



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

## FIRE DISTRICT BOARD MEETING

4:00pm – February 19<sup>th</sup>, 2024

### 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. **Welcome New Member & Swearing in Oath of Office – Fran Ray**
7. Approval of Minutes:
  - A. **January 15<sup>th</sup>, 2024**
  - B. **December 18<sup>th</sup>, 2023 – Closed Session**
8. Public Comment on Agenda Items Only (Limit 3 minutes):
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**
  - C. **CVB Special Event Coordinator – April Gundy**
  - D. **Cost Recovery Update**
    1. **Incident #240045 – Received \$3,235.00 payment.**
    2. **Incident #240049/50 – Received \$5,967.50 payment.**
    3. **Incident #240051 – Received \$5,410.00 payment.**
  - E. **Grant Awards**
  - F. **Hiring Process Update – Selections made, new hire onboarding has commenced.**
11. Unfinished Business:
  - A. **Funding Approval Request – #2120 – Traffic Management Apparatus (TMA).**
  - B. **Ambulance Study Group 2.0 Update**
12. New Business:
  - A. **Funding Approval Request – VOIP Phone System (*Roll Call Vote*)**
  - B. **Funding Approval Request - #2111 Compartment Modifications (*Roll Call Vote*)**
  - C. **Replacement of Totaled Truck #2172 Discussion - Allocate a not to exceed amount (*Roll Call Vote*)**
  - D. **Rental Fee Structure (*Roll Call Vote*)**
  - E. **Hydrant Clearing Plan**
  - F. **Donation Received – George Supp Estate - \$80,000 for Attenuator Truck**
  - G. **Special Event Fee Structure**
  - H. **Closed Session**
    1. **Closed session to consider a written legal opinion of the Fire District's attorney, pursuant to MCL 15.268(1)(h)(being Section 8(1)(h) of the Open Meetings Act).**
    2. **Motion to enter closed session.**
    3. **Motion to exit closed session.**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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13. Correspondence:

- A. Township – BLS Transport Letter
- B. Thank you – Isiah H
- C. Thank you – Mr. Williams

14. Public Comments: (Limit 3 minutes):

15. Fire Board Comments:

16. Adjournment:

**NOTICE**

Requests for accommodation 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 #7A



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 – January 15<sup>th</sup>, 2024

### 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, T. Pullen.**  
**ABSENT: S. Phelps, C. North**  
**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 Aldrich 2<sup>nd</sup> by Fox to approve the agenda as amended deleting the approval of the closed session minutes and adding the Township letter under correspondence #12B. No discussion. Motion passes by unanimous by voice vote.**
6. Special Guest:
  - A. **Audit Review – Dan Veldhuizen of Siegfried Crandall P.C.**
    - a. **The District is always a pleasure to work the District as Chief Janik and Chris are always easy to communicate with.**
    - b. **As you know, Peter does an excellent job as the District's accountant and is up at the top of the list of accountants Siegfried Crandall works with.**
    - c. **Auditors report was reviewed.**
    - d. **Currently have 30% set aside in the fund balance and is right where we want to be between 25% to 50% set aside.**
    - e. **95% of clients have material weakness and the District doesn't.**
    - f. **All debt is currently paid off which is a terrific position for a fire department.**
    - g. **MERS DC is 87% funded and MERS likes 80% funded so in a great position.**
7. Approval of Minutes:
  - A. **December 18<sup>th</sup>, 2023**  
**Motion by Beckman, 2<sup>nd</sup> by Aldrich to approve the minutes of the 12/18/2023 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.**
  - ~~B. **December 18<sup>th</sup>, 2023 – Closed Session**~~
8. Public Comment on Agenda Items Only (Limit 3 minutes):
  - A. **None**
9. Request for Payment:
  - A. **Account Payables (Roll Call Vote)**  
**Motion by Beckman, 2<sup>nd</sup> by Fox to pay the invoices in the amount of \$112,432.12. No discussion.**  
**YAYS: Beckman, Fox, Aldrich, Verplank, Pullen**  
**NAYS: None**  
**ABSENT: Phelps, North**  
**Motion passes: 5:0.**

#### B. Financial Report



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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

### 10. Fire Chief Comments:

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

1. Chief will reach out to the new CVB Events Coordinator, April Gundy to see if events can be streamlined and save costs for the Fire District.

#### B. Community Risk Reduction

1. Department of Fire Prevention – Monthly Report
2. Michigan Fire Inspectors Society - Fatal Fire Statistics

#### C. Cost Recovery Update

1. 2023 Cost Recovery Update was reviewed.

#### D. Grant Awards

1. 2023 Grant awards and donations were reviewed.

#### E. Community Safety Committee – School Safety

1. Recommend that if you are going to have School Resource Officer's, that they are dedicated to Douglas Elementary and Saugatuck Middle / High School and do not leave. Additionally have their positions backfilled if they are on vacation or at training.
2. SPS is the only school system without an SRO, but Dr. Travis listened to the group and hopefully we will see some forward progress towards obtaining School Resource Officers.

#### F. Hiring Process Update – Interviews Completed, pending final decisions.

#### G. Reminder – Appreciation/Awards Dinner – Saturday, February 10<sup>th</sup>, 2024.

### 11. Unfinished Business:

#### A. Funding Approval Request – #2120 – Traffic Management Apparatus (TMA).

1. D.C. Mantels offered a short PowerPoint on the three truck options.
2. Discussion ensued regarding the TMA truck and BLS Transport.
3. Fox stated we should not tie the TMA truck and the importance of it to our mission to BLS transport.
4. Discussion ensued to wait until after the Life EMS meeting Wednesday and then possibly call a special meeting to approve the TMA truck after that, and or revisit this in February.
5. Motion by Beckman, 2<sup>nd</sup> by Pullen to table the Funding Request of the Traffic Management Apparatus to a future meeting.  
YEAS: Beckman, Pullen, Aldrich, Fox, Verplank.  
NEAS: None  
ABSENT: Phelps, North  
Motion Passes: 5:0.

### 12. New Business:

#### A. 2023 Year End Statistics Review

1. Year-end 2023 statistics were reviewed.
2. Down 4% on calls, mild brush/grass fire season, and mild winter for MVI's thus far.
3. 981 Calls Year end 2023.
4. 6:02 average response time for 2023.
5. Request for Erik to transfer columns so newest data is on right.

#### B. Donation Received – Bill Hess & Mike Mattern - \$5,000 for Attenuator Truck.

#### C. Accident Fund – Workers Comp Group Dividend Received - \$7,012.00

#### D. Equipment Disposal Request – Engine #2112



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Motion by Pullen, 2<sup>nd</sup> by Beckman to authorize Fire District staff to sell the 2011 KME International Engine #2112, while attempting to obtain the highest dollar possible. No Discussion. (Roll Call Vote)

YEAS: Pullen, Beckman, Aldrich, Fox, Verplank.

NEAS: None

ABSENT: Phelps, North

Motion Passes: 5:0.

13. Correspondence:

A. Township – Thank you for Support Letter

B. Township – BLS Transport Support Letter

14. Public Comments: (Limit 3 minutes):

A. None.

15. Fire Board Comments:

Aldrich – None

Beckman – Should we consider workshop meetings for things like the TMA truck and Engine 2112.

Fox – None

Verplank – None

Pullen – None

16. Adjournment:

A. Meeting adjourned at 5:46pm.

## NOTICE

Requests for accommodation 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.

