

Treasurer's Report reflects bank account balances

Treasurer's Report

July 2020

INVESTMENT ACCOUNTS CD's	PURCHASED AMOUNT	PRIOR MONTH VALUE	CURRENT VALUE	EST MONTHLY INT	EST ACCRUED INT	PAID INTEREST
#101 General Fund	General Fund Huntington					
#203 Metro Authority	Huntington Bank					
#206 Fire Fund	Huntington Bank					
#207 Police	Huntington Bank					
#212 Liquor Control Fund	Huntington Bank					
#590 Sewer CD Mat May 2018	Sewer Huntington					
#591 Timberlee H20	Huntington Bank					
#592 Greilickville H20	Huntington Bank					
#594 Marina	Marina Huntington					
#701 Trust & Agency	Huntington Bank					
#703 Current Tax	Huntington Bank					
#815 E. Timberwoods	Huntington Bank					
#816 GSAD Receivable	Savings Huntington					
#817 Sblue & Old Orchard	Huntington Bank					
#818 Old Orchard	Huntington Bank					
#820 Maintenance E.R. Rds	Huntington Bank					
#821 Maintenance S.B. Rds	Huntington Bank					
#861 Bayview Estates Lights	Huntington Bank					
TOTAL		\$ 4,167,380.86				
#101 Goldman Sachs	\$200,000.00	\$ 204,502.00	\$ 204,308.00	-\$ 194.00	\$ 4,308.00	
#101 CIBC Bank	\$190,000.00	\$ 190,000.00	\$ 190,024.70	\$ 24.70	\$ 24.70	
#101 FIDELITY GOV MMKT DAILY		\$ 8,974.11	\$ 8,974.29	\$ 0.18	\$ 0.18	\$ 0.18
#206 JPMorgan Chase	\$235,000.00	\$ 236,043.01	\$ 234,889.55	-\$ 236,043.01	-\$ 235,000.00	
#206 Federal Farm	\$235,000.00		\$ 3,991.83	\$ 1,040.17	-\$ 110.45	
#206 MIMKT			\$ 261,302.50	-\$ 307.50	\$ 10,995.00	\$ 1,040.17
#590 Ally Bank	\$250,000.00		\$ 155,548.50	\$ 22.50	\$ 5,571.00	3116.44
#590 Morgan Stanley	\$150,000.00		\$ 250,637.50	-\$ 485.00	\$ 152.50	
#590 Wells Fargo	\$250,000.00		\$ 116,880.50	\$ 4,952.10	\$ 6,499.04	488.36
#590 DREYFUS GOVT	\$115,333.56		\$ 1,346.30	-\$ 1,345.30	\$ 1.00	
#590 MMKT INTERSET			\$ 150,610.27	\$ 3,560.41	\$ 4,170.68	\$ 1.00
#594 JP Morgan Chase	\$ 250,000.00		\$ 251,687.50	\$ 675.00	\$ 2,362.50	\$ 2,929.45
#594 Morgan Stanley			\$ 4,817.20		\$ 0.00	1.27
#594 MIMKT						
#816 Bank of America	CASHED OUT	\$ 0.00	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63
TOTAL	\$2,025,333.56		\$ 1,838,316.45	-\$ 228,097.12	-\$ 199,985.68	\$ 7,579.50
GRAND TOTAL		\$ 6,005,697.31				

Chris Mikowski
Chris Mikowski, Treasurer

Connie M. Preston, Clerk

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: July 2020 Planning and Zoning Report

Land Use Permits:

	July 2020	July 2019	Year to Date 2020	Year to Date 2019
Single Family Dwelling	1	2	7	11
Attached SFD	0	0	0	2
Accessory Building	3	0	9	5
AG Building	0	1	0	4
Residential Addition	0	1	3	2
Deck	1	2	2	5
Sign	1	0	2	0
Commercial	0	0	1	1
Misc.	0	1	2	4
Total Permit	6	7	26	40
Fees Collected	\$304.40	\$423.72	\$1,376.62	\$2,299.89

Zoning Board of Appeals:

Future Meeting

- None scheduled at this time

Planning Commission:

Past Meeting

- July 14, 2020- Special Meeting- Short Term Rentals
- July 21, 2020- Public Hearing Net Density Definitions, TBD

Future Meeting

- August 18, 2020- TBD

Elmwood Township Fire and Rescue Department

Fire Department Monthly Report – July 2020

From: Keith Tampa, Fire Chief
 To: The Township Board of Trustees, Charter Township of Elmwood

Total Calls for the Month: **53**

Incident Type Breakdown per the National Fire Incident Reporting System (NFIRS)

- **Fire Incidents:** **1**
 - 1 Passenger vehicle fire
 - **Overpressure Rupture, Explosion, Overheat (no fire):** **1**
 - 1 Fireworks explosion (no fire), all classes of fireworks
 - **Rescue & EMS Incidents:** **28**
 - 24 EMS calls
 - 3 Motor vehicle accident with injuries
 - 1 Motor vehicle accident with no injuries
 - **Hazard Condition (No Fire):** **6**
 - 5 Powerline down
 - 1 Building or structure weakened or collapsed
 - **Service Calls:** **8**
 - 3 Public service assistance, other
 - 3 Assist invalid (Lift assist)
 - 2 Unauthorized burning
 - **Good Intent Call:** **6**
 - 1 Dispatched and cancelled enroute
 - 1 Dispatched and cancelled enroute – Auto/Mut. Aid
 - 2 Welfare check, no emergency found
 - 1 Smoke scare, odor of smoke
 - 1 HazMat release investigation w/no HazMat
 - **False Alarm/False Calls** **3**
 - 2 Alarm system activation, no fire
 - 1 Carbon monoxide detector activation, no CO
 - **Severe Weather** **0**
-
- **Overlapping Incident(s) (Non-NFIRS category)** **7**

