

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – March 24, 2025 – 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ADOPTION OF AGENDA
PUBLIC COMMENT (Statements only)

CONSENT AGENDA

- a. **Payment of Bills**
- b. **Minutes** –February 24, 2025 (Regular)
- c. **Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. **Correspondence:** Alpena Count Road Commission – Match Memo

A. Kaszubowski
M. Palevich
L. Ellery-Somers
C. Kroll
S. Lappan
N. Poli
R. Rhynard

T. Gulden

Alpena News
WHSB
WATZ
WBKB - TV

OLD BUSINESS

- A. Adoption of proposed Ordinance No. 156 (Sanitary Sewer and Water Ordinance Amendment)

NEW BUSINESS

- 1. Building Code Updates
- 2. Sanitary Sewer and Water Ordinance Schedule of Rates and Changes
- 3. Website Update
- 4. Alpena County Road Commission – 2025 Dust Control Agreement
- 5. Policy & Procedures – Sick Time Policy
- 6. Resolution regarding conveyance of remaining portion of Thunder Bay Island to the Charter Township of Alpena
- 7. Budget Adjustments
- 8. Treasurer's Office - Staffing
- 9. Planning Commission -Appointments
- 10. Employee Compensation Commission- Appointment
- 11. Board of Review – Alternate Appointment
- 12. IAFF #1859 – Letter of Agreement
- 13. Fire Department – Firefighter Training Program
- 14. Fire Department – First Responder Week Proclamation
- 15. Fire Department – Lexipol Training Renewal

PUBLIC COMMENT
DISCUSSION
ADJOURNMENT

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/87688499567?pwd=dmqgO1z5TG4yPHqaBarGaaa5W0NrNw.1>

Meeting ID: 876 8849 9567

Passcode: 32425

Recorded meetings will be available within 7 days of the meeting at: [Charter Township of Alpena - YouTube](#)

PUBLIC MEETING PARTICIPATION RULES

1. Please wait for the Supervisor to acknowledge you before you speak.
2. Begin by clearly stating your name for the record.
3. Give us your comments or opinions on the issue being discussed.
4. To ensure that everyone has time to speak and that we can address other items on the agenda, we may limit an individual's speaking time to 3 minutes. If time permits, we may allow you one additional time period to provide new information.
5. Please be respectful of the board, speakers, and your neighbors.

Again, thank you for attending.

Abbi Kaszubowski
Supervisor

03/18/2025 12:40 PM
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CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 02/18/2025 - 03/17/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
02/19/2025	GFUND	11560	NMCOA	DUES & MEMBERSHIPS	955.000	371	125.00
02/19/2025	GFUND	11561	NMCOA	DUES & MEMBERSHIPS	955.000	371	450.00
02/20/2025	GFUND	11562	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,610.31
		11562		UTILITIES/ SYSTEM	929.000	537	73.08
				CHECK GFUND 11562 TOTAL FOR FUND 592:			<u>1,683.39</u>
02/20/2025	GFUND	11563	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	1,097.48
02/20/2025	GFUND	11564	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
02/20/2025	GFUND	11565	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	75.00
02/20/2025	GFUND	11566	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	150.00
02/20/2025	GFUND	11567	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
		11567		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
		11567		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
		11567		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
		11567		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
				CHECK GFUND 11567 TOTAL FOR FUND 205:			<u>15,795.03</u>
02/20/2025	GFUND	11568	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	160.82
02/20/2025	GFUND	11569	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	55.59
02/20/2025	GFUND	11570	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	223.41
02/20/2025	GFUND	11571	DTE ENERGY	HEAT	924.000	265	2,598.97
02/20/2025	GFUND	11572	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	220.75
02/20/2025	GFUND	11573	MARQUAM JOHNSON	FIRE OPERATIONAL SUPPLIES	727.020	336	209.63
02/20/2025	GFUND	11574	MICHIGAN DEPT. OF TREASURY	SCHOOLS & CONVENTIONS	957.000	171	150.00
02/20/2025	GFUND	11575	NMMA	RECYCLING & CLEAN UP DAY/ELECTRONICS	959.000	602	5,000.00
02/20/2025	GFUND	11576	THUNDERBAY AREA FIREFIGHTERS	DUES & MEMBERSHIPS	955.020	336	125.00
02/26/2025	GFUND	11577	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	136.67
02/26/2025	GFUND	11578	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	(1,275.00)

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		11578		LEGAL - DEPT. PORTION	803.000	171	1,935.00
		11578		LEGAL - DEPT. PORTION	803.000	215	45.00
		11578		LEGAL - DEPT. PORTION	803.000	257	405.00
		11578		LEGAL	803.000	701	270.00
		11578		LEGAL	803.000	537	1,380.00
CHECK GFUND 11578 TOTAL FOR FUND 592:							2,760.00
02/26/2025	GFUND	11579	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	60.41
		11579		JANITORIAL SUPPLIES	827.000	336	17.58
		11579		JANITORIAL SUPPLIES	827.000	537	19.83
CHECK GFUND 11579 TOTAL FOR FUND 592:							97.82
02/26/2025	GFUND	11580	GATOR ELECTRIC	MAINTENANCE & REPAIR BUILDING	931.000	265	172.00
02/26/2025	GFUND	11581	GRAND TRAVERSE MOBILE	COMMUNICATIONS, EQUIPMENT	850.000	336	3,396.36
02/26/2025	GFUND	11582	GRASSHOPPERS	BI-PATH MAINTENANCE	930.000	265	1,700.00
		11582		SNOWPLOWING	957.010	265	2,790.00
		11582		SNOW PLOWING	957.010	336	3,360.00
		11582		SNOW PLOWING	957.010	537	2,020.00
CHECK GFUND 11582 TOTAL FOR FUND 592:							9,870.00
02/26/2025	GFUND	11583	HUS MARY ANN	SC-01	202.000	000	485.50
02/26/2025	GFUND	11584	MISHLER JANET	SE-02	202.000	000	14.53
		11584		IC-01	202.000	000	0.35
		11584		SC-01	202.000	000	0.34
CHECK GFUND 11584 TOTAL FOR FUND 592:							15.22
02/26/2025	GFUND	11585	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	11.38
02/26/2025	GFUND	11586	SOMMERFELD MARY	IC-01	202.000	000	1,076.68
02/26/2025	GFUND	11587	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	32.20
		11587		COPIES	727.020	215	32.20
		11587		COPIES	727.010	253	32.21
		11587		COPIES	727.000	262	32.20
		11587		COPIES	727.000	371	32.21
		11587		COPIES	727.000	701	32.21
		11587		COPIES	727.010	336	32.20

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		11587		COPIES	727.000	537	32.20
				CHECK GFUND 11587 TOTAL FOR FUND 592:			<u>257.63</u>
02/26/2025	GFUND	11588	WINDER POLICE EQUIPMENT INC.	EQUIPMENT	974.000	336	1,467.00
03/05/2025	GFUND	11596	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	47.50
		11596		IT/INTERNET - DEPT. PORTION	921.000	537	23.75
				CHECK GFUND 11596 TOTAL FOR FUND 592:			<u>71.25</u>
03/05/2025	GFUND	11597	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	47.50
03/05/2025	GFUND	11598	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	371	23.75
03/05/2025	GFUND	11599	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	371	23.75
03/05/2025	GFUND	11600	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	3.00
		11600		IT/INTERNET - DEPT. PORTION	921.000	215	6.00
		11600		IT/INTERNET - DEPT. PORTION	921.000	253	47.50
		11600		IT/INTERNET - DEPT. PORTION	921.000	253	6.00
		11600		IT/INTERNET - DEPT. PORTION	921.000	371	3.00
		11600		IT/INTERNET - DEPT. PORTION	921.000	336	33.00
		11600		IT/INTERNET - DEPT. PORTION	921.000	537	3.00
				CHECK GFUND 11600 TOTAL FOR FUND 592:			<u>101.50</u>
03/05/2025	GFUND	11601	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	175.80
		11601		UTILITIES/ SYSTEM	929.000	537	1,784.41
				CHECK GFUND 11601 TOTAL FOR FUND 592:			<u>1,960.21</u>
03/05/2025	GFUND	11602	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	226.00
03/05/2025	GFUND	11603	APPLIED INDUSTRIAL TECHNOLOGIES	UNIFORMS	724.000	336	143.49
03/05/2025	GFUND	11604	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	2,255.00
		11604		LEGAL - DEPT. PORTION	803.000	171	765.00
		11604		LEGAL - DEPT. PORTION	803.000	215	315.00
		11604		LEGAL - DEPT. PORTION	803.000	371	45.00
		11604		LEGAL	803.000	537	1,380.00
				CHECK GFUND 11604 TOTAL FOR FUND 592:			<u>4,760.00</u>
03/05/2025	GFUND	11605	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	38.33

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Bank: GFUND							
		11605		TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	103.97
		11605		IT/INTERNET - DEPT. PORTION	921.000	215	38.33
		11605		TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	103.97
		11605		IT/INTERNET - DEPT. PORTION	921.000	253	38.33
		11605		TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	103.98
		11605		IT/INTERNET - DEPT. PORTION	921.000	257	38.33
		11605		TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	103.98
		11605		IT/INTERNET - DEPT. PORTION	921.000	262	38.32
		11605		IT/INTERNET - DEPT. PORTION	921.000	371	38.33
		11605		TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	103.98
CHECK GFUND 11605 TOTAL FOR FUND 101:							749.85
03/05/2025	GFUND	11606	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	83.40
03/05/2025	GFUND	11607	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	160.82
03/05/2025	GFUND	11608	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
03/05/2025	GFUND	11609	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	360.00
03/05/2025	GFUND	11610	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	56,624.00
03/05/2025	GFUND	11611	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	225.49
03/05/2025	GFUND	11612	GRASSHOPPERS	BI-PATH MAINTENANCE	930.000	265	4,552.00
		11612		SNOWPLOWING	957.010	265	3,100.00
		11612		SNOW PLOWING	957.010	336	4,510.00
		11612		SNOW PLOWING	957.010	537	3,520.00
CHECK GFUND 11612 TOTAL FOR FUND 592:							15,682.00
03/05/2025	GFUND	11613	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	57.00
03/05/2025	GFUND	11614	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
03/05/2025	GFUND	11615	MMTA	SCHOOLS & CONVENTIONS	957.000	253	99.00
03/05/2025	GFUND	11616	NEMCOG	OPERATING SUPPLIES	730.000	262	53.22
03/05/2025	GFUND	11617	NEMCOG	COMPREHENSIVE PLAN	805.000	701	22,500.00
03/05/2025	GFUND	11618	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00

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03/05/2025	GFUND	11619	PNC BANK	DATA PROCESSING (SOFTWARE)	956.000	171	30.00
		11619		DATA PROCESSING (SOFTWARE)	956.000	215	48.76
		11619		DATA PROCESSING (SOFTWARE)	956.000	215	30.00
		11619		SCHOOLS & CONVENTIONS	957.000	247	218.00
		11619		DATA PROCESSING (SOFTWARE)	956.000	253	30.00
		11619		OFFICE SUPPLIES	729.000	262	19.78
		11619		JANITORIAL SUPPLIES	827.010	265	7.48
		11619		DATA PROCESSING (SOFTWARE)	956.000	371	30.00
		11619		FIRE OPERATIONAL SUPPLIES	727.020	336	179.99
		11619		COMPUTER (HARDWARE)	728.000	336	49.00
		11619		OFFICE SUPPLIES	729.010	336	55.89
		11619		JANITORIAL SUPPLIES	827.000	336	82.36
		11619		DUES & MEMBERSHIPS	955.020	336	180.00
		11619		DATA PROCESSING (SOFTWARE)	956.010	336	24.38
		11619		FIRE/EMS TRAINING	969.020	336	159.86
		11619		FIRE/EMS TRAINING	969.020	336	499.00
		11619		EQUIPMENT & FURNITURE	975.000	336	149.99
		11619		EQUIPMENT & FURNITURE	975.000	336	179.96
CHECK GFUND 11619 TOTAL FOR FUND 205:							1,974.45
03/05/2025	GFUND	11620	RICHARD DEUELL	PLAN REVIEW	963.000	701	200.00
03/05/2025	GFUND	11621	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	2,403.20
03/05/2025	GFUND	11622	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	3,955.20
		11622		PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	1,213.60
CHECK GFUND 11622 TOTAL FOR FUND 101:							5,168.80
03/05/2025	GFUND	11623	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	1,065.00
03/10/2025	GFUND	42 (E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	253	67.22
		42 (E)		POSTAGE	729.030	257	32.25
		42 (E)		POSTAGE	729.030	262	25.44
		42 (E)		POSTAGE	729.030	371	2.76
		42 (E)		POSTAGE	729.030	537	660.33
CHECK GFUND 42 (E) TOTAL FOR FUND 592:							788.00
03/10/2025	GFUND	43 (E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	473.23

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03/11/2025	GFUND	11625	AIRGAS USA,LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	131.58
03/11/2025	GFUND	11626	ALPENA LANDSCAPE SUPPLY &	NORTH POINTE SHORES ROAD ASSMT	820.000	602	3,150.00
03/11/2025	GFUND	11627	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	18.22
		11627		UTILITIES/ SYSTEM	929.000	537	780.37
				CHECK GFUND 11627 TOTAL FOR FUND 592:			798.59
03/11/2025	GFUND	11628	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
03/11/2025	GFUND	11629	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	150.00
03/11/2025	GFUND	11630	DEAN ARBOUR FORD	VEHICLE MAINTENANCE	938.000	336	103.69
03/11/2025	GFUND	11631	DES MOINES STAMP MFG. CO.	OFFICE SUPPLIES	729.000	253	61.00
03/11/2025	GFUND	11632	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	421.44
03/11/2025	GFUND	11633	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	170.39
03/11/2025	GFUND	11634	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	1,960.50
03/11/2025	GFUND	11635	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	1,568.00
03/11/2025	GFUND	11636	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	50.00
03/11/2025	GFUND	11637	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	220.75
03/11/2025	GFUND	11638	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50
		11638		REFUSE	922.000	336	32.33
				CHECK GFUND 11638 TOTAL FOR FUND 205:			184.83
03/11/2025	GFUND	11639	JIM STACHLEWITZ	FIRE OPERATIONAL SUPPLIES	727.020	336	35.88
03/11/2025	GFUND	11640	KRAFT BUSINESS SYSTEMS	MAINTENANCE ON EQUIPMENT	931.010	537	150.00
03/11/2025	GFUND	11641	NATIONAL BUSINESS FURNITURE LLC	EQUIPMENT & FURNITURE	975.000	253	890.89
03/11/2025	GFUND	11642	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	11.38
03/11/2025	GFUND	11643	TIMOTHY BAKER	UNIFORMS	724.000	336	60.00
				Total for bank GFUND:			189,149.81

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02/24/2025	TAXC	5032	ALPENA COMMUNITY COLLEGE	DUE TO ALPENA COMMUNITY COLLEGE	235.000	000	260,406.93
02/24/2025	TAXC	5033	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	9,323.25
		5033		DUE TO ALPENA COUNTY RECYCLING	222.061	000	22,190.00
		5033		DUE TO ALPENA COUNTY SET	222.063	000	11,715.65
		5033		DUE TO COUNTY JAIL	222.064	000	104,475.70
		5033		DUE TO COUNTY-AMBULANCE	222.065	000	157,553.66
		5033		DUE TO COUNTY-OLD PERSONS FUND	222.070	000	57,743.30
		5033		DUE TO COUNTY-VETERANS AFFAIRS	222.080	000	22,040.64
		5033		DUE TO COUNTY-YOUTH AND REC	222.090	000	52,491.39
		5033		DUE TO LIBRARIES	223.000	000	78,373.42
		5033		DUE TO LIBRARIES-EXVOTE	223.010	000	26,105.74
CHECK TAXC 5033 TOTAL FOR FUND 703:							542,012.75
02/24/2025	TAXC	5034	ALPENA PUBLIC SCHOOLS	DUE TO ALPENA PUBLIC SCHOOLS OPERATING	225.000	000	890,411.18
		5034		DUE TO ALPENA PUBLIC SCHOOLS DEBT	225.010	000	189,065.47
CHECK TAXC 5034 TOTAL FOR FUND 703:							1,079,476.65
02/24/2025	TAXC	5035	AMAESD	DUE TO AMAESD OPERATING	234.000	000	22,187.82
		5035		DUE TO AMAESD SPECIAL EDU	236.000	000	204,925.01
CHECK TAXC 5035 TOTAL FOR FUND 703:							227,112.83
02/24/2025	TAXC	5036	CHARTER TOWNSHIP OF ALPENA	DUE TO BEGLAND DR COLLECT ON TAXES	451.510	000	1,350.48
02/24/2025	TAXC	5037	CHARTER TOWNSHIP OF ALPENA	DUE TO MEYERS ROAD COLLECT ON TAXES	451.570	000	2,493.48
02/24/2025	TAXC	5038	CHARTER TOWNSHIP OF ALPENA	DUE TO BURKS MANOR COLLECT ON TAXES	451.520	000	1,518.07
02/24/2025	TAXC	5039	CHARTER TOWNSHIP OF ALPENA	DUE TO US-23 SPECIAL ASSESSMENT WATER	202.120	000	32,167.20
02/24/2025	TAXC	5040	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP DELINQUENT	202.020	000	1,065.56
02/24/2025	TAXC	5041	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	23,320.44
02/24/2025	TAXC	5042	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP OPERATING	202.040	000	106,114.24
02/24/2025	TAXC	5043	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP FIRE PROTECTION	202.030	000	157,058.57
02/24/2025	TAXC	5044	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-PENALTY	202.060	000	36.08
02/24/2025	TAXC	5045	STATE OF MICHIGAN	DUE TO STATE OF MI QUALIFIED FOREST	228.010	000	174.55

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: TAXC							
02/25/2025	TAXC	5046	ALPENA COMMUNITY COLLEGE	DUE TO ALPENA COMMUNITY COLLEGE	235.000	000	5,440.62
02/25/2025	TAXC	5047	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY DNR OPERATING	222.060	000	10,478.42
		5047		DUE TO COUNTY JAIL	222.064	000	2,182.78
		5047		DUE TO COUNTY-AMBULANCE	222.065	000	3,291.69
		5047		DUE TO COUNTY-OLD PERSONS FUND	222.070	000	1,206.43
		5047		DUE TO COUNTY-VETERANS AFFAIRS	222.080	000	460.52
		5047		DUE TO COUNTY-YOUTH AND REC	222.090	000	1,096.72
		5047		DUE TO LIBRARIES	223.000	000	1,637.43
		5047		DUE TO LIBRARIES-EXVOTE	223.010	000	545.43
				CHECK TAXC 5047 TOTAL FOR FUND 703:			20,899.42
02/25/2025	TAXC	5048	ALPENA PUBLIC SCHOOLS	DUE TO ALPENA PUBLIC SCHOOLS DEBT	225.010	000	3,950.05
02/25/2025	TAXC	5049	AMAESD	DUE TO AMAESD OPERATING	234.000	000	463.59
		5049		DUE TO AMAESD SPECIAL EDU	236.000	000	4,281.45
				CHECK TAXC 5049 TOTAL FOR FUND 703:			4,745.04
02/25/2025	TAXC	5050	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP FIRE PROTECTION	202.030	000	3,281.38
02/25/2025	TAXC	5051	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP OPERATING	202.040	000	2,217.00
03/13/2025	TAXC	5052	ALPENA COMMUNITY COLLEGE	DUE TO ALPENA COMMUNITY COLLEGE	235.000	000	22,910.08
03/13/2025	TAXC	5053	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	5,388.33
		5053		DUE TO ALPENA COUNTY RECYCLING	222.061	000	2,940.48
		5053		DUE TO ALPENA COUNTY-SET	222.063	000	6,771.08
		5053		DUE TO COUNTY JAIL	222.064	000	9,191.33
		5053		DUE TO COUNTY-AMBULANCE	222.065	000	13,861.07
		5053		DUE TO COUNTY-OLD PERSONS FUND	222.070	000	5,079.89
		5053		DUE TO COUNTY-VETERANS AFFAIRS	222.080	000	1,938.90
		5053		DUE TO COUNTY-YOUTH AND REC	222.090	000	4,617.92
		5053		DUE TO LIBRARIES	223.000	000	6,894.86
		5053		DUE TO LIBRARIES-EXVOTE	223.010	000	2,296.45
				CHECK TAXC 5053 TOTAL FOR FUND 703:			58,980.31
03/13/2025	TAXC	5054	ALPENA PUBLIC SCHOOLS	DUE TO ALPENA PUBLIC SCHOOLS OPERATING	225.000	000	84,759.48
		5054		DUE TO ALPENA PUBLIC SCHOOLS DEBT	225.010	000	16,633.49
				CHECK TAXC 5054 TOTAL FOR FUND 703:			101,392.97

03/18/2025 12:40 PM
User: lellery-somers
DB: Alpena Twp

CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 02/18/2025 - 03/17/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: TAXC							
03/13/2025	TAXC	5055	AMAESD	DUE TO AMAESD OPERATING	234.000	000	1,951.84
		5055		DUE TO AMAESD SPECIAL EDU	236.000	000	18,028.82
				CHECK TAXC 5055 TOTAL FOR FUND 703:			<u>19,980.66</u>
03/13/2025	TAXC	5056	CHARTER TOWNSHIP OF ALPENA	DUE TO US-23 SPECIAL ASSESSMENT WATER	202.120	000	3,862.01
03/13/2025	TAXC	5057	CHARTER TOWNSHIP OF ALPENA	DUE TO MEYERS ROAD COLLECT ON TAXES	451.570	000	1,907.51
03/13/2025	TAXC	5058	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP DELINQUENT	202.020	000	1,818.28
03/13/2025	TAXC	5059	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP OPERATING	202.040	000	9,335.59
03/13/2025	TAXC	5060	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP FIRE PROTECTION	202.030	000	13,817.50
03/13/2025	TAXC	5061	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	2,208.35
03/13/2025	TAXC	5062	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-PENALTY	202.060	000	3,666.05
				Total for bank TAXC:			2,714,720.65

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
TOTAL - ALL BANKS							2,903,870.46

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
February 24, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, February 24, 2025, at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski
Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Trustee Russ Rhynard
Trustee Steve Lappan
Trustee Norm Poli
Trustee Cash Kroll

