



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 – January 20th, 2020

APPROVED MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, A. Miller
ABSENT with Notice: None
Also Present: Chief Greg Janik, P. Stanislawski
4. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):
 - A. **Motion by Phelps, 2nd by Beckman to approve the agenda as presented. No discussion. All approved, motion carries unanimously.**
6. Approval of Minutes:
 - A. **December 16th, 2019**
 - a. **Motion by Fox, 2nd by Aldrich to approve the minutes of the 12/16/2019 meeting as presented. No discussion, motion carries unanimously.**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
8. **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. **Auditors opinions were reviewed and presented fairly.**
 3. **Dan reviewed key points of the audit and subsequent letter.**
 4. **The fund balance at 62% is healthy, and certainly not excessive.**
 5. **Net Pension liability is \$139,000, which is about 72% funded or a good position to be in.**
 6. **Discussion ensued.**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps, 2nd by Beckman to pay the invoices in the amount of \$104,330.30. Discussion ensued.
YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, Miller
NAYS: None
ABSENT with Notice: None
Motion passes 7:0
 - B. **Financial Report**
 - i. **Financial report was reviewed by P. Stanislawski**



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10. Fire Chief Comments:

A. Incident Reports / Calls to Date / Overlapping Calls

1. Year end 2019 stats were reviewed.

B. Year End Stats 2019

1. Incident report statistics year end for 2019 were reviewed
2. 977 calls for year end 2019 – highest responder in Allegan County
 - i. Up 8% in 2019 from 2018.
3. Motor vehicle incidents were up 17% in 2019 from 2018.
4. 258 – Overlapping incidents for 2019.
5. Healthcare facility responses were reviewed. Discussion ensued about increasing volume. Chief Janik will work to set a meeting with the facility administrator(s).
6. 5:40 – average response time year to date for 2019.

C. Cost Recovery Filings 2019

D. Community Risk Reduction

1. State of Michigan experienced 102 fatal fires year to date for 2019, 7 since last meeting.
2. CRR Year End Stats
 - i. Rental Inspections
 - ii. Plan Reviews/Project/Construction Inspections
 - iii. Smoke Alarm & Address Sign Installs
 1. Year-end CRR/Inspection statistics were reviewed.

E. PFAS/AFFF Foam has been removed from site

1. 125 gallons was removed free of charge by the State of Michigan.

F. Department and personnel MDHHS EMS licenses and CPR/AED Certifications are all current.

G. Grant Applications

1. MFFTC – Live Fire Training Facility
2. MMRMA – Apparatus Chevron, Inspector Classes, Live Fire Training Facility
3. Entergy – Live Fire Training Facility Re-Submittal
4. Macatawa Area Coordinating Council – Live Fire Training Facility
 - i. Request by the board to add status of applied for, received, or denied to the grant updates.

11. Unfinished Business:

A. Fire Board and Fire Code Board of Appeals Member Pay Rates

1. Motion by Phelps, 2nd by Fox to increase the Fire Board member pay rate to \$50.00 per meeting. Discussion ensued.

YAYS: Phelps, Fox, Beckman, Aldrich, Fox, Verplank, Pullen, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

2. Motion by Pullen, 2nd by Phelps to begin paying the Fire Code Board of Appeals Members \$50.00 per hour per meeting, with a one-hour minimum, and a 2-hour maximum. Discussion ensued.

YAYS: Pullen, Phelps, Aldrich, Beckman, Fox, Verplank, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0



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12. New Business:

A. Funding Approval Request – FLIR Thermal Imaging Camera - \$7,799.00 (Roll Call Vote)

Motion by Pullen, 2nd by Fox to authorize Fire District staff to purchase the FLIR K65 Thermal Imaging Camera for Truck #2171 with a not to exceed amount of **\$7,500.00**. (Roll Call Vote)

YAYS: Pullen, Fox, Aldrich, Beckman, Verplank, Phelps, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

B. Schedule Changes – Full Time Staff

1. Trying to reduce number of hours full-time staff are at station over duty weekends. Often exceeds 14 days in a row and 150 hours.
2. Beginning February 1st, three of the full-time staff will go to a 24-hour shift.
3. We will be losing the clerk at the front desk, as they will be out on the floor.
4. Staff have looked at several options, and this is the one Chief plans to try for 3 months.

C. Lucy/Water Street Boat Dock Update

1. The Lucy/Water Street end committee met twice over the past two weeks and reviewed presentations from both Retro Boats and the Fire District.
2. At the meeting last Thursday, the committee unanimously approved to license 15 feet of the Lucy street end to Retro Boats, and 18 feet of the Lucy street end to the Fire District.
3. At the meeting, the committee also unanimously approved the “L” Shaped dock proposal of the Fire District in its existing location.
4. These committee approvals still need to be approved by the full Saugatuck City Council.
5. Discussion ensued.
6. Fox believes this was the best solution that everyone should be happy with.

D. Personnel Discussion – (It is anticipated that the Fire Board may enter into closed session.)

1. Motion by Phelps, 2nd by Pullen to enter into closed session. No discussion. Motion carries unanimously.
2. Motion by Phelps, 2nd by Pullen to exit closed session. No Discussion. Motion carries unanimously.

E. Personnel Discussion – Open Session Vote

1. Motion by Fox, 2nd by Beckman, based on careful consideration by the board and based on the recent performance evaluation that the Chief Janik’s salary be increased to \$80,000 per year retroactive to July 1st, 2019. Additionally, the salary will be reviewed within 6 months to analyze data of similar positions in West Michigan.

YAYS: Fox, Beckman, Aldrich, Verplank, Phelps, Pullen, Miller

NAYS: None

ABSENT with Notice: None

Motion passes 7:0

F. Fire Board Member and Fire Board Group Photo (at close of meeting)

1. Completed downstairs in truck bay.

13. Correspondence:

A. None



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14. Public Comments: (Limit 3 minutes): **None**

15. Fire Board Comments:

- A. Fox thinks the biggest thing that needs to be brought back to municipalities from the auditor's report is how well the District operates and how cost effective Chief Janik, his staff, and Peter do with the financials.

16. Adjournment:

- A. **Meeting adjourned at 5:56pm**

NOTICE

This facility is wheelchair 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.