02/16/2024		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
CHECK DATE FROM 01/16/2024 - 02/20/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
01/18/2024	3021(A)	TARGET SOLUTIONS LEARING LLC	TRAINING SOFTWARE	5,832.84
01/19/2024	DD5137(A)	BALES, WENDY	PAYROLL	75.20
01/19/2024	DD5138(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,939.35
01/19/2024	DD5139(A)	BETTS, MICHAEL	PAYROLL	2,090.40
01/19/2024	DD5140(A)	BLOK, MICHAEL	PAYROLL	37.72
01/19/2024	DD5141(A)	CAPEL, RILEY	PAYROLL	1,432.93
01/19/2024	DD5142(A)	DALTON, PHIL	PAYROLL	150.40
01/19/2024	DD5143(A)	DANIELSON, JOSHUA	PAYROLL	80.71
01/19/2024	DD5144(A)	ESQUIVEL, BRADLEY	PAYROLL	52.63
01/19/2024	DD5145(A)	GARGANO, MARK	PAYROLL	45.26
01/19/2024	DD5146(A)	HOSIER, CALEB	PAYROLL	52.64
01/19/2024	DD5147(A)	HUNDERMAN, MARCIE	PAYROLL	151.04
01/19/2024	DD5148(A)	JANIK, GREG	PAYROLL	3,286.26
01/19/2024	DD5149(A)	MANTELS, CHRISTOPHER	PAYROLL	2,539.58
01/19/2024	DD5150(A)	MARR, SEAN	PAYROLL	67.89
01/19/2024	DD5151(A)	MEISTE, JAMES	PAYROLL	30.18
01/19/2024	DD5152(A)	MEYER, KYLE	PAYROLL	1,792.99
01/19/2024	DD5153(A)	MOKMA, WAYNE	PAYROLL	80.35
01/19/2024	DD5154(A)	SEYMOUR, SCOTT	PAYROLL	86.32
01/19/2024	DD5155(A)	STEVENS, KEVIN	PAYROLL	57.54
01/19/2024	DD5156(A)	TRINKLEIN, KYLE	PAYROLL	21.57
01/19/2024	DD5157(A)	WETZEL, EVAN	PAYROLL	161.39
01/19/2024	EFT1380(E)	457 MERS	PAYROLL	1,548.20
01/19/2024	EFT1381(E)	INTERNAL REVENUE SERVICE	PAYROLL	4,779.86
01/19/2024	EFT1382(E)	MERS	PAYROLL	4,607.48
01/19/2024	EFT1383(E)	DEFINED CONTRIBUTION	PAYROLL	1,979.86
01/19/2024	EFT1384(E)	HEALTH SAVINGS PLAN	PAYROLL	543.74
01/19/2024	EFT1385(E)	STATE OF MICHIGAN	PAYROLL	2,845.89
01/31/2024	3022(E)	ARROWASTE	TRASH	82.25
01/31/2024	3023(E)	MACATAWA BANK	BANKING FEES	104.24
01/31/2024	3024(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	554.51
02/02/2024	DD5158(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,914.36
02/02/2024	DD5159(A)	BETTS, MICHAEL	PAYROLL	2,065.40
02/02/2024	DD5160(A)	CAPEL, RILEY	PAYROLL	1,407.92
02/02/2024	DD5161(A)	JANIK, GREG	PAYROLL	2,666.30
02/02/2024	DD5162(A)	MANTELS, CHRISTOPHER	PAYROLL	2,514.57
02/02/2024	DD5163(A)	MEYER, KYLE	PAYROLL	1,767.98
02/02/2024	EFT1386(E)	457 MERS	PAYROLL	1,341.37

02/16/2024					CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT																			
CHECK DATE FROM 01/16/2024 - 02/20/2024																								
Check Date					Check					Vendor Name					Description					Amount				
02/02/2024					EFT1387(E)					INTERNAL REVENUE SERVICE					PAYROLL					4,321.32				
02/02/2024					EFT1388(E)					DEFINED CONTRIBUTION					PAYROLL					1,855.37				
02/02/2024					EFT1389(E)					SAUGATUCK AREA PROFESSIONAL LOCAL 52					PAYROLL					125.00				
02/12/2024					DD5164(A)					ALDRICH, STACEY					PAYROLL					43.05				
02/12/2024					DD5165(A)					BALES, WENDY					PAYROLL					2,334.21				
02/12/2024					DD5166(A)					BECKMAN, ERIC					PAYROLL					43.05				
02/12/2024					DD5167(A)					BEEK, HEATHER					PAYROLL					604.91				
02/12/2024					DD5168(A)					BERNHARDY, CHRISTOPHER					PAYROLL					323.54				
02/12/2024					DD5169(A)					BETTS, MICHAEL					PAYROLL					226.94				
02/12/2024					DD5170(A)					BLOK, MICHAEL					PAYROLL					610.94				
02/12/2024					DD5171(A)					BRINK, CHAD					PAYROLL					1,419.96				
02/12/2024					DD5172(A)					CAPEL, RILEY					PAYROLL					184.86				
02/12/2024					DD5173(A)					DALTON, PHIL					PAYROLL					2,048.62				
02/12/2024					DD5174(A)					DANIELSON, JOSHUA					PAYROLL					917.76				
02/12/2024					DD5175(A)					ESQUIVEL, BRADLEY					PAYROLL					277.29				
02/12/2024					DD5176(A)					GARGANO, MARK					PAYROLL					1,561.49				
02/12/2024					DD5177(A)					GROENDYKE, BRET					PAYROLL					174.20				
02/12/2024					DD5178(A)					HOSIER, CALEB					PAYROLL					376.18				
02/12/2024					DD5179(A)					HUNDERMAN, MARCIE					PAYROLL					1,256.97				
02/12/2024					DD5180(A)					JANIK, GREG					PAYROLL					1,287.60				
02/12/2024					DD5181(A)					KIRCHERT, ERIK					PAYROLL					667.89				
02/12/2024					DD5182(A)					MANTELS, CHRISTOPHER					PAYROLL					509.34				
02/12/2024					DD5183(A)					MARR, SEAN					PAYROLL					548.76				
02/12/2024					DD5184(A)					MEISTE, JAMES					PAYROLL					590.01				
02/12/2024					DD5185(A)					MEYER, KYLE					PAYROLL					470.90				
02/12/2024					DD5186(A)					MOKMA, WAYNE					PAYROLL					632.77				
02/12/2024					DD5187(A)					PULLEN, TARUE					PAYROLL					44.05				
02/12/2024					DD5188(A)					SEYMOUR, SCOTT					PAYROLL					962.87				
02/12/2024					DD5189(A)					STARRING, LINUS					PAYROLL					1,259.02				
02/12/2024					DD5190(A)					STEVENS, KEVIN					PAYROLL					1,253.42				
02/12/2024					DD5191(A)					TRINKLEIN, KYLE					PAYROLL					340.93				
02/12/2024					DD5192(A)					VERPLANK, JANE					PAYROLL					44.05				
02/12/2024					DD5193(A)					WETZEL, EVAN					PAYROLL					1,235.02				
02/12/2024					EFT1390(E)					457 MERS					PAYROLL					2,039.59				
02/12/2024					EFT1391(E)					INTERNAL REVENUE SERVICE					PAYROLL					5,855.21				
02/12/2024					EFT1392(E)					DEFINED CONTRIBUTION					PAYROLL					1,528.72				
02/12/2024					EFT1393(E)					SAUGATUCK AREA PROFESSIONAL LOCAL 52					PAYROLL					125.00				
02/16/2024					DD5194(A)					BERNHARDY, CHRISTOPHER					PAYROLL					1,939.35				
02/16/2024					DD5195(A)					BETTS, MICHAEL					PAYROLL					2,090.41				
02/16/2024					DD5196(A)					CAPEL, RILEY					PAYROLL					1,432.92				



