

**OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260**

(Refer www.oshtemo.org home page for Virtual Meeting Information, or page 3 of packet)

**June 23, 2020
BOARD WORK SESSION
6:00 p.m.
AGENDA**

- A. Call to Order
- B. Presentation by USDA Paw Paw Office on Rural Development Assistance Programs
- C. Discussion on Sanitary Sewer Connection Time Period
- D. Other Business

**REGULAR MEETING
7:15 p.m.
AGENDA**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes – June 8, 2020 and June 9, 2020
 - b. Receipts & Disbursements Report
 - c. Public Works Budget Amendment re Lift Station
 - d. Fire Department Policies & Procedures
 - a. Oath of Office
 - b. Medical Waste
 - c. Response Time Standards
- 5. Discussion with City of Kalamazoo on Municipal Water
- 6. Other Township Business
- 7. Public Comment
- 8. Board Member Comments
- 9. Discussion on 2021 Budget (Continued)
- 10. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday 8:00 am- 5:00 pm, and on Friday 8:00 am-1:00 pm. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
Supervisor		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
Clerk		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
Treasurer		
Grant Taylor	216-5221	gtaylor@oshtemo.org
Trustees		
Cheri L. Bell	372-2275	cbell@oshtemo.org
Deb Everett	375-4260	deverett@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Ken Hudok	548-7002	khudok@oshtemo.org

Township Department Information		
Assessor:		
Kristine Biddle	216-5225	assessor@oshtemo.org
Fire Chief:		
Mark Barnes	375-0487	mbarnes@oshtemo.org
Ordinance Enf:		
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org
Parks Director:		
Karen High	216-5233	khigh@oshtemo.org
Rental Info	216-5224	oshtemo@oshtemo.org
Planning Director:		
Iris Lubbert	216-5223	ilubbert@oshtemo.org
Public Works:		
Marc Elliott	216-5236	melliott@oshtemo.org

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 896 6759 0472**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **896 6759 0472#**

Participant controls in the lower-left corner of the Zoom screen:

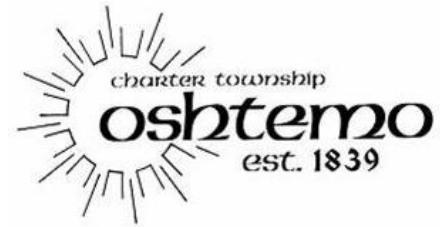


Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.



Memorandum

Date: 19 June 2020
To: Township Board
From: Josh Owens, Assistant to the Supervisor
Subject: Fire Department Policies & Procedures

Objective

Township Board consideration of the following Fire Department Policies & Procedures:

1. Oath of Office
2. Medical Waste
3. Response Time Standards

Background

Prior to COVID-19 and the State's lockdown, the Oshtemo Fire Department was bringing policies to the Township Board for consideration. Over several years, the Fire Department had developed a series of policies and procedures that were predominantly Department focused. These policies were needed to run the Department in an orderly fashion; however, the policies were never vetted to ensure that they follow State law or to ensure that they do not contradict other Township policies. Realizing the need to review each of the Fire Department policies, the Township developed a plan to analyze each policy through the lens of the Township's Legal Department and Human Resources Department. Once reviewed by each Department the policies were then brought before the Township Board for final consideration.

In order to aid in the review of the policies, the Township purchased Lexipol software which allows for policies to be uploaded and then compared against a large data base of other fire departments across the country. The process for reviewing each policy is an arduous task that will take several months to complete and relies on clear communication across multiple departments. The process thus far has been slow and cumbersome, and the added complication of doing this during a pandemic practically ground the work to a complete standstill. However, the pandemic also forced the Fire Department to rethink the policy review process.

Previously, the process for reviewing these policies was that the Fire Chief would determine which policy was going to be reviewed and would then email it to Human Resources who would review and send back. Then it would be sent to the Legal Department to be reviewed

and sent back. Finally, Fire Chief would review it and send it to the Supervisor's Office for review and submittal to the Township Board for consideration.

