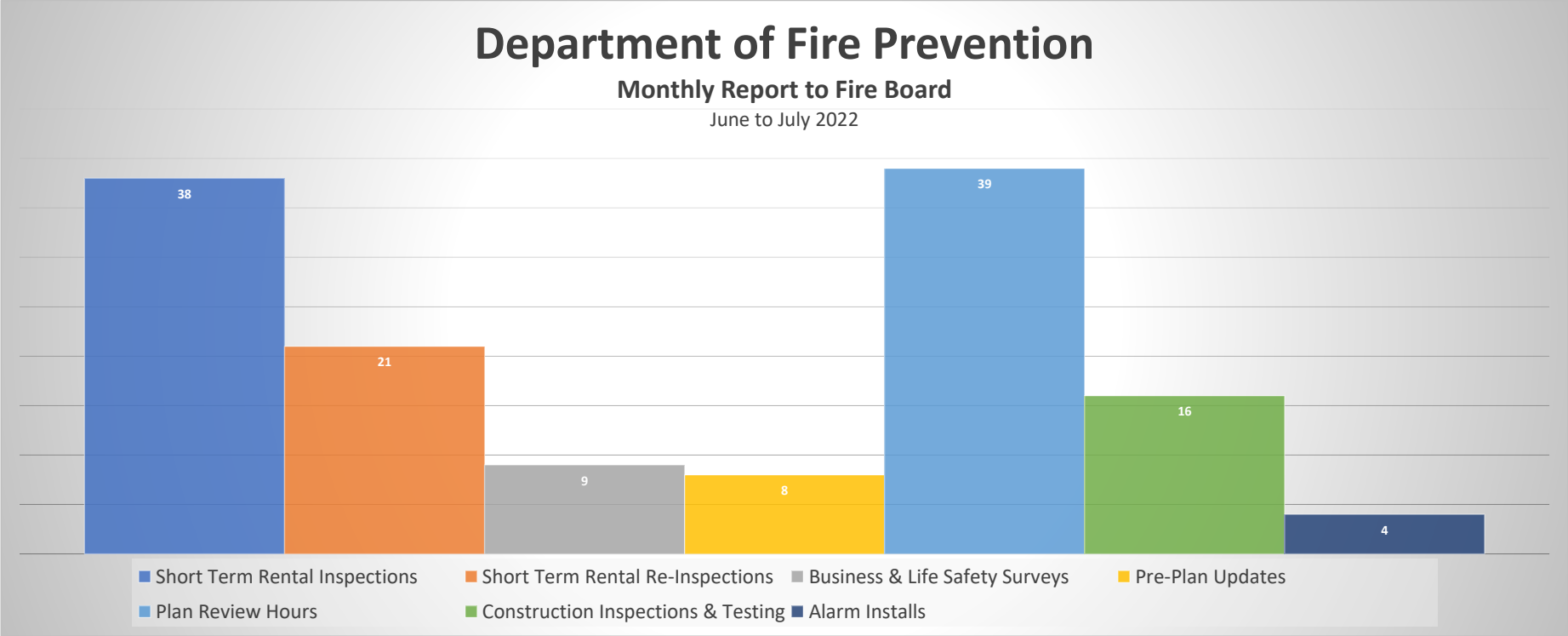
DB: Stfd

PERIOD ENDING 06/30/2022

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-796.000	PHYSICALS	11,000.00	289.98	0.00	10,710.02	2.64
206-336-815.000	GENERAL INSURANCE	28,835.00	28,835.00	0.00	0.00	100.00
206-336-861.000	TAX CHARGE BACK	645.00	642.94	0.00	2.06	99.68
206-336-975.000	TRUCK PAYMENT	260,000.00	260,000.00	0.00	0.00	100.00
206-336-985.000	LONG TERM CAPITAL	81,761.00	66,771.78	0.00	14,989.22	81.67
206-336-986.000	CAPITAL FUND TRANSFER	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 336 - FIRE FUND		1,935,279.00	1,778,827.68	178,661.12	156,451.32	91.92
TOTAL EXPENDITURES		1,935,279.00	1,778,827.68	178,661.12	156,451.32	91.92
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,921,822.27	1,680,318.67	11,608.33	241,503.60	87.43
TOTAL EXPENDITURES		1,935,279.00	1,778,827.68	178,661.12	156,451.32	91.92
NET OF REVENUES & EXPENDITURES		(13,456.73)	(98,509.01)	(167,052.79)	85,052.28	732.04
BEG. FUND BALANCE		1,001,996.75	1,001,996.75			
END FUND BALANCE		988,540.02	903,487.74			

