

**Hartford Fire Board Meeting
August 14, 2023
July Business**

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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 10th, 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 10th, 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 30th 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
Agenda
Monday, August 14, 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. Approval of Organizational Meeting minutes from the July 10, 2023, 2023/2024 Organizational Meeting
Motion by _____ Second by _____ Motion _____ Yeas:_____ Nays:_____
- VII. Approval of previous meeting minutes from July 10, 2023: Motion by _____ Second _____ Motion _____
Yeas:___ Nays:_____
- VIII. Approval of July Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's
report as presented. Motion _____ Yea:_____ Nay:_____
 - a. Accounts Payable: Amount \$22,883.11 Motion by _____ Second _____ by roll call
vote Motion _____ Yea:_____ Nay:_____
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
- XII. New Business:
 - 1. Discussion of Corrective Action Letter to the State of Michigan
 - 2. Letters from New Auditing Firm Siegfried Crandall
 - 3. Letter to Hungerford Nicols
 - 4. Discussion of Cost Recovery and Each Municipality Respective Ordinance
 - 5. Discussion of Adding an addition to the existing fire department storage barn & calling a special meeting to discuss with City & Township.
 - 6. Bond for Carlos Ledesma increased.
 - 7. Discussion- Fire Department Attorney

Reports:

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

Motion by _____ second by _____ to adjourn at _____ pm.

Hartford Fire Board
Minutes of Organizational Meeting
July 10, 2023

Members Present upon roll call: Chad Hunt, Ron Sefcik, Carlos Ledesma

Members absent: Helen Sullivan, Jerry Birmele

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski

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 July 10th, 2023, was presented and approved.

Motion by Sefcik; Second by Hunt; to approve the agenda as presented. Yeas: 3 Nays: 0

Motion Approved

Organization of Fire Board Offices:

1. Motion by Hunt; Second by Ledesma to nominate Sefcik as Fire Board Chairperson for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Sefcik; Second by Ledesma to nominate Hunt as Fire Board Vice-Chairperson for the 2023-24 fiscal year. Motion carried 3-0
3. Motion by Sefcik; Second by Hunt to nominate Birmele as Fire Board Secretary for 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Ledesma as Fire Board Treasurer for 2023-24 fiscal year. Motion carried 3-0

Organization of Fire Board Committees:

1. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sefcik as members of the Personal Committee for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Hunt; Second by Ledesma to nominate Sefcik as the Board Representative on the Membership Review committee for the 2023-24 Fiscal year. Motion carried 3-0
3. Motion by Hunt; Second by Ledesma to nominate Ledesma & Sefcik as members of the Compensation committee for the 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Hunt & Ledesma as members of the Budget Committee for the 2023-24 Fiscal year. Motion carried 3-0
5. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sullivan as members of the Policy Review committee for the 2023-24 fiscal year. Motion carried 3-0

Motion by Ledesma; Second by Sefcik to adjourn the 2023-2024 organizational meeting at 7:09 pm. Motion carried 3-0

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting July 10, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:10 p.m.

Public comment opened at 7:10. No public comments, closed at 7:10

The proposed agenda for the Fire Board meeting of July 10, 2023 was presented, Motion by Sefcik; Second by Ledesma to approve the agenda as presented. Yeas: 3 Nays: 0 Approved

The proposed minutes of the June 12th, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented Yeas: 3 Nays:0 Approved

The proposed minutes of the June 29th, 2023 Special Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented Yeas: 3 Nays: 0 Approved

Bills were presented for approval in the amount of \$39,008.37 Motion by Sefcik; second by Ledesma to pays bills in the amount of \$39,008.37. Motion approved upon roll call vote of members present. Yeas: Hunt, Sefcik, Ledesma Nays:0

Discussion of Last months Fire calls

Unfished Business: NONE

New Business:

1. Approval of 1880 operating Procedure as presented. Motion by Sefcik; second by Hunt to approve 1880 Operating Procedure as presented. Yeas: 3 Nays: 0 Approved

2. Approval of updates to Policy 1002 as presented. Motion by Sefcik; Second by Ledesma to approve Policy 1002 as presented. Yeas: 3 Nays 0 Approved

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC Medical Control
 - VBC FF Training Committee
2. Worked with new accountant.
3. Ladder testing is scheduled for July 12, 2023

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Township
2. Strawberry Fest Event
3. Station Rearranged for VBEMS
4. Event @ Daycare
5. Grant Submitted to State of Michigan
6. SOG wrote for MULE

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Discussion on storage of fire department equipment at the current township barn.
- Township is planning to tear down current barn.

