

**BIG RAPIDS CHARTER TOWNSHIP BOARD**  
**REGULAR MEETING TUESDAY, FEBRUARY 5, 2019**  
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.  
BIG RAPIDS, MI 49307

**AGENDA**

CALL TO ORDER: 7:00 p.m. ROLL CALL: \_\_ Stanek, \_\_ Fountain, \_\_ Currie,  
\_\_ Bean, \_\_ Everett, \_\_ Geib, \_\_ Merendino Pledge of Allegiance.

**PUBLIC COMMENT**

**ADDITIONS TO AGENDA:**

**CORRESPONDENCE:** Morley Community Center: **ITEM A**

**APPROVAL OF:** January 8 meeting minutes: **ITEM B**  
January 15, meeting minutes: **ITEM C**

**FINANCIAL**

1. December Treasurer Report: **ITEM D**
2. Financial Report: **ITEM E**

**APPROVAL OF BILLS:**

1. Accounts Payable: **ITEM F**
2. Payroll: **ITEM G**

**MONTHLY REPORTS:**

1. Building/Planning Department: **ITEM H**
2. Cemetery and Grounds: **ITEM I**
3. Fire Department: **ITEM J**
4. Sewer Department: **ITEM K**
5. Water Department: **ITEM L**
6. Fire Committee: **ITEM M**
7. Industrial Park Committee: **ITEM N**
8. Planning Commission: **ITEM O**
9. Supervisor: **ITEM P**
10. Other

**UNFINISHED BUSINESS:**

1. Zoning Ordinance Amendment Final Printed copy approval: **ITEM Q**
2. Fire Department Chassis:
3. Employee Handbook changes: **ITEM R**
4. Other:

**NEW BUSINESS:**

1. Recommendation to add Randy Buys to Fire Roster: **ITEM S**
2. 2018 Annual Report from Planning Commission: **ITEM T**
3. Website Options: **ITEM U**
4. Generator service contract:
5. Fire Department SOP's: **ITEM V**
6. Meeting with County, City and Ferris:
7. Other:

**PUBLIC COMMENT:**

**ADJOURNMENT:**

Big Rapids Charter Township will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material, if individuals with disabilities, upon five business days notice to the township. Individuals requiring auxiliary aids or services should contact Rene Fountain, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, MI 49307- call 231 796 3603 or fax request to 231 796 2533.

## Item "A"

### Morley Community Center, Inc.

#### Big Rapids Charter Township Board

As you might have heard, we have formed a non-profit corporation to reopen the old Morley Elementary School building for community use. The Morley Stanwood School Board and Superintendent have signed a 10 year free lease with our non-profit organization which can be renewed indefinitely. Our responsibility is to maintain the building, provide insurance coverage and pay the utilities.

At this time the heating system is being reconnected and hopefully will be operational in January. The plumbing will be reconnected over the next two months. We have obtained insurance coverage and our Board has worked hard to clean up from the vandalism the building was exposed to and to find a home for all the books left in the building.

Our intent is to reopen the building as before in clean condition with some new paint, but still be the same building former students will recognize.

We thank the school district for repairing the 39 panes of broken glass from the vandalism. We also thank them for the donation of the old lift so we can reach the high places and for some nice cafeteria tables available when the school replaced those with new ones. The American Legion also donated over 20 tables.

Our intent is to provide our youth and seniors with a place to make their lives more enjoyable and fulfilling. The old library will accommodate several table tennis tables and a couple pool tables. The media center can again be used to provide computer technology with available Wi-Fi service. The previous activity room should provide plenty of space for a senior card room, or to enjoy live music. The gymnasium will be open to shoot baskets for all and the playground and ball field will be used as it always has.

We intend to reinstall the kitchen for food service to accommodate those that use the building and the general public. Probably it will be a service provided for morning and mid-day only.

The large rooms in both the new addition and the former bus garage classrooms will be available for meetings plus community and family celebrations.

Most of the older building (built 1922) will be used as an American History Center. The concept is new and we hope it will be the high lite of the Community Center. Hopefully it will draw visitors form outside our area.

Along with what we've already mentioned there is a long list of suggested uses that will be considered: a special use period dedicated to different student age groups, community service and educational meetings and many more opportunities that can benefit Mecosta County.

We have obtained a loan to get our project started and will do our best through various fund raising initiatives to make our facility self- supporting. As we have achieved non-profit status (501 (c) (3) with the IRS those wishing to donate will be able to deduct from their taxes. We also have grant writing capability on our board.

Our intent is to provide these facilities to our youth and seniors without cost including the American History Center for all school age children.

We are hoping that when your township meets to plan the budget for the next fiscal year you will consider giving us a hand getting the Community Center established. Many corporate foundations want to see if the community is behind the effort before they choose to be involved. We applaud the Morley American Legion Post and Mecosta County Townships for their part matching major league baseball money to rebuild our ball fields and we hope you will view the community center as a project worthy of your support too.

We will periodically forward an update on our progress and ask that you pass along that information to constituents in your yearly newsletter or tax mailings. We also hope to have a web site up soon plus Facebook.

Our grand opening is planned for the 26<sup>th</sup> of July 2019 to help celebrate Morley's 150<sup>th</sup> anniversary. We are planning activities around that celebration.

We certainly would appreciate any feedback or ideas you would like to provide as this is for all our community.



Gordon Galloway

Chairman

Board Members

Alvin Garnett	Vice Chairman
Kay Johnston	Secretary
Terry Stilson	Treasurer
Linda Kizer	Director
Henry Petersen	Director
Joanne Reynolds	Director
Jack Tramper	Director

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, JANUARY 8, 2019  
UNAPPROVED**

**Item "B"**

**CALL TO ORDER:** 7:00 p.m.

**ROLL CALL:** Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino present.  
All lead in the pledge of Allegiance.

**PUBLIC COMMENT:** Brandon Maneke – Employee Handbook

**SPECIAL APPEARANCE:** Dave Cushway Superintendent of the City of Big Rapids Wastewater Treatment Plant discussed the modifications to the DEQ permit.

**ADDITIONS TO AGENDA:** Website discussion item 8 under new business.

**CORRESPONDENCE:** Letter from Auditor: So noted and filed.

**APPROVAL OF:** December 4th meeting minutes: A motion to approve the December 4, 2018 minutes was made by Currie. Seconded by Everett. Motion passed unanimously.

**FINANCIAL**

1. **November Treasurer Report:** Approved as printed.
2. **Financial Report:** Approved as printed.

**APPROVAL OF BILLS:**

1. **Accounts Payable:** A motion to approve accounts payable in the amount of \$141,647.00 checks #31371-31420, 4 EFTs, and HRA checks #1158-1162 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll in the amount of \$19,870.50 checks #11458-#11498 and stub 12 and check #11499 voided due to printing error was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

**MONTHLY REPORTS:**

1. **Building/Planning Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Board of Review:**
7. **Fire Committee:**
8. **Planning Commission:**
9. **Supervisor:**  
Approved as printed.

**UNFINISHED BUSINESS:**

1. **Zoning Ordinance Amendment:** A motion to accept language changed recommended by the Planning Commission to the Zoning Ordinance as submitted was made by Everett. Seconded by Bean. Motion passed unanimously.

**NEW BUSINESS:**

1. **Changes and addition of (Prohibition of Weapons) to Employee manual:** A motion to make changes to the Employee Handbook:
  - Adding wording "When the holiday falls on a Saturday the holiday will be the Friday before. When the holiday fall on a Sunday the holiday will be the Monday after." under **Holidays**.
  - Adding prohibition of Weapons after bullet points under **Employee Conduct and Work Rules**.
  - Clarification of pay day month under **Pay Day**.
  - Add Day after Thanksgiving under paid Holiday.
  - Change earning and use of sick leave and vacation from days to hours.was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Set annual mileage rate: IRS rate is \$0.58.** A motion to set the mileage rate at \$0.58 for 2019 was made by Geib. Seconded by Currie. Motion passed unanimously.
3. **Recommendation from Roads committee for 2020 major work:** A motion to tentatively approve the road committee recommendation for 2020 was made by Everett. Seconded by Fountain. Motion passed with Currie voting no.
4. **Water Operator Contract renewal:** A motion to renew the Water Treatment Facility Contract with Kevin Cushway in the amount of \$12,500 per year for 2 years was made by Fountain. Seconded by Bean. Motion passed unanimously on a roll call vote.

5. **2018 Budget Adjustment recommendation: A motion to approve Budget Adjustments:**
- |        |                 |   |            |
|--------|-----------------|---|------------|
| Deduct | 101-171-702-010 | Supervisor Deputy                         | \$2,500.00 |
| Add    | 101-101-975.000 | Township Board-capital outlay             | \$ 400.00  |
| Add    | 101-721-801.000 | Planning Commission-Professional Services | \$4,000.00 |
6. **Request from fire committee to borrow \$75,000 from revolving loan fund. No action.**
7. **Recommendation from fire committee to purchase a new chassis and have current tank remounted: No action.**

**PUBLIC COMMENT:** Brandon Maneke – Employees, Bob Maguire - Roads

**ADJOURNMENT:** 8:28 p.m.

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, JANUARY 15, 2019  
JOINT MEETING OF BOARD OF TRUSTEES AND PLANNING COMMISSION  
UNAPPROVED**

**CALL TO ORDER:** Board of Trustees 7:00 p.m.

**ROLL CALL:** Stanek, Fountain, Currie, Bean, Everett, Merendino present. Geib absent.  
All lead in the Pledge of Allegiance.

**CALL TO ORDER:** Planning Commission

**ROLL CALL:** Wethington, Bean, Cook, Davis, Hampson, Oliver, Sweppenheiser present.

**State of the Township Address** given by Supervisor Stanek.

**Visioning Time:** Tom Hogenson – Township and City working together on key projects such as roads, utilities, broadband.

Mark Gifford – Joint training with city and township.

Mark Sweppenheiser- Master Plan.

Bill Stanek – How should the township proceed on the Marijuana issue.

Mel Seiter – Marijuana presentation telling pros and cons.

Jerry Everett – FSU involvement.

Penny – Sports Complex.

Pete Kent – Senior Center.

Jim Sandy – Dragon Bike Trail.

Brandon Maneke – Repair and maintain Northland Drive sidewalk and extend sidewalk on the west side.

**Public Comment:** none

**Adjournment:** 7:40 p.m.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	I De
02/01/2019	GEN	111500	MASON, BRENT	3,740.00	3,128.32	
02/01/2019	GEN	111501	STANEK, WILLIAM F	2,650.00	643.15	
02/01/2019	GEN	111502	DOUGLASS, PERRY IV A	821.75	633.45	
02/01/2019	GEN	111503	AMBLER, ALLEN S	118.17	102.93	
02/01/2019	GEN	111504	TUBBS, JAMES	1,089.81	995.54	
02/01/2019	GEN	111505	PEREZ, ADAM	14.01	12.20	
02/01/2019	GEN	111506	WILLIAMS, TRAVIS A	281.91	248.36	
02/01/2019	GEN	111507	JOHNSON, CARMELITA S.	186.12	154.88	
02/01/2019	GEN	111508	CHAPMAN, JAMES M	483.96	426.36	
02/01/2019	GEN	111509	BIRD, RANDY	518.16	456.50	
02/01/2019	GEN	111510	SUGGATE, ALAYNA	349.32	274.30	
02/01/2019	GEN	111511	LOWNEY, AUSTIN M	353.60	307.83	
02/01/2019	GEN	111512	FRANGER, RYAN E	406.26	314.11	
02/01/2019	GEN	111513	WINDER-RUDD, DOMINIC D	244.80	215.67	
02/01/2019	GEN	111514	HAUGER, DRYDEN O	53.40	47.05	
02/01/2019	GEN	111515	BRYANT, ELIZABETH L	22.47	14.96	
02/01/2019	GEN	111516	WYMA, NICHOLAS A	492.87	434.21	
02/01/2019	GEN	111517	JONES, JERRAD C	495.69	418.80	
02/01/2019	GEN	111518	HANEY, PAUL J	286.19	235.06	
02/01/2019	GEN	111519	SPRIK, HANNAH M	512.79	432.16	
02/01/2019	GEN	111520	KRAUSENECK, SHANE C	428.01	365.94	
02/01/2019	GEN	111521	FITZGERALD, LINDSAY P	101.52	89.45	
02/01/2019	GEN	111522	THATCHER, SHANE W	382.53	326.58	
02/01/2019	GEN	111523	GILBERT, SHERRI S	216.00	190.30	
02/01/2019	GEN	111524	FOUNTAIN, RENE M	3,416.67	2,585.96	
02/01/2019	GEN	111525	DIETRICH, GEORGE	944.90	833.63	
02/01/2019	GEN	111526	ANTOR, GERALD A	946.40	864.94	
02/01/2019	GEN	111527	CALIFF, MICHAEL H	262.30	231.09	
02/01/2019	GEN	111528	CURRIE, PENNY M	3,266.67	899.45	
02/01/2019	GEN	111529	BECHAZ, MARY L	442.80	390.11	
02/01/2019	GEN	111530	MANEKE, BRANDON K	3,513.16	2,609.98	
02/01/2019	GEN	111531	OLIVER, GORDON	41.20	36.30	
02/01/2019	GEN	111532	SWEPPENHEISER, MARK A	41.20	38.05	
02/01/2019	GEN	111533	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111534	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111535	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111536	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111537	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111538	< Check added as Void >	0.00	0.00	
02/01/2019	GEN	111539	DAVIS, MARY B	41.20	38.05	
02/01/2019	GEN	111540	COOK, ZACHARY F	41.20	38.05	
02/01/2019	GEN	111541	WETHINGTON, AMANDA R	41.20	36.30	
02/01/2019	GEN	111542	GEIB, ANTHONY C	145.83	128.48	
02/01/2019	GEN	111543	EVERETT, JERALD D	145.83	128.48	
02/01/2019	GEN	111544	MERENDINO, CHRISTOPHER B	145.83	128.48	
02/01/2019	GEN	111545	DOUGLASS, PERRY IV A	225.00	158.23	

Check Register Report For Big Rapids Charter Township  
For Check Dates 02/01/2019 to 02/01/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	
02/01/2019	GEN	STUB13	BEAN, CARMEN	145.83	0.00	
Totals:			Number of Checks: 047	28,056.56	19,613.69	
Total Physical Checks:			46			
Total Check Stubs:			1			



REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP  
 PERIOD ENDING 02/28/2019

Item "E"

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
<b>Fund 101 - GENERAL OPERATING FUND</b>						
Total Revenue:		768,600.00	76,656.54	0.00	691,943.46	9.97
Total Expenditure:		717,560.00	37,004.96	32,770.85	680,555.04	5.16
<b>Fund 101 - GENERAL OPERATING FUND: NET OF REVENUES &amp; EXPEND</b>		51,040.00	39,651.58	(32,770.85)	11,388.42	77.69
<b>Fund 203 - PERRY STREET CORRIDOR SIDEWALK</b>						
Total Revenue:		54,000.00	0.00	0.00	54,000.00	0.00
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		54,000.00	0.00	0.00	54,000.00	0.00
<b>Fund 203 - PERRY STREET CORRIDOR SIDEWALK: NET OF REVENUES</b>		0.00	0.00	0.00	0.00	0.00
<b>Fund 204 - MUNICIPAL STREET FUND</b>						
Total Revenue:		215,000.00	80,044.41	0.00	134,955.59	37.23
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		215,000.00	0.00	0.00	215,000.00	0.00
<b>Fund 204 - MUNICIPAL STREET FUND: NET OF REVENUES &amp; EXPENDI</b>		0.00	80,044.41	0.00	(80,044.41)	100.00
<b>Fund 206 - FIRE FUND</b>						
Total Revenue:		230,500.00	85,847.29	0.00	144,652.71	37.24
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		205,100.00	19,144.37	15,878.19	185,955.63	9.33
<b>Fund 206 - FIRE FUND: NET OF REVENUES &amp; EXPENDITURES</b>		25,400.00	66,702.92	(15,878.19)	(41,302.92)	262.61
<b>Fund 212 - LIQUOR LAW ENFORCEMENT FUND</b>						
Total Revenue:		5,600.00	0.00	0.00	5,600.00	0.00
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		5,600.00	0.00	0.00	5,600.00	0.00
<b>Fund 212 - LIQUOR LAW ENFORCEMENT FUND: NET OF REVENUES &amp; E</b>		0.00	0.00	0.00	0.00	0.00
<b>Fund 246 - TOWNSHIP IMPROV REV. FUND</b>						
Total Revenue:		54,000.00	0.00	0.00	54,000.00	0.00
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		54,000.00	0.00	0.00	54,000.00	0.00
<b>Fund 246 - TOWNSHIP IMPROV REV. FUND: NET OF REVENUES &amp; EXP</b>		0.00	0.00	0.00	0.00	0.00
<b>Fund 249 - BUILDING INSPECTION FUND</b>						
Total Revenue:		60,425.00	2,598.00	0.00	57,827.00	4.30
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		58,805.00	3,943.79	3,531.34	54,861.21	6.71
<b>Fund 249 - BUILDING INSPECTION FUND: NET OF REVENUES &amp; EXPE</b>		1,620.00	(1,345.79)	(3,531.34)	2,965.79	83.07
<b>Fund 271 - LIBRARY FUND</b>						
Total Revenue:		28,900.00	10,670.22	0.00	18,229.78	36.92
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		28,900.00	0.00	0.00	28,900.00	0.00
<b>Fund 271 - LIBRARY FUND: NET OF REVENUES &amp; EXPENDITURES</b>		0.00	10,670.22	0.00	(10,670.22)	100.00
<b>Fund 401 - CEMETERY ENTRANCE BUILDING</b>						
Total Revenue:		0.00	500.00	0.00	(500.00)	100.00
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
<b>Fund 401 - CEMETERY ENTRANCE BUILDING: NET OF REVENUES &amp; EX</b>		0.00	500.00	0.00	(500.00)	100.00
<b>Fund 590 - SEWER FUND</b>						
Total Revenue:		648,000.00	50,067.57	0.00	597,932.43	7.73
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		611,105.00	26,570.36	9,527.37	584,534.64	4.35
<b>Fund 590 - SEWER FUND: NET OF REVENUES &amp; EXPENDITURES</b>		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 590 - SEWER FUND	NET OF REVENUES & EXPENDITURES	36,895.00	23,497.21	(9,527.37)	13,397.79	63.69
Fund 591 - WATER FUND	NET OF REVENUES & EXPENDITURES	1,600.00	70.80	0.00	1,529.20	4.43
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Transfers-In:		28,120.00	1,861.51	1,861.51	26,258.49	6.62
Total Expenditure:		(26,520.00)	(1,790.71)	(1,861.51)	(24,729.29)	6.75
Fund 593 - SEWER EQUIPMENT & CAPITAL FUND	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Fund 594 - 2013 Debt Refunding/Debit Retirement	NET OF REVENUES & EXPENDITURES	53,380.00	50,860.05	0.00	2,519.95	95.28
Total Revenue:		0.00	0.00	0.00	53,380.00	0.00
Total Expenditure:		0.00	50,860.05	0.00	(50,860.05)	100.00
Fund 701 - TRUST & AGENCY FUNDS	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Fund 703 - CURRENT TAX COLLECTION FUND	NET OF REVENUES & EXPENDITURES	1,000.00	116.96	0.00	883.04	11.70
Total Revenue:		0.00	0.00	0.00	1,000.00	0.00
Total Expenditure:		0.00	116.96	0.00	(116.96)	100.00
Fund 708 - METRO FUND	NET OF REVENUES & EXPENDITURES	5,100.00	0.00	0.00	5,100.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Fund 711 - HIGHLAND VIEW CEMETERY	NET OF REVENUES & EXPENDITURES	900.00	0.00	0.00	900.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Fund 850 - PAYROLL CLEARING FUND	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>2,127,005.00</b>	<b>357,431.84</b>	<b>0.00</b>	<b>1,769,573.16</b>	<b>16.80</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>2,032,570.00</b>	<b>88,524.99</b>	<b>63,569.26</b>	<b>1,944,045.01</b>	<b>4.36</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>94,435.00</b>	<b>268,906.85</b>	<b>(63,569.26)</b>	<b>(174,471.85)</b>	<b>284.75</b>

02/01/2019 11:32 AM  
 User: SHERI  
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP  
 CHECK DATE FROM 02/01/2019 - 02/05/2019

Item "F"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
02/01/2019	GEN	9930045(E)	CHE00	CHEMICAL BANK CENTRAL	5,708.20
02/01/2019	GEN	9930046(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,615.96
02/01/2019	GEN	9930047(E)	STA00	STATE OF MICHIGAN	836.64
02/01/2019	GEN	9930048(E)	VOYA	VOYA FINANCIAL	4,025.41
02/05/2019	GEN	31431	ACC00	ACCIDENT FUND COMPANY	1,313.30
02/05/2019	GEN	31432	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	3,735.86
02/05/2019	GEN	31433	BIG04	BIG RAPIDS AUTO AND TRUCK PARTS	17.50
02/05/2019	GEN	31434	BS&00	BS&A SOFTWARE	3,033.33
02/05/2019	GEN	31435	CHA01	CHARTER COMMUNICATIONS	498.35
02/05/2019	GEN	31436	CIT00	CITY OF BIG RAPIDS	18.93
02/05/2019	GEN	31437	CON00	CONSUMERS ENERGY	2,701.03
02/05/2019	GEN	31438	DAVID K	DAVID KIRWIN	400.00
02/05/2019	GEN	31439	DIETRICH	GEORGE DIETRICH	152.90
02/05/2019	GEN	31440	DINGES	DINGES FIRE COMPANY	558.24
02/05/2019	GEN	31441	FAR01	BIG RAPIDS FARM & GARDEN	245.00
02/05/2019	GEN	31442	FIR00	FIRST NATIONAL BANK	1,378.18
02/05/2019	GEN	31443	GRE02	GREAT LAKES ENERGY	19.96
02/05/2019	GEN	31444	HCC00	HCC PUBLIC RISK CLAIM SERVICE	10,000.00
02/05/2019	GEN	31445	KEVIN C	KEVIN CUSHWAY	1,041.67
02/05/2019	GEN	31446	MEC01	MECOSTA COUNTY ROAD COMMISSION	388.16
02/05/2019	GEN	31447	MEN00	MENARDS	572.70
02/05/2019	GEN	31448	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	3,838.07
02/05/2019	GEN	31449	PIO00	THE PIONEER GROUP	84.38
02/05/2019	GEN	31450	PRO00	PROGRESSIVE AE	2,782.60
02/05/2019	GEN	31451	PSI00	PRINTING SYSTEMS, INC.	552.66
02/05/2019	GEN	31452	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50

GEN TOTALS:

Total of 26 Checks:	46,571.53
Less 0 Void Checks:	0.00
Total of 26 Disbursements:	<u>46,571.53</u>

## Monthly Permit List

01/31/2019

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB19-0001	BAILEY CHARLES	17800 230TH AVENUE	\$835.00	\$160,000
<b>Work Description:</b> New Single Family res. modular dwelling on walkout basement wihlt attached garage and porch.				
PB19-0002	PLETZ SCOTT	20825 EDGEWOOD DRIVE	\$386.00	\$26,015
<b>Work Description:</b> Conversion of existing attached garage to a rec. room				
PB19-0003	DECKER, RONALD G. ET UX	16585 230TH AVENUE	\$227.00	\$5,040
<b>Work Description:</b> Sunroom addition to existing single family dwelling.				

**Total Permits For Type:** 3  
**Total Fees For Type:** \$1,448.00  
**Total Const. Value For Type:** \$191,055

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE19-0001	YESMUNT, NORMAN & JANET	19115 FOX GLOVE CIRCLE	\$91.00	\$0
<b>Work Description:</b> 200 amp service, 50 ft. feeder, 1 inspection.				
PE19-0002	STUDIO NAILS	15400 WALDRON WAY	\$167.00	\$0
<b>Work Description:</b> 2 light groups, 3 inspections.				
PE19-0003	MEIJER INC	15400 WALDRON WAY	\$136.00	\$0
<b>Work Description:</b> 1 - 200 amp service, 3 breakers, 50 ft. feeder, 1 inspection.				
PE19-0004	DECKER, RONALD G. ET UX	16585 230TH AVENUE	\$98.00	\$0
<b>Work Description:</b> 2 circuits, 25 lights, 1 - 220v outlet, 1 inspection.				
PE19-0005	BAILEY CHARLES	17800 230TH AVENUE	\$313.00	\$0
<b>Work Description:</b>				

**Total Permits For Type:** 5  
**Total Fees For Type:** \$805.00  
**Total Const. Value For Type:** \$0

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM19-0001	YESMUNT, NORMAN & JANET	19115 FOX GLOVE CIRCLE	\$80.00	\$0
<b>Work Description:</b> Gas piping, 1 inspection.				
PM19-0002	L&M JOHNSON PROP LLC	1305 NORTH STATE STREET	\$130.00	\$0
<b>Work Description:</b> 1 gas burning furnace, 500 ft. piping, 1 inspection.				

PM19-0003 UNIVERSITY CLUB ESTATES 21515 UNIVERSITY DR \$230.00 \$0

**Work Description:**

**Total Permits For Type: 3**  
**Total Fees For Type: \$440.00**  
**Total Const. Value For Type: \$0**

**Plumbing**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP19-0001	STUDIO NAILS	15400 WALDRON WAY	\$218.00	\$0

**Work Description:** Plumbing alterations for nail salon in Meijer store building.

**Total Permits For Type: 1**  
**Total Fees For Type: \$218.00**  
**Total Const. Value For Type: \$0**

**Zoning Clearance**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ19-0001	BAILEY CHARLES	17800 230TH AVENUE	\$25.00	\$0

**Work Description:** Residential Zoning Clearance for new single family dwelling and for 3,168 sq. ft. pole Ag building.

PZ19-0002	DECKER, RONALD G. ET UX	16585 230TH AVENUE	\$0.00	\$0
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**Work Description:** Addition of 12' x 14' (168 sq. ft.) sunroom to existing single family residence.

PZ19-0003	RESURRECTION LIFE CHURCH	14734 215TH AVENUE	\$350.00	\$0
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**Work Description:** Special Use Permit request for Christine Huntley to operate a Childcare center in the Children's area of Resurrection Life Church.  
 Request was received on January 15, 2019 and processed on January 17 as SUP 19-001. Public hearing will take place at 7:30 p.m. on February 12, 2019 during the regular meeting of the Big Rapids Township Planning Commission.

**Total Permits For Type: 3**  
**Total Fees For Type: \$375.00**  
**Total Const. Value For Type: \$0**

**Report Summary**

Population: All Records  
 Permit.DateIssued Between  
 1/1/2019 12:00:00 AM AND  
 1/31/2019 11:59:59 PM

<b>Grand Total Fees:</b>	<b>\$3,286.00</b>
<b>Grand Total Permits:</b>	<b>15</b>
<b>Grand Total Const. Value:</b>	<b>\$191,055</b>

## **Big Rapids Charter Township**

### **Cemetery and Grounds Monthly Report**

*January 2019*

#### **January activity:**

- Total of 6 deceased interred to cemetery vault
- Made weekly status checks on heater at Hills of Mitchell Creek lift station
- Routine snow removal
- Installed new directional sign in main room of township offices
- Scanned multiple documents into township assessing software

#### **Month summary:**

The month of January was rather uneventful, until the very end with the large winter storm we received. Todd with Northwest Kent reported to Bill that the heater at the Hills of Mitchell Creek lift station has been shutting off during weekly generator tests. I have been making routine checks there to make sure that the heater is running after these tests, until a fix has been made.

Also, I have begun helping David, our assessor, scan in numerous documents into our assessing software. Much like our cemetery program, there are hundreds of documents, and once all have been loaded in, it will make David's job much easier.

On the 15<sup>th</sup>, I attended a meeting with Bill, Rene, Carman, and Brent, to discuss the employee handbook. This meeting was very productive and pleasant. I am greatly appreciative to the township board, and those 3 board members specifically for agreeing to have this meeting. I felt that the township sees genuine value and concern towards its' employees, and their well-being.

Respectfully submitted,

Brandon Maneke

Grounds Manager

**FIRE DEPARTMENT REPORT**  
**FEBRUARY 2019**

**Item "J"**

**General:**

The department continues to run well. We have submitted our new Standard Operating Guidelines/Procedures for Board approval. Many hours of work went into this project and numerous revisions were made to them before submission. We look forward to the opportunity to finalize them with the Board and finally get them implemented.

**Call Volume:**

Total calls for the month of January 2019: 30

16 Medical, 4 Structure Fire, 1 Grass Fire/Controlled Burn, 6 Auto Accident, 0 Power Line Down, 0 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 1 Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 0 Fire Alarm, 0 Water Rescues, 1 Service Call, 0 Fire Investigation, 0 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2018: 30

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 4 minutes and 42 seconds.

Response Time (dispatch to on scene): 10 minutes and 26 seconds.

Year to Date Call Locations:

Austin	0
Barton	0
Big Prairie	0
BR TWP	25
City of Big Rapids	0
Colfax	0
Ewart	0
Grant	0
Green	3
Mecosta	2
Morley	0
Morton	0
Norwich	0
Osceola County	0

**Personnel:**

We would like to add Randy Buys to our roster. Randy is a local resident with many ties to the area. He has been interviewed by the Officers, Chief and Supervisor.

**Training:**

Training this month consisted of monthly truck checks, Communications, Reports/Documentation, Ropes and Knots.

**Repairs Completed:**

None to report.

**Station Maintenance:**

Nothing to report

**Budget/Purchasing over \$2,500.00:**

We are requesting to upfit the Tender again this month. The three chassis quotes were submitted to the board at the January meeting.



## Northwest Kent Mechanical Co.

Commercial • Industrial • Institutional

P.O. Box 216K • 4095 16 Mile Road

Cedar Springs, MI 49319

(616) 696-9026 • Fax (616) 696-9327

[www.nwkentmech.com](http://www.nwkentmech.com)

January 30, 2019

Mr. Bill Stanek  
Big Rapids Twp.  
14212 Northland Dr.  
Big Rapids, MI 49307

RE: Monthly Lift Station Report

Dear Bill,

We had a pretty good month at the lift stations. We got four Mission units installed and online. We also finally figured out that the heater issue at Hills of Mitchell Creek is caused by the generator transferring power during its weekly exercise. We are not sure if that issue has been resolved yet. We are hoping to get a couple more Mission units online next week.

Overall, the lift stations are functioning properly.

Sincerely,

Todd Shank  
Northwest Kent Mechanical Co.



## Item "L"

### Monthly Report For Big Rapids Township Industrial Park Water Plant

January 2019

All operations are normal at the plant. All booster pumps & Jockey pump working good. Well pump #2 working good producing a good flow. All variable frequency drives working good. All other electronic and electronic monitoring systems are working good. Generator working good and fuel at around 3/4 of a Tank. Maintaining a chlorine residual of around 0.3 ppm/mg/L. The samples due this quarter are Nitrates, Cyanide & metals, these are due every 3 years and will be sent in to state lab in Lansing. Sensus phone working good

## Item "M"

Fire Committee  
January 17, 2019  
7:00 pm

Tom Crandell, Arron Holsworth, Carman Bean, Jim Tubbs, and Perry Douglas present.

Also, present were supervisor Stanek and Bob McGuire

The Request for a New Chassis for the tender was discussed in more detail. The three bids were:

Kenworth	\$96,925.00
International	\$94,198.38
Freightliner	\$92,962.00

The cost to transfer the tank is \$64,491.77.

The Kenworth was not an extended cap, the other two were. The recommendation from the department was to go with the Freightliner for a total of \$157,453.77 with tank transferred.

The committee recommends that we forward this request to the board to purchase the Freightliner.

Financing was discussed and was agreed upon to request a loan from the general fund for \$75,000 to be paid back over 4 years at zero interest.

Other equipment concerns:

The flat bed is almost complete.

Rescue Unit needs a charger to keep the batteries up and has been ordered, around \$800.00

Engine # 1 sill needs a new Pro Foam unit, Perry will have price for next meeting

Calls last year were down with a total of 387 compared to 2017 with 474 calls.

They will have one more applicant for the supervisor to interview and present to the board in February.

It was discussed that the board should be adopting the 2018 International Fire Code.

Jim said he was almost finished with the SOP's for the department, Bill asked that be forwarded with finished so they can be sent to the board to look over before the February meeting.

Adjourned at 8:30 pm

Bill Stanek

**Industrial Park Committee Meeting Minutes**

**January 21, 2019**

**7:30 AM**

**Lerner, Csernai & Faith Offices**

Meeting called to order by chair Jerry Garner at 7:00 am.

Todd Csernai, Pete Kent, Jerry Garner, Chris Merendino, Bill Schriver, Jim Sandy and Bill Stanek present  
Carman Bean, excused

Stanek reported on the solar request we had.

When questioned about other options, they said they wouldn't make any changes, and about a week later they pulled their lease option.

Talked about Renaissance Zone expiring and what options were available.

Discussed a possible lead

Chris asked a lot of questions and was brought up to date on the park, will do some talking to people he has contact with.

Discussed what can be done with water plant.

Adjourned at 8:30

Bill Stanek

to the Township as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Township may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the Township may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

The Township will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. When applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The Township may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the Township to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to undefined.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

## **Workers' Compensation**

As required by law, the Township provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor/department head, regardless of severity. Additional information regarding workers' compensation is available from the Township Clerk.

## **Section 4 - On the Job Practices and Policies**

### **Employment Records**

In order to obtain employment, you provided the Township with personal information such as your address and telephone number. This information is saved in your personnel records. Please inform the Township Clerk of any changes to your personal employment information, including your emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefit coverage.

Upon written request, the Township will permit employees to inspect their personnel records. Employees should contact the Township Clerk to schedule a time to view personnel records. Inspections will occur in the presence of the Township Clerk. If an employee disagrees with any portion of the personnel record and a correction cannot be agreed upon, the employee may submit an explanatory statement to be attached to the records.

### **Pay Day**

All employees of the Township are paid on the first day of the month with the exception of the month of December the pay day is December 31st. The employer takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, the Township is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the Township Clerk immediately so the Township can resolve the issue as quickly as possible.

### **Overtime**

If you are classified as a non-exempt employee (see Employment Categories

section), you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.
2. You will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours **worked paid** beyond the fortieth (40) hour in any given workweek.

Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with advance notice in such situations. Please remember, however, that advance notice may not always be possible and overtime work may be required to meet production or staffing requirements.

### **Timekeeping**

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

### **Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided meal and rest periods as required by law. Your Supervisor/department head will provide further details.

### **Lactation Breaks**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break time for an employee to express breast milk. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

Big Rapids Charter Township will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the employee's use. The Township may not be able to provide additional break time if doing so would seriously disrupt the Township's operations, subject to applicable law.

Please advise the Township Clerk if you need break time and an area for this purpose.

### **Township Vehicles**

**Operation of Vehicles:** All employees authorized to drive Township-owned or leased vehicles or personal vehicles in conducting Township business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on Township property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Township-owned or leased vehicles may be used only as authorized by supervisor/department head. Employees who drive on Township business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones and tablets, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving.

## **Section 5 - Standards of Conduct**

### **Non-Harassment Policy / Non-Discrimination Policy**

Big Rapids Charter Township believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Township prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform his or her job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the Township Supervisor.

### **Sexual Harassment**

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person’s clothing or hair; whistling or “cat calls”; staring at someone; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor/department head or, if that is not appropriate, to the Township Supervisor.

#### **Reporting:**

Any Township employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor/department head or Township Supervisor. The Township will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Township will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

### **Responsibilities**

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any



investigation of the alleged harassment.

Supervisors and department heads are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors and temporary workers understand this policy, taking complaints about harassment seriously and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

### **Workplace Violence**

It is Big Rapids Charter Township's policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Township employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors/department head, of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Township will not permit any form of retaliation against any employee for filing a report under this policy.