PERIOD ENDING 06/30/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 210 - REGIONAL TRAINING CENTER						
Revenues						
Dept 000						
210-000-560.000	GRANTS & DONATIONS	6,000.00	6,000.00	0.00	0.00	100.00
210-000-561.000	REGIONAL TRAINING CENTER	7,125.00	7,125.00	0.00	0.00	100.00
Total Dept 000		13,125.00	13,125.00	0.00	0.00	100.00
TOTAL REVENUES		13,125.00	13,125.00	0.00	0.00	100.00
Expenditures						
Dept 338 - TRAINING CENTER						
210-338-805.000	REGIONAL TRAINING CENTER	13,125.00	440.00	0.00	12,685.00	3.35
Total Dept 338 - TRAINING CENTER		13,125.00	440.00	0.00	12,685.00	3.35
TOTAL EXPENDITURES		13,125.00	440.00	0.00	12,685.00	3.35
Fund 210 - REGIONAL TRAINING CENTER:						
TOTAL REVENUES		13,125.00	13,125.00	0.00	0.00	100.00
TOTAL EXPENDITURES		13,125.00	440.00	0.00	12,685.00	3.35
NET OF REVENUES & EXPENDITURES		0.00	12,685.00	0.00	(12,685.00)	100.00
BEG. FUND BALANCE		5,664.87	5,664.87			
END FUND BALANCE		5,664.87	18,349.87			
TOTAL REVENUES - ALL FUNDS		1,934,947.27	1,693,443.67	11,608.33	241,503.60	87.52
TOTAL EXPENDITURES - ALL FUNDS		1,948,404.00	1,779,267.68	178,661.12	169,136.32	91.32
NET OF REVENUES & EXPENDITURES		(13,456.73)	(85,824.01)	(167,052.79)	72,367.28	637.78
BEG. FUND BALANCE - ALL FUNDS		1,007,661.62	1,007,661.62			
END FUND BALANCE - ALL FUNDS		994,204.89	921,837.61			



# MICHIGAN FATAL FIRE STATISTICS

January - June 2022

Item #9B2

**76** PEOPLE died in **62 FIRES**

**↑15%**  
INCREASE  
in **deaths** compared  
to 2017-2021 average

**↑11%**  
INCREASE  
in **fires** compared  
to 2017-2021 average



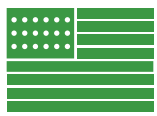
**11** MULTI-  
FATAL FIRES  
resulting in **25** deaths



**ONLY 24%** of homes were reported as having **working smoke alarms**



**26%**  
of victims were reported as disabled



**7%**  
of victims were reported to be veterans

## REPORTED HOME VALUES

as compared to Michigan's \$150,000 median value



**64%** OF HOMES  
with fatal fires  
valued below

**23%** OF HOMES  
with fatal fires  
valued above

**13%** APARTMENTS/  
COMMERCIAL



## SMOKE ALARMS SAVE LIVES!

Put one on **EVERY LEVEL** in **EVERY BEDROOM**



Change batteries **EVERY YEAR OR WHEN IT CHIRPS** and replace every **TEN YEARS**

