



# 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 – February 3<sup>rd</sup>, 2025

### WORKSHOP AGENDA

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
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*):
6. 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.*)
7. **Special Guest Speaker – Strategic Planning**
  - A. **Chief Brad Brown, Ed.D., EFO, CFO – Grand Rapids Fire Department**
8. Fire Chief Comments:
  - A. **None**
9. Unfinished Business:
  - A. **Truck Inventory – Updated with Truck Descriptions – [Page 2](#)**
  - B. **Personnel’s Proximity to Station – Update – [Page 4](#)**
  - C. **2025 Awards Presentation**
  - D. **#2173 Replacement with New transport capable apparatus. - [Page 6](#)**
10. New Business:
  - A. **Funding Approval Discussion – Knox Key Secures - [Page 9](#)**
11. Correspondence:
  - A. **None**
12. 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.*)
13. Fire Board Comments:
14. Adjournment:

#### 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.

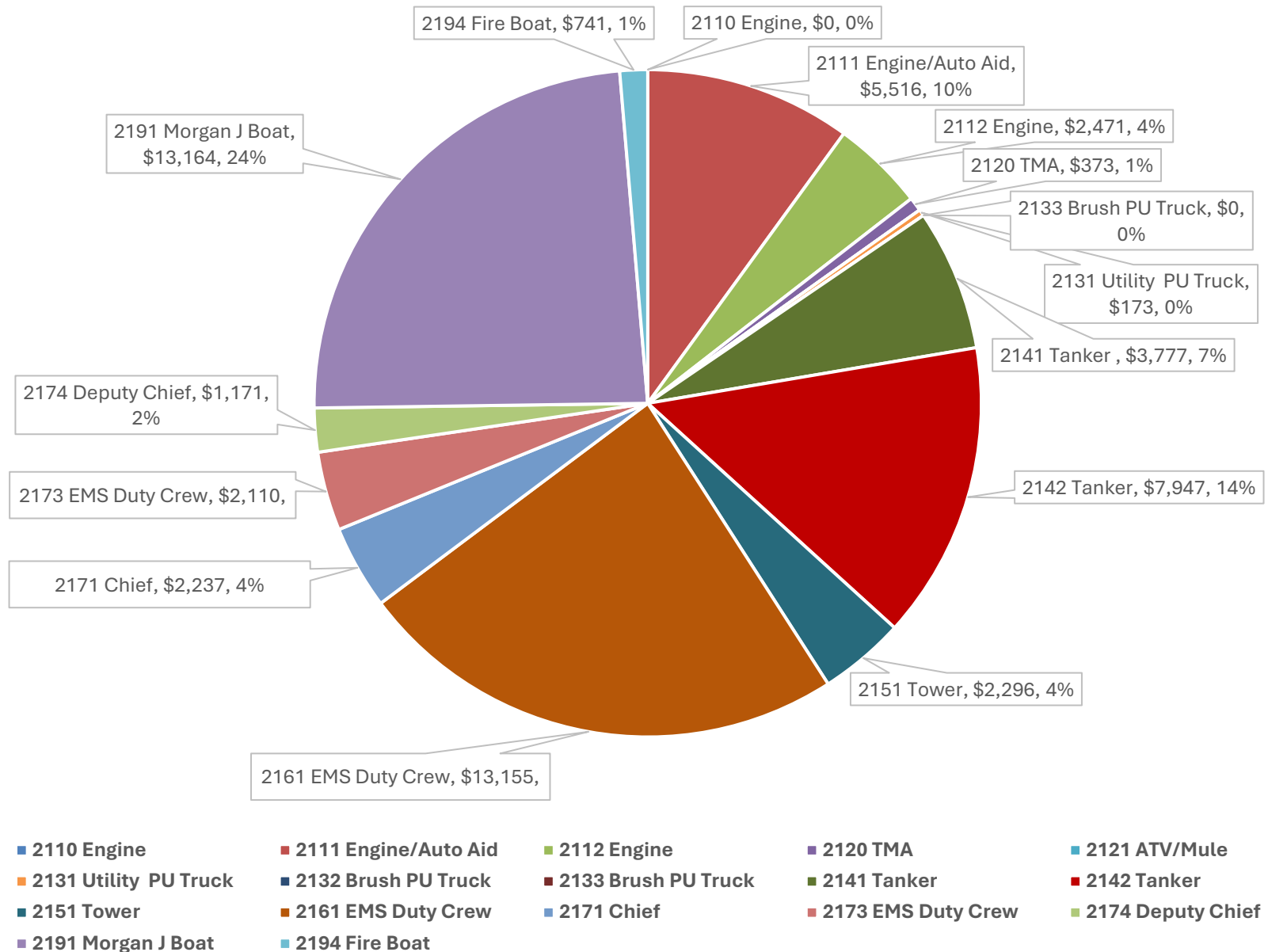
# Apparatus Incidents, Maintenance and Fuel 2024

