



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 21st, 2025

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. Approval of Minutes:
 - A. **June 16th, 2025 – Regular – Page 2**
7. 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.*)
8. Special Guest Speaker
 - A. **None**
9. Request for Payment:
 - A. **Accounts Payable (Roll Call Vote) – Page 5**
 - B. **Financial Report – Page 12**
10. Fire Chief Comments:
 - A. **Incident Reports / EMS Reports/ Call to Date/ Overlapping Calls**
 - B. **Cost Recovery Updates**
 1. **Incident 24-1057 \$10,120.00 Received**
 2. **Incident 25-0222 - \$1,275.00 Received**
 3. **Incident 25-0253 - \$353.00 Received**
 - C. **Vacation Bible School Pictures – Community Church of Douglas – Pictures and Slideshow**
 - D. **4th of July Parade - Discussion**
11. Unfinished Business:
 - A. **415 Wiley Road – Lease / Purchase Agreement – Discussion – Page - 14**
12. New Business:
 - A. **MMRMA Renewal Discussion Page - 20**
 - B. **MMRMA Net Asset Distribution \$3,168.00**
 - C. **ACSO Reserve Duties West Side Location – Request**
 - D. **Fire Board Officer’s Election**
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.*)
15. Fire Board Comments:
16. 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.**



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FIRE DISTRICT "SPECIAL" BOARD MEETING

4:00pm – 16th, 2025

DRAFT 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, P. Stanislawski, W. Bales
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 Fox, to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.
6. Approval of Minutes:
 - A. **May 19th, 2025 – Regular – Page 2**
Motion by Aldrich, second by Beckman, approve of the minutes of the 4/21/2025 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.
 - B. **June 2nd, 2025 – Workshop – Page 5**
Motion by Pullen, second by North, approve of the minutes of the 5/5/2025 workshop meeting as presented. No discussion. Motion passes by unanimous by voice vote.
7. Public Comment on Agenda Items Only: (*Limit 3 Minutes*)
 - A. **None**
8. **Public Hearing:**
 - A. **Fiscal Year 2025-26 Budget – Page 7**
Motion to Open Public Hearing (Roll Call Vote):
Motion by Phelps, second by Fox open the public hearing. No discussion.
YAYS: Phelps, Fox, Aldrich, Verplank, Phelps, Pullen, North
NAYS: None
ABSENT: None
Motions passes: 7.0

Comments in Support the budget – None
Comments Opposed to the budget – None
General Comments about the budget –None
Board Comments – None

Motion to Close Public Hearing (Roll Call Vote):



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

NAYS: None

ABSENT: None

Motion passes:

B. Fire District Budget Approval – Fiscal Year 2025-26 (Roll Call Vote)

Motion by Pullen, second by North to approve 2.9 mills will be levied for the Saugatuck Township Fire District 2025-26 Budget. No discussion

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

NAYS: None

ABSENT: None

Motion passes: 7:0

9. Special Guest Speaker:

A. Tony Schippa – Heart Safe Tri-Community of Saugatuck Area – [Page 26](#)

1. Presented his presentation of Heart Safe Tri-Community

2. Requesting Saugatuck Township Fire District to be the lead sponsor.

Motion by Fox, second by Pullen to approve Saugatuck Township Fire District to be the Lead Sponsor for Heart Safe Tri-Community of Saugatuck Area.

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

NAYS: None

Absent: None

Motion Passes: 7.0

10. Request for Payment:

A. Budget Amendment #2(Roll Call Vote): – [Page 34](#)

Motion by Pullen, second by North to approve Budget Amendment #2 dated 6/12/2025.

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

NAYS: None

ABSENT: None

Motion passes: 7.0

B. Accounts Payables (Roll Call Vote) – [Page 35](#)

Motion by Phelps, Second by Fox to pay the invoices in the amount of \$152.193.89. No discussion.

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

NAYS: None

Absent: None

Motion passes: 7:0.

C. Financial Report: - [Page 40](#)

11. Fire Chief Comments:

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

1. Incidents – 445 year to date with a 5% increase from last year.

2. Average Response Time Year to Date – 6:36

3. Increase in MVI at 28%

B. Cost Recovery Updates

1. Incident 25-0241 \$705.00 Received



SAUGATUCK TOWNSHIP FIRE DISTRICT

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- 2. Two Overdue Cases Sent To Attorney
- C. Foam Party – Pictures and Slideshow

12. Unfinished Business:

- A. Life EMS Ambulance Support Subsidy Agreement – Update
 - 1. Chief sent Life EMS a letter on June 5th, 2025
- B. 415 Wiley Road – Discussion
 - 1. Dan Fox and Jane Verplank met Neal Siebert, Lisa Nocerini, Bernie Merkle, and Peter Stanislawski.
 - 2. The meeting was over the overall cost.
 - 3. Prepare a proposal and present it to City of Douglas.

13. New Business:

- A. None

14. Correspondence:

- A. None

15. Public Comments: *(Limit 3 Minutes)*

- A. None

16. Fire Board Comments:

- A. Aldrich – Noe
- B. Beckman – None
- C. Fox – None
- D. Verplank –
- E. Phelps -
- F. Pullen –
- G. North –

17. Adjournment:

- A. Meeting adjourned at 5:07pm.

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.

