

**Beaver Creek Township  
Regular Meeting November 7, 2016**

The Beaver Creek Township Board held its regular month meeting on Monday evening, November 7, 2016 at 7:00 pm. The meeting was held a day early as the Election was held on November 8<sup>th</sup>. Board members present: Ashton, Hartman, Van Nuck, Little and Riley.

The Pledge of Allegiance & Invocation were led by Supervisor Ashton.

**AGENDA:**

Motion by Little and seconded by Van Nuck to approve the agenda as presented. All ayes, motion carried.

**MINUTES:**

Motion by Little and seconded by Van Nuck to approve the minutes from the October 11, 2016 meeting, as presented. All ayes, motion carried.

**FINANCIAL REPORT:**

Motion by Little and seconded by Riley to accept the Financial Report as presented. All ayes, motion carried.

**TREASURER'S REPORT:**

The treasurer has attended a lot of meetings in the last month.

**CLERK'S REPORT:**

Vote tomorrow.

**HLUA MEETING:**

We are making plans to allow the State Park to hook into the system and negotiations are ongoing.

**FIRE DEPARTMENT:**

There have been several days of odor complaints and several illegal burns. Testing and replacement is ongoing in several areas. Ladder testing will be done tomorrow. There needs to be board approval to buy wildland fire gear, six sets to be \$2,772.00 + shipping.

Fit testing can be done at \$110 for questionnaire and testing, and will be done as soon as possible.

The fire chief would also like to recommend hiring Robbyn Meyer as a full time fireman.

**The fire chief made the announcement that he will be retiring as of January 31, 2017.** Motion by Riley and seconded by Little to accept Roger's letter, with regrets, effective January 31, 2016. Roll call vote with all ayes, motion carried.

The board will hold a special meeting on Friday, November 11<sup>th</sup> to discuss how we will handle hiring a new fire chief. Also, it was recommended by the fire chief to hire fireman Robbyn Meyer, which was not added to the agenda so we will look at it on November 11<sup>th</sup>.

1. Motion by Van Nuck and seconded by Little to **sell to old fire department van for \$400**, the only bid received in a year. Roll call vote with all ayes. Motion carried.
2. Attorney Meihn updated the board regarding **the MiOSHA issues**. The state found a number of violations, some significant. Most are being worked on and if there is a fine, it can be appealed.
3. Motion by Van Nuck and seconded by Little to **continue recycling** through the winter months with A & L. Roll call vote with all ayes, motion carried.

**NEW BUSINESS:**

*2 Corrections  
12-13-16 mtg.*

1. Motion by Van Nuck and seconded by Riley to **loan \$8,000** (\$4,000 each township) to the Grayling Charter Township/Beaver Creek Township Utilities Authority. Roll call vote with all ayes, motion carried. The money will be spent on a \$6,000 flyover for pictures to satisfy the grant and \$2,000 for travel expenses regarding trip to Chicago for grant.
2. Motion by Van Nuck and seconded by Little to have the **supervisor spread the special assessment** rolls on the winter tax bill. All ayes, motion carried.
3. Discussed **repairs needed for the furnaces** and proposal from West Heating for time and materials. It was suggested that we needed to talk to other contractors and that we will address this at the special meeting to be held on Friday, November 11<sup>th</sup>.
4. Motion by Little and seconded by Riley to pay the accounts payable in the amount of \$16,209.50, checks #30990 thru #31027. Roll call vote with all ayes, motion carried.

**COMMENTS FROM RESIDENTS:**

P. Capling told Robbyn Meyer welcome to Beaver Creek and thank you to Roger.

Motion by Van Nuck and seconded by Little to adjourn the meeting at 7:45 pm.

Sharon K. Hartman, Clerk

Beaver Creek Township  
Special Meeting November 11, 2016

The Beaver Creek Township Board held a special meeting on Friday, November 11, 2016 at 10:30 am. Board members present: Ashton, Hartman, Van Nuck, Little and Riley. The fire chief and two guests were present.

