

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

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

January 6, 2015

ARTICLE I. CALL TO ORDER

Chair Bob Yonker called the meeting to order at 5:30pm and Mark Hop opened with prayer.

MEMBERS PRESENT: Cal Haverdink, Bob Yonker, Jim Lorence, Doug Den Bleyker, Terry Hofmeyer, Mark Hop
MEMBERS ABSENT: Gary Dewey, Todd Szakacs
STAFF PRESENT: Al Meshkin – Township Manager
Diane Ybarra – Recording Secretary

ARTICLE II. ELECTION OF OFFICERS

Following discussion, **a motion was made by Mark Hop and seconded by Terry Hofmeyer to elect Bob Yonker as Chair and Jim Lorence as Vice Chair. Chair Bob Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE III. APPROVAL OF MINUTES

The Board reviewed the minutes of the December 2, 2014. **Following discussion, a motion was made by Terry Hofmeyer and seconded by Mark Hop to approve the minutes. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE IV. OLD BUSINESS

A. FIRE CHIEF RECRUITMENT PROCESS

The Board reviewed the proposed job description making note of the Bachelor's Degree in Fire Science with concern that it may deter some otherwise qualified candidates from applying. Al Meshkin explained that the term "or equivalent preferred" should not deter candidates without that specific degree from applying.

Mark Hop questioned if we would want this position to continue with burn permits and resident complaints. Cal Haverdink and Al both agreed that these responsibilities would continue to be that of the Fire Chief. Mark also asked if Cal would meet the requirements of this new job description. Cal responded that through grandfathering, continuous training and experience he feels he would meet the requirements. Mark asked if this job description is “over qualifying” the position. Al and Cal both responded that these are the qualifications of a modern day fire officer which requires extensive and continuous training. Many of our current firefighters have some or most of these certifications and the Department along with the State regulate the training to maintain licensing.

Bob Yonker asked if a special driver’s license is necessary. Cal said no but for firefighter classes you are trained to drive the emergency vehicles and certified to do so. Bob asked if there is anything here that would make it difficult for an internal applicant to apply. Al and Cal both responded that there are several employees that would meet the qualifications.

Jim Lorence asked if there is anything in here about requiring a minimal distance of residency. Al responded that the State law limits the distance we can require to 20 miles from the service area. He will forward the document that speaks to this requirement. Jim asked if we have two equally qualified candidates but one is a 5 miles and the other at 18 miles, can we select the candidate based on proximity of residency without fear of discrimination. Al responded that there would be no issue. Diane will add this requirement to the employment ad.

Jim asked if we are on schedule with our timeline for hiring a new chief and Al responded that we are. The posting will go up no later than January 10 with applications being accepted through January 31.

Mark asked if the position description would be posted with the ad. Al responded that it would not but an applicant could request it. The position will be posted in the Holland Sentinel which would also include Monster.com, Michigan Talent Bank website, Laketown and Fillmore Township websites and the Michigan Fire Chief Association website.

Al stated that the compensation research will be done through the Michigan Township Association and also the Michigan Fire Chief Association. A proposed salary range will be available within the next two weeks.

B. AUTOMATIC MUTUAL AID AGREEMENT

This will be reviewed at the February 2 meeting for potential recommendation to the township boards for approval. Al will resend the proposal for review prior to this meeting.

ARTICLE V. NEW BUSINESS

A. FY 2015-16 BUDGET

Al Meshkin gave a brief review of the 2014 Amended budget highlighting that the Private Contributions shows a large increase due to the fundraising done by the department to purchase the Lucas special defibulator. The capital outlay was also increased to reflect the flow of those funds through the budget. Maintenance for vehicles also shows an increase due to the necessary repairs on the aging Engine 50. While the repairs are costly, an equivalent replacement would cost upwards of \$1million. The type of equipment has provided many benefits in the township including a higher ISO rating resulting in lower insurance premium costs for residents.

The Salary Expenditure has not been amended as the quarterly payroll information is not yet available. Cal commented that there has been an increase in calls at 435 in 2014 compared to 370-380 in 2013 so the salary expense may be higher.

Mark Hop stated he would like to see a Fund Balance of at least \$25-\$30,000 in the budget or perhaps a percentage of the budget in the Fund Balance as a rule. Bob Yonker suggested making the amount 10 percent as a rule. Following discussion, **a motion was made by Mark Hop and seconded by Jim Lorence to include 10 percent of the department budget in Fund Balance. Chairman Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE VI. CITIZENS COMMENTS - None

ARTICLE VII. ADJOURN

A motion was made by Terry Hofmeyer and seconded by Mark Hop to adjourn the meeting at 6:07 P.M. UNANIMOUS DECISION MOTION APPROVED

NEXT MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 3 AT 5:30PM