

**Hartford Fire Board Meeting  
October 9th, 2023  
September Business**

Contents

Page 1-2	Meeting Agenda
Page 3-7	Proposed Meeting Minutes of September 11, 2023 Board Meeting
Page 8	Treasurer Report
Page 9-11	Income & Expense and Expenses by Vendor Summary
Page 12	Revenue & Expenditure Report
Page 13-14	Call Report
Page 15-18	Ethics Policy
Page 19-20	VBCCA Funeral Ramp
Page 21-22	Policy 901 Reporting of Illness or Injury
Page 23-25	Policy 113 Extrications and Policy 1108 Loading Supply
Page 26-35	Michigan Class Information Packet
Page 36-37	Resolution 231009
Page 38	New Hire
Page 39-47	Chief Harting's Reports
Page 48	Assistant Chief McGrew Report

**Hartford Fire Board**  
Agenda  
Monday, October 9th, 2023, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests: Steven Bryer Sigfried Crandall- Audit Presentation
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by \_\_\_\_\_ Second by \_\_\_\_\_  
Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VII. Approval of previous meeting minutes from September 11, 2023: Motion by \_\_\_\_\_ Second \_\_\_\_\_  
Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VIII. Approval of September Treasurer's report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve  
Treasurer's report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays:  
\_\_\_\_\_
- a. Accounts Payable: Amount \$27,274.41 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call  
vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
  - 1. Discussion and Approval of updated Hartford Fire Board Ethics Policy:  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ To Approve Hartford Fire Board  
Ethics Policy as presented:  
Roll Call Vote: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- XII. New Business:
  - 1. Discuss and consider payment to the Van Buren County Chiefs Association  
funeral ramp Enclosed trailer in the amount of \$500.00.  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Roll Call Vote  
  
Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  - 2. Discussion and approval of updates to Policy 901 Reporting of Illness or Injury.  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve updates to Policy  
901 Reporting of Illness or Injury as presented. Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  - 3. Discussion and approval of Policy 113 Extractions.  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve Policy 113 Extractions as  
presented. Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

4. Discussion and approval of Policy 1108 Loading Supply Hose onto apparatus.  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve Policy 1108 Loading  
supply hose onto apparatus as presented. Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

5. Review Michigan Class Information Packet

6. Discussion and approval of Hartford Fire Board Resolution 231009 Motion  
by \_\_\_\_\_ Second by \_\_\_\_\_ to approve Hartford Fire Board  
Resolution 231009 as presented; Roll Call Vote

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

7. Approve the Hire of Steven Lowe as a Probationary Firefighter.  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve the hiring of  
Steven Lowe as a Probationary Firefighter.

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 October 9, 2023

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

**Others Present:** Assistant Chief McGrew, Peter Stanislawski

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

Guest: No Guest

Public comment opened at 7:02 NO public comment.

Public comment closed at 7:02

The proposed agenda for the Fire Board meeting of October 9, 2023, was presented and approved. Motion by Ledesma Second by Sullivan to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the September 11<sup>th</sup>, 2023, Fire Board Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$27,274.41 Motion by Hunt; second by Birmele to pay bills in the amount of \$27,274.41.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

**Unfished Business:**

1. Hartford Fire Board/Hartford Fire Department Ethics Policy was presented: Motion by Sefcik; Second by Hunt to approve updated Ethics Policy as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan Yes; Birmele Yes.  
**Policy Approved**

