



Minutes of **SPECIAL MEETING**
Held **January 12, 2015**

Township of Springfield

Laura Moreau, Clerk

Call to Order: Supervisor Walls called the January 12, 2015 Special Meeting of the Springfield Township Board to order at 7:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
Judy Hensler	Township Trustee
David Hopper	Township Trustee
Dennis Vallad	Township Trustee

Board Members Not Present

None

AGENDA

Supervisor Walls stated that the purpose of the meeting is to decide on the next steps to fill the current vacancy in the Fire Chief position. Last Thursday, following an evaluation that was conducted in Closed Session, Mr. Graham's position as Fire Chief was terminated. As stated last Thursday, the purpose of a Closed Session and Mr. Graham's intent when he requested the Closed Session is clear. He stated that he, along with other Board members, have an obligation and a responsibility not to violate that purpose or intent. He cannot answer questions about discussion that took place in Closed Session. Supervisor Walls stated that this meeting purpose is to discuss how to move forward and requested that those in attendance help the Board to do that.

1. Fire Department Chief – Next Steps

Supervisor Walls summarized some criteria changes to the previous posting for any new candidates for Fire Chief, including that they must have Michigan Certification. He suggested indicating a strong preference for a candidate with command experience in a Paid On Call department. Also, the budget does not include funds for relocation expenses and this should be indicated in the posting. He asked Board members for their comments on the process and criteria.

Clerk Moreau concurred with the addition of the strong preference for candidates with experience commanding Paid On Call Departments. She stated that there should be a



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minimum number of years of serving and they should look for someone with an appreciation and experience with a Paid On Call Department.

Trustee Vallad stated that the reference in the document is primary Paid On Call. He concurred with giving a strong preference for candidates with Paid On Call experience.

Trustee Hopper asked Clerk Moreau what she thought in terms of number of years that should be given.

Clerk Moreau responded that she did not have a certain number of years in mind but she would want a minimum of 5 years of experience with Paid On Call.

Supervisor Walls summarized additional criteria that were used last spring for candidate selection and he read the proposed job posting requirements.

Trustee Cooper asked if we were going to add additional language regarding budgeting process and grant acquisition.

Board members offered language to add budgeting process and grant acquisition.

Trustee Cooper suggested adding supervisory experience in Paid On Call department.

Jim Kitson, 5655 Morning Drive, recommended putting ten years minimum experience in the posting because it will reduce the number of throw aways.

Clerk Moreau concurred. She stated that this is why they are looking at making the posting more specific. She would like to see a minimum of five years experience in a Paid Call Department and she would like it to be in a supervisory role.

Supervisor Walls stated that it is a good idea but his concern is that there are people with five or six years of experience that will not submit their application.

Clerk Moreau explained that the paragraph says “has a strong preference for candidates with” and it could follow after this. She proposed language that would not limit them.

Supervisor Walls stated that the Board was unanimous in that they should post the position and members agreed. The consultant suggested that they could have the position posted and in circulation by January 16th and resumes received until February 5th. He stated that this seems short. The resume deadline was not in the chart. He stated that some of the resumes go to the HR company and some come directly to the Township. The HR company forwards them directly to the Township. He asked Board members if the two week time frame was sufficient.

Board members agreed to the two week time frame.

Supervisor Walls asked Board members about the inclusion of preference for minimum number of years as suggested by Clerk Moreau. He reviewed proposed language.



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Board members discussed language proposed regarding the Paid On Call department in the job posting.

Trustee Hensler suggest five years minimum experience as an officer with at least two years supervisory experience on a paid call. She included a strong preference for candidates with at least ten years recent command experience.

Trustee Hopper added that last spring they changed the five years officer experience to three years.

Clerk Moreau stated that they did this to not eliminate inside candidates and they should leave it at three years.

Supervisor Walls clarified with Board members that the intention is to leave the sentence regarding number of years officer experience required with two years minimum in a Paid On Call Department.

Trustee Vallad stated that this language might eliminate a lot of candidates that have what they are looking for. He understands the recent experience needed with Paid On Call but the wording is critical.

Supervisor Walls asked Trustee Cooper how the Paid Call experience would have impacted the candidates that were interviewed by the committee.

Trustee Cooper stated that the majority of those that were interviewed would not have had that experience.