02/16/2024					CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT																			
CHECK DATE FROM 01/16/2024 - 02/20/2024																								
Check Date					Check					Vendor Name					Description					Amount				
02/16/2024					DD5197(A)					JANIK, GREG					PAYROLL					2,666.30				
02/16/2024					DD5198(A)					MANTELS, CHRISTOPHER					PAYROLL					2,679.58				
02/16/2024					DD5199(A)					MEYER, KYLE					PAYROLL					1,792.99				
02/16/2024					EFT1394(E)					457 MERS					PAYROLL					1,341.37				
02/16/2024					EFT1395(E)					INTERNAL REVENUE SERVICE					PAYROLL					4,321.28				
02/16/2024					EFT1396(E)					MERS					PAYROLL					4,607.48				
02/16/2024					EFT1397(E)					DEFINED CONTRIBUTION					PAYROLL					1,855.37				
02/16/2024					EFT1398(E)					HEALTH SAVINGS PLAN					PAYROLL					543.74				
02/16/2024					EFT1399(E)					STATE OF MICHIGAN					PAYROLL					2,619.92				
02/19/2024					3025(E)					ARROWASTE					TRASH					81.72				
02/19/2024					3026(E)					COMCAST					TELEPHONES & INTERNET					435.51				
02/19/2024					3027(E)					CONSUMERS ENERGY					BOAT DOCK					31.23				
02/19/2024					3028(E)					CONSUMERS ENERGY					FIRE STATION					586.00				
02/19/2024					3029(E)					CONSUMERS ENERGY					FIRE STATION					632.70				
02/19/2024					3030(E)					CONSUMERS ENERGY					BOAT DOCK					31.68				
02/19/2024					3031(E)					FIRST BANKCARD					MAINTENANCE, DUES & SUPPLIES					7,283.30				
02/19/2024					3032(E)					KAL LAKE SEWER WATER					WATER					229.68				
02/19/2024					3033(E)					KAL LAKE SEWER WATER					WATER					237.10				
02/19/2024					3034(E)					MENARDS					SMOKE ALARMS					156.68				
02/19/2024					3035(E)					MICHIGAN GAS UTILITIES					NATURAL GAS					365.11				
02/19/2024					3036(E)					PRIORITY HEALTH					HEALTH INSURANCE					4,821.07				
02/19/2024					3037(E)					SHELL					GASOLINE & DIESEL					1,253.29				
02/19/2024					3038(A)					AEROS IT GROUP					COMPUTER SERVICES					819.50				
02/19/2024					3039(A)					ALLEGAN TREASURER					TAX CHARGE BACK					811.09				
02/19/2024					3040(A)					ALLIED FIRE SALES & SERVICE LLC					HADLEY DIAPHRAGM					101.56				
02/19/2024					3041(A)					APPLIED IMAGING					COPIER USE					579.90				
02/19/2024					3042(A)					BLOOM SLUGGETT PC					LEGAL FEES					8,796.44				
02/19/2024					3043(A)					D&L TRUCK & TRAILER					2112 FAN CLUTCH					5,059.77				
02/19/2024					3044(A)					DUNES VIEW KWIK SHOP INC					GASOLINE & DIESEL					25.27				
02/19/2024					3045(A)					DEBRA FROSTY					UNIFORMS					12.00				
02/19/2024					3046(A)					GALLS LLC					UNIFORMS					133.29				
02/19/2024					3047(A)					IHLE'S SERVICE LLC					2174 OIL CHANGE					462.24				
02/19/2024					3048(A)					J & B MEDICAL					MEDICAL SUPPLIES					23.24				
02/19/2024					3049(A)					MAC QUEEN EQUIPMENT LLC					SCBA ANNUALS					2,050.00				
02/19/2024					3050(A)					MASTER MEDICAL EQUIPMENT					AED DOUGLAS UCC					13,455.00				
02/19/2024					3051(A)					OFFICE DEPOT					OFFICE SUPPLIES					79.98				
02/19/2024					3052(A)					LORRIE PASTOOR					CLEANING					240.00				
02/19/2024					3053(A)					PURITY CYLINDER GASES INC					CYLINDER GAS					117.59				
02/19/2024					3054(A)					SOUND OFF SIGNAL					DOME LIGHT					76.89				
02/19/2024					3055(A)					STANDARD					INSURANCE					820.82				



02/16/2024		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
CHECK DATE FROM 01/16/2024 - 02/20/2024					
Check Date	Check	Vendor Name	Description		Amount
02/19/2024	3056(A)	NEWCOMER PLOW & HITCH	SNOW PLOW		187.41
02/19/2024	3057(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS		200.75
02/19/2024	20692	GRAPHIX EMBROIDERY INC	UNIFORMS		207.92
02/19/2024	20693	IHLE AUTO PARTS	REPAIRS		61.28
02/19/2024	20694	BUSSCHER'S PUMPING INC	FLOOR DRAIN		500.00
02/19/2024	20695	RAPID FLUSH	SEPTIC ISSUES		500.00
02/19/2024	20696	GLASS ENTERPRISE AUTO GLASS INC	2111 WINDSHIELD		950.80
02/19/2024	20697	VAN RHEE PLUMBING INC	PLUMBING REPAIRS		360.84
02/19/2024	20698	WMFPC	DUES		250.00
02/19/2024	20699	RAY'S SERVICE CENTER LLC	2172 ACCIDENT		250.00
02/19/2024	20700	OVERISEL LUMBER CO	SUPPLIES		18.41
02/19/2024	20701	SOUTHSIDE BODY & FABRICATION INC	2142 REPAIRS		4,331.00
02/19/2024	20702	ZORO	MEDICAL		377.20
Total of 131 Checks:					174,785.90
Less 0 Void Checks:					0.00
Total of 131 Disbursements:					174,785.90

