Enacting section 1.	This amendatory	act does not take	e effect unless	all of the	following bi	ills of the	99th I	Legislature
are enacted into law:					Ü			Ü

- (a) House Bill No. 5939.
- (b) House Bill No. 5941.

This act is ordered to take immediate effect.

Sany.	E Randall
Clerk of th	ne House of Representatives
J/10 /	Secretary of the Senate

Approved	
approvou	***************************************

	Governor

BLAIR TOWNSHIP

GRAND TRAVERSE COUNTY, MICHIGAN

ORDINANCE NO. 139-12

ADOPTED:

10-09-12

EFFECTIVE: 11-15-12

AMENDED: 7-9-13

An ordinance to protect the health, safety and general welfare of Blair Township through the regulation of use of fireworks, as provided in PA 256 of 2011 and to repeal all Ordinances or parts of Ordinances in conflict herewith.

THE TOWNSHIP OF BLAIR **GRAND TRAVERSE COUNTY, MICHIGAN**

ORDAINS:

SECTION I NAME

This Ordinance shall be known and cited as the Blair Township Fireworks Ordinance.

SECTION II **PURPOSE**

In the interest of maintaining public health, safety and the general welfare and the comfort and repose of Blair Township residents. Blair Township hereby provides for the regulation and use of fireworks in Blair Township, as provided in PA 256 of 2011, as may be amended, (MCL 28.451, et seq) and repeals all Ordinances or parts of Ordinances in conflict herewith only to the extent necessary to give this ordinance full force and effect.

SECTION III DEFINITIONS

For purposes of this Ordinance, the following definitions shall apply:

1. Articles pyrotechnic: pyrotechnic devices for professional use that are similar to consumer fireworks in the chemical composition and

- construction but not intended for consumer use, that meet the weight limits for consumer fireworks but are not labeled as such, and that are classified as UN0431 or UN0432 under 49 CFR 172.101.
- 2. APA: American Pyrotechnics Association
- 3. Consumer fireworks: fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3 or 3.5 Consumer fireworks does not include low-impact fireworks.
- 4. <u>Department:</u> Department of Licensing and Regulatory Affairs (LARA), State of Michigan.
- 5. <u>Display fireworks</u>: large fireworks devices that are explosive materials intended for use in fireworks displays and designed to produce visible or audible effect by combustion, deflagration, or detonation as provided in 27 CFR 555.11, 49 CFR 162 and APA standard 87-1, 4.1.
- 6. <u>Firework or fireworks</u>: any composition or device, except for a starting pistol, a flare gun or a flare, designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks and special effects.
- 7. <u>Low-impact fireworks</u> means ground and handheld sparkling devices at that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.1.8 and 3.5.
- 8. Minor: individual who is less than 18 years old.
- 9. National holiday: A national holiday is defined in 5 USC 6103 and includes: New Year's Day (January); Martin Luther King Jr. Day (third Monday in January); Washington's Birthday (third Monday in February); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Columbus Day (second Monday in October); Veterans Day (November 11); Thanksgiving Day (fourth Thursday in November); Christmas Day (December 25).
- 10. NFPA: National Fire Protection Association.
- 11. <u>Novelties</u>: as defined under APA standard 87-1, 3.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4 and 3.2.5 and all of the following:
 - a. Toy plastic or paper caps for toy pistols in sheets, strips, rolls or individual caps containing not more than .25 of a grain of explosive content per cap, in packages labeled to indicate the maximum explosive content per cap.
 - b. Toy pistols, toy cannons, toy canes, toy trick noisemakers, and toy guns in which toy caps as described in the above paragraph are use, that are constructed so that the nad cannot come in contact with the cap when in place for the explosion, and that are not designed to break apart or be separated so as to form a missile by the explosion.
- c. Flitter sparklers in paper tubes not exceeding 1/8 inch in diameter. 12. <u>Person</u>: individual, agent, association, charitable organization, company,

- limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.
- 13. <u>Special effects</u>: a combination of chemical elements or chemical compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical, or thermal effect as in integral part of a motion picture, radio, television, theatrical or opera production or live entertainment.

SECTION IV NOVELTIES

This Ordinance does not apply to and does not regulate the use of Novelties in Blair Township.

SECTION V CONSUMER FIREWORKS

- 1. Consumer fireworks may be ignited, discharged and used in Blair Township on the day proceeding, the day of and the day after a national holiday without restriction. except between the hours of 1:00 am and 8:00 am. Amended 7/9/13
- 2. At any time other than the day proceeding, the day of and/or the day after a national holiday consumer fireworks may not be ignited, discharged and used in Blair Township.
 - a. Consumer fireworks shall not be ignited, discharged or used if a burn ban is in effect.
 - b. A person shall not ignite, discharge or use consumer fireworks on public property, school property, church property or the property of another person, without that person or organization's express permission to use the consumer fireworks on those premises.
 - c. A person shall not ignite, discharge or use consumer fireworks or low impact fireworks while under the influence of alcoholic liquor, a controlled substance or a combination of alcoholic liquor and a controlled substance.
 - d. Consumer fireworks shall only be ignite, discharge or used in accordance with all applicable local, state and federal laws.
 - e. Excessive use of fireworks, including consumer fireworks, that results in the disruption of residents is prohibited, notwithstanding anything to the contrary in the Act. Excessive use is defined as conduct that includes the

continuous or intermittent ignition of fireworks continuing for more than 20 minutes.

- f. No person shall either individually or in concert with another person, cause damage to any private or public property by the use, discharge or ignition of any fireworks.
- g. No consumer fireworks may be ignited, launched or discharged within 200 feet of a residential building.

Imminent Dangers

Notwithstanding the Act, any use, discharge or ignition of fireworks that is presenting an imminent danger or threat to the public health, safety, or welfare, as deemed by the Fire Chief or his/her designated alternate, shall be prohibited, and the fireworks may be immediately seized.

SECTION VI ARTICLES PYROTECHNIC AND DISPLAY FIREWORKS

- 1. The Township Board may permit articles pyrotechnic, display fireworks and special effect fireworks in Blair Township, pursuant to the provisions of MCL 28.451, *et seq* and this Ordinance.
- 2. Any person wishing to conduct an articles pyrotechnic, display fireworks or special effects display shall, at least 45 days prior to any display, submit an application on a form furnished by the Township, pay the required fee of \$250.00 and shall secure permission from the Township Board prior to any such fireworks display.
- 3. The site plan of the area where the articles pyrotechnic, display fireworks or special effects display is to be conducted shall be submitted with the application. The site plan shall set forth all structures in the area and within the discharge site fallout area. The site plan shall furthermore set forth the distance separating any fireworks and any spectator viewing areas. All site plans shall be forwarded to the Fire Chief and/or his designated alternate for approval, including any recommended conditions, prior to coming before the Township Board for its approval.
- 4. A copy of any required state or federal permit for the fireworks display shall be submitted with the application.
- 5. Proof of insurance conforming the requirements of this Ordinance and PA 256 of 2011 shall be submitted with the application.

- The application shall include information as to the competency and qualifications of the fireworks display operators, as required by NFPA 1123.
- 7. The Township Board shall approve an application for an articles pyrotechnic, display fireworks or special effects display if it finds that all of the following standards are satisfied:
 - a. The application and accompanying documentation is complete and conforms to the requirements of this Ordinance.
 - b. The operator of the fireworks display is competent and qualified to conduct the fireworks display, per NFPA 1123.
 - c. The Fire Chief or his/her designated alternate has approved the application and site plan.
 - d. The fireworks display will not have an adverse effect upon public safety.
 - e. The time, duration, location of the fireworks or special effects display will not, due to noise and other factors, unreasonably disturb the peace of persons residing within the vicinity or otherwise violate the Township's Nuisance Abatement Ordinance.
 - f. The Township Board, in approving an application hereunder, shall have the authority to impose such conditions as it determines in its sole reasonable discretion are necessary to assure that the fireworks display will satisfy the above standards.

8. Requirements and Restrictions

- a. The person conducting the fireworks display shall follow NFPA 1123 for fireworks display and/or the Township requirements set forth herein, whichever are more restrictive.
- b. A minimum safe area of 250 feet radius, plus an additional 70 feet radius for each inch by which the fireworks shell exceeds 3 inches in diameter shall be required. The Township Board shall have the authority to grant a variance from this requirement where it determines in its sole reasonable discretion that, given 1) the nature of the subject site, 2) the nature of the surrounding area and/or 3) the nature of the proposed fireworks display, that a variance will not have a material adverse impact on public safety. In no event, however, shall the applicant fail to comply with the minimum requirements of NFPA 1123.
- c. The applicant shall maintain personal injury liability insurance/property damage liability insurance in the amount of \$1,000,000 for each event. The Township shall be named as an additional insured on the insurance policy.
- d. The Township Board shall not issue a permit to a nonresident person until the person has appointed in writing a member of the state bar or a resident agent to be the person's legal representative

- upon whom all process in an action or proceeding against the person may be served.
- e. The applicant shall be responsible for all shells being fired. In the event one or more of the shells does not explode, the applicant shall secure the area until the unexploded shell(s) is found and properly disposed of.
- f. The consumption of alcohol immediately prior to and during the fireworks display by any person involved in conducting the display is prohibited.
- g. A fireworks display conducted hereunder shall conform with all specifications set forth in the approved application and site plan, as well as with any conditions imposed by the Township Board in granting such approval.
- h. The applicant shall cause the site of the fireworks display to be cleaned up within 24 hours after the fireworks display has ended.
- i. A permit is not transferable and shall not be granted to a minor.

SECTION VII SANCTIONS

Any person that violates any provision of this Ordinance shall be deemed responsible for a municipal civil infraction and fined in accordance with the following schedule:

	Minimum	Maximum
	<u>Fine</u>	<u>Fine</u>
1st offense within 3 year period*	\$ 100.00	\$500.00
2nd offense within 3 year period*	\$ 200.00	\$500.00
3rd offense within 3 year period*	\$ 350.00	\$500.00
4th offense within 3 year period*	\$ 500.00	\$500.00

^{*}Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which Blair Township has been put in connection with the municipal civil infraction. In no case, however, shall costs of less than \$25.00 nor more than \$500.00 be ordered. In addition, the Township shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance continues to exist shall constitute a separate violation of this Ordinance.

SECTION VIII SEVERABILITY

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the

Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

SECTION IX EFFECTIVE DATE

This Ordinance shall take effect 30 days after publication following its adoption.

BLAIR TOWNSHIP

Lynette Wolfgang - Clerk

Pat Pahl - Supervisor

BLAIR TOWNSHIP FIRE AND EMS UNION LOCAL 4355

CONTRACT EFFECTIVE JULY 1, 2019

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AGREEMENT

THIS AGREEMENT, entered into this day of	by and between the
Township of Blair, hereinafter referred top as the "Township", and	the International Association
of Fire fighters, who have named the Blair Unit, Blair Township Fi	
4355, hereinafter referred to as the "Union".	

PREAMBLE

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Township and the Union; to provide for equitable and peaceful adjustment of differences that may arise, and to establish proper standards of wages, hours and other conditions of employment. The Union recognizes the essential public service here involved and the general health, welfare and safety of the community and agrees to work with the Township to encourage increased efficiency on the part of its members.

To these ends, the Township and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives of all levels and among all employees.

ARTICLE 1 – RECOGNITION

<u>Section 1:</u> The Township recognizes the Union as the sole and exclusive collective bargaining representative for all full-time EMT/Firefighters and Paramedic/Firefighter employees, excluding the Emergency Services Director, Fire Chief and part-time employees. The Township agrees that it will not enter into any agreements with its full-time EMT/Firefighters and Paramedic/Firefighters, individually or collectively, or with any other organization which in any way conflicts with the provisions hereof.

Section 2: The Township and the Union agree that for the duration of the Agreement, neither shall discriminate against any employee because of their race, color, creed, sex, age, nationality or political belief. The Township and its agents and the Union, its agents or members agree that neither shall discriminate against any employee because of his membership or non-membership in the Union.

Section 3: Whenever the word "employee" or "employees" are used in this Agreement, they shall be defined as all full-time EMT/Firefighters and Paramedic/Firefighters, excluding the Emergency Services Director, Fire Chief and part-time employees of Blair Township.

<u>Section 4:</u> Whenever the male pronoun is used in this Agreement, it shall be deemed to include both male and female.

<u>Section 5:</u> Whenever the word "day" or "days" are used in this Agreement, they shall be defined as those which are between Sunday and Saturday, both inclusive, excluding holidays recognized by the Township.

ARTICLE 2 – UNION DUES

<u>Section 1:</u> Membership in the Union is not compulsory. Employees have the right to join, not join, maintain, or discontinue their membership in the Union, as they see fit. The Union further agrees not to solicit Union membership and not conduct activities, except as otherwise provided for by the terms of the Agreement during working hours of the employees, nor in any manner that may interfere with employees engaged in work.