**New Business:**

1. Discussion took place on the proposed payment to the Van Buren County Chiefs Association for the funeral ramp Enclosed Trailer, consensus among the board was that we may not need to utilize this ramp, but we should support the other departments within our county that may need to utilize it. Motion by Hunt; Second by Birmele to pay the proposed invoice in the amount of \$500.00 to the Van Buren County Fire Chiefs Association. Roll Call Vote; Sefik Yes; Hunt Yes; Sullivan Yes; Birmele Yes; Ledesma Yes; **Motion Approved**
2. Discussion took place on updates to Policy 901 Reporting of Illness or Injury; Motion by Birmele Second by Ledesma to approve updates to Policy 901 Reporting of Illness or Injury as presented. Yeas: 5 Nays: 0 **Policy Approved**
3. Discussion took place on Policy 113 Extrications. Motion by Sefcik; Second by Hunt to approve Policy 113 Extrications as presented. Yeas: 5 Nays: 0 **Policy Approved**
4. Discussion took place on Policy 1108 Loading Supply Hose onto apparatus. Motion by Sefcik; Second by Birmele to approve Policy 1108 Loading Supply Hose onto apparatus as presented. Yeas: 5 Nays: 0 **Policy Approved**

5. Finance Administrator Peter Stanislowski discussed the Michigan Class Information packet.
6. Discussion took place on Hartford Fire Board Resolution 231009 and Motion was made by Hunt; seconded by Ledesma to approve Hartford Fire Board Resolution 231009 as presented. Vote was cast via Roll Call

Birmele Yes; Sullivan Yes; Sefcik Yes; Hunt Yes; Ledesma Yes.

**Chariman Ron Sefcik declared the resolution adopted this 9<sup>th</sup> day of October, 2023**

7. Steven Lowe was presented to the board for approval to Hire; Motion by Sullivan; Second by Ledesma to approve the hiring of Steven Lowe as a Probationary Firefighter.  
Yeas: 5 Nays: 0 **Motion Approved**

### **Fire Chiefs Report:**

Chief Harting announced to the Board the Firefighter/Paramedic Cary VanDeWiele passed away unexpectedly at home on October 1<sup>st</sup> 2023, visitation will be held on Wednesday October 11<sup>th</sup> from 4pm-6pm, with service to follow.

1. Meetings Attended:
  - Township
  - City
  - VBC FF Training Committee
  - VBC Medical Control
2. Attended Emerging Issues in Emergency Services conference in Frankenmuth.
3. Worked on paperwork needed by Attorney for the 501C3.
4. Bio Care physicals will be Monday October 23<sup>rd</sup>.
5. Thanks to Peter for his work on the Audit.

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

1. Meetings Attended
  - City council Meeting
2. New Polices for the Fire Department
3. Interviewed/Test for New Candidate
4. Parade & Pancake Breakfast both successful
5. Fire Prevention Week is Oct. 8<sup>th</sup>-14<sup>th</sup>
6. Car Seat Check Friday Oct 13<sup>th</sup> from 3-5pm at station
7. High School is having fall cleanup day on Oct 27<sup>th</sup>

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Chairman Sefcik spoke on few topics that included:
  - How many total people should be on the upcoming non-profit committee that will need to be formed when the 501c3 takes effect.
  - Had Meeting with Insurance agent last week- discussion on background checks for Board members by the respective municipalities, and discussion on the Cadet Program.
  - Next Tuesday meeting with architect firm on Ambulance building.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:41p.m.  
Yeas:5 Nays:0      **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED



## HARTFORD FIRE BOARD MEETING

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

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

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

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

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

Public comment opened at 7:28 NO public comment.

Public comment closed at 7:28

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

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

Yeas: 4 Nays: 0 Approved

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

Yeas: 4 Nays: 0       Approved

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

Yeas: 4 Nays: 0       Approved

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

Yeas: 4 Nays: 0 Approved

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

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

Discussion of Last months Fire calls

**Unfished Business:**

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

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

**New Business:**

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

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

Policy Approved

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

Policy Approved

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

Policy Approved

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

### Fire Chiefs Report:

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

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

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

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

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

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

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

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE**

**CASH BALANCES**

**OCTOBER 9 2023**

General Checking	\$ 133,261.50
Millage Account	\$ 202,145.49
Maintenance Account	\$ 13,308.74
Donation Account	\$ 8,143.92