**TEST** smoke alarms every month

GENDER

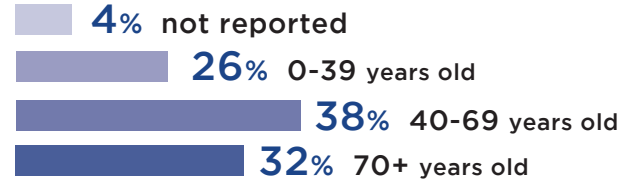


**68%**  
MALE

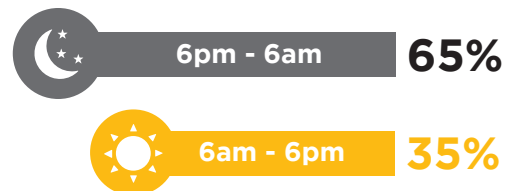


**32%**  
FEMALE

AGE



TIME



DAYS

Most fatal fires occurred on **Monday & Tuesday**

## TOP 3 FATAL FIRE CAUSES



SMOKING



ELECTRICAL

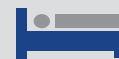


COOKING

## TOP 3 AREAS OF ORIGIN



LIVING ROOM



BEDROOM



KITCHEN

(These numbers reflect only the reported fires.)

## MI PREVENTION HOME SAFETY VISITS

Visted

**930** HOMES

Nearly

**50%** OF HOMES

had NO working smoke alarms

Installed

**2872** & **822**  
SMOKE ALARMS CO ALARMS

Visted with

**1674**  
COMMUNITY MEMBERS



MFISfoundation.org



----- Forwarded message -----

From: **Daniel Fox** <[danielwfox101@gmail.com](mailto:danielwfox101@gmail.com)>

Date: Mon, Jul 11, 2022 at 8:00 AM

Subject: Response to the City Council Request

To: Mark Bekken <[mbekken@saugatuckcity.com](mailto:mbekken@saugatuckcity.com)>, Holly Leo <[hleo@saugatuckcity.com](mailto:hleo@saugatuckcity.com)>, Garnet Lewis <[glewis@saugatuckcity.com](mailto:glewis@saugatuckcity.com)>, Ken Trester <[ktrester@saugatuckcity.com](mailto:ktrester@saugatuckcity.com)>, Russ Gardner <[russ@saugatuckcity.com](mailto:russ@saugatuckcity.com)>, Scott Dean <[sdean@saugatuckcity.com](mailto:sdean@saugatuckcity.com)>, <[lstanton@saugatuckcity.com](mailto:lstanton@saugatuckcity.com)>

Cc: Greg Janik <[gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)>, Jane Verplank <[verplankj@yahoo.com](mailto:verplankj@yahoo.com)>

To the Saugatuck City Council:

In keeping with the commitment made in my 21 June letter, what follows are responses to the second list of questions sent by the Saugatuck city manager to the STFD chief. For brevity, the questions are not repeated here, but the numbering of the responses corresponds to the original document.

9. The STFD's major equipment and apparatus schedule showing (cost/expenses/depreciation/replacement) is presented at the District's website [here](#).

10. Here are links to the STFD available annual budgets for [2016-17](#), [2017-18](#), [2019-20](#), [2020-21](#), and [2021-22](#). Total budgeted appropriations from 2016-2023 are as follows (full revenue and expense line-item detail is available at the links above):

FY 2016-17: \$742, 825

FY 2017-18: \$871,781

FY 2019-20 : \$1,446,000

FY 2020-21 : \$1,494,500

FY 2021-22 : \$1,824,250

FY2022-23: \$2,106,500

Annual call volumes broken down by call type for the past 18 years are shown in this chart:

## Trend 2004-2022

### Call Volume Trends:

- 0% in/decrease in Fire Calls
- 93% increase in Total Calls
- 53% increase in Emergency Medical Service Calls
- 350% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	(5.21)
2007	56	413	90	559	6.07
2008	34	402	122	558	(0.17)
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	(5.86)
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	(7.08)
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7
2020	33	533	296	862	(11.80)
2021	37	594	333	964	11.80

11. Actual costs experienced by the STFD often grow at an annual rate greater than 7%. As the following chart from a recent STFD budget presentation illustrates, specialized fire-service equipment cost inflation routinely exceeds the 7% annual consumer-price index, often by many times that amount.