<u>Section 2:</u> The Township shall, at no expense to the Union, deduct Union dues bi-weekly upon receipt of authorization (completed and signed Form 1187 Request for Payroll Deductions for Labor Organization Dues) of members of Local 4355. The Township further agrees to promptly remit any and all amounts so deducted, together with a list of names of employees from whose pay such deductions were made, to the Secretary/Treasurer of the Union.

Section 3: The Union agrees to indemnify and hold the Township harmless from and against any and all claims, suits and other forms of liability that may arise out of or by reason of action taken in the reliance upon such individual authorization forms or by reason of the Township's compliance with the provisions of this Article.

<u>ARTICLE 3 – MANAGEMENT RIGHTS</u>

Section 1: It is recognized that the government and management of the Township and/or Blair Township Emergency Services, the control and management of its properties, and the maintenance of municipal functions and operations are reserved to them and all the functions, right, powers and authority which are not specifically abridged, delegated, or modified by this Agreement, are recognized by the Union as being retained by them. These rights include but are not limited to the following:

- a) To maintain efficiency and to make, alter and enforce reasonable rules and regulations to be observed by employees, provided such rules and regulations are not contrary to the terms and conditions set forth in this agreement;
- b) To direct, hire, promote, demote, and for just and reasonable cause, suspend or discipline employees. To accommodate the growth of the department, individual schedule and pay adjustments may be necessary with mutual consent of the Township and the Union;
- c) To evaluate jobs, classify positions, establish qualification requirements of employees, specify the employees' duties, lay off employees for lack of work or lack of funds, and reduce or increase the size of the working force; a

e) To subcontract work or service in response to reduced or inadequate funding sources, to provide additional capacity, or to reduce administrative overhead. The Township agrees that it will not use any subcontracting device primarily for the purpose of laying off full time employees or evading this agreement.

<u>Section 2:</u> The Township and/or Blair Township Emergency Services shall be the exclusive judge of all matters pertaining to the services it provides, the methods, processes and means of providing service, the schedules and standards of work, methods, processes, means and materials to be used, and it shall also have the right to study and use improved methods of equipment and outside assistance (subcontracting).

ARTICLE 4 – GRIEVANCE PROCEDURE

<u>Section 1:</u> It is the intent to the parties of this agreement that the procedures hereby established shall serve as the means for the prompt disposition and amicable settlement of such disputes, controversies, and grievances as may arise between them. Both parties agree that all grievances should be dealt with promptly and every effort should be made to settle grievances as close to the source as possible.

Section 2: All such disputes, controversies and grievances which arise between the Township and the Union or between the Township and employee or group of employees, covered by this agreement, concerning the effect, interpretation, application, claim, and breach of violation of any provisions of the agreement shall be subject to the following procedure:

- Step 1: An employee or the Union claiming to have a grievance may submit such grievances in writing to the Director of Emergency Services no later than seven (7) days after the matter concerned first arose. The Director of Emergency Services shall reply within seven (7) days thereafter.
- Step 2: If the matter is not satisfactorily resolved in Step 1, the Union may appeal in writing to the Township Supervisor. This appeal must be processed within seven (7) days following completion of Step 1. The answer of the Township Supervisor shall be given within fifteen (15) days.
- Step 3: If the matter is not satisfactorily resolved in the preceding step the Union may appeal in writing to the Township Board as a whole within seven (7) days following completion of Step 2. The answer of the Township Board shall be provided within twenty (20) days immediately following the date of the next scheduled Township Board meeting. The grievance meeting before the Township Board may be held in private session if allowed by the Michigan Open Meetings Act.
- Step 4: If the matter is not satisfactorily resolved in the preceding step, the matter may be referred to arbitration. Such requests must be made in writing within seven (7) days following completion of Step 3.
- Step 5: The parties shall have sixty (60) days to select an arbitrator by mutual consent Page 3 of 18

in a matter prescribed by the American Arbitration Association. The decision of the arbitrator shall be final and binding on all parties. All expenses involved in the arbitration, shall be equally shared by both parties; however expenses relating to the calling of witnesses or the obtaining of depositions shall be borne by the party at whose request such witness or deposition are required.

ARTICLE 5 – DISCIPLINE AND DISCHARGE

Section 1: No employee shall be discharged or disciplined without just cause.

Section 2: In the event an employee shall receive a written reprimand, be suspended from work for disciplinary reasons, or is discharged from his employment after the date hereof and he believes he has been unjustly suspended or discharged, such suspension, discharge, or written reprimand shall constitute a case arising under the grievance procedure.

<u>Section 3:</u> In the event it should be determined under the grievance procedure that the employee has unjustly received a written reprimand, is suspended or discharged, the Township shall reinstate such employee and pay compensation as may be determined under the grievance procedure.

Section 4: Upon conclusion of an investigation involving possible discipline, the employee shall be notified of discipline to be administered, if any. If said discipline involves a suspension, such suspension shall begin within 28 day immediately following the notification of discipline. If the suspension exceeds one working day, the days shall be served consecutively.

Section 5: Records of tardiness or absenteeism shall not be considered in future disciplinary actions after a period of 24 months without incident.

ARTICLE 6 – UNION ACTIVITIES

<u>Section 1:</u> No employee shall be discharged, disciplined or discriminated against because of activity on behalf of the Union which does not interfere with the performance of his or another employee's duties or assignments.

<u>Section 2:</u> The Union shall be entitled to hold it Union meetings at the Blair Township Fire Station, provided permission is granted in advance from the Emergency Services Director or Fire Chief and all duty chores are completed. Such permission shall not be unreasonable denied.

Section 3: The Union shall have the right to elect or assign one (1) steward and one (1) alternate.

<u>Section 4:</u> The Union shall have the right to post Union notices and bulletins during regularly scheduled working hours.

<u>Section 5:</u> The Township shall provide one (1) bulletin board for the exclusive use of the Union in the Blair Township Fire Station at a convenient location accessible to employees. Size and location as agreed to by the parties.

<u>Section 6:</u> Union officials and representatives, up to a maximum of one (1) in any one instance, shall be permitted time off to perform the following Union business, so long as it is on Township property; Representation of Union members during grievance or disciplinary meetings when the official or representative has been requested by said covered employee for such representation; meetings with the Emergency Services Director, Fire Chief, or Township officials; negotiations; any other Union business conducted on Township property. The Township shall provide coverage for said official or representative, and such meeting, hearings, and representation shall not commence until such coverage has been provided.

Section 7: Union representatives and agents will be permitted to discuss Union business with members during their duty hours and while members are not on a call, provided such discussions will not interfere with the performance of any member's duties and service to the community. The Union agrees that this privilege shall not be abused.

Section 8: The Township agrees that accredited representatives of the IAFF, whether local representatives, district council representatives, state or international representatives, may schedule meetings concerning this contract, this bargaining unit, or collective bargaining implementation on the Township property, with the approval of the Township Supervisor, provided such meetings are not disruptive of the duties of the employees or the efficient operation of the Township of department.

Section 9: One member of the Union shall be granted time off without pay to attend local, state of international Union functions such as seminars, conventions and meetings. Such time off shall not exceed six (6) twenty four (24) hour working days or any portion thereof per calendar year. Such time off shall be approved by the president of the Union.

ARTICLE 7 – STRIKE/LOCKOUT

<u>Section 1:</u> The Union and the Township agree that there shall be no strikes, work stoppages, slow downs, interruptions of service or boycotts by the employees and no lockouts made by the Township.

ARTICLE 8 – SENIORITY

Section 1: Seniority shall be defined as a full-time employee's length of continuous service with the Township Emergency Services Department since his/her last appointment date. "Last appointment date" shall mean the date upon which an employee first responded to work as a full-time permanent employee within the Emergency Services Department at the direction of the Township, since which he has not quit, retired, been discharged or transferred outside the Emergency Services Department. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence, vacations, sick or accident leaves or for layoff for lack of work or funds, except as hereinafter provided.

Section 2: All new, permanent, full-time employees shall be probationary employees during the first twelve (12) months of their employment. During the probationary period, the new employee shall have no seniority status and may be discharged during that period without further recourse. At the conclusion of the probationary period, the employee's name shall be added to the seniority list as of his date of hire.

<u>Section 3:</u> An employee's seniority within the Emergency Services Department shall be terminated:

- a) If he quits, retires or is transferred outside the Emergency Services
 Department. Any employee who is transferred from the bargaining unit
 to another position within the Emergency Services Department shall retain
 seniority. If an employee fails to qualify, within a specified qualifying time
 (90 days) in a position with the department, but outside the bargaining unit, he
 shall return to his former position without loss of seniority.
- b) If the employee is discharged for cause and such discharge is not reversed through the procedure referred to in this agreement.
- c) When recalled to work following a layoff, the employee fails to notify the Township within seven (7) days of his intention to return to work or fails to actually return to work within fourteen (14) calendar days after a written notice by certified mail of such recall is sent to his last address on record with the Township.
- d) If laid off for a period equal to his or her seniority at the time of layoff or three (3) years, whichever is lesser.

- Section 4: The Township shall maintain an up-to-date seniority list. An up-to-date copy of the seniority list will be posted on the union bulletin board every six months. The names of all permanent, full-time employees who have completed their probationary period shall be listed on the seniority list in order of their last appointment dates starting with the senior employee at the top of the list.
- Section 5: If the number of full-time employees is reduced due to lack of work or lack of funding, probationary full-time employees shall be laid off first. Thereafter, employees shall be laid off in accordance with their seniority and recalled, following a layoff, on the same basis, except that there is no obligation to recall laid off probationary employees.
- Section 6: Any opening in the regular rotation of the schedule due to staffing changes (termination or resignation) will be bid and awarded according to seniority and the ability/certification to perform the job. Employees are not eligible for schedule/shift change until after successful completion of the probationary period.

ARTICLE 9 – MAINTENANCE OF CONDITIONS

- All rights, privileges and working conditions utilized by the employees at the present time and all current terms and conditions of employment (but not tuition reimbursement) which are not included in the Agreement shall remain in full force, unchanged and unaffected in any manner, during the term of the Agreement unless changed by mutual consent.
- Employees, while on duty, shall be permitted to seek necessary means for nourishment, meals, and/or personal hygiene products within Blair Township utilizing department vehicles.

ARTICLE 10 – TRADE TIME

Section 1: The Union and the Township agree that employees shall have the right to trade workdays or any portion thereof with other employees covered by this agreement. Employees agree that there shall be no overtime incurred by this right and that all trades must be approved in advance by the Emergency Services Director and/or Fire Chief. Employees will be allowed to trade into open shifts in the scheduled provided both days involved in the trade are fourteen (14) days in advance. If either of the days fall within the fourteen day span, the employee will secure their own coverage.

ARTICLE 11 – HOURS OF WORK

Section 1: The Township agrees that employees will be scheduled for an average work week of no less than 48 hours comprised of two 24 hour shifts. The normal schedules work hours for full-time employees of the Emergency Services Department shall be the hours scheduled by the Director of Emergency Services and/or the Fire Chief. The Township agrees to maintain a minimum staffing of three (3) people 24 hours per day 7 days per week. Licensure level of duty shifts will consist of a minimum of EMT/Firefighter, Paramedic/Firefighter and a Paramedic.

ARTICLE 12 – HOLIDAYS

Section 1: The following nine (9) days shall be recognized as holidays, and the holiday schedule shall be split evenly amongst the full-time employees:

New Year's Day

Thanksgiving Day

Easter Sunday

Day after Thanksgiving

Memorial Day (Observed)

Christmas Eve Day (December 24th)

July 4th

Christmas Day (December 25th)

Labor Day (Observed)

- Section 2: If an employee is scheduled and works any of the above recognized holidays he shall be paid two (2) times their regular rate of pay for the actual hours worked on that holiday.
- Section 3: If an employee works overtime on a recognized holiday he shall be paid two and a half (2 ½) times their regular rate of pay.
- Section 4: Such holiday pay shall be included in the employee's regular paycheck following such holiday.
- Section 5: Open holiday shifts will be offered to full-time employees, prior to part-time staff.

ARTICLE 13 – BEREAVEMENT PAY

Employees shall be granted time off with pay not to exceed three (3), twenty four (24) hour working days from the time of death of an immediate family member.

Immediate family shall be defined as current spouse, parents, children, grandchildren, grandparents, immediate in-laws, siblings and step family members.

ARTICLE 14 - PERSONNEL RECORDS

Section 1: In order to give the employee notice and an opportunity to be informed, and for possible refutation, the Township Clerk shall provide the employee with a copy of any non-routine material which is being placed in the employee's personnel file. Non-routine material shall include written documentation of oral reprimands, employee notices, letters of commendation or any other material that is not generally associated with day to day administrative maintenance requirements. Upon three (3) working days written notice, all employees shall be able to view their personnel, department, training or medical file during normal office hours. The three (3) working days will be extended to six (6) working days if the Township Clerk is absent.