Investment Account

Total Spendable Accounts

**\$ 356,859.65**

10/05/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/12/2023 - 10/09/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
09/12/2023	131(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
09/12/2023	132(E)	AT&T MOBILITY	CELL PHONES	405.51
09/12/2023	133(E)	BESTWAY	TRASH	83.25
09/12/2023	134(E)	COMCAST	TELEPHONES & INTERNET	231.50
09/12/2023	135(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	331.92
09/15/2023	DD244(A)	HARTING, ROBBIE	PAYROLL	1,780.86
09/15/2023	DD245(A)	MC GREW, KEVIN	PAYROLL	853.76
09/30/2023	EFT58(E)	CITY OF HARTFORD	PAYROLL	280.71
09/30/2023	EFT59(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,310.73
09/30/2023	EFT60(E)	STATE OF MICHIGAN	PAYROLL	1,015.82
10/01/2023	DD246(A)	HARTING, ROBBIE	PAYROLL	1,750.87
10/03/2023	DD247(A)	BODARY, BRANDON	PAYROLL	401.90
10/03/2023	DD248(A)	CHAPPELL, MICHAEL	PAYROLL	74.84
10/03/2023	DD249(A)	EASTMAN, SCOTT	PAYROLL	65.59
10/03/2023	DD250(A)	FLEMMING, LISA	PAYROLL	75.84
10/03/2023	DD251(A)	FLEMMING, RYAN	PAYROLL	32.22
10/03/2023	DD252(A)	FRY, STEVEN	PAYROLL	86.07
10/03/2023	DD253(A)	HARTING, BRANDI	PAYROLL	361.50
10/03/2023	STUB25(A)	HIGH, SARA	PAYROLL	0.00
10/03/2023	STUB26(A)	HUNT, COLE	PAYROLL	0.00
10/03/2023	DD254(A)	LEDESMA, CARLOS	PAYROLL	52.86
10/03/2023	STUB27(A)	LOVE, KIRKLAND	PAYROLL	0.00
10/03/2023	DD255(A)	MC CLELLAN, TROY	PAYROLL	13.61
10/03/2023	DD256(A)	MC GREW, KEVIN	PAYROLL	1,240.43
10/03/2023	DD257(A)	REED, KEVIN	PAYROLL	33.88
10/03/2023	DD258(A)	ROBERTS, KHELUN	PAYROLL	236.77
10/03/2023	DD259(A)	SEFCIK, RONALD	PAYROLL	52.86
10/03/2023	DD260(A)	SHARPE, IAN	PAYROLL	39.49
10/03/2023	DD261(A)	SULLIVAN, HELEN	PAYROLL	52.86
10/03/2023	DD262(A)	VAN DEWIELE, CARY	PAYROLL	101.82
10/03/2023	DD263(A)	WEBERG, SCOTT	PAYROLL	362.04
10/03/2023	EFT61(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	491.62
10/03/2023	EFT62(E)	CITY OF HARTFORD	PAYROLL	138.40
10/09/2023	14998	CRYSTAL FLASH	DIESEL	528.60
10/09/2023	14999	MFE INC	GAS DETECTOR SERVICE	412.92
10/09/2023	15000	PETER STANISLAWSKI	FINANCE SERVICES	900.00
10/09/2023	15001	REED LAW PLC	LEGAL FEES	2,495.00
10/09/2023	15002	S&A AUTOMOTIVE INC	MAINTENANCE	108.04
10/09/2023	15003	US BUSINESS SYSTEMS INC	COPIER	93.60
10/09/2023	136(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
10/09/2023	137(E)	AT&T MOBILITY	CELL PHONES	405.51
10/09/2023	138(E)	COMCAST	TELEPHONES & INTERNET	254.38
10/09/2023	139(E)	FIRST NATIONAL BANK OMAHA	COMPUTER, TRAINING & SUPPLIES	1,222.03
10/09/2023	140(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	422.80