Mutual Aid – Given/Received

<u>Type of Aid</u>	<u>Incidents</u>	<u>Departments</u>
Received:	0	-
Given:	2	Cedar (Motor Vehicle Accident), Green Lake FD (Fire)

Response Times (averages)

<u>Type</u>	<u>Times (hh:mm:ss)</u>	<u>Notes</u>
• Alarm Handling (call to dispatch)	00:02:48	All calls
• Turnout Time (dispatch to enroute)	00:03:20	All calls

General Updates

ADMINISTRATION / OPERATIONS

- No change in run volume from 2019 despite the absence of the National Cherry and Film Festivals. A decrease in EMS calls was offset by an increase in Hazardous Condition calls. Most were weather-related (down lines, structure hit by tree).
 - Seven (7) overlapping calls were all handled without the need for mutual aid.
 - There was one suspected and one actual vehicle fire.
 - One possible structure fire was unfounded.

- **North Flight Agreements.** The intercept and mutual aid agreements are being Revisited in advance of EFD's EMS transport agency re-licensure by the State of Michigan. Changes to signatories needed.
- **Fire Box Updates.** EFD is reviewing its fire boxes to update the new CAD system. Fire boxes are pre-determined apparatus and resources that dispatch sends based on the type and location of an incident. Boxes are designed to be "upgraded" based on the complexity of the incident or the needs of the incident commander (IC).
- **Web Site.** EFD is researching the creation of an improved web site. Efforts are being directed at modernizing, creating interaction, and recruitment support.
- **Personnel**
 - The FF/EMT off on injury has been released from doctor's care and has been reinstated to full duty.
 - One FF was placed on quarantine due to possible COVID exposure. The test result was negative and the FF has returned to work. Test results are not received for 5-7 business days, requiring the FF to self-quarantine and remain off duty until a negative test can be confirmed. This would be the third time EFD has had to deal with this type of situation.

APPARATUS AND EQUIPMENT

- **Apparatus**
 - Ambulance 191. Batteries failed over of July 4th weekend. Aprill Motors was able to assist with troubleshooting and replacement over the holiday weekend. 191 was out of service for less than a day.
 - Future Pumper/Tanker. Research has begun on the replacement of Tanker 122 ("the old Ford") and specifications are under development. Occasionally you may see vendors dropping by to show off their latest apparatus.
- **Equipment**
 - Extrication Tools – Batteries. Two (2) batteries were replaced under warranty. The batteries would not take a charge.

FACILITIES AND GROUNDS

- **Station Roof.** A temperamental leak has appeared in the truck bay around a vent pipe. The leak only appears during heavy rain. Roof repairs to shingles and to the two known leaks are being investigated.
- **Outdoor Grill.** A new outdoor gas grill was donated to the fire department by the Bier's family. Our thanks to them for the kind gift.

PUBLIC EDUCATION AND RELATIONS

- **Site Reviews**
 - Bayview Weddings (Lincoln Rd). Met with the owner and Leelanau County Building Safety on site to review the property for final permit approval.
 - Tandem Ciders (S. Lake Leelanau Drive). Met with the owner, staff, and the Twp Planner/Zoning Administrator to review water tank placement and needs.
- **Suppression System Testing - Elmwood Twp Marina.** Attended the testing and evaluation of the marina standpipe system. The system was unable to be tested fully due to leaks and needed repairs. All repairs need to be completed before the full test can be completed and flow and pressures confirmed.

TRAINING

- **Trainings this Month:**
 - Structure Fire – Initial Response Drills (conducted across all shifts multiple time during the month)
 - Boat Operations and Handling
 - Boat-Based Water Rescue Techniques
 - UTV/ATV and Trailer Safety Operations – Train-the-Trainer (Fire Chief)
 - Mayday – Ladder bailouts
 - Quarterly MICINS Communication Exercise

MEETINGS ATTENDED

- Elmwood Township Board Regular General Meeting
- MDOT – Flooding Mitigation
- Township Supervisor
- MDOT – Corridor Improvement
- Leelanau County 911 Advisory Board Meeting (Teleconference)

Elmwood Township Marina

Peter J Moon Harbormaster

10090 E. Lincoln Road Traverse City MI 49684 elmwoodmarina@gmail.com

Harbormaster Report

August 5, 2020

Board Members Elmwood Township

At the close of July we were full to capacity and have had a few turnovers in our seasonal slip rentals. All slips at this time are occupied. Transients for the summer, in spite of construction and Covid-19 are up dramatically over 2019.

The wait-list continues to grow and we currently have 175 people on. The current wait time is 4 to 5 years. We could literally double the size of the marina and still have people left over.

The fish cleaning station is being built and the fishermen are excited about the prospect of this asset to the sport and fishing folks.

Parking continues to be a challenge as the marina and Brewery Creek property are full on the weekends. This year is not such a challenge but next year for festival and airshow times we may have a larger challenge.

