

INLAND TOWNSHIP BOARD MEETING – via ZOOM

April 12, 2021

19668 Honor Hwy., Interlochen

The public may participate in the meeting via Zoom by computer, smart phone or other device using the following link: <http://zoom.us/join/925753299200>

Meeting ID: 792 231 6974

Password: mE6QSt

Call to Order by Supervisor Beechraft

Pledge of Allegiance was recited

Roll Call: Present – Supervisor Beechraft, Clerk Wirth, Treasurer Wilson, Trustee Miller and Trustee Poulisse

Public Comment was received by Laura and Mike Turmel regarding Aletha Road Blight. Recommendation from attorney was not to push blight complaints due to Covid causing them to go slower through the court system and pick them up later.

Approval of Meeting Agenda:

Motion made by Miller to approve the Meeting Agenda with the additions 2nd by Poulisse.

Ayes – All Nays – None Motion carried

Approval of Consent Agenda

- Minutes from March 1, 2021 and March 30, 2021
- Financial Reports – March 2021
- Prepaid Bills Accounts Payable – see attached
- Unpaid Bills and Payroll – see attached
- Budget Adjustments

Motion made by Miller to approve the Consent Agenda as presented 2nd by Poulisse.

Ayes – Poulisse, Miller, Wilson, Wirth and Beechraft Nays – None Motion carried

Correspondence:

Guests: Anthony Dutt regarding his business Cherry Bud Farm

Reports:

1. County Commissioner:

Commissioner Warseck reported on the previous Commissioners meeting.

2. Fire Chief: Chief Pfost reported the March 2021 department stats.

FD reoccurring bills

Motion made to approve the Fire Chiefs request to pay reoccurring bills for 2021 -2022 fiscal year 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

West Shore Scott Sights

Motion made by Beechraft to approve the purchase of 3 Scott Sight full kits for \$4197.00 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

Lucas machine

Motion made by Wilson to allow the fire chief to purchase the Stryker Electronic CPR as presented and pay when needed 2nd by Miller.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

Mary Miller praised the FD for their quick response and professional that was experienced by a resident and also Munson.

3. Parks & Recreation:

Beechraft stated he is taking care of the doggy doolies and trash. He also said to think of projects that we might want to get done at the Park.

4. Fire Association: Wirth and Wilson reported on the March meeting.

Motion made by Beechraft to allow the Fire Association to have the propane fundraiser and blood drive May 21st 2nd by Wilson.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

5. Inland Planning Commission:

Mary Miller reported on the March 31, 2021 meeting. Appointed Chair Jim Clark and Vice Chair/Sec. Laura Turmel. We approved zoning updates and scheduled a public hearing May 17 at 6:00 p.m.

6. Zoning/Blight Administrator report: None

7. Event Committee:

Anthony Dutt stated the meetings are the 4th Wednesday of the month at 6:00 p.m. at the Bendon Hall.

8. Board Member Reports: None

Old Business:

1. Virginia Circle

Beechraft reported that the bid for asphalt came in \$13,000.00 less and that we may get Cinder Road from 669 to Bendon Rd. and Rhodes Rd. to 31 paved as well through the local road millage. The dirt work on Miller Rd. is also finished.

Motion made by Wilson to approve Virginia Circle road construction for \$61,394.52 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

New Business

1. Sexton

Motion made by Wilson to approve the sexton contract as amended for a 4 year term 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

2. Assessor Contract

Motion made by Beechraft to approve the assessing contract 2nd by Wirth.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

3. IPC rezoning

This is regarding the errors in the Master Plan that inadvertently rezoned some commercial areas to residential. General housekeeping needs to be done.

4. Land Division

Motion made by Miller to approve Ordinance 21-2 of 2021 amending the Inland Township Land Division Ordinance 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

5. Brine

Motion made by Wilson to approve the brine for one time 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

6. Road Signs

Motion made by Wilson to approve 4 road signs for projects 2nd by Miller

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

7. EGLE/Bay Area Disposal

We can only enforce the blight

Motion made by Wilson to allow attorney to send letter to Board of Commissioners regarding Bay Area Disposal 2nd by Poulisse.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

8. 19702 Honor Hwy blight

Motion made by Poulisse to have Zoning Administrator send letter to 19702 Honor Hwy to clean up the blight by May 1, 2021 2nd by Miller.

Ayes – All Nays – None Motion carried

9. American Waste

Motion made by Wilson to approve the agreement with American Waste 2nd by Miller.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

10. Carpets

Motion made by Beechraft to accept the bid from Northern Classic Carpet 2nd by Wilson.

Roll Call: - Ayes – Miller, Wirth, Wilson, Poulisse and Beechraft Nays – None Motion carried

11. Lawn Bids

Four bids were received and opened by the Supervisor.

Motion made by Beechraft to award 4 year contract for all cemeteries and the park to Wilkinson Lawn 2nd by Poulisse.

Roll Call: Ayes – Poulisse, Wilson, Miller and Beechraft Abstain – Wirth Nays – None Motion carried

Motion made by Wilson to award 4 year contract to Parker Outdoor for the 2 buildings 2nd by Miller.

