Hamburg Township
Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us
RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: July 30, 2025

AGENDA ITEM TOPIC: Payment of First Due Fees (Fire)

Number of Supporting Documents: 1

Requested Action

- Motion to approve the payment of the annual subscription fee in the amount of $15,720.55 to First Due for the records management system utilized by Hamburg Township Fire.

Background

Hamburg Township Fire utilizes a records management system provided by First Due. This system is used to accomplish several departmental functions including occupancy/pre-incident management, commercial building inspection management, incident reporting, scheduling, training records documentation/management, events & activities management and asset inventory management. The annual subscription fee for First Due is $15,720.55.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

If YES, are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: 206-000.000-801.000

Respectfully,

Chief Richard Duffany
Director of Public Safety

first due

PO #20250
206 000 000 801 000

Jeffrey Newton

INVOICE

Bill To

Hamburg Township Fire Department (MI)
PO Box 157
Hamburg MI 48139
United States

Ship To

Hamburg Township Fire Department (MI)
PO Box 157
Hamburg MI 48139
United States

Invoice #	5426
Date	08/15/2025
Due Date	09/14/2025
Terms	Net 30
Term (Months)	12.0
P.O. Number	

Qty	Date	Item
1	08/15/2025	**Occupancy Management & Pre-Incident Planning** Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.
1	08/15/2025	**Responder** Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.
1	08/15/2025	**Inspections** Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.
1	08/15/2025	**Incident Reporting - NFIRS** NFIRS Incident Documentation, State and Federal Compliance with automated submission.
1	08/15/2025	**Incident Reporting - ePCR** ePCR Incident Documentation, State Compliance with automated submission.
1	08/15/2025	**Scheduling** Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.
1	08/15/2025	**Personnel Management** Store, Manage and Access Employee Records including demographic data, certifications and employment information.
1	08/15/2025	**Basic Training Records** Assign Training, Record Completions, View Training Logs, and Manage Certifications.
1	08/15/2025	**Events & Activities** Create Events, View Global Activity Log, and Access Global Calendar.
1	08/15/2025	**Assets & Inventory** Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.
1	08/15/2025	**CAD Integration (Other)** Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.
1	08/15/2025	**Kno2 Standard Subscription** Direct messaging and Unlimited Cloud faxing to deliver PCRs to hospital.
1	08/15/2025	**General Discount** Livingston County Discount

first due

Subtotal	USD $15,720.55
Tax	USD $0.00
Total	USD $15,720.55
Balance Due	**USD $15,720.55**