The new process takes advantage of advent of Microsoft Teams being used Townshipwide. Now, the Fire Department, Human Resources and Legal Departments are meeting weekly on Microsoft Teams and work on each policy together simultaneously within Lexipol. This new process has just begun, but all involved feel this will be a more efficient way to review the policies and ensures that they are consistently being addressed. The expectation is that going forward the Township Board should expect to see Fire Department polices for consideration at each Board meeting until they have all been reviewed.

Consideration

The three polices being considered are an Oath of Office policy, Medical Waste policy, and Response Time Standards policy. A brief summary of those policies is as follows:

- The Oath of Office policy simply outlines the process for swearing in members of the Fire Department.
- The Medical Waste policy is a required policy regardless of if the Fire Department disposes of medical waste or not. The Fire Department does not dispose of medical waste but may come in contact with medical waste. This policy outlines that process.
- The Response Time Standards establishes turnout, travel and response time goals and objectives for emergency incidents.

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate or required, are administered to department members in the correct form and are filed per the requirements of Michigan law (MCL 15.151;).

102.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department that, when appropriate or required, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All sworn, appointed or elected personnel, when appropriate or required, shall take and subscribe to the oath prescribed by law (MCL 15.151).

The form of the oath shall be as follows:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of _____ in and for the Township of Oshtemo, County of Kalamazoo, and State of Michigan, according to the best of my ability." (Const 1963, art 11 § 1).

When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."

102.4 MAINTENANCE OF RECORDS

The oath of office shall be administered by and filed with the Township Clerk or other authorized person specified by the Clerk as prescribed by law and or shall be filed in accordance with the established records retention schedule.

Medical Waste Plan

506.1 STATE OF MICHIGAN MANDATE

This policy has been developed to meet Public Health Code (Part 201 General Provisions and Part 209 Emergency Medical Services), as well as the Administrative Rules (R 325.22101 – 325.22217 Life Support Agencies and Medical Control).

506.2 TYPES OF MEDICAL WASTE

As a medical first responder agency, we come in contact with human body fluids. Examples of these are but not limited to:

- Blood
- Urine & feces
- Vomit
- Flesh & muscle
- Body parts

506.3 TRAINING

Through continuing EMS education mandated and approved by the State of Michigan, this department instructs our membership in the proper and safe handling of medical waste products.

506.4 DISPOSAL

All contaminated materials (i.e. blood-soaked gauzes, airways, vomitus...) are kept with the patient and transported by the ALS provider to the hospital. This agency follows the ALS provider's medical waste policy(s).

506.5 REFERENCES

- (a) Michigan Department of Health & Human Services, "Medical Waste Registration – UPDATE"

August 2019. Notification from the Bureau of EMS, Trauma, and Preparedness.

"The Division of EMS and Trauma recently received additional clarification regarding the Medical Waste Registration requirement for life support agencies. Based on this new clarification, the Division of EMS and Trauma will no longer require Medical Waste Registration as part of the life support agency licensing requirements. However, all life support agencies are still required to have a Medical Waste Management Plan in place as part of the licensing requirements."

- (b) Michigan EMS Agency Licensing and Inspection Manual, v 1.3 August 2019. Appendix F.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel (wheels turning) to the emergency and when the emergency response unit arrives (parking brake set).

Turnout time - The time elapsed between Kalamazoo County Consolidated Dispatch Center notifying firefighters of the emergency (when the address and the primary problem have been transmitted) and when the emergency response unit begins to travel (wheels turning).

306.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established department Standards of Cover document, if available.

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Four minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Four minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the Department.

Oshtemo Fire and Rescue Department

Policy Manual

Response Time Standards

306.4 EVALUATIONS AND MONTHLY REPORT

The Department shall periodically evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.