



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: Office@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – November 20th, 2017

APPROVED MINUTES

1. Call to Order / Roll Call: **Meeting called to order at 4:02pm by J. Verplank**
Present: R. McIlwaine, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian
Absent with notice: None
Also Present: Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*):
 - A. **Motion by Phelps, 2nd by Mooradian to approve the agenda as amended removing IFC Board of appeals. Motion carries unanimously.**
3. Approval of Minutes:
 - A. **October 16th, 2017**
 - a. **Motion by Mooradian, 2nd by Phelps to approve the minutes as presented. Motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. New Business:
 - A. **Review of a Complaint against a public official, employee or staff.**
 1. **E. Beckman read a letter.**
 2. **R. McIlwaine read a letter.**
 3. **Discussion ensued, and the board reached out to the Officer's for comment.**
 4. **Discussion ensued about the IFC.**
 5. **R. McIlwaine will attempt to facilitate a meeting with the township supervisor and zoning administrator.**
6. Special Guest Speaker – Audit Review
 - A. **Dan Veldhuizen of Siegfried Crandall P.C.**
 - i. **Chief Janik and P. Stanislawski do an excellent job of being fiscally responsible for the Saugatuck Township Fire District's assets and are great to work with.**
 - ii. **Overall financial statement is in good order. The fund balance at 54% is healthy, and certainly not excessive.**
 - iii. **Cost recovery is only included in the general ledger once payment it is received whether it be a reduced payment or not. It does not need to be included prior to receiving payment.**
7. Request for Payment:
 - a. **Account Payables**
 - i. **Motion by Phelps, 2nd by Mooradian to pay the invoices in the amount of \$106,623.51. All approve, motion carries unanimously.**
 - b. **Financial Report**
 - i. **Financial Report reviewed by P. Stanislawski.**
8. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - i. **Incident Report Statistics were reviewed. 742 calls year to date for 2017.**
 - ii. **5:19 – average response time year to date.**
 - iii. **84% of Structure Fires are Residential Dwellings.**



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B. Community Risk Reduction

1. New LED Sign was installed on 11/13/2017
2. Douglas Elementary School – 180 PreK - 2nd Grade working to learn addresses
 - i. Working with SDPD to collaborate lesson plans and educational days
3. CRR Pilot Program Plan Announcement
 - i. Chief Janik & Deputy Chief Mantels attended the NFPA Community Risk Reduction Pilot program along with Zoning Administrator Cindy Osman, and Corporal Mark Giles

C. Live Fire Training Facility Update

1. Donation Received - \$4,000 from Saugatuck-Douglas Foundation
2. Estimated that each agency will need \$19,500 for construction costs

D. MPSCS Radio System Update

1. Allegan County Fire Departments went live on MPSCS system on 11/1/2017
 - a. Motorola Radio system transition was seamless.
 - b. Unication Pagers have some issues that the county & the engineers are working on.

9. Unfinished Business:

- A. Blue Star Trail – Flashing Beacons tentatively scheduled for install 11/22/2017
- B. Fire District Attorney Discussion / Jeff Sluggett Letter Review – Roll Call Vote
 - Motion by Phelps, 2nd by Mooradian to retain Jeff Sluggett as the Fire District Attorney.
 - YEAS: Starring, Verplank, Phelps, Mooradian
 - NEAS: McIlwaine
 - ABSENT: Beckman
 - Motion passes 4:1

10. New Business:

- B. Video Taping Meetings – Roll Call Vote
 - a. Motion by Phelps, 2nd by Starring to purchase equipment not to exceed \$1,300 and video tape board meetings and publish to the Fire District's website. Discussion ensued.
 - YEAS: McIlwaine, Starring, Verplank, Phelps, Mooradian
 - NEAS: None
 - ABSENT: Beckman
 - Motion passes 5:0

11. Correspondence:

- A. None

12. Public Comments: (Limit 3 minutes): None

13. Fire Board Comments:

- A. E. Beckman wanted to thank Chief Janik and crew for the awesome football parade on Saturday.
- B. E. Beckman is comfortable with the attorney letter.
- C. K. Mooradian hopes Roy can pull off the IFC meeting with some township staff.

14. Adjournment: Meeting adjourned at 5:23pm.

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.