

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #43

ASSOCIATION MEETING ATTENDANCE

Purpose: The purpose of this policy is to ensure all personnel attend a minimum number of required association meetings in either Lapeer or Tuscola County.

Scope: To guide Burlington Twp. Fire Department members on their attendance at association meetings.

Required number of association meetings by rank:

1. Fire Chief / Assistant Chief- Minimum of eight (8).
2. Captain- Minimum of six (6).
3. Lieutenant- Minimum of four (4).
4. Sergeant- Minimum of two (2).
5. Firefighter / Probationary Firefighter- Minimum of one (1).

County Association Meetings:

1. You are allowed to attend the required number of meetings from either of the two counties we are a member of (Lapeer or Tuscola County).
2. If the Burlington Twp. Fire Department is the hosting department all members are required to attend the meeting, and members cannot count this meeting as one of the required annual meetings.
3. The required number is counted from January to December each year.
4. Lapeer County:
 - a. Starts at 7PM on the last Wednesday of the month unless otherwise noted.
 - b. Association Cards are handed out annually to all members showing the dates and locations of these meetings.
 - c. You also receive an email from the association secretary monthly containing the previous month's minutes.
5. Tuscola County:
 - a. Starts at 7PM on the third Thursday of the month unless otherwise noted.
 - b. Association Cards are handed out bi-annually to all members showing the dates and locations of these meetings.
 - c. Meeting minutes from the previous month will be emailed to all members by the Fire Chief.

Attendance:

1. Any member attending a County Association meeting must sign the meeting logbook, so they get paid.
2. Any member that is unable to fulfill the required number of meetings, shall speak with Fire Chief to discuss the reason.