Big Rapids Charter Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### **Employee Conduct and Work Rules**

Big Rapids Charter Township expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs in order to maintain a positive work environment.

While it is not possible to list all forms of unacceptable workplace behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate termination. These examples are not

intended to be an all-inclusive list, but are based on common sense and our Township's culture, honesty and ethics. Any questions about the conduct policy should be directed to the Township Supervisor. Be reminded that all employees are employed at-will, and Big Rapids Charter Township reserves the right to terminate an employee for any reason at any time.

- Theft, removal or defacement of Township or a co-worker's property, and/or disclosure of confidential information.
- Falsification or modification of Township or personal records. This includes obtaining employment on the basis of false or misleading information.
- Working under the influence of alcohol, marijuana, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment (see Substance Abuse Policy)
- Fighting or threatening violence in the workplace
- Violations of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Absent from work for three (3) consecutive work days without notifying appropriate management
- Sleeping while on duty
- Direct Insubordination
- Creating or contributing to unsanitary condition
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Excessive absenteeism (authorized or unauthorized)
- Unauthorized absence from work station during the work day
- Unauthorized use of telephones, mail system, computers, or other employer owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Repeated Verbal Warnings
- Repeated Written Warnings
- Failing to report on-the-job injuries immediately to your supervisor, his/her immediate supervisor or replacement.
- Unruly or disruptive activity in the workplace, or disrupting the work of others
- Negligence or improper conduct leading to property damage or personal injury
- Failing to follow instructions of your supervisor or manager
- Profanity or abusive language to an employee, supervisor or manager.
- Horseplay, pranks, practical jokes
- Gambling on Township property
- Comments, statements, or other actions which are disparaging or derogatory of any person's sex, race, ethnic origin, age, or sexual orientation.
- Other disrespectful conduct or threatening or intimidating management,

supervisors, or fellow workers.

- Failure to report any fraudulent behavior, activities, and unsafe acts.

## Prohibition of Weapons

### DEFINITIONS:

For the purpose of this policy, a weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, throwing knives, dagger, razor, or other cutting instrument the blade of which is exposed. This shall not apply to tools of the fire trade which may incidentally meet this description.

### Employer Requirements:

Members and employees of Big Rapids Township are permitted to carry a knife in their personal protective equipment and/or as part of the department uniform for the sole use of performing their job duties.

Any employee, is prohibited from carrying, maintaining, or storing a firearm or weapon on any property owned or leased by Big Rapids Township unless that employee holds firearms concealed carry licensure issued by the State of Michigan with exempt status or is a law enforcement officer who is in uniform and/or required to carry a weapon as a condition of their employment.

Firearms on Big Rapids Township property or at such an incident is limited to those designed for and carried in a concealed manner. Such firearms shall always remain concealed unless their deployment is a matter of life safety as authorized by Michigan Statute.

An employee's personal vehicle is recognized as an extension of their personal home. Upon arrival at a Fire Incident as an employee of the Big Rapids Township Fire Department or upon arrival at any property owned by Big Rapids Township as an employee of Big Rapids Township, the employee will secure any and all firearms or described weapons in a locked case. For the purpose of this policy a lockable portion of the employee's personal vehicle is recognized as a locked case when locked.

### Exemptions:

These restrictions shall not apply to any law enforcement officer who is in uniform and/or required to carry a weapon as a condition of their employment.

#### Sanctions:

Any employee who possesses a weapon or firearm on any property owned or leased by Big Rapids Township in violation of this policy shall face disciplinary action up to and including termination of employment.

This statement of prohibited conduct does not alter or limit the employment at-will relationship between the Township and an employee.

### **Use of Communication and Computer Systems**

The Township retains the right to access all Township property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software and files and folders, electronic or otherwise, at any time. Employees should maintain an expectation of privacy when on Township grounds or while using Township property. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through Township property are the property of the Township, not the employee.

Computer Systems are to be used strictly for Township business, and are not permitted off grounds unless authorized. Township property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any Township property they possess. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a Township computer. Files or programs stored on Township computers may not be copied for personal use. You agree and understand that as an Employee of this Township, you are responsible for obeying all local, state, federal, and international laws regarding the use of our computers. Any attempt to break those laws through the use of the Township's computers or networks may result in charges and fines being levied against you. In such an event, you agree and understand that the Township will fully cooperate with authorities to provide any information necessary. The Township's e-mail and Internet access systems (which are provided for your use) are for business use only. As such, you agree and understand that the Township may monitor email and Internet access systems at will, including the full content of any messages therein, without further disclosure to you. The following rules regarding Computer Systems Policy are in no way an exhaustive list. If you have any questions about Computer Systems Policy, please contact the Township Supervisor.

1. Do not share your user login credentials or passwords with anyone, with the exception of authorized IT personnel.
2. Do not delete, examine, copy or modify files and/or data belonging to other users without their consent.

3. Do not use Township computers for other commercial purposes or for personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening email. Use of Township computers for immoral, illegal or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred in must be checked for viruses prior to being opened. All computers must have current virus detection software installed by the IT Dept.
6. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is prohibited.
7. Downloading and/or installing any program which has not been approved by the IT department or included with the computer when it was placed into service is prohibited.
8. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.
9. Dissemination of proprietary or confidential Township information via electronic means without appropriate authorization is prohibited.
10. Use of Township computers for entertainment purposes such as listening to Internet radio, playing Internet games, online gambling, accessing pornographic sites, or participating in Internet chat rooms is prohibited.

### **Punctuality and Attendance**

Scheduled hours may vary depending on work location and job responsibilities. Supervisors/department heads will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor/department head. The Township does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor/department head in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor/department head before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The Township recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor/department head as early as possible, but no later than the start of your work day. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Township reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

### **Personal and Township Owned Communication Devices**

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to the Township's corporate network. This mobile device policy applies, but is not limited, to all devices and Township media that fit the following classifications:

- Smart phones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied, but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within The Township's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Township's public image. Therefore, all users employing a mobile device connected to The Township's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to Township-defined processes for doing so. For approval and further information, contact your supervisor.

Township-Provided Portable Communication Devices (PCDs), including cell phones, tablets and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Township's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is

a Township-provided or personal device, employees must comply with applicable Township guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

### **Inspections**

Big Rapids Charter Township wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Big Rapids Charter Township prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Township or client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Township or client property, and work areas including lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal email sent to the Township or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the conveniences of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

### **Smoking**

The Township is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so outside the buildings. This includes "Vaping" or using e-cigarettes. Smoking is prohibited in all Township vehicles.

### **Confidential Township Information**

Big Rapids Charter Township maintains a personnel file on each employee. These files are kept confidential. Employees are expected to inform the Township of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

### **No Solicitation / No Distribution**

The Township is enthused to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Township property at any time.

## **Conflict of Interest and Business Ethics**

The Township has an established Ethics Policy, which addresses, among other items, conflict of interest. Please refer to the Policy.

## **Equipment and Property Including Intellectual Property**

Employees are prohibited from any unauthorized use of the Township's intellectual property, such as audio and video tapes, print materials and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a Supervisor if equipment, machines or Township property appears to be damaged or in need of repair.

Further, the Township is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## **Health and Safety**

The Township takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Township's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit.

## **Hiring Relatives**

It is well accepted that employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.



Big Rapids Charter Township's policy is that relatives or friends or individuals who live with but are not legally related to persons currently employed by the Township may be hired ONLY if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed. Anyone currently working in a position contrary to this policy will be grandfathered in.

### **Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Big Rapids Charter Township may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of the Township. Accordingly, all parties to any type of intimate personal relationship must inform management.

### **Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor/department head, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor/department head in advance if you have any questions about whether an expense will be reimbursed. If personal cell phones are used an employee may be reimbursed. The township may disclose of any telephone numbers if the employee receives reimbursement. **The township will not publicly advertise an employee's personal telephone number in large media sources, i.e. newspaper, radio, community newsletter. The employee must be made aware of when his/her phone number is being disclosed.**

### **References**

Big Rapids Charter Township will respond to reference requests through the Township Clerk.

### **Social Media Policy**

**Use of Social Media** Information published on any social networking site should not reveal any information designated by the Township as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Township respects the right of any employee to maintain a blog, web page or to participate in a social networking site. However, to protect Township interests

and ensure employees focus on their job duties, employees must adhere to the following rules: Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Township equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. You should not post content about the Township, co-workers or customers that is discriminatory, defamatory, libelous or threatening or a violation of the Township's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality disability or other protected class, status or characteristic. The Township encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. Township logos and trademarks may not be used without written consent of an officer of the Township.

## Section 6 - Acknowledgements

### General Handbook Acknowledgment

This Employee Handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the Township's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of Big Rapids Charter Township's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Township at any time. I further understand that my employment is terminable at will, either by myself or the Township, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Township's Employee Handbook.

Employee's Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Non Harassment Policy

Big Rapids Charter Township prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the Township Supervisor. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Township will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

Big Rapids Charter Township prohibits harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is to ensure that at the Township all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the Township Supervisor. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Township will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations. I have read and I understand Big Rapids Charter Township's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



**BIG RAPIDS TOWNSHIP FIRE DEPARTMENT**  
Employment Application



**APPLICANT INFORMATION**

Last Name *BuyS* First *Randy (Randall)* M.I. *J* Date \_\_\_\_\_  
 Street Address *17415 Astro dr* Apartment/Unit # \_\_\_\_\_  
 City *Big Rapids* State *MI* ZIP *49307*  
 Phone *231-287-2666* E-mail Address *LSbuys@gmail.com*  
 Date Available *open*

Position Applied for \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_  
 Have you ever been convicted of a felony? YES  NO  If yes, explain \_\_\_\_\_

**EDUCATION**

High School *Lowell* Address \_\_\_\_\_  
 From *1994* To *1997* Did you graduate? YES  NO  Degree \_\_\_\_\_  
 College \_\_\_\_\_ Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

**EMPLOYMENT HISTORY**

Company *Central Landscape services* Phone *231-287-2666*  
 Address *605 West Ave Big Rapids, MI* Supervisor \_\_\_\_\_  
 Job Title *Owner / Landscaper*

Responsibilities *Over see All aspects of the business*  
 From *2010* To *Current* Reason for Leaving \_\_\_\_\_

Company *widefield school distric 3* Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Supervisor *Ben Valdez*  
 Job Title *Grounds person*

Responsibilities *over see + fertilitate in park maintenance*  
 From *2006* To *2010* Reason for Leaving *moved back to Michigan*

May we contact your previous employers for a reference? YES  NO

**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

**CERTIFICATIONS** (FIRE FIGHTER 1 AND 2, MFR, EMT, HAZ-MAT, ETC...)

**REFERENCES**

*Please list three non-related professional references.*

Full Name **Clare Kwant**

Title **Retired Grounds superintendent**

Company **Retired**

Phone **796-6128**

Address **19090 Kenny dr. Big Rapids, MI**

Full Name **Rod weck**

Title **Former owner**

Company **Reed city tool & Die**

Phone **231-3490522**

Address

Full Name ~~Jim Szwed~~ **Ben veldez**

Title **Director**

Company **widefield community center**

Phone **719-391-3515**

Address **705 Aspen dr widefield. colorado**

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature **Randy Beech**

Date **12-10-2018**





# **2018 ANNUAL REPORT**

**BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

Big Rapids Charter Township  
14212 Northland Drive  
Big Rapids, MI 49307  
(231) 796-3603

# 2018 Planning Commission Annual Report

## 2018 Planning Commission:

Amanda Wethington, Chairperson

Mark Sweppenheiser, Vice Chair

Carman Bean, Trustee Rep.

Zachary Cook

Mary Davis

Robert Hampson

Gordon Oliver

## Building, Planning & Zoning Department Staff:

Brent Mason, Zoning Administrator

## 2018 Big Rapids Township Board

William Stanek, Supervisor

Rene Fountain, Clerk

Penny Currie, Treasurer

Carman Bean, Trustee

Jerry Everett, Trustee

Tony Geib, Trustee

Chris Merendino, Trustee

The Big Rapids Charter Township Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2018. This report is being submitted in fulfillment of Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act) and pursuant to Section (3) (A) of the Planning Commission's By-Laws.

The Michigan Planning Enabling Act states that "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development."

Calendar year 2018 presented the Big Rapids Charter Township Planning Commission with opportunities to learn about new business ideas coming into the area. After serving the Planning Commission as a member since 2004 and Chair for 2 years, Philip Keating decided to step down from the Commission at the end of the July meeting. Amanda Wethington was selected as the new Chairperson in August. Robert Hampson joined the Commission in September.

The following is a listing of Planning Commission business for the 2018 year.

### Visioning Time at the State of The Township Address:

Many suggestions were made at the Third Annual State of the Township Joint meeting of the Planning Commission and the Township Board on January 9, 2018. Those of particular interest included the expansion of Sewer and Water Utilities to the west side of the expressway for continued development of the Highway Interchange District at 15 Mile Road and 220<sup>th</sup> Avenue. Mr. Keating stated that this particular item has been the first item mentioned every year that this event has occurred. Other items included sidewalks along the Northland Drive corridor south of campus in the commercial district, rehabilitation/reconstruction of the 1921 Cemetery Building, a traffic study for Northland Drive with emphasis on the intersections at 14 Mile Road and Gilbert Drive, a traffic signal for the fire department and enhancements in local internet access for the community.

### 1921 Cemetery Building:

The 1921 Cemetery Building task force has been busy securing contributions and grants for the renovation project. Funding requests for the project will be part of future Capital Improvement Plans and will be financed by these donated and granted revenues.

### Capital Improvement Plan (CIP):

The Capital Improvement Plan (CIP) for Big Rapids Charter Township is still a work in progress, however, the amount of effort needed to prepare the report has been pared down substantially due in no small part to the effort that has been put forth by the Commission and the many suggestions for improvements to the process that came out of this endeavor. The public hearing for the 2019 - 2024 CIP occurred at the May regular meeting of the Planning Commission. Since this was our second effort, the CIP presented to the Board of Trustees was more polished. Future preparations will no doubt be more efficient, in no small part due to the effort that was expended during this project.

## Document Review:

Trustee Carman Bean requested that the Planning Commissioners review the Zoning Ordinance Language and as a result, several clerical error corrections to the language and the communication tower parcel size changes were proposed. Other language changes were proposed that would allow additional appeals to the ZBA for Special Use Permit decisions. The Board of Trustees referred the language back to the Planning Commission in December to review these change requests. The changes were approved and forwarded back to the Board of Trustees

The Planning Commission also reviewed various versions of solar farm ordinance language in order to be prepared for potential solar farm projects in the township. No action has been taken to prepare ordinance language to date.

Zoning Administrator Brent Mason requested that the Commission members begin reviewing the Master (Land Use) Plan at the December 11, 2018 meeting. Mr. Mason suggested that an advisory committee be considered for the review process. He suggested that the members become very familiar with the plan so that it can be reviewed section by section, making any necessary updates to the Master Plan for 2020 easier. He also voiced concern that careful consideration be given to the direction the township proceeds for future growth.

## Site Plan and Special Land Use Permit Reviews for 2018:

The Planning Commission reviewed the following site plans and SUP requests during 2018:

SUP 17-002 was considered at the January 9, 2018 Planning Commission meeting. Applicants Zach and Sarah Cook requested permission to operate a gymnastics studio as a home occupation in an accessory building on their property @ 16500 – 230th Avenue. The request was approved.

PZ 18-0002 - The Site Plan review for Belle Tire, 15415 Waldron Way was completed at the February 13, 2018 Planning Commission Meeting. The site plan was approved as submitted. The building permit was issued and construction began in June. The building was completed on October 30, 2018 and they opened for business on November 1.

SUP 18-001 – Chaille Tower Consultants for Verizon Wireless: A Public hearing for SUP 18-001 was held on March 13, 2018. Chaille Tower requested permission to construct a 162-ft. monopole wireless communication tower in the Agricultural district. Approval of the permit occurred at the April 10, 2018 meeting. Two appeals of the decision were filed and the process resulted in the cases going to Circuit Court. Big Rapids Township was dismissed from the actions by the Court.

PZ 18-0011 – D.P. Tire requested a site plan review at the April 10, 2018 regular meeting in order to build a 38,400 sq. ft. building in the Highway Interchange District for automotive and truck tire sales and service. The Planning Commission approved the site plan as presented for the use-by-right. As of December 31, 2018, no building permit has been issued.

SUP 18-002 – A Public Hearing was held on May 8, 2018 for the following request. Michelle Johnson and her son, Jeremiah Johnson requested to build and operate a “First Person View” drone racing hobby shop and indoor obstacle course in the Agriculture District @ 12185 Northland Drive. The permit was approved and construction began in September 2018.

ZOA 18-001 – Rick Lyons of 4843 Pierce Street, Suite A, Allendale, MI requested a Zoning Ordinance Amendment to allow rezoning of two parcels of property owned by Gordon and Pamela Gilbert of 13601 Seneca Drive, Big Rapids, from A-Residential to Commercial for the purpose of building and operating multi-family dwellings, to be used as student housing. The Planning Commission voted to recommend denial of the request. Mr. Lyons rescinded his request before the Board of Trustees took action based partially on the comments expressed during the public hearing.

PZ 18-0030 – Four Season Rentals @ 17943 – 205<sup>th</sup> Avenue submitted a site plan for review so that they could expand their mini-storage operation. The site plan was approved but construction has not begun on this project as of December 31, 2018.

SUP 16-002 - The Site Plan for the Ludington Self Storage Project (formerly Goodwell Storage) on vacant property at 14600 – 220<sup>th</sup> Avenue was reviewed and was approved during the September 11, 2018 meeting of the Planning Commission. Construction has not started as of December 31, 2018.

PZ 18-0039 – Deshano Development Corp. submitted a modified site plan for review at the September 11, 2018 meeting so that they could build and operate an Adult Assisted Living Facility @ 18900 – 16 Mile Road. The site plan for Phase 1 was approved but construction has not begun on this project as of December 31, 2018.

