

**Richfield Township Special Board Meeting**  
**Wednesday August 20, 2025 7:00 p.m.**  
**Richfield Township Boardroom**  
**5381 N. State Road – Davison, MI 48423**

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1. Call to Order.
2. Pledge of alliance /Greeting
3. Roll Call
4. Adopt the Agenda
5. Public Comment Period  
Person wishing to address the Board shall provide their name and address. Individuals shall be allowed three (3) minutes. Associations or group representatives shall be allowed five (5) minutes. Time may not be yielded to other speakers. Speakers will address the Chairperson. Comments shall be made in a professional manner.
6. New Business:
  - A. Personnel committee update:
    1. Zoning administrator
7. General Public Comment
8. Board Comments/Announcements:
9. Next meeting September 8, 2025
10. Adjournment

Next regular Board Meeting will be held on September 8, 2025 at 7:30 pm in the Richfield Township Boardroom

**KENNETH T. SKUNDA**

12197 E. Potter Road  
Davison, MI 48423  
(989) 295-7337  
skunda8246@yahoo.com

**OBJECTIVE:** To obtain the position of Code Enforcement Officer.

**PROFESSIONAL EXPERIENCE:**

**McKenna Assoc., City of St. Johns, Oceola Twp, Venice Twp, Williamstown Twp., and Eagle Twp. MI**  
**Code Enforcement Officer / Rental Inspector / Zoning Administrator** **October 2022-Present**  
**(Full Time)**

- Performing rental inspections for the city of St Johns along with Zoning Administrator.
- Conducting Code Enforcement duties while working in Venice, Eagle, and Oceola Twp.
- Issuing court appearance tickets for property violations that do not comply with ordinances.
- Extensive use of BS&A software to monitor and track properties.

**Technical Insurance Services, Albany, New York 12212** **Feb. 2022 - Present**  
**Insurance Loss Control Inspector**

- **Performing insurance loss control inspections throughout the State of Michigan.**
- **Submitting detailed reports of hazards, defects, and or repairs needed on commercial properties.**
- **Knowledge and proficiency in the use of EZ Survey reporting system.**

**City of Davison, Davison, MI 48423** **March 2009 - Present**  
**Code Enforcement Officer (PART TIME)**

- Provide city wide monitoring of zoning and code violations.
- Issue courtesy notices and violations and refer violations for legal action.
- Educate and communicate with residents and businesses regarding compliance of all pertinent codes, ordinances, and zoning issues.
- Utilize computer tracking and basic word processing software.

**City of Bay City Fire & Rescue, Bay City, MI 48708** **July 1996 – August 2021**  
**Firefighter / E.M.T. (RETIRED)**

- Responding to a monthly average of 35-50 rescue and fire suppression operations.
- Conduct building inspections for evidence of fire hazards and to ensure compliance with fire safety codes.
- Provide emergency medical services as required and perform light and heavy rescue functions.
- Attend in service training classes to remain proficient and current in knowledge of codes, laws, ordinances, and regulations.
- Operate large fire apparatus, complex hydraulic equipment, and various specialized tools.
- Perform pre-incident planning of specialized facilities and inspect commercial and residential buildings.

**Village of Ortonville, Ortonville, MI 48462**  
**Department of Public Works Director**

**Nov 1995 - July 1996**

- Performed Department of Public Works duties as a working supervisor.
- Supervised D.P.W. employees on their daily operation duties.
- Maintained roads, village streets, sidewalks, and buildings within the village limits.
- Performed routine maintenance on back hoes, dump trucks, street sweeper, various heavy duty trucks, along with being proficient at operating such equipment.

**United States Army, West Germany**  
**Specialist / E-4 Combat Engineer**

**July 1988 - July 1991**

- Duties included operation of heavy equipment to construct roads, and bridges.
- Utilized explosives on various obstacles and for demolition projects.
- Served during Desert Storm, and trained hundreds of infantry personnel in the use of basic explosives prior to their deployment.

## **EDUCATION:**

- Fire Science credits (working toward associates) Delta College.
- U.S. Army Basic Training, Ft. Leonard Wood, MO (1988)
- U.S. Army Advanced Individual Training, Ft Leonard Wood, MO (1988)
- High School Diploma, Lakeville High School, Otisville, MI 48463 (1988)

## **LICENSES & CERTIFICATIONS:**

- Fire Officer I, II, III, certified (State of Michigan 2003)
- Hazardous Materials awareness and operations level certified (2003)
- Structural Collapse Rescue Technician (M.U.S.A.R. 1998)
- Trench Rescue Technician (M.U.S.A.R. 1998)
- Confined Space Rescue Technician. (Michigan State University 1998)
- Rope Rescue I, II, Technician (M.U.S.A.R. 1998)
- Fire Arson Investigator certified (State of Michigan 1997)
- Michigan Real Estate Salesperson license (1997)
- Emergency Medical Technician license (State of Michigan 1993)
- Fire Fighter I, II, certified (State of Michigan 1993)
- Commercial Driver's license CDL-BN.

## **AWARDS & ACHIEVEMENTS:**

- Distinguished Service Medal (2008)
- Unit Citations (2005)
- Medal of Valor (2002)
- Medal of Valor (2000)
- National Defense Medal (1991)
- Good Conduct Medal (1991)
- Army Achievement Medal (1990)

**REFERENCES:** Available upon request.