

**Hartford Fire Board Meeting  
June 12, 2023  
May Business**

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**Hartford Fire Board**  
Agenda  
Monday, June 12, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Additions or Deletions to the agenda
- V. Approval of the Agenda as presented. Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VI. Presentation from Ryan Marschke with Hungerford Nichols on the audit.
- VII. Approval of previous meeting minutes from ~~April 10~~ May 8, 2023: Motion by \_\_\_\_\_ Second \_\_\_\_\_ Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VIII. Approval of May Treasurer's report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer's report as presented. Motion \_\_\_\_\_ Yea: \_\_\_\_\_ Nay: \_\_\_\_\_
  - a. Accounts Payable: Amount **\$30,799.68** Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call vote Motion \_\_\_\_\_ Yea: \_\_\_\_\_ Nay: \_\_\_\_\_
- IX. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- X. Fire calls
- XI. Unfinished Business:
  - i. Continued discussion of Employee Hand Book updates Motion by \_\_\_\_\_ to approve the updated Hartford Fire Department Handbook Second by \_\_\_\_\_ Motion \_\_\_\_\_
- XII. New Business:
  1. Discussion of Huntington accounts.

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 June 12, 2023**

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

**Others Present:** Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik called the meeting to order at 7:00 p.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 June 12, 2023 was presented and amended. Motion by Hunt; Second by Birmele; to approve the agenda as amended. Yeas: 5; Nays 0; Motion: Approved

Presentation by Ryan Marschke of Hungerford Nichols—The Hartford Fire Board was given a “Clean Opinion” with a strong fund balance.

The proposed minutes of the May 8, 2023 Fire Board meeting were presented. Motion by Sullivan; Second by Sefcik to accept the minutes as presented. Yeas: 5, Nays 0 Motion: Approved

The May Treasurer’s report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer’s report as presented. Yeas: 5, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$30,799.68** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$30,799.68**. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Sullivan, Ledesma, Sefcik Nays: 0

**Unfinished Business:**

1. Continued Discussion of Employee HandBook updates Motion by Hunt to approve the updated Hartford Fire Department Handbook Second by Ledesma Motion Approved Yeas: 5, Nays 0

**New Business:**

1. Discussion of Huntington accounts. Ledesma is completing the paperwork for the 2 new investment accounts.
2. Meeting dates for 2023/2024 were discussed Sefcik made a motion to continue the meetings on the second Monday of each month. Second by Hunt Motion: Approved Yeas: 5, Nays 0

**Fire Chief’s Report:**

**Meetings Attended:**

- Township
- City

- VBC Medical Control
- VBC FF Training Committee

**Information:**

1. Participated in end of year water days for Redwood.
2. Annual hose testing completed. See Report in packet.
3. Strawberry Festival this past weekend
4. VBEMS may be providing service sooner than July 1<sup>st</sup>

Respectfully Submitted,  
*Robbie Harting*  
Robbie Harting-Fire Chief

**Assistant Fire Chief's Report:**

**Meetings Attended:**

**Information:**

- Pancake Breakfast
- Flags out at Cemetary
- Additional work on Mule
- Proctored FF 1 & 2 Practical Exam
- Elementary School Event
- Working on Grant from State of Michigan
- Initial mule training completed
- Investigating a company to re-couple hoses which did not pass—need to complete a cost analysis

Respectfully Submitted,

*K. McGrew*

Kevin McGrew-Assistant Fire Chief

**Other Board Business:**

Motion Sefcik; second by Ledesma to close meeting at 7:44 pm. Yeas: 5, Nays:0 Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

**HARTFORD FIRE BOARD MEETING**  
**Minutes of Fire Board Meeting May 8, 2023**

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

**Others Present:** Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik called the meeting to order at 7:00 p.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 May 8, 2023 was presented and amended. Motion by Sefcik; Second by Birmele; to approve the agenda as amended. Yeas: 4; Nays 0; Motion: Approved

The proposed minutes of the April 10, 2023 Fire Board meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented. Yeas: 4, Nays 0 Motion: Approved

The April Treasurer's report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer's report as presented. Yeas: 4, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$36,014.13** Motion by Birmele; Second by Sefcik; to pay bills in amount of **\$36,014.13**. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Ledesma, Sefcik Nays: 0

**Unfinished Business:**

- I. Continued Discussion of Employee HandBook updates

**New Business:**

- i. Discussion concerning MasterCard. Carlos Ledesma name will be on the card for security.
- ii. Approval of American Legion using Station Memorial Day Services as a back-up plan Motion by Sefcik Second by Hunt for American Legion using the station as a back-up. Yeahs: 5 Nays: 0 Motion: Approved

**Fire Chief's Report:**

**Meetings Attended:**

- Township
- VBC Medical Control
- VBC FF Training Committee

**Information:**

1. Scheduled UTV/ATV training for new Mule operations

2. SOP/SOG to come on operation/use of the Mule.
3. 2022 Van Buren County Annual Report
4. Smoke Alarms are still available
5. ATV training (certified by state) will take place in July
6. HFD earned an ISO rating of 4

Respectfully Submitted,  
*Robbie Harting*  
Robbie Harting-Fire Chief

**Assistant Fire Chief's Report:**

**Meetings Attended:**

- City Council
- Township

**Information:**

- Awarded \$2,500 from TC ENERGY grant—rit pack & pack tracker
- Awarded \$1,400 from Wolverine Pipeline Grant—carcinogen blocking hoods
- Key Project
- Mule Project
- Fire Lane Signs—Bangor Twp paid half, we paid half.
- Probationary Members On-boarded

Respectfully Submitted,  
*K. McGrew*

Kevin McGrew-Assistant Fire Chief

**Other Board Business:**

Burned out houses in the City were discussed. They are in the hands of the City. Both buildings are condemned.

Motion by Sullivan; second by Ledesma to close meeting at 7:59 pm. Yeas: 5, Nays:0 Motion:  
Approved

Respectfully submitted,

Gerald Birmele, Secretary



**Treasurer's Report for meeting on June 12, 2023  
For the month ending May 31, 2023**

Cash Balances

**Operations – General Fund**

Reconciled Cash Balances of Prior Month ended April 30, 2023–Huntington **\$ 142,919.92**

**XXX Deposits**

City of Hartford – Contribution	\$ 11,484.76
Township of Hartford – Contribution	\$ 14,036.94
Pride Care	\$ 0.00
Township Ass't Chief Grant (April & May)	\$ 1600.00
Bangor Township Cost Recovery	\$ 656.00
Interest	\$ 33.82
TC Energy Grant	\$ 2,500.00

**Total Deposits \$ 30,311.52**

**Total Balance of General Fund \$ 173,231.44**

**XXX Expenditures for approval:**

Vendors payable	\$ 14,709.33
Grant Expense	\$ 3,694.33
Payroll released May 2023 (11,194.26 – 2,123.78)	\$ 9,070.48
Bank Fees	\$ 75.50
MI & Fed Tax Withholdings	\$ 3,250.04

**Total Expenditure \$ 30,799.68**

**General Fund Balance May 31, 2023 \$ 142,431.76**

**Capital Equipment**

Reconciled Cash Balance as of May 31, 2023–Millage Fund **\$ 184,583.10**

Reconciled Cash Balance as May 31, 2023–Maintenance Fund **\$ 13,355.40**

Reconciled Cash Balance as of May 31,2023—Donations & Contributions **\$ 8075.77**

Cash Balances for month May 31, 2023 **\$ 340,491.29**

**Invested Capital Equipment**

Huntington Investment #TCL6358 – Millage Fund Investment April 30, 2023 **\$ 9,937.76**

Huntington Investment #TCL6901 Investment April 30, 2023 **\$ 91,243.79**

**Hartford Fire Board  
June 12, 2023 Meeting  
Income & Expense and Expenses by Vendor Summary  
May Business**

**Expense by Vendor**

	<u>May 23</u>
A T & T	-405.70
Best Way Disposal	-83.25
Bio Care, Inc.	-900.00
Carlos Ledesma	-60.00
Chad Hunt	-60.00
City of Hartford {2}	-539.82
Comcast	-230.13
Dalmation Fire Equipment LLC	-2,774.03
Doug deBest	-480.00
First Bankcard	-889.37
Helen Sullivan	-60.00
IRS Online Payment	-2,615.68
Jerry Birmele	-60.00
Kellogg Hardware	-156.83
Macqueen Equipment	-2,615.95
Moses Fire Equip. Inc.	-358.20
North Breathing Air, LLC	-550.00
Ron Sefcik	-60.00
ShellFleet Plus Card	-370.77
Spencer Manufacturing, Inc.	-786.00
Tri-City Record	-560.00
U S Business Systems	-93.60
TOTAL	<u>14,709.33</u>

**Grant Expense**

	<u>May 23</u>
Other Income/Expense	
Other Expense	
Grant Expenditures	3,694.33
Total Other Expense	<u>3,694.33</u>
Net Other Income	-
Net Income	<u>3,694.33</u>

**Income & Expense**

	<u>May 23</u>
Ordinary Income/Expense	
Income	

401 Hartford Township	14,036.94
402 Hartford City	11,484.76
404 Interest	86.20
420 Bangor 1st Resp Reimburse	431.00
Grant Receivables	2,500.00
Hartford Township Grants	<u>1,600.00</u>
Total Income	<u>30,138.90</u>
Gross Profit	30,138.90
Expense	
500 Payroll	
500.1 Fire Chief	4,498.50
500.2 Firefighters/Medics	3,949.76
500.3 Support Staff	636.00
500.4 Chief Retirement	539.82
500 Payroll - Other	<u>810.00</u>
Total 500 Payroll	10,434.08
502 Utilities	
502.1 Internet-Telephone	230.13
502.4 First Net-AT&T	<u>405.70</u>
Total 502 Utilities	635.83
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	126.81
505.5-Trash	<u>83.25</u>
Total 505 Building Maintenance	210.06
506 Fuel	
506.1 Unleaded Gas	<u>370.77</u>
Total 506 Fuel	370.77
508 Vehicle Maintenance	
508.3 Heavy Rescue #1871	<u>786.00</u>
Total 508 Vehicle Maintenance	786.00
511 Office	
511.1 Office Equipment	119.99
511.3 Office Supplies	236.63
511.6 Copy Maintenance	<u>93.60</u>
Total 511 Office	450.22
513 Payroll Taxes	2,615.68
515 Equipment & Equip Maint	
515.10 Firefighting Foam	358.20
515.7 Eqt Maintenance Other	<u>0.00</u>
Total 515 Equipment & Equip Maint	358.20
516 Training	
516.2 Firefighter I & II	1,040.00

**Hartford Fire Board  
June 12, 2023 Meeting  
Income & Expense and Expenses by Vendor Summary  
May Business**

516.5 Drivers Training	28.58	Other Income/Expense	
Total 516 Training	1,068.58	Other Expense	
518 Physicals		Grant Expenditures	3,694.33
518.1 Annual Physicals	900.00	Total Other Expense	3,694.33
Total 518 Physicals	900.00	Net Other Income	-3,694.33
525 Personal Equipment		Net Income	-170.88
525.1 Duty Gear	2,980.73		
525.2 Personal Equipment	127.21		
525.3 Small Equipment	96.01		
Total 525 Personal Equipment	3,203.95		
526 FEMA Grant	2,500.00		
527 Bank Fees	80.50		
528 Bd Members Compensation	300.00		
529 Mandatory Annual Testing			
529.8 Air Compressor	550.00		
Total 529 Mandatory Annual Testing	550.00		
Payroll Tax Expense	2,156.36		
Uncategorized Expenses	-4.78		
Total Expense	26,615.45		
Net Ordinary Income	3,523.45		

**Hartford Fire Board  
June 12, 2023 Meeting  
Payroll Summary  
May Business**

	TOTAL	
	Hours	May 23
<b>Employee Wages, Taxes and Adjustments</b>		
<b>Gross Pay</b>		
Salary	2.00	4,498.50
Assistant Fire Chief	2.00	500.00
Fire Board Office	39.75	636.00
Fire Call	14.00	220.00
Good Intent	2.00	32.00
Grant Pay	1.00	800.00
Lift Assist	9.00	145.25
Med Assist	100.00	1,582.50
Other	19.00	300.00
PI Accident	9.50	148.00
Shift Coverage	54.00	810.00
Training	94.00	1,416.26
Vehicle Inspection	7.00	105.75
<b>Total Gross Pay</b>	353.25	11,194.26
<b>Deductions from Gross Pay</b>		
Dental-Vision		0.00
Firefighters Assn Dues		-508.20
First Net AT&T		-65.40
Health Insurance		0.00
<b>Total Deductions from Gross Pay</b>		-573.60
<b>Adjusted Gross Pay</b>	353.25	10,620.66
<b>Taxes Withheld</b>		
Federal Withholding		-743.44
Medicare Employee		-162.32
Social Security Employee		-694.04
MI - Withholding		-523.98
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		0.00
<b>Total Taxes Withheld</b>		-2,123.78
<b>Net Pay</b>	353.25	8,496.88
<b>Employer Taxes and Contributions</b>		
Company FICA		694.04
Company Med		162.32
Retirement Fund		269.90
MI - Obligation Assessment		0.00
<b>Total Employer Taxes and Contributions</b>		1,126.26

**Hartford Fire Board Meeting  
June 12, 2023  
Balance Sheet & Deposit Detail  
May Business**

**BALANCE SHEET**

	<b>May 31, 23</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102 Regular Check Hunt..3427	120,217.06
105 CD Fund Equity..C...288	0.38
106 Millage Fund Hunt..3456	184,583.10
108 Maintenance Hunt....3469	13,352.00
Chemical Financial Advisors Donation &c Huntington #4992	69,932.47 8,075.77
Huntington Advisors #901	91,243.79
Huntington TLC006358	9,937.76
<b>Total Checking/Savings</b>	<b>497,342.33</b>
<b>Total Current Assets</b>	<b>497,342.33</b>
<b>TOTAL ASSETS</b>	<b>497,342.33</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>

**Deposit Detail**

Type	Nu m	Date	Name	Account	Amount
Deposit		05/17/20 23		102 Regular Check Hunt..3427	12,140.76
				402 Hartford City 525.3 Small Equipment	-11,484.76 -225.00
				420 Bangor 1st Resp Reimburse	-431.00
TOTAL					-12,140.76
Deposit		05/17/20 23		102 Regular Check Hunt..3427	4,100.00
				Hartford Township Grants	-1,600.00
				Grant Receivables	-2,500.00
TOTAL					-4,100.00
Deposit		05/17/20 23		102 Regular Check Hunt..3427	14,036.94
				401 Hartford Township	-14,036.94
TOTAL					-14,036.94
Deposit		05/31/20 23		108 Maintenance Hunt....3469	3.30
				404 Interest	-3.30
TOTAL					-3.30
Deposit		05/31/20 23		Donation &c Huntington #4992	2.06
				404 Interest	-2.06
TOTAL					-2.06

**Hartford Fire Board Meeting  
June 12, 2023  
Balance Sheet & Deposit Detail  
May Business**

		05/31/20			
Deposit		23	106 Millage Fund Hunt..3456	47.02	
			404 Interest	-47.02	
TOTAL				-47.02	
		05/31/20			
Deposit		23	102 Regular Check Hunt..3427	33.82	
			404 Interest	-33.82	
TOTAL				-33.82	
		05/31/20		102 Regular	
Payche		23	Flemming, Ryan C.	Check	0.0
ck	ACH	23	500.2	Hunt..3427	0
			Firefighters/Medics		
			500.2	32.00	
			Firefighters/Medics		
			Payroll Liabilities	-43.44	
			Payroll Tax		
			Expense	4.46	
			Payroll Liabilities	-4.46	
			Payroll Liabilities	-4.46	
			Payroll Tax		
			Expense	1.04	
			Payroll Liabilities	-1.04	
			Payroll Liabilities	-1.04	
			Payroll Liabilities	-23.06	
TOTAL				0.00	
		05/31/20		102 Regular	
Payche		23	Love, Kirkland	Check	0.0
ck	ACH	23	500.2	Hunt..3427	0
			Firefighters/Medics		
			410 Firefighters	16.00	
			Assn Dues	-14.10	
			Payroll Tax		
			Expense	0.99	
			Payroll Liabilities	-0.99	
			Payroll Liabilities	-0.99	
			Payroll Tax		
			Expense	0.23	
			Payroll Liabilities	-0.23	
			Payroll Liabilities	-0.23	
			Payroll Liabilities	-0.68	
TOTAL				0.00	
		05/31/20		102 Regular	
Payche		23	McClellan, Troy	Check	0.0
ck	ACH	23	500.2	Hunt..3427	0
			Firefighters/Medics		
			410 Firefighters	16.00	
			Assn Dues	-14.10	
			Payroll Tax		
			Expense	0.99	
			Payroll Liabilities	-0.99	
			Payroll Liabilities	-0.99	

**Hartford Fire Board Meeting  
June 12, 2023  
Balance Sheet & Deposit Detail  
May Business**

	Payroll Tax Expense	0.23
	Payroll Liabilities	-0.23
	Payroll Liabilities	-0.23
	Payroll Liabilities	<u>-0.68</u>
TOTAL		0.00

## Hartford Fire Board Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
303 Investment Market Changes	0.00		-3,364.58		
401 Hartford Township	14,036.94	15,313.02	162,515.55	168,443.22	183,756.24
402 Hartford City	11,484.76	10,208.68	118,222.93	112,295.48	122,504.16
404 Interest	86.20		601.80		
407 Insurance Reimbursement	0.00		85.00		
409 Fire Report Request	0.00	4.16	70.00	45.84	50.00
411 Hartford City Millage	0.00		35,921.36		
412 Hartford Township Millage	0.00		45,762.30		
420 Bangor 1st Resp Reimburse	431.00	718.15	8,897.00	7,899.72	8,617.87
521 Cost Recovery Reimbursement	0.00	756.89	1,277.17	8,325.79	9,082.68
DNR Grant	0.00		1,044.85		
Donation	0.00		8,094.73		
Grant Receivables	2,500.00		5,500.00		
Hartford Township Grants	1,600.00	800.00	8,800.00	8,800.00	9,600.00
Investment Income	0.00		1,589.05		
Other Revenues	0.00		2,715.00		
<b>Total Income</b>	<u>30,138.90</u>	<u>27,800.90</u>	<u>397,732.16</u>	<u>305,810.05</u>	<u>333,610.95</u>
<b>Gross Profit</b>	30,138.90	27,800.90	397,732.16	305,810.05	333,610.95
<b>Expense</b>					
<b>500 Payroll</b>					
500.1 Fire Chief	4,498.50	4,498.50	49,386.63	49,483.50	53,982.00
500.10 Chief Health Benefits	0.00	1,916.66	7,850.75	21,083.34	23,000.00
500.2 Firefighters/Medics	3,949.76	5,833.33	35,728.66	64,166.67	70,000.00
500.3 Support Staff	636.00	750.00	7,588.00	8,250.00	9,000.00
500.4 Chief Retirement	539.82	333.33	3,238.92	3,666.67	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	13,200.00	14,400.00
500 Payroll - Other	810.00		11,340.00		
<b>Total 500 Payroll</b>	<u>10,434.08</u>	<u>14,531.82</u>	<u>115,132.96</u>	<u>159,850.18</u>	<u>174,382.00</u>
<b>501 Professional, Insur. &amp; Legal</b>					
501.1 Legal Expenses	0.00	250.00	0.00	2,750.00	3,000.00
501.2 Professional - Audit	0.00	583.33	3,350.00	6,416.67	7,000.00
<b>Total 501 Professional, Insur. &amp; Legal</b>	<u>0.00</u>	<u>833.33</u>	<u>3,350.00</u>	<u>9,166.67</u>	<u>10,000.00</u>
<b>502 Utilities</b>					
502.1 Internet-Telephone	230.13	241.66	2,530.56	2,658.34	2,900.00
502.2 Electric	0.00	450.00	4,015.48	4,950.00	5,400.00
502.3 Natural Gas	0.00	125.00	2,686.00	1,375.00	1,500.00
502.4 First Net-AT&T	405.70	375.00	4,221.79	4,125.00	4,500.00
502.5 EPS Door Security	0.00	50.00	1,242.07	550.00	600.00
<b>Total 502 Utilities</b>	<u>635.83</u>	<u>1,241.66</u>	<u>14,695.90</u>	<u>13,658.34</u>	<u>14,900.00</u>
<b>503 Mileage</b>					
503.1 Mileage - other	0.00	8.33	0.00	91.67	100.00
<b>Total 503 Mileage</b>	<u>0.00</u>	<u>8.33</u>	<u>0.00</u>	<u>91.67</u>	<u>100.00</u>



## Hartford Fire Board Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>505 Building Maintenance</b>					
505.1 Bldg Supplies/Maintenanc	126.81	250.00	4,447.75	2,750.00	3,000.00
505.3 Grounds Maintenance	0.00	41.66	67.48	458.26	499.92
505.4 Capital Bldg Improvement	0.00	333.33	5,950.00	3,666.67	4,000.00
505.5-Trash	83.25	27.08	327.00	297.92	325.00
<b>Total 505 Building Maintenance</b>	<b>210.06</b>	<b>652.07</b>	<b>10,792.23</b>	<b>7,172.85</b>	<b>7,824.92</b>
<b>506 Fuel</b>					
506.1 Unleaded Gas	370.77	366.66	4,989.28	4,033.34	4,400.00
506.2 Diesel	0.00	250.00	3,322.59	2,750.00	3,000.00
<b>Total 506 Fuel</b>	<b>370.77</b>	<b>616.66</b>	<b>8,311.87</b>	<b>6,783.34</b>	<b>7,400.00</b>
<b>508 Vehicle Maintenance</b>					
508.1 Ladder #1841	0.00	258.33	19,961.59	2,841.67	3,100.00
508.2 Tanker #1831	0.00	175.00	5,649.79	1,925.00	2,100.00
508.3 Heavy Rescue #1871	786.00	175.00	2,572.01	1,925.00	2,100.00
508.4 Rescue Pickup #1869	0.00	33.33	476.95	366.67	400.00
508.5 Jeep #1860	0.00	33.33	501.07	366.67	400.00
508.6 Explorer #1810	0.00	33.33	594.50	366.67	400.00
508.7 Pick-Up #1801	0.00	33.33	9,222.63	366.67	400.00
508.8 #1802	0.00	33.33	3,050.73	366.67	400.00
<b>Total 508 Vehicle Maintenance</b>	<b>786.00</b>	<b>774.98</b>	<b>42,029.27</b>	<b>8,525.02</b>	<b>9,300.00</b>
<b>511 Office</b>					
511.1 Office Equipment	119.99	166.66	616.37	1,833.34	2,000.00
511.2 Equipment Repairs	0.00	12.50	0.00	137.50	150.00
511.3 Office Supplies	236.63	125.00	757.80	1,375.00	1,500.00
511.4 Printing	0.00	16.66	0.00	183.34	200.00
511.5 Software/Upgrades	0.00		1,530.94	1,200.00	1,200.00
511.6 Copy Maintenance	93.60	30.00	372.60	330.00	360.00
<b>Total 511 Office</b>	<b>450.22</b>	<b>350.82</b>	<b>3,277.71</b>	<b>5,059.18</b>	<b>5,410.00</b>
<b>512 Insurance</b>					
512.1 Worker's Comp	0.00	500.00	5,038.25	5,500.00	6,000.00
512.10 Accident & Sickness Ins	0.00	1,833.33	2,684.00	20,166.67	22,000.00
512.6 Automobile	0.00		-7,119.86		
512 Insurance - Other	0.00		11,466.00		
<b>Total 512 Insurance</b>	<b>0.00</b>	<b>2,333.33</b>	<b>12,068.39</b>	<b>25,666.67</b>	<b>28,000.00</b>
<b>513 Payroll Taxes</b>	<b>2,615.68</b>		<b>30,554.82</b>		
<b>515 Equipment &amp; Equip Maint</b>					
515.1 Ladder #1841	0.00	58.33	187.35	641.67	700.00
515.10 Firefighting Foam	358.20	83.33	358.20	916.67	1,000.00
515.11 Ford Truck	0.00	8.33	0.00	91.67	100.00
515.12 Air Tanks	0.00	237.50	3,066.28	2,612.50	2,850.00
515.2 Tanker #1831	0.00	58.33	187.40	641.67	700.00
515.3 Heavy Rescue #1871	0.00	475.00	3,721.20	5,225.00	5,700.00
515.4 Rescue Pickup #1869	0.00	16.66	35.94	183.34	200.00
515.5 Jeep #1860	0.00		0.00	0.00	0.00