The purpose of the meeting: furnaces, hire fireman, approve wildfire gear, and discuss procedure for hiring a new fire chief.

Motion by Van Nuck and seconded by Little to add "Compactor Motor" to the agenda and approve agenda. All ayes, motion carried.

Motion by Little and seconded by Hartman to have the supervisor-elect take care of the furnace problems as prices are needed from several sources. All ayes, motion carried.

Motion by Van Nuck and seconded by Riley to hire Robbin Meyer as a full time fireman per request from the fire chief, effective immediately. Roll call vote with all ayes, motion carried.

Motion by Riley and seconded by Little to spend \$2,772.00 + freight for six (6) sets of wildfire gear, proposed by the fire chief. Roll call vote with all ayes, motion carried. Little has been told that the DNR will reimburse half of the cost and the fire chief will apply for this.

The compactor motor has not burnt up as first thought and Primary Electric is replacing a module that failed.

Discussion regarding the procedure to replace the fire chief. Per Attorney Meihn:

1. Do "Open Recruitment".
2. Create a job description and set up minimum requirements, which will include education, experience and training.
3. Set salary, and state "starting at this figure \$\_\_\_\_\_." Or do not give any figure, saying "Salary negotiable".
4. Advertise in local paper and website, thru MTA and to other fire departments. Get this in paper by next week.
5. Date when all applications must be received by: Suggest : December 17<sup>th</sup> deadline.
6. January meeting, decide on candidate.
7. Entire board does the hiring. Van Nuck sends to attorney on Monday.

Comments from the Audience:

Lt. James Stender, Denton Twp. Fire Department was present and had written a letter of support for Robbin Meyer.

Motion to adjourn by Ashton, seconded by Little.

Meeting adjourned at 11:05 am.

Sharon K. Hartman, Clerk

Motion by Little and seconded by Riley to approve the agenda. All ayes, motion carried.

Three were contacted regarding the furnace repair, Beardsley's did not return our call, EAC Heating/Cooling LLC submitted a price of \$14,081. for replacement of the two furnaces and West Heating submitted an estimate for repair in the amount of approximately \$2,500.00. Motion by Van Nuck and seconded by Little to accept the estimate from West Heating to repair the existing furnaces for approximately \$2,500.00. Roll call vote with all ayes, motion carried. Van Nuck will notify EAC Heating and Little will inform West Heating of our decision.

Discussion regarding the hiring of a fire chief, deciding that an ad should be placed in the Record Eagle, Free Press, NMFC site, CSI fb site, the front page of our web with hook to the county web site, and be physically posted in this building and the fire department building. An ad, posting and job description were prepared. We will hold a special meeting on December 19<sup>th</sup> at 4:00 pm to review the applications.

We will hold a special meeting on December 19, 2016 at 4:00 pm to go over the applications.

**Ad:**

FIRE CHIEF, BEAVER CREEK TOWNSHIP, CRAWFORD COUNTY, MICHIGAN: The Beaver Creek Township Board is seeking a fire chief to direct all firefighting, fire prevention, fire inspections and emergency operations and activities of the Beaver Creek Township Fire Department. Employment qualifications: Associates degree or equivalent in Fire Science, Management, Business or related area. Ten years of experience in fire service with at least five years of fire officer experience with Firefighter I & II, Fire Officer I & II, EMT Basic (preferred), and valid Driver's License. Salary is negotiable with benefits. Submit a resume with cover letter to the Beaver Creek Township Clerk, 8888 S Grayling Rd, Grayling, MI 49738 by December 19, 2016 at 2:00 pm. A job description for this position may be obtained by contacting [kvannuck@beavercreektownship.com](mailto:kvannuck@beavercreektownship.com).

