



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

FIRE DISTRICT BOARD MEETING

4:00pm – August 19th, 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. Approval of Minutes:
 - A. **July 15th, 2024 – Regular Meeting**
 - B. **July 15th, 2024 – Closed Session Meeting**
7. Public Comment on Agenda Items Only: (*The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.*)
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. **Cost Recovery Update**
 1. **None**
 - D. **Grant Applications**
 1. **Awarded \$21,000 from the MI EGRAMS Grant for Full Time Firefighters Turnout Gear**
 - E. **Certifications**
 1. **Emergency Medical Technician – National Registry Test – MDHHS Licensed EMT**
 - i. **Ryan Post**
 - ii. **Josh Danielson**
10. Unfinished Business:
 - A. **Special Event Fee Committee Update – In Progress**
 - B. **Office Chairs – Reviews of Options – In Progress**
 - C. **Stair Lift or Elevator for ADA –awaiting quotes – In Progress**
 - D. **Fee Schedule Update – In Progress**
11. New Business:
 - A. **NFPA 291 Hydrant Color Ring Request**
 - B. **Saugatuck Public Schools – VHF Radio Repeater**
 - C. **Holland/Zeland Community Foundation Donation – Gerald & Jeannette Bekken Fund - \$8,467.00 received.**
 - D. **Finance Director – Employment Agreement (Roll Call Vote)**
12. Correspondence:
 - A. **None**
13. Public Comments: (*The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.*)
14. Fire Board Comments:
15. 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.



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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

FIRE DISTRICT BOARD MEETING

4:00pm – July 15th, 2024

DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:03pm**
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, W. Bales, 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 Beckman, 2nd by Phelps, to approve the agenda as amended adding 2112 Video from 4th of July as #10F under Chief Comments. No discussion. Motion passes by unanimous by voice vote.
6. Special Guest Award Presentation:
 - A. **Ryan Lubbers, Erin Lubbers, Curtis Lubbers, and Grant Kamps of XA Collision and Xtreme Stylin.**
Chief Janik outlined how XA Collision and Xtreme Stylin have been so supportive of public safety departments and the fire department. The new Rescue #2161 would not be on the road if it wasn't for the generosity of the Lubber family.
7. Approval of Minutes:
 - A. **June 17th, 2024 – Regular Meeting**
Motion by Fox, 2nd by Pullen, to approve the minutes of the 6/17/2024 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **June 17th, 2024 – Special Meeting**
Motion by North, 2nd by Phelps, to approve the minutes of the 6/17/2024 special meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - C. **June 26th, 2024 – Special Meeting**
Motion by Pullen, 2nd by Phelps, to approve the minutes of the 6/27/2024 special meeting as presented. No discussion. Motion passes by unanimous by voice vote.
8. Public Comment on Agenda Items Only: *(The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.)*
 - A. **None**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps, 2nd by Aldrich, to pay the invoices in the amount of \$179,587.37. No discussion.
YAYS: Phelps, Aldrich, Beckman, Fox, Verplank, Pullen, North
NAYS: None
ABSENT: None
Motion passes: 7:0.



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B. Financial Report

i. Financial Report was reviewed by P. Stanislowski

1. \$612,291.76 left over funds after the fiscal year, primarily due to not hiring the 3 budgeted full-time firefighters until mid-January, but overall, in really good shape financially.
2. Will pay the donations towards the new truck as a down payment which should be right around \$110,000.00.
3. Will be rolling over in the high \$400 thousand into the fund balance.
4. Peter recommends paying the remaining \$11,662.71 in the retirement line item to MERS to pay down the pension liability.

10. Fire Chief Comments:

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

1. Incidents – 543 year to date

- i. Everyone on staff can certainly feel it with the increase call volumes.
- ii. Lots of back-to-back and three calls at a time.
- iii. Had a fully involved structure fire likely caused from a dryer at 3:47am Sunday.

2. Average Response Time year to date – 7:09

- i. Now that the roundabout is open anticipate the response times decreasing now to calls East of the intersection as well as South of the intersection.

B. Community Risk Reduction

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

C. Cost Recovery Update

1. None

D. Grant Applications

1. None

E. Certifications

1. Emergency Medical Technician – National Registry Test – MDHHS Licensed EMT
 - i. Caleb Hosier

F. 4th of July Video from Engine 2112

1. The video from 4th of July was played and reviewed by the board.
2. Discussion ensued regarding parade safety.
3. Are hopeful that City of Saugatuck will begin taking parade safety seriously like Douglas has. Placing orange barricades along the route to ensure people can't enter the parade route.

11. Unfinished Business:

A. Special Event Fee Committee Update – In Progress

1. Busy time of year to work on the fee plan.

B. Attorney Cost Estimate for CBA Review – Chief update

1. Not to exceed the amount of \$8,000.00 to review the Collective Bargaining Agreement. arbitration, mediation, unfair labor practices not included in the not to exceed amount.

C. Exploration of shifting meetings to Township Hall update – evaluating technology needs and awaiting pricing for our equipment to work within the Township room. Anticipate having a firmer cost estimate by the next meeting.

1. Likely going to need another laptop to be able to display on the Townships screen system.
2. The laptop cost is one time, but then have to add the monthly monitoring services.
3. We lose our “identification” if we start meeting at the Township Hall.
4. It is certainly easier to meet in house if we need to print items or add things.