Vendor Name	Description	Amount
1. AEROS IT GROUP	COMPUTER SERVICES	819.50
2. ALLEGAN TREASURER	TAX CHARGE BACK	811.09
3. ALLIED FIRE SALES & SERVICE LLC	HADLEY DIAPHRAGM	101.56
4. APPLIED IMAGING	COPIER USE	579.90
5. ARROWASTE	TRASH	81.72
	TRASH	82.25
	TOTAL	163.97
6. BLOOM SLUGGETT PC	LEGAL FEES	189.00
	LEGAL FEES	3,799.00
	LEGAL FEES	4,808.44
	TOTAL	8,796.44
7. BUSSCHER'S PUMPING INC	FLOOR DRAIN	500.00
8. COMCAST	TELEPHONES & INTERNET	435.51
9. CONSUMERS ENERGY	FIRE STATION	632.70
	BOAT DOCK	31.68
	BOAT DOCK	31.23
	FIRE STATION	586.00
	TOTAL	1,281.61
10. D&L TRUCK & TRAILER	2112 FAN CLUTCH	3,990.00
	2112 HORN REPAIRS	288.77
	2112 REPAIR	781.00
	TOTAL	5,059.77
11. DEBRA FROSTY	UNIFORMS	12.00
12. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	25.27
13. FIRST BANKCARD	MAINTENANCE, DUES & SUPPLIES	7,283.30
14. GALLS LLC	UNIFORMS	88.84
	AWARDS	44.45
	TOTAL	133.29
15. GLASS ENTERPRISE AUTO GLASS INC	2111 WINDSHIELD	950.80
16. GRAPHIX EMBROIDERY INC	UNIFORMS	207.92
17. IHLE AUTO PARTS	REPAIRS	61.28
18. IHLE'S SERVICE LLC	2174 OIL CHANGE	462.24
19. J & B MEDICAL	MEDICAL SUPPLIES	23.24
20. KAL LAKE SEWER WATER	WATER	229.68
	WATER	237.10

Vendor Name	Description	Amount
TOTAL		466.78
21. LORRIE PASTOOR	CLEANING	240.00
22. MAC QUEEN EQUIPMENT LLC	SCBA ANNUALS	2,050.00
23. MACATAWA BANK	BANKING FEES	104.24
24. MASTER MEDICAL EQUIPMENT	AEDS	9,560.00
	AED IVY HOUSE	2,530.00
	AED DOUGLAS UCC	1,270.00
	AED DOUGLAS UCC	95.00
TOTAL		13,455.00
25. MENARDS	SMOKE ALARMS	156.68
26. MICHIGAN GAS UTILITIES	NATURAL GAS	365.11
27. NEWCOMER PLOW & HITCH	SNOW PLOW	187.41
28. OFFICE DEPOT	OFFICE SUPPLIES	79.98
29. OVERISEL LUMBER CO	SUPPLIES	18.41
30. PRIORITY HEALTH	HEALTH INSURANCE	4,821.07
31. PURITY CYLINDER GASES INC	CYLINDER GAS	117.59
32. RAPID FLUSH	SEPTIC ISSUES	150.00
	SEPTIC LOCATION	350.00
TOTAL		500.00
33. RAY'S SERVICE CENTER LLC	2172 ACCIDENT	250.00
34. SHELL	GASOLINE & DIESEL	1,253.29
35. SOUND OFF SIGNAL	DOME LIGHT	76.89
36. SOUTHSIDE BODY & FABRICATION INC	2142 REPAIRS	4,331.00
37. STANDARD	INSURANCE	820.82
38. TARGET SOLUTIONS LEARING LLC	TRAINING SOFTWARE	5,832.84
39. VAN RHEE PLUMBING INC	PLUMBING REPAIRS	360.84
40. VERIZON WIRELESS	CELL PHONES & MODEMS	554.51
41. WEST MICHIGAN UNIFORM	SHOP TOWELS	200.75
42. WMFPC	DUES	250.00
43. ZORO	MEDICAL	377.20
TOTAL - ALL VENDORS		64,579.10
FUND TOTALS:		
Fund 206 - FIRE FUND		64,579.10

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	517,000.00	319,860.07	82,806.38	197,139.93	61.87
206-000-402.000	SAUGATUCK TOWNSHIP	1,072,000.00	624,699.51	149,811.12	447,300.49	58.27
206-000-403.000	DOUGLAS CITY	546,000.00	395,827.93	109,545.27	150,172.07	72.50
206-000-450.000	FIRE SERVICES	1,000.00	1,075.00	455.00	(75.00)	107.50
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	17,375.00	825.00	(16,375.00)	1,737.50
206-000-465.000	COST RECOVERY	1,000.00	25,415.83	14,612.50	(24,415.83)	2,541.58
206-000-560.000	GRANTS & DONATIONS	1,000.00	115,625.46	80,702.00	(114,625.46)	1,562.55
206-000-665.000	INTEREST	1,000.00	7,091.07	0.00	(6,091.07)	709.11
206-000-685.000	SALES OF ASSETS	0.00	4,300.00	0.00	(4,300.00)	100.00
Total Dept 000		2,140,000.00	1,511,269.87	438,757.27	628,730.13	70.62
TOTAL REVENUES		2,140,000.00	1,511,269.87	438,757.27	628,730.13	70.62
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,000.00	1,750.00	200.00	3,250.00	35.00
206-336-704.000	CHIEF SALARY	118,000.00	67,692.32	8,461.54	50,307.68	57.37
206-336-705.000	OFFICER SALARIES	9,650.00	4,145.94	541.68	5,504.06	42.96
206-336-708.000	CAREER FIREFIGHTER	575,000.00	294,215.81	27,789.26	280,784.19	51.17
206-336-709.000	OPERATIONAL WAGES	100,000.00	62,069.75	8,878.92	37,930.25	62.07
206-336-709.500	PAID ON CALL STIPEND	95,000.00	59,250.09	7,068.17	35,749.91	62.37
206-336-710.000	FIRE CALLS	70,000.00	37,450.44	7,842.27	32,549.56	53.50
206-336-711.000	MEDICAL CALLS	32,000.00	22,204.60	2,822.53	9,795.40	69.39
206-336-712.000	TRAINING	48,000.00	11,940.42	777.60	36,059.58	24.88
206-336-713.000	SPECIAL EVENTS	12,000.00	13,142.46	214.76	(1,142.46)	109.52
206-336-720.000	PAYROLL TAXES	98,000.00	44,688.12	5,132.75	53,311.88	45.60
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	140,000.00	64,634.90	6,621.89	75,365.10	46.17
206-336-722.000	WORKER COMP INSURANCE	100,000.00	36,029.56	0.00	63,970.44	36.03
206-336-723.000	RETIREMENT	142,000.00	76,917.10	9,079.10	65,082.90	54.17
206-336-727.000	OPERATING SUPPLIES	25,000.00	6,414.39	197.99	18,585.61	25.66
206-336-728.000	GAS & OIL	20,000.00	11,227.11	1,278.56	8,772.89	56.14
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	33,983.44	9,036.44	(3,983.44)	113.28
206-336-742.000	TESTING, REPAIR & REPLACEMENT	20,000.00	8,805.15	2,050.00	11,194.85	44.03
206-336-745.000	STATION TOOLS	3,250.00	1,103.22	0.00	2,146.78	33.95
206-336-746.000	FIRE FIGHTER TOOLS	13,000.00	9,116.98	0.00	3,883.02	70.13
206-336-751.000	PHONES	13,500.00	7,748.19	495.51	5,751.81	57.39
206-336-752.000	UTILITIES	20,000.00	9,383.55	2,195.22	10,616.45	46.92
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	55,000.00	46,415.39	14,116.83	8,584.61	84.39
206-336-761.000	BOAT MAINTENANCE	19,000.00	5,766.34	(749.65)	13,233.66	30.35
206-336-762.000	RADIO & PAGER R&R	10,000.00	9,814.07	250.00	185.93	98.14
206-336-763.000	BUILDING REPAIR & MAINTENANCE	30,000.00	9,103.65	3,660.43	20,896.35	30.35
206-336-764.000	BUILDING SECURITY	2,000.00	1,669.20	0.00	330.80	83.46
206-336-767.000	DUES & SUBSCRIPTIONS	4,000.00	2,201.50	585.00	1,798.50	55.04
206-336-770.000	OFFICE EXPENSES	12,000.00	5,291.29	755.98	6,708.71	44.09
206-336-771.000	TECHNOLOGY	23,000.00	18,610.69	819.50	4,389.31	80.92
206-336-775.000	BUILDING INSPECTIONS	2,500.00	75.00	0.00	2,425.00	3.00
206-336-780.000	UNIFORMS	15,000.00	6,534.41	1,162.60	8,465.59	43.56
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	10,746.77	0.00	22,253.23	32.57
206-336-791.000	MEDICAL SUPPLY	20,000.00	7,662.76	4,780.44	12,337.24	38.31
206-336-795.000	COMMUNITY RISK REDUCTION	15,000.00	8,690.31	236.63	6,309.69	57.94
206-336-796.000	PHYSICALS	15,000.00	0.00	0.00	15,000.00	0.00

