

AGENDA
COMMITTEE OF THE WHOLE MEETING OF THE CARO CITY COUNCIL
April 30, 2026, 6:00 P.M.

CALL TO ORDER

PUBLIC COMMENTS

BUSINESS ITEMS

1. Fire Department Reorganization
2. Fire Department Replacement Tank
3. Fire Department Drone

ADJOURN

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
TAMMY RIES
CITY ATTORNEY
LAURA GENOVICH

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JOHN RILEY
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 1, 2026
RE: Agenda Item – Fire Department Reorganization

As you know, the Caro Fire Department has operated for many years providing only firefighting services, however since July 2023 the Caro Fire Department has engaged in providing Medical First Responder services. Recently, I engaged in a discussion with the Fire Chief about how the staff of the Fire Department is organized as the current model of having a budget for 25 fire fighters does not sufficiently cover the requirements of the department operating under this new model as we have moved from one style of fire department staff, to many. Therefore, I requested him to develop a reorganization plan to have a more specific set of staff numbers in order to ensure proper coverage of all aspects of the Fire Department.

His proposal would set 5 different types of employees within the Department: Fire Fighters, Fire Fighters/Medical First Responders, Medical First Responders, Cadets, and Reserves.

14 Fire Fighters would be for fire fighting duties only, like the 4 Medical First Responders would be for medical duty only, where the 8 Fire Fighter/Medical First Responder would be able to respond to either call. Importantly, there is flexibility if a Fire Fighter wants to add Medical First Responder to their skill set without the overall number exceeding 22. Having a Cadet spot would allow us to have a place for future development, and the Reserve designation would honor those long-serving members of the staff who retain years of experience and leadership ability but do not actively go on calls unless absolutely necessary.

This proposal would lead to having 27 active spaces and better allow the Fire Department to continue to do the lifesaving work they do by ensuring they always have the right personnel for the right call at the right time.

Options for motions are:

1. Motion to adopt the proposed Fire Department Reorganization Plan as presented.
2. (If changes are made) Motion to adopt the proposed Fire Department Reorganization Plan as amended.
3. Postpone for further discussion.
4. Take no action.

Fire Fighters

- 1 Louise Hodges
- 2 Matt Demaray
- 3 Jerry Middaugh
- 4 Jacob Lefler
- 5 Matt Wheeler
- 6 Liam Varvel
- 7 Derek Rulason
- 8 Anthony DelReal
- 9 Gaige Escelson
- 10 Bob Eschenbacher
- 11 Seth Howey
- 12 Malachi Kingen
- 13 James Chiles
- 14 Aiden Rulason

Requesting 14 Max

FULL

Firefighter / Medical

- 1 Nick Britton
- 2 Robert Rushlo
- 3 Jesse Harvey
- 4 Phil Ericson
- 5 Logan Carpenter
- 6 Josiah Powell
- 7 Nick Arquette
- 8 Mark McMullen

Requesting 8 Max

FULL

Medical

- 1 Amanda Raymond
- 2 Jeff Withey
- 3 _____
- 4 _____

Requesting 4 Max

Cadets

- 1 Ethan Kocher

Requesting 1 Max

FULL

Firefighter Reserves [30+ years]

Not counted

- 1 Larry Boitel 45+ years on
- 2 Aaron Hildinger 30+ years on

Requesting 2 Max FULL

Council approval [date] _____

City Manager approval

Date

presented March 2026

Firefighters, when trained in MFR, will convert to the FF/Medical category, thus reducing the number of just Firefighters, and increasing the number of FF/Medical personnel. The two categories combined will never proceed past the 22 combined, without prior approval from the Council.

The total number requested, including Cadets, but not including Reserves, will be 27 personnel total, only two more than what is presently allowed without an actual document showing how many we should have.



CITY OF CARO FIRE DEPARTMENT

317 S. State St. Caro Michigan 48723
Randall Heckroth, City of Caro Fire Chief
989-529-6469

#1 **Request #1** To accept this proposal for clarity about the number of firefighters and medical first responders that are needed for the City of Caro Fire Department. This will quickly identify where personnel are needed, and in what training capacity. At this time there is no document found that shows the amount needed or intended for the department. This will also help with budgetary figures when calculating payroll estimates.

#2 Please do not count either Larry Boitel or Aaron Hildinger in the personnel assessment. They both are vested with over 30-years of dedicated service and only attend 5-7 runs per year.

