



# 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 – August 21<sup>st</sup>, 2023

### 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. **July 17<sup>th</sup>, 2023**
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. **Grants**
    1. **None**
  - D. **Certifications**
    1. **Riley Capel – Certified Fire Instructor 1**
10. Unfinished Business:
  - A. **Sale of Fireboat #2192 – to be reimbursed \$4,400 for aluminum trailer.**
  - B. **Cost Recovery Update**
11. New Business:
  - A. **MMRMA State Pool Distribution Received - \$2,238.00**
  - B. **Gerald and Jeanette Bekken Foundation Donation via the Holland-Zeeland Community Foundation received in the amount of \$7,797.23.**
  - C. **Funding Approval Request – Hose Purchase**
  - D. **Discussion – Capital Expenditures to replace 2172 & 2173**
12. Correspondence:
  - A. **Thank you – Community Church of Douglas**
  - B. **Thank you & Donation - Gower**
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 – July 17<sup>th</sup>, 2023

### DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, C. North**  
**ABSENT: None**  
**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 amended adding Cost Recovery Appeal under New Business C. No discussion. Motion passes by unanimous by voice vote.**
6. Approval of Minutes:  
**A. June 19<sup>th</sup>, 2023**  
**Motion by Pullen 2<sup>nd</sup> by Aldrich to approve the minutes of the 6/19/2023 regular meeting as presented. 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 Pullen to pay the invoices in the amount of \$156,305.41. No discussion.**  
**YAYS: Phelps, Pullen, Aldrich, Beckman, Fox, Verplank, North.**  
**NAYS: None**  
**ABSENT: None**  
**Motion passes: 7:0.**
9. 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. 459– runs year to date for 2023
  2. Average response time – 5:52 year to date for 2023**B. Community Risk Reduction**
  1. Department of Fire Prevention – Monthly Report
    - i. All R-1 Occupancy Inspections have been completed.
  2. Michigan Fire Inspectors Society - Fatal Fire Statistics
  3. AED's in the Community – 40 disseminated to businesses, 23 for Fire District
  4. Community CPR Class – additional 3 community members certified.**C. Grants**
  1. MMRMA Grant Award Received – Dash Cams - \$5,583.84**D. Certifications**
  1. Evan Wetzel, Claire Brown, and Marcie Hunderman completed Firefighter 1 & 2 Academy**E. Thank you to Hamilton Fire for assistance with 4<sup>th</sup> of July Drone Team and Fireworks standby at Coghlin park.**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## 11. Unfinished Business:

### A. Michigan Public Safety Drone Association Update

## 12. New Business:

### A. Cost Recovery Appeal – Scott Vanderlip – Incident #230328

1. Mr. Marin presented an overview on behalf of Mr. Vanderlip.
2. Motion by Fox, 2<sup>nd</sup> by Pullen to forward this matter to the IFC Board of Appeals for review and recommendation back to the Fire Board.  
YAYS: Fox, Pullen, Aldrich, Beckman, Verplank, Phelps, North.  
NAYS: None  
ABSENT: None  
Motion passes: 7:0.
3. Motion by Phelps, 2<sup>nd</sup> by Fox to appoint Cathy North to serve as the Douglas representative to the IFC Board of appeals. No discussion. Motion carries by unanimous voice vote.

### B. MMRMA Net Asset Distribution Received - \$4,256.00

### C. Election of Fire Board Officers

#### 1. Chairperson, Vice-Chairperson, Secretary, Vice-Secretary

Motion by Pullen 2<sup>nd</sup> by Phelps to re-appoint the following Fire Board Officers:

1. Jane Verplank – Chairperson
2. Eric Beckman – Vice-Chairperson
3. Dan Fox – Secretary
4. Scott Phelps – Vice-Secretary

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

## 13. Correspondence:

### A. None

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

### A. None

## 15. Fire Board Comments:

**Aldrich** – None

**Beckman** – Chatter on social media about Blue Star Hwy safety. Trimming up low hanging brush would be beneficial at all cross intersections. Also, lines on Blue Star need to be repainted with decent reflective paint. Will again go on the record regarding the Douglas section and not being able to see curbs in the rain.

**Fox** – concerned about trail crossing sign interfering at the fatal intersection with Stop sign and confusing people. Checking in on Venetian Festival and if they plan to use the Archer barriers for the tent.