ZOA 18-002 – Following a public hearing, the zoning ordinance amendment request that would correct several minor errors in the zoning ordinance language, as well as provide language changes for ZBA appeals and for communications tower parcel sizes, was recommended for approval by the Planning Commission at their October 9, 2018 meeting. The Board of Trustees referred the language amendment back to the Planning Commission at their December meeting. They requested that the language for appeals to the ZBA be reviewed and reworded. The Planning Commission approved that change and forwarded the document back to the Board of Trustees at their December 11, 2018 meeting.

SUP 18-003 – Rieth-Riley Construction, Inc. requested a Special Use Permit for Mining on property they own at 18220 Taft Road. A public hearing was held at the Mecosta County Services Building Conference room on November 13, 2018 during the Planning Commission’s regular meeting. The Planning Commission approved the SUP with additional provisions as allowed for in the ordinance, and site plan as presented for the gravel mining operation.

–

**supervisorstaneke@bigrapidstowship.net**

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**From:** Jerry Everett <trusteeeverett@gmail.com>  
**Sent:** Tuesday, January 29, 2019 3:19 PM  
**To:** Bill Staneke; CR Bean; Tony Geib; treasurer@bigrapidstowship.net; Christopher Merendino; Rene Fountain; Brent Mason; Brandon Maneke  
**Subject:** Website Hosting Quotes and my recommendation  
**Attachments:** IT Right ITRQ13104\_QuoteValet\_2019-01-07\_7-48.22pm.pdf; Grand Apps Web Proposal 1.3\_Big Rapids Charter Township.pdf; Big Rapids Township Proposal - CivicCMS 1-23-19.pdf

Hello,

All prospective vendors will reformat our website to be compatible with today's smartphones and provide administrator user training and support. All vendors except Civic Plus provide support for changing existing township emails to support access remotely so office staff do not have to go to the offices to work with their emails.

Each of these vendors use WordPress. WordPress is one of the most popular website tools used to build and maintain websites. There are plug-ins and addon applications that make it easy to move our website and its design to another host if we decide to change host vendors, making our website somewhat "portable".

Here is a summary of the information included in the quotes by vendor with my observations:

**I.T. Right:**

- Design one-time cost: \$4,000
- Yearly hosting charges: \$500 (includes up to 125 email boxes)
- Currently supporting computers and IT devices in our township offices.
- More than 6 years of very satisfactory customer support for our township (highly recommended by all office personnel)
- One vendor to support everything within our office except our internet service and phone provider which is Charter Spectrum.
- Website Examples: <http://itright.com/GovServices/Gov-Website/WebsiteExamples.aspx>

**Grand Apps:**

- Design one-time cost: \$5,662
- Yearly hosting charges: \$500 (\$75/mo. For 6 email boxes)
- Website Examples: <https://www.grandapps.com/webdesign> (scroll down and click on customers' pictures)

**Civic Plus:**

- Design one-time cost: \$5,500
- Yearly hosting charges: \$1,750 (up to 25 email accounts are available to be created on Charter/Spectrum)
- Website Examples on page 4 of their quote

I enjoyed working with representatives with each vendor. I.T. Right is already familiar with our Information Technology environment and Big Rapids office people swear by their customer support. My recommendation is to add website hosting and email support to our current agreement with I.T. Right.

Respectfully,  
 Jerry Everett

# QUOTE



*Information Technology Solutions that  
Work for Local Government*

QUOTE #	ITRQ13104
DATE	1/7/2019

TO Jerry Everett  
Big Rapids Township  
14212 Northland Dr.  
49307 Big Rapids  
Phone: 231-796-3603

FROM THE DESK OF	JOB	PAYMENT TERMS	DUE DATE
mallen			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Web & Email Hosting	\$500.00	\$500.00
1	Initial design/setup fee (One-time)	\$4,000.00	\$4,000.00
		<b>SUBTOTAL</b>	\$4,500.00
		<b>SALES TAX</b>	\$0.00
		<b>TOTAL</b>	\$4,500.00

**Thank You For Your Business!**

This agreement is made effective as of \_\_\_\_\_, by and between Big Rapids Township, and I.T. Right of P.O. Box 160 Bath, MI 48808.

In this agreement the party who is contracting to receive services shall be referred to as "The client", and the party who will be providing the services shall be referred to as "I.T. Right".

- **A: SERVICE DESCRIPTION:** As an Internet service provider, I.T.RIGHT provides dedicated server computers which are integrated into the Internet. These server computers shall send and receive information in relationship to the Internet. The Client wishes to publish a website and or send and receive email messages on the Internet utilizing the hardware and software resources of I.T.RIGHT. I.T. Right will provide the support needed to update, and facilitate the client's ability to update the website.
- **B: TERMS AND CONDITIONS:** This agreement constitutes a binding contract between I.T.RIGHT and the Client and does not extend to any other person or entity. The length of this agreement is for 12 months starting from the date the site is published on the internet. The Client will pay a fee to I.T. RIGHT for the Services in the amount of \$500.00. This fee shall be payable within 90 days unless otherwise notated in this document.
- **C: WARRANTIES:** With respect to the service to be provided herein, the Client acknowledges that I.T.RIGHT makes absolutely no warranties whatsoever express or implied. As a result, the Client agrees that I.T.RIGHT shall not be liable to the Client for any claims or damages which may be suffered by the Client, including, but not limited to, losses or damages resulting from the loss of data as the result of delays, non-deliveries, or service interruptions.
- **D: Severability:** Both parties reserve the right, without reason, to sever this agreement with 30 days written notices. Upon such notice I.T. Right will refund the prorated balance of the contract, and facilitate or transfer control of all names and content to a provider of the Client's choosing.
- **E: DOMAIN NAME:** If I.T.RIGHT shall acquire an Internet Domain Name on behalf of the Client, then in such case the Client hereby waives any and all claims which it may have against I.T.RIGHT, for any loss, damage, claim or expense arising out of or in relation to the registration of such Domain Name in any on-line or off-line network directories, membership lists or registration lists, or the release of the Domain Name from such directories or lists following the termination of the providing of this service by I.T.RIGHT for any reason.
- **F: PAYMENT:** Any set up fees and first payments are due upon completion of the work. Subsequent payments are due according to the selected fee schedule following the establishment of service. Server hosting space will be billed a minimum of one (1) year in advance or according to the agreed upon fee schedule. In the event that the Client fails to pay for services, I.T.RIGHT shall be entitled to unilaterally terminate this Agreement and discontinue the service until payment is made.
- **G: UNILATERAL SERVICE REVOCATION:** In the event that I.T.RIGHT may at any time believe that the service is being utilized for unlawful purposes by the Client or in contravention with the terms and provisions herewith, to but not limited to unsolicited email, hacking, or pornography. I.T.RIGHT may immediately discontinue such service to the Client without liability.
- **H: INDEMNIFICATION:** The Client shall indemnify and hold harmless I.T.RIGHT from any and all loss, cost, expense, and damages on account of any and all manner of claims, demands, actions, and proceedings that may be initiated against I.T.RIGHT on the grounds that the server space content violates any copyright, proprietary right of any person, state and federal regulations, or contains any matter that is libelous or scandalous. Client understands that I.T.RIGHT may be



required to remove website from public access if a dispute arises over copyrighted material appearing on the website.

- **I: CHANGES IN TERMS OF AGREEMENT:** I.T.RIGHT reserves the right to make changes to the terms and conditions of this Agreement upon ninety (90) days' notice to the Client, advising of the change and the effective date thereof, but with changes in service fees being effective only at the end of any period for which the Client has prepaid. Utilization of the service by the Client following the effective date of such change shall constitute acceptance by the Client of such change(s).
- **J: ENTIRE AGREEMENT AND UNDERSTANDING:** This contract and the application for server space constitute the entire agreement between the parties, and represent the complete and entire understanding of the parties with respect to the subject matter of this Agreement.
- **K: ISP CHARGES:** The Client understands and realizes that this contract does not provide ISP (Internet Service Provider) connectivity services. That the Client must obtain their own Internet connection. That the charges for an ISP are not included in the prices listed here.
- **L: SPAMMING, MISUSE & ABUSES:** I.T. Right Does Not Host Adult Oriented Sites and Does Not Allow Sending of Unsolicited Email or SPAMMING. I.T.RIGHT shall monitor, log and track all emails, for checking against spamming, or misuse of our servers. The Client shall not use any of I.T.RIGHT's Servers or systems to send any illegal information or files over the Internet (such as, but limited to; worms, virus, spam, illegal images, or files that could be used as an attack or harm against any other system).
- **M: UNDERSTANDING OF CONTRACT AND TERMS:** The Client understands and agrees with these terms that are listed. The Client, by hiring I.T.RIGHT and going into this agreement, acknowledges that he/she has read this contract and will be bound to the terms of it. The Client acknowledges that I.T.RIGHT has the right to make this contract, and to terminate it if the terms hereinabove are broken by the Client. If the contract is terminated for any reason, the Client shall be billed for work not yet paid for, that was performed by I.T.RIGHT.
- **N: GOVERNING LAW:** This agreement shall be binding upon the heirs and assigns of the parties and shall be governed by and interpreted according to the laws of the State of Michigan. Any legal action brought with regard to this contract shall be brought only in Ingham County, in the State or Federal Court of appropriate jurisdiction within the State of Michigan.
- **O: NOTICES:** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for Client:

**Big Rapids Township,  
14212 Northland Dr.  
49307 Big Rapids**

If for I.T. Right:

**I.T. Right  
Daniel Eggleston  
P.O. Box 160  
Bath, MI 48808**

# I.T. RIGHT Web/Email Hosting Contract

Page 3

**Payment and Billing Terms:** All invoices must be paid within thirty days (30) of printed invoice date. I.T.RIGHT reserves the right to remove or make unattainable any webpage or email account of a delinquent account until full payment is received. I.T.RIGHT shall be entitled to reasonable legal fees in the event the services of an attorney or collection agency are necessary for collection. Checks, Money Orders, and Wire Transfers may be made out to I.T. Right.

Client has read all pages of this agreement and understands this Agreement. The parties represent and warrant that they have full legal power and authority to execute and deliver this agreement and to perform their obligations herein, and that the person whose signature appears below is duly authorized to enter into this agreement on behalf of the party of whom they represent.

\_\_\_\_\_  
Client Date: \_\_\_\_\_



\_\_\_\_\_  
I.T. Right, Inc. Date: \_\_\_\_\_

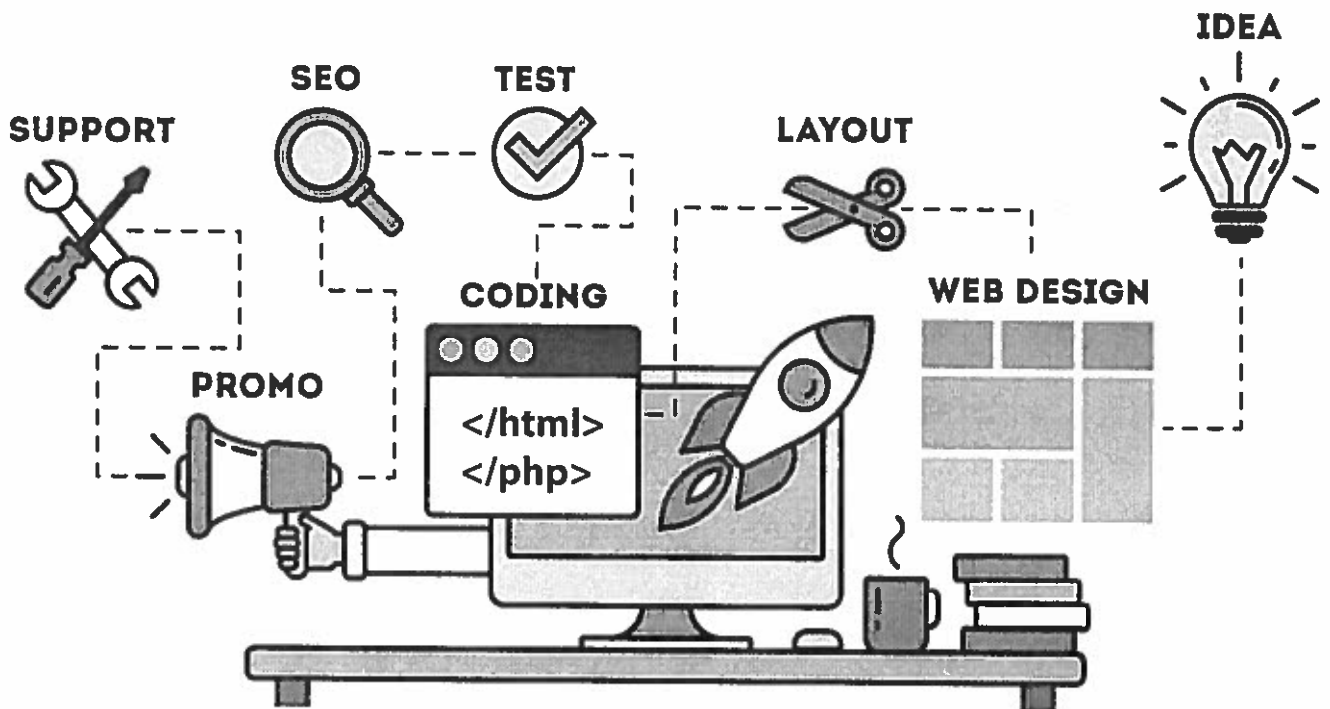
**Big Rapids Charter Township**

*Mecosta County, Michigan*



# WEBSITE PROPOSAL

Delivering both *beautiful experiences* & *functional development*.



Project Proposal: WordPress Website Proposal

Client: Big Rapids Charter Township

Delivered On: 1.25.2018

Submitted by: Brandon Ross | Grand Apps

# Grandapps

# Our Process

Below you will find our simple to follow process from taking your next website project from discovery phases to deployment.

<b>DISCOVER</b>	Our development team will meet your team to fully understand the project scope. We should leave the meeting feeling confident everyone is on the same page. You will work closely with our project manager and they will be your go-to person for communication during this process.
<b>DESIGN</b>	Before we develop the website, we must first start with a beautiful unique design for your project. Our project manager will work closely with our designers and your team to deliver something you are proud to call your next website.
<b>DEVELOP</b>	After we finish the design, our content team will know how much content should be on each page and where it goes. Our development team will know what pages need to be built. Our project manager will oversee this process and report back to you during the development stage.
<b>REVIEW</b>	Next, we will sit down with you for a deep dive review meeting. We will preview the website and take notes of any changes needed. Our project manager will work with our team to make sure these changes are quick as possible in order to reach our launch deadlines. We will keep you updated on timelines and stay in constant communication.
<b>DEPLOY</b>	This is the fun part, it's time to launch! You have finally approved of the final development & content and we're ready to show the world your beautiful new website.

# Our Pricing & Services

The information below in the tables covers the services for WordPress website development and the average hours per page it takes to complete each task.

Service	Average Hours Per Page
Website Design	1 hours
Website Development	1.5 hours
Content Creation	0.5 hours

The information below in the table covers the cost per service associated with the WordPress website development services.

Service	Cost	Description
Website Design	\$100/hour	We will design your website.
Website Development	\$150/hour	We will develop and build your website.
Content Creation	\$75/hour	We will create the content to populate your website.
Website Setup	\$500 one time	This one-time cost is to get your project up and running. It covers setup, team management and launching your site.
Yearly Maintenance	\$500 Yearly	Every 12 months we will login to your site, check speeds, check plugins, optimize everything. Takes average 5 hours.
Hourly Edits / Updates	\$100/hour	You can pay us hourly to help maintain your website.
Website CMS training	\$500 one time	If you choose to maintain your own website, you can hire us to train you the backend and get you setup.
Hosting	\$50/month	We can securely host your website through our cloud servers.

# Project Scope of Work

The information below is to make sure we are on the same page as far as the scope of work for this project.

## Description

Grand Apps will develop a new website to enhance visitor experience and streamline content management. The redesign and development of the new website will be extremely user friendly, optimized for all devices and showcase Big Rapids Township as the family focused, proud, attractive township that it is.

## Deliverables

- Account Manager, Project Manager, Development Team, Design Team, Copywriting Team
- 17 Page WordPress Website
- Optimized For All Devices
- User Friendly and Easy Navigation
- Custom Unique WordPress Theme
- Internal Links
- PDF uploads

## Website Sitemap

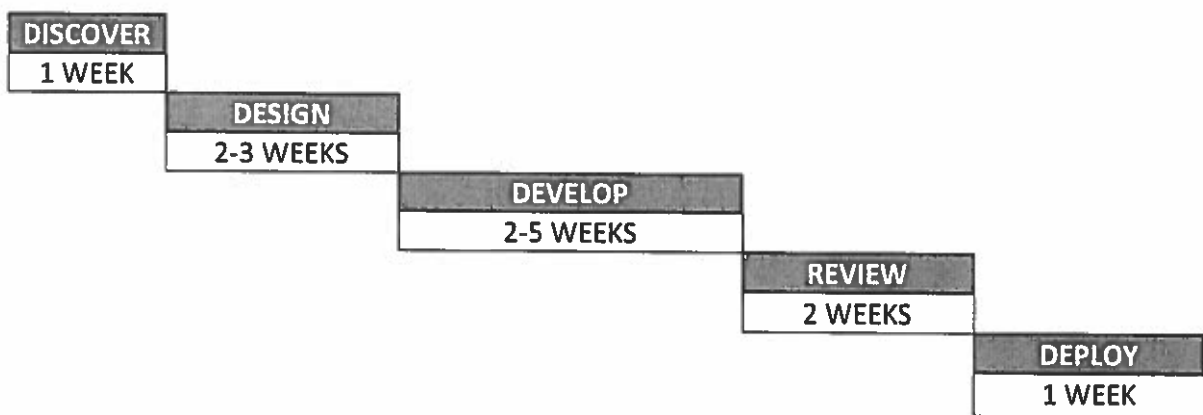
- ❖ Home
- ❖ Elected Officials
  - Bill
  - Rene
  - Penny
  - Others if needed
- ❖ Boards/Committees
- ❖ Fire Department
- ❖ Industrial Park
- ❖ Ordinances
  - Sub PDF Pages
- ❖ Building Permits/Forms
  - Sub PDF pages
- ❖ Property Assess Forms
  - Sub PDF pages

- ❖ [Zoning Map](#)
- ❖ [Cemetery](#)
- ❖ [Contact Us](#)
- ❖ [Links](#)
- ❖ [Meeting Information](#)
- ❖ [Highbanks Park](#)
- ❖ [Property & Land Search](#)
- ❖ [History](#)
- ❖ [Map & Directions](#)

# Estimated Timelines

Below are some estimated timelines for each phase of our projects. Please keep in mind these all change due to many factors. On average we can usually get a website finished between 6-9 weeks depending on project size.

