



# 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 – November 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. **October 17<sup>th</sup>, 2022**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
8. **Special Guests – Dave and Joe Bekken**
  - A. **Check Presentation – Gerald and Jeannette Bekken Foundation**
9. Request for Payment:
  - A. **Account Payables (*Roll Call Vote*)**
  - B. **Financial Report**
10. 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**
    3. **Fire Prevention Month – 352 students through Fire Safety House**
    4. **Bi-Monthly Fire Prevention Lessons at Douglas Elementary have resumed.**
  - C. **Allegan County Safe School Network Seminar attended by Chief Janik and ACOT Betts**
  - D. **Michigan Statewide Communication Interoperability Plan attended by Chief Janik**
  - E. **Save the Date – Appreciation/Awards Dinner January 21<sup>st</sup>, 2023**
  - F. **Toys for Tots – STFD is a collection point thanks to FF/MFR Phil Dalton**
11. Unfinished Business:
  - A. **None**
12. New Business:
  - A. **2192 – Anderson Boat – Transferred to MMRMA Insurance / Wolf Marine for Salvage Sale**
  - B. **2194 – Lake Assault – In Service**
  - C. **Resignation – Aaron Miller – Thank you for 5 years of service to the Fire Board.**
  - D. **Resolution 2022-04 – Support of the Pre-Alert Policy to the 911 Policy and Procedure Board**
13. Correspondence:
  - A. **Thank you's – Halloween Parade**
  - B. **Thank you – Saugatuck Township Election**
14. Public Comments: (Limit 3 minutes):
15. Fire Board Comments:
16. 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



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269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – October 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, J. Verplank, S. Phelps, A. Miller**  
**ABSENT: T. Pullen, D. Fox**  
**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 Beckman to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.**
6. Approval of Minutes:
  - A. **September 19<sup>th</sup>, 2022**  
**Motion by Beckman, 2<sup>nd</sup> by Phelps to approve the minutes of the 9/19/2022 meeting as corrected reflecting Miller as Absent under #8A instead of a Nay vote. No discussion. Motion passes by unanimous 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 Aldrich to pay the invoices in the amount of \$123,372.59. No discussion.**  
**YAYS: Phelps, Aldrich, Beckman, Verplank, Miller**  
**NAYS: None**  
**ABSENT: Fox, Pullen**  
**Motion passes 5:0.**
  - B. **Financial Report**
    - i. **Financial Report was reviewed by P. Stanislawski**
9. Fire Chief Comments:
  - A. **Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
    1. **745 calls year to date for 2022.**
    2. **Average response time 6:25 – delay due to I-196 construction and prolonged responses.**
    3. **Pre-Alert Pilot Program has reduced processing times by 52% at dispatch.**
  - B. **Community Risk Reduction**
    1. **Department of Fire Prevention – Monthly Report**
    2. **Michigan Fire Inspectors Society - Fatal Fire Statistics**
  - C. **Grants**
    1. **Grants 2014 to 2022**
    2. **RAP Grant – Drone Trailer Submitted**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## D. Certifications

1. Mike Betts – Fire Instructor 2
2. Michelle Green – Fire Instructor 1
3. Sean Marr – Fire Instructor 1
4. Misty Sherer – Fire Instructor 1
5. Chris Mantels – Staff & Command Executive Leadership Program

## E. Save the Date – Appreciation/Awards Dinner January 21<sup>st</sup>, 2023

### 10. Unfinished Business:

#### A. None

### 11. New Business:

#### A. Cost Recovery Fee Schedule Updates/Approval (*Roll Call Vote*)

Motion by Phelps, 2<sup>nd</sup> by Miller to approve the updated cost recovery fee schedule dated proposed 10/4/2022 as presented. No discussion.

YAYS: Phelps, Miller, Aldrich, Beckman, Verplank

NAYS: None

ABSENT: Fox, Pullen

Motion passes 5:0.

#### B. Allegan County Safe School Network November Seminar

1. Chief Janik has been requested to attend the November seminar for the ACSSN.

### 12. Correspondence:

#### A. None

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

#### A. None

### 14. Fire Board Comments:

Aldrich – Asked about coloring of fire hydrants.

Beckman – None

Miller – Term on City Council is up in November and Aaron will be leaving the Fire Board.

Phelps – None

Verplank - None

### 15. Adjournment: Motion by Beckman to adjourn at 4:30pm.

## 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.

11/18/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/18/2022 - 11/21/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
10/18/2022	DD4358(A)	ALDRICH, STACEY	PAYROLL	43.05
10/18/2022	DD4359(A)	BALES, WENDY	PAYROLL	2,021.53
10/18/2022	DD4360(A)	BECKMAN, ERIC	PAYROLL	43.04
10/18/2022	DD4361(A)	BEEK, HEATHER	PAYROLL	607.54
10/18/2022	DD4362(A)	BLATT, DAVID	PAYROLL	349.06
10/18/2022	DD4363(A)	BLOK, MICHAEL	PAYROLL	676.91
10/18/2022	DD4364(A)	BRINK, CHAD	PAYROLL	431.14
10/18/2022	DD4365(A)	BROWN, CLAIRE	PAYROLL	186.92
10/18/2022	DD4366(A)	DALTON, PHIL	PAYROLL	832.41
10/18/2022	DD4367(A)	DEMOND, KALEB	PAYROLL	1,757.91
10/18/2022	STUB92(A)	DYKSTRA, TOM	PAYROLL	0.00
10/18/2022	DD4368(A)	ESQUIVEL, BRADLEY	PAYROLL	457.69
10/18/2022	DD4369(A)	GARGANO, CHRISTINE	PAYROLL	582.23
10/18/2022	DD4370(A)	GARGANO, MARK	PAYROLL	1,049.89
10/18/2022	DD4371(A)	GRIFFIS, JESSICA	PAYROLL	215.51
10/18/2022	DD4372(A)	GROENDYKE, BRET	PAYROLL	130.64
10/18/2022	DD4373(A)	HOSIER, CALEB	PAYROLL	336.44
10/18/2022	DD4374(A)	JANIK, GREG	PAYROLL	536.27
10/18/2022	DD4375(A)	KIRCHERT, ERIK	PAYROLL	734.08
10/18/2022	DD4376(A)	MARR, SEAN	PAYROLL	857.18
10/18/2022	DD4377(A)	MAYER, JOHN	PAYROLL	203.45
10/18/2022	DD4378(A)	MC GOWAN, WILLIAM	PAYROLL	693.72
10/18/2022	DD4379(A)	MEISTE, JAMES	PAYROLL	475.83
10/18/2022	STUB93(A)	MINNIEAR, HARRY	PAYROLL	0.00
10/18/2022	DD4380(A)	MOKMA, WAYNE	PAYROLL	425.80
10/18/2022	20544	PHELPS, DONALD	PAYROLL	44.04
10/18/2022	DD4381(A)	PULLEN, TARUE	PAYROLL	44.04
10/18/2022	DD4382(A)	SEYMOUR, SCOTT	PAYROLL	1,089.26
10/18/2022	DD4383(A)	SHERER, MISTY	PAYROLL	622.62
10/18/2022	DD4384(A)	STARRING, LINUS	PAYROLL	698.93
10/18/2022	DD4385(A)	STEVENS, KEVIN	PAYROLL	898.59
10/18/2022	DD4386(A)	VAN AUKEN, LAUREL	PAYROLL	563.80
10/18/2022	DD4387(A)	VERPLANK, JANE	PAYROLL	44.04
10/18/2022	DD4388(A)	WARREN, LEVI	PAYROLL	226.95
10/18/2022	DD4389(A)	WETZEL, EVAN	PAYROLL	431.78
10/18/2022	EFT1158(E)	457 MERS	PAYROLL	1,903.04
10/18/2022	EFT1159(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,913.57
10/18/2022	EFT1160(E)	DEFINED CONTRIBUTION	PAYROLL	1,127.21
10/28/2022	DD4390(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,810.46
10/28/2022	DD4391(A)	BETTS, MICHAEL	PAYROLL	1,923.17
10/28/2022	DD4392(A)	CAPEL, RILEY	PAYROLL	1,187.76

