

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
August 24, 2022 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the June 22, 2022 Meeting
- ARTICLE 4.** Township Uniform Policies
- ARTICLE 5.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 6.** Adjournment

Minutes
Cascade Charter Township
Governance Committee
Wednesday June 22, 2022
9:00 A.M.
5920 Tahoe Dr. SE

ARTICLE 1. Call the Meeting to Order

Treasurer Pierce called the meeting to order at 9:01 A.M.
Members Present: Clerk Slater, Trustee Noordhoek, Treasurer Pierce
Others Present: Township Manager Swayze

ARTICLE 2. Approval of the Agenda

Motion was made by Clerk Slater to approve the current Agenda. Supported by Trustee Noordhoek. Motion carried 3 to 0.

ARTICLE 3. Approval of the May 25, 2022 Meeting Minutes

Motion was made by Clerk Slater to approve the May 25, 2022 meeting minutes as written. Supported by Trustee Noordhoek. Motion carried 3 to 0.

ARTICLE 4. Conflict of Interest Policy and Form

Manager Swayze provided the conflict-of-interest policy from the staff personnel manual and Trustee Noordhoek provided one that he gave the Planning Commission the previous year. Manager Swayze said he would contact Foster & Swift to get a copy of a different form they had given Trustee Noordhoek. He also said he would ask them about recommendation on forms and policies it may be beneficial for the township to adopt related to conflicts of interest. He will also request they attend the next Governance meeting to discuss their recommendations. Specific topics they will seek advice on include the difference in disclosing conflicts of interest with paid employee's vs elected officials vs contractors/vendors and conflicts of interest in relation to election workers. Treasurer Pierce suggested checking with MTA to see if they have any input. Manager Swayze said he would contact Foster & Swift before the next meeting and provide their recommendations to the members in the packet.

Treasurer Pierce tabled the discussion until Manager Swayze is able to provide them with additional information.

ARTICLE 5. Township Uniform Policies

Manager Swayze shared that there is a staff dress code and appearance policy in the personnel manual but there are also some individual department policies. The fire department has a detailed, written policy that shouldn't need any changes but the Building Department's policy isn't detailed and the Buildings and Grounds Department doesn't have a written policy. The Building Department has a written policy but it

references the overall township personnel policy and will need to be rewritten to include safety items like steel toe boots

In the past, the township has provided polos to office staff and Buildings Department employees as a nicety, but they were not to address a safety issue. The Buildings and Grounds Department staff wear steel toe boots and bright, high visibility shirts to address safety concerns, but that will need to be put into writing.

Clerk Slater explained that she saw the polo shirts and other township branded clothing as adding value and thought that it made the Building Department more recognizable when visiting job sites. Trustee Noordhoek disagreed and referenced what a representative from Foster & Swift had said at a previous meeting about how uniforms should be wearable only when on the job and not something staff would want to wear outside of work. Manager Swayze agreed that the Foster & Swift representative said that, to be considered a uniform that the township would pay for, they would need to require staff to wear it at all times at work and, if they aren't requiring it to be worn, the township can't pay for it.

Trustee Noordhoek believed that the township's employee identification card should be sufficient to legitimize Building Department visits and was not in favor of using clothing that was 'branded' or 'embroidered' that staff would willingly wear outside of work. He said that, if they had a conflict-of-interest form in place, it wouldn't have taken so long for residents to uncover that the previous supervisor was fulfilling the branded items through his company.

Manager Swayze said he would talk to Foster & Swift about uniform policy recommendation and request they attend the next Governance Committee meeting to talk about both the uniform policy and conflict of interest certification.

ARTICLE 6. Public Comment

There were not any visitors who wished to speak.

ARTICLE 7. Adjournment

**Motion was made by Clerk Slater to adjourn. Supported by Trustee Noordhoek.
Motion carried 3 to 0. The meeting was adjourned at 9:19 A.M.**

Approved by the Governance Committee -



**Cascade Township Fire Department
Operating Guidelines**

Subject: Uniforms

102.60

Effective Date: 06/01/2002

Date of last Revision: 06/2020

All uniform clothing worn by Fire Department personnel shall meet Cascade Township Fire Department specifications and shall be maintained in a neat, clean and professional appearance. Uniforms shall be free of rips, tears, holes, and shall not be missing any required parts such as buttons, patches and accessories.

All personnel will be responsible to maintain their own uniforms. Each member will be allocated a uniform allowance that they will use to maintain/replace all uniform items. The department will pay for initial Class A uniforms, any promotional items, Probationary POC initial uniform, and laundering. The allowance scale will be:

Qualified Paid on-call 150.00 Annually
Full-Time 300.00 Annually
40 Hour 400.00 Annually

All uniforms will be ordered from the approved list, maintained by the Chief and appointed quartermaster. All uniform orders will go through appointed quartermaster.

All officers are responsible to ensure that those who they supervise comply with departmental uniform standards.

Uniforms are to be worn only during on-duty working hours unless otherwise approved by the Fire Chief. Personnel shall not wear uniforms for private purposes such as outside employment, bars or other outside activities.

The following are acceptable uniform combinations for the Cascade Fire Department:

Navy blue pants.

Light blue long/short sleeve badge shirt.

Navy blue polo shirt.

Navy Blue or Grey Lightweight ¼ Zip Shirt

¼ Zip Heavy Job Shirt

Chief, Deputy Chief, Captains and Inspectors (may be white or navy blue)

Department badge on the left front breast area of the shirt, if issued.

Nameplate on the right front breast pocket flap of the shirt.

Department emblem on the left arm at the shoulder.

American flag on the right arm at the shoulder.

Dark blue jacket or winter coat (as approved by the Fire Chief).

Collar insignia for rank only may be worn on badge shirt collar. No other pins or emblems may be worn on the uniform or coat.

Black belt, black shoes and dark blue/black socks shall be worn with the uniform.

White socks may be worn as long as they are not seen.

All uniform parts are to be purchased after approval of the Fire Chief has been given.

All personnel will be in full uniform any time the shift goes to any business in the Township for any reason.

Sleep Wear

All personnel will wear shorts and T-shirt (minimum) in communal sleeping quarters.

Locker Room/Bathroom/Future Private Bunkroom

Personnel will change clothes in a locker room, locked bathroom, or private bunkroom only.

When showering/changing, personnel will be fully clothed before exiting locker room, bathroom, or private bunkroom.

Position/ Badge/Uniform

Abuse of position, use of badge or uniform shall be grounds for immediate discharge from the department. Wearing of Fire Department badge or uniform or any part of the uniform or displaying of Department emblem shall be confined to the following:

When performing any fire service related activity.

When representing the Department at an official function.

While on stand-by duty.

At Department functions.

While at an alarm.

As directed by the Fire Chief.

Class "A" uniform will be worn for special events at the discretion of the officers.

Special events may include Promotional processes, Funerals, Parades, Ceremonies, Etc.

Firefighters in uniform, or wearing any Cascade Fire logos, shall never consume alcoholic or intoxicating beverages.

Tee Shirts

T- shirts may be worn while working out, doing yard work/maintenance, after 5pm, or under special circumstances with officer approval.

T-shirts will be worn under uniform shirts and shall be white or blue in color only.

No lettering on T- shirts shall show through your uniform shirt, and will only be

Cascade Fire T-shirts.

T- shirt must be neat, clean and in good shape. No holes, tears or rips.

T-shirt must be tucked in.

Work Boots

All work boot purchases will meet this guideline and be followed by all personnel.

All Leather or leather w/ nylon side panels

Front lacing

Can be front laced with a side zipper

All Black in color

Minimum ankle high

Non-Marking sole

Ball Caps

Fire Department issued ball caps shall be worn when on duty only. No other ball cap is allowed to be worn when working unless approved by the Officers.

No wearing of the ball cap backwards on your heads.

Caps shall be kept neat and clean at all times.

Shorts

Shorts may be worn between Memorial Day and Labor Day when temperatures are above 75 degrees.

Shirts worn with shorts may include a badge shirt, polo, or Cascade Fire T-shirt. All shirts must be tucked in.

A belt must be worn with shorts.


Shorts must be Navy, knee length, 5.11 Brand

Socks must be black, ankle height, no writing.

Shoes must be black, short, ankle height boots or tennis shoes. (*Ankle height boots are to be worn while mowing not tennis shoes.*)

Shorts may be worn under bunker gear.

Wearing of shorts is subject to officers' discretion.

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES		# OF PAGES: 4	POLICY #: 2022-004
	SUBJECT: Buildings and Grounds Uniforms		APPROVED BY:	
	DEPARTMENT: Building & Grounds	SUPERCEDES: None	DATE OF ISSUE: 09/14/2022	DATE OF EFFECT: Immediate

I. PURPOSE

The purpose of this policy is to establish rules and procedures for uniforms for the Buildings and Grounds Department

II. POLICY STATEMENT

It is the policy of the Cascade Township that in order to promote safety, the Buildings and Grounds Department shall be provided a uniform that will be required to be worn at all times during the course of the work day. All uniform clothing worn by Buildings and Grounds employees shall be maintained in a neat, clean and professional appearance. Uniforms shall be free of rips, tears and holes. All personnel will be responsible to maintain their own uniforms.

III. PROCEDURES

A. Uniform

Buildings and Grounds employees will be required to wear safety green shirts and/or outerwear with the Cascade logo embroidered or screen printed. A minimum of twice per year, the Township will provide preselected items that are acceptable for uniforms and each building and grounds employee will be allowed to order within their uniform allowance. Uniforms are only to be worn during working hours and shall not be worn for private purposes such as outside employment or leisure activities.

Pants are required at all times.

Steel-toed boots or other pre-approved safety footwear are required at all times.

B. Uniform Allowance

The Township will provide a uniform allowance as follows:

Full time - \$350 per year

Part-time/Seasonal – 5 shirts at the beginning of the season

Boots – Additional \$200 every other year

C. Uniform Vendor

Uniform Vendor selection will be coordinated by the Township a minimum of every 3 years and will be selected in accordance with the Township vendor policy.

IV. REGULATION

A. Enforcement of Policy

The Township Manager or his/her designee shall be responsible for the enforcement of the provisions contained within this policy.

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption and amendment of this policy upon the recommendation of the Township Manager.