

# Memorandum



To: **Gerrish Township Board**  
cc: **File**  
From: **Chief Brian Hill**  
Date: **04/30/2020**  
Re: **April 2020 Work session Report**

1. Officer Socia has completed his formal Field Training Program being administered by Sgt LaBonte. In addition, Management has signed off on his training Field Training records as satisfactorily completed and ready for solo patrol. Please reach out and congratulate him as you see him.
2. We continue our suspension for a search to fill the final Officer position as we move forward due to the essential stopping of all educational facilities, etc. during the COVID-19.
3. As of this writing, we have found out officially that our long awaited and ever evasive 2020 patrol car is caught up in the COVID-19 suspension of auto factories at this time.
4. Our details for removing and replacing for changeover are all arranged to hit the ground running if the 2020 car came in tomorrow.
5. I have continued the Department moratorium on opening new ordinance complaints files to include Long Term Rental Ordinance complaints as we are not looking to add further stress or pressure to our community at this time. The shelter in place order is creating enough of that mental pressure.
6. We continue to work on the first draft of the policy manual for the general Township and will be distributing electronically to Clerk Patchin and Fire/EMS Chief Fisher for review electronically very soon. We are still very much on track to meet our initial self-imposed deadline of June 2020 for the full board review. I constructed Policy language as we moved along the process where needed. At this point, Julie and I feel that we may have some constructed in a fashion where only one book may be necessary. Respecting COVID 19, we have not asked for a meet to date.

7. Nothing further to report on the EAP discussion due to other priorities this month.
8. Our Gerrish Township CERT team has proven to be such an asset with the COVID-19 issue and the Food Distributions that are ever increasing. We planned for and executed one on April 16, 2020 and another on April 25, 2020 without incident. The April 25, 2020 showed a marked increase in public food need. CERT participation for the event has ranged from 7 to 10 volunteers who indicated that they could and would assist. I do not know what I would do without their help in our community.
9. ACT-NOW remains in good financial health to help our community. ACT NOW/GTPD has purchased our own new Sound system and it has arrived. It is exactly the same as the one we have been using from the 7<sup>th</sup> Region CERT organization.
10. Due to the current COVID-19 situation, the ACT-NOW Executive Board has not met for two months now. We have been conducting email operations for continuity of the priority items needing decisions. We may look at an outside social distanced meeting in June as we need to discuss the future of our largest fundraiser which is the Golf Outing in August 2020.
11. As you can imagine (I hope you can), I have been very busy reviewing all Governor's orders, Attorney Generals orders and of course all the clarification that did not come with any of these orders. This job has been very time consuming and laborious. I continue to advise our community through our Facebook and website mediums. I will continue to do same until the crisis subsides.
12. I still am in need of knowing if the Board has a temporary schedule or idea of what time of the year we may be looking at for our parking lot renewals. Is it intended to be this year or the 2021-2022 year so I can manage my budget? I know that due to COVID-19, some scheduled projects may need to be postponed pending review of actual revenue stream damages to the Township.
13. I am happy to report that all the required paperwork for the purchase of our upgraded 800 MHZ Radios has been completed and the radios have been ordered.

14. Our work on the Firehouse Subs grant for \$25,000.00 to help us retire our newly signed lease of \$44000.13 for the radio order is almost complete. The grant is due May 13, 2020.
15. Due to COVID-19 virus, three of us in our Department have not been able to use allotted vacation time and it does not look good for us to be able to do so by our Anniversary dates. One Anniversary date is June 9, 2020 and two of us (myself included) with June 15, 2020 dates. As you know, I cannot force anyone to take vacations at this time due to COVID-19 and Executive Orders prohibiting employers from making such demands or perceived punishment of employees, however I cannot allow such large carryovers as this will cause an accelerated budget strain by us having to backfill the time lost in overtime. Therefore, the only wise budgetary decision is to pay out the owed time in straight time to get through this issue. We have always allowed 24 hours of carryover each year as a normal and I would be paying out to that point. Leaving the three affected officers beginning their Anniversary year and vacation allotments at the same level as in past budget years.
16. The Department has been keeping a spreadsheet of expense items for supplies that we needed to purchase during the COVID-19 issue from the first day of the first Emergency Order to include sanitization items that have not been available through Emergency Management, but were necessary for Officer safety and for the Food Distributions that have been held in our Township. Additionally, we have been keeping track of the personnel costs and volunteer hours that have been dedicated to the frequent Food Distributions.
17. The Roscommon County Law Enforcement Administrators have been meeting once a week on Monday's via Zoom to maintain consistency in the interpretation and enforcement plans within Roscommon County.

In closing this month, I have been very proud of my staff who have without question followed all of our Temporary COVID-19 policy guidelines. They have done all the things we have asked for health screenings each day and are wearing their appropriate PPE when it is called for by policy. They also are taking care of themselves off duty so they can return to us to be there safely for our communities. Additionally, our community despite varying different

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degrees of political opinions has done a fantastic job of staying home, staying safe and staying healthy.

Respectfully submitted,

*Chief Brian A Hill*

Chief Brian A. Hill

A handwritten signature in blue ink, appearing to be "B.A. Hill", enclosed within a hand-drawn oval.

Cc/file

Township Board Members