## Hartford Fire Board Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.6 Explorer #1810	0.00	45.83	404.00	504.17	550.00
515.7 Eqt Maintenance Other	0.00	116.66	1,184.72	1,283.34	1,400.00
515.8 Small Equipment Maintenan	0.00	33.33	191.31	366.67	400.00
515.9 Medical Supplies	0.00	208.33	856.62	2,291.67	2,500.00
<b>Total 515 Equipment &amp; Equip Maint</b>	<b>358.20</b>	<b>1,341.63</b>	<b>10,193.02</b>	<b>14,758.37</b>	<b>16,100.00</b>
515.13 Ford Truck 1802	0.00	8.33	76.08	91.67	100.00
<b>516 Training</b>					
516.1 Fire Chief Training	0.00	166.66	709.96	1,833.34	2,000.00
516.2 Firefighter I & II	1,040.00	283.33	2,713.26	3,116.67	3,400.00
516.3 Medic	0.00	83.33	216.00	916.67	1,000.00
516.4 Fire Officer Classes	0.00	166.66	1,035.00	1,833.34	2,000.00
516.5 Drivers Training	28.58	16.66	28.58	183.34	200.00
<b>Total 516 Training</b>	<b>1,068.58</b>	<b>716.64</b>	<b>4,702.80</b>	<b>7,883.36</b>	<b>8,600.00</b>
<b>518 Physicals</b>					
518.1 Annual Physicals	900.00	666.66	7,593.75	7,333.34	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	275.00	300.00
<b>Total 518 Physicals</b>	<b>900.00</b>	<b>691.66</b>	<b>7,593.75</b>	<b>7,608.34</b>	<b>8,300.00</b>
<b>519 Subscriptions &amp; Dues</b>					
519.1 HelpNet	0.00	66.66	744.00	733.34	800.00
519.11 West MI Assn of Fire Chi	0.00	8.33	100.00	91.67	100.00
519.13 SMEMSIC	0.00	6.25	75.00	68.75	75.00
519.3 FirePrograms	0.00	166.66	1,968.34	1,833.34	2,000.00
519.4 IAFC	0.00	20.83	0.00	229.17	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	91.67	100.00
519.6 NFPA	0.00	25.00	175.00	275.00	300.00
519.9 MPSCS	0.00	8.33	0.00	91.67	100.00
519 Subscriptions & Dues - Other	0.00		230.00		
<b>Total 519 Subscriptions &amp; Dues</b>	<b>0.00</b>	<b>310.39</b>	<b>3,367.34</b>	<b>3,414.61</b>	<b>3,725.00</b>
521 Interest Payments	0.00		20.00		
<b>525 Personal Equipment</b>					
525.1 Duty Gear	2,980.73	583.33	6,821.19	6,416.67	7,000.00
525.2 Personal Equipment	127.21	233.33	1,995.64	2,566.67	2,800.00
525.3 Small Equipment	96.01	133.33	708.28	1,466.67	1,600.00
<b>Total 525 Personal Equipment</b>	<b>3,203.95</b>	<b>949.99</b>	<b>9,525.11</b>	<b>10,450.01</b>	<b>11,400.00</b>
526 FEMA Grant	2,500.00	208.33	2,500.00	2,291.67	2,500.00
527 Bank Fees	80.50	30.00	987.50	330.00	360.00
528 Bd Members Compensation	300.00	350.00	3,420.00	3,850.00	4,200.00
<b>529 Mandatory Annual Testing</b>					
529.1 Personal Veh Inspections	0.00	41.66	0.00	458.34	500.00
529.2 Fire Extinguishers	0.00	41.66	493.00	458.34	500.00
529.3 Hoses	0.00	250.00	2,791.60	2,750.00	3,000.00
529.4 Ladders	0.00	116.66	1,306.50	1,283.34	1,400.00
529.8 Air Compressor	550.00	83.33	1,470.00	916.67	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	1,008.34	1,100.00

**Hartford Fire Board**  
**Profit & Loss Budget Performance**  
**May 2023**

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 529 Mandatory Annual Testing	550.00	624.97	7,081.10	6,875.03	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	229.17	250.00
530.2 Maintenance Contract	0.00	58.33	494.55	641.67	700.00
Total 530 Generator	0.00	79.16	494.55	870.84	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	229.17	250.00
Total 531 Auxiliary	0.00	20.83	0.00	229.17	250.00
Insurance	0.00		3,846.00		
Payroll Tax Expense	2,156.36		23,265.42		
Reconciliation Discrepancies	0.00		-10.03		
Uncategorized Expenses	-4.78		135.90		
<b>Total Expense</b>	<u>26,615.45</u>	<u>26,674.93</u>	<u>317,411.69</u>	<u>294,626.99</u>	<u>321,301.92</u>
Net Ordinary Income	3,523.45	1,125.97	80,320.47	11,183.06	12,309.03
Other Income/Expense					
Other Expense					
Grant Expenditures	3,694.33		4,655.47		
Total Other Expense	3,694.33		4,655.47		
Net Other Income	-3,694.33	0.00	-4,655.47	0.00	0.00
<b>Net Income</b>	<u><u>-170.88</u></u>	<u><u>1,125.97</u></u>	<u><u>75,665.00</u></u>	<u><u>11,183.06</u></u>	<u><u>12,309.03</u></u>

# **Fire Chiefs Report**

**June 2023**

## **INFORMATION:**

### **1. Meetings Attended:**

- Township
- City
- VBC Medical Control
- VBC FF Training Committee

**2. Participated in end of year water days for Redwood.**

**3. Annual hose testing completed. See Report in packet.**

**4. Strawberry Festival this past weekend**

**Robbie Harting – Fire Chief**

## Assistant Chief Report

June

### Information

- Pancake Breakfast
- Flags out at Cemetary
- Additional work on Mule
- Proctored FF 1 & 2 Practical Exam
- Elementary School Event
- Working on Grant from State of Michigan

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

# Hartford Fire Board

436 East Main Street, Hartford, MI 49057  
(269)621-4707

## Schedule of Regular Meetings 7 p.m. on dates listed below

Monday, July 10, 2023  
Monday, August 14, 2023  
Monday, September 11, 2023  
Monday, October 9, 2023  
Monday, November 13, 2023  
Monday, December 11, 2023

Monday, January 8, 2024  
Monday, February 12, 2024  
Monday, March 11, 2024  
Monday, April 8, 2024  
Monday, May 13, 2024  
Monday, June 10, 2024

## at the Hartford Fire Department

436 E. Main St.  
Hartford, MI 49057

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

The Hartford Fire Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 7 days notice to the Hartford Fire Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chairman Ron Sefcik at 59320 62nd Street, Hartford MI 49057 or 269-325-5144

Posted on: 6/12/2023

Signature of Board Chairman \_\_\_\_\_



## Hartford Fire Department Fire Hose Testing Report June 01, 2023

Fire Hose Testing conducted by FireCATT follows all requirements dictated in the **1962 NFPA Standard 2018 Edition**.

Including the following for each length of hose:

- Annual Service Pressure Test per NFPA 1962 Standard, 2013 Edition using Patent Pending Computerized Technology designed for Safety, Accuracy, and Speed.
- Identification Number assigned using a Barcode on each coupling and redundant marking on the hose jacket at each end.
- Inspected-Outer Jacket, Inner Liner, Couplings, and Threads.
- Inspected-Gaskets and replaced as required.
- Lubrication of Couplings using fire hose manufacturer approved 100% silicone lubricant.
- Lubrication of all apparatus connection points using "Never Seize".
- All defective hose Tagged and removed from service. Location of defect(s) marked on hose.
- All Data Accurately recorded.