ARTICLE 15 – MANDATION PAY

- Section 1: A covered employee who is called back, held over or works an extra shift outside the employee's regular shift (other than trade time) shall be paid for a minimum of two (2) hours for such services at a rate of one and a half (1 ½) his regular rate of pay. The time such employee is to be paid will be calculated from the time the employee arrives at the department until the time when the employee is dismissed.
- Section 2: The Emergency Services Director and/or Fire Chief may require that an employee work overtime or be held over to fill a full or partial shift due to scheduling problems (e.g. replacement does not come in). In the event an employee is to be held over on a mandatory basis, the Township will notify the employee as soon as possible. Mandatory hold over is defined as being held over to cover a regularly scheduled hourly position after the conclusion of an employee's regularly scheduled shift. Employees assigned to a mandatory hold over shall be responsible for all work assignments. Employees shall not be assigned work shifts after the conclusion of the one (1) hold over period. If an employee assigned to work overtime secure a qualified replacement, he shall be relieved of the assignment. If the employee cannot secure a qualified replacement, the employee will work the overtime. When required under this provision to do so, refusal of mandatory overtime shall be grounds for disciplinary action. Employees will be given reasonable notice of mandatory overtime and will be paid at the appropriate overtime rate if applicable. If the overtime replacement employee fails to work the overtime, the Township, in its sole discretion, may discipline both or either the original assigned employee or the replacement employee, subject to the grievance procedure.
- Section 3: Call back pay (mandation) will be paid at two times the regular rate of pay.

 Mandation hours paid at two times the regular rate of pay will not accrue toward overtime in the 192 hour 28 day cycle.
- Section 4: Guidelines for Mandation See Appendix A

ARTICLE 16 – ADA/ADEA LANGUAGE

- Section 1: It is recognized that the Township must comply with the statutory provision of the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA).
- Should the Township need to change any current policy or practice in order to comply with the provision of ADA or ADEA, if possible, the Township will provide the Union thirty (30) days notice of any change prior to its implementation.

ARTICLE 17 – JURY DUTY

Section 1: Members shall be excused for judicial duties without any loss of pay only when job connected and if subpoenaed by the court. Unless an employee is required to serve, and does in fact serve, on a regularly scheduled working day, he shall receive his regular pay less the jury fees that he receives. Employees attending court on job related matters shall be paid as if at work and the minimum amount payable for each court appearance shall be for two (2) hours of work. Employees must submit the subpoena and reimbursement information to their supervisor to receive payment. Employees must return to work if they are dismissed early by the court.

<u>ARTICLE 18 – PHYSICAL FITNESS/WELLNESS</u>

- Section 1: All employees shall be permitted to engage in on-site physical fitness activities a minimum of one (1) hour during each 24 hour shift. Employees shall not be permitted to use tobacco products of any kind on duty. This will not be enforced until the Township adopts and enforces a smoke free policy for all Township employees.
- Successful completion of a physical agility test is a pre-employment condition. All employees will be required to take an annual agility test promulgated by the Blair Township Fire Chief. If the employee fails to successfully pass the test on the first attempt, the employee will be given a written reprimand and will have sixty (60) days to retest. If successfully completed the second time, the reprimand will be removed. Failure to pass the second test will result in two (2) days off without pay with sixty (60) days to retest a final time. Failure to pass the test a third time will subject the employee to discipline, up to and including termination.

ARTICLE 19 – WAGES

Paramedic/Firefighter

Start	6 month	1 Year	2 Year	3 Year	4 Year	5 Year
\$17.05	\$17.90	\$18.26	\$18.60	\$19.37	\$19.95	\$20.95

Paramedic

Start	1 Year
\$14.57	\$15.76

Existing employees outside the wage scale shall receive a 6% hourly increase effective July 1, 2019.

Persons hired in a Paramedic position are required to obtain Michigan Firefighter Certification I & II prior to the end of the second year of employment. Failure to comply will result in termination of employment.

Captain Pay - \$3,100.00 annual stipend to be paid out quarterly. EMS Coordinator Pay - \$6,000.00 annual stipend to be paid out quarterly.

Longevity Pay - 5 years .15/hr 10 years .20/hr 15 years .25/hr 20 years .30/hr

ARTICLE 20 – OVERTIME

ho, unless

hours are part of mandation. Attendance at mandatory trainings will be counted as hours worked when calculating overtime.

Section 2: For the purpose of calculating overtime, all paid leave shall not be considered as hours worked.

<u>ARTICLE 21 – PERSONAL LEAVE</u>

- Section 1: Employees shall be credited with six (6) hours of personal leave per pay period with a maximum of 300 hours accumulation.
- Section 2: Whenever personal leave payments are made under Section 1, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid personal leave credits.
- Section 3: An employee shall be permitted to utilize accumulated personal leave for the serious illness of an immediate family member not to exceed ten (10) 24 hour days.
- Section 4: The Township may require employees to submit verification of an illness by a physician if the absence due to illness exceed three consecutive work days or where the employee has a pattern indicating a misuse of personal leave.
- Section 5: Employees have the option to sell back unused accumulated personal leave above 144 hours. Employees who choose to be compensated for unused personal leave will be compensated at 100% of their hourly rate on a separate check in the first pay check of January. Employees who do not wish to be compensated for unused accumulated personal leave must notify the Township Clerk via the Personal Leave Compensation Form (appendix B) by December 1st.
- Section 6: Upon voluntary separation from employment, employees shall be paid for 100% of accumulated personal leave at their regular hourly rate, provided the customary two week notice is observed.

ARTICLE 22 – VACATION LEAVE Section 1: Employees shall be entitled to paid vacation leave in accordance with the following schedule:

Less than one year of service - zero (0) hours

After one year of service - forty-eight (48) hours

2 through 5 years - ninety-six (96) hours

6 through 14 years - one hundred forty-four (144) hours

15 years and over - one hundred ninety-two (192) hours

Vacation shall be credited annually on the employee's anniversary date of hire (full-time) with Blair Township Emergency Services. The Emergency Services Director or Fire Chief must approve vacation time. Paid vacation will only be used for normally scheduled workdays. There is no accrual of vacation leave and no pay for this if not used by the end of the employee's anniversary year. Personal leave shall not be used in conjunction with vacation leave unless verification of illness by a physician is submitted and regardless of the length of personal leave. Requests for vacation leave shall be made at least two weeks in advance. No request will be unreasonably denied, however, the Emergency Services Director or Fire Chief may limit vacation leave to no more than one employee at one time.

ARTICLE 23 – UNIFORMS AND CLOTHING

- Section 1: The Township shall furnish duty uniforms consisting of a dress shirt, t-shirts, pants and sweatshirts with appropriate Emergency Services Department logos, arm patches, badges and name tags. No more than two (2) set of uniforms shall be issue per year. The Township shall replace uniforms damaged while on duty.
- Section 2: The Township shall reimburse employees up to \$125.00 per budget year for a duty boot allowance. Employees must submit receipt to Emergency Services Director prior to being reimbursed.
- Section 3: The Township shall provide a washer and dryer at the station for the cleaning of duty uniforms.

ARTICLE 24 – INSURANCE

- Section 1: The Township will provide health insurance for the employees and their immediate family members at no cost to the employee.
- Section 2: The Township agrees to provide employees with a short and long term disability policy. In the event of an off the job illness or injury, an employee must use personal or vacation leave until such time when they are eligible to start receiving disability insurance payments. Once the employee begins receiving disability insurance payments, they may use their personal or vacation leave to supplement those payments.
- Section 3: The Township shall continue to provide employees and their family members with vision insurance at no cost to the employee.
- Section 4: The Township shall provide employees with life insurance in the amount of \$50,000.00.
- Section 5: Any employee who can provide evidence of health coverage and elects to opt out of the Township health insurance plan shall receive a bi-weekly payment equal to \$4,250.00 per year.
- Section 6: The Township and the Union will establish a healthcare committee consisting of two (2) members each. The committee will meet at minimum, once annually. Any proposed change in coverage will be reviewed by the committee, the committee will then make a recommendation to the Township Board.
- Section 7: The Township will continue to provide employees with an Employee Assistance Program through Backing the Badge.

ARTICLE 25 – PENSION

Section 1: The Township will contribute 5% of the employee's gross wages to a MERS 457B program. If the employee wishes to contribute additional, the Township will match up to 4% of the employee contribution. Employees hired after July 1, 2019 may contribute to the program without the Township contribution. Upon successful completion of the one (1) year probationary period, a lump sum based on the previous year's wages will be deposited into the employee's MERS 457B.

<u>ARTICLE 26 – COMPENSATION UPON RETIREMENT</u>

- Section 1: Unless the employee is terminated for gross misconduct, employees shall be compensated at their regular rate for any unused accumulated vacation leave when They are permanently separated, quit, retire, or become disabled from the Emergency Services Department.
- **Section 2:** At the time of retirement, an employee may convert accumulated personal and vacation leave to early retirement leave or be compensated at his regular rate of pay.

ARTICLE 27 – OTHER DUTIES AND OUTSIDE EMPLOYMENT

- Union employees will no longer be compelled to perform the Township janitorial or snow shoveling duties on a regular basis. The Union employees understand that occasional circumstances may arise and they may be asked to assist with these duties, but not on a regularly scheduled expected basis. Union employees agree to continue the responsibilities of cleaning the "common kitchen" area as well as the Emergency Services side of the building. Employees agree to keep apparatus and Emergency Services entry doors clear of snow during the winter months as they have been doing.
- **Section 2**: Employees may engage in outside work or hold other jobs, subject to the following restrictions:
 - a) Employee activities and conduct away from the job must not compete with or compromise the Township's interest or adversely affect job performance and the employee's ability to fulfill all responsibilities to the Township.

<u>ARTICLE 28 – EVERGREEN CLAUSE</u>

Section 1: This agreement shall remain in effect during any negotiations and shall continue to remain in full force and effect pending agreement upon a new contract or 312 arbitration unless terminated by either party on thirty (30) days written notice.

<u>ARTICLE 29 – SAVINGS CLAUSE</u>

Section 1: Should any part hereof or provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislations or by any decree of a court competent jurisdiction such invalidation or such part or portion of

this agreement shall not invalidate the remaining portions thereof, and remaining parts or portions remain in full force and effect.

ARTICLE 30 – WAIVER CLAUSE

Section 1: The parties acknowledge that during negotiations which resulted in the agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of Collective Bargaining and that the understandings and agreements arrived at by both parties, after the exercise of that right and opportunity, are set forth in this agreement. Therefore, the Township and the Union, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject matter referred to or covered by this agreement and with respect to any subject matter not specifically referred to or covered by this agreement even though such subject or matter may not have been within the knowledge and contemplation of either or both or the parties at the time they negotiated or signed this agreement.

ARTICLE 31 – PRINTING AND SUPPLYING AGREEMENT

Section 1: Upon ratification of the agreement, one signed original will be filed with the Township Clerk's office, the other signed original will be supplied to the local union representative.

ARTICLE 32 – DURATION

Section 1: This agreement shall become effective on the first day of July, 2019 and shall remain in effect until 12:01 am on the first day of July, 2020.

IN WITNESS WHEREOF, the parties hereto have, by their representatives, duly authorized in the premises, executed this agreement.

BLAIR TOWNSHIP	BLAIR TOWNSHIP FIRE AND EMS LOCAL 4355
By:	Ву:
Nicole Blonshine, Supervisor	Matthew Tallman, President
Appendix AGı	uidelines for Mandation

In order to avoid confusion and maintain fairness, below is a set of guidelines for the mandatory recall of full-time Emergency Services employees when a staff shortage occurs on any given shift.

Recall Roster

This guideline includes an established "Recall Roster" to be used when the need to mandate a staff member is identified.

The Roster will be made up of all full-time Emergency Services Department employees.

The initial Recall Roster will be ranked in order of lowest seniority at the top, to highest seniority at the bottom of the list, based on the employee's full-time start date.

When determined by management to assign mandatory occurrence of employee after shift completion.

When a staff member is in position on the Recall Roster for being mandated and determined by management does not qualify to be mandated, that person will retain their placement on the Recall Roster.

Any mandated hours worked qualifies employee to be rotated to the bottom of the Recall Roster.

In order for all staff members to have access to the current list, management will maintain an updated Recall Roster on the Aladtec website.

It is suggested that management immediately update the list upon mandating an employee as part of the recall process. It is highly recommended that the mandated employee assure that the update to the list be made as soon as possible in order to avoid confusion.

In the event of hiring of a new full-time employee, that employee will be placed at the top of the Recall Roster on his/her first full-time shift.

Contract minimum staffing may affect the order of the Recall Roster when mandatory time occurs.

Management's discretion may be carefully used on mandating employees (ie vacation or personal time, funeral).

Types of Mandated Recall

Expected; refers to when a known opening in the shift schedule exists and is still open 96 hours prior to the start of the open shift.

Appendix A Guidelines for Mandation

Short Notice; refers to when an opening occurs within 25 hours prior to the start of the shift due to unforeseen circumstances such as a sick employee, personal time, or a "no show" at the start of the shift.

Expected Mandated Recall

When a shift is identified as open 96 hours prior to the start of the shift, the Recall process is triggered.