- Working with Abon Marche on Building for VBEMS
- Discussion on possible pole building addition at fire station for storage of fire department equipment.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:32 Yeas:3
Nays:0 Approved

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE

CASH BALANCES

AUGUST 14 2023

General Checking	\$ 134,374.51
Millage Account	\$ 195,972.09
Maintenance Account	\$ 13,302.07
Donation Account	\$ 8,139.84

Investment Account

Total Spendable Accounts

\$ 351,788.51

08/11/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 07/11/2023 - 08/14/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
07/11/2023	70(E)	FIRST NATIONAL BANK OMAHA	VBEMS & SUPPLIES	1,363.85
07/13/2023	14976	BRONSON HELP NET	EMPLOYEE ASSISTANCE PROGRAM	186.00
07/13/2023	14977	KELLOGG HARDWARE INC	SUPPLIES	258.04
07/13/2023	14978	MFE INC	STORZ PRESSURE GASKETS	29.00
07/14/2023	14973	HARTING, ROBBIE	PAYROLL	1,780.86
07/14/2023	14974	KIERNAN, CAROLE	PAYROLL	70.48
07/14/2023	14975	MC GREW, KEVIN	PAYROLL	853.76
07/17/2023	14960	CITY OF HARTFORD	PAYROLL	269.91
07/24/2023	EFT2(E)	STATE OF MICHIGAN	PAYROLL	1,571.40
07/27/2023	14980	BACKROADS SERVICES	TRUCK MAINTENANCE 1841	1,003.04
07/27/2023	14981	CFS INSPECTIONS	ANNUAL INSPECTIONS	1,283.10
07/27/2023	14982	EPS SECURITY	SERVICE AGREEMENT	149.58
07/27/2023	14983	MC KESSON MEDICAL LLC	MEDICAL SUPPLIES	60.10
07/27/2023	14984	NORTHWIND CONSULTANTS	TRAINING	175.00
07/27/2023	64(E)	COMCAST	TELEPHONES & INTERNET	232.49
07/27/2023	65(E)	DELUXE	CHECKS & DEPOSIT TICKETS	181.95
07/27/2023	66(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	424.66
07/27/2023	14979	CITY OF HARTFORD	PAYROLL	10.74
07/31/2023	123(E)	INTERNAL REVENUE SERVICE	PAYROLL TAXES	849.36
08/01/2023	67(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	1,258.00
08/01/2023	DD207(A)	HARTING, ROBBIE	PAYROLL	1,750.86
08/03/2023	DD208(A)	BODARY, BRANDON	PAYROLL	702.11
08/03/2023	DD209(A)	CHAPPELL, MICHAEL	PAYROLL	14.93
08/03/2023	DD210(A)	EASTMAN, SCOTT	PAYROLL	127.03
08/03/2023	DD211(A)	FLEMING, RYAN	PAYROLL	90.36
08/03/2023	DD212(A)	FLEMMING, LISA	PAYROLL	61.30
08/03/2023	DD213(A)	FRY, STEVEN	PAYROLL	215.80
08/03/2023	DD214(A)	HARTING, BRANDI	PAYROLL	82.99
08/03/2023	STUB22(A)	HIGH, SARA	PAYROLL	0.00
08/03/2023	DD215(A)	HIGH, TYLER	PAYROLL	38.28
08/03/2023	DD216(A)	HUNT, COLE	PAYROLL	195.32
08/03/2023	DD217(A)	LEDESMA, CARLOS	PAYROLL	52.86
08/03/2023	DD218(A)	LOVE, KIRKLAND	PAYROLL	8.14
08/03/2023	DD219(A)	MC CLELLAN, TROY	PAYROLL	129.91
08/03/2023	DD220(A)	MC GREW, KEVIN	PAYROLL	1,458.26
08/03/2023	DD221(A)	ROBERTS, KHELUN	PAYROLL	134.35
08/03/2023	DD222(A)	SEFCIK, RONALD	PAYROLL	52.86
08/03/2023	DD223(A)	SHARPE, IAN	PAYROLL	75.82
08/03/2023	DD224(A)	VAN DEWIELE, CARY	PAYROLL	158.98
08/03/2023	DD225(A)	WEBERG, SCOTT	PAYROLL	828.32
08/14/2023	14985	AUTO WARES	MAINTENANCE	190.87

