

ORDINANCE NO. 63-01

TOWNSHIP OF BLENDON

An Ordinance to create the Blendon Township  
Emergency Services Department and provide for the  
administration thereof.

THE TOWNSHIP OF BLENDON ORDAINS:

Section 1. Creation of Blendon Township Emergency Services Department. Pursuant to Act 33 of the Public Acts of 1951 (MCL 41.801 et seq.) as amended, the Township of Blendon creates an emergency services department to be known as the Blendon Township Emergency Services Department (and which may also be referred to as the Blendon Township Fire Department). The operations of the Blendon Township Emergency Services Department shall include firefighting, medical response and emergency services.

Section 2. Blendon Township Emergency Services Board. Subject to the limitations states in this Ordinance, the business of the Blendon Township Emergency Services Department shall be administered by an administrative board known as the Blendon Township Emergency Services Board. The Blendon Township Emergency Services Board shall consist of five (5) members who shall be appointed by the Township Board for terms of six (6) years each. However, of the members first appointed, two shall be appointed to terms expiring on June 30 of the even numbered year following the creation of the Blendon Township Emergency Services Board, two shall be appointed for terms expiring on June 30 of the second year following the expiration of the terms of the first two members, and one member shall be appointed for a term expiring June 30 of the fourth year following the expiration of the terms of the first two members. Members of the Blendon Township Emergency Services Board may be removed by the Township Board. Vacancies in a term shall be filled by the Township Board to serve for the balance of the vacated term.

Section 3. Eligibility for Blendon Township Emergency Services Board. A member of the Blendon Township Emergency Services Department may not serve as a member of the Blendon Township Emergency Services Board. As used in this Ordinance, the phrase "member of the Blendon Township Emergency Services Department" shall include all compensated personnel working under the direction of the Blendon Township Emergency Services Board

including firefighters, responders, and EMS personnel.

Section 4. Compensation of Blendon Township Emergency Services Board. The members of the Blendon Township Emergency Services Board shall serve without compensation for their duties as members of the Blendon Township Emergency Services Board. Members of the Blendon Township Emergency Services Board are entitled to reimbursement of actual and necessary expenses incurred in the performance of their duties as members of the Blendon Township Emergency Services Board and as approved by the Township Board.

Section 5. Budget. The Blendon Township Emergency Services Board shall prepare a recommended annual department budget to be submitted to the Township Board no later than 90 days prior to the end of each fiscal year. The budget shall be reviewed by the Township Board and may be amended or altered in any manner. Upon adoption by the Township Board, the budget shall be the budget of the Blendon Township Emergency Services Board for the ensuing fiscal year of the Township.

Section 6. Administrative Authority. The Blendon Township Emergency Services Board shall have the powers listed in this section. Powers not specifically granted to the Blendon Township Emergency Services Board are reserved to the Township Board.

- a. The power to hire, promote, discipline and terminate any employee or member of the Blendon Township Emergency Services Department. The Blendon Township Emergency Services Board shall have the power to make recommendations regarding compensation but shall not have the power to determine compensation.
- b. The power to appoint officers of the Blendon Township Emergency Services Department with the exception of the Fire Chief who shall be appointed by the Township Board. When appointing officers other than the Fire Chief, the Blendon Township Emergency Services Board shall request the recommendations of the Fire Chief.
- c. The power to adopt operating procedures and policies for employees and members of the Blendon Township Emergency Services Department.
- d. The power to recommend, but not adopt, a budget for the Blendon Township Emergency Services Department.

Section 7. Officers. The officers of the Blendon Township Emergency Services Department shall consist of a Fire Chief, a Deputy Fire Chief, a Captain and a Lieutenant for the Tyler Street fire station and a Captain and a Lieutenant for the Borculo fire station. All officers other than the Fire Chief shall be appointed by the Blendon Township Emergency Services Board and shall serve at the pleasure of the Blendon Township Emergency Services Board. The Fire

Chief shall be appointed by the Township Board and shall serve at the pleasure of the Township Board.

a. Eligibility.

All officers shall be members of the Blendon Township Emergency Services Department and may not serve as members of the Blendon Township Emergency Services Board.

b. Fire Chief.

**Broad Function:** Under the authority of the Blendon Township Emergency Services Board; plans, organizes, directs, and administers all operations of the fire department including fire suppression, rescue, fire investigation, fire prevention, and emergency medical services. Manages department personnel, supplies, equipment and structures. Serves at the pleasure of the Blendon Township Emergency Services Board.

**Specific Responsibilities:** Incident commander, investigates cause and origin, develops pre plans and fire prevention, attend all meetings and training sessions, insures a safe fire fighting environment, administration for all mutual aid, recommends annual budget to the Blendon Township Emergency Services Board, gathers bids and makes purchases of all equipment, O.K.'s all bills for payment, reports at regular meetings of the Blendon Township Emergency Services Board, reports at annual township board meetings, maintains all equipment and buildings, issues burning permits, presides at officers meetings, and keeps monthly and annual payroll records.

Maintain or delegate the care of each piece of equipment owned by the Blendon Township Emergency Services Department so it is ready and equipped to function at its highest performance possible.

The Chief should attend the Ottawa County Fire Chief Association to discuss general problems, and to emphasize good cooperation and mutual aid.

The Chief shall be the administrator of all mutual aid contracts between Blendon Township Emergency Services Department and each surrounding agency involved.

Responsible for the nomination of officers each year as outlined in by-laws.

All communications to dispatch other than set forth in the Standard Operating Procedures, should be done through the Fire Chief to maintain consistency.

c. Deputy Fire Chief.

Broad Function: To assist the Fire Chief in the management and maintenance of the Blendon Township Emergency Services Department.

Specific Responsibilities: Attend all department meetings and training sessions, to complete and mail to the state of all M.I.F.R.S. monthly reports, will act as a sector commander at a incident where the Fire Chief is in command, and in absence of the Fire Chief the Assistant Chief will fulfill the duties of the Fire Chief.

The Assistant Fire Chief may be asked to perform other duties or assignments as directed by the Fire Chief.

d. Captains.

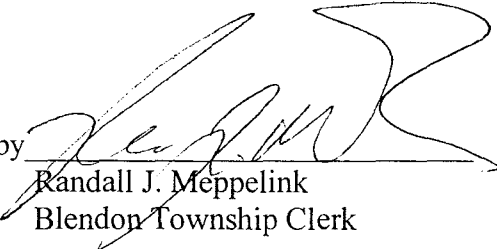
The duties of the Captains shall be set forth in the Standard Operating Procedures adopted by the Blendon Township Emergency Services Board.

e. Lieutenants.

The duties of the Lieutenants shall be set forth in the Standard Operating Procedures adopted by the Blendon Township Emergency Services Board.

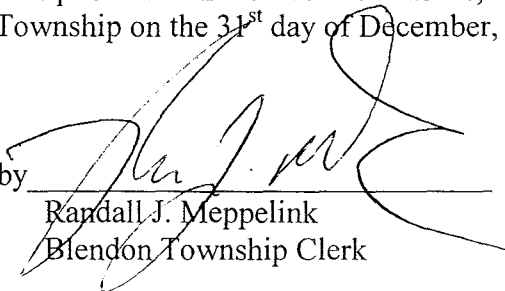
This Ordinance was approved and adopted by the Township Board on December 20, 2001, and shall be effective upon publication.

TOWNSHIP OF BLENDON

by   
Randall J. Meppelink  
Blendon Township Clerk

**CERTIFICATE**

I certify that the foregoing Ordinance was published in the Zeeland Flashes, a newspaper of general circulation in Blendon Township on the 31<sup>st</sup> day of December, 2001.

by   
Randall J. Meppelink  
Blendon Township Clerk