



Georgetown Charter Township
1515 Baldwin St., Jenison, MI 49428
Finance Committee Meeting Agenda
Monday, February 16, 2026, 8:00 AM

1. Call To Order
2. Roll Call
3. Approval Of The Minutes Of The Previous Meeting

Documents:

[FC260119.PDF](#)

4. Communications, Letters And Reports
5. Bank Signature Requests - West Michigan Community Bank

Motion: To recommend to the Township Board to add Township Superintendent, Justin Stadt, and Township Assistant Superintendent, Andy Rienstra, as signers for West Michigan Community Bank

6. Board Meeting Time Discussion

Documents:

[26 MEETINGS TB PC ZBA.PDF](#)

7. Review Policy 2005-06, Bid And Quotation Requirements Policy, Referred By The Board

Documents:

[POLICY 2005-06.PDF](#)

8. Meeting Minutes Discussion

Documents:

[COMMITTEE INFORMATION.PDF](#)
[MEETING MINUTES INFORMATION.PDF](#)

9. Fire Department Personnel Policies And Procedures Manual

Motion: To recommend to the Township Board to approve the Fire Department Personnel Policies and Procedures Manual

Documents:

10. Resolution To Commit Funds To The Ottawa Co. Agri. Land Preservation Program

Motion: To recommend to the Township Board to approve a resolution authorizing Georgetown Charter Township to commit funds to the Ottawa County Agricultural Land Preservation Program as follows:

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Resolution No. _____)**

At a _____ meeting of the Township Board for the Charter Township of Georgetown held at the Township offices on _____, 2026 at 7:00 p.m., this Resolution was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

A RESOLUTION AUTHORIZING GEORGETOWN CHARTER TOWNSHIP TO COMMIT FUNDS TO THE OTTAWA COUNTY AGRICULTURAL LAND PRESERVATION PROGRAM.

RECITALS

WHEREAS, Georgetown Charter Township (the “Township”) has previously adopted a resolution authorizing its participation in the Ottawa County Purchase of Development Rights (PDR) Program (the “PDR Program”), through Ottawa County’s Farmland Preservation Ordinance (i.e., Ottawa County Code, Section 200.5.1, et seq.) (the “County Ordinance”);

WHEREAS, Georgetown Charter Township intends to continue its cooperation with Ottawa County for farmland preservation efforts, pursuant to the County Ordinance, and to commit certain funding from the Township in furtherance of the same;

WHEREAS, Georgetown Charter Township seeks to preserve viable agricultural lands within Georgetown Charter Township, by acquiring agricultural conservation easements;

WHEREAS, Georgetown Charter Township does not intend to approve agricultural lands, which are or will become subject to a preservation easement under the PDR Program, to be used for battery storage, wind energy, solar energy, or other similar development purposes;

WHEREAS, Georgetown Charter Township recognizes the importance of agriculture to the economy, heritage, and quality of life in Georgetown Charter Township.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Recitals above are hereby incorporated into this Resolution as if restated verbatim.

2. Georgetown Charter Township appropriates and certifies that certain Township funds may be used and committed exclusively for the purchase of agricultural conservation easements in accordance with the Ottawa County PDR Program and applicable State law, including providing matching dollars for the acquisition of such easements pursuant to Sections 200.5.6.4 and 200.5.12.2 of the County Ordinance. Any actual expenditure(s) or commitment(s) of Township funds shall be subject to further Township Board approval.

3. Georgetown Charter Township reiterates its participation in the Ottawa County PDR Program, directs Ottawa County to continue to administer the PDR Program with the Township's cooperation, and requests that any application(s) for the acquisition of agricultural conservation easements for property located in the Township be forwarded to the Township for consideration and possible approval, in accordance with Section 200.5.5.2 of the County Ordinance.

4. All funds (and any interest earned thereupon) having been approved and/or appropriated by the Township Board, will be used for the sole purpose of agricultural land preservation within Georgetown Charter Township.