11/18/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/18/2022 - 11/21/2022				
Check Date	Check	Vendor Name	Description	Amount
10/28/2022	DD4393(A)	GREEN, MICHELLE	PAYROLL	1,244.95
10/28/2022	DD4394(A)	JANIK, GREG	PAYROLL	2,665.14
10/28/2022	DD4395(A)	MANTELS, CHRISTOPHER	PAYROLL	2,389.03
10/28/2022	DD4396(A)	MEYER, KYLE	PAYROLL	1,561.49
10/31/2022	2584(E)	SHELL	GASOLINE & DIESEL	1,846.74
10/31/2022	2585(E)	STATE OF MICHIGAN	PAYROLL TAXES	150.00
10/31/2022	EFT1161(E)	457 MERS	PAYROLL	1,366.42
10/31/2022	EFT1162(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,507.05
10/31/2022	EFT1163(E)	MERS	PAYROLL	6,341.19
10/31/2022	EFT1164(E)	DEFINED CONTRIBUTION	PAYROLL	1,862.44
10/31/2022	EFT1165(E)	HEALTH SAVINGS PLAN	PAYROLL	418.86
10/31/2022	EFT1166(E)	STATE OF MICHIGAN	PAYROLL	3,368.95
11/11/2022	DD4397(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,785.45
11/11/2022	DD4398(A)	BETTS, MICHAEL	PAYROLL	1,898.16
11/11/2022	DD4399(A)	CAPEL, RILEY	PAYROLL	1,162.77
11/11/2022	DD4400(A)	GREEN, MICHELLE	PAYROLL	1,219.95
11/11/2022	DD4401(A)	JANIK, GREG	PAYROLL	2,665.13
11/11/2022	DD4402(A)	MANTELS, CHRISTOPHER	PAYROLL	2,364.03
11/11/2022	DD4403(A)	MEYER, KYLE	PAYROLL	1,536.49
11/11/2022	EFT1167(E)	457 MERS	PAYROLL	1,366.42
11/11/2022	EFT1168(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,507.09
11/11/2022	EFT1169(E)	DEFINED CONTRIBUTION	PAYROLL	1,862.44
11/11/2022	EFT1170(E)	SAUGATUCK AREA PROFESSIONAL	PAYROLL	150.00
11/21/2022	20553	GOLFIRE INC	HELMET SHIELD	302.34
11/21/2022	20554	GRAPHIX EMBROIDERY INC	UNIFORMS	149.56
11/21/2022	20555	HAMILTON FIRE	DRONE MAINTENANCE	283.33
11/21/2022	20556	HOLLAND MEDICENTER	PHYSICALS	94.00
11/21/2022	20557	IHLE AUTO PARTS	FILTERS & SUPPLIES	1,680.87
11/21/2022	20558	MICHIGAN ASSOCIATION OF FIRE C	DUES	20.00
11/21/2022	20559	MICHIGAN STATE FIREMEN'S ASSO	DUES	75.00
11/21/2022	20560	MACATAWA DISPOSAL INC	20 YARD DUMPSTER	395.00
11/21/2022	20561	FOREST VIEW EXECUTIVE SERVICES	IRRIGATION MAINTENANCE	30.00
11/21/2022	20562	ACTIVE911 INC.	SUBSCRIPTION	690.00
11/21/2022	20563	COSTCO	DUES	120.00
11/21/2022	20564	OVERISEL LUMBER CO	SUPPLIES	42.91
11/21/2022	20565	STANDARD	INSURANCE	910.78
11/21/2022	20566	ZORO	BATTERY	552.24
11/21/2022	2586(E)	ARROWASTE	TRASH	82.30
11/21/2022	2587(E)	COMCAST	TELEPHONES & INTERNET	304.23
11/21/2022	2588(E)	CONSUMERS ENERGY	FIRE STATION	525.64
11/21/2022	2589(E)	CONSUMERS ENERGY	FIRE DOCK	40.12
11/21/2022	2590(E)	CONSUMERS ENERGY	FIRE STATION	486.74
11/21/2022	2591(E)	CONSUMERS ENERGY	FIRE DOCK	38.28

11/18/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/18/2022 - 11/21/2022				
Check Date	Check	Vendor Name	Description	Amount
11/21/2022	2592(E)	FIRST BANKCARD	MEDICAL	7,672.81
11/21/2022	2593(E)	KAL LAKE SEWER WATER	WATER	239.47
11/21/2022	2594(E)	KAL LAKE SEWER WATER	WATER	215.58
11/21/2022	2595(E)	MENARDS	SUPPLIES & SMOKE DETECTORS	1,048.66
11/21/2022	2596(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	108.83
11/21/2022	2597(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	556.74
11/21/2022	2598(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	466.49
11/21/2022	2599(A)	ALLIED FIRE SALES & SERVICE LLC	2142 REPAIRS	6,165.43
11/21/2022	2600(A)	APPLIED IMAGING	COPIER USE	285.73
11/21/2022	2601(A)	BLOOM SLUGGETT PC	LEGAL FEES	849.00
11/21/2022	2602(A)	CHROUCH COMMUNICATIONS INC	PAGERS	620.72
11/21/2022	2603(A)	FIRE CATT LLC	HOSE TESTING	5,899.90
11/21/2022	2604(A)	GALLS LLC	UNIFORMS	541.45
11/21/2022	2605(A)	AYMEN GHALIB	TRAINING RENTAL	525.00
11/21/2022	2606(A)	IHLE'S SERVICE LLC	2172 OIL CHANGE	63.27
11/21/2022	2607(A)	J & B MEDICAL	MEDICAL SUPPLIES	268.45
11/21/2022	2608(A)	OFFICE DEPOT	OFFICE SUPPLIES	162.64
11/21/2022	2609(A)	LORRIE PASTOOR	CLEANING	240.00
11/21/2022	2610(A)	SISTERS IN INK	UNIFORMS	69.25
11/21/2022	2611(A)	SUMMIT COMPANIES	FIRE ALARM ANNUAL	1,940.25
11/21/2022	2612(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	212.70
11/21/2022	2613(A)	YACHT BASIN MARINA	BOAT STORAGE	3,506.80
11/21/2022	DD4404(A)	ALDRICH, STACEY	PAYROLL	43.04
11/21/2022	DD4405(A)	BALES, WENDY	PAYROLL	2,370.58
11/21/2022	DD4406(A)	BECKMAN, ERIC	PAYROLL	43.05
11/21/2022	DD4407(A)	BEEK, HEATHER	PAYROLL	865.20
11/21/2022	DD4408(A)	BERNHARDY, CHRISTOPHER	PAYROLL	369.53
11/21/2022	DD4409(A)	BETTS, MICHAEL	PAYROLL	468.12
11/21/2022	DD4410(A)	BLATT, DAVID	PAYROLL	200.54
11/21/2022	DD4411(A)	BLOK, MICHAEL	PAYROLL	212.83
11/21/2022	DD4412(A)	BRINK, CHAD	PAYROLL	556.77
11/21/2022	DD4413(A)	BROWN, CLAIRE	PAYROLL	380.24
11/21/2022	DD4414(A)	BRUMMEL, MEL	PAYROLL	176.20
11/21/2022	DD4415(A)	CAPEL, RILEY	PAYROLL	417.76
11/21/2022	DD4416(A)	DALTON, PHIL	PAYROLL	1,446.77
11/21/2022	DD4417(A)	DEMOND, KALEB	PAYROLL	991.87
11/21/2022	STUB94(A)	DYKSTRA, TOM	PAYROLL	0.00
11/21/2022	DD4418(A)	ESQUIVEL, BRADLEY	PAYROLL	854.12
11/21/2022	DD4419(A)	GARGANO, CHRISTINE	PAYROLL	64.98
11/21/2022	DD4420(A)	GARGANO, MARK	PAYROLL	961.68
11/21/2022	DD4421(A)	GREEN, MICHELLE	PAYROLL	1,092.87
11/21/2022	DD4422(A)	HOSIER, CALEB	PAYROLL	693.02
11/21/2022	DD4423(A)	JANIK, GREG	PAYROLL	536.27