Vendor Name	Description	Amount
1. ACCIDENT FUND	WORKER COMP	9,838.00
2. AEROS IT GROUP	COMPUTER SERVICES	915.50
	COMPUTER SERVICES	416.50
	TOTAL	1,332.00
3. APPLIED IMAGING	COPIER USE	573.74
4. AQUAFINE OF WEST MICHIGAN INC	WATER COOLER	63.60
5. ARROWASTE	TRASH	39.72
	TRASH	88.39
	TOTAL	128.11
6. BLOOM SLUGGETT PC	LEGAL FEES	2,017.50
	LEGAL FEES	1,449.00
	TOTAL	3,466.50
7. BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	8,141.83
8. BREMER & BOUMAN HEATING & COOLING	AC REPAIR	283.50
9. CODE SAVVY	PLAN REVIEW	275.00
10. COMCAST	INTERNET	184.15
	INTERNET	184.15
	TOTAL	368.30
11. CONSUMERS ENERGY	FIRE STATION	746.44
	BOAT DOCK	45.44
	TOTAL	791.88
12. FIRE PROGRAMS	ANNUAL SOFTWARE	2,985.00
13. FIRST BANKCARD	SUPPLIES, TRAINING & MAINTANCE	3,173.17
14. HELP NET EAP	EMPLOYEE ASSISTANCE	1,000.80
15. IHLE AUTO PARTS	SUPPLIES	184.01
	BATTERIES	610.02
	TOTAL	794.03
16. IHLE'S SERVICE LLC	MULE TRAILER	112.39
	GENERATOR MAINTENANCE	112.39
	TOTAL	224.78
17. KAL LAKE SEWER WATER	WATER	50.93
	WATER	379.60
	WATER	378.10
	WATER	54.35

Vendor Name	Description	Amount
	TOTAL	862.98
18. KLEYN MOBILE REPAIR		
	2112 MAINTENANCE	1,738.16
	2111 MAINTENANCE	2,510.51
	2142 REPAIRS	1,554.28
	2142 MAINTENANCE	1,920.49
	TOTAL	7,723.44
19. LAKE VISTA SUPERVALUE	SUPPLIES	225.97
20. LEXIPOL LLC	FIRE POLICY & TRAINING BULLETINS	4,072.05
21. MCKESSON	MEDICAL SUPPLIES	154.08
	MEDICAL SUPPLIES	52.20
	TOTAL	206.28
22. MENARDS	SUPPLIES	62.54
	SUPPLIES	64.99
	TOTAL	127.53
23. MICHIGAN GAS UTILITIES	NATURAL GAS	62.24
24. MMRMA	INSURANCE	2,131.50
	INSURANCE	2,500.00
	TOTAL	4,631.50
25. MOTOROLA SOLUTIONS INC	RADIO MAINTENANCE	643.90
26. OFFICE DEPOT	OFFICE SUPPLIES	222.95
27. OIT LLC	TELEPHONES	402.77
28. PETER STANISLAWSKI	FINANCE SERVICES	980.00
29. PURITY CYLINDER GASES INC	CYLINDER GAS	50.46
30. RELIABLE ROAD SERVICE INC	2112 TIRES	4,010.73
31. SAUGATUCK HARBOR INSURANCE AGENCY	INSURANCE	5,397.00
32. SENSIT TECHNOLOGIES LLC	SENSIT SENSOR 2171	348.44
33. SHELL	GASOLINE & DIESEL	1,453.06
34. STANDARD	INSURANCE	1,213.17
35. SUMMIT COMPANIES	BOAT MAINTENANCE	170.00
	BOAT MAINTENANCE	24.00
	TOTAL	194.00
36. VERIZON WIRELESS	CELL PHONES & MODEMS	594.92
37. WEST MICHIGAN UNIFORM	SHOP TOWELS	231.08
38. YACHT BASIN MARINA		

Vendor Name	Description	Amount
	BOAT PAINTING	4,187.15
	BOAT STORAGE	500.00
	TOTAL	4,687.15
39. ZORO	SUPPLIES	225.88
TOTAL - ALL VENDORS		72,007.74