Roll Call: Ayes – Poulisse, Wilson, Miller and Beechraft Abstain – Wirth Nays – None Motion carried

12. Huddleston Property

Motion made by Wilson to have the Supervisor post markers and share cost of removal with county 2nd by Poulisse

Ayes – All Nays – None Motion carried

13. 31 Property

Motion made by Wilson to approve purchase of 20 acres from Tom Gray for \$175,000.00 2nd by Beechraft

Amended Motion made by Wilson to amend motion to 30 acres for \$215,000.00 2nd by Beechraft.

Roll Call: Ayes – Poulisse, Wilson, Miller, Wirth and Beechraft Nays – None Motion carried

Roll Call for original motion: Roll Call: Ayes – Poulisse, Wilson, Miller, Wirth and Beechraft Nays – None Motion carried

Motion made by Beechraft to work with attorney Tim Figura, Tom, Paul, Rose and Linda to purchase the property 2nd by Poulisse.

Roll Call: Ayes – Poulisse, Wilson, Miller, Wirth and Beechraft Nays – None Motion carried

14. Part time, M-F & park maintenance staff

We will continue to look into this and address again in the coming months.

Public Comment was heard by Anthony Dutt and Laura Turmel

Any Other Business to come before the Board

Adjournment

Motion made by Miller to adjourn 2nd by Wilson. Ayes – all Nays – none Motion carried

Meeting adjourned at 8:34 p.m.

Paul A. Beechraft, Supervisor Date

Rose A. Wirth, Clerk Date

Fund Balance Report
For Fiscal Year 2019-2020
Unaudited

Fund #	Fund	2019-2020 Fund Balance	2020-2021 Revenues	2020-2021 Expenditures	3/31/2021 Fund Balance	Increase/ Decrease
101	General Fund	\$ 524,927.04	\$ 319,264.21	\$ 216,648.11	\$ 627,543.14	\$ 102,616.10
150	Perpetual Care	\$ 4,485.74	\$ 801.44	\$ -	\$ 5,287.18	\$ 801.44
152	Brundage Cemetery	\$ 749.11	\$ 500.00	\$ -	\$ 1,249.11	\$ 500.00
153	Countryside Cemetery	\$ 1,133.35	\$ -	\$ -	\$ 1,133.35	\$ -
203	Local Road Millage	\$ -	\$ 81,282.75	\$ -	\$ 81,282.75	\$ 81,282.75
206	Fire Fund	\$ 213,676.46	\$ 160,175.54	\$ 145,368.47	\$ 228,483.53	\$ 14,807.07
208	Park/Recreation Fund	\$ 30,679.40	\$ 10,063.56	\$ 5,034.34	\$ 35,708.62	\$ 5,029.22
211	Fire Association	\$ 15,340.18	\$ 10,581.55	\$ 7,954.79	\$ 17,966.94	\$ 2,626.76
213	Fire Equipment Millage	\$ 89,880.27	\$ 80,176.85	\$ 72,956.47	\$ 97,100.65	\$ 7,220.38
214	HUJPC	\$ 27,230.57	\$ 17,490.25	\$ 29,129.44	\$ 15,591.38	\$ (11,639.19)
216	Special Events Fund	\$ 2,519.20	\$ 506.00	\$ 300.00	\$ 2,725.20	\$ 206.00
252	Water Supression	\$ 12,289.73	\$ 2,814.78	\$ -	\$ 15,104.51	\$ 2,814.78
402	Equipment Replacement Fund	\$ 36,029.24	\$ 25,592.04	\$ -	\$ 61,621.28	\$ 25,592.04
Total Fund Balances for all Funds as of 03/31/21					\$ 1,190,797.64	

Prepays

05/04/2021 CHECK DISBURSEMENT REPORT FOR INLAND TOWNSHIP
CHECK DATE FROM 04/13/2021 - 05/04/2021

Check Date	Check #	Payee	Description	GL #	Amount
05/04/2021	EFT	WOODLAND TITLE	Other fees & services	101-101-800.000	480.00
05/04/2021	EFT	WOODLAND TITLE	Purchase Parcel F & G, U.S. 31	101-101-970.000	214,000.00
					214,480.00
04/15/2021	14286	Schmidt Reat Estate	land deposit	101-101-970.000	1,000.00
04/20/2021	14287	GRAND TRAVERSE MOBILE COMMUNIC	FD - pager repair	206-336-850.000	13.85
04/20/2021	14288	ID NETWORKS	FD- 2021 license/maintenance	206-336-929.000	1,094.00
04/20/2021	14289	SPECTRUM PRINTERS	COMMUNICATIONS (PHONE, RADIO, ETC.)	101-268-850.000	** VOIDED **
Void Reason: wrong Spectrum					
04/20/2021	14290	VERIZON WIRELESS	FD/Zoning phone	206-336-850.000	93.85
04/20/2021	14290	VERIZON WIRELESS	COMMUNICATIONS (PHONE, RADIO, ETC.)	214-721-850.000	52.69
					146.54
04/20/2021	14291	CHARTER COMMUNICATIONS	internet/phone	101-268-850.000	209.96
04/20/2021	14292	SPECTRUM PRINTERS	COMMUNICATIONS (PHONE, RADIO, ETC.)	101-268-850.000	209.96
		TOTAL - ALL FUNDS	TOTAL OF 8 CHECKS (1 voided)		\$ 217,154.31

Payroll

05/04/2021

Check Register Report For Inland Township
For Check Dates 04/01/2021 to 04/30/2021

