

**Town Board Meeting
September 28, 2017, 11:00 am
Conference Room
Special Meeting Minutes**

1. **Call to Order** by Manigold at 11:00am

2. **Pledge**

3. **Roll Call** Present: Westphal, Bickle, Achorn, Sanders, Manigold; members present via telephone (non-voting): Wunsch, and Wahl. Also present: Brett Strom; Ruth Dudley

4. **Brief Citizen Comments-for items not on the agenda** Nancy Heller, 3091 Blue Water Road, Old Mission, requested an update at the next meeting with regard to generator and audio/visual wiring at the Township Hall. **Manigold** stated they are pouring the slab for the generator hopefully this weekend, and the electrician will look at the Township Hall. **Westphal** stated that the audio/visual will be installed after the electrical is done.

5. **Approve Agenda**

Motion to approve the agenda as presented by **Westphal**, with a second by **Sanders**. **Passed Unam**

6. **Conflict of Interest** None

7. **Consent Agenda**

1. **Edit list of Invoices**. **Manigold** stated that they are paying bills in a timely fashion. **Heller** had a question about page 2 of 3 of the Terry McDermot invoice. **Westphal** noted that this is consultant work done for the Clerk's Office regarding human relations and personnel, she assisted with the personnel policy and handbook and job descriptions in compliance with MTA, and standard contracts; the job was completed around two weeks ago, and now integrating her work with Peterson MacGregor; the report will be pulled together sometime next week.

Manigold noted that an RFP is mandated if the amount is \$10,000 and above. Motion to approve bills as presented made by **Sanders**, with a second by **Westphal**. Roll Call vote. **Passed Unam**.

8. **Business**

1. **Consider Fire Chief Contract**. **Manigold** stated that after the last meeting the draft contract was sent to Fred, and Fred requested clarification for some issues of concern. The Board will go over the contract page by page, and Schwartz [Township's HR Attorney] is available by phone if the Board has any questions. Fred's main concern is a prorated living expense as he will be moving up earlier. Board discussion of page one, standard language, at will employment, written notices at 90-days; Schwartz changed it to a two-year contract. Board discussion of page two, covering \$100 flat fees for per run calls to fires outside regular working hours of 7 to 3, if he needs to change his shift to four 10-hour shifts he will come to the Board at that time for approval, major medical/accident runs during the first year and compensation the same as if a fire, and non-union status as a regular township employee. Page three Board discussion covering consistency of Board's name throughout the document, treatment as a regular employee with regard to annual increases, base salary at \$70K beginning, may or may not receive regular salary increases, and when attains ALS [Advanced Life Support] then the base salary will go up \$5,000. If we don't have enough people to get ALS certification Fred has indicated he knows a few people who would be interested in moving up and assisting. Board review of pages four, five, and six no changes. Board discussion of page seven and health insurance at 90 days for \$1,300; modified contract to stay consistent with other township employees and corrected the dates so that it will start in March. Board discussion of page eight where Fred has voluntarily reduced

sick days and vacation days, starting date of December 1st, keeping in mind his actual move-in date. Achorn noted that after attaining ALS certification, payable on March 31st of each year based on him residing in the Township the preceding full year; rent assistance payment made on a prorated basis, based on a full month's rent actually worked during the first year of service, payable December, January and February at \$418.67 on the first payroll of each month ó Board consensus. Board discussion of page nine, which contains language if something should go drastically wrong, and arbitration system of grievance that continues on to page ten. Page eleven contains more discussion of performance evaluation. Board discussion of pages twelve, thirteen, fourteen, and fifteen ó no changes. It will probably be notarized. The Township Board, as the Fire Board, will be in charge of performance evaluation. Motion to get the contract to the attorney for corrections, and allow the Supervisor and the Clerk to sign made by **Westphal**, with a second by **Sanders**. Roll Call vote. **Passed unam.**

8. Citizen Comments

Penny Schafer, 2707 Old Mission, stated that basically it's a two-year contract, \$70K base plus \$5K with ALS, and \$100 compensation for each fire and ambulance call outside regular hours and questioned if he is required to go on those calls. **Manigold** responded that it is at his discretion, although he would like to attend any severe accidents with responders to get a feel for the thing which will be about a year. **Schafer** stated that other places have both a Fire Chief and a Medical Director that has ALS; **Manigold** responded that it will remain with the Fire Chief at this time as far as staffing.

Nancy Heller noted that it will be hard at budget time when including the \$100 per call for calls outside regular hours. Noted that the Fire Board was the Township Board in the past, not as the Board of Trustees. **Manigold** responded that they will ask Schwartz about that.

Dave Edmondson, 12414 Center Road, stated that if the Township Board has a fiduciary duty to the residents then why is the Board allowing staff to take vacation and medical leave without taking their vacation leave and medical leave; the staff should follow the personnel policy to the letter; it is their fiduciary duty to the constituents; it is not right nor legal for them to be paid for not being there. **Manigold** responded that the current new hires do not, the job descriptions are not correct, they are currently changing the personnel policy, and Westphal is working on that.

9. Board Comments ó None

10. Adjournment

Motion to adjourn by **Westphal**, with a second by **Sanders**. **Passed Unam.**

Meeting adjourned at 11:47am

Respectfully Submitted,

Ruth Dudley