08/11/2023 CHECK REGISTER FOR HARTFORD FIRE DEPARTMENT				
CHECK DATE FROM 07/11/2023 - 08/14/2023				
Check Date	Check	Vendor Name	Description	Amount
08/14/2023	14986	BACKROADS SERVICES	TRUCK MAINTENANCE 1869	804.25
08/14/2023	14987	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
08/14/2023	14988	PETER STANISLAWSKI	FINANCE SERVICES	1,200.00
08/14/2023	14989	S&A AUTOMOTIVE INC	MAINTENANCE TIRES	1,182.88
08/14/2023	14990	TWIN CITY AWARDS & TROPHIES INC	LOCKER TAGS	30.00
08/14/2023	124(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
08/14/2023	125(E)	AT&T MOBILITY	CELL PHONES	480.51
08/14/2023	126(E)	COMCAST	TELEPHONES & INTERNET	231.80
Total of 49 Checks:				22,883.11
Total of 49 Disbursements:				22,883.11

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	480.51
2. AUTO WARES		
	MAINTENANCE	190.87
3. BACKROADS SERVICES		
	TRUCK MAINTENANCE	330.00
	TRUCK MAINTENANCE	330.00
	TRUCK MAINTENANCE 1841	343.04
	TRUCK MAINTENANCE 1869	804.25
	TOTAL	1,807.29
4. BRONSON HELP NET		
	EMPLOYEE ASSISTANCE PROGRAM	186.00
5. CFS INSPECTIONS		
	ANNUAL INSPECTIONS	1,283.10
6. COMCAST		
	TELEPHONES & INTERNET	232.49
	TELEPHONES & INTERNET	231.80
	TOTAL	464.29
7. DELUXE		
	CHECKS & DEPOSIT TICKETS	181.95
8. EPS SECURITY		
	SERVICE AGREEMENT	149.58
9. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
10. INTERNAL REVENUE SERVICE		
	PAYROLL TAXES	849.36
11. KELLOGG HARDWARE INC		
	SUPPLIES	258.04
12. LIBERTY MUTUAL INSURANCE		
	WORKER COMP INSURANCE	1,258.00
13. MC KESSON MEDICAL LLC		
	MEDICAL SUPPLIES	43.20
	MEDICAL SUPPLIES	16.90
	TOTAL	60.10
14. MFE INC		
	STORZ PRESSURE GASKETS	29.00
15. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	180.00
16. NORTHWIND CONSULTANTS		
	TRAINING	175.00
17. PETER STANISLAWSKI		
	FINANCE SERVICES	1,200.00
18. S&A AUTOMOTIVE INC		
	MAINTENANCE TIRES	1,182.88
19. SHELL FLEET PLUS		
	DIESEL & GASOLINE	424.66
20. TWIN CITY AWARDS & TROPHIES INC		
	LOCKER TAGS	30.00
TOTAL - ALL VENDORS		10,783.63

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		14,036.94			0.00	143,268.91		8.92
206-000-402.000	HARTFORD CITY	128,704.78		21,179.08		10,589.57		107,525.70		16.46
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		415.50		0.00		3,726.97		10.03
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		800.00		0.00		8,800.00		8.33
206-000-584.000	VBEMS	2,198.33		0.00		0.00		2,198.33		0.00
206-000-665.000	INTEREST	0.00		85.84		0.00		(85.84)		100.00
Total Dept 000		311,241.19		37,917.36		10,589.57		273,323.83		12.18
TOTAL REVENUES		311,241.19		37,917.36		10,589.57		273,323.83		12.18
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		120.00		120.00		4,080.00		2.86
206-336-704.000	CHIEF SALARY	56,141.00		4,678.42		2,339.21		51,462.58		8.33
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		5,789.00		4,739.00		49,211.00		10.53
206-336-712.000	SHIFT COVERAGE	14,400.00		1,065.00		1,065.00		13,335.00		7.40
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		897.51		632.11		13,102.49		6.41
206-336-724.000	RETIREMENT	4,000.00		140.35		140.35		3,859.65		3.51
206-336-730.000	GASOLINE & DIESEL	9,400.00		424.66		0.00		8,975.34		4.52
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		2,990.17		1,987.13		6,509.83		31.48
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		0.00		0.00		12,900.00		0.00
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		30.00		320.00		8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		60.10		0.00		2,439.90		2.40
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		180.00		6,686.90		17.95
206-336-751.000	PHONES	6,615.20		879.40		679.61		5,735.80		13.29
206-336-753.000	UTILITIES	10,000.00		393.00		393.00		9,607.00		3.93
206-336-763.000	BUILDING MAINTENANCE	11,550.00		149.58		0.00		11,400.42		1.30
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		0.00		0.00		4,125.00		0.00
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		0.00		0.00		16,000.00		0.00
206-336-785.000	EDUCATION/ TRAINING	8,700.00		5,871.91		0.00		2,828.09		67.49
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		218.20		0.00		5,691.80		3.69
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		1,200.00		1,200.00		8,800.00		12.00
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		5,140.00		1,258.00		22,860.00		18.36
Total Dept 336 - FIRE OPERATING		311,241.20		31,776.40		14,763.41		279,464.80		10.21
TOTAL EXPENDITURES		311,241.20		31,776.40		14,763.41		279,464.80		10.21
Fund 206 - FIRE FUND:										
TOTAL REVENUES		311,241.19		37,917.36		10,589.57		273,323.83		12.18
TOTAL EXPENDITURES		311,241.20		31,776.40		14,763.41		279,464.80		10.21
NET OF REVENUES & EXPENDITURES		(0.01)		6,140.96		(4,173.84)		(6,140.97)		61,409.6

