



Minutes of **SPECIAL MEETING**  
Held **March 5, 2014**

Township of Springfield

Laura Moreau, Clerk

**Call to Order:** Supervisor Walls called the March 5, 2014 Special Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

**Roll Call:**

**Board Members Present**

Collin 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

**Fire Chief Search and Fire Department Administration:**

**1. Input from Fire Department Personnel**

Supervisor Walls thanked those who took the opportunity to meet with one or more of the Board members to provide feedback and input. He stressed that the firefighters would be the foundation upon which we together build the future of the Department. There is a new spirit of cooperation and communication and this has been very positive and helpful.

The other Board members also offered their thanks and appreciation.

The Interview Committee, comprised of Trustee Hensler and Trustee Hopper, presented their report of comments, concerns and suggestions from interviews with Chief Oaks and the officers. The report provided input regarding minimum requirements and search criteria for the new chief, input and priorities regarding Department operations and suggestions regarding firefighter retention and morale.

Supervisor Walls explained that for this meeting the Board is providing an update regarding feedback but next steps will be determined at the regular Board Meeting on March 13.



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Firefighter Randy Harless commented that he appreciates the Board's effort and sincerity. He asked that the Board keep the Department members involved in the process; based on discussions so far he has confidence this will happen.

## **2. New Fire Chief search criteria and standards**

The Requirements/Process Committee, comprised of Trustee Cooper and Supervisor Walls, provided an update of their efforts to date. The committee has been working with the HR consultant, Steve Williams, to get updated salary data and information regarding minimum requirements, NFPA standards for a fire chief and to develop a process to select a new chief. Other communities were also contacted for job descriptions and chief salary information.

Based on the committee's findings, a draft job posting and job description were prepared for Board review. Supervisor Walls noted that the purpose of the job posting is to act as a recruiting tool for the Township; it is not meant to include every detail of the job description.

Supervisor Walls summarized the posting and explained that much of the criteria came from recommendations from the firefighters. Board members provided input and finalized the posting.

The draft Fire Chief Job Description was presented for comment. Additional edits suggested by administrative assistant, Erin Mattice, were offered. Board members reviewed the job description and approved the new edits.

Firefighter Randy Harless commented that the law requires that we state a specific distance in reference to the requirement for living in close proximity to the Township. Further the Township cannot require the chief to live in the community. The Board determined to only list a preference for Township residents since that language was already reviewed by the HR consultant. Mr. Harless also commented that firefighters are not required to hold a CEL license and that requirement is currently listed in the description.

Lieutenant Ryan Hart suggested that the job description should include a requirement that the chief responds to calls during the day. Supervisor Walls responded that the description states that the chief is required to respond to calls as needed and that would include daytime calls.



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### **3. Search Process**

Supervisor Walls detailed how the job posting will be advertised including email distribution to local departments, postings on job websites, postings on the Township website and cable channel and a published notice in the Oakland Press.

Supervisor Walls explained that the HR consultant provided a recommendation for the selection process. The first few steps in the process are handled by a Recommending Committee that will review submissions and recommend candidates to be interviewed by the Township Board. The suggestion is for a five person team that will be made up of Supervisor Walls, Trustee Cooper, Groveland Chief Steve McGee and two others. Supervisor Walls suggests that one member should be a current member of the Department. The fifth committee member could be a person who has experience with the Department but is not currently serving on the Springfield Township Fire Department.

Supervisor Walls detailed the steps of the search process as recommended. Treasurer Dubre inquired about when background checks would be conducted. Supervisor Walls will discuss it with the HR consultant and add background checks to the review process for Board consideration.

Board members discussed the number of Recommending Committee members and commented on the number of current Springfield firefighters who should be assigned to serve. It was determined that the firefighters will call a meeting to discuss who they would like to nominate for the committee; two to four names will be provided to the Board from which two will be selected for the Recommending Committee.

Board members discussed deadlines for resume submission and target dates for interviews. The deadline to submit resumes was set for Tuesday, April 1 at 4:00 p.m. Treasurer Dubre noted that she will be at a Treasurer's conference in May and will not be able to attend the May 8 Board meeting. Board members selected Thursday, May 22 for a Special Meeting to interview candidates.

Supervisor Walls noted that the Board might consider exploring the possibility for a shared service arrangement for fire chief. He noted that this is being done successfully in other communities. Board members discussed potential benefits and drawback of this type of arrangement.

Captain Bob Apple commented that his concern was that a chief would be spread too thin and one department could become a low priority.

Board members discussed the current needs of the Department and determined that the Board should at least look into the option of a shared service agreement; there is no harm



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in exploring the possibility. Supervisor Walls stated he will gather some preliminary information to bring to the Board.

**Adjournment:**

Hearing no other business, Supervisor Walls adjourned the meeting at 9:23 p.m.

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Collin Walls, Township Supervisor

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Laura Moreau, Township Clerk