

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

April 13, 2021

Refer to www.oshtemo.org home page for Virtual Meeting Information

**REGULAR MEETING
6:00 P.M.
AGENDA**

1. Call to Order
2. Roll Call & Remote Location Identification
3. Pledge of Allegiance
4. Public Comment on Non-Regular Session Items

WORK SESSION ITEMS

5. Closed Session - Performance Evaluation at the Request of the Township Employee
6. Discussion on Housing Ordinance Seminar
7. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

8. Consent Agenda
 - a. Approve Minutes March 23, 2021
 - b. Receipts & Disbursements Report
 - c. Fire Department Job Descriptions
 - d. Continuation of Virtual Meetings
9. Consideration of 1st Quarter Budget Amendments
10. Discussion on Road Long Term Plan & Needs
11. Consideration of Employee Anniversary Recognition Program
12. Other Township Business & Question Updates
13. Public Comment
14. Board Member Comments

**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		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri L. Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

Township Department Information		
<u>Assessor:</u>		
Kristine Biddle	216-5225	assessor@oshtemo.org
<u>Fire Chief:</u>		
Mark Barnes	375-0487	mbarnes@oshtemo.org
<u>Ordinance Enf:</u>		
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org
<u>Parks Director:</u>		
Karen High	216-5233	khigh@oshtemo.org
Rental Info	216-5224	oshtemo@oshtemo.org
<u>Planning Director:</u>		
Iris Lubbert	216-5223	ilubbert@oshtemo.org
<u>Public Works:</u>		
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: 843 5801 8688**

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 teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **843 5801 8688#**

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.



Memo



To: Libby Heiny-Cogswell, Supervisor and Oshtemo Township Board
From: M. Barnes, Fire Chief
Date: April 8, 2021
Re: Modifications to Job Descriptions – POC, Out-of-District POC & Resident Intern.

Objective:

Consideration of Paid on Call, Out-of-District Paid on Call, and Resident Intern job descriptions.

Background:

A number of years ago, we introduced a Resident Intern program which was permitted by the Board and has proven to be highly successful. A number of those graduates are now full-time Oshtemo Township employees, remain as dedicated Paid On-Call (POC) members or fruitful public safety professionals in other communities. At the time, this Resident Intern position was fashioned by making some minor adjustments to the existing POC job description. That one job description covered both positions.

We are now seeking approval to continue developing our POC program by allowing recruitment from outside of the existing residency limit of 1-mile from the borders of Oshtemo Township (Handbook 2.3). That limitation is based on the need for our current POC members to emergently respond to incidents (fires, cardiac arrests, and motor vehicle crashes) from their residence.

This modified POC position will be titled “Out-of-District” POC and will not have a residency requirement. Another substantial difference is that prior basic firefighter certification and EMS licensing will be required for the out-of-district POC candidates before being hired. This will eliminate significant initial training time (typically 1-year) and those associated costs to Oshtemo. Because the residency mandate will be eliminated, off duty response requirements are also being eliminated for the Out-of-District POC position.

To accomplish this and to support future adjustments when needed, we have now separated all three positions into independent job descriptions. The basic tenor of the duties, training and skills remain the same for all three but with the following variances:

Position Title	Residency within 1-mile?	Prior Training Required?	Respond from home?	Work Shifts at the Stations?
Resident Intern	Encouraged to live in the station.	No	No	Yes
POC	Yes	No	Yes	Yes
Out-of-District POC	No	Yes	No	Yes

It is our belief that this alteration will allow Oshtemo to attract existing trained and skilled firefighters while continuing to support the health of our POC program. This should also reduce the amount of vacant POC shifts that we see today.

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PAID ON-CALL (POC) FIREFIGHTER ~~– Out-of-DISTRICT & RESIDENT-INTERN-
FIREFIGHTER~~

General Summary:

Under the general supervision of the Township Fire Chief or the direct supervision of an officer or senior firefighter. This position responds to emergency fire, rescue and medical service requests as part of a firefighting unit. Carries out a variety of tasks with relation to life safety, fire control and property conservation, using defined practices, procedures, standards and regulations. In addition, performs routine maintenance and cleaning of fire equipment and facilities. Must be physically fit to perform the duties of the job, and mentally capable of performing in stressful situations.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department such as record keeping.

This is a non-exempt FLSA position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office-like settings and loud at an emergency scene.

Requirements:

- Must be 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten (10) years.

- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this firefighting and rescue job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to clearly hear and use telephones and other two-way communication devices, and must be able to distinguish between odors.

While performing the duties of this job, the employee will infrequently be required to balance on a 1 ½" beam, climb exterior ladders to a height of 100 feet, drag a weight of up to 145 pounds for a distance of 40 feet horizontally and up and down steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional and crawl into progressively confining spaces.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e. A chief officer will have a much lesser chance of engaging in strenuous physical activities associated with hands-on firefighting than that of a Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshtemo Township's Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Is required to respond to and appropriately perform at all forms of emergencies.
2. Works assigned scheduled shifts thus unlike the resident POC, does not respond from home.

2.3. Shall clean, maintain and repair all forms of fire department equipment, vehicles and facilities as qualified and as directed to perform.

3.4. Once trained, will operate all forms of fire and emergency vehicles.

4.5. Operate fire, EMS and rescue-related equipment.

5.6. Enter immediately-dangerous-to-life-and-health (IDLH) environments.

6.7. Document events in reports – handwritten and typed.

7.8. Accepts the responsibility for a variety of administrative functions.

8.9. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.

9.10. Works cooperatively with related Township, County and State agencies in relation to Fire and EMS services.

10.11. Performs a variety of other related duties as required or assigned.

Tools and Equipment Used Include:

- Motor vehicles – large and small
- Two-way radio equipment
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

~~RESIDENCY REQUIREMENT (Paid On Call and Intern position):~~

- ~~• Oshtemo Charter Township Employee Handbook, Section 2.3 "Residency Requirement."~~
- ~~• Resident Interns shall occupy residency within the fire station as provided by the Township.~~

VEHICLE DRIVERS LICENSE REQUIREMENT:

- Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).

TELEPHONE SYSTEM:

- Must maintain either a wire line or cellular telephone system and provide that number to the Township.

EDUCATION:

- High School graduate or equivalent.

EXPERIENCE:

- ~~Although this is an entry level position, the five requirements noted in education are required upon hiring. No previous firefighting experience is required.~~

Qualifications:

~~Within a reasonable time of employment, the firefighter will meet the following requirements:~~

EDUCATION:

1. Firefighter II
2. Hazardous Materials Operations
3. NIMS-ICS
4. IS 100, 200, 700, 800
5. Michigan Emergency Medical Responder or higher
 - a. **Note:** Under special circumstances, these minimums may be temporarily waived.

Flexibility of Rank:

It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during absences of that person. This will occur with no change in compensation. An exception to this is reflected in Oshtemo Charter Township *Employee Handbook*, Section 5.4.

Statement of Stipulation:

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job-related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: ~~11/10/15~~

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PAID ON-CALL (POC) FIREFIGHTER ~~=(IN-DISTRICT)&RESIDENT INTERN~~
FIREFIGHTER

General Summary:

Under the general supervision of the Township Fire Chief or the direct supervision of an officer or senior firefighter. This position responds to emergency fire, rescue and medical service requests as part of a firefighting unit. Carries out a variety of tasks with relation to life safety, fire control and property conservation, using defined practices, procedures, standards and regulations. In addition, performs routine maintenance and cleaning of fire equipment and facilities. Must be physically fit to perform the duties of the job, and mentally capable of performing in stressful situations.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department such as record keeping.

This is a non-exempt FLSA position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office-like settings and loud at an emergency scene.

Requirements:

- Must be 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten (10) years.

- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this firefighting and rescue job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to clearly hear and use telephones and other two-way communication devices; and must be able to distinguish between odors.