Management will contact full-time employees of the preceding shift in order of ranking on the Recall Roster and offer mandatory time. If all employees on the preceding shift decline mandated time, management will refer to the Recall Roster.

When a 24 hour shift is being mandated, the employee to be mandated may elect only to do the first twelve hours or the entire 24 hours. If only the first 12 hours is elected, management will refer to the Recall Roster for the next employee for the second 12 hours of the shift.

Short Notice Mandated Recall

When a shift becomes open 25 hours or less prior to the start of that shift, Short Notice Holdover is triggered.

Those full-time staff on duty during the preceding shift are automatically mandated and may not decline holdover.

Their ranking on the Recall Roster will determine who is mandated for holdover.

The mandated employee may allow a fellow shift member to take the mandated shift if agreed to by the other party.

The mandated employee may elect to work the first 12 hours or the entire 24 hours. If they elect only the 12 hours, the Recall Roster will be used to fill the second 12 hours.

Appendix B PERSONAL LEAVE COMPENSATION FORM

I DO NOT WISH TO BE COMPENSATED F 144 HOURS.	FOR MY PERSONAL TIME IN EXCESS OF
Employee Name	
Signature:	Date:



Blair Township Emergency Services 2121 County Road 633 Grawn, Ml, 49637 (231) 276-9354

SITE PLAN REVIEW

Proposed Occupancy: Traverse City Pit Spitters fireworks display

Date: March 28, 2019

Occupancy: N/A

Permit: 19-07

REFERENCE BLAIR TOWNSHIP FIRE PREVENTION CODE

3308.1 General: The display of fireworks, including proximate audience displays and pyrotechnic special effects in motion picture, television, theatrical, and group entertainment productions, shall comply with this chapter and NFPA 1123 or NFPA 1126.

The Blair Township Fire Department has reviewed the application to display fireworks at Wuerfel Stadium for the 2019 season. All parameters have been met for the fire prevention code and Township Ordinance upon approval of the Township Board of Trustee's meeting April 9, 2019.

FAND PRAVERSE

Scheduled dates and alternate rainout dates attached.

Eric Somsel

Director of Emergency Services

Blair Township

TRAVERSE CITY PIT SPITTERS FIREWORKS DATES 2019

Scheduled dates:

Alternate rainout dates:

May 28th

June 1st

June 7th

June 8th

June 14th

June 15th

June 19th

June 22nd

June 28th

June 29th

July 4th

July 6th

July 5th

July 27th

July 12th

August 11th

July 24th

August 12th

August 9th

August 13th

August 14th

August 15th

August 16th



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT Michelle Kugler PHONE (A/C, No, Ext): 727-547-3070 FAX (A/C, No): 727-367-5695 E-MAIL ADDRESS: mkugler@alliedspecialty.com					
		INSURER(S) AFFORDING COVERAGE	NAIC#				
		INSURER A: T.H.E. Insurance Company	12866				
INSURED	GREAT LAKES FIREWORKS, LLC 24805 MARINE EASTPOINTE MI 48021	INSURER B: AccidentFund Insurance Company of America					
		INSURER C :					
		INSURER D:					
		INSURER E:					
		INSURER F:					

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ISR TR		TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S
A	X	CLAIMS-MADE X OCCUR			CPP0100711-09	01/15/2019	01/15/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 100,000
								MED EXP (Any one person)	s N/A
								PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 10,000,000
		POLICY PRO-						PRODUCTS - COMP/OP AGG	\$ 2,000,000
		OTHER:						Protection & Indemnity	\$ 1,000,000
Α	AUT	OMOBILE LIABILITY			CPP0100711-09	01/15/2019	01/15/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		ANY AUTO					3	BODILY INJURY (Per person)	\$
		OWNED AUTOS ONLY X SCHEDULED AUTOS					1	BODILY INJURY (Per accident)	\$
	X	HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
									\$
4		UMBRELLA LIAB X OCCUR			ELP0010168-09 (VL)	01/15/2019	01/15/2020	EACH OCCURRENCE	\$ 4,000,000
	X	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$ 4,000,000
		DED RETENTION\$							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			ARP12001480400	01/15/2019	01/15/2020	X PER OTH-	
- 1	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A		Coverage is afforded in the State(s	of: MI		E.L. EACH ACCIDENT	\$ 1,000,000
- 1				Coverage to anorage in the cate(c	/ OI. WIII		E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
	DESC	, describe under CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
٩	Exc	ess Liability GL			ELP0011852-04 (GL)	01/15/2019	01/15/2020		\$4,000,000 \$250,000
	Inla	nd Marine / Hull			CPP0100711-09	01/15/2019	01/15/2020	Show Limit	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

pisplay Date: May 28; June 7,14,28; July 4,5,12,24,31; Aug. 9, 2019 Rain Date: N/A Location: Wuerful Park, 333 Stadium Dr., Traverse City, MI 49685

RE: General Liability, the following are named as additional insured arising out of the negligence of the named insured :

Traverse City Baseball LLC including all its officials, employees, volunteers, boards, and/or other authorities; Traverse City Baseball Property LCC; Traverse City Baseball Development LLC; City of Traverse City; Wuerful Park.

CERTIFICATE HOLDER	CANCELLATION
Traverse City Baseball LLC 333 Stadium Drive Traverse City, MI 49685	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
Cert # 19071	Carol a Serra

Blair Township

ZONING DEPARTMENT

2121 Co. Rd. 633 • Grawn, MI 49637 • 231.276.9263 • zoning@blairtownship.org

Business Registration

Date: 3/13/19
Legal Business Name: Traverse City Baseball LLC
Property #: 28-02-
Property Address: 333 Stadium Dr.
Traverse City M1 49685 Mailing Address: Same as above 1
Phone: 231-943-0100 Fax:
Business Owner Name: Joe Chamberlin
Owner Address: 333 Stadium dr
Traverse City MI 49685
Contact Person(s)/Manager:
Name: Mickey Greename Phone: Lello 437 9924 Name: Joe Chamberlin Phone: 784-413)
Name: Joe Chamberlin Phone: 784-413)
Name: Rilay OStapowic7 Phone: 231 943 0100 cxt 210
Comments/Miscellaneous Information:
all Fixework information is ortained.

CLERK'S OFFICE MEMORANDUM

TO:

BLAIR TOWNSHIP BOARD

FROM:

LYNETTE

SUBJECT:

FOIA PROCEDURES AND GUIDELINE AMENDMEN'T

DATE:

APRIL 9, 2019

Because of the FOIA request that was received by almost every municipality in the state last year that asked for copies of all ballots from the 2016 November election, some legislation has been passed to provide further guidelines for complying with the Freedom of Information Act. I have amended our FOIA Procedures and Guidelines with additions which appear italicized and bold.

Blair Township FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Blair Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Blair Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Supervisor as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

BLAIR TOWNSHIP 2015

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: www.blairtownship.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

Public Act 523 of 2018 state a valid FOIA request must now contain the requestor's (1) complete name; (2) address written in compliance with the United States Postal Service Standards; and (3) telephone number or email address. Corporate entities who request records under the FOIA must provide this information for a company's agent. A request that does not contain this information may be denied as invalid.

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Blair Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: www.blairtownship.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

Public Act 523 of 2018 allows townships to consider a request "abandoned" if a good-faith deposit is not received within 48 days after the good-faith deposit is requested. If the good-faith is not paid within that period, the requestor would then be obligated to file a new FOIA request to obtain the requested records MCL 15.234(14). The good-faith deposit request must specify that the request will be considered abandoned unless a deposit is received with 48 days from the date4 the letter is mailed.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor or seek judicial review in the Grand Traverse County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township's usual FOIA requests, not compared to the township's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - o The Township's late response was willful and intentional,
 - o The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - O The written request included the words, characters, or abbreviations for "freedom of information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - o Is made directly on behalf of the organization or its clients.
 - o Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - o Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Grand Traverse County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Grand Traverse County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Blair Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

These Procedures and Guidelines replace the following Resolutions:

#2003-21 adopted September 9, 2003 amended 4/10/14 #2003-22 adopted September 9, 2003 amended 3/11/14

CLERK'S OFFICE MEMORANDUM

TO:

BLAIR TOWNSHIP BOARD

FROM:

LYNETTE

SUBJECT:

BUDGET AMENDMENT

DATE:

APRIL 9, 2019

Another draw has been taken on the FEMA grant, so this requires another budget amendment.

We need to increase the Fire Revenues Federal Grants (205-000-501.000) by \$10,800.00 and also increase the Fire Expenditures Special Item – Grant Expenditures by \$10,800.00.

CLERK'S OFFICE MEMORANDUM

TO:

BLAIR TOWNSHIP BOARD

FROM:

LYNETTE

SUBJECT:

BUDGET AMENDMENT

DATE:

APRIL 9, 2019

Emergency Services Director Somsel asked me to add a GL# for Intercept Agreements during the middle of the budget year (all revenue from intercept agreements was going into the User Fees/Contracts GL#) so that he could better track revenues for intercepts. So we need to amend the budget by decreasing User Fees and Contracts (210-651-638.000) by \$181,000.00 and increasing Intercept Agreements (210-651-638.002) by \$181,000.00

Date: Client: March 8, 2019 Blair Township

Prepared By: Flight Path Creative



Logo Design Proposal

Flight Path Creative is excited to serve as a logo design partner for Blair Township in 2019. We will build a unique logo to showcase your brand and connect with your target audience. Creative services may include but are not limited to:

Logo Design

Flight Path Creative will design and develop a new logo to represent your wellestablished brand. We will research and explore the local geographical area to create an icon that best embodies your unique township. The creative department will go through 2-3 revisions to ensure Blair Township is 100% satisfied with the new logo.

FEE ESTIMATE	
Creative Services • Logo Design	\$760
TOTAL	\$760

All fees and cost are estimates based on the understanding of the project as of the date of this proposal. Changes to the scope of the project could result in a change of fees. Monthly invoices will reflect the actual time and costs of the project at our current rate of \$95 per hour.

Attached to the proposal is a form entitled "General Provisions" setting forth additional terms and conditions, all of which are incorporated herein by reference and shall apply to this proposal.

By signing below you agree that this reflects your understanding of the proposed project and agree to the terms and conditions as stated in it.

By:	Date:	
Authorized Representative, Blair Township		



FLIGHT PATH CREATIVE, LLC GENERAL PROVISIONS

Proposals represent our understanding of the project as communicated to us by the Client and provide an estimate of the fees and costs to complete the project. All fees and costs are estimates and invoices will reflect the actual time and costs chargeable to the project.

This estimate is for the project as outlined in the Proposal. Changes in the scope or nature of the project by the Client will necessarily cause this estimate to change. The client will be responsible for the additional charges that may result from making said changes to the project.

Fees and expenses will be billed monthly and are payable upon presentation. We expect payment no later than Fifteen (15) days from the invoice date. We reserve the right to postpone or defer providing additional services or to discontinue our service if billed amounts are not paid when due.

In addition to fees and costs, in the event the Client fails to pay invoices in a timely matter and it becomes necessary to initiate collection actions, the client will also be responsible for the payment of all costs associated with collection, including but not limited to attorney fees.

FPC will retain ownership of all work products it produces pending full payment for services rendered. In the event that work is postponed at the request of the Client, FPC will bill Client for fees and expenses incurred thus far.

Experimental work performed at Client's request, such as sketches, drawings, composition, printing or other materials shall be charged at regular rates. Sketches, copy, thumbnails or any initial work created or furnished by design firm shall remain FPC property and no use of same shall be made, nor may ideas obtained there from be used, except upon compensation to be determined by FPC Creative

If Client uses outside vendors that are not affiliated with FPC, Client will take full responsibility for any errors or mistakes made by that vendor. At the point that electronic original files are released to the Client, FPC will not be held responsible for quality, errors or mistakes of project. If Client's vendor needs alterations, corrections or any additional work done to files furnished, Client understands FPC will charge its regular rate for the additional services.

Engaging FPC to carry out any assignment or project shall not confer upon the Client any rights to its intellectual property. Furthermore, FPC shall retain the rights to all intellectual property developed by FPC, separate from this specific project.

Concepts and know-how developed in the specific context of this project for the Client will remain the exclusive property of the Client, until such time as they may become a part of the public domain.

Client agrees to indemnify, defend, and hold harmless FPC for any liability which may arise out of any materials provided by the Client for use in the project, including but not limited to, artwork, designs, plans, written materials, and photographs.

FPC maintains the highest standards of client confidentiality. We do not share information regarding our clients, their plans, services, products, pricing, and policies. Client agrees to the same level of confidentiality with regard to FPC plans, services, products, pricing, and policies.

Signed:	Date:	_
Authorized Representative, Blair Township		



clerk

From: Sent:

Eric Campbell [eric@proofpositivedesign.com]

Thursday, March 07, 2019 9:26 AM

To:

clerk

Subject:

Re: Logo Design

Attachments:

PresentationMRG_FINAL.pdf; ProofPositivePortfolio.pdf

Good morning, Lynette-

Thank you for reaching out to Proof Positive Brand Design! Yes, this is something we can absolutely help out with. We specialize in logo and 'brand identity' design. We have done logos for municipalities and a variety of other industries.

