



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 – March 17th, 2025

APPROVED MINUTES

1. Call to Order: **Meeting called to order by Chair Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: E. Beckman, D. Fox, J. Verplank T. Pullen, C. North
ABSENT: S. Aldrich, S. Phelps
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*):
 - A. **Motion by Pullen, 2nd by Fox to approve the agenda as presented. No discussion, motion passes by unanimous voice vote.**
6. Special Guest:
 - A. **Audit Review – Dan Veldhuizen of Siegfried Crandall P.C. – [Page 2](#)**
 - a. **The District is always a pleasure to work the District as Chief Janik and Chris are always easy to communicate with.**
 - b. **As you know, Peter does an excellent job as the District’s accountant and is up at the top of the list of accountants Siegfried Crandall works with.**
 - c. **Auditors report was reviewed.**
 - d. **Few minor adjustments needed to be made to net pension liability and payables.**
 - e. **Currently have 67% set aside in the fund balance which is a little over six months and is right where we want to be.**
 - f. **51% of the accrual basis is in personnel costs, and Dan outlined that is a little bit on the light comparatively to other fire departments. 51% is really quite good, and many police and fire departments are closer to 70% in personnel costs.**
 - g. **All debt is currently paid off which is a terrific position for a fire department.**
 - h. **MERS DC is 88% funded and MERS likes 80% funded so in a great position.**
 - i. **The Fire District staff are always a pleasure to work with and very responsive.**
 - j. **Overall the District is in a great financial position.**
7. Approval of Minutes:
 - A. **February 17th, 2025 – Regular – [Page 35](#)**
Motion by Beckman, 2nd by Fox, approve the minutes of the 2/17/2025 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **March 3rd, 2025 – Workshop – [Page 37](#)**
Motion by Fox, 2nd by Pullen, approve the minutes of the 3/3/2025 workshop 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**



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9. Request for Payment:

A. Account Payables (*Roll Call Vote*) – [Page 39](#)

Motion by Beckman, 2nd by Fox, to pay the invoices in the amount of \$185,698.16. No discussion.

YAYS: Beckman, Fox, Verplank, Pullen, North

NAYS: None

ABSENT: Aldrich, Phelps

Motion passes: 5:0.

B. Financial Report – [Page 44](#)

A. Financial Report was reviewed by P. Stanislaski

- i. Awaiting the delinquent tax payments from the county treasurer expected in May.
- ii. Discussion ensued regarding inspection and plan review fees an the increased revenue.
- iii. The revenue from the rental inspections should cover the additional wages.
- iv. Discussion ensued regarding the re-inspections costing more in the form of a fine if it is legal to do so.
- v. Discussion ensued about the capacity of the inspection division and that we keep up on rentals but fail at the commercial inspections and they suffer.
- vi. Discussion ensued regarding the need for additional fire inspector(s) to handle the workload.
- vii. Request by Fox to have a data sheet for Cost Recovery filings over a few year period to show how much revenue we capture in all areas we can.

10. Fire Chief Comments:

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

1. Incidents – 174 year to date
2. Average Response Time year to date – 7:04

B. Cost Recovery Updates

1. Payment Received – Run #24-0422 - \$752.50
2. Payment Received - Run #25-0115 - \$1,382.50

11. Unfinished Business:

A. Funding Approval Request – Card Access System Replacement (*Roll Call Vote*) – [Page 46](#)

Motion by Fox, 2nd by Pullen, to authorize Fire District staff purchase the replacement Unifi Card Access system with a not to exceed amount of \$17,500.00.

YAYS: Fox , Pullen, Beckman, Verplank, North

NAYS: None

ABSENT: Aldrich, Phelps

Motion passes: 5:0.

12. New Business:

A. 3342 Blue Star Hwy – Fire Station – Water & Sewer Estimates/Drawings – Discussion – [Page 48](#)

1. Three options from F&V Engineering were reviewed for both cost and draft layouts to bring in water and sewer.
2. Boring under Blue Star is more expensive, but the distance is shorter so pricing is comparable.
3. The Township is currently looking at installing sewer along Blue Star Hwy and that may be a potential connection point.
4. Chief will have F&V re-quote the sewer to connect to Blue Star Hwy.
5. Discussion ensued about budgeting for a timeline as the price will continue to increase.

13. Correspondence:

A. Thank you – Structure Fire at Saugatuck Drug Store – Daniel Alexander & Mark Barnes – [Page 54](#)



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A. None

15. Fire Board Comments:

A. Beckman – None

B. Fox – None

C. Verplank – None

D. Pullen - None

E. North – None.

16. Adjournment:

A. Meeting adjourned at 5:23pm.

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.