5. This Resolution is effective immediately and it shall supersede any prior inconsistent resolutions of the Board.

The vote to adopt this Resolution was as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION IS HEREBY DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Township Board for Georgetown Charter Township at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

B y :

Kelly Kuiper
Georgetown Charter Township
Clerk

Documents:

[PDR TOWNSHIP RESOLUTIONS.PDF](#)

11. General Ordinance Discussion
12. Public Comments
13. Other Business
14. Adjournment

**MINUTES OF THE REGULAR
GEORGETOWN TOWNSHIP FINANCE COMMITTEE MEETING
HELD JANUARY 19, 2026**

- The meeting was called to order by Township Superintendent, Justin Stadt, at 8:01 a.m.
- Roll Call
 - Committee Members Present: Gene DeWitt, John Schwalm, Jim Wierenga
 - Also Present: Chelsea Chandler (Deputy Clerk), Matt DeWitt (Fire Chief), Andy Rienstra (Township Assistant Superintendent), Justin Stadt (Township Superintendent)
 - Absent: None

#260119-01 – Approval of the Minutes of the Previous Meeting

- Moved by John Schwalm, seconded by Jim Wierenga, to approve the minutes of the [December 15, 2025 meeting](#).
- MOTION CARRIED UNANIMOUSLY.

#260119-02 – Communications, Letters, and Reports

- None.

#260119-03 – Local Civic Organization Request (Redeemed Mobile Boutique)

- Moved by Jim Wierenga, seconded by John Schwalm, to recommend to the Township Board to approve the resolution recognizing Redeemed Mobile Boutique as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.

Attachments: [Resolution](#)
[Redeemed Mobile Boutique Letter](#)
[Redeemed Mobile Boutique Bylaws](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-04 – Benefits Manual Addition Discussion – Gym Memberships

- Discussion took place about revising the addition to the Benefits Manual regarding gym memberships.
- Moved by Jim Wierenga, seconded by Gene DeWitt, to recommend to the Township Board to approve the revised addition to the Benefits Manual regarding gym memberships.

Attachments: [Benefits Manual Addition](#)
[Benefits Manual Addition – Revised](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-05 – Election Early Voting Printing and Mailing Services Contract

- Moved by John Schwalm, seconded by Gene DeWitt, to recommend to the Township Board to approve the Election Early Voting Printing and Mailing Services Contract.

Attachments: [Election Early Voting Printing and Mailing Services Contract](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-06 – Election Printing Service Contract

- Moved by Jim Wierenga, seconded by Gene DeWitt, to recommend to the Township Board to approve the Election Printing Service Contract.

Attachments: [Election Printing Service Contract](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-07 – Revision to Policy 2005-06, Bid and Quotation Requirements Policy

- Moved by Jim Wierenga, seconded by John Schwalm, to recommend to the Township Board to approve the revision to Policy 2005-06, Bid Quotation Requirements Policy.

Attachments: [Policy](#)
[Policy with Latest Revision](#)

- MOTION CARRIED UNANIMOUSLY.

#260119-08 – Public Comments

- Members of the public were not present; no comments were made.

#260119-09 – Other Business

- Discussion took place about staffing changes at the Georgetown Township office, possible changes to the creation of committee meeting minutes, and the current progress of the Veterans Memorial Banner program.

#260119-10 – Adjournment

- Moved by John Schwalm, seconded by Jim Wierenga, to adjourn the meeting at 8:47 a.m.
- MOTION CARRIED UNANIMOUSLY.

PUBLIC NOTICE
NOTICE TO ALL RESIDENTS OF GEORGETOWN CHARTER TOWNSHIP
AND OTHER INTERESTED PERSONS

Notice is hereby given that all regularly scheduled meeting dates held at the Georgetown Township Offices, 1515 Baldwin St., Jenison, Michigan, for the year 2026 are listed as follows:

GEORGETOWN TOWNSHIP BOARD MEETINGS

Township Board Meetings are usually held the SECOND and FOURTH MONDAY OF EACH MONTH beginning at 7:00, *unless noted or a special meeting is called, as follows:

January 12	May 11	September 14
January 26	May 25 *no meeting-Memorial Day	September 28
February 9	June 8	October 12
February 23	June 22	Oct. 26*no meeting-Early Voting
March 9	July 13	November 9
March 23	July 27 *no meeting-Early Voting	November 23
April 13	August 10	December 14
April 27	August 24	*No meeting

PLANNING COMMISSION MEETINGS

Planning Commission meetings are usually held on the FIRST and THIRD WEDNESDAY OF EACH MONTH beginning at 7:00 p.m., *unless noted or a special meeting is called, as follows:

January 7	May 6 *no meeting-Election	September 2
January 21	May 20	September 16
February 4	June 3	October 7
February 18	June 17	October 21
March 4	July 1	Nov 4 *no meeting-Election
*No meeting	July 15	November 18
April 1	Aug 5 *no meeting-Election	December 2
April 15	August 19	December 16

GEORGETOWN TOWNSHIP ZONING BOARD OF APPEALS

Board of Appeals Meetings are usually held on the FOURTH WEDNESDAY OF EACH MONTH beginning at 7:00 p.m., *unless noted or a special meeting is called, as follows:

January 28	May 27	September 23
February 25	June 24	Oct 28 *no meeting-Early Voting
*No meeting	July 22	December 9 *combined Nov & Dec
April 22	August 26	

If a special meeting is scheduled, notice will be posted of such a meeting.

Kelly Kuiper, Clerk
Georgetown Charter Township

Policy 2005-06
Bid and Quotation Requirements Policy
Adopted 9-26-05 with motion #050927-09
Revised March 23, 2009 with motion #090323-04
Revised November 23, 2015 with motion #151123-04
Revised March 24, 2025 with motion #250324-13
Revised _____ with motion _____

The Board will obtain a minimum of three (3) price quotations on all purchases exceeding \$20,000 except (1) in cases of emergency; (2) when the materials purchased are of such a nature that price negotiations would not result in a savings to the Township; or (3) when despite its solicitation for bids the Township is unable to persuade sufficient contractors to bid

All supplies, materials, and equipment shall be purchased by the Superintendent or his/her designee. In general, the Superintendent or his/her designee is authorized to proceed with purchases as set forth in the budget adopted by the Board. However, purchases of an item or group of items in a single transaction costing \$20,000 or more will require that competitive bids be obtained and approved by the Board prior to purchase.

Exceptions to the competitive bid requirement may be permitted in order to standardize items which will result in a lower long term cost to the Township, or if there is only one supplier of a particular item. The MiDeal Program run through the State of Michigan meets the criteria of obtaining three bids.

In the event of an emergency, the Superintendent or his/her designee shall have the authority to purchase capital equipment needed to keep the facilities of the Township operational. Any such purchases shall be approved by the Board at a special or regular meeting as soon as appropriate after the purchase is made.

Such purchases shall not be made so as to circumvent the purposes of the competitive bid procedure.

The Superintendent or his/her designee will establish rules and regulations which will implement the provision of this policy.



What is the difference between a 'committee' and a 'commission'?

Sometimes committees are confused with statutory boards or commissions, particularly if they are long-standing committees that pre-date current board members and staff or if they have ambiguous names, such as "planning and zoning committee" or "parks and recreation board." It's important to determine if the body is statutory or a committee because that will establish the extent—or the limit—of that body's authority. In my personal opinion, I do not recommend calling a committee anything other than a committee, because it creates confusion.

A statutory board or commission is a public body provided for by law, with the law designating the authority, composition and functions for that body.

Committees are not mandated or authorized by specific statutes. A township board may choose to establish committees to collect information, make recommendations and participate in township programs. But committees have no authority of their own. They can do only what the board has authorized them to do. Or as I explain it, committees are like imaginary friends. They exist only as long as you believe in them—or the board wants them.