10/05/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/12/2023 - 10/09/2023				
Check Date	Check	Vendor Name	Description	Amount
10/09/2023	141(A)	BRONSON HELP NET	INSURANCE	186.00
10/09/2023	142(A)	SIEGFRIED CRANDALL PC	AUDIT	6,500.00
Total of 46 Checks:				27,274.41
Less 0 Void Checks:				0.00
Total of 46 Disbursements:				27,274.41



Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	405.51
2. BRONSON HELP NET		
	INSURANCE	186.00
3. COMCAST		
	TELEPHONES & INTERNET	254.38
4. CRYSTAL FLASH		
	DIESEL	528.60
5. FIRST NATIONAL BANK OMAHA		
	COMPUTER, TRAINING & SUPPLIES	1,222.03
6. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
7. MFE INC		
	GAS DETECTOR SERVICE	412.92
8. PETER STANISLAWSKI		
	FINANCE SERVICES	900.00
9. REED LAW PLC		
	LEGAL FEES	2,495.00
10. S&A AUTOMOTIVE INC		
	MAINTENANCE	48.14
	MAINTENANCE	59.90
	TOTAL	108.04
11. SHELL FLEET PLUS		
	DIESEL & GASOLINE	422.80
12. SIEGFRIED CRANDALL PC		
	AUDIT	6,500.00
13. US BUSINESS SYSTEMS INC		
	COPIER	93.60
TOTAL - ALL VENDORS		13,921.88

User: BSA  
 DB: Hfd  
 PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	NORMAL (ABNORMAL)	MONTH 10/31/2023	INCREASE (DECREASE)		
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		42,903.57		0.00		114,402.28	27.27
206-000-402.000	HARTFORD CITY	128,704.78		42,358.22		10,589.57		86,346.56	32.91
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		1,781.75		0.00		2,360.72	43.01
206-000-421.000	COST RECOVERY	6,743.10		591.00		0.00		6,152.10	8.76
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00		46.66	0.00
206-000-539.000	GRANTS	2,500.00		1,400.00		0.00		1,100.00	56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		1,600.00		0.00		8,000.00	16.67
206-000-584.000	VBEMS	2,198.33		3,060.00		0.00		(861.67)	139.20
206-000-665.000	INTEREST	0.00		230.65		0.00		(230.65)	100.00
Total Dept 000		311,241.19		93,925.19		10,589.57		217,316.00	30.18
TOTAL REVENUES									
		311,241.19		93,925.19		10,589.57		217,316.00	30.18
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-702.000	BOARD SALARY	4,200.00		600.00		180.00		3,600.00	14.29
206-336-704.000	CHIEF SALARY	56,141.00		14,035.26		2,339.21		42,105.74	25.00
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		14,311.51		3,455.76		40,688.49	26.02
206-336-712.000	SHIFT COVERAGE	14,400.00		3,135.00		1,050.00		11,265.00	21.77
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		2,460.37		537.38		11,539.63	17.57
206-336-724.000	RETIREMENT	4,000.00		701.75		140.35		3,298.25	17.54
206-336-730.000	GASOLINE & DIESEL	9,400.00		1,707.98		951.40		7,692.02	18.17
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,543.47		120.83		5,956.53	37.30
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		1,384.88		633.48		11,515.12	10.74
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		0.00		320.00	8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		220.50		25.65		2,279.50	8.82
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00		6,686.90	17.95
206-336-751.000	PHONES	6,615.20		2,045.50		627.19		4,569.70	30.92
206-336-753.000	UTILITIES	10,000.00		1,262.25		393.00		8,737.75	12.62
206-336-763.000	BUILDING MAINTENANCE	11,550.00		758.69		212.73		10,791.31	6.57
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		1,968.34		0.00		2,156.66	47.72
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,660.38		0.00		3,339.62	79.13
206-336-785.000	EDUCATION/ TRAINING	8,700.00		4,251.02		347.45		4,448.98	48.86
206-336-796.000	PHYSICALS	8,300.00		372.00		186.00		7,928.00	4.48
206-336-799.000	OFFICE/ COMPUTER	5,910.00		751.47		496.45		5,158.53	12.72
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		12,295.00		9,895.00		(2,295.00)	122.95
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		9,021.00		0.00		18,979.00	32.22
Total Dept 336 - FIRE OPERATING		311,241.20		89,059.47		21,591.88		222,181.73	28.61
TOTAL EXPENDITURES									
		311,241.20		89,059.47		21,591.88		222,181.73	28.61
Fund 206 - FIRE FUND:									
TOTAL REVENUES		311,241.19		93,925.19		10,589.57		217,316.00	30.18
TOTAL EXPENDITURES		311,241.20		89,059.47		21,591.88		222,181.73	28.61
NET OF REVENUES & EXPENDITURES		(0.01)		4,865.72		(11,002.31)		(4,865.73)	17,200.00