Hartford Fire Department

Hartford, MI

This report was generated on 8/8/2023 8:40:29 AM



Personnel Count per Incident for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-333	7/1/2023 00:09:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-334	7/1/2023 06:08:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-335	7/1/2023 23:39:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-336	7/2/2023 09:56:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-337	7/2/2023 11:02:00	611 - Dispatched & cancelled en route	08006	1	3	4
2023-338	7/2/2023 18:20:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-339	7/2/2023 20:13:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-340	7/2/2023 20:34:00	554 - Assist invalid	08006	2	0	2
2023-341	7/3/2023 05:05:00	554 - Assist invalid	08006	2	0	2
2023-342	7/3/2023 13:30:00	311 - Medical assist, assist EMS crew	08006	2	3	5
2023-343	7/3/2023 21:13:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-344	7/4/2023 08:16:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-345	7/4/2023 10:41:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-346	7/4/2023 14:11:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-347	7/4/2023 19:00:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-348	7/4/2023 22:34:00	322 - Motor vehicle accident with injuries	08006	1	2	3
2023-349	7/4/2023 22:40:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-350	7/5/2023 08:26:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-351	7/5/2023 10:20:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-352	7/5/2023 10:28:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-353	7/5/2023 12:52:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-354	7/6/2023 21:31:00	622 - No incident found on arrival at dispatch address	08006	2	0	2
2023-355	7/7/2023 03:16:00	412 - Gas leak (natural gas or LPG)	08006	2	2	4
2023-356	7/7/2023 10:52:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-357	7/7/2023 19:12:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-358	7/7/2023 20:06:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-359	7/8/2023 15:24:03	321 - EMS call, excluding vehicle accident with injury	08006	4	2	6
2023-360	7/8/2023 19:02:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-361	7/9/2023 11:05:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-362	7/9/2023 12:15:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-363	7/9/2023 14:02:00	611 - Dispatched & cancelled en route	08006	2	0	2
2023-364	7/10/2023 05:20:00	736 - CO detector activation due to malfunction	08006	1	0	1
2023-365	7/10/2023 06:55:00	500 - Service Call, other	08006	4	0	4
2023-366	7/10/2023 11:21:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-367	7/10/2023 12:06:00	554 - Assist invalid	08006	2	0	2
2023-368	7/10/2023 17:48:00	143 - Grass fire	08006	3	2	5
2023-369	7/11/2023 19:56:00	412 - Gas leak (natural gas or LPG)	08006	1	0	1