11/18/2022 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/18/2022 - 11/21/2022				
Check Date	Check	Vendor Name	Description	Amount
11/21/2022	DD4424(A)	KIRCHERT, ERIK	PAYROLL	563.20
11/21/2022	DD4425(A)	MANTELS, CHRISTOPHER	PAYROLL	1,560.69
11/21/2022	DD4426(A)	MARR, SEAN	PAYROLL	785.63
11/21/2022	DD4427(A)	MAYER, JOHN	PAYROLL	81.83
11/21/2022	DD4428(A)	MC GOWAN, WILLIAM	PAYROLL	525.38
11/21/2022	DD4429(A)	MEISTE, JAMES	PAYROLL	692.78
11/21/2022	DD4430(A)	MEYER, KYLE	PAYROLL	502.15
11/21/2022	DD4431(A)	MILLER, AARON	PAYROLL	43.05
11/21/2022	STUB95(A)	MINNIEAR, HARRY	PAYROLL	0.00
11/21/2022	DD4432(A)	MOKMA, WAYNE	PAYROLL	709.00
11/21/2022	20545	PHELPS, DONALD	PAYROLL	44.05
11/21/2022	DD4433(A)	SEYMOUR, SCOTT	PAYROLL	899.40
11/21/2022	DD4434(A)	SHERER, MISTY	PAYROLL	1,016.79
11/21/2022	DD4435(A)	STARRING, LINUS	PAYROLL	841.79
11/21/2022	DD4436(A)	STEVENS, KEVIN	PAYROLL	589.33
11/21/2022	DD4437(A)	VAN AUKEN, LAUREL	PAYROLL	455.16
11/21/2022	DD4438(A)	VERPLANK, JANE	PAYROLL	44.05
11/21/2022	DD4439(A)	WETZEL, EVAN	PAYROLL	709.94
11/21/2022	EFT1171(E)	457 MERS	PAYROLL	1,870.93
11/21/2022	EFT1172(E)	INTERNAL REVENUE SERVICE	PAYROLL	5,809.52
11/21/2022	EFT1173(E)	DEFINED CONTRIBUTION	PAYROLL	1,418.06
11/21/2022	EFT1174(E)	SAUGATUCK AREA PROFESSIONAL	PAYROLL	150.00
Total of 149 Checks:				149,958.37
Less 0 Void Checks:				0.00
Total of 149 Disbursements:				149,958.37



Vendor Name	Description	Amount
1. ACTIVE911 INC.	SUBSCRIPTION	690.00
2. ALLIED FIRE SALES & SERVICE LLC	CARVED EAGLE	358.09
	2112 REPAIRS	3,690.01
	2151 REPAIRS	1,482.69
	2142 REPAIRS	634.64
	TOTAL	6,165.43
3. APPLIED IMAGING	COPIER USE	285.73
4. ARROWASTE	TRASH	82.30
5. AYMEN GHALIB	TRAINING RENTAL	525.00
6. BLOOM SLUGGETT PC	LEGAL FEES	849.00
7. CHROUCH COMMUNICATIONS INC	PAGERS	620.72
8. COMCAST	TELEPHONES & INTERNET	304.23
9. CONSUMERS ENERGY	FIRE STATION	525.64
	FIRE DOCK	40.12
	FIRE STATION	486.74
	FIRE DOCK	38.28
	TOTAL	1,090.78
10. COSTCO	DUES	120.00
11. FIRE CATT LLC	HOSE TESTING	5,899.90
12. FIRST BANKCARD	TECHNOLOGY, OFFICE & EQUIPMENT	4,054.61
	BOAT, TRAINING & SUPPLIES	3,285.91
	FLAGS & SUPPLIES	152.29
	MEDICAL	180.00
	TOTAL	7,672.81
13. FOREST VIEW EXECUTIVE SERVICES	IRRIGATION MAINTENANCE	30.00
14. GALLS LLC	UNIFORMS	63.24
	UNIFORMS	128.19
	UNIFORMS	350.02
	TOTAL	541.45
15. GOLFFIRE INC	HELMET SHIELD	48.80
	HELMET SHIELD	253.54
	TOTAL	302.34
16. GRAPHIX EMBROIDERY INC	UNIFORMS	71.56
	UNIFORMS	78.00
	TOTAL	149.56
17. HAMILTON FIRE	DRONE MAINTENANCE	283.33
18. HOLLAND MEDICENTER		



Vendor Name	Description	Amount
	PHYSICALS	94.00
19. IHLE AUTO PARTS		
	FILTERS & SUPPLIES	1,680.87
20. IHLE'S SERVICE LLC		
	2172 OIL CHANGE	63.27
21. J & B MEDICAL		
	MEDICAL SUPPLIES	268.45
22. KAL LAKE SEWER WATER		
	WATER	239.47
	WATER	215.58
	TOTAL	455.05
23. LORRIE PASTOOR		
	CLEANING	240.00
24. MACATAWA DISPOSAL INC		
	20 YARD DUMPSTER	395.00
25. MENARDS		
	SUPPLIES & SMOKE DETECTORS	1,048.66
26. MICHIGAN ASSOCIATION OF FIRE CHIEFS		
	DUES	20.00
27. MICHIGAN GAS UTILITIES		
	NATURAL GAS	108.83
28. MICHIGAN STATE FIREMEN'S ASSOCIATIO		
	DUES	75.00
29. OFFICE DEPOT		
	OFFICE SUPPLIES	74.64
	OFFICE SUPPLIES	88.00
	TOTAL	162.64
30. OVERISEL LUMBER CO		
	SUPPLIES	42.91
31. SHELL		
	GASOLINE & DIESEL	1,846.74
32. SISTERS IN INK		
	UNIFORMS	69.25
33. STANDARD		
	INSURANCE	910.78
34. STATE OF MICHIGAN		
	PAYROLL TAXES	150.00
35. SUMMIT COMPANIES		
	FIRE ALARM ANNUAL	455.00
	FIRE EXT MAINTENANCE	1,485.25
	TOTAL	1,940.25
36. VERIZON WIRELESS		
	CELL PHONES & MODEMS	556.74
	CELL PHONES & MODEMS	466.49
	TOTAL	1,023.23
37. WEST MICHIGAN UNIFORM		
	SHOP TOWELS	212.70
38. YACHT BASIN MARINA		
	BOAT STORAGE	3,506.80
39. ZORO		
	BATTERY	72.32
	SUPPLIES	479.92
	TOTAL	552.24