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12. New Business:

A. Election of Fire Board Officers

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

Motion by Pullen, 2nd by Aldrich, 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, Aldrich, Phelps, Beckman, Fox, Verplank, North.

NAYS: None

ABSENT: None

Motion passes: 7:0.

B. Stair Lift or Elevator for ADA – DC Mantels is exploring options and awaiting quotes.

1. Have never had an ADA problem as we have carried wheelchairs up.
2. Looking into options to see if we can stay at the fire station for ease of running calls but make the 2nd floor more accessible.

C. Office Chair Discussion – Feature and Future Needs

1. Would like to start buying chairs for the Training Room.
2. Recommending buying chairs that are the same that Mantels and Bernie have. They have been using them for 18+ months and are very comfortable.
3. These chairs would be about \$500 each.
4. Checked with other municipalities and they paid almost \$800 per chair.
5. Only disadvantage of High back chairs is they don't stack.
6. Maybe get a dozen high backs for the Officers and Board and then look at the stackable ones for the quantity.
7. All of the stackable ones we tried were a disappointment.
8. Discussion only today. Will bring funding approval request to future meeting.

D. Michigan Municipal Risk Management Agency (MMRMA) – STFD General Liability

1. Net Asset Distribution Refund - \$5,018.
2. State Pool Loss Fund Distribution Refund - \$3,476.
3. Reimbursement Check Received for #2161 Equipment Installs - \$4,400.
4. New Policy Rate - \$43,183, Increase of \$2,900 or 7%.

E. Performance Review – Chief Janik

1. Closed session to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, pursuant to MCL 15.268(1)(a)(being Section 8(1)(a) of the Open Meetings Act).
2. Motion to enter closed session. *(Roll Call Vote)*

Motion by Phelps, 2nd by North, to enter into closed session at 4:55pm pursuant to MCL 15.268(1)(a)(being Section 8(1)(a) of the Open Meetings Act to conduct Chief Janik's performance review at his request. No discussion.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.



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3. Motion to exit closed session. (Roll Call Vote)

Motion by Phelps, 2nd by Fox, to exit closed session at 5:34pm. No discussion.

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

NAYS: None

ABSENT: North

Motion passes: 6:0.

4. Motion to approve/deny any action per the closed session. (Roll Call Vote)

Motion by Beckman, 2nd by Phelps, to increase the Chief's salary 7% for 2023/24 and 7% for 2024/25 based on the two-year performance evaluation. No discussion.

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

NAYS: None

ABSENT: North

Motion passes: 6:0.

13. Correspondence:

A. None

14. Public Comments: *(The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.)*

A. None

15. Fire Board Comments:

Aldrich – None

Beckman – None

Fox – None

Verplank – None

Phelps – None

Pullen – None

North – None

16. Adjournment:

a. Meeting adjourned at 5:35pm.

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.

08/16/2024 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/16/2024 - 08/19/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
07/18/2024	3200(A)	ALLIED FIRE SALES & SERVICE LLC	HOSE	29,342.00
07/18/2024	3201(A)	LEXIPOL LLC	FIRE POLICY & TRAINING BULLETINS	3,823.52
07/18/2024	3202(A)	XTREME AUTO	2110 REPAIRS	1,360.00
07/18/2024	20750	DENNIS MC CANN	REPAIRS	1,200.00
07/19/2024	DD5443(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,898.09
07/19/2024	DD5444(A)	BETTS, MICHAEL	PAYROLL	2,042.11
07/19/2024	DD5445(A)	CAPEL, RILEY	PAYROLL	1,422.71
07/19/2024	DD5446(A)	DALTON, PHIL	PAYROLL	1,110.32
07/19/2024	DD5447(A)	HOSIER, CALEB	PAYROLL	1,190.26
07/19/2024	DD5448(A)	JANIK, GREG	PAYROLL	2,452.96
07/19/2024	DD5449(A)	MANTELS, CHRISTOPHER	PAYROLL	2,539.58
07/19/2024	DD5450(A)	MEYER, KYLE	PAYROLL	1,754.26
07/19/2024	DD5451(A)	STEVENS, KEVIN	PAYROLL	483.05
07/19/2024	EFT1475(E)	457 MERS	PAYROLL	1,774.06
07/19/2024	EFT1476(E)	MISDU	PAYROLL	709.08
07/19/2024	EFT1477(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,184.59
07/19/2024	EFT1478(E)	MERS	PAYROLL	5,932.22
07/19/2024	EFT1479(E)	DEFINED CONTRIBUTION	PAYROLL	2,592.59
07/19/2024	EFT1480(E)	HEALTH SAVINGS PLAN	PAYROLL	700.09
07/19/2024	EFT1481(E)	STATE OF MICHIGAN	PAYROLL	3,027.09
07/31/2024	3203(E)	MACATAWA BANK	BANK FEES	116.37
07/31/2024	3204(E)	MERS	RETIREMENT	11,956.78
08/02/2024	DD5452(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,848.08
08/02/2024	DD5453(A)	BETTS, MICHAEL	PAYROLL	1,992.12
08/02/2024	DD5454(A)	CAPEL, RILEY	PAYROLL	1,372.71
08/02/2024	DD5455(A)	DALTON, PHIL	PAYROLL	1,060.32
08/02/2024	DD5456(A)	HOSIER, CALEB	PAYROLL	1,140.25
08/02/2024	DD5457(A)	JANIK, GREG	PAYROLL	2,452.98
08/02/2024	DD5458(A)	MANTELS, CHRISTOPHER	PAYROLL	2,489.57
08/02/2024	DD5459(A)	MEYER, KYLE	PAYROLL	1,704.25
08/02/2024	DD5460(A)	STEVENS, KEVIN	PAYROLL	566.63
08/02/2024	EFT1482(E)	457 MERS	PAYROLL	1,628.67
08/02/2024	EFT1483(E)	MISDU	PAYROLL	697.27
08/02/2024	EFT1484(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,202.05
08/02/2024	EFT1485(E)	DEFINED CONTRIBUTION	PAYROLL	2,511.82
08/02/2024	EFT1486(E)	SAUGATUCK AREA PROFESSIONAL LOC	PAYROLL	400.00
08/08/2024	20751	PHELPS, DONALD	PAYROLL	44.05
08/08/2024	DD5461(A)	ALDRICH, STACEY	PAYROLL	43.05
08/08/2024	DD5462(A)	BALES, WENDY	PAYROLL	2,671.65
08/08/2024	DD5463(A)	BECKMAN, ERIC	PAYROLL	43.05
08/08/2024	DD5464(A)	BEEK, HEATHER	PAYROLL	895.93
08/08/2024	DD5465(A)	BERNHARDY, CHRISTOPHER	PAYROLL	131.54