Our project manager will work with you throughout the process to let you know if there are any bottlenecks in this process.





# Project Quote

Below is your estimated quote for the website project based on the previous information in this document. Please review to make sure the information reflects your project goals.

Service	Hours	Hourly Rate / Price	Total
Website Design	17 Hours	\$100	\$1,700
Website Development	15.5 Hours	\$150	\$3,825
Content & Copy Creation	8.5 Hours	\$75	\$637.5
DNS Setup	1-3 Hours	\$100	Included
Email Transfer	1-3 Hours		Included
CMS Training	-----	-----	Included
*Yearly Update	-----	-----	\$500
**Website and Email Hosting and Tech Support			\$75/month for 6 mailboxes
***Additional Mailboxes after 6			\$2/per mailbox

Total Investment		
\$6,162.5 one time	*\$500/year	**\$75/month

## Project Payment Schedule

Project Kick Off	Approval of Design	Development Complete
1/3	1/3	1/3
\$2,054.16	\$2,054.16	\$2,054.18

\*Yearly update is every 12 months when the project is launched.

\*\*hosting starts once the project is launched.

Maintenance Plan	Rate	Extra
Hourly	\$50/hour	Month To Month
5 hours/month	\$200/month	Roll over 2 months. No more.
10 hours/month	\$400/month	Roll over 2 months. No more.



## WHY US?

That is a great question. Well, we don't want to brag [#HumbleBragComing](#), but we've successfully launched over 350+ websites in just under 7 years of business. Basically we've been working hard. Don't you want someone you can trust, who has done it before with years of experience? Of course you do because that is peace of mind.

We're here for you.

Oh, and if you were wondering, we started mobile first. We actually came before the mobile trend so we have tons of experience in mobile as well...hence the name Grand Apps.

# SERVICES

Since we are beginning a new partnership with you, we just wanted to let you know we can do more than *just* website development.

## Social Media Marketing

We've managed 100+ social media accounts. We do full management, content creation and strategy.

## Mobile App Development

We started with mobile actually, successfully launching 250+ mobile apps into iTunes / Google.

## Branding / Logos / Graphic Design

We can help any business with logos and branding. We've worked with hundreds of clients around the globe.

## AdWords / Media Buys / SEO / Retargeting

We are Google AdWords certified team members and can help your every SEO / AdWords needs.

## Video

We also have a full video production company that can shoot whatever shots and videos you need.

## Custom Software Solutions

We create custom solution for Automation, Machine Learning, AI, ERP Systems, and much more!

We are truly a "one-stop-shop". If your business needs help with something related for marketing, advertisement, development and strategy...we're here for you. We know how valuable it can be to have one vendor that can handle all your digital marketing needs, and we would love to earn your business!

# FAQ's

These are some very useful questions clients ask us. We recommend everyone reads through this detailed list of FAQ's.

1. **How long does an average project take from start to finish?**
  - a. We can usually complete a fully built, ready to launch website between 6-8 weeks (depending on project scope)
  
2. **What if I think of adding more pages to the website during this process, can I do that?**
  - a. We recommend we don't add anymore to the original project scope. We suggest finishing this scope of work, launching and then looking at adding with a new project scope. This is why it's important to work with the sales person to make sure they understand exactly how many pages will be built in this project scope of work.

Now, if you really want to add extra pages, then it will be known to you that we will need to make a new proposal / agreement so we're all on the same page. Our project manager will have a project scope from our sales people upfront so they know what to expect in this project.

3. **Can I use some of my team for this project?**
  - a. Of course! Let's say that your team wants to write up the content for the website, you can absolutely use them if you want. Just know we have a system that works and the less waiting on other people the better for your project.
  
4. **What is offered in your hosting?**
  - a. Our hosting is handled by Amazon Web Servers. For the \$50 per month, we will host your website securely. Also if your website crashes, we will work on getting it back up for you as quick as possible!
  
5. **What if I host my own website?**
  - a. Well then you should know it is up to you to maintain the website and keep it running. If your website crashes, we are not liable to get it back up. You can pay us hourly and we will quote you before we begin. That is why we recommend you host with us.
  
6. **What if we are halfway through and I need to pause the project?**

- a. That is totally fine and we understand life happens. However, if we need to kickoff a dormant project there is a \$500 restart fee for this. We consider a project dormant status after 4 months of being paused.

**7. How are you building my website?**

- a. Our go-to is WordPress, but we understand every client has a different need. This is usually discussed upfront with a sales person when finalizing details of your website project.

**8. What is included in your yearly update? And do I need it?**

- a. Every 12 months our team will go into your website and perform an update on all plugins, we will optimize load speeds and make sure your website is performing at it's highest level. This about this like an oil change on the backend of your website.

Do you need an oil change? Yes. Can you go awhile without one? Yes. Do you risk something breaking down, causing bigger problems later? Yes. This is the same concept so we highly recommend this.

One real life example was we found out a client that came to us for a new project was confused why they stopped getting web forms for request a quote. It turned out that their previous developer didn't update the contact form plugin and there was no way tracking how much business was lost. (You don't want this)

**9. How much experience does Grand Apps have?**

- a. In just under 7 years since we launched in 2011, we have deployed over 500+ projects across the globe. We have a very skilled team that is fully in house. We hire local and have worked with many different industries ranging from manufacturing to clothing brands.

**10. Can you just manage my website?**

- a. Yes of course! You can pay us hourly to manage your website. You will submit a request, we will quote how many hours and begin working.

**11. Can I manage my website?**

- a. Yes, you can manage your own website. We do recommend you pay the CMS training fee and let our expert team show you how to make effective website edits. Just note if you elect to manage your own site, we are not obligated to make edits for you. We love helping our clients, but we can't work for free.

# THANK YOU!

We appreciate the time it took you to review this. We hope you understand more about our process, pricing and systems. If you have any questions, please contact us.

support@grandapps.com  
www.grandapps.com  
616.717.1151

Grandapps

# CIVICCMS<sup>®</sup>

## Big Rapids Township Website Proposal



Presented by  
Richard Jones  
Sales Representative

 | **CIVICPLUS<sup>®</sup>**

302 S. 4th Street, Suite 500 | Manhattan, KS 66502  
1300 Massachusetts Ave., Boxborough, MA 01719  
[www.civicplus.com](http://www.civicplus.com)

January 23, 2019

Jerry Everett  
Trustee  
Big Rapids Township  
14212 Northland Drive  
Big Rapids, MI 49307

RE: Website Redesign Services

Dear Jerry,

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance, and cost effectiveness can be daunting. Today's "what I want, when I need it" society is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. With the cost-effective CivicCMS solution you can achieve your vision of success.

CivicPlus, Inc. (CivicPlus) is passionate about our mission to help make local government better. We are not just designing a website, we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, at the right cost, housed within a modern design that captures the culture of your community.

The following information will show you how the CivicCMS solution will reduce your staff's workload, respect your available budget, and most importantly, provide your community with a powerful online resource that promotes open access to your municipal offices.

Please review our proposal closely. This proposal will save you time and resources while providing your visitors a website where they can find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,

Richard Jones  
Sales Representative  
Phone 785.323.4713  
rjones@civicplus.com

**CIVICCMS**



# What Sets CivicCMS Apart?



## Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



## Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



## We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



## Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



## Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



## Useful & Relevant Modules

CivicCMS is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that are not as relevant.



## Affordable Cost, Flexible Payments

We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



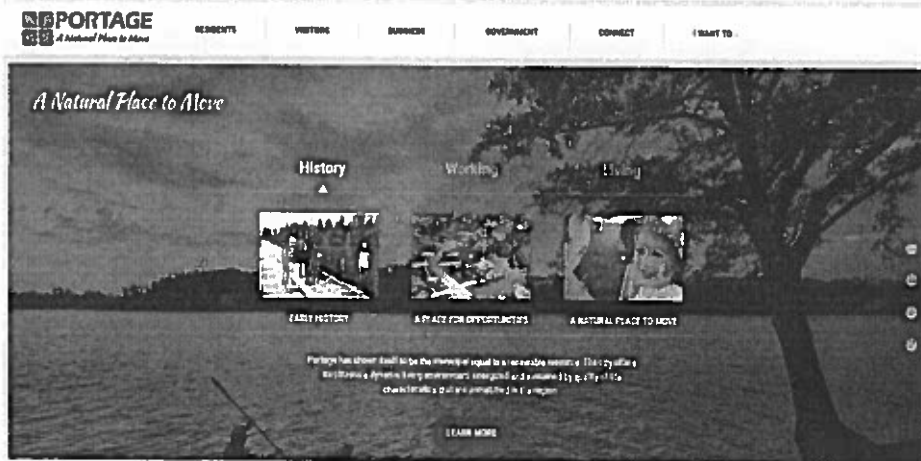
## Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

# Client Design Examples

*We did a re-design and after talking with some other website companies, they were the best choice for us. They understood our needs and delivered exactly what our vision was, even better.*

Vicki M., Burrillville, RI



## Portage MI

Website:

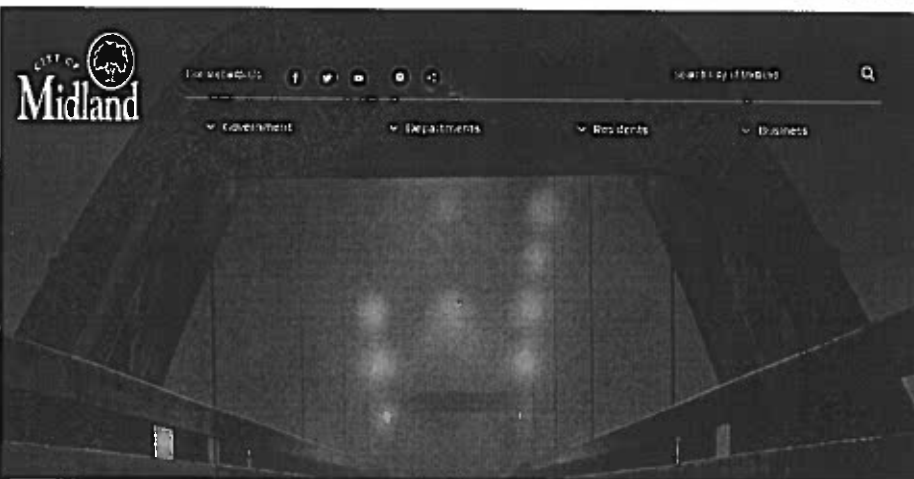
<https://www.portagemi.gov/>



## Royal Oak MI

Website:

<https://www.romi.gov/>



## Midland MI

Website:

<https://cityofmidlandmi.gov/>

# Features & Functionality

The Drupal content management system has opened up new areas we never could do with the old system. Our residents can get more done just by visiting our website.

Roger K., Stonington, CT

## Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- WebForms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopedia
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- "Review-On" Dating
- Dynamic Breadcrumbs
- SSL Certificates

## Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Forms
- Rotating Bulletin Boards
- Staff Directory
- "Share this Page"

## Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

## Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

## Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department Images
- Image Administration
- Rotating Bulletin Boards

# Typical Project Timeline

*The support has been amazing from day one. We worked closely with your employees during initial setup stages, creating the webpage, training, and for follow-up. Your team of employees know what the City was looking for and created it with ease.*

Felicia B., Aberdeen, MD

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your CivicCMS new website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 10-13 weeks.

Implementation Phase	Timeframe	Deliverables
<b>Phase 1</b> Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> <li>Define Core Objectives</li> <li>Needs Assessment</li> </ul>
<b>Phase 2</b> Design & Architecture	2-3 Weeks	<ul style="list-style-type: none"> <li>Design Meeting with Client Website Committee</li> <li>Homepage Options &amp; Layout</li> <li>Subpage Design and Layout</li> <li>Finalize Design (once you are completely satisfied)</li> </ul>
<b>Phase 3</b> Site Implementation	2-3 Weeks	<ul style="list-style-type: none"> <li>Identify Global and Cascading Navigation (and related links)</li> <li>Implement Design within CivicCMS</li> </ul>
<b>Phase 4</b> Content Development	3-4 Weeks	<ul style="list-style-type: none"> <li>Migrate Agreed Existing Content</li> </ul>
<b>Phase 5</b> Training & Education	1 Week	<ul style="list-style-type: none"> <li>Sessions for Content Editors and Site Administrators</li> <li>Group and Individual Sessions</li> </ul>
<b>Phase 6</b> Deployment & Go-Live	1 Week	<ul style="list-style-type: none"> <li>Final Quality Check of Website</li> <li>Install and Activate Selected Modules</li> <li>DNS &amp; SEO Activities</li> </ul>

# Estimated Year 1 Investment

**Big Rapids MI**

All quotes are priced per project and presented in US dollars.

Pricing is valid for 60 days from January 23, 2019

## CIVICCMS Website Package

### Graphic Design

- ◆ Pick from one of our Template Designs
- ◆ Fully Responsive Format (Smart Phones, Tablets)

### Content Development

- ◆ Create All Department & Board Pages
  - ⇒ Contact Info, Staff Table, Welcome Text
- ◆ Build out All Additional Pages/Files of Content
- ◆ **Staff Training**
- ◆ One Day of Online Training
- ◆ Full Access to Library of Videos/Documentation

### Also Includes

- ◆ Apache Solr Search Appliance
- ◆ Google Analytics
- ◆ E-Subscriber Mail Lists
- ◆ Social Media Integration
- ◆ Web Forms Builder
- ◆ No Storage Limit on Future Pages & Files

### Secure Hosting

- ◆ SSL Certificates
- ◆ Tier 4 Data Center
- ◆ Nightly Offsite Backups
- ◆ Intrusion Detection, DDoS Mitigation

### Ongoing Customer Support

- ◆ Unlimited Live Support for 2 Primary Users
- ◆ Free Monthly Webinars
- ◆ 24/7 Technical Support

### CIVICCMS Application

- ◆ Annual CMS Usage License
- ◆ Periodic Module Upgrades
- ◆ Full Maintenance & Service Patches

**Year-One Investment: \$7,250**  
**Includes Upfront & Annual Costs**  
**Option: \$3,583/yr for 3 years**

# Year 2 and Beyond Annual Services

**Big Rapids MI**

*Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)/*

- **Secure Hosting and Security Services**
- **Software maintenance including service patches and system enhancements**
- **24/7 technical support and access to the Online Help Center**
- **Unlimited Live Customer Support for Designated Users**
- **Account Management Team for ongoing support and web environment evolvement**

**Beginning Year 2 Annual Services: \$ 1,750**

## CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

1st Year CPA ..... \$ 3,583  
2nd Year CPA ..... \$ 3,583

3rd Year CPA ..... \$ 3,583  
4th Year Annual ..... \$ 1,838  
(annual plus 5% technology fee)

Big Rapids Township Fire Department  
Standard Operating Policy and Procedure

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On This day \_\_\_\_\_, 2018

These policies, procedures and guidelines shall replace all  
other guidelines, directives and standing orders in place.

If there is a discrepancy between these policies and procedures, and the Big Rapids Charter Township Handbook, the handbook always takes precedence.

Rene

Bill

Carman

Jerry

Carman

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Standard Operating Policy/Procedure Policy # 002

### I. Purpose

Standard Operating Policies / Procedures applies to the term SOP, which can be either a Policy Order or a Procedural Order. These documents are intended to extend to circumstances and all individuals operating as part of the Big Rapids Township Fire Department not otherwise covered by Federal or State Laws, or Local Ordinance.

### II. Policy

All personnel are responsible for understanding and following the SOPs. These policies are not written with the intent of addressing every situation. Common sense, training, and good judgment are still vital ingredients in our day-to-day operations. If the situation warrants deviation from these SOPs, then that decision can be made. The safety and welfare of citizens and firefighters is our primary concern. Policies are the guidelines for what we do. Policy Orders state what will be done in a circumstance. Unauthorized and/or unwarranted deviation from these SOPs is subject to disciplinary action.

### III. Procedure

Procedural Orders are intended to provide direction/guidelines on how to perform certain tasks. These Procedural Orders are not written with the intent of addressing every situation. Common sense, training, and good judgment are still vital ingredients in our day-to-day operations. If the situation warrants deviation from these SOPs, then that decision can be made. Procedural Orders state how it is to be done. The safety and welfare of citizens and firefighters is our primary concern.

### IV. When An Order from An Officer Conflicts With Any SOP, The Officer's Order Shall Be Followed.

If an employee questions the safety of an order, the officer should be made aware immediately of the reason for the employee's concern so that the officer may consider an alternative approach. When it is necessary to deviate from the SOP's, the Fire Chief shall review the incident at the request of the employee. Deviation from the SOPs, other than those made on scenes, shall only be done through the Chief's Directive policy.

### V. Revisions

The Fire Chief will review all revisions when circumstances/situations arise to indicate the need. Department personnel will be notified of specific policy changes after receiving Township Board approval. New and revised policies will be available for personnel familiarization in the SOP Handbook and on Emergency Reporting. Personnel shall acknowledge receipt of all SOPs and be familiar with them. These SOP's are designed to be adapted as needed by changes.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Recruiting

Policy # 003

### I. Purpose

The purpose of this policy is to outline the procedures to be followed in recruiting and employment of Fire Department personnel.

### II. Policy

The Big Rapids Township Fire Department is an equal opportunity employer. As such, all persons are eligible for employment without regard to race, color, creed, sex, or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, sex, or national origin as outlined in specific Federal and State Law, or Local Ordinance.

### III. Procedure

- A. The following steps are to be taken in examining an applicant's qualifications as part of the pre-employment process.
  1. The applicant is to complete the approved Fire Department application.
  2. Applicants must have earned a high school diploma, or equivalent, to be considered for employment, or be actively enrolled as a high school student.
  3. Applicants must provide a valid driver's license from the State of Michigan.
  4. Once applicant has completed the application, the applicant shall have an informal interview with the Fire Chief or his designee.
  5. All applicants shall attend a minimum of 4 training meetings.
- B. If the Fire Department wishes to continue the hiring process for a specific applicant, the following shall be conducted:
  1. A written comprehension test that shall be conducted and performed at the discretion of the Fire Department.
  2. A physical ability test shall be conducted and performed at the discretion of the Fire Department.

## Big Rapids Township Fire Department Standard Operating Policy and Procedure

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### Recruiting (Continued)

- C. Successful completion of the written and physical ability test shall lead to a formal interview with the Fire Chief and a conditional offer of employment pending:
  - 1. Criminal Background check.
  - 2. Driver's License check.
  - 3. Interview with the Township Supervisor and Fire Chief.
  - 4. Township Board Approval.
  - 5. NFPA 1582 equivalent physical exam and drug screen.
  
- D. All members of the Fire Department must maintain themselves in a physical condition so as to be able to safely perform the duties of their position. All members must participate in and successfully pass an annual physical ability test to determine their fitness for duty.
  
- E. All personnel must continue to possess a valid Michigan Driver's License and maintain a good driving record for continued employment.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Employment Policy # 004

### I. Purpose

To ensure that the members of the Big Rapids Township Fire Department are available when needed.

### II. Policy

- A. Any member of the Fire Department who is employed by any other agency or department that provides fire protection or emergency response services must report such employment to the Fire Chief
- B. Applicants for employment shall be required to disclose any other employment that they hold as part of the application process.
- C. All employees have two years to acquire a minimum of Michigan FFTC Firefighter I certification and Michigan MFR licensure. Exemption and time extension shall be made for Medical Licensure at the discretion of the Chief.
- D. Employees are responsible for maintaining their certifications and licensures. Loss of certification or licensure must be reported immediately.
- E. All employees of the Big Rapids Township Fire Department are employed at will and may be terminated from employment at any time with or without cause.
- F. Any employee leaving the Department is required to submit a letter of resignation and may be asked for an exit interview.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Chain Of Command Policy # 005

### I. Purpose

To establish the Fire Department chain of command.

### II. Policy

The chain of command is to be followed at all times and is as follows.

1. Township Board
2. Supervisor
3. Fire Chief
4. Deputy Chief
5. Captain
6. Lieutenant
7. Firefighter/Firefighter MFR
8. Cadet Firefighter
9. Junior Firefighter

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Cadet Firefighter Policy # 007

- I. **Purpose**

To provide a means to develop and display the skills necessary to become a certified firefighter for Big Rapids Township Fire Department.
- II. **Policy**
  - A. **Position Description**

The Cadet Firefighter position is an intermediate step to becoming a ~~Paid-On-Call~~ **part paid volunteer** Firefighter.
  - B. **On Scene Activities**

Cadet Firefighters shall report to staging and be assigned by the Incident Commander only. To ensure the safety of the Cadets, they shall be teamed with an experienced firefighter.
  - C. **Equipment**

Cadet Firefighters shall have a traditional helmet with an orange leather shield and be assigned a number from 11 to 19.
  - D. **Duties**
    1. Cadet Firefighters will assist firefighters at emergency scenes by obtaining equipment, assisting in the setup and placement of equipment, or other duties as assigned by the Incident Commander.
    2. Cadet Firefighters may be allowed to be involved in fire suppression and other activities which could be considered hazardous, but only to the level which they are trained, when supervised, and not to conduct activities requiring Michigan Fire Fighters Training Council I & II certification.
    3. Cadets with current EMS licensure through the State of Michigan may conduct patient care on a medical scene. Cadets with FFTC Drivers Training course may drive code in their POV and Rescue 11-5 when authorized and only for medical calls unless directed otherwise.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## **Part Paid Volunteer** Firefighter Policy # 008

### **I. Purpose** Job Description

### **II. Policy**

The Firefighter position allows certified personnel without a medical license to participate as follows.

#### **A. Nature Of Work**

Firefighters are responsible for skilled work in combating, extinguishing, preventing fires, and responding to other emergencies as required. Work involves training for and participating in the protection of life and property by firefighting, fire prevention, fire education, rescue activities, efficient operation and maintenance of equipment. Although work is performed under general supervision and established regulations, it requires initiative and individual understanding of firefighting, fire prevention, and rescue methods. Work is reviewed by command officers through inspections, observation, and the results obtained.

#### **B. Typical Examples Of Work**

1. Drives apparatus or other vehicles to the scene of a fire, connects apparatus to the hydrant, pumps water at the proper pressure, and directs operations until relieved by a superior officer.
2. Lays and controls hose lines, erects and climbs ladders, performs rescues, and participates in all firefighting operations.
3. Watches operation of meters and pumps and makes necessary adjustments or changes.
4. Assumes command of a scene when designated by a superior officer.
5. Responds to rescue and emergency calls when dispatched.
6. Attends trainings in such subjects as firefighting methods, equipment operations, hydraulics, street, hydrant and building locations, and departmental activities.
7. Instructs other firefighters in the operation of firefighting and procedures.
8. Performs fire inspection work, pre-incident planning, and fire education.
9. Checks and maintains pumps, apparatus, and other equipment.
10. Performs assigned vehicle and station maintenance.
11. Keeps the fire station in a clean and orderly condition.
12. Performs all other duties assigned by a superior officer.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Deputy Chief Policy # 012

### I. Purpose Job Description

### II. Policy

The Deputy Chief position requires the appointed employee to conduct the following.

#### A. Nature of Work

Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical services, hazmat, rescue, fire prevention, and training activities of the Fire Department. The Deputy Chief works under the general guidance and direction of the Fire Chief. The Deputy Chief exercises supervision over Fire Department operational personnel directly or through subordinate personnel.

#### B. Typical Examples of Work

1. Supervises and coordinates the activities of the Fire Department in the delivery of fire suppression, rescue, hazmat, emergency medical operations, training operations, and the implementation of the Incident Command System.
2. Assists the Fire Chief in the strategic planning and goal setting for Fire Department long range needs with respect to administration, operations, equipment, apparatus, facilities, and personnel.
3. Assists the Fire Chief in the establishment of policies and procedures.
4. Assists the Fire Chief in the formulation, issuance, and enforcement of Fire Department rules, regulations, and policies and procedures for personnel; handles grievances, maintains Fire Department discipline, and the general conduct of personnel.
5. Assists the Fire Chief in coordinating the preparation and presentation of the annual Fire Department budget, the expenditure of Fire Department appropriations, and the evaluation and recommendation for the purchase of new equipment.
6. Assists the Fire Chief in coordinating monthly reports to the Big Rapids Township Board regarding Fire Department activities and other reports as appropriate.
7. Attends training, conferences, and other meetings to keep abreast of current trends and technology in the field.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Deputy Chief (Continued)

8. Represents the Fire Department in a variety of local, county, regional, state, and other meetings.
9. Performs the duties of the Fire Chief in his/her absence; responds to alarms and directs activities at the scene of major incidents or perform the work of subordinate personnel as required.
10. Performs all other duties as assigned.

### C. Desirable Qualifications for Employment

Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service, fire suppression and prevention principles, procedures, techniques, equipment, emergency medical rescue operations, and other agency operations and protocols. Ability to analyze the effectiveness of Fire Department operations, to diagnose its problems; to correlate its development with changing conditions within the community; to apply standard firefighting rescue, hazard mitigation, and emergency medical techniques to specific situations; to act effectively in emergency and stressful situations; to follow and communicate effective verbal and written instructions; to establish effective working relationships with employees, other agencies, and the general public; to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.

### D. Employment Qualifications

1. Possession of a high school diploma or equivalent.
2. Successfully complete physical ability test.
3. At least three years of employment on the Big Rapids Fire Department.
4. Michigan Fire Fighters Training Council – Company Officer III.
5. Michigan Fire Fighters Training Council – Hazmat Operations.
6. MFR certification or greater through the State of Michigan.
7. Completion of FFTC drivers training course.
8. NIMS ICS 100,200,300,400,700,800 Courses
9. Current AHA Health Care Provider CPR card or equivalent.
10. Completion of Chief 101 certification.
11. Valid Michigan Driver's License.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Fire Chief Policy # 013

### I. Purpose

Job Description

### II. Policy

The Fire Chief position requires the appointed employee to conduct the following.

#### A. Nature of Work

Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical services, hazmat, rescue, fire prevention, and training activities of the Fire Department. The Fire Chief works under the general guidance and direction of the Big Rapids Township Supervisor. The Fire Chief exercises supervision over Fire Department operational personnel directly or through subordinate personnel.

#### B. Typical Examples of Work

1. Supervises and coordinates the activities of the Fire Department in the delivery of fire suppression, rescue, hazmat, emergency medical operations, training operations, and the implementation of the Incident Command System.
2. Conducts strategic planning and goal setting for Fire Department long range needs with respect to administration, operations, equipment, apparatus, facilities, and personnel.
3. Establishes policies and procedures.
4. Conducts the formulation, issuance, and enforcement of Fire Department rules, regulations, and procedures for personnel; handles grievances, maintains Fire Department discipline and the general conduct of personnel.
5. Coordinates the preparation and presentation of the annual Fire Department budget, the expenditure of Fire Department appropriations, and the evaluation and recommendation for the purchase of new equipment.
6. Coordinates monthly reports to the Big Rapids Township Board regarding Fire Department activities and other reports as appropriate.
7. Attends training, conferences, and other meetings to keep abreast of current trends and technology in the field.
8. Represents the Fire Department in a variety of local, county, regional, state, and other meetings.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Fire Chief (Continued)

9. Responds to alarms and directs activities at the scene of major incidents or perform the work of subordinate personnel as required.
10. Appoints a designee to conduct his/her duties and responsibilities in the absence of the Fire Chief.
11. Responsible for the appointment of Senior Firefighters, Lieutenants, and Captains.
12. Performs all other duties as assigned.

### C. Desirable Qualifications for Employment

Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service, fire suppression and prevention principles, procedures, techniques, equipment, emergency medical rescue operations, and other agency operations and protocols. Ability to analyze the effectiveness of Fire Department operations, to diagnose its problems; to correlate its development with changing conditions within the community; to apply standard firefighting rescue, hazard mitigation, and emergency medical techniques to specific situations; to act effectively in emergency and stressful situations; to follow and communicate effective verbal and written instructions; to establish effective working relationships with employees, other agencies, and the general public; to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.

### D. Employment Qualifications

1. Possession of a high school diploma or equivalent.
2. Successfully complete physical ability test.
3. At least three years in a leadership position within a fire department employment on the Fire Department.
4. Michigan Fire Fighters Training Council – Company Officer III.
5. Michigan Fire Fighters Training Council – Hazmat Operations.
6. MFR certification or greater through the State of Michigan.
7. Completion of FFTC drivers training course.
8. NIMS ICS 100,200,300,400,700,800 Courses
9. Current AHA Health Care Provider CPR card or equivalent.
10. Completion of Chief 101 certification.
11. Valid Michigan Driver's License.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Disciplinary Action/Suspension/Termination Policy # 015

### I. Purpose

To establish a clear policy on the use and implementation of disciplinary action, suspension, and termination.

### II. Policy

When a member of the Fire Department uses conduct unbecoming of a Big Rapids Township Fire Department employee or does any act, whether negligent or intentional, that places the safety of Fire Department personnel, other emergency responders, or the public at risk; they shall be held accountable and face disciplinary action, including, up to termination.

#### A. Verbal reprimand

A verbal reprimand may be conducted at the scene of the infraction or later upon return to the fire station. Verbal reprimands do not go in employee's personnel files maintained by the township clerk.

#### B. Written reprimand

A written reprimand is a formal write up that goes into the employee's personnel file maintained by the township clerk.

#### C. Suspension

Suspension is accompanied by a written reprimand that goes in the employee's personnel file. An employee may be suspended from, but not limited to, the following:

1. Responding code in a POV
2. Responding code in Fire Department apparatus
3. Responding to the scene of an emergency in a POV
4. Responding to specific or all calls
5. Full suspension; no response to calls; not attend training and turn in of Fire Department equipment

#### D. Termination

Immediate termination of employee and turn in of all Fire Department equipment.

Big Rapids Township Fire Department  
Standard Operating Policy and Procedure

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Disciplinary Action/Suspension/Termination  
(Continued)

I. **Implementation of disciplinary action**

Any officer may implement a verbal or written reprimand. The Fire Chief may invoke a suspension at his discretion. Termination must be conducted by the Big Rapids Township Supervisor and may be preceded by a suspension awaiting termination. Termination may be appealed to the Big Rapids Township Board. An employee shall not be disciplined twice for the same incident, but disciplinary action may be increased following review by the Fire Chief, i.e. Captain gives written reprimand after an incident and Fire Chief writes suspension following his/her review of the case.

J. **Review of Disciplinary Action**

All disciplinary action will be reviewed by the Fire Chief prior to being placed in the personnel file maintained by the township clerk.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Code of Ethics Policy # 016

### I. Purpose

To provide an ethical template for the members of the Big Rapids Township Fire Department.

### II. Policy

All members of the Big Rapids Township Fire Department shall endeavor to follow these guidelines as part of their commitment to serving the community.

A. I fully realize and accept the responsibilities that membership in this organization requires and will perform the duties assigned to me.

B. I will respond promptly to notification of a call from the public for assistance.

C. I will obey the orders of the officers in charge.

D. I will do my share of the work that is required in being prepared for emergency service.

E. I will do my work at emergencies and drills in an orderly, quiet and safe manner.

F. I will do my share at the conclusion of a call to prepare for the next call.

G. I will refrain from using profane or immoderate language while working at emergency incidents or in any public context.

H. I will report for drills, unless excused by a superior officer, and will practice earnestly and do all in my power to make our department an efficient and effective emergency services organization.

I. I will be loyal to my officers, my fire company and Big Rapids Township and I will conduct myself at all times in a manner that is in keeping with the responsibility of a firefighter.

J. I will remember that I am in the eyes of the public, on and off duty, and I will conduct myself so as to bring credit to the department and Big Rapids Charter Township.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Personal Conduct Policy # 017

### I. Purpose

To ensure that members of the Fire Department portray a positive image in the community at all times, and to provide for positive and beneficial information flow both up and down the chain of command.

### II. Policy

Members of the Fire Department are known in the community and their conduct should reflect positively on themselves and the Fire Department.

### III. Procedure

- A. Any member of the Fire Department charged with a criminal offense, felony, or misdemeanor, must notify the Fire Chief immediately.
- B. Any member of the Fire Department who receives any traffic violations must advise the Fire Chief immediately.
- C. Any member of the Fire Department who has their motor vehicle operating privileges revoked, suspended, or restricted by any state must notify the Fire Chief immediately.
- D. Department Class C clothing may be worn when not on duty; however, it shall not be worn in situations or establishments where you will be consuming alcohol or may reflect negatively on the Fire Department.
- D. Fire Department Class A and Class B clothing shall be worn only at the direction of the Fire Chief.
- F. Do not use your position on the Fire Department for personal or financial gain.
- G. Information ordinarily accessible only to employees shall be treated as confidential.
- H. Confidential information and internal matters of the Fire Department shall not be discussed with other non-department members, or in a place or manner that could be overheard by non-department members, ~~unless authorized by the Fire Chief.~~

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Harassment Policy # 018

### I. Purpose

To clearly establish the Big Rapids Township Fire Department's commitment to provide a work environment free from harassment.

### II. Policy

It is critical that all employees treat all other employees with dignity and respect. It is the responsibility of every employee and supervisor to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior that impacts the workplace or has the potential to impact the workplace will not be tolerated.

### III. Procedure

Harassment of an applicant, client, contractor, business invitee, customer, or employee by supervisor or co-worker on the basis of race, religion, color, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, gender, or age is explicitly in violation of Federal and State law and will not be tolerated by the Big Rapids Township Fire Department. Employees found participating in any form of workplace harassment shall be subject to disciplinary action up to and including termination from employment.

#### A. Responsibilities

##### 1. Supervision

It is the responsibility of supervisors to enforce this policy, to make an annual review with each employee to ensure they know the policy and to regularly check the workplace environment to ensure the policy is being followed. Supervisors are required to set the proper example at all times.

##### 2. Workers

It is the responsibility of every employee to know this policy and to follow the policy. It is imperative that every employee treat every other employee with dignity and respect so as to facilitate a professional work environment.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Harassment (Continued)

### B. Definitions

#### 1. Verbal Harassment

Epithets, derogatory comments, slurs, propositions, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, gender, or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race-oriented stories.

#### 2. Physical Harassment

Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy, or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, gender, or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, eating areas, or making explicit or implied threats or promises in return for submission to physical acts.

#### 3. Visual Forms of Harassment

Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, gender, or age. This applies to both posted material or material maintained in or on Big Rapids Township Fire Department equipment or personal property in the workplace.

#### 4. Sexual Harassment

Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of any employment decision, unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Harassment (Continued)

### C. Workplace Relationships

It is natural for people who meet in the workplace to sometimes become romantically involved, and it is not the Fire Department's intent to interfere with any dating relationships. Any involvement between employees must be voluntary and desired by both parties. However, many problems have developed in fire departments because of romantic relationships, and they can interfere with our goal of having a sound professional work environment. It is not inappropriate for a person to ask out a co-worker. However, if you do not want to go out with another employee, it is imperative that your response to the request is firm and definitive. After this firm, definitive response has been made, it is inappropriate for the requesting party to make any further attempt to initiate a dating relationship. Repeated request for a dating relationship may constitute sexual harassment. It is also inappropriate for any relationship to interfere with normal work operations in any manner. Personnel who desire to become involved with someone in the work place must be aware of the following guidelines:

1. There shall be no dating activities on Fire Department time or property.
2. There shall be no use of Fire Department property to arrange dating activities.
3. All behavior between employees shall be behavior conducive to a sound professional work environment at all times when on Fire Department property or time. Hand holding, kissing, hugging, sexual comments and other behavior generally associated with a romantic relationship are inappropriate while on Fire Department time and property.

### D. Complaint Procedure

#### Confrontation

If any person feels they are the victim of any form of harassment prohibited by this policy, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behavior does not stop, the offended employee can initiate either an informal or formal complaint. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating a complaint.

## Big Rapids Township Fire Department Standard Operating Policy and Procedure

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### Harassment (Continued)

#### **E. Informal Complaint**

Any employee who believes he/she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with their chain of command. Any employee or supervisor who observes inappropriate behavior or receives a harassment complaint shall notify the Fire Chief immediately. An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the Fire Chief.

#### **F. Formal Complaint**

Any employee who alleges to be a victim of discriminatory workplace harassment and who desires to file a formal complaint should, immediately after the alleged incident contact the Fire Chief. The Fire Chief will issue a Discriminatory Workplace Harassment Form to the complainant. This form shall be completed, signed, and returned to the Fire Chief within 24 hours. Upon receipt of the formal written complaint, the Fire Chief will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the form, and will be provided an opportunity to respond. The response shall be in writing and must be received by the Fire Chief within 24 hours. Concurrently, a formal investigation of the complaint will be commenced. Such investigations will include interviews with the complainant, accused harasser(s), and any other persons determined by the Fire Chief to possibly have relevant knowledge concerning the complaint. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual, or sexual conduct and the context in which the alleged incident occurred. The Results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to the appropriate persons including the complainant, alleged harasser(s), and the Fire Chief upon completion of the investigation.

#### **G. Disciplinary Action**

If harassment is determined to have occurred, the Fire Chief shall take his/her recommendation to the Township Supervisor for prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Harassment (Continued)

### H. Retaliation

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The Fire Chief will take reasonable steps to protect the complainant and others from further harassment, and to protect the complainant from any retaliation as a result of communicating the complaint.

### I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with Federal, State, and local law.

### J. False Complaints

Any complaint made by an employee of Big Rapids Township Fire Department regarding harassment which is proven to be false, shall result in discipline. This discipline may include termination. This section is not intended to discourage employees from making complaints regarding workplace harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

### K. Limitations

The use of this policy is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, gender, or age.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Controlled Substances Policy # 019

### I. Purpose

Big Rapids Township Fire Department is committed to keeping its work force free of drug and alcohol related problems. Drug and alcohol abuse have serious consequences in the workplace. Drug and alcohol abuse imperil the safety and welfare of not only the abuser but also co-workers and others. Workplace drug and alcohol abuse is detrimental to our public image and is contrary to public policy. The Big Rapids Township Fire Department has a legitimate concern and interest in maintaining a drug and alcohol-free workplace.

### II. Policy

Controlled substances shall not be used, sold, or stored on Big Rapids Township Fire Department property.

### III. Procedure

The unauthorized manufacture, distribution, dispersion, possession, use of, or being under the influence of a controlled substance, by any employee while on duty or on Fire Department property is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to; marijuana, cocaine, crack cocaine, heroin, peyote, mescaline, LSD, alcohol, meth, etc.

#### A. Prohibition

Big Rapids Township Fire Department prohibits the use, possession, or distribution of drugs/alcohol by its employees on Fire Department property. The following circumstances are included under this policy:

1. The unauthorized use, possession or sale of prescriptive and/or illegal drugs, marijuana, or alcoholic beverages.
2. The unauthorized use, possession, or sale of a controlled substance.
3. Being under the influence, impaired, or otherwise affected by drugs, controlled substances, marijuana, or alcoholic beverages in such a manner as to raise a reasonable suspicion in the mind of the observer that the employee's job performance may be negatively affected.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Controlled Substances (Continued)

### B. Drug Testing

Big Rapids Township Fire Department reserves the right to require any employee to submit to blood, urinalysis examinations, or breathalyzer for the purposes of detecting an employee's use of unauthorized prescriptive drugs, illegal drugs, controlled substances, marijuana, or alcohol in the following circumstances:

1. Based on specific objective facts and reasonable inferences drawn from those facts, Big Rapids Township Fire Department has a reasonable suspicion that the employee in question is under the influence, impaired, or otherwise affected by the use of unauthorized prescriptive drugs, illegal drugs, controlled substances, or alcohol.
2. Based on specific objective facts and reasonable inferences drawn from those facts, Big Rapids Township Fire Department has reasonable suspicion that the employee in question is currently in possession on Fire Department premises of unauthorized prescriptive drugs, illegal drugs, controlled substances, or alcohol.
3. Based on specific facts and reasonable inferences drawn from those facts, Big Rapids Township Fire Department has a reasonable suspicion that the employee in question has sold/distributed or has attempted to sell/distribute on Fire Department premises, unauthorized prescriptive drugs, illegal drugs, controlled substances, or alcohol.
4. If a Big Rapids Township Fire Department apparatus is involved in a vehicle incident, the Fire Department reserves the right to submit the driver and occupants of the apparatus to an alcohol and/or drug test.

### C. Search Policy

Big Rapids Township Fire Department reserves the right to search its property and/or personal effects placed on its property if there exists a reasonable suspicion based on specific objective facts that illegal drugs, controlled substances, alcohol, marijuana, and/or unauthorized prescriptive drugs will be found in a particular place to be searched. As part of this policy, any employee convicted of violating any criminal drug statute related to conduct occurring in the work place must report the same to the Fire Department within five days after the conviction. All employees must, as a condition of employment, abide by this policy. Any employee who violates this policy will be immediately terminated.

### D. Rehabilitation

Employees who have problems, which are in any way related to substance abuse, are encouraged to immediately seek professional assistance.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Personal Appearance Policy # 020

### I. Purpose

To establish a policy for personal appearance.

### II. Policy

Personnel shall maintain their personal appearance in such a way as to project a professional image and to comply with safety rules while working or participating in department activities.

### III. Procedure

A. All persons shall maintain a clean, neat, and professional appearance.

B. Scalp hair shall be kept in a neat and clean manner appropriate for the situation.

Hair shall:

1. Not obstruct vision.
2. Not interfere with donning of the SCBA face piece or its seal.
3. Not interfere with the wearing of the normal uniform hat, cap, or helmet.
4. ~~Be only of those colors that occur naturally.~~
5. ~~Extend no lower than the bottom of the regular uniform shirt collar or be secured off the collar and off the ear in such a way as to~~ To appear neat, and not interfere with a hat, cap, or SCBA.
6. Not require the use of ornamentations such as ribbons, bows, jeweled pins, combs, etc. unless such ~~device~~ are plain in nature, ~~and~~ conservative in style, ~~and of color similar to the hair.~~
7. ~~Not have spikes, mohawks, lightening strip razor cuts, or similar cuts.~~

C. Facial hair must be kept clean and closely shaved. Facial hair is to be appropriately groomed and limited only to that described below:

1. Mustaches must be clean, trimmed, appropriate in size (1" below the lower lip), not extreme in appearance, and must not interfere with the donning or seal of an SCBA.
2. Sideburns must be clean, well-kept and not extend beyond the lowest part of the ear lobe. Flared sideburns or any type, which might interfere with proper donning or seal of an SCBA, are prohibited.
3. Beards are prohibited. Facial hair not consisting of a mustache or sideburns shall be removed daily or as frequently as needed, so that it will not interfere with the seal of an SCBA.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Apparatus Placement at Roadway Incidents Policy # 032

### I. Purpose

To protect responders from traffic through apparatus placement.

### II. Policy

It shall be the policy of the Big Rapids Township Fire Department to position apparatus and other emergency vehicles at a vehicle related incident on any street, road, highway, or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to emergency responders from the hazards of working in or near moving traffic.

### III. Procedure

- A. Position fire apparatus to maximize visibility to motorists and create a safe work area for responders and victims. Fire apparatus shall be placed with the front of the apparatus towards the edge of the road at a 45° angle. Fire apparatus should be placed when possible at least 50 feet from the incident and at least 50 feet from other fire apparatus. All headlights and white warning lights shall be extinguished.
- B. Firefighters shall use traffic control devices to maximize visibility to motorists when controlling traffic.
- C. Park or stage unneeded vehicles off the roadway, downstream, within the safe work area of the incident whenever possible. On divided roadways, all apparatus shall park on the same side as the first arriving apparatus.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Accountability Policy # 045

### I. Purpose

To establish an accountability system to determine the number and identity of all emergency response personnel so as to provide for their safety at emergency scenes.

### II. Policy

- A. All personnel shall complete a personnel accountability questionnaire. The completed questionnaire contains the necessary information needed to produce Personal Accountability Tags (PAT).
1. The questionnaire may be supplied to each employee for the purpose of updating information as needed.
  2. An employee may request to make a change in their personal or medical information at any time.
  3. It shall be the responsibility of each employee to ensure the information contained in the PAT is accurate.
- B. All personnel shall follow this accountability system whenever it is implemented.
- C. All personnel shall be issued two (2) Personnel Accountability Tags. These tags will conform to the current Mecosta County Fire Chief's Association accountability standards.
- D. These tags will be carried by each individual to all emergency scenes. Upon arrival to the scene, all personnel shall give one of their tags to the staging officer.
- E. The IC is responsible for knowing the general whereabouts of all personnel on a scene. When the IC is unsure as to the safety and whereabouts of personnel, a Personnel Accountability Report (PAR) should be initiated. PARs shall be requested periodically throughout an incident, after any Mayday, or when changing from an offensive attack to a defensive attack.
- F. Personnel actively involved in operations shall not be required to leave the operation to provide a PAR but must report status via radio. Exception to this policy would be after calling for an evacuation.
- G. When the IC requests a PAR, the IC or accountability officer shall call each unit or assignment and request that units PAR. The individual or team will report back whether the PAR is accomplished, and the number of people involved. This should correspond with what the IC has recorded. i.e. "Command to interior attack team, request PAR" "Interior attack team to command, PAR 2". If the IC does not receive an acknowledgement or PAR, emergency procedures shall be implemented.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Quality Improvement System Policy # 078

### I. Purpose

To use pre-hospital EMS data to evaluate the system and provider performance and to improve customer satisfaction and patient care.

### II. Policy

The Fire Department will review its provision of pre-hospital EMS care to assure that appropriate treatment is provided.

#### A. The Fire Chief shall assign duties to the following personnel:

##### 1. Quality improvement personnel shall:

- a. Review patient care reports,
- b. Provide feedback information to personnel,
- c. Provide education for quality improvement as needed.

##### 2. Officers shall:

- a. Monitor scenes for safety of personnel and patients,
- b. Provide education for quality improvement as needed,
- c. Fill out incident reports when applicable.

##### B. Fire Department personnel shall:

- a. Comply with Fire Department policies and procedures,
- b. Comply with West Michigan Regional Protocols,
- c. Report any concerns for the health and safety of Fire Department personnel or patients to an officer.

B. Quality improvement issues requiring follow up shall be administered by the Fire Chief.

C. No forms or documents shall be copied or released outside of the department.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Training

Policy # 080

**I. Purpose**

To make firefighters proficient through instruction and hands-on practice in the operation and care of equipment that is expected to be used and in the performance of assigned duties.

**II. Policy**

It is the policy of the Big Rapids Township Fire Department to provide training to their employees in line with the duties and functions that employees are expected to perform.

Training shall be provided before an employee is permitted to perform emergency operations and employees are expected to maintain proficiency in all duties required.

- A. Minimum training requirements shall meet local, state, and federal requirements.
- B. The Fire Chief shall appoint a Training Officer to oversee the development and delivery of Fire Department training programs.
- C. An annual training schedule shall be completed and posted prior to the first of January each year.
- D. If an employee is not able to attend training, they must notify an officer prior to the class. The employee shall arrange for a make-up class to complete the training.
- E. Mandatory trainings that are missed must be made up within 30 days of the missed training. It is the employee's responsibility to make arrangements for make-up training. If make-up trainings are not completed, you may be put on probation with restrictions until training requirements are met.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Minimum Required Certification/Payment for Training Policy # 082

### I. Purpose

To establish the minimum required training and method of payment for training.

### II. Policy

- A. The minimum requirement for state certification and licensure is:
  - 1. MFFTC Firefighter I
  - 2. MFFTC Hazmat First Responder – Operations
  - 3. State of Michigan Medical First Responder (EMR)
- B. Each employee has two years from date of hire to receive certification and licensure of the above. Extensions shall be made dependent on leaves of absence and class availability. If an employee does not meet the above standard by the time of three years of employment, their performance shall be reviewed by the command staff. Exceptions shall be made under special circumstances deemed appropriate.
- C. The Big Rapids Township Fire Department shall **fund reimburse** all required certification and licensure classes **upon proof of satisfactory completion, in advance for each employee's first attempt.** The Fire Department will not pay for an individual's state medical license application. At this time, state fire training monies fund FF I & II and Hazmat First Responder – Operations classes; as such, the Fire Department shall also fund the purchase of written and textbook materials for said classes including FF II. If an employee takes an EMT class instead of an MFR class, they will be **forwarded reimbursed** the equivalent of the MFR class cost, **upon proof of satisfactory completion.**
- D. Training outside of the minimum requirements is highly encouraged. Individuals seeking additional certifications and training shall research such classes and make a request to the Fire Chief including the type, location, time, length, and cost of the class. The Fire Chief may grant authority for the Fire Department to be billed for the cost of the class. The Fire Department shall not pay for travel or overnight accommodations associated with outside training.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Station Key Policy # 096

### i. Purpose

To clarify operational issues of Big Rapids Township Fire Department

### ii. Policy

Station door cards and/or combinations to doors are not to be made available to or given to anyone unless authorized by the Fire Chief. Anyone found doing so will be subject to discharge.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Theft and Vandalism Prevention Policy # 097

### I. Purpose

To establish preventative measures that will minimize the risk of potential for theft and vandalism of Fire Department property.

### II. Policy

All Fire Department personnel shall utilize appropriate security measures to protect the property of the Big Rapids Township Fire Department.

#### A. Fire Department Apparatus

Anytime Fire Department apparatus are not functioning in an emergency capacity, an attempt will be made to keep the apparatus in visual sight. This will not always be possible when performing fire education, attending public relations events, etc. However, this will be expected when on duty personnel are away from the vehicle performing personal tasks. When practical, one member will remain with the vehicle on such occasions. Staff vehicles will be locked when not functioning in an emergency capacity.

#### B. Station

Anytime the station is left unstaffed, all doors shall be closed and locked.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Computer Use Policy # 098

### I. Purpose

To clarify operational issues of Big Rapids Township Fire Department.

### II. Policy

Computers and internet access when furnished are for Fire Department business use. Employees may utilize this equipment for personal use during breaks and after normal business hours providing they use good judgement while using the equipment. So that the Fire Department may maintain a workplace free of harassment and sensitive to the diversity of its employees; the use of computers ~~in was~~ that are disruptive, offensive, or harmful to moral are prohibited. The use of Fire Department computers for commercial ventures, religious or political causes, or other outside organizations are prohibited.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Use of Tobacco Products Policy # 099

### I. Purpose

To provide a safe and healthy working environment for employees and to positively reflect the image of the Big Rapids Township Fire Department.

### II. Policy

- A. Smoking is prohibited in any Big Rapids Township building or vehicle. There shall be a designated smoking area 25 feet away from the Fire Station.
- B. ~~Smokeless tobacco, or substitute smokeless/vaporless tobacco, is authorized for use inside the Fire Station so long as it does not interfere with the cleanliness of the station or become an eye sore.~~
- C. The use of all tobacco products, including marijuana, at public relation events is prohibited.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Questions about Payroll Policy # 101

### I. Purpose

To clarify operational issues of Big Rapids Township Fire Department

### II. Policy

Any questions or complaints regarding payroll are to be directed to the chain of command. If deemed necessary, the Fire Chief will schedule an appointment with the Big Rapids Township Clerk ~~or Treasurer~~ to resolve the issue.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Customer/Public Complaints Policy # 102

### I. Purpose

The Fire Department has two established processes in handling contact with the public concerning inquiries and/or complaints on Fire Department actions or activities. The goal of both processes is to respond professionally in receiving and responding to citizens' inquiries and/or complaints.

### II. Policy

It is the policy of the Big Rapids Township Fire Department to treat all complaints from the public with concern and commitment to determining the nature and cause of their complaint.

#### A. Inquiries

1. Inquiries do not rise to the level of formal complaints and are simply phone calls, e-mails, or personal visits from citizens who want clarifications or explanations on the actions of the Fire Department or any individual member in performance of their duties. These are situations where the initiating party believes that they, or someone else, were not personally harmed and no formal department action is demanded. Results from an inquiry can be conveyed to the initiating party verbally or in writing. Any officer may receive and respond to a citizen inquiry. Inquiries that could have an impact on the entire department should be relayed to the Fire Chief.
2. All members of the Fire Department are expected to respond to inquiries in a positive manner that reflects our willingness to provide accurate information to the public. If a member of the Fire Department receives an inquiry and feels that they cannot adequately address the question, the person making the inquiry should be informed of such and informed who the request will be forwarded to. Inquiries received by Fire Department personnel should be forwarded to their Captain who shall notify the Fire Chief.
3. Responses to inquiries can be verbal or in writing as appropriate.

## Big Rapids Township Fire Department Standard Operating Policy and Procedure

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### Customer/Public Complaints (Continued)

#### B. Formal Complaints

1. Formal complaints constitute situations where the public believes inappropriate actions were taken by the Fire Department and/or an individual member(s) of the Fire Department in the performance of their duties. Formal complaints are initiated by a written and signed statement by the initiating party and are managed by the Fire Chief.
2. The formal complaint process is mandatory whenever a complaint alleges criminal misconduct, corruption, excessive force, violation of a constitutional right, breach of civil rights, an incorrect interpretation and/or application of policies or practices or when the informal inquiry process has failed to resolve the complaint. Formal complaints must specifically state the nature of the event and facts in support of the allegation. All formal complaints shall be documented.
3. The completed complaint form will be received through the Fire Chief or the Big Rapids Township offices and forwarded to the Fire Chief. Upon receipt, the form will be "Date Stamped". Normally, it is expected that the complainant will receive an answer to his/her complaint within two weeks; however, the time can be extended due to unusual circumstances or a difficulty in concluding the investigation.
4. The Fire Chief will review the complaint and assign an investigation. The investigation is expected to be thorough and complete and encompass interviews with involved parties, the inspection or assessment of any evidence or records, and any other pertinent information. The investigator will delineate any follow up action that they deem necessary and forward the complaint to the Fire Chief for final approval. All complainants will receive a completed copy of the complaint form and a written response from the Fire Chief. The investigation process shall conform to both the civil and criminal laws of the State of Michigan. The Fire Department will retain records of all complaints.
5. Formal complaints regarding the Deputy Chief will be managed by the Fire Chief directly. Formal complaints regarding the Fire Chief shall be referred to the Township Supervisor.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Public Information Policy # 103

### I. Purpose

To establish a means of disseminating Fire Department information.

### II. Policy

All information released by Fire Department personnel will be done per this policy.

#### A. Personnel Employment Verifications

1. All requests for information shall be directed to the Fire Chief or the Deputy Chief.
  - a. The caller's name, contact number, and reason for inquiry shall be verified.
  - b. The only information that shall be given is whether or not the person works or has worked for the Fire Department.
2. In the event that the Fire Chief or the Deputy Chief are not available, the call taker should have the caller call back at another time, or leave a note for the Fire Chief or Deputy Chief concerning the call.
3. In the instance in which an employee or former employee has used someone as a reference, that is considered a personal matter and is not the Fire Department's responsibility to respond. Direct the phone call to the Township Clerk, according.

#### B. General

1. All department phones shall be answered "Big Rapids Township Fire Department".
2. All official correspondence with other department or persons outside of the Fire Department shall be sent by the Fire Chief or with his consent.
3. Fire Department members' private addresses and telephone numbers are classified information and shall not be furnished to anyone without the approval of the affected member.
4. Members shall not authorize the use of their name, photograph, or official title which identifies them as members of the Fire Department in connection with testimonials, or advertisements of any commodity, or commercial enterprise without the approval of the Fire Chief.
5. Members shall not recommend or suggest in any manner the employment or procurement of a particular product, professional service, or commercial service.
6. Members shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, release investigative information, or other matters of the Fire Department while indicating they represent the Fire Department in such matters without the approval of the Fire Chief, Public Information Officer (township supervisor).

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Lockout/Tagout Policy # 105

### I. Purpose

To prevent injuries caused by the unintentional energization of equipment during repair or emergency operations.

### II. Policy

It is the policy of Big Rapids Township Fire Department that all equipment be locked out during servicing and/or maintenance work to protect against accident or inadvertent activation that could result in personal injury or equipment damage. In addition to disconnecting the power source, it is also required that all residual pressures be relieved and energizing lines closed prior to and during any such work.

A. While any employee is exposed to contact with parts of fixed electrical equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out and tagged.

B. Only when disconnecting means or other devices are incapable of being locked out, and until lockout capability is provided, shall a tag out procedure be utilized.

C. Effective hazardous energy control procedures shall protect employees during machine and equipment servicing, maintenance, and emergency operations where the unexpected energization, start up, or release of stored energy could occur and cause injury, as well as while working on or near exposed de-energized electrical conductors and parts of electrical equipment, Hazards being guarded against include being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits/parts.

D. Any employee who fails to follow the procedures will face disciplinary action.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Stress Management Policy # 107

### I. Purpose

To provide assistance coping with job related stress.

### II. Policy

Big Rapids Township Fire Department is concerned with maintaining the physical and mental wellbeing of its employees. The Fire Department will assist employees with stress management with critical incident stress debriefing or through one-on-one defusing. If further assistance is required, the Fire Department shall contact the Midwest Michigan Critical Incident Stress Management Team.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Incident/Injury Reporting Policy # 108

### I. Purpose

To establish a procedure for the reporting and investigation of incidents where injuries, exposures, vehicle/equipment damage or near misses occur.

### II. Policy

All incidents involving injury, damage to Fire Department property, or near misses shall be reported per the procedure below.

### III. Procedure

- A. As soon as possible and practical after an employee's injury, an officer shall be notified. If the officer determines the injury requires medical treatment, the employee shall be taken for treatment by a means deemed appropriate by the officer. The officer shall complete all required forms as soon as possible and turn them into the clerk's office within 24 hours of the injury.
- B. Personnel that are injured on duty shall receive medical treatment at an approved health facility as arranged by the officer. The treatment/evaluation should occur as soon as possible. If an employee seeks treatment from a physician without their supervisor's approval, they may not be eligible for Worker's Comp or reimbursement for the treatment.
- C. In the case of incidents causing damage to a Fire Department vehicle or equipment, the employee shall report the incident to an officer. A report will be made of the incident and a copy given to the township supervisor within 24 hours.
- D. In the case of near miss incidents, or where there exists any concern for safety, a safety concern report shall be completed.
- E. All incident and safety concern reports will be forwarded to the Fire Chief.
- F. All records developed under this policy shall be kept in the employee's file.
- G. The following incidents shall have the appropriate forms completed:
  1. Injuries requiring medical treatment occurred while on duty.
  2. Injuries not requiring medical treatment.
  3. Possible injuries.
  4. Fire Department vehicle or property damaged.
  5. Infectious exposure.
  6. Safety concerns.

## Big Rapids Township Fire Department Standard Operating Policy and Procedure

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### Incident/Injury Reporting (Continued)

- H. All completed forms relevant to injuries or insurance claims shall be copied and forwarded to the Township Supervisor, Clerk's office or their designee, within 24 hours of injury. All property damage accidents should be reported to the Township supervisor as soon as possible.
- I. Failure to report incidents involving injury or damage to Fire Department property is violation of the Big Rapids Township Fire Department policies and subject to discipline.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## On-Duty Injury/Illness Policy # 109

### I. Purpose

To establish a procedure to be followed in the event of an on-duty injury.

### II. Policy

- A. In the unfortunate event one of our employees is injured while on duty, there are certain procedures for both the Fire Department and the Township that must be followed.
- B. If the injured individual is to seek medical treatment, the officer in command will make the necessary arrangement for any medical needs. If the incident requires the unit to immediately be taken out of service, the officer shall notify dispatch promptly to avoid being assigned to another alarm.
- C. The officer is to note the injury in the appropriate Fire Department log. In conjunction with the employee, the officer is to prepare the proper forms before leaving the scene/station and send it promptly to the Deputy Chief.
  1. Personal injury form.
  2. Accident injury form.
  3. A letter from the officer describing the incident.
- D. If treatment is to be sought, a NFIRS 5 Fire Service Injury form and a Fire Department authorization to treat form should be given to the employee for use.
- E. If no treatment is going to be sought for a very minor injury that is merely being documented, then simply note on the injury form "no treatment sought at this time".
- F. If treatment is rendered by our own employees, or ALS, that should be noted on the injury forms, including a filing of an EMS form.
- G. If treatment is going to be sought at a medical facility, the officer shall make arrangements for the employee's transport. After receiving treatment, the injured employee will again notify the officer with the diagnosis and prognosis. A decision can be made about the employee's duty status. In the event the employee cannot return to duty, the officer will provide for the employee's safe return home.
- H. There are three types of work release status after treatment for an injury.
  1. Able to return to regular duty status.
  2. Unable to return to regular duty status.
  3. Available for limited duty status.



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Medical Leave

### Policy # 110

#### I. Purpose

To establish a method for determining when it is necessary to take medical leave.

#### II. Policy

##### A. Medical Leave

Any member of the Fire Department who is not working at their regular job or is unable to perform firefighter duties because of a medical condition will not respond to any alarm, nor report to any training without a physician's release the prior approval of the Fire Chief.

In the request for medical leave of absence, employee must provide:

1. A letter from a physician stating that they are unable to perform the duties of a firefighter.
2. Expected length of the medical leave of absence.

##### B. Return to active duty

1. Employee may be required to bring an evaluation from a physician stating that they are suitable to return to duty.
2. Training requirements will be established to bring the employee in compliance with department standards.
3. Prior to returning to active duty, the employee must get approval from the Fire Chief.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Request for Leave of Absence Policy # 111

### I. Purpose

To establish a policy for requesting leave of absence.

### II. Policy

If an employee wishes to request a leave of absence, he/she must send the request through the proper chain of command. A written request with period of the leave of absence shall be required for documentation purposes. The Fire Chief is responsible for granting or denying a leave of absence and submitting written document to township clerk to be included in personnel file.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Line of Duty Death Protocol Policy # 112

### I. Purpose

To ensure the proper support and emotional care for survivor's following a line-of-duty death.

### II. Policy

**It is the policy of the Big Rapids Township Fire Department**

to provide liaison assistance to the immediate survivors of any member who dies or is seriously injured in the line of duty. The assistance will be provided whether the firefighter was performing a duty related function either on or off duty, and while the firefighter was an active member of Big Rapids Township Fire Department. The Fire Chief may institute certain parts of this policy for cases of a firefighter's serious injury or natural death. The Big Rapids Township Fire Department will provide a clarification and comprehensive study of survivor benefits, as well as other tangible emotional support during this traumatic period of readjustment for the surviving family. Coordination of events following the line-of-duty death of a firefighter is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times, as an obligation to the firefighter's survivors and to the firefighting community. In order to provide the best possible services and support for the firefighter's family, specific tasks may be assigned to selected member of the Fire Department. The titles of these individuals may include: Notification Officer, Hospital Liaison Officer, Family Liaison Officer, Department Liaison Officer, and Benefits Coordinator.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Chief's Designee Policy # 113

### I. Purpose

To outline delegation of responsibilities from a chief.

### II. Policy

In these SOPs, it is often stated that something is the responsibility of the Fire Chief or Deputy Chief. Due to the nature of Big Rapids Township Fire Department being a volunteer Fire Department, it will not always be possible or appropriate for the Fire Chief or Deputy Chief to be present or available at all times when needed. As required, the Fire Chief or Deputy Chief has the authority to delegate their responsibility to a specified individual as their designee in specifically outlined situations and circumstances. The designee shall not out step the responsibilities appointed to them and shall report back their findings, information, events, outcomes, or circumstances that result from their delegated responsibility. Anytime the chief is unavailable the deputy chief is in charge.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Chief's Directives Policy # 114

### I. Purpose

To provide a guideline for the implementation and use of directives issued by the Fire Chief in addition to the Big Rapids Township Fire Department SOPs.

### II. Policy

At times, or under certain circumstances, it may be necessary for permanent or temporary revisions or additions to be made to these SOPs without the immediate approval from the Big Rapids Township Board. Such standing orders shall be referred to as Chief's Directives. Changes to the SOP's shall be made to benefit the operational status and effectiveness of the Big Rapids Township Fire Department and not to benefit an individual or group.

#### A. The procedure for the implementation of Chief's Directives are as follows.

1. Acknowledgement of the need for a deviation, revision, or addition to the SOPs.
2. The Fire Chief, Deputy Chief, officers, and any other personnel delegated by the Fire Chief shall draw up a base template for the directive, review the template, and make corrections until the directive meets the needs of the Fire Department and approval of the Fire Chief.
3. The directive shall be announced at a Fire Department training or general meeting where a majority of Fire Department personnel are present. Any personnel not present shall be contacted the same day advising of the Chief's Directive.

#### B. Following Chief's Directives and availability to reference.

1. Chief's Directives will be followed under the same policy as complying with SOPs.
2. Deviation from Chief's Directives shall be subject to the same disciplinary action as deviation from the SOPs.
3. Chief's Directives shall be posted in the SOP handbook at the back of the book. Chief's Directives will be numbered numerically beginning with one and have the effective date published on them.
4. Chief's Directives must be presented for approval to the Township Board at the next available meeting, be approved and added to the SOPs.
5. If a Chief's Directive is no longer necessary, a void copy shall replace the existing copy in the SOP handbook with the ineffective date.
6. Any directive or standing order that is not converted into a policy within ~~90~~ 45 calendar days shall be void.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Drone Unit (Continued)

### D. Drone Unit Operations

1. The drone shall be flown with at least two operators present for both training and emergency incidents. Larger scale incidents may require more operators/observers.
2. Drone operators shall fly the drone in inclement weather at their discretion. Drone operators will be cautious when flying in inclement weather and be aware of limited control distance, elevation, and visual range.
3. Drone Unit requests within Mecosta County shall be paged over the Big Rapids Township Fire Department page and include the location, agency requesting, and nature of the request.
4. Drone Unit requests within Region 6 but outside of Mecosta County shall be paged over the Big Rapids Township Fire Department page and include the county location and nature of the request. Upon assembly, the Drone Team shall call Meceola Central Dispatch and acquire the exact location, agency requesting, frequency of agency requesting, and representative name and contact information of the requesting agency.
5. Drone unit requests from outside of Region 6 shall be paged the same as those within Region 6, but the representative of the agency requesting shall be contacted before deployment of the Drone Team to discuss and agree upon cost recovery measures.
6. A Drone Team Report shall be attached to every Incident Report where the team was utilized; and for every training event where the Drone Unit was used. A copy of every Drone Team Report shall be kept separately in the Drone Team file.
7. Before the launch of the drone at any incident, emergent or not, any applicable agencies shall be first notified.
8. To eliminate the potential for personal injury that could be caused by the Drone Unit, the Drone Team shall take extreme caution and care when launching and landing the Drone Unit. Whenever the Drone Unit is flown near people, emergency responders or otherwise, the Drone Unit shall not be flown at an elevation low enough to ~~cause potential for harm to be caused to potentially~~ **cause harm** When flown at incidents involving large crowds, the Drone Unit shall not fly over the crowd but outside the perimeter of the crowd whenever possible.
9. To eliminate the potential for property damage that could be caused by the Drone Unit, the Drone Team shall fly the Drone Unit well above and away from structures, vehicles, power lines, and any other property when at all possible.
10. To eliminate any potential for invasion of privacy, the Drone Unit shall only remain over property directly involved in the emergency incident or training location.
11. Types of incidents where the Drone Unit is foreseen to be used at are; structure fires, wildland fires, fire alarms, lost persons searches, river searches, ice/water rescues, hazmat incidents, and mass casualty incidents. Future incidents may arise and found to benefit from the Drone Unit.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Social Media (Continued)

### II. PROCEDURE

- A. While at an emergency scene, Big Rapids Township Fire Department members may occasionally need to use the telephone function of their personally-owned cellular device. However, members are strictly prohibited from using the cell phone's camera option.
- B. Under no circumstances may any member of the Big Rapids Township Fire Department take photographs, videos or audio recordings of any Saginaw Big Rapids Township Fire Department emergency scene without permission of the Fire Chief. In addition, any photos that may be deemed inappropriate, including, but not limited to, photos taken in restrooms or locker rooms, are prohibited at all times.
- C. Because there can be tangible value in the authorized and appropriate use of photographs from emergency scenes, permission to take photographs, video or audio recordings may be granted at the discretion of the Fire Chief.
- D. Any member of the Big Rapids Township Fire Department who has permission to photograph or video an emergency scene is prohibited from distributing or releasing any such photographs, video, audio recordings or other images to any individual or entity outside the department, including but not limited to the media, for use at speaking engagements, or websites, including the Saginaw Big Rapids Township Fire Department's website, an emergency services industry site or personal sites including but not limited to; Facebook, My Space, Twitter or You Tube without first obtaining permission from the Fire Chief and in compliance with the township's adopted policies. This restriction also applies to photographs, videos, audio recordings or other images acquired from an outside source.
- E. Any photos, videos, audio recordings or other images taken within the scope of employment or with permission are the sole property of the Big Rapids Township Fire Department. Any unauthorized or misuse of technology could be disciplined up to and including termination.
- F. This policy will help minimize the possibility that unauthorized photos or audio recordings of an emergency scene or sensitive images captured in the station, such as in locker room or bathrooms, could be inappropriately disclosed.
- G. All incident photography shall be for investigation, clinical, or documentation purposes and shall only be done at the direction of the Incident Commander or lead investigator. Photography during training evolutions shall be for similar purposes and at the direction of the Training Officer or lead instructor.

# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Orientation Manual Policy# 118

### I. Scope

A. Upon being approved for employment by the Big Rapids Township Board. An orientation manual will be given to be reasonably completed within a 2-year span. Within the manual is list of required performances that need to be mastered in order to operate equipment efficiently and safely.

B. The objectives contained within the manual need to be demonstrated to an officer to prove proficiency are not meant to be completed in a group setting.

Please clarify and break down by level (FF1, FF2, MFR) with a shorter time frame



# Big Rapids Township Fire Department Standard Operating Policy and Procedure

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## Meeting/Call Requirements Policy# 119

### I. Purpose

To set the standard for meeting and call response requirements.

### II. Policy

A. Each employee must attend at least 75% of the meetings and trainings through the month. If an employee is not able to attend they must contact an officer immediately and will be required to make the meeting up.

B. Each employee will fully participate and pay full attention during meetings. Failure to comply will result is no credit given for that meeting and will be required to make it up at a date no longer than 30 days.

C. Each employee should make every effort necessary to maintain a minimum 25% of total call volume. This will be evaluated on a quarter year basis.

D. Failure to meet the minimum requirements for meetings and calls can will result in: First offense verbal reprimand by the Fire Chief, Second offense written reprimand filed In personnel file in township clerk's office, Third offense probation, Fourth offense suspension and review by the Big Rapids Township Supervisor and or Big Rapids Township Board.

Rene  
Bill  
Carman  
Jerry  
Larman

Revised 1-31-19