

PROPOSED MINUTES  
GRAAFSCHAP FIRE BOARD  
4534 60<sup>TH</sup> STREET  
HOLLAND, MI 49423  
(616) 335-3050

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

February 1, 2007

ARTICLE I. CALL TO ORDER

Chairman John Kleinheksel called the meeting to order at 5:35 P.M. and Mark Hop opened with prayer.

MEMBERS PRESENT: John Kleinheksel, Cal Haverdink, Gary Dewey, Mark Hop, Bill Sikkel,

MEMBERS ABSENT: Al Schrotenboer, Les Tucker

STAFF PRESENT: Diane Ybarra - Recording Secretary

OTHERS PRESENT: Doug Den Bleyker, Wayne Van Ommen, Jeff Bosma

ARTICLE II. APPROVAL OF MINUTES

The Board reviewed the minutes of the January 18, 2007. Following discussion, Chairman Kleinheksel approved the minutes.

ARTICLE III. OLD BUSINESS

A. FY 2007-08 BUDGET

Chairman John Kleinheksel reviewed the open issues of the budget. The breakdown between the two townships has changed quite a bit this year with Fillmore Township's SEV up approximately 10-12% and Laketown Township remaining unchanged. The breakdown is Laketown Township at 76% and Fillmore Township at 24%. The salaries would increase approximately \$2,000 based on an increase of \$1.00 per hour for run pay.

Mark Hop asked if Al Meshkin conducted Chief Cal Haverdink's review and if he in turn conducts

reviews for the department officers. Chief Haverdink responded that there are no formal reviews conducted.

Gary Dewey commented that this same question has been raised at the Township level. Bill Sikkel gave an overview of the process at the County level. John Kleinheksel stated that this is definitely an area where we have been lax at the fire department and Fillmore Township as well. Mark Hop also commented that career pathing should be made available for the fire fighters as well as documentation for performance. Mark is asking if there is a file on each fire fighter for performance documentation.

Jeff Bosma suggested that the Board establish goals for Chief Cal Haverdink and he then establish goals for each of the fire fighters to be reviewed on a regular basis. Goals are beneficial for keeping the department on track and moving forward.

Bill Sikkel asked that Chief Haverdink network with other departments to benchmark policies and processes being used. Bill Sikkel suggested putting this issue on a future agenda.

Gary Dewey stated that the Township Board has suggested erecting a Personnel Review Board.

Following discussion, **a motion was made by Mark Hop and seconded by Gary Dewey to approve the increase of \$1.00 per hour for run call pay. UNANIMOUS DECISION – MOTION APPROVED**

Bill Sikkel asked if there are times when we are surprised with unexpected revenue. John Kleinheksel responded that there sometimes are surprise donations.

John Kleinheksel commented that the increase for Fillmore Township is approximately \$17,000 based on the SEV numbers. Cal Haverdink commented that the same formula is used per policy and based on growth.

Bill Sikkel asked for clarification on the Maintenance. Cal Haverdink responded that there was electrical work done on one of the trucks and additional work done on one other vehicle. Bill Sikkel also asked if plowing is included in the Maintenance. Cal Haverdink responded that he does it on a voluntary basis but he does receive mileage.

Mark Hop asked if there is a “wish list” that might be included in the budget. Cal Haverdink responded that Al Meshkin includes \$15,000 in the budget for such items.

Following discussion, **a motion was made by Gary Dewey and seconded by John Kleinheksel to approve the proposed FY 2007-08 Budget. UNANIMOUS DECISION – MOTION APPROVED**

## B. REFINANCING OF THE FIRE STATION

The refinancing of the station would reduce the term of the loan by 2 years with a payoff at 18 years instead of 20 and a savings of approximately \$63,463.

Following discussion, **a motion was made by John Kleinheksel and seconded by Gary Dewey to approve the refinancing of the fire station. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE IV. NEW BUSINESS - None

ARTICLE V. CITIZENS COMMENTS

Gary Dewey commended Cal Haverdink and the Department on the fine job that they do. John Kleinheksel supported that comment. Bill Sikkel commented how well the Department has done since the move from the old station.

Gary Dewey commented that as the progress of the Personnel Review Board moves forward, it would be communicated to this Board.

Mark Hop challenges Cal Haverdink to solicit feedback from the fire fighters.

Jeff Bosma asked that caution be used in such a process.

ARTICLE VI. ADJOURN

John Kleinheksel adjourned the meeting at 6:22 pm.

**The next meeting date to be determined.**