#3 **Request #2** Aiden Rulason is not currently on the department but is highly trained at no cost to his training needed. We will have a pager and a radio for him at no added cost. Asking to put him on. This will make 25 active members.

#4 All applications taken are required to get Medical first Responder training and schedule for medical shifts. This is in the new application form.

#5 **Request #3** In respect to the number of increased runs both for fire and medical, I have asked for two additional personnel in the medical category only. This is where we show the biggest need. Anyone applying for this position will need to have a minimum of Medical First Responder training. This will eliminate any added cost for the initial training.

#6 Also, it was brought to my attention that the Townships should be informed of changes. The fact is, is that I hold quarterly meetings in which all township supervisors or representatives are invited. Most do not always attend. They are updated on fire department currant activities and future plans for the department. Please keep in mind they are not an Authority Board; the meetings are informational only. Recently I have announced at the quarterly meeting a new proposal for billing. I have also attended some Township meetings to address this matter.

CITY OF CARO

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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, March 12, 2025
RE: Agenda Item – Fire Department Replacement Tank

Members of the Caro City Council,

As you know, one of the last outstanding projects in the Fiscal Year 2024/2025 budget is the replacement of the tank on the water tanker for the Fire Department. The current tank is retrofitted onto the chassis of a 1995 Ford L9000 and was originally a milk tank from a 1960's era milk truck. After decades of service on multiple chassis the tank is leaking at a level which is beyond repair and we budgeted to replace the tank for up to \$22,000.00. After an exhaustive search by Fire Chief Heckroth for a replacement tank which would fit on our tanker truck chassis a replacement has been found.

The cost to purchase the new tank and install it on the current chassis will be right at the \$22,000.00 budgeted amount based on the quote of Great Lakes Public Safety Equipment, who will do the work on the project. It is the recommendation of Fire Chief Heckroth and the City Manager to purchase and install the replacement tank for the Fire Department Tanker Truck for the quoted price of \$22,000.00.

Options for motions are:

1. Motion to purchase and install the replacement tank for the Fire Department's Tanker Truck for the quoted price from Great Lakes Public Safety Equipment of \$22,000.00.
2. Motion to deny the purchase.
3. Postpone action.
4. Take no action.

Great Lakes Public Safety
- replacement tank

REGULAR AGENDA: (action required)

1. Budget Adjustment – Clerk Office Training

25-M-50

Motion by White, seconded by Campbell, to approve the budget adjustment of \$1,800.00 from Election Office Supplies and place \$700.00 into Clerk Education and \$1,100.00 into Clerk Travel to allow Jana Brown, Deputy Clerk to attend training.

Motion carried.

2. Earned Sick Time Leave Act Handbook Policy Amendment

25-M-51

Motion by Kish, seconded by Campbell to approve the Earned Sick Time Act Handbook Policy Amendment as presented.

Motion carried.

3. Financial Audit Bids

25-M-52

Motion by White, seconded by Oedy, to award the three-year auditing contract to Anderson, Tuckey Bernhardt & Doran for the bid amount of \$63,000.00 and authorize the City Manager to sign all documents to execute the contract.

Motion carried.

4. 2024/2025 Sidewalk Special Assessment Project

25-M-53

Motion by Kish, seconded by White to accept and approve the initial scope of the sidewalk special assessment project and schedule the sidewalk special assessment open house for 5:30 p.m. on Monday, April 7, 2025, and set the public hearing for 6:30 p.m. on Monday, April 7, 2025.

Roll call vote: Campbell – yes, Hutchison – absent, Kish – yes, Oedy – yes, Parker – yes, White – yes, Mayor Snider – yes.

Motion carried.

5. Website Rebuild Proposals

25-M-54

Motion by Kish, seconded by Campbell, to accept the proposal from Revize of Troy, MI to rebuild and maintain the City of Caro website for an initial cost of \$17,700.00 and an annual cost of \$ 3,900.00 and authorizes the City Manager to sign all documents required to facilitate the project.

Motion carried.

6. Fire Department Replacement Tank

25-M-55

Motion by White, seconded by Parker, to purchase and install the replacement tank for the Fire Department's Tanker Truck for the quoted price from Great Lakes Public Safety Equipment of \$22,000.00.

Motion carried.