08/16/2024 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/16/2024 - 08/19/2024				
Check Date	Check	Vendor Name	Description	Amount
08/08/2024	DD5466(A)	BETTS, MICHAEL	PAYROLL	881.03
08/08/2024	DD5467(A)	BLOK, MICHAEL	PAYROLL	1,393.72
08/08/2024	DD5468(A)	BRINK, CHAD	PAYROLL	1,578.12
08/08/2024	DD5469(A)	BROWN, CLAIRE	PAYROLL	458.45
08/08/2024	DD5470(A)	CAPEL, RILEY	PAYROLL	68.33
08/08/2024	DD5471(A)	DALTON, PHIL	PAYROLL	369.96
08/08/2024	DD5472(A)	DANIELSON, JOSHUA	PAYROLL	379.81
08/08/2024	DD5473(A)	ESQUIVEL, BRADLEY	PAYROLL	851.84
08/08/2024	DD5474(A)	GARGANO, MARK	PAYROLL	1,038.60
08/08/2024	DD5475(A)	HOSIER, CALEB	PAYROLL	84.24
08/08/2024	DD5476(A)	HUNDERMAN, MARCIE	PAYROLL	1,729.69
08/08/2024	DD5477(A)	KIRCHERT, ERIK	PAYROLL	592.00
08/08/2024	DD5478(A)	LOVELL, BROCK	PAYROLL	337.36
08/08/2024	DD5479(A)	MANTELS, CHRISTOPHER	PAYROLL	730.64
08/08/2024	DD5480(A)	MARR, SEAN	PAYROLL	1,575.82
08/08/2024	DD5481(A)	MEISTE, JAMES	PAYROLL	417.11
08/08/2024	DD5482(A)	MEYER, KYLE	PAYROLL	707.25
08/08/2024	DD5483(A)	MOKMA, WAYNE	PAYROLL	686.74
08/08/2024	DD5484(A)	NORTH, CATHY	PAYROLL	43.04
08/08/2024	DD5485(A)	POST, RYAN	PAYROLL	838.49
08/08/2024	DD5486(A)	PULLEN, TARUE	PAYROLL	44.04
08/08/2024	DD5487(A)	SEYMOUR, SCOTT	PAYROLL	1,248.15
08/08/2024	DD5488(A)	STARRING, LINUS	PAYROLL	690.19
08/08/2024	DD5489(A)	STEVENS, KEVIN	PAYROLL	116.21
08/08/2024	DD5490(A)	VERPLANK, JANE	PAYROLL	44.04
08/08/2024	DD5491(A)	WETZEL, EVAN	PAYROLL	1,739.11
08/08/2024	STUB115(A)	MINNIEAR, HARRY	PAYROLL	0.00
08/09/2024	EFT1487(E)	457 MERS	PAYROLL	2,426.52
08/09/2024	EFT1488(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,382.77
08/09/2024	EFT1489(E)	DEFINED CONTRIBUTION	PAYROLL	1,573.75
08/09/2024	EFT1490(E)	SAUGATUCK AREA PROFESSIONAL LOC	PAYROLL	400.00
08/16/2024	DD5492(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,898.08
08/16/2024	DD5493(A)	BETTS, MICHAEL	PAYROLL	2,042.13
08/16/2024	DD5494(A)	CAPEL, RILEY	PAYROLL	1,422.71
08/16/2024	DD5495(A)	DALTON, PHIL	PAYROLL	1,110.31
08/16/2024	DD5496(A)	HOSIER, CALEB	PAYROLL	1,190.26
08/16/2024	DD5497(A)	JANIK, GREG	PAYROLL	2,845.30
08/16/2024	DD5498(A)	MANTELS, CHRISTOPHER	PAYROLL	2,539.57
08/16/2024	DD5499(A)	MEYER, KYLE	PAYROLL	1,754.25
08/16/2024	DD5500(A)	STEVENS, KEVIN	PAYROLL	616.63
08/16/2024	EFT1491(E)	457 MERS	PAYROLL	1,712.67
08/16/2024	EFT1492(E)	MISDU	PAYROLL	697.27
08/16/2024	EFT1493(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,453.10
08/16/2024	EFT1494(E)	DEFINED CONTRIBUTION	PAYROLL	2,511.82

