

**Hartford Fire Board Meeting  
September 11, 2023  
August Business**

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**Hartford Fire Board**  
Agenda  
Monday, September 11, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests: Attorney Phillip Reed
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by \_\_\_\_\_ Second by \_\_\_\_\_  
Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VII. Approval of Special Joint Meeting minutes from the August 30, 2023:  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- VIII. Approval of previous meeting minutes from August 14, 2023: Motion by \_\_\_\_\_ Second \_\_\_\_\_  
Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- IX. Approval of August Treasurer's report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer's report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  - a. Accounts Payable: Amount \$30,732.15 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- X. Review: Review Revenue & Expenditure Report; Invoice Register
- XI. Fire calls
- XII. Unfinished Business:
  1. Bond for Carlos Ledesma increase: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to increase the Bond for Carlos Ledesma from \$100,000 to \$250,000 for an additional increase of \$100.00 a year on our insurance policy.  
Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  2. Continued Discussion on Joint Agreement (Tabled)
- XIII. New Business:
  1. Approval of Hartford Fire Board/Hartford Fire Department **Investment Policy** as presented: Discussion: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve **Investment Policy**; Roll Call Vote  
Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  2. Approval of Hartford Fire Board/Hartford Fire Department **Ethics Policy** as presented: Discussion: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve **Ethics Policy**; Roll Call Vote  
Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  3. Approval of Hartford Fire Board/Hartford Fire Department **Credit Card Policy** as presented: Discussion Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve **Credit**

**Card Policy; Roll Call Vote**

Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

4. Approval of Hartford Fire Board/Hartford Fire Department **Purchasing Policy** as presented: Discussion: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve **Purchasing Policy**; Roll Call Vote

Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

5. Approval of Hartford Fire Board/Hartford Fire Department **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** as presented: Discussion: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve; **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy**

Roll Call Vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

Reports:

- a. Fire Chief
- b. Assistant Fire Chief
- c. Board

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to adjourn at \_\_\_\_\_ pm.

## HARTFORD FIRE BOARD MEETING

### Minutes of Fire Board Meeting September 11, 2023

**Members Present upon roll call:** Ron Sefcik; Chad Hunt; Helen Sullivan; Carlos Ledesma   **Absent:** Jerry Birmele; Chief Harting

**Others Present:** Assistant Chief McGrew, Peter Stanislawski, Attorney Phillip Reed

Chairman Sefcik called the meeting to order at 7:00 p.m. Chairman Sefcik asked that the board Hold a Moment of Silence to remember those who passed on September 11<sup>th</sup>, 2001.

Guest: Attorney Phillip Reed introduced himself and gave the board an overview of his credentials and experience, he recently worked with Mattawan Fire Department securing 501c3 status for their department.

Public comment opened at 7:28 NO public comment.

Public comment closed at 7:28

The proposed agenda for the Fire Board meeting of September 11, 2023, was presented and amended Motion by Sefcik; Second by Ledesma to approve the agenda as amended.

Added to the agenda under New Business #6 Discussion and possible vote on retaining Attorney Philip Reed to represent the Fire Department and begin to work on securing 501c3 status for the Department.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the August 30<sup>th</sup>, 2023, Special Joint Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 4 Nays: 0       Approved

The proposed minutes of the August 14<sup>th</sup>, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Sullivan to accept the minutes as presented.

Yeas: 4 Nays: 0       Approved

The August Treasurer's Report was presented: Motion by Ledesma; Second by Sefcik to approve Treasurer's Report as presented.

Yeas: 4 Nays: 0 Approved

Bills were presented for approval in the amount of \$30,732.15 Motion by Hunt; second by Ledesma to pay bills in the amount of \$30,732.15 Motion approved upon roll call vote of members present.

Yeas: Hunt, Sefcik, Ledesma, Sullivan Nays:0

Discussion of Last month's Fire calls

**Unfished Business:**

Discussion took place on increasing the Bond for Treasurer Carlos Ledesma: Motion by Sefcik; Seconded by Hunt to increase the Bond for Treasurer Carlos Ledesma from \$100,000 to \$250,000 for an additional increase of \$100.00 a year on our insurance policy. Yeas: 4 Nays: 0 Approved

Discussion on Joint Agreement was Tabled due to lengthy agenda for tonight.

**New Business:**

1. Hartford Fire Board/Hartford Fire Department **Investment Policy** was presented: Motion by Sefcik; Seconded by Hunt to approve **Investment Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.  
Policy Approved
2. Hartford Fire Board/Hartford Fire Department **Ethics Policy** was presented: Motion by Hunt; Seconded by Sefcik to Table the **Ethics Policy** until next month to get further clarification on language within the Policy. Yeas: 4 Nays: 0

3. Hartford Fire Board/Hartford Fire Department **Credit Card Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Credit Card Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

4. Hartford Fire Board/Hartford Fire Department **Purchasing Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Purchasing Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

5. Hartford Fire Board/Hartford Fire Department **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** was presented: Motion by Ledesma; Seconded by Hunt to approve **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

6. Discussion was held by the board on the presentation from Attorney Reed; Motion was made by Sefcik; Seconded by Ledesma to retain Attorney Phillip Reed and have him move forward with work on the 501c3. Yeas: 4 Nays: 0

### **Fire Chiefs Report:**

Assistant Chief McGrew reported on behalf of Chief Harting, Chief Harting is out of town for the day for training.

1. Meetings Attended:
  - Township
  - City
2. Worked with the Auditor Getting info. Documents that he needed.
3. Ordered Fire Prevention Material- Fire Truck
4. Applied for Medical Continuing Education

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

1. Meetings Attended
  - Township Meeting
2. Polices from auditor ready for board meeting.
3. All Gear has been delivered.
4. Smoke Detector Installs
5. Department Provided Fire Coverage at Flywheelers in South Haven
6. Trucks were in both Lawrence Labor Day Parades
7. Flu Clinic @ Station on September 22<sup>nd</sup> 9am-2:00pm
8. Car Seat Check @ Station on September 12<sup>th</sup> 5pm-7pm
9. Awarded the Mi Equipment Grant from the State of Michigan I will be working with Peter to get all paperwork necessary to complete.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Chairman Sefcik gave board update about ambulance barn, area as been marked out. Charging stations have been installed at the school for the new electric school buses.