While performing the duties of this job, the employee will infrequently be required to balance on a 1 ½" beam, climb exterior ladders to a height of 100 feet, drag a weight of up to 145 pounds for a distance of 40 feet horizontally and up and down steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional and crawl into progressively confining spaces.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e. A chief officer will have a much lesser chance of engaging in strenuous physical activities associated with hands-on firefighting than that of a Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshtemo Township's Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Is required to respond to and appropriately perform at all forms of emergencies.
2. Shall clean, maintain and repair all forms of fire department equipment, vehicles and facilities as qualified and as directed to perform.

3. Once trained, will operate all forms of fire and emergency vehicles.
4. Operate fire, EMS and rescue-related equipment.
5. Enter immediately-dangerous-to-life-and-health (IDLH) environments.
6. Document events in reports – handwritten and typed.
7. Accepts the responsibility for a variety of administrative functions.
8. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
9. Works cooperatively with related Township, County and State agencies in relation to Fire and EMS services.
10. Performs a variety of other related duties as required or assigned.

Tools and Equipment Used Include:

- Motor vehicles – large and small
- Two-way radio equipment
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

RESIDENCY REQUIREMENT (Paid On-Call ~~_In-District and Intern position~~):

- All Paid On-Call (POC) Fire Department personnel must live within one (1) driving mile of the Oshtemo Charter Township border.
Oshtemo Charter Township *Employee Handbook*, Section 2.3 “Residency Requirement.”
- ~~• Resident Interns shall occupy residency within the fire station as provided by the Township.~~

VEHICLE DRIVERS LICENSE REQUIREMENT:

- Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement).

TELEPHONE SYSTEM:

- Must maintain either a wire line or cellular telephone system and provide that number to the Township.

EDUCATION:

- High School graduate or equivalent.

EXPERIENCE:

- This is an entry level position. No previous firefighting experience is required.

Qualifications:

Within a reasonable time of employment, the firefighter will meet the following requirements:

EDUCATION:

- Firefighter II
- Hazardous Materials Operations
- NIMS-ICS
- IS 100, 200, 700, 800
- Michigan Emergency Medical Responder or higher

Note: Under special circumstances, these minimums may be temporarily waived.

Flexibility of Rank:

It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during absences of that person. This will occur with no change in compensation. An exception to this is reflected in Oshtemo Charter Township *Employee Handbook*, Section 5.4.

Statement of Stipulation:

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job-related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: ~~11/10/15~~

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: ~~PAID-ON-CALL (POC) FIREFIGHTER &~~ RESIDENT INTERN FIREFIGHTER

General Summary:

Under the general supervision of the Township Fire Chief or the direct supervision of an officer or senior firefighter. This position responds to emergency fire, rescue and medical service requests as part of a firefighting unit. Carries out a variety of tasks with relation to life safety, fire control and property conservation, using defined practices, procedures, standards and regulations. In addition, performs routine maintenance and cleaning of fire equipment and facilities. Must be physically fit to perform the duties of the job, and mentally capable of performing in stressful situations.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department such as record keeping.

Unless extended by the Township, this is intended to be a one year long learning assignment.

This is a non-exempt FLSA position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office-like settings and loud at an emergency scene.

Requirements:

- Must be 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.

- No felony convictions or disqualifying criminal histories within the past ten (10) years.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this firefighting and rescue job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to clearly hear and use telephones and other two-way communication devices, and must be able to distinguish between odors.

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Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e. A chief officer will have a much lesser chance of engaging in strenuous physical activities associated with hands-on firefighting than that of a Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshemo Township's Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Is required to respond to and appropriately perform at all forms of emergencies.
2. Shall clean, maintain and repair all forms of fire department equipment, vehicles and

facilities as qualified and as directed to perform.

3. Once trained, will operate all forms of fire and emergency vehicles.
4. Operate fire, EMS and rescue-related equipment.
5. Enter immediately-dangerous-to-life-and-health (IDLH) environments.
6. Document events in reports – handwritten and typed.
7. Accepts the responsibility for a variety of administrative functions.
8. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
9. Works cooperatively with related Township, County and State agencies in relation to Fire and EMS services.
10. Performs a variety of other related duties as required or assigned.