Supervisor Walls concurred. He stated that he would prefer to leave the minimum requirement as drafted and the strong preference suggestion can include the minimum of ten years experience on Paid call. He stated that they should make it clear that the strong preference is for recent Paid On Call experience.

Clerk Moreau concurred with leaving it the minimum but adding the strong preference for 10 years experience on a primary Paid On Call department. She suggested taking the word command out.

Board members agreed.

Supervisor Walls stated that the time line that the consultant prepared seemed reasonable and they might be able to eliminate one of the three rounds. He stated that the selection process reflected in the consultant's timeline was similar to what they did in the spring. He asked how the Board members felt about the salary range that was given.

Board members concurred that the salary range was fine.



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Supervisor Walls explained that last spring they posted the position, resumes were received and all candidates were reviewed by the Recommending Committee. He asked the Board members if there should be a committee and if so, should it be part Board members or all Board members.

Clerk Moreau was in favor of forming a committee with input from the HR consultant. She suggested that the committee can conduct the initial review of applications to eliminate the candidates who do not meet the minimum qualifications.

Supervisor Walls stated that having members of the committee that had fire fighting experience was invaluable.

Trustee Cooper suggested utilizing the same committee.

Trustee Vallad asked Supervisor Walls if he had contacted Chief McGee.

Supervisor Walls answered that Chief McGee offered his services and he did not ask him specifically about his willingness to serve on the committee again. He stated that he did not do any preparation on what to do next because he has been concentrating on last Thursday. He also did not feel it was appropriate to move forward without the Board's direction. He asked for the Board's input on the composition of the committee.

Trustee Hopper agreed with Trustee Cooper. He stated that last time they got input from the firefighters to suggest committee members.

Treasurer Dubre disagreed. She suggested that they need to try something different this time. She suggested that it could be three members and having someone in fire services is key. She stated that Collin will be involved in all parts of it, but she would like the former changed. The committee should be Collin, maybe two board members and a member in fire service. She added that the fire service representative did not necessarily need to be from the Township's department. The full Board will ultimately review the candidates so it may not be necessary to have two Board members on the committee. She agreed with all interviews to be conducted by the Board.

Clerk Moreau stated that she likes a reduced number for the committee. The Board went through a long process last time to get input and feedback from many sources. It is clear from the discussion about the posting that the Board wants to refocus attention on that feedback and make sure that they are focused on the priorities that they already identified. If their goal is to refocus and streamline, that is what they should do with three people including Collin. She suggested two people in the fire service with one being from the Township and possibly in the paid call area.

Trustee Hensler stated that her preference is three committee members with two Board members and one firefighter.



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Trustee Vallad stated that last time they choose two fire service professionals, one to represent the full time and one to represent the paid on call.

Supervisor Walls stated that he doesn't remember for sure what fire service professionals were chosen.

Lt. Ryan Hart replied that it was one active and one inactive.

Trustee Vallad stated that he does not know if going to three accomplishes their goal.

Supervisor Walls stated that the primary job of the candidate review committee could be to review applications and determine if they meet the minimum criteria.

Clerk Moreau and Treasurer Dubre reiterated that all interviewing is done by the entire Board.

Clerk Moreau stated that in an open meeting, the Board can review all qualified applicants and determine who they want to interview. She stated that some of the Board members have expressed that they would have preferred to review more than just three candidates like they saw last time.

Trustee Hopper stated that the candidate review committee is strictly checking boxes and making sure that the candidates have the qualifications to move forward.

Trustee Cooper stated that there are some gray areas on filling out a check list.

Supervisor Walls stated that his preference is to have two fire service professionals and himself, if that is who the Board wants. He is not questioning if they have qualified Board members; he is questioning that, once you start looking at the applications, if Board members have the experience and background to make a determination based on how some of the applicants present their certification and experience on paper.

Clerk Moreau stated that she is willing to defer to the former Recommending Committee if their role is a matter of going through the stack of applicants to determine who is qualified and eligible to move forward in the process. After this point, it goes to the Board. She would like more of the process to be at the Board level.

Trustee Cooper stated that there would be two candidate reviews. The first is by the committee to determine if the candidate meets specific criteria and the second by the Board which is a review of all of the applications that the committee sends to the Board.

