

**Whitewater Township Board
Minutes of Regular Meeting held March 27, 2018**

Call to Order

In Supervisor Popp's absence, Clerk Goss called the meeting to order at 7:02 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Motion by Goss to appoint Paul Hubbell as chairperson for this meeting; second by Lawson. There was no discussion. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Roll Call of Board Members

Board members present: Benak, Goss, Hubbell, Lawson

Board members absent: Popp

Others present: Interim Fire Chief Arbenowske and 4 others

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Correspondence

Grand Traverse Rural Fire Board DRAFT 03/21/2018 Minutes

There was no discussion of the Rural Fire minutes.

Public Hearing

None

Reports/Presentations

Grand Traverse Rural Fire Department

It was noted that Popp's comments on the 03/21/2018 Rural Fire Board meeting are on page 8 of the board packet.

Goss advised that Dave Milliron, the accountant for Rural Fire, called today to say that the distribution checks have been made out and inquired whether Whitewater's should be mailed. Goss agreed with mailing.

Arbenowske reported that there is a division of small assets on Thursday, i.e., a couple computers, hoses, some tools, some office furniture. He and Interim Deputy Fire Chief Carpenter will take the snowmobile trailer to Kingsley to pick up these items.

There was discussion of details such as vehicle titles, the FDID number, Central Dispatch, gas cards, and sale of surplus equipment.

Mutual aid agreements were briefly discussed. Arbenowske noted that once the mutual aid agreements are in place they can start working on box alarms, and suggested that everyone's time and energy be devoted first to obtaining mutual aid agreements with the townships which touch Whitewater Township.

Unfinished Business

Whitewater Township Fire Department

- a. **Approval of Policies:** Ninety-four (94) pages of proposed policies have been submitted to the board for approval. **Motion by Goss to approve all of the Whitewater Township Fire Department policies submitted thus far; second by Lawson.** Arbenowske stated they will go through the policies with everybody; as new members come aboard, they will have to read the book and sign that they have read it and understood. Goss will provide her notes and corrections to Carpenter. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**
- b. **Medical First Responder Vehicle Licensing:** Arbenowske noted that currently Engine 3 is an MFR licensed vehicle, non-transporting. They would like to keep a vehicle for that, but he would like to switch from the engine to the air truck because it is a smaller vehicle. If MMR is at the hospital or on another call, the fire department can get dispatched to start medical care. He stated that is something that Central has not been great with, but he thinks we need to change that. He stated most of them have medical licenses; there are a few of the new guys who do not. They still do not know whether they are going to make sure that everybody is medically licensed. The licensing of the vehicle will be medical first responder. They already have everything on the engine that is required to be on the vehicle. Arbenowske stated he does have to make sure that there are things that have not expired; they will need an inspection before it gets approved.

Discussion followed. There was consensus that this topic will be revisited at another meeting, after further research.

- c. **DNR Agreement re: Small Brush Truck:** Arbenowske noted that this is really a mutual aid agreement with the DNR, which includes leasing of a vehicle. He stated he would like to keep the small brush truck currently in the station. There is no cost to the township. Goss noted the township is responsible for plating and insuring it. Arbenowske will fill it out and bring it back over for signature. **Motion by Lawson to enter into the Cooperative Mutual Aid Fire Control Agreement with the DNR and to have the Clerk and Arbenowske authorized to sign the document; second by Goss.** There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Arbenowske introduced Firefighter Mike Stephenson, who is new to Whitewater in the last 5 months.

Stephenson stated he came on with Rural about four years ago with Station 10 in Long Lake, so he has been through the split already when Long Lake broke off from Rural.

Brief discussion followed.

New Business

Zoning Administrator Request for Direction re: Byrne Violation

Goss noted that the document in the packet from Habedank was e-mailed to the board on 03/14/2018. Goss also reported that she has verified the Code Enforcement Policy and Procedures Manual to be exactly as adopted by the board in December 2011 and it has been placed back on the township website.