Absent: None

Others present: Attorney Tim Gulden

Supervisor Abbi Kaszubowski called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

AGENDA

Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve the agenda as presented with the addition of New Business 11. Fire Department – Winder Police Equipment Invoice and 12. Board of Review Appointments. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – January 16, 2025 (Special), January 23, 2025 (Special), January 27, 2025 (Regular), February 4, 2025 (Special), February 11, 2025 (Special) and February 18, 2025 (Special), department reports (less the Supervisor's report) and the following correspondence: Federal Energy Regulatory Commission Letter. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee

Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Kroll to approve the budget adjustments as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

RESOLUTION TO CHANGE PRECINCT BOUNDERIES

Clerk Michele Palevich presented the Township Board with a resolution to change the boundaries of Precinct #4 and Precinct #5. The change would combine both precincts into Precinct #4. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to approve the Resolution to Change Precinct Boundaries as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

INTRODUCTION OF PROPOSED ORDINANCE NO. 156 (Sanitary Sewer and Water Ordinance Amendment)

Attorney Tim Gulden presented the Township Board with the introduction of Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment, to provide monthly, rather than quarterly, water and sewage billings. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the introduction of Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment as presented. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

POLICY & PROCEDURES – PAID-ON-CALL PAY POLICY

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures and Chief Tim Baker presented the Township Board with a pay policy for Paid-on-Call and recommended approval. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the Paid-on-Call Pay Policy as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

POLICY & PROCEDURES – UTILITIES PAYMENT POLICY

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures, presented a utilities payment policy to the Township Board and recommended approval. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Utilities Payment Policy as presented with the correction on item 1F changing quarterly to monthly billing cycle. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

POLICY & PROCEDURES – ANTI-DISCRIMINATION AND HARASSMENT POLICY

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures presented an Anti-Discrimination and Harassment Policy and recommended approval. Clerk Michele Palevich informed that the Township's labor attorneys had recommended and wrote the policy. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the Anti-Discrimination and Harassment Policy as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

TREASURER – CABINET QUOTES

Treasurer Laura Ellery-Somers presented quotes for cabinets under the bullet resistant glass in the Treasurer's office and recommended the Aspen Haus quote. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to approve the proposal from Aspen Haus for cabinets and installation in the amount of \$3,829.49 to be paid from GL #101-265-930.010, Building and Improvements. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

TREASURER – ROOM DIVIDER QUOTES

Treasurer Laura Ellery-Somers requested approval to purchase a mobile room divider. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the purchase of an At Work Mobile Room Divider from National Business Furniture in the amount of \$699.00 to be paid from GL #101-253-975.000, Equipment & Furniture. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

NETWORK LINES

Treasurer Laura Ellery-Somers presented quotes from 1010 Technology Center, Inc. and Omega Electric & Sign Company Inc. to provide labor and material to install network lines. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the quotes from 1010 Technology Center, Inc. and Omega Electric & Sign Company Inc. as presented, not to exceed \$8,840.00 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. NAYES: Trustee Steve Lappan and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

FIRE DEPARTMENT – GRANT WRITING TRAINING

Fire Chief Tim Baker informed the Township Board of a grant writing class he is in support of Fire Fighter Jim Stachlewitz attending. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve Fire Fighter Jim Stachlewitz to attend a grant writing class at Delta College not to exceed a total cost of \$1,088.00 for the class, lodging, meals and mileage. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – WINDER POLICE EQUIPMENT INC.

Fire Chief Tim Baker requested approval for payment of a light bar for the brush truck. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to authorize payment of a 52” Whelen LED Light Bar in the amount of \$1,467.00 to be paid from GL #205-336-974.000, Equipment. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

BOARD OF REVIEW APPOINTMENTS

Supervisor Abbi Kaszubowski recommended the reappointment of Board of Review members Kathy Muszynski and Steve Dean and new appointment of Chad Esch to a 2-year term to the Board of Review. Moved by Clerk Michele Palevich and Supported by Trustee Russ Rynard to reappoint Kathy Muszynski and Steve Dean and to newly appoint Chad Esch to a term ending December 31, 2026, on the Board of Review. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

PUBLIC COMMENT

None.

DISCUSSION

None.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 6:51 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR FEBRUARY 2025

4 FOIA Requests

Board of Trustees – regular and special meeting – agendas and minutes

Elections: Quality Voter File (QVF) maintained
Voter registrations

Attended Elected Officials Day at Alpena High School and toured the Career and Technical Education Center

Working with F & V Operations and Straley, Lamp and Kraenzlein regarding Capital Asset List for Water and Sewer Department.

Set up Huntington Positive Pay in BS & A for pooled and tax checking accounts and attended online training.

Combining precincts 4 & 5 – Election Commission Resolution and Board of Trustees Resolution, Request to Bureau of Elections to complete combining precincts in QVF.

Monthly Meeting Minutes Posting

Personnel Committee Meetings

Budget Adjustments

Back up for Building Department Administrative Assistant

Employee Navigator Administration

Time Clock Plus Oversight

Answer/direct fall through phone calls

Order Office Supplies

Forward Assessing Department Mail to Berg Assessing

Maintain Ordinance Book & Resolutions

Processed Bi-weekly and monthly Payrolls including payroll reports/payments.

Approved ACH water/sewer payments

Accounts payable (entering, journalizing, attaching invoices, printing warrants in BS & A & uploading to Huntington)

Upload meetings to Youtube

Maintain website

**Charter Township of Alpena Treasurer's Report
February 2025**

Board Meeting March 24, 2025

Huntington Bank Positive Pay Training
Property Tax Workshop
Met with Chief Baker
Management Meetings
Multiple Special Board Meetings-Budget
Collect Summer/Winter Tax payments
Collect Water/Sewer payments
Tax Distribution
Tax Refunds
Assessing Adjustments
Bank Reconciliations
Huntington Bank Investments
BS&A updates
ACH water/sewer payments
SIGMA Payments
Point & Pay Payments
NMMMA-Recycling Meeting minutes
Accounts Payable
Payroll approval
Disburse township Checks
PNC Credit Card Rewards
Board Meeting-monthly
Deposit township revenues in
Timesheet/PTO approval
Collect delinquent personal property tax
Collect mobile home specific tax
Banking/Deposits
Online payment approvals

*Financial reports emailed to board members

- 1) Payment of the Bills (included with agenda packet)
- 2) Revenue/Expenditure Report
- 3) Check Register
- 4) Cash Summary Report
- 5) Water/Sewer History Register report

Supervisor's Report Feb 2025

2/4 Management meeting

Special Meeting Budget Workshop

2/6 Call with assessor

Call with FSBR

Call with NEMCOG

2/7 Call with NEMCOG

2/10 Call regarding new member appointment to Board of Review

Teams meeting with Dept of Treasury

Zoom meeting with rate specialist regarding water/waste water rates/account separation

Call with Bureau of Land Management regarding Thunder Bay Island

Call with FSBR

2/11 Special Meeting Budget Workshop

Fire Dept work group

2/13 Advanced Board of Review training

Call with NEMCOG

2/18 3rd Ave work group

2/20 NEMCOG meeting

2/21 Meeting with residents regarding flooding issues

Personnel meeting

Call with FSBR

2/24 Board meeting

2/25 Crittenden Court road/waste water issue

2/26 Congressional Spending Discussion with FV engineers

2/27 NMMMA recycling meeting

2/28 Attended Elected Officials Day at AHS

Supervisor's Report January 2025

1/6 Zoom meeting with rate specialist regarding water/waste water rates/account separation

1/7 Management meeting

1/8 Meeting with county regarding potential for road deputies and liaison deputy

Zoom meeting with rate specialist regarding water/waste water rates/account separation

1/9 Good Mid Day Alpena luncheon

MCMP Grantee Training

1/13 PTO scheduling meeting

Zoom meeting with rate specialist regarding water/waste water rates/account separation

Dashboard App meeting

Planning Commission meeting

1/14 Management meeting

Board of Review training

1/15 Michigan Townships Association Newly Elected Officials Training

1/16 Special Meeting Budget Workshop

1/21 Management meeting

Revize website meeting

Assessor meeting

Fire Dept work group

1/23 MCMP Grant Meeting

Special Meeting Budget Workshop

1/27 Board meeting

1/28 Meeting with F&V engineers

1/29 Renewable Energy Workshop

1/31 Meeting with realtor regarding commercial properties

Monthly Permit Comparison Report

	February 2024		February 2025	
Record Type	#	Revenue	#	Revenue
Building	14	\$ 6,081.00	9	\$ 12,350.00
Plan Reviews	-	-	2	\$ 1,420.00
Electrical	10	\$ 2,332.00	11	\$ 3,004.00
Mechanical	21	\$ 3,962.00	25	\$ 4,944.00
Plumbing	7	\$ 1,407.00	4	\$ 1,517.00
TOTALS	52	\$ 13,782.00	51	\$ 23,235.00

GAIN and/or LOSS			-1	\$ 9,453.00
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YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
22	\$ 8,338.00	15	\$ 13,731.00
-	-	3	\$ 1,650.00
17	\$ 3,781.00	22	\$ 5,682.00
32	\$ 5,777.00	41	\$ 7,724.00
11	\$ 2,315.00	10	\$ 2,712.00
82	\$ 20,211.00	91	\$ 31,499.00

		9	\$ 11,288.00
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MONTHLY UPDATE TO THE BOARD

TO: ALPENA TOWNSHIP BOARD
FROM: TIM BAKER, FIRE CHIEF
SUBJECT: MONTHLY ATFD REPORT FOR FEBRUARY/MARCH, 2025
DATE: MARCH 24, 2025

During the month of February, the ATFD responded to a total of 107 calls for service. There were 90 calls in February of 2024. This is a 21% increase in calls for service. This is the second month in a row that the increase has been greater than 20%. At this rate, calls for service in 2025 would be anticipated to be nearly 300 more than last year.

Monthly training for February consisted of three dates:

- Feb. 4 – PPE/SCBA – which was discussed in the last Board report.
- Feb. 11 – Incident Command
- Feb. 18 – EMS Special Considerations (Geriatrics/Hospice)

These three training sessions resulted in an accumulation of 224 hours of training for the department.

A study was completed for incidents from 2023 & 2024 to determine personnel responding. Numbers in 2023 showed an average of 4.66 responders to calls in eleven different categories. In 33% of the 1222 calls, only the on-duty personnel responded. In 2024, of the 1356 calls ATFD averaged 2.407 responders on scene to all category calls. In 33.8% of these calls, again, only had the duty person only responding. The peak time with only the on-duty personnel responding was from 7am until 5pm, when most of our Paid-On call personnel work their full-time jobs. In 2023 50% of calls during this time only had one responder and in 2024 showed 41.7%.

From 2023-2024 there have been seven members leave the department, with three new additions. Current staffing levels are as follows:

- Full-time – Seven (7) – including the Fire Chief
- Paid-On Call – Twelve (12)

The current response numbers do not meet NFPA 1720: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments. Though ATFD is a combination department, 1720 deals with this type of department in the rural area.

With the restructure of the Training program and utilization of Paid-On call staff taking part in On-the-Job Training (OJT) during specific times frames, an impact may be seen in these numbers. Paid-On call personnel will be utilized from 5p-10p Monday through Friday and Saturdays from 8am-8pm to complete training and supplement (or enhance the response capabilities of the department). All ATFD members will be completing a

Firefighter Training Task Book. This task book is not only to evaluate and enhance each members basic firefighter skills, but also to provide a foundation in safety, teamwork, and service. Topics include, but are not limited to:

- Occupational Health and Safety
- Fire Science
- Driving
- Basic Firefighter and Medical First Responder skills
- Equipment locations and usage
- Incident Command
- Communications
- Advanced Fireground Operations

March 10, 2025 was the marking of the first 100 days of Fire Chief Tim Baker. During this time frame, I meet with department staff and Board Members to gain knowledge on the department. Questions such as the strengths and weakness of the department were asked, as well as what can we as a team do better for the citizens of the Charter Township of Alpena. The first 100 days has been filled with meeting new people, listening to others, looking at the resources the department has, and developing a vision for the future.

An internal review was also conducted, going over Policies and Procedures, contracts, work flows and the budget. A SWOT analysis was completed with input from prior Interim Fire Chief Andy Pless. The information is being shared with the Fire Committee Workgroup so actions can be taken to work on areas of improvement and future planning. Research was done on ways to enhance Firefighter Safety. This information is part of the Health and Wellness proposal from Lexipol/Cordico. Policy and procedure review indicated inadequate or outdated policies that don't reflect current practices or that contradict others. Information on this is part of the proposal from Lexipol for implementation of public safety policy management software and compliance solutions.

Some of the more significant events since the last Township Board meeting included:

- Walk through at Word of Life Church at 1900 Bagley St. – Crews were provided a tour of the facility and provided general fire and life safety information to the church staff.
- Tour and discussion with resident and homeowners' association president of Wyndham Garden Estates.
- Meeting with Business owner at 2591 US 23S on Fire Safety Exits.
- Sprinkler Alarm system test at the Hampton Inn and Suites on Crittenden. The facility is close to being open to guests.

Meetings with the Alpena County Chiefs, continued discussions on the Mutual Aid Box Alarm System (MABAS). The County Fire Departments have all agreed to provide mutual aid to other departments during emergencies. With MABAS, it allows swift deployment of preplanned resources when an incident exceeds the capabilities of

a single department. Utilizing MABAS, all county departments, have made a commitment of working together and building stronger relationships with each other.

The MABAS system was recently put into play when the City of Alpena Fire Department responded to a residential structure fire and requested the Charter Township of Alpena Fire Department to be placed on stand-by for any additional fire incidents within the city response district.

Events planned for March include:

- Active Shooter Survival Plan – Sponsored by the Alpena Chamber of Commerce
- County Wide Ice Rescue Training – CANCELLED
- Enrollment in a free Third-Party reporting system that tracks and drives code compliance of fire inspections, life safety inspections, testing, and maintenance of building systems.
- Paradigm Pipeline Emergency Response Training
- FF Stachlewitz attendance at Grant Writing seminar
- Chief Baker attending Fire Officer II, train the trainer course.

Respectfully Submitted,

Fire Chief Tim Baker



Charter Township of Alpena Fire Department **Run Totals** **February 2024-2025**

Column1	February-24	YTD 2024	February-25	YTD 2025
Total MEDICAL	63	112	79	173
Totals Service Call	10	33	16	36
Total Fire Calls	3	1	0	1
Total False Alarm	3	8	5	8
Total PI Accidents	3	12	4	12
Total PI Extrication	0	0	0	0
Total Vehicle Fires	1	1	0	2
Total Vegetation fires	0	1	0	0
Total Other Calls	0	1	0	1
Total Other Rescue	0	2	0	1
Total Hazardous Conditions	3	3	1	1
Total Automatic Aid	0	0	0	0
Total Mutual Aid	0	2	2	7
Total Maple Ridge Calls	2	2	0	0
Total for Month	90	190	107	242
Total Training	2	6	3	6

Cumulative training hours for 2025- 224 hours

Submitted to

Charter Township of



Operating Report for
February 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



March 19, 2025

Ms. Abbi Kaszubowski
4385 US-23 North
Alpena, MI 49707

SUBJECT: Charter Township of Alpena Operations Report for February 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for February 2025. If you have any questions or comments regarding the information in this report, please feel free to contact us.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in blue ink that reads "Catherine A. Winn".

Catherine A. Winn
Regional Manager | Associate

A handwritten signature in blue ink that reads "Nathan J. Lytle".

Nathan J. Lytle
Distribution Foreman

Enclosures:

- Operations & Maintenance Summary
- Work Order Totals
- Maintenance Cap Expenditures
- Distribution System Monitoring

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.588.2900
F: 616.977.1005
www.fv-operations.com

EXECUTIVE SUMMARY

The February 2025 operation and maintenance summary report for the Alpena Township water and wastewater systems is provided for your review. All required monitoring was performed in the water system for this period. A copy of the distribution system Monthly Operating Report (MOR) is provided for the Board's review in [Attachment C](#).

Maintenance Allowance expenditures for the contract year September 2024 – August 2025 total \$61,762.78. A copy of the Maintenance Allowance report is included in [Attachment B](#).

A tabulation of all water and sewer Work Orders completed during through February 2025 is provided in [Attachment A](#).

OPERATIONAL HIGHLIGHTS

February 3 – FVOP staff investigated a possible leak at 2093 North Partridge Point. They confirmed the service was leaking on the township's portion of the line. MacArthur Construction was contacted to perform the repair the following day.

February 4 – FVOP staff worked with MacArthur Construction to replace a leaking water service line at 2093 North Partridge Point Road.

February 5 – FVOP staff worked with EMPI to repair the curb box at 2093 North Partridge Point Road. EMPI was replacing the private side of the water service line. While this was done FVOP staff took advantage of the situation and made repairs on the curb box.

February 7 – FVOP Utility Billing staff generated the non-payment shut off list.

February 10 – FVOP staff performed non-payment shut offs on multiple water services.

February 12 – FVOP staff performed a confined space entry at the Mich-E-Ke-Wis master meter pit to collect a sample for US EPA's UCMR5 (Unregulated Contaminant Monitoring Rule Fifth Round). The Township is required to participate in this nation-wide monitoring initiative.



Confined Space Entry equipment and sample kit for UCMR5

February 16 – FVOP staff were called out for a potential leak at 116 Colorado Road. Staff were able to locate the leak and confirm it was on the township's portion of the water service line. Staff contacted Bedrock Construction to replace the leaking water service line the next day.

February 17 – FVOP staff worked with Bedrock Construction to replace the leaking water service line at 116 Colorado Road.

February 20 – FVOP staff took the township's mini skidsteer to the lift stations and water towers to remove snow inside and outside of the fences.

February 20 – FVOP staff observed a small leak coming from the rear bearing on pump #2 at the M-32 Booster Station. Staff put pump #1 in the lead position. Staff worked to obtain vendor quotes to have the leaking pump repaired.

February 21 – FVOP staff worked with MacArthur Construction to install a new water service line at 2158 M-32 West. The home previously had a curb stop installed on the property.

February 28 – FVOP staff spread gravel on the driveway leading to the two (2) rear garage doors at township hall. The gravel was added to help prevent large ruts from forming when the garages are used for F&V or township fire department vehicles.



The back of township hall

Attachment A

Work Order Summary

[illegible]

Attachment B

Maintenance Allowance Update

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	61,762.78
Remaining Fund:	\$	58,237.22

September 2024			
Amazon Market Place	Materials for service call cleanup	\$	60.08
Fitzpatrick's Hardware	Shovel and hand tools for service calls	\$	46.48
Fitzpatrick's Hardware	1/4" brass valve and pipe nipple Michigan Lift Station	\$	23.89
Marathon Petro	Alp Twn Diesel	\$	27.17
Zoro Tools Inc.	Traffic Cones	\$	180.30
FEDEX	Meter sent out for testing	\$	14.57
Total September		\$	352.49

October 2024			
Fitzpatrick's Hardware	Replacement coupler Michigan Lift Station pump #2	\$	18.98
City of Alpena	Camera sewer main at 2011 Hobbs Drive	\$	210.00
Fitzpatrick's Hardware	Coupler for air compressor	\$	10.01
HD Supply Inc	Pressure transducer for Island Drive L/S	\$	789.82
Allied Instrumentation	Flow meter for French Road L/S	\$	3,077.31
Harbor Freight	Trailer hitch pin and rope	\$	10.00
Tractor Supply	Check valve repair parts	\$	27.81
Tractor Supply	2" x 2.5" hitch adapter	\$	26.49
Detroit Pump & Valve	Check valve gaskets for Lay Road L/S	\$	142.92
Marathon Petro	Diesel for Township equipment	\$	28.54
Green Acres Feed	Site restoration supplies	\$	130.95
Total October		\$	4,472.83

November 2024			
Fitzpatrick's Hardware	Dig supplies for Thunder Bay Ave	\$	51.38
Fitzpatrick's Hardware	Electrical Tape and MissDig Supplies	\$	31.77
Detroit Pump & Valve	two (2) new check valves for Lay Road Lift Station	\$	2,641.81
Michigan Pipe and Valve	3/4" K-type Copper	\$	1,197.59
Michigan Pipe and Valve	3/4" K-type Copper	\$	8,792.70
Fitzpatrick's Hardware	Chain Anchors to pull P#2 at Michigan Lift Station	\$	9.54
City of Alpena	Water samples for boil water advisory	\$	84.00
Marathon	Diesel for Township equipment	\$	28.01
Total November		\$	12,836.80

December 2024			
Ferguson Enterprises	3/4 X 5/8" Water meters	\$	6,239.93
Applied Industrial Tech	Brass curb stops for water services	\$	3,421.56
Applied Industrial Tech	Brass service line fittings	\$	296.53
Ferguson Enterprises	Water meter couplings	\$	2,266.29
Fitzpatrick's Hardware	Repair kits for Township hammers	\$	40.33

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	61,762.78
Remaining Fund:	\$	58,237.22

December 2024 continued			
Standard Electric	Heat block for Long Rapids master meter	\$	561.81
Alpena Ace Hardware	Screws and anchors	\$	21.79
The Home Depot	Replacment UPS for French Road L/S	\$	77.89
Alpena Ace Hardware	Fuses for French Road L/S	\$	24.48
Frank's Key and Lock	Township Locks Re-keyed	\$	592.20
ETNA Supply	Replacment Nozzle for Fire Hydrant	\$	318.41
Huron Engineering	Density Testing on M-32	\$	196.88
John's Electric	Princeton L/S Electrical Work	\$	268.80
Veolia	Vactor Truck Pump and Haul Crittenden Court	\$	1,995.00
Veolia	Vactor Truck Pump and Haul Crittenden Court	\$	498.75
Harbor Freight	Screwdrivers and shop tools	\$	61.19
Marathon Petro	Diesel fuel for Township equipment	\$	40.83
		Total December	\$ 16,922.67