07/17/2025 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/17/2025 - 07/21/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
06/20/2025	20827	MIDLAND CREDIT MANAGEMENT INC	PAYROLL	933.76
06/20/2025	DD6024(A)	BERNHARDY, CHRISTOPHER	PAYROLL	2,539.32
06/20/2025	DD6025(A)	BETTS, MICHAEL	PAYROLL	2,122.61
06/20/2025	DD6026(A)	CAPEL, RILEY	PAYROLL	1,480.66
06/20/2025	DD6027(A)	DALTON, PHIL	PAYROLL	1,331.06
06/20/2025	DD6028(A)	HOSIER, CALEB	PAYROLL	1,411.01
06/20/2025	DD6029(A)	JANIK, GREG	PAYROLL	2,761.71
06/20/2025	DD6030(A)	MANTELS, CHRISTOPHER	PAYROLL	2,642.62
06/20/2025	DD6031(A)	MEYER, KYLE	PAYROLL	1,823.50
06/20/2025	DD6032(A)	STEVENS, KEVIN	PAYROLL	830.07
06/20/2025	EFT1672(E)	457 MERS	PAYROLL	1,703.40
06/20/2025	EFT1673(E)	MISDU	PAYROLL	720.94
06/20/2025	EFT1674(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,281.53
06/20/2025	EFT1675(E)	MERS	PAYROLL	8,597.48
06/20/2025	EFT1676(E)	DEFINED CONTRIBUTION	PAYROLL	2,610.23
06/20/2025	EFT1677(E)	HEALTH SAVINGS PLAN	PAYROLL	1,288.96
06/20/2025	EFT1678(E)	STATE OF MICHIGAN	PAYROLL	3,986.00
06/23/2025	3545(E)	ARROWWASTE	TRASH	39.72
06/23/2025	3546(E)	COMCAST	INTERNET	184.15
06/23/2025	3547(E)	MENARDS	SUPPLIES	64.99
06/23/2025	3548(E)	MCKESSON	MEDICAL SUPPLIES	154.08
06/23/2025	3549(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	594.92
06/23/2025	3550(A)	BLOOM SLUGGETT PC	LEGAL FEES	2,017.50
06/23/2025	3551(A)	HELP NET EAP	EMPLOYEE ASSISTANCE	1,000.80
06/23/2025	3552(A)	YACHT BASIN MARINA	BOAT PAINTING	4,187.15
06/23/2025	20833	BREMER & BOUMAN HEATING & COOLING	AC REPAIR	283.50
06/23/2025	20834	IHLE AUTO PARTS	SUPPLIES	184.01
07/03/2025	DD6033(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,923.08
07/03/2025	DD6034(A)	BETTS, MICHAEL	PAYROLL	2,072.60
07/03/2025	DD6035(A)	CAPEL, RILEY	PAYROLL	1,430.67
07/03/2025	DD6036(A)	DALTON, PHIL	PAYROLL	1,281.05
07/03/2025	DD6037(A)	HOSIER, CALEB	PAYROLL	1,361.00
07/03/2025	DD6038(A)	JANIK, GREG	PAYROLL	2,761.70
07/03/2025	DD6039(A)	MANTELS, CHRISTOPHER	PAYROLL	2,592.61
07/03/2025	DD6040(A)	MEYER, KYLE	PAYROLL	1,773.49
07/03/2025	DD6041(A)	STEVENS, KEVIN	PAYROLL	686.06
07/03/2025	EFT1679(E)	457 MERS	PAYROLL	1,703.40
07/03/2025	EFT1680(E)	MISDU	PAYROLL	814.96
07/03/2025	EFT1681(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,281.61

07/17/2025 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/17/2025 - 07/21/2025				
Check Date	Check	Vendor Name	Description	Amount
07/03/2025	EFT1682(E)	DEFINED CONTRIBUTION	PAYROLL	2,610.23
07/03/2025	EFT1683(E)	SAUGATUCK AREA PROFESSIONAL LOCAL 5	PAYROLL	400.00
07/14/2025	20835	PHELPS, DONALD	PAYROLL	88.10
07/14/2025	DD6042(A)	ALDRICH, STACEY	PAYROLL	87.10
07/14/2025	DD6043(A)	BALES, WENDY	PAYROLL	2,642.23
07/14/2025	DD6044(A)	BECKMAN, ERIC	PAYROLL	86.10
07/14/2025	DD6045(A)	BEEK, HEATHER	PAYROLL	442.20
07/14/2025	DD6046(A)	BERNHARDY, CHRISTOPHER	PAYROLL	253.31
07/14/2025	DD6047(A)	BETTS, MICHAEL	PAYROLL	1,198.14
07/14/2025	DD6048(A)	BLATT, DAVID	PAYROLL	417.67
07/14/2025	DD6049(A)	BLOK, MICHAEL	PAYROLL	900.54
07/14/2025	DD6050(A)	BRINK, CHAD	PAYROLL	800.25
07/14/2025	DD6051(A)	DALTON, PHIL	PAYROLL	174.38
07/14/2025	DD6052(A)	ESQUIVEL, BRADLEY	PAYROLL	471.43
07/14/2025	DD6053(A)	GARGANO, MARK	PAYROLL	1,645.48
07/14/2025	DD6054(A)	HOSIER, CALEB	PAYROLL	110.57
07/14/2025	DD6055(A)	HUNDERMAN, MARCIE	PAYROLL	46.95
07/14/2025	DD6056(A)	JANIK, GREG	PAYROLL	1,150.70
07/14/2025	DD6057(A)	KIRCHERT, ERIK	PAYROLL	605.71
07/14/2025	DD6058(A)	LOVELL, BROCK	PAYROLL	346.89
07/14/2025	DD6059(A)	MANTELS, CHRISTOPHER	PAYROLL	557.39
07/14/2025	DD6060(A)	MARR, SEAN	PAYROLL	565.27
07/14/2025	DD6061(A)	MEISTE, JAMES	PAYROLL	629.50
07/14/2025	DD6062(A)	MEYER, KYLE	PAYROLL	25.63
07/14/2025	DD6063(A)	NORTH, CATHY	PAYROLL	87.10
07/14/2025	DD6064(A)	PEAK, ANDREW	PAYROLL	1,407.97
07/14/2025	DD6065(A)	POST, RYAN	PAYROLL	647.75
07/14/2025	DD6066(A)	PULLEN, TARUE	PAYROLL	88.10
07/14/2025	DD6067(A)	SEYMOUR, SCOTT	PAYROLL	1,068.58
07/14/2025	DD6068(A)	STARRING, LINUS	PAYROLL	735.92
07/14/2025	DD6069(A)	STEVENS, KEVIN	PAYROLL	62.31
07/14/2025	DD6070(A)	VERPLANK, JANE	PAYROLL	88.10
07/14/2025	DD6071(A)	WETZEL, EVAN	PAYROLL	1,773.93
07/14/2025	EFT1684(E)	457 MERS	PAYROLL	1,467.73
07/14/2025	EFT1685(E)	MISDU	PAYROLL	114.92
07/14/2025	EFT1686(E)	INTERNAL REVENUE SERVICE	PAYROLL	5,189.24
07/14/2025	EFT1687(E)	DEFINED CONTRIBUTION	PAYROLL	1,135.06
07/14/2025	EFT1688(E)	SAUGATUCK AREA PROFESSIONAL LOCAL 5	PAYROLL	350.00
07/14/2025	STUB121(A)	MINNIEAR, HARRY	PAYROLL	0.00
07/18/2025	DD6072(A)	BERNHARDY, CHRISTOPHER	PAYROLL	2,042.02
07/18/2025	DD6073(A)	BETTS, MICHAEL	PAYROLL	2,201.36

07/17/2025 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/17/2025 - 07/21/2025				
Check Date	Check	Vendor Name	Description	Amount
07/18/2025	DD6074(A)	CAPEL, RILEY	PAYROLL	1,488.77
07/18/2025	DD6075(A)	DALTON, PHIL	PAYROLL	1,384.37
07/18/2025	DD6076(A)	HOSIER, CALEB	PAYROLL	1,464.31
07/18/2025	DD6077(A)	JANIK, GREG	PAYROLL	2,761.71
07/18/2025	DD6078(A)	MANTELS, CHRISTOPHER	PAYROLL	2,745.44
07/18/2025	DD6079(A)	MEYER, KYLE	PAYROLL	1,886.45
07/18/2025	DD6080(A)	STEVENS, KEVIN	PAYROLL	763.93
07/18/2025	EFT1689(E)	457 MERS	PAYROLL	1,748.27
07/18/2025	EFT1690(E)	MISDU	PAYROLL	844.38
07/18/2025	EFT1691(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,517.56
07/18/2025	EFT1692(E)	MERS	PAYROLL	6,819.44
07/18/2025	EFT1693(E)	DEFINED CONTRIBUTION	PAYROLL	2,679.76
07/18/2025	EFT1694(E)	HEALTH SAVINGS PLAN	PAYROLL	1,022.41
07/18/2025	EFT1695(E)	STATE OF MICHIGAN	PAYROLL	3,078.55
07/18/2025	EFT1696(E)	SAUGATUCK AREA PROFESSIONAL LOCAL 5	PAYROLL	50.00
07/21/2025	3553(E)	ACCIDENT FUND	WORKER COMP	9,838.00
07/21/2025	3554(E)	ARROWASTE	TRASH	88.39
07/21/2025	3555(E)	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	8,141.83
07/21/2025	3556(E)	COMCAST	INTERNET	184.15
07/21/2025	3557(E)	OIT LLC	TELEPHONES	402.77
07/21/2025	3558(A)	AEROS IT GROUP	COMPUTER SERVICES	1,332.00
07/21/2025	3559(A)	APPLIED IMAGING	COPIER USE	573.74
07/21/2025	3560(A)	AQUAFINE OF WEST MICHIGAN INC	WATER COOLER	63.60
07/21/2025	3561(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,449.00
07/21/2025	3562(A)	IHLE'S SERVICE LLC	GENERATOR MAINTENANCE	224.78
07/21/2025	3563(A)	KLEYN MOBILE REPAIR	2142 MAINTENANCE	7,723.44
07/21/2025	3564(A)	LEXIPOL LLC	FIRE POLICY & TRAINING BULLETINS	4,072.05
07/21/2025	3565(A)	MMRMA	INSURANCE	4,631.50
07/21/2025	3566(A)	MOTOROLA SOLUTIONS INC	RADIO MAINTENANCE	643.90
07/21/2025	3567(A)	OFFICE DEPOT	OFFICE SUPPLIES	222.95
07/21/2025	3568(A)	PETER STANISLAWSKI	FINANCE SERVICES	980.00
07/21/2025	3569(A)	PURITY CYLINDER GASES INC	CYLINDER GAS	50.46
07/21/2025	3570(A)	RELIABLE ROAD SERVICE INC	2112 TIRES	4,010.73
07/21/2025	3571(A)	SENSIT TECHNOLOGIES LLC	SENSIT SENSOR 2171	348.44
07/21/2025	3572(A)	STANDARD	INSURANCE	1,213.17
07/21/2025	3573(A)	SUMMIT COMPANIES	BOAT MAINTENANCE	194.00
07/21/2025	3574(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	231.08
07/21/2025	3575(A)	YACHT BASIN MARINA	BOAT STORAGE	500.00
07/21/2025	3576(E)	CONSUMERS ENERGY	BOAT DOCK	45.44
07/21/2025	3577(E)	CONSUMERS ENERGY	FIRE STATION	746.44
07/21/2025	3578(E)	FIRST BANKCARD	SUPPLIES, TRAINING & MAINTANCE	3,173.17