Vendor Name	Description	Amount
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		40,479.25

PERIOD ENDING 11/30/2022

Item #9B

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2022	MONTH 11/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	415,000.00	468.71	0.00	414,531.29	0.11
206-000-402.000	SAUGATUCK TOWNSHIP	840,000.00	0.00	0.00	840,000.00	0.00
206-000-403.000	DOUGLAS CITY	430,000.00	0.00	0.00	430,000.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	336.00	0.00	664.00	33.60
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	10,875.00	1,625.00	(9,875.00)	1,087.50
206-000-465.000	COST RECOVERY	1,000.00	11,584.62	3,659.84	(10,584.62)	1,158.46
206-000-560.000	GRANTS & DONATIONS	1,000.00	12,347.50	2,437.50	(11,347.50)	1,234.75
206-000-665.000	INTEREST	500.00	1,723.18	0.00	(1,223.18)	344.64
206-000-686.000	FUND BALANCE TRANSFER IN	417,000.00	0.00	0.00	417,000.00	0.00
Total Dept 000		2,106,500.00	37,335.01	7,722.34	2,069,164.99	1.77
TOTAL REVENUES		2,106,500.00	37,335.01	7,722.34	2,069,164.99	1.77
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,000.00	1,050.00	250.00	3,950.00	21.00
206-336-704.000	CHIEF SALARY	106,100.00	38,348.85	4,230.77	67,751.15	36.14
206-336-705.000	OFFICER SALARIES	9,650.00	2,583.40	645.85	7,066.60	26.77
206-336-708.000	CAREER FIREFIGHTER	338,000.00	149,339.94	14,312.25	188,660.06	44.18
206-336-709.000	OPERATIONAL WAGES	125,000.00	36,991.55	7,393.27	88,008.45	29.59
206-336-709.500	PAID ON CALL STIPEND	85,000.00	30,049.29	7,273.21	54,950.71	35.35
206-336-710.000	FIRE CALLS	65,000.00	19,349.89	5,560.60	45,650.11	29.77
206-336-711.000	MEDICAL CALLS	32,000.00	12,422.12	2,145.27	19,577.88	38.82
206-336-712.000	TRAINING	48,000.00	9,023.94	2,728.09	38,976.06	18.80
206-336-713.000	SPECIAL EVENTS	12,000.00	8,374.00	1,791.84	3,626.00	69.78
206-336-720.000	PAYROLL TAXES	66,000.00	24,010.75	3,583.71	41,989.25	36.38
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	90,000.00	39,641.59	2,697.68	50,358.41	44.05
206-336-722.000	WORKER COMP INSURANCE	58,000.00	30,269.40	(7,473.60)	27,730.60	52.19
206-336-723.000	RETIREMENT	100,000.00	46,559.94	5,712.98	53,440.06	46.56
206-336-727.000	OPERATING SUPPLIES	22,500.00	6,101.08	898.29	16,398.92	27.12
206-336-728.000	GAS & OIL	20,000.00	6,067.30	0.00	13,932.70	30.34
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	14,191.40	1,089.00	15,808.60	47.30
206-336-742.000	TESTING, REPAIR & REPLACEMENT	18,000.00	6,926.31	5,899.90	11,073.69	38.48
206-336-745.000	STATION TOOLS	3,000.00	0.00	0.00	3,000.00	0.00
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	2,265.60	0.00	7,734.40	22.66
206-336-751.000	PHONES	13,500.00	4,176.72	1,387.46	9,323.28	30.94
206-336-752.000	UTILITIES	20,000.00	5,016.55	1,736.96	14,983.45	25.08
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	45,000.00	16,419.48	8,101.09	28,580.52	36.49
206-336-761.000	BOAT MAINTENANCE	17,500.00	9,519.62	5,318.45	7,980.38	54.40
206-336-762.000	RADIO & PAGER R&R	8,500.00	1,069.12	620.72	7,430.88	12.58
206-336-763.000	BUILDING REPAIR & MAINTENANCE	27,000.00	4,758.37	2,908.00	22,241.63	17.62
206-336-764.000	BUILDING SECURITY	2,000.00	0.00	0.00	2,000.00	0.00
206-336-767.000	DUES & SUBSCRIPTIONS	4,000.00	1,829.73	905.00	2,170.27	45.74
206-336-770.000	OFFICE EXPENSES	12,000.00	2,717.59	521.08	9,282.41	22.65
206-336-771.000	TECHNOLOGY	20,000.00	3,266.72	615.93	16,733.28	16.33
206-336-775.000	BUILDING INSPECTIONS	2,500.00	144.00	0.00	2,356.00	5.76
206-336-780.000	UNIFORMS	15,000.00	8,461.15	2,693.67	6,538.85	56.41
206-336-781.000	TURN OUT GEAR	30,000.00	3,097.25	631.17	26,902.75	10.32
206-336-785.000	EDUCATION	23,000.00	12,647.86	680.00	10,352.14	54.99
206-336-791.000	MEDICAL SUPPLY	16,000.00	1,775.06	490.39	14,224.94	11.09
206-336-795.000	COMMUNITY RISK REDUCTION	13,000.00	5,164.78	1,604.12	7,835.22	39.73
206-336-796.000	PHYSICALS	15,000.00	12,757.52	94.00	2,242.48	85.05