Check Date	Check Number	Name	Check Gross	Physical Check Amount
04/30/2021	1000058	BROW , GUNNAR P.	476.67	437.31
04/30/2021	1000059	CLARK , JAMES R.	80.00	70.48
04/30/2021	1000060	DEW, MARI E	80.00	70.48
04/30/2021	1000061	HUFFMAN , PAUL ALAN	60.00	52.86
04/30/2021	1000062	KOPRIVA , SARA A	1,060.00	860.78
04/30/2021	1000063	KUZNICKI , CATHERINE M	82.50	76.19
04/30/2021	1000064	MILLER , MARY E	225.00	175.23
04/30/2021	1000065	OCKERT-POULISSE , SHERRI	165.00	145.37
04/30/2021	1000066	THOMAS , NELLIE M	60.00	52.86
04/30/2021	1000067	TURMEL , LAURA L.	60.00	52.86
04/30/2021	1000068	WILSON , LINDA MAY	1,625.00	1,163.06
04/30/2021	1000069	WIRTH , ROSE A.	1,625.00	1,117.71
04/30/2021	1000070	BEECHRAFT , CINDY	570.00	492.17
04/30/2021	1000071	BEECHRAFT , PAUL A	2,275.00	1,785.94
04/30/2021	1000072	CLUTE, EMILY K	164.00	144.48
04/30/2021	1000073	DURAND , IAN ALEXAND	70.00	61.66
04/30/2021	1000074	DURAND , MATT ALEXAND	475.00	418.47
04/30/2021	1000075	GRZESIK, NICHOLAS A	15.00	13.86
04/30/2021	1000076	GUNDERSON , KYLE ALLEN	85.00	74.89
04/30/2021	1000077	GUNDERSON , SARAH E	68.00	59.90
04/30/2021	1000078	HADFIELD , KAYLA J	66.00	60.95
04/30/2021	1000079	JOHNSON , ALEX CARL	385.00	333.61
04/30/2021	1000080	JOHNSON , MICHAEL C	234.00	186.15
04/30/2021	1000081	LENTEN , JEFFREY ROBERT	140.00	123.34
04/30/2021	1000082	MACHLEIT , RONALD L	150.00	138.53
04/30/2021	1000083	ORTH , MARC JOSEPH	40.00	36.94
04/30/2021	1000084	PFOST , DAYTON D	1,320.00	1,060.60
04/30/2021	1000085	SKUSA , JENICE LYNN	280.00	243.58
Totals: \$			11,936.17	\$ 9,510.26
Total Physical Checks:			28	
Total Check Stubs:				

CASH SUMMARY BY FUND

04.01.2021 - 04.30.2021

Fund	Description	Beginning Balance		Total		Ending Balance	
		04/01/2021		Debits		Credits	
101	GENERAL FUND	\$	627,543.14	\$	174,338.99	\$	181,112.06
150	CEMETERY PERPETUAL CARE FUND						
152	BRUNDAGE CEMETERY		5,287.18		0.00		5,287.18
153	COUNTRYSIDE CEMETERY		1,249.11		0.00		1,249.11
203	LOCAL ROAD MILLAGE FUND		1,133.35		0.00		1,133.35
206	FIRE FUND		81,282.75		15,000.00		81,282.75
208	PARK/RECREATION FUND		228,483.53		50,263.37		221,898.66
211	FIRE ASSOCIATION		35,708.62		1.00		35,690.12
213	FIRE EQUIPMENT MILLAGE FUND		17,966.94		0.52		17,967.46
214	PLANNING/ZONING COMMISSION		97,100.65		1.31		97,101.96
216	SPECIAL EVENTS FUND		15,591.38		880.00		14,866.59
252	WATER SUPPRESSION FUND		2,725.20		0.00		2,725.20
402	EQUIPMENT REPLACEMENT FUND		15,104.51		190.39		15,294.90
701	GENERAL AGENCY FUND		61,621.28		0.37		61,621.65
703	CURRENT TAX COLLECTION FUND		2,750.20		150.00		2,850.20
			0.00		0.00		0.00
	TOTAL - ALL FUNDS	\$	1,193,547.84	\$	240,825.95	\$	1,179,739.20