### Saugatuck Township Fire District — Proposed Annual Budget

## Equipment Lifespan and Replacement Costs



### Structural Firefighting:

#### ♦ Helmet

Cost in 2009: \$150.00  
**Cost in 2019: \$350.00**  
 Cost in 2022: \$400.00  
 Lifespan: 10 years

#### ♦ Turnout Coat

Cost in 2009: \$600.00  
**Cost in 2019: \$1,400.00**  
 Cost in 2022: \$1,950.00  
 Lifespan: 10 years

#### ♦ Gloves

Cost in 2009: \$50.00  
**Cost in 2019: \$95.00**  
 Cost in 2022: \$115.00  
 Lifespan: 10 years

#### ♦ Turnout Pants

Cost in 2009: \$750.00  
**Cost in 2019: \$1,500.00**  
 Cost in 2022: \$1,895.00  
 Lifespan: 10 years

#### ♦ Boots

Cost in 2009: \$150.00  
**Cost in 2019: \$400.00**  
 Cost in 2022: \$400.00  
 Lifespan: 10 years



#### ♦ SCBA Self-Contained Breathing Apparatus

Cost in 2009: \$3,150.00  
**Cost in 2019: \$6,500.00**  
 Cost in 2022: \$7,900.00  
 Lifespan: 10 years



#### ♦ 800 MHz Portable Radio

**Cost in 2019: \$6,500.00**  
 Cost in 2022: \$7,200.00  
 Lifespan: 10 years

#### ♦ VHF Portable Radio

**Cost in 2009: \$450.00**  
 Lifespan: 10 years

## Equipment Lifespan and Replacement Costs



### Other Equipment:

#### ◆ Explosive Gas Detector

Cost in 2009: \$450.00

**Cost in 2019: \$2,500.00**

**Cost in 2022: \$2,950.00**

Lifespan: 10 years

#### ◆ AED Battery

Cost in 2009: \$49.95

**Cost in 2019: \$159.99**

**Cost in 2022: \$416.00**

Lifespan: 3 years



#### ◆ Engine

Cost in 2009: \$325,000.00

**Cost in 2019: \$650,000.00**

**Cost in 2022: \$685,000.00**

Lifespan: 15 years

12. "Fund 206" is an accounting number issued by the State of Michigan.

13. The millage rate in force to fund fire and emergency services service for comparable, three-jurisdiction districts is not a number the STFD knows or would be able to monitor. Among other things, specifying such a "comparable jurisdiction" (in physical size, mix of urban and rural geographies, population) would be virtually impossible. The variables are too numerous and individually consequential—including in our case, but not limited to different emergency-service philosophies and stated missions, 770 known short-term rentals, 7 miles of Lake Michigan shoreline, 22 miles of river frontage, construction-plan reviews, building inspections, special-event requirements, etc. From experience observing other area municipalities' attempts to compare wages, staffing, housing costs, services, and equipment expense, our opinion is that drawing such comparisons is inadvisable, inevitably badly flawed, and unproductive, with any "conclusions" being all too easily challenged as a consequence.

Voters specify and authorize millage levels. In the case of the STFD, authorized millage could be increased to 10.0 mils without additional voter approval. Of course, such a move would need to be justified to the taxpaying public.

For reference, the STFD millage rates from 1999-2022 are shown on the attached chart (along with total calls):

# 1999-2022 Millage/# of Calls

## Estimate:

2022 call volume is estimated from May 6 totals. 284 or 9.2% more calls than at the same time in 2021.

Year	Millage	Calls
2022	2.2000	(1,052)
2021	2.2000	964
2020	2.2000	862
2019	2.2000	977
2018	2.0000	907
2017	2.0000	813
2016	2.0000	875
2015	1.7000	783
2014	1.5000	745
2013	1.3000	690
2012	1.1600	733
2011	1.1600	642
2010	1.1600	611
2009	1.1000	592
2008	1.2932	558
2007	1.2932	559
2006	1.2932	527
2005	1.2932	556
2004	1.4531	499
2003	1.4531	517
2002	1.4531	518
2001	1.6059	498
2000	1.8060	544
1999	1.3750	415

14. The STFD allows carefully selected employees who have met the qualifications and obtained their CPL to carry a concealed firearm on duty. This policy has been reviewed by the Allegan County Sheriff's Office. The STFD employees train to the same MCOLES qualifications that the Allegan County Sheriff's office deputies do in order to carry a firearm. For security reasons, we do not identify these employees.