Board members concurred with this process. Supervisor Walls will suggest the appropriate changes to the timeline document. Supervisor Walls asked the Board if they were okay with a committee formed out of the previous Recommending Committee. He would have to determine who is available and willing to serve.



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Board members agreed that the members of the Recommending Committee should be contacted and that they would use the assistance of the HR Consultant, Steve Williams of EctoHR.

Chris Whitehead, 9800 Bridge Lake Road, stated that the Board should be looking for someone with stature and maturity. He agreed with Mr. Kitson regarding the 10 years Paid On Call experience and they hopefully will get someone with command experience. He recommended 5 years of command experience. He stated that the Board should not be afraid to ask for experience and he wants the Board to get the best. He believes having someone from the Township Fire Department on the initial review committee is a great idea. But after they have made the initial selection, the committee should be reduced to three members, the Supervisor, another Board member and an outside fire service representative. This will eliminate any conflict of interest and the Township personnel should not have to be put in this position.

PJ Kravitz, 12720 Andersonville Road, stated that it is essential to have a good relationship between the Board and the Chief. He said that many times it has been verbalized that there was not a good relationship between the Supervisor and the former Chief so why did the Board sandbag for so long? He said the Board did their due diligence when they went through the hiring process for the Chief last time and it didn't work out so well. He asked why they would want to speed up the process; they should take their time and do the job right. He referenced the Special Meeting minutes held March 5, 2014 regarding a comment Supervisor Walls made about the job posting and it not being meant to include everything in the job description. He asked why they are trying to do this now.

Chad Quick, 7775 Ormond, stated that it would be a waste of time for the Board to review for minimum criteria, perhaps the consultant could help with this. He suggested a ranking system, from 1 to 3 or 1 to 5, when the candidates are being initially reviewed and critiqued.

Ted Rhyndress, 9255 Foster Road, stated that he agrees with the comments that have been made so far. They have qualified people on the Department for the position of interim Chief. They could start by filling in the position with this person and see how it goes. He stated that they should take the time and follow the process and not cut it short. He stated the Board did a good job last time but it just didn't work out and the Board wasn't happy.

Carol Compagnoni, 11380 Shaffer Road, asked about the HR Consultant and the purpose of their job for the Township. She asked why this person isn't doing all of the research to provide all of the necessary data for this Chief position.

Supervisor Walls answered that no, the HR Consultant is not a staff person. He is someone that has been retained as a consultant and who charges hourly based on the time spent.

Ms. Compagnoni stated that she would reevaluate that consultant.



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Kelly Bridgewater, 9156 Erin Court, stated that the Board had wanted experience primarily in Paid on Call. She is concerned because there are a lot of combination departments that use Paid on Call resources. She hoped that the use of the word primary would not exclude officers from those departments even though they might not have full command of the Paid on Call employees but they do have experience with this type of department. She suggested that they would not be a 100% Paid on Call department forever. As they grow, they want to have someone with experience that as the Township grows they can bring this experience to the Department. She emphasized that the Board is not familiar with the Fire Department and emergency service. It is important that they have an experienced person involved in the interview process.

Clerk Moreau clarified that they did get a lot of help and assistance in reviewing qualifications from the HR Consultant but interviews need to take place in an open meeting format in front of the Board.

Supervisor Walls stated that the consultant did provide much of the base information, but not all of it, that they used last spring.

Supervisor Walls stated that they wanted to change the “Candidate Review” on the consultant’s chart to “Application Review.” Round 1 will be narrowing down the candidates and this will be done with the Board. Also all interviews would be done with the Board.

Trustee Vallad clarified that Round 1 was the Board determining who they wanted to interview from the selection of the applications that meet the criteria based on the opinions of the review committee.

Supervisor Walls concurred. He emphasized the importance of having assistance from a command officer from another department or someone with specific fire training experience. He stated that this would be helpful to the Board and assist from the technical side.

Trustee Cooper stated that Chief McGee’s expertise was beneficial during the last review.

Supervisor Walls stated that they used this expertise in the committee format that narrowed the focus to three candidates.

Treasurer Dubre asked if during the last interview process, the committee asked specific questions regarding how the candidate would respond to a scene.

Supervisor Walls answered yes. They asked specific technical questions in advance and specific questions during the committee interview process.

