



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – January 17<sup>th</sup>, 2022

### 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, A. Miller**  
**ABSENT with Notice: Pullen**  
**Also Present: Chief Greg Janik, D.C. Chris Mantels**
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):  
**Motion by Phelps, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion. Motion passes by voice vote.**
6. Approval of Minutes:
  - A. **December 20<sup>th</sup>, 2021**  
**Motion by Miller, 2<sup>nd</sup> by Fox to approve the minutes of the 12/20/2021 meeting as presented. No discussion. Motion passes by voice vote.**
7. Public Comment on Agenda Items Only (Limit 3 minutes):
  - A. **None**
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 \$109,094.91. No discussion.**  
**YAYS: Phelps, Fox, Beckman, Aldrich, Verplank, Miller**  
**NAYS: None**  
**ABSENT: Pullen**  
**Motion passes 6:0.**
  - B. **Financial Report**
    - i. **Financial report was not reviewed as P. Stanislawski was absent.**
9. Fire Chief Comments:
  - A. **Full Time Staff Introduction – Michelle Green – Administrative Assistant to the Fire Chief**
    1. **Michelle could not be in attendance due to illness.**
    2. **Michelle was picked from a pool of excellent internal candidates.**
  - B. **Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
    1. **Year End statistics were reviewed.**
    2. **Total incidents for year end 2021 – 964 calls**
    3. **Average response time for year end 2021 – 5:58**
  - C. **Fire District Legal Counsel Invoice Breakdown**
    1. **Year end 2021 legal counsel invoice breakdown was reviewed.**
  - D. **Community Risk Reduction**
    1. **Department of Fire Prevention – Year End**
    2. **Michigan Fire Inspectors Society - Fatal Fire Statistics**



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## 10. Unfinished Business:

### A. Subpoena / Lawsuit Update.

#### 1. Indemnification Agreement Approval Request

Motion by Phelps, 2<sup>nd</sup> Beckman to approve the indemnification and hold harmless agreement as presented and authorizing the Fire Board Chairperson to sign the agreement on behalf of Saugatuck Township Fire District.

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

NAYS: None

ABSENT: Pullen

Motion passes 6:0.

### B. Special Events / Parade Safety – Committee Report

1. Parade committee report was reviewed by D. Fox.
2. Need to have a risk mitigation strategy between the public safety agencies.
3. Potential parade routes and resources was discussed.
4. Discussion ensued.

### C. Blue Star Hwy. / Old Allegan – Traffic Study Report

1. Traffic Study report was reviewed by Chief Janik.
2. Discussion ensued about the potential options.
3. Township is continuing to explore options along with ACRC.

## 11. New Business:

### A. Performance Review – (It is anticipated that the Fire Board may enter into closed session.)

1. Motion by Beckman, 2<sup>nd</sup> by Fox to enter into closed session at 4:41pm to discuss a personnel matter/performance review. No discussion, motion passes by voice vote.

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

NEAS: None

ABSENT: Pullen

Motion Passes: 6:0

2. Motion by Miller, 2<sup>nd</sup> Aldrich to exit closed session at 5:06pm. No discussion, motion passes by voice vote.

3. Motion by Phelps, 2<sup>nd</sup> by Fox to increase Chief Janik's salary to \$101,000.00 effective immediately after careful review of Chief's qualifications, demonstrated performance, and studying data points from neighboring communities' wages. Discussion ensued.

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

NAYS: None

ABSENT: Pullen

Motion passes 6:0

### B. Resolution 2022-01 – Accounts Payable Policy (*Roll Call Vote*)

Motion by Aldrich, 2<sup>nd</sup> by Beckman to approve Resolution 2022-01 and 2022-02 as presented. No discussion.

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

NAYS: None

ABSENT: Pullen

Motion passes 6:0



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- C. Resolution 2022-02 - ACH and Other Electronic Transactions Policy (Roll Call Vote)**  
**Motion by Aldrich, 2<sup>nd</sup> by Beckman to approve Resolution 2022-01 and 2022-02 as presented.**  
**No discussion.**  
**YEAS: Aldrich, Beckman, Fox, Verplank, Phelps, Miller**  
**NAYS: None**  
**ABSENT: Pullen**  
**Motion passes 6:0**

- D. Funding Approval Request – LUCAS 3 Chest Compression System (Roll Call Vote)**  
**Motion by Phelps, 2<sup>nd</sup> by Miller to authorize Fire District staff to purchase the LUCAS 3 Chest Compression system with a not to exceed amount of \$16,000.00. No discussion.**  
**YEAS: Phelps, Miller, Aldrich, Beckman, Fox, Verplank**  
**NAYS: None**  
**ABSENT: Pullen**  
**Motion passes 6:0**

12. Correspondence:

**A. None**

13. Public Comments: (Limit 3 minutes):

**A. None**

14. Fire Board Comments:

**Aldrich – Township has decided to separate from Joe Frey as the Township Manager, and they have decided to appoint Daniel DeFranco as an Operation Manager on a month-to-month basis in trying a new direction.**

**Beckman – Thank you Greg and keep up the good work.**

**Fox – Amen.**

**Verplank - None**

**Phelps – Job well done.**

**Miller – Agreed – Job Well done.**

15. Adjournment: **Meeting adjourned at 5:20pm.**

**NOTICE**

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.