15. STFD employees are not required to be vaccinated for Covid-19 as a condition of employment. The federal Health Information Privacy Act prohibits requiring employees to reveal their vaccination history and the STFD from disclosing any such data.\*

Per the Allegan County Health Department (*Ieisha Garcia, Allegan County Health Department, 6/22/2022, 269-673-5411*): if an employer does not require a certain vaccine for employment or have protocols regarding a specific vaccine, e.g., the COVID-19 vaccine, then the vaccination status of each individual employee is protected under HIPAA. Without a protocol in place that would have required an employee to sign a medical records release form, the employer does not have permission to view or have access to employee health information, again, per HIPAA. In this instance, STFD does not mandate the COVID-19 vaccine as a condition of employment and so has no access to employee COVID-19 vaccination status, nor can the employer share this status. The budget would not reflect incentivizing staff to get vaccinated/boosted since the STFD does not require the vaccine.

As to protocols and procedures, the STFD strictly adheres to the Covid Infection Prevention protocols set by the CDC and MDHHS, including monitoring CDC community transmission rates for Allegan County, visitor and employee health screenings and temperature checks, wearing proper PPE, using universal precautions when providing patient care, and vigilant deep cleaning of apparatus, equipment, and common areas throughout the station.

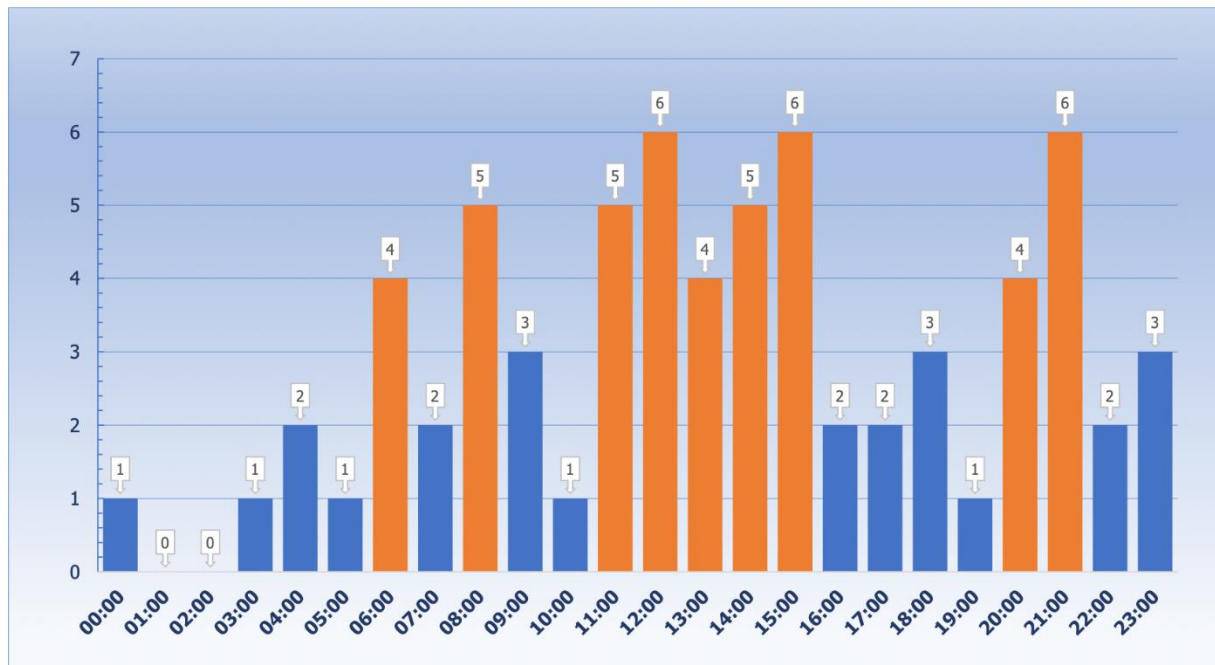
HIPAA protects an employee's health information, which in turn does not allow the District to openly disclose COVID-19 related illnesses to staff outside of those directly exposed per the CDC / MDHHS guidelines. Replacement staffing for firefighter/medical first responders who are out of work sick or in quarantine is approached in the same manner as with any work absence due to illness or injury.

