



FIRE DISTRICT BOARD MEETING

6:30pm - March 21st, 2016

MINUTES

1. Call to Order / Roll Call: **Called to order by J. Verplank at 6:32pm**
Present: E. Beckman J. Verplank, S. Phelps, H. Zavislak
Absent with prior notice: R. McIlwaine, J. Schmidt
Also Present: Chief Greg Janik, P. Stanislawski
Approval of Agenda (*additions / deletions*): **Motion by Phelps, 2nd by Beckman, All Approve.**
Addition under Chief's Comments: Add Item F under Chief's Comments for Appreciation Dinner April 14th & Insurance Discussion
2. **Approval of Minutes:**
 - A. **February 15th, 2016 – Motion by Phelps, 2nd by Beckman, All Approve.**
 - B. **February 24th, 2016 – Motion by Phelps, 2nd by Beckman, All Approve.**
 - C. **February 27th, 2016 – Motion by Phelps, 2nd by Beckman, All Approve.**
3. Correspondence: **None.**
4. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date**
 1. **Incident Report Statistics to date were reviewed.**
 2. **5:58 average response time to date.**
 - B. **Inspections/Plan Reviews**
 1. **Inspections since the 2/15/16 board meeting were reviewed.**
 - C. **3 Cost Recoveries – Received Total \$4,710**
 1. **Cost recoveries as of 3/1/16, Collected \$6176.50 to date.**
 - D. **MMRMA Grant Awarded – Inspector 2 & Plan Review Classes - \$1,300**
 1. **Grant was received in 50% and are appealing to be 75% reimbursement.**
 - E. **Truck 2142 – Repairs - \$1,645**
 1. **Repairs to the oil cooler on Tanker 2142 Were Discussed.**
 - F. **Appreciation Dinner on April 14th, 2016**
 1. **Discussion about insurance and alcohol being served.**
 2. **Discussion about obtaining a copy of the liquor license. Chief to follow up.**
5. Public Comment on Agenda Items: (Limit 3 minutes): **None.**
6. Request for Payment:
 - A. **Budget Amendment**
 - a. **Budget Amendment from Journal Entry Page 39 Dated 3/18/2016 was reviewed.**
 - b. **Motion by Phelps, 2nd by Beckman to approve the Budget Adjustment #2.**
 - i. **YEAS: Beckman, Verplank, Phelps, Bekken**
 - ii. **NEAS: Zavislak**
 - iii. **ABSENT: McIlwaine, Schmidt**
 - B. **Account Payables – Motion by Phelps, 2nd by Beckman to pay the bills in the amount of \$344,678.68 – All Approve.**



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C. Financial Report

- a. Financial reports were reviewed and budget year to date.

7. Unfinished Business:

A. SCBA – Status – Cylinders Arrived

- a. Carbon cylinders have arrived saving \$15,000.
- b. Officers met and are willing to remove telemetry and save \$12,000 from SCBA order to put towards duty officer vehicle. Also recommend canceling the 6 – 1 hour SCBA cylinders and save approximately \$6,000.
- c. We cannot function with one duty officer vehicle and officers are using their personal vehicles.
- d. B. Van Oss briefed board on what telemetry system is and does.
- e. Officers had concerns about staffing the computer for telemetry, but still would like to embrace technology if we can afford it.
- f. Motion by Zavislak, 2nd by Beckman to leave the telemetry in the SCBA package at a cost of \$12,000

YEAS: Beckman, Verplank, Phelps, Zavislak, Bekken

NEAS: None

ABSENT: McIlwaine, Schmidt

B. Roofing Project Status – Snow guards - \$1750

- a. Due to slope of roof and snow sliding, gutters were damaged.
- b. Holland Roofing repaired gutters once and will only do it once.
- c. Recommendation to install snow guards in next budget year at a cost of \$1,750. Motion by Phelps, 2nd by Zavislak to install the snow guards in the next budget year at a cost of \$1,750. All Approve.

C. Full Time Fire Fighter / Clerk Position

- a. Recommendation to vote on the position and either keep the full time position or keep it as a part time clerk position.
- b. It was the decision of the Chief to hire a Firefighter/EMT to fill the fire clerk's position and more adequately staff our 783 annual calls. Chief Janik's opinion is that we need the staffing we currently have with 4.75 personnel.
- c. Motion by Phelps, 2nd by Beckman to Approve the Full Time Firefighter/Clerk Position.

YEAS: Beckman, Verplank, Phelps, Bekken

NEAS: Zavislak

ABSENT: McIlwaine, Schmidt

8. New Business:

A. Elect Fire District Fire Board Officers

- a. Motion by Beckman, 2nd by Phelps to keep the following board positions the same for the 2016 calendar year. All Approve.
- b. Chair – Jane Verplank
- c. Vice Chair – E. Beckman
- d. Secretary – Roy McIlwaine
- e. Vice-Secretary – Scott Phelps

B. Phragmites – Labor

- a. Discussion about burning Phragmites in Douglas on public property of 8.3 acres.



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- b. Incident Action Plan will take approximately 20 hours of time to complete.
 - c. It was discovered that a lot of the property is actually private.
 - d. Get Douglas City to provide information about who the property owners are, and who will pay for the fire department. We will not bill for public property at this time.
 - C. Allegan County Fire Chief's Association – Radio System Decision/Recommendation
 - a. The existing system has reached its useful lifespan.
 - b. After a lot of research, the majority of the Chief's want to go with an 800 MHz radio on the Michigan Public Safety Communication System (MPSCS). Details about how to pay for the system and the radios will need to be sorted out, but the important part is that the Chief's association are willing to move forward with MPSCS system only. They are not willing to use a proprietary 800 MHz system.
 - c. Radio testing with 800 MHz has been done and it seems to work very well with both analog and digital channels in our area.
 - D. Truck #2171 Repair/Replacement Discussion
 - a. Discussion about current condition of truck.
 - b. Discussion to replace truck seemed like a more cost effective program.
 - c. Obtain pricing and hold special board meeting to vote on purchase.
 - E. AMR 2015 Year End Response Times
 - a. Priority 1 – 11:47
 - b. Priority 2 – 22:22
 - c. Priority 3 – 13:28
 - F. Review HME Sale and KME Purchase
 - a. Board Members provided information that was needed.
 - G. Discussion of Roles & Responsibilities and Revised Meeting Schedule
 - a. It is difficult to get a quorum during the winter season while board members are on vacation.
 - b. If you are not here to vote, then you live with the decision the board makes without you.
 - c. The board does not feel it is necessary to meet twice per month.
9. Fire Board Comments:
 - a. Discussion about donation from Ken Denison.
 - b. No injuries of personnel or public since last meeting.
 - c. Open Meetings Act. Suggestion to not communicate as entire board via email as recommended by the Fire Department's Attorney.
 - d. H. Zavislak discussed a case St. Aubin vs. Ishpeming City Council.
 - e. J. Verplank recommends to never email as an entire group to avoid violation of the Open Meetings Act.
 - f. Requests for information should be made to the Fire Chief.
10. Public Comments: (Limit 3 minutes)
 - a. Recognize J. Verplank for her time and efforts to purchase the KME.
 - b. Recognize the entire board for time and special meetings to purchase KME.
11. Adjournment: Motion to adjourn by G. Bekken at 8:49pm.