REGULAR MEETING OF THE CARO CITY COUNCIL
March 17, 2025, 6:30 P.M.
Council Chambers, 317 S. State St., Caro, MI 48723

Mayor Karen Snider called the regular meeting of the City Council to order on March 17, 2025, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Charlotte Kish, Doreen Oedy, Heidi Parker and Jill White

Absent: Greg Hutchison

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer, Brian Newcomb – City Police Chief, Randy Heckroth – City Fire Chief and other guests

AGENDA APPROVAL

25-M-48

Motion by Parker, seconded by Campbell to approve the agenda as presented.

Motion Carried.

PUBLIC COMMENT – AGENDA ITEMS ONLY: None

Scott Czasak, City Manager introduced Trent Stockman as the new WWTP Superintendent.

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes
2. Elected Officials Academy
3. Planning Commission Annual Report

CONSENT AGENDA:

1. Regular Council Meeting Minutes – March 3, 2025
2. Council Committee of the Whole Minutes – March 10, 2025
3. Invoices
4. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Randall Heckroth

25-M-49

Motion by Campbell, seconded by Kish to approve the consent agenda as presented including invoices.

Motion Carried.

Vendor Name: Great Lakes PSE

Vendor Code: 2455

Invoice Number	Invoice Date	Fund	Function	Account	Description	Amount
21019-3	4/30/2025	216	336	930 000	Aerial air brake refresh hose line & connectors	1,013.00
21020-2	4/30/2025	216	336	930 000	Aerial electric plug install	1,291.00
21010-4	3/28/2025	216	336	930 000	New battery for UT	532.50
21012-1	4/21/2025	216	336	740 000	Install state radio in aerial	1,190.00
21025-6	5/1/2025	216	336	930 000	Replacement tank for tanker	22,000.00

Date Paid
5-5-25

GRAND TOTAL \$ 26,026.50

Check # 79139 Amount \$ 26,026.50

Approved By:

PURCHASE ORDER

CITY OF CARO

117 SOUTH STATE STREET • CARO, MICHIGAN 48723 • (989) 473-7671

TO Caro Lakes Public Safety

SHIP TO Five
BY 2024/2025

DATE	DELIVERY DATE	SHIP VIA	FO.B.	TERMS	PURCHASE ORDER NO.
1/29/26					38496

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	purchase & install vehicle value M/G, please	7	1073.00
	several Air Brake refresh hose line & connectors		
	216,536, 930,000		

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

[Signature]
AUTHORIZED SIGNATURE

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

PURCHASE ORDER

CITY OF CARO

100 SOUTH MAIN STREET - CARO, MICHIGAN 48723 • (989) 671-7811

TO East Lakes Public Safety
316 W. Dutchman RD,
Caro, MI 48723

SHIP TO Fire
FI 2021/2025

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
1-25	1-27-25				38464
QUANTITY	DESCRIPTION			PRICE	AMOUNT
2	New bellows for the UT				532.50
	16, 38, 60, 90				

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

[Signature]
 AUTHORIZED SIGNATURE

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

PURCHASE ORDER

CITY OF CARO

202 SOUTH STATE STREET • CARO, MICHIGAN 48723 • (989) 673-7671

TO Beal Public Service
316 N. Ditcher Rd.
Caro, MI 48723

SHIP TO Fire
FY 2024-2025

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
4/6/24					38242

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	install a state radio in the Aerial		\$ 1170.00
9: 76,376, 740,000			

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

Randall H. Holt
AUTHORIZED SIGNATURE
6,200.00

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

CITY OF CARO

CITY OF CARO

Vendor: 2455 GREAT LAKES PUBLIC SAFETY EQUIPMENT

Check Date: 0/05/2025

Check No: 79139

GL Number

079139

INVOICE #	INV DATE	DESCRIPTION	INV AMOUNT	GL Number
21010-4	3/28/2025	NEW BATTERY FOR UT	532.50	216-336-930-000
21012-1	4/21/2025	INSTALL STATE RADIO IN AERIAL	1,190.00	216-336-740-000
21019-3	4/30/2025	AERIAL AIR BRAKE REFRESH HOSE LINE & CONNEC	1,013.00	216-336-930-000
21020-2	4/30/2025	AERIAL ELECTRIC PLUG INSTALL	1,291.00	216-336-930-000
21025-6	4/30/2025	REPLACEMENT TANK FOR TANKER	22,000.00	216-336-930-000

TOTAL AMOUNT

26,026.50