Our process includes a discovery phase where we'll meet and have you and your stakeholder team complete a Discovery Packet, which will help us define an aesthetic and strategic baseline for your project. We'll also collect any background documents to "dive deeper" and learn more about your company and vision.

From there we design/present 4-5 original finished logo concepts for your consideration. Along with the logo concepts, we often present application examples (examples of how it looks on a business card, website, etc.) to lend context to each of the new logos, which can aid in your decision process. Upon your selection of a concept, we include up to two rounds of revisions.

With your final sign-off on the logo, we create/deliver a complete digital file set for use in any application. The final file set includes color and black & white versions; horizontal and vertical versions; with and without tagline, multiple file types (jpeg, eps, pdf, etc.). And lastly, we include a brand font palette and brand primary/secondary color palette. This helps to build brand continuity and consistency for your ongoing and future marketing/communications.

Costs range from \$3000 – \$3600 for an identity package, depending on the complete scope-of-work, which we can help define during that initial meeting.

I have included a couple PDF attachments: the first with some example logos and packaging that we have designed; the second featuring Michigan Runner Girl—demonstrating the process w/four concepts, application examples, tag lines, horizontal/vertical arrangements of the final logos, etc.

If you are interested in seeing more work samples and learning more, lets set up a call or meeting.

Thank you, -Eric

Eric Campbell, Principal Proof Positive Brand Design tel. 231-357-2450

proofpositivedesign.com facebook.com/proofpositivedesign Eric Campbell, Creative Director Proof Positive Brand Design ••• 231-357-2450 website | facebook

On Mar 4, 2019, at 10:04 AM, clerk < clerk@blairtownship.org > wrote:

Eric,

Blair Township is seeking quotes for someone to design a logo that we can use on our business cards, letterhead and website. Can you help?

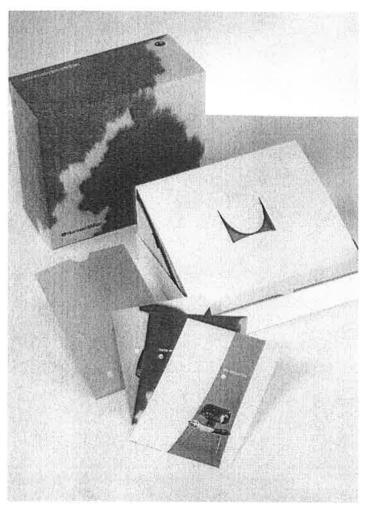
Lynette Wolfgang Blair Township Clerk 2121 County Road 633 Grawn, MI 49637 231-276-9263

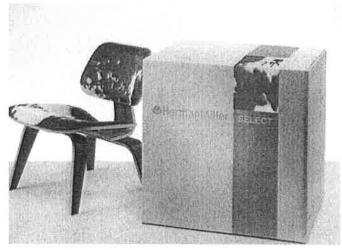


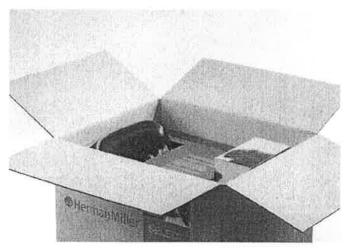
Packaging Design

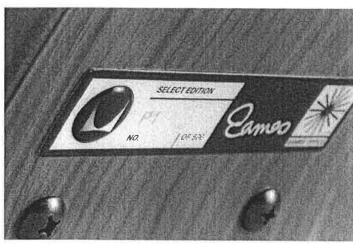












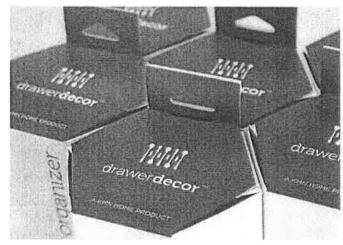


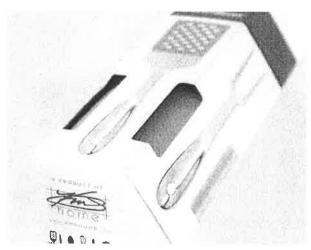


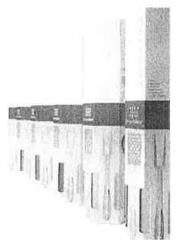


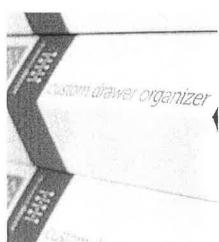






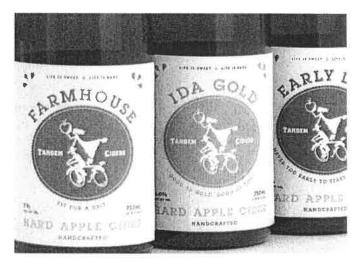


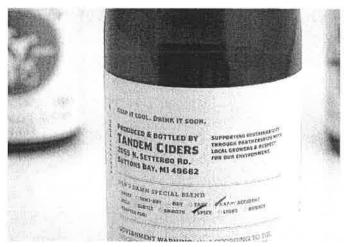


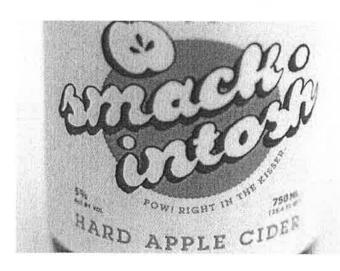






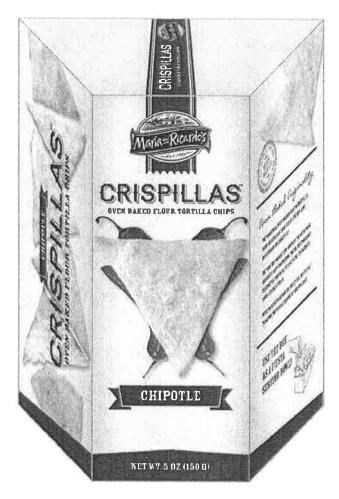




















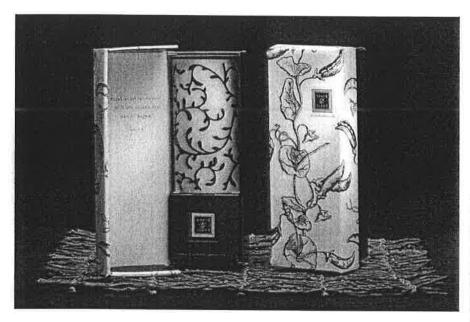












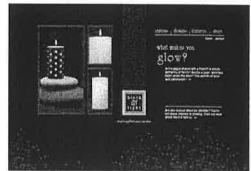


simply sophisticated cardles











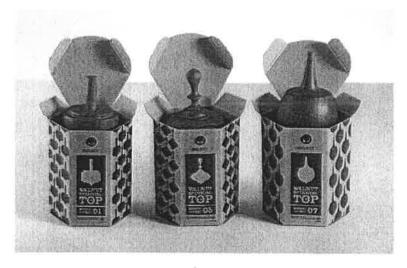






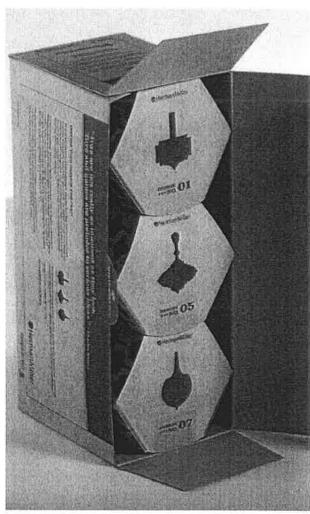












Logo Design





























































About Proof

Proof Positive Brand Design is located in Traverse City, Michigan. It was founded by Eric Campbell. Campbell hails from Michigan State University's College of Communication Arts and Sciences where he graduated with honors in Advertising. He worked for wayfinding design innovators, Corbin Design, designing and developing branded wayfinding systems for cities, hospitals and higher education institutions before starting the award-winning firm, Tandern Design. After a six-year stint at the helm of Tandem, Proof Positive was born under the premise that design-centric thinking + action has powerful, provable results in business success.

Our team consists of an integrated group of independent designers, photographers, writers and strategists sharing a reputation for being a talented, enthusiastic group of experts who design and develop award-winning brands, bolstered by integrated marketing campaigns.

Client Profile

Proof Positive has a diverse client base that has grown almost exclusively by word of mouth. More than anything else our client base is defined by the need for an experienced firm with integrated creative and strategic skills. A few of our long standing clients include Herman Miller, Michigan Maple Block, the Gaylord Area Convention & Tourism Bureau and the Center for Plastic Surgery at Copper Ridge.

Approach

- · Collaborative: We work with our clients to develop custom solutions that meet their needs.
- · Pragmatic: Our work is based on experience, common sense, and a love for what we do.
- Quality-minded: From concept development through project completion, we take great pride in the caliber of our work.
- Versatile: Our broad skill set allows us to provide a wide range of solutions.

Services and Capabilities

- · Project Planning: Strategy, scheduling and media integration
- · Brand Consulting: Identity development, brand and product naming, identity standards
- · Graphic Design: Concept development, layout
- · Content Development and Direction: Writing, editing
- · Media Strategy: Planning, scheduling and media buying
- · Implementation: Project/campaign launch and management



Our Process

1 » Preliminary Contact

- Listen closely for insight & defined objectives
- · Ask questions to define critical objectives
- · Define target
- · Discuss how results will be measured
- · Propose costs to deliver agreed upon objectives
- · Develop project brief

2 » Project Research

- · Audit past visual communications legacy
- · Analyze competitor's tactics and materials
- · Meet/workshop/gather information from client
- · Develop internal design strategies
- Define timelines, schedules, and target dates

3 » Concept Development

- Refine internal design strategies
- · Deliver preliminary concepts that meet agreed upon objectives.
- · Receive client feedback and/or refined objectives

4 » Concept Refinement

- · Implement client feedback
- Refine concepts
- · Assess continuity with agreed upon objectives
- Deliver refined concepts

5 » Design Production

- · Receive final approved content
- Coordinate needs between client, design firm and project facilitator
- · Prepare the necessary art for implementation

6 » Delivery

- · Supervise each phase of project production
- · Oversee project through completion
- Deliver finished project according to schedule

7 » Assessment

- · Deliver measurable results
- · Review completed work with client
- · Monitor project in the marketplace
- · Understand effectiveness of the project
- · Learn something new



The People



Eric Campbell, Principal & Creative Director Email »

Hometown: Traverse City, Michigan

Have lived: Oregon, Maine, New Hampshire, Vermont, Florida, Michigan

Makes me happy: Sad songs, live music, new experiences, the natural world

Best place to think: the woods, driving

Dream team: Einstein, da Vinci, Dali, Warhol, Jobs, Zappa, Gaffigan

Favorite childhood toy: Legos

Most useful tool: iPhone

Would like to learn: A stringed instrument

Underrated: Educators, time with your own thoughts

Overrated: Pop culture, reality TV, technology

Education: Northwestern Michigan College; Michigan State University; Fatherhood

Would rather be: Traveling; standing sideways on a board; hanging w/my wife & daughter



Jacquie Auch, Senior Designer Email »

Hometown: East Tawas and Traverse City

Have lived: The Netherlands, Turkey, Michigan

What makes me happy: Beautiful things, being outside

Best place to think: Michigan's Upper Peninsula

Dream team: Marian Bantjes, Fernando Botero, John Muir and a REALLY good editor

Favorite childhood toy: My sister's Crissy doll with her mod 60's outfit & blue eyeshadow

Most useful tool: My stomach brain

Would like to learn: Clothing design, gardening and Italian

Underrated: Being a parent

Overrated: Television

Education: Northwestern Michigan College; Central Michigan University

Would rather be: Loaded with free time to do artwork without guilt



What They're Saying About Us

"As the Executive Director of the Grand Traverse Conservation District, and client, I am pleased to recommend Proof Positive to any non-profit interested in working to connect its mission and messages more broadly to the community.

Eric offers a unique set of skills, as a designer, brand developer, and community advocate. By weaving together these talents, Eric was able to offer us a high quality product that synthesized our multifaceted organization into a set of concise messages—supported by a clear graphic identity.

What Eric produced for us has completely transformed how we position the Conservation District at the Boardman River Nature Center, online, and throughout our community. To add icing to the cake, Eric was able to do this on time and on budget, while simultaneously drawing in outside talent to enhance the project results. In addition to being a genuinely kind and authentic individual, Eric in incredibly flexible and easy to work with. Eric and his team are the real deal, and we have benefited immensely from all they have to offer."

-Tree Sturman, Fmr. Executive Director, Grand Traverse Conservation District

"Proof Positive's work for Herman Miller always went beyond meeting our objectives. They took the time to become deeply familiar with our target customers and retail business partners. Their creative campaigns reflected this discipline and were very successful because of it. Plus, Eric is a terrific writer and a true joy to work with."