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02/16/2024 02:24 PM

REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK FIRE DISTRICT

Page: 2/2

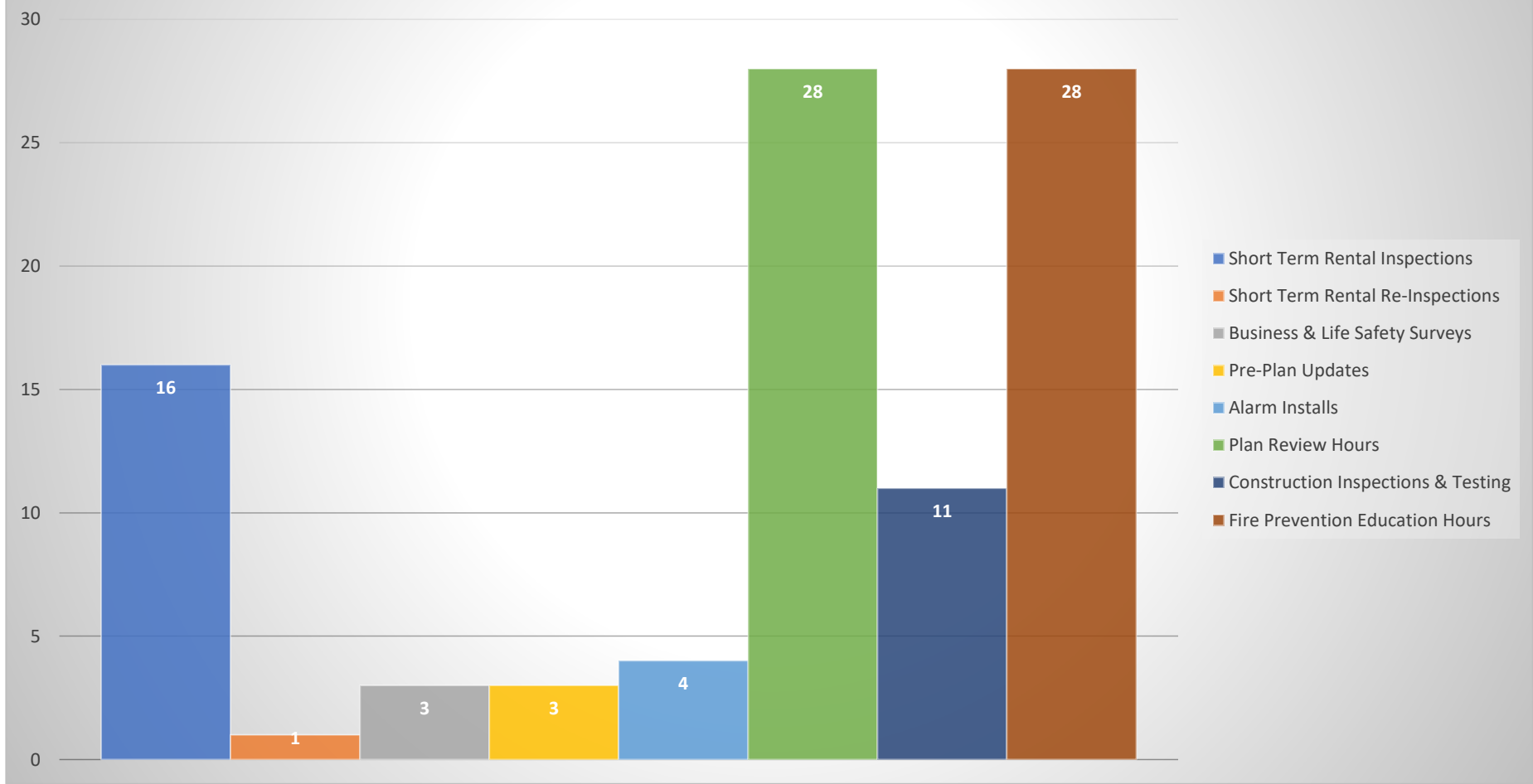
User: Peter

PERIOD ENDING 02/29/2024

DB: Stfd

GGL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH	02/29/2024	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND								
Expenditures								
206-336-815.000	GENERAL INSURANCE	35,000.00	38,073.00		0.00	(3,073.00)		108.78
206-336-861.000	TAX CHARGE BACK	1,000.00	1,622.18		602.73	(622.18)		162.22
206-336-985.000	LONG TERM CAPITAL	83,100.00	46,614.91		9,560.00	36,485.09		56.09
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	1,102,805.01		136,464.68	1,037,194.99		51.53
TOTAL EXPENDITURES		2,140,000.00	1,102,805.01		136,464.68	1,037,194.99		51.53
Fund 206 - FIRE FUND:								
TOTAL REVENUES		2,140,000.00	1,511,269.87		438,757.27	628,730.13		70.62
TOTAL EXPENDITURES		2,140,000.00	1,102,805.01		136,464.68	1,037,194.99		51.53
NET OF REVENUES & EXPENDITURES		0.00	408,464.86		302,292.59	(408,464.86)		100.00

Department of Fire Prevention  
Monthly Report to Fire Board  
January 2024 to February 2024





## 2024 Current Fire Deaths

### 21 Deaths in 20 Fires

(as of February 14, 2024)

### 2% Decrease YTD Deaths

Compared to 2017-2023 Average

### 9% Increase YTD Fires

Compared to 2017-2023 Average

### Victims

86% Male 14% Female

33% Reported as Disabled

14% Reported as on Oxygen

57% Between 40 and 79 Years Old



## Location and Cause

### Reported Areas of Origin

#1 Living Area (40%)

#2 Kitchen (20%)

#3 Bedroom (13%)

### Reported Fire Causes

#1 Smoking (27%)

#1 Explosion (27%)

#1 Heating (27%)

### Alarm Status

No Working Alarms (30% Fires / 29% Victims)

Working Alarms (20% Fires / 19% Victims)

Unknown Status (50% Fires / 52% Victims)



## Time and Day

### Deadliest Time of Day

6am - 6pm (45%)

6pm - 6am (55%)

### Deadliest Day of Week (Deaths)

#1 Monday (24%)

#2 Sunday (19%)

#2 Wednesday (19%)





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #11A



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

January 11<sup>th</sup>, 2024

## Funding Approval Form

### **ITEM DESCRIPTION:**

Truck #2120 – Purchase 2025 Freightliner / Royal Truck – Traffic Management Apparatus (TMA)

### **PRIORITY:**

High

### **QUALITY FACTORS:**

Since 2019, our firefighters responded to 207 incidents on highways, exposing them to significant risks due to fast-moving traffic and increased traffic volume. This represents 1,198 personnel who were exposed and at risk on the roadways. A dedicated Traffic Management Apparatus (TMA) will serve as a mission-critical tool to ensure the safety of not only our personnel, but the safety of all first responders, including the motoring public, law enforcement, wrecker operators, and mutual aid fire departments during roadway operations. Our current method of cone deployment involves personnel walking down the roadway protected by a tanker truck & arrow board following them. As distracted driving and other challenges increase, we have had many near-miss incidents where personnel were nearly hit.