07/17/2025 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 06/17/2025 - 07/21/2025				
Check Date	Check	Vendor Name	Description	Amount
07/21/2025	3579(E)	KAL LAKE SEWER WATER	WATER	50.93
07/21/2025	3580(E)	KAL LAKE SEWER WATER	WATER	379.60
07/21/2025	3581(E)	KAL LAKE SEWER WATER	WATER	378.10
07/21/2025	3582(E)	KAL LAKE SEWER WATER	WATER	54.35
07/21/2025	3583(E)	MENARDS	SUPPLIES	62.54
07/21/2025	3584(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	62.24
07/21/2025	3585(E)	MCKESSON	MEDICAL SUPPLIES	52.20
07/21/2025	3586(E)	SHELL	GASOLINE & DIESEL	1,453.06
07/21/2025	3587(E)	ZORO	SUPPLIES	225.88
07/21/2025	20836	FIRE PROGRAMS	ANNUAL SOFTWARE	2,985.00
07/21/2025	20837	SAUGATUCK HARBOR INSURANCE AGENCY	INSURANCE	5,397.00
07/21/2025	20838	LAKE VISTA SUPERVALUE	SUPPLIES	225.97
07/21/2025	20839	IHLE AUTO PARTS	BATTERIES	610.02
07/21/2025	20840	CODE SAVVY	PLAN REVIEW	275.00
Total of 135 Checks:				209,726.04
Less 0 Void Checks:				0.00
Total of 135 Disbursements:				209,726.04

User: BSA

DB: Stfd

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/25	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	518,829.93	559,347.00	559,346.97	0.00	0.03	100.00
206-000-402.000	SAUGATUCK TOWNSHIP	1,069,709.31	1,191,206.31	1,191,206.31	0.00	0.00	100.00
206-000-403.000	DOUGLAS CITY	546,472.68	594,167.45	594,167.45	0.00	0.00	100.00
206-000-450.000	FIRE SERVICES	1,190.00	3,000.00	2,780.00	0.00	220.00	92.67
206-000-460.000	INSPECTION & PLAN REVIEW FEES	38,800.00	65,000.00	65,735.00	5,750.00	(735.00)	101.13
206-000-465.000	COST RECOVERY	35,960.83	31,000.00	32,386.36	2,333.50	(1,386.36)	104.47
206-000-560.000	GRANTS & DONATIONS	130,987.59	59,500.00	59,787.48	21,000.00	(287.48)	100.48
206-000-665.000	INTEREST	34,662.28	45,000.00	46,739.72	6,097.84	(1,739.72)	103.87
206-000-669.000	INSURANCE PROCEEDS	4,400.00	0.00	0.00	0.00	0.00	0.00
206-000-685.000	SALES OF ASSETS	67,467.52	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,448,480.14	2,548,220.76	2,552,149.29	35,181.34	(3,928.53)	100.15
TOTAL REVENUES		2,448,480.14	2,548,220.76	2,552,149.29	35,181.34	(3,928.53)	100.15
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,350.00	5,300.00	5,300.00	1,150.00	0.00	100.00
206-336-704.000	CHIEF SALARY	110,000.02	127,500.00	126,678.37	15,216.92	821.63	99.36
206-336-705.000	OFFICER SALARIES	7,479.36	10,000.00	8,896.07	1,500.04	1,103.93	88.96
206-336-708.000	CAREER FIREFIGHTER	488,197.56	615,000.00	571,581.49	78,021.26	43,418.51	92.94
206-336-709.000	OPERATIONAL WAGES	96,817.83	130,000.00	124,177.80	23,606.37	5,822.20	95.52
206-336-709.500	PAID ON CALL STIPEND	88,946.75	95,000.00	78,881.61	12,218.05	16,118.39	83.03
206-336-710.000	FIRE CALLS	56,934.06	70,000.00	55,601.17	7,356.03	14,398.83	79.43
206-336-711.000	MEDICAL CALLS	34,289.42	38,500.00	40,419.70	7,280.47	(1,919.70)	104.99
206-336-712.000	TRAINING	23,550.63	35,000.00	23,558.21	5,260.37	11,441.79	67.31
206-336-713.000	SPECIAL EVENTS	14,029.92	15,000.00	8,050.94	503.90	6,949.06	53.67
206-336-720.000	PAYROLL TAXES	72,244.55	111,000.00	83,628.27	11,638.23	27,371.73	75.34
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	107,430.92	150,000.00	142,640.85	12,322.36	7,359.15	95.09
206-336-722.000	WORKER COMP INSURANCE	48,485.06	85,790.00	50,039.85	0.00	35,750.15	58.33
206-336-723.000	RETIREMENT	142,000.00	160,000.00	162,214.08	23,125.27	(2,214.08)	101.38
206-336-727.000	OPERATING SUPPLIES	15,097.26	30,000.00	29,592.91	3,796.63	407.09	98.64
206-336-728.000	GAS & OIL	19,391.54	20,000.00	18,066.46	2,810.83	1,933.54	90.33
206-336-730.000	PROFESSIONAL SERVICES	43,954.74	42,500.00	41,822.40	5,701.50	677.60	98.41
206-336-742.000	TESTING, REPAIR & REPLACEMENT	19,148.87	22,000.00	6,303.51	0.00	15,696.49	28.65
206-336-745.000	STATION TOOLS	1,103.22	3,250.00	264.18	0.00	2,985.82	8.13
206-336-746.000	FIRE FIGHTER TOOLS	10,244.35	10,000.00	8,414.39	4,800.59	1,585.61	84.14
206-336-751.000	PHONES	13,509.91	19,000.00	15,388.52	1,422.26	3,611.48	80.99
206-336-752.000	UTILITIES	14,922.01	20,000.00	17,131.42	2,977.45	2,868.58	85.66
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	66,034.10	70,000.00	69,400.00	18,808.07	600.00	99.14
206-336-761.000	BOAT MAINTENANCE	11,543.09	21,500.00	21,504.75	1,233.10	(4.75)	100.02
206-336-762.000	RADIO & PAGER R&R	7,416.17	10,000.00	503.56	0.00	9,496.44	5.04
206-336-763.000	BUILDING REPAIR & MAINTENANCE	26,544.12	39,500.00	38,421.73	4,870.98	1,078.27	97.27
206-336-764.000	BUILDING SECURITY	1,669.20	3,000.00	2,639.00	0.00	361.00	87.97
206-336-767.000	DUES & SUBSCRIPTIONS	3,845.89	5,450.00	5,102.56	599.90	347.44	93.62
206-336-770.000	OFFICE EXPENSES	9,874.34	12,000.00	10,643.22	1,500.25	1,356.78	88.69
206-336-771.000	TECHNOLOGY	22,568.46	36,000.00	34,613.51	995.50	1,386.49	96.15
206-336-775.000	BUILDING INSPECTIONS	75.00	2,500.00	1,806.69	0.00	693.31	72.27
206-336-780.000	UNIFORMS	10,989.89	12,000.00	5,706.13	0.00	6,293.87	47.55
206-336-781.000	TURN OUT GEAR	0.00	50,000.00	48,498.28	1,236.02	1,501.72	97.00
206-336-785.000	EDUCATION	25,787.42	33,000.00	9,547.28	105.00	23,452.72	28.93
206-336-791.000	MEDICAL SUPPLY	13,512.97	20,000.00	10,042.11	504.57	9,957.89	50.21
206-336-795.000	COMMUNITY RISK REDUCTION	12,666.00	15,000.00	5,943.52	251.86	9,056.48	39.62