What can a committee be used for?

Committees may deal with internal administration tasks, such as developing a personnel policy or making recommendations for township park management. They may also be formed to gather information or resources for other township bodies, such as a committee created to conduct a survey of township residents or to gather information on how other townships finance fire protection.

Committees can offer interested and active citizens a way to support township programs and services. Some townships have established permanent beautification, cemetery or recreation committees. Other townships use temporary committees or panels that are directed to study an issue or project and report their findings to the township board, such as a road needs committee established for one year and charged with developing a five-year road improvement plan.

Before a committee is established, the township board should consult state laws and the township's attorney to ensure that the proposed committee does not assume powers or duties assigned to statutorily established or authorized boards or commissions, such as a salary commission or planning commission.



How does a township board create a committee?

Once a township board decides to create a committee, it should determine the committee's name, purpose or goals statement, the number of persons to be appointed and the length of the term they will serve, and a timeline to report findings or recommendations, if applicable. The board should direct who will appoint members to the committee. Committee members may be appointed by the township board or individual officials, such as the supervisor, clerk, treasurer or superintendent, as the board designates. The board may wish to leave administrative decisions, such as who will chair the committee, to the committee.

A township board can create a committee by simple board motion or a resolution. The board is not required to file a record of establishing a committee, other than what is recorded in the township board minutes. For public information, and to encourage additional citizen participation, the board may wish to list committees and meeting dates in the township newsletter or website.

The board should consider the following:

- Determine the number of members and composition of the committee
- Establish how often the committee should meet
- Determine compensation, if any, for committee members
- Establish the scope or limit of the committee's purpose (What kind of recommendations may they make to the board? When will they be done?)
- Direct the committee to comply with the Open Meetings Act (OMA) and Freedom of Information Act (FOIA)
- Review the committee's recommendations—final decisions are made by the board, not the committee
- Consider not authorizing a committee to make any expenditures. If they are authorized by the township board to make expenditures, require that any and all expenditures be approved by the township board (checks and payments may be issued only through the standard township board approval process)
- Establish a "sunset" date or dissolve the committee when the project is completed or when the committee is no longer needed

Discuss the following questions:

1) Will compensation or expense reimbursements be given?

There is no requirement that compensation or expense reimbursements be given to advisory committee members, but a township board can determine a per diem payment or reimbursement for meetings and place a limit on the number of meetings held in a given period.

2) Are committees required to comply with the Open Meetings and Freedom of Information Acts?

Purely advisory committees are not subject to the Open Meetings Act, but a township board may require them to comply with the OMA.

Under certain circumstances, even a committee may be required by law to comply with the OMA, so a township board should consult with its attorney for a determination of whether a specific committee would be required to comply. Because the courts—and the public—may view any committee established by the township as a public body, I suggest that, while not automatically required by law, a township board consider requiring township committees to comply with the OMA.

Committee records are public records subject to the FOIA unless they fall under an exception in the FOIA.

3) Will committee members take an oath of office?

Committees are not required by law to take the oath of office. The township board may choose to require that committee members take the oath. Taking the oath lends credibility to the position and provides a record of the date and expiration of the appointment. Each signed oath must be filed with the township clerk.

4) Will a township board member serve on the committee?

Township board members may serve on committees, as long as a quorum of the board is not meeting. Often one or two board members serve on an advisory committee to

maintain contact with and act as a liaison to the township board. This is an excellent way to utilize the skills of township trustees.

Note that the Charter Township Act states that the supervisor (or superintendent) is a member of all committees of the township board. (MCL 42.10(h))

5) Will the committee have bylaws?

It's a good idea to incorporate the board's decisions as bylaws for the committee. This can help ensure that the committee is actually working toward the purpose established by the board, and that it will not unintentionally violate state or federal statutes. If the committee develops its own bylaws, the township board should review and approve them.

Hello, MTA ... ? provides general information on typical questions asked by township officials. Readers are encouraged to contact an attorney when specific legal guidance is needed. Member township officials and personnel may contact MTA Member Information Services with questions or requests from 8 a.m. to 5 p.m., weekdays, at (517) 321-6467 (press 1) or fax (517) 321-8908.

Learn more about township committees with MTA's on-demand webinar, *All Aboard! Appointing New Board and Commission Members*. In this one-hour recording, MTA Staff Attorney Catherine Mullhaupt reviews the types of boards, commissions and committees townships may have, including the procedures for appointing members to different township bodies. Learn the difference between statutory bodies and advisory committees, including how much authority they have, and much more. Visit the MTA Online Learning Library, learn.michigantownships.org, to purchase and watch today!



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mikameyers.com



Meeting Minutes Information

MTA website

Q. What information is required to be included in the minutes?

Minutes are basically a record of actions taken by the township board. They are not meant to be a word-for-word record of the meeting. The basic statutory requirements for minutes are outlined in the [Open Meetings Act](#) (OMA), Public Act 267 of 1976 (MCL 15.261, *et seq.*).

“Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.” (MCL 15.269)

The township board determines the format of its minutes, which are the record of the actions taken by the board, and the clerk is responsible for seeing that the township board minutes are prepared (MCL 41.66). Information over and above the requirements of the OMA and other statutes may be included in the format of the minutes, at the discretion of the township board.

According to MTA Legal Counsel, “[Meeting] minutes must, at a minimum, indicate the body which is meeting (e.g. township board, zoning board of appeals, planning commission, etc.); the date, time and location of the meeting; motions and resolutions made, supported and results of the motion; and any action taken by the body which is not specifically indicated in motions or resolutions. When a public body conducts a public hearing (always within a public meeting), the minutes should include the comments and arguments of those promoting or opposing a particular matter which is the subject of the public hearing and the fact that an opportunity to be heard was given to those present.”

One example of this is a hearing held to confirm a special assessment roll. MCL 41.726 requires a person objecting to the roll to file his or her objection in writing with the township clerk, but it is also important for the township to record in the minutes who appeared to protest so the township can demonstrate at any State Tax Commission proceedings that it provided the person an opportunity to be heard. Another example is noting in the March Board of Review meeting minutes when a taxpayer has appeared to appeal his or her assessment.

Also according to MTA Legal Counsel, “Although the minutes do not have to include a verbatim recitation of all statements made at the meeting, a record of the topics or issues addressed during a meeting and any motions made (whether carried or not) provides a complete description of the proceedings of the meeting. We also note that if the township board has adopted a policy of following the provisions of Robert’s Rules of Order, it requires the recordation of all motions (whether passed or not) in the meeting minutes. Finally, we note that an accurate record of all motions offered, and their disposition, can avoid future disagreements or questions concerning those motions.”

Meeting Minutes Information

OPEN MEETINGS ACT (EXCERPT)

Act 267 of 1976

15.269 Minutes.

Sec. 9.

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

GEORGETOWN CHARTER TOWNSHIP

**FIRE DEPARTMENT
PERSONNEL POLICIES AND
PROCEDURES MANUAL**

-I, Kelly Kuiper, Clerk of Georgetown Charter Township, do hereby certify that this Manual was adopted at the regular Board meeting held _____, 2026.

Kelly Kuiper, Clerk
Georgetown Charter Township

TABLE OF CONTENTS

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1. **Definitions**

1.1 **Definitions Incorporated by Reference**

The terms used in this Fire Department Personnel Policies and Procedures Manual shall be defined using the same definitions from the Georgetown Charter Township's Personnel Policies and Procedures Manual, unless otherwise indicated herein.

1.2 **Additional Definitions**

“Fire Chief” shall mean the position of the Fire Chief, as appointed by the Township Board for Georgetown Charter Township.

“Firefighter(s)” shall mean all full-time uniformed employees of the Georgetown Township Fire Department that are employed for fire prevention and fire suppression purposes (but may also be tasked with providing certain emergency medical services or support). The position of Firefighter is considered non-exempt under the Fair Labor Standards Act (FLSA). Unless otherwise indicated, the term “Firefighter(s)” shall not include the Fire Chief nor any paid-on-call employees of the Fire Department.

“24-Hour Firefighter(s)” shall mean any full-time Firefighter(s) that is/are typically and normally assigned to work shifts of 24 hours in length, pursuant to this Manual. A 24-Hour Firefighter can still meet this definition notwithstanding the fact that he or she, on occasion or temporarily, works shifts of lengths other than 24 hours.

“40-Hour Firefighter(s)” shall mean any full-time Firefighter(s) that is/are typically and normally assigned to work weeks of 40 hours in total, pursuant to this Manual. A 40-Hour Firefighter can still meet this definition notwithstanding the fact the he or she, on occasion or temporarily, works more or fewer than 40 hours in a week.

“Fire Station(s)” shall mean, unless otherwise indicated, every fire station or office operated and maintained by the Georgetown Township Fire Department, in furtherance of its operations and duties, to include garages/bays for staging vehicles, living quarters, sleeping quarters, and meal preparation and eating quarters. The term “Fire Station” shall include but shall not be limited to, the following facilities:

- Fire Station 1, located at 1415 44th Street SW, Hudsonville, MI 49426
- Fire Station 2, located at 7518 Church Court, Jenison, MI 49428
- Fire Station 3, located at 7480 36th Ave., Hudsonville, MI 49426

1.3 **Incorporation by Reference of Personnel Policies and Procedures Manual**

All Firefighters and employees of the Fire Department are otherwise subject to the terms and conditions of the Georgetown Charter Township Personnel Policies and Procedures Manual, except to the extent there is a conflict with any policy or procedure found in this Manual. To the extent of any conflict, the terms of this Manual shall control.

This Manual is not intended to be the exclusive list of policies and procedures for the Fire Department or for Fire Department employees. The Fire Department and the Township reserve the right to alter, amend, add to, delete, or otherwise change any policies and procedures found within this Manual, at any time, and without prior notice. The Fire Department and the Township may enact additional policies and procedures for the Fire Department, in addition to the policies and procedures found in this Manual.

2.0 **Full-Time Firefighter Scheduling**

2.1 **24-Hour Scheduling**

Firefighters assigned to work 24-hour shifts (i.e., 24-Hour Firefighters) will be assigned a “Kelly Schedule.” For purposes of this policy, a “Kelly Schedule” will be defined to mean the following Work Pattern: Work, rest, work, rest, work, rest, rest, rest, rest (i.e., a 24-hour shift, 24 off, 24 on, 24 off, 24 on, 4 days off). Employees assigned to 24-hours shift schedules will be compensated based on working 2,912 hours per year. Each 24-hour shift shall start each day at 0700 and conclude at 0700 the following day.

Firefighters will be assigned to certain shift schedules by the Fire Department, on a rotating basis. Shifts will be scheduled by the Fire Chief (or his or her designee), based upon the needs of the Fire Department.

2.2 **40-Hour Scheduling**

Firefighters may also be assigned to work 40-hour work weeks (i.e., “40-Hour Firefighters”). 40-Hour Firefighters will be scheduled based on working 2,080 hours per year. 40-Hour Firefighters shall have their schedules set by the Fire Chief (or his or her designee). Variations from the normal workday or work week may vary and may only be implemented with the consent and at the discretion of the Fire Chief (or his or her designee).

2.3 **Overtime Scheduling**

All employees are required to work overtime upon the request of the Fire Chief or their supervisor, based upon the needs of the Fire Department. Employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked, subject to the terms of Section 4.6 of the Township’s Personnel Policies & Procedures Manual. There will be no pyramiding of overtime. Unless specifically approved by the Fire Chief, full-time employees will not work as paid on-call volunteers by responding to calls beyond their normal work shift.

The Fire Department reserves the right to call back Firefighters if the need arises. To the greatest extent possible, calling back Firefighters and holding over Firefighters after the scheduled end of their shifts shall be limited to genuine emergencies and unusual circumstances.

The Fire Department shall make all reasonable efforts to have employees receive at least 24 hours of continuous time off following any shift that is (or is longer than) 24 hours in length. Part-time

and paid-on-call firefighters shall be utilized to the greatest extent possible to avoid calling in full-time Firefighters to backfill a shift.

2.4 Overtime Calculations for Full-Time Firefighters

In accordance with Section 7(k) of the Fair Labor Standards Act (FLSA), 24-Hour Firefighters will work 28-day work periods. In accordance with the FLSA, full-time firefighters will be paid the overtime rate of one-and-one-half of their regular hour rate of pay for every hour worked beyond 212 hours in the span of a 28-day work period.

2.5 Trading Shifts

With the prior approval and in the sole discretion of the Fire Chief (or his or her designee), 24-Hour Firefighters may trade shifts, with the written consent of all employees involved. If employees trade shifts, there will be no overtime incurred by this right and there shall be no change in wages.

2.6 Holidays

All 40-Hour Firefighters shall be eligible to receive Holiday Pay during the Township's regularly observed holidays, in the same manner and under the same terms and conditions as other Township employees. For purposes of applying the Holiday Pay benefit, 40-Hour Firefighters will receive eight (8) hours of Holiday Pay for recognized holidays, at the employee's regular hourly rate of pay.

If scheduled to work on a Holiday, a 24-Hour Firefighter shall be paid a rate of one-and-one-half times their hourly rate of pay. The shift that starts on the actual holiday will be compensated for the entire holiday (24 hours). Holidays that are recognized as ½ day off for 40-hour employees shall be considered a full-day holiday for 24-Hour Firefighters. There will be no pyramiding of overtime for purposes of implementing this policy.

2.7 Daylight Savings Time

All 24-Hour Firefighters shall be compensated for 24 hours of work time regardless of the lengthening or shortening of a day due to Daylight Savings Time.

2.8 Minimum Staffing

Daily minimum staffing shall be determined by the Fire Chief (or his or her designee) with the approval of the Township Superintendent.

2.9 Seniority

24-Hour Firefighters shall be entitled to accrue seniority. 24-Hour Firefighters shall begin to accrue seniority beginning on the date of the employee's appointment to the Georgetown Township Fire Department, and seniority shall be the total length of his/her continuous service with the Fire Department after that date.

Seniority shall be used for, but not limited to, the purpose of determining layoff and recall (from layoff) rights and the eligibility to take promotional examinations in the Department. Where more than one employee has been appointed on the same date, his/her seniority shall be in accordance with their final interview score. Seniority shall be determined by the Fire Chief (or his or her designee).

2.10 Probationary Period

The probationary period for Firefighters shall be six (6) months from the date the Firefighter commenced his/her full-time employment with the Fire Department.

3.0 Firefighter Benefits & Insurance

3.1 Benefits and Insurance

Firefighters will receive the same benefits and insurance as other regular full-time Township employees. Firefighters will be subject to the same terms and conditions for using those benefits as are applicable to other Township employees, except as otherwise modified by this Handbook.

3.2 24-Hour Scheduled Firefighter Leave Benefits

24-Hour Firefighters will accrue PTO based on the following schedule:

Length of Full-Time Service with Township	Hours Accrued per Pay Period	Maximum Hours Allowed to be Carried Over to the Next Calendar Year
Less than 5 Years	4.62 (5 days per year)	120
5 Full Years Less than 10 Years	6.462 (7 days per year)	168
10 Full Years, Less than 15	9.231 (10 days per year)	240
15 Full Years or Greater	11.077 (12 days per year)	288

For purposes of applying PTO, paid sick leave, and all other forms of paid leave allowed under Township policy, 24-Hour Firefighters shall have all such leave time calculated in terms of a number of hours (rather than days). 24-Hour Firefighters who must utilize leave time to cover an entire scheduled shift must use 24 hours of paid leave time to cover leave for a full shift, and their accrued leave bank shall be deducted from accordingly. 24-Hour Firefighters may also use PTO, paid sick leave, or other accrued leave time to cover a part of a scheduled shift. 40-Hour Firefighters shall instead follow the Employee Benefits Manual.

3.3 Sick Leave

Paid sick leave shall be accrued by all Firefighters, as outlined in the Georgetown Employee Benefits Manual.

3.4 No Food Allowance

The Fire Department does not offer food allowance to any employees.

4.0 Classifications

4.1 Fire Department Job Descriptions

- A. Job descriptions are written and maintained by the Personnel Officer. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, essential job functions, the necessary licenses and certifications for the position, and the required minimum qualifications.
- B. Job descriptions may be reviewed annually by the Personnel Officer. In preparing (or updating) job descriptions, several factors will be considered:
 - 1. Input from supervisors;
 - 2. Input from employees;
 - 3. Consistency with other Township job descriptions; and
 - 4. Legal requirements
- C. If an employee feels his/her duties have changed during the year he/she may request in writing that his/her job description be reviewed to determine if any changes to the description are necessary. Changes will be approved to the job description only if an employee's duties have changed significantly and only at the Township's discretion.
- D. At the time of hire, time of promotion or transfer, or upon request, employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job descriptions are meant as a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in their job description.

5.0 ACKNOWLEDGEMENT

ACKNOWLEDGMENT (Employee Copy)

This is to acknowledge that I have received a copy of the Fire Department Personnel Policies and Procedures Manual and understand that it sets forth the terms and conditions of my employment as well as the rights, duties, and obligations of my employment with the Township. Nothing in this Manual is intended to create or constitute an employment agreement or contract.

I agree to conform to the rules, policies, and procedures of the Township and the Fire Department. Notwithstanding any other provision in this Manual, I understand I have the right to terminate this employment relationship at any time for any reason with or without notice. Of course, the Township reserves this same right. I understand that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with me or to make any agreement with me contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.

All decisions by the Township as to intent, interpretation, or application of these policies shall be binding upon me. The Township will apply all policies in accordance with appropriate federal and state laws.

The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements, and policies whether orally established or set out in writing and the most recent change shall be binding on me.

I consent to the publication of my photograph in any Township publication and hereby release the Township and its agents from any and all liability for the use of this picture or news story.

I agree not to commence any action or lawsuit relating to my employment, including but not limited to claims arising under state or federal civil rights statutes, against the Township or its employees, agents, or representatives more than one hundred eighty (180) days after the occurrence of the facts giving rise to the claim or more than one hundred eighty days (180) days after the date of the employee's termination of employment, whichever is earlier. I agree to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to any claim is less than one hundred eighty (180) days, I agree that the shorter statute of limitations will apply. I agree that any action or lawsuit filed outside this limitations period is barred and waives any limitation period to the contrary. I understand that this limitations period (or applicable shorter period) will not be extended for any reason. This provision does not prohibit the timely filing of a charge with a federal administrative agency, but unless filed within 180 days (or in less time if any applicable law requires), I waive my right to recover money damages or other relief as permitted by law.

Only the Township Supervisor has the authority to alter the time period for claims. To be effective, such agreement must be in writing, signed by the employee and the Township Supervisor, and must specifically state that the time period for claims is altered.

I agree to inform, in writing, the Township within 182 days, from the date I knew or should have known that an accommodation was needed. I agree that if I fail to do so, my legal rights under Michigan law may be affected.

The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.

Signed: _____ Date: _____

ACKNOWLEDGMENT (Employer Copy)

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Signed: _____ Date: _____

Snapshot: Ottawa County Farmland Preservation Program



Updated 10/1/2025