Tools and Equipment Used Include:

- Motor vehicles – large and small
- Two-way radio equipment
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

RESIDENCY REQUIREMENT (Paid On-Call and Intern position):

- ~~All Paid On-Call (POC) Fire Department personnel must live within one (1) driving mile of the Oshtemo Charter Township border.~~
~~Oshtemo Charter Township Employee Handbook, Section 2.3 “Residency Requirement.”~~
- Resident Interns are encouraged to shall occupy the residency within the fire station as provided by the Township.

VEHICLE DRIVERS LICENSE REQUIREMENT:

- Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement).

TELEPHONE SYSTEM:

- Must maintain either a wire line or cellular telephone system and provide that number to the Township.

EDUCATION:

- High School graduate or equivalent.

EXPERIENCE:

- This is an entry level position. No previous firefighting experience is required.

Qualifications:

Within a reasonable time of employment, the firefighter will meet the following requirements:

EDUCATION:

- Firefighter II
 - Hazardous Materials Operations
 - NIMS-ICS
 - IS 100, 200, 700, 800
 - Michigan Emergency Medical Responder or higher
- Note:** Under special circumstances, these minimums may be temporarily waived.

Flexibility of Rank:

It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during absences of that person. This will occur with no change in compensation. An exception to this is reflected in Oshtemo Charter Township *Employee Handbook*, Section 5.4.

Statement of Stipulation:

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Effective Date: ~~11/10/15~~

MEMORANDUM

To: Township Board
From: James Porter
Date: April 6, 2021
Subject: Resolution Authorizing the Continuation of Virtual Meetings

OBJECTIVE:

To request approval by the Township Board of the attached “Resolution Authorizing the Continuation of Virtual Meetings” under the County’s local state of emergency order.

BACKGROUND:

The Board has requested that counsel draft a resolution to allow the Township to continue to hold virtual meetings under the County’s local state of emergency order and ensure compliance with the Open Meetings Act.

INFORMATION PROVIDED:

I have attached the “Resolution Authorizing the Continuation of Virtual Meetings” and the Kalamazoo County Board of Commissioner’s December 15, 2020 “Resolution to Authorize Declaration of the State of Emergency for the County of Kalamazoo for Operational Purposes”, which provides the authority for the Township’s continuation of virtual meetings through December 2021, or until repealed by the County of Kalamazoo.

STATEMENT OF REQUESTED BOARD ACTION:

I recommend that the Board adopt “Resolution Authorizing the Continuation of Virtual Meetings” to formalize the Township’s authority to continue to conduct virtual meetings through 2021 under the County’s local emergency order.

**OSHTEMO CHARTER TOWNSHIP
COUNTY OF KALAMAZOO, MICHIGAN**

RESOLUTION AUTHORIZING THE CONTINUATION OF VIRTUAL MEETINGS

Adopted: April 13, 2021

Effective: _____

WHEREAS, Michigan PA 254 of 2020 amended sections 3 and 3a (MCL 15.263 and 15.263a), of the Michigan Open Meetings Act (PA 267 of 1976) to allow public bodies to hold meetings virtually where a statewide, or local, State of Emergency has been declared where an in person public meeting would risk the personal health or safety of members of the public or the public body; and

WHEREAS, Michigan PA 254 of 2020 provides the procedures required to hold a virtual meeting that complies with the Michigan Open Meetings Act; and

WHEREAS, Kalamazoo County approved its “Resolution to Authorize Declaration of the State of Emergency for the County of Kalamazoo for Operational Purposes” at its December 15, 2020 meeting to declare a local State of Emergency for the County of Kalamazoo (attached); and

WHEREAS, the Kalamazoo County Resolution makes the local State of Emergency effective through December 31st of 2021 unless otherwise extended or repealed by the Board of Commissioners; and

WHEREAS, the State of Michigan’s Department of Health and Human Services issued a Statewide State of Emergency order limiting public meetings to no more than twenty-five (25) persons; and