-Paula Kendra, Senior Brand and Merchandising Manager for Retail, Herman Miller

"Eric has a keen sense of what best represents the Gaylord Area Convention and Tourism Bureau. He is extremely creative, very responsive and just a whole lot of fun to work with!"

-Paul Beachnau, Executive Director, The Gaylord Area Convention & Tourism Bureau

Be Brand Happy. Think Positive™

Learn more, click here » proofpositivedesign.com

RESOLUTION #2019-07

SUPPORT/OPPOSITION TO LEGISLATION ALLOWING TOWNSHIP BAORD TO HAVE ITS ELECTED OFFICES APPEAR AS NONPARTISAN ON THE BALLOT

Be it resolved, that the township board is on record in **support/opposition** to legislation that would allow township boards the option to have its elected offices appear as nonpartisan on the ballot. The reason(s) for the board's position is/are as follows:

The foregoing resolution was offered at the Township Board meeting on this 9 th day of April, 2019 by Board Member and supported by Board Member
Upon roll call vote, the following voted:
Yes:
No:
The Supervisor declared the resolution adopted.
Clerk
l, Lynette Wolfgang, the duly elected and acting Clerk of Blair Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on April 9, 2019 at 6:00pm, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.
Clerk

Issue: Should Michigan townships have the option of holding township board member elections on the nonpartisan ballot?

Arguments <u>Supporting</u> Optional Nonpartisan Township Elections	Arguments Opposing Optional Nonpartisan Township Elections
Township elective offices in some other states are nonpartisan.	Partisan elections are inherent in the culture and traditions of Michigan township government.
Nonpartisan offices are an option available to cities as a charter provision.	Cities have home rule; townships and counties are statutory governments.
Township officials should be elected on merit, not party affiliation.	Party affiliations help voters know a candidate's values.
As some communities become more politically polarized, party affiliation disadvantages candidates who identify with community's minority party.	Township board composition should change as electors' expectations and ideologies change.
Township issues seldom align with political party ideologies.	Township boards decisions can reflect an expansive or a limited role of government consistent with party ideologies.
Veteran township officials are at risk of losing elections as their communities shift political party alignments.	Township boards should change as their electors change. It is not MTA's role to defend incumbents.
Partisanship has compromised the effectiveness of state and national legislatures. Townships should be allowed to insulate themselves from partisan divisiveness.	Partisan local elections are instructive to voters as to how state and national partisan elections work.
The preponderance of township officials of a certain party compromises MTA's influence with lawmakers of the other party.	Partisan identification strengthens MTA's political clout by leveraging party influence on public policy.
A potential solution to "voter fatigue" would be to move township elections to the gubernatorial elections, but there is no assurance that the legislation will accomplish this.	Because the nonpartisan section is at the bottom of a long ballot, "voter fatigue" results in fewer votes in the nonpartisan section of the ballot. There is no assurance that township elections will move away from presidential elections.

Ultrasound for Emergency Services is a relatively new tool in the assessment of patients. Recent technology has made the use of ultrasound in the field possible with less likelihood of damage occurring to the ultrasound probe. Conventional ultrasound probes are less suited to the field due to the use of crystals in the probes; an accidental drop or sudden jarring of the probe would render it useless until it could be checked, and if needed, fixed. The new technology uses microprocessors instead of the crystals, which make them more durable and suitable for field use.

There is a minimum of three areas where ultrasound benefits patients:

Venous access: challenging venous access is a problem in the Emergency Services field. Patients with chronic medical conditions such as: diabetes, chemotherapy, dialysis, can be very challenging when attempting to obtain intravenous access. With ultrasound, it can be used not only to visualize a vein that cannot be seen or palpated (felt), it can confirm catheter placement on a live video feed.

<u>Assessment in the presence of cardiac arrest</u>: When working a cardiac arrest patient, it is possible to have

many cardiac arrhythmias. Sometimes the monitor may show a rhythm, but the heart is doing nothing. This is known as "cardiac standstill". Ultrasound is used in some cardiac arrythmias to determine if treatment should continue, or if efforts will be futile due to no mechanical motion of the heart. It can also let clinicians know that the heart is still moving and attempting to work and show that further treatments may lead to improvement.

Assessing for internal bleeding: The most frequent use for ultrasound is determining if the patient has internal bleeding. Utilizing the FAST (Focused Assessment with Sonography in Trauma) Scan, patients can be evaluated for internal bleeding. Ultrasound assessments can be used to determine if a patient is bleeding around organs such as the liver or spleen, bleeding internally from a pelvic fracture, or have pericardial tamponade (blood that accumulates between the heart and its protective sac). If any of these potentially fatal things are found, they can be relayed to the Emergency Department where it may be determined that the patient needs to bypass the Emergency Department and go straight to surgery to correct their condition.

Training for the use of the ultrasound consists of a few hours of classroom time including actual hands on use of the probe. Dr. Smith is willing to provide the training free of charge.

The only costs associated would be the initial purchase, a monthly fee for cloud storage of \$35 — which is used to make physicians able to see the ultrasound taken by the Paramedic and for documentation, and any associated training of staff. There is no required calibration or regular maintenance for the ultrasound probe, and they can be used by attaching them to the iPads in the vehicles or if an employee has an iPhone, that can be used as well.



Tuesday April 9, 2019

04/05/2019 02:16 PM User: TREASURE1 DB: Blair Township

CASH SUMMARY BY FUND FOR BLAIR TOWNSHIP FROM 03/01/2019 TO 03/3:/2019

Page: 1/1

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CASH	000
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INVEST	7 + 7 + 7 + 7
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ACC	777
ACCOUNTS	0
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8,366,049.86	1,758,018.68	1,600,650.37	8,523,418.17	TOTAL - ALL FUNDS	
10,012.90	0.00	0.00	10,012.90	MILFOIL FUND	870
(65.76)	214,478.01	217,510.53	(3,098.28)	PAYROLL CLEARING	750
116,119.55	47,450.88	72,075.10	91,495.33	CURRENT TAX COLLECTION	703
1,689,482.34	222,774.79	106,147.85	1,806,109.28	WATER FUND	591
1,770,349.82	517,572.34	520,601.69	1,767,320.47	SEWER FUND	590
20,000.33	400.00	200.00	20,200.33	LIQUOR LAW ENFORCEMENT FUND	212
53,738.30	0.00	0.00	53,738.30	METRO ACT FUND	211
833,842.15	115,156.24	169,608.78	779,389.61	AMBULANCE FUND	210
805,992.41	236,603.11	179,845.89	862,749.63	PUBLIC SAFETY FUND	205
3,066,577.82	403,583.31	334,660.53	3,135,500.60	GENERAL FUND	101
Ending Balance 03/31/2019	Total Credits	Total Debits	Beginning Balance 03/01/2019	Description	Fund

CASH SUMMARY BY BANK FOR BLAIR TOWNSHIP

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04/05/2019 02:14 PM User: TREASURE1 DB: Blair Township FROM 03/01/2019 TO 03/31/2019 Beginning

	0.00	31,140.00	0.00	NEW BUILDING FUND	
0	0	31,140.00	0.00	MBIA EMS BUILDING FUND MBIA	EMNBM EMS NEW BUILDING FUND MBIA
0	0.00	0.00	21,903.60	EMS MBIA VEHICLE REPLACEMENT	
0	0.00	0.00	21,903.60	REPLACEMENT EMS MBIA VEHICHLE REPLACEMENT	EMSMB EMS MBIA VEHICLE REPLACE 210-000-001.015
0	31,140.00	104,675.08	339,029.87	EMS MBIA	
0	31,140.00	104,675.08	339,029.87	EMS MBIA	EMSM EMS MBIA 210-000-007.003
○ I	0.00	0.00	183,724.28	EMS ACCTS:EMS HONOR STATE	
	0.00	0.0000	179,399.51 4,324.77	STATE EMS HONOR STATE EMS MEMORIAL FUND	EMSCK EMS ACCTS:EMS HONOR ST. 210-000-001.014 210-000-001.016
5.	0.00	0.00	29.99	EMS ACCOUNTS:EMS 4FRONT	
	0.00	0.00	29.99	EMS 4FRONT	EMS4F EMS ACCOUNTS:EMS 4FRONT 210-000-001.012
- 7	0.00	0.00	250,000.00	CHEMICAL BANK GENERAL CD	
	0.00	0.00	250,000.00	CD GEN FUND ACCT:GEN CHEMICAL CD	CHEMG CHEMICAL BANK GENERAL 101-000-001.012
•	818.26	367.13	19,200.46	CHASE TRUST & AGENCY	
	784.13 34.13	367.13 0.00	19,166.33 34.13	CHASE BANK/TRUST & AGENCY CHASE T&A/UNION CABLE	CHATA CHASE TRUST & AGENCY 101-000-001.100 101-000-001.200
	907,992.51	286,817.11	1,244,876.19	CHASE POOLED SAVINGS (DEPOSIT ONLY)	
	87,629.05 87,240.83 87,240.83 58,058.28 200.00 500,000.00 10,669.37 0.00 57,020.47 107,174.51 0.00	Debits 20,774.85 81,741.95 9,826.66 0.00 729.27 13,125.36 0.00 53,381.28 107,237.74 0.00	03/01/2019 195,664.55 36,054.12 88,074.97 20,200.33 647,762.96 58,690.43 108,128.92 80,350.24 (63.23) 50,012.90	Description (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY) SEWER ASSESSMENT PRINCIPAL POOLED SAVINGS (DEPOSIT ONLY) WATER ASSESSMENT PRINCIPAL POOLED SAVINGS (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY) POOLED SAVINGS (DEPOSIT ONLY)	CHASE CHASE POOLED SAVINGS (101-000-005.000 205-000-005.000 210-000-005.000 212-000-005.000 590-000-001.018 590-000-005.000 591-000-005.000 591-000-005.000 750-000-005.000 870-000-005.000
	Total	Total	Beginning Balance		Bank Code

04/05/2019 02:14 PM User: TREASURE1 DB: Blair Township

CASH SUMMARY BY BANK FOR BLAIR TOWNSHIP FROM 03/01/2019 TO 03/31/2019

Page: 2/3

53,738.30	0.00	0.00	53,738.30	STATE METRO ROW CHASE	
53,738.30	0.00	0.00	53,738.30	METRO ACT CHASE	SMRCH STATE METRO ROW CHASE 211-000-001.027
1,060,399.	0.00	0.00	1,060,399.35	SEWER MBIA	
1,060,399.35	0.00	0.00	1,060,399.35	SEWER OPERATING MBIA	SMBIA SEWER MBIA 590-000-007.003
500,000.00	0.00	500,000.00	0.00	SEWER ASSESSMENT MBIA	
500,000.00	0.00	500,000.00	0.00	SEWER ASSESSMENT MBIA	SA MB SEWER ASSESSMENT MBIA 590-000-001.028
4,934.24	107,303.50	110,272.79	1,964.95	PAYROLL CLEARING ACCOUNT	
5,000.00 (65.76)	0.00 107,303.50	0.00 110,272.79	5,000.00	GENERAL FUND CASH IN PR PAYROLL CLEARING CASH	PR PAYROLL CLEARING ACCOUNT 101-000-006.000 750-000-001.000
300,000.00	0.00	300,000.00	0.00	GENERAL FUND MBIA NEW BUILDING FUND	
300,000.00	0.00	300,000.00	0.00	GENERAL FUND MBIA NEW BUILDING FUND	GFNB GENERAL FUND MBIA NEW BUILDING FUND 101-000-001.013 GENERAL
1,092,669.42	300,000.00	0.00	1,392,669.42	GENERAL FUND MBIA	
1,092,669.42	300,000.00	0.00	1,392,669.42	GEN FUND ACCT:GEN/MBIA	GMBIA GENERAL FUND MBIA 101-000-001.009
926,108.81	0.00	0.00	926,108.81	GENERAL FUND FN NEW BLDG FUND	
926,108.81	0.00	0.00	926,108.81	GEN FUND ACCT: FIRST NAT/NEW BUILD	FNNB GENERAL FUND FN NEW BLDG
340,167.65	44.86	0.00	340,212.51	GEN FUND ACCT:GEN CHECK/5TH THIRD	
290,611.31 2,794.14 46,762.20	0.00 44.86 0.00	0.00	290,611.31 2,839.00 46,762.20	CHECK/5TH THIRD GEN FUND ACCT:GEN CHECK/5TH THIRD GEN FUND:GEN CHK/5TH 3RD-REST CGG GEN FUND ACCT:GEN SAVINGS/5TH 3RD	G101 GEN FUND ACCT:GEN CHECK/ 101-000-001.010 101-000-001.011 101-000-002.000
675,867.76	93,741.00	0.00	769,608.76	FIRE OPERATING MBIA	
675,867.76	93,741.00	0.00	769,608.76	FIRE OPERATING MBIA	FIREM FIRE OPERATING MBIA 205-000-007.003
97,052.73	0.00	43,741.00	53,311.73	FIRE MBIA CAPITAL IMPROVEMENT	
97,052.73	0.00	43,741.00	53,311.73	FIRE CAPITAL IMPROVEMENT FUND MBIA	205-000-001.026
Balance 03/31/2019	Total Credits	Total Debits	Beginning Balance 03/01/2019	Description	Bank Code GL Number
					DB: Blair Township