**Verplank** – Restaurant in town has umbrellas in the outdoor patio and it blocks the 4-way stop sign at Culver street.

**Phelps** – None

**Pullen** – None

**North** - None

## 16. Adjournment:

### a. Meeting adjourned at 5:03pm.

### 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.

08/18/2023 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/18/2023 - 08/21/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
07/21/2023	DD4839(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,942.31
07/21/2023	DD4840(A)	BETTS, MICHAEL	PAYROLL	2,059.30
07/21/2023	DD4841(A)	CAPEL, RILEY	PAYROLL	1,399.28
07/21/2023	DD4842(A)	GREEN, MICHELLE	PAYROLL	1,334.84
07/21/2023	DD4843(A)	JANIK, GREG	PAYROLL	2,674.55
07/21/2023	DD4844(A)	MANTELS, CHRISTOPHER	PAYROLL	2,562.13
07/21/2023	DD4845(A)	MEYER, KYLE	PAYROLL	1,675.93
07/21/2023	EFT1293(E)	457 MERS	PAYROLL	1,437.65
07/21/2023	EFT1294(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,779.17
07/21/2023	EFT1295(E)	MERS	PAYROLL	4,452.05
07/21/2023	EFT1296(E)	DEFINED CONTRIBUTION	PAYROLL	1,950.61
07/21/2023	EFT1297(E)	HEALTH SAVINGS PLAN	PAYROLL	384.48
07/21/2023	EFT1298(E)	STATE OF MICHIGAN	PAYROLL	2,632.29
08/04/2023	DD4846(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,898.23
08/04/2023	DD4847(A)	BETTS, MICHAEL	PAYROLL	2,056.88
08/04/2023	DD4848(A)	CAPEL, RILEY	PAYROLL	1,364.23
08/04/2023	DD4849(A)	GREEN, MICHELLE	PAYROLL	1,302.81
08/04/2023	DD4850(A)	JANIK, GREG	PAYROLL	2,658.45
08/04/2023	DD4851(A)	MANTELS, CHRISTOPHER	PAYROLL	2,506.73
08/04/2023	DD4852(A)	MEYER, KYLE	PAYROLL	1,751.85
08/04/2023	EFT1299(E)	457 MERS	PAYROLL	1,449.03
08/04/2023	EFT1300(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,817.47
08/04/2023	EFT1301(E)	DEFINED CONTRIBUTION	PAYROLL	1,963.03
08/04/2023	EFT1302(E)	SAUGATUCK AREA PROFESSIONAL LOCA	PAYROLL	150.00
08/16/2023	DD4853(A)	ALDRICH, STACEY	PAYROLL	43.05
08/16/2023	DD4854(A)	BALES, WENDY	PAYROLL	2,288.89
08/16/2023	DD4855(A)	BECKMAN, ERIC	PAYROLL	43.05
08/16/2023	DD4856(A)	BEEK, HEATHER	PAYROLL	790.81
08/16/2023	DD4857(A)	BERNHARDY, CHRISTOPHER	PAYROLL	282.36
08/16/2023	DD4858(A)	BETTS, MICHAEL	PAYROLL	772.23
08/16/2023	DD4859(A)	BLATT, DAVID	PAYROLL	275.14
08/16/2023	DD4860(A)	BLOK, MICHAEL	PAYROLL	1,346.67
08/16/2023	DD4861(A)	BRINK, CHAD	PAYROLL	1,215.01
08/16/2023	DD4862(A)	BROWN, CLAIRE	PAYROLL	1,039.65
08/16/2023	DD4863(A)	CAPEL, RILEY	PAYROLL	523.86
08/16/2023	DD4864(A)	DALTON, PHIL	PAYROLL	2,275.20
08/16/2023	DD4865(A)	DEMOND, KALEB	PAYROLL	399.77
08/16/2023	STUB104(A)	DYKSTRA, TOM	PAYROLL	0.00
08/16/2023	DD4866(A)	ESQUIVEL, BRADLEY	PAYROLL	1,577.55
08/16/2023	DD4867(A)	GARGANO, MARK	PAYROLL	1,342.78
08/16/2023	DD4868(A)	GREEN, MICHELLE	PAYROLL	1,711.21
08/16/2023	DD4869(A)	HOSIER, CALEB	PAYROLL	1,135.37
08/16/2023	DD4870(A)	HUNDERMAN, MARCIE	PAYROLL	1,182.10