Treasurer Dubre stated that if it was Supervisor and two members of the fire service on the committee, after they complete the initial candidate review process, they would go to the Board for review and then the individuals that the Board wants to move forward could go back to the three person committee for a technical review. She suggested that this technical review could be a part of the final process before the candidates go to the Board for



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interview. If it is a three person committee with two in fire service, then they could provide their technical analysis. The number of potential candidates could be reduced after that technical review. They could include some of the written questions that they had included in the last review process.

Supervisor Walls stated that finding that technical review from fire professionals should be folded in and they should find a way to do that.

Treasurer Dubre stated that she would not want the Board to interview a candidate who could not pass the technical portion.

Clerk Moreau stated that the technical review would be a good opportunity to address financial and budget experience. There is the fire service aspect, but there is also the department head and preparer of budgets aspect that is also a priority.

Supervisor Walls stated that he asked the consultant to give him the quickest process thinking that the Board would take advantage of what they have learned. He now agrees that they should take the time they need to have the best choice and option that they can find based on the criteria that they have. He added that if the Board agrees with more involvement in the background review process by the Fire Department that gives them the beginning to turn it over to the HR consultant to modify the structure. He stated that right now he was trying to determine the Board's direction for the posting, timeline, process and how to proceed.

Clerk Moreau agreed; they are not rushing to find a Chief but they want to get started immediately to find the right candidate. She liked what Treasurer Dubre added with the technical review and suggested that Round 2 be with a committee and then Round 3 would take place at the Board level. If they didn't have a decision made, then maybe they need another round of interviews. She likes the idea of a committee first determining qualifications, the Board having the chance to review all qualified applicants, then referring candidates to a technical committee and then back to the Board for interviews. They can add additional time to the end if needed.

Trustee Vallad agreed with Treasurer Dubre and he reiterated the proposed process sequence. He suggested that the Committee should rank candidates to go back to the Board.

Supervisor Walls stated that the one thing that was done at the committee level was the preliminary background and reference check and this was done with eight candidates.

Trustee Vallad suggested that this should go back to the HR consultant for work on the process and he suggested that the time determined to collect applications should be longer than two weeks.

Trustee Cooper stated that last time it was not much longer than that and they received over 50 applications.



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Trustee Hopper agreed with Trustee Vallad that three weeks was a better time frame.

Supervisor Walls asked the Board if they agreed with the timeline of three weeks instead of the two weeks.

Board members agreed.

Supervisor Walls stated that the next portion is to discuss the Chief expectations. He stated that history would have been improved if the Board had taken the goals and priorities for the department that the Board had looked at and put them into a process and expectations that were more time oriented. It would be easier to go over the Board policies and procedures if they were all in the same place and they should work on these policies and procedures in reference to Fire Department goals and priorities. For example, what the department has in terms of authority for purchases, employee handbook, guidelines and procedures, this should be all in one spot. They should also prepare for what the Chief's expectations are for what is prepared for the Board. The Fire department policies and Township policies have been merged into an employee handbook that went into effect on January 1, 2015. They should still look at that and make sure that it properly addresses all of the differences including the education and the specifics to a Paid On Call department. They have time to do this now. These items would be helpful to both the Township and the Chief and he thinks this should be the beginning of this discussion because he needs a little more time to reflect.

Clerk Moreau stated that the Board did look at adopting a Springfield Township policy of Fire Department structure operations and accountability based on a Michigan Townships Association template. This policy would address much of what Supervisor Walls identified. The authority and relationship between the Township Board and the Chief are outlined in this document. She thinks that it would be a great idea to revisit. There were many goals that the Board identified which ended up stalling because they thought they should look at the goals with the input of the Chief; maybe the Board should move forward with this type of policy. The document comes from MTA and has a lot of information regarding Paid On Call departments in particular. She stated that it could always be adjusted with input from a new Chief but she got started on it and she would be happy to revisit it.

Supervisor Walls concurred with that idea. These were suggestions and guidelines and templates prepared by someone with fire fighting experience, including Paid On Call. They now have the opportunity to look at this addressing the experiences that they just went through.

Trustee Hopper concurred. He stated that he did have issues with the Fire Department addendum and they were waiting to get input from the new Fire Chief. It would be a good time to look at codifying them.

Trustee Vallad stated that the Board should have done a better job at this type of thing. The Board determined to wait until they had a new Chief but the new Chief didn't have the same ideas and direction. If the expectations are up front, it makes for a smoother transition.