User: BSA

DB: Stfd

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 06/30/25 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	06/30/2025 NORM (ABNORM)			NORM (ABNORM)		
Fund 206 - FIRE FUND									
Expenditures									
206-336-796.000	PHYSICALS	0.00	15,000.00	12,698.00		0.00	2,302.00		84.65
206-336-815.000	GENERAL INSURANCE	38,073.00	34,307.00	34,306.43		0.00	0.57		100.00
206-336-861.000	TAX CHARGE BACK	811.09	1,000.00	636.22		0.00	363.78		63.62
206-336-985.000	LONG TERM CAPITAL	171,320.86	480,250.00	286,198.91		416.49	194,051.09		59.59
Total Dept 336 - FIRE FUND		1,853,954.01	2,675,347.00	2,216,864.10		251,230.27	458,482.90		82.86
TOTAL EXPENDITURES		1,853,954.01	2,675,347.00	2,216,864.10		251,230.27	458,482.90		82.86
Fund 206 - FIRE FUND:									
TOTAL REVENUES		2,448,480.14	2,548,220.76	2,552,149.29		35,181.34	(3,928.53)		100.15
TOTAL EXPENDITURES		1,853,954.01	2,675,347.00	2,216,864.10		251,230.27	458,482.90		82.86
NET OF REVENUES & EXPENDITURES		594,526.13	(127,126.24)	335,285.19		(216,048.93)	(462,411.43)		263.74



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

Date: June 15, 2025

The City of the Village of Douglas
Honorable Douglas City Council
86 W Center Street
Douglas, MI 49406

Dear Honorable Douglas City Council,

Saugatuck Township Fire District ("District") proposes to acquire by long-term lease, lease-to-purchase, outright purchase or other creative acquisition routes to be identified and agreed to by both parties, the roughly one-quarter of the Douglas Municipal building at 415 Wiley Road, Douglas, MI 49406, (commonly known as units 1 and 2 at that address) together with the adjacent property to accommodate construction of a 90 feet X 90 feet fire apparatus building, and adequate parking, immediately adjacent to the south for the purposes of locating the District operational headquarters. The new District operational headquarters will include administration, sleeping and housing and associated support areas for 24-hour crew personnel, indoor training, and fire-apparatus accommodation for approximately six fire-service and emergency-medical service vehicles and related equipment. The expense of the new construction of the six-door, two-way apparatus building would be borne entirely by the District.

Considerations

Initial contractor estimates to remodel units 1 & 2 came in at \$782,230. The estimate summary is extensive and well covered, and includes concrete, trench drains, structural metal, specialties, equipment, electrical & generator, plumbing, electronic safety & security, communications, earthwork, exterior improvements utilities, general conditions, general requirements, design and construction contingency, planning & zoning fees, builders' risk insurance, payment & performance bonds, building permit fees, general liability insurance, design & engineering and a design-build service fee. While the District is not in a financial position to remodel to the extent the estimate provided, we do feel we may be able to reduce the remodeling costs by approximately \$100,000 - \$135,000 for estimated remodel costs of \$683,230 to \$647,230 for units 1 & 2.



SAUGATUCK TOWNSHIP FIRE DISTRICT

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Essential Initial Project Needs for Units 1 & 2

Essential immediate needs to occupy units 1 & 2 include the following, high speed internet, phone system, key entry system, two standup showers, kitchen, exterior electric power cords and air lines to plug in apparatus and trucks. The District would be responsible for these costs. No structural or bearing walls will be altered during the lease without approval of the City of Douglas.