# Hartford Fire Department

Hartford, MI

This report was generated on 10/1/2023 5:40:21 PM



## Personnel Count per Incident for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-458	9/1/2023 10:18:00	322 - Motor vehicle accident with injuries	08006	3	2	5
2023-459	9/1/2023 11:12:46	500 - Service Call, other	08006	3	1	4
2023-460	9/1/2023 18:59:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-461	9/1/2023 22:30:00	554 - Assist invalid	08006	1	0	1
2023-462	9/2/2023 03:26:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-463	9/2/2023 15:40:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-464	9/2/2023 21:49:00	131 - Passenger vehicle fire	08006	3	2	5
2023-465	9/2/2023 22:14:00	324 - Motor vehicle accident with no injuries.	08006	4	0	4
2023-466	9/3/2023 11:15:00	412 - Gas leak (natural gas or LPG)	08006	2	2	4
2023-467	9/3/2023 16:45:00	500 - Service Call, other	08006	1	1	2
2023-468	9/3/2023 17:42:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-469	9/4/2023 22:49:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-470	9/4/2023 23:38:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-471	9/5/2023 05:25:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-472	9/5/2023 19:14:00	551 - Assist police or other governmental agency	08006	3	0	3
2023-473	9/5/2023 20:42:00	554 - Assist invalid	08006	1	1	2
2023-474	9/6/2023 17:41:00	444 - Power line down	08006	2	1	3
2023-475	9/6/2023 17:43:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-476	9/7/2023 10:17:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-477	9/7/2023 13:54:00	321 - EMS call, excluding vehicle accident with injury	08006	1	1	2
2023-478	9/7/2023 15:25:00	651 - Smoke scare, odor of smoke	08006	1	1	2
2023-479	9/7/2023 18:48:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-480	9/8/2023 04:19:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-481	9/8/2023 07:14:00	324 - Motor vehicle accident with no injuries.	08006	1	1	2
2023-482	9/8/2023 12:42:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-483	9/8/2023 21:53:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-484	9/8/2023 22:11:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-485	9/9/2023 08:31:00	353 - Removal of victim(s) from stalled elevator	08006	3	0	3
2023-486	9/9/2023 11:51:00	353 - Removal of victim(s) from stalled elevator	08006	1	1	2
2023-487	9/9/2023 19:06:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-488	9/11/2023 00:17:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-489	9/11/2023 06:30:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-490	9/11/2023 21:28:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-491	9/16/2023 21:47:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-492	9/17/2023 23:07:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-493	9/18/2023 12:05:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-494	9/18/2023 18:27:00	311 - Medical assist, assist EMS crew	08006	2	1	3