Page 11 of 28

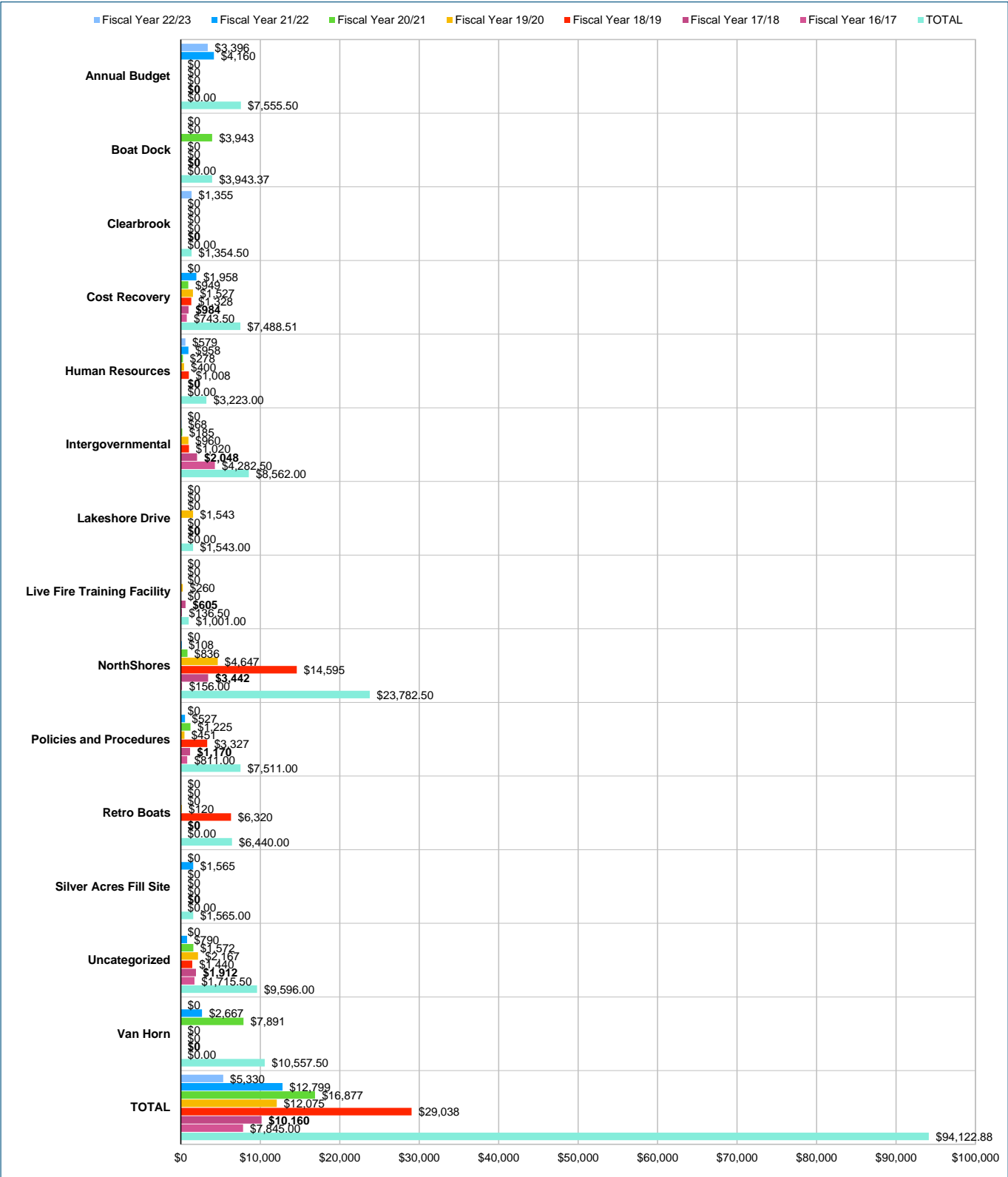
User: Peter

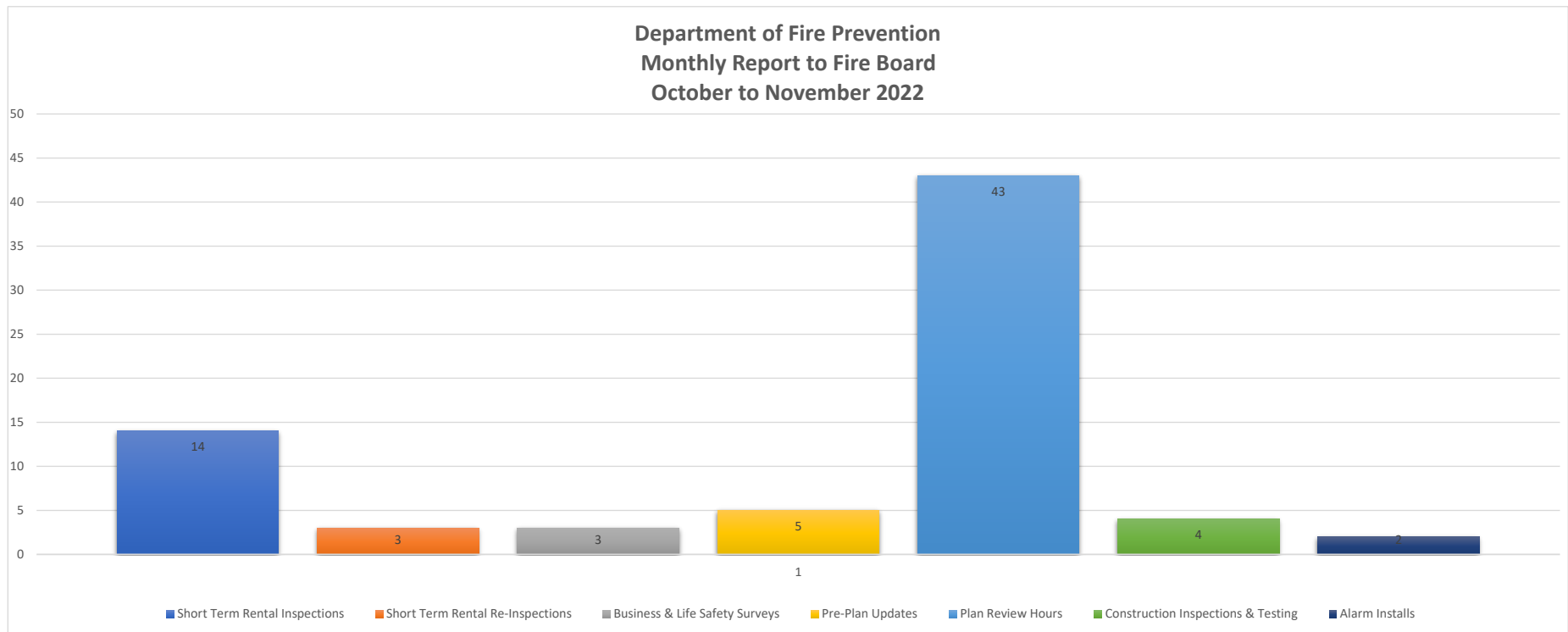
DB: Stfd

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
206-336-815.000	GENERAL INSURANCE	32,000.00	13,333.00	0.00	18,667.00	41.67
206-336-861.000	TAX CHARGE BACK	500.00	167.57	0.00	332.43	33.51
206-336-975.000	TRUCK PAYMENT	417,000.00	419,307.50	0.00	(2,307.50)	100.55
206-336-985.000	LONG TERM CAPITAL	29,750.00	9,617.02	187.00	20,132.98	32.33
206-336-986.000	CAPITAL FUND TRANSFER	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 336 - FIRE FUND		2,106,500.00	1,018,812.96	87,234.15	1,087,687.04	48.37
TOTAL EXPENDITURES		2,106,500.00	1,018,812.96	87,234.15	1,087,687.04	48.37
Fund 206 - FIRE FUND:						
TOTAL REVENUES		2,106,500.00	37,335.01	7,722.34	2,069,164.99	1.77
TOTAL EXPENDITURES		2,106,500.00	1,018,812.96	87,234.15	1,087,687.04	48.37
NET OF REVENUES & EXPENDITURES		0.00	(981,477.95)	(79,511.81)	981,477.95	100.00
BEG. FUND BALANCE		902,987.44	902,987.44			
END FUND BALANCE		902,987.44	(78,490.51)			

# Item #10A





# MICHIGAN FATAL FIRE STATISTICS 2022



## 2022 Current Fire Deaths

**108 Deaths in 90 Fires**

(as of November 16, 2022)

**10% Increase YTD Deaths**

*Compared to 2017-2021 Average*

**10% Increase YTD Fires**

*Compared to 2017-2021 Average*

### Victims

65% Male 34% Female

26% Reported as Disabled

10% Reported as on Oxygen

54% Between 40 and 79 Years Old



## Location and Cause

### Reported Areas of Origin

#1 Living Room (44%)

#2 Bedroom (20%)

#3 Kitchen (8%)

### Reported Fire Causes

#1 Smoking (54%)

#2 Electrical (14%)

#3 Candle (10%)



## Time and Day

### Deadliest Time of Day

6am - 6pm = 36%

6pm - 6am = 64%

### Deadliest Day of Week (Deaths)

#1 Monday (21%)

#2 Tuesday (20%)

#3 Saturday (15%)





## Community Risk Reduction

# Fire & Life Safety Education – Lesson Plan



Douglas Elementary School, Grades PreK – 5<sup>th</sup> Grade 2022/23 School Year

Goal: Prevent and minimize death and/or injury from residential, commercial, & educational fires by the end of the school year.

Objective: Teach all K-5th Grade Students to be fire and life smarter by the end of the school year.

### October 2022

1. Fire Prevention Week – “Fire Won’t Wait, Plan your Escape”

### November 2022

1. Police Officers and Firefighters are your friends.
  - a. It is always okay to ask a firefighter for help.
  - b. It is always okay to ask a police officer for assistance too.
2. What is an emergency?
  - a. When is it okay to call 911?
3. Address Test
  - a. Document each student’s knowledge of their home address at the start of class.
  - b. Introduce “plates” to help students learn addresses.
4. Escape Planning – **Upper L ONLY**
  - a. Start the process of drawing an escape plan

### December 2022

1. Address Test
  - a. Document each student’s knowledge of their home address at the start of class.
  - b. Work with “plates” to help students learn addresses.
2. Winter Safety
3. Ice and Cold-Water Safety
  - a. Don’t venture on the ice without adults
  - b. Always wear PFD’s when Ice fishing or winter sporting
  - c. NEVER go out on the ice to rescue a pet, animal, or friend.
  - d. ALWAYS call 911 when someone falls through the ice.
  - e. Mark the spot of where last seen before leaving to run for help.
4. Show students ice and cold-water rescue equipment
  - a. Teachers don ice suits??
  - b. Teachers race Tino to don suit?

### January 2023

1. Address Test
  - a. Document each student's knowledge of their home address at the start of class.
  - b. Work with "plates" to help students learn addresses.
2. Press to Test
  - a. Smoke alarm
  - b. CO Alarms
  - c. Different types, batteries, 9v, LiOn, Hardwire, Nest, etc.
  - d. Fire Alarm system components in the classroom, different horn/strobe and initiating devices.
  - e. Differences in ceiling mounted devices for motion sensing lights, AV projector, etc.

### February 2023

1. Address Test
  - a. Document each student's knowledge of their home address at the start of class.
  - b. Work with "plates" to help students learn addresses.
2. Close Your Door Campaign
  - a. Discuss importance of closing your bedroom door at night to prevent smoke and fire spread.
  - b. Discuss apprehensions of children closing their door since they may be fearful of the dark or want the pets to get in/out of their rooms.
  - c. Watched the following YouTube videos on the importance of closing your door.
    - i. **LOWER L ONLY - Cartoon** Close your Door - [https://youtu.be/WUqjNF\\_DNkQ](https://youtu.be/WUqjNF_DNkQ)
    - ii. UL Home Burn Demonstration - <https://youtu.be/Nu5ICj3LwqE>
    - iii. Close before your you slam - <https://youtu.be/WouIpZZzLmA>
    - iv. UL Burn Demo – Wall Fold down at end - <https://youtu.be/bSP03BE74WA>

### March 2023

3. Address Test
  - a. Document each student's knowledge of their home address at the start of class.
  - b. Work with "plates" to help students learn addresses.
4. Smoke up a classroom
  - a. Observe how smoke obscures visibility
  - b. Practice crawling low below smoke
  - c. Exit into corridor.
  - d. Possibly do library or common room with two different exits and darken room?

### **April 2023**

1. Address Test
  - a. Document each student's knowledge of their home address at the start of class.
  - b. Work with "plates" to help students learn addresses.
2. Bicycle, Walking, Roadway Safety – **DPD TEACHES**
  - a. Review how to cross a road at a crosswalk only, looking both ways.
  - b. Discuss walking/running along traffic, and should be facing oncoming cars
  - c. Discuss importance of always WEARING YOUR HELMET.
  - d. Show sample helmet.
  - e. Discuss riding bicycle with traffic
  - f. Review bicycle rules and some laws
  - g. Review bicycle hand signals for turning
  - h. Provide bicycle safety inspection checklist
3. Water Safety
4. Boating Safety
5. Rip Currents

### **May 2023**

1. Address Test
  - a. Document each student's knowledge of their home address at the start of class.
  - b. Work with "plates" to help students learn addresses.
2. Evacuation drills
  - a. Evacuate each classroom out of the window of their classroom
  - b. Simulate blocked exit with "flame" sandwich sign  
**NOTE:** Need 1-2 STFD Personnel to assist for extras outside window
3. Water Safety
4. Boating Safety
5. Rip Currents

### **Late May 2022 / Early June**

1. Ice Cream Social (Look into vendor/truck) or Pizza Party
  - a. Address Test
  - b. Students must know their addresses to enter ice cream social or pizza party.



## 2022 Allegan County Safe Schools Network

### AGENDA

November 3, 2022



ALLEGAN COUNTY  
SAFE SCHOOLS NETWORK



Allegan Area ESA

**Item #10C**

- |          |   |
|----------|---|
| 8:00 am  | Registration & Refreshments   |
| 8:30 am  | Welcome<br>Superintendent Bill Brown, AAESA   |
| 8:45 am  | Michigan State Police Office of School Safety<br>Kimberly Root, Section Manager   |
| 9:00 am  | Strategos Update<br>Joe Knapp, Allegan County Sheriff's Office  |
| 9:15 am  | Student Threat Assessment; Next steps<br>Scott Corbin, Allegan County Emergency Management  |
| 9:30 am  | What is Sextortion?<br>Mike Brown, Allegan County Sheriff's Office  |
| 10:00 am | Suicide Prevention and Education<br>Heidi Denton, OnPoint (formerly Community Mental Health)  |
| 10:30 am | FBI Victim Services Response Teams to Mass Casualties<br>Carmen Kucinich, FBI Victim Specialist   |
| 11:00 am | Red Cross Support After a Mass Casualty Event<br>Kate Cragwall, American Red Cross, MI Region, Mass Casualty Lead                                     |
| 11:30 am | Break-Out Collaboration Groups Reports<br>Craig Gardner, AAESA Truancy/Security Officer<br>Director Scott Corbin, Allegan County Emergency Management |

On behalf of the Allegan County Safe Schools Network and all of today's presenters, we would like to thank you for participating in today's Emergency Preparedness Seminar.



ALLEGAN COUNTY SHERIFF'S OFFICE  
-NEWS RELEASE-

RELEASE DATE: 11-1-22  
SUBJECT: School Safety Event  
CONTACT (S): Scott Corbin at 269.673.0500 ext. 2401

PRESS RELEASE:

Allegan County Safe Schools Network (ACSSN) is conducting a Preparedness Seminar at Allegan High School Conference Center on Thursday, November 3, 2022, 8:30 am-12:00 pm. This seminar is by invitation only. The targeted audience is superintendents and/or school board members, principals, teaching staff, facilities and operations directors, school liaison officers, school safety members/coordinators, maintenance supervisors, public health, public safety, and social workers.

Allegan County Safe Schools Network is a new collaboration network intending to bring schools, public safety, and public health officials closer together to discuss serious threats to our public, private and parochial school districts. ACSSN's mission is to provide a safe environment for students to learn.