Dennis
clerk 5/4/2021

CASH SUMMARY BY ACCOUNT FOR INLAND TOWNSHIP
 FROM 04/01/2021 TO 04/30/2021
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 04/30/2021
Fund 101	GENERAL FUND				
001.000	CASH-CHECKING	258,463.46	174,331.65	7,112.06	425,683.05
002.001	CASH-SAVINGS CENTRAL STATE BANK	12,268.91	0.00	0.00	12,268.91
002.005	CENTRAL STATE BANK - SAVINGS	109,789.95	0.00	109,000.00	789.95
002.006	MICHIGAN CLASS	172,068.67	7.34	65,000.00	107,076.01
003.001	TIME DEPOSIT - CENTRAL STATE BANK	15,355.71	0.00	0.00	15,355.71
003.002	CERTIFICATES OF DEPOSIT - HONOR S	10,164.59	0.00	0.00	10,164.59
003.003	CERTIFICATES OF DEPOSIT - HONOR S	20,374.39	0.00	0.00	20,374.39
003.004	CERTIFICATES OF DEPOSIT - HONOR B	7,563.26	0.00	0.00	7,563.26
003.005	CERTIFICATES OF DEPOSIT HSB 621	21,094.20	0.00	0.00	21,094.20
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.001	IMPREST CASH -TAX ACCOUNT	200.00	0.00	0.00	200.00
	GENERAL FUND	627,543.14	174,338.99	181,112.06	620,770.07
Fund 150	CEMETERY PERPETUAL CARE FUND				
002.000	CASH-SAVINGS	5,287.18	0.00	0.00	5,287.18
Fund 152	BRUNDAGE CEMETERY				
001.000	CASH-CHECKING	1,249.11	0.00	0.00	1,249.11
Fund 153	COUNTRYSIDE CEMETERY				
001.000	CASH-CHECKING	1,133.35	0.00	0.00	1,133.35
Fund 203	LOCAL ROAD MILLAGE FUND				
001.000	CASH-CHECKING	81,282.75	0.00	15,000.00	66,282.75
002.006	MICHIGAN CLASS	0.00	15,000.00	0.00	15,000.00
	LOCAL ROAD MILLAGE FUND	81,282.75	15,000.00	15,000.00	81,282.75
Fund 206	FIRE FUND				
001.000	CASH-CHECKING	126,021.89	259.00	56,848.24	69,432.65
002.006	MICHIGAN CLASS	102,461.64	50,004.37	0.00	152,466.01
	FIRE FUND	228,483.53	50,263.37	56,848.24	221,898.66
Fund 208	PARK/RECREATION FUND				
001.000	CASH-CHECKING	6,991.47	0.00	19.50	6,971.97
002.000	CASH-SAVINGS	7,506.76	0.13	0.00	7,506.89
002.006	MICHIGAN CLASS	20,492.32	0.87	0.00	20,493.19
003.006	CERTIFICATES OF DEPOSIT	718.07	0.00	0.00	718.07
	PARK/RECREATION FUND	35,708.62	1.00	19.50	35,690.12
Fund 211	FIRE ASSOCIATION				
001.000	CASH-CHECKING	5,681.84	0.00	0.00	5,681.84
002.006	MICHIGAN CLASS	12,285.10	0.52	0.00	12,285.62
	FIRE ASSOCIATION	17,966.94	0.52	0.00	17,967.46
Fund 213	FIRE EQUIPMENT MILLAGE FUND				
001.000	CASH-CHECKING	66,284.95	0.00	0.00	66,284.95
002.006	MICHIGAN CLASS	30,815.70	1.31	0.00	30,817.01
	FIRE EQUIPMENT MILLAGE FUND	97,100.65	1.31	0.00	97,101.96
Fund 214	PLANNING/ZONING COMMISSION				
001.000	CASH-CHECKING	15,591.38	880.00	1,604.79	14,866.59
Fund 216	SPECIAL EVENTS FUND				
001.000	CASH-CHECKING	2,725.20	0.00	0.00	2,725.20
004.000	PETTY CASH	0.00	0.00	0.00	0.00

CASH SUMMARY BY ACCOUNT FOR INLAND TOWNSHIP
FROM 04/01/2021 TO 04/30/2021
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 04/30/2021
	SPECIAL EVENTS FUND	2,725.20	0.00	0.00	2,725.20
Fund 252	WATER SUPPRESSION FUND				
001.000	CASH-CHECKING	5,882.98	190.00	0.00	6,072.98
002.006	MICHIGAN CLASS	9,221.53	0.39	0.00	9,221.92
	WATER SUPPRESSION FUND	15,104.51	190.39	0.00	15,294.90
Fund 402	EQUIPMENT REPLACEMENT FUND				
001.000	CASH-CHECKING	53,424.37	0.00	0.00	53,424.37
002.006	MICHIGAN CLASS	8,196.91	0.37	0.00	8,197.28
	EQUIPMENT REPLACEMENT FUND	61,621.28	0.37	0.00	61,621.65
Fund 701	GENERAL AGENCY FUND				
001.000	CASH-CHECKING	2,750.00	150.00	50.00	2,850.00
001.002	CASH-CHECKING	0.20	0.00	0.00	0.20
	GENERAL AGENCY FUND	2,750.20	150.00	50.00	2,850.20
Fund 703	CURRENT TAX COLLECTION FUND				
001.000	CASH-CHECKING	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	1,193,547.84	240,825.95	254,634.59	1,179,739.20

Linda Wilson
5-4-2021

Inland Township
Budget Admendment - April 2021

Account Nbr	Account Title	Y-T-D	Budget as of 4/15/2021	Difference	Increase	New Budget Amount
Revenues:						
101-000-691.000	Budgeted Use of Fund Balance		0	0	0 215,000.00	215,000.00
Expenditures						
101-101-970.000	Capital Outlay		0	0	0 215,000.00	215,000.00

To cover the purchase of the 30 acres.

Consent Agenda

- Minutes from April 1, 2021 and April 30, 2021
- Financial Reports – April 2021
- Prepaid Bills Accounts Payable EFT, 14286 – 14292 = \$217,154.31
- Payroll– 000058 – 000085 = \$11,936.17
- Unpaid Bills -
- Budget Adjustments

Inland Township Fire Department
19668 Honor Hwy
Interlochen, MI 49643
Fire Chief Dayton Pfost
231-499-9453

To: Township Board
From: Chief Pfost
RE: Excess Equipment
Date: May 2nd 2021

Dear Township Board,

Over the last few Sundays we have been cleaning up the station a little bite. While rearranging the racks in the station we have notice some equipment the is not being used or is out of date. A lot of the equipment is stuff that was donated to use when we started the department.