08/16/2024 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/16/2024 - 08/19/2024				
Check Date	Check	Vendor Name	Description	Amount
08/19/2024	3205(E)	ARROWASTE	TRASH	85.43
08/19/2024	3206(E)	COMCAST	INTERNET	184.13
08/19/2024	3207(E)	CONSUMERS ENERGY	FIRE STATION	1,000.43
08/19/2024	3208(E)	CONSUMERS ENERGY	BOAT DOCK	44.05
08/19/2024	3209(E)	FIRST BANKCARD	BOAT, REPAIRS, TRAINING & SUPPLIES	4,772.02
08/19/2024	3210(E)	KAL LAKE SEWER WATER	WATER	317.52
08/19/2024	3211(E)	MENARDS	REPAIRS & SUPPLIES	368.76
08/19/2024	3212(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	49.56
08/19/2024	3213(E)	MCKESSON	MEDICAL SUPPLIES	44.83
08/19/2024	3214(E)	OIT LLC	TELEPHONES	421.43
08/19/2024	3215(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,826.81
08/19/2024	3216(E)	SHELL	GASOLINE & DIESEL	2,112.20
08/19/2024	3217(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	1,231.79
08/19/2024	3218(A)	AEROS IT GROUP	COMPUTER SERVICES	1,848.49
08/19/2024	3219(A)	APPLIED IMAGING	COPIER USE	610.90
08/19/2024	3220(A)	BLOOM SLUGGETT PC	LEGAL FEES	3,810.00
08/19/2024	3221(A)	D&L TRUCK & TRAILER	2161 MAINTENANCE	632.63
08/19/2024	3222(A)	DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	99.95
08/19/2024	3223(A)	FISHERIES SUPPLY COMPANY	SUPPLIES	306.25
08/19/2024	3224(A)	GALLS LLC	UNIFORMS	158.77
08/19/2024	3225(A)	PETER STANISLAWSKI	FINANCE SERVICES	980.00
08/19/2024	3226(A)	PURITY CYLINDER GASES INC	CYLINDER GAS	72.55
08/19/2024	3227(A)	SPENCER MANUFACTURING INC	2151 MAINTENANCE	1,583.58
08/19/2024	3228(A)	STANDARD	INSURANCE	1,108.16
08/19/2024	3229(A)	STRYKER SALES LLC	2161 BRACKET	44.31
08/19/2024	3230(A)	TRUCK & TRAILER SPECIALITES INC	2141 ARROW BOARD	552.56
08/19/2024	3231(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	428.80
08/19/2024	3232(A)	XTREME AUTO	UNIFORMS	33.88
08/19/2024	20752	MC KELLIPS PLUMBING INC	MAINTENANCE	1,369.50
08/19/2024	20753	ROYAL TRUCK & EQUIPMENT INC	2025 FREIGHTLINER	100,000.00
08/19/2024	20754	MICHIGAN TILE INC	RADIO ROOM	3,712.99
08/19/2024	20755	DAVE GLOTZBACH	TESTING	562.50
08/19/2024	20756	OVERISEL LUMBER CO	RADIO ROOM	393.00
08/19/2024	20757	PROFESSIONAL EMERGENCY SERVICES	TRAINING	700.00
Total of 120 Checks:				306,196.62
Less 0 Void Checks:				0.00
Total of 120 Disbursements:				306,196.62

Item #8A

BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. AEROS IT GROUP	COMPUTER SERVICES	794.50
	COMPUTER SERVICES	1,053.99
	TOTAL	1,848.49
2. APPLIED IMAGING	COPIER USE	610.90
3. ARROWASTE	TRASH	85.43
4. BLOOM SLUGGETT PC	LEGAL FEES	2,440.00
	LEGAL FEES	1,370.00
	TOTAL	3,810.00
5. COMCAST	INTERNET	184.13
6. CONSUMERS ENERGY	FIRE STATION	1,000.43
	BOAT DOCK	44.05
	TOTAL	1,044.48
7. D&L TRUCK & TRAILER	2161 MAINTENANCE	632.63
8. DAVE GLOTZBACH	TESTING	562.50
9. DUNES VIEW KWIK SHOP INC	GASOLINE & DIESEL	99.95
10. FIRST BANKCARD	BOAT, REPAIRS, TRAINING & SUPPLIES	4,772.02
11. FISHERIES SUPPLY COMPANY	SUPPLIES	306.25
12. GALLS LLC	UNIFORMS	95.87
	UNIFORMS	62.90
	TOTAL	158.77
13. KAL LAKE SEWER WATER	WATER	317.52
14. MACATAWA BANK	BANK FEES	116.37
15. MC KELLIPS PLUMBING INC	MAINTENANCE	1,369.50
16. MCKESSON	MEDICAL SUPPLIES	44.83
17. MENARDS	REPAIRS & SUPPLIES	368.76
18. MERS	RETIREMENT	294.07
	RETIREMENT	11,662.71
	TOTAL	11,956.78
19. MICHIGAN GAS UTILITIES	NATURAL GAS	49.56
20. MICHIGAN TILE INC	RADIO ROOM	3,712.99
21. OIT LLC	TELEPHONES	421.43
22. OVERISEL LUMBER CO	RADIO ROOM	196.50
	REPAIRS	196.50