\*\*\*\*\*





Item #10D

# MICHIGAN STATEWIDE COMMUNICATIONS INTEROPERABILITY PLAN (SCIP) WORKSHOP

## OVERVIEW



The Statewide Interoperability Communications Plan (SCIP) is a stakeholder driven, multi-jurisdictional, and multi-disciplinary statewide strategic plan to enhance interoperable and emergency communications. It serves as a mid-range (one to three year) roadmap for the multiple agencies, levels, jurisdictions and partners within each of the nation's 56 States and Territories to advance interoperable and emergency communications. The SCIP is a strategic planning tool to help prioritize resources, strengthen governance, identify future investments and address interoperability gaps.

## OBJECTIVES

- Validate challenges and emerging issues/current and desired states of Governance, Technology & Cybersecurity, and Funding
- Refine Vision and Mission Statements
- Ratify SCIP Goals and Objectives related to Governance, Technology & Cybersecurity, and Funding with an implementation plan
- Discuss messaging strategy and champions/regional coordination and CISA support and services

## Workshop Info

- **Date:** November 2, 2022, 9:00 AM (ET)
- **Location:** Michigan State Police Headquarters  
Building – 1917 Room, 7150 Harris Dr, Dimondale,  
MI 48821

*Lunch will be provided*





## TOOLS AND DOCUMENTS



### **SAFECOM Grant Guidance**

Guide on emergency communications policies, eligible costs, best practices, and technical standards for state, local, tribal, and territorial grant recipients investing federal funds in emergency communications projects.



### **SAFECOM Interoperability Continuum**

Framework, developed with public safety practitioner input, to plan and implement interoperability solutions for data and voice communications.



### **SCIP**

Statewide plan that encompasses governance, technology, and funding goals and initiatives to improve daily operations, interoperable communications, and disaster response.



### **Interoperable Communications Technical Assistance (TA) Service Offerings Guide**

Catalog of Interoperable Communications Technical Assistance Program's (ICTAP) TA offerings that are available at no cost.



### **NECP**

The Nation's strategic plan that provides goals and milestones that help the emergency response community strengthen and enhance emergency communications capabilities.



### **State Markers**

Web-based dashboard that displays markers ("criteria") and the progress that states and territories make towards meeting communications best practices. This tool helps measure the interoperability "health" of a state or territory.



### **Priority Telecommunications Services**

Suite of telecommunications services that provide priority capabilities when networks are degraded or congested.

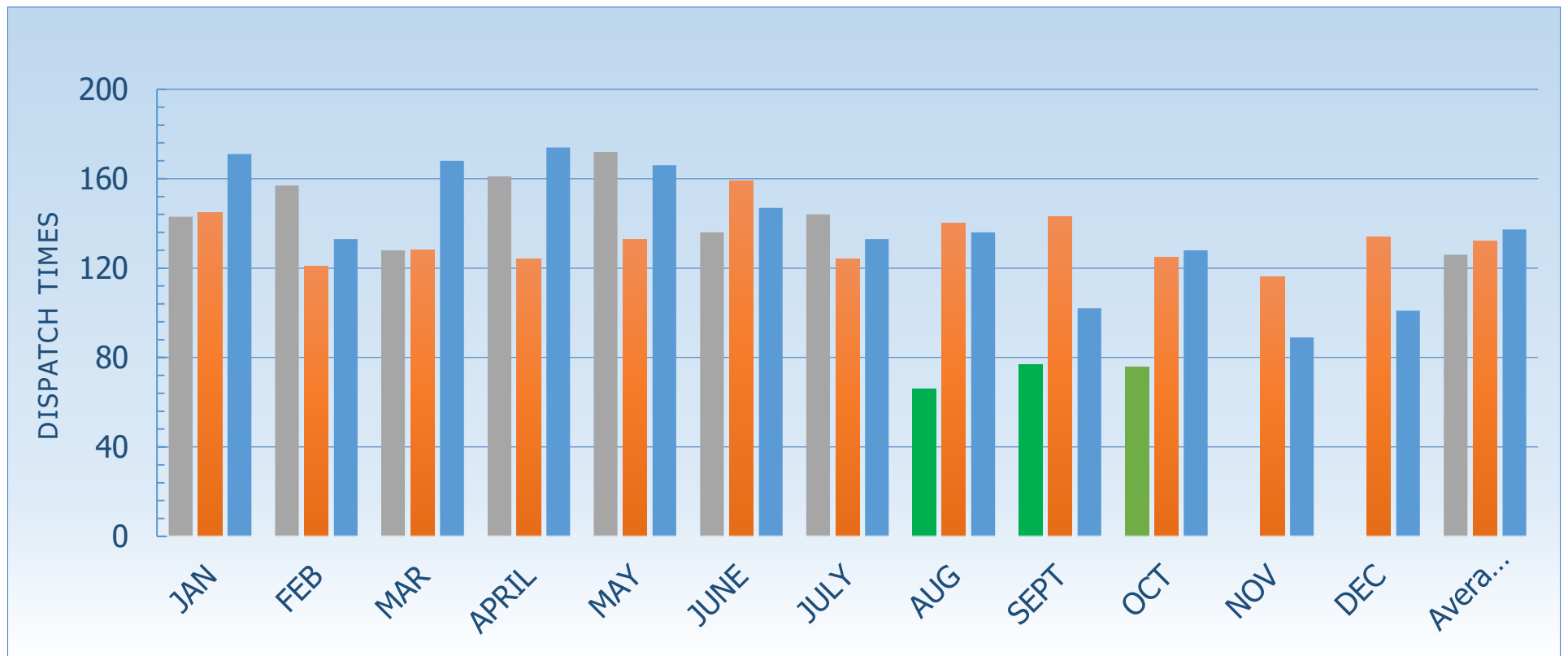


# 2020-2022 Dispatch Times by Month

[From 2020 "Dispatch Times" are emergencies that requires lights and siren. Measured in seconds.]

Item #12D

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Average
2022	143	157	128	161	172	136	144	66	77	76			126
2021	145	121	128	124	133	159	124	140	143	125	116	134	132
2020	171	133	168	174	166	147	133	136	102	128	89	101	137



The month of August kicked off the pilot project of issuing a pre-alert for fire departments in Allegan County. Processing time dropped from an average of 148 seconds/2:28 minutes between January 1-July 31 to 66 seconds/1:06 minutes. Not just for the EMS calls (which was the target for this project) but for all Priority 1 and 2 calls. It is a drop of 55.4% in processing time before we receive the dispatch.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #12D



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

## SAUGATUCK TOWNSHIP FIRE DISTRICT FIRE ADMINISTRATIVE BOARD RESOLUTION NO. 2022-04

### A RESOLUTION OF RECOMMENDATION TO THE ALLEGAN COUNTY 911 POLICY AND PROCEDURAL BOARD TO CONTINUE THEIR PRE-ALERT PROGRAM INDEFINITELY

**WHEREAS**, the Saugatuck Township Fire District (District) provides Basic Life Support, Rescue, and Emergency Services.