1. 2001 Chevy Suburban
2. (2) generators
3. Hydraulic tools
4. Assorted fittings
5. VHF Portable radios
6. VHF pagers
7. Smoke ejectors

I would like to sell/donate these. I do have some buyers lined up for some of the equipment.

Sincerlery,

Dayton Pfost

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

Position Title: Firefighter/EMR (part-time)

Department: Fire

Reports To: Fire Chief

Purpose:

The firefighter performs fire suppression, rescues, and protects people and the environment from hazardous material releases. The firefighter takes part in presentations about fire safety and assists in doing station/vehicle tours. They are responsible to write reports on incidents. This individual also prepares vehicles for future incidents by assuring the vehicle is restocked with the necessary supplies and equipment. When not at an incident, this person performs minor building maintenance and cleaning. The position supports the mission and vision of the fire department and its command staff.

Supervision Received:

Work is performed under the general supervision of the Fire Chief or designee.

Specific duties and responsibilities:

Runs emergent and non-emergent calls.

Performs cleaning of all stations and vehicles and does minor station maintenance

Performs fire suppression, rescues, and protects people and the environment from hazardous material releases

Perform annual testing on various equipment

Assumes responsibility for the completion of reports

Takes part or facilitates station and vehicle tours for fire safety presentations

Participates in training sessions, classes, and schools on fire education, fire prevention, fire suppression, and rescue

Additional duties as they relate to the position's level

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

Qualification for Employment:

MUST HAVE:

High School Diploma or G.E.D

State of Michigan firefighter level I and II certifications

State of Michigan EMR or higher license

The employee must be able to read, write and comprehend reports

Maintain a valid Michigan Driver's License

Ability to maintain composure in a high-stress environment

Perform duties to meet or exceed the work agreement goals

Submit and pass a pre-employment physical that includes drug testing, physical agility testing, and criminal background check

Working Environment:

The position performs work at various locations in and around Inland Township; in inclement weather and in hazardous conditions that include high levels of heat, smoke, and toxic elements. The individual may work long hours with little or no resting time. They are expected to work in confined spaces or elevated positions while wearing a Self-Contained Breathing Apparatus (SCBA) and heavy protective clothing.

Physical Requirements:

The individual must be capable of lifting or dragging a minimum of 160 Lbs while wearing heavy protective clothing and SCBA. Must also be able to crawl, squat, and perform labor-intensive exercise under low visibility and high-stress situations.

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

Position: Fire Fighter / EMR - Part-Time
Reports To: Fire Chief
Pay Scale: 15.00 per hour as set fourth by Inland Township Board
Date: Fiscal Year 2021

Summary:

Under the general supervision of the Fire Chief and the immediate line officer or full-time firefighter, the part-time firefighter is responsible for fire fighting entailing the combating, extinguishing and preventing of fires, and the saving of life and property. The part-time firefighter is a dual role member of the department having emergency medical care responsibilities in addition to fire fighting responsibilities.

Depending upon the nature of the emergency, these personnel provide basic life support, perform extrication and rescue, or act as firefighters in fire suppression or hazard control activities. Routine duties include the maintenance of fire fighting equipment and fire department property, the ability to interact with patients, independently assess and treat medical emergencies, follow established protocols and document findings and events for the patients medical record.

Work is often carried out under stressful conditions in the presence of contagious disease and environmental, chemical, or physical violence hazards. Considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a supervisor for instruction is not possible.

ESSENTIAL FUNCTIONS:

- Extinguishes uncontrolled fires in wild land, residential, commercial and industrial occupancies/areas
- Performs necessary basic life support in accordance with the employee's Emergency Medical Services licensure and Northwest Michigan Medical Control protocols.
- Ventilates fire to release heat and smoke, places salvage covers to prevent water damage and prevents fire from rekindling.
- Wears department-issued turn out gear at all emergencies unless given permission to remove it from officer in charge.
- Operates large emergency vehicles during both day and night in emergency situations while exercising due care and caution in regard to speed, traffic control devices, congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice, and snow.
- Climbs over obstacles, climb through openings, use ladders to gain access or egress from elevated surfaces.
- Gains access to single and multi-story buildings which may have no accommodations for the handicapped, and which may be in partial or total disrepair.