Additionally, if one of the tanker/pumpers was hit in a collision and sustained substantial damage beyond repair, a replacement would currently cost over \$750,000 each and would take 24 months to build. Our insurance carrier, MMRMA, will not provide replacement cost value coverage on our tanker/pumpers because they exceed 15 years old, and coverage is limited to actual cash value. The TMA truck will not only protect all first responders but also our costly apparatus. The Scorpion MASH attenuator is also designed to protect the motoring public if they were to collide with the attenuator. The proposed truck will be equipped with state-of-the-art traffic control devices, emergency lighting, and communication systems to facilitate quick and effective response to incidents on the highway and other roadways.

By investing in this TMA truck, we will be achieving the core mission to significantly reduce the risk of accidents and injuries to our personnel and all first responders during highway incidents. This proactive measure aligns with our commitment to community risk reduction by minimizing risks and improving the for all of the motoring public that transit roadways within the Fire District.

We have diligently researched suitable TMA truck options and estimated the total cost, including necessary equipment and customization, to be \$201,273.52. We kindly request your support in securing funding for this mission-critical apparatus for our emergency incident response system. We are available to provide additional information or discuss this proposal further at your convenience.

### **VIDEO LINKS:**

Function of the personnel bucket for cone deployment and the MASH attenuator can be viewed here of a similar truck. - [https://www.youtube.com/watch?v=B9Yx\\_1d0--U](https://www.youtube.com/watch?v=B9Yx_1d0--U)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



The MASH Attenuator in action demonstrates how this truck will protect Fire District personnel as well as apparatus. It can be seen at this link - <https://www.youtube.com/watch?v=WzgnrVBXZ0I>

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

\$110,000 – Proceeds from Sale of Engine #2112 - 2023/24 Fiscal Year

\$85,000 – Donation

\$5,000 – Donation

TBD – MMRMA Grant applied for, and more donations will be sought.

## **COST:**

\$201,273.52

\$10,063.67 – 5% Contingency

**Total = \$211,336.99**

## **REQUESTERS:**

Chief Greg Janik and Deputy Chief Chris Mantels

## **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to execute the contract and agreements with Royal Truck and Equipment, for the purchase of the 2025 Freightliner / Royal Truck Custom Traffic Management Apparatus, including the 5% contingency, with a not to exceed the amount of \$211,336.99.

I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

## **Fire Board Vote - Date:** \_\_\_\_\_

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

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

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

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



This picture is intended to be an example only, not actual size, paint color, or body configuration.

Attenuator Truck Comparison

Item #11A

	Option A	Option B	Option C
Year	2025	2019	2017
Make	Freightliner	Freightliner	International
Model	Royal Truck & Equip	West Chester Machinery	2015 Royal Body
Engine	Cummins Diesel	Cummins Diesel	Cummins Diesel
Transmission	Allison Automatic	Allison Automatic	Allison Automatic
Body Length	18'	18'	14'
Current Mileage	100	116,000	163,443
Cone Deployment Buckets	Yes	Yes	No
Barrel Storage Rack over Cab	Yes	Yes	No
Meets DOT Requirements As-IS	Yes	Yes	No*
Truck Cost	\$ 160,895.00	\$ 156,000.00	\$ 84,500.00
Upfit / Equipment Costs below this line			
Motorola APX 6500 Mobile Radio	\$ 5,878.59	\$ 5,878.59	\$ 5,878.59
Firecom Wireless Headset System	\$ 7,329.99	\$ 7,329.99	\$ 7,329.99
Siren Controller	\$ 629.65	\$ 629.65	\$ 629.65
100W Speakers	\$ 188.12	\$ 188.12	\$ 188.12
54" Nforce Lightbar	\$ 2,988.65	\$ 2,988.65	\$ 2,988.65
Mpower 6x4 (R,A,W)	\$ 2,290.32	\$ 286.29	\$ 286.29
Mpower 4x2 (R/W)	\$ 1,859.88	\$ 154.99	\$ 154.99
Battery Charger - 2 Bank	\$ 350.00	\$ 350.00	\$ 350.00
Battery Charger - 1 Bank	\$ 225.00	\$ 225.00	\$ 225.00
Fastners / Hardware	\$ 250.00	\$ 250.00	\$ 250.00
Kusmal Auto Eject	\$ 400.00	\$ 400.00	\$ 400.00
Seat Covers	\$ 500.00	\$ 500.00	\$ 500.00
Wiring / Connectors	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
500 - 28" Reflective Cones Weighted Base	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Install Lighting Package/Sirens	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Lettering / Logos	\$ 750.00	\$ 750.00	\$ 750.00
MPSCS Mic Fee for Mobile	\$ 250.00	\$ 250.00	\$ 250.00
SubTotal	\$ 201,085.20	\$ 192,481.28	\$ 120,981.28
5% Contingency	\$ 10,054.26	\$ 9,624.06	\$ 6,049.06
Estimated Total	\$ 211,139.46	\$ 202,105.34	\$ 127,030.34
Less Donations	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
District / Grant Funding Needed	\$ 121,139.46	\$ 112,105.34	\$ 37,030.34

Notes:

- \*Option C does not come with the concrete ballasted body meeting the DOT 22,000 weight requirement for the attenuator
- \*Option C would require Concrete Blocks to be secured in the bed, taking up +/-75% of the bed space intended for Cones
- \*Option C does not have the cone deployment baskets and would need to be added Later creating additional costs / liability



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #12A



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

February 8<sup>th</sup>, 2024

## Funding Approval Form

### **ITEM DESCRIPTION:**

Station Phone System - VOIP

### **PRIORITY:**

High

### **QUALITY FACTORS:**

The current station phone system was installed in 2015 and is now obsolete. As of 12/31/2023, the system is no longer supported. The replacement system will be updated to Voice Over Internet Protocol (VOIP) system as well as all of the hardware. In any of the new options and quotes received, there is a monthly recurring fee. This is currently estimated at \$305.00 per month, however there will be cost savings once we drop our phone lines with Comcast after transitioning to the new system. The advantage of purchasing the equipment, rather than leasing, is we own it and can switch to different VOIP vendors in the future, as the quotes obtained all provided the same equipment and hardware. If the vendor doesn't utilize all of the estimated install labor amount, they will bank it for us for future use.