Only REVIEWED incidents included



INCIDENT				NUMBER OF PEOPLE			
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL	
2023-370	7/12/2023 20:41:00	733 - Smoke detector activation due to malfunction	08006	1	0	1	
2023-371	7/12/2023 20:47:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-372	7/12/2023 21:40:00	815 - Severe weather or natural disaster standby	08006	6	0	6	
2023-373	7/12/2023 21:56:00	444 - Power line down	08006	4	2	6	
2023-374	7/12/2023 22:14:00	611 - Dispatched & cancelled en route	08006	3	3	6	
2023-375	7/13/2023 15:58:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-376	7/13/2023 22:26:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-377	7/14/2023 17:10:00	611 - Dispatched & cancelled en route	08006	2	2	4	
2023-378	7/14/2023 21:57:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-379	7/16/2023 10:02:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-380	7/16/2023 12:15:00	324 - Motor vehicle accident with no injuries.	08006	3	1	4	
2023-381	7/17/2023 09:18:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-382	7/17/2023 14:03:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-383	7/18/2023 07:03:00	736 - CO detector activation due to malfunction	08006	2	0	2	
2023-384	7/18/2023 16:12:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-385	7/19/2023 14:59:00	321 - EMS call, excluding vehicle accident with injury	08006	4	1	5	
2023-386	7/19/2023 16:05:00	571 - Cover assignment, standby, moveup	08006	8	0	8	
2023-387	7/20/2023 08:54:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-388	7/21/2023 10:35:00	554 - Assist invalid	08006	1	1	2	
2023-389	7/22/2023 13:40:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-390	7/23/2023 17:22:00	444 - Power line down	08006	2	2	4	
2023-391	7/25/2023 04:16:00	554 - Assist invalid	08006	1	0	1	
2023-392	7/25/2023 16:07:00	444 - Power line down	08006	2	1	3	
2023-393	7/25/2023 16:13:00	321 - EMS call, excluding vehicle accident with injury	08006	1	2	3	
2023-394	7/26/2023 08:49:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-395	7/27/2023 15:41:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2	
2023-396	7/27/2023 18:40:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-397	7/29/2023 16:01:00	321 - EMS call, excluding vehicle accident with injury	08006	2	2	4	
2023-398	7/30/2023 10:36:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-399	7/30/2023 12:57:00	611 - Dispatched & cancelled en route	08006	1	0	1	
2023-400	7/30/2023 16:34:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-401	7/30/2023 18:36:00	342 - Search for person in water	08006	5	0	5	
2023-402	7/31/2023 11:05:00	311 - Medical assist, assist EMS crew	08006	2	2	4	
2023-403	7/31/2023 20:33:00	311 - Medical assist, assist EMS crew	08006	2	2	4	
TOTAL # OF INCIDENTS: 71				AVERAGES:	2.1	0.8	2.9

Only REVIEWED incidents included



Hartford Fire Board 807517

436 East Main Street

Hartford Michigan 49057

Attention: Cary Jay Vaughn

Report Id# 142716

The corrective Action plan for the Hartford Fire Department (807517) is the following for fiscal years 2024.

The board has hired a new finance person effective July 1, 2023, Peter Stanislawski.

Also, under the new auditors for fiscal year 2023 will be Siegfried Crandall with lead CPA Steven Bryer.

Also, a complete uniform chart of accounts issued by the State of Michigan treasury has been completed.

The budget for fiscal year 2024 will have direct monitoring of the Hartford Fire Board monthly starting in July 2024.

While fiscal year 2023 is completed, I'm sure there will be issues, but the audit will be filed on a timely basis. Matters will be corrected in a timely manner.

Kindest regards

Ronald Sefcik

Hartford Fire Board Chair


Peter Stanislawski

Hartford Fire Board Finance

June 27, 2023

Hartford Fire Board
417 Arlington Street
Bangor, MI 49013

We are engaged to audit the financial statements of the governmental activities and the major fund of the Hartford Fire Board for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 27, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Hartford Fire Board and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Fire Board's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Fire Board's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Fire Board's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your Fire Board functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Hartford Fire Board's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Fire Board and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Fire Board or to acts by management or employees acting on behalf of the Fire Board. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

We will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Fire Board's fiscal year. The Fire Board's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

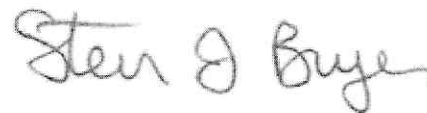
Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Hartford Fire Board.

This information is intended solely for the use of the Board members and management of the Hartford Fire Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

SiegfriedCrandallPC

Certified Public Accountants & Advisors

245 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-331-4970
500-876-0979
Fax 269-349-1344

June 27, 2023

Hartford Fire Board
436 E. Main St.
Hartford, MI 49057

Dear Board Members:

Following is a list of items we will need to perform the Fire Board's audit as of and for the year ended June 30, 2023. Please share this list with the appropriate officials and staff.