Vendor Name	Description	Amount
	TOTAL	393.00
23. PETER STANISLAWSKI	FINANCE SERVICES	980.00
24. PRIORITY HEALTH	HEALTH INSURANCE	6,826.81
25. PROFESSIONAL EMERGENCY SERVICES LLC	TRAINING	700.00
26. PURITY CYLINDER GASES INC	CYLINDER GAS	72.55
27. ROYAL TRUCK & EQUIPMENT INC	2025 FREIGHTLINER	100,000.00
28. SHELL	GASOLINE & DIESEL	2,112.20
29. SPENCER MANUFACTURING INC	2151 MAINTENANCE	129.00
	2141 MAINTENANCE	1,454.58
	TOTAL	1,583.58
30. STANDARD	INSURANCE	1,108.16
31. STRYKER SALES LLC	2161 BRACKET	44.31
32. TRUCK & TRAILER SPECIALITES INC	2141 ARROW BOARD	552.56
33. VERIZON WIRELESS	CELL PHONES & MODEMS	1,231.79
34. WEST MICHIGAN UNIFORM	SHOP TOWELS	428.80
35. XTREME AUTO	UNIFORMS	33.88
TOTAL - ALL VENDORS		148,540.93

User: BSA

DB: Stfd

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 08/31/2024	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	SAUGATUCK CITY	559,500.00	0.00	0.00	0.00	559,500.00	0.00		
206-000-402.000	SAUGATUCK TOWNSHIP	1,197,000.00	0.00	0.00	0.00	1,197,000.00	0.00		
206-000-403.000	DOUGLAS CITY	594,500.00	0.00	0.00	0.00	594,500.00	0.00		
206-000-450.000	FIRE SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00		
206-000-460.000	INSPECTION & PLAN REVIEW FEES	10,000.00	6,312.50	3,187.50	3,187.50	3,687.50	63.13		
206-000-465.000	COST RECOVERY	1,000.00	0.00	0.00	0.00	1,000.00	0.00		
206-000-560.000	GRANTS & DONATIONS	1,000.00	8,467.48	8,467.48	8,467.48	(7,467.48)	846.75		
206-000-665.000	INTEREST	5,000.00	5,457.19	0.00	0.00	(457.19)	109.14		
Total Dept 000		2,369,000.00	20,237.17	20,237.17	11,654.98	2,348,762.83	0.85		
TOTAL REVENUES		2,369,000.00	20,237.17	20,237.17	11,654.98	2,348,762.83	0.85		
Expenditures									
Dept 336 - FIRE FUND									
206-336-702.000	BOARD SALARY	5,000.00	300.00	300.00	300.00	4,700.00	6.00		
206-336-704.000	CHIEF SALARY	120,000.00	14,538.45	9,692.30	9,692.30	105,461.55	12.12		
206-336-705.000	OFFICER SALARIES	10,000.00	541.68	541.68	541.68	9,458.32	5.42		
206-336-708.000	CAREER FIREFIGHTER	615,000.00	56,395.38	37,596.92	37,596.92	558,604.62	9.17		
206-336-709.000	OPERATIONAL WAGES	110,000.00	9,734.92	9,734.92	9,734.92	100,265.08	8.85		
206-336-709.500	PAID ON CALL STIPEND	95,000.00	6,536.01	6,536.01	6,536.01	88,463.99	6.88		
206-336-710.000	FIRE CALLS	70,000.00	4,786.90	4,786.90	4,786.90	65,213.10	6.84		
206-336-711.000	MEDICAL CALLS	35,000.00	4,053.74	4,053.74	4,053.74	30,946.26	11.58		
206-336-712.000	TRAINING	35,000.00	205.13	205.13	205.13	34,794.87	0.59		
206-336-713.000	SPECIAL EVENTS	15,000.00	4,366.38	4,366.38	4,366.38	10,633.62	29.11		
206-336-720.000	PAYROLL TAXES	111,000.00	7,733.75	5,952.07	5,952.07	103,266.25	6.97		
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	150,000.00	24,593.94	8,634.97	8,634.97	125,406.06	16.40		
206-336-722.000	WORKER COMP INSURANCE	100,000.00	0.00	0.00	0.00	100,000.00	0.00		
206-336-723.000	RETIREMENT	150,000.00	17,036.77	11,731.85	11,731.85	132,963.23	11.36		
206-336-727.000	OPERATING SUPPLIES	25,000.00	4,659.52	836.00	836.00	20,340.48	18.64		
206-336-728.000	GAS & OIL	20,000.00	2,212.15	2,212.15	2,212.15	17,787.85	11.06		
206-336-730.000	PROFESSIONAL SERVICES	30,000.00	1,542.50	1,542.50	1,542.50	28,457.50	5.14		
206-336-742.000	TESTING, REPAIR & REPLACEMENT	22,000.00	129.82	0.00	0.00	21,870.18	0.59		
206-336-745.000	STATION TOOLS	3,250.00	264.18	264.18	264.18	2,985.82	8.13		
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	0.00	0.00	0.00	10,000.00	0.00		
206-336-751.000	PHONES	19,000.00	2,100.43	1,916.30	1,916.30	16,899.57	11.05		
206-336-752.000	UTILITIES	20,000.00	1,264.38	1,179.47	1,179.47	18,735.62	6.32		
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	70,000.00	3,537.97	2,819.68	2,819.68	66,462.03	5.05		
206-336-761.000	BOAT MAINTENANCE	19,000.00	1,299.39	662.95	662.95	17,700.61	6.84		
206-336-762.000	RADIO & PAGER R&R	10,000.00	0.00	0.00	0.00	10,000.00	0.00		
206-336-763.000	BUILDING REPAIR & MAINTENANCE	33,000.00	3,078.85	4,278.85	4,278.85	29,921.15	9.33		
206-336-764.000	BUILDING SECURITY	2,000.00	389.00	389.00	389.00	1,611.00	19.45		
206-336-767.000	DUES & SUBSCRIPTIONS	4,000.00	1,161.64	1,161.64	1,161.64	2,838.36	29.04		
206-336-770.000	OFFICE EXPENSES	12,000.00	299.98	58.61	58.61	11,700.02	2.50		
206-336-771.000	TECHNOLOGY	20,000.00	7,387.40	3,742.90	3,742.90	12,612.60	36.94		
206-336-775.000	BUILDING INSPECTIONS	2,500.00	0.00	0.00	0.00	2,500.00	0.00		
206-336-780.000	UNIFORMS	12,000.00	226.53	192.65	192.65	11,773.47	1.89		
206-336-781.000	TURN OUT GEAR	40,000.00	116.50	116.50	116.50	39,883.50	0.29		
206-336-785.000	EDUCATION	33,000.00	777.38	777.38	777.38	32,222.62	2.36		
206-336-791.000	MEDICAL SUPPLY	20,000.00	72.35	72.35	72.35	19,927.65	0.36		
206-336-795.000	COMMUNITY RISK REDUCTION	15,000.00	72.71	72.71	72.71	14,927.29	0.48		
206-336-796.000	PHYSICALS	15,000.00	0.00	0.00	0.00	15,000.00	0.00		
206-336-815.000	GENERAL INSURANCE	40,000.00	21,591.50	0.00	0.00	18,408.50	53.98		

