TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING

JANUARY 30, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

THE PURPOSE OF THIS SPECIAL MEETING IS TO DISCUSS AGENDA ITEMS ONLY. OTHER ISSUES WHICH WOULD NORMALLY COME BEFORE A REGULAR MEETING OF THE BOARD WILL ONLY BE DISCUSSED IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 0

1. The meeting convened at 10:10 AM. There was no Public Comment.
2. Consideration of hiring 6 new EMS employees: As part of our agreement with Township Ambulance Authority (TAA), when a shift vacancy on our schedule needs to be filled, a TAA employee can be used to fill in. Therefore, it is necessary for the Board to approve the hire of six TAA employees for employment in Torch Lake Township. The **Motion** by Petersen to hire Todd Castor, Shannon Johnson, Jamie Amador, Cameron Hesselink, Dustin Irelan and Mike Baker according to the recommendation from Chris Thompson, dated 1-27-2019, was seconded and passed 5-0, waving standard background checks, etc. as they have already been cleared through TAA.
3. EMS Office Manager Job Description: The Job Description submitted by TAA was discussed. The **Motion** by Petersen to add the Station Manager Job Description as an addendum to the list of Cross-Trained responsibilities with a wage increase of $1.50 per hour to be charged to the Ambulance Fund for employee Ted Schroeder was seconded and passed 5-0. The Job Description will need to be signed by both Schroeder and TAA.
4. Review of high dollar equipment needs for EMS: The list created by TAA and the Township committee was reviewed. Needs such as uniforms, inspections and equipment such as monitors, stretchers, jump kits and others were discussed with no formal action taken by the Board.
5. Steps leading to ALS application: The Township is working on the steps leading to ALS and should be ready to submit their ALS application by the end of March.
6. Agreement with David Cutway: Martel is recommending we keep Mr. Cutway through mid-February at his current salary and then at an hourly rate as a consultant after that. Martel would like to meet with Cutway and Chris Thompson weekly after the TAA meetings.
7. Public Comments: None
8. Board Comments: None. With no further business the meeting was adjourned at 11:45 AM.

These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled meeting.

Kathy S. Windiate

Township Clerk