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

- Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing fire suppression, search and rescue, ventilation, extrication, and other fire and rescue related activities.
- Responds to emergency calls and when required lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines, and other equipment.
- Communicates verbally and in writing to superior officers and keeps them informed of all activities
- Records event information including patient condition, patient history, treatments, vital signs and scene observations.
- Communicates effectively over fire service radio channels while initiating and responding to radio communications under adverse conditions such as siren usage and high speed vehicle operations.
- Cleans and services apparatus, maintaining it in readiness condition. Reports mechanical failures or other difficulties to superior.
- Restores vehicles and equipment to service as they are no longer needed at the scene and ensures that all equipment is returned to its proper place, in proper condition to respond to another alarm.
- Participates in housekeeping and maintenance in and around the township and fire buildings when applicable. Duties may include, but not be limited to, washing township vehicles, lawn care, snow removal, washing windows, vacuuming, and emptying trash.
- Prepares, conducts, presents, and participates in fire prevention education activities (i.e. open house, school tours).
- Attends departmental training and meetings as required.
- Perform all duties as requested and in conformance with accepted department practices and commensurate with his/her level of training.
- Performs clerical and other tasks as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- High school education
- Medical First Responder licensure when it becomes available, or within two (2) years from date of hire, in accordance with standards established by the Michigan Department of Community Health.
- Completion of Fire Fighter I and II training when it becomes available, or within two (2) years from date of hire in accordance with the standards established by the Michigan Fire Fighters Training Council.
- Satisfactory completion of Haz-Mat Awareness class when it becomes available, or within one (1) year.
- Satisfactory completion of Haz-Mat Operations class when it becomes available, or within two (2) years.

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

- CPR certification within one (1) year from date of hire.
- Must complete a minimum of twenty (20) hours of training per year.
- Must possess a valid unrestricted driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to communicate clearly both verbally and in writing to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees and the general public
- Possess the ability, knowledge and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools and other fire suppression equipment.
- Possess thorough knowledge of modern firefighting techniques, rescue and emergency medical operations, and have the ability to apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the township, physical layout of the township and location of fire hydrants
- Possess thorough knowledge of the rules, policies, and procedures of the department and township.

PHYSICAL AND MENTAL DEMANDS:

- Ability to work and make decisions in emergency and pressure situations
- Able to endure extreme temperatures, heavy smoke conditions, chemical, physical, and mechanical hazards.
- Can expect to be called at any time regardless of time or weather conditions
- Climbing/balancing, (i.e. ladders, stairs, and rough terrain)
- Communicating verbally and in writing to superior officers, co-workers, and general public.
- Having contact with persons experiencing adverse trauma.
- Having contact with residents and businesses regarding fire hazard violations.
- Hearing, seeing, speaking
- Interpret readings from gauges under adverse conditions.
- Walking, bending, stooping, kneeling, crouching and/or crawling.
- Must have ability to lift heavy equipment and objects, either alone or with the assistance of others.

INLAND TOWNSHIP FIRE DEPARTMENT

Job Description Part-Time Firefighter

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature

STATE OF MICHIGAN MiDeal Purchase Price Only Catalog



Title: Digital copiers, faxes, scanners, printers, and multi-functional office devices

Contract Number: **171-180000000365**

Contract Period: 2/26/18 - 1/31/28

Visit our website @ <https://kmbs.konicaminolta.us/mi>

- Purchase
- Maintenance



bizhub C227



bizhub C227 - 22 PPM Copier/Printer/Scanner Copier/Printer/Scanner -- Includes PS, PCL & XPS Controller, 2 GB Standard Memory, Web Browser, Duplex Unit, 250 GB HDD, USB Interfaces , USB Local Printing

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
MAIN UNIT		
A798011	bizhub C227	\$2,032.15
MXA87AWY1KMUS	Upgrade Kit UK-211 Memory Experts (must ship with main unit)	Incl
A7V7WY2	DF-628 Reverse Automatic Document Feeder	Incl
SERVICE		
B/W	per copy click price b/w	\$0.0075
Color	per copy click price color	\$0.0500
MiDeal customers can opt to choose a monthly minimum based on the cost per copy rates above.		
INSTALL, DELIVERY AND NETWORK SERVICE		
7670525506	Delivery Charge - Level 1	Incl
7640018092	Basic Network Service - BNS02	Incl
PROFESSIONAL SERVICES		
7640015657	bizhub SECURE	\$250.00
7640019024	bizhub SECURE Healthcare	\$400.00
7640018460	Network Fee (requires custom quote)	\$1.00
7640019485	KMBS Professional Project Services (requires custom quote)	\$1.00
DOCUMENT HANDLING OPTIONS		
A7YPWY1	OC-514 Original Cover	\$47.96
PAPER SUPPLY OPTIONS		
A860WY1	PC-114 Paper Feed Cabinet (500-sheet universal tray + storage)	\$260.20
A860WY2	PC-214 Paper Feed Cabinet (2 x 500-sheet universal tray)	\$364.29
A860013	PC-414 Paper Feed Cabinet (2,500 sheets/Letter size only)	\$364.29
9015004571	DK-514 Desk (Storage only)	\$57.22
OUTPUT OPTIONS		
A8D9WY1	MK-603 Shift Tray Mount Kit	\$43.88
A3EPWY3	FS-534 Finisher (50-sheet floor staple finisher)	\$516.04
A3EPWYE	FS-534 with SD-511 Finisher (Floor finisher + Saddle Stitcher)	\$939.34

bizhub C227


bizhub C227 - 22 PPM Copier/Printer/Scanner Copier/Printer/Scanner -- Includes PS, PCL & XPS Controller, 2 GB Standard Memory, Web Browser, Duplex Unit, 250 GB HDD, USB Interfaces , USB Local Printing

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
A84GWY1	RU-514 Relay Unit (Relay unit required for the FS-534)	\$60.33
A3EUW12	PK-519 Punch Kit (2/3 hole - for FS-533)	\$298.98
A3ETW11	PK-520 2/3 Hole Punch Unit	\$298.98
FAX OPTIONS		
A879012	FK-513 Fax Kit (Supports single line fax - no mount kit needed)	\$324.74
4614506	SP-501 Fax Stamp Unit	\$24.34
4614511	Spare TX Marker Stamp 2	\$13.52
i-OPTION ACCESSORIES		
A0PD016	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	\$561.22
A0PD017	LK-104 v3 i-Option License Kit (Voice Guidance)	\$400.51
A0PD11T	LK-105 v4 i-Option License Kit (Searchable PDF)	\$340.71
A0PD119	LK-106 i-OPTION Bar Code Font	\$418.88
A0PD01F	LK-107 i-Option License Kit (Unicode Font)	\$352.04
A0PD11G	LK-108 i-Option License Kit (OCR Font)	\$97.45
A0PD11U	LK-110 v2i-Option License Kit (File Conversion)	\$765.31
A0PD01K	LK-111 i-Option License Kit (ThinPrint Client Support)	\$127.55
MISC. OPTIONS		
7640006869	External Keyboard	\$113.57
A4NRWY1	KH-102 Keyboard Holder	\$62.76
A64TWY3	KP-101 Keypad	\$64.29
A88AWY2	EK-608 Local Interface Kit	\$102.04
A87DWY2	EK-609 Local Interface Kit	\$142.35
A0W4WY3	WT-506 Working Table	\$57.14
A0X9WY1	AU-102 Biometric Authentication Unit	\$482.95

Basic Configuration for bizhub C227
Bizhub C227
\$2,032.15
Storage stand
\$57.22
Total
2089.37

STATE OF MICHIGAN MiDeal Purchase Price Only Catalog



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Contract Number: **171-180000000365**

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- Purchase
- Maintenance



bizhub C3350i


bizhub C3350i -- Includes PS, PCL & XPS Controller, 5 GB Standard Memory , 256 GB SSD, Stapler Finisher, Standard Gigabit Ethernet, Wireless Connectivity, Duplex Unit, 50-sheet Dual Scan Document Feeder, Standard USB 2.0 (supports local printing), CMYK Toner (Yield: 13K black, 9K CMY) and Imaging Units (Yield: 200K black, 100K Color) .

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
MAIN UNIT		
A93E011	BIZHUB C3350i A4 COPIER/PRINTER	\$1,671.83
SERVICE		
B/W	per copy click price b/w	\$0.0120
Color	per copy click price color	\$0.0600
MiDeal customers can opt to choose a monthly minimum based on the cost per copy rates above.		
INSTALL, DELIVERY AND NETWORK SERVICE		
7670525505	Delivery Charge - Level 0	Incl
7640018092	Basic Network Service - BNS02	Incl
PROFESSIONAL SERVICES		
7640018745	bizhub SECURE Small MFP	\$100.00
7640019026	bizhub SECURE Healthcare Small MFP	\$200.00
7640019485	KMBS Professional Project Services (requires custom quote)	\$1.00
PAPER SUPPLY OPTIONS		
AAJUW11	PF-P21 Paper Feed Unit (Letter size)	\$108.57
AAJUW12	PF-P25 Paper Feed Unit (Legal size)	\$108.57
135900	DK-P05 Copy Desk	\$108.21
OUTPUT OPTIONS		
ACCGWY1	FS-P04 Finisher	\$101.52
7640013463	CS-1 Convenience Stapler	\$164.22
i-OPTION ACCESSORIES		
A0PD016	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	\$561.22
A0PD017	LK-104 v3 i-Option License Kit (Voice Guidance)	\$400.51
A0PD11T	LK-105 v4 i-Option License Kit (Searchable PDF)	\$340.71
A0PD119	LK-106 i-Option Bar Code Font	\$418.88

bizhub C3350i


bizhub C3350i -- Includes PS, PCL & XPS Controller, 5 GB Standard Memory , 256 GB SSD, Stapler Finisher, Standard Gigabit Ethernet, Wireless Connectivity, Duplex Unit, 50-sheet Dual Scan Document Feeder, Standard USB 2.0 (supports local printing), CMYK Toner (Yield: 13K black, 9K CMY) and Imaging Units (Yield: 200K black, 100K Color) .

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
A0PD01F	LK-107 i-Option License Kit (Unicode Font)	\$352.04
A0PD11G	LK-108 i-Option OCR Font	\$97.45
A0PD11U	LK-110 v2i-Option License Kit (File Conversion)	\$765.31
A0PD01K	LK-111 i-Option License Kit (ThinPrint Client Support)	\$127.55
A0PDAA1	LK-116 Bitdefender Virus Scan	\$201.53
CARD READERS		
R5427000136466	AU-205H IC Card Reader	\$203.57
ACCKWY1	MK-P08 Mount Kit for AU Unit	\$43.88
MISC. OPTIONS		
AA1K011	Fax Kit FK-517	\$72.86
ACCRWY1	WT-P03 Working Table	\$61.22
ACCJWY1	KP-102 Keypad	\$64.29
XGPCS15DKM	ESP Diagnostic Power Filter 120V/15A	\$129.53
ACCVWY1	EK-P09 Local Interface Kit USB Kit w/ Bluetooth	\$142.35
ACCTWY1	EK-P08 Local Interface Kit USB w/out Bluetooth	\$102.04

Basic Configuration for bizhub C3350i
Bizhub C3350i
2 - Extra Trays PF-P25 to ge the correct height
Storage Stand
Total

\$1,671.83
\$217.14
\$108.21
\$1,997.18

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- Purchase
- Maintenance



bizhub C300i


bizhub C300i Copier/Printer/Scanner/DF-714 - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield).

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
MAIN UNIT		
AA2K013	bizhub C300i COPIER/PRINTER/DF-714	\$2,605.91
SERVICE		
B/W	per copy click price b/w	\$0.0075
Color	per click price color	\$0.0500
MiDeal customers can opt to choose a monthly minimum based on the cost per copy rates above.		
INSTALL, DELIVERY AND NETWORK SERVICE		
7670525506	Delivery Charge - Level 1	Incl
7640018094	Basic Network Service - BNS04	Incl
PROFESSIONAL SERVICES		
7640015657	bizhub SECURE	\$250.00
7640019024	bizhub SECURE Healthcare	\$400.00
7640018460	Network Fee (requires custom quote)	\$1.00
7640019485	KMBS Professional Project Services (requires custom quote)	\$1.00
PAPER SUPPLY OPTIONS		
AAV5013	PC-416 Large Capacity Cassette (2,500 sheets/Letter size only)	\$715.31
AAV5WY2	PC-216 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	\$607.65
AAV5WY1	PC-116 Paper Feed Cabinet (500-sheet universal tray + storage)	\$465.82
135700	DK-516 Enhanced Copy Desk (Storage only)	\$113.27
A87VW12	LU-302 Large Capacity Unit (3,000 sheets/Letter size only)	\$908.57

bizhub C300i


bizhub C300i Copier/Printer/Scanner/DF-714 - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield).

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
OUTPUT OPTIONS		
A2YVWY2	JS-506 Job Separator	\$255.10
A2YUWY2	FS-533 Finisher (50-sheet inner staple finisher)	\$446.53
A87GWY1	FS-536 Finisher (50 Sheets)	\$516.04
A87JWY2	RU-513 Relay Unit	\$62.32
A87GWYE	FS-536 SD Finisher	\$939.34
A3EUW12	PK-519 Punch Kit (2/3 hole - for FS-533)	\$298.98
A3ETW11	PK-520 2/3 Hole Punch Unit (FS-534 or FS-536)	\$298.98
FAX OPTIONS		
A883012	FK-514 Fax Kit (Supports 1st & 2nd fax line - no mount kit required)	\$325.26
A884W11	FK-515 Fax Kit (Supports 3rd & 4th fax line)	\$545.14
4614506	SP-501 Fax Stamp Unit	\$24.34
4614511	Spare TX Marker Stamp 2	\$13.52
A886WY1	MK-742 Fax Mount Kit (Mount kit for FK-515 only)	\$61.22
PRINT CONTROLLER OPTIONS		
ACDEWY1	IC-420 Image Controller	\$3,006.68
ACDHWY1	VI-516 Video Interface Kit	\$176.43
45111142	EFI Hot Folders & Virtual S/W License	\$525.51
7640004313	EFI AutoTrap	\$525.51
45109642	ES-2000 Spectrophotometer	\$918.33
7640009476	EFI Fiery SeeSequence Impose	\$1,642.22
7640009477	EFI Fiery SeeSequence Compose	\$722.58
7640009478	EFI Fiery SeeSequence Impose+Compose Suite	\$2,036.36
3000005452	Fiery Color Profiler Suite V 4.0 with ES-2000 Spectrophotometer	\$2,312.24
45111156	EFI Productivity Package S/W License	\$3,545.88
i-OPTION ACCESSORIES		
A0PD016	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	\$561.22
A0PD117	LK-104 v3 i-Option License Kit (Voice Guidance)	\$400.51

bizhub C300i


bizhub C300i Copier/Printer/Scanner/DF-714 - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield).

[Click on picture for online specifications](#)

Item Number	Description	Purchase Price
A0PD11T	LK-105 v4 i-Option License Kit (Searchable PDF)	\$340.71
A0PD119	LK-106 i-Option Bar Code Font	\$418.88
A0PD01F	LK-107 i-Option License Kit (Unicode Font)	\$352.04
A0PD11G	LK-108 i-Option OCR Font	\$97.45
A0PD11U	LK-110 v2i-Option License Kit (File Conversion)	\$765.31
A0PD01K	LK-111 i-Option License Kit (ThinPrint Client Support)	\$127.55
A0PDAA1	LK-116 Bitdefender Virus Scan	\$201.53
MISC. OPTIONS		
7640006869	External Keyboard	\$113.57
A4NRWY2	KH-102 Keyboard Holder	\$62.76
ACCJWY1	KP-102 - 10-Key Pad	\$64.29
A88AWY2	EK-608 Local Interface Kit	\$102.04
A87DWY2	EK-609 Local Interface Kit	\$142.35
A0W4WY3	WT-506 Working Table	\$57.14
A0X9WY1	AU-102 Biometric Authentication Unit	\$482.95
R5427000136466	AU-205H IC Card Reader	\$203.57
7640013468	AU-204H Mag Stripe Card Reader	\$72.26
XGPCS15DKM	ESP Diagnostic Power Filter 120V/15A	\$129.53

Basic Configuration for bizhub C300i

Bizhub C300i	\$2,605.91
Storage stand	\$113.27
Total	\$2,719.18