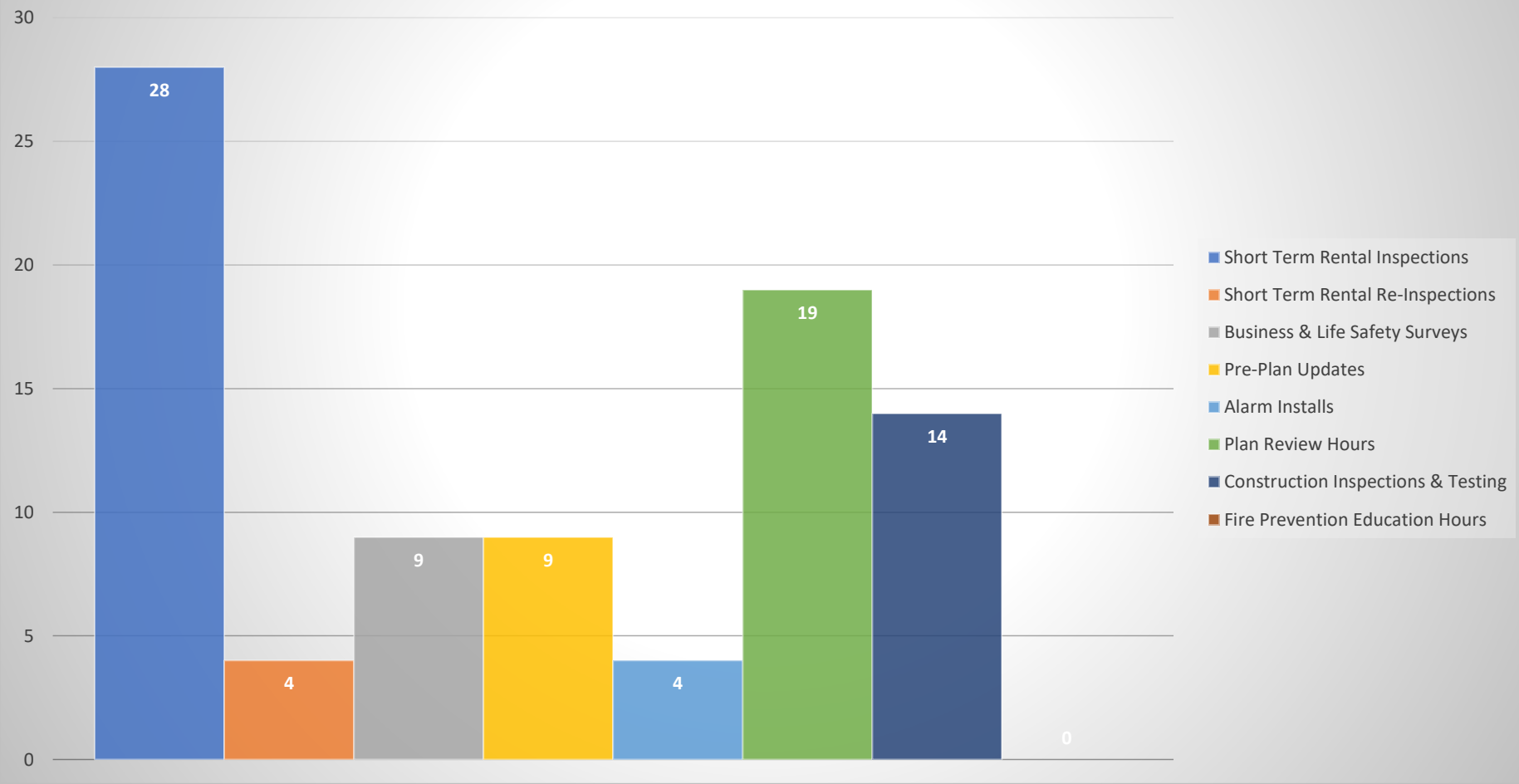
User: BSA

DB: Stfd

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2024	MONTH 08/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
206-336-861.000	TAX CHARGE BACK	1,000.00	0.00	0.00	1,000.00	0.00
206-336-985.000	LONG TERM CAPITAL	250,250.00	0.00	0.00	250,250.00	0.00
Total Dept 336 - FIRE FUND		2,369,000.00	203,007.23	126,428.69	2,165,992.77	8.57
TOTAL EXPENDITURES		2,369,000.00	203,007.23	126,428.69	2,165,992.77	8.57
Fund 206 - FIRE FUND:						
TOTAL REVENUES		2,369,000.00	20,237.17	11,654.98	2,348,762.83	0.85
TOTAL EXPENDITURES		2,369,000.00	203,007.23	126,428.69	2,165,992.77	8.57
NET OF REVENUES & EXPENDITURES		0.00	(182,770.06)	(114,773.71)	182,770.06	100.00
BEG. FUND BALANCE		646,144.41	646,144.41			
NET OF REVENUES/EXPENDITURES - 2023-24			462,619.13		462,619.13	
END FUND BALANCE		646,144.41	925,993.48			

Department of Fire Prevention Monthly Report to Fire Board July 2024 to August 2024



MICHIGAN FATAL FIRE STATISTICS 2024



2024 Current Fire Deaths

67 Deaths in 64 Fires
(as of August 16, 2024)

13% Decrease YTD Deaths

Compared to 2017-2023 Average

1% Decrease YTD Fires

Compared to 2017-2023 Average

Victims

64% Male 36% Female

30% Reported as Disabled

12% Reported as on Oxygen

72% Between 40 and 79 Years Old



Location and Cause

Reported Areas of Origin

#1 Living Area (36%)

#2 Kitchen (20%)

#3 Bedroom (18%)

Reported Fire Causes

#1 Smoking (38%)

#2 Heating (21%)

#3 Explosion (17%)

Alarm Status

No Working Alarms (49% Fires / 48% Victims)

Working Alarms (20% Fires / 19% Victims)

Unknown Status (31% Fires / 33% Victims)



Time and Day

Deadliest Time of Day

6am - 6pm (53%)

6pm - 6am (47%)

Deadliest Day of Week (Deaths)

#1 Monday (20%)

#2 Tuesday (15%)

#2 Saturday (15%)



Item #11B

Saugatuck Public Schools
Central Administration Office
201 Randolph Street, PO BOX 811
Douglas, MI 49401
269-857-1444
Fax: 269-857-1444
www.saugatuckps.com

August 14, 2024

To The Saugatuck Fire Board:

The Saugatuck Public Schools Transportation department is requesting to use the VHF antenna on top of the tower of the Fire Station tower for a new repeater system for the school bus radios. The Fire Department has stopped using that antenna since they switched over to the State 800Mhz system.

