



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: stfd-clerk@outlook.com

FIRE DISTRICT BOARD MEETING

4:00pm – December 19th, 2016

MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:02pm**
Present: **R. McIlwaine, E. Beckman, J. Verplank, S. Phelps, K. Mooradian, J. Schmidt**
Absent with prior notice: **T. Christensen**
Also Present: **Chief Gregory Janik, P. Stanislawski**
2. Approval of Agenda (*additions / deletions*): **Motion by Phelps, 2nd by Mooradian to approve the agenda. All approve, motion carries unanimously.**
3. **Approval of Minutes:**
 - A. **November 21st, 2016**
 - a. **Motion by Phelps, 2nd by Mooradian to approve the minutes as presented. All approved, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. **Special Agenda Item – Life Story Funeral Homes – Appeal to Cost Recovery #2016730**
 - a. **Motion by Beckman, 2nd by Schmidt to turn the cost recovery over to legal review.**
6. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 1. **Incident report statistics were reviewed. 846 Calls year to date.**
 2. **5:39 – Average response time year to date.**
 - B. **Cost Recoveries - \$860 received since last meeting**
 1. **Cost recovery spreadsheet was reviewed.**
 2. **Cost recovery team has collected \$19,305 year to date.**
 - C. **Fund Raising Status - \$13,201 received to date**
 - D. **Inspections/Plan Reviews**
 1. **Inspection Report since the 11/21/2016 meeting was reviewed.**
 - E. **Quality Control Measure Revisions**
 1. **Weekly Checks for Truck Checks, MIOSHA Log, Training Log, & Medical Equipment**
 - F. **Community Risk Reduction - Douglas Elementary School – Fire Prevention – 181 Students**
 1. **Home Escape Plans are the topic of Fire Prevention for the 2016/17 School Year. Chief Janik and Captain Mantels are working with the PreK-2nd Graders on Escape Plans.**
 - G. **Community Risk Reduction – Johnson Village – Smoke & CO Alarm Install – 12/17/2016**
 1. **Alarm install was completed on 12/17/2016 with 110 smoke alarms and 41 carbon monoxide alarms installed in 38 homes.**
 2. **Community Risk Reduction – Alarm Install Video was reviewed and posted on webpage.**
 - H. **Grant Updates – None**
 - I. **Live Fire Instructor License Renewals - Chief Greg Janik & Captain Mike Betts**
 - J. **Staffing/Recruitment of Paid on Call Staffing Concerns – Roster is Down**
 1. **Discussion about low staffing levels and recruitment.**
 - K. **City of Saugatuck - Fire Board Member Retirement – Janet Schmidt**
 - L. **City of Saugatuck - Fire Board Member Welcome – Marilyn Starring**



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7. Request for Payment:
 - A. Account Payables
 - a. Motion by Phelps, 2nd by Schmidt to pay the bills in the amount of \$58,549.71. All approve the motion to pay the bills, motion carries unanimously.
 - B. Financial Report
 - a. Financial report was reviewed by P. Stanislawski.
8. Unfinished Business:
 - A. Truck 2171 Update – Ram Truck
 - a. Ram Returned from Arista today and should be placed in-service this week.
 - B. Police Committee
 - a. Discussion about the police committee was completed.
 - C. MDOT Trailer
 - a. MDOT provided an enclosed trailer with arrow board on top for the District to utilize and deploy during emergency incidents.
9. New Business:
 - A. Cost Recovery Fee Schedule Revision – Roll Call Vote

Motion by Phelps, 2nd by Mooradian to approve the Cost Recovery Fee Schedule including the increased fee for Fire Boats #2191, 2192, & 2193.
YEAS: Phelps, Mooradian, McIlwaine, Beckman, Schmidt, Verplank
NEAS: None
ABSENT: Christensen
 - B. 2017 Fire Board Meeting Schedule – Roll Call Vote

Motion by McIlwaine, 2nd by Beckman to approve the 2017 Fire Board Schedule of Meetings
YEAS: McIlwaine, Beckman, Schmidt, Verplank, Phelps, Mooradian
NEAS: None
ABSENT: Christensen
 - C. Blue Star Bridge
 - a. Blue Star Bridge project was discussed and the importance of maintaining the center lane for emergency response. That lane is utilized on most emergency runs due to the lack of shoulder on both sides of Blue Star Highway.
 - D. Appreciation Dinner – March 25th, 2017
10. Correspondence: **None**
 - A. Thank you
 - a. Thank you from State Representative Mary Whiteford was reviewed.
 - b. Thank you from Joan Lamb for Douglas Elementary Walkathon Participation.
11. Public Comments: (Limit 3 minutes): **None**
12. Fire Board Comments: **J. Verplank requested that video was played made by Erin Wilkinson of Structure Fire on 12/17/2016**
13. Adjournment: **Meeting adjourned at 5:20pm**

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.