04/05/2019 02:14 PM User: TREASURE1 DB: Blair Township

CASH SUMMARY BY BANK FOR BLAIR TOWNSHIP

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FROM 03/01/2019 TO 03/31/2019

Bank Code GL Number	Description	Beginning Balance 03/01/2019	Total Debits	Total Credits	Ending Balance 03/31/2019
TAX TAX CHASE ACCOUNT 703-000-001.023	703 TAX CASH ACCT	91,364.65	72,075.10	47,450.88	115,988.87
	TAX CHASE ACCOUNT	91,364.65	72,075.10	47,450.88	115,988.87
TMBIA TAX MBIA 703-000-007.003	TAX MBIA	130.68	0.00	0.00	130.68
	TAX MBIA	130.68	0.00	0.00	130.68
WMBIA WATER MBIA 591-000-001.022	WATER FUND MBIA - BOND MONEY	585,459.84	0.00	104,675.08	480,784.76
	WATER MBIA	585,459.84	0.00	104,675.08	480,784.76
WATMB WATER OPERATING MBIA 591-000-007.003	WATER OPERATING MBIA	908,666.18	0.00	0.00	908,666.18
	WATER OPERATING MBIA	908,666.18	0.00	0.00	908,666.18
	TOTAL - ALL FUNDS	8,242,399.57	1,449,088.21	1,593,166.09	8,098,321.69

04/05/2·019 02:11 PM

RECEIPT ITEMS BY BANK FOR BLAIR TOWNSHIP

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149,945.56

958

User: TREASURE1 Post Date from 03/01/2019 - 03/31/2019 Open And Completed Receipts

DB: Blair Township

Bank

Grand Totals

Receipt Item Receipt # Reference Number Count Amount Bank CHASE CHASE POOLED SAVINGS (DEPOSIT ONLY) VERYIFY WITH CLERK 17 30,949.94 CONTRACT FIRE CONTRACTS 2 10,565.80 2 COSTREC COST RECOVERY 904.00 HYDRANT RENTAL 25,000.00 HYDRANT 1 INTEREST INTEREST INCOME 8.05 RECEIPTS/LICENSES, PERMITS/FEES 1,254.00 LAND USE SEWER BENEFIT SBENEFIT 1 3,500.00 SERVICE CHARGES FOR SERVICES 2 6.50 SPEC Special Assessments 2 1,007.99 SEWER PERMITS 75.00 SPERMIT 58,263.24 ŬВ Utility Billing 290 USEAGE WATER USEAGE 12.20 USEFEES USER FEES/CONTRACTS 1,211.57 WPERMIT WATER PERMIT 2 632.84 Totals: Bank CHASE CHASE POOLED SAVINGS (DEPOSIT ONLY) 931 133,391.13 Bank CHATA CHASE TRUST & AGENCY T&A TRUST & AGENCY 3 603.00 Totals: Bank CHATA CHASE TRUST & AGENCY 3 603.00 Bank EMSCK EMS ACCTS: EMS HONOR STATE CLERK VERYIFY WITH CLERK 2 440,28 Totals: Bank EMSCK EMS ACCTS: EMS HONOR STATE 2 440.28 Bank TAX TAX CHASE ACCOUNT DLP Dlq Personal Property Tax 1 147.35 MOBILE MOBILE HOME TAXES 1 576.00 8,062.86 STAX Summer Tax 3 6,724.94 Winter Tax 17 WTAX Totals: Bank TAX TAX CHASE ACCOUNT 22 15,511.15

TAX COLLECTION RECORD

Page: 1/1 DB: Tax2018

RANGE: 03/01/19 - 03/31/19, INDEX: POST DATE Summer/Winter Season(s) INT/PEN AMT APPEARS TO THE RIGHT OF CORRESPONDING TAX HEADING Special Population: Ad Valorem-Special Acts REAL & PERSONAL PROPERTY

S	>	В	>		PAYMENTS
P. ASMNTS	INT/PEN	BLAIR-OPER	INT/PEN	NMC-OPERATING	AD. FEE
>		>			
INT/PEN	VETERANS	INT/PEN	COA	> INT/PEN	SCHOOL
	1	EME	1		-
OVER PMT	INT/PEN	MED SERV	INT/PEN		INT/PEN
OVER/UNDER	ANIMAL CONTRO	> INT/PEN	COA-SENIOR CE	> INT/PEN	COUNTY
OTHE	>		·>		>
<pre> INT/PEN</pre>	INT/PEN	FIRE S/A	INT/PEN	0	INT/PEN
	CONSERVATION	> INT/PEN	LIBRARY-OPER	> INT/PEN	STATE ED
	>		>		
	INT/PEN	ROAD COM		BATA	INT/PEN

					Ass Int/Pen 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Ass Amt Sp. Ass 108.06 18.75 19.68 290.50 103.12	Sp. Ass Amt 108.06 18.75 19.68 290.50 103.12	Sp. Assessment 100 WATER ASSMT 104 STREET LIGHTS DLQPE ROLL-OVER PEN DLQWA DELQ WATER DQPEW DELQ WATER PEN
							Totals	Special Assessment Totals
				0.00	en	Int/Pen	0.00	SCHOOL OPER FC
				35.64		Int/Pen	597.13	TBA/ISD
				37.84		Int/Pen	634.01	TCAPS-DEBT
				213.41		Int/Pen	3,556.80	TCAPS-OPERATING
				73.25		Int/Pen	1,227.11	STATE ED
				3.48		Int/Pen	251.37	NMC-DEBT
				13.08		Int/Pen	945.60	NMC-OPERATING
							**	** 28010 TRAVERSE CITY **
						District	ns By School	List of Collections By School District
		403.84	-3.42	-105.34	0.00	540.11	54	
72	67	0.00	25.02	0.00	80.24	0.00		
00	0.00	1,636.01	0.00	1,009.20	0.00	554.99	55	
80	639	0.00	66.84	0.00	334.67	6.08		
64	35	597.13	3.48	251.37	13.08	945.60		
11	1,227	60.12	1,007.15	251.25	4,190.81	0.00		Totals 14,685.88
								of Transactions: 23

eceipting Summary

illing Item	Billing Amts	Sales Tax	Penalty	Interest	Total
EADY TO USE	\$20,979.89	\$0.00	\$778.47	\$0.00	\$21,758.36
ATER	\$15,557.81	\$0.00	\$1,171.92	\$0.00	\$16,729.73
'IRE LINE 6" W/O SRV	\$108.75	\$0.00	\$1.81	\$0.00	\$110.56
EWER ONLY	\$4,585.88	\$0.00	\$40.54	\$0.00	\$4,626.42
EWER READY TO USE	\$9,255.73	\$0.00	\$21.78	\$0.00	\$9,277.51
EWER/WATER USAGE	\$1,208.65	\$0.00	\$7.85	\$0.00	\$1,216.50
EADY TO USE 1"	\$868.80	\$0.00	\$4.74	\$0.00	\$873.54
EWER BENEFIT DEFER	\$259.18	\$0.00	\$0.00	\$0.00	\$259.18
'IRE LINE 8" +	\$357.63	\$0.00	\$0.00	\$0.00	\$357.63
EADY TO USE 2"	\$859.90	\$0.00	\$5.21	\$0.00	\$865.11
EADY TO USE 3"	\$449.05	\$0.00	\$0.00	\$0.00	\$449.05
'IRE LINE 8" W/O SRV	\$54.38	\$0.00	\$0.00	\$0.00	\$54.38
EADY TO USE 1 1/2"	\$621.72	\$0.00	\$0.11	\$0.00	\$621.83
'IRE LINE 6"	\$279.00	\$0.00	\$3.10	\$0.00	\$282.10
'IRE LINE 12"	\$46.50	\$0.00	\$0.00	\$0.00	\$46.50
'IRE LINE 4"	\$31.00	\$0.00	\$0.00	\$0.00	\$31.00
ISC. CHARGE	\$8.23	\$0.00	\$0.00	\$0.00	\$8.23
ATER BENEFIT DEFER	\$274.74	\$0.00	\$6.87	\$0.00	\$281.61
ETER METRON	\$414.00	\$0.00	\$0.00	\$0.00	\$414.00
	\$56,220.84	\$0.00	\$2,042.40	\$0.00	\$58,263.24

ayment Type	Amount	
	\$44,466.53	
	\$5,360.66	
ER	\$8,409.86	
.CH	\$26.19	

L Section Summary Breakdown

IETRON COM R-8 C1

IETRON COM R-8 C1

CR Payments

CR Payments

591-000-005.000

591-000-040.000

ection	Category	GL Numbers	Debit	Credit
COMMERCIAL	ACH Payments	591-000-005-000	\$26.19	\$0.00
COMMERCIAL	ACH Payments	591-000-040.000	\$0.00	\$26.19
COMMERCIAL	CR Payments	591-000-005.000	\$7,714.60	\$0.00
COMMERCIAL	CR Payments	591-000-040.000	\$0.00	\$7,714.60
COMMERCIAL	CR Payments	590-000-005.000	\$14,299.74	\$0.00
COMMERCIAL	CR Payments	590-000-040.000	\$0.00	\$14,299.74
		SECTION TOTALS	\$22,040.53	\$22,040.53
RENTWOOD R-1	CR Payments	591-000-005.000	\$5,451.72	\$0.00
	CR Payments		\$0.00	\$5,451.72
RENTWOOD R-1	CR Payments	591-000-040.000		
		SECTION TOTALS	\$5,451.72	\$5,451.72
APITALS R-2	CR Payments	591-000-005.000	\$5,597.06	\$0.00
APITALS R-2	CR Payments	591-000-040.000	\$0.00	\$5,597.06
		SECTION TOTALS	\$5,597.06	\$5,597.06
IANOR WOOD R-3	CR Payments	591-000-005.000	\$6,988.24	\$0.00
IANOR WOOD R-3	CR Payments	591-000-040.000	\$0.00	\$6,988.24
		SECTION TOTALS	\$6,988.24	\$6,988.24

\$1,091.59

\$0.00

\$0.00

\$1,091.59

4ETRON COM R-8 C1	CR Payments	590-000-005.000	\$852.55	\$0.00	
METRON COM R-8 C1	CR Payments	590-000-040.000	\$0.00	\$852.55	
1		SECTION TOTALS	\$1,944.14	\$1,944.14	
4ETRON R-8	CR Payments	591-000-005.000	\$2,106.73	\$0.00	
4ETRON R-8	CR Payments	591-000-040.000	\$0.00	\$2,106.73	
4ETRON R-8	CR Payments	590-000-005.000	\$227.32	\$0.00	
4ETRON R-8	CR Payments	590-000-040.000	\$0.00	\$227.32	
<u></u>		SECTION TOTALS	\$2,334.05	\$2,334.05	
NORTHERN ESTATES R-	-4 CR Payments	591-000-005.000	\$3,194.69	\$0.00	
NORTHERN ESTATES R-	-4 CR Payments	591-000-040.000	\$0.00	\$3,194.69	
		SECTION TOTALS	\$3,194.69	\$3,194.69	
RAMBLE WOOD R-5	CR Payments	591-000-005.000	\$3,687.84	\$0.00	
RAMBLE WOOD R-5	CR Payments	591-000-040.000	\$0.00	\$3,687.84	
		SECTION TOTALS	\$3,687.84	\$3,687.84	
JS 31 R-6	CR Payments	591-000-005.000	\$4,242.85	\$0.00	
JS 31 R-6	CR Payments	591-000-040.000	\$0.00	\$4,242.85	
		SECTION TOTALS	\$4,242.85	\$4,242.85	
√ESTFIELDESTATES R-	-7 CR Payments	591-000-005.000	\$2,782.12	\$0.00	
NESTFIELDESTATES R-	-7 CR Payments	591-000-040.000	\$0.00	\$2,782.12	
,		SECTION TOTALS	\$2,782.12	\$2,782.12	
		GRAND TOTALS	\$58,263.24	\$58,263.24	

3L Number Summary

GL Numbers	Category	Debit	Credit	
591-000-005.000	ACH Payments	\$26.19	\$0.00	
591-000-040.000	ACH Payments	\$0.00	\$26.19	
591-000-005.000	CR Payments	\$42,857.44	\$0.00	
591-000-040.000	CR Payments	\$0.00	\$42,857.44	
590-000-005.000	CR Payments	\$15,379.61	\$0.00	
590-000-040.000	CR Payments	\$0.00	\$15,379.61	
7		\$58,263.24	\$58,263.24	

100	Sp. Asse	04/05/2019 02:23 PM	
	8	9	

District Wide Receipts Recap for BLAIR TOWNSHIP

Page: 1/1
DB: Blair Twp

Population: Special Assessment Districts (100, 200)