**The results of this testing are included in this report.**



Department	Hartford Fire Department
Address	436 East Main Street Hartford, MI 49057
Phone	(269) 757-4355
Date	June 01, 2023
Key Contact	Robbie Harting – Fire Chief
Feet Tested	Hose: 8,000'

### FIRE HOSE TEST SUMMARY REPORT

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	1419	NA	NA	NA	NA	5.00	25	200	PASS	NA	NA	STORZ
49057	NA	Rack	2382	NA	Jafline	May-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2383	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2384	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2385	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2387	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2392	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST



ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	2395	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2399	NA	Jafline	Apr-98	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2401	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2402	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2406	NA	Jafrib	Dec-10	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2407	NA	Jafrib	Dec-10	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	2410	NA	Jafline	Apr-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2411	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2412	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2413	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2416	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2420	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2421	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2422	NA	Jafrib	Aug-8	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	2427	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2428	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2429	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2430	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2434	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2443	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2444	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2445	NA	NA	NA	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	E-1871	2446	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2447	NA	NA	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2454	NA	Jafrib	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	2457	NA	Jafline	Apr-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2458	NA	Angus	Sep-5	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2460	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2461	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2462	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	E-1871	2463	NA	Jafline	Apr-12	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2464	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2465	NA	Angus	Sep-5	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2466	NA	Jafrib	NA	NA	3.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2467	NA	Jafline	Apr-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2468	NA	Imperial	Jun-89	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2469	NA	Angus	Jan-0	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	Rack	2471	NA	Jafline	May-9	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	2479	NA	Jafline	Apr-12	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2483	NA	Jafline	Aug-9	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	2484	NA	NA	NA	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2485	NA	Angus	Sep-2	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2487	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2488	NA	Jafline	Sep-10	NA	2.50	25	300	PASS	NA	NA	NST
49057	NA	T-1831	2489	NA	Jafline	Sep-10	NA	2.50	25	300	PASS	NA	NA	NST
49057	NA	T-1831	2490	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2491	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2493	NA	National	Apr-8	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	Rack	2495	NA	Jafline	Mar-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2496	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	2497	NA	Angus	Sep-2	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2498	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2499	NA	Jafline	Mar-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2502	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2506	NA	Jafline	Apr-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2507	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	2508	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2511	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2514	NA	Key	Jun-13	NA	3.00	100	300	PASS	NA	NA	NST
49057	NA	Rack	2518	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2521	NA	NA	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	2522	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2889	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2890	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	2892	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2894	NA	FireQuip	Mar-15	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2897	NA	FireQuip	Jun-6	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3286	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3287	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3288	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3289	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3290	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3291	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3292	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3293	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3294	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3295	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3296	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3297	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3298	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST



ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3299	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3300	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3301	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3302	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3303	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3304	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3305	NA	FireQuip	Aug-18	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	3306	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3307	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3308	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	3309	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3310	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3311	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3648	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3649	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3650	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3651	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3652	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3653	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3655	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3656	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3657	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3659	NA	FireQuip	May-20	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	3660	NA	FireQuip	May-20	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	4500	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	5865	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	5866	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	5867	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	5869	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	5870	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	5871	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	5872	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	5874	NA	FireQuip	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	8069	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8070	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8071	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8072	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8073	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8074	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8075	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	E-1871	8076	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8077	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8078	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8079	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8080	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8081	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8082	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8083	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8084	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8085	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	8086	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	8087	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2388	NA	Jafrib	Aug-8	NA	5.00	100	200	FAIL	Bulge	Failed Test:	STORZ
49057	NA	T-1831	2391	NA	Jafrib	Dec-10	NA	5.00	50	200	FAIL	Tail Gasket Leak	Failed Test:	STORZ
49057	NA	E-1871	2415	NA	Jafrib	NA	NA	5.00	50	200	FAIL	Damaged Jacket	Failed Visual Inspection	STORZ
49057	NA	L-1841	2423	NA	NA	NA	NA	5.00	100	200	FAIL	Bulge	Failed Test	STORZ
49057	NA	Rack	2482	NA	Jafline	Mar-8	NA	1.75	50	300	FAIL	Leaking Jacket	Failed Test	NST
Total Feet Tested									8,000					

# Hartford Fire Department



## Handbook – Employee Manual

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## **Welcome**

This handbook-manual has been developed to describe some expectations of our paid on-call employees and to outline our policies and procedures. Each paid on-call employee should familiarize themselves with the contents of these policies as soon as possible because it will answer many questions about your membership with the Fire Department.

We hope that your experience will be challenging, enjoyable and rewarding. Again, welcome.

Sincerely,

Members of the Hartford Fire Board  
The governing body of the Hartford Fire Department

## **Introductory Statement**

This handbook-manual is designed to acquaint you with, and provide you with, information about working conditions and some of the policies and procedures affecting your affiliation with the Hartford Fire Board/Hartford Fire Department, hereinafter referred to as “Fire Department”. It describes many of your responsibilities as a paid on-call employee and outlines the policies developed by the Hartford Fire Board. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. For complete policies and procedures refer to policy manual.

No policy can anticipate every circumstance or question that may arise. As the Fire Department continues to grow, the need may arise and the Hartford Fire Board reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion. Paid on-call employees will be notified of such changes as they occur.

## **Mission Statement**

**The Hartford Fire Department will, with all diligence, exercise the best discipline and training among its members, provide life safety services, protect property and educate the public.**

## **Vision Statement**

**The vision of the Hartford Fire Department is to be a progressive organization that Leads the community in public safety. The service we provide will be of the highest quality afforded to the citizens of our community.**

## **Core Values**

**We will hold true to the core values of honor, loyalty, pride and courage while pursuing the ideas of compassion, respect, efficiency, and innovation to accomplish our mission.**

## **SECTION 1**

### **General**

#### **Article 1**

A) The Hartford Fire Department shall be responsible to the Hartford Fire Board through the Fire Chief.

#### **Article 2**

A) The Hartford Fire Department fire fighters shall be composed of paid on-call, at will employees and the number of paid on-call employees shall be determined by the Hartford Fire Board. Paid on-call employees may also be referred to as Firefighters, Members or Employees.

#### **Article 3**

A) Rates of compensation for meetings, drills and emergency calls shall be in accordance with the Compensation Policy as set forth by the Compensation Committee.

#### **Article 4**

A) All paid on-call employees shall always bear in mind that, when using their personal vehicles responding to calls, they are responsible for their own safety as any other person on the roadway, and are subject to the same criminal prosecution as the general public.

#### **Article 5**

A) The Hartford Fire Department Handbook / Manual, as well as the Hartford Fire Department Standard Operating Guidelines and policies will direct the operations of the department.

#### **Article 6**

A) Fund raising activities on the part of membership of the Hartford Fire Department must receive prior approval from the Hartford Fire Board.

## **SECTION 2**

### **Paid On-Call Employees**

#### **Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the Fire Department expects paid on-call employees to follow rules of conduct that will protect the interests and safety of all paid on-call employees and the organization.

Personnel shall conduct themselves, at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming Department personnel shall include that which brings, or may bring, the Department into disrepute or reflects discredit upon the employee or the Department, which impairs the efficient operation of the Department.

Personnel shall obey all laws of the United States and of any State or local jurisdiction.

Personnel shall not solicit or accept from any person, business or organization any gift (money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of personnel or the Department, if it may reasonably be inferred that the person, business or organization seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty.

Personnel shall not use their official position, official identification cards or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs.
- Fraud
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

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Personnel shall furnish their name to any person requesting that information when they are on duty or while holding themselves out as having an official capacity.

Personnel shall never attempt to dissuade any citizen from lodging a complaint against any employee of the Department. Personnel shall follow established departmental guidelines for processing complaints.

Personnel shall be courteous to the public.

Personnel shall be tactful in the performance of their duties.

Personnel shall not use profane or insolent language or gestures in the performance of their duty.

Personnel shall not allow personal feelings to influence their professional conduct.