January 2025			
City of Alpena	Bacti Samples for Boil Water Notices	\$	252.00
Fitzpatrick's Hardware	Marking paint and stakes for Island Drive sewer easement	\$	43.39
Fitzpatrick's Hardware	Fuses for French Road Lift Station	\$	27.81
Fitzpatrick's Hardware	Heat cables and zip ties for Piper Tower	\$	35.04
Ferguson Enterprises	Gaskets for 1 1/2" water meter	\$	9.01
Ferguson Enterprises	4" water meter for Hampton Inn	\$	5,521.69
HD supply	Float replacments for lift stations	\$	103.46
Michigan Pipe and Valve	Brass comp nuts for service lines	\$	355.60
Fitzpatrick's Hardware	Repair supplies fro Michigan L/S blower vent	\$	49.16
HD supply	Missdigs supplies	\$	158.45
Michigan Pipe and Valve	6" Water main repair band	\$	383.99
M.E. Simpson	Meter testing for 201 Princeton Aveune	\$	79.86
Fitzpatrick's Hardware	Pipe cutting supplies for water service lines	\$	41.72
HD supply	Missdigs paint	\$	77.86
Standard Electric	Relay for French Road L/S	\$	10.02
O'Reilly	Battery replacment for Michigan L/S generator	\$	239.28
Dixon Engineering	South water tower inspection	\$	5,960.00
City of Alpena	Water samples for month of December	\$	84.00
City of Alpena	Camera sewer main on Cittenden Court	\$	630.00
Alcona Septic Service	French Road L/S pump and haul	\$	840.00
Veolia	Vactor work for sewer main on Crittenden Court	\$	3,045.00
		Total January	\$ 17,947.34

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	61,762.78
Remaining Fund:	\$	58,237.22

February 2025			
Lakeshore Plumbing	Plumbing needed for meter replacment at 1880 Hamilton Road	\$	422.63
Fitzpatrick's Hardware	Field tools and mouse traps for M-32 Booster Station	\$	67.85
HD Supply INC	Lift station float replacments	\$	104.57
Michigan Pipe and Valve	Water main supplies	\$	717.89
Michigan Pipe and Valve	Curb-boxes	\$	1,117.45
Michigan Pipe and Valve	Curb-boxes	\$	4,868.26
Omega Electric	Yearly generator maintiance	\$	1,669.50
Veolia Water	Vactor Services on Sunset Blvd	\$	262.50
Total February		\$	9,230.65

Attachment C

Monitoring & Reporting

DISTRIBUTION SYSTEM MONITORING										February 2025										WSSN: 00170										
ALPENA TOWNSHIP																														
DATE	Bacteriological Monitoring Stations																													
	Chlorine Residuals in mg/L																													
	1234 Golf Course			1318 M-32			3100 Piper			2733 US-23 S			8556 US-23 S			2201 US-23 S														
	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total												
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11	0.82			0.90			0.88			0.88			0.45			0.46														
12																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														
21																														
22																														
23																														
24																														
25	0.72			0.83			0.68			0.96			0.41			0.99														
26																														
27																														
28																														
29																														
30																														
31																														
																												Max.	0.99	
																												Min.	0.41	
DISTRIBUTION SAMPLES - BACTERIOLOGICAL SUMMARY																														
Total number of routine distribution samples analyzed										12																				
Total number of positive routine distribution samples										0																				
Total number of routine distribution samples required										6																				
POSITIVE DISTRIBUTION SAMPLES										REPEAT SAMPLES										HPC Results for Samples with <0.20 mg/l Free Chlorine										
Date	Monitoring Station					MF Count	MPN Count	Date	Monitoring Station					MF Count	MPN Count															
																Date	Location	Result												

ALPENA COUNTY ROAD COMMISSION

1400 North Bagley Street, Alpena, MI 49707 (989) 354-3252

Established June 25, 1894

COMMISSION

Gerry W. MacArthur – Chairman
Thomas D. Spaulding – Vice Chairman
Gerald E. Lucas – Member

ADMINISTRATION

Ryan J. Brege – Managing Director
John Bygden – Superintendent
Julia G. Patterson – Finance Director

MEMORANDUM

DATE: February 20, 2025

TO: All Alpena County Township Boards

FROM: Ryan Brege, Managing Director 

SUBJECT: 2025 Local Road Heavy Maintenance, Reconstruction and/or Road Preservation Project Matching Funds

The Alpena County Road Commission has allocated \$400,000 in matching funds for Local Road reconstruction, heavy maintenance and/or road preservation projects. These matching funds are made available to the eight townships on the same formula basis as last year, which is 65% mileage and 35% population. The distribution factors were calculated using 2020 census data and current Local Road mileage. A table showing the 2025 township matching appropriations is enclosed.

The Road Commission matching funds may be used for reconstruction or heavy maintenance projects, or for preventative maintenance on paved roads. The matching ratio also remains the same as last year, 50% Road Commission and 50% Township.

In order to allow full utilization of the Road Commission matching funds, we request that each township obligate its share of the funds by May 9, 2025. Any matching funds not obligated after all townships have planned projects, will be redistributed to those townships who wish to utilize them unless other arrangements are made.

Please feel free to contact our office with any questions or comments you may have regarding this year's matching program. Our Superintendent, John Bygden, will be contacting you to coordinate potential projects and would like to schedule a meeting with you or your representative at your earliest convenience. We will be happy to assist you in project selection and programming road improvement projects for your township.

Enclosure

**BOARD OF COUNTY ROAD COMMISSIONERS
ALPENA COUNTY, MICHIGAN**

2/20/2025

TOWNSHIP MATCHING APPROPRIATIONS

		ROAD COMMISSION APPROPRIATION
TOWNSHIP	DISTRIBUTION FACTOR	HEAVY MAINTENANCE, RECONSTRUCTION, OR PREVENTATIVE MAINTENANCE* \$400,000
ALPENA	0.3299	\$131,965
GREEN	0.0952	\$38,092
LONG RAPIDS	0.0797	\$31,878
MAPLE RIDGE	0.0890	\$35,581
OSSINEKE	0.1046	\$41,849
SANBORN	0.1237	\$49,471
WELLINGTON	0.0407	\$16,280
WILSON	0.1372	\$54,886
TOTALS	1.0000	\$400,000

*Matching funds will only be provided for projects defined as Heavy Maintenance, Reconstruction or Preventative Maintenance on paved roads.

Matching funds provided by the Road Commission shall not exceed one-half (1/2) of the total cost of any project.

ANY FUNDS ALLOCATED TO INDIVIDUAL TOWNSHIPS WHICH HAVE NOT BEEN OBLIGATED BY EXECUTION OR ROAD AGREEMENTS PRIOR TO MAY 9, 2025, WILL BE REALLOCATED AMONG THOSE TOWNSHIPS WHO WISH TO UTILIZE THEM UNLESS OTHER ARRANGEMENTS ARE MADE.

**CHARTER TOWNSHIP OF ALPENA
ALPENA COUNTY, MICHIGAN
ORDINANCE NO. 156
SANITARY SEWER AND WATER ORDINANCE AMENDMENT**

An ordinance to amend Charter Township of Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), in order to revise section 19.2 of that ordinance to provide for monthly, rather than quarterly, water and sewage billings, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

THE CHARTER TOWNSHIP OF ALPENA, ALPENA COUNTY, MICHIGAN, ORDAINS:

SECTION 1. PURPOSE.

The purpose of this ordinance is to amend section 19.2 of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), to provide for monthly, rather than quarterly, water and sewage billings, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

SECTION 2. AMENDMENT OF ORDINANCE NO. 139.

Section 19.2 ("Quarterly Readings") of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance) is hereby amended to now read in its entirety as follows:

19.2 Quarterly Readings; Monthly Billings – All water meters shall be read quarterly, and water and sewage billings shall be rendered monthly and shall become due and payable on or before the 15th day of the month.

SECTION 3 EFFECTIVE DATE.

This ordinance shall become effective immediately upon its publication as required by law.

SECTION 4. PUBLICATION; RECORDATION; AUTHENTICATION.

This ordinance shall be published once, in full, in a newspaper of general circulation within the boundaries of the Township, and qualified under state law to publish legal notices, within 30 days after its adoption; this ordinance shall be recorded in the record of ordinances book of the Township; and the Township Supervisor and the Township Clerk shall authenticate this ordinance by placing his or her official signature upon this ordinance.

SECTION 5. SEVERABILITY.

The provisions of this ordinance are hereby declared to be severable, and if any clause, sentence, word, section, or provision is hereafter declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect the remainder of this ordinance, which shall continue in full force and effect.

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of an ordinance duly adopted by the Charter Township of Alpena Board of Trustees at a regular meeting held on March 24, 2025.

I further certify that the following Board members were present at the meeting: _____,
and that the following Board members were absent: _____.

I further certify that the Board member _____ moved for adoption of the ordinance, and the motion was supported by the Board member _____.

I further certify that the following Board members voted upon roll call vote for the adoption of the ordinance: _____, and the following Board members voted against the adoption of the ordinance: _____.

Adopted and approved this 24th day of March, 2025, by the Charter Township of Alpena Board of Trustees.

Abbi Kazsubowski
Charter Township of Alpena Supervisor

Michele Palevich
Charter Township of Alpena Clerk

Notice

RE: Building Codes Updates

Effective April 9, 2025, the Michigan 2021 Building Codes will go into effect, replacing the current 2015 Building Codes.

Effective April 9, 2025, the 2021 Rehabilitation code will go into effect, replacing the current 2015 Rehabilitation Codes.

Effective April 22, 2025 the 2021 Commercial Michigan Energy Code will go into effect, replacing the current 2015 Energy Commercial Code.

Respectfully

Kevin Pauly

Building Code Official

Charter Township of Alpena

RESOLUTION REGARDING SANITARY SEWER AND WATER ORDINANCE
SCHEDULE OF RATES & CHARGES

Adopted: March 24, 2025

At a regular meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 24th day of March, 2025, at 6:00 p.m., with the membership as follows:

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____:

WHEREAS, the Charter Township of Alpena Board of Trustees adopted Ordinance No. 139, the Charter Township of Alpena Sanitary Sewer and Water Ordinance, during its July 22, 2019, regular meeting; and

WHEREAS, Section 18 of Ordinance No. 139 calls for the establishment of rates and charges for the installation of, connection to, and use of water and sewage disposal systems for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, operation, and replacement of the systems; and

WHEREAS, Ordinance No. 139 provides that such rates and charges shall be established by resolution of the Township Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena, pursuant to Ordinance No. 139, establishes the Sanitary Sewer and Water Ordinance rates and charges as set forth in the attached document titled "THE CHARTER TOWNSHIP OF ALPENA DEPARTMENT OF PUBLIC WORKS SANITARY SEWER AND WATER ORDINANCE SCHEDULE OF RATES AND CHARGES"; and

BE IT FURTHER RESOLVED that changes to such rates and charges shall be accomplished through the adoption of further resolutions of the Township Board of Trustees.

AYES: _____

NAYES: _____

Passed and approved this 24th day of March, 2025, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: _____

By: Abbi Kaszubowski
Its: Supervisor

Dated: _____

By: Michele Palevich
Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township Board of Trustees at its regular meeting held on the 24th day of March, 2025, at 6:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: _____

Michele Palevich
Alpena Township Clerk



The Charter Township of Alpena Department of Public Works Sanitary Sewer and Water
Ordinance Schedule of Rates and Charges

ITEM	FEE/CHARGE	EFFECTIVE DATE
Ready to Serve	TBD	October 1, 2022
Water Usage Rate	\$12.32/1,000 Gallons	April 1, 2025
Sewage Collection Rate	\$12.07/1,000 Gallons	April 1, 2025
Water Connection/Inspection Fee	\$75	October 1, 2022
Sewer Connection/Inspection Fee	\$75	October 1, 2022
Billing Charge (Monthly)	\$2	April 1, 2025
Infiltration Charge (Monthly)	\$2	April 1, 2025
Water Tap – Fire Suppression	\$5,000	October 1, 2022
Water Tap ¾"	\$2,500	October 1, 2022
Water Tap 1"	\$3,000	October 1, 2022
Water Tap 1 ½"	\$4,000	October 1, 2022
Water Tap 2"	\$7,500	October 1, 2022
Water Tap 4"	\$15,000	October 1, 2022
Water Tap 6"	\$22,500	October 1, 2022
Water Tap 8"	\$30,000	October 1, 2022
Sewer Tap 4" or 6"	\$3,500	October 1, 2022
Sewer Tap 8"	\$12,500	October 1, 2022
Water & Sewer Taps Above 8"	TBD	October 1, 2022
Freeze Up Calls/Private Property	T&M + 18%	October 1, 2022
Premature/Illegal Hookup	TBD	October 1, 2022
¾" Meter	\$270	April 1, 2025
1" Meter	\$425	April 1, 2025
1 ½" Meter	\$1,150	April 1, 2025
2" Meter	\$1,425	April 1, 2025
3" Meter	\$4,250	April 1, 2025
Extra Meter Reading	TBD	October 1, 2022
Water Shut Off	\$50 Min. + Expenses	October 1, 2022
Water Turn On	\$50 Min. + Expenses	October 1, 2022
Fire Hydrant Meter With Back Flow Preventer - Rental	\$100/day + \$300 Deposit + Water Used Cost	October 1, 2022
Fire Sprinkler System Usage	TBD	October 1, 2022
Sanitary Sewage Discharge Violations	TBD	October 1, 2022
Additional Burden to Sewage System	TBD	October 1, 2022
Temporary Meter	TBD	October 1, 2022
Temporary Water Usage	TBD	October 1, 2022
Swimming Pool Filling Charge	TBD - \$100 Security Deposit + Water Usage Cost	October 1, 2022
Water Meter For Private Well to Determine Sewage Charge	Meter Cost + Installation Cost	October 1, 2022
Minimum Water Charge	7,000 Gallons at \$12.32/1,000 Gallons	April 1, 2025
Minimum Sewer Charge	7,000 Gallons at \$12.07/1,000 Gallons	April 1, 2025
Flat Rate Sewer Only Usage Charge	18,000 Gallons at \$12.07/1,000 Gallons	April 1, 2025
Ordinance Violations	TBD	October 1, 2022

Note: TBD = To Be Determined by the Supervisor and/or Township Board



The Charter Township of Alpena Department of Public Works Sanitary Sewer
and Water Ordinance Schedule of Rates and Charges

Quarterly Minimum Water & Sewer Billing Charges

Minimum Water Usage Billing (7,000 Gallons at \$12.32/1,000 Gallons)	\$ 86.24
Minimum Sewer Billing (7,000 Gallons at \$12.07/1,000 Gallons)	\$ 84.49
Billing Charge	\$ 6.00
Infiltration Charge	<u>\$ 6.00</u>
Minimum Quarterly Bill	\$182.73

Sewer Only Flat Rate Billing Charges (Based on 18,000 Gallons/Quarter)

18,000 Gallons at \$12.07/1,000 Gallons	\$ 217.26
Billing Charge	\$ 6.00
Infiltration Charge	<u>\$ 6.00</u>
Flat Rate Sewer Only Quarterly Bill	\$229.26

Revize Website Redesign Sales Agreement

This Sales Agreement is between Alpena Township, MI ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 01-22-2025

CLIENT INFORMATION:

Company Name: Alpena Township
Company Address: 4385 US 24 North
Company Address 2: _____
Company City/State/Zip: Alpena, MI 49707
Contact Name: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
Billing Dept. Contact: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
Website: http://www.alpenatownship.com/

REVIZE LLC:

Revize Software Systems
150 Kirts Blvd., Suite B
Troy, MI 48084
248-269-9263

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Revize WEBGEN "Ready to Use" Website Design (pick a Design from pages 4 - 8)– includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$2,000
1	Content Migration – Revize will only move over ALL Pages and Documents. No calendar events will be migrated. Additional content additions, moving, or touch ups can be done by the client on-going after website training and go live date.	Included
1	Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate , and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee	\$1,500
1	Grand Total (1st year) Second year and onwards investment	\$3,500 \$1,200/year

Four-year agreement. The annual fee will be a locked-in rate of \$1,500 for the first 4 years. If client cancels this sales agreement, without cause, before the sales agreement expiration date, the full amount of the 4-year agreement is still due. This agreement will automatically renew each year after five years of service, unless either party gives notice of cancelation by email and letter 60 days before the end of the annual one-year anniversary date.

Revize requires a check for \$2,000 to start this Initiative.

Annual services and website hosting start the first day of the website project.

CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE. CLIENT also agrees and understands that:

- The primary communication tool for this project and future tech support is the REVIZE customer portal found at <https://support.revize.com>.
- During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
- CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

Terms:

- Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.*
- Additional content migration, if requested, is available for \$4 per web page or document.*
- Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, low quality images, or data that can reasonably be considered non-conforming to new website layout.*
- Video/audio files are not permitted to be uploaded to web server. You can use a free service like YouTube or Revize offers streaming video server at additional cost.*
- This Sales Agreement is the only legal document governing this sale. If the contract is terminated before the expiration date, the full amount of the contract is still owed.*

6. Both parties must agree in writing to any changes or additions to this Sales Agreement.
7. Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
8. Pricing expires in 30 days

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Lee Kenderski
Account Manager

Please sign and return to:

Lee Kenderski

Fax 1-866-346-8880
Email: Lee@revize.com

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center with search bar
- ✓ FAQ Center with search bar
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars
- ✓ Language Translator – over 100 languages

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Social Media Sharing App

STAFF PRODUCTIVITY APPS:

- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS:

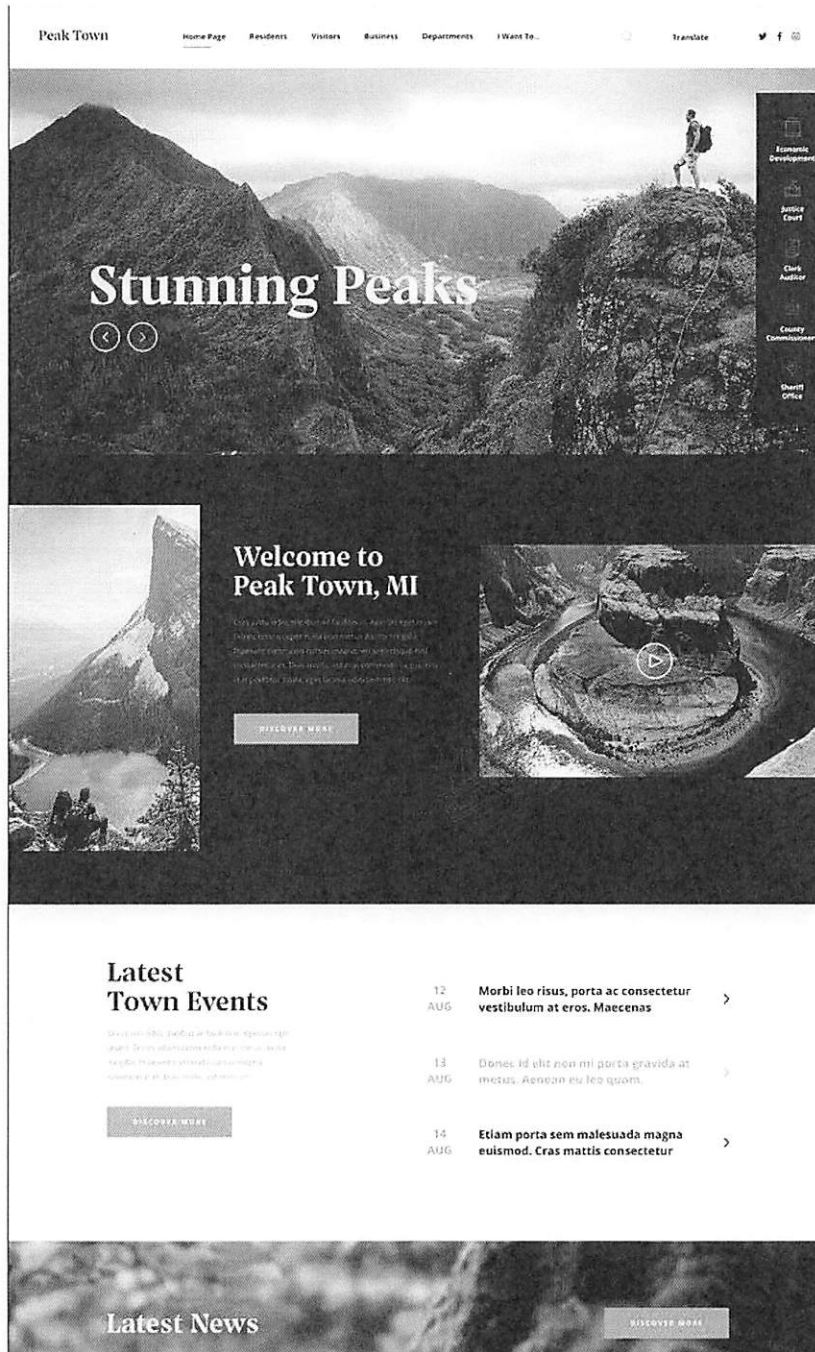
- ✓ Audit Trail & History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES:

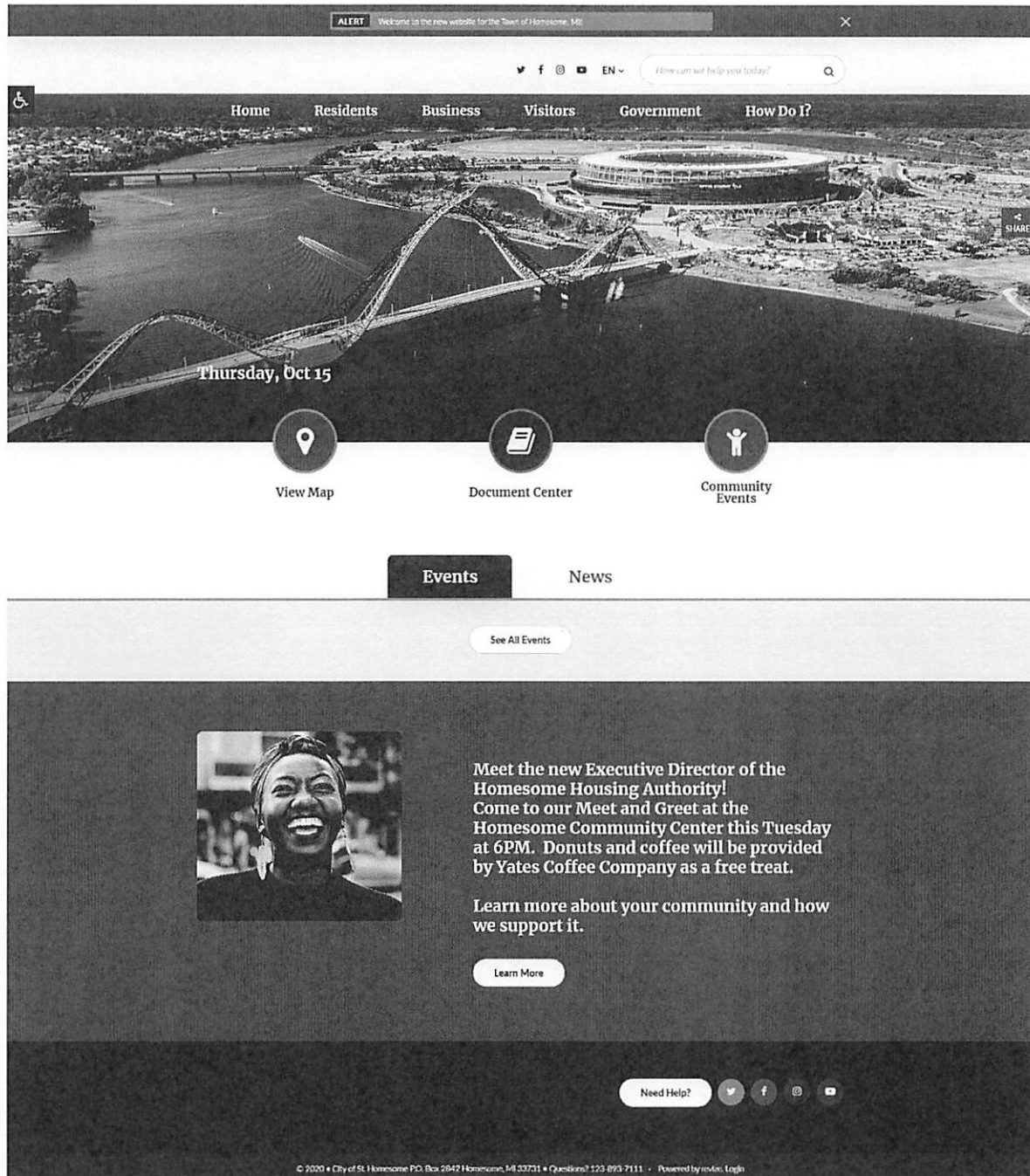
- ✓ ADA Compliant WCAG 2.1 AA
- ✓ Responsive Website Design (RWD) – for great mobile phone viewing

Select one of the following Website Designs on the following pages and Revize will insert your logo, if you have one, upload your pictures, and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. No website layout changes can be made. Turnaround time: approximately 4-6 weeks.

Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design



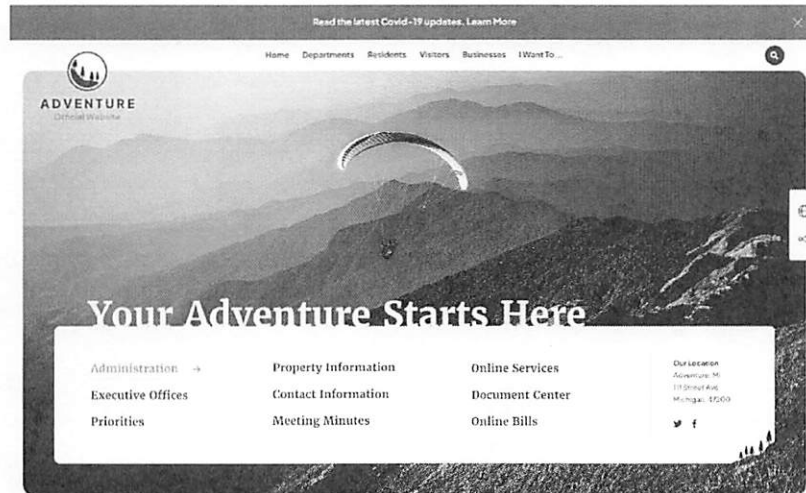
Town of Homesome Design



Colorville Design



Adventure Design



Latest Events

Nulla vitae elit libero, a pharetra augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

10/10/2020

Maecenas sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit.

10/10/2020

Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Etiam porta sem malesuada magna mollis euismod.

10/10/2020

Photo by [Name]

Latest News

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

10/10/2020

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

10/10/2020

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

10/10/2020

Photo by [Name]

Call to action section Sem Venenatis Aenean

[Learn More](#)

Sign Calendar

For Residents

For Visitors

Town News

About our Town

Contact Us

Public Participation

Make a Page

Dear Aenean

[Twitter](#) [Facebook](#)

Our Location

Adventure 36

115 Street Ave

Muncie, IN 47302

© 2020 Adventure 36

115 Street Ave, Muncie, IN 47302

Revize Website Redesign Sales Agreement

This Sales Agreement is between Alpena Township, MI ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 01-22-2025

CLIENT INFORMATION:

Company Name: Alpena Township
 Company Address: 4385 US 24 North
 Company Address 2: _____
 Company City/State/Zip: Alpena, MI 49707
 Contact Name: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
 Billing Dept. Contact: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
 Website: http://www.alpenatownship.com/

REVIZE LLC:

Revize Software Systems
 150 Kirts Blvd., Suite B
 Troy, MI 48084
 248-269-9263

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Revize WEBGEN "Ready to Use" Website Design (pick a Design from pages 4 - 8)– includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$2,000
1	Content Migration – Revize will only move over ALL Pages and Documents. No calendar events will be migrated. Additional content additions, moving, or touch ups can be done by the client on-going after website training and go live date.	Included
1	Revize Agenda Builder Application. Addition of Revize Agenda Builder Application including training on the application onetime fee.	\$1,500
1	Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate , and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee. This includes support for the Agenda Builder Application	\$1,600
1	Grand Total (1st year) Includes annual fee and Onetime fees Second year and onwards investment	\$5,100 \$1,200/year

Four-year agreement. The annual fee will be a locked-in rate of \$1,500 for the first 4 years. If client cancels this sales agreement, without cause, before the sales agreement expiration date, the full amount of the 4-year agreement is still due. This agreement will automatically renew each year after five years of service, unless either party gives notice of cancelation by email and letter 60 days before the end of the annual one-year anniversary date.

Revize requires a check for \$3,500 to start this Initiative.

Annual services and website hosting start the first day of the website project.

CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE. CLIENT also agrees and understands that:

- The primary communication tool for this project and future tech support is the REVIZE customer portal found at <https://support.revize.com>.
- During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
- CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

Terms:

- Payments:** All Invoices are due upon receipt. Work begins upon receiving initial payment.
- Additional content migration, if requested, is available for \$4 per web page or document.
- Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, low quality images, or data that can reasonably be considered non-conforming to new website layout.
- Video/audio files are not permitted to be uploaded to web server. You can use a free service like YouTube or Revize offers streaming video server at additional cost.

5. *This Sales Agreement is the only legal document governing this sale. If the contract is terminated before the expiration date, the full amount of the contract is still owed.*
6. *Both parties must agree in writing to any changes or additions to this Sales Agreement.*
7. *Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.*
8. *Pricing expires in 30 days*

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Lee Kenderski

Account Manager

Please sign and return to:

Lee Kenderski

Fax 1-866-346-8880

Email: Lee@revize.com

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center with search bar
- ✓ FAQ Center with search bar
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars
- ✓ Language Translator – over 100 languages

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Social Media Sharing App

STAFF PRODUCTIVITY APPS:

- ✓ Image Manager
- ✓ Link Checker

- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS:

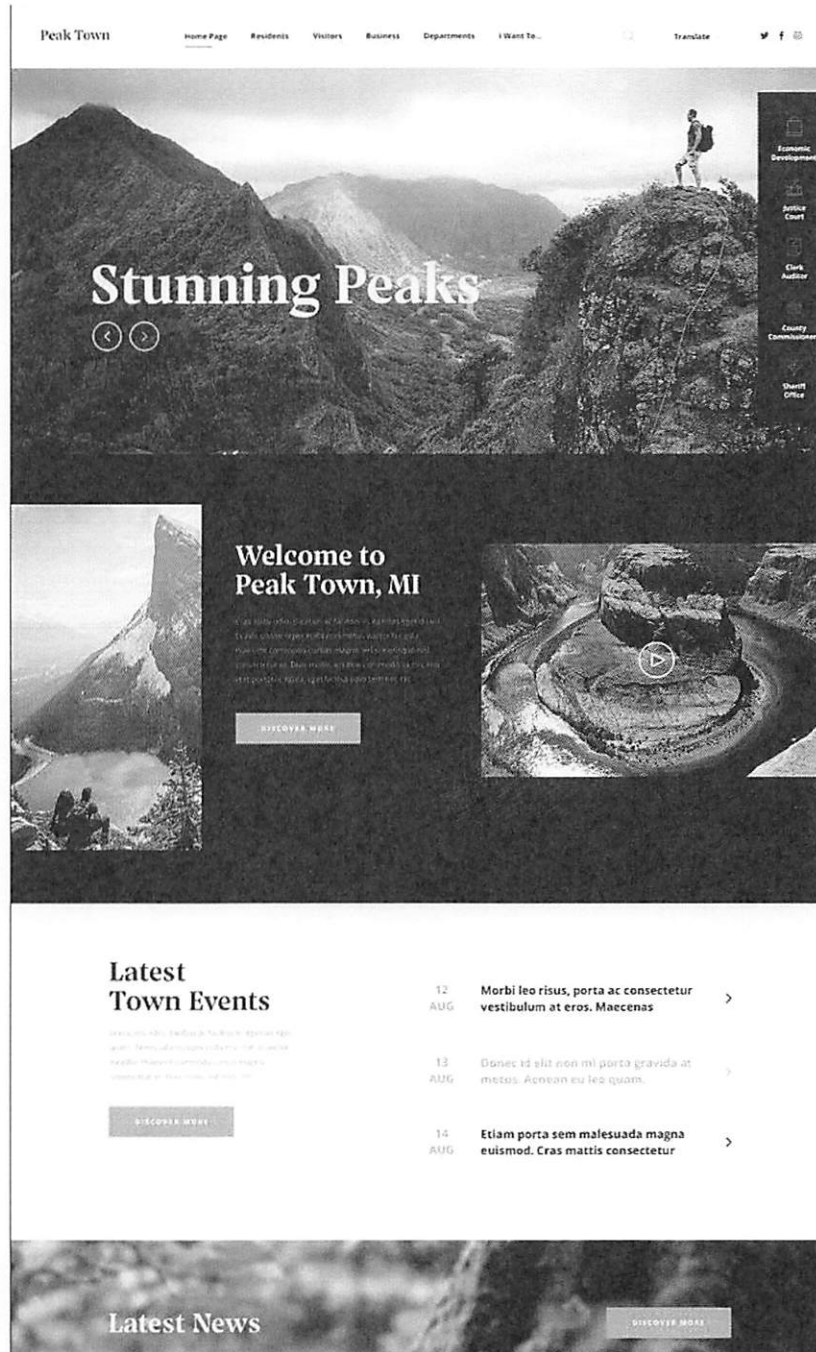
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- ✓ Roles and Permission-based Security Mode
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MOBILE DEVICE AND ACCESSIBILITY FEATURES:

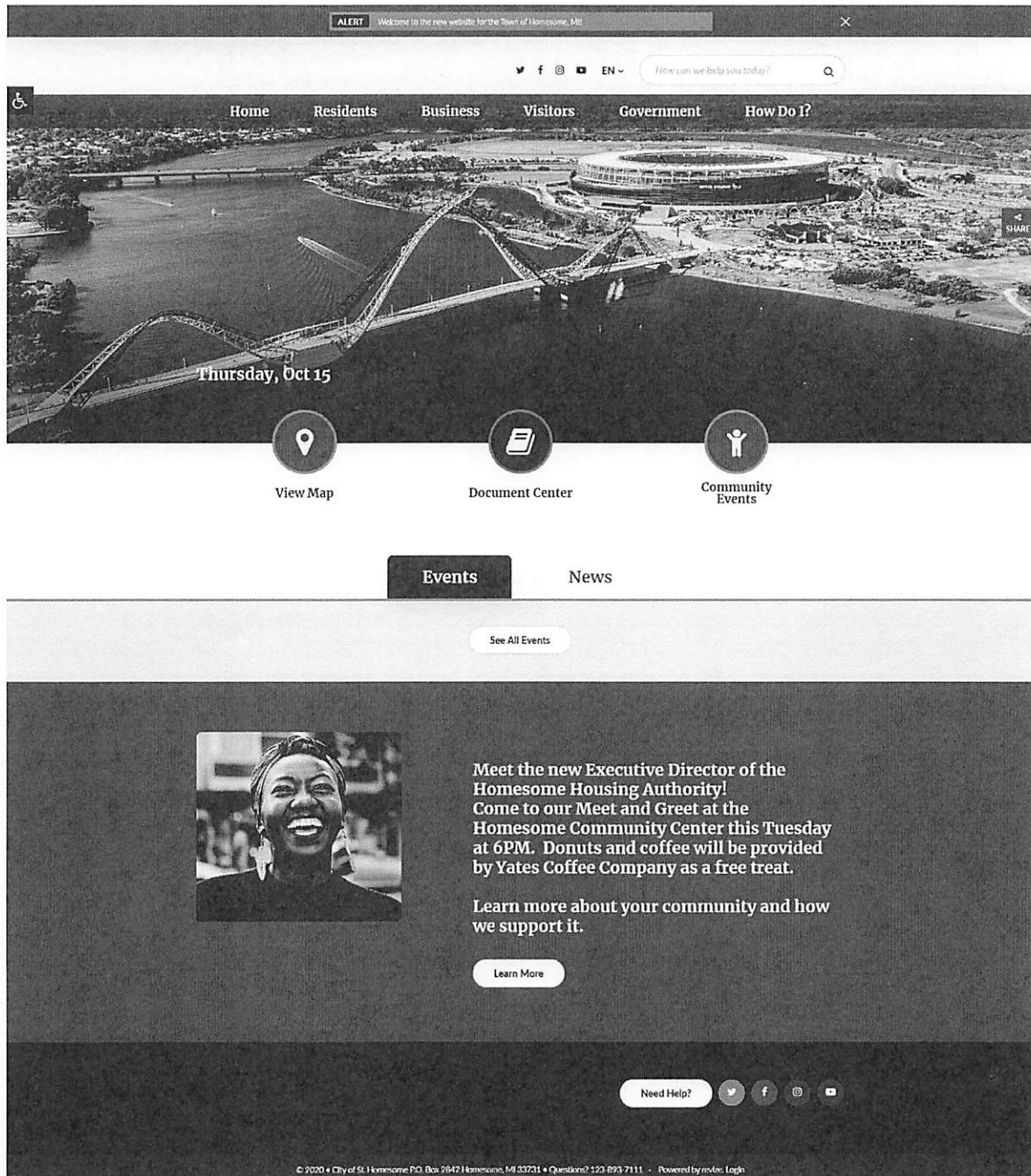
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Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design



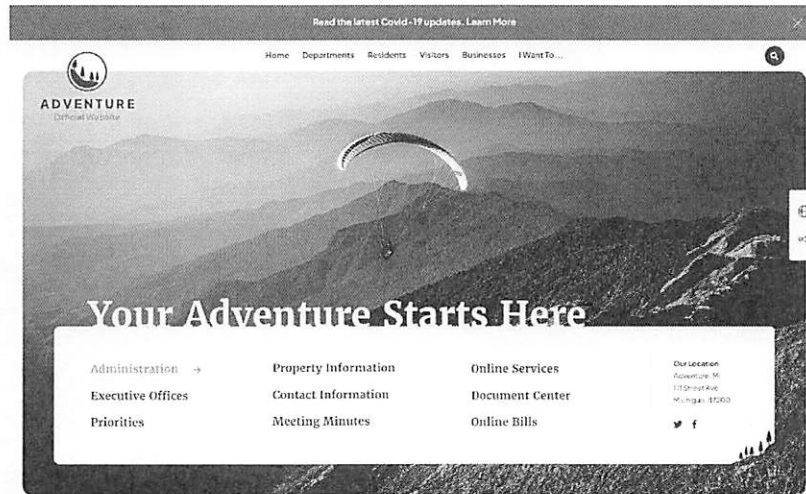
Town of Homesome Design



Colorville Design



Adventure Design



Latest Events

Nulla vitae elit libero, a pharetra augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

1996-03-07/20

Maecenas sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit.

1996-03-07/20

Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Etiam porta sem malesuada magna mollis euismod.

1996-03-07/20

See all events

Latest News

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

See all news

Call to action section Sem Venenatis Aenean

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[For Residents](#)
[For Visitors](#)

[Town News](#)
[About our Town](#)
[Contact Us](#)

[Parks & Recreation](#)
[Harris Plaza](#)
[Dear Aenean](#)



Our Location
Adventure Park
1111 Adventure Ave
Michigan 47200

#3

VIVERO INDUSTRIES

330 ISLAND VIEW DR

ALPENA, MICHIGAN 49707

WWW.VIVEROINDUSTRIES.COM

VIVEROINDUSTRIES@GMAIL.COM

CARLOS VIVERO - (989) 464-1846

SHANNON VIVERO - (989) 590-7603

DESCRIPTION OF PROPOSED SERVICES

WEBSITE CREATION - \$5800 (ONE-TIME FEE)

- COMPLETE WEBSITE CREATION FOR YOUR ORGANIZATION.
- INCLUDES A 10-PAGE, 12-SUBPAGE WEBSITE:
 - **“HOME” PAGE:** LOGO AT THE TOP OF THE PAGE, DESCRIPTION OF CHARTER OF ALPENA TOWNSHIP.
 - “NEWS & ANNOUNCEMENTS” SECTION.
 - INFORMATIONAL LINKS: COASTAL RESILIENCE & MANAGEMENT PAGE, ONLINE BILL PAY, DOCUMENT CENTER, AND CALENDAR.
 - **“EXPLORE ALPENA” PAGE:** LIST AND DESCRIPTION OF LANDMARKS AND “MUST VISIT” AREAS OF ALPENA TOWNSHIP WITH PHOTOS.
 - **“DEPARTMENTS AND OFFICES” PAGE:** GENERAL DESCRIPTION OF THE CHARTER OF ALPENA TOWNSHIP DEPARTMENTS AND OFFICES WITH SUBPAGES FOR EACH DEPARTMENT/OFFICE:
 - **“ASSESSING DEPARTMENT” SUBPAGE:** PUBLIC ACCESS LINK TO BSAONLINE.COM, ASSESSMENT NEWSLETTER, AND CONTACT INFORMATION FOR THE ASSESSING DEPARTMENT.
 - **“BUILDING DEPARTMENT” SUBPAGE:** CONTACT INFORMATION FOR THE BUILDING DEPARTMENT, ALPENA COUNTY PERMITS AND DNR BURN PERMIT INFORMATION. APPLICATION DOCUMENTS. LINK TO ONLINE PAYMENT CENTER.
 - **“CLERK’S OFFICE” SUBPAGE:** CLERK’S OFFICE CONTACT INFORMATION, NOTARY SERVICES INFORMATION.
 - **“FIRE DEPARTMENT” SUBPAGE:** FIRE DEPARTMENT’S CONTACT INFORMATION,
 - **“WATER DEPARTMENT” SUBPAGE:** WATER DEPARTMENT’S CONTACT INFORMATION, HOURS OF OPERATION, DIRECT PAYMENT ENROLLMENT FORM, LINK TO ONLINE WATER PAYMENT SITE, AND INFORMATION ABOUT OTHER PAYMENT METHODS.
 - **“SUPERVISOR’S OFFICE” SUBPAGE:** SUPERVISOR’S CONTACT INFORMATION.
 - **“TREASURER’S OFFICE” SUBPAGE:** TREASURER’S CONTACT INFORMATION.
 - **“TOWNSHIP BOARDS” PAGE:** GENERAL DESCRIPTION OF THE TOWNSHIP BOARDS WITH SUBPAGES FOR EACH BOARD:

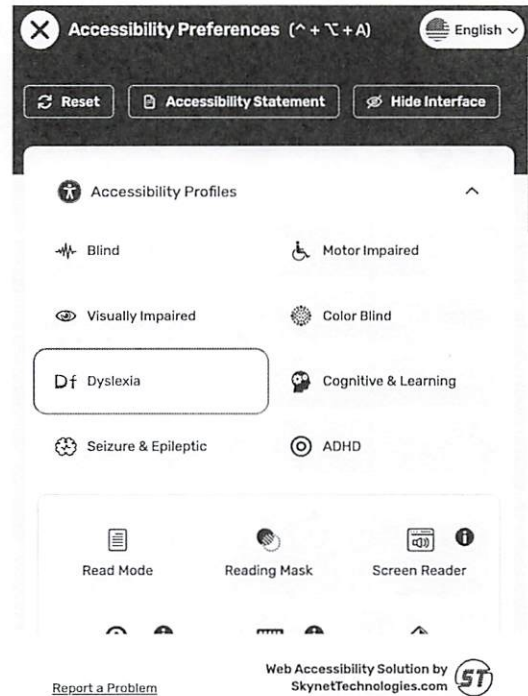
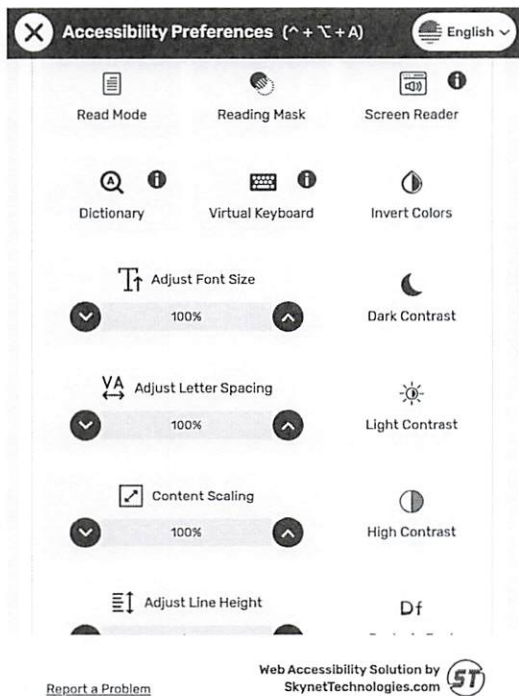
- **“REMOTE PARTICIPATION” SUBPAGE:** INFORMATION ABOUT REMOTE PARTICIPATION METHODS.
- **“BOARD OF TRUSTEES” SUBPAGE:** MEMBERS OF BOARD OF TRUSTEES WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“PLANNING COMMISSION” SUBPAGE:** MEMBERS OF PLANNING COMMISSION WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“ZONING BOARD OF APPEALS” SUBPAGE:** MEMBERS OF ZONING BOARD OF APPEALS WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“BOARD OF REVIEW” SUBPAGE:** MEMBERS OF BOARD OF REVIEW WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“DOCUMENTS” PAGE:** ALL DOWNLOADABLE ASSETS FROM YOUR CURRENT “DOCUMENTS” PAGE (AUDITS, BUILDING DEPARTMENT, FOIA, ETC).
- **“CAREERS” PAGE:** EMPLOYMENT APPLICATION AND AVAILABLE CAREER OPENINGS.
- **“EVENT CALENDAR” PAGE:** INTERACTIVE CALENDAR OF EVENTS.
- **“RESOURCES” PAGE:** LINKS FOR RESOURCES (CURRENTLY LISTED ON “GET IMPORTANT LINKS”).
- **“VIEW AND PAY” PAGE:** INSTRUCTIONS OF HOW TO VIEW AND PAY TAX AND WATER BILLS.
- **“CONTACT US” PAGE:** CONTACT INFORMATION (WITH EXTENSIONS), ADDRESS, LOCATION MAP, AND HOURS OF OPERATION.
- **DOMAIN PROPAGATION:**
 - YOUR CURRENT DOMAIN NAME (WWW.ALPENATOWNSHIP.COM) WILL BE FULLY CONNECTED TO YOUR WEBSITE UPON THE COMPLETION OF THE PROJECT.
- **MOBILE-FRIENDLY VERSION OF YOUR WEBSITE FOR THE BEST POSSIBLE MOBILE NAVIGATION EXPERIENCE AND PERFORMANCE.**
- **SEARCH ENGINE OPTIMIZATION (SEO):**
 - OPTIMIZES YOUR WEBSITE FOR BETTER VISIBILITY IN GOOGLE SEARCH RESULTS, AND INCREASES TRAFFIC TO DRIVE MORE POTENTIAL CUSTOMERS TO YOUR SITE. THE MAJORITY OF OUR CLIENTS ACHIEVE TOP 1-3 RANKINGS ON GOOGLE SEARCH RESULTS FOR KEY INDUSTRY-SPECIFIC TERMS AND TARGETED LOCATIONS.
- **ESTIMATED COMPLETION TIME FRAME IS 2-4 WEEKS.**

ADA-COMPLIANT FEATURES - \$1,000

IN OUR COMPREHENSIVE WEB DESIGN SERVICE FOR THIS PROJECT, WE WILL PRIORITIZE WEB ACCESSIBILITY TO ENSURE AN INCLUSIVE ONLINE EXPERIENCE FOR ALL USERS. TO ACHIEVE THIS, WE WILL BUILD AND INTEGRATE THE "ALL IN ONE ACCESSIBILITY" WIDGET INTO YOUR WEBSITE.