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Supervisor Walls stated that it would have helped to have a written guide. He stated that it would help as they are moving forward that they do this with measurable and achievable goals that the Chief is aware of in advance. This would help in evaluations.

Treasurer Dubre stated some of the policies should be a part of the employee handbook and some should not. She asked if an organizational chart was included.

Supervisor Walls stated that the organizational chart was in the operation section.

Treasurer Dubre stated that there is a difference because some are policies that the Board would have voted on, but some are procedures within the Fire Department that she might not have any knowledge of. She asked if the thought was to merge all into one document.

Supervisor Walls stated that policies that were adopted by the Township Board should not be a surprise. Some of the policies and procedures are things that don't relate to an employee handbook; some of them do. Someone needs to review all and determine what should go where so that we have consistency.

Treasurer Dubre stated that the number of officers they want to have in the Township is part of policy in terms of hierarchy but that does affect pay rate and schedule. The Fire Department is the biggest separate entity that they govern and it is outside of the building. She has difficulty with that because the Department has policies and some are adopted policies and some are things that have just always been done and no one questions it until there is a conflict.

Supervisor Walls agreed that now would be a great time to review policies and procedures.

Treasurer Dubre gave the example that the facial hair policy was in the Employee handbook addendum but uniforms were not mentioned. She thought this would be part of the handbook.

Supervisor Walls asked if there were any comments or suggestions from the public regarding the Chief expectations.

There were no public comments.

2. Fire Department Priorities and Direction

Supervisor Walls stated that the intent of this was to go back and examine the goals and priorities that the Board determined after Chief Oaks retired. These were broader issues of the department. The Board needs to determine if they want to reexamine them given the experience of the last few months and if so, what type of process is suggested. He stated that typically some smaller group of the whole should begin with initial input.

Board members agreed that they should reexamine the goals and priorities.



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Supervisor Walls asked for input on how this should be done. He asked if the Board would adjust and revise based on that examination.

Board members agreed that they would act after reexamination.

Supervisor Walls asked if they should do it as a whole Board or divide up into different areas.

Trustee Hensler stated that it should be divided. She gave an example about uniforms because that was brought up as an item that needed attention but because there was no input and no accountability, the Board has no idea what was purchased and what is still lacking. This should be an item that is brought back before the Board with current information and a recommendation. She suggests the same for training and equipment.

Clerk Moreau stated that she likes dividing it up into committees. She stated that she could start with the policy document and suggested that she work with Treasurer Dubre and Supervisor Walls on the handbook and policies. Regarding the shift coverage, the prior committee of three has a lot of information about this and perhaps they would be willing to finalize those ideas and provide a recommendation.

Supervisor Walls stated that the information that they have previously received as committee members regarding shift coverage and training plan and budget could with additional massaging could meet the intent of the request from the Board. They have questions asked at the last Board meeting that could be addressed.

Supervisor Walls suggested that Board members write down their observations and thoughts about what can be learned from their recent experience and submit them to one Board member who can reduce them into one list. This would help in the reexamination of goals and priorities.

Treasurer Dubre asked when the Committee could have something compiled regarding shift coverage.

Supervisor Walls answered for the February meeting.

Mr. Kitson, 5655 Morning, provided a document showing comparable millage amounts in reference to populations. He finds it surprising when you compare Springfield with other communities; they have the 2nd highest population and the lowest budget. He asked Supervisor Walls about his comments at a prior Special Meeting in which he said that the fire department meets the minimum standards. He stated that he does not want to live in a community where only the minimum standards are met, he wants outstanding standards. He asked what was the Board's plan to bring more money into the Township to bring them in line with other Townships.

Supervisor Walls stated that they will begin with an analysis of the needs and priorities. The next opportunity to propose something to the electorate wouldn't be until 2016. We need to



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begin very quickly so the Capital Improvement Plan is adjusted and updated and prioritized with new ideas and thoughts. We will have to look at the impact of that.

Clerk Moreau stated that the document that Mr. Kitson is referencing is information that she compiled and she used figures from the Department of Treasury to put this chart together which is sited on the document.

Mr. Kitson asked why Springfield Township is so behind in reference to revenue in reference to population.