Personnel shall not publicly criticize or ridicule the Department, its guidelines or other personnel by speech, writing, or other expression, where such speech, writing or other expression undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard of the truth.

No personnel shall transmit or further the passing of rumors or innuendo detrimental to the effective operation of the Department.

Personnel shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the department while holding themselves out as representing the department in such matters without proper authority. Personnel may lecture on "Fire" or other related subjects only with prior approval of the Chief.

Personnel on duty shall wear uniforms or other clothing in accordance with established departmental guidelines.

Personnel on duty shall maintain a neat, well-groomed appearance in accordance with established departmental guidelines.

Use of tobacco products is prohibited in any form in the department buildings, property, in any department owned vehicles or places prohibited by law or regulations.

All personnel are responsible to take prompt and appropriate action toward aiding a fellow responder or citizen exposed to danger or possible impending danger. Department personnel shall further establish and maintain a high spirit of cooperation within the Department, the community, and with other agencies.

Membership with the Fire Department is at the mutual consent of the Hartford Fire Board and the paid on-call employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance noticed.

**Article 1 –Membership**

- A)** Membership shall be open to all persons over 18 years of age or out of high school (whichever comes last), upon passing prudent hiring practices and possible response time and desirable by their availability to respond to emergency calls.
- B)** New members must live within the fire district or no more than four miles from the station. (Exception can be made at the recommendation of the Chief)
- C)** Any person desiring membership shall complete an approved application and complete all testing as set forth by this document.

**Article 2 – Membership Review Committee**

A three-person membership review committee consisting of the fire chief or Asst. Fire Chief, one Fire Department Member and one Fire Board Member shall review all applications within thirty (30) days of receipt of the application.

- A)** Applications shall be placed on file for a period of two (2) years during which time the membership committee may bring the application up for review when a vacancy exists.
- B)** After the two (2) year period an applicant may repeat the entire application process.

**Article 3 – Testing**

- A)** Upon approval of the membership committee the applicant shall pass, with a minimum of 70%, a written pre-employment test.
- B)** Said test will be designed to demonstrate the applicant’s general knowledge in such areas as reading, basic arithmetic and mechanical aptitude.
- C)** The Fire Chief or Officer In Charge (O.I.C.) shall conduct a search of the applicant’s driving record and criminal history.
- D)** The applicant shall pass a general physical agility test designed to demonstrate the applicant’s physical dexterity, endurance and strength.
- E)** If the applicant successfully completes the above testing, the membership committee shall submit the application to the Fire Board for

approval.

#### **Article 4 – Prospective Membership Approval Process**

- A)** After the membership committee’s approval, the applicant will be introduced to the Fire board for approval.
  
- B)** Upon hire by the Fire Board, the applicant will become a regular paid on-call employee contingent upon passage of a medical physical examination.
  
- C)** The medical physical examination will be conducted by a Fire Board approved medical physician and all physician reports shall be confidential to the Fire Chief.
  
- D)** All costs of medical examinations and tests will be the responsibility of the Fire Board.

#### **Article 5 – Probationary Paid On- Call Employees**

- A)** All new probationary paid on-call employees shall be on probation for an eighteen (18) month period.
  
- B)** In the probationary period it shall be mandatory they successfully complete mandatory Fire Fighter I & II State of Michigan training.
  
- C)** If any probationary paid on-call employee has already completed the State of Michigan mandatory training and /or testing said paid-on-call employee may make a request to the Fire Chief that their probationary period be lowered.
  
- D)** The Fire Chief (O.I.C.) may recommend to the Fire Board the approval of an extension of the probationary to comply with the training requirements.
  
- E)** Probationary paid on-call employees lacking proper training shall not be involved in suppression activities or hazardous duties until proper instruction has been received and documented.
  
- F)** The probationary paid on-call employees’ development and ability to work within the fire department organization shall be monitored and documented.
  
- G)** If, at any time within the probationary period, said monitoring recommends termination, the Fire Chief (O.I.C.) shall recommend to the Fire Board to terminate the probationary membership status.
  
- H)** Probationary paid on-call employees shall complete mandatory Michigan First Responder course and obtain their medical license within thirty-six (36)

months of hire date.

## **Article 6 – Regular Membership**

- A)** It shall be the duty of all paid on-call employees to be prompt at all meetings or other Fire Department activities.
- B)** Upon alarms all members (other than designated paid on-call employees assigned by the Fire Chief (O.I.C.)) shall assemble at the fire station without delay and assist in getting the apparatus to the scene and into operation as soon as possible as set forth in the Department Standard Operating Guidelines.
- C)** It shall be the duty of all paid on-call employees of the department to obey all commands of their officer or the Incident Commander.
- D)** It shall be the responsibility of all paid on-call employees to know the department chain of command.
- E)** It shall be the duty of all paid on-call employees to follow the procedures as set forth in the Standard Operating Guidelines issued by the Fire Chief (O.I.C.).
- F)** It shall be the responsibility of all paid on-call employees to submit to, and successfully pass, a medical physical examination given by a Fire Board approved physician as required by the Fire Chief (O.I.C.) and/or Fire Board.

## **SECTION 3**

### **Command and Structure**

In order to successfully maintain communications between the Hartford Fire Board, The Hartford Fire Department, Fire Department Officers, and Firefighters', a chain of command must be implemented and recognized by all to ensure that all issues and directions are handled in an organized fashion through procedure.

### **Chain of Command Procedure**

The Hartford Fire Board, the Fire Chief (O.I.C.) and Department paid on-call employees recognize that the flow of information, communications, and directions must follow a chain of command.

In this respect the City of Hartford, Hartford Township respective commission and board members may provide direction and make requests to the Hartford Fire Board. A paid on-call employee of the Hartford Fire Board will also make requests to the Fire Board for action by the Fire Chief (O.I.C.). In turn the Fire Board provides direction



and makes requests of the Fire Chief who, in turn, provides direction to the paid on-call employee under their direction.

The chain of command works in both directions. For it to work well, all must respect the chain of command.

Breaches in the chain of command create tension, miscommunication or other problems in the work environment. Breaches in the chain of command may subject the person to disciplinary action.

### **Article 1 – Qualifications for Supervisory Staff Personnel**

- A)** Supervisory staff of the department shall be comprised of two divisions; Command/Administrative and Line Officers Division
- B)** Personnel from command/administrative personnel divisions shall be appointed by the Fire Board.
- C)** Personnel from the Line Officers Division shall be recommended by the Fire Chief in accordance with Promotional Policy 402 and approved by the Fire Board.
- D)** All command positions and requirements for holding all positions shall be defined in the Department Standard Operating Guideline's.

### **Command Officers/Administrative Division**

- Fire Chief (O)officers (i)n (c)harge
- Assistant Chief
- Chaplain
- Administrative Assistant

### **Line Officers Division Personnel consist of:**

- Captain
- Lieutenant (s)
- Sergeant
- Equipment Operator (s)
- Safety Officer
- Medical Officer

**E)** No employee shall at one time hold more than one position in the command officer division.

**F)** The Fire Chief or (O.I.C.) shall recommend to the Fire Board a temporary replacement for any line officer unable to fulfill their duties, not to exceed one

hundred eighty (180) days.

**G)** It shall be the duty of all officers to maintain the morale, discipline, readiness and efficiency of the department to the best of their ability and to issue and carry out orders to support the afore mentioned duties.

## **SECTION 4**

### **Administrative Rules and Regulations**

#### **Article 1 - Drug and Alcohol Use**

**A)** It is the Fire Department's desire to provide a drug-free, healthful and safe workplace. To promote the goal, employees are required to report to work, whether for training, meeting or actual fire runs, in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

**B)** Any paid on-call employee shall not, on or off duty, unlawfully manufacture, distribute, dispense, possess or use a controlled substance and shall not possess for his/her personal use, use or have any bodily alcohol content while on Fire Department premises and while conducting Fire Department related activities on Fire Department premises. It is recommended that you notify the Fire Chief or (O.I.C.) if you are taking any prescription drugs.

