



# 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 – November 19<sup>th</sup>, 2018

### APPROVED MINUTES

1. Call to Order / Roll Call: **Meeting called to order at 4:05pm by J. Verplank.**  
**Present: S. Aldrich, E. Beckman D. Fox, J. Verplank, S. Phelps, K. Mooradian, A. Miller**  
**Absent with Notice: None**  
**Also Present: Chief Greg Janik**
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. **Welcome New Member & Oath of Office – Stacey Aldrich**
  - A. **S. Aldrich was sworn in by Chief Janik.**
5. Approval of Minutes:
  - A. **October 15<sup>th</sup>, 2018 – Regular**
    - a. **Motion by Mooradian, 2<sup>nd</sup> by Phelps to approve the minutes of the 10/15/2018 regular session meeting as presented. No discussion, motion carries unanimously.**
  - B. **October 22<sup>nd</sup>, 2018 – Special**
    - a. **Motion by Fox, 2<sup>nd</sup> by Mooradian to approve the minutes of the 10/22/2018 special meeting as presented. No discussion, motion carries unanimously.**
  - C. **October 26<sup>th</sup>, 2018 – Special**
    - a. **Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the minutes of the 10/26/2018 special meeting as presented. No discussion, motion carries unanimously.**
  - D. **October 27<sup>th</sup>, 2018 – Special**
    - a. **Motion by Mooradian, 2<sup>nd</sup> by Phelps to approve the minutes of the 10/27/2018 special meeting as presented. No discussion, motion carries unanimously.**
6. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
7. Request for Payment:
  - A. **Account Payables – Roll Call Vote**  
**Motion by Phelps, 2<sup>nd</sup> by Fox to pay the invoices in the amount \$112,083.54. Discussion ensued.**  
**YEAS: Aldrich, Beckman, Fox, Verplank, Phelps, Mooradian, Miller**  
**NEAS: None**  
**ABSENT with Notice: None**  
**Motion Passes 7:0**
  - B. **Financial Report**
    - i. **Financial report was reviewed by G. Janik**
8. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed - 796 calls year to date.**
    2. **5:75 – average response time year to date.**
  - B. **Community Risk Reduction**
    1. **DES Fire Prevention Education – at DES twice per month to educate PreK-5<sup>th</sup> Graders**
    2. **State of Michigan has experienced 105 fatal fires year to date for 2018, 14 since last meeting.**



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## 9. Unfinished Business:

### A. FOIA Policy Adoption (Roll Call Vote)

Motion by Beckman, 2<sup>nd</sup> by Phelps to approve the FOIA policy adoption as presented with the minor change to "Fire District" instead of "City." Discussion ensued.

YEAS: Beckman, Phelps, Aldrich, Fox, Verplank, Mooradian, Miller

NEAS: None

ABSENT with Notice: None

Motion Passes 7:0

### B. Fire Code Board of Appeals

#### 1. Fire District Oversight of the BOA Discussion

a. The Fire Code Board of Appeals falls under the jurisdiction of the Fire District Fire Administrative Board.

b. The Township will need to correct their version.

#### 2. BOA Fee Schedule Discussion

a. Discussion ensued that a \$400.00 fee does not cover Fire District or Fire District Attorney Costs.

b. Fire District staff will research other Board of Appeal Fee schedules with the hope of presenting at the next Fire Board meeting.

c. Discussion ensued about creating an escrow account to cover fees.

## 10. New Business:

### A. FEMA FP&S Grant - Fire Safety Inflatable Obstacle Course – 2020 Fiscal Year

5% Match Approval – Not to exceed \$1,000.00 – (Roll Call Vote)

Motion by Phelps, 2<sup>nd</sup> by Aldrich to approve the application of the Fire Prevention and Safety Grant for Fire Safety Inflatable Obstacle Course with a not to exceed match of \$1,000.00. No discussion.

YEAS: Phelps, Aldrich, Beckman, Fox, Verplank, Mooradian, Miller

NEAS: None

ABSENT with Notice: None

Motion Passes 7:0

### B. FEMA FP&S Regional Grant – Stove Top Fire Stop Hood Suppression Cannisters – 2020 Fiscal Year

5% Match Approval – Not to exceed \$2,500.00 – (Roll Call Vote)

Motion by Beckman, 2<sup>nd</sup> by Phelps to approve the application of the Fire Prevention and Safety Grant for the Stove Top Fire Stop Hood Suppression Cannisters with a not to exceed match of \$2,500.00.

Discussion to explain the Hood Canisters ensued.

YEAS: Beckman, Phelps, Miller, Mooradian, Verplank, Fox, Aldrich

NEAS: None

ABSENT with Notice: None

Motion Passes 7:0

### C. Funding Approval Request – 2018/19 RAM 3500 Pickup (Roll Call Vote)

Motion by Phelps, 2<sup>nd</sup> by Fox to authorize Fire District staff to purchase the 2018/19 RAM 3500 Pickup Truck, including the Reading aluminum service body, lighting, lettering, equipment, and arrow board, with a not to exceed amount of \$80,000.00. Discussion ensued.

YEAS: Phelps, Fox, Aldrich, Beckman, Verplank, Mooradian, Miller

NEAS: None

ABSENT with Notice: None

Motion Passes 7:0



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**D. Equipment Disposal Request – 2006 Ford F250 Pickup (Roll Call Vote)**

Motion by Mooradian, 2<sup>nd</sup> by Miller to authorize Fire District staff to sell the 2006 Ford F250 Pickup Truck, after the 2018/19 RAM is placed into service and accept no less than \$3,500.00 for its sale, while attempting to obtain the highest dollar possible.

YEAS: Mooradian, Miller, Phelps, Verplank, Fox, Beckman, Aldrich

NEAS: None

ABSENT with Notice: None

Motion Passes 7:0

11. Correspondence:

**A. None**

12. Public Comments: (Limit 3 minutes):

**A. John Sharar of Retro Boat Rentals presented a possible solution for the Fire Boat Dock at Lucy/Water Streets.**

**B. E. Wilkinson thanked the Fire Department for all of the help with the Halloween events in Douglas and Saugatuck.**

13. Fire Board Comments:

**A. D. Fox requested a discussion at future meeting to add Frequently Asked Questions (FAQ) tab to website to answer questions about cost recovery, capital purchases, and similar items.**

14. Adjournment: **Meeting adjourned at 5:19pm**

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.