16. The Fireboat #2192 that sank was determined to be a total loss by the District's insurance carrier. As a consequence, the vessel is now the property of the insurance carrier and not the STFD. The insurance carrier ordered a replacement vessel from a different manufacturer, and delivery is anticipated in August of 2022 barring supply-chain issues. The insurance carrier is allowing STFD to store the old vessel and utilize it for emergency situations until its replacement arrives.

17. STFD fuel is purchased at the retail pump (at Dunes View) for the same price as consumers pay, currently roughly double the cost experienced just two years ago. The fire station is not equipped to store large quantities of flammable liquids on site, nor does the STFD want to be exposed to ground-water contamination risks from such supplies. Fuel-usage rates change daily based on the type of call, mix of apparatus-response required, and incident durations. The STFD purchases its fuel using the same fuel-card program as the City of Saugatuck.

18. The following chart showing incident totals by time of day for two months (here, January 2021 and 2022) is part of the STFD's monthly activity report furnished to all three jurisdictions. In this one month, that total is 10 (in 2021) and 18 (in 2022) incidents from 1800 hrs to 0600 the following day.

## 2022 Incidents by Time of Day



Comparable data for each month of 2021 and 2022 thus far can be found via links [here](#) on the STFD website. Manning the fire station over those hours is an operational necessity; doing otherwise risks dramatically extending response times, unacceptably so in the opinion of the professional first-responder leadership. Without personnel at the fire station, the standard under-6-minute response time would likely range from 15-25 minutes (for a structure fire where personnel respond from home to the station to outfit in turnout gear, and then travel to the incident aboard fire apparatus). Transit times to the station are significant because paid-on-call first responders generally live out of the immediate area due to unaffordable housing costs in most of the District.

19. The STFD budget funding for two-way radios and phones for personnel represents a mission-critical operational necessity: emergency no-delay communications. Phones and radios are used to communicate with other STFD personnel, Allegan County Central Dispatch, law enforcement, transport ambulances, and mutual aid departments. Further, STFD phones are used to document incident scenes using District equipment thereby ensuring individual private devices are not used at an incident and then subsequently becoming subject to FOIA and Circuit Court orders. The current line-item for phones (206-336-751-0000) and radios (206-336-762-0000) in the FY22-23 budget is shown in the following chart:



# Appropriations

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	4,050.00	3,550.00	2,900.00	4,000.00	5,000.00
206-336-704.000	CHIEF SALARY	84,847.19	95,000.00	76,605.25	95,000.00	106,100.00
206-336-705.000	OFFICER SALARIES	6,402.39	6,800.00	5,580.70	6,900.00	9,650.00
206-336-708.000	CAREER FIREFIGHTER	271,658.14	333,000.00	279,031.41	333,000.00	338,000.00
206-336-709.000	OPERATIONAL WAGES	121,124.96	118,000.00	102,035.14	122,000.00	125,000.00
206-336-709.500	PAID ON CALL STIPEND	81,332.42	85,000.00	78,510.24	94,000.00	85,000.00
206-336-710.000	FIRE CALLS	47,086.01	55,000.00	42,980.59	54,000.00	65,000.00
206-336-711.000	MEDICAL CALLS	27,178.10	33,500.00	28,723.72	34,000.00	32,000.00
206-336-712.000	TRAINING	41,425.90	44,000.00	37,378.44	45,378.00	48,000.00
206-336-713.000	SPECIAL EVENTS	2,342.65	10,000.00	8,643.95	10,000.00	12,000.00
206-336-720.000	PAYROLL TAXES	55,784.70	62,000.00	53,331.21	63,000.00	66,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	73,140.79	84,500.00	77,469.78	84,000.00	90,000.00
206-336-722.000	WORKER COMP INSURANCE	49,076.76	43,038.00	43,037.60	43,100.00	58,000.00
206-336-723.000	RETIREMENT	80,815.01	101,000.00	88,884.45	106,000.00	100,000.00
206-336-727.000	OPERATING SUPPLIES	15,792.68	22,000.00	15,480.72	20,000.00	22,500.00
206-336-728.000	GAS & OIL	8,722.80	16,000.00	12,560.84	17,000.00	20,000.00
206-336-730.000	PROFESSIONAL SERVICES	42,906.52	30,000.00	20,717.96	25,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	13,875.28	15,000.00	9,159.59	15,000.00	18,000.00
206-336-745.000	STATION TOOLS	3,313.21	3,000.00	1,692.24	3,000.00	3,000.00
206-336-746.000	FIRE FIGHTER TOOLS	3,644.65	10,000.00	7,204.67	10,000.00	10,000.00
206-336-751.000	PHONES	12,038.56	12,000.00	10,103.75	12,000.00	13,500.00
206-336-752.000	UTILITIES	15,169.45	16,000.00	12,720.84	16,000.00	20,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	69,782.05	68,000.00	64,958.11	65,000.00	45,000.00
206-336-761.000	BOAT MAINTENANCE	18,011.38	15,000.00	11,548.88	15,000.00	17,500.00
206-336-762.000	RADIO & PAGER R&R	2,270.46	6,500.00	5,686.81	6,500.00	8,500.00