08/18/2023 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/18/2023 - 08/21/2023				
Check Date	Check	Vendor Name	Description	Amount
08/16/2023	DD4871(A)	JANIK, GREG	PAYROLL	536.27
08/16/2023	DD4872(A)	KIRCHERT, ERIK	PAYROLL	889.30
08/16/2023	DD4873(A)	MANTELS, CHRISTOPHER	PAYROLL	675.56
08/16/2023	DD4874(A)	MARR, SEAN	PAYROLL	1,675.45
08/16/2023	DD4875(A)	MC GOWAN, WILLIAM	PAYROLL	399.44
08/16/2023	DD4876(A)	MEISTE, JAMES	PAYROLL	741.81
08/16/2023	DD4877(A)	MEYER, KYLE	PAYROLL	421.15
08/16/2023	STUB105(A)	MINNIEAR, HARRY	PAYROLL	0.00
08/16/2023	DD4878(A)	MOKMA, WAYNE	PAYROLL	749.83
08/16/2023	DD4879(A)	NORTH, CATHY	PAYROLL	43.04
08/16/2023	20635	PHELPS, DONALD	PAYROLL	44.05
08/16/2023	DD4880(A)	PULLEN, TARUE	PAYROLL	44.04
08/16/2023	DD4881(A)	SEYMOUR, SCOTT	PAYROLL	888.09
08/16/2023	DD4882(A)	SHERER, MISTY	PAYROLL	873.84
08/16/2023	DD4883(A)	STARRING, LINUS	PAYROLL	560.10
08/16/2023	DD4884(A)	STEVENS, KEVIN	PAYROLL	624.27
08/16/2023	DD4885(A)	TRINKLEIN, KYLE	PAYROLL	695.66
08/16/2023	DD4886(A)	VAN AUKEN, LAUREL	PAYROLL	331.38
08/16/2023	DD4887(A)	VERPLANK, JANE	PAYROLL	44.05
08/16/2023	DD4888(A)	WETZEL, EVAN	PAYROLL	741.29
08/16/2023	EFT1303(E)	457 MERS	PAYROLL	3,050.50
08/16/2023	EFT1304(E)	INTERNAL REVENUE SERVICE	PAYROLL	7,661.88
08/16/2023	EFT1305(E)	DEFINED CONTRIBUTION	PAYROLL	2,019.51
08/16/2023	EFT1306(E)	SAUGATUCK AREA PROFESSIONAL LOCA	PAYROLL	150.00
08/18/2023	DD4889(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,923.23
08/18/2023	DD4890(A)	BETTS, MICHAEL	PAYROLL	2,081.88
08/18/2023	DD4891(A)	CAPEL, RILEY	PAYROLL	1,389.23
08/18/2023	DD4892(A)	GREEN, MICHELLE	PAYROLL	1,327.81
08/18/2023	DD4893(A)	JANIK, GREG	PAYROLL	2,658.46
08/18/2023	DD4894(A)	MANTELS, CHRISTOPHER	PAYROLL	2,728.72
08/18/2023	DD4895(A)	MEYER, KYLE	PAYROLL	1,776.84
08/18/2023	EFT1307(E)	457 MERS	PAYROLL	1,449.03
08/18/2023	EFT1308(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,817.49
08/18/2023	EFT1309(E)	MERS	PAYROLL	5,063.56
08/18/2023	EFT1310(E)	DEFINED CONTRIBUTION	PAYROLL	1,963.03
08/18/2023	EFT1311(E)	HEALTH SAVINGS PLAN	PAYROLL	597.56
08/18/2023	EFT1312(E)	STATE OF MICHIGAN	PAYROLL	3,079.34
08/21/2023	20645	GRAPHIX EMBROIDERY INC	UNIFORMS	15.00
08/21/2023	20646	HAMILTON FIRE	DRONE REPAIRS	533.43
08/21/2023	20647	IHLE AUTO PARTS	MAINTENANCE	239.45
08/21/2023	20648	HOLLANDIA OUTDOOR LIVING CONCEPT	BOAT DOCK LANDSCAPING	2,246.48
08/21/2023	20649	STITCHED CANVAS	BOAT MAINTENANCE	338.00
08/21/2023	20650	COMPAAN DOOR & OPERATOR INC	DOOR MAINTENANCE	296.00
08/21/2023	20651	ALLEGAN GENERAL HOSPITAL	MEDICAL SUPPLIES	232.00
08/21/2023	20652	HAVEMAN ELECTRICAL SERVICES	TRANSFER SWITCH	1,675.00

08/18/2023 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/18/2023 - 08/21/2023				
Check Date	Check	Vendor Name	Description	Amount
08/21/2023	20653	TERRY SHULL PROPERTIES LLC	LIVE FIRE TRAINING	4,300.00
08/21/2023	20654	RB MARINE SERVICES	2194 BOAT MAINTENANCE	344.51
08/21/2023	20655	CARROT TOP INDUSTRIES INC	FLAGS	71.62
08/21/2023	20656	OVERISEL LUMBER CO	SUPPLIES	92.83
08/21/2023	20657	RHINO PRODUCTS INC	MEDICAL EQUIPMENT	370.30
08/21/2023	20658	WEST SHORE FIRE INC	TURN OUT GEAR	21,198.05
08/21/2023	20659	ZORO	MEDICAL & BOAT SUPPLIES	504.50
08/21/2023	2848(E)	ARROWASTE	TRASH	81.72
08/21/2023	2849(E)	COMCAST	TELEPHONES & INTERNET	342.23
08/21/2023	2850(E)	CONSUMERS ENERGY	BOAT DOCK	39.07
08/21/2023	2851(E)	CONSUMERS ENERGY	FIRE STATION	830.12
08/21/2023	2852(E)	FIRST BANKCARD	SUPPLIES, TRAINING & TECHNOLOGY	5,104.52
08/21/2023	2853(E)	KAL LAKE SEWER WATER	WATER	243.92
08/21/2023	2854(E)	KAL LAKE SEWER WATER	WATER	36.52
08/21/2023	2855(E)	MICHIGAN GAS UTILITIES	FIRE STATION	62.61
08/21/2023	2856(E)	DELUXE CHECKS	CHECK STOCK	111.89
08/21/2023	2857(E)	MCKESSON	MEDICAL SUPPLIES	570.93
08/21/2023	2858(E)	PRIORITY HEALTH	HEALTH INSURANCE	4,437.57
08/21/2023	2859(E)	SHELL	GASOLINE & DIESEL	2,608.90
08/21/2023	2860(A)	AEROS IT GROUP	COMPUTER SERVICES	1,115.00
08/21/2023	2861(A)	ALLIED FIRE SALES & SERVICE LLC	2142 MAINTENANCE	10,745.32
08/21/2023	2862(A)	APPLIED IMAGING	COPIER USE	422.48
08/21/2023	2863(A)	BLOOM SLUGGETT PC	LEGAL FEES COST RECOVERY	4,898.00
08/21/2023	2864(A)	CHROUCH COMMUNICATIONS INC	RADIO PARTS	534.30
08/21/2023	2865(A)	FIRE CATT LLC	FIRE HOSE TESTING	5,580.17
08/21/2023	2866(A)	FISHERIES SUPPLY COMPANY	BOAT MAINTENANCE	135.30
08/21/2023	2867(A)	DEBRA FROSTY	UNIFORMS	88.00
08/21/2023	2868(A)	GALLS LLC	UNIFORMS	539.19
08/21/2023	2869(A)	IHLE'S SERVICE LLC	2131 SERVICE	296.88
08/21/2023	2870(A)	J & B MEDICAL	MEDICAL SUPPLIES	930.68
08/21/2023	2871(A)	MASTER MEDICAL EQUIPMENT	MEDICAL SUPPLIES	625.00
08/21/2023	2872(A)	OFFICE DEPOT	OFFICE SUPPLIES	158.78
08/21/2023	2873(A)	LORRIE PASTOOR	CLEANING	180.00
08/21/2023	2874(A)	SISTERS IN INK	UNIFORMS	1,373.56
08/21/2023	2875(A)	STANDARD	INSURANCE	963.62
08/21/2023	2876(A)	TRIDENT EMERGENCY PRODUCTS LLC	2142 MAINTENANCE	493.30
08/21/2023	2877(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	210.70
Total of 125 Checks:				200,382.14
Less 0 Void Checks:				0.00
Total of 125 Disbursements:				200,382.14

