

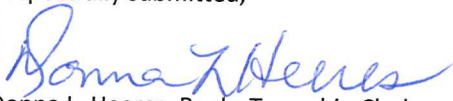
Banks Township Board Meeting

Thursday, December 15, 2016

1. The meeting was called to order at 6 P.M. by Supervisor Thomas Mann. The meeting was rescheduled due to conflicts with school programs. Present were Supervisor Mann, Clerk Donna Heeres, Treasurer Katy Postmus, Trustee David Rasmussen and Trustee Tom Cooper. Also present: Mark Groenink, Tina Sundelius, Hugh Campbell, Brian Darrah and Wes Fogle. Supervisor Mann led the Pledge of Allegiance and gave the Invocation.
2. **Public Comment:** Brian Darrah introduced himself to the Board. He and Wes Fogle are here for the bid opening.
3. **Public Comment:** Hugh Campbell reported that the Village Council has appointed Jerry Rasmussen to fill the vacancy on the council until the November 2018 election. The Wooden Shoe Holiday Festival was very well attended and organized. He liked the arrangement using the upstairs of the township hall for the festival. The Ellsworth Village Market is in the process of sale. He would like to develop a blight ordinance in conjunction with Banks Township and hire a strong enforcement officer for multiple jurisdictions in the area. The Village Council has terminated their contract with Jessica Spencer. Their goal is to hire the same planning consultant as the Township. The master plan revision is ready for input from surrounding municipalities and then will have a Public Hearing prior to adoption. Antrim County opted out of the Village's DDA until a proposal of included properties is known.
4. **Minutes:** The minutes of the November 21, 2016, regular Board Meeting were presented. **MOTION** by Cooper, seconded by Rasmussen, to approve the minutes as presented. **MOTION CARRIED.**
5. **Park, Cemetery & Fire Hall Bids:** Two firms have submitted proposals for the 2017 season. BD Services submitted \$21,800 and Pillywiggins Garden, LLC submitted \$22,790. **MOTION** by Mann, seconded by Cooper, to award the bid to BD Services for the 2017 season. **MOTION CARRIED.** Brian will provide certificates of insurance and establish with the clerk a payment schedule for the services.
6. **Fire Dept.:** Supervisor Mann appoints Mark Groenink as Fire Chief for 2017. Chief Groenink appoints the officers for 2017: Assistant Chief Tom VanStedum, Sec/Treas John Hastings, Ellsworth Captain Brian VanderArk, Atwood Captain Jim Veenstra, EMS Coordinator Cody Randall. **MOTION** by Rasmussen, seconded by Postmus, to approve the officers for 2017. **MOTION CARRIED.** Chief reported there will be a benefit dinner at the Front Porch on December 17 with the FD members serving. Tips will go to the Department. The Pallet Mill is rebuilding a 100x200 structure following the fire this summer. They finally have electricity! They have been working under generator power since the fire and did not lose a day of production during that time. The Board again expressed appreciation of the Fire Dept. and surrounding departments for their commitment to their communities. Policies for the FD & EMS regarding use of social media, Generation/Disposal of Medical Waste, General Equipment Training and Handling of Citizen Complaints were presented. These are developed at the direction of our Risk Management Team of the Michigan Township Participating Plan. **MOTION** by Heeres, seconded by Postmus, to approve the policies and submit to the Par Plan. **MOTION CARRIED.**
7. **Clean Up Day:** Supervisor reports that Clean Up Day 2017 will be May 13. With the closing of Solgot's scrapyards, he will research other options. He has submitted the application for grant funding for tire disposal.
8. **Township Hall:** Insulation will be installed this week in the attic. May need gable vents on the south end. The search for materials for acoustical panels and lighting continues. Tuck Point repair proposal from DC Byers was reviewed. Will consider the contract during budget development.

9. **Treasurer's Report:** Incomes & balances were shared. General Fund: \$148,925.30 with \$150,000 due from the Fire Fund; Fire Fund: \$90,396.01; Liquor Fund: \$2,318.23; Roads Fund: \$56,163.86; Vehicle Fund: \$90,604.66; Grand Total: \$388,408.06. Tax Bills have been mailed. Interest Rates are up to .8%.
10. **Bills** represented by the attached list were presented for approval for payment. **MOTION** was made by Postmus, seconded by Cooper, to pay the bills as presented. **MOTION CARRIED.**
11. **Zoning Administrator:** Andy Veenstra reported to the Clerk that two permits were issued in the past month. Permits for a pole barn and rebuild of the pallet mill building that burned down were issued.
12. **Planning Commission:** Trustee Cooper reported no meeting was held in December due to lack of agenda.
13. **Correspondence:** Sheriff's report of 911 calls was reviewed. Bill for improvements to Premore Road was sent to the requesting property owners at end of September with no payment yet. Email was received from Ken VanDellan thanking the EMS crew for their assistance when he was injured. Letter from Antrim County Administrator regarding the agreement for services of the county's equalization department and treasurer's office for assessing and taxation services was reviewed. The County has offered an extension of the services until March 31, 2017, since terms for a renewed agreement have not yet been completed.
14. **Township Park:** Supervisor reports that the documents for the park project have been signed and the project officially begun!
15. **Planning Consultant:** Discussion on search for replacement. Plan to work with Networks Northwest to find interested parties to consider.
16. **Roads:** Supervisor discussed Clay Pit Bridge needs with the ACRC. Contract for repairs to Brant Road was received. **MOTION** by Heeres, seconded by Cooper, to approve the contract for improvements to the western 550 feet of Brant Road with shaping the grade, placement of 4" of processed 23A gravel up to 28 ft wide for a total cost of \$6200; \$5580 is the responsibility of Banks Township. **MOTION CARRIED.**
17. **Board of Review:** Minutes of the December 13, 2016, BOR meeting were reviewed and filed. Supervisor appoints Mark Megregian, Gary Strange and Jesse Anderson to the BOR for terms beginning January 1, 2017 through December 31, 2018. **MOTION** by Heeres, seconded by Rasmussen, to approve the appointments. **MOTION CARRIED.** The March Board of Review organizational meeting will take place on March 7 at 4:30 PM. Additional meetings will be Monday March 13 from 3 PM to 9 PM and Thursday March 16 from 9 AM to 3 PM.
18. **Liquor Inspections:** Reports of inspections were filed by Officer John Fant for July through December.
19. **Meeting Dates for 2017:** The Board sets the following dates for regularly scheduled meetings in 2017: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18. No Annual Meeting will be held. The Fire Budget Public Hearing will be held in conjunction with the February 20 meeting. The Public Hearings on the other budgets will be held in conjunction with the March 20 meeting.
20. **Public Comment:** There was no further Public Comment.
21. Next meeting Monday, January 16 at 6 PM.
22. The meeting was adjourned at 8:07 P.M.

Respectfully submitted,


Donna L. Heeres, Banks Township Clerk

BANKS TOWNSHIP

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*Check Summary Register©

December 16-17

Name	Check Date	Check Amt	
10100 CASH			
Paid Chk# 000074E CHARLEVOIX STATE BANK	12/15/2016	\$63.58	Credit Card Payment
Paid Chk# 000075E EFTPS	12/15/2016	\$1,245.44	941 Payment Dec 2016
Paid Chk# 000076E STATE OF MICHIGAN	12/15/2016	\$1,005.60	4th Quarter State Income Tax W
Paid Chk# 008756 Heeres, Donna	12/15/2016	\$1,545.81	
Paid Chk# 008757 Mann, Thomas	12/15/2016	\$1,051.11	
Paid Chk# 008758 Postmus, James	12/15/2016	\$57.27	
Paid Chk# 008759 Postmus, Katherine	12/15/2016	\$1,346.65	
Paid Chk# 008760 Rasmussen, Jerald	12/15/2016	\$440.50	
Paid Chk# 008761 Shooks, N Irene	12/15/2016	\$211.44	
Paid Chk# 008762 Sundelius, Tina M	12/15/2016	\$34.35	
Paid Chk# 008763 Veenstra, Andrew	12/15/2016	\$347.05	
Paid Chk# 008764 A D ASSESSING, INC	12/15/2016	\$1,616.66	Assessor November Payment
Paid Chk# 008765 A D ASSESSING, INC	12/15/2016	\$1,616.66	Assessor December Payment
Paid Chk# 008766 AIRGAS USA, LLC	12/15/2016	\$27.35	FD Air Tank Rental
Paid Chk# 008767 ANTRIM COUNTY TREAS. OFFIC	12/15/2016	\$104.17	Data Processing
Paid Chk# 008768 ATWOOD HARDWARE & BUILDI	12/15/2016	\$11.36	Twp Hall Repairs
Paid Chk# 008769 BRIAN VANDERARK	12/15/2016	\$25.00	Roads Committee November Mtg
Paid Chk# 008770 C2AE	12/15/2016	\$220.00	Park Improvements
Paid Chk# 008771 CDS ENTERPRISES	12/15/2016	\$150.00	Twp Hall Christmas Tree Lights
Paid Chk# 008772 CHARLEVOIX COUNTY NEWS	12/15/2016	\$144.00	Park Improvements Bid Adv
Paid Chk# 008773 CHARTER COMMUNICATIONS	12/15/2016	\$190.83	FD Phone & LD
Paid Chk# 008774 CONSUMERS ENERGY	12/15/2016	\$525.00	Twp Hall
Paid Chk# 008775 DAVID L HEERES	12/15/2016	\$25.00	Roads Committee November Mtg
Paid Chk# 008776 DON MILES	12/15/2016	\$300.00	PC Mtgs 2 as chairman
Paid Chk# 008777 DONNA HEERES	12/15/2016	\$52.26	Postage re: FOIA request
Paid Chk# 008778 DUNN'S BUSINESS SOLUTIONS	12/15/2016	\$147.70	Copier Maint Agreement
Paid Chk# 008779 EAST JORDAN TRUE VALUE	12/15/2016	\$8.09	Cemetery Trash Bags
Paid Chk# 008780 ELLSWORTH FARMERS EXCHAN	12/15/2016	\$165.63	FD Gasoline
Paid Chk# 008781 GARY STRANGE	12/15/2016	\$25.00	BOR December
Paid Chk# 008782 GOVERNMENTAL BUSINESS SY	12/15/2016	\$555.00	Election Memory Card & Test De
Paid Chk# 008783 GREAT LAKES ENERGY	12/15/2016	\$53.02	FD Electricity
Paid Chk# 008784 GROENINKS INC	12/15/2016	\$2,009.56	FD Building Maintenance
Paid Chk# 008785 JACK DANBERT	12/15/2016	\$25.00	Roads Committee November Mtg
Paid Chk# 008786 JESSE ANDERSON	12/15/2016	\$25.00	BOR December
Paid Chk# 008787 JOHN A FANT	12/15/2016	\$400.00	Liquor Inspections Nov 2
Paid Chk# 008788 JOHN HASTINGS	12/15/2016	\$25.00	Roads Committee Nov Mtg
Paid Chk# 008789 JONI WIELAND	12/15/2016	\$325.00	PC 7 mtgs
Paid Chk# 008790 KCI	12/15/2016	\$20.21	Tax Bills Printing & Mailing
Paid Chk# 008791 MARK MEGREGIAN	12/15/2016	\$25.00	BOR December
Paid Chk# 008792 MISSION COMPUTERS	12/15/2016	\$90.00	FD Laptop Set up
Paid Chk# 008793 MOORE MEDICAL CORP	12/15/2016	\$193.28	Rescue Equipt & Supplies
Paid Chk# 008794 N. IRENE SHOOKS	12/15/2016	\$215.43	Planning Commission Expenses
Paid Chk# 008795 NORTHWEST MECHANICAL INC	12/15/2016	\$186.50	Twp Hall Investigate for Leak
Paid Chk# 008796 RON SOWERS	12/15/2016	\$25.00	Roads Committee November Mtg
Paid Chk# 008797 STEVE PARAFIN	12/15/2016	\$250.00	PC 5 mtgs, chairman

BANKS TOWNSHIP

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*Check Summary Register©

December 16-17

	Name	Check Date	Check Amt	
Paid Chk# 008798	STEVEN CHELLIS	12/15/2016	\$25.00	Roads Committee November Mtg
Paid Chk# 008799	TOM COOPER	12/15/2016	\$240.00	PC 6 mtgs
Paid Chk# 008800	VALLEY CITY LINEN	12/15/2016	\$153.80	Twp Hall Paper Supplies
Paid Chk# 008801	WEST SHORE PUBLICATIONS LL	12/15/2016	\$32.90	Cemetery Adv
Paid Chk# 008802	WILLIAM AUSTIN	12/15/2016	\$265.00	PC 6 mtgs
		Total Checks	\$17,843.21	

FILTER: None

BANKS TOWNSHIP FIRE DEPARTMENT

6502 CENTER STREET, P.O. BOX 241

ELLSWORTH, MI 49729-0241

PHONE (231) 588-6308, FAX (231) 588-6308

POLICY: Generation/Disposal of Medical Waste

EMS Committee
Policy #506
(updated 3/2015)

I. PURPOSE:

To ensure the proper and safe handling and disposal of medical waste generated by EMS.

II. DEFINITION OF MEDICAL WASTE:

- A. Any waste generated during patient care where bodily fluids, including but not limited to, blood, saliva, semen, urine, feces, vomit, which comes into contact with disposable equipment, or bandages etc.
- B. Any waste generated during patient care where any bodily part comes into contact with disposable equipment, or bandages, etc.
- C. Any sharps, needles, IV catheters or other invasive emergency patient care equipment.

III. PROCEDURE

- A. All medical waste shall be properly stored in garbage containers, bio-hazard bags, sharps containers, or other designated containers for their use.
- B. All medical waste shall be disposed of at the receiving hospital, in most cases, according to their medical waste disposal plan.

Mark Groenink
AUTHORIZED BY: *[Signature]*

TITLE: *Fire Chief* **DATE:** *12-15-2011*

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BANKS TOWNSHIP FIRE DEPARTMENT

6502 CENTER STREET, P.O. BOX 241

ELLSWORTH, MI 49729-0241

PHONE (231) 588-6308, FAX (231) 588-6308

POLICY: General Equipment Training

EMS Committee
Policy #507
(updated 3/2015)

I. PURPOSE:

To ensure competency and regular training on department equipment.

II. PROCEDURE:

EMS providers will be trained regularly on the following equipment, and their competency recorded on the EMS providers training record.

1. Rescue Extrication equipment
2. Splinting equipment
3. AED/Cardiac Monitor
4. Patient movement i.e.; stretchers, chairs, cots, etc.
5. Airway equipment
6. Oxygen equipment
7. Fire equipment
8. Driving of EMS vehicle
 - a. EVOC, CEVO or other MCDH training with follow up
9. Patient Diagnostic equipment
10. Other items as deemed by the Department's Instructor/Coordinator (I/C)

III: COMPETENCY BASED TRAINING

The I/C will ensure that a competency based training program be used for ongoing education programs.

Mark Groenink
AUTHORIZED BY: *[Signature]*
TITLE: Fire Chief DATE: 12-15-2016

BANKS TOWNSHIP FIRE DEPARTMENT

6502 CENTER STREET, P.O. BOX 241

ELLSWORTH, MI 49729-0241

PHONE (231) 588-6308, FAX (231) 588-6308

POLICY: CITIZEN COMPLAINT

EMS Committee
Policy #508
4/2016

I. PURPOSE

To receive, document, and investigate all citizen complaints to improve the quality of services. Promote a high level of public confidence and to enhance and maintain the professional integrity of this department and its members.

II. PROCEDURE

- A. All citizen complaints alleging EMS provider's misconduct pertaining to departmental policies or procedures shall be documented and investigated by the department. A citizen who has a complaint expects action. All complaints shall be accepted in a courteous, understanding, and professional manner.
1. Complaints may be given in person or in writing.
 2. All complaints shall be accepted for investigation. Citizens offering anonymous complaints should be advised that our ability to investigate the complaint may be limited by their anonymity.
- B. A citizen wishing to make a complaint shall be directed to a supervisor/designee.

Complaint Procedures:

1. The supervisor/designee shall provide the citizen with the citizen complaint form, explain the method of completing the form, and respond to any questions the citizen may have in completing.
2. Following the completion of the form, the supervisor/designee shall review the contents for completeness and ask the citizen about any part of the complaint that is unclear or is incomplete.
3. In every case, where a citizen indicates physical inability or lack of minimum writing skills to complete the citizen complaint form, it shall be prepared for the citizen by the supervisor/designee.

4. Should the citizen refuse to submit the complaint on the citizen complaint form and/or sign it, or if the citizen wishes to remain anonymous, the supervisor/designee shall note such refusal or anonymity on the form and submit it to the Director.
 5. Citizens who are unable to speak and/or write the English language should be encouraged to submit the complaint form in their native language.
 6. The Director's office shall ensure the complaint is recorded and investigated. Appropriate actions shall be taken to validate the claim.
 7. A supervisor may attempt to resolve a complaint with an explanation of departmental policies and procedures. A supervisor/designee who successfully resolves such complaint shall document the complaint and forward a copy to the Director/designee.
- C. Upon receipt of a citizen complaint, the Director/designee shall contact the complainant and advise them that the matter is under investigation, and that they shall receive written notice of the final disposition of the case. The Director/designee shall advise the complainant of the departmental procedures for processing and investigating citizen complaints.

III. OUTSIDE AGENCY INFORMATION/COMPLAINTS

Complaints forwarded to this department from the Michigan Department of Public Health, Medical Control, etc., will be summarized on the complaint form. The receiving supervisor/designee will prepare a cover memo including the outside agency contact person and forward both complaint forms and the memo to the Director's office immediately.

Mark Groenink
AUTHORIZED BY: *[Signature]*
TITLE: *Fire Chief* **DATE:** *12-15-2016*

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**COMPLAINT RECEIPT FORM:
CITIZEN / OUTSIDE AGENCY COMPLAINTS**

This Department adheres to the policy of investigating all allegations of misconduct or complaints regarding the policies or procedures of the Department. The goal of the Department is to ensure that objectivity, fairness, and justice are assured by intensive impartial investigation and review.

Unless the complaint and allegation is of such magnitude that it requires additional time, all complaints will be resolved in a prompt and timely fashion as soon as practicable upon receipt of the initial complaint. During the course of an investigation, the Director or Designee shall notify you concerning the status of the complaint. The Director will notify you of the finding of the investigation conducted by the Department.

Your Name: _____

Your Address: _____

Your Phone Number: Daytime (____) _____ Evening (____) _____

Date and Time of the Incident: _____

Location of Incident: _____

Reason for the Complaint: _____

Your Signature: _____

Today's Date: _____ Time Now: _____

Supervisor or EMS personnel receiving the Complaint:

Name: _____ Rank: _____ I.D.#: _____

Related Incident Report Number: _____

Date Report Received: _____ Time Received: _____

Reported to: _____

Administrative Control #: _____ Assigned to: _____

Sample Letter

(Date)

(Complainant Name)
(Address)
(City, State, Zip Code)

Dear (name of complainant)

The _____ Department hereby acknowledges receipt of the complaint you filed against one of its members or regarding one of its operational procedures.

It is the policy of this Department to thoroughly and impartially investigate all complaints filed by citizens or outside agencies. It is for this reason that it may become necessary for the investigator to contact you personally, to clarify issues or to obtain additional relevant information.

Once the final report has been filed, I will carefully review it, and a final disposition will be made. At that time I will notify you of the disposition of your complaint. This usually occurs within a period of 30 days from the date the complaint was received. Based on the seriousness of the charges the investigation could, in some cases, require more time than that.

Until then, you may rest assured that this Department will not condone, tolerate, sanction, or ignore inappropriate conduct.

Sincerely,

(Your name)
(Title)

BANKS TOWNSHIP FIRE DEPARTMENT

6502 CENTER STREET, P.O. BOX 241

ELLSWORTH, MI 49729-0241

PHONE (231) 588-6308, FAX (231) 588-6308

POLICY: SOCIAL MEDIA

Fire Committee
Policy #119
(updated 3/2015)

I. PURPOSE

To prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by department personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.

The department allows the use of social media, where appropriate, to further the goals and missions of the department. However, the department has an overriding interest and expectation in deciding what is "spoken" on behalf of the department through social media. This policy establishes guidelines for the use of social media by department Employees.

II. APPLICABILITY

This policy applies to all department Employees and approved volunteers, consultants, service providers and contractors performing business on behalf of the department ("Employees").

III. POLICY

It is the policy of the department that all individuals identified in paragraph II abide by the policy set forth herein when using department information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media ("Information Systems").

Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No Employee shall have any expectation of privacy with regard to any information transmitted or stored on the department's Information Systems.

IV. PROCEDURE

- A. Transmission of electronic messages and information on communications media provided for Employees of the department shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- B. The department encourages authorized and trained personnel with access to department Information Systems to utilize these devices whenever necessary. However, all Information Systems are the property of the department and use of any of these Information Systems is a privilege that is subject to revocation. Information Systems are intended for use in conducting official department business with limited exceptions noted in this policy
- C. Employees are advised that they do not maintain any right to privacy or ownership in Information Systems equipment or its contents or to include or install personally owned software.
- D. The department administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require members to provide passwords to files that have been encrypted or password protected.
- E. The department reserves the right to access, for quality control purposes and/or for violations of this policy, data, electronic and voice transmissions of Employees conducting business in the department.
- F. Personal and/or private use of departmental Information Systems to access social media sites is prohibited.
- G. Accessing or transmitting materials from department Information Systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the department, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.

Exception: Employees involved in criminal investigations, during the performance of their official duties, may be requested to receive, copy, download or transmit sexually explicit or other materials normally not allowed. Anyone requiring such authorization will request, in writing, permission from the Employee's supervisor prior to beginning to receive, copy, download or transmit this material.

- H. Confidential, proprietary or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.
- I. Employees shall not post photographs of their co-workers or any member of the general public on their personal social media sites.
- J. No Employee shall access or allow others to access any file or database of the department unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
- K. Employees are not to open email messages unless they are certain of the trustworthiness of the source.
- L. Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
- M. Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to supervisor and then completely delete any such message inadvertently received when directed to do so.
- N. Creating a web site or social media page that has any appearance of officially representing the department is prohibited without the express written approval of the Fire Chief. Any information added to the official department web page(s) or site(s) must have the written approval of the Fire Chief prior to being accessible by the general public.
- O. Using images of any official department logo, patch, badge or sign on personal web pages is prohibited without the express written approval of the Fire Chief.
- P. Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual except for legitimate law enforcement purposes
- Q. The use of social media shall conform to all department policies prohibiting discrimination, retaliation and harassment of co-workers.
- R. Employees shall not identify themselves or any co-worker specifically, or otherwise infer in any way that they are an employee of the department or any personal social media site, unless explicitly granted permission by the Fire Chief.

V. DISCIPLINE

Any violation of this policy may result in disciplinary action up to and including termination.

Mark Groenink
AUTHORIZED BY: 
TITLE: Fire Chief **DATE:** 12-15-2016

For reference, this policy remains in Law #46 and EMS #407

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