Many of our staff are leaving for college and high school within the next two weeks and we are going to have to hire for the rest of the fall. We have had an ad running but are not getting applicants. The cost of the Record Eagle ads is very high so I ordered a banner to place at the road to attract applicants.

Water levels are still above an all-time high. We are monitoring the situation and will be keeping the board abreast of any new threats to the property. We continue to look into the possibility of raising the sea-wall. If the lake continues to rise we may be forced to take larger measures in protecting the marina from damage due to erosion and other high water effects.

We are moving into the new harbor office this coming week.

Respectfully Submitted,

Peter J Moon
Harbormaster ETM

CHARTER TOWNSHIP OF ELMWOOD
REGULAR BOARD MEETING
JULY 13, 2020
IN THE TOWNSHIP HALL

Call to Order:

Supervisor Shaw called the meeting to order at 6:01 p.m.

Pledge of Allegiance:

Supervisor Shaw led the Pledge of Allegiance.

Roll Call:

Present: Connie Preston, Terry Lautner, Jim O'Rourke, Dave Darga, Kyle Trevas, Jeff Shaw, and Chris Mikowski

Excused: None

Declaration of Conflict of Interest:

None

Public Comment

Jack Kelly

Rod Jones

Sue Jones

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire
Harbormaster

Committee Reports:

Minutes:

6-8-20

Post Audit Invoices 6-15-20 through 7-7-20

MOTION BY TRUSTEE LAUTNER, SECONDED BY CLERK PRESTON TO APPROVE THE CONSENT CALENDAR AS PRESENTED. Motion passed unanimously by a voice vote.

Agenda Approval

Supervisor Shaw asked to add 10f., Greilickville Harbor Park Drain and 10g., New Fire Apparatus

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE O'ROURKE TO APPROVE THE AGENDA AS AMENDED. The motion passed unanimously by a voice vote.

Supervisor Remarks

Supervisor Shaw reviewed his written report.

Trustee Remarks

None

Other Officer Remarks

Harbormaster Peter Moon updated the Board on the marina operations.

Fire Chief Keith Tampa reported on Fire Department activity. Trustee Darga asked that Chief Tampa update the Board next month regarding their response to the consultant report.

Senior Services Millage

April Missias presented the request for a millage renewal for Leelanau County Senior Services.

NEW BUSINESS

Fireworks Ordinance

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE TREVAS TO HAVE THE FIREWORKS ORDINANCE MODIFIED TO ALLOW CONSUMER GRADE FIREWORKS ON ADDITIONAL DAYS PER BOARD APPROVAL. The motion passed by a 6-1 voice vote with Trustee Darga voting no.

Election Wages

Clerk Preston provided a memo requesting an increase in election wages as they have not been increased in at least 12 years.

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE DARGA TO INCREASE CHAIRPERSON PAY TO \$18.00 PER HOUR AND INSPECTOR PAY TO \$15.00 PER HOUR. The motion passed unanimously by a voice vote.

Old Fire Station Roof

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO APPROVE THE ROOF REPLACEMENT BID OF SPRINGFIELD ROOFING IN THE AMOUNT OF \$37,344.00. The motion passed unanimously by a voice vote.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO AMEND THE BUDGET BY INCREASING TOWNSHIP CENTER REPAIR AND MAINTENANCE BY \$38,000.00. The motion passed unanimously by a voice vote.

New Harbormaster Building Furniture

MOTION BY TRUSTEE TREVAS, SECONDED BY CLERK PRESTON TO APPROVE THE PURCHASE OF OFFICE FURNITURE FOR THE NEW HARBORMASTER BUILDING FROM MODERN OFFICE IN THE AMOUNT OF \$4861.00. The motion passed unanimously by a voice vote.

Parks and Recreation Committee Appointment

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPROVE THE SUPERVISOR'S NOMINATION OF ED BASILE TO THE PARKS AND RECREATION COMMITTEE FOR A TWO YEAR TERM. The motion passed unanimously by a voice vote.

Greilickville Harbor Park Drain

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE O'ROURKE TO HAVE THE OUTLETS AND PIPES OF THE DRAIN BASIN OF THE PARK CLEANED OUT WITH A NOT TO EXCEED COST OF \$4100.00. The motion passed unanimously by a voice vote.

New Fire Apparatus

Fire Chief Tampa explained that the pumper needs to be taken out of service per the consultant's report. He requested the Boards support to pursue the process of replacing the pumper with a combination engine/tender. The consensus of the Board was to support the process of replacing the pumper.

PAYMENT OF INVOICES

MOTION BY TRUSTEE DARGA, SECONDED BY CLERK PRESTON, TO PAY THE INVOICES IN THE AMOUNT OF \$84,342.57. The motion passed unanimously by a voice vote.

PUBLIC COMMENT

Anne Marie Wigton
Jack Kelly

Adjournment

Supervisor Shaw adjourned the meeting at 7:42 p.m.