Item #8A

Vendor Name	Description	Amount
1. AEROS IT GROUP		
	COMPUTER SERVICES	807.00
	COMPUTER SERVICES	308.00
	TOTAL	1,115.00
2. ALLEGAN GENERAL HOSPITAL		
	MEDICAL SUPPLIES	232.00
3. ALLIED FIRE SALES & SERVICE LLC		
	BALL VALVE	4,150.15
	TOOLS	591.33
	2142 MAINTENANCE	2,496.26
	2141 MAINTENANCE	3,507.58
	TOTAL	10,745.32
4. APPLIED IMAGING		
	COPIER USE	422.48
5. ARROWASTE		
	TRASH	81.72
6. BLOOM SLUGGETT PC		
	LEGAL FEES	1,536.00
	LEGAL FEES COST RECOVERY	2,921.00
	LEGAL FEES	441.00
	TOTAL	4,898.00
7. CARROT TOP INDUSTRIES INC		
	FLAGS	71.62
8. CHROUCH COMMUNICATIONS INC		
	RADIO PARTS	534.30
9. COMCAST		
	TELEPHONES & INTERNET	342.23
10. COMPAAN DOOR & OPERATOR INC		
	DOOR MAINTENANCE	296.00
11. CONSUMERS ENERGY		
	BOAT DOCK	39.07
	FIRE STATION	830.12
	TOTAL	869.19
12. DEBRA FROSTY		
	UNIFORMS	88.00
13. DELUXE CHECKS		
	CHECK STOCK	111.89
14. FIRE CATT LLC		
	FIRE HOSE TESTING	5,580.17
15. FIRST BANKCARD		
	SUPPLIES, TRAINING & TECHNOLOGY	5,104.52
16. FISHERIES SUPPLY COMPANY		
	BOAT MAINTENANCE	135.30
17. GALLS LLC		
	UNIFORMS	539.19
18. GRAPHIX EMBROIDERY INC		
	UNIFORMS	15.00
19. HAMILTON FIRE		
	DRONE REPAIRS	533.43
20. HAVEMAN ELECTRICAL SERVICES		
	TRANSFER SWITCH	1,675.00
21. HOLLANDIA OUTDOOR LIVING CONCEPTS		
	BOAT DOCK LANDSCAPING	2,246.48
22. IHLE AUTO PARTS		
	MAINTENANCE	239.45
23. IHLE'S SERVICE LLC		
	2131 SERVICE	296.88

08/18/2023 09:40 AM  
User: Peter  
DB: Stfd

INVOICE APPROVAL BY INVOICE REPORT FOR SAUGATUCK TOWNSHIP FIRE DISTRICT  
INVOICE ENTRY DATES 07/18/2023 - 08/21/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
24. J & B MEDICAL		
	MEDICAL SUPPLIES	486.33
	MEDICAL SUPPLIES	313.47
	MEDICAL SUPPLIES	28.10
	MEDICAL SUPPLIES	102.78
	TOTAL	930.68
25. KAL LAKE SEWER WATER		
	WATER	243.92
	WATER	36.52
	TOTAL	280.44
26. LORRIE PASTOOR	CLEANING	180.00
27. MASTER MEDICAL EQUIPMENT	MEDICAL SUPPLIES	625.00
28. MCKESSON		
	MEDICAL SUPPLIES	112.01
	MEDICAL SUPPLIES	84.16
	MEDICAL SUPPLIES	182.06
	MEDICAL SUPPLIES	192.70
	TOTAL	570.93
29. MICHIGAN GAS UTILITIES		
	FIRE STATION	62.61
30. OFFICE DEPOT	OFFICE SUPPLIES	158.78
31. OVERISEL LUMBER CO	SUPPLIES	92.83
32. PRIORITY HEALTH	HEALTH INSURANCE	4,437.57
33. RB MARINE SERVICES	2194 BOAT MAINTENANCE	344.51
34. RHINO PRODUCTS INC	MEDICAL EQUIPMENT	370.30
35. SHELL	GASOLINE & DIESEL	2,608.90
36. SISTERS IN INK	UNIFORMS	1,373.56
37. STANDARD	INSURANCE	963.62
38. STITCHED CANVAS	BOAT MAINTENANCE	338.00
39. TERRY SHULL PROPERTIES LLC	LIVE FIRE TRAINING	4,300.00
40. TRIDENT EMERGENCY PRODUCTS LLC	2142 MAINTENANCE	493.30
41. WEST MICHIGAN UNIFORM	SHOP TOWELS	210.70
42. WEST SHORE FIRE INC	TURN OUT GEAR	21,198.05
43. ZORO	MEDICAL & BOAT SUPPLIES	504.50
TOTAL - ALL VENDORS		76,217.45
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		71,897.36
Fund 210 - REGIONAL TRAINING CENTER		4,320.09