**Posting:**

FIRE CHIEF POSTING, BEAVER CREEK TOWNSHIP,  
CRAWFORD COUNTY, MICHIGAN

Under the supervision of the Beaver Creek Township Board, the fire chief coordinates and directs all firefighting, fire prevention, fire inspections and emergency operations and activities of the Beaver Creek Township Fire Department. Directs a staff of full-time, part time and paid on-call employees. Responsible for the acquisition and maintenance of vehicles, apparatus and equipment. Develops and administers departmental policies in compliance with all relevant governmental regulations.

**EMPLOYMENT QUALIFICATIONS:**

Education: Associates Degree or equivalent in Fire Science, Management, Business or related area.

Experience: Ten years of experience in fire service, with at least five years of command experience.

Other Requirements: State of Michigan Firefighter I & II, State of Michigan Fire Officer I & II, State of Michigan Emergency Medical Technician Basic (Preferred), State of Michigan Driver's License.

**WAGES & BENEFITS:**

Salary is negotiable and competitive with the area with benefits.

## APPLICATION PROCEDURE:

Submit a resume with cover letter to the Beaver Creek Township Clerk, 8888 S Grayling Rd, Grayling, MI 49738. Apply on or before Monday, December 19, 2016 @ 2:00 pm. A job description for this position may be obtained by contacting [kvannuck@beavercreektownship.com](mailto:kvannuck@beavercreektownship.com).

## Job Description:

### FIRE CHIEF JOB DESCRIPTION

Reports to: Township supervisor

Positions supervised: Deputy chief, captain, fire safety specialist, administrative assistant, and firefighters

Fire Chief Appointment: The fire chief shall be appointed by the Beaver Creek Township Board to supervise personnel and operations of the fire department.

General Description of Duties: Responsible for overseeing administration and all functions related to fire and medical/rescue services provided by the township through the combination of full-time and paid-on-call force. Responsible for the supervision, evaluation, discipline, and recommendation of the hiring and discharge of all subordinate members of the fire department. Represents the fire department in meetings with various local and state committees and community groups.

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Plans, develops and oversees administrative direction of the fire department to ensure safe and efficient operation in carrying out services as determined by the board of trustees; establishes standards for performance and safety; ensures that adequate number of qualified personnel are available, trained and properly supervised to fulfil overall responsibilities of the department.
2. Oversees and administers fire department activities and functions including recruiting full-time and paid-on-call firefighters to ensure the availability of appropriate firefighters on staff; ensures firefighting force has been provided with appropriate equipment, training, supervision and support to serve township at the highest level.
3. Prepares and administers fire department's annual budget to ensure adherence to budgetary control; oversees personnel administration function within the department including review of time sheets/run sheets and preparation of by-weekly payroll for full-time and paid-on-call staff.
4. Develops long range plans for maintaining effective operations of department; researches, evaluates and recommends acquisition of facilities, firefighting equipment and supplies; reviews vendor's invoices and other bill purchases of supplies and equipment before turning into Township Clerk's Office for payment.
5. Oversees organization, development and scheduling of effective training programs for full-time and paid-on-call firefighters ensuring all certifications and continuing education of staff is up to date.
6. Responds to fire and medical/rescue calls and assumes scene command when appropriate; may assist the township in responding to emergency situations.
7. Conducts and/or participates in various department and township meetings; a written report will be provided to the Township Board prior to regular monthly meetings. May represent township on various fire chief/fire department committees at state and local levels.
8. Represents fire department in public meetings and speaking engagements.
9. Attends special training sessions to maintain and/or enhance knowledge of firefighting

maintain state certifications in Firefighter I & II and Fire Officer I & II; knowledge of the National Fire Protection Agency (NFPA) code, Building Officials code (BOCA) , and ordinances associated within areas of enforcement responsibility; and the ability to command fire fighters and equipment in emergency situations.

4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scene of emergency; a valid driver's license is required with appropriate (personal vehicle) insurance; ability to operate a wide variety of firefighting equipment and apparatus; occasionally requires lifting heavy fire/rescue equipment and supplies.

Motion by Little and seconded by Hartman to adjourn meeting at 12:40 pm.

Sharon K. Hartman, Clerk