

Blendon Township  
Emergency Services Board Meeting Minutes  
April 25, 2019

1. **The meeting was called to order** at 9:05 am by Chairman Glenn Overweg.

2. **Roll Call: PRESENT:** Glenn Overweg, Chairman  
Dave Postma  
Stan Taylor  
Paul Blauwkamp  
Greg Golembiewski, Board Liaison

3. **Also Attending:**

a. Kurt Gernaat, Fire Chief

4. **Motion to approve the agenda** was made by Greg Golembiewski, support by Dave Postma, with the following additions:

a. *Two items under New Business:*

o (c) *New Hires*

o (d) *Engine 2122*

b. *Under Fire Officers Meeting Minutes:*

o (a) *Polk Street*

Motion Carried

5. **Motion to approve the Emergency Services Board Meeting Minutes**, dated February 4, 2019, was made by Greg Golembiewski, support by Dave Postma.

Motion Carried

6. **Fire Department Budget YTD – Treasurer**

a. Treasurer Golembiewski provided the Board with the following items:

o Fund Cash Balance Report, included in packet

o Invested Fund Balance Report, included in packet

b. Treasurer Golembiewski pointed out the revenue from the tax millage has all been collected.

c. The Operating account is carrying a large balance at this time.

o A large portion of that will be transferred to the Equipment account.

d. Stan Taylor stated concern over the large balances in the accounts in relationship to FDIC insurance.

o Currently, FDIC insurance covers \$250,000 per depositor

o May want to look at diversifying our funds between other institutions.

7. **Fire Chief's Report**

a. Chief Gernaat went over the 2018-19 Revenue and Expenditures Report that was included in the packet.

o Chief Gernaat pointed out that only 64% of the budget was used for the 2018-19 fiscal year.

o Paul Blauwkamp questioned by we over budgeted expenditures by so much.

- Chief Gernaat stated that there is the tendency to budget high for things that we cannot control like labor, maintenance and repairs.

- Chief Gernaat also pointed out that the fire department budgets their 'rollover' as Contingent that is never intended to be spent but instead rolled into savings. Therefore, falsely makes the budget appear further off than it truly is.
- Chief Gernaat also pointed out that for this past fiscal year there were potential expenditures that were held off on and the department did a lot of their training in house verses using outside sources.
- Stan Taylor questioned under 'Revenues' the discrepancy between the anticipated budgeted amount and the actual collected balance.
  - Chief Gernaat and the Deputy Treasurer will look into the numbers in the report and make sure they are correctly represented and report back to the board.

## 8. Fire Run Report

- a. Chief Gernaat provided two separate reports:
  - Incident report showing the monthly runs for last month
  - Incident report totals for the last calendar year
    - Chief Gernaat would like to clean up this report a bit, he feels that there should not be anything put under the classification of 'other'.
  - Fire Chief, Kurt Gernaat, presented the Board with the details of the life-saving efforts of some of his firefighters that took place on 03.21.2019.
    - Blendon Township Fire Dept was dispatched to a medical call where they found the gentlemen, in cardiac arrest. The firefighters administered CPR until the patient could be transferred to higher level care. Upon arrival at the hospital the patient was alive and conscious.
    - The firefighters involved were honored at the April 15 Township Board Meeting and given a plaque.
  - The Safety Services Board feels that the township needs to do a better job at getting information about items, like resident saves, out to the residents, in addition to having the recognition.

## 9. Fire Officers Meeting Minutes

- a. Polk Street –
  - West of 66<sup>th</sup> Avenue
  - East of 72<sup>nd</sup> Avenue
    - Currently a dead end from both directions.
    - Large culvert washed out years ago and was never replaced.
      - There is currently 400' without road
    - Residents made this a 'private road'
  - During the meeting the Officers discussed the following things:
    - Viewed GIS aerials of Polk Street and the houses on the road.
    - Discussed the limitations that currently exist if there was a fire call on Polk Street.
    - Visited the site as to provide a real life visual and measure distance to farthest house.
    - Spoke with residents on the street

- Chief Gernaat stated that the department does have concerns about having access to some of the homes in the event of a fire.
  - Currently there are 13 residence on Polk Street.
  - Fire Department is very concerned about the access to 6 of those residence.
- It was determined that Ottawa County Road Commission still owns the easement for the Road.
- Chief Gernaat has emailed the Ottawa County Road Commission for possible options.
  - Is it the County's responsibility to provided usable access for safety reasons?
  - Can needed work (culvert, road, gravel) be done by a private party or does it need to go through the OCRC?
  - Can a gated entry be installed on the road for resident access only?
- This has been a topic of discussion for 15+ years.
- b. **New Tanker Truck:**
  - The preliminary details of the new tanker truck were approved
  - Currently waiting on the specs for the truck
  - Upon receipt, the specs will be put out for bids
    - Based on how the bids come in, waiting to see if it will be more cost effective to purchase two tankers at the same time.
  - Chief Gernaat stated that they are leaning toward just one tanker.
- c. **FDIC Conference in Indianapolis:**
  - Chief Gernaat and four of his officers attended
  - Event was well attended
  - Chief Gernaat stated that he and his officers where specifically looking for the following things:
    - Lighting options for the tanker trucks
    - Software upgrades
    - Battery operated ventilation fan
- d. **SCBA Grant:**
  - Chief Gernaat stated that the department is a couple years out before needing to apply for a grant
  - Need to be at least 2 'standards' off to qualify for a grant
- e. **Pancake Breakfast:**
  - Served right around 800 people
    - Compared to 625 last year and 400 two years ago
  - Positives:
    - Excellent food
    - Fast Service
    - Activities for the Kids were a hit
    - Aero med
  - Drawbacks:
    - Lack of parking continues to be an issue
    - Quickly outgrowing the space.

- Jeremy Hejl organized and ran the event with the support and direction of Kay Poortenga
  - Chief Gernaat will make a motion at the next Fire Association meeting that Jeremy and Kay receive recognition for their dedication to this event.

**10. Opportunity for Public Comment:**

- None

**11. Old Business**

- None

**12. New Business:**

a. **Fire Chief Position:**

- Township is moving toward a 'Township Manager' model of government.
- The Township Board is currently working on developing a job description for the position.
  - Want to make sure the job description written is a good fit for the township
  - Want and encourage public input
- Currently, Fire Chief Gernaat is planning on applying for the position of Township Manage. However, the Township board will also be accepting outside applications and conducting interviews for the position.
  - If Chief Gernaat were to be offered the position, the ESB would need to start planning for a new fire chief.
  - At this time, there is no timeline for these changes to take effect.
- Start thinking about writing a job description for a new chief position.
  - Full or part time?
  - Fire Chief with additional responsibilities
    - 70% Fire Chief
    - 30% Other (buildings and grounds, ex)

b. **West Michigan Office Interiors:**

- BCC remodel is almost complete
- Office space for the firefighters needs furniture.
- Submitted quote is from West Michigan Office Interiors and includes installation.
  - Total quote is \$2500
  - Budgeted \$5000 for office furniture and projection upgrades.
  - Wi-fi has been updated
  - Computers are already in place
  - Chief Gernaat went to Haworth and Herman Miller factory stores but was unable to find enough matching pieces to complete the office space.
- ***Motion to approve the purchase of the office furniture from West Michigan Office Interiors was made by Dave Postma, support by Greg Golembiewski.***

Motion Carried

c. **New Hires:**

- Received three applications, all for the Tyler Street Station
  - Applicant 1, resides in Georgetown Township
    - Medically Trained
    - No Fire Experience
    - Initial feeling is that she may be using this position as a resume builder

- Planning on interviewing
  - Applicant 2, Blendon Resident
    - Completed Firefighter I & II Training
    - No medical training
    - Resume a little lacking
    - Planning on interviewing
  - Applicant 3, Blendon Resident
    - No medical training
    - No fire training
    - Planning on interviewing
- Chief Gernaat looking to potentially hire one position.
- Board agreed that Chief Gernaat could email his recommendation, at the conclusion of the interviews, and the Board will take an email vote.
- d. **Engine 2122:**
  - Chief Gernaat presented the Board with a quote from Action Body Shop to have corrosion on Engine 2122 repaired
  - The engine is 17 years old and this is the first time the engine has needed work done on it besides routine maintenance.
  - ***Motion to approve the needed repairs to Engine 2122 totaling less than \$5000 was made by Stan Taylor, support by Dave Postma.***

Motion Carried

### 13. Round Table Discussion:

- a. Chief Gernaat took a minute to thank the Board for their previous and continuing support and encouragement of him as the Fire Chief and in his many rolls as a township employee.

### 14. Correspondence:

- a. Safety Services Board Annual Meeting Schedule
- b. Blendon Township Highlights:
  - Stan Taylor to draft a two-sided document that will be inserted in with the Summer Property Tax Statements.
    - Fire Department highlights on one side
    - Township Board highlights on one side.
  - Stan will contact Jim Vander Veen to get information on Township Board highlights.
    - Have ready to present to Township Board on May 15 for approval at the May 20 meeting.
  - Finalized document to Greg Golembiewski by June 1.

### 15. Next Scheduled Meeting:

- a. July 25, 2019 @ 9:00 am.

**16. Motion to adjourn at 10:40 am** was made by Paul Blauwkamp, support by Dave Postma.

Motion Carried

Recorded by Tina Vander Schuur  
Submitted by Glenn Overweg, Chairman