PERIOD ENDING 08/31/2023

**Item #8B**

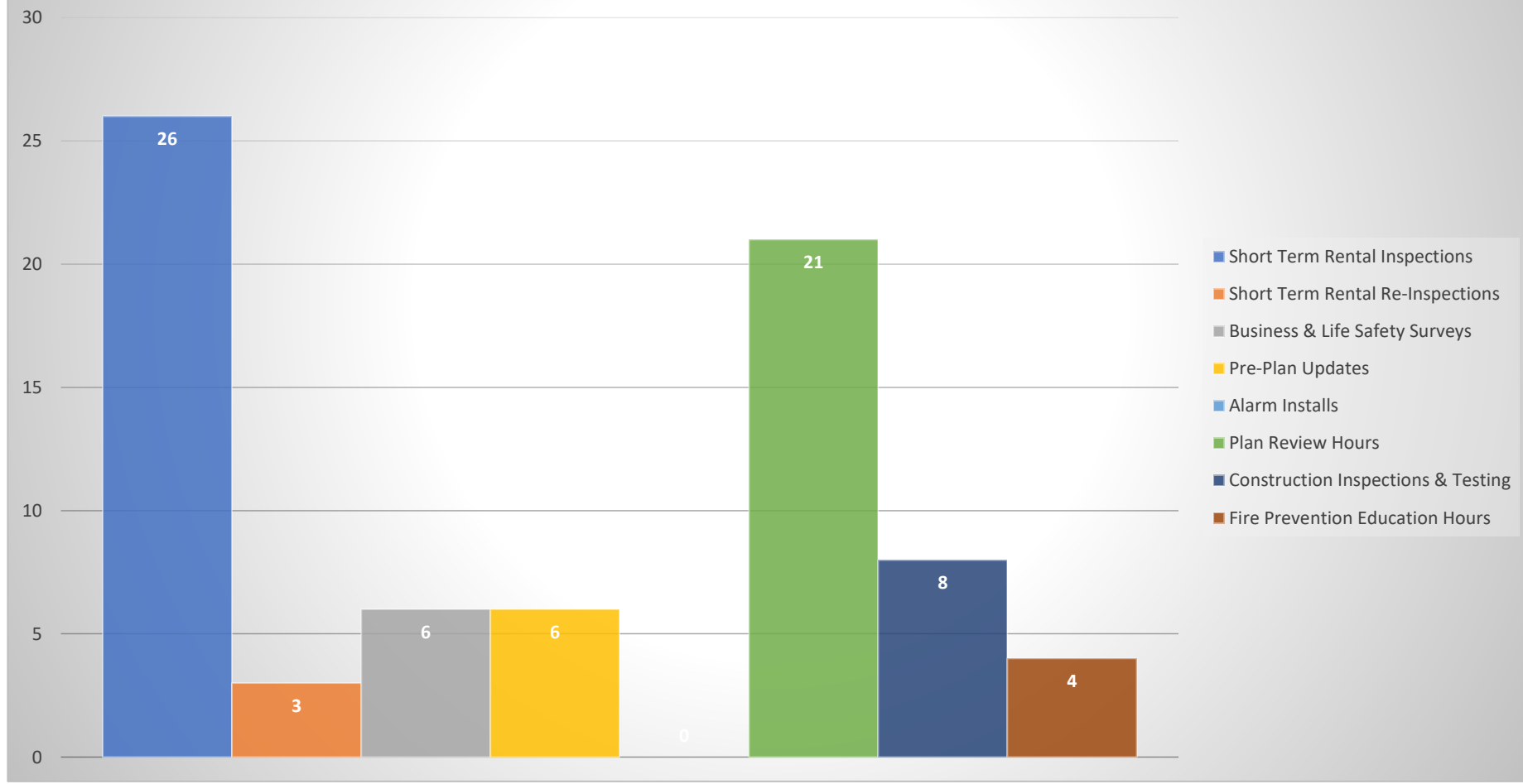
		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		08/31/2023	MONTH 08/31/2023	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	517,000.00	0.00	0.00	517,000.00	0.00
206-000-402.000	SAUGATUCK TOWNSHIP	1,072,000.00	0.00	0.00	1,072,000.00	0.00
206-000-403.000	DOUGLAS CITY	546,000.00	0.00	0.00	546,000.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	620.00	525.00	380.00	62.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	5,300.00	2,150.00	(4,300.00)	530.00
206-000-465.000	COST RECOVERY	1,000.00	300.00	100.00	700.00	30.00
206-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
206-000-560.000	GRANTS & DONATIONS	1,000.00	7,797.23	7,797.23	(6,797.23)	779.72
206-000-665.000	INTEREST	1,000.00	1,828.15	0.00	(828.15)	182.82
206-000-685.000	SALES OF ASSETS	0.00	40,500.00	40,500.00	(40,500.00)	100.00
206-000-686.000	FUND BALANCE TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,140,000.00	56,345.38	51,072.23	2,083,654.62	2.63
TOTAL REVENUES		2,140,000.00	56,345.38	51,072.23	2,083,654.62	2.63
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,000.00	300.00	300.00	4,700.00	6.00
206-336-704.000	CHIEF SALARY	118,000.00	12,692.31	8,461.54	105,307.69	10.76
206-336-705.000	OFFICER SALARIES	9,650.00	479.18	479.18	9,170.82	4.97
206-336-708.000	CAREER FIREFIGHTER	575,000.00	46,876.98	31,377.72	528,123.02	8.15
206-336-709.000	OPERATIONAL WAGES	100,000.00	9,520.54	9,520.54	90,479.46	9.52
206-336-709.500	PAID ON CALL STIPEND	95,000.00	9,217.54	9,217.54	85,782.46	9.70
206-336-710.000	FIRE CALLS	70,000.00	6,544.22	6,544.22	63,455.78	9.35
206-336-711.000	MEDICAL CALLS	32,000.00	5,324.31	5,324.31	26,675.69	16.64
206-336-712.000	TRAINING	48,000.00	416.31	416.31	47,583.69	0.87
206-336-713.000	SPECIAL EVENTS	12,000.00	4,934.53	4,934.53	7,065.47	41.12
206-336-720.000	PAYROLL TAXES	98,000.00	7,360.64	5,866.38	90,639.36	7.51
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	140,000.00	20,949.54	7,558.19	119,050.46	14.96
206-336-722.000	WORKER COMP INSURANCE	100,000.00	12,455.50	0.00	87,544.50	12.46
206-336-723.000	RETIREMENT	142,000.00	14,093.23	10,241.29	127,906.77	9.92
206-336-727.000	OPERATING SUPPLIES	25,000.00	2,312.92	1,125.95	22,687.08	9.25
206-336-728.000	GAS & OIL	20,000.00	2,727.35	2,727.35	17,272.65	13.64
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	5,342.00	3,542.00	24,658.00	17.81
206-336-742.000	TESTING, REPAIR & REPLACEMENT	20,000.00	5,589.65	5,589.65	14,410.35	27.95
206-336-745.000	STATION TOOLS	3,250.00	704.82	704.82	2,545.18	21.69
206-336-746.000	FIRE FIGHTER TOOLS	13,000.00	1,082.10	1,082.10	11,917.90	8.32
206-336-751.000	PHONES	13,500.00	979.73	639.12	12,520.27	7.26
206-336-752.000	UTILITIES	20,000.00	1,375.70	1,293.96	18,624.30	6.88
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	55,000.00	9,057.74	7,779.80	45,942.26	16.47
206-336-761.000	BOAT MAINTENANCE	19,000.00	1,679.56	1,039.10	17,320.44	8.84
206-336-762.000	RADIO & PAGER R&R	10,000.00	534.30	534.30	9,465.70	5.34
206-336-763.000	BUILDING REPAIR & MAINTENANCE	30,000.00	1,776.69	1,776.69	28,223.31	5.92
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	45.00	45.00	3,955.00	1.13
206-336-770.000	OFFICE EXPENSES	12,000.00	799.07	799.07	11,200.93	6.66
206-336-771.000	TECHNOLOGY	23,000.00	7,225.07	1,906.98	15,774.93	31.41
206-336-775.000	BUILDING INSPECTIONS	2,500.00	0.00	0.00	2,500.00	0.00
206-336-780.000	UNIFORMS	15,000.00	2,180.75	2,000.75	12,819.25	14.54
206-336-781.000	TURN OUT GEAR	40,000.00	0.00	0.00	40,000.00	0.00
206-336-785.000	EDUCATION	33,000.00	1,357.00	1,357.00	31,643.00	4.11
206-336-791.000	MEDICAL SUPPLY	20,000.00	1,711.19	2,856.19	18,288.81	8.56

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PERIOD ENDING 08/31/2023

		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-795.000	COMMUNITY RISK REDUCTION	15,000.00	223.04	223.04	14,776.96	1.49
206-336-796.000	PHYSICALS	15,000.00	0.00	0.00	15,000.00	0.00
206-336-815.000	GENERAL INSURANCE	35,000.00	20,155.50	0.00	14,844.50	57.59
206-336-861.000	TAX CHARGE BACK	1,000.00	0.00	0.00	1,000.00	0.00
206-336-975.000	TRUCK PAYMENT	0.00	0.00	0.00	0.00	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	83,100.00	9,819.15	4,150.15	73,280.85	11.82
206-336-986.000	CAPITAL FUND TRANSFER	36,000.00	0.00	0.00	36,000.00	0.00
Total Dept 336 - FIRE FUND		2,140,000.00	227,843.16	141,414.77	1,912,156.84	10.65
TOTAL EXPENDITURES		2,140,000.00	227,843.16	141,414.77	1,912,156.84	10.65
Fund 206 - FIRE FUND:						
TOTAL REVENUES		2,140,000.00	56,345.38	51,072.23	2,083,654.62	2.63
TOTAL EXPENDITURES		2,140,000.00	227,843.16	141,414.77	1,912,156.84	10.65
NET OF REVENUES & EXPENDITURES		0.00	(171,497.78)	(90,342.54)	171,497.78	100.00

# Department of Fire Prevention Monthly Report to Fire Board July 2023 to August 2023





## 2023 Current Fire Deaths

**71 Deaths in 66 Fires**

(as of August 7, 2023)

**5% Decrease in Deaths YTD**

Compared to 2017-2022 Average

**5% Increase in Fires YTD**

Compared to 2017-2022 Average

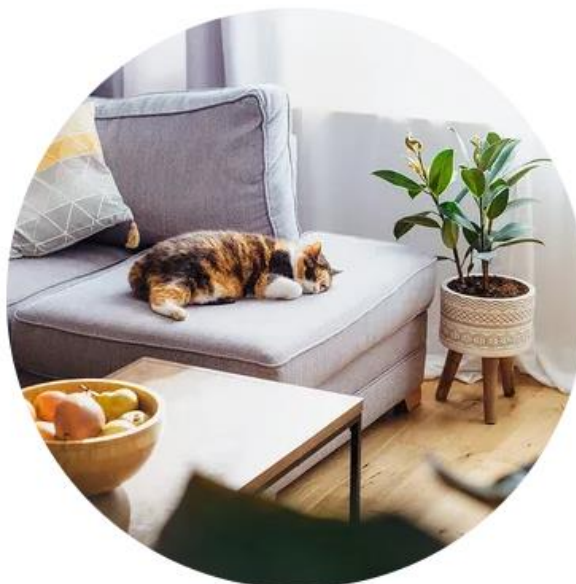
### Victims

59% Male / 41% Female

21% Reported as Disabled

6% Reported as on Oxygen

65% Between 40 and 79 Years Old



## Location and Cause

### Reported Areas of Origin

#1 Bedroom (39%)

#2 Living Area (27%)

#3 Kitchen (16%)

### Reported Fire Causes

#1 Smoking (44%)

#2 Cooking (19%)

#3 Heating (9%)

### Alarm Status

No Working Alarms (52% Fires / 50% Victims)

Working Alarms (29% Fires / 30% Victims)

Unknown Status (20% Fires / 20% Victims)



## Time and Day

### Deadliest Time of Day

6am - 6pm = 35%

6pm - 6am = 65%

### Deadliest Day of Week (Deaths)

#1 Sunday (26%)

#2 Monday (17%)

#3 Wednesday (14%)

## RISK

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

June 30, 2023

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

Dear Greg Janik:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority (MMRMA). On behalf of the MMRMA Board of Directors, I am very pleased to provide the Saugatuck Township Fire District with \$2,238. This represents your share of the distribution of excess net assets from the State Pool Retention Fund to current eligible renewing State Pool Members declared by the Board in February 2023. The full amount of \$2,238 has been sent via electronic funds transfer to the bank account indicated on your ACH Authorization Form.

The Board determined whether to declare a distribution of excess net assets from the State Pool Retention Fund based on a recommendation from the State Pool Committee and the most recent analysis by our actuary of net asset adequacy of the State Pool Retention Fund at June 30, 2022. This year, the Board declared a net asset distribution from the State Pool Retention Fund of \$1,000,000 to eligible State Pool Members. Many factors contribute to the ability of the Board to declare a distribution, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and a successful well-diversified long-term investment strategy. A new actuarial analysis is performed each year to determine if there are excess net assets eligible for distribution; because each year's analysis is discrete, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its State Pool Members. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to your years of continuous membership, the calculation method considers your self-insured retention (SIR) claim loss history within the State Pool's retained risk layer and your contributions to the State Pool Retention Fund over the past five years. Without your ongoing participation and commitment to best practices, such distributions would not be possible. The Board and I sincerely thank you for your loyal support of MMRMA.

Warmest regards,

Michael L. Rhyner  
Executive Director

CC: Matt Coulson



TRUSTEES

Tom Den Herder  
*Chair*  
Erin Avery Zylman  
*Chair-elect*  
Diane Kooiker  
*Past Chair*  
Jasmine Irish  
*Secretary*  
Scott Brooks  
*Treasurer*  
Ed Amaya  
Leslie Brown  
Sue Franz  
Tim Hemingway  
Micki Janssen  
Jonathan Padnos  
Jean Ramirez  
Lucia Rios  
Deborah Sterken

YOUTH TRUSTEE

Rogen McLean

PRESIDENT/CEO

Patrick Cisler

85 East 8th Street, STE 110  
Holland, MI 49423  
P: 616.396.6590  
info@cfhz.org  
www.cfhz.org

August 8, 2023

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

To Whom It May Concern:

We are pleased that Saugatuck Township Fire District is the recipient of a grant from the **Gerald and Jeannette Bekken Fund for Saugatuck Township Fire Department** through The Community Foundation of the Holland/Zeeland Area. This fund was established by a gift from the Gerald H. and Jeannette E. Bekken Trust with the designation that upon Mr. Bekken's death the fund would be distributed over a period of five years. The Foundation's Board of Trustees has approved this grant for distribution. Enclosed is a check in the amount of \$7,797.23 for this purpose: Unrestricted support.

It is not necessary to issue a tax receipt as the Community Foundation is a 501(c)(3) public charity. Any grant acknowledgment to this donor from your organization should not be in the form of a tax receipt. You may forward notes of appreciation to Gerald and Jeannette Bekken's estate trustee:

Dave Bekken  
47 Forest Hills  
Holland, MI 49424

By accepting this check, you certify to the Community Foundation that (i) Saugatuck Township Fire District is a tax-exempt organization in good standing; (ii) these funds will be used exclusively in furtherance of your proper exempt purposes; (iii) no tangible benefit, goods, or services were or will be received by any individual or entities connected with the above-mentioned fund; (iv) this contribution does not confer an impermissible private benefit on, and is not in satisfaction of a pledge or other personal financial obligation on behalf of any individual or entity connected with the above-mentioned fund or otherwise; and (v) this contribution will not be used for political activity or lobbying purposes.

If your organization publishes a donor gift listing in any materials, please acknowledge that this grant came from the Gerald and Jeannette Bekken Fund for Saugatuck Township Fire Department through the Community Foundation of the Holland/Zeeland Area.

If you have any questions about this grant, please call me at (616) 396-6590.

Best Regards,

Patrick Cisler  
President/CEO

Encl.

For good. For ever.®



Item #11B

Date	Distrib ID	Grant Purpose	Account	Amount
8/2/2023	172685	Year two of five	Gerald and Jeannette Bekken Fund for Saugatuck Township Fire Department	\$7,797.23
CHECK NO.	CHECK DATE	Payee ID	PAYEE	CHECK AMOUNT
0042451	8/2/2023	162786	Saugatuck Township Fire District	\$7,797.23

THE FACE OF THIS CHECK IS PRINTED RED - THE BACK CONTAINS A SIMULATED WATERMARK



community foundation  
**Holland/Zeeland Area**  
85 EAST 8TH ST. SUITE 110  
HOLLAND, MI 49423  
(616) 396-6590

Huntington Bank

0042451

DATE 8/2/2023

PAY Seven Thousand Seven Hundred Ninety-Seven Dollars and 23 Cents \*\*\*\*\*

\$\*\*\*\*7,797.23\*\*

DOLLARS

To  
The  
Order  
Of  
Saugatuck Township Fire District  
3342 Blue Star Hwy  
Saugatuck, MI 49453

VOID AFTER 120 DAYS

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE



⑈0042451⑈ ⑆072403473⑆ 01158319654⑈



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Funding Approval Form

Item #11C

August 21, 2023

### **ITEM DESCRIPTION:**

The Fire District realizes fire hose has a finite life and is seeking funds to purchase new 5-inch large diameter, 2.5, and 1.75-inch diameter fire attack hose. It is known that a fire hose that has exceeded its designed service life expectancy will likely have design deficiencies due to varied service and environmental conditions. Due to failure, we do not possess a backup supply of 5-inch large diameter hose. Considering our area's remote rural composition, and lack of hydrant infrastructure, 5-inch large diameter hose is a critical component in delivering large mass amounts of water for fire suppression. Only 29% of our response area is equipped with hydrant infrastructure.

### **PRIORITY:**

High

### **QUALITY FACTORS:**

The Fire Districts' core mission is to protect civilian lives and property while minimizing the risk of injury and death to firefighters daily. We feel the project clearly meets the District's Mission Statement by "protecting our most valuable asset.... our personnel." Our mission demonstrates the basis for our need and request for funding for current and reliable large and small-diameter hoses.

### **FUNDING SOURCE(S):**

Capital Improvement Plan and General Fund Balance

### **ATTORNEY REVIEW:**

Not required

### **REQUESTER:**

Fire Chief Greg Janik

### **REQUESTED AMOUNT:**

\$30,000.00 (with a 15% contingency)

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize/deny the Fire Chief to purchase replacement fire hose compliant with NFPA 1500 & 1962, as specified, and a not-to-exceed the amount of \$30,000.00 (with a 15% contingency) I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

### **Saugatuck Township Fire District Administrative Board Vote -**

#### **Date:**

Motion: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_



STFD - Thank you so much for being a part of our last day of VBS! The kids loved having the trucks there - it puts the whole week over - the - top! You are all so devoted to our community - you serve in so many different ways. We are so blessed to have you!

Thank you!  
the Community Church  
of Douglas



Staugatuck Township Fire District  
3342 Blue Star Highway  
Saugatuck, Michigan 49453

Greetings,

I just wanted to express my gratitude for checking on me very late on June 30th, 2023 at the Starlite Hotel located at 3353 Blue Star Highway Saugatuck, Michigan until the ambulance arrived a short while later.

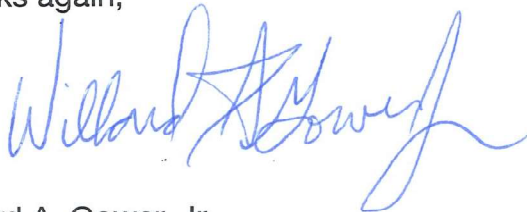
Your presence was a calming influence on myself (I know I didn't outwardly show it) and my family, who were present in the motel room that night.

At Holland Hospital, they determined that I had \_\_\_\_\_ and the quick action of everyone involved, resulted in my good outcome several days later.

I just wanted to personally thank those that came that night and your fire department for doing all that you do for those of us in need.

Enclosed, is my personal donation of \$100.00 to use as you see fit.

Thanks again,



Willard A. Gower, Jr.

Salem, New Jersey 08079

60-142  
313 98

SALEM, NJ 08079-2055

DATE AUGUST 11, 2023

PAY TO THE ORDER OF SAUGATUCK TWP. FIRE DISTRICT \$ 100.00

ONE HUNDRED DOLLARS AND 00/100 DOLLARS

**Fulton Bank** N.A.

MEMO DONATION

Willard A. Gower, Jr. MP

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