Items we need before the beginning of fieldwork:

- Board minutes since July 2021 (please send in WORD format)
- Identification of attorneys consulted since June 2023 regarding litigation, claims, or assessments against the Fire Board
- Backup file of QuickBooks accounting files

Items we need by the beginning of fieldwork:

- Original and final amended budgets for the year ended June 30, 2023, and adopted budgets for the subsequent year
- Bank account statements for the year
- July 31, 2023 bank statements for all accounts
- Payroll tax returns (941s, etc.) and payroll journals for the year
- 2022 W-2, W-3, and 1099 forms issued
- Insurance coverage in effect during the fiscal years ended June 30, 2023 and beyond (have policies available)
- Remittance advices and paid invoices for the fiscal year ended June 30, 2023, and any since June 30, 2023
- Bank reconciliations for all accounts at June 30, 2023
- Information regarding all investments held as of June 30, 2023, including financial institution, account number, amount, interest rate, purchase date, and maturity date
- Receivables at June 30, 2023, including schedule of amounts due showing amount, source, date earned, date received, and accounting classification
- Calculation of contributions due from other governmental units for the year ended June 30, 2023
- Fixed asset additions and dispositions during the year (have support available)
- Accounts payable at June 30, 2023, including schedule of amounts due showing payee, amount, date services/products received, accounting classification, date paid
- Summary/breakdown of any material (at least \$1,000) unpaid invoices as of the date of fieldwork
- Schedule of accrued payroll, at June 30, 2023 (show dates worked, gross pay amounts, and date paid)
- Schedule of compensated absences, if any, at June 30, 2023 (show name, cumulative hours, and pay rate as of year end)

Hartford Fire Board

Page 2

June 27, 2023

- Schedule of long-term debt activity for the year ended June 30, 2023, including:
 - Beginning balance
 - Plus, any issuance of new debt
 - Minus any principal payments - show interest portion separate from principal (have support available)
 - Ending balance
- Approved rates for fire run pay and approved salaries for the year ended June 30, 2023
- Contract(s) in excess of \$10,000 for products or services entered into during the year ended June 30, 2023
- Information regarding any additional sources of revenue in excess of \$5,000, including federal or state grants, received or entered into during the year ended June 30, 2023
- Fire Board financial policies including investment policy, credit card policy, ACH policy, etc.

Please contact me if you need clarification or assistance in gathering the above information. My direct phone number is (269) 341-4182.

We plan to begin our audit fieldwork on August 30, 2023. We look forward to working with you this year.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in cursive script that reads "Steven J. Bryer".

Steven J Bryer, Shareholder

June 27, 2023

Hartford Fire Board
436 E. Main St.
Hartford, MI 49057

We are pleased to confirm our understanding of the services we are to provide the Hartford Fire Board for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of the Hartford Fire Board as of and for the year ended June 30, 2023. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Hartford Fire Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Hartford Fire Board's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Improper revenue recognition due to fraud
2. Management override of controls

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Hartford Fire Board's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Fire Board's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Steven J. Bryer is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Fire Board's audit requirements, our fee will not exceed \$7,900. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Hartford Fire Board's financial statements. Our report will be addressed to the members of the Fire Board of the Hartford Fire Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Fire Board
Hartford Fire Board
Page 5
June 27, 2023

We appreciate the opportunity to be of service to the Hartford Fire Board and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Hartford Fire Board.

By: _____

Title: _____

Date: _____

June 27, 2023

Brian Wisneski, Shareholder
Hungerford Nichols, CPA's and Advisors
830 Pleasant Street
St. Joseph, MI 49085

Dear Brian,

The Hartford Fire Department has accepted the 2023 audit proposal by Siegfried Crandall P.C. By this letter, we are authorizing you to respond fully and completely to all inquiries by representatives of Siegfried Crandall P.C.

We have represented to Siegfried Crandall P.C. the following, with regard to Hungerford Nichols, CPA's and Advisors:

1. We have communicated the reason for the change in auditors.
2. We are not involved with Hungerford Nichols, CPA's and Advisors in any disputes about accounting matters, auditing procedures, or similarly significant matters.
3. We know of no information that would bear negatively on the integrity of the management of the Department's Board.

Steve Bryer from Siegfried Crandall P.C. will contact you to perform certain predecessor auditor communications and to arrange a visit to your office to review workpapers for your most recent audit of the Hartford Fire Department. Your cooperation during this transition is greatly appreciated.