Supervisor Walls stated that there are many variables that go into compiling those numbers. In Groveland's case, they include a revenue source that Springfield Township currently does not have.

Mr. Kitson stated that their millage is lower than anyone else's too and that the Township has not tried to inform their residents to get their millage on par.

Clerk Moreau stated that the reason she compiled this information was also to point out how much revenue comes in from other sources. The Board received reports indicating that there were opportunities to bring in a lot of revenue through transporting. On the chart if you are only looking at millage rates and revenue, that does tell a certain story. But the Board was trying to look at the total picture in reference to how much revenue was being brought in and what the millage rates are for each community. The point of the chart was to establish that ALS transporting does not generate enough revenue to sustain the service. In some communities their total expenditures exceed total revenue even with high millage rates. If the Board is going to ask residents for additional funding, it would be important to have accurate information to give them. The next opportunity to ask the residents for more funding would be 2016.

Ted Rhyndress, 9255 Foster, stated that regarding priorities, the Township paid \$60,000 for a new vehicle but he does not have a fire station by his residence. He suggested that they build a fire station if they are concerned about the residents' needs. He asked how much money was spent trying to hire a new chief and they are trying to do it again and the whole south end of the Township does not have fire protection.

Supervisor Walls answered that the property has been purchased for a proposed Station #3 in the southeast quadrant of the Township. Based on the information that they had previously received about the types of runs and amount of activity in reference to the other locations, they are still in the planning process for that new station. Very recently, the Board discovered that the relationship between the activity in the Station #3 area and other areas has changed over time without the Board's awareness. Similar things from the past affect why they haven't had a request for more fire millage. It has been part of the discussion for the planning process. They have a police millage too and they have to determine the priority based on the information that they have available to them. They chose to do the police first because if they didn't have it they would lose half of their police force. The answer is that



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the information that has been available to the Board and the priorities that have been established from that information is a consideration that they now have the chance to look at as they approach 2016. Any request for more funding would be put to a vote. The new information is a reason why they need to accelerate that planning process through 2015 as they approach the final decision for 2016.

3. Public Comments

Mr. Quick requested from the Board and committee members suggested that they set clear expectations and priorities for the new Chief coming in.

Board members confirmed that this was part of their discussion and this is their intent.

Mr. Quick asked if they would appoint an interim Chief.

Supervisor Walls stated that he met with the full time Captain and Lieutenant to talk about interim activities. He met again with them today with another officer. He stated that they have staff both full time and Paid on Call that are capable of handling the day to day operations and the administrative paperwork will be handled.

Mr. Quick stated that they should get some feedback on the proposed policies from the current full time staff.

Patty Deshetler, 11400 Shaffer Road, suggested that they use the HR consultant to prepare the policies and procedures. She stated that she is a concerned citizen and with only two firemen, what happens if her house burns down.

Supervisor Walls clarified that there are not just two firemen.

Ms. Deshetler stated that the policies and procedures could be done behind the scenes.

Supervisor Walls stated that they had input from the HR consultant and the question regarding shift coverage was asked by the Board because they are concerned like she is.

Ms. Sharon Hernandez stated that she is disappointed after listening to everyone on the Board because 2 ½ hours went by and she can't see that they accomplished anything at all. She stated that they need the firemen and their service. She hopes that they can get their act together to get a Chief.

Kelly Bridgewater stated that 11 years ago she provided the Board a spreadsheet regarding fire response times, etc. She is curious about how much has changed in 11 years. At that time, they had more fire fighters on staff. The previous report and the spreadsheet focused on three things, better equipment, personnel that could transport and increased response times. She asked the Board to find a chief that can progress the Department into the 21st century. The firefighters give up a lot and the population is growing and their needs are growing too. They need to progress forward.



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Chris Whitehead stated that this is an evolution and they are going to get better now. He recognized the efforts of the fire department after he witnessed them put out a large house fire yesterday. He stated the department needs guidance but they also need reins to rein them back. He stated that because the budget was operated so well by the former fire Chief, this is why the millage request had grown stagnant.

Supervisor Walls stated that he would relay the opinions of the Board to the HR consultant and move forward with the process. The revised documents would be available for review at the next Board meeting. He will also have proposed committee members available to the next meeting.

Adjourned: 9:33 p.m.

Collin W. Walls, Supervisor

Laura Moreau, Clerk