**WHEREAS**, the Allegan County 911 Policy and Procedure Board approved a trial period of implementing pre-alerts for medical emergencies across Fire Departments in Allegan County at the recommendation of the Allegan County Fire Chief's Association (ACFCA) on August 1st, 2022, and

**WHEREAS**, the Saugatuck Township Fire District currently and historically have run Priority 1, 2, and 3 medicals, and

**WHEREAS**, the effect of the pre-alert trial program through Allegan County Central Dispatch has decreased the call processing time by an average of 55.4% which resulted in the District reducing response times from the 911 call to on scene arrival by an average of 82 seconds for all calls since its origination in August of 2022, and

**WHEREAS**, discontinuing the pre-alerts would have a negative effect on the citizens within the Saugatuck Township Fire District, and unnecessarily prolong response times that have been improved since the pre-alert's inception in August of 2022.

**THEREFORE**, the Saugatuck Township Fire District Fire Administrative Board recommends for the Allegan County 911 Policy and Procedural Board to continue the pre-alert program indefinitely in hopes of providing a better level of care and response to the citizens and visitors of the District.

**From:** Jerry Donovan <[jdonovan@DouglasMI.gov](mailto:jdonovan@DouglasMI.gov)>

**Sent:** Wednesday, November 2, 2022 1:58 PM

**To:** Greg Janik <[gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)>; Erin Wilkinson <[erinwilkinson@me.com](mailto:erinwilkinson@me.com)>; Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>

**Cc:** [info@DouglasHalloween.com](mailto:info@DouglasHalloween.com); Pam Aalderink <[clerk@douglasmi.gov](mailto:clerk@douglasmi.gov)>; [skent@douglaspd.us](mailto:skent@douglaspd.us); Matt Vogel <[MVogel@DouglasMI.gov](mailto:MVogel@DouglasMI.gov)>; Ricky Zoet <[rzoet@DouglasMI.gov](mailto:rzoet@DouglasMI.gov)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>; [ajanik@douglaspd.us](mailto:ajanik@douglaspd.us); [lwarsen@douglaspd.us](mailto:lwarsen@douglaspd.us); Inc. Hystopolis Productions <[hystopolis@gmail.com](mailto:hystopolis@gmail.com)>

**Subject:** Re: After event comments - Halloween Parade

Erin: I would never in a million years speak on behalf of your Mother, nor anyone else for that matter.

That said, from my standpoint it was Brilliant on every level and far exceeded the highest of expectations. Thank you so much to any, every and all who participated and contributed.

The City of Douglas looks very forward to what will be an Epic 25<sup>th</sup> Halloween Parade.

It'll be "Off The Hook" as the kids say nowadays.

(Or is it Off the Charts...anyway, whatever the Kids say)

**Jerry Donovan**

---

**From:** Erin Wilkinson <[erinwilkinson@me.com](mailto:erinwilkinson@me.com)>

**Sent:** Tuesday, November 1, 2022 1:29 PM

**To:** Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>

**Cc:** [info@DouglasHalloween.com](mailto:info@DouglasHalloween.com); Pam Aalderink <[clerk@douglasmi.gov](mailto:clerk@douglasmi.gov)>; [skent@douglaspd.us](mailto:skent@douglaspd.us); Greg Janik <[gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)>; Matt Vogel <[MVogel@DouglasMI.gov](mailto:MVogel@DouglasMI.gov)>; Ricky Zoet <[rzoet@DouglasMI.gov](mailto:rzoet@DouglasMI.gov)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>; [ajanik@douglaspd.us](mailto:ajanik@douglaspd.us); [lwarsen@douglaspd.us](mailto:lwarsen@douglaspd.us); Inc. Hystopolis Productions <[hystopolis@gmail.com](mailto:hystopolis@gmail.com)>

**Subject:** Re: After event comments - Halloween Parade

Props and thank you to every single person on copy for your contribution to make this THE BEST parade we have EVER had!!! It was impeccably well managed from the city staff, emergency services and DPW standpoint! Those barricades have never been lined up any straighter and I think it really contributes to the crowd's behavior when they are able to see down the route. The planning done by Chief Kent, Chief Janik, the DPW and everyone else, I really can't express how much I appreciate you all helping the way you do and certainly could not pull it off without your support!

I've got some big ideas for the 25 year anniversary and will start working on it just as soon as I get through my next event this Saturday for my "real" job!

Thanks again for a job just incredibly well done by all involved!! I can't begin to imagine what my mother would say!

e

Erin K. Wilkinson

(616) 990-1817

Director of Events

Hystopolis Productions

[www.Hystopolis.org](http://www.Hystopolis.org)

[www.DouglasHalloween.com](http://www.DouglasHalloween.com)

[www.SaugatuckHalloween.com](http://www.SaugatuckHalloween.com)

On Oct 31, 2022, at 3:27 PM, Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)> wrote:

Afternoon All,

I want to thank you for a wonderful Halloween parade on Saturday. The weather was great, the crowd was in good spirits, the sound system was great, and the reverse course seemed to work well. Overall, well done.

Below are a few collective comments I've received throughout the day that I'll share with you for next year. Please consider the comments as we understand next year's event will require additional coordination and could potentially draw a larger crowd.

1. Per the Police Chief, there were no major incidents. A few drunk individuals, but not a big surprise there. We also had a noise complaint from a resident.
2. I received a call from a business owner that his parking lot is routinely commandeered by parade goers vehicles which impacts his business and staff. I encouraged him to speak with event organizers and / or write a letter to City Council for next year.
3. The event permit cannot easily be modified after it is approved by City Council, so we will strongly suggest the event organizers state what they need in their initial application and not vary from the permit.
4. Event volunteers did a great job of picking up litter after the parade; however, in the daylight we collected quite a bit more trash, so I'll recommend organizers have a few volunteers do a sweep through in the daylight. There were quite a few jello shots, plastic cups, and beer cans in the bushes along the parade route. Those items were likely difficult to see in the dark.
5. Parking was hard to come by with people parking as far away as 200 Blue Star. We could use a light tower at 200 Blue Star to light the parking lot.
6. Pedestrians parking at 200 Blue Star and walking across the highway to get to the Dunes has been a safety concern for some time, so perhaps additional lighting on Blue Star would facilitate safe crossing.
7. Restrooms were mostly on the south side of the street, so we should encourage having restrooms incorporated on both sides of Center Street.
8. Police Chief and Fire Chief were happy to see we had an ambulance present and there were no medical incidents.
9. Fire Chief complimented event organizers and City staff for a job well done on this event. He thought this was the best parade organization to date. He used the word stellar and said Douglas sets an example of how it should be done.
10. The social district ended at 11:00, so perhaps for next year a request to extend the hours could be beneficial. I attempted to walk out of Borrowed Time with a drink into the social district and a gate attendant informed me that social district hours ended and I couldn't leave the property. I was impressed that they were monitoring the hours during such a busy event.

11. Interurban was parking on the west side of the street at 200 Blue Star and patrons were crossing Blue Star from the Dunes to get to the buses. We suggest they stage at the Dunes or somewhere nearby on the east side of Blue Star to avoid potential pedestrian / vehicle conflicts.
12. I didn't see interurban pick up or drop of at AmericInn. There were a lot of guests staying there. Not sure if it was on their route.
13. Food truck inspections should be verified by fire department prior to the event.
14. If next year's event is going to be bigger, we suggest organizers start at least 120 days or more prior to the event.

Rich LaBombard  
City Manager

Chief Ganik,

I thank you very much for  
having your staff on high alert  
for us during the election!

Our community is so fortunate to  
have you all! Your guidance to  
our safety policy is much  
appreciated!

Most Sincerely, Becky Isaacs + Lori  
Belinski