Sincerely,

Hartford Fire Department

Ron Sefcik
Board Chairman

Fire Chiefs Report

August 2023

INFORMATION:

1. Meetings Attended:

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

Robbie Harting – Fire Chief

Hartford Fire Department

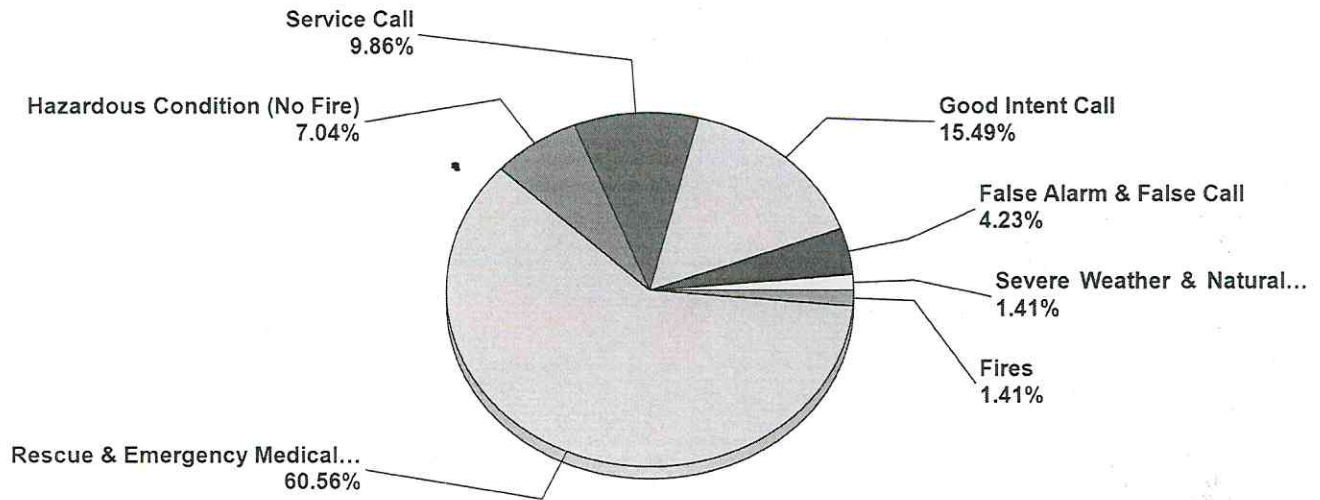
Hartford, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2023 | End Date: 07/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.41%
Rescue & Emergency Medical Service	43	60.56%
Hazardous Condition (No Fire)	5	7.04%
Service Call	7	9.86%
Good Intent Call	11	15.49%
False Alarm & False Call	3	4.23%
Severe Weather & Natural Disaster	1	1.41%
TOTAL	71	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
143 - Grass fire	1	1.41%
311 - Medical assist, assist EMS crew	33	46.48%
321 - EMS call, excluding vehicle accident with injury	7	9.86%
322 - Motor vehicle accident with injuries	1	1.41%
324 - Motor vehicle accident with no injuries.	1	1.41%
342 - Search for person in water	1	1.41%
412 - Gas leak (natural gas or LPG)	2	2.82%
444 - Power line down	3	4.23%
500 - Service Call, other	1	1.41%
554 - Assist invalid	5	7.04%
571 - Cover assignment, standby, moveup	1	1.41%
611 - Dispatched & cancelled en route	10	14.08%
622 - No incident found on arrival at dispatch address	1	1.41%
733 - Smoke detector activation due to malfunction	1	1.41%
736 - CO detector activation due to malfunction	2	2.82%
815 - Severe weather or natural disaster standby	1	1.41%
TOTAL INCIDENTS:	71	100%

