

Minutes of the Baroda Twp. Fire Board Meeting September 19, 2023

Meeting was called to order at 7:00 PM by Board Chairman David Wolf
Present: David Wolf, Dennis Krotzer, Amy Covington, Dennis Varo, Chris Burch
Audience: Donnie Johnson, Thomas Giudice, Matt Johnson

The meeting opened with the pledge of allegiance.
Minutes of the 7/11/2023 meeting were distributed & approved. Motion by Covington, second by Varo passed by a unanimous vote.

New Business-Fire Chief Burch

1. The \$20,000.00 PPE gear grant which the Dept. applied for has been awarded. It will be used to purchase PPE gear.
2. An open house is planned for 10/14/23 between 1:00 & 3:00 PM. The purpose of the open house is recruitment & public engagement.
3. Jessica Walker resigned from the Dept. Her resignation letter cited family commitments & the possibility of returning in the future.

Old Business

The Board continued to work on the SOP manual. See the attached table of contents which summaries the sections reviewed.

The Board agreed to meet again on October 3rd to review the SOP manual which they have been working through.

Meeting adjourned at 8:35 PM by Krotzer & Covington.
Next Meeting is October 3, 2023 at 7:00 PM

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	Baroda Township Fire Department Handbook		
	Table of Contents		
	Rev 9/19/2023		
		Action Required	Assigned to
	Chapter 1- Adminstrative		
A	Recruiting & Employment		
	1 Conditional Offer of Employment		
	2 Employment application		
	3 Applicant Release Form		
	4 Notification to Job Applicants		
B	Annual Driving Record Review		
C	Personal Emergency Vehicle Inspection		
D	Post-Accident Incidents	insert missing "blue" form	Amy Covington
E	Grievance and Complaints		
F	Displine & Formal Charges Procedure		
G	Leave of Absence		
	1 Request for Leave of Absence		
H	Seperation Policy	Needs to be Drafted or Located	Chris Burch
I	Record Retention & Disposal		Look for it
	1 State of Michigan Records Retention and Disposal Schedule		
	2 Training Records		
J	Physical Fitness Guidelines		
K	Alcohol & Drug Use		
	1 Fire Departmnet Periodic Physical Exam		
	2 Medical Evaluation		
L	Sexual Harassment & Other Unwanted Conduct		
M	Emplotee Recognition		
N	Social Networking		
	Chapter 2- Positions		
A	Firefighter Trainee	Review Required by Chief & other Officers	Chris Burch
B	Probationary Firefighter	Review Required by Chief & other Officers	Chris Burch
C	Firefighter 1 and 2	Review Required by Chief & other Officers	Chris Burch
D	Equipmnet Specialist	Review Required by Chief & other Officers	Chris Burch
E	Lieutenant	Review Required by Chief & other Officers	Chris Burch
F	Engineer	Review Required by Chief & other Officers	Chris Burch
G	Captain	Review Required by Chief & other Officers	Chris Burch
H	Training Officer	Review Required by Chief & other Officers	Chris Burch
I	Health and Safety Officer	Review Required by Chief & other Officers	Chris Burch
J	EMS Officer	Review Required by Chief & other Officers	Chris Burch
K	Records Officer	Review Required by Chief & other Officers	Chris Burch
L	Assistant Fire Chief	Review Required by Chief & other Officers	Chris Burch
M	Fire Chief	Review Required by Chief & other Officers	Chris Burch
N	Auxiliary Member	Review Required by Chief & other Officers	Chris Burch
	Chapter 3- Technical Policies		
A	Personal Protective Clothing & Equipment		
B	Self Contained Breathing Apparatus		
C	Performance Objectives	Fix Form Format	Amy Covington
D	Firefighter Rehabilitation & Safety Guildelines		
E	Hose Testing		
F	Initial Response (to be merged with SOB Response, Apparatus Response, Apparatus/pump Operation & intital radio response)	Review Required by Chief & other Officers	Chris Burch
G	Vehicle Fire		
H	Wildland PPE & Wildland Response Guide		
I	Exposure to Bloodborne & Airborne Pathogens	Fix Form Format	Amy Covington
J	Response to Hazerdous Materials	Fix Form Format	Amy Covington
K	Civil Unrest Emergencies	Fix Form Format	Amy Covington
L	Response to Carbon Dioxide		
M	Response to Gas Leaks/Smells		
N	Lock Out/Tag Out Safety Guidelines	Re-type exist. document into new format	Amy Covington
O	Hazard Communication	Re-type exist. document into new format	Amy Covington
P	Incident Command & Management System	Re-type exist. document into new format	Amy Covington
Q	Driving Authorized Emergency Vehicles		
R	Backup Department Apparatus/Using Spotter		
S	Equipment Repair Work Orders	Re-type exist. document into new format after old document is located	Amy Covington & Chris Burch
T	Personnal Accountability Reporting? (PAR)		