Only REVIEWED incidents included

INCIDENT				NUMBER OF PEOPLE				
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL		
2023-495	9/19/2023 14:04:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-496	9/20/2023 10:15:00	311 - Medical assist, assist EMS crew	08006	2	3	5		
2023-497	9/22/2023 04:02:00	554 - Assist invalid	08006	2	0	2		
2023-498	9/22/2023 05:33:00	611 - Dispatched & cancelled en route	08006	2	0	2		
2023-499	9/22/2023 18:18:00	311 - Medical assist, assist EMS crew	08006	2	0	2		
2023-500	9/22/2023 21:51:00	311 - Medical assist, assist EMS crew	08006	1	2	3		
2023-501	9/22/2023 21:54:00	311 - Medical assist, assist EMS crew	08006	1	2	3		
2023-502	9/23/2023 02:38:00	554 - Assist invalid	08006	2	0	2		
2023-503	9/24/2023 11:57:00	311 - Medical assist, assist EMS crew	08006	2	0	2		
2023-504	9/25/2023 05:20:00	311 - Medical assist, assist EMS crew	08006	1	0	1		
2023-505	9/25/2023 05:44:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1		
2023-506	9/25/2023 14:44:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2		
2023-507	9/26/2023 08:17:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1		
2023-508	9/26/2023 15:35:00	611 - Dispatched & cancelled en route	08006	1	1	2		
2023-509	9/26/2023 16:00:00	746 - Carbon monoxide detector activation, no CO	08006	2	0	2		
2023-510	9/26/2023 16:53:00	324 - Motor vehicle accident with no injuries.	08006	1	2	3		
2023-511	9/27/2023 18:38:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-512	9/29/2023 17:35:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-513	9/30/2023 06:06:00	743 - Smoke detector activation, no fire - unintentional	08006	2	0	2		
<b>TOTAL # OF INCIDENTS: 56</b>				<b>AVERAGES:</b>		<b>1.8</b>	<b>0.7</b>	<b>2.5</b>

Only REVIEWED incidents included



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 9<sup>th</sup> 2023  
**Submitted By:** Kevin McGrew- Assistant Fire Chief  
**Prepared By:** Kevin McGrew- Assistant Fire Chief  
**Agenda Title:** Approval of Hartford Fire Department Ethics Policy

### RECOMMENDED ACTION:

After last month's meeting we looked further into the Ethics Policy document and reached out to our Auditor, he agreed that the document did not need to be notarized and that part could be removed from the document. Furthermore, we compared the document to our Employee Handbook and feel the document is in line with our Employee Handbook. At this time we feel the document is ready for Board Approval and recommend the Board Approve the updated Ethics Policy as presented.

*Kevin McGrew*  
*Assistant Fire Chief*

# Hartford Fire Department, Hartford Michigan

## Ethics Policy

### Scope

This policy applies to all public officials, employees, boards, committees, appointed positions, consultants, vendors, contractors, or outside agencies doing business with employees and /or other parties with a business relationship with the Hartford Fire Department/Hartford Fire Board.

### Purpose

The purpose of this policy is to ensure that all public officials, employees, boards, committees, appointed positions, consultants, vendors, contractors, or outside agencies are conducting themselves in a manner which upholds the public trust. This policy will outline the minimal levels of integrity expected of all affected individuals. This policy is not intended to replace any other policy governing employee behavior or rights and/or remedies guaranteed under a collective bargaining agreement.

### Policy

1. Employees are required to report any potential conflict of interest. If an employee is part of a decision-making process in any financial transaction and there is conflict of interest, that employee should report it as a conflict and recuse themselves from the decision.
2. Employees will not engage in fraudulent behavior.
3. Employees will be honest, fair and respectful of all persons and property with which they have contact. Employees will treat individuals in an equitable manner free of any partisanship. Above all, employees should avoid conduct which may undermine respect for organizational officials, employees, and the organization as a whole.
4. Employees shall not divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for the authorized release to the public.
5. Employees shall not use their position to secure, request, or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for themselves or others, beyond that which is available to every other citizen.

### Reporting

Employees are required to report violations of the ethics policy to the Hartford Fire Board Chairman using the prescribed form found at The Hartford Fire Department Radio Room Mailbox. Names of individuals reporting violations will be kept confidential.

### Violations

An employee found to be in violation of this policy will be disciplined from a verbal warning up to and including termination in accordance with Hartford Fire Department/Hartford Fire Board policy and contracts.

### Definitions

*Conflict of Interest* – A conflict of interest exists if an employee has a direct or indirect financial interest (money, property, or thing of value or benefit) in a matter in which the employee has some influence either directly or indirectly. Indirect financial interest includes members of his immediate family (spouse, parents, or children).

*Fraudulent Behavior* – Fraudulent behavior includes, but is not limited to: a) any dishonest or fraudulent act; b) forgery or alteration of any document or account belonging to the Hartford Fire Department; c) forgery or alteration of a check, bank draft, or any other financial document; d) misappropriation of funds, securities, supplies or other assets; impropriety in the handling or reporting of money or financial transactions; e) Profiteering as a result of insider knowledge as a result of employment with Hartford Fire Department; f) disclosing confidential and proprietary information for gain to outside parties; g) accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to Hartford Fire Department contrary to federal, state, or local law or Hartford Fire Department policy; h) destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; i) any similar inappropriate conduct as determined by Hartford Fire Department.

Hartford Fire Department/Hartford Fire Board  
ETHICS COMPLAINT FORM

(This Complaint form should be filed with the Hartford Fire Board Chairman)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Ethics Policy. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain credible information supporting the allegation(s) that one or more of the Standards of Conduct contained in the Ethics Policy have been violated.

This Form is not required, but its use is encouraged as a Complaint must be in writing and verified by oath or affirmation. A Complaint must be filed with the Hartford Fire Board Chairman within 1 years of the date the offense is alleged to have occurred. A Complaint is deemed filed upon receipt by the Hartford Fire Board Chairman.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Public officer/employee subject to complaint (i.e. Respondent): \_\_\_\_\_

Public position held by Respondent: \_\_\_\_\_

Approximate date of alleged violation(s): \_\_\_\_\_

Description of conduct by Respondent and section of Ethics Policy alleged to have been violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Print name of Complainant



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 9<sup>th</sup> 2023  
**Submitted By:** Kevin McGrew- Assistant Fire Chief  
**Prepared By:** Kevin McGrew- Assistant Fire Chief  
**Agenda Title:** Discuss and consider payment to the Van Buren County Chiefs Association funeral ramp Enclosed trailer.

### RECOMMENDED ACTION:

During the August Meeting of the Van Buren County Chiefs Association meeting a motion was made and supported to send an invoice to all the fire departments in Van Buren County for \$500.00 to offset the cost of an Enclosed Trailer and Lettering for the recently built Funeral Ramp that is to be utilized for loading caskets onto fire trucks during funeral operations. We were one of the only departments in Van Buren County that did not financially support the Funeral Ramp being built because we will not be able to utilize it because of the design of our current fire trucks.

*Kevin McGrew*  
*Assistant Fire Chief*



# VAN BUREN COUNTY FIRE CHIEF ASSOCIATION

417 W. Arlington St. Bangor, MI 49013



/// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS ///

September 14, 2023

Enclosed trailer and decals for VBC Fire Chiefs funeral ramp.

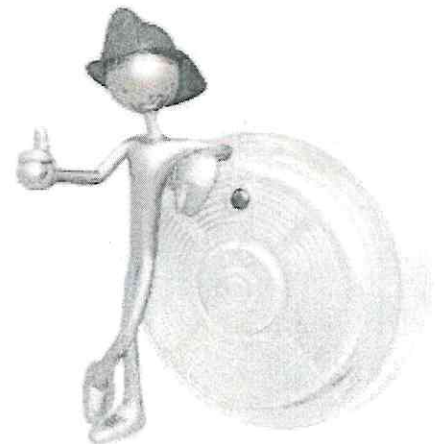
\$500.00

Please Remit to:

Van Buren County Fire Chief's Association  
417 W Arlington St.  
Bangor, MI 49013  
Attention: Chief Babcock

Thank you.