Supervisor's Report

August 10, 2020

1. Waterway's has reinstated at least some of our funding for the Marina. We are in the process of finding out how much.
2. If you haven't stopped down at the Marina, please do, so you can see the new Harbormaster Building. It is beautiful.
3. Elmer's jetted out the drain at Greilickville Harbor Park. Waiting for the next big rain to see how it responds.
4. The County Road Commission has been cleaning out ditches on Cherrybend and Grandview Roads. Thank you to those road commission employees that have been working so hard.
5. The Kubota was back in the shop this past month. \$5100 worth of repairs because of corrosion and a short in the wiring system. We may want to consider a different tractor in the near future as we have had a lot of issues with this one.
6. Thanks to our Clerk and Deputy Clerk, as well as all the election workers that were here last Tuesday. As always, they did a great job during the primary election.
7. I met with MDOT last week to discuss their plan to redo M-22 through the Corridor, all the way to Pathfinder School and beyond. The preliminary design has started, and hopefully the project will start no later than 2026 and maybe as soon as 2024.
8. MDOT jetted out the storm sewer drains at the south end of the Corridor, so hopefully when the next big rain hits, the water will drain as it's supposed to.

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION #9 OF 2020
BUDGET AMENDMENT RESOLUTION

At a regular meeting of the Board of the Charter Township of Elmwood, held remotely in the Township of Elmwood, County of Leelanau, Michigan, on the 10th day of August, 2020 there were

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____.

WHEREAS, a budget was adopted on December 9, 2019 to govern the receipts and expenditures of various Township funds for the next fiscal year of the township, and

WHEREAS, as a result of unanticipated cost, it is necessary to modify the aforesaid budget and,

NOW THEREFORE BE IT RESOLVED, that the aforesaid budget be modified as follows:

Increase the following line items:

101-954-910 Insurance and Bonds by \$350.00 to \$11,350.00, to cover the additional zoning coverage..

Funds to come from the fund balance of the general fund.

Upon a roll call vote, the following voted:

YES:

NO:

RESOLUTION DECLARED ADOPTED

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on June 8, 2020 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: August 10, 2020

Connie Preston, Clerk

MEMORANDUM

To: Elmwood Township Board
Cc'd: J. Shaw, Township Supervisor
From: K. Tampa, Fire Chief
Date: July 30, 2020
Re: **SUPPLEMENT TO AN UPDATE OF THE 2019 CONSULTANT REPORT ON EFD**

Attached to this memo is a table provided by McGrath Consulting Group that lists their recommendations from the 2019 assessment of the Township fire department. I have added three additional columns: Category, Estimated (Est.) Time Frame, and Actions / Comments.

- Category – Used to organize the topics/recommendations into specific areas relatable to department operations.
- Estimated Time Frame – Indicates current status on the recommendation.
- Actions / Comments – Notes on the progress of the specific recommendation.

Some helpful abbreviations

- Board - Elmwood Township Board
- CAD - Computer Aided Dispatch
- Consultant - McGrath Consulting Group, Inc
- EFD - Elmwood Township Fire and Rescue Department
- LCCD - Leelanau County Central Dispatch (EFD's PSAP – a.k.a. 911)
- NFPA - National Fire Protection Association
- NIST - National Institute of Standards and Technology
- PSAP - Public Safety Answering Point
- Twp - Charter Township of Elmwood

The Supervisor and myself have reinstated our weekly meeting to prioritize, plan, and measure progress on the Consultant's recommendations. This weekly meeting was initiated shortly after the Consultant's presentation but was postponed during the early part of the COVID pandemic.

Elimwood Township Fire and Rescue Department
2019 ASSESSMENT - RECOMMENDATIONS PRIORITIZATION

#	CATEGORY	TOPIC	PRIORITY	RECOMMENDATION	EST. TIME FRAME	ACTIONS / COMMENTS
1	ADMIN.	Response Data	1	Township officials should insist on a month data report from the Fire Department leadership and should require confirmation of that data by being provided retrievable monthly data from the PSAP	Current	A monthly fire report is provided to the Twp Board. The data and times are pulled from LCCD generated incidents for EFD. LCCD has launched new CAD software and hardware and is still adjusting to the new system so currently times are in flux. Times provided to the Board are based on CAD sheets emailed to EFD after every call/incident.
2	ADMIN.	Response Time	1	Township governing officials should be extremely concerned that essential response time data was not provided and both the Fire Department and PSAP claim they were unable to provide this data to the Consultants. This data is essential to the daily OPS of the Department and essential during litigation	Current	Response time data is collected in EFD's reporting software, ImageTrend. The software does provide response time reports though the software is "clunky" to use. Research is being done into other software that is "user-friendly" on the back end (retrieval side).
3	ADMIN.	Safety Officer	1	Department safety justifies the creation of the position of Safety Officer. The Consultants previously recommended the hiring of a second in command who should be responsible for meeting the requirement outlined in NFPA 1521 for a Safety Officer	Current	The Fire Chief has assumed the role of Safety Officer until a "second in command", or other officer, is officially assigned this position. EFD's existing officer descriptions are not adequate to describe the full duties, responsibilities, and requirements expected. The Fire Chief and Supervisor have determined a "2nd In Command" is a high priority and the Chief has begun researching and assembling descriptions for Lieutenant, Captain, Assistant Chief, and Deputy Chief. Also, an officer selection process is under development. Hiring or promoting someone, especially at the chief officer level will require steering money toward the higher wage and benefits.
8	HR	Application	1	Do not require a copy of the Driver's License until the candidate is going through the background process	Current	This is now part of the procedure and a copy of their applicant's driver license is not being requested until the background check is needed.
9	HR	Compensation	1	Develop a written policy confirming a 28-day work period in accordance with 7(k) for overtime calculations	Current	Twp adopted a policy update in February 2020 that addressed employee classification, category, and exemption. This included the FLSA 7(k) exemption that addresses overtime.
10	HR	Compensation	1	Review all special pays for inclusion into the calculation of overtime	Current	The Twp Clerk has addressed this. All special pays are included into the calculation of overtime.
13	TRNG	Recruit Training	1	The Township should be concerned that new recruits in the Fire Department are receiving less than 50% of the required ISO training hours and set this as a mandate for all new career Fire Department hires	Current	All EFD firefighters have successfully completed State of Michigan Firefighter 1 & 2 training and certification. This training exceeds the ISO requirement of 240 hours for new recruits. Certificates are on file at EFD.
14	TRNG	Safety Officer	1	All Fire Department officers, or acting officers, should be required to attend the 16 hour State of Michigan Fire Incident Safety Officer course	Current	All EFD officers, including acting officers, have completed
16	TRNG	Training	1	Mandated training should be documented for all shift career personnel that a minimum of 2.25 hours training average occurs on each of their work shifts	Current	All shifts are required to complete 4 hours of documented training per week.
12	OPS	OSHA	1	The Fire Department leadership should continue to ensure that the OSHA "two-in/two-out" rule is practiced on all structure fires. Consideration of utilizing Automatic Aid in certain situations should be explored in this endeavor	In Process	While mutual aid has always been used to assist with filling all fireground roles, EFD has incorporated a non-EFD engine into its initial response line up for all structure fires. This was able to move forward when LCCD moved to its new CAD system. The Fire Chief is reviewing EFD's fire boxes to ensure they are appropriate and accurate before updates are sent to LCCD.
4	ADMIN.	Single Source Data	1	The Fire Department should seek training in the use of their data-management system Image Trend™ for all officers from Lieutenant through Fire Chief. This training should include entering as well as important retrieving data	In Process	Quality control is employed to improve report (data input) and is an ongoing process. Data retrieval training has not yet been addressed below the rank of Fire Chief.

**Elmwood Township Fire and Rescue Department
2019 ASSESSMENT - RECOMMENDATIONS PRIORITIZATION**

#	CATEGORY	TOPIC	PRIORITY	RECOMMENDATION	EST. TIME FRAME	ACTIONS / COMMENTS
6	BLDG / GRNDS	Emission Exhaust	1	A 100% emission exhaust capture system be utilized on all department vehicles stored within the station; additional ceiling mounted "Air Scrubbers" be installed to capture any small engine exhaust from tools e.g. generators	In Process	EFD has an exhaust capture system on two (2) of its apparatus, Engine 113 and Tanker 121. Routes have been obtained to fix/upgrade the existing systems and add 3 additional. Total cost approximately \$30,000. A quote for an "Air Scrubber" system was \$46,172. A system which connects to the exhaust discharge was dismissed due to cost and operational concerns. EFD personnel are instructed to run all small engines outside the station during the weekly checks.
11	HR	Testing / Interview	1	All personnel who participate in interviews should be trained in interview techniques/legal questioning	In Process	No movement on this yet. Materials obtained through the original testing company (FPSI) did provide some informative and directive education. Still needs follow up.
15	TRNG	Training	1	The Department needs to revamp the entire fire training program. Checks and balances must be set forth to ensure that the essentials of firefighting skills are incorporated into a viable training schedule. Such training must include documentation that skills are mastered and include detailed records of the training itself	In Process	EFD training is based on established fire fighting principles found within current EFD policy and procedures, MI Fire Fighter Training Council (MFFTC) approved curriculum (Jones & Bartlett, <u>Fundamentals of Fire Fighter Skills</u>), and new/merging technology and techniques, such as that based on the latest NIST studies. Training is documented on an EFD Training Class Record and includes essential information, goals, objectives, and a description of the training. EFD is considering a web-based, interactive training system to manage, track, and supplement current practical training. Several local fire departments have adopted this process and found it helpful.
5	FLEET	Apparatus	1	Unit 122 should be taken out of service immediately and removed from the Department's inventory of apparatus; replaced with a Pumper/Tender	In Process	122 remains in reserve and is inspected (in-house) and operated weekly. Nearly all members of the department have been trained on this unit and it remains in the fleet line up. Fundamentally, it serves a limited purpose, to provide needed water when EFD's primary tanker (121) is sent on mutual aid or out-of-service. EFD has begun researching a pumper/tanker replacement for 122 and received Board support at the Board's July regular meeting. Delivery of a new apparatus may take up to a year or greater
7	HR	Challenge Summary	1	The Township leadership should take this opportunity (study) to allow employees to be heard, resulting in the development of clear expectations for the department leadership. These expectations must be measurable, articulated clearly in writing, set time for progress checking, ensure needed resources (when quantifiable) and build on success	Ongoing	The Fire Chief is currently meeting with the Twp Supervisor on a regular basis to review the recommendations of the Consultant and determine actions needed and to assess progress.
19	ADMIN.	Future Staffing Needs	2	The justification for additional career personnel lacks quantitative validation. Although, three on-duty personnel daily are reasonable; the alternative staffing methods outlined in this report should provide a combination (career & part-time) daily staffing of three on-duty. No additional, career personnel are recommended at this time	Current	EFD already uses a combination of career and part-time employees to staff the three (3) on-duty (shift) positions.
23	HR	Application	2	Include conviction disclaimer language to the employment application	Current	Language added.
30	HR	Testing / Interview	2	Maintain all application screening processes and documentation	Current	The Fire Chief has this information on file at the fire station.
31	HR	Testing / Interview	2	Discontinue the informal screening and meet and greet	Current	Done
32	HR	Testing / Interview	2	Continue to utilize a standardized rating system to rank candidates during interviews	Current	A system was adopted when EFD started its first full-time hiring for 24/7 coverage. A system was purchased from Fire and Police Selection, Inc (FPSI). The same interview process and grading system has been used ever since.
33	HR	Testing / Interview	2	All applicant communications should be retained	Current	The Fire Chief has most of this on file and has created a system to capture and retain emails, phone calls, and station visits.