**C)** Controlled substance means a controlled substance listed in Schedule 1 under Section 7212 of the Public Health Code, 1978 P.A. 368, MCL 333.7212, or a rule promulgated under that section, or a controlled substance described in Section 7214(a)(vi) of the Public Health Code, 1978 P.A. 368, MCL, 333.7214. Any bodily alcohol content means an alcohol content of 0.02 grams or more per 100 milliliters of blood, per 210 liters of breath or per 67 milliliters of urine.

**D)** The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the Fire Department effectively and in a safe manner that does not endanger other individuals in the workplace.

**E)** The Fire Department shall have the right to require an employee to submit to random and post-accident (requiring medical treatment) drug and alcohol testing and shall also have the right to require a paid on-call employee to mandatory drug/alcohol testing as the Fire Department has reasonable cause to believe that the employee is in violation of any of the above prohibitions.

**F)** Violations of this policy may lead to disciplinary action up to and including immediate termination of membership and/or required participation in a

substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

**G)** Paid on-call employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program at the employee's expense. Leave may be granted if the employee agrees to abstain from use of the problem substance and abides by all policies, rules and prohibitions relating to conduct in the workplace.

**H)** Any paid on-call employee who performs work for a government contract or grant must notify the Fire Department of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

**I)** Paid on-call employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Fire Chief or (O.I.C.) without fear of reprisal.

## **Article 2 - Sexual and Other Unlawful Harassment**

**A)** The Fire Department is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

**B)** Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassments of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures
- Displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic degrading verbal commentaries
- Physical conduct including touching, assaulting, or impeding or blocking movements

**C)** Unwelcome sexual advances (either verbal or physical), requests for

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sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submissions or rejection of the conduct is used as a basis of making employment decisions; or
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment

**D)** If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the Fire Chief or (O.I.C.). If the Fire Chief or (O.I.C.) is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any paid on-call employee or the Hartford Fire Board. You can raise concerns and make reports without fear of reprisal or retaliation.

**E)** All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

**F)** The Fire Chief or (O.I.C.) or any officer who becomes aware of possible sexual or other unlawful harassment must immediately advise the Hartford Fire Board so it can be investigated in a timely confidential manner. Anyone engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

**Article 3 - Open Door Policy**

**A)** We have an open-door policy. You may feel free to contact The Fire Chief or (O.I.C.) to discuss any issue without fear of reprisal. We encourage open dialogue between paid on-call employees and the Fire Chief or (O.I.C.) and feel that it is very desirable to discuss and resolve issues in this manner. In addition, we do have a formal grievance procedure in the event any member feels the need to have a formal avenue to address his or her concerns.

**Article 4 – Grievance Procedures**

**General**

**A)** Our grievance procedure allows any paid on-call employee to have any controversy, dispute, or misunderstanding that affects job status reviewed by the Fire Chief or (O.I.C.). It is recognized that it is desirable to resolve paid on-call employee complaints to the satisfaction of all parties prior to moving into the formal grievance procedure. If that is not possible, a paid-on-call employee will be able to use the formal grievance procedure with the assurance that no reprisal will result from the use of this procedure.

## **Grievance Procedure**

**A) Step One** –The Fire Chief or (O.I.C.) will attempt to solve any departmental problems quickly and reasonably when they are brought to his/her attention. Timeliness is critical. You must bring the issue you wish to grieve to the Fire Chief or (O.I.C.) within three (3) days of the occurrence of the event that precipitated the grievance. This is the important first step in any problem resolution.

1. In the event that you feel uncomfortable discussing your grievance with the Fire Chief or (O.I.C.) you may ask another paid-on-call employee to assist you with that discussion.
2. If necessary, the Fire Chief or (O.I.C.) will investigate the situation further and meet again with you within three (3) working days.

**B) Step Two** –If you are not satisfied with the resolution, you may request that you and the Fire Chief or (O.I.C.) meet with the Fire Board Personnel Committee. This should occur within three (3) working days of receiving the response in step one. The Fire Board Personnel Committee will have three (3) working days in which to respond to your concerns.

**C) Step Three** -If the situation is unresolved at this point, the Fire Chief or (O.I.C.) (or a member of the Fire Board) will assist you as follows:

1. Answer any questions you might have and help you put the grievance into written form. You should submit, in writing, the concern(s) and why the solutions given by the Fire Chief or (O.I.C.) and/or the Fire Board Personnel Committee are not agreeable. The Fire Board will investigate the problem and will make a concerted effort to resolve the situation. The Fire Board will provide you a written response within three (3) working days. This determination will be final.

**D) Eligible Issues** -Issues eligible for consideration

- Application of Policies/Procedures
- Promotions
- Disciplinary Actions
- Job Award

**E) Ineligible Issues** -Issues not eligible for consideration

- Content of Policies
- Wages and Benefits
- Performance Review
- Discipline

**F) Discipline Procedures** will be followed as described by the Fire Board.

## **SECTION 5**

### **Meetings**

#### **Article 1**

- A)** Regular Training meetings of the Department shall be held on the 2<sup>nd</sup> Sunday of each month starting promptly at 2:30 P.M. with the senior officer present calling the meeting to order and shall follow the Open Meeting Act rules and regulations.
- B)** The meeting shall be for business, training and truck inspections.

#### **Article 2**

- A)** All paid on-call employees are expected to make a sincere effort to attend all meetings and to be on time.
- B)** Attendance shall be recorded and all unreported absences shall be an unexcused absence and disciplinary procedures will be followed in accordance with Standard Operating Guidelines.

#### **Article 3**

- A)** It is expected that all paid on-call employees attending regular meetings / drills will participate in all activities of the department, being excused only by a senior officer present. All paid on-call employees shall wear department issued or approved personal protective equipment at all alarms and drills in accordance with the Standard Operating Guidelines.

#### **Article 4**

- A)** At all drills and practice sessions the personnel operating the pumps will keep the water pressure within safe limits.
- B)** At no time shall any paid on-call employee deliberately direct a stream of water at any other person or persons or property as a stream of water is always destructive.
- C)** Consideration should always be given to the public so as not to cover their property with debris and or water.
- D)** At no time shall main highways be blocked during practice / drills. Upon returning from emergencies as well as all drills and practices sessions department equipment and personal vehicles are to be operated in keeping with

all traffic laws.

### **Article 5**

**A)** The department is in existence to protect life and property and that fact must always be of prime consideration.

**B)** At no time shall all employees as a group, leave the city at one time without designating enough personnel for emergency duty.

**C)** Likewise, care should be given not to commit all pieces of equipment at drills or practice session at one time.

### **Article 6**

**A)** Officer meetings shall be held a minimum of monthly.

**B)** Starting time and date will be at the Fire Chief's or (O.I.C.) discretion.

**C)** All command officers shall attend unless excused by the Fire Chief or (O.I.C.). Attendance will be recorded and minutes will be recorded and published with the exception of personnel matters that shall be excluded.

### **Article 7**

**A)** The Fire Chief or (O.I.C.) may call a special meeting or training session as deemed necessary.

## **SECTION 6**

### **Departmental Equipment and Motor Vehicles**

#### **Article 1 - Return of Property**

**A)** Paid on-call employees are responsible for all Fire Department property, materials, or written information issued to them or in their possession or control. All Fire Department property must be returned by paid on-call employees on or before the last day of work.

#### **Article 2 – Equipment**

**A)** A paid on-call employee is responsible for the proper care of Fire Department property and shall promptly report to the Fire Chief or (O.I.C.) the loss, damage, or unserviceable condition of any property assigned to him/her.

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A paid on-call employee shall not permit any other person to wear or in any manner make use of his/her badge, uniform, equipment, or any part thereof without permission of the Fire Chief or (O.I.C.). Loss of badge or equipment, as well as failure to report such loss or damage to the Fire Chief or (O.I.C.), shall be

deemed a neglect of duty and may result in disciplinary action.

**Article 3 – Vehicles**

**A)** A paid on-call employee shall be held accountable for the proper use and care of any vehicle used by him or her and of all accessories and equipment assigned to such vehicle. Issued equipment for vehicle shall not be changed, interchanged, altered or removed from vehicles unless directed by proper authority.

**1) Proper use of motor vehicles.**

a) A paid on-call employee shall not be permitted to drive a Fire Department vehicle and shall not respond to fires using a motor vehicle under the following circumstances:

- Currently suspended or revoked license
- Three at fault accidents in two (2) years
- Conviction of operating a motor vehicle while intoxicated or impaired driving within the last two (2) years
- Conviction of failure to report a personal injury or property damage accident within the last two (2) years
- Conviction of reckless driving within the last two (2) years
- Conviction of fleeing a police officer within the last two (2) years

b) A paid on-call employee shall not use any departmental vehicle without the permission of a commanding officer. Department vehicles shall never be used for personal business or pleasure.

**2) Damage or loss of equipment**

If any defect or damage to a motor vehicle is discovered, the member shall report it in writing to the Fire Chief or (O.I.C.) immediately. The Fire Chief or (O.I.C.) shall ascertain that the equipment assigned to that vehicle is complete and in working order. Any defect damage, or loss reported after the vehicles have been inspected shall be brought to the Fire Chief's or (O.I.C.) attention.

**3) Responding to a fire call**

When responding to a fire call, a paid on-call employee shall not operate his/her vehicle at a speed or in a manner that interferes with the complete control of it at all times. She/he will not proceed through intersections or



traffic signals until he/she is sure that all other traffic has yielded to his/her right-of-way. The basic rules of safety shall be adhered to at all times regardless of the nature of assignment.

Specifically, all employees must comply with MCL 257.603 if authorized by the Fire Chief.

**Article 4 - Duty to obey all traffic laws.**

**A)** When a paid on-call employee is not on a fire run, all normal safe driving practices, rigid obedience to all traffic laws and basic rules of courtesy shall be observed.

**Article 5 - Use of seat belts.**

**A)** All paid on-call employees while operating or riding in any vehicle owned by the Fire Department or during the operation of any vehicle for departmental purposes will wear a seat belt.

**B)** A paid on-call employee that sustains an injury relating to a motor vehicle accident while not wearing a seat belt may be subject to disciplinary action by the Department.

**Article 6 - Accidents.**

**A)** A paid on-call employee involved in an accident with a Fire Department vehicle shall immediately notify the Fire Chief or O.I.C.). The driver of the Fire Department vehicle involved in the accident shall submit a written report stating the circumstances of the accident to the Fire Chief or (O.I.C.) and shall submit to a drug and alcohol test.

**B)** The Fire Department shall have the right to require any paid on-call employee to submit to a drug or alcohol test if there is an accident resulting in personal injury or property damage.

**SECTION 7**

**Leave of Absence**

**Article 1 – General**

**A)** Each request for leave shall be in writing and acted upon by the Fire Chief or (O.I.C.) individually. Leave of absence may be granted for a period of up to one hundred eighty (180) days without relinquishing the paid on-call employee's privileges. After one hundred eighty (180) up to a maximum of twelve (12) months, all rank and membership privileges will be relinquished. The former paid on-call employee must reapply for

membership after an absence of more than twelve (12) months.

- B)** After completion of any leave of absence less than twelve (12) months employees shall complete ninety (90) days of satisfactory employment before another request will be considered.

## **Article 2 – Medical Leave**

**A)** Persons requesting medical leave must present the Fire Chief or (O.I.C.) with documentation from the paid on-call employee's physician of the need for medical leave. Documentation must be presented to the Fire Chief or (O.I.C.) before returning back to active duty. The Fire Chief or (O.I.C.) may request an up-date of documentation every (four) 4 months if needed. Medical leave shall be granted for a period up to twelve (12) months.

## **Article 3 – Military Leave**

**A)** Paid on-call employees taking military leave shall be granted membership upon honorable discharge from the military service after initial enlistment and shall also be permitted to engage in all department activities while on military leave. The time spent in the military should be considered time in service at the fire department, unless they re-enlist in the military.

# **SECTION 8**

## **Separation**

### **Article 1 - Resignation and/or Retirement**

**A)** A person who resigns or retires from membership may reapply within twelve (12) months without application process, but must consent to a medical physical and have Fire Board approval. After twelve (12) months the application process must be followed.

### **Article 2 – Termination**

**A)** Any paid on-call employee terminated from the Hartford Fire Department for just cause shall be subject to full application process for membership.

## **Section 9**

### **Committees**

#### **Article 1- Formation of Committees**

- A)** All committees shall have not more than 2 fire board members per committee.
- B)** Committees shall be decided on at the annual organizational meeting in July.

#### **Article 2- Committees**

- A)** The Personal Committee shall be composed of two (2) Fire Board Members. The Personal Committee shall meet on an as needed basis.
- B)** The Membership Review Committee shall be composed of one (1) Fire Board Member, one (1) Member of the Fire Department and the Fire Chief or Asst. Fire Chief. The Membership Review Committee shall meet on an as needed basis.
- C)** The Compensation Committee shall be composed of two (2) Fire Board Members, the Fire Chief and the Asst. Fire Chief. The Compensation Committee shall meet annually prior to the annual budget review.
- D)** The Budget Committee shall be composed of two (2) Fire Board Members, the Fire Chief, Asst. Fire Chief and the Administrative Assistant. The Budget Committee Shall meet annually in November to develop and discuss the upcoming year's budget.
- E)** The Policy Review Committee shall be composed of two (2) Fire Board Members, the Fire Chief or Asst. Fire Chief, and two (2) Members of the Fire Department. The Policy Review Committee shall meet at least annually in February to Review and or make recommendations for policy changes. During times outside of this review changes may be recommended and approved by the Fire Board on an as needed basis.

**SECTION 10**

**AMENDMENTS OR ADDITIONS AND EFFECTIVE DATES**

Handbook – Membership Manual, amendments or any additions are not in effect until they have been approved by the Hartford Joint Fire Board.

APPROVED BY THE FIRE BOARD

Date:12 June 2023

Hartford Fire Board Chairperson

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Vice Chairperson

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Secretary

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Treasurer

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Trustee

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**Paid On-Call Employee Acknowledgment Form**

These policies describe important information about the Fire Department, and I understand that I should consult the Fire Chief or (O.I.C.) regarding any questions not answered in these policies. I have entered into my employment relationship with the Fire Department voluntarily and acknowledge that there is no specified length of employment.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to these policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Hartford Fire Board has the ability to adopt any revisions to these policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I understand that this manual will remain the property of the Fire Department and must be surrendered upon separation from employment. I further understand that the rules/policy/procedures are not public information and shall not be released without prior approval of the Fire Chief or (O.I.C.).

Member's Name (printed): \_\_\_\_\_

Member's Signature: \_\_\_\_\_

DATE:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Distribute in Duplicate (1) Employee  
(1) File

## Hartford Fire Department Training Agreement

In an effort to supply current training to department members, keep the community safe and prepare for the future of this department – the Hartford Fire Board and the member signed below enter into the following agreement.

HFD is interested in making an investment in every member of the Department but there must be a return on investment. Members of this Department are involved with other emergency service agencies, so the return on this investment is even more important. Therefore, those wishing to receive training that is paid for by the Hartford Fire Board agree to the following:

**1. FF I and II:**

New members interested in becoming certified firefighters in the State of Michigan must take the required training. HFD will pay for training as long as the member completes two years of employment after receiving a certificate from firefighting school.

**2. Fire Officer I, II, III:**

Everyone might be capable in taking fire officer or specialized training classes but not all have the leadership skills to take on such an endeavor. Each member wanting to take this type of training will be allowed on a case-by-case basis depending on attitude, current skills, and years of service and future goals of the department.

HFD will pay for training as long as the member completes one year of employment after graduation from each fire officer class. For example, firefighter completing fire officer III will be required to complete three years of employment. If the member does not fulfill this agreement and leaves prior to the years of service required the price of schooling will be deducted from the members last paycheck or repay the price of the schooling and materials at the prorated rate of 75% of the initial cost.

If the member fails to successfully complete the required training, the same re-payment applies.

Dated \_\_\_\_\_

Member Name \_\_\_\_\_, Signed \_\_\_\_\_

Hartford Fire Board Chairperson \_\_\_\_\_

Distribute in Duplicate (1) Employee (1) File