

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES</p> <p style="text-align: center;"><u>Joint Meeting</u></p> <p style="text-align: center;">With Thornapple Township Board of Trustees</p> <p style="text-align: center;"><u>Wednesday, October 29, 2014</u> 7:00 p.m.</p> <p style="text-align: center;">Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333</p> <p style="text-align: center;">MINUTES</p>	<p>FINAL MINUTES Approved Nov 13, 2014</p>
<p>Meeting called to order at 7:00 PM by Supervisor Mark Englerth.</p> <p>Roll Call: (YS Twp.): John Jerkatis, Jan Lippert, Mark Englerth, Roger Rottschafer, Bruce Campbell.</p> <p>Thornapple Township Trustees: Mike Bremer, Susan Vlietstra, Debra Buckowing, Ross DeMaagd, Walter Eavey, Bill Kenyon, Nick Wade.</p> <p>Also Present: Dr. Lynn Harvey, Fire Chief David Middleton</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p>YS Twp. Staff Present: Alice Jansma</p> <p>Visitors: 3 (not including staff present). Reporter, Constance Cheeseman</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>PLEDGE</p>
<p><u>PURPOSE OF MEETING:</u> by Mark Englerth</p> <p>The purpose of the meeting is to Review and Discuss the Recommendations of the Intergovernmental Fire and Emergency Services Contract Renewal as prepared by Dr. Lynn R. Harvey entitled: <u>*Thornapple Township and Yankee Springs Township Intergovernmental Fire and Emergency Services Review and Recommendations.</u></p> <p>*Please see attached.</p>	<p><u>PURPOSE OF MEETING</u></p>
<p><u>ACKNOWLEDGEMENT OF VISITORS:</u></p> <p><u>Dr. Lynn Harvey, Professor Emeritus, MSU:</u></p> <p>Dr. Lynn Harvey reviewed the eight (8) issues that brought the meeting about.</p> <p><u>1. Lack of volunteers recruited from Yankee Springs Township:</u></p> <p>Harvey commented that there are three things going against Yankee Springs. He commented that YS lacked a volunteer core, a population center (like a village or city to draw volunteers from). Secondly, YS lacks demographically in the 29-49 year old range; and thirdly, the area has a lot of second home ownership. Stipends at Community colleges (such as Kellogg Community College), Fire Cadet programs, and Explorer Scout programs were mentioned as possible solutions. Harvey</p>	<p><u>ACKNOWLEDGEMENT OF VISITORS:</u></p> <p>#1 of 8 Issues addressed</p> <p>Page 1 of 6 YST Bd Trustees 10-29-14</p>

commented that all shared in the responsibility of recruitment, not just Dave Middleton. Discussion took place on this issue. One question posed was, "Are there different levels to the training?" Firefighter I is 140 hours which poses more of a time factor rather than a pay rate factor. Harvey mentioned that Middleville has more of a population center. S. Vlietstra mentioned a stipend program that Thornapple Twp. has in place. W. Eavey commented that a good idea would be to invest in advertisement and brochures to show that there's a need and what the requirements are. Harvey mentioned contacting the high schools regarding seniors. Middleton mentioned getting a nice letter of interest from a 12 or 13 year old. Middleton connected this young man with a newer firefighter as a contact. Available size of equipment for younger people was mentioned by M. Bremer. Jerkatis commented on the small percentage of the population that is willing to don the equipment to fight fires and everything else it entails. Training costs were mentioned as well.

2. YS Twp. (YST) is concerned over the perceived underutilization of the Yankee Springs fire station.

Emergency Run volume was discussed (p. 5 of report)

3. YST contends that the fire fighting apparatus located in the township's fire building is not subjected to the maintenance checks on a routine basis.

Furthermore, maintenance logs were either removed or misplaced without the consent of the YST board. As far as maintenance checks, due to current practice, Harvey feels it is a mute point (at this point). Regarding maintenance logs location – Harvey recommends that they be kept where the central administration is and that is with the chief. But, they need to be made available to the townships on request as needed. Harvey didn't feel that duplication of the records just to have them at an individual township didn't really serve anything. It is more of an administrative detail and should stay with the fire chief in Harvey's opinion.

4. Disagreement has arisen over the delineation of responsibilities related to the maintenance of equipment and care of YS Fire Station. Basically, with a fire board and between the two supervisors, Harvey feels this is an issue that adults should be able to work out.

5. Equipment owned by YSTFD was removed without board approval or located in buildings other than the YST Fire station.

Harvey feels it should be up to the person hired to manage the equipment. He also commented that people really don't care where the equipment comes from (when they have an emergency); they just want them to get there.

Harvey also mentioned a story of Southeastern Michigan area putting together a Fire Authority. Per year, \$1.5 to \$1.8 million could be saved with this arrangement of local communities joined together. At a formation meeting, the question, "Whose trucks will be in the parade on July 4th?" was posed. The woman asking this question commented that her department's fire truck had to lead the parade. Harvey included this example in the discussion to show that fire trucks and police cars are community

identity. The fire authority proposal didn't pass. Harvey commented on rising above this behavior of community identity.

6. YST desires to have township board members or their designee(s) appointed to a Fire Administrative Board, a function currently being handled by the Thornapple Township Emergency Services Committee, as a means of improving communication between the two townships.

Regarding the fire board, Harvey commented on the fact that the townships really need to have an administrative **board** called for under Public Act 33, 1951. Also mentioned in the report was Public Act 7, 1967 (extra session) and P.A. 57, 1988. A question was posed, "If a board should exist for just two townships?" Harvey suggested that Irving Township continue as a contractual member. Harvey encouraged looking at an **authority** some day down the road but a good joint administrative **board** is a good half way point for the size of the two units of government. "This gives voice to Yankee Springs, and Thornapple also has the emergency committee," added Harvey. It was noted that the fire board has to come up with a written policy of their roles and responsibilities. "The statute lays out what they can do," commented Harvey referring to fire boards (41.811). Vlietstra asked about the power of the board to hire the fire chief and what percentage of boards do that. Harvey commented that the power of this on boards is split between (50/50). "The main thing is not so much the supervision as it is the communication and being the sounding board for the chief and then to have you have a direct link back to the board," added Harvey. Vlietstra also mentioned numbers for board member compensation for meetings. Harvey commented on making it work for the township's situation. Lippert referred to the MTA conference and asked Dave Middleton if he had a contract with Thornapple Township. Vlietstra confirmed that D. Middleton is an at-will employee.

Department protocol for the amount of response workers going out on a call was discussed.

"On the contract you have, there's nothing wrong in continuing the current contract as is, until the fire board meets and starts working on a new one or a new draft. You can change a contract at anytime," commented Harvey. Jerkatis commented the he understood that the existing contract initiated in 2011 thru March of 2014 automatically renewed for another three year term, if not terminated. It was clarified that a contract could be modified mid-year.

7. Cost Allocation formula:

Harvey commented that currently the cost-weighted formula is being used. This was previously agreed upon by both parties. After a brief history of the use of this formula, Harvey spoke of a modification of the "usage" factor that seems to be necessary. Specific reasons were given for an adjustment to the SEV.

Modifications of the SEV factor were discussed and a Table (Table 5: SEV 2014 by Class) is provided in Harvey's findings on pg. 10. In regards to usage, it was noted that with EMS runs, 80% here (YS) are medical issues; the demand needs to be segmented. It requires putting same data together in different form. Resources consumed, includes vehicles dispatched, amount of volunteers on scene, and hours at the scene. These are all factors of units of service. Allocation of resources consumed

can be made and used in the weighted formula. Clarification was requested on calls – it was noted that medical would be taken into account vs. fire. Discussion occurred regarding ambulances accompanying fire trucks. Regarding documentation, Harvey commented that this is something that once a routine is established using the new data base, it would probably continue.

Harvey reviewed the Barry County ESN Zones. The goal is to get resources on the scene, and not to worry about other departments that may beat the main department to the scene. It was noted that AMA means “automatic mutual aid”.

Rottschafer inquired regarding who makes the decision to have a firefighter from YS Twp. on the scene. It was noted that it is the firefighter’s decision for the most part.

8. Since Yankee Springs Township owns the fire department building and fire/emergency equipment, should the township receive financial credit on their bill from Thornapple Township?

Harvey commented that if you had a fire authority, both townships would get credit. Yankee Springs takes care of their fire station. The true costs are not really calculated taking this into consideration (heat, lights, depreciation on the building, etc.) “If you want to do a full accounting, the authority model is the only way it can be done,” commented Harvey. Now it is sort of a mutual agreement, with each township taking care of their own service. Jerkatis commented looking back at a time with Mr. Boysen being involved in TTES and that it was a sizeable increase coming up on possibly 2000, 2003. Leasing equipment for \$1.00 was discussed at one point (in former years), possibly for insurance purposes. Harvey commented that now it is a joint production of facilities. Vlietstra wanted to clarify numbers as to creating the board, taking out anything that is related to the ambulance service. It was mentioned that Thornapple is paying more for the ambulance services. Creation of this board, using this type of formula, salary allocations, and ancillary support for the fire department were also discussed. Vlietstra also noted that previous numbers would change with the creation of the board. Harvey felt these were some of the things the two boards have to work out. Middleton said 70% of his time involves fire issues and 30% EMS. The Lieutenant Fire Chief is just the opposite in his time usage. Middleton feels that the board would have a lot to do and it would be taxing at first but it seems to be the fairest way of all. Middleton, a YS resident, feels that Thornapple Twp. carries a bigger burden of the financial responsibility. Vlietstra commented that more people in YS are being sent to collections rather than Thornapple Township. Cost recovery was discussed.

Englerth commented that this communication (tonight’s discussion) should have been going on right along. Englerth was happy with this communication this evening. “Maybe now we are asking ourselves questions that we should have a long time ago,” added Englerth. He also commented that communication is key and we’ve taken a giant step tonight.

Harvey commented what Vlietstra brought up was very critical. Harvey commended the group for looking ahead and that the group is a long way ahead of a court mediation he was involved in recently.

Jerkatis asked what the next step would be. Possibly an ad hoc fire board; putting together a formation of by-laws?

Harvey recommended each township pass a resolution to create the fire board and choose the people to be involved. It was determined that the clerks would be preparing the resolutions. Vlietstra quickly came up with verbiage that could be used as resolution language to create a fire board. Bremer commented on using other resolutions as a guide. Harvey referred to the book "Managing Fireboards". Harvey commented that this doesn't need to go to a lawyer to do this (writing the resolution for the fire boards). Reporter Constance Cheeseman asked if there would be individual meetings for this board formation. It was confirmed that there would be since it was an individual township decision.

Alice Jansma inquired regarding cost recovery - citing a recent fatal accident on the curves (M-179 East of Briggs Rd.). Fire Chief Middleton didn't bill hazmat clean up. The only cost recovery was transport to Lansing for a flat fee with mileage. Flat fee goes to Sparrow and mileage to the county. Consistency was mentioned by Harvey in respect to a core set of services.

Also regarding cost recovery, Rottschafer mentioned adopting something even if it means collecting from non-residents of townships. It was noted that YS has a lot of transient traffic due to it being a recreational area. Harvey commented on having a one to two year plan out on this, and going with the political will.

Closing Comments:

DeMaagd asked for guidance on forming an authority. Harvey commented that the authority is something that the group should be looking at down the road. Buying and Selling Fire Services, is a compilation of writings of Harvey's and includes information on authorities. Harvey will try to make these writings available to both townships.

Lippert feels looking into creating a committee to create a fire board.

Buckowing asked if it were too premature to get people in place for the board. Harvey advised to do the resolution and appointments at the same time.

Bremer – sees the appointment of people at the next township meetings for the fire board and having a small start-up meeting. Harvey suggested five people on the board, two from each township and rotate the 3rd person between townships every few years.

Several trustees thanked Dr. Harvey for his work and advice on this issue.

D. Middleton was pleased with the future board formation.

Harvey recommended leaving Irving Township as a contracting partner.

M. Englerth thanked everyone in attendance. Englerth mentioned accomplishing good things, getting more volunteers and even installing a dry hydrant over the weekend. Englerth encouraged the group to continue to work together to make this a safe community.

The next individual board meeting for Thornapple Twp. is Nov. 10, and Nov. 13 for YS Twp.

ADJOURNMENT:

Motion by Rottschafer with support from Campbell to adjourn at 8:45 p.m.
Approved by all.

Respectfully submitted:
Deb Mousseau
Recording Secretary 11/3/14

Date: November 13, 2014 Final Approval
Approved : jcl draft 11-7-14
Janice C. Lippert, Township Clerk

ADJOURNMENT

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