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

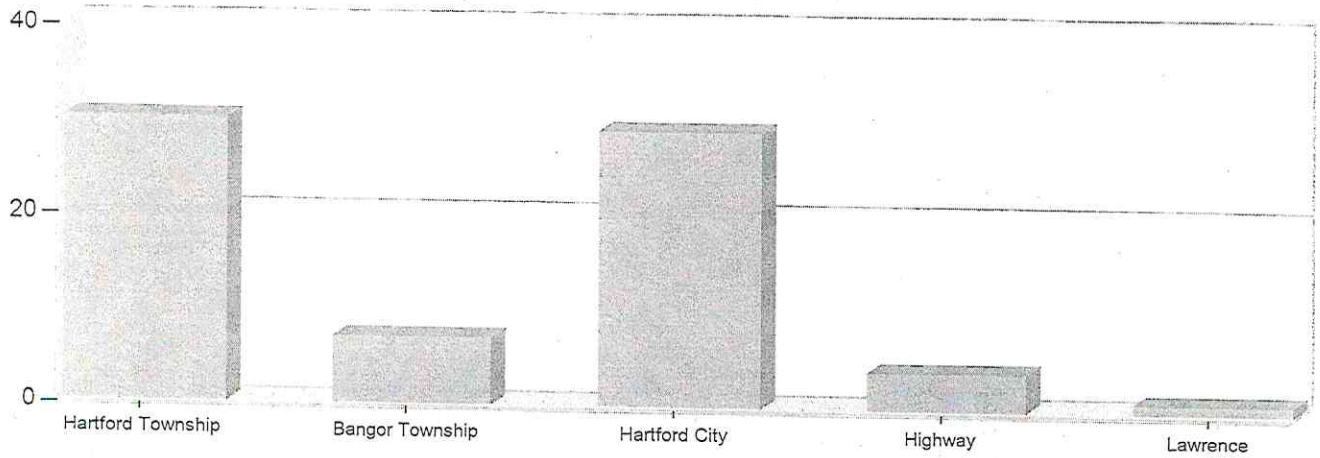
Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	14
	321 - EMS call, excluding vehicle accident with injury	5
	412 - Gas leak (natural gas or LPG)	2
	444 - Power line down	2
	500 - Service Call, other	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	4
	622 - No incident found on arrival at dispatch address	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	30
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	2
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	1
	342 - Search for person in water	1
	444 - Power line down	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Bangor Township - Bangor:</i>	7
Hartford City - Hartford		
	311 - Medical assist, assist EMS crew	17
	321 - EMS call, excluding vehicle accident with injury	1

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



ZONES	INCIDENT TYPE	COUNT
	554 - Assist invalid	4
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	2
	733 - Smoke detector activation due to malfunction	1
	736 - CO detector activation due to malfunction	2
	815 - Severe weather or natural disaster standby	1
	<i>Total Incidents for Hartford City - Hartford:</i>	29
Highway - I 94		
	143 - Grass fire	1
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Highway - I 94:</i>	4
Lawrence - Township		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Lawrence - Township:</i>	1
	<i>Total Count for all Zone:</i>	71

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



Hartford Fire Department

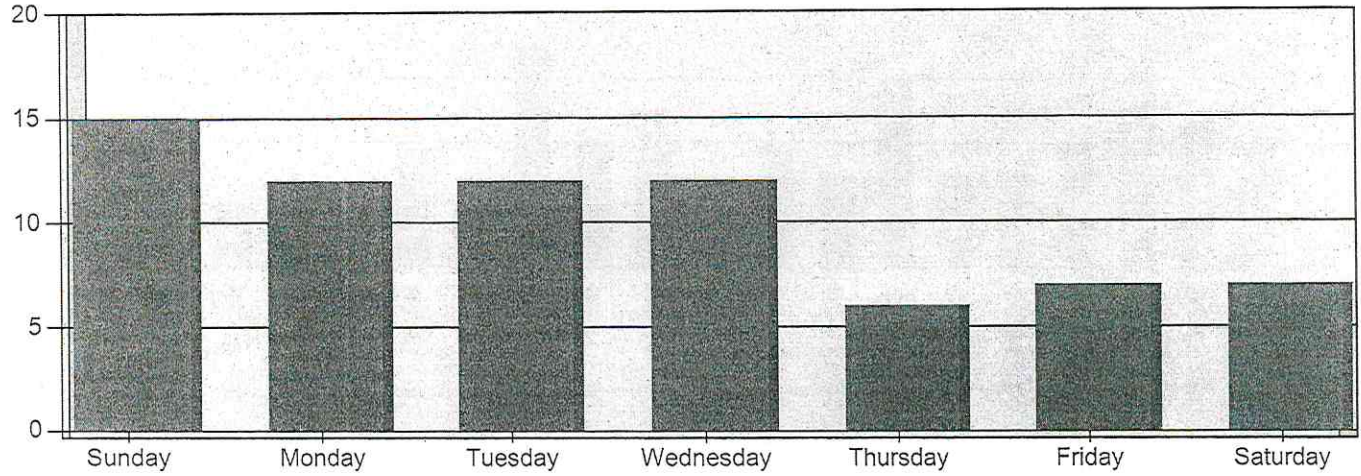
Hartford, MI

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 07/01/2023 | End Date: 07/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	15
Monday	12
Tuesday	12
Wednesday	12
Thursday	6
Friday	7
Saturday	7

TOTAL

71

Only Reviewed incidents included.



Assistant Chief Report

August

Information

- Information gathered for auditor
- Fair
- Smoke Detector installs
- New door locks installed
- New SCBA Mask Bags for all members
- New Hoods ordered for all members (Grant Money)
- Yearly PPE ordered

Meetings Attended: Chiefs Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief