

PROPOSED MINUTES

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

SERVING LAKETOWN AND FILLMORE TOWNSHIPS

February 3, 2015

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Cal Haverdink, Bob Yonker, Jim Lorence, Doug Den Bleyker, Terry Hofmeyer, Mark Hop, Todd Szakas

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 January 6, 2015. **Following discussion, a motion was made by Jim Lorence and seconded by Mark Hop to approve the minutes. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE III. OLD BUSINESS

A. FIRE CHIEF RECRUITMENT PROCESS

Diane Ybarra reported that the job posting closed on January 31. Resumes and inquiries were received from over 40 individuals throughout the United States. Diane will review the resumes, conduct 8-10 phone interviews and from that select 4-6 candidates for the panel interviews. Ideally, the panel interview process will begin the end of February subject to the schedule of the Fire Board members and candidates. A representative of the West Michigan Fire Chief Association will also be part of the interviewing panel. Board representatives will provide Diane with a schedule of dates they are not available for the next two months. Al Meshkin and Diane will meet to determine a wage range for the position prior to the start of the interview process.

## B. FY 2015-16 BUDGET

Al reviewed the budget documents highlighting that Fillmore will be at 17.04% share compared to 20.2% last year. The expenditures have increased some for salaries to cover FICA due to the new hires not being exempt from this tax. Contracted Services is at \$30,000 brought through for the emergency access monies. The Capital Outlay of \$15,000 has not been spent due to grant monies covering most of the cost of new hose. The final vehicle lease payment will be made in October, 2015 on the new engine and the building will be paid in May, 2017. The Fund Balance is at \$48,557, meeting the 10% of the overall budget as was approved at the last meeting.

Doug Den Bleyer asked where we are on the Capital Outlay as there are items we have held off on buying but should be purchased. Al stated that he will check the grant expenditure and advise accordingly. Cal Haverdink said a grant was applied for more hose and if that is not awarded, we will need Capital Outlay funds for that.

Following discussion, **a motion was made by Terry Hofmeyer and seconded by Mark Hop to approve the proposed budget for recommendation to the township boards. UNANIMOUS DECISION – MOTION APPROVED**

## C. AUTOMATIC MUTUAL AID AGREEMENT

Chief Haverdink reviewed the Automatic Mutual Aid Agreement from the City of Holland. The purpose of the agreement is to improve service in geographical areas for both Graafschap and City of Holland jurisdictions. A map of those areas was provided for board members to review. Basically, the agreement turns the responsibility of alerting the need for aid over to the dispatcher instead of the fire chief having to request the aid making it automatic. The City of Holland firefighters have all been trained to deal with rural department equipment and methods of response. This initiative has been underway for 6-7 years and Cal would like to finalize it before the new chief comes on board. Mark Hop asked if there is anything in this agreement that the departments have not done before and Cal assured him this is nothing new except the dispatch will make the aid request automatically. The next step would be to have the City of Holland and both township boards approve the agreement.

Following discussion, **a motion was made by Jim Lorence and seconded by Mark Hop to approve the Automatic Mutual Aid Agreement.**

Mark Hop asked if the City of Holland makes any changes to the contract would it have to come back here and Cal responded that he does not anticipate any changes to the document. The language of the agreement was generated by the City of Holland attorney so it is unlikely that it would be changed. **Chairman Yonker called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE IV. NEW BUSINESS - None

ARTICLE V. CITIZENS COMMENTS - None

ARTICLE VI. ADJOURN

**A motion was made by Mark Hop and seconded by Terry Hofmeyer to adjourn the meeting at 6:03 P.M. UNANIMOUS DECISION MOTION APPROVED**