

**Bertrand Township Board
2020/2021 Budget Planning Workshop
Saturday, February 1, 2020**

Bertrand Township Hall
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the workshop to order at 9:04 a.m.

Members Present: Hicks, Kuhn, Payton, Vite, Zelmer

Members Absent: None

Also present: Bill Knisely, Bertrand Township Fire Chief; Matt Remmo, BTFD Assistant Fire Chief; Tyler Knisely – BTFD Training Officer

Fire Department Budget Considerations

The tentative budget (attached) as presented by Chief Knisely is \$216,062.

The equipment emphasis in this Fiscal Year is communications conversion to 800 MHz for radios and pagers as being mandated by the state, which must be complete by 2022. The BTFD Officers have evaluated Kenwood and Motorola which have dual bands for the current frequency plus 800 MHz for seamless transition. They have settled on Kenwood. It is much less expensive per unit with similar transmission/reception results as Motorola. Handheld price is \$2,530/ea. Base Station and mobile price is \$2,370/ea. The township is responsible for 20% of the total cost with passage of a state grant; the grant covers the rest. Chief has identified the need for 10 handhelds radios (each officer-5, each rig-5), two base-stations, and four mobile radios permanently installed in rigs.

Chief will also be purchasing 20 800 MHz pagers from a second grant (county) for a total out-of-pocket of \$7,655. 50% has already been paid from the 2019/2020 budget (\$3,827.50).

Total cost for radios (\$39,520) and pagers (\$7,655) is \$47,175; the township's obligation with grant approval of radios (20%) is \$15,559. Chief has already put half down for the pagers in 2019/2020 budget (\$3,827.50).

For 2020/2021, Chief has budgeted for three (3) radios (\$7,590) plus the other half for the pagers (\$3,827.50) for a total of \$11,417.50.

Remmo has applied for a Berrien County Training Council \$8,300 Grant for 10 heat-seeking cameras valued at \$650/ea. They will purchase only with grant money.

Treasure Kuhn said whatever is left in 850-Communications at the end of this year will accumulate into next year.

Hose will be replaced as it fails.

Turnout Gear (trousers and jacket): Phoenix Safety Outfitters is the company we purchase turnout gear from. They are offering a 5-year payment program that will replace 14 sets of

turnout gear, each valued at \$2,325, for \$7,000/year. In years past, we budget for replacing three turnout gear per year. Chief will apply for financing.

Chief would like to hire two or three more personnel. He feels free to be more selective in candidates.

Proposed Pay Increases

- 2% increase for Chief, Asst. Chief and Officers
- Simplify the hourly rate to \$16 for each of the four pay categories (Fire Calls, Training, Work Detail, and Meetings). Chief is adding the category “Online Training”, which will also be \$16/hr with max hours being what the recommended course timeframe is.
- \$11.00/hr – non-certified pay

General Fund Budget

Commenced at 10:30 a.m.

Supervisor would like to start planning and thinking about a new combined complex (Fire Station/Township Hall) on the existing township hall property.

Clerk Vite has been tracking individual expenses for both current facilities. Much duplication.

Treasurer Kuhn suggested creating a photo ID badge for the Zoning Administrator, Assessor, Inspectors, and Board Members. He also suggested getting neon vests for the Zoning Administrator and Assessor when they are on location.

Proposed Pay Increases

- 10% increase for Zoning Administrator – she saved the township \$20,000 last year by doing the work a planner could have been hired to do on the Zoning Ordinance update.
- 2% for Assessor, Deputies, Administrative Assistant, and Board Officers
- \$500 for each trustee
- PC, BOR, and other meeting rates (SMCAS, NATS, etc.) remain the same.
- Elections remain the same:
 - Election Inspectors - \$15/hr
 - Election Chairperson(s) - \$15.50/hr

{Zelmer left the meeting at 11:36 a.m.}

Supervisor Hicks would like to add three new line items to the Chart of Accounts for budgeting purposes:

1. Blight – \$15,000.
2. Future Combined Complex
3. Fire Truck Fund - \$40,000-\$50,000 for the next seven years plus the \$200,000 CD

Kuhn mentioned the fiber optic internet that is now in Bertrand Township at Saratore Dr. He would like to partner up with industry there to continue spreading it across Bertrand Township.

With no further discussion, **motion** by Hicks to adjourn at 12:06 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Don Vite". The signature is written in a cursive style with a large, stylized "D" and "V".

February 7, 2020

Don Vite

Dated

Bertrand Township Clerk