**Elmwood Township Fire and Rescue Department
2019 ASSESSMENT - RECOMMENDATIONS PRIORITIZATION**

#	CATEGORY	TOPIC	PRIORITY	RECOMMENDATION	EST. TIME FRAME	ACTIONS / COMMENTS
35	HR	Testing / Interview	2	Discontinue to the current Fire Department physical ability test and begin using a third-party agency to conduct candidate physical ability testing utilizing the nationally recognized Candidate Physical Ability Test (CPAT)	Current	EFD's current physical ability test is modelled on the CPAT.
36	HR	Testing / Interview	2	Begin using the National Firefighter Selection Test (NFST) for basic skills testing	Current	EFD is currently using the National Firefighter Selection Inventory (NFSI) produced by Industrial/Occupational Solutions (IOS). This is a different initial written test than our original which was provided by FPSI. IOS offered an online test, pay-as-needed, which accommodated our potential need to test applicants anytime and on an individual basis.
38	TRNG	Training	2	The Department must provide all department officers with necessary training to support their role as an Incident Commander, specifically the NIMS ICS 300 course	Current	All EFD officers have completed NIMS ICS 300 and some have completed NIMS ICS 400.
40	TRNG	Training Documentation	2	The Township and Fire Department members must realize the liability of lack of training and lack of proper documentation of training. Documentation of training is as important as the training itself. The Department would benefit from greater emphasis placed on training and documentation	Current	All EFD training is required to be documented. Shift officers are responsible for this being done.
22	HR	Recruitment Training	2	Develop the employment application to be completed and submitted to the Township electronically.	In Process	Under construction.
29	HR	Personnel Records	2	Ensure all active and inactive personnel files are maintained with the Township Clerk. Departments should only maintain supervisory files on active employees	In Process	The Fire Chief still needs to meet with the Township Clerk to review files/file types to be transferred to the Clerk's Office.
18	ADMIN.	County PSAP	2	The Elmwood Township Fire & Rescue Department should request a monthly report from the PSAP providing quantifiable data pertaining to receiving, answering, entering, and dispatching their Fire Department	In Process	The Fire Chief has discussed receiving a monthly report from LCCD with the LC 911 Director. LCCD is still adjusting to the new CAD system that went "Live" in early June and is updating all fire department fire boxes in the system. The Fire Chief will readdress the topic with the LC 911 Director. EFD currently receives a CAD run sheet after each call/incident which serves as the reference for the department's fire reports.
37	HR	Wellness/EAP	2	Search for a Third-Party Vendor to provide EAP services	In Process	Research needed.
17	TRNG	Competency Testing	2	The Department should develop and implement a training competency testing for all members to be conducted a minimum of semi-annually. Members showing deficiencies should receive remedial training	In Process	EFD has Job Performance Requirement (JPR) sheets that outline skills and competency. These are used with new employees, as guides for training, and to address any deficiencies. EFD will be adopting an evaluation program that addresses competency on an annual basis.
20	ADMIN.	Future Staffing Needs	2	Establish a residential live-in program which should provide sufficient station staffing coverage to ensure three personnel on-duty per day/per shift	In Process	Physical changes would be required to the station to provide for this recommendation. Either that or a nearby residence could suffice. Further research is needed on costs.
24	HR	Application	2	Establish single point of entry to accept all applications for the Township	In Process	Currently this rests with the Fire Chief.
25	HR	Application	2	Develop standardized recruitment procedures	In Process	Still needs investigation.
26	HR	Job Descriptions	2	Develop job descriptions to incorporate the job functions, minimum qualifications, and other relevant areas to describe each position	In Process	Job descriptions are current for firefighter and EMS personnel. Officer job descriptions are in the process of being updated.
27	HR	Personnel Policy	2	Update the Township's Personnel Policy Manual for regulatory updates	In Process	Still need review and updating.
28	HR	Personnel Policy	2	Review Department Policies to ensure no conflicts exist between Township and Department policy topics	In Process	This is currently underway and well as a review and update of all EFD policies.

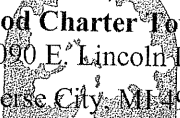
Elimwood Township Fire and Rescue Department
2019 ASSESSMENT - RECOMMENDATIONS PRIORITIZATION

#	CATEGORY	TOPIC	PRIORITY	RECOMMENDATION	EST. TIME FRAME	ACTIONS / COMMENTS
34	HR	Testing / Interview	2	Amend the template offer letter to remind applicants of their authorization to background from the employment application	In Process	Still needs work. The offer letter has been reviewed and needs changes as a whole document.
39	TRNG	Training	2	The Fire Department should consider appointing a Lieutenant as the Department Training Officer as one of their assigned areas of responsibility. This is needed to coordinate, plan, organize, and improve documentation in supporting the Department's commitment to an improvement in fire training	In Process	EFD is currently training and evaluating a few select personnel for this position.
21	ADMIN.	Strategic Plan	2	The Township should go through a formal strategic planning exercise with the Fire Department leadership, emphasizing the need for the development of a unified management team	Unknown	EFD made some attempts at this several years ago as a department. No current progress at this time.
42	ADMIN.	Future Staffing Needs	3	Reestablish the paid-on-call program to augment staffing at larger scale emergency events	Current	The paid-on-call "program" was never dismissed.
44	FLEET	Apparatus	3	The Fire Chief should be provided a Department vehicle equipped with the necessary equipment needed by a command officer	In Process	Preliminary research shows a couple options though this has not been presented to the Supervisor or Board yet. Information and options are being compiled for a presentation to the Board.
41	ADMIN.	Fire Prevention	3	Fire inspections can remain with the County, but a formalized program of providing information about violations between County and the Fire Department needs to be developed	In Process	LC Building Safety has begun notifying departments of permits issued in their jurisdictions. The Fire Chief will contact the Building Safety to see if these notifications can include inspection violations.
43	FLEET	Apparatus	3	The Consultants understand that they have recommended the purchase of a new Tender, Chief's vehicle and within a short time a second Tender to replace the unit placed in reserve. The Department leadership should apply for a FEMA grant for apparatus; understanding he will need excellent data for justifications	In Process	The 2021 AFG is being to replace the second Tender. Research indicates that this is the better unit for a grant request due to the lack of use of the reserve Tender (Tanker 122).
47	OPS	Fire Pre-Plans	3	The Consultants recommend that the Chief appoint a member of the Department to oversee a pre-fire plan program and together establish short and long term goals for the pre-fire plan program: identifying what information the Department needs, create an SOG identifying how the pre-plan information should be collected and filed, and incorporate into the training program to insure all members can perform pre-fire site surveys	In Process	The Fire Chief has assigned one of the shift lieutenants to head this program.
48	TRNG	Personnel Records	3	Department managers should be trained on the contents and legality of supervisory files	In Process	Still needs investigation.
46	HR	Testing / Interview	3	All applicant communications should be developed as a template	In Process	The Fire Chief has been developing templates as circumstances present.
45	BLDG / GRNDS	Facility	3	Renovation of the dayroom and sleeping criteria should be considered especially if consideration to the Resident Live-in Program is implemented to offset cost in staffing	Unknown	Renovations may be considered with other capital improvements.
49	BLDG / GRNDS	Facility	4	Relocation of the administrative Chief's office should be considered	Current	Office remains where it is.
52	HR	Performance Eval	4	Incorporate a career planning/training/education section and self-assessment component to the evaluation process	Current	Already exists.
53	HR	Performance Eval	4	Incorporate job description review into the evaluation process annually	Current	This is being incorporated into the next round of performance evaluations.
54	HR	Personnel Records	4	Develop a records retention schedule consistent with state and federal retention mandates	Current	For record retention, EFD follows the <u>General Retention Schedule #18</u> , <u>Local Fire and Ambulance Departments</u> , and the <u>General Schedule #26 - Local Government Human Resources</u> , as provided by the Twp Clerk.