20. According to the employment/recruiting website "[indeed.com](https://www.indeed.com)" the national average base salary for a fire chief is \$101,420.00.

21. The board-salary budget increase for FY22-23 of \$1,000 represents contingency planning for an increased number of special meetings and meetings of the Fire Board of Appeals. Note that while the latter involves fewer board members, each such appeal routinely requires multiple meetings. Also note that one board member (name withheld for privacy) accepts no monetary compensation at all. All unspent board-salary budget is returned to the fund balance.

22. In response to the question "Who makes what?" please see the attached chart.

Full Time Wages with PTO Schedule  
Effective 7/1/2021

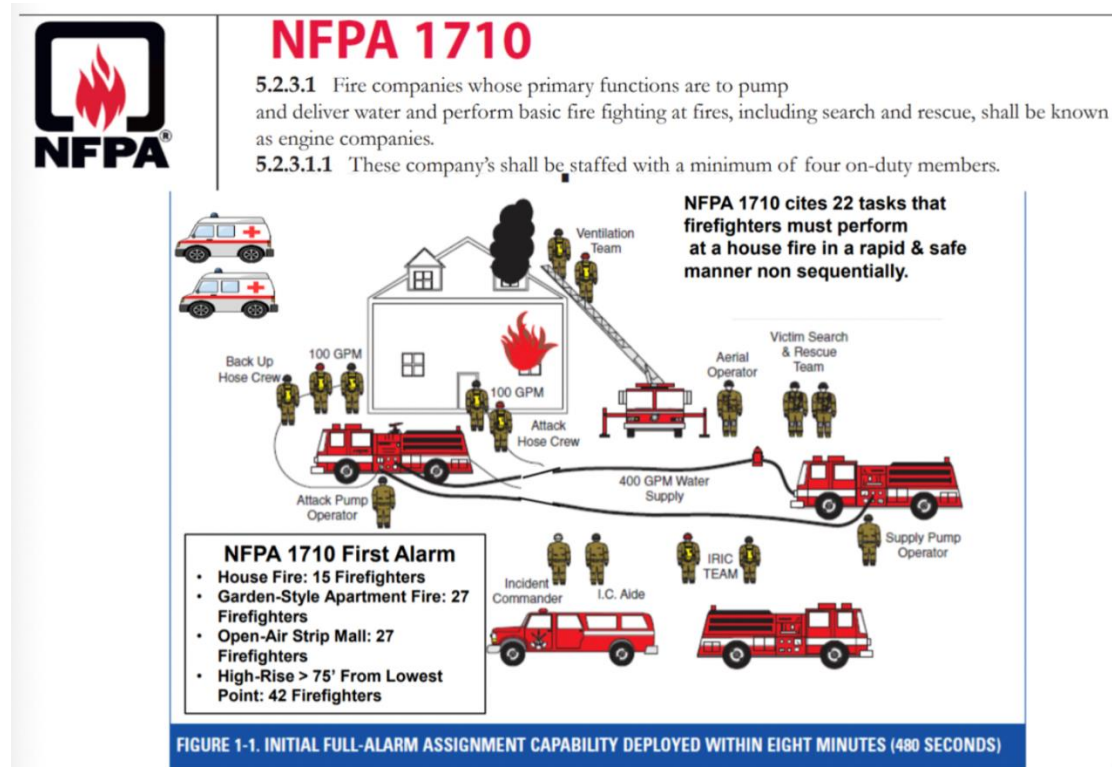
Updated 10/5/2021

Employee	Full Time Hire Date	Salary	Hourly Wage	Type of Hourly Schedule	Overtime Hourly Rate	Bi-Weekly PTO Hourly Accrual Rate	PTO Bank Start
Greg Janik						16.58	1790
Chris Mantels	8/1/2015	\$ 74,365.00	\$ 35.75	40	\$ 53.63	10.43	510
Mike Betts	7/1/2017	\$ 58,315.00	\$ 25.23	24	\$ 37.85	14.3	330.25
Kyle Meyer	7/1/2019	\$ 52,430.00	\$ 22.68	24	\$ 34.02	14.3	282.25
Chris Bernhardt	4/1/2019	\$ 57,245.00	\$ 27.52	40	\$ 41.28	8.89	170
John Mileskiewicz	10/1/2015	\$ 54,463.00	\$ 23.56	24	\$ 35.34	15.23	559.5



It should be noted that all employees frequently have variable annual incomes based on overtime hours worked. To source specific data for each of the STFD's employees' total annual compensation, the STFD's payments to each employee by name (available in the regular District check registry part of each month's Fire Board packet) would provide the best information source. Tabulating that will be time consuming, so if it's possible to clarify further the exact information of interest, perhaps the task could be simplified. Also, while this information is a matter of public record, it is also very personal and private for the individual employees.

23. Medical-call expense projections are a function of the lower number of personnel involved in each such call (normally two), and the lower average time-on-scene (usually less than an hour). Fire calls generally require many more first-responders and last for a considerably greater amount of time. For reference, NFPA 1710 requires a first alarm response of 15 personnel, and subsequent 22 personnel for separate tasks at a single-family dwelling fire. Much of the District's coverage area includes hotels, commercial, and industrial occupancies, requiring up to 42 fire personnel on initial response.



The STFD welcomes further inquiries or requests for clarification. And once again, virtually all STFD-related data presented here has been sourced from the District's website.

\*Indicates an operational or policy question unrelated to budgeting.

Dan Fox

Saugatuck Representative to the STFD Administrative Board

June 17, 2022

Members of the Board  
Saugatuck Township Fire District  
3342 Blue Star Highway  
Saugatuck, MI 49453

We are engaged to audit the financial statements of the governmental activities and the major fund of the Saugatuck Township Fire District for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit.

#### **Our Responsibilities under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated June 17, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, and pension schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

#### **Communication**

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Saugatuck Township Fire District and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the District's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the District's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

### **Independence**

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the District's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

### **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how the Fire Department functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Saugatuck Township Fire District's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the District and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

### **The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

### **Our Approach to Internal Control Relevant to the Audit**

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Timing of the Audit**

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the District's fiscal year. The District's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

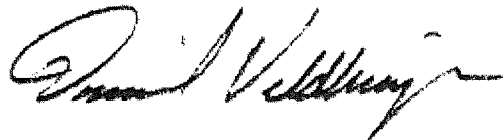
### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Saugatuck Township Fire District.

This information is intended solely for the use of the Board members and management of the Saugatuck Township Fire District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink, appearing to read "Daniel L. Veldhuizen", with a stylized flourish at the end.

Daniel L. Veldhuizen, Shareholder

Item #12A



WITH A  
GRATEFUL  
HEART



carlton cards

SAL06395001P

©AGC, LLC

Thank you for being  
a part of Vacation  
Bible School at  
Community Church!

What an awesome, over the top  
way to wrap up our week!

Thank you for sharing your  
time, talents, and TRUCKS!  
with us every day, but  
especially during VBS.

Thank you!

- Family Discipleship  
at CCD