Grand Totals	200 COMMERCIAL SEWER	100 WATER ASSESSMENT	Sp. Assessment
864.63 0.00	729.27 0.00	135.36 0.00	Tot Principal Pd Cur Principal Pd
0.00	0.00	0.00	Tot Admin Pd Cur Admin Pd
143.36 0.00	137.83 0.00	5.53 0.00	Current Installment Tot Interest Pd Tot Penalty Pd Cur Interest Pd Cur Penalty Pd
0.00	0.00 0.00	0.00	Current Installment Year: 2016 Tot Interest Pd Tot Penalty Pd Tot Addtl Cur Interest Pd Cur Penalty Pd Cur Addtl
0.00	0.00		Year: 2016 Tot Addtl Penlty Paid Cur Addtl Penlty Paid
0.00	00 0.00	0.00	id Tot CertFee Pd
1,007.99 0.00	867.10 0.00	140.89	Total Pd Curr Pd
			1 1 1 1 1 1

FINANCIALS MARCH 2019



Financial Summary Blair Township(3/1/2018 thru 3/31/2019)

Avg /	Avg/	Grand	13 Mar	12 F	11 Jan	10 [9	8	7 .	6	ζı	4	ω -	2 /		Period
Avg / Encounter	Avg / Month	Grand Total		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	<u>c</u>
inter			2019	2019	2019	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	
\$826.84	\$86,754.21	\$1,127,804.68	\$138,653.50	\$9,199.50	\$101,167.50	\$76,030.50	\$97,481.75	\$69,046.50	\$88,255.00	\$58,365.00	\$109,056.00	\$69,797.50	\$81,749.93	\$137,637.00	\$91,365.00	Gross Charges
	\$42,304.14	\$549,953.86	\$40,343.22	\$27,305.88	\$47,032.49	\$36,649.43	\$37,292.86	\$35,800.87	\$26,236.11	\$46,623.86	\$42,368.43	\$51,413.74	\$97,272.10	\$35,743.09	\$25,871.78	Contractuals
	\$44,450.06	\$577,850.82	\$98,310.28	(\$18,106.38)	\$54,135.01	\$39,381.07	\$60,188.89	\$33,245.63	\$62,018.89	\$11,741.14	\$66,687.57	\$18,383.76	(\$15,522.17)	\$101,893.91	\$65,493.22	Net Charges
\$386.58	\$40,561.54	\$527,299.96	\$30,068.18	\$24,929.78	\$61,030.57	\$30,355.29	\$31,423.51	\$98,897.70	\$31,564.17	\$47,687.87	\$22,385.49	\$30,143.57	\$62,248.61	\$31,240.40	\$25,324.82	Gross Payments
	-\$279.60	-\$3,634.81	\$0.00	-\$1,225.00	\$0.00	\$0.00	\$0.00	-\$175.00	\$0.00	\$0.00	-\$1,009.81	\$0.00	\$0.00	\$0.00	-\$1,225.00	Refunds
	\$40,281.93	\$523,665.15	\$30,068.18	\$23,704.78	\$61,030.57	\$30,355.29	\$31,423.51	\$98,722.70	\$31,564.17	\$47,687.87	\$21,375.68	\$30,143.57	\$62,248.61	\$31,240.40	\$24,099.82	Net Payments
			\$122,238.02	\$167,687.76	\$179,085.19	\$190,653.53	\$179,258.81	\$250,374.66	\$220,750.92	\$277,741.16	\$236,298.04	\$249,322.31	\$346,786.35	\$280,585.48	\$237,911.21	Aging Balance
	105	1,364	166	9	124	92	116	78	109	66	137	89	97	164	117	Encounters

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Aging Summary, March 2019 Blair Township

4/1/2019 5:14 AM

12 Blue Care Network01	11 BLUE CARE NETWORK ADV SR	10 Bill Patient	9 BENZIE COUNTY EMS	8 BCBS of Michigan	7 Auto Owners/Corvel ALL PIP CLAIMS	6 Auto Owners FS TRAVERSE	5 ASR Corporation Health Plan	4 American Continental Insurance	3 ALMIRA TOWNSHIP	2 Accident Fund of Mich Lansing2	1 AARP of Atlanta GA All CLaims	Payor Name	Totals	7 Private Pay	6 Medicare	5 Medicaid HMO	4 Medicaid	3 Facility	2 Commercial	1 BCBS	Payor Category	Totals	2 Fire Service Billing	1 <none></none>	Profit Center
	776.18	13,420.40	225.00	3,756.60					390.00			Current	74,610.94	13,420.40	24,646.18	16,252.76	2,815.00	1,225.00	12,495.00	3,756.60	Current	74,610.94	2,938.00	71,672.94	Current
1,245.00		3,979.19			3,050.00	665.00	1,200.00				97.07	31-60	44,167.89	3,979.19	13,127.50	5,052.50	1,235.00		19,528.70	1,245.00	31-60	44,167.89	1,415.00	42,752.89	31-60
		11,536.32								422.00		61-90	28,115.82	11,536.32	2,560.00	4,000.00			10,019.50		61 90	28,115.82	661.00	27,454.82	61-90
		5,745.84										91-120	8,324.84	5,745.84					2,579.00		91-120	8,324.84	239.00	8,085.84	91-120
223.82		1,439.00						103.77				121-180	13,816.84	1,439.00		1,172.50			10,981.52	223.82	121-180	13,816.84	3,796.75	10,020.09	121-180
		(16.54)						88.43	390.00			Over 180	13,278.88	(16.54)	(390.00)				13,685.42		Over 180	13,278.88		13,278.88	Over 180
1,468.82	776.18	36,104.21	225.00	3,756.60	3,050.00	665.00	1,200.00	192.20	780.00	422.00	97.07	Total	182,315.21	36,104.21	39,943.68	26,477.76	4,050.00	1,225.00	69,289.14	5,225.42	Total	182,315.21	9,049.75	173,265.46	Total

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Charge Type Summary, March 2019 Blair Township

4/1/2019 5:14 AM

Charge Type	Count	Dollars
Profit Center: <none></none>		
ALS Emergency	72.00	72,000.00
ALS Emergency II	3.00	3,300.00
ALS Non Emergency	1.00	1,000.00
BLS Emergency	24.00	16,800.00
BLS Non Emergency	1.00	700.00
Medical First Responder	157.80	3,945.00
Mileage	615.90	15,397.50
Misc Fee	35.00	13,170.00
Misc. Services	26.00	9,735.00
Misc. Supplies	13.00	650.00
Treatment No Transport	2.00	1,000.00
Totals For: <none></none>	950.70	\$137,697.50
Profit Center: Fire Service Billing		
Cost Recovery/Fire Service	2.00	956.00
Totals For: Fire Service Billing	2.00	\$956.00
Period Totals	952.70	\$138,653.50



Deposit Summary, March 2019 Blair Township

4/1/2019 5:14 AM

Profit Center	Deposit Amount
<none></none>	\$29,898.18
Fire Service Billing	\$170.00
Total	\$30,068.18
Deposit Category	Deposit Amount
Check	\$20,310.92
Electronic	\$8,832.26
Held for refund	\$0.00
Payment Client Receipted	\$925.00
Total	\$30,068.18
Payor Category	Deposit Amount
BCBS	\$4,733.17
Commercial	\$11,787.83
Facility	\$647.50
Medicaid	\$1,201.40
Medicaid HMO	\$4,182.22
Medicare	\$7,496.06

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Private Pay

Total

\$20.00 \$30,068.18

Credit Type Summary, March 2019 Blair Township

4/1/2019 5:14 AM

Profit Center	Credit Type	Description	Count	Dollars
<none></none>		,		
	Manual Contractual	Contractual Allow- Manual	2	1,102.50
	Allowances	Contractual Allow- Medicaid	29	21,693.62
		Contractual Allow- Medicare	37	12,420.02
		Contractual Allow-Contract BC	4	1,295.48
		Contractual-Contracted Payor	1	744.61
		Mandated Contractual (CO253)	29	122.65
		Credit Type Total	102	37,378.88
	Automatic	Contractual Allow-Contract	37	2,127.50
	Contractual Allowances	Credit Type Total	37	2,127.50
	Payments	Electronic Payment	53	8,832.26
		Held for refund	4	0.00
		Payment Check	52	20,386.37
		Payment Client Receipted	1	925.00
		Rescind Payment	2	(245.45)
		Credit Type Total	112	29,898.18
	Writeoffs	W/O Above Caid Co Pay	9	836.84
		Write off City Agcy collection	7	4,855.00
		Write off Resident	13	2,831.91
		Credit Type Total	29	8,523.75
	Profit Center Total		280	\$77,928.31

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REQUEST MOTION: Approve Traverse City Pit Spitters fireworks dates to include alternate rainout dates.

Traverse City Pit Spitters have been working with Chief Parker and have provided all the required documentation according to the Blair Township Fireworks Ordinance. Approval of the dates need to be approved by the Township Board of Trustee's as stated in the ordinance.

REQUEST MOTION: Approve collective bargaining contract with Blair Township Fire and EMS Union Local 4355.

Blair Township Board of Trustees appointed committee and The Blair Township Fire and EMS Union Local 4355 met several times and have a tentative agreement on the presented contract. The proposed 19/20 EMS and Public Safety budgets were based off the tentative agreement.

REQUEST MOTION: Budget amendment transfer \$15,000 from contingency line item to equipment line item.

The purchase of new equipment and the replacement of old worn equipment for the new fire engine are needed. The projected arrival date for the new engine is currently the end of May. The Fire Chief would like to begin ordering the needed equipment so it will be here and ready to enable the new engine to be placed into service asap.

REQUEST MOTION: Approval to purchase two ultrasounds for Emergency Services up to \$5600.00 from Capital Outlay line item.

This cost will include two ultrasounds and a one year shared subscription with Medical Control, the subscription purpose is to allow the transmitting of pictures directly to the Emergency Room Physicians. With the support and encouragement from Dr Smith, our Medical Control Physician, Blair Emergency Services will be one of the first EMS agencies in the State of Michigan to utilize ultrasounds in the pre-hospital setting. Ultrasound in the prehospital setting has been talked about for years, with the new technology and smaller less fragile machines, it has become a reality.

Blair Township Community Policing Report

Grand Traverse County Sheriff's Office mkarczewski@gtsheriff.org (989)390-0161

March 2019



TOWNSHIP STATS:

No stats available due to system upgrade.

PERSONAL STATS:

Arrests - 8

Citations – 22

Complaints – 47

Warrants attained - 2

PRESCRIPTION SCAMS THWARTED:

On 3/13 I handled two frauds from Walgreens. A Chicago woman was using an app that made her phone number show up as a TC doctor's office. She had called in several fake scripts and picked them up. I asked the pharmacist to let the suspect pick up another one. The suspect did and was arrested; however she is now back in Chicago. I will be getting another warrant for her.

A Blair Township woman was calling in prescriptions on behalf of her deceased Mother. The pharmacist knew the family and was aware that the Mother had passed. She confessed and will also have a warrant soon.

RUNAWAY TOW TRUCK:

On 3/31 someone called to have their ex-boyfriend removed from a Hoosier Valley home. The man had 2 GT warrants for his arrest and was driving a Green tow truck. In route to the home I saw the tow truck and attempted to pull it over. The tow truck accelerated and led me on a short vehicle chase all the way to the driver's home. The man was arrested for OWI and Fleeing & Eluding.



BLAIR TOWNSHIP EMERGENCY SERVICES 2121 COUNTY ROAD 633 GRAWN, MI 49637 FIRE: (231) 276.6341

enweblairtownship.org

Blair Township Emergency Services CALL DATA From March 2019

Total Fire Incidents: 8

Total EMS Incidents: 109

Total times NO units were available for calls: 2

Total number of calls turned over to Mutual Aid Departments: 2

Total number of Fire mutual aid Coverage / request: 1

Total Fire Incidents Year-to-Date: 47

Total EMS Incidents Year-to-Date: 391

Year-to-date Fire comparison 2018 to 2018: 47(2019) – 52 (2018)

Year-to-Date EMS comparison 2018 to 2019: 391 (2019) - 459 (2018)

Total Department Responses 2019: 438 (2019) – 511 (2018)

Group	Count	Pct
Paradise Emergency Services	27	51.9
Buckley Rescue	12	23.1
Mesick Rescue Squad	11	21.2
Fife Lake EMS	2	3.8
Total:	52	

Group	Count	Pct
ALS Intercept	37	33.9
ALS Transport	25	22.9
Assessment, No Transport	7	6.4
BLS Transport	13	11.9
Cancelled	1	0.9
Cancelled Enroute	12	11.0
Cancelled on scene	2	1.8
Death Pronouncement (No Treatment Provided)	1	0.9
No Units Available: Dropped / Turfed Call	2	1.8
Patient Refused Treatment and/or Transport AMA	4	3.7
Standby	3	2.8
Treatment Provided, Negative Transport	2	1.8
Total:	109	91.0

Community Risk Reduction

Fire & Life Safety Inspections - 11

Preplans - 3