**Elmwood Township Fire and Rescue Department
2019 ASSESSMENT - RECOMMENDATIONS PRIORITIZATION**

#	CATEGORY	TOPIC	PRIORITY	RECOMMENDATION	EST. TIME FRAME	ACTIONS / COMMENTS
55	HR	Testing / Interview	4	Transfer all recruitment records to the Township Clerk for proper retention/destruction	In Process	The Fire Chief still needs to meet with the Township Clerk.
50	HR	Advisory Support	4	Research the option to contract for 'as needed' HR services from a local municipal HR Department or local HR consulting firm with public sector knowledge	In Process	The Supervisor has tasked the Fire Chief to investigate how other departments handle HR.
51	HR	Application	4	The Department website should be updated to reflect why Elmwood Township is an employer of choice for recruitment purposes	In Process	EFD is investigating web site options.
56	HR	Mgmt. Training	4	Provide basic training on employment law, interviewing, performance management, and discipline for all command staff	In Process	Classes were found through various outlets. Schedules and costs vary but the classes are to be offered/required of EFD officers.
58	ADMIN.	ISO	5	An ISO classification of Class 4 is a good rating. However, the Consultants do not believe any additional resources or fiscal commitment should be made to reduce the classification to a Class 3; rather, the Township should attempt to maintain the Class 4 rating in the future	Current	ISO Class 4 only covers a small portion of the Twp. EFD is working to maintain the Class 4 and improve the Class 7 in the rest of the Twp where feasible.
59	ADMIN.	ISO	5	A fire protection service area PPC score of 7/10 is average score for a service area approximately 20 square miles, the Consultants do not believe any additional resources or fiscal commitment should be made to reduce the classification	Current	ISO Class 4 only covers a small portion of the Twp. EFD is working to maintain the Class 4 and improve the Class 7 in the rest of the Twp where feasible.
61	ADMIN.	One of the Boys	5	The transition from one of the crew to boss can be very challenging which can lead to multiple problems. The best method to achieve success is "don't be a boss; be a leader". People respect you and then your position if you let them understand the vision and how together you will achieve it	Current	The Fire Chief continues to seek training and to work on leadership style and skills.
64	FLEET	Apparatus	5	The Township should adopt the Consultants Replacement Schedule which prolongs the front-line status of the Department's apparatus	Current	EFD's current fleet is inline with the Consultant's Replacement Schedule, except for the ATV. It is due for replacement.
67	OPS	Fire Prevention	5	Continue the Fire Department's commitment to community fire safety initiatives	Current	An EFD lieutenant remains assigned to promoting community fire safety initiatives. The lieutenant serves as the department's Public Education Coordinator.
57	ADMIN.	Accreditation	5	The Fire Department should not seek international accreditation (CFAI) at this juncture; rather, the CFAI performance indicators and core competencies should be utilized as a model for quality and a benchmark for examining and evaluating current practices	In Process	Still needs investigation.
60	ADMIN.	NFPA 1720	5	The Township should not adopt NFPA 1720 standard. Adoption would include the adoption of all OSHA and NFPA standards by reference included in the document. However, a plan should be developed to meet as many NFPA 1720 standards as possible in the future	In Process	EFD is using 1720 as a goal setting standard.
62	ADMIN.	Procrastination	5	When Township administration believes a department head is overwhelmed; or recognize there is procrastination they need to aggressively and privately provide the resources needed to ensure success	In Process	
63	ADMIN.	Response Data	5	The Consultants place little confidence on data provided by the Fire Department, and believe data provided by the PSAP might illustrate a better representation of what Elmwood Fire Departments challenges are	In Process	Information provided to the Consultant by the Fire Chief was the result of a "call by call" review by the Fire Chief to ensure all incidents were accounted for.
65	HR	Orientation	5	Develop a new employee orientation checklist for the Department and Township Clerk to ensure all paperwork, benefits, and Township and Department information is consistently provided and documented; along with employee's acknowledgement	In Process	The Fire Chief has developed and uses a check sheet. Both the Fire Chief and Township Clerk are in communication on outstanding information and documentation needed.
66	HR	Promotion	5	Incorporate an Assessment Center into the Fire Department promotional process	In Process	Needs research.

Planning/ Zoning Department
planner@elmwoodtownship.net

**Elmwood Charter Township**
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Contact Information
Ph: (231) 946-0921
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To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

Date: August 5, 2020

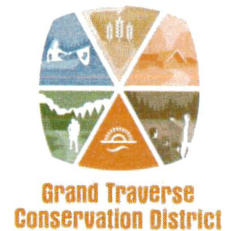
RE: Brewery Creek

On July 9th, I met with the co-owners of Brewery Creek and the Township Engineer and Surveyor, to walk the property to see if potential property lines could be established to start the process of the abandoning Brewery Creek Condominium. This is the first step needed in order of the Township to be able to create a parking lot for marina parking on a portion of this site.

At this time, I'm looking for consensus from the Township Board that this type of division would be acceptable to move forward. As proposed, the 3 other co-owners would end up with the lots as drawn and the Township would end up with the remainder. If acceptable, the next step will be to get the attorney back involved along with the surveyor to get utility, roads, and stormwater easements figured out.



INVASIVE PLANT CONTROL AGREEMENT



Permission is hereby granted to the Grand Traverse Conservation District (GTCD) and its authorized contractors to visit and be on the property referenced below for the purpose of removing and/or chemically treating invasive plants. Plants to be targeted will be those still considered "Early Detection and Response (EDR)" species that are part of a larger removal effort in the region led by the Northwest Michigan Invasive Species Network (ISN). GTCD is a partner and fiduciary agent of ISN, a network of highly skilled and motivated organizations with a strong presence in the community that have formed a collaborative partnership to protect, enhance, and promote Northwest Michigan's natural communities through terrestrial invasive plant management and outreach. Learn more at HabitatMatters.org.

It is understood that invasive plants are a threat to the overall region and economy, and controlling populations while they are small, is the most cost effective solution beyond prevention. It is also understood that several follow-up treatments may be needed to ensure complete removal. This permission shall be valid until control is complete or permission is rescinded.

Statement of Understanding

- A. GTCD or its contractors will not intentionally interrupt, interfere with or delay work on the said property.
- B. Each control activity will be coordinated and supervised by a GTCD-trained staff or contractor with the intent of assuring that GTCD policies are followed.
- C. While treatment will be carried out by a certified applicator, there is a very small chance some non-target species will be affected. GTCD carries \$1 million of overspray insurance.
- D. GTCD will obtain all permits for treatment as required by law.
- E. Permission to treat the specific species outlined below may be rescinded by the property owner at any time with immediate notice to GTCD.
- F. GTCD will incur one half of treatment costs or other agreed upon amount prior to treatment and will monitor sites and perform follow-up control efforts to ensure maximum effectiveness until December 31, 2021.
- G. Funding is based on a first come, first serve basis and signing the treatment agreement does not guarantee treatment will occur on your property.

Invasive Plant Control Site Address: _____

Property Owner Name/Mailing Address: _____

GPS Coordinates: _____ Invasive Plant(s) to be targeted: _____

Rough Description of Location of Invasive Plant: _____

Property Owner (Printed Name)

Telephone Number

E-mail Address

Authorized Signature

Date

Preferred method of contact (check one):
 phone email US mail

GTCD Authorized Representative

Telephone Number

E-mail Address

GTCD Authorized Signature

Date