Lease Purchase Agreement on Units 1 & 2

The District proposes an initial Lease Purchase Agreement to allow time to secure funding and finance options for the purchase of units 1 & 2 and the construction of a fire apparatus building. The term will be on an annual basis, with a mutually agreeable commencement and automatically renewed unless a written cancellation notice is submitted 60 days prior to the Lease Purchase Agreement expiration by either the lessor or lessee.

Lease Purchase Payments on Units 1 & 2

The District proposes a monthly lease rate of \$2,166. per month, for a total of \$26,000. for 12 months. The District shall pay for the utilities to include electricity, internet, natural gas and water. The District proposes the monthly lease payments be credited towards the purchase price of units 1 & 2. The agreement grants the tenant the exclusive right, but not obligation, to purchase the property at a specified purchase price of \$600,000.

Overall compensation in the amount of \$600,000. to the City of Douglas by the District accomplished by, alternatively, a single upfront payment, or an amortized payment of that amount over a period of five years. Possible District financing sources include municipal bonding, District millage, federal or state grants, and donations, or combinations of these.

STFD preliminary plans for alterations and development of the property (please see attached preliminary drawings for reference) include:

- Limited alterations to interior walls; no alterations to existing exterior.
- Addition of two separate shower facilities for male and female crew.
- Adding communications fixed resources for fire-service and 9-1-1 operations.
- Construction of a 90 feet X 90 feet 3-bay fire apparatus-building with associated areas for equipment/gear maintenance and storage.
- Construction of an enclosed breezeway connecting the garage with the main building.
- Parking



SAUGATUCK TOWNSHIP FIRE DISTRICT

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This proposal outlines our preliminary thoughts on the process, compensation, and time to accomplish the above. We respectfully submit it to the City of the Village of Douglas for your consideration.

Sincerely,

Saugatuck Township Fire District

City of the Village of Douglas



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



To:
State Representative, Joey Andrews

Subject: Expansion of STFD Emergency Services Facilities in Douglas, Michigan

Summary: The Saugatuck Township Fire District, with the support of the City of the Village of Douglas, seeks Rep. Andrews’ support for state funding assistance for new emergency services facilities.

Background: The City of the Village of Douglas has acquired a structure and real estate ideally suited to consolidating the city’s operations and citizen-support functions in one location. This site will house the city administration, Department of Public Works, and Police Department, including garage and maintenance facilities for the city’s fleet of vehicles and equipment. The site is conveniently located on the south-east corner of Wiley Road and Blue Star Highway and will permit the city’s sale of several other buildings and real estate now excess to the city’s needs.

The new Douglas facility (currently being remodeled to suit the city) will occupy roughly two-thirds of the existing structure. The remaining third (and adjacent real estate) is ideally suited-- with remodeling and construction of emergency-vehicle garage facilities--to meet the Saugatuck Township Fire District’s known and planned needs now, and well into the future.



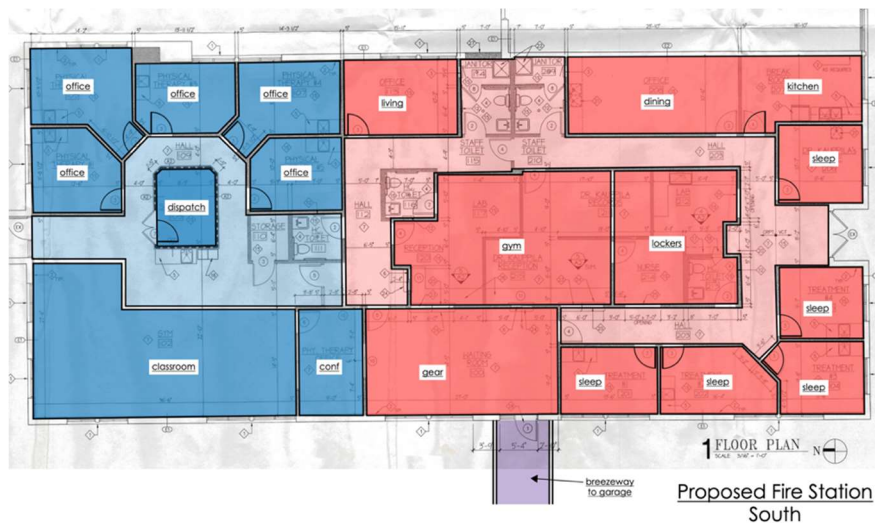
The citizens of Douglas and those individuals living in the south half of Saugatuck Township will be the direct beneficiaries of this addition to STFD facilities. Response times in this geography (south of the Kalamazoo River) will improve; emergency personnel and equipment will be located closer to high-population/demand facilities including Douglas Elementary School, Douglas Cove Rehabilitation and Nursing Facility, Douglas Community Church, downtown Douglas commercial structures, and Interstate 196 (by way of Exit 36) where motor-vehicle accidents requiring emergency assistance are increasingly common.

With the new STFD facilities, the area’s emergency-service resources will also be positioned proximate to the geographic areas of Douglas and the Township with the highest degree of future residential development already in planning.

