

Lee Township  
Special Meeting Minutes  
September 27, 2021

The Special Meeting of the Lee Township Board was called to order at 6:30 pm at the Lee Township Hall located at 877 56<sup>th</sup> Street, Pullman, Michigan.

**Board Members Present:** Trustee Hatfield, Trustee Galdikas, Supervisor Owen and Clerk Friel.

Absent: Treasurer Lowery.

**Purpose of the Meeting:** Discussion on the merging of the Lee Township Fire Department and EMS departments.

Discussion was had on what the budget would look like for emergency services, once the merge was complete. Fire Chief Chamberlain presented the board with a tentative budget breakdown for the budget year of 2022-2023. The budget included wages for full time and part time positions, insurance reimbursement, stipends and paid on call positions.

The conversation flowed discussing why the full time and part time positions are needed, and the wide range of responsibilities that could be absorbed by hiring for these positions. The full time Chief position would consist of a 40-hour work week, and the part time position would total 30 hours per week. There was discussion on how the part time position would be filled. The board thought the position would be held by the Assistant Fire Chief, but Chief Chamberlain explained that it may need to be filled by multiple people at any rank, to achieve the necessary day time coverage. The board suggested filling the position with one officer ranked person within a reasonable period of time. Chief Chamberlain agreed that maybe the position name could change to Shift Lieutenant, as the department currently has 3 open officer positions available, and they would want to be sure to fill each spot with capable candidates.

Discussion continued regarding the chief option package, which was presented by Chief Chamberlain. Adjustments were suggested by Trustee Galdikas, that the board offer a 2-year contract along with a performance evaluation every 2 years, 2 weeks paid time off, allowing opportunity to gain an additional day for each year served to the township as Chief, and a salary of \$25 an hour. No insurance coverage would be offered.

Timing of implementing these changes was discussed. A suggestion was made to phase in the changes, implementing the Fire Chief and part time positions at the beginning of the next fiscal year. This will allow time for the current budget to remain unchanged, and time to fill the positions. The board agreed to present the recommendation to approve the increase for “on call coverage” stipend to \$25 per shift at the next regularly scheduled board meeting in October to be effective starting the third quarter (October 1).

Meeting adjourned at 8:20 pm.

Minutes submitted by: Heather Friel, Clerk