

PROPOSED MINUTES

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

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

January 10, 2019

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Doug Den Bleyker, Tim Hofman, Wayne Mokma,
Bob Yonker, Jim Lorence, Sean Reilly, Gary Dewey
MEMBERS ABSENT: None
STAFF PRESENT: Al Meshkin – Township Manager
Diane Ybarra – Recording Secretary

ARTICLE II. APPROVAL OF MINUTES

The Board reviewed the minutes of the January 11, 2018 meeting. **A motion was made by Hofman and seconded by Lorence to approve the minutes as submitted. Chair Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE III. UPDATE FROM CHIEF

Chief Den Bleyker reviewed the attached reports: Chief Updates and Deputy Chief Activities

Lorence asked about hiring new employees with no experience. Chief Den Bleyker explained that all new recruits will attend Fire Academy and receive on-the-job experience. Lorence asked if there is a protocol for hiring candidates and Den Bleyer explained that there is a vetting process for all candidates and all those with the required skillset are considered.

Hofman asked what a message board would be used for and Den Bleyer explained it would be to provide notice on the highway of accidents or road conditions as needed.

Yonker asked about fire academy and Den Bleyker explained that the class is held after hours and

on week-ends with headquarters in Allegan but training is rotated throughout all departments in the county.

Hofman asked about the live burn center, how often will you do training? Den Bleyker said a couple of times a year.

ARTICLE IV. OLD BUSINESS

A. NEW VEHICLES

Den Bleyker noted the update is in the attached report.

B. MEDICAL EVALUATIONS

Den Bleyker reported that this was approved last year and everyone went thru once to set a baseline and moving forward a third will go each year so it will be every three years for an individual.

C. SATURDAY DUTY SHIFTS

Den Bleyker started the Saturday shifts last year to ensure staff is in the area on Saturdays. This allows firefighters to pick two Saturdays per quarter for a 6:00am – 6:00pm shift during which time they come into the station for two hours and run an inventory on the trucks. There has not been any negative feedback and there have been calls on the majority of the Saturdays that have been staffed.

D. DEPARTMENT STUDY, P1 ITEMS

Priority 1 items from the consultant are being worked on. A FEMA grant was put in for an exhaust removal system costing \$8-9,000 and eyes on the garage doors is in the budget.

E. DUTY CREWS/DUTY SHIFTS

Everyone is assigned to a shift throughout the week from 6:00pm – 8:00am to ensure that we have someone responding to calls along with one of the officers which is working out well.

F. DEPUTY CHIEF

Den Bleyker reviewed that attached Deputy Chief report and commented that the department would not be able to run without the second full-time Deputy Chief.

ARTICLE V. NEW BUSINESS

A. BUDGET/MAINTENANCE ISSUES

Den Bleyker reported that there were major repair issues on pumper tanker and truck #741 this past year. There are also issues with the generator and it is currently out of service noting that it will cost approximately \$4,000-\$5,000 to repair and will wait until the new budget to do so.

Lorence and others commented on the importance of getting the generator repaired now and not waiting until the new budget year. Meshkin will amend the budget to reflect the expense to repair the generator in 2018-19.

B. BUDGET

Al reviewed the 2018 Amended Budget and 2019 Proposed Budget. The split between the two townships is almost identical to last year with an 80/20 split. The fund balance will remain between 10 - 20%.

Expenditures are somewhat higher due to salaries and more calls than the previous year. There will be additional building maintenance for next year to install the apparatus bay door eyes; repair the fountain and redo landscaping. Next year the furnace and air conditioner may be replaced. The building is now 20 years old and is paid off.

Meshkin said the cost to run the department for services received totals less than \$1,000 per run.

Bob Yonker and Tim Hofman said it has all been very well done.

Following discussion, **a motion was made by Lorence and seconded by Hofman to approve the 2018 Amended Budget and 2019 Proposed Budget. Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

Yonker asked how often wages will be reviewed and Den Bleyker replied the wages are reviewed every other year.

C. PLANNING COMMISSION

Lorence expressed appreciation to the Chief for his consistent attendance at the Planning Commission meetings. His input is valuable to the commissioners in their review of requests.

D. COMMUNICATION

It was suggested that an article be submitted to both township newsletters commending the Fire Department on their efficiencies and fiduciary responsibilities with taxpayer monies.

E. OPEN SEAT

Lorance reported that he will be moving out of the township within the next 6-8 months. He enjoyed the time he has served on the Fire Board and will continue to do so until he moves or when it makes best sense to have a replacement step in.

F. TOWNSHIP UPDATES

Meshkin reported that Michelle Sall has replace Wendy Van Huis as Laketown Township Clerk and Terry Hofmeyer announced his resignation from Township Supervisor role effective February 28.

ARTICLE VI. CITIZENS COMMENTS - None

ARTICLE VII. ADJOURN

Yonker adjourned the meeting at 6:25 P.M.