



# 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](mailto:Office@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – September 17<sup>th</sup>, 2018

### APPROVED MINUTES

1. Call to Order / Roll Call: **Meeting Called to order by J. Verplank at 4:01pm**  
**Present: E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian, A. Miller**  
**Absent with Notice: C. Roerig**  
**Also Present: Chief Greg Janik, P. Stanislawski.**
2. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
3. Approval of Agenda (*additions / deletions*):
  - A. **Motion by Phelps, 2<sup>nd</sup> by Mooradian to approve the agenda as presented. No Discussion, motion carries unanimously.**
4. Approval of Minutes:
  - A. **August 20<sup>th</sup>, 2018**
    - a. **Motion by Beckman, 2<sup>nd</sup> by Phelps to approve the minutes of the 8/20/2018 regular session meeting minutes as presented. No discussion, motion carries unanimously.**
  - B. **September 1<sup>st</sup>, 2018 – Special**
    - a. **Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the minutes of the 9/1/2018 Special Board Meeting minutes as presented. No discussion, motion carries unanimously.**
5. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
6. Request for Payment:
  - a. **Account Payables – Roll Call Vote**
    - i. **Motion by Phelps, 2<sup>nd</sup> by Mooradian to pay the invoices in the amount of \$84,129.13. Discussion ensued.**  
**YEAS: Phelps, Mooradian, Miller, Verplank, Beckman, Fox**  
**NEAS: None**  
**Absent with Notice: Roerig**  
**Motion passes 6:0**
  - b. **Financial Report**
    - i. **Financial report was reviewed by P. Stanislawski.**
7. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed – 636 calls year to date.**
    2. **5:64 – average response time year to date.**
  - B. **Community Risk Reduction**
    1. **State of Michigan has experienced 84 fatal fires year to date for 2018, 3 since last meeting.**
8. Unfinished Business:
  - A. **Fire Code Board of Appeals – Status Update**
    - i. **Fire Code Board of Appeals met earlier today and approved the Chair and Vice Chair roles, adopted the rules of procedure, the application form, adopted the fee of \$400.00 per application, and scheduled the 1<sup>st</sup> hearing on Wednesday at 6:00pm.**
    - ii. **Discussion ensued about the fee for the IFC BOA to ensure taxpayers don't fund appeals.**
    - iii. **Discussion ensued about the timeline for the Board of Appeals meeting.**
    - iv. **Discussion about requiring a complete application, and fee, prior to scheduling the hearing.**



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- B. IFC Spreadsheet
  - i. New additions to the IFC Spreadsheet were reviewed and discussed.
  - ii. Township response received today was distributed and will be discussed at next meeting.
- 9. New Business:
  - A. Welcome New Member & Oath of Office – Dan Fox
    - i. Oath was read by Chief Greg Janik and signed by Dan Fox
  - B. Fire Code Board of Appeals – Fee Schedule Approval (Roll Call Vote)
    - i. Motion by Phelps, 2<sup>nd</sup> by Mooradian to table the fee discussion until next meeting. No discussion, motion carries unanimously.
- 10. Correspondence:
  - A. Governing Magazine - Firehouse Article
    - i. Discussion ensued about article and the services of the fire department.
- 11. Public Comments: (Limit 3 minutes):
  - A. G. Janik reminder of Fire Prevention Open House on 10/7/2018 – 12:00-3:00pm.
- 12. Fire Board Comments:
  - A. Discussion ensued about wage study and policy manual. Board feels wages should be left up to the Chief within the limits of the budgeted line items as he is like the CEO of the Fire District.
- 13. Approval of Minutes:
  - C. July 16<sup>th</sup>, 2018 – Closed Session (It is anticipated that the Fire Board may enter into closed session.)
    - a. Motion by Phelps, 2<sup>nd</sup> by Beckman to enter into closed session. No Discussion, all approve, motion carries unanimously.
    - b. Motion by Phelps, 2<sup>nd</sup> by Mooradian to exit closed session.
    - c. Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the minutes of the 7/16/2018 Closed Session Minutes as amended. No discussion, motion carries unanimously.
    - d. Motion by Verplank, 2<sup>nd</sup> by Phelps to approve the minutes of the 9/17/2018 Closed Session Minutes as presented. No Discussion, all approve, motion carries unanimously.
- 14. Adjournment: Meeting adjourned at 5:17pm

## 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.