



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

FIRE DISTRICT BOARD MEETING

4:00pm – May 20th, 2024

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, C. North
ABSENT: None
Also Present: Chief Greg Janik, D.C. Mantels, W. Bales, P. Stanislawski
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, 2nd by North, to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.
6. **Special Guest Speaker – Carlos Acevedo – Presentation of donation on behalf of Saugatuck Masonic Lodge.**
 - A. **George presented a \$1,500 donation on behalf of Saugatuck Masonic Lodge for the Attenuator Truck.**
7. Approval of Minutes:
 - A. **April 15th, 2024 – Regular Meeting**
Motion by Beckman, 2nd by Fox to approve the minutes of the 4/15/2024 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **April 15th, 2024 – Closed Session**
Motion by Phelps, 2nd by Aldrich to approve the minutes of the 4/15/2024 closed session meeting as presented. No discussion. Motion passes by unanimous by voice vote.
8. Public Comment on Agenda Items Only (Limit 3 minutes):
 - A. **None**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps 2nd by Beckman to pay the invoices in the amount of \$119,506.27. No discussion.
YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, North
NAYS: None
ABSENT: None
Motion passes: 7:0.
 - B. **Financial Report**
 - i. **Financial Report was reviewed by P. Stanislawski**
 1. **Next month in June will have a budget adjustment to allocate the donations to capital for the new truck.**
10. Fire Chief Comments:
 - A. **Incident Reports / EMS Report / Calls to Date / Overlapping Calls**
 1. **Incidents – 331 year to date**
 2. **Average Response Time year to date – 6:54**
 - B. **Community Risk Reduction**
 1. **Department of Fire Prevention – Monthly Report**
 2. **Michigan Fire Inspectors Society - Fatal Fire Statistics**
 3. **Volume of Smoke and CO Alarms Installed**
 4. **Carbon Monoxide (CO) Alarm Install Save**



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5. CPR Class Held for Star of Saugatuck and Old Pike Cottages – 14 staff trained.

C. Cost Recovery Update

1. None

D. Grant Applications

1. MI EGRAMS Turnout Gear for Full-Time Staff – Submitting for \$31,500 in Turnout Gear

i. All Full-Time firefighters are eligible for \$3,500 per firefighter towards a set of gear.

ii. The grant will cover approx. 2/3 of the cost for each firefighter.

iii. It will be submitted by May 31st on the deadline.

E. 4th of July Fireworks will be on July 5th.

F. Comcast Agreement Renegotiated down to \$190/month from \$435/month.

1. Comcast bill was reduced, however there will now be a bill from OITVOIP for the phone system.

G. Hydrant Inventory in Fire District Coverage Area

1. At the last Fire Board meeting, the Board asked that the list be separated by municipality.

2. Chief Janik, Erik Kirchert, and Chris Bernhardt worked hard to complete the task.

3. The spreadsheet is now separated and easily searchable by municipality.

4. Douglas completed all of their assessments, but Saugatuck and the Township still need to complete their own assessments with assistance of the Fire District.

H. Holland Fire Department Mutual Aid Training

1. Fire Prevention staff attended the West Michigan Fire Inspector training in Holland last week.

2. Personnel assisted in pre-planning the new facility, and then observed the evolution and mock evacuation of the facility.

11. Unfinished Business:

A. Ambulance Committee 2.0 Update

1. Last week the committee toured the Grand Rapids Life EMS facility.

2. The committee was all blown away on the level of professionalism and high caliber facilities.

3. AMR has been notified of the upcoming changes.

4. Life EMS will take over ALS Coverage to the Fire District coverage area on June 1st.

5. The fee schedule is beneficial to all taxpayers and visitors for end user fees.

6. This is primarily a business decision, and has absolutely no reflection on the crews or personnel that work for AMR.

B. Special Event Fee Committee Update

1. The committee met, and then Tarue met with the Chief.

2. The committee is suggesting that we would not charge for a few of the events.

3. Asked the Chief to come up with an amount to charge for each event.

4. Chief will be working on a draft and will send it to the committee.

C. Performance Review – Chief Janik – Status Update

1. Cathy has sent all of the forms to board members, and if you haven't received it let Cathy know.

2. Chief requested that we do not do the review during the public hearing in June.

12. New Business:

A. Fiscal Year 2024-25 Requested Budget

1. Peter presented the requested budget.

2. Chief and the staff will prepare the budget packet to distribute to the board and councils.

3. Chief and staff will prepare a PowerPoint for the public hearing.



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B. Schedule Budget Public Hearing (*Roll Call Vote*)

Motion by Phelps 2nd by Pullen to schedule the 2024-25 Fiscal Year Budget Hearing for June 17th, 2024, at 5:00pm at the Saugatuck Township Fire District Station and to authorize Fire District staff to publish the notices of the meeting on behalf of the Fire Board Secretary.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

C. Collective Bargaining Agreement

1. The current agreement expires the end of June.
2. We are currently over budget on professional services and the lawyer is holding the April bills.
3. Chief hasn't done anything with the CBA since he doesn't want the lawyer to review it and go further into debt.
4. Peter suggested that we shuffle funds from other line items in to professional services during the budget adjustment.
5. Chief will talk with the attorney and try to get a not to exceed cost for reviewing the draft CBA.
6. Suggested to work on the draft and iron it out between the department and Union before it ever goes to the attorney for review.

13. Correspondence:

- A. Thank you – Tom Mayne Family
- B. Thank you – EMS Response in April

14. Public Comments: (Limit 3 minutes):

- A. Chris Mantels – Concurred on behalf of the Union that we are looking forward to negotiating with the Chief and not having attorneys involved. We all learned a lot from the template document we were handed. We don't intend to send it to our attorney until the final draft is agreed upon by all parties.

15. Fire Board Comments:

Aldrich - None

Beckman – Is it possible to move this meeting to the Township office for ADA accessibility. Staff will explore the feasibility and report back to the Board.

Eric was asked the question why we can't get a resort tax or lodging tax for the Fire Department from rentals and lodging. Discussion of using cost recovery for short term rentals as an option instead.

Fox – None

Verplank – None

Phelps - None

Pullen – None

North – Had to leave at 5:15pm for another city meeting.

16. Adjournment:

Meeting adjourned at 5:34pm.

NOTICE

Requests for accommodation 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.