Chief Janik was helpful and allowed us to do some testing which gave us full coverage of the school district for bus communication and then some. We have not been able to talk to our busses when out in the district once they get away from the schools on our current system.

We have secured the funding for the purchase and licensing of the new system. There will be no cost to the Fire District other than a few milliamps of electricity a day to run the repeater. Having good communication with all the buses and having portable radio coverage throughout the buildings will give us a much higher level of student safety and peace of mind with staff knowing such.

Thank you for allowing us to test and hope we can move forward with this project.

Sincerely

Dr. Timothy Travis,
Superintendent
Saugatuck Public Schools

TT:kjs



August 9, 2024

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 \$8,467.48 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.®



Date	Distrib ID	Grant Purpose	Account	Amount
8/8/2024	183440	Year 3 of 5	Gerald and Jeannette Bekken Fund for Saugatuck Township Fire Department	\$8,467.48
CHECK NO.	CHECK DATE	Payee ID	PAYEE	CHECK AMOUNT
0045860	8/8/2024	162786	Saugatuck Township Fire District	\$8,467.48

Item #11C

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

0045860

DATE 8/8/2024

PAY Eight Thousand Four Hundred Sixty-Seven Dollars and 48 Cents *****

\$**8,467.48****

DOLLARS

VOID AFTER 120 DAYS

To
The
Order
Of

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

AUTHORIZED SIGNATURE





SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #11D



July 30, 2024

MEMO

To: The Saugatuck Township Fire District Administrative Board

From: Greg Janik, Fire Chief

Subject: Request for the Fire Board to review and support the Financial Management Services Agreement between Peter Stanislawski and the District.

DESCRIPTION:

Attached is a Financial Management Services Agreement. Peter Stanislawski is proposing to provide the services listed below for and on behalf of the Saugatuck Township Fire District ("District").