Minutes of Fire Board Meeting September 11, 2023

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:58  
Yeas:4 Nays:0      Approved

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED



## HARTFORD FIRE BOARD MEETING

### Minutes of Fire Board Meeting August 14, 2023

**Members Present upon roll call:** Ron Sefcik; Chad Hunt; Helen Sullivan; Jerry Birmele    **Absent:** Carlos Ledesma; Chief Harting

**Others Present:** Assistant Chief McGrew, Cole Hunt, 2 Members of Public

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:01. Laura Kirk asked the board to consider her position on a cost recovery bill, Motion by Sefcik; Second by Hunt to dismiss the cost recovery bill and send it to the responsible party.

Yeas: 4 Nays: 0 Approved

Public comment closed at 7:05

The proposed agenda for the Fire Board meeting of August 14, 2023 was presented and amended Motion by Sefcik; Second by Birmele to approve the agenda as amended.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the July 10<sup>th</sup>, 2023, 2023/2024 Organizational Meeting were presented. Motion by Birmele; Second by Sullivan to accept the minutes as presented.

Yeas: 4 Nays: 0        Approved

The proposed minutes of the July 10<sup>th</sup>, 2023 Fire Board Meeting were presented. Motion by Hunt; Second by Sefcik to accept the minutes as presented.

Yeas: 4 Nays: 0        Approved

The July Treasurer's Report was presented: Motion by Hunt; Second by Sullivan to approve Treasurer's Report as presented.

Yeas: 4 Nays: 0        Approved

Bills were presented for approval in the amount of \$22,883.11 Motion by Hunt; second by Birmele to pay bills in the amount of \$22,883.11 Motion approved upon roll call vote of members present.

Yeas: Hunt, Sefcik, Birmele, Sullivan Nays:0

Discussion of Last months Fire calls

**Unfished Business:** NONE

**New Business:**

1. Discussion took place on the Corrective action letter that was sent to the State of Michigan.
2. Discussion took place on the Letters from New Auditing Firm Siegfried Crandall.
3. Discussion took place on Letter sent to Hungerford Nicols.
4. Discussion took place on Cost Recovery and Each municipality Ordinances and the need for the two municipalities to get each of their ordinances in line with each other.
5. Discussion took place on an addition to the existing fire department storage barn, Assistant Chief McGrew presented a quote from Miller Construction in the amount of \$21,800.00, due to the amount being over \$10,000 the board is going to call a Special Joint Meeting with the City and Township to discuss the addition. Special Meeting was set for August 30<sup>th</sup> 2023 at 7:00pm at the Fire Station. Assistant Chief McGrew will take care of notifying each municipality.
6. Discussion on increasing the Bond for Treasurer Carlos Ledesma was tabled until next month.
7. Discussion took place on the need for the Fire Department to have its own attorney, Chairman Sefcik is going to reach out to the attorney for Mattawan Fire Department and see about

their interest and if they would be able to attend next months meeting to discuss further with the board.

8. Discussion took place on Future Meeting Venues for the monthly Fire Board meeting. Assistant Chief McGrew recommended that we change the venue of the meeting due to safety concerns and other issues with holding the meeting out in the bay at the station, Assistant Chief McGrew recommended that we change the meeting venue to the Township Hall until VBEMS moves out of the fire station, all members were in agreement, Assistant Chief McGrew will take care of proper paperwork and notifying each Municipality of the change in venue.

### **Fire Chiefs Report:**

1. Meetings Attended:
  - Township
  - City
  - VBC Medical Control
  - VBC FF Training Committee

Respectfully Submitted

Robbie Harting- Fire Chief

### **Assistant Fire Chief Report:**

1. Meetings Attended
  - Van Buren County Chief's Meeting
2. Information gathered for auditor, previous year's meeting minutes.
3. Update on Fair
4. Smoke Detector Installs, 5 installs
5. New Door Locks installed on Office Door's, Shed and Closet
6. New SCBA Mask Bags for all members, previous bags from 2001
7. New Hoods ordered for all members- Paid for with Grant Money
8. Yearly PPE ordered- 2 sets of turnout gear, 3 pairs of boots and 3 Helmets.

9. Issue with Credit Card resolved- Steve Starner name no longer on card, card update with Carlos Ledesma's name.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Further Discussion on the need for Fire Department Attorney and first priority for attorney would be to work towards getting the fire department set up as a 501c3
- Question raised on the Interlocal agreement and where the municipalities are currently at on finalizing a new copy.

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 7:47  
Yeas:4 Nays:0      Approved

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board

Minutes of Special Joint Meeting with City & Township

August 30, 2023

**Members Present upon roll call:** Ron Sefcik, Carlos Ledesma, Helen Sullivan, Jerry Birmele,

Members absent: Chad Hunt

**Others Present:** Chief Harting, Assistant Chief McGrew, Brandon Bodary, City Council Members, Township Board members

Chairman Sefcik called the meeting to order at 7:00p.m. with the Pledge of Allegiance

Public Comment opened at 7:01. No Public comments, closed at 7:01

The proposed agenda for the Fire Board meeting of August 30<sup>th</sup>, 2023, was presented.

1. Chairman Sefcik spoke about the need for an expansion of the existing pole barn and stated several fire department equipment items are currently being stored at the township storage building and that building could be torn down as soon as November.
2. The Township Board made motion to approve the fire board to move forward with the expansion of pole barn up to the current bid amount of \$21,800.  
Yays: 3 Nays 0 Motion carried.
3. The City Council made a motion to approve the fire board to move forward with expansion of pole barn up to the current bid amount of \$21,800 contingent on fire board obtain a second bid.  
Yays: 6 Nays 0 Motion carried.
4. Both boards agreed to allow fire board to move forward with re-siding existing barn to match new edition as long as bid comes in under the \$10,000 cap.

Motion by Sefcik; Second by Birmele to adjourn the meeting at 7:12pm. Motion carried 4-0

**HARTFORD FIRE**

**CASH BALANCES**

**SEPTEMBER 11 2023**

General Checking	\$ 132,311.44
Millage Account	\$ 202,095.96
Maintenance Account	\$ 13,305.46
Donation Account	\$ 8,141.92

Investment Account

Total Spendable Accounts

**\$ 355,854.78**

09/07/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 08/15/2023 - 09/11/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
08/15/2023	DD226(A)	HARTING, ROBBIE	PAYROLL	1,780.86
08/15/2023	DD227(A)	MC GREW, KEVIN	PAYROLL	853.76
08/28/2023	127(A)	CITY OF HARTFORD	RETIREMENT	280.71
08/31/2023	129(E)	FIRST NATIONAL BANK OMAHA	MAINTENANCE,SUPPLIES & REPAIRS	1,685.80
08/31/2023	EFT56(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,634.95
09/01/2023	128(E)	ASSN DUES TO MEMBERSHIP	DUES TO MEMBERSHIP	505.11
09/01/2023	DD228(A)	HARTING, ROBBIE	PAYROLL	1,750.86
09/01/2023	DD229(A)	BODARY, BRANDON	PAYROLL	319.30
09/01/2023	DD230(A)	CHAPPELL, MICHAEL	PAYROLL	89.82
09/01/2023	DD231(A)	EASTMAN, SCOTT	PAYROLL	106.56
09/01/2023	STUB23(A)	FLEMMING, LISA	PAYROLL	0.00
09/01/2023	DD232(A)	FRY, STEVEN	PAYROLL	92.89
09/01/2023	STUB24(A)	HARTING, BRANDI	PAYROLL	0.00
09/01/2023	DD233(A)	HUNT, COLE	PAYROLL	42.67
09/01/2023	DD234(A)	LEDESMA, CARLOS	PAYROLL	52.86
09/01/2023	DD235(A)	MC CLELLAN, TROY	PAYROLL	28.15
09/01/2023	DD236(A)	MC GREW, KEVIN	PAYROLL	1,150.04
09/01/2023	DD237(A)	REED, KEVIN	PAYROLL	46.64
09/01/2023	DD238(A)	ROBERTS, KHELUN	PAYROLL	277.73
09/01/2023	DD239(A)	SEFCIK, RONALD	PAYROLL	105.72
09/01/2023	DD240(A)	SHARPE, IAN	PAYROLL	104.91
09/01/2023	DD241(A)	SULLIVAN, HELEN	PAYROLL	105.72
09/01/2023	DD242(A)	VAN DEWIELE, CARY	PAYROLL	96.86
09/01/2023	DD243(A)	WEBERG, SCOTT	PAYROLL	438.02
09/01/2023	EFT57(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	411.63
09/11/2023	14991	BACKROADS SERVICES	TRUCK MAINTENANCE 1871	432.47
09/11/2023	14992	DINGES FIRE COMPANY	TURNOUT GEAR	10,759.00
09/11/2023	14993	KELLOGG HARDWARE INC	SUPPLIES	29.77
09/11/2023	14994	KSS ENTERPRISES	SUPPLIES	129.34
09/11/2023	14995	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLIES	10.59
09/11/2023	14996	PETER STANISLAWSKI	FINANCE SERVICES	1,200.00
09/11/2023	14997	VFIS	INSURANCE	3,881.00
09/11/2023	130(A)	MAC QUEEN EMERGENCY	TURNOUT GEAR	1,328.41
Total of 33 Checks:				30,732.15
Less 0 Void Checks:				0.00
Total of 33 Disbursements:				30,732.15

Vendor Name	Description	Amount
1. ASSN DUES TO MEMBERSHIP		
	DUES TO MEMBERSHIP	505.11
2. AT&T MOBILITY		
	CELL PHONES	405.51
3. BACKROADS SERVICES		
	TRUCK MAINTENANCE 1841	330.48
	TRUCK MAINTENANCE 1871	101.99
	TOTAL	432.47
4. BESTWAY		
	TRASH	83.25
5. BRONSON LAKEVIEW HOSPITAL		
	MEDICAL SUPPLIES	10.59
6. CITY OF HARTFORD		
	RETIREMENT	280.71
7. COMCAST		
	TELEPHONES & INTERNET	231.50
8. DINGES FIRE COMPANY		
	TURNOUT GEAR	959.00
	GRANT BLOCKING HOOD	1,400.00
	BLOCKING HOOD	600.00
	TURNOUT GEAR	7,800.00
	TOTAL	10,759.00
9. FIRST NATIONAL BANK OMAHA		
	MAINTENANCE, SUPPLIES & REPAIRS	1,685.80
10. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
11. KELLOGG HARDWARE INC		
	SUPPLIES	29.77
12. KSS ENTERPRISES		
	SUPPLIES	129.34
13. MAC QUEEN EMERGENCY		
	TURNOUT GEAR	876.94
	TURNOUT GEAR	451.47
	TOTAL	1,328.41
14. PETER STANISLAWSKI		
	FINANCE SERVICES	1,200.00
15. SHELL FLEET PLUS		
	DIESEL & GASOLINE	331.92
16. VFIS		
	INSURANCE	3,881.00
TOTAL - ALL VENDORS		21,687.38



PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		28,602.38			0.00	128,703.47		18.18
206-000-402.000	HARTFORD CITY	128,704.78		31,768.65		10,589.57		96,936.13		24.68
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		1,781.75		0.00		2,360.72		43.01
206-000-421.000	COST RECOVERY	6,743.10		0.00		0.00		6,743.10		0.00
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00		46.66		0.00
206-000-539.000	GRANTS	2,500.00		1,400.00		0.00		1,100.00		56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		1,600.00		0.00		8,000.00		16.67
206-000-584.000	VBEMS	2,198.33		1,350.00		1,350.00		848.33		61.41
206-000-665.000	INTEREST	0.00		175.84		0.00		(175.84)		100.00
Total Dept 000		311,241.19		66,678.62		11,939.57		244,562.57		21.42
TOTAL REVENUES		311,241.19		66,678.62		11,939.57		244,562.57		21.42
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		420.00		300.00		3,780.00		10.00
206-336-704.000	CHIEF SALARY	56,141.00		9,356.84		2,339.21		46,784.16		16.67
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		9,805.75		2,966.75		45,194.25		17.83
206-336-712.000	SHIFT COVERAGE	14,400.00		2,085.00		1,020.00		12,315.00		14.48
206-336-714.000	SUPPORT STAFF	9,000.00		80.00		0.00		8,920.00		0.89
206-336-720.000	PAYROLL TAXES	14,000.00		1,663.71		506.92		12,336.29		11.88
206-336-724.000	RETIREMENT	4,000.00		421.05		140.35		3,578.95		10.53
206-336-730.000	GASOLINE & DIESEL	9,400.00		756.58		331.92		8,643.42		8.05
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,422.64		432.47		6,077.36		36.03
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		751.40		0.00		12,148.60		5.82
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		0.00		320.00		8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		194.85		10.59		2,305.15		7.79
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00		6,686.90		17.95
206-336-751.000	PHONES	6,615.20		1,451.01		604.31		5,164.19		21.93
206-336-753.000	UTILITIES	10,000.00		869.25		476.25		9,130.75		8.69
206-336-763.000	BUILDING MAINTENANCE	11,550.00		545.96		159.11		11,004.04		4.73
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		1,968.34		1,968.34		2,156.66		47.72
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,660.38		12,087.41		3,339.62		79.13
206-336-785.000	EDUCATION/ TRAINING	8,700.00		3,903.57		(1,968.34)		4,796.43		44.87
206-336-796.000	PHYSICALS	8,300.00		186.00		0.00		8,114.00		2.24
206-336-799.000	OFFICE/ COMPUTER	5,910.00		255.02		0.00		5,654.98		4.32
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		2,400.00		1,200.00		7,600.00		24.00
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00		0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		9,021.00		3,881.00		18,979.00		32.22
Total Dept 336 - FIRE OPERATING		311,241.20		63,711.45		26,456.29		247,529.75		20.47
TOTAL EXPENDITURES		311,241.20		63,711.45		26,456.29		247,529.75		20.47
Fund 206 - FIRE FUND:										
TOTAL REVENUES		311,241.19		66,678.62		11,939.57		244,562.57		21.42
TOTAL EXPENDITURES		311,241.20		63,711.45		26,456.29		247,529.75		20.47
NET OF REVENUES & EXPENDITURES		(0.01)		2,967.17		(14,516.72)		(2,967.18)		1,700.00

# Hartford Fire Department

Hartford, MI

This report was generated on 9/5/2023 8:49:11 AM



## Personnel Count per Incident for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT NUMBER	DATE	INCIDENT TYPE	FDID	NUMBER OF PEOPLE		
				ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-404	8/1/2023 20:07:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-405	8/1/2023 23:25:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-406	8/3/2023 09:53:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-407	8/3/2023 14:11:00	554 - Assist invalid	08006	2	1	3
2023-408	8/4/2023 18:56:00	500 - Service Call, other	08006	1	1	2
2023-409	8/5/2023 01:26:00	554 - Assist invalid	08006	1	1	2
2023-410	8/5/2023 05:54:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-411	8/5/2023 16:10:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-412	8/6/2023 09:50:00	554 - Assist invalid	08006	1	0	1
2023-413	8/7/2023 12:48:00	733 - Smoke detector activation due to malfunction	08006	1	1	2
2023-414	8/7/2023 15:34:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-415	8/7/2023 20:37:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-416	8/7/2023 22:51:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-417	8/8/2023 13:18:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-418	8/8/2023 20:28:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-419	8/8/2023 23:39:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-420	8/10/2023 08:43:00	500 - Service Call, other	08006	2	0	2
2023-421	8/11/2023 13:21:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-422	8/12/2023 05:38:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-423	8/12/2023 13:18:00	311 - Medical assist, assist EMS crew	08006	4	1	5
2023-424	8/12/2023 23:31:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-425	8/13/2023 13:40:00	311 - Medical assist, assist EMS crew	08006	1	6	7
2023-426	8/13/2023 14:29:00	321 - EMS call, excluding vehicle accident with injury	08006	3	6	9
2023-427	8/14/2023 16:41:00	324 - Motor vehicle accident with no injuries.	08006	3	0	3
2023-428	8/14/2023 21:33:00	733 - Smoke detector activation due to malfunction	08006	1	1	2
2023-429	8/15/2023 07:55:00	324 - Motor vehicle accident with no injuries.	08006	1	1	2
2023-430	8/15/2023 08:10:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-431	8/16/2023 14:03:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-432	8/17/2023 12:51:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-433	8/17/2023 20:04:00	736 - CO detector activation due to malfunction	08006	1	2	3
2023-434	8/19/2023 18:14:00	111 - Building fire	08006	5	0	5
2023-435	8/20/2023 20:02:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-436	8/20/2023 22:33:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-437	8/21/2023 18:39:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-438	8/21/2023 19:29:00	554 - Assist invalid	08006	3	0	3
2023-439	8/22/2023 09:20:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-440	8/22/2023 16:56:09	733 - Smoke detector activation due to malfunction	08006	1	0	1

Only REVIEWED incidents included



Hartford Fire Board

Hartford Fire Department, Hartford Michigan

Investment Policy

**APPROVED**

# HARTFORD FIRE BOARD

## Investment Policy

### Overview

The Hartford Fire Board is a community board operating under Urban Cooperation Act of 1967. The fire department functions under the direction of a Fire Chief who is appointed by a five-member board from the two entities which includes Hartford Township and the City of Hartford. The purpose of this Investment Policy is to establish the investment scope, objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the investment of the funds of the Hartford Fire Board.

This Investment Policy has been adopted by resolution of the Hartford Fire Board Hartford, Michigan and replaces all previous investment policies or resolutions concerning the cash management or investment of the fire department funds.

### Policy

It is the policy of the Hartford Fire Board to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the fire department and conforming to Michigan Public Act 20 of 1943.

### Scope

This Investment Policy applies to the financial assets of the fire operating fund.

### Investment Objectives

The fire department funds shall be invested in accordance with all applicable department policies, State statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Safety: Preservation of capital and protection of investment principal
- Liquidity: Maintenance of sufficient liquidity to meet anticipated disbursements and cash flows
- Yield: Attainment of a market rate of return equal to or higher than the performance measure recommended by the Treasurer and approved by the Chief Financial Officer.

### Prudence and Indemnification

The standard of prudence to be used in managing the fire department's assets is the "prudent investor" rule which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income

to be derived. The fire department's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The fire department shall recognize that investment is without risk and that the investment activities of the fire department are a matter of public record. Accordingly, the fire department recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security before maturity can be in the best long-term interest of the fire department.

Personnel acting in accordance with this Investment Policy and written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change, or other loss in accordance with the fire department's Indemnification Policy in effect at the time.

#### Delegation of Authority

The ultimate responsibility and authority for the investment of all fire department funds resides with the Fire Chief. The fire chief may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized persons. The Treasurer of the Hartford Fire Board or fire department's finance officer are authorized to transact investment business on behalf of the department.

The fire department may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the fire department's resources. Such services may include engagement of financial advisors in conjunction with debt issuance, portfolio management, third party custodial services, and appraisals by independent rating services.

#### Ethics and Conflicts of Interest

All fire department employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair, or create the appearance of an impairment of, their ability to make impartial investment decisions. Employees shall comply with all applicable laws, regulations, professional codes of responsibilities and fire department policies.

#### Selection of Banks

The fire chief shall maintain a list of banks and savings banks authorized to provide depository and other banking services and from which the department may purchase Time Certificates of Deposit. To be authorized, a bank must be eligible to be a depository of funds belonging to the State of Michigan and maintain a principal office or branch office in Michigan. Banks that fail to meet this criteria, or in the judgment of the fire chief no longer offer adequate safety to the department, will be removed from the list.

## Authorized Investments and Transactions

All investments for the fire department shall be made in accordance with Michigan State statutes: Act 20 of 1943 as amended, M.C.L. 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932 as amended, M.C.L. 129.12, Depositories for Public Moneys.

The department has further delineated the types of securities and transactions eligible for use by the fire department as follows:

1. U.S. Treasury Obligations: United States Treasury Bills, Treasury Notes, Treasury Bonds, and Treasury Strips with maturities not exceeding fifteen years from the date of trade settlement. There is no limit on the percentage of the portfolio that may be invested in these obligations.
2. Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding ten years from the date of trade settlement. Federal Instrumentality Securities: Debentures, discount notes, step-up and callable securities with a final maturity not exceeding ten years from the date of trade settlement.
3. Time Certificates of Deposit with a maturity not exceeding five years, and issued by state or federally chartered banks or savings banks as defined in M.C.L. 129.16, "Depositories for Public Money", that are eligible to be a depository of funds for the State of Michigan, and Certificates of Deposit that are purchased in accordance with M.C.L. 129.91 guidelines.
4. Obligations of the State of Michigan or any of its political subdivisions with a final maturity not exceeding ten years from the date of trade settlement, that are rated at least A- or the equivalent with a stable or positive rating outlook by at least one nationally recognized statistical rating organization (NRSRO).
5. Prime Commercial Paper with an original maturity of 270 days or less which is rated A-1 or the equivalent at the time of purchase by not less than two NRSROs. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated A or the equivalent by not less than two of those rating services.
6. Repurchase Agreements with a termination date of 90 days or less collateralized by U.S. Treasury Obligations or Federal Instrumentality Securities listed in 1 and 3 above with maturities not exceeding ten years.
7. Money Market Mutual Funds registered under the Investment Company Act of 1940 that are "no-load" (i.e., no commission or fee shall be charged on purchases or sales of shares); have a constant daily net asset value per share of \$1.00; limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation; have a maximum stated maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and are rated either AAAm or the equivalent.

8. Investment Pools organized under Act 367 of 1982, MCL 129.111 to MCL 129.118, Surplus Funds Investment Pool Act, that are "no-load"; have a constant daily net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation.
9. Joint Interlocal Investment Ventures organized under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, M.C.L. 124.501 to 124.512 that are "no-load"; have a constant net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for municipalities; and are rated either AAAM by Standard and Poor's, Aaa by Moody's or AAAN1+ by Fitch.
10. Local Government Investment Pools were organized under Section 4 of Public Act 121 of 1985, the Local Government Investment Pool Act.

#### Portfolio Maturities and Liquidity

To the extent possible, the fire department's investments shall be matched with anticipated cash flow requirements. The fire department shall not have investments maturing more than five years from the date of trade.

#### Safekeeping and Custody

The fire chief shall approve one or more investment institutions to provide safekeeping and custodial services for the fire department. A fire department approved safekeeping agreement shall be executed with each custodial bank. To be eligible, a bank must be eligible to be a depository of funds belonging to the State of Michigan.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the fire department. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investments shall be evidenced by a safekeeping receipt or a customer confirmation issued to the fire department by the custodian institution stating that the securities are held in the Federal Reserve System in a customer account for the custodian bank which will name the fire department as the customer.

#### Performance Benchmarks

The fire department investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the US Treasury security that most closely corresponds to the portfolio's weighted average effective maturity.

#### Reporting

The fire chief shall prepare a quarterly investment report summarizing the investments held by the department and the current market value of those investments.

**INVESTMENT POLICY ADOPTION RESOLUTION**

On September 11, 2023, the Hartford Fire Board meeting the following was resolved.

**WHEREAS** , the board of the Hartford Fire Board, in exercising its fiduciary responsibilities , desires to safeguard the funds of the Hartford Fire Board that may be invested from time to time, and

**WHEREAS**, Public Act 196 of 1997, MCL 129.91, as amended, requires boards, in consultation with the fire board secretary-treasurer and finance officer, to adopt and investment policy, now

**THEREFORE, BE IT RESOLVED**, that this adopted investment policy is applicable to all public funds belonging to the Hartford Fire Board and in the custody of the fire chief;

**BE IT RESOLVED**, that the fire chief is authorized to manage fire department funds and may invest them according to the Hartford Fire Board Policy and that a prudent fiduciary standard shall be applied in the context of managing the overall portfolio.

On September 11, 2023 a motion was made by Chairman Ron Sefcik and supported by Vice Chairman Chad Hunt to adopt the Hartford Fire Board Investment Policy.

Roll Call:

Ron Sefcik	Yes
Chad Hunt	Yes
Hellen Sullivan	Yes
Carlos Ledesma	Yes

Resolution and Policy declared and adopted on September 11, 2023

**APPROVED**



# HARTFORD FIRE DEPARTMENT

## CREDIT CARD USE POLICY

The Hartford Fire Board established this Credit Card Use Policy permitting the use of Fire Board-issued credit cards to authorized Fire Department employees.

### Cardholder Responsibilities, Requirements, and Procedures:

- a. Ensure that the credit card is used in compliance with spending limits established in the Fire Board's Purchasing Policy.
- b. Only authorized employees of the Hartford Fire Department may use the Fire Board credit card.
- c. A Fire Board credit card may be used for the purchase of goods and services for official business of the Hartford Fire Department only.
- d. The employee using the credit card must submit receipts and related documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.
- e. Above said receipts and documentation must be submitted to the Financial Administrator in a timely manner to reconcile against the monthly credit card statement. Failure to do so may result in de-authorization of the credit card.
- f. The employee issued the card is responsible for its protection and custody and shall immediately notify the Fire Board Treasurer if the card is lost or stolen.
- g. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6368410) if it is used for the purchase of goods or services in the State of Michigan.
- h. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the Fire Board's Purchasing Policy.

**APPROVED**

**Issuance:** The Fire Board Credit Card is issued from the First National Bank of Omaha and shall have the name of the Fire Board Treasurer. The Treasurer shall be responsible for periodically determining which institution the Fire Board shall select for obtaining Fire Board issued credit cards.

Credit Card use is authorized to the individuals holding the following positions with the referenced credit limit of \$5,000.

Fire Board Treasurer  
Fire Board Financial Administrator  
Fire Chief  
Asst. Fire Chief

**Internal Control Procedures:**

The Fire Board Treasurer is the administrator of this policy and shall be generally responsible for overseeing compliance with this policy.

The Fire Board Treasurer shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of Fire Board credit cards and overseeing compliance with this policy.
- b. Accounting and payment of expenses.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid by the due date each month.
- e. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The Fire Board Treasurer, or designee, shall be responsible for retrieval of assigned Fire Board credit cards upon the retirement, resignation, termination, or leave of absence of employees.

Any employee found guilty of illegal or unauthorized use of a Fire Board credit card is subject to penalties allowed by law and/or disciplinary action(s) under the Fire Board's Personnel Policy, standard operating procedures, and policies, up to and including termination.

## Attachment A

### HARTFORD FIRE DEPARTMENT Credit Cardholder Agreement

Requirements for use of a Fire Board Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, Hartford Fire Department/Hartford Fire Board, Hartford Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Hartford Fire Board, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse Hartford Fire Department/Hartford Fire Board for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Township's Personnel Policy, and other applicable rules, procedures, and policies up to and including termination. Hartford Fire Board will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
Name (Please Print)

I acknowledge receipt of the attached Credit Card Use Policy and agree to abide by this Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Below, For Treasurer Use Only)*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Hartford Fire Department, Hartford Michigan

## Purchasing Policy

**Purpose:** To define the proper procedure for purchasing goods and services on behalf of the Hartford Fire Department.

**Procedure:**

1. Authorized Purchasing Agents of the Hartford Fire Department shall be the following-
  - Fire Chief
  - Assistant Fire Chief
  - Fire Board Financial Administrator
  - Fire Board Treasurer
  - a. The Purchasing Agents shall have the ability to authorize expenditures up to \$5,000.00 per purchase in acquiring goods and services on behalf of the Hartford Fire Department in its day-to-day operations.
2. When making purchases of \$5,000.00 or less:
  - a. These purchases may be made in the open market without acquiring 2 or more bids for the good or service.
  - b. Purchases are encouraged to be made from existing goods or service vendors to the Hartford Fire Department.
  - c. Invoices shall be submitted to the financial administrator for approval by the Fire Board and payment made in accordance with "Policy for paying Bills in Advance".
  - d. Purchases may be made with Hartford Fire Board Credit Card in accordance with the Hartford Fire Department Credit Card Use Policy.
3. When making purchases over \$5,000.00:
  - a. These purchases may be made in the open market by first acquiring 2 bids.
    - i) The acting purchasing agent shall acquire these bids in writing. The acting purchasing agent shall keep a written record of the bids received.
    - ii) The acting purchasing agent shall present these bids in writing at the next available Fire Board Meeting for consideration and approval.
4. When making purchases in excess of \$10,000.00:
  - a. Joint approval will be required from the City of Hartford & Hartford Township in accordance with the Joint Agreement established by the respective municipalities.
  - b. Purchases of goods and services costing more than \$10,000.00 will require a minimum of 2, sealed competitive bids.

APPROVED

# Hartford Fire Department, Hartford Michigan Automated Clearing House (ACH) and Electronic Transfer of Funds Policy

**Purpose:** This policy shall govern the use of electronic transfer of funds and ACH arrangements for the Hartford Fire Department and Hartford Fire Board:

## Definitions:

“Automated Clearing House”, or “ACH”, means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An “ACH Agreement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH Transaction” means an electronic payment, debit or credit transfer, processed through an automated clearinghouse.

An “ACH Policy” means the procedures and internal controls as determined under this written policy developed and adopted by the Hartford Fire Board.

## Authority:

The Fire Board Treasurer and or Fire Board Financial Administrator may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq*), or to provisions of law or charter concerning the issuance of debt by a local unit.

## Responsibility:

The Fire Board Treasurer and or Fire Board Financial Administrator is responsible for the Hartford Fire Board ACH agreements. Including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy.

APPROVED

# **Fire Chiefs Report**

**September 2023**

## **INFORMATION:**

1. Meetings Attended:
  - Township
  - City
2. Worked with the Auditor-getting info. Documents that he needed.
3. Ordered Fire Prevention Material – Fire Truck
4. Applied for Medical Continuing Education

**Robbie Harting – Fire Chief**

# Hartford Fire Department

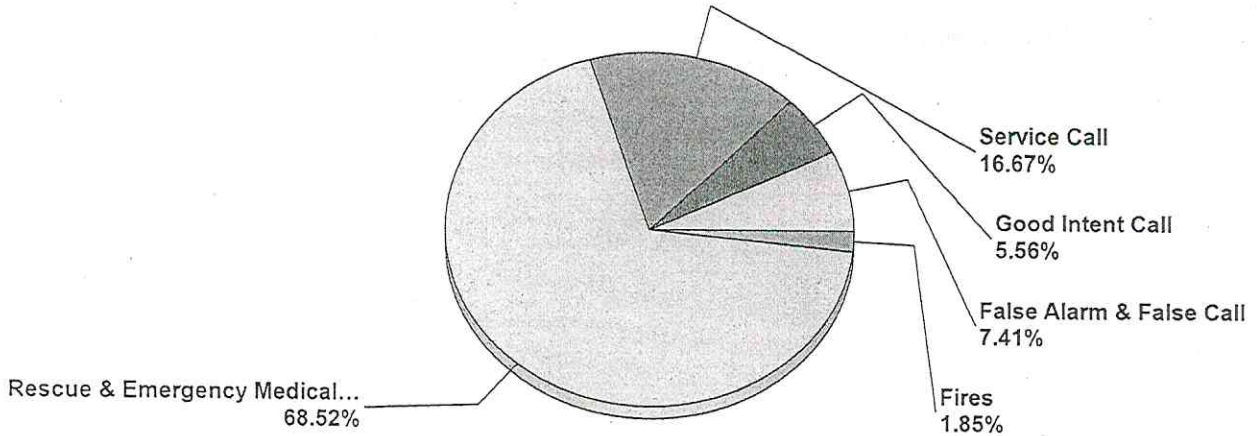
Hartford, MI

This report was generated on 9/5/2023 8:46:45 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.85%
Rescue & Emergency Medical Service	37	68.52%
Service Call	9	16.67%
Good Intent Call	3	5.56%
False Alarm & False Call	4	7.41%
<b>TOTAL</b>	<b>54</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Hartford Fire Department

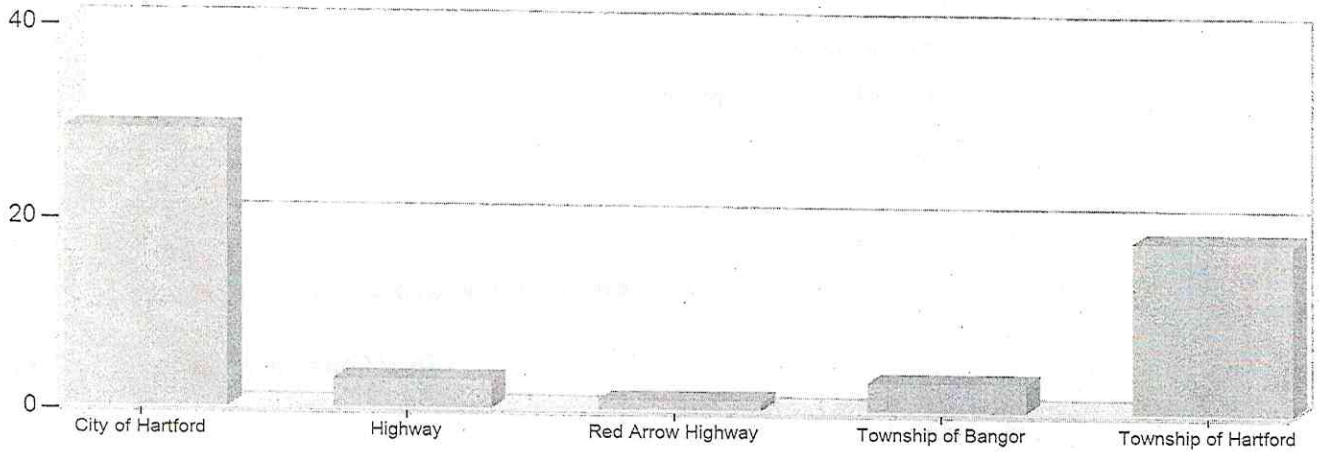
Hartford, MI

This report was generated on 9/5/2023 8:53:47 AM



## Incident Type Count per Zone for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



ZONES	INCIDENT TYPE	COUNT
<b>City of Hartford - Hartford</b>		
	311 - Medical assist, assist EMS crew	13
	321 - EMS call, excluding vehicle accident with injury	4
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	500 - Service Call, other	3
	554 - Assist invalid	3
	611 - Dispatched & cancelled en route	1
	733 - Smoke detector activation due to malfunction	2
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	29
<b>Highway - I 94</b>		
	324 - Motor vehicle accident with no injuries.	2
	500 - Service Call, other	1
	<i>Total Incidents for Highway - I 94:</i>	3
<b>Red Arrow Highway - Red Arrow Highway</b>		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i>	1
<b>Township of Bangor - Bangor</b>		
	311 - Medical assist, assist EMS crew	1

Zone information is defined on the Basic Info 3 screen of an incident.  
Only REVIEWED incidents included.





# Hartford Fire Department

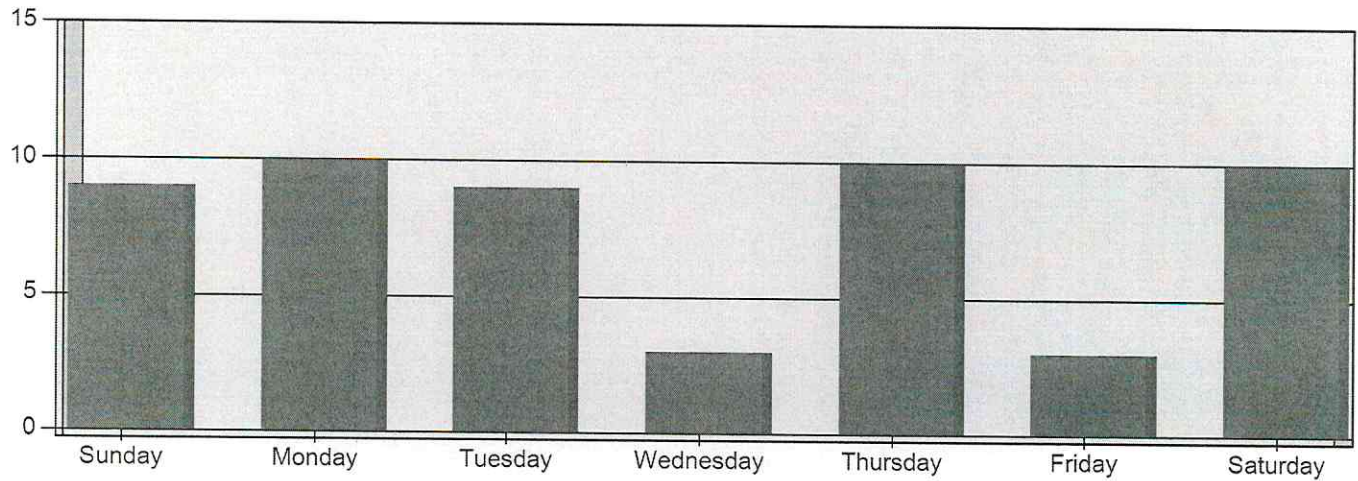
Hartford, MI

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## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2023 | End Date: 08/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	10
Tuesday	9
Wednesday	3
Thursday	10
Friday	3
Saturday	10

TOTAL

54

Only Reviewed incidents included.



emergencyreporting.com  
Doc Id: 1284  
Page # 1 of 1

# Hartford Fire Department

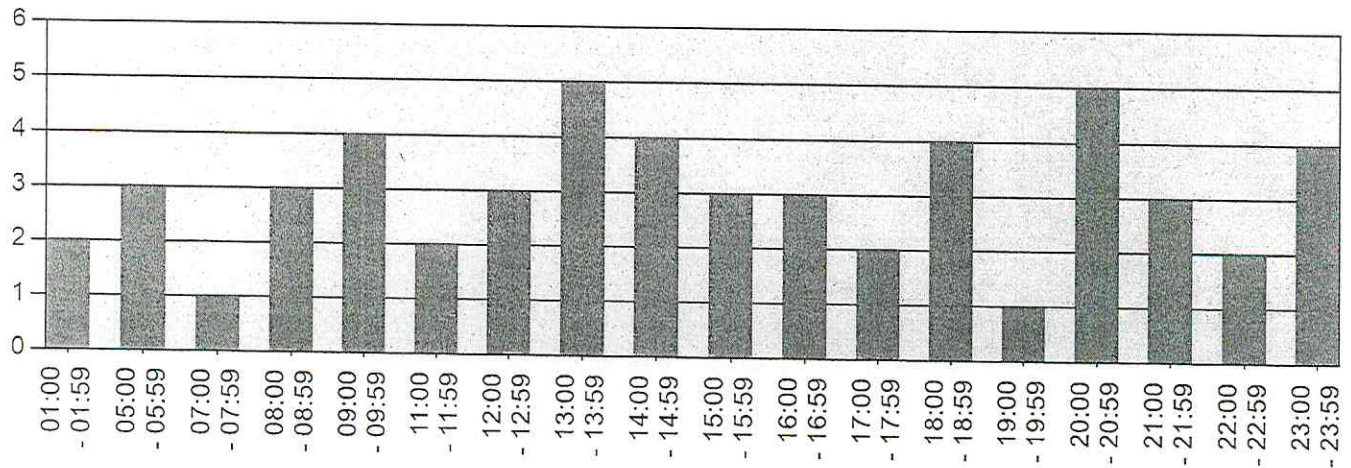
Hartford, MI

This report was generated on 9/5/2023 8:52:22 AM



## Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2023 | End Date: 08/31/2023



HOUR	# of CALLS
01:00 - 01:59	2
05:00 - 05:59	3
07:00 - 07:59	1
08:00 - 08:59	3
09:00 - 09:59	4
11:00 - 11:59	2
12:00 - 12:59	3
13:00 - 13:59	5
14:00 - 14:59	4
15:00 - 15:59	3
16:00 - 16:59	3
17:00 - 17:59	2
18:00 - 18:59	4
19:00 - 19:59	1
20:00 - 20:59	5
21:00 - 21:59	3
22:00 - 22:59	2
23:00 - 23:59	4
<b>TOTAL:</b>	<b>54</b>

Only REVIEWED incidents included.



# Hartford Fire Department

Hartford, MI

This report was generated on 9/5/2023 8:52:52 AM



## Incident Count per User-Defined Fields for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: Dispatch Priority (Required)</b>	
1	28
2	21
3	5

<b>USER-DEFINED FIELD: Lift Assist (Required)</b>	
No	49
Yes	5

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.



# Hartford Fire Department

Hartford, MI

This report was generated on 9/5/2023 8:50:15 AM



## Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 08/01/2023 | End Date: 08/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
<b>Station: Hartford Fire Department</b>		
Fry, Steven	7	13.0%
McGrew, Kevin	50	92.6%
VanDeWiele, Cary	6	11.1%
Bodary, Brandon	23	42.6%
Chappell, Mike	5	9.3%
Eastman, Scott	4	7.4%
Flemming, Ryan	1	1.9%
Harting, Robbie	9	16.7%
High, Sara	1	1.9%
Hunt, Cole	5	9.3%
McClellan, Troy	2	3.7%
Reed, Kevin	1	1.9%
Roberts, Khelun	20	37.0%
Sharpe, Ian	8	14.8%
Weberg, Scott	19	35.2%
<b>Total Incidents for Station Hartford Fire Department</b>	<b>54</b>	

Total Incidents for all Stations

54

Displays the number and percentage of Incidents attended by each Personnel for each Station in the agency over the selected Date Range. Only Reviewed incidents are included.



## Assistant Chief Report

September

### Information

- Policies for auditor
- All Gear has been delivered
- Provided Fire Coverage at Flywheelers in South Haven
- Trucks in Both Lawrence Labor Day Parades
- Smoke Alarm Installs
- Flu Clinic @ Station on September 22nd 9am-2:00
- Car Seat Check @ Station on September 12th 5-7pm

Meetings Attended: Township Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief