



# 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 – January 21<sup>st</sup>, 2019

### APPROVED MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:00pm**  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, K. Mooradian, A. Miller**  
**ABSENT with Notice: None**  
**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. Pledge of Allegiance (*Stand if you are able*):
4. Approval of Agenda (*additions / deletions*):  
**Motion by Phelps, 2<sup>nd</sup> by Fox to approve the agenda as amended adding staff Resignation Letter under 9E. No discussion, motion carries unanimously.**
5. Approval of Minutes:
  - A. **December 17<sup>th</sup>, 2018**  
**Motion by Beckman, 2<sup>nd</sup> by Mooradian to approve the minutes of the 12/17/2018 meeting as presented. No discussion, motion carries unanimously.**
6. Public Comment on Agenda Items Only (Limit 3 minutes):
7. **Special Guest Speaker – Audit Review**
  - A. **Dan Veldhuizen of Siegfried Crandall P.C.**
    1. **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.**
    2. **Dan reviewed key points of the Audit and subsequent letter.**
    3. **Dan stated Peter does a great job managing the new requirements for pension reporting.**
    4. **Overall financial statement is in good order. The fund balance at 60% is healthy, and certainly not excessive.**
    5. **Net Pension liability is \$94,000, which is about 80% funded or a good position to be in.**
    6. **The District has done an excellent job with budget variances throughout the year.**
8. 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 of \$85,215.41. Discussion ensued.**  
**YEAS: Phelps, Fox, Aldrich, Beckman, Verplank, Mooradian, Miller**  
**NEAS: None**  
**ABSENT: None**  
**Motion passes 7:0**
  - B. **Financial Report**
    - i. **Financial Report was reviewed by P Stanislawski.**
9. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
    1. **Incident report statistics were reviewed – 907 calls year end for 2018.**
    2. **5:88 – average response time year to date.**



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## B. Community Risk Reduction

1. DES Fire Prevention Education – at DES twice per month to educate PreK-5<sup>th</sup> Graders
2. Introduction of the [#SPSPressToTest](#) Video Campaign
3. State of Michigan experienced 135 fatal fires year to date for 2018, 18 since last meeting.

## C. Personnel Certifications

1. Chris Bernhardt – Fire Officer 3

## D. Grant Updates

1. Participating in four regional Allegan County - Michigan Firefighter Training Council Grants
  - i. Forcible Entry Door Simulators
  - ii. Two Agricultural/Machine Rescue Courses
  - iii. Pump Apparatus Operator / Mutual Aid Tanker Shuttle Courses

## E. Staff Resignation Letter

1. Resignation letter from B. VanOss was received 1/18/2018 and will be effective 2/1/2019.
2. District staff are working on staffing survey, and studies, and will come the board with recommendations in the future.
3. Fire District staff will post the position, interview panel, and look to fill it within 60 days.

## 10. Unfinished Business:

### A. Fire Code Board of Appeals - Fee Schedule Discussion

1. Fee structure / samples from similar sized municipalities was reviewed.
2. The Fire District has only had one appeal in 17 years.
3. No other agencies have escrow accounts, they accept a fee upon application.
4. Discussion ensued about the fee schedule and who should foot the bill.
5. Motion by Phelps, 2<sup>nd</sup> by Mooradian to keep the fee for Fire Code Board of Appeals at \$400.00 for the 2019 year and to review at the end of the year. No Discussion.

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

NAYS: None

ABSENT: None

Motion passes 7:0

## 11. New Business:

### A. Funding Approval Request – Mercedes Attack & Supply Hose Order (Roll Call Vote)

Motion by Fox, 2<sup>nd</sup> by Beckman to authorize Fire District staff to purchase the 89 lengths of Mercedes fire attack and supply hose, with a not to exceed amount of \$20,005.00. No Discussion.

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

NAYS: None

ABSENT: None

Motion passes 7:0

### B. Funding Approval Request – LED Lighting and Occupancy Sensor Upgrades (Roll Call Vote)

Motion by Phelps, 2<sup>nd</sup> by Miller to authorize Fire District staff to upgrade station fixtures to LED, and add occupancy sensors in all areas, with a not to exceed amount of \$16,700.00. Discussion ensued.

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

NAYS: None

ABSENT: None

Motion passes 7:0



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## C. 2018 Year-End Review - Incident Report Statistics

1. Incident Report Statistics for year end 2018 were reviewed.
2. Up by 12% overall in 2018.
3. Allegan County Fire Department Year End Statistics were reviewed.
4. Michigan fatal fire statistics were reviewed.

## D. Capital Plan Review

1. The Capital plan was created and maintained by C. Mantels & G. Janik.
2. It is not designed to be a static document and may fluctuate depending on operational needs.
3. The capital plan gives some direction for future budgetary planning.
4. Discussion ensued.
5. Board members will review the capital plan and bring further questions to next meeting.

## E. Marihuana Facilities Discussion

1. Draft letter to Township was reviewed.
2. The Board supports sending the letter as written to the Township and then trusting the process to follow local ordinances.

## 12. Correspondence:

- A. None

## 13. Public Comments: (Limit 3 minutes):

- A. Josh Harrington stated they are willing to continue the \$1.00/year lease on the current dinghy dock to the City of Saugatuck or the Fire District.

## 14. Fire Board Comments:

- A. J. Verplank stated that G. Janik and the Fire District Staff have done a great job of improving the fire service in Allegan County over the past 6-7 years. The Fire service is no longer looked at as “dysfunctional” in the county and is now being asked to participate on project discussions for equipment such as MCT’s.
- B. E. Beckman discussed the 135<sup>th</sup> Street project status. Aldrich stated the watermain discussion will likely continue with the new manager.
- C. S. Aldrich – stated that the new Township Manager/Zoning Administrator will start February 4<sup>th</sup>, 2019.

## 15. Adjournment:

- A. Meeting adjourned at 5:58pm

### 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.