Maintaining monthly account payables and receivables

- o Assist the Fire Chief on the CBA
- o Maintain wage garnishment as needed, pursuant to applicable legal process
- o Monitor benefit program
- o Maintaining monthly account payables, receivables & reconciliations
- o Assist with the Capital Improvement Plan
- o Preparation of monthly and bi-weekly payroll with benefit payments
- o Preparation of federal and state tax forms & filings (i.e., 1099's, W-2's, etc.)
- o Preparation of an annual budget working with the District's board and staff
- o Assist the District's auditors upon request
- o Preparation of budget adjustments as needed
- o Maintain banking and investment relationships

N/A

RECOMMENDATION:

The Fire Chief has reviewed the agreement and recommends approval.

LEGAL REVIEW:

Municipal Attorney Jeff Sluggett has prepared the original agreement.

SAMPLE MOTION:

Motion to **approve/deny** the Financial Management Services Agreement between Peter Stanislawski and the Saugatuck Township Fire District authorize the Fire Chief to sign on behalf of the District.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #11D



FINANCIAL MANAGEMENT SERVICES AGREEMENT

This Financial Management Services Agreement is made on July 1, 2024, between Peter Stanislawski and the Saugatuck Township Fire District, a Michigan public fire administrative board ("District").

RECITALS

A. The District is a joint administrative board for Saugatuck Township, the City of the Village of Douglas and City of Saugatuck and receives public funding.

B. The District desires to contract with Peter Stanislawski for financial management services as further described herein, and Peter Stanislawski is willing to provide such services to the District. subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises, the parties agree as follows:

1. Financial Management Services.

- o Assist the Fire Chief on the CBA
- o Maintain wage garnishment as needed, pursuant to applicable legal process.
- o Monitor benefit programs.
- o Maintaining monthly account payables, receivables & reconciliations
- o Assist with the Capital Improvement Plan
- o Preparation of monthly and bi-weekly payroll with benefit payments
- o Preparation of federal and state tax forms & filings (i.e., 1099's, W-2's, etc.)
- o Preparation of an annual budget working with the District's board and staff
- o Assist the District's auditors upon request.
- o Preparation of budget adjustments as needed.
- o Maintain banking and investment relationships.

Peter Stanislawski will, in accordance with applicable legal requirements, provide the following services for and on behalf of the District:

2. Compensation and Reimbursements

2.1 For performance of the Work, the District shall pay Peter Stanislawski \$980.00 upon the execution of this Agreement, and then \$980.00 no later than the end of each month thereafter during the terms of this Agreement ("due date").



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



2.2 Notwithstanding the foregoing, Peter Stanislawski shall be reimbursed by the District from for all direct costs and expenses, paid or incurred by Peter Stanislawski in connection with performing the Work under this Agreement, including out of pocket expenses ("Reimbursements"); provided, however, that any single out-of-pocket expense item in excess of \$250.00 shall be pre-approved by the District. At the end of each month, Peter Stanislawski will submit to District an invoice for Reimbursements, together with copies of back-up documentation for such Reimbursements. The District shall pay Peter Stanislawski invoices for reimbursements within thirty (30) days thereafter.

3. Contract Term.

Unless terminated earlier in accordance herewith this Agreement shall continue until 11:59 p.m. on July 1, 2025. It shall thereafter be automatically renewed, for succeeding annual one-year terms, unless either party provides notice to the other party of its intent not to renew, which notice shall be given not less than 60 days prior to such renewal. The monthly stipend shall increase on the renewal annually by the State of Michigan CPI. Notwithstanding the foregoing, either party may, at any time, with not less than 60 days written notice to the other, terminate this Agreement for any reason or no reason. If this Agreement is terminated, Peter Stanislawski shall be entitled to the payment of Reimbursements incurred to the date of termination. In the event either party terminates this Agreement, thereafter neither party shall have any further obligation to the other party hereunder.

4. Indemnity.

Peter Stanislawski shall indemnify and hold the District harmless with respect to all liability, loss, damage, claims, actions and expenses arising out of any failure by Peter Stanislawski to perform its obligations under this Agreement, except to the extent such loss, damage, claim, action or expense results from any negligent act or omission of the District.

5. Miscellaneous.

5.1 This is the entire agreement among the parties or any of them with respect to its subject matter. It supersedes and replaces any prior or contemporaneous agreements whether written or verbal, express or implied. It may not be amended except by a writing signed by all the parties after approval by their respective governing bodies.

5.2 All notices and other communications required or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally, or one day after



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



being sent by overnight courier, or three days after being mailed by registered mail, return receipt requested, to the following addresses (or any other address that is specified in writing by either party):

If to the District: Saugatuck Township Fire District
c/o Fire Chief
3342 Blue Star Highway
Saugatuck, MI 49453

If to Peter Stanislawski: Peter Stanislawski
410 East Main St.
Grand Junction, MI 49056

5.3 No party may assign this Agreement or any rights, duties or obligations under this Agreement without the express, prior written authorization of all the other parties.

5.4 Should further documentation reasonably be needed to effectuate the provisions and intent of this Agreement, each party agrees to execute such further documents as are reasonably needed without undue delay or conditions.

Therefore, the parties have signed this Agreement as of the date indicated below.

Peter Stanislawski

By: _____
Its: _____
Date: _____

Saugatuck Township Fire District

By: _____
Its: _____
Date: _____