### **BUDGETED:**

\$10,000 - Capital Plan – 2023/24 Fiscal Year

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

Capital Plan – 2023/24 Fiscal Year - \$10,000.00

### **COST:**

Equipment - \$5,327.00

Installation - \$2,610.00

10% Contingency - \$793.00

**Total = \$8,730.00**

### **REQUESTER:**

Deputy Chief Chris Mantels

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff to purchase the replacement VOIP Phone System through AEROS IT Group with a not to exceed amount of \$8,730.00. I \_\_\_\_\_  
2<sup>nd</sup> the Motion. (Roll Call Vote)

### **Fire Board Vote - Date:** \_\_\_\_\_

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

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

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

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



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #12B



## Funding Approval Form

February 19, 2024

### **ITEM DESCRIPTION:**

The primary project objectives are uniformity and reducing the risks of back injury with the rapid deployment of hydraulic extraction tools (Jaws of Life, Spreaders, and Cutters), firefighting, and safety equipment.

### **PRIORITY:**

Medium

### **QUALITY FACTORS:**

We have several types of engines and when tools and equipment are mounted in the same locations on every truck, it will allow personnel to know exactly which compartment has the item they are retrieving. Properly constructed cabinet space, with ergonomically designed tool and equipment mounting hardware, is essential for the rapid deployment of firefighting tools and safety equipment. When engine 2111 was built in 2008, all nine (9) roll-up door storage cabinets were not designed to organize the space so emergency response could be performed efficiently, effectively, and safely.

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

2025 Fiscal Year Budget and/or the Sale of Truck 2112 (whichever occurs first)

### **ATTORNEY REVIEW:**

Not required

### **REQUESTER:**

Fire Chief Greg Janik

### **REQUESTED AMOUNT:**

\$19,000.00 (with 10% Contingency)

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize/deny the Fire Chief to hire Spencer Manufacturing to modify engine 2111 cabinets and install necessary tool and equipment holders as specified for a not-to-exceed amount of \$19,000.00 (with a 10% contingency) I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

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

#### **Date:** \_\_\_\_\_

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

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

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

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



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 - Agenda Item Report

**FROM:** Deputy Chief Chris Mantels and the Department of Fire Prevention

**MEETING DATE:** February 19<sup>th</sup>, 2024

**SUBJECT:** Inspection Fees for Short Term Rentals

### **DESCRIPTION:**

The Fire District's Department of Fire Prevention reviews the rental fee structure on a regular basis to ensure the fees for inspections cover the costs incurred. The last time the rental fees were raised was in December of 2021. The District's cost for apparatus, fuel, truck repair, personnel, computers, and software have all increased since that time and staff are recommending that the fees be increased to reflect these changes.

It is the staff's recommendation, based on the calculations below, that the inspection fee for short term rentals be increased to \$175.00 for the first inspection, and \$125.00 for each subsequent rental re-inspection. In order to give the three municipalities time to update their fee structures accordingly, we recommend this increase take place on July 1<sup>st</sup>, 2024 to coincide with the Fire District's fiscal year.

### **SAMPLE MOTION:**

I \_\_\_\_\_ motion to approve/deny the Saugatuck Township Fire District amending the inspection fee structure for Short Term Rentals to \$175.00 for the first inspection and \$125.00 for each re-inspection effective July 1<sup>st</sup>, 2024. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)





# 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)

## Rental Inspection Fee Structure

### Initial Inspection

Application Paperwork, Emails & Scheduling – 20 minutes  
Inspection Software Location Creation – 15 minutes  
Drive to Inspection Site – 5-15 minutes  
Initial Inspection – 15 – 30 minutes  
Drive back from site – 5-15 minutes  
Report Emailing & Paperwork – 15 minutes  
TOTAL INITIAL TIME – 110 minutes or 1.875 hours  
1.875 hours @ 65.00 / hour = \$121.87

Current fee is \$125.00 for  
the 1st Rental Inspection

Truck Fee (85,000/7 years/800 Rentals) - \$16.00  
Fuel Cost – \$10.00  
Software Cost \$3,500- / 800 rentals - \$4.50  
Computer Cost (\$6,000/ 3 years / 800 rentals) – \$2.50  
Inspector Training x 2 Inspectors (\$5,000 / 800) – \$6.25  
Inspector Training Backfill Staffing (\$5,000 / 800) – \$6.25  
Code Book Updates (500.00 / 800) - \$0.625

Labor Fee – \$121.87  
Associated Expenses - \$46.13  
**TOTAL INITIAL FEE = \$168.00**

**Suggest raising the fee beginning 7/1/2024 to \$175.00 for 1<sup>st</sup> Rental Inspection**

### Re-inspection

Correspondence & Scheduling – 10 minutes  
Drive to Inspection Site – 5-15 minutes  
Re-Inspection – 15 minutes  
Drive Back from Site – 5-15 minutes  
Paperwork & Emails – 15 minutes  
TOTAL Re-Inspection Time – 70 minutes – 1.16 hours

Current fee is \$75.00 for  
each Rental Re-Inspection

1.16 hours @ 65.00 / hour = \$75.40  
Associated Expenses - \$46.13  
**TOTAL RE-INSPECTION FEE = \$121.53**

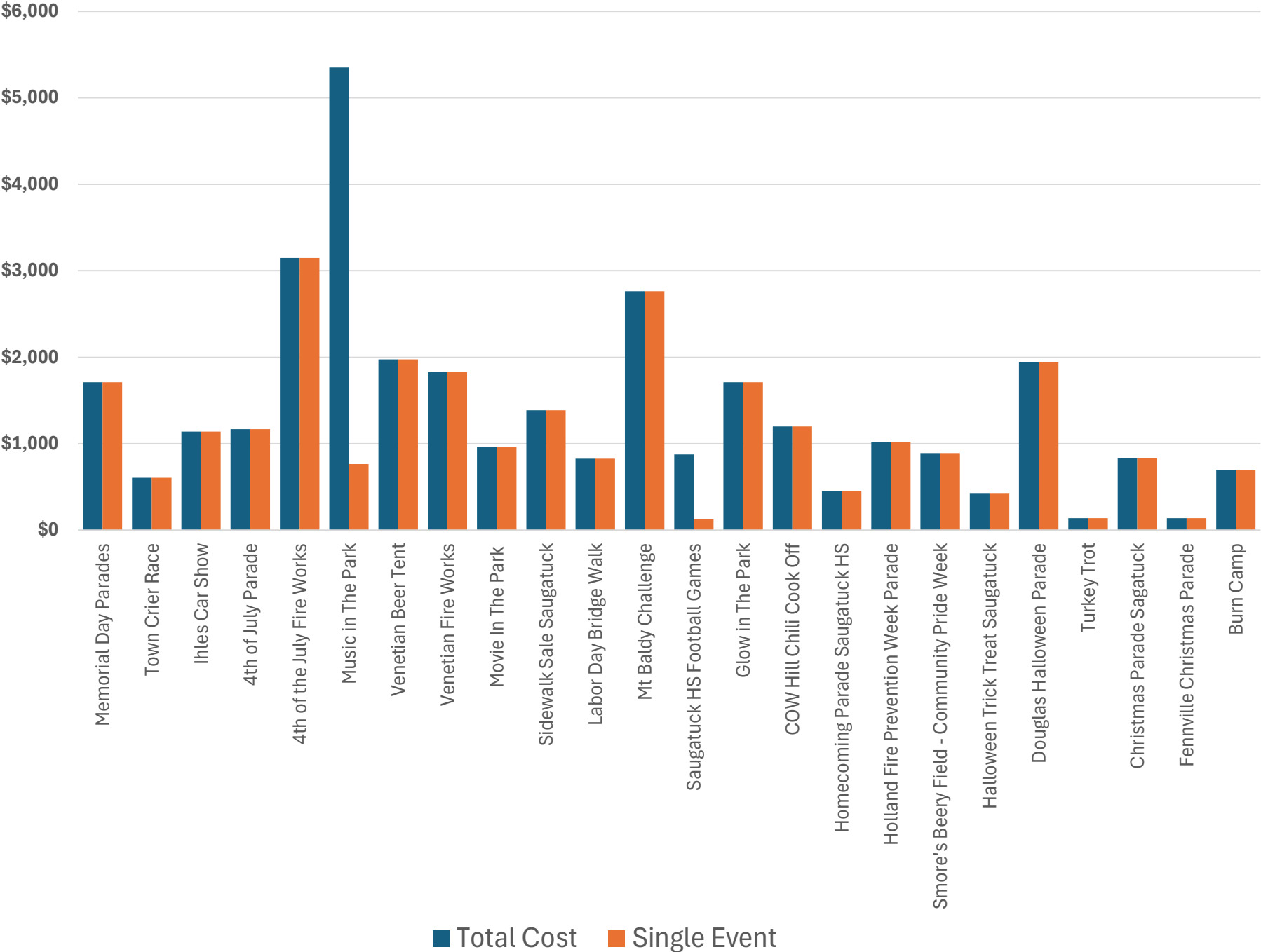
**Suggest raising the fee beginning 7/1/2024 to \$125.00 for each rental re-inspection.**



# Special Events Cost for 2022/2023

	Total Cost Per Event	Single Event
Memorial Day Parades	\$1,710	\$1,710
Town Crier Race	\$605	\$605
Ihles Car Show	\$1,140	\$1,140
4th of July Parade	\$1,169	\$1,169
4th of the July Fire Works	\$3,148	\$3,148
Music in The Park	\$5,351	\$764
Venetian Beer Tent	\$1,975	\$1,975
Venetian Fire Works	\$1,828	\$1,828
Movie In The Park	\$964	\$964
Sidewalk Sale Saugatuck	\$1,388	\$1,388
Labor Day Bridge Walk	\$825	\$825
Mt Baldy Challenge	\$2,764	\$2,764
Saugatuck HS Football Games	\$875	\$125
Glow in The Park	\$1,710	\$1,710
COW Hill Chili Cook Off	\$1,200	\$1,200
Homecoming Parade Saugatuck HS	\$452	\$452
Holland Fire Prevention Week Parade	\$1,018	\$1,018
Smore's Beery Field - Community Pride Week	\$890	\$890
Halloween Trick Treat Saugatuck	\$430	\$430
Douglas Halloween Parade	\$1,943	\$1,943
Turkey Trot	\$140	\$140
Christmas Parade Sagatuck	\$832	\$831
Fennville Christmas Parade	\$140	\$140
Burn Camp	\$700	\$700
TOTALS	\$33,194	\$27,856

# Special Events Cost



January 10, 2024

Dear Fire Board Members,

On behalf of the Saugatuck Township Emergency Services Committee, we express our support for the Fire District's implementation of transport capable vehicles to perform Basic Life Support (BLS) transport.

Over the last few years, approximately 7-10% of calls experience a lack of available ambulances for patient transport. Our communities rely solely on private ambulance companies for Advanced Life Support (ALS) service, and, with no ambulance at our Fire Station, there is no alternative patient transport option in the event that a private ambulance is unavailable.

This situation becomes particularly concerning in scenarios of utmost urgency, such as priority 1 calls. The term "golden hour" is often used in trauma or emergency care, to suggest that an injured or sick person must receive definitive treatment within 60 minutes from the time of injury or appearance of symptoms. However, the survival rate increases by stabilization, managing patients, *and* transporting them to the nearest hospital as rapidly as possible. For instance, a patient experiencing Sudden Cardiac Arrest requires transportation immediately to prevent the risk of relapse. In such cases, the availability of an ambulance is a determining factor in the patient's survival.

The Saugatuck Township Emergency Services Committee has closely followed the escalating issue of ambulance unavailability within the context of our community's limited resources. We express our support for the Fire District's use of First Responder vehicles for patient transport primarily in situations where an ambulance is unavailable.

We firmly believe that this approach has numerous lifesaving advantages:

1. **Addresses Ambulance Unavailability:** This initiative effectively tackles the core issue of ambulance unavailability and provides a safety net during critical moments by creating a transport option.
2. **Utilizes Existing Resources:** The proposal makes optimal use of existing community resources without overcommitting the Fire District.
3. **Avoids Competition with Private Ambulance Providers:** Having a Fire vehicle equipped for patient transport offers a valuable transport alternative during ambulance shortages only.



The Fire District's two primary First Responder Vehicles are due for replacement. Given the proposed plan, the Township agrees with the Fire District that it would be advantageous for the District to seize this opportunity to replace that apparatus with compliant transport capable First Responder vehicles. The replacement vehicles would have the same capabilities as the current First Responder vehicles, but they would also have the ability to transport patients. The Fire District previously utilized a transport capable First Responder vehicle from 1990 until 2013.

With the Fire District hiring three full-time firefighter EMTs, it appears they will have the required staff to implement and operate a transport capable vehicle.

We would like to emphasize that this solution aligns with county and state regulations as the Allegan County Medical Control Authority and the Michigan Department of Health and Human Services already permits patient transport in cases when an ambulance is unavailable. The Fire District's proposal will not encroach on private ambulance providers, as the Fire District will only transport when a private ambulance is unavailable or delayed beyond Allegan County Medical Control Authority medical protocols.

Lack of ambulance availability is a state-wide issue, with some communities hit harder than others. In our community, the number of cases in which ambulance service is unavailable is already statistically significant, and we see this trend continuing.

Faced with this challenge, it is valuable to reflect on our history of resourcefulness and dedication to the community. The Fire District was in a similar position in 1985 when the Douglas Community Hospital closed and the Fire District launched a First Responder program to fill a void in response times for life saving medical treatment. Fast forward 38 years, the District is faced with a similar challenge with ambulance unavailability; community members of the past recognized the urgency of providing emergency transport and, with their available resources, found a way to provide this life-saving service. We firmly believe that allowing the Fire District to designate its First Responder vehicles for patient transport during ambulance unavailability will undoubtedly save lives by reducing transport times.

The safety and well-being of our community lie at the core of our shared mission. We express our full-hearted support for the Fire District implementing a transport capable apparatus as soon as possible.

Sincerely,

Daniel DeFranco  
Saugatuck Township Manager



Thank you for making  
time for Isaiah to job  
shadow you. You have  
given him a lot of  
excitement about firemen  
and the work you do.  
I can't wait to see where  
this takes him in life.  
Disen Helder

Thank you for allowing me to job shadow  
you guys on both Mondays I learned a  
lot and I've started working out so I  
can be in shape so I can become a  
Firefighter.

signed: Isaiah H.

Saugatuck Fire Department,

To the world, you might just be "someone" - but to someone, you might just be "the world". That's what you were to me when on December 10, 2023 - I fell at my house, during my left knee route surgery, and for the first time ever in my life, called 9-1-1 for help.

- And you arrived just 25-seconds to 1-minute after my call for help! The first thing I felt and noticed was your compassion for the work that you do as a way the recipient of your support and assistance that night!

I cannot thank you enough for your kindness and help, (genuine on all levels), when I needed you! Thank you for all that you do!