WHEREAS, the Township cannot, pursuant to the Michigan Open Meetings Act, prohibit anyone from attending a public meeting nor control, or limit, those who wish to attend a public meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Oshtemo Charter Township, on behalf of the Township Board, its Planning Commission, Zoning Board of Appeals, and any other Township boards, committees, or commissions, hereby declares that all Township boards, committees, and commissions holding meetings or public hearings will continue to meet virtually in accordance with Public Act 254 of 2020 until such time as such Township boards, committees, or commissions are required by state law to hold in person public hearings and/or meetings, or Kalamazoo County acts to rescind the local State of Emergency.

Motion was made by _____ and seconded by _____, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Supervisor declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners

RESOLUTION TO AUTHORIZE DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF KALAMAZOO FOR OPERATIONAL PURPOSES

WHEREAS, on March 10, 2020, the County of Kalamazoo, Michigan was informed that in response to the novel coronavirus, COVID-19, a state of emergency was declared by the Governor of the State of Michigan and a national state of emergency was declared by the President of the United States; and

WHEREAS, the Kalamazoo County Public Health Emergency Coordination Center was partially activated on February 3, 2020, and fully activated since March 10, 2020; and

WHEREAS, the Kalamazoo County Emergency Operations Center was fully activated on March 21, 2020, in support of Public Health in acquiring resources to deal with the pandemic, has since been demobilized; however, remains ready to assist and may be partially or fully activated consistent with the Emergency Operations Plan which has been functioning since March 21, 2020 as necessary; and

WHEREAS, any widespread outbreak within the County of Kalamazoo could hinder and/or cease most daily operations within the entire County and overwhelm Emergency Medical Services, Hospitals, Long Term Care Facilities, Public Health Services, and Urgent Care facilities; and

WHEREAS, as a result of the requirements placed on the local health department personnel (including, but not limited to, education, enforcement, contact tracing, planning, testing and vaccination deployment) additional staff, volunteers, services and supplies/equipment may be needed to continue to protect public health; and

WHEREAS, Michigan Department of Health and Human Services (MDHHS) and Michigan Occupational Safety and Health Administration (MIOSHA) rules and orders exist requiring, or advising of, preventative measures to be in place to protect public health, including limitations on gatherings and use of remote technologies; and

WHEREAS, public bodies within Kalamazoo County have complied with orders or have voluntarily elected to meet virtually and may elect to continue such practice under this Declaration to protect public health consistent with 1976 PA 276, as amended by PA 228 of 2020, hereby known as the "Open Meetings Act"; and

WHEREAS, in the absence of a current State of Michigan declared State of Emergency, it is

necessary to declare a local State of Emergency.

THEREFORE BE IT RESOLVED, that the Kalamazoo County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, the Michigan Emergency Management Act, as amended, and the Open Meetings Act, as amended, hereby declares that a "local state of emergency" exists within our jurisdiction as of 12/15, 2020, and that local resources and funding are being utilized to the fullest possible extent, and the Emergency Operations Plan will be partially or fully implemented as this pandemic necessitates.

BE IT FURTHER RESOLVED that this Declaration will expire on December 31, 2021, unless otherwise extended or repealed by the Board of Commissioners.

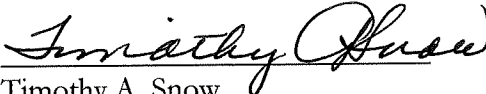
Moved by Commissioner Moore seconded by Commissioner Seals to take immediate action and approve the resolution as presented.

Motion carried/defeated by roll call vote.

Yeas: 11 Nays: 0

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

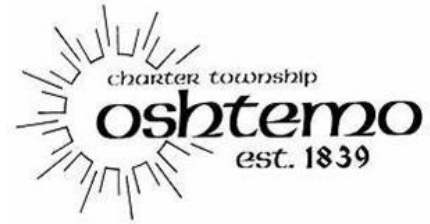
I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on December 15, 2020.


