

PROPOSED MINUTES

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

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

January 11, 2018

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Doug Den Bleyker, Tim Hofman, Wayne Mokma,
Bob Yonker, Jim Lorence, Sean Reilly, Terry Hofmeyer
MEMBERS ABSENT: Gary Dewey
STAFF PRESENT: Al Meshkin – Township Manager
Diane Ybarra – Recording Secretary

ARTICLE II. APPROVAL OF MINUTES

The Board reviewed the minutes of the September 21, 2017 meeting. **A motion was made by Lorence and seconded by Hofman 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 provided a written report on the following items:

- New Personnel – one new staff member and one cadet
- Cost Recovery – CY 2017 - \$12,432.51
- New Radio System – operational as of September
- Stats for 2017 – 605 calls, an increase of 29.8%
- Command Vehicle and P/U Truck – proposing replacement of current vehicles
- Home Safety Surveys – well received and numerous surveys have been completed
- Live Burn Facility – should start construction in the spring – print and costs provided
- EMT Class – co-sponsoring with Hamilton Fire – four personnel will attend
- Old Engine 712 – sold for \$2500

- Commercial Business Inspections – Sarah is inspecting 3-5 businesses per week
- Fire Station Facility Updates

Hofmeyer asked if the jeeps will be replaced and Den Bleyker responded that the older models will be replaced due to maintenance costs and they will be turned back to the DNR.

ARTICLE IV. OLD BUSINESS

A. ENGINE 712

Den Bleyker reported that the engine sold for \$2500.

B. CADET PROGRAM

Den Bleyker reported that there is one cadet in the program.

C. DEPARTMENT STUDY

Den Bleyker reviewed pages 109-112 of the consultant's report for recommendations:

In Progress:

- Apparatus is being done
- Running of gasoline engines outside of the station or with use of adequate ventilation
- Change stipends for meetings to hourly rate – see the budget discussion
- Evaluate Deputy Chief duties to ensure compliance with FSLA – completed
- Chief and Deputy Chief conduct daily morning meetings and weekly meetings – underway
- Implement community risk program – in process of outlining the program, will include review of call volume to identify high rating issues
- Replacement of worn apparatus, i.e., jeeps; plan is to replace one with a pick-up; replace unit 733; will maintain units 741 and 750
- Chief mentor junior staff on calls

Will start to work on:

- Air intakes
- Quotes will be obtained for safety eyes on the overhead doors
- Chief to use 911 phone app for all staff
- Chief develop better means of communication – in process through means of department evaluations and process to address noted concerns; defined organizational chart for chain of command; each officer assigned an area of responsibility
- Establish policy for quadrant response in personal vehicles – currently, responders have to report to the station to obtain turnout gear
- Training document for each staff member should be part of the data management system
- Training curriculum and schedule

- Evaluate community impact of fire prevention education
- Township must review employee handbook for compliance with FLSA – AI
- Continue with duty crews and part-time paid employees

Recommendation may not be considered:

- Emissions study – previous grant denied because there are is overnight staff
- Monthly financial reports to Fire Board – Board’s discretion
- 28 day work cycle
- Comprehensive budget for board – this is at board’s discretion
- Review peak staffing
- Install fire suppression sprinklers in entire facility
- Fire Board review finance policies and procedures – Board’s discretion
- Hose testing should be done in-house – will continue to have it done by a service

Den Bleyker and Meshkin asked the Board members to review the report and email questions/concerns to both of them.

D. EMERGENCY ACCESS

Meshkin advised that after over a year of communication and negotiation – the easement has finally been obtained without the use of eminent domain. A gate will be maintained on the bridge as well as a gate at the US-31 right-of-way for emergency personnel access only. The township will work with Broekhuis Growers llc to determine the timing of the construction to cause least amount of disruption to the business beginning after August 1 to be done by November 2, 2018.

ARTICLE V. NEW BUSINESS

A. PROPOSED BUDGET

Meshkin reviewed the budget starting with the formula used to allocate the costs – there have been minor change; the call volume is up considerably and uniformly between the two townships. The SEV’s have increased but the split remains near 80/20.

Meshkin noted the 2018 proposed revenue is \$631,325; a 10% increase in salaries reflects a combination of pay increases, a change in the pay system, Saturday duty crew and cadet position. Capital outlay has been reduced to \$35,000 for three main pieces of equipment; \$75,000 for the emergency access; Meshkin suggested consideration be given to vehicle lease versus purchase for the command and utility truck to take advantage of the low interest rates.

Meshkin referred to the proposed budget entitled Regular Calculation showing the Fillmore contribution at \$121,416 and Laketown at \$506,709 and asked the board to review the reduced calculation showing Fillmore at \$116,342 and Laketown at \$485,532 reducing the Fund Balance by \$25,000. Den Bleyker commented that there should be no major Capital Outlay other than

general maintenance. Meshkin stated the cost of the department is slightly under 1 mil and the cost of a run averages \$1000.

Meshkin recommends the board approve the Amended 2017 and Proposed 2018 Budgets.

A motion was made by Lorence and seconded by Hofman to approve the Amended 2017 and Proposed 2018 Reduced Calculation Budgets.

Den Bleyker reminded the board that department members have not had a wage increase since 2007. He referred to the spreadsheet provided showing that the raises would be tied to training objectives. Den Bleyker also proposed a cost of living increase more frequently to avoid such a gap in issuing increases in the future.

Hofman called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED

Den Bleyker noted that the consultant will provide a presentation of the study findings to the Township Boards and Fire Board. The board representatives will advise Den Bleyker of potential dates for a joint meeting, likely to be held in the spring.

B. DEPARTMENT EVALUATION

This item is noted above regarding the study.

C. NEXT MEETING

The next meeting date to be advised.

ARTICLE VI. CITIZENS COMMENTS - None

ARTICLE VII. ADJOURN

A motion was made by Hofman and seconded by Lorence to adjourn the meeting at 6:47 P.M.