THIS POWERFUL TOOL ENCOMPASSES A RANGE OF ADA-COMPLIANT FEATURES, INCLUDING PRESET ACCESSIBILITY PROFILES CATERING TO VARIOUS NEEDS, SUCH AS SCREEN READERS AND KEYBOARD NAVIGATION FOR THE BLIND, LARGER FONT OPTIONS FOR THE VISUALLY AND MOTOR IMPAIRED, COLOR ADJUSTMENTS FOR THE COLOR BLIND AND VISUALLY IMPAIRED, AS WELL AS DYSLEXIA-FRIENDLY FONTS.

ADDITIONALLY, IT OFFERS COGNITIVE LEARNING SUPPORT, SEIZURE AND EPILEPTIC-FRIENDLY COLOR SCHEMES, AND INDIVIDUAL FEATURES LIKE READ MODE, SCREEN READER, AND KEYBOARD SUPPORT. BY IMPLEMENTING THESE FEATURES, WE ENSURE THAT YOUR WEBSITE MEETS THE HIGHEST ACCESSIBILITY STANDARDS, GUARANTEEING AN INCLUSIVE AND USER-FRIENDLY ONLINE ENVIRONMENT FOR ALL VISITORS.



COST BREAKDOWN:

- \$6800 FEE IS TO BE PAID IN FULL UPON THE COMPLETION OF YOUR PROJECT. THIS FEE INCLUDES LABOR ONLY (HOSTING NOT INCLUDED) - PRICES FOR HOSTING ARE PROVIDED BELOW:
 - \$204/YEAR
 - AUTO RENEWAL YEARLY WITH CARD ON FILE.
 - PAYMENT FOR HOSTING WILL BE DUE UPON THE COMPLETION AND APPROVAL OF THE WEBSITE.

WEBSITE MAINTENANCE - \$1100/YEAR

- PAID IN FULL FOR THE YEAR IN ADVANCE. YEARLY AUTO-RENEWAL REQUIRED.
- INCLUDES ROUTINE AND NON-ROUTINE MAINTENANCE, AND DAILY SECURITY CHECKS AND BACKUPS, AS WELL AS UPDATES AT YOUR REQUEST.
- ONGOING SEO UPDATES.
- INCLUDES 24/7 TECHNICAL SUPPORT.

PAYMENT

THE TOTAL COST FOR YOUR WEBSITE PROJECT AND YOUR FIRST YEAR OF WEBSITE MAINTENANCE SERVICES IS \$7,900. SHOULD YOU DECIDE TO MOVE FORWARD WITH ALL OF THE PROPOSED SERVICE, A DEPOSIT EQUIVALENT TO 50% OF THE COST OF THE ACCEPTED SERVICE (\$3,950) WILL BE REQUIRED PRIOR TO THE BEGINNING OF THE PROJECT. THIS FEE IS NON-REFUNDABLE. BY SIGNING THE PROPOSAL, YOU ARE ACKNOWLEDGING THAT YOU ACCEPT AND UNDERSTAND THIS TERM. THE REMAINDER BALANCE (\$3,950) MUST BE PAID UPON THE COMPLETION OF THE PROJECT. YOU MAY ALSO PAY THIS FEE IN FULL UP FRONT.

TERMS OF SERVICE

I ACKNOWLEDGE AND UNDERSTAND THE TERMS OF SERVICE THAT ARE BEING PROVIDED TO ENHANCE MY ORGANIZATION THROUGH VIVERO INDUSTRIES. I AM AN AUTHORIZED EMPLOYEE TO MAKE THIS DECISION. I GIVE MY PERMISSION TO VIVERO INDUSTRIES TO ACT AS A SERVICE PROVIDER RELATED TO MY ORGANIZATION. I AM AUTHORIZING VIVERO INDUSTRIES TO ACT ON PROPOSED SERVICES FOR MY ORGANIZATION.

CANCELATION POLICY

PLEASE NOTE THAT THIS IS A NON-REFUNDABLE FEE. IF YOU CHOOSE TO CANCEL IN THE PROCESS OF SERVICE, YOU WILL FORFEIT YOUR DEPOSIT OF 50% OF PROPOSED SERVICES. IF YOU SELECT THE FULL YEAR OF THE WEBSITE MAINTENANCE PLAN AND YOU CHOOSE TO CANCEL AT ANY TIME BEFORE A FULL YEAR, YOU WILL NOT RECEIVE A PRORATED REFUND. YOUR SERVICES WILL CONTINUE UNTIL THE YEAR END DATE.

AUTHORIZED REPRESENTATIVE - CHARTER OF ALPENA TOWNSHIP

NAME: _____ SIGNATURE: _____

DATE: _____

CARLOS VIVERO - VIVERO INDUSTRIES

NAME: _____ SIGNATURE: _____

DATE: _____

Part 4 **PRODUCTS & SERVICES**

Products & Services

Line Item	Description	Quantity	Fee
Govstack Starter Plan (CMS + Events) - Implementation	<ul style="list-style-type: none"> - Installation and configuration of a new govstack website based on the selected theme's default layout - Use of Govstack local identity management for user accounts, allowing access to all Govstack applications with a single identity. Azure AD integration for SSO is available as an AddOn. - Delivery Coordination (kickoff meeting, post-training meeting, closeout meeting) - Sample sitemap from a similar organization and a tip sheet of site navigation best practices - Pre-recorded Writing for the Web Training Video - Access to regularly scheduled training webinars, unlimited registration for your organization's domain - Access to online Learning Centre - Go Live activities (Go Live to be scheduled within 4 months of kickoff) 	1	CA\$12,443.00
Govstack Forms Standard - Implementation	<ul style="list-style-type: none"> - Setup and Configuration - Project Management - Access to regularly scheduled training webinars, unlimited registration for your organization's domain - Go live activities 	1	CA\$1,659.00
Sitemap - Full sitemap development	<p>GHD Information Architect to create first draft sitemap based on a review of Analytics, existing website, and best practices in navigation and user experience</p> <p>One (1) presentation to staff of draft sitemap, including overview of website navigation best practices</p> <p>GHD Information Architect to work through sitemap revisions with you to obtain final version (up to 3 rounds of revisions)</p>	1	CA\$4,063.50 after 10% discount

Line Item	Description	Quantity	Fee
Writing for the Web and Accessibility On-Demand Video Subscription	writing for the web training is 3-hour video course that gives a complete look at how to approach and create comprehensive and accessible web content. This course provides all of the information necessary in an easy-to-understand workshop, easing content providers into the writing process with a clear approach and methodology, including why we write a certain way and how these methods directly benefit your audience. We focus on the use of direct, succinct and user-friendly language across all formats, which includes understanding literacy levels and the best way to present your content, as well as formatting for accessibility standards and best practices. This course covers the main content components to create accessible content (headings, alt text, links, tables) to ensure your content is Accessible WCAG 2.1 Level AA compliant at a minimum. From choosing the right words to the appropriate use of accessible headings, hyperlinks, and tables, this workshop equips writers with the knowledge and tools they need to create completely accessible content, right from the first draft.	1	CA\$0.00
Website Governance Guide Template	A website Governance Guide will help you build your own plan of action to ensure that content is regularly updated and reviewed so that the website continues to prioritize the end user and provide a positive user experience. Please ask us about our Website Governance consulting service.	1	CA\$0.00

Line Item	Description	Quantity	Fee
Govstack Starter Plan (CMS + Events) - Subscription	<p>Platform:</p> <ul style="list-style-type: none"> - Use of GHD Govstack SSO, Powered by Microsoft Azure AD (Active Directory) - Maximum of 20 MAU (Monthly Active Users) - 50GB of storage (shared across all applications) <p>CMS:</p> <ul style="list-style-type: none"> - Website Theme - Content Management - Site Builder - Google Search (3rd party fees apply) - News & Subscriptions <p>Events:</p> <ul style="list-style-type: none"> - 1 Calendar - Public Submission with approvals - Event email notifications <p>Govstack Enterprise Hosting:</p> <ul style="list-style-type: none"> -Govstack is hosted in Microsoft Azure with Geographic Zones -Azure SQL Database -Disaster Recovery -High Availability Infrastructure -Resource scaling -99.95% Uptime -Microsoft Defender for Cloud -Traffic Management and DDoS Protection with Azure Front Door -GHD issued SSL/TLS certificates Included through Azure Managed Certificates -All products use GHD managed certificates with 256-bit encryption. GHD does not support customer issued certificates. -Hosting Infrastructure Certifications: ISO 27001, SOC 2, SOC 3, HIPAA/HITECH, and PCI-DSS <p>Standard Support</p> <ul style="list-style-type: none"> - Named Contacts: Designate 2 members of your team authorized to contact Customer support and log tickets - Access to our online support portal: ~ Create and review your tickets ~ View ticket priority ~ Update ticket notes or status ~ Close or re-open resolved tickets ~ View tickets for your entire organization 	1	CA\$4,431.00 / year

Line Item	Description	Quantity	Fee
	~ Portal URL: https://www.govstack.com/learning-centre - Online Resource Centre: Access to product knowledge articles, news, release notes: https://www.govstack.com/learning-centre/ - After Hours Priority Phone Support for Severity 1 & 2 Incidents		
Govstack Forms Standard - Subscription	- 50 Forms - 20,000 submissions (total per year) - Reports - Workflow Automation - Status Tracking	1	CA\$1,313.00 / year
Annual subtotal			CA\$5,744.00
One-time subtotal			CA\$18,165.50
			after CA\$451.50 discount
Total			CA\$23,909.50

License Term: 0 months
Payment Terms: Net 30 days, CAD *Applicable taxes and annual increase the greater of 5% and Consumer Price Index not included
Quote Expiry Date: April 16, 2025

Comments:

Contact Details

Customer Contact

Alpena Township, Michigan

Abbi Kaszubowski

Supervisor

kaszubowskia@alpenatownship.com

(989) 356-0297 ext. 211

Alpena, , 49707

Contact Us:

Mike Skufca

Account Executive

mike.skufca@ghd.com

+15193404453

Company Overview

- GHD Inc. is a global consulting firm with over 200 offices and 13,000 employees worldwide.
- GHD Digital has been building websites for over 27 years. We've built 1000s of public sector websites.
- GHD maintains 73 offices across the United States including a local presence (2 offices) in Detroit.

Government Experience

**1,000s of
Public Sector
Websites**
across North America

Agenda

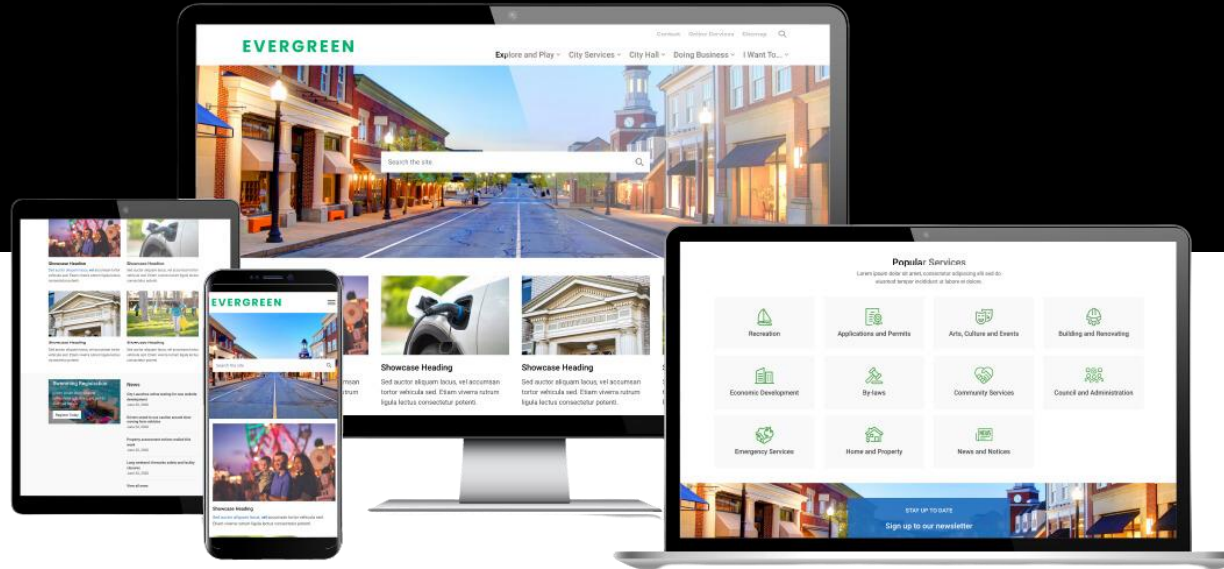
- Refresh on Conversations to Date
- GHD Company Overview
- Govstack Approach to Websites
- Live Interactive Demonstration
 - Front-end view - Example websites + Unique Landing Pages
 - Forms
 - Events (Calendar)
 - Back-end view – CMS - Reusable Components, Image Re-Sizing, Design Flexibility, etc.
- Q&A and Next Steps



Goal:

Confirm that Govstack is the vendor that will bring you the most value.

The Govstack Approach



Stakeholder-Focused Websites

Sitemap
Accessibility
Usability

Flexibility & Control

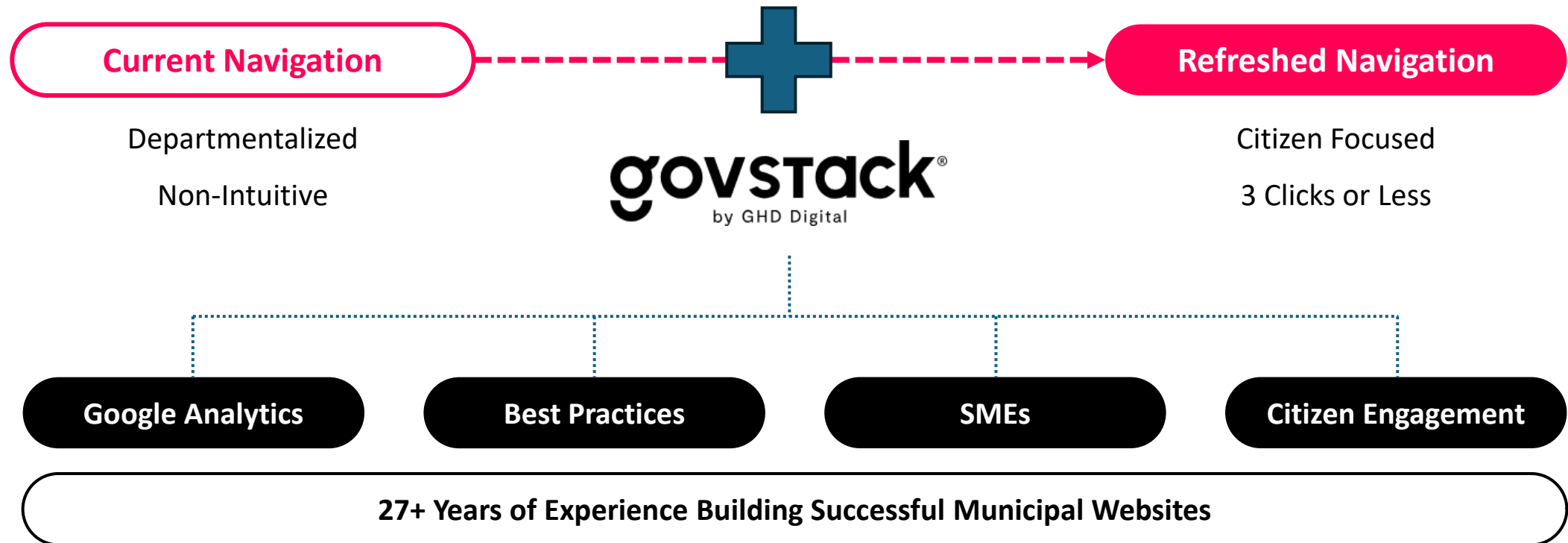
Modular Website
Governance Controls
Smart Photo Editor

Commitment to Success

White-Glove Support
Reinvestment into Platform
CAB-Driven Roadmap

The Govstack Approach

Navigation = The Foundation of a Successful Website



Accessibility Approach

1

Design & Development

Back-End

- HTML & CSS coding of the website
- All back-end related design of the website



2

Website Pages

Content

- Writing for the Web training (ongoing access)
- Headings, alt text, hyperlinks, tables
- Formatting, reading grade level, length, and more
- Embedded tools in the Govstack backend



3

Website Attachments

PDFs

- Optional training on how to properly ensure PDFs are accessible
- Optional remediation of PDF documents



ALPENA COUNTY ROAD COMMISSION

1400 North Bagley Street, Alpena, MI 49707 (989) 354-3252

Established June 25, 1894

COMMISSION

Gerry W. MacArthur - Chairman
Thomas D. Spaulding-- Vice Chairman
Gerald E. Lucas-- Member

ADMINISTRATION

Ryan J. Brege -- Managing Director
John Bygden -- Superintendent
Julia G. Patterson -- Finance Director

MEMORANDUM

DATE: February 20, 2025

TO: All Alpena County Township Boards

FROM: Ryan Brege, Managing Director

SUBJECT: Township Dust Control Matching Program

The Alpena County Road Commission received bids for annual dust control materials on February 14, 2025. The price of brine was bid at \$0.305/gallon (\$0.30/gallon in 2024) and the price of chloride was bid at \$0.764/gallon (\$0.746/gallon in 2024).

The Road Agreements, for your consideration, reflect the estimated cost of this year's dust control program in your township. The estimated cost is based on previous years' applications. If you wish to change the applications for this year, please let us know.

The township will be billed for the cost of materials for the first dust control application. The cost of second applications of dust control palliative to the townships will be at 1.5 times the material cost to help defray the additional cost of reapplication. The Road Commission provides the labor and equipment to prepare and apply the material at our expense.

If you have any questions or comments regarding this year's dust control program in your township, please feel free to contact me.

ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME LOCAL ROAD SYSTEM
SEC. _____ TOWN _____ RANGE _____ TERMINI Roads to be treated as specified by
PROJECT NO. A497.101 024 designated Township official.
ESTIMATE PREPARED February 27, 2025 LEGAL CLASSIFICATION LOCAL
(Date) (Local or Primary)
BY John Bygden ACTIVITY Routine Maintenance
(Maintenance or Construction)

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL		
SURFACING		
DUST CONTROL	2025 DUST CONTROL PROGRAM	\$34,650.00
OTHER	35% Solution/Brine	
TOTAL ESTIMATE		\$34,650.00
ROAD COMMISSION SHARE		
TOWNSHIP SHARE		\$34,650.00
OTHERS SHARE		\$0.00
(Name)		

REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for the actual cost of the materials used. Costs will vary depending on the use of chloride or brine or if second applications are requested. The Road Commission will incur all other application costs.

ALPENA

ALPENA COUNTY ROAD COMMISSION

BY:

SUPERVISOR

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

BY _____

DATE _____

SICK TIME POLICY

The Charter Township of Alpena is committed to providing its employees with the time off necessary to address medical needs for themselves and their family members. The Township will adhere to the Earned Sick Time Act, as amended.

A. Eligibility

This Policy shall apply to all non-union Township employees regardless of full-time, part-time, or paid-on-call, or temporary status. This Policy does not apply to independent contractors of the Township or appointed members of boards and commissions.

Elected officials are permitted to set their own schedules and the Township may not take adverse action against them for the number of hours they work. Therefore, elected officials are exempt from the benefits of the Earned Sick Time Act.

B. Accrual

Employees shall accrue one (1) hour of paid sick time for every 30 hours worked for the Township retroactive to February 21, 2025.

C. Sick Time Usage & Carryover

1. All employees will begin accruing paid sick time upon hire. Employees hired after February 21, 2025 will be permitted to use sick time only after they have completed 120 calendar days of employment with the Township.
2. Employees shall carry over no more than 72 hours of accrued but unused sick time from one calendar year to the next. Any hours in excess of 72 hours in an employee's sick bank at the end of the calendar year shall be forfeited.
3. Employees will not be paid out for accrued but unused sick time when they separate from employment with the Township for any reason.
4. Sick time will be paid at the employee's ordinary hourly rate of pay.
5. Sick time may be taken in one-hour increments.
6. Any employee who is rehired within two (2) months of separation will have their sick bank reinstated to the level it was prior to their separation. Any employee separated for two (2) or more months will have their sick bank reset to zero upon rehire.

D. Permitted Uses for Sick Time. Employees may use paid sick time under any of the following circumstances:

1. An employee or family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee or mental or physical illness, injury, or health condition; or preventative care for the employee or their family member.
2. An employee or a family member is the victim of domestic violence or sexual assault and needs time off for medical / psychological care, to obtain services from a victim services organization, to relocate, to obtain legal services, or to participate in any civil or criminal proceedings.
3. For a meeting at the employee's child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.
4. For the closure of the employee's workplace or the employee's child's school or place of care if such locations are closed due to a public health emergency or it is determined by a health care provider that the employee or a family member's presence in the community would jeopardize the health of others due to exposure to a communicable disease.

An employee using sick time for any reason other than listed in this Section may be subject to discipline up to and including termination of employment.

E. Requests for Sick Time. When requesting sick time, employees shall adhere to the following rules:

1. If the need for sick time is foreseeable, the employee must provide notice at least seven (7) days in advance.
2. If the need for sick time is not foreseeable, the employee must call in before the start of their shift unless emergency circumstances do not permit that.
3. If an employee is absent for more than three (3) consecutive shifts, the Township may request documentation of the need for sick time from a health care provider at the Township's sole expense.

An employee who fails to provide notice as required in this Section may be subject to discipline up to and including termination of employment.

ACKNOWLEDGEMENT

I acknowledge receipt of this Policy and certify that I have read and understood it.

Date

Employee Signature

Charter Township of Alpena

**RESOLUTION REGARDING CONVEYANCE OF REMAINING PORTION OF THUNDER BAY ISLAND
TO THE CHARTER TOWNSHIP OF ALPENA**

Adopted: March 24, 2025

At a regular meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 24th day of March, 2025, at 6:00 p.m., with the membership as follows:

PRESENT: _____.

ABSENT: _____.

The following resolution was offered by _____ and seconded by _____:

WHEREAS, Michigan Statutes of 1846, Section 41.2(3), as amended, Powers and Duties of Townships, and Michigan Compiled Laws Section 42.14, authorize and empower the Charter Township of Alpena Board of Trustees to acquire property for public purposes; and

WHEREAS, the Charter Township of Alpena previously submitted an application to the United States Department of the Interior, Bureau of Land Management, which resulted in the conveyance by the Bureau of Land Management to the Charter Township of Alpena of the southern 43.08 acres of Thunder Bay Island (Land Patent No. 61-2015-0001); and

WHEREAS, the Charter Township of Alpena is now seeking to acquire the remainder of Thunder Bay Island (the northerly portion of Thunder Bay Island that is adjacent to the portion that was previously conveyed to the Township); and

WHEREAS, the Charter Township of Alpena may submit an application to the Director of the Bureau of Land Management for the conveyance of the remainder of Thunder Bay Island to the Charter Township of Alpena for public and recreational purposes without monetary consideration pursuant to and in accordance with the Recreation and Public Purposes Act (sub part 43 CFR 2741); and

WHEREAS, any such application will provide that the Charter Township of Alpena's responsibility to maintain and/or make improvements to this remaining portion of Thunder Bay Island shall be limited to the resources of its manager for the property, Thunder Bay Island Preservation Society, through the Society's memberships, donations, secured grants, and budget allocations.

NOW, THEREFORE, BE IT RESOLVED, by the Charter Township of Alpena Board of Trustees, that the Charter Township of Alpena Supervisor is hereby authorized to execute and submit an application to the United States Department of the Interior, Director, Bureau of Land Management, for the conveyance of the above-described remaining portion of Thunder Bay Island to the Charter Township of Alpena for

public and recreational purposes without monetary consideration, pursuant to and in accordance with the Recreation and Public Purposes Act (sub part 43 CFR 2741) and to perform all acts incident thereto.

AYES: _____.

NAYES: _____.

The Supervisor declared the resolution adopted.

Passed and approved this 24th day of March, 2025, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: _____

By: Abbi Kaszubowski
Its: Supervisor

Dated: _____

By: Michele Palevich
Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Board of Trustees at its regular meeting held on the 24th day of March, 2025, at 6:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: _____

Michele Palevich
Alpena Township Clerk

GENERAL FUND

[illegible]

BUDGET ADJUSTMENTS

PUBLIC SAFETY

[illegible]

BUDGET ADJUSTMENTS

WATER FUND

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	AVAILABLE BALANCE	% BDGT USED	Revenue Adjustment	Expense Ajustments	NEW 2024-25 AMENDED BUDGET
592-537-931.010	MAINTENANCE ON EQUIPMENT	2,936.00	525.70	2,410.30	17.91		150.00	3,086.00
592-537-830.010	WATER PURCHASED	1,398,277.00	1,167,531.30	230,745.70	83.50		176,000.00	1,574,277.00
592-000-669.000	INVESTMENT INCOME FROM CDS/IN	52,195.81	67,331.54	(15,135.73)	129.00	15,135.73		67,331.54
592-000-626.050	WATER METERS	11,161.08	12,261.08	(1,100.00)	109.86	1,100.00		12,261.08
592-537-702.010	CLERICAL WAGES PAYABLE	33,190.70	31,772.70	1,418.00	95.73		(1,418.00)	31,772.70
592-537-710.000	EMPLOYERS SOCIAL SECURITY	1,930.45	1,842.45	88.00	95.44		(88.00)	1,842.45
592-537-711.000	MEDICARE - EMPLOYERS	451.49	430.49	21.00	95.35		(21.00)	430.49
592-537-803.000	LEGAL	711,845.60	706,979.60	4,866.00	99.32		50,000.00	761,845.60
592-537-994.000	BOND INTEREST	35,000.00	12,600.00	22,400.00	36.00		(22,400.00)	12,600.00

\$185,987.27 would be from the Water/Sewer Fund Balance.

16,235.73 202,223.00 185,987.27

Charter Township of



March 24, 2025

TO: Charter Township of Alpena Board

FROM: Charter Township of Alpena Treasurer Laura Ellery-Somers

RE: Short Staffed in Treasurer's office

I would like to inform you that the Treasurer's office will be short staffed beginning May 7, 2025 until approximately June 27, 2025. Former Employee Kelly Kujawa has been contacted and she is willing to step in and help us out.

I am requesting that the board approve re-hiring Kelly Kujawa as a part time employee.

Letter of Agreement

Between:

Charter Township of Alpena (the "Employer")

And

IAFF Local 1859 (the "Union")

Subject: Impact Shift Assignment Procedure for Alpena Township Fire Department
Paid on Call Employees

Effective Dates: 04/01/2025 to 10/01/2025

Preamble

This Letter of Agreement ("LOA") is entered into by and between the Employer and the Union to outline the terms and conditions for implementing a program within the Fire Department. This program is designed to address challenges related to shift coverage, operational efficiency, training and overall resource utilization while maintaining the high standards of service delivery expected by the community.

Under this agreement, Township Paid on Call employees will be granted the opportunity to accept and fill shifts specifically designated as "Impact Shifts." These shifts are intended to supplement existing staffing levels, ensuring adequate coverage during periods of increased demand or operational need based on preliminary data analysis. The program also aims to bolster public safety, enhance flexibility in workforce management, ensuring proper training levels for all department members and provide a framework for evaluating staffing models that could inform future decision-making.

The Union, acting in good faith, has agreed to this program with the intent of collaboratively addressing workforce challenges while protecting the rights and working conditions of its members. Except as provided in this LOA, the existing collective-bargaining agreement ("CBA") between the parties shall remain in full force and effect and it is the intent of both parties to adhere to the CBA. The Employer and the Union mutually agree that the program shall not undermine the rights or working conditions of Full-Time employees but will serve as an opportunity to assess the department's operational requirements and staffing needs.

The overarching objectives of this agreement are to:

1. Improve public safety and emergency response times by ensuring adequate staffing levels.
2. Optimize the utilization and training of Township Paid on Call employees without interference with the rights of full-time staff as provided in the CBA.
3. Gather data and insights to evaluate future staffing needs.
4. Foster a collaborative and transparent approach between the Employer and the Union in addressing workforce challenges.

This Letter of Agreement represents the shared commitment of the Employer and the Union to implement innovative solutions, in good faith, that balance operational efficiency, employee rights, and community safety during the effective period.

Agreement

1. Temporary Adjustment to Impact Shift Assignment:

- For the duration of this program, Township Paid on Call employees will be offered shifts specifically designated as “Impact Shifts” to ensure staffing to meet operational needs

2. “Impact Shifts”:

- “Impact Shifts” will be designated in advance by the Employer. Impact shifts will be conducted Monday-Friday from 1700-2200hrs and on Saturdays 0800-2000hrs (excluding any holiday). Any adjustments to the timing of Impact shifts will be discussed prior to implementing. If there are any shifts that go unfilled by Paid on Call employees, an opportunity for Full-time employees will be offered following the collective bargaining agreement related to overtime for these shifts

3. Protection of Contractual Rights:

- The Union and the Employer acknowledge the importance of maintaining the integrity of the collective bargaining agreement (“CBA”). Specifically, the parties agree that this temporary program will not violate or override **Section 6: First Right of Refusal**, except as to those shifts explicitly

categorized as "Impact Shifts." This LOA will not affect other work opportunities governed by Section 6 of the CBA.

4. Duration of the Agreement:

- This agreement will be effective April 1 2025, after the Board of Trustee approval. Any extension or modification of this agreement will require mutual written consent from both the Employer and the Union every six (6) months.

5. Evaluation of the Program:

- Quarterly meetings with the Employer and the Union will evaluate the effectiveness of the program and discuss its potential continuation, modification, or termination.
- The Fire Chief may suspend or terminate the program at any time based on operational needs of the department.

6. No Precedent:

- This agreement is non-precedent- setting. It is specific to the circumstances described herein.

7. Settlement of Grievance

- By executing this LOA, the Union shall withdraw Grievance 2025-01 with prejudice. The Parties agree that this LOA resolves Grievance 2025-01 in its entirety.
- The Parties agree that settling Grievance 2025-01 arises out of a mutual desire to amicably resolve this matter and that neither Party admits any wrongdoing or liability in connection with Grievance 2025-01.

8. Interpretation:

- All other provisions of the parties' CBA shall remain in full force and effect except as modified in this LOA
-

Agreed:

Charter Township of Alpena

Tim Baker, Township Fire Chief

Date

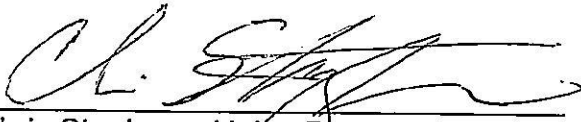
Michele Palevich, Township Clerk

Date

Cash Kroll, Township Trustee

Date


IAFF Local 1859



Chris Stephens, Union President

Date

3/13/2025



Luke Meissner, Union Vice President

Date

3/13/25

Charter Township of Alpena

Fire Department



Firefighter Task Book

Page left intentionally blank

The material in this task book defines the performance expectations of the position for which it is developed.

THIS TASK BOOK IS ASSIGNED TO:

PRINT NAME

SIGNATURE AND DATE

VERIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

Firefighter

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that:

(Print Employee's Name)

has successfully performed the tasks and is prepared for promotional testing for this position.

CHIEFS SIGNATURE AND DATE

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INTRODUCTION

The Charter Township of Alpena Fire Department (ATFD) is employing a structured training process for all firefighters. This process ensures the continued evaluation and professional development of personnel. This training period allows firefighters to integrate into the culture and daily operations of the department under a structured plan that includes mentoring and continuous feedback.

The essential skills and principles emphasized during this process are designed to benefit all firefighters, who will eventually play a vital role in the success and efficiency of the ATFD. In alignment with the department's commitment to public trust, firefighters are expected to embody professionalism, integrity, and compassion on and off duty at all times.

As representatives of the ATFD, all firefighters must recognize the profound responsibility they hold when serving the citizens and visitors of the Charter Township of Alpena. The individuals we serve often call on us during their most vulnerable moments, and we must approach every situation with respect, empathy, and professionalism. Our verbal and non-verbal actions directly impact the trust and confidence placed in our department. Any behavior that undermines this trust may result in an administrative review of the firefighter's performance and could lead to further disciplinary action, including separation from the department.

The ATFD operates within a quasi-military structure, which ensures safe, efficient, and effective operations. Adherence to the chain of command is essential for the department to function cohesively. Firefighters must understand that lawful orders and instructions from superior officers are grounded in experience and the department's needs, and they are expected to follow these directives. Respect for rank is a core principle, and higher-ranking department members should always be addressed respectfully by their title and last name. Failure to follow lawful orders or demonstrate proper respect may result in an administrative review.

One of the most rewarding aspects of the fire service is the camaraderie it fosters. The Charter Township of Alpena Fire Department prides itself on a culture of teamwork and mutual support. As a firefighter, you are welcomed into this "family" with open arms, but it is your responsibility to demonstrate a willingness to learn, a positive attitude, and loyalty to your crew and the department. With your effort and dedication, you are seen as a valued part of the department family.

A firefighter's reputation is one of their most valuable assets, built over time through hard work, dedication, and a positive attitude. Firefighters should actively seek feedback; tackle assigned tasks with enthusiasm and embrace both simple and complex responsibilities. While some tasks may seem routine, they serve as a foundation for building the skills needed to handle more advanced and challenging duties. Experience, gained through training, drills, and mentorship, is an irreplaceable resource that prepares firefighters to make critical, life-saving decisions under pressure.

Mistakes are a natural part of the learning process. The drill ground, for example, offers a safe space to experiment and learn from errors without the high stakes of real-world incidents. Firefighters are encouraged to take advantage of these opportunities to improve their skills and knowledge.

The firefighter's success is directly tied to their effort, attitude, and engagement. The department offers numerous resources, including access to equipment, tools, and training opportunities. Firefighters are expected to familiarize themselves with every aspect of apparatus, from equipment placement to proper usage. Asking questions, seeking additional training, and remaining engaged are key to success during this training period.

To guide your development, you will be assigned a Firefighter task book, which outlines the minimum training requirements you must complete under the supervision of the Training Officer and Fire Chief. Completion of this task book marks a significant milestone in your training but does not signify the end of your education as a firefighter. The ATFD provides ongoing training through annual and block programs, as well as opportunities for advanced education, third-party certifications, and fire service conferences.

Ultimately, the success of your career with the Charter Township of Alpena Fire Department—depends on your dedication, hard work, and willingness to grow. All the tools and support you need are available to you; it is up to you to take advantage of them. Welcome to the ATFD, and we look forward to your contributions to our team and community.

Performance-Based Professional Development System

The Charter Township of Alpena Fire Department (ATFD) has implemented a performance-based Professional Development System to mentor and assess the progress of developing members within the organization. This system ensures that individuals seeking advancement demonstrate their capabilities through successfully completing this task book.

This task book outlines the minimum knowledge, skills, and abilities (KSAs) required for the desired position, aligning with industry best practices and community needs. These standards are compiled using internal and external sources, ensuring they meet the expectations of the department and the Charter Township of Alpena residents.

As members progress through their assigned task books, evaluators observe their performance to ensure compliance with requisite standards. Completion of the task book, accompanied by evaluator recommendations and fulfillment of all other department requirements, is essential for advancement.

This Professional Development Program is specifically designed for the position of Firefighter. The program incorporates the minimum performance requirements based on NFPA 1001 (*Standard for Firefighter Professional Qualifications*), ATFD operational guidelines, and department/community needs. Firefighters must demonstrate competency through cognitive understanding and manipulative skills as outlined in the standards.

The Charter Township of Alpena Fire Chief, reserves the right to adjust or modify any minimum requirements or procedures within this process. Members currently engaged in the training process, are subject to changes, and will be notified in advance and provided with the necessary training or time to meet the updated standards.

EXPECTATIONS

Work Ethic

- Actively seeks academic and technical knowledge for self-improvement
- Completes tasks assigned without shortcuts and without repeating tasks
- Work is complete, thorough, and done in a professional manner
- Actively seeks out additional work as it improves the team's ability to thrive
- Accomplishes tasks or goals with a safety-first attitude
- Keeps commitments and meets deadlines
- Can be trusted with confidential information
- Can be trusted with the property of others

Practical Competence / Physical Ability

Effective Date: 2/01/2025
 Policy Referenced: #103 of 11/2023
 Next Revision Date: 2/01/2027

Tim Baker, Fire Chief

Demonstrates a desire to develop skills that are above minimal performance levels
 Can accomplish multiple tasks in succession
 Can retain and recall previously mastered skills
 Strives to improve practical abilities
 Knows all applicable safety behaviors and actions related to practical skills
 Maintains a high level of physical fitness, dexterity, flexibility, and strength

Judgement & Problem Solving

Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem
 Approaches problems in a safe, logical, and well-thought-out fashion
 Seeks proactive solutions to problems
 Applies critical thinking skills to complex and varied situations

Time Management

Consistently punctual and completes assignments on time
 Manages work so that quality of work is satisfactory and not hurried, incomplete, or overwhelming to self and team

Initiative / Motivation / Decisiveness

Accomplishes tasks or goals without being ordered, coerced, or motivated by others
 Demonstrates a desire for personal and professional development
 Makes decisions definitively and consistently

Communication

Uses appropriate tone of voice
 Articulates in a clear, logical, and understandable manner
 Displays confidence in message
 Is persuasive and makes a positive impression
 Demonstrates appropriate non-verbal communication techniques
 Avoids letting stress control a communication process or method
 Writes legibly using correct grammar and punctuation
 Listens actively

Empathy

Shows compassion for others and responds appropriately to heightened emotional responses
 Demonstrates a calm, compassionate, and helpful demeanor toward those in need
 Mindful of the impact of their demeanor on those in need, family, bystanders, and other members of the public

How Your Attitude Should Be

1. Always go above and beyond—show initiative in every task you undertake.
2. Be proactive; learn to complete tasks without being instructed.
3. When advice is offered, listen and take it to heart.
4. Avoid arguments; stay professional in all situations.
5. Never criticize the department in front of the public.
6. Maintain confidentiality—what you see and hear stays within the department.
7. Be a problem-solver, not a complainer. Choose to be part of the solution.
8. If you don't have something positive to say, say nothing at all.
9. Respect within the Charter Township of Alpena Fire Department is earned, not given.
10. Avoid gossip—talking about others without truly knowing them only creates negativity.
11. Don't judge others until you've worked with them. Form your own opinions based on experience.
12. Stay open-minded about other fire departments and how they operate.

Effective Date: 2/01/2025

Tim Baker, Fire Chief

Policy Referenced: #103 of 11/2023

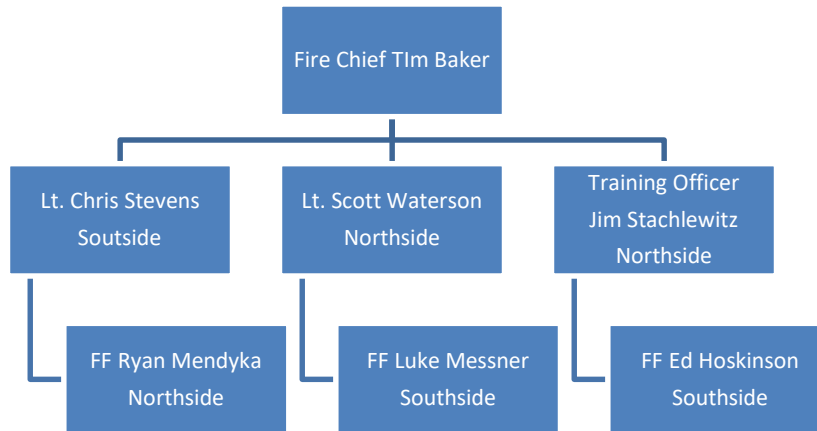
Next Revision Date: 2/01/2027

13. Refrain from speaking negatively about previous departments you've worked with.
14. Focus on building your experience here rather than constantly comparing this department to past ones.
15. Direct your energy toward things you can control, not those you cannot.

Education / Training / Study Time

1. Recognize that every department member has valuable skills and expertise. Many have advanced training in specialty areas—don't hesitate to seek their guidance. Most people are more than willing to help when asked.
2. Strive to complete training assignments, task books, or signoffs ahead of schedule. Focus on mastering skills through consistent practice and repetition.
3. Stay informed by reading fire and EMS publications and visiting fire training websites regularly.
4. Use extra study time for improving street and response area familiarization. Utilize grid map study guides to learn response areas, railroad crossings, frequent locations, and high-risk target hazards.
5. Engage in discussions and critiques of fire and EMS calls within your team. Learning often comes from observing and listening. Ask questions and seek clarification when you return to the station—it's a critical part of your education.

ORGANIZATION STRUCTURE



Paid on Call Staff

FF/EMT – Tim Moggie

FF/EMT – Matt Klimczak

FF/EMT – Kevin Ginter

FF/EMT – Kevin Galloway

FF/EMT – Jacob Ordway

FF/EMT – Aivree Hoffman-Robertson

FF – Josh Greenwell

FF – Marquam Johnson

FF - Blake Scott

EMT – Beverly Banks

Recruit – Gavin Plume

Recruit – Wyatt Smith

GEAR ASSIGNMENT – Section 1

According to the current Fire Committee Policy #301, Personal Protective Clothing and Equipment (PPE) must be worn in all hazardous or immediately dangerous to life and health (IDLH) environments to ensure the safety of personnel. Full PPE is required at all times, regardless of whether an actual or potential hazard exists. Firefighters are expected to be fully dressed in PPE before responding to alarms, and under no circumstances should any member attempt to dress while riding in a moving apparatus without being secured by a seatbelt, in a fire apparatus. Additionally, all PPE must be inspected, at a minimum, annually to ensure it is in proper working condition. Any deficiencies identified during these inspections must be reported promptly to the assigned Quartermaster, Training Officer or the Fire Chief.

#	Task	Code	Date	Officer Signature
1.1	Assigned Helmet	D		
1.2	Assigned Turnout Coat	D		
1.3	Assigned Turnout Pants	D		
1.4	Assigned Structural Gloves	P		
1.5	Assigned Nomex Hood	D		
1.6	Assigned Structural Boots	O		
1.7	Assigned Wildland Gear	O		
1.8	Assigned Reflective Breakaway ANSI Vest	O		
1.9	Assigned Accountability Tags	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

MIOSHA – Section 2

MIOSHA (Michigan Occupational Safety and Health Administration) Part 74: Firefighting is a set of state-specific safety standards designed to protect the health and safety of firefighters in Michigan. These regulations outline the rules and procedures that fire departments and firefighters must follow to minimize workplace hazards and ensure safer operations. Under General Requirements, fire departments are mandated to establish policies detailing safe work practices, emergency response procedures, and proper equipment use. Employers must ensure that all firefighters are adequately trained and equipped for their duties before participating in fireground operations. Specialized training is also required for hazardous materials incidents, water or ice rescues, and other hazardous incidents.

The standard emphasizes the mandatory use of Personal Protective Equipment (PPE), including turnout gear, helmets, gloves, boots, and self-contained breathing apparatus (SCBA). This equipment must meet applicable safety standards and undergo regular inspection and maintenance. Additionally, an Incident Command System (ICS) must be in place to manage fireground operations, ensuring effective coordination and communication. Key roles, such as the incident commander and safety officer, must be designated to maintain order and ensure safety during emergency responses.

MIOSHA Part 74 also sets standards for fire apparatus and tools, requiring regular inspections, proper maintenance schedules, and secure storage during transportation. Specific requirements for respiratory protection include the use, testing, and maintenance of SCBAs, along with air quality standards and procedures for cylinder refilling. Guidelines for hazardous environments address operations in situations where there is potential exposure to hazardous substances or life-threatening conditions, incorporating measures for decontamination and exposure documentation.

The standard further outlines health and medical requirements, which include access to medical evaluations to ensure that firefighters are fit for duty, along with recommendations for post-incident medical monitoring in cases of significant exposure. Fire departments are also required to maintain thorough recordkeeping, documenting training, equipment inspections, and incidents to ensure compliance. Non-compliance with MIOSHA Part 74 can result in fines or penalties.

The purpose of MIOSHA Part 74 is to reduce injuries, illnesses, and fatalities among firefighters, provide a framework for safer emergency response operations, and promote a culture of safety within fire departments. For additional details, the full text of MIOSHA Part 74 can be accessed on the MIOSHA website, through Michigan's Department of Labor and Economic Opportunity.

MIOSHA (Michigan Occupational Safety and Health Administration) General Industry Safety and Health Standards

The Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Safety and Health Standards are designed to ensure safe and healthy working conditions across non-construction workplaces, including industries like manufacturing, retail, healthcare, and warehousing. These standards cover several critical areas to protect employees from workplace hazards.

Hazard Communication ensures employees are informed about hazardous chemicals in their workplace. Employers must maintain a written hazard communication program, properly label chemical containers, provide accessible Safety Data Sheets (SDS), and train employees on chemical hazards and safe handling practices. In the area of Personal Protective Equipment (PPE), employers must conduct hazard assessments to determine the need for PPE, provide equipment such as gloves, helmets, goggles, and respirators, and train employees on its proper use, maintenance, and storage.

To prevent slips, trips, and falls, Walking-Working Surfaces guidelines require clean, dry, and unobstructed work areas, guardrails, floor openings, and fall protection systems where needed, as well as regular inspections of floors, ladders, stairs, and scaffolds. Machine Guarding standards aim to prevent injuries from moving parts by requiring the installation of guards on machines, employee training on safe operation, and routine machine inspections.

The Lockout/Tagout process is vital for controlling hazardous energy during equipment maintenance. Employers must establish written energy control procedures, train employees on the lockout/tagout process, and ensure all hazardous energy sources are secured before maintenance. Emergency Preparedness guidelines require the development and communication of emergency action plans (EAPs), employee training on evacuation and emergency roles, and regular drills.

For protection against infectious materials, Bloodborne Pathogens guidelines require training on exposure risks and prevention, the provision of Hepatitis B vaccinations at no cost, and an exposure control plan. Noise Exposure standards protect employees from hearing loss by requiring noise level monitoring, hearing conservation programs, and protective equipment. Similarly, Respiratory Protection guidelines safeguard employees from harmful airborne contaminants by providing respirators, conducting fit tests, and maintaining a respiratory protection program.

Employers are required to provide initial training on safety topics, retraining when new hazards arise or protocols change, and documentation of all training sessions. Failure to comply with MIOSHA standards can result in citations, monetary penalties, increased scrutiny, and a heightened risk of workplace accidents and injuries. These standards are essential for promoting safety, reducing hazards, and fostering a culture of compliance and awareness in the workplace.

JOB PERFORMANCE REQUIREMENTS – Section 2.1 MIOSHA Part 74

#	Task	Code	Date	Officer Signature
2.1a	Read and Sign MIOSHA Part 74	C		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

JOB PERFORMANCE REQUIREMENTS – Section 2.2 MIOSHA (To be assigned)

#	Task	Code	Date	Officer Signature
2.2a	Complete Hazard Communication Right to Know	C		
2.2b	Complete Slips, Trips and Falls	C		
2.2c	Complete Lockout / Tagout	C		
2.2d	Complete Respiratory Protection	C		
2.2e	Complete Annual FIT Test	C		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

NIMS—Section 3

The National Incident Management System (NIMS), developed by FEMA, is a standardized approach to ensure effective collaboration among various agencies and organizations during emergencies, disasters, and incidents. It is particularly crucial for the fire service because it provides a consistent framework for managing incidents of all sizes. By promoting interoperability, coordination, and efficient resource allocation, NIMS ensures that responders can work together seamlessly during complex situations.

NIMS is built around several core components. Command and Management establishes the Incident Command System (ICS), providing a clear hierarchy and organizational structure for managing incidents effectively. Preparedness focuses on planning, training, and exercises to ensure readiness before emergencies occur. Resource Management streamlines the identification, acquisition, and deployment of resources during incidents. Communications and Information Management ensures effective sharing of information across agencies using standardized protocols. Finally, Ongoing Management and Maintenance allows for regular updates to the system based on lessons learned from real-world incidents, ensuring it remains effective and relevant.

For firefighters, NIMS training is essential for implementing its principles effectively. Several courses are required or highly recommended for fire service personnel. IS-100: Introduction to the Incident Command System (ICS 100) provides a foundational understanding of ICS, including key roles and responsibilities, ensuring personnel can integrate seamlessly into incident management. IS-200: Basic Incident Command System for Initial Response (ICS 200) focuses on applying ICS principles during initial response operations, preparing personnel to take on leadership roles and manage smaller, localized incidents. IS-700: An Introduction to the National Incident Management System (NIMS 700) offers an overview of the NIMS framework, including its components and principles, helping responders understand their roles within the system. IS-800: National Response Framework (NRF), An Introduction provides information on the NRF, which guides the nation's response to all types of disasters, helping firefighters understand the larger federal response framework and their role in collaborating with other agencies.

These courses are critical for the fire service for several reasons. First, they promote improved coordination, enabling consistent communication and collaboration with other agencies, such as law enforcement, EMS, and federal partners. Second, NIMS facilitates a standardized response, ensuring all responders speak the same operational “language,” reducing confusion and enhancing efficiency. Third, NIMS training is often a compliance requirement for receiving federal funding and grants for equipment, training, and disaster recovery efforts. Finally, NIMS ensures scalability, enabling the fire service to effectively expand operations from routine incidents to large-scale disasters. By incorporating NIMS principles, the fire service can respond more effectively and cohesively to emergencies, ensuring the safety of both responders and the communities they serve.

#	Task	Code	Officer Initials / Date	Officer Initials / Date
3.1	Complete ICS 100 (Submit Certificate)	C		
3.2	Complete ICS 200 (Submit Certificate)	C		
3.3	Complete ICS 700 (Submit Certificate)	C		
3.4	Complete ICS 800 (Submit Certificate)	C		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

RADIO PROCEDURES—Section 4

CHANNELS (Zone C)	#	USE
04FIRE1	1	FIRE MAIN
04FIRE2	2	FIRE MAIN (SPILLOVER)
04EMS	3	CITY EMS UNITS
8TAC93D	4	TACTICAL CHANNEL
8TAC94D	5	TACTICAL CHANNEL
7TAC51D	6	TACTICAL CHANNEL
04EMER	7	EMERGENCY MANAGEMENT
04SPEV1	8	SPECIAL EVENTS
04SPEV2	9	SPECIAL EVENTS (BACKUP)
04COM	10	Alpena
01COM	11	Alcona
60COM	12	Mont Morency
71COM	13	Presque Isle
04ARMC	14	Direct to Hospital
STATW7	15	State Wide
04FIRE1	16	FIRE MAIN

Radio Transmission Procedure

Radio transmissions include all radio traffic between Central Dispatch, stations, units, and personnel. All transmissions must be courteous, professional, and concise. Communication on dispatching talk groups or channels is restricted to official department business only. Routine or non-emergency intradepartmental communications should occur on designated proprietary talk groups, provided these channels are not assigned as tactical or operational communication links during emergencies.

Unnecessary or prolonged communications, unidentified transmissions, and the use of profane, derogatory, degrading, or disparaging language over the radio are strictly prohibited. Personnel should avoid using personal names during radio transmissions. Instead, use approved personal ID numbers or vehicle names/identifications.

When transmitting a message, the initiating unit must call out the ID of the intended recipient before providing their own ID and the talk group or channel they are using. Once contact is established and the intended recipient responds, proceed with the necessary radio traffic.

Example:

- "Alpena Township Engine 1 from Alpena Township Tanker 1 on (CHANNEL)."
- "Alpena Township Tanker 1 on (CHANNEL), go ahead, Alpena Township Engine 1."

Plain language must be used at all times; "10 codes" or "signals" are not permitted. Speak clearly, concisely, and avoid jargon. For instance, refer to a helicopter as "helicopter" rather than "bird" and an ambulance as "ambulance" instead of "bus." Always use the complete unit identifier, including agency, type, and apparatus number.

Examples:

- Alpena Township Engine 2

Response Procedures

Managing personnel and coordinating units during an initial first alarm creates a high demand for radio communication. To minimize radio traffic, the following protocols should be observed:

- Use tools like Active 9-1-1 or the Pager Replay function to reduce unnecessary transmissions.
- Limit any unnecessary radio traffic on 04FIRE1.
- Avoiding notification of personal enroute status until after main units have gone enroute and second page.
- First unit on scene provide Initial scene size up and request TAC channel for all other responders to change over to.

To further reduce multiple transmissions, group status changes whenever possible. For example, a single transmission such as "All Alpena Township units are clear scene and available" is sufficient.

These procedures ensure efficient communication, minimize unnecessary radio traffic, and maintain professionalism during all operations.

#	Task	Code	Date	Officer Initials
4.1	Operate Apparatus Mobile Radio (Change to the desired channel)	D		
4.2	Operate Portable Radio (Change to the desired channel)	D		
4.3	Operate and explain Emergency Alert Button / Deactivate Emergency Alert	D		
4.4	Conduct a simulated MAYDAY using Radio	P		
4.5	Explain the different radio channels and their uses	D		
4.6a	Conduct scene size up using Radio – 1 of 4 (Must be a different date)	P		
4.6b	Conduct scene size up using Radio – 2 of 4 (Must be a different date)	P		
4.6c	Conduct scene size up using Radio – 3 of 4 (Must be a different date)	P		
4.6d	Conduct scene size up using Radio – 4 of 4 (Must be a different date)	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

SCBA | RIT – Section 5

SCBA Procedure

The Charter Township of Alpena Fire Department (ATFD) utilizes the MSA G1, a positive-pressure Self-Contained Breathing Apparatus (SCBA). This advanced breathing apparatus, often referred to as a pressure-demand or positive pressure unit, provides static air to the user during inhalation and maintains a constant, low airflow within the facepiece. This continuous airflow ensures that the pressure inside the facepiece remains higher than the surrounding atmosphere, preventing contaminated air from entering the mask.

Respiratory injuries are among the most common and severe injuries in the fire service. The human respiratory system, including the lungs and respiratory tract, is particularly vulnerable to damage. To prevent such injuries, standard operating procedures mandate that no personnel enter any structure or atmosphere containing smoke, fire gases, or other suspected respiratory hazards without being equipped with an SCBA. Firefighters should always assume that any smoke or gases present at an incident are hazardous to all individuals, including victims, bystanders, and first responders.

An atmosphere should be considered hazardous when any of the following conditions are present:

- **High Heat**
- **Smoke**
- **Toxic Gases**
- **Oxygen Deficiency**
- **Suspected Hazardous Material Release**

Modern construction materials often release toxic chemicals when they burn. Failing to use an SCBA in hazardous atmospheres significantly increases the risk of exposure to inhaled poisons, including carbon monoxide and other toxic gases. Additionally, SCBAs protect firefighters from inhaling dangerously high levels of heat, which can severely damage the lungs and respiratory tract. In any situation where there is uncertainty about the need for an SCBA, firefighters must always err on the side of caution and prioritize their safety.

All ATFD firefighters must be trained and proficient in the proper use of SCBAs, specifically the MSA G1. Firefighters are required to demonstrate proficiency in all aspects of SCBA operation, including donning and doffing the unit, performing a facepiece Fit Check, operating the Pak-Alert sensor module, executing emergency operations, and conducting maintenance, testing, and cleaning procedures. Additionally, firefighters must have a thorough understanding of the unit's specifications to ensure its effective and safe use during operations.

JOB PERFORMANCE REQUIREMENTS – Section 5 SCBA RIT				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
5.1	Identify the parts of an SCBA	O		
5.2	Complete 10 Monthly Pack Inspections	O		
5.3	Ability to correctly don SCBA	P		
5.4	- Including 60 seconds or less	P		
5.5	Ability to explain and demonstrate buddy breathing and UAC	P		
5.6	Initiate and complete emergency procedures	P		
5.7	- Including MAYDAY procedures	P		
5.8	Changing out SCBA bottle	P		
5.9	Fill SCBA bottle using Cascade system	P		
5.10	Replace batteries in SCBA	P		
5.11	Explain HUD and how much air you have remaining with each	D		
5.12	Demonstrate Cleaning SCBA / Mask	P		
5.13	Explain and Demonstrate deployment of Rapid Intervention Team Bag	P		
5.14	Emergency Disentanglement	P		
5.15	Low Profile SCBA	P		
5.16	Emergency Doffing SCBA	P		
5.17	Packaging and Removal of Downed Firefighter	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

FIRE DYNAMICS – Section 6

The Importance of Learning Fire Dynamics

Understanding fire dynamics is crucial for firefighters as it equips them to navigate the rapidly changing fire environments, which they often encounter during suppression efforts. While much of firefighter training emphasizes the hands-on aspects of fire suppression, many injuries and fatalities result from a lack of awareness of the fire environment. Fire dynamics provides firefighters with the knowledge to anticipate fire behavior, enabling them to respond more effectively. Each incident presents a unique set of characteristics, and the ability to analyze fire behavior is key to determining appropriate tactics. The better we understand how fire behaves, the better prepared we are to deploy the correct response.

Key Concepts of Fire Dynamics:

- **The Fire Triangle:** A fire begins when fuel is surrounded by an oxidizer (oxygen) and exposed to a heat source, triggering a chemical chain reaction that produces a visible flame.
- **Products of Combustion:** Depending on various factors, a flame will produce heat, smoke, and pressure, which influence fire growth.
- **Heat Transfer:** Heat transfers to the surrounding environment via flames and combustion products, igniting additional fuels and intensifying the fire.
- **Stages of Fire:** Fires progress through distinct stages, each with specific indicators. Recognizing these indicators allows firefighters to make informed decisions to suppress or control the fire.
- **Rapid Fire Development:** At its peak, the fire reaches its maximum potential for heat release and spread, requiring precise and strategic suppression efforts.

Training Resources

To build this foundation, probationary members are required to complete the following courses and submit training certificates to the Chief of the Department.

1. **Fundamentals of Fire Science**
2. **Fire Dynamics in Structures**
3. **Water Mapping in Residential Structures**
4. **Air Entrainment by Fire Service Hose Streams**

To access these resources, probationary members must create an account at [Fire Safety Academy](#). Completion of these courses is an essential part of developing the knowledge and skills needed to understand and apply fire dynamics effectively in real-world situations.

JOB PERFORMANCE REQUIREMENTS				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
6.1	View and complete Fundamentals of Fire Science – UL FSRI	C		
6.2	View and complete Fire Dynamics in Structures – UL FSRI	C		
6.3	Explain the Fire Triangle and its importance?	D		
6.4	Explain the three different fuels	D		
6.5	Explain the three different heat types	D		
6.6	Explain the four different products of Combustion	D		
6.7	Explain the three different types of Heat Transfer	D		
6.8	Explain the five different stages of Fire	D		
6.9	Describe Neutral Plane	D		
6.10	Describe Thermal Layering / Rollover and Vent-Point Ignition	D		
6.11	Describe Flashover and Backdraft	D		
6.12	Describe the 3 Different Flow Paths	D		
6.13	What are the 5 ways Firefighters create Flow Paths?	D		
6.14	View and complete Water Mapping in Residential Structures – UL FSRI	C		
6.15	View and complete Air Entrainment by Fire Service Hose Streams – UL FSRI	C		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

BUILDING CONSTRUCTION – Section 7

The Importance of Understanding Building Construction

The primary reason firefighters must understand building construction is safety. Recognizing different types of building construction, along with their terminology and components, enables firefighters to assess when it is no longer safe to remain inside or on a structure. A solid understanding of how fire affects a building's structural integrity is critical for making informed decisions during suppression efforts. Familiarity with common construction terminology also facilitates effective communication with building construction experts who may be called to assist at a structure fire. Furthermore, firefighters need to be knowledgeable about the major components of buildings, including roof types, and their associated strengths and weaknesses. This knowledge is vital for avoiding serious injury or death when combating fires in various types of structures.

Buildings can collapse for numerous reasons, including stress, poor construction, deterioration, or fire. Firefighters must recognize the signs of potential or imminent collapse during fire suppression operations. Identifying these indicators can help mitigate risks and guide firefighters in determining when to withdraw from, or avoid, a building altogether. Understanding what actions to take during these situations is crucial for ensuring the safety of all personnel.

Building classifications and their unique characteristics are another critical aspect of building construction that firefighters must consider. Each building type presents specific fire challenges and hazards based on its design, materials, and construction methods. Firefighters who are familiar with these classifications and the associated collapse risks will be better equipped to address structure fires effectively while prioritizing their safety.

Training Resources

To develop a strong understanding of building construction and its impact on firefighting operations, probationary members are required to review the following training resources:

1. **US FSRI Video: Building Construction**
2. **US FSRI Video: Structural Stability of Engineered Lumber in Fire Conditions**

These resources provide valuable insights into building construction and the structural challenges posed by fire conditions. Understanding these principles is a critical step in enhancing firefighter safety and operational effectiveness.

JOB PERFORMANCE REQUIREMENTS – Section 7 Building Construction				
#	Task	Code	Date	Officer Initials
7.1	View and complete Building Construction – UL FSRI (see above for link)	C		
7.2	View and complete Structural Stability of Engineered Lumber in Fire Conditions - UL FSRI (see above for link)	C		
7.3	Describe the significance of loads on structures	D		
7.4	Define the types of loads and forces	D		
7.5	What is the purpose of building codes	D		
7.6	Describe types of foundations	D		
7.7	Describe types of walls	D		
7.8	Describe types of roofs	D		
7.9	Describe hazards of truss construction	D		
7.10	Define the five classifications of building construction. Give examples of each.	D		
7.11	Describe indicators of building collapse	D		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

FIREFIGHTER SKILLS—Section 8

Mastering basic fireground skills is one of the most important aspects of your training period. These essential skills, such as handling hoses, deploying and climbing ladders, forcing entry into buildings, ventilating smoke, and conducting search-and-rescue operations, are the foundation of your success in the fire service. They are the building blocks that will prepare you for the challenges of real-world emergencies and set the tone for your entire career.

Fireground skills are, above all else, about safety—yours, your crew’s, and the people you’re sworn to protect. Fire scenes are inherently unpredictable, and every second counts. Fires grow quickly, structures can collapse without warning, and conditions can change in an instant. Knowing exactly how to perform your role and being proficient in your skills can make a life-or-death difference. Whether it’s extinguishing flames, controlling the spread of fire, or rescuing trapped victims, your ability to act quickly, accurately, and safely will not only protect you but also ensure your team operates effectively in high-risk environments.

Firefighting isn’t a solo job. Success on the fireground relies on teamwork and coordination. Every firefighter has a specific role, and the entire operation depends on everyone performing their tasks with precision and efficiency. When you’re confident in your fireground skills, your team can rely on you without hesitation, knowing that you’ll do your part. This trust is essential for seamless operations, especially during high-pressure incidents. A well-trained firefighter contributes to the overall success of the crew, while a lack of preparation can jeopardize everyone’s safety and the mission.

Confidence on the fireground doesn’t happen overnight—it comes from practice, repetition, and experience. As a probationary firefighter, you’ll have many opportunities to drill these skills until they become second nature. From pulling and deploying hoses to performing searches in zero-visibility conditions, repetition is key to mastering these tasks. With each practice session, you’ll become more comfortable with the tools and techniques, preparing you for the fast-paced and high-stakes environment of the fireground.

Remember, as the saying goes: *“Slow is smooth, and smooth is fast.”* By practicing your skills deliberately and consistently, you’ll develop the muscle memory needed to perform under pressure without mistakes. This deliberate approach builds not only competence but also the calm, focused mindset you’ll need in chaotic situations.

Mastering fireground skills is about more than just checking off tasks on a training sheet—it’s about becoming the firefighter your community and your crew can depend on. Firefighters are called to some of the most challenging and dangerous situations people face. To make a real difference—whether it’s saving a life, protecting property, or preventing a fire from spreading—you need to be prepared, skilled, and confident in your abilities.

By taking the time to learn, practice, and perfect your fireground skills during your training period, you’re setting yourself up for long-term success. These skills aren’t just tools for your job—they’re the foundation of your career, your safety, and your ability to serve those who depend on you.

JOB PERFORMANCE REQUIREMENTS – 8.1 Hose

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.1a	Explain and Deploy 1 3/4" Preconnects	D P		
8.1b	Forward Lay LDH Supply	D P		
8.1c	Explain and Deploy Ground Monitor	D P		
8.1d	Extending a Line	P		
8.1e	Explain and Deploy Bumper Lines	D P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 8.2 Ladders

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.2a	1 FF High Shoulder / Beam Rise	D P		
8.2b	1 FF Low Shoulder / Flat Raise	D P		
8.2c	1 FF High Shoulder / Beam Raise Straight Ladder	D P		
8.2d	2 FF Low Shoulder / Beam Raise	D P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 8.3 Ventilation

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.3a	Double 5 Center Rafter Louver	D		
8.3b	Cutting an Inspection Hole	D		
8.3c	Cutting a Smoke Indicator Hole	P		
8.3d	Positive Pressure Ventilation	P		
8.3e	Hydraulic Ventilation	P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

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Tim Baker, Fire Chief

JOB PERFORMANCE REQUIREMENTS – 8.4 Forcible Entry

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.4a	Explain indicators of an inward or outdoor swinging door	D		
8.4b	Force an Inward Swinging Door	P		
8.4c	Force an Outward Swinging Door	P		
8.4d	Explain and Demonstrate importance of door control and Life-Fire-Layout.	D P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 8.5 Search

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.5a	Perform a Primary Search	P		
8.5b	Perform a Unconscious Victim Drag	P		
8.5c	Perform VEIS	P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 8.6 Ropes and Knots

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.6a	Fireground Knots (clove hitch, bowline, figure 8, figure 8 on bight, figure 8 follow through, Beckett bend, half-hitch, water knot)	P		
8.6b	Hoisting an Axe	P		
8.6c	Hoisting a Charged Hose line	P		
8.6d	Hoisting an Uncharged hose line	P		
8.6e	Hoisting a Pike Pole	P		
8.6f	Hoisting a Chain Saw	P		
8.6g	Hoisting a Straight Ladder	P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 8.7 Extinguishers

#	Task	Code	Officer Initials / Date	Officer Initials / Date
8.7a	Explain differences in Extinguishers	D	P F	P F
8.7b	Inspection of Portable Extinguisher	D P	P F	P F
8.7c	Usage of Portable Extinguisher	P	P F	P F
8.7d	Filling and charging Water Can	P	P F	P F

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

APPARATUS—Section 9

As a firefighter, one of your most important responsibilities is performing thorough truck checks. These checks are essential for ensuring that the fire apparatus and all its equipment are ready to respond to emergencies without any delays or issues. According to VFIS (Volunteer Firefighter Insurance Services) training, truck checks are critical for spotting potential problems before they become serious on the fireground or while heading to a call.

Truck checks aren't just about looking things over quickly—they involve a detailed, step-by-step process. This includes checking fluid levels, tire pressure, lights, and communication systems, as well as testing vital equipment like SCBA (Self-Contained Breathing Apparatus), tools, and hoses. By performing these checks properly, you're making sure every tool and system works correctly and is in the right place. This reduces delays during a call and helps the entire team operate smoothly. Skipping or rushing through this process can lead to equipment failure when it's needed most, which could jeopardize the operation and safety of everyone involved.

These checks also give you a chance to familiarize yourself with the apparatus. The more you inspect the truck, the better you'll understand its layout, where tools are located, and how to troubleshoot small problems. This hands-on knowledge is invaluable, especially when you're under pressure during an emergency and need to act quickly.

Driving safety is another key topic emphasized in VFIS training, as operating an emergency vehicle is one of the riskiest parts of a firefighter's job. Even if you're not driving the apparatus yet as a probationary firefighter, it's still important to understand the principles of safe driving and your role in supporting safety during emergency responses.

One of the most important lessons from Emergency Driving training is the idea of "due regard." This means that even with lights and sirens activated, the driver must operate the vehicle responsibly and prioritize the safety of others on the road. It's important to remember that arriving at the scene safely is just as important as the mission itself. Reckless driving, speeding, or ignoring protocols can result in accidents that harm firefighters, civilians, or property, which can also delay the emergency response.

Even if you're not the driver, you play a critical role in ensuring safety as part of the crew. Before leaving the station, make sure everyone, including yourself, is seated properly and wearing their seatbelts. If you notice any concerns, such as loose equipment or signs that the driver may be fatigued or distracted, speak up immediately. If you're assisting the driver during backing operations, follow proper spotting techniques, such as using clear hand signals and keeping eye contact with the driver at all times.

Truck checks and driving safety are responsibilities that go hand-in-hand with being a firefighter. They ensure that the apparatus is ready, that everyone gets to the scene safely, and that the operation runs as smoothly as possible. As a firefighter, taking these responsibilities seriously shows your commitment to the team and your dedication to the fire service. By learning and applying these skills early in your career, you're building the foundation for a long and successful journey in the fire service.

JOB PERFORMANCE REQUIREMENTS – 9.1 Driving				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.1a	Explain and Demonstrate Emergent and Non-Emergent Driving (Warning Devices)	D P		
9.1b	Explain Driving On / In: Intersections, Residential Areas, School Zones	D		
9.1c	Explain Wet vs Dry Weather Driving	D		
9.1d	Explain Accident Reporting Procedure	D		
9.1e	Explain School Bus w/ Flashing Red Lights Procedure	D		
9.1f	Explain Defensive Driving Techniques	D		
9.1g	Explain Apparatus Specific Driving Techniques (Using spotter)	D		
9.1h	Explain Apparatus Braking Principles and Techniques	D		
9.1i	Complete Drivers Training Course (lecture), Practical driving course.	P		
9.1j	Explain all Alpena Township Fire Department Apparatus Operation Policies	D		
9.1k	Complete 8 hours of Non-Emergent Driving. Log in Driving Log Form. (For each vehicle)	P		
9.1l	Complete 2 Emergent Runs. Log Runs on Driving Log Form. (For each vehicle)	P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 9.2 Rescue 1 & 2 (Tasks should include both units)				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.2a	Explain and demonstrate the use iPad as it pertains to daily Inspections & Active 9-1-1 mapping	D		
9.2b	Complete 10 Daily Inventory Checks	P		
9.2c	Complete 3 weekly inspections (does not have to be completed as part of the normal weekly inspection)	P		

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9.2d	Complete 3 monthly inspections (does not need to be completed as part of the scheduled monthly inspection)	P		
9.2e	Explain and Demonstrate EMS equipment	D P		
9.2f	Explain and Demonstrate Additional Equipment	D P		
9.2g	Explain Reporting Damaged Equipment	D		
9.2h	Explain and Demonstrate completion of various reports (refusals, computer)	D P		
9.2i	Explain and Demonstrate understanding of Meical Control SOP's (where to find)	D		

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JOB PERFORMANCE REQUIREMENTS – 9.3 Engines (1&2)

#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.3a	Complete 10 Inventory checks - Usage of iPad (Include weekly and monthly)	P		
9.3b	Explain and Demonstrate placing in pump gear.	D P		
9.3c	Explain and Demonstrate equipment on Apparatus	D P		
9.3e	Explain and Demonstrate Air Brake System	D P		
9.3f	Explain and Demonstrate filling water tank, at station and from hydrant.	D P		

Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance

JOB PERFORMANCE REQUIREMENTS – 9.4 Tanker 1

#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.4a	Complete 10 Inventory Checks - Usage of iPad. (Include weekly and monthly)	P		
9.4b	Explain and Demonstrate Equipment on Tanker	D P		
9.4c	Demonstrate starting drafting pump on Tanker	D P		
9.4d	Explain and Demonstrate setting up drop tank	D P		

9.4e	Demonstrate filling drop tank (All sides and positions)	P		
9.4f	Demonstrate filling tanker from static water source	P		
9.4g	Demonstrate filling tanker from hydrant	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				
JOB PERFORMANCE REQUIREMENTS – 9.5 Basic Apparatus Pumping/Inspections				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.5a	Explain and Demonstrate Apparatus Positioning on Emergency Incidents	D P		
9.5b	Explain and Demonstrate monthly Pump Operation	D P		
9.5c	Explain ATFD Hydrant, Water Supply Setup	D P		
9.5d	Explain Static Pressure vs Residual Pressure	D		
9.5e	Explain available water from a hydrant in terms of how many like lines can be flowed	D		
9.5f	Explain Cavitation (indicators and how to avoid cavitation)	D		
9.5g	Explain Water Hammer	D		
9.5h	Explain and Demonstrate Principles of Drafting Operations	D P		
9.5i	Explain and Demonstrate Relay Pumping Operations	D P		
9.5j	Explain and Demonstrate Sprinkler and Standpipe Operation	D P		
9.5k	Explain Foam Equipment and Operation	D P		
9.5l	Explain Engine Pump heaters	D		
9.5m	Explain and Demonstrate Apparatus Cab Tilt	D P		
9.5n	Explain and Demonstrate Air Brake System	D P		

9.5o	Explain and Demonstrate Equipment Maintenance	D P		
9.5p	Explain Reporting Damaged Equipment	D		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				
JOB PERFORMANCE REQUIREMENTS – 9.6 Brush 2				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.6a	Complete 5 Inventory Checks	P		
9.6b	Explain and Demonstrate equipment on Brush 2.			
9.6c	Explain and Demonstrate Operating Brush 2 Skid Pump	P		
9.6d	Explain and Demonstrate Operating Brush 2 Winch	D P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				
JOB PERFORMANCE REQUIREMENTS – 9.7 Utility Vehicles				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
9.7a	Explain and Operate Ranger, including all equipment.	D P		
9.7b	Demonstrate loading Ranger into trailer	D P		
9.7c	Explain and Operate Rescue Trailer	D P		
9.7d	Demonstrate hooking up trailer for towing	P		
9.7e	Demonstrate starting Generator on trailer	P		
9.7f	Demonstrate starting Draft pump on trailer.	P		
9.7g	Demonstrate setting up Ice Rescue Equipment.	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

ADVANCED OPERATOR SKILLS – Section 10

JOB PERFORMANCE REQUIREMENTS – 10.1 Advanced Operator Skills				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
10.1a	Demonstrate an understanding of basic pump theory	D		
10.1b	Demonstrate a basic understanding of priming pump operation	D P		
10.1c	Demonstrate a basic understanding of centrifugal pump design and operation	D P		
10.1d	Demonstrate a basic understanding of friction loss equations and pros and cons of each	D P		
10.1e	Demonstrate an understanding of calculating friction loss in the various sizes/types of fire hose: - Forest service - Booster - Attack (1 ¼", 2 ½") - Supply (2 ½" LDH, etc.)	D P		
10.1f	Demonstrate an understanding of calculating friction loss for the following variables: - Changes in elevation (above and below grade) - Smooth-bore nozzles - Fog nozzles - Water flow appliances - Aerial Apparatus - Standpipe and sprinkler supply systems	D		
10.1g	<p>Supplying water to an attack line from tank water. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, a 100 foot 1 ¼" attack line, appropriate fittings and tools, and 1-firefighter to assist with attack line, produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Employ tank to pump lever to supply water to the pump - Utilize priming pump when necessary - Open correct discharge valve and charge appropriate attack line. - Gradually develop pump discharge pressure in attack line. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP 	D		

Effective Date: 2/01/2025
 Policy Referenced: #103 of 11/2023
 Next Revision Date: 2/01/2027

Tim Baker, Fire Chief

JOB PERFORMANCE REQUIREMENTS – 10.1 Advanced Operator Skills				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
10.1h	<p>Supplying water to an attack line from a pressurized source. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, a 100 foot 1 ¾" attack line, appropriate fittings and tools, a pre-established water supply not connected to the inlet, 1-firefighter to assist with hydrant and 1-firefighter to assist with attack line, produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Make supply line connection to intake. - Signal hydrant for water. - Open correct discharge valve and charge appropriate attack line. - Gradually develop pump discharge pressure in attack line. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP. 	P		
10.1i	<p>Supplying water to a portable master stream from a pressurized source. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, appropriate fittings and tools, a portable master stream device, a pre-established water supply not connected to the inlet, 1-firefighter to assist with hydrant and 2-firefighter to assist with hose line(s), produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Engage tank to pump (department standard). - Make supply line connection. - If using portable master stream device, set up device away from apparatus using a minimum of 50 feet of supply hose (department standard). - Signal for water from hydrant. - Open appropriate discharge valve(s). - Gradually develop pump discharge pressure to master stream device. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP 	P		
Code Designation: O = Task can be completed in any situation (class, training or shift), C = Classroom, D = Discussion, P = Performance				

JOB PERFORMANCE REQUIREMENTS – 10.1 Advanced Operator Skills				
#	Task	Code	Officer Initials / Date	Officer Initials / Date
10.1j	<p>Supply water to an attack line switching from internal tank to a pressurized source.</p> <p>Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, a 100 foot 1 ¾" attack line, appropriate fittings and tools, a pre-established water supply not connected to the inlet, 1-firefighter to assist with hydrant and 1-firefighter to assist with attack line, produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Engage tank to pump (department standard). - Open correct discharge valve and charge appropriate attack line. - Gradually develop pump discharge pressure in attack line. - Make supply line connection to intake. - Signal hydrant for water. - Smooth transition from tank water to hydrant supply (monitor valves, gauges, and throttle). - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP. 	P		
10.1k	<p>Supply water to an attack line</p> <p>Given a fire department brush apparatus, produce an effective fire stream, given the sources specified in the following list, so that the pump is engaged, all pressure-control and vehicle safety devices are set, the rated flow of the nozzle is achieved, and the apparatus is continuously monitored for potential problems:</p> <ol style="list-style-type: none"> 1) Tank Water 2) Pressurized Source <ul style="list-style-type: none"> - Positions apparatus correctly at chosen water source - Transfers power from vehicle engine to pump (If Applicable) - Operate pressure control systems - Transition between internal and external water sources - Assemble hose lines, nozzles, valves and appliances - Flow water from handline for 1 minute at appropriate pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP) 	P		
10.1l	<p>Filling Tender from a pressurized source</p> <p>Given a fire department mobile water supply apparatus, a water shuttle fill site and one or more supply hose, correctly and safely maneuver and position the vehicle so that the supply hose(s) are attached to the intake connections without having to stretch additional hose, and no objects are struck at the fill site.</p> <ul style="list-style-type: none"> - Positions apparatus correctly at chosen water source (Fire hydrant, static water source) - Transfers power from vehicle engine to pump (If Applicable) For Pressurized Sources - Assemble hose lines, nozzles, valves and appliances - Connects to pressurized water source. - Gradually open appropriate valve to fill water tank - Fills water tank - Constantly monitors vehicle systems 	P		

APPENDIX A

Apparatus Driver | Operator Forms



Charter Township of Alpena Fire Department

Driver/Operator Evaluation Form

Non-Emergent

Member:		Date:		Evaluator:	
Grading Rubric:					
1 - Unacceptable		2 – Needs Improvement		3 - Satisfactory	
				4 – Exceeds Expectations	
				5 - Exceptional	
Rating	Evaluation Factors				
	Follows recommended apparatus inspection procedures				
	Ensures safety belts worn (all crew members)				
	Safely negotiates apparatus bay openings (forward and reverse)				
	Proper use of daytime/nighttime lights, turn signals				
	Safe speed for road/traffic conditions				
	Smooth braking and proper use of Engine brake				
	Recognizes traffic hazards and takes appropriate action				
	Smooth and controlled negotiation of obstacles, roadway hazards, school zones and route				
	Maintains clearance around vehicle to facilitate emergency procedures				
	Maintains situational awareness / surroundings				
	Monitors gauges				
	Proceeds through intersections with due caution				
	Is able to correctly follow the direction of the Officer				
	Violation of any traffic laws, SOG or unsafe acts which could have resulted in harm.				
	Final score for evaluation. <i>A rating score of 1 in any category constitutes an overall failure of this evaluation and requires a letter be sent to the Fire Chief explaining the situation and a recommendation from the evaluator whether the candidate should be allowed to continue in the developmental process</i>				

Comments:

Date	Member Signature	Evaluator Signature



Charter Township of Alpena Fire Department

Driver/Operator Evaluation Form

Emergent Response

Candidate:		Date:		Evaluator:	
Grading Rubric:					
1 - Unacceptable		2 – Needs Improvement		3 - Satisfactory	
				4 – Exceeds Expectations	
				5 - Exceptional	
Rating	Evaluation Factors				
	Ensures safety belts worn (all crew members) (immediate failure)				
	Safe exit out of apparatus bay				
	Proper use of lights and siren				
	Safe speed to road/traffic conditions				
	Smooth braking and proper use of Engine brake				
	Smooth and controlled negotiation of obstacles, roadway hazards, and route				
	Monitors gauges				
	Recognizes traffic hazards and takes appropriate action				
	Drives defensively				
	Proceeds through intersections with due caution				
	Is able to correctly follow the direction of the Officer				
	Uses backer as needed				
	Spots apparatus correctly (On scene Fire vs. Medical or Staging)				
	Overall impression				
	Violation of any traffic laws, SOG or unsafe acts which could have resulted in harm.				
	Final score for evaluation. <i>A rating score of 1 in any category constitutes an overall failure of this evaluation and requires a letter be sent to the Fire Chief explaining the situation and a recommendation from the evaluator whether the candidate should be allowed to continue in the developmental process</i>				

Comments:

Date	Candidate Signature	Evaluator Signature

APPENDIX B

Apparatus Driver | Operator Driving Log



Charter Township of Alpena Fire Department

Driver/Operator Driving Log

Non-Emergent | Emergent

Member:

[illegible]

Total Time:

Date	Candidate Signature	Evaluator Signature

Effective Date: 2/01/2025
Policy Referenced: #103 of 11/2023
Next Revision Date: 2/01/2027

Tim Baker, Fire Chief

APPENDIX C

Evaluation Forms



Charter Township of Alpena Fire Department

Firefighter Evaluation Form

Employee Name:	Evaluation Date:
Evaluator Name:	Evaluation Period:

Evaluation					
Rating Scale	<i>Unacceptable</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Above Average</i>	<i>Outstanding</i>
<i>Academics</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<i>Safety</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<i>Skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<i>Abilities</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<i>Attitude</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<i>Teamwork</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

Goals / Performance Improvement Plan:

Employee Signature	Date	Evaluator Signature	Date

By signing this form, you confirm that you have discussed and reviewed its contents in detail with the evaluator. Signing this form does not necessarily indicate that you agree with its content, only that it has been presented to and reviewed with you.



Charter Township of Alpena Fire Department

Fire Chief Evaluation Form

Employee Name:	Evaluation Date:
Fire Chief Name:	Evaluation Period:

Evaluation:

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Goals / Performance Improvement Plan:

--

Employee Signature	Date	Evaluator Signature	Date

Effective Date: 2/01/2025
 Policy Referenced: #103 of 11/2023
 Next Revision Date: 2/01/2027

Tim Baker, Fire Chief

By signing this form, you confirm that you have discussed and reviewed its contents in detail with the evaluator. Signing this form does not necessarily indicate that you agree with its content, only that it has been presented to and reviewed with you.



CERTIFICATE OF PROCLAMATION

ON BEHALF OF THE PEOPLE OF THE CHARTER TOWNSHIP OF ALPENA,
I, TIM BAKER, FIRE CHIEF, do hereby proclaim

March 24 – March 28, 2025

as

FIRST RESPONDER WELLNESS WEEK

WHEREAS, first responders including law enforcement officers, firefighters, emergency medical services (EMS) personnel, 911 dispatchers, correctional officers, and members of other organizations in the public safety sector, come together to protect and aid our community in the event of an emergency; and,

WHEREAS, first responders risk their life and safety every day in the performance of their duties to protect our citizens; and,

WHEREAS, first responders are tasked with handling dangerous and complicated situations; and,

WHEREAS, nationwide, law enforcement officers will go through an average of 188 critical incidents throughout the course of their career; and,

WHEREAS, first responders often experience stress that has real physical impacts including cardiac issues, diabetes, obesity, and sleep issues; and,

WHEREAS, first responders are up to 25.6 times higher risk for developing post-traumatic stress disorder when compared to individuals without such experiences; and,

WHEREAS, first responder wellness includes management of issues including, but not limited to sleep, fitness, nutrition, fatigue, anger management, posttraumatic stress and loss; and

WHEREAS, we recognize the integral role first responders play in our communities and the benefits derived from their hard work, commitment, sacrifice, and unhesitating dedication; and,

WHEREAS, research shows that fostering a strong wellness culture inside first responder agencies enhances relations within the communities they serve.

NOW, THEREFORE, I, TIM BAKER, FIRE CHIEF, do hereby proclaim March 24-28, 2025, as First Responder Wellness Week in THE CHARTER TOWNSHIP OF ALPENA.

Tim Baker, Fire Chief

Abbi Kaszubowski, Supervisor



2611 Internet Blvd
Ste 100
Frisco TX 75034
United States

Subscription

Id SUB018747

Term Annual

Next Bill 4/1/2025

**Charter Township of Alpena
Fire Department**
Charter Township of Alpena Fire
Department
4385 US Hwy 23 N
Alpena MI 49707
United States

This is NOT an Invoice

Quantity	Item	Rate	Amount
17	Fire & EMS Learning Platform_01t1P000007u9keQAA_renewal Fire & EMS Learning Platform	87.95	\$1,495.15
3	EMS Learning Platform_01t1P000007u9ktQAA_renewal EMS Learning Platform	52.17	\$156.51
2	Fire Learning Platform_01t1P000007u9koQAA_renewal Fire Learning Platform	47.05	\$94.10
Total			\$1,745.76