Timothy A. Snow,
County Clerk/Register of Deeds

Oshtemo Township 2021 1st Quarter Budget Amendments

General			
New Hire Expenses	101-249-87200		\$ 3,000.00
Assessing Salary/Taxes/Pension	101-209-702/722/715		\$ 1,700.00
AED Replacement	101-218-76000		\$ 1,700.00
CCTA Service Line Agreement	101-249-80800		\$ 50,845.00
Parks			
AED Replacement	107-756-76000		\$ 3,300.00
Parks Trash Services	107-8-756-93100		\$ 1,200.00
Fire			
Equipment	206-340-75500		\$ 4,000.00
Police			
Street Lighting			
SoDA			
Legal fees	247-728-82600		\$ 500.00
Building			
Ordinance Enforcement Mobile Upgrades	249-371-97600		\$ 3,500.00
Sewer			
Water			
DDA			
Utilities	new GL #		\$ 1,800.00
Total New Expenditure Overall			\$ 71,545.00

Memorandum



Date: 07 April 2021
To: Township Board
From: Rod Rought / Rick Suwarsky, Ordinance Enforcement Officers
Subject: OE Truck Technical & Safety Upgrades

OBJECTIVE

Consideration of amending the budget in the amount of \$3,500 for mobile communication and safety upgrades to Ordinance Enforcement truck.

BACKGROUND

Ordinance Enforcement Department staff recommends communication and safety upgrades to the 2019 Chevy Colorado OE vehicle.

Tech/mobile communication: To give OEO's mobile/remote field office capability, equipment upgrades are needed for wireless data connectivity with Township & SMBA Remote Desktop Servers. This will allow an OEO to enter inspections and case updates, check permit statuses, view Twp parcel maps, print, serve and email notices while in the field. (Equipment required: Cellular comm-link unit, antenna, computer bracket/cradle, thermal printer, power/USB hub, wiring and hardware.)

Vehicle safety visibility: Install front and rear green/amber safety strobes for improved staff safety when performing duties within public rights-of-way. (Equipment required: 4 GRN/AMB LED strobes, wiring and hardware.)

Ordinance Enforcement staff has consulted with and considered proposals from two local area professional installers and have determined the proposal that best meets the objectives was submitted by EVC, LLC (Emergency Vehicle Conversions), 10408 Stadium Dr, Kalamazoo, MI 49009, for equipment and installation labor totaling \$3,363.54.

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: _____

Department Head Name: _____

Fund Name: _____

Amount

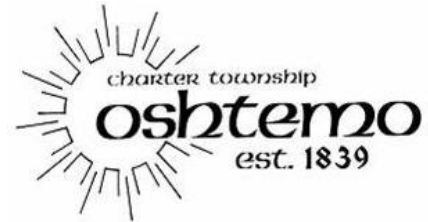
Additional Funds Request for: _____
(description and GL number) _____

Funds requested from: _____
(description and GL number) _____

Explanation of request: _____

Supervisor/Clerk/Treasurer Review: Jowens 4/9/21
(pending or date reviewed)

Board Authorization: _____
(pending or date authorized)



Memorandum

Date: April 8, 2021

To: Oshtemo Township Board

From: Rick Everett

Subject: AED's for the Township

Objective:

Consideration of amending the budget in an amount of \$5,000 to update the Township's on-site Automated External Defibrillators (AED).

This will update the equipment to have available in case of emergency. The present AED's are obsolete and are in need of being replaced with the most up to date technology. The township has three units located at the Township Office, Grange Hall and the Community Center. The new version of AED has been approved by medical control and are utilizing units manufactured by Stryker Corporation.

Summary: In the past we utilized excess (retired) inventory from the fire department to supply AED's (Automated External Defibrillator) to our facilities. We have maintained those units as necessary with new batteries, pads, etc...

In communications with the Fire Chief, he reports, "It has come to mind that the Township has a few of our older units (FR-2's) on hand. Those units have significantly surpassed their expected lifespan so be prepared for them to cease functioning. We have some functioning FR-3's that we intend to trade-in for new units. Stryker is allowing \$300 trade in per unit. If you would like to replace your FR-2's with these, I can make that happen. However, know that their expected life expectancy is also short. As of today, 6 of our 11 units have completely stopped working so I expect the remaining 5 to not be far behind."

New units are \$1,450 each which is \$975 less than what they are on the retail market. This is through an agreement with the Kalamazoo Medical Control Authority and the Stryker Corporation. Assuming that the unit is not used, the battery and pad have a 4-year shelf life. I would recommend purchasing these new units instead of keeping the current or utilizing the used units from the fire department due to the unknown serviceability and availability of maintenance supplies for these old units.

As this information has only come to light since the beginning of this year, there is no plan in the budget to support the purchase of these units. Because I feel that this upgrade is critical to maintain services established for our residents and staff, I request funds be made available from carryover to fund the appropriate accounts. An applicable budget amendment has been presented for this support.

Action: Approval of a \$5,000 budget amendment to support the purchase of the aforementioned AED's and supporting supplies.

Core Values Recognized:

Public Service (the value to our Township and residents.)

Sustainability (Meet the needs of the present without compromising future generations.)

Innovation (Providing the best value-conscious technology currently available. Leverage new technologies and ways of doing business to increase accessibility and improve services.)

Fiscal Stewardship (Ensure that taxpayer investments are spent wisely, effectively and efficiently.)

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 04/08/2021

Department Head Name: Rick Everett

Fund Name: 101 General

			Amount
Additional Funds Request for: (description and GL number)	<u>Facility Supplies</u>	<u>101-218-76000</u>	<u>\$ 1,700.00</u>
	<u>Facility Supplies</u>	<u>107-756-76000</u>	<u>\$ 3,300.00</u>
			<u>\$ 5,000.00</u>
Funds requested from: (description and GL number)	<u>Carryover</u>	<u>101-001-40100</u>	<u>\$ 5,000.00</u>
			<u>\$ 5,000.00</u>

Explanation of request:

Purchase of replacement AED's for the Township Office, Grange Hall and Community Center. This purchase was not considered at the time of budget development. See memo to board for further information. Requesting funds from carryover. (New Money)

Supervisor/Clerk/Treasurer Review: *Jowens* 4/9/21
 (pending or date reviewed)

Board Authorization:
 (pending or date authorized)

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 03/31/2021

Department Head Name: Libby Heiny-Cogswell

Fund Name: 101 General

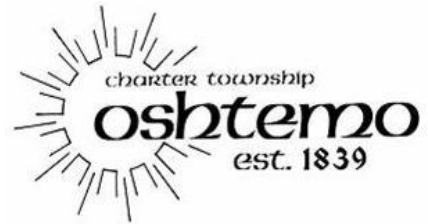
			Amount
Additional Funds Request for: (description and GL number)	<u>New Hire Expenses</u>	<u>101-249-87200</u>	\$ 3,000.00
	_____	_____	
	_____	_____	\$ 3,000.00
Funds requested from: (description and GL number)	<u>Carryover</u>	<u>101-001-40100</u>	\$ 3,000.00
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	\$ 3,000.00

Explanation of request:

The increase in cost for the New Hire Expenses line item is due to an increased number of background checks completed (parks volunteers) and costs of marketing for the Part Time Maintenance position, which has been a struggle to fill. Also, we are in the process of hiring a new Assistant Township Clerk, which was advertised on Indeed and billed accordingly. We can also expect background check and drug screen expenses will be incurred when staffing this position. This budget amendment should ensure that we have enough funds allocated for any unexpected recruiting that may take place in 2021. (NEW MONEY)

Supervisor/Clerk/Treasurer Review: Jowens 4/6/21
 (pending or date reviewed)

Board Authorization: _____
 (pending or date authorized)



Memorandum

Date: April 9, 2021
To: Township Board
From: Marc Elliott, P.E., Director of Public Works
Subject: Discussion on Road Long Term Plan & Needs

OBJECTIVE

Presentation and discussion on:

- Whose roads?
- Protecting the infrastructure investment. (asset management)
- What's being done. (preventive maintenance)
- When to perform work. (timing vs. condition)
- Why does it matter?

BACKGROUND

While most of the Township remains rural, the eastern third of the Township (adjacent to the City and both KVCC & WMU) is rapidly evolving into a dynamic, urban community with associated community-desired urban services and facilities. Oshtemo has expanded and grown its public infrastructure investments and delivery of services in both areas. Michigan largely restricts State roadway infrastructure dollars and operation authority to Municipalities and County Road Commissions. As our needs for roads grow, it is incumbent that the Township strengthen its partnership with the Road Commission of Kalamazoo County. The citizenry's demand for local responsiveness related to road concerns, demands not only active participation, but also greater Township leadership in this critical partnership.

INFORMATION PROVIDED

The Public Works Staff (in partnership with RCKC staff) will lead a presentation to Board Members and the General Public on roadway jurisdictions and authority. The focus will be on professional management of this important public infrastructure investment. Evolving needs and challenges will be explored during the presentation and discussion.

STATEMENT OF REQUESTED BOARD ACTION

Community Engagement & Discussion (No formal action is requested).

Memo

To: Oshtemo Township Board

From: Sara Feister, HR/Benefits Coordinator

Date: 04/13/21

Re: Consideration of Employee Milestone Anniversary Recognition Program

OBJECTIVE:

Consideration of an employee anniversary recognition program which would be a Township funded program to recognize employees who have reached 1 Year, 5 Year, 10 Year, 15 Year, 20 Year, & 25 Year work anniversary milestones.

BACKGROUND:

Currently, employees are recognized by a certificate being presented at the Board Meeting. If approved, this will expand the current program to also include a gift from the Township to recognize the anniversary. The expected impact of this program will boost employee morale and show employee appreciation.

EXPECTED COST IMPACT INFORMATION:

With the current employee group, the expected cost impact per year is, on average, \$630.00. There is an initial startup cost of approximately \$200.00 to order the 1-year anniversary item (Township water bottles) in bulk. This figure includes all staff, except for seasonal workers. Please see the second page of this memo titled "EMPLOYEE MILESTONE ANNIVERSARY RECOGNITION ORDER FORM" for the types of gifts we are requesting to offer based on anniversary year.

PROGRAM DETAILS:

One month prior to the milestone anniversary date, employees will be sent the order form to complete and return to Human Resources. Upon receiving this form, the requested items will be ordered using a Township credit card. A new GL number will be created for these charges. The GL number will be GL#101-249-95810 titled Employee Recognition. This will allow us to budget for this expense yearly and pull information on total amount spent in relation to this program, if requested.

PROGRAM LAUNCH INFORMATION:

We are proposing that upon the launch of this program, all current Township employees will receive an Oshtemo Township water bottle, which will make up for the 1-year anniversaries that were missed throughout the years. Moving forward, all new employees hired after the launch of the program will receive a water bottle on their 1-year anniversary.



Employee Milestone Anniversary Recognition Order Form

FORM INSTRUCTIONS: Place a check mark next to the item you would like to order according to your anniversary year. For items that require a size or type specification, please circle the desired style.

5 Year Anniversary

- Oshtemo Hat
- Oshtemo Coffee Mug
- Oshtemo T-Shirt SIZE: S M L XL XXL XXXL

10 Year Anniversary

- Oshtemo Duffle Bag

15 Year Anniversary

- Oshtemo Sweatshirt SIZE: S M L XL XXL XXXL
TYPE: HOODED UNHOODED

20 Year Anniversary

- Oshtemo Zip-Up SIZE: S M L XL XXL XXXL
TYPE: HARD SHELL SOFT SHELL

25 Year Anniversary

- Oshtemo Parka SIZE: S M L XL XXL XXXL

HR USE ONLY

EMPLOYEE NAME:	_____
DATE RECEIVED:	_____
ANNIVERSARY YEAR:	_____
DATE ORDERED:	_____