Discussion followed.

Motion by Goss that the zoning administrator be directed to follow the Code Enforcement Policy and Procedures Manual for all alleged zoning ordinance violations; second by Benak. There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Milton Township Waterfront Park – Request for Financial Support

Bob Kingon from Milton Township sent an e-mail to Goss with an attached Memorandum of Understanding and collaboration letter requesting that Whitewater Township provide some financial support to the new Milton Township Waterfront Park. The amount of support would be determined by the township.

Discussion followed. Lawson stated he is not opposed to it but inquired if there is a statute that allows us to pay money for something outside of Whitewater Township. Goss replied that she had previously found a statute allowing the township to spend money on advertising its parks and any park in the state. The heavy usage of Milton Township facilities by Whitewater Township residents/school children was discussed. Goss suggested the statute be cited in the agreement or the letter.

The amount of support was discussed. It is understood it will come out of the General Fund budget. Goss proposed \$1,000 annually for 3 to 5 years, to come out of Contingency for this year.

Discussion followed.

Motion by Benak to provide \$1,000 annually to Milton Township for a period of 5 years for the Milton Township Waterfront Park, first payment to be made in the 2018/2019 fiscal year; second by Hubbell. Goss will draft the letter for Popp's signature. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent. Motion carried.**

2017/2018 Fiscal Year Budget Amendments

Goss provided a memo concerning budget amendments that need to be made for the 2017/2018 fiscal year.

Motion by Benak to approve the 2017/2018 budget amendments as outlined in Clerk's memo dated 03/23/2018; second by Lawson. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent; Benak, yes. Motion carried.**

Appointment of 2018/2019 Parks & Recreation Administrator

Goss provided a memo requesting that she be appointed to this position for the new fiscal year.

Motion by Lawson to appoint Cheryl Goss to the position of Parks & Recreation Administrator for fiscal year 2018/2019 at the hourly rate of \$13.11 per hour; second by Hubbell. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, absent; Benak, yes; Goss, yes. Motion carried.**

State of Michigan Subscription Service

Goss explained how the subscription service for driver record checks works and noted that it requires a contract. This service was used by Rural Fire. There is no cost for the service.

Discussion followed.

Motion by Hubbell to authorize the Clerk to sign the Contractual Agreement for Driver, Vehicle, and Related Information; second by Lawson. There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Tabled Items

Review Administrative Policy Section 5 (tabled 10/14/2014)

This agenda item will remain tabled.

Review Ordinance 22 Pension Plan (tabled 10/25/2016)

This agenda item will remain tabled.

Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

This agenda item will remain tabled.

Board Comments/Discussion

Benak stated that she wants to find out about the medical license on the rescue unit, but she feels this is an end run on us to get their people to do medical calls again. We have an agreement with MMR. If MMR is out of the township, Elk Rapids backs them up.

Hubbell stated we need to research it more, but his fear is pitting firefighter against ambulance; he doesn't want to start off on the wrong foot.

Lawson stated we have a smooth operation right now with ambulance and until we have a problem, we ought to continue.

Various discussion followed.

There was no disagreement with Benak's comment that the new fire chief should be the one to say we think we need to do this.

Announcements

Next regular township board meeting is 04/10/2018 at 7:00 p.m. Fire chief candidate interviews start on April 3rd at 6:00 p.m.

Goss noted that Thomas Ford has bowed out, so the Friday, April 6, interview is cancelled. There are six applicants to interview.

Hubbell suggested we pool our questions and each person ask some of them.

Goss and Benak were in agreement with that suggestion.

There was brief discussion of firefighters asking questions and how it should be handled. There was agreement that all questions should be posed by the board during the interview.

Goss will send the adopted ordinance to all candidates.

Public Comment

None

Adjournment

Motion by Lawson to adjourn; second by Benak. On voice vote, all those present voted in favor, none opposed, Popp absent. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk