



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 – July 15th, 2024

APPROVED MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:03pm**
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 Beckman, 2nd by Phelps, to approve the agenda as amended adding 2112 Video from 4th of July as #10F under Chief Comments. No discussion. Motion passes by unanimous by voice vote.
6. Special Guest Award Presentation:
 - A. **Ryan Lubbers, Erin Lubbers, Curtis Lubbers, and Grant Kamps of XA Collision and Xtreme Stylin.**
Chief Janik outlined how XA Collision and Xtreme Stylin have been so supportive of public safety departments and the fire department. The new Rescue #2161 would not be on the road if it wasn't for the generosity of the Lubber family.
7. Approval of Minutes:
 - A. **June 17th, 2024 – Regular Meeting**
Motion by Fox, 2nd by Pullen, to approve the minutes of the 6/17/2024 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **June 17th, 2024 – Special Meeting**
Motion by North, 2nd by Phelps, to approve the minutes of the 6/17/2024 special meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - C. **June 26th, 2024 – Special Meeting**
Motion by Pullen, 2nd by Phelps, to approve the minutes of the 6/27/2024 special meeting as presented. No discussion. Motion passes by unanimous by voice vote.
8. Public Comment on Agenda Items Only: *(The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.)*
 - A. **None**
9. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
Motion by Phelps, 2nd by Aldrich, to pay the invoices in the amount of \$179,587.37. No discussion.
YAYS: Phelps, Aldrich, Beckman, Fox, Verplank, Pullen, North
NAYS: None
ABSENT: None
Motion passes: 7:0.



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B. Financial Report

i. Financial Report was reviewed by P. Stanislowski

1. \$612,291.76 left over funds after the fiscal year, primarily due to not hiring the 3 budgeted full-time firefighters until mid-January, but overall, in really good shape financially.
2. Will pay the donations towards the new truck as a down payment which should be right around \$110,000.00.
3. Will be rolling over in the high \$400 thousand into the fund balance.
4. Peter recommends paying the remaining \$11,662.71 in the retirement line item to MERS to pay down the pension liability.

10. Fire Chief Comments:

A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls

1. Incidents – 543 year to date

- i. Everyone on staff can certainly feel it with the increase call volumes.
- ii. Lots of back-to-back and three calls at a time.
- iii. Had a fully involved structure fire likely caused from a dryer at 3:47am Sunday.

2. Average Response Time year to date – 7:09

- i. Now that the roundabout is open anticipate the response times decreasing now to calls East of the intersection as well as South of the intersection.

B. Community Risk Reduction

1. Department of Fire Prevention – Monthly Report
2. Michigan Fire Inspectors Society - Fatal Fire Statistics

C. Cost Recovery Update

1. None

D. Grant Applications

1. None

E. Certifications

1. Emergency Medical Technician – National Registry Test – MDHHS Licensed EMT
 - i. Caleb Hosier

F. 4th of July Video from Engine 2112

1. The video from 4th of July was played and reviewed by the board.
2. Discussion ensued regarding parade safety.
3. Are hopeful that City of Saugatuck will begin taking parade safety seriously like Douglas has. Placing orange barricades along the route to ensure people can't enter the parade route.

11. Unfinished Business:

A. Special Event Fee Committee Update – In Progress

1. Busy time of year to work on the fee plan.

B. Attorney Cost Estimate for CBA Review – Chief update

1. Not to exceed the amount of \$8,000.00 to review the Collective Bargaining Agreement. arbitration, mediation, unfair labor practices not included in the not to exceed amount.

C. Exploration of shifting meetings to Township Hall update – evaluating technology needs and awaiting pricing for our equipment to work within the Township room. Anticipate having a firmer cost estimate by the next meeting.

1. Likely going to need another laptop to be able to display on the Townships screen system.
2. The laptop cost is one time, but then have to add the monthly monitoring services.
3. We lose our “identification” if we start meeting at the Township Hall.
4. It is certainly easier to meet in house if we need to print items or add things.



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12. New Business:

A. Election of Fire Board Officers

1. Chairperson, Vice-Chairperson, Secretary, Vice-Secretary

Motion by Pullen, 2nd by Aldrich, to re-appoint the following Fire Board Officers:

1. Jane Verplank – Chairperson
2. Eric Beckman – Vice-Chairperson
3. Dan Fox – Secretary
4. Scott Phelps – Vice-Secretary

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

NAYS: None

ABSENT: None

Motion passes: 7:0.

B. Stair Lift or Elevator for ADA – DC Mantels is exploring options and awaiting quotes.

1. Have never had an ADA problem as we have carried wheelchairs up.
2. Looking into options to see if we can stay at the fire station for ease of running calls but make the 2nd floor more accessible.

C. Office Chair Discussion – Feature and Future Needs

1. Would like to start buying chairs for the Training Room.
2. Recommending buying chairs that are the same that Mantels and Bernie have. They have been using them for 18+ months and are very comfortable.
3. These chairs would be about \$500 each.
4. Checked with other municipalities and they paid almost \$800 per chair.
5. Only disadvantage of High back chairs is they don't stack.
6. Maybe get a dozen high backs for the Officers and Board and then look at the stackable ones for the quantity.
7. All of the stackable ones we tried were a disappointment.
8. Discussion only today. Will bring funding approval request to future meeting.

D. Michigan Municipal Risk Management Agency (MMRMA) – STFD General Liability

1. Net Asset Distribution Refund - \$5,018.
2. State Pool Loss Fund Distribution Refund - \$3,476.
3. Reimbursement Check Received for #2161 Equipment Installs - \$4,400.
4. New Policy Rate - \$43,183, Increase of \$2,900 or 7%.

E. Performance Review – Chief Janik

1. Closed session to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, pursuant to MCL 15.268(1)(a)(being Section 8(1)(a) of the Open Meetings Act).
2. Motion to enter closed session. *(Roll Call Vote)*

Motion by Phelps, 2nd by North, to enter into closed session at 4:55pm pursuant to MCL 15.268(1)(a)(being Section 8(1)(a) of the Open Meetings Act to conduct Chief Janik's performance review at his request. No discussion.

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

NAYS: None

ABSENT: None

Motion passes: 7:0.



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3. Motion to exit closed session. (Roll Call Vote)

Motion by Phelps, 2nd by Fox, to exit closed session at 5:34pm. No discussion.

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

NAYS: None

ABSENT: North

Motion passes: 6:0.

4. Motion to approve/deny any action per the closed session. (Roll Call Vote)

Motion by Beckman, 2nd by Phelps, to increase the Chief's salary 7% for 2023/24 and 7% for 2024/25 based on the two-year performance evaluation. No discussion.

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

NAYS: None

ABSENT: North

Motion passes: 6:0.

13. Correspondence:

A. None

14. Public Comments: *(The Fire Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Fire Board.)*

A. None

15. Fire Board Comments:

Aldrich – None

Beckman – None

Fox – None

Verplank – None

Phelps – None

Pullen – None

North – None

16. Adjournment:

a. Meeting adjourned at 5:35pm.

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.