

COVERT TOWNSHIP

SPECIAL BOARD MEETING

Thursday, September 28, 2023 at 5:00 PM

Covert Township Hall
73943 Lake St, Covert, MI 49043

Prepared By:
Daywi Cook, Covert Township Supervisor

COVERT TOWNSHIP REGULAR BOARD MEETING

Thursday, September 28, 2023 at 5:00 PM
Covert Township Hall, 73943 Lake St, Covert, MI 49043

AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.
THERE WILL BE TWO PERIODS FOR PUBLIC COMMENT – ONCE AT THE
BEGINNING AND AGAIN AT THE END OF THE MEETING.
PLEASE REFRAIN FROM QUESTIONS AND COMMENTS UNTIL THOSE
DESIGNATED TIMES.

AGENDA

1. Call to Order/Pledge of Allegiance

2. Roll Call

3. Approval of Agenda

Motion by _____, seconded by _____ to
approve/deny/table the agenda as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____,
Taylor: _____, Cook: _____

4. Public Comment – *please keep comments to three (3) minutes.*

5. New Business

- a. **Closed Session – Under the authority of Act 267 of 1976, Sec. 8. (c)** *For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.*

Motion by _____, seconded by _____ to
approve/deny/table entering into closed session under the authority of Act 267 of
1976, Sec. 8. (c).

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____, Taylor:
_____, Cook: _____

b. 3-Year Agreement with Local No. 4174 of the International Association of Firefighters

Motion by _____, seconded by _____ to approve/deny/table authorizing Supervisor Cook to sign the 3-Year Agreement with Local No. 4174 of the International Association of Firefighters, as presented in the signed tentative agreement time stamped 9/18/2023, 2:26 PM.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____, Taylor: _____, Cook: _____

c. Interview Candidates for Township Clerk Appointment

Motion by _____, seconded by _____ to approve/deny/table the interview questions as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____, Taylor: _____, Cook: _____

d. Appoint Clerk, effective October 2, 2023 – November 20, 2024.

The Township Board will interview each candidate.

Motion by _____, seconded by _____ to approve/deny/table appointing _____, as Covert Township Clerk, effective October 2, 2023 until November 20, 2024.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____, Taylor: _____, Cook: _____

6. Public Comment – *please keep comments to three (3) minutes.*

7. Any Other Business

8. Adjourn

Motion by _____, to adjourn at _____ PM.

Next Regular Township Board Meeting will be held Tuesday, October 10, 2023 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

Tentative Agreement
Covert Twp – IAFF Local No. 4174 (Covert Professional Firefighters Union)
9/18/2023 2:26 PM

1. **Art. 7, Sec. 4 (Grievance Procedure, Arbitrator).** Replace Doyle O'Connor for Joe Girolamo.

2. **Art. 10, Sec. I.** Amend Appendix A to provide:

Effective July 1, 2023, 5% increase (retro pay to July 1)

Effective July 1, 2024, 3.5% increase

Effective July 1, 2025, 3.5% increase

3. **Art. 10, Sec. 4 (Food Allowance).** convert food allowance to quarterly payments, instead of annual.

4. **Art. 10, NEW Sec. 7.**

Effective January 1, 2024, employees who hold the Fire Inspector I certification and attend all training required by the State and/or Fire Department for holding that certification shall receive an annual stipend of \$500, paid out in the first paycheck in December of each year. The Employer will pay the cost of any continuing education requirement to hold the Fire Inspector I certification.

5. **Art. 10, NEW Sec. 8.**

Effective January 1, 2024, employees who hold the Confined Space Rescue certification and attend all training required by the State and/or Fire Department for holding that certification shall receive an annual stipend of \$500, paid out in the first paycheck in December of each year. The Employer will pay the cost of any continuing education requirement to hold the Confined Space Rescue certification.

6. **Art. 11, Sec. I (Promotions).** Amend in full to read:

The following procedure shall govern all promotions within the Fire Department:

A. Announcements for promotional opportunities shall be posted in each fire station 30 calendar days prior to the closing date for applications. Applications received after the closing date will not be considered.

B. Eligibility for promotion to the positions of Captain, shall be:

1. MFFTC- Certificate (FF I & II)

2. Fire Officer I

3. Fire Officer II

4. Incident Command System

5. Incident Safety Officer

6. State of Michigan-Paramedic License

7. 2 Years of service as a full-time Covert Township Firefighter/Paramedic

C. The Fire Chief shall make promotional decisions based on qualifications and performance during an interview panel. The interview panel shall consist of the Fire Chief, Covert Township Representative, and a Fire Chief from an outside department. Local 4174 may appoint a representative to be present as an observer. Questions shall be in keeping with knowledge and requirements for the rank considered.

D. An individual receiving a position under this procedure shall be on probation for a period of six (6) months, any time during which the Employer has the right to return the member to their former classification.

Tentative Agreement
Covert Twp – IAFF Local No. 4174 (Covert Professional Firefighters Union)
9/18/2023 2:26 PM

7. **Art. 12.** Status Quo. To be applied as written.

8. **Art. 13, Sec. 3 (Use of Paid On-Call).** Delete

9. **Article 16 (Longevity)**

Section 1: The Employer agrees to the following longevity pay which shall be paid in the first pay period following the employee anniversary date of hire within the Fire Department:

Three thru Four Years of Service	\$500 per year
Five Years thru Eight Years of Service	\$750.00 per year
After Nine Years of Service	\$1200.00 per year
After Fifteen Years of Service	\$2,000.00 per year

Section 2: Longevity pay shall be paid to the Employee in a separate check and shall not be included in his regular paycheck for tax purposes.

10. **Art. 27, Sec. 1.** Add MLK Day and Juneteenth to holidays

11. **Art. 28, Sec. 2 (Hours of Work)**

The Department currently operates on a 48/96 schedule: employees are on duty for 48 hours followed by 96 hours off duty. The Department may convert to other scheduling systems, including but not limited to a Modified Kelly Shift, upon mutual agreement between the union and the Chief.

12. **Art. 29 (Overtime Procedure)**

Section 1. When an opportunity for overtime exists, the Chief (or designee) will offer the open shift(s) to eligible bargaining unit members in 12- or 24-hour increments. If the opportunity is not filled by bargaining unit members, the Chief (or designee) will offer it to the entire Department. This process will repeat until all hours are filled.

Section 2. An employee will not be permitted to fill an overtime shift for which they have volunteered, where doing so would:

1. create an unqualified crew (i.e. no paramedic on duty) or
2. cause the employee to work more than 72 consecutive hours, unless in his sole discretion, the Chief determines that doing so is necessary.

13. **Art. 36 (Kitchen Supplies)** amended to read: “The Employer will replace kitchen supplies such as pots, pans, cooking utensils, etc., on an as needed basis.”

14. **Art. 37 (Paramedic Training and Licensure).** Incorporate LOA changes.

15. **Art. 39 (Duration)** 3 years

13. In your opinion, what are the top three opportunities we have as a Township?

14. If you could fund one project to help progress the economic growth of Covert Township, what would it be?

15. Which political party do you identify with?

16. Any questions for us?

WEDNESDAY PRITCHARD

75810 48th Ave., Covert, Mi 49043 · 269.325.2000

WPritchard1972@gmail.com

Township Board of Trustees
Covert Township
73943 Lake St.
Covert, MI 49043

DEAR COVERT TOWNSHIP BOARD,

In regards to the potential Township Clerk position, I would like to express my interest. My qualifications are as follows:

- 4 years working in Covert Township
- Served on the Covert Township board for 1 year
- Am very familiar with the workings of township boards and have a willingness to advance my knowledge
- Well-versed in the current BS&A Software
- I am a resourceful person as well as a practical thinker with excellent customer service skills

About Me:

I am a wife, and a homeschooling mother to a special needs teenager. My husband and I have a chicken farm designed for egg production. We have lived in Covert Township since August 2000, and enjoy our quiet rural neighborhood. As a Covert citizen, I have a strong desire to see our community flourish.

Attached you will find my resume. Thank you for your time and consideration.

Wednesday Pritchard

Wednesday Pritchard
75810 48th Ave
Covert, MI 49043
269.325.2000
Wpritchard1972@gmail.com

Education:

High School Graduate of Coloma High School, Coloma Michigan. I specialized in business classes, primarily bookkeeping and accounting.

Employment History:

1985-1994: Various workplaces such as restaurant, retail, factory-based line work, cashiering, and inventory control.

December 1994- June 2019: Wil-O-Paw Animal Hospital

Positions: Kennel worker, Veterinary Technician, Office Manager, Business Manager

Related skills: Budgeting, accounts receivables/accounts payable, bank and credit card reconciliations, payroll, human resources, contractual services, financial reporting, inventory management, customer service enhancement, employee scheduling

Nov 2016 – June 2019: Covert Township

Position: Deputy Treasurer

Related skills: Use of BS&A software, collection of tax payments, as well as other collectable funds due the Township, balancing of the cash drawer, financial reports, preparing of deposits, preparing of and entering of correcting journal entries, filing, customer service, tracking of CD investments, and more.

July 2019 – November 2020

Position: Covert Township Treasurer

Related Skills: Served on Township Board, assisted in preparing the annual budget, worked with other Township departments, worked with the County Treasurer, began planning projections for changing financial climate of the Township, became familiar with MTA regulations, became fluent in the use of BS&A software, collection of tax payments, as well as other collectable funds due the Township, balancing of the cash drawer, financial reports, preparing of deposits, preparing of and entering of correcting journal entries, filing, customer service, tracking of CD investments, created excel spreadsheets, and more.

August 2023 – Current

Position: Covert Township Deputy Clerk

Related skills: Coding and entering of invoices, printing and issuing checks, fulfilling check requests, creating general journal entries, examining invoices and working to correct billing errors, filing, reorganizing, currently working to complete training from the Michigan Board of Elections (current transcript of progress can be made available for review), and staying current with and processing email communications. More duties and experiences are being gained each working day.