Item #9A

Apparatus	Incidents	Maintenance			Fuel and Mileage					
		Ticket Spend	Service Task Spend	Total	Fuel Spend	Fuel Quantity (Gallons)	Starting Mileage	End Mileage	Mileage	Cost (\$) per Mile
2110 Engine	121	\$0	\$0	\$0	\$1,402	322	1,798	3,295	1,497	\$0.94
2111 Engine/Auto Aid	29	\$4,405	\$1,112	\$5,516	\$632	417	19,197	20,645	1,448	\$4.25
2112 Engine	196	\$652	\$1,818	\$2,471	\$1,819	863	22,440	24,052	1,612	\$2.66
2120 TMA	8	\$0	\$373	\$373	\$3,140	82	1,335	1,520	185	\$18.99
2121 ATV/Mule	1	\$0	\$0	\$0	\$0	0	242	259	17	\$0.00
2131 Utility PU Truck	178	\$0	\$173	\$173	\$1,403	413	56,308	61,403	5,095	\$0.31
2132 Brush PU Truck	5	\$0	\$0	\$0	\$0	0	67,113	67,189	76	\$0.00
2133 Brush PU Truck	7	\$0	\$0	\$0	\$88	22	60,977	61,077	100	\$0.88
2141 Tanker	46	\$1,455	\$2,322	\$3,777	\$646	165	6,944	7,564	620	\$7.13
2142 Tanker	26	\$7,924	\$23	\$7,947	\$329	75	10,005	10,590	585	\$14.15
2151 Tower	12	\$1,200	\$1,096	\$2,296	\$515	130	51,552	52,075	523	\$5.37
2161 EMS Duty Crew	367	\$633	\$12,523	\$13,155	\$2,010	520	103,251	106,320	3,069	\$4.94
2171 Chief	99	\$0	\$2,237	\$2,237	\$2,420	621	32,844	45,614	12,770	\$0.36
2173 EMS Duty Crew	558	\$2,110	\$0	\$2,110	\$3,248	532	94,462	102,868	8,406	\$0.64
2174 Deputy Chief	62	\$403	\$768	\$1,171	\$2,556	652	36,879	47,414	10,535	\$0.35
2191 Morgan J Boat	3	\$12,328	\$836	\$13,164						
2194 Fire Boat	8	\$0	\$741	\$741						

# Total Cost in Dollars and Percent 2024

Item #9A



# Roster Profile

Item #9B

## Jurisdiction and beyond

12, or 43% lives in our jurisdiction, which includes the two cites and the township. 16, or 57% lives outside our borders.

Having overnight facilities at the station is a must! Otherwise more than half of our roster would not be able to respond within a reasonable time frame.

Total Roster	28	%
Roster jurisdiction	12	43%
Roster non-jurisdiction	16	57%
Firefighters/EMS jurisdiction	10	36%
Firefighters/EMS non-jurisdiction	12	43%
Firefighters jurisdiction		0%
Firefighters non-jurisdiction	4	14%
EMS only jurisdiction	2	7%
EMS only non-jurisdiction		0%
Academy jurisdiction		0%
Academy non-jurisdiction		0%
<b>Roster proximity to station</b>		
0.0-2.5 Miles	6	21%
2.6-5.0 Miles	7	25%
5.1-10.0 Miles	5	18%
10.1-20.0 Miles	7	25%
20.0-40.0 Miles	3	11%

# Personnel Proximity to Our Station

## Where is our Personnel coming from?

13 personnel, or 46%, lives within 5 miles of the station. Focusing on this group, only 1 lives in the city of Douglas, where the remaining 12 lives in Saugatuck and Laketown Townships.

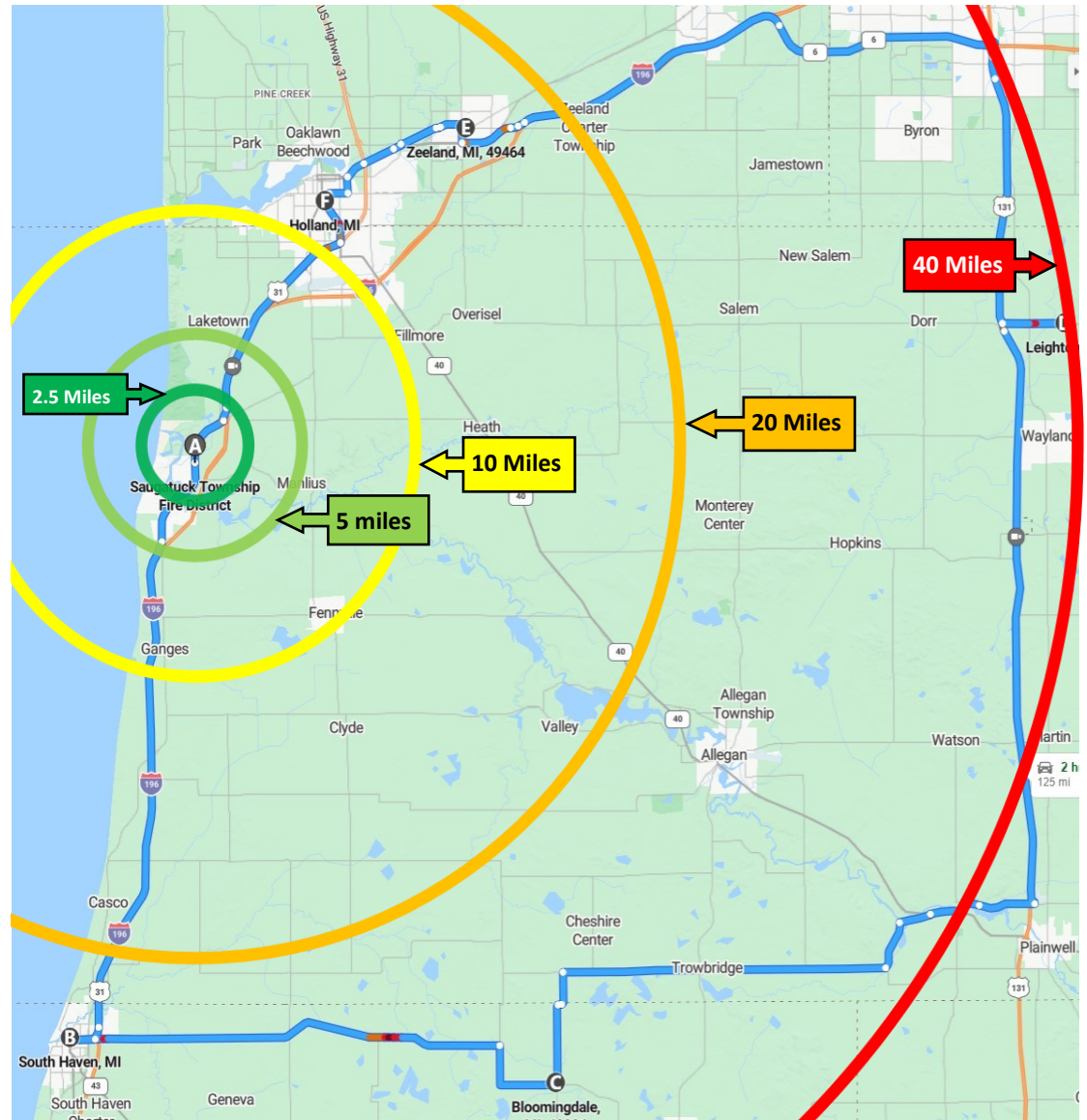
For the remaining, 15 or 54%, their locations range from 5-40 miles away. On their duty nights and weekends, they respond from the station.

0.0-2.5 Miles	6	21%
2.6-5.0 Miles	7	25%
5.1-10.0 Miles	5	18%
10.1-20.0 Miles	7	25%
20.0-40.0 Miles	3	11%

## In 2023...

A slight majority, 17 or 52%, lived within 5 miles of the station. At that time, only 2 lived in the cities of Saugatuck and Douglas, the remaining, 15 or 48%, lived in Saugatuck Township or very nearby.

0.0-2.5 Miles	7	21%
2.6-5.0 Miles	10	31%
5.1-10.0 Miles	5	16%
10.1-20.0 Miles	5	16%
20.0-40.0 Miles	5	16%





# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #9D



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January 15<sup>th</sup>, 2025

## Funding Approval Form

### **ITEM DESCRIPTION:**

Truck #2173– Purchase 2024 RAM 4x4 5500 Chassis with Refurbished Remount Body to replace the 2015 Ford Expedition

### **PRIORITY:**

High

### **Executive Summary:**

This memorandum serves as a formal request to replace the department’s 2015 Ford Expedition with a remount body that is transport capable on a new Ram chassis. The proposed not-to-exceed cost is \$240,000, with an additional 10% contingency for unforeseen expenses. This investment will enhance our operational capabilities, ensure the reliability of emergency response services, and optimize cost-efficiency over the vehicle’s lifecycle.

### **Background:**

The 2015 Ford Expedition has been an integral part of our fleet, serving as a primary first response unit. However, after nearly a decade of service, the vehicle has reached the end of its optimal operational life. It is now prone to frequent maintenance issues, resulting in increased downtime and operational costs. Additionally, the vehicle’s capacity and functionality no longer meet the evolving demands of our emergency response services. When the 2017 Ford Expedition was totaled, it was replaced with a used transport-capable truck.

In 2016, the Fire Board established a directive to replace small vehicles at seven-year intervals to ensure operational reliability and cost-efficiency. This replacement aligns with that directive, as the 2015 Ford Expedition is now in its ninth year of service.

**Proposed Replacement:** The recommended, cost effective, and reliable solution for the District’s EMS strategic planning is to procure a remount ambulance body on a new Ram chassis. A remount involves transferring the refurbished body module onto a new chassis, allowing us significantly reduced project costs while incorporating the reliability and advanced safety features of a new cab, new diesel engine, warranty, 4x4 chassis, new electrical, and mechanical systems. This approach provides several advantages:

1. **Cost Savings:**

- A refurbished body remount costs significantly less than purchasing a brand-new ambulance, reducing capital expenditure without compromising functionality.

2. **Enhanced Reliability:**

- A new Ram chassis ensures modern technology, improved fuel efficiency, and extended operational life.



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### 3. Operational Efficiency:

- The upgraded vehicle will reduce maintenance needs, minimize downtime, and provide enhanced safety and performance.

### Budget Consideration:

The estimated cost for the remount ambulance, including the new Ram chassis, is \$240,000. To account for any unforeseen expenses, a 10% contingency (\$24,000) is requested, bringing the total budget allowance to \$264,000.

### Cost / Benefit:

To provide perspective, the \$264,000 cost divided over a 7-year lifespan equates to \$37,714.00 annually. When distributed among the 5,600 taxpayers in our community, this amounts to approximately \$6.73 per taxpayer per year. The total cost per taxpayer for the 7-year period is \$49.00 and the breakdown highlights the cost-efficiency and affordability of this investment for the community.

### Rationale and Benefits:

#### 1. Improved Service Delivery:

- The new ambulance will improve response times and operational readiness, directly impacting public safety. Additionally, the truck will allow for the ability to transport patients in the event the private ALS services have extended response times.

#### 2. Long-Term Savings:

- Reduced maintenance and repair costs over the vehicle’s lifespan will offset the initial investment.

#### 3. Sustainability:

- Remounting aligns with sustainable practices by repurposing and refinishing components rather than discarding the existing ambulance module.

**Conclusion:** Replacing the 2015 Ford Expedition with a remount ambulance on a new Ram chassis is a fiscally responsible and operationally strategic decision. This investment ensures our department can continue to provide high-quality emergency services to the community without interruption. On behalf of the Fire District’s First Responder crews, we respectfully request the Fire Board’s approval to proceed with this capital expenditure, including the proposed contingency. Thank you for your consideration.

### BUDGETED:

\$264,000 – Amended Capital Plan – 2024/25 FY

### FUNDING SOURCE(S):

FY 2024/25 Budget / Fund Balance

### COST:

\$240,000.00

\$24,000.00 – 10% Contingency for Change Orders and unknown expenses

**Total = \$264,000.00**

**REQUESTERS:**

Chief Greg Janik and Deputy Chief Chris Mantels

**SAMPLE MOTION:**

I \_\_\_\_\_ motion to authorize Fire District staff execute contracts to purchase the 2025 RAM 5500 Chassis with refurbished remount ambulance body to replace the 2015 Ford Expedition, including the 10% contingency, with a not to exceed amount of \$264,000.00. for anticipated delivery in Summer 2025. I \_\_\_\_\_ 2<sup>nd</sup> the Motion. (Roll Call Vote)

**Fire Board Vote - Date:** \_\_\_\_\_

Motion: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_



This picture is intended to be an example only, not actual size, paint color, or body configuration.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Item #10A



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January 31<sup>st</sup>, 2025

## Funding Approval Form

**ITEM DESCRIPTION:**

Replacement of Unsupported Knox Key Secures

**PRIORITY:**

High

**FUNDING REQUEST:**

Our current Knox Key Secure 3b Models are obsolete. We had one fail late in 2024, and the parts to repair the circuit board are no longer available from the Knox Company. These Key Secures are all 7-10 years old. Additionally, to change authorized users, they require staff to connect a cable manually to each Key Secure, which takes approximately 1-2 hours of time each time we have a change in authorized users. The proposed replacement update over Wi-Fi, so less than 5 minutes to send the updated user list to all Knox Key Secures.

These Key Secures house the Knox Keys that provide us emergency access to any structure that was required to have one and are essential for accurately tracking key usage. If we were to lose a Knox Key, or be unable to track who took it last, there is the potential that we may be responsible for rekeying every business within our coverage area—an endeavor that could exceed one million dollars in costs.

We purchased one of the Key Secure 5 models to replace the failed 3b model late last year and have seen good results both with the Wi-Fi capable programming, as well as functionality. The updated Key Secure 5 holds two Knox Keys, which can allow us the ability to more rapidly check multiple businesses for gas odors, fire extension, etc. when working in one of the many downtown districts.

We request funding to replace all remaining ten outdated Knox Key Secure 3b models with the Wi-Fi-enabled Key Secure 5 series to maintain operational security and efficiency. Your approval will help safeguard our district's businesses while ensuring seamless key management.

**BUDGETED:**

\$14,000 – Capital Plan – 2024/25 FY

**FUNDING SOURCE(S):**

FY 2024/25 Budget

**COST:**

\$14,000.00

**REQUESTERS:**

Chief Greg Janik and Deputy Chief Chris Mantels



Obsolete 3b Model

Replacement 5 Series





Knox Company  
 1601 W Deer Valley Rd  
 Phoenix AZ 85027  
 United States

**Quote# QT-KA-58484**

**QUOTED TO:**

CUS104664  
 SAUGATUCK TWP FIRE DIST  
 3342 BLUE STAR HWY  
 SAUGATUCK MI 49453-9724  
 UNITED STATES  
 ALLEGAN

**SHIP TO:**

SAUGATUCK TWP FIRE DIST  
 3342 BLUE STAR HWY  
 SAUGATUCK MI 49453-9724  
 UNITED STATES  
 ALLEGAN

Valid Through	Sales Rep	Terms	PO #	Shipping Method
3/04/2025	Larry Lulich	N30 - Net 30		Ground Shipping < 75 LBS

Item	Description	Quantity	Units	Rate	Amount
KSM-200K2	KeySecure® 5, 2 MKEY, WIFI, ETHERNET, USB, W/ ANTENNA	10	EA	\$1,208.00	\$12,080.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-BOXES					
90034-KS5KS6	REPAIR TECH LOCK, KeySecure® 5/6	10	EA	\$0.00	\$0.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-RTB01					
KLS-FM	FLAT MOUNT BRACKET, KeySecure® 5 & 6	4	EA	\$80.00	\$320.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-BOXES					
KLS-MB-60	MOUNTING BRACKET 60° ANGLE, KeySecure® 5 & 6	3	EA	\$80.00	\$240.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-BOXES					
KLS-MB-90	MOUNTING BRACKET 90° ANGLE, KeySecure® 5 & 6	3	EA	\$80.00	\$240.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-BOXES					
SMS-1002C1	1YR. KnoxConnect™ Cloud License 7-20 devices	1	EA	\$721.00	\$721.00
Installation Address: Primary System Code Role: PS-30-0067-06-90-BOXES					

Memo: Knox Connect Form & PO # Required for Processing. 2nd Core is PS-30-0067-06-90.

<b>Subtotal</b>	<b>\$13,601.00</b>
<b>Tax Amount</b>	<b>\$0.00</b>
<b>Shipping and Handling</b>	<b>\$198.00</b>

**Total \$13,799.00**



QT-KA-58484

Terms and Conditions

All pricing is subject to change and is based on a quantity order to be shipped all at one time. Prices quoted are valid through the "Valid Through" date shown. All shipping and handling fees, if provided, are estimates based upon ground service to the address shown above. Knox will provide you a firm cost for shipping and handling fees when order is placed. Knox provides detailed installation instructions with each Knox product. However, Knox is not responsible for actual installation.

SALES TAX DISCLAIMER: Knox is required to collect sales tax for purchases made: in all US states/commonwealths (except DE, HI, MT, NH, and OR); in the District of Columbia; in Canada; and in other countries and other US territories/jurisdictions as mandated by local law. Where applicable, Knox will charge sales tax unless you have a valid sales tax exemption certificate on file with Knox. If you are sales tax exempt, you must provide us with an exemption certificate at the time the order is placed.

Please provide a purchase order number.

By signing, you accept this Quotation and Terms, including the product configuration and payment terms indicated above.

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Signature / Date