



SAUGATUCK TOWNSHIP FIRE DISTRICT



3342 Blue Star Highway
Saugatuck, MI 49453
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FIRE DISTRICT BOARD MEETING

6:30pm - February 15th, 2016

MINUTES

1. Call to Order / Roll Call: **Called to order by J. Verplank at 6:35pm.**
Members Present: R. McIlwaine, J. Verplank, S. Phelps, G. Bekken
Absent with prior notice: E. Beckman, J. Schmidt, H. Zavislak
Also Present: Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*): **I. Truck #2171 discussion under Chief's Comments**
3. **Approval of Minutes:**
 - A. **January 18th, 2016 – Motion by Phelps, 2nd by McIlwaine. All approve.**
 - B. **February 5th, 2016, Motion by Phelps, 2nd by Bekken. All Approve**
 - a. **Amend Funding approval motion “not to exceed \$250,000 for 2011 KME”**
4. Correspondence:
 - A. **Thank You Card – Medical call at Southerner December 11th, 2015**
5. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date**
 1. Incidents to date in 2016 were reviewed.
 2. 2016 average response time is 5.41 minutes to date.
 - B. **Inspections/Plan Reviews**
 1. 2016 Inspections to date were reviewed.
 - C. **3 Cost Recoveries – Received Total \$5,176**
 1. 2016 Cost Recoveries to date were reviewed.
 - D. **Billy Goldfeder Conference**
 1. 10 Personnel attended all day Saturday in Kalamazoo.
 2. J. Verplank also attended. Very well done and allows a lay person a much better understanding as to the need for tools and personnel. Much greater appreciation of what the firefighters do.
 - E. **Donation – Ken Denison - \$1,000**
 1. Plan to utilize for awards and badges for personnel.
 - F. **Fire Clerk Position**
 1. Daily tracking spreadsheet for firefighter vs. clerk duties was discussed.
 2. Board consensus was to not utilize spreadsheet unless clerical work is not getting completed in a timely manner.
 - G. **LED Exterior Station Lighting & Ceiling Fan Project**
 1. LED project is about 50% complete. Waiting on fixtures that are on backorder.
 2. Ceiling fans in both front and back station were installed to circulate heat.
 - H. **Personnel Certifications**
 1. **Phil Dalton – MFR License**
 - I. **Truck #2171 – 2008 Ford Pickup**
 1. Taken out of service due to mechanical issues.



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6. Public Comment on Agenda Items: (Limit 3 minutes) – None.
7. Request for Payment:
 - A. **Account Payables** – Motion by Phelps, 2nd by McIlwaine to pay the bills in the amount of \$392,242.37. Unanimous approval to pay the bills.
 - B. **Financial Report** –
 - a. Reports were reviewed by P. Stanislawski.
8. Unfinished Business:
 - A. **Hydrant Maintenance Update**
 1. **Active911 – Hydrant Data Entry – Complete**
 - a. Active 911 hydrant map was reviewed.
 - B. **SCBA – Status – Order Placed**
 - a. Anticipate delivery in 45-60 days.
 - b. Have requested funds from FEMA grant for payment.
 - C. **Roofing Project Status – Complete**
 - a. STFD personnel did rooftop inspection and found concerns.
 - b. Holland Roofing performed all needed repairs to STFD satisfaction.
 - c. Waiting on 3rd party warranty company to approve and then will issue final payment.
 - D. **HME-Sold**
 - a. Truck was picked up and paid for on Friday 2/12/2016.
 - b. B. Van Oss did a superb job of saving money on the truck commission.
9. New Business:
 - A. **Finance Options – 2011 KME International 4x4 Pumper**
 - a. To obtain loan, we will have to get a resolution passed by each of the 3 municipalities.
 - b. Plan to borrow \$200,000 for 5 years from Chemical Bank at 1.7% interest.
 - c. Contacts will be made to City of Saugatuck, Saugatuck Township, and City of the Village of Douglas to schedule meetings and get resolution approval.
 - B. **Equipment Disposal Request – SCBA Air Filling Station - Allegan County Sheriffs**

Motion by Phelps, 2nd by McIlwaine to donate Mako SCBA Air filling station to Allegan County Sheriffs.

YEAS: Phelps, McIlwaine, Verplank, Bekken
ABSENT: Zavislak, Schmidt, Beckman
 - C. **New Website – www.saugatuckfire.org**
 - a. New website was reviewed.
 - b. Ice rescue training video was reviewed.
 - c. Automatic Sprinkler Burn Pod video was reviewed.
 - d. Request to put Erin Wilkinson on payroll roster to cover for insurance and for hourly rate.
 - e. Board recommends adding Erin to payroll roster.



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10. Fire Board Comments: - None
11. Public Comments: (Limit 3 minutes) -
 - a. L. Starring – Thank you for allowing us to get new KME pumper.
 - b. B. Van Oss – Thank you on behalf of the Allegan County Dive Team.
12. Adjournment: Motion to Adjourn by G. Bekken at 7:44pm.

NOTICE

This facility is wheel chair accessible with accessible parking spaces available. 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.