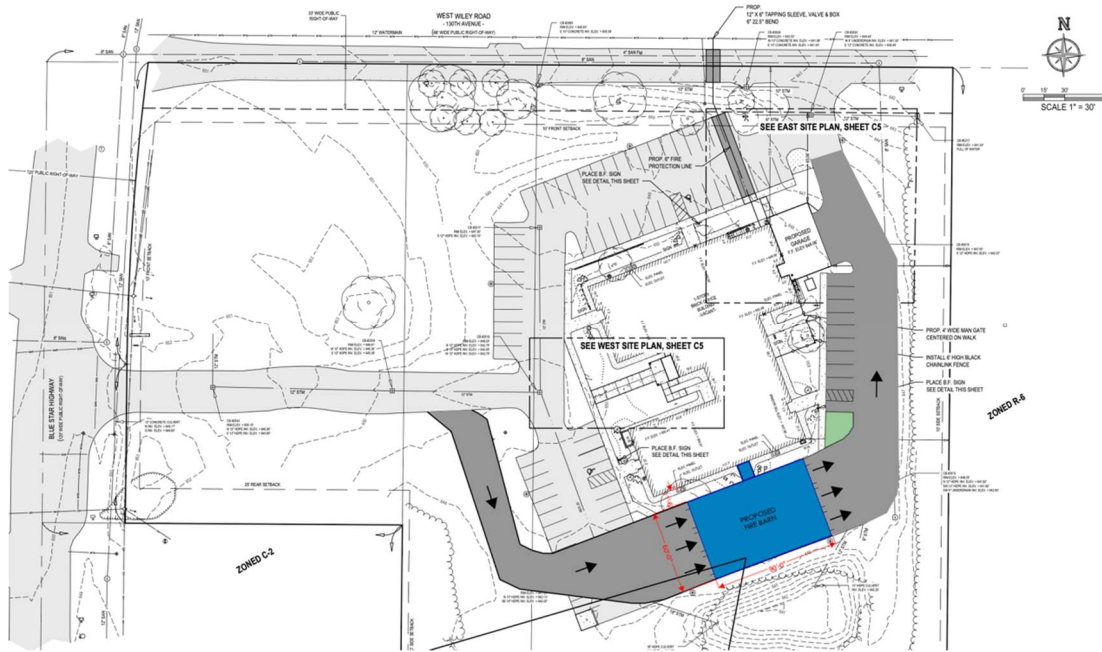
The STFD Needs: The emergency services’ current facilities are insufficient for the area’s needs, as well as being inadequate for the STFD’s mission. Current facilities cannot properly house the District’s fire and emergency-medical-response vehicles and equipment. As, or more importantly, the facilities are inadequate to support overnight housing for emergency service personnel necessary to maintain 24/7/365 service to the area population. Because the cost of housing in the immediate local area is prohibitively expensive for fire-service staff, many live upwards of 20 miles from the station necessitating sleeping (and associated showering and dining) accommodations at the station for overnight occupancy.

As noted above, the current (and only) STFD facilities are located more than a mile north of the Kalamazoo River with the resultant response-time challenge being greatest in the southern half of the Township as well as the south side of Douglas.

Scope of Work (Preliminary): The preliminary plans for roughly one-third of the new Douglas City Hall and government center to be devoted to the STFD facilities are illustrated below:



The amount of re-purposing necessary is minimal and limited primarily to adding male and female shower facilities. Existing internal walls require virtually no alteration. Utility, air-handling, and plumbing assets are already in place. As noted in the above illustration, a breezeway (shown in purple) would be added to link the administrative facilities to the emergency-equipment “barn.” This 3-bay/6-vehicle drive-through garage would be constructed to the immediate south of the government center building, as shown in the following illustration (in blue).



HOLLAND ENGINEERING
220 Howard Road
Saugatuck, MI 49486
616.221.1111
hollandeng.com

CREATE 3 ARCHITECTURE
ATTN: MR. PATRICK BRECHTING
patrick@create3architecture.com

NEW DOUGLAS CITY HALL
PT. OF THE NW 1/4 SECT. 21 T1N, R18W
CITY OF THE VILLAGE OF DOUGLAS
31 TOWN CENTER DRIVE, SAUGATUCK, MI 49486

Projected Cost: Preliminary estimate for the needed alterations including new construction referenced above is \$3,500,000.

With this document, we seek Rep. Andrews' help in securing state funding for this important and needed emergency-response upgrade in Douglas and the Township.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item # 12A



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

June 18, 2025

MEMO

To: Saugatuck Township Fire District Fire Board

From: Greg Janik

Subject: Michigan Municipal Risk Management Authority (MMRMA) – Annual Renewal Summary for Property and Liability for FY 2025-26

MMRMA Annual Renewal Summary

- MMRMA policy includes a stated insured value amount for all buildings at \$2.3 million
- Greg requested an estimate on proposed property coverage for 415 Wiley Rd, Units 1&2
- **The policy renewal includes a \$500 increase in deductible from \$1,000. to \$1,500.**
- Property & Liability Coverage Period July 01,2025to July 01,2026
- **2025-2026 Renewal Premium \$47,263.**
- **2024-2025 Premium \$43,183.**
- **Policy increase of \$4,080. or 9.5%.** Primarily due to increases in exposure and risks, combined with costs of vehicles, repair/parts costs and property, and the marketplace.
- Net Asset Distribution (to STFD) for the fiscal year. \$3,168.
- State Pool Loss Fund Excess Distribution (to STFD). \$2,667.
- **Total Excess Distribution Refund to STFD. \$5,835.**

<u>Member Account Summary</u>	<u>Period</u>	<u>Program Total</u>
○ Net Asset Distribution	\$3,168.	\$116,166.
○ State Pool Loss Excess Distr.	\$2,667.	\$36,354.
○ RAP Grants	\$20,000.	\$67,895.

Respectfully submitted,

Greg Janik