

PROPOSED MINUTES

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

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

January 12, 2017

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, Bob Yonker, Jim Lorence,  
Terry Hofmeyer, Brett Grams  
MEMBERS ABSENT: Dan Martinez, Tim Hofman, Gary Dewey  
STAFF PRESENT: Al Meshkin – Township Manager  
Diane Ybarra – Recording Secretary

ARTICLE II. APPROVAL OF MINUTES

The Board reviewed the minutes of the June 28, 2016 meeting. **A motion was made by Lorence and seconded by Hofmeyer to approve the minutes as submitted. Chair Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE III. UPDATE FROM CHIEF

A. ISO UPDATE

Chief Den Bleyker displayed the binders of information he provided for the ISO inspectors. He expects a response in approximately five months.

B. COST RECOVERY

The total for 2016 was \$11,958.15 of \$18,885.15 total expenditure. Recovery cost expenses were issued to non-resident individuals.

### C. AV PROJECT

Legacy donation from former resident Helen Keeler Burke provides annual funds of \$3,000 - \$5,000. This year the donation will be used to improve the AV equipment in the training room.

### D. FITNESS ROOM

The number one killer of fire fighters is heart disease. Chief Den Bleyker will reconfigure an area of the training closet to provide space for a treadmill and potentially exercise bike to be available for the staff to use.

### E. SCBA REPLACEMENT

The bottles used are not certifiable in 2017. A FEMA grant was denied for the replacements so Den Bleyker is considering a lease program that would cost approximately \$20,000/year but provide auto replacement of the equipment.

### F. BALLISTIC PROTECTION

Den Bleyker demonstrated a sample vest that would provide protection from spike punctures and handgun weapons. Den Bleyker noted an increase in incident risk and recommends the vests be made available to staff.

## ARTICLE IV. OLD BUSINESS

### A. NEW ENGINE

Den Bleyker said the paint color has been finalized and the chassis will be built within the next couple of weeks. Once that is done, it will travel out to South Dakota for outfitting and delivery should be in late May or early June. Lorence asked about the color and Den Bleyker responded that it will be charcoal gray on top and darker red on the bottom. Hofmeyer asked about the color of the lights and Den Bleyker responded the light color is a mandated standard by the NFPA.

### B. REPORTING SOFTWARE

Den Bleyker reported that the current provider has upgraded the system to cloud-based so no change will be made at this time.

### C. TRAINING BURN FACILITY

Den Bleyker explained \$15,000 of the Capital Outlay will be used to partner with four other

departments to create a Training Burn Facility. The facility will consist of shipping containers for live fire training. Specific standards will be used to build the training units to address various fire situations. Ganges, Saugatuck, Holland and Fennville will partner on the project.

#### D. OUTDOOR BUILDING MAINTENANCE

Den Bleyker reported that caulking of windows and joints in the cement has been done. The area where the asphalt meets the cement has also been repaired.

#### E. LED LIGHTING

Den Bleyker included an update in the township newsletters regarding the lighting changes at the station participating in the BPW Energy Smart Program. The night lights in the apparatus bay and the parking lot lights were all changed out for a total out of pocket cost of just \$325.00. The rebates covered \$1,627.47 and the projected annual energy cost savings is \$1,341.00.

### ARTICLE V. NEW BUSINESS

#### A. CAPITAL OUTLAY 2017-2018

Den Bleyker reviewed the proposed GFD Capital Improvements for 2017-2018 as follows:

• Turnout Gear	\$36,000
• Replace carpet and VCT tile in office	\$10,000
• Fire Dept. Study	\$10,000
• Portable radio upgrade	\$ 8,000
• Burn facility	<u>\$15,000</u>
	\$79,000

#### B. DEPARTMENT REVIEW

Den Bleyker and Meshkin reviewed the benefits of a full department study that was conducted in 1997 and provided the strategic plan for 20 years. The review would be conducted by McGrath Consulting with the intent it be used as guidelines for the next strategic plan.

#### C. ADDITIONAL FULL-TIME PERSON

Den Bleyker noted that this has been discussed for a number of years and is needed to accomplish the requirements of the NFPA. It is becoming more and more difficult to have part-time staff available during daytime hours and much of the routine requirements are not being met as they should. Den Bleyker has prepared a job description and has a short list of candidates he feels may be interested and qualified to fill the position. Meshkin added that the administrative duties of the chief's position have increased to meet the necessary compliance requirements for the department.

Yonker expressed some concern over the added expense but said it comes at a good time since the building will be paid off this year.

#### D. BUDGET 2017-2018

Meshkin started with the 2016 amended noting revenues up slightly due to the contribution and cost recovery. There were small shifts in expenses but no significant changes. The big change in the Capital Outlay is the vehicle lease of \$50,000 which will move to capital outlay; property lease payment has not changed; \$60,000 change in the E-Access which shifted to 2017-18.

For 2017 Expenditures show an increase in salaries for the new person but no other significant changes. Total Expenditures are \$618,579. The splits between townships are roughly 80/20, up a little for Laketown and down a little for Fillmore. The amount of property protected in the two townships equates to an SEV of \$1.1 billion and the tax base supports it at approximately 1 ¼ mils compared to other departments supported by up to 5 mils. Last year the department ran just over 400 calls.

Lorence asked about health insurance at \$10,000 compared to \$3,000 for Den Bleyker and Meshkin explained that Den Bleyker waives coverage taking a medical reimbursement but that may not be the same for the new person. There was discussion as to what would be a reasonable percentage of the budget in the Fund Balance and whether it be based on Expenditures or Revenue. It was decided that the goal would be to finish each year with the Fund Balance at 10-20% based on Revenue.

Following discussion, **a motion was made by Lorence and seconded by Hofmeyer to approve the Budget 2017-18 as amended with the Fund Balance percentage as agreed for recommendation to both Fillmore and Laketown Townships. Chair 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 Hofmeyer and seconded by Lorence to adjourn the meeting at 6:29 P.M.**