Chief Derek Babcock, Secretary



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

Meeting Date: October 9<sup>th</sup> 2023  
Submitted By: Kevin McGrew- Assistant Fire Chief  
Prepared By: Kevin McGrew- Assistant Fire Chief  
Agenda Title: Approve updates to Policy 901 Reporting of Illness or Injury

### RECOMMENDED ACTION:

I am recommending to the Fire Board that we approve the updates to Policy 901 Reporting of Illness or Injury, these updates arose from Chief Hartings recent attendance at the Emerging Issues in Emergency Services Conference.

*Kevin McGrew*  
*Assistant Fire Chief*

# HARTFORD FIRE DEPARTMENT

## Policy Order

### 901

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#### REPORTING OF ILLNESS OR INJURY

##### I. PURPOSE:

To ensure that all personnel are physically and mentally capable of performing their job duties without risk to themselves, fellow employees, or the employer, thereby providing a safe working and training environment.

##### II. PROCEDURE:

###### A. The procedure for reporting illness and injuries.

1. If a medical condition occurs or is discovered while the employee is performing their duties while on station, training or on scene of an incident the notification shall be made immediately to the employee's supervisor.
2. If the injury is minor and licensed medical personnel are on scene, treatment may be rendered on scene.
3. If the Incident Commander, or medical personnel, believes emergency care beyond the capabilities of on-site care providers is needed, HFD personnel will be transported to a medical facility that is appropriate for the injury sustained.
4. Generally, transportation will be via ambulance unless such a unit is unavailable or the injures are minor.
5. An officer will make every effort to accompany injured HFD personnel to the medical facility unless the emergency scene operations still require his/her presence.
6. If the medical condition or injury occurs or is discovered while the employee is off-duty, the employee shall notify his/her supervisor, as soon as possible.

###### B. Return to work conditions

1. An employee who has received medical attention for a reported illness or injury will not be allowed to return to work until released by an approved physician or designee without restrictions in accordance with job descriptions of the Hartford Fire Department.

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 9<sup>th</sup> 2023  
**Submitted By:** Kevin McGrew- Assistant Fire Chief  
**Prepared By:** Kevin McGrew- Assistant Fire Chief  
**Agenda Title:** Approve Policy 113 Extrications & 1108 Loading Supply Hose onto an Apparatus

### RECOMMENDED ACTION:

I am recommending to the Fire Board that we approve the Policy 113 Extrications & 1108 Loading Supply Hose onto an Apparatus, both of these Policies arose from Chief Hartings recent attendance at the Emerging Issues in Emergency Services Conference, both of these topics were spoken about during an update from MIOSHA.

*Kevin McGrew*  
*Assistant Fire Chief*

# HARTFORD FIRE DEPARTMENT

## Policy Order

### 113

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### Response to Extrication Incidents

**I. PURPOSE:**

To establish a policy for responding to Extrication Incidents.

**II. POLICY:**

Standard response will be 1871 with 2-3 firefighters, firefighters will wear full PPE, Other equipment and personnel as needed.

**III. OPERATIONS:**

3.1 Rescue operations will vary extensively depending on the type, number of victims, and situation. The rescue vehicle, 1871, shall continue past the accident where possible keeping the safety of the victims and firefighters in mind. Whenever possible, the IC will place a truck prior to arrival. Firefighters responding with 1871 will begin the Extrication Process after the IC has established the need for extrication.

3.2 The Incident Commander has the responsibility for command of the extrication scene. The IC will make immediate contact with police and emergency medical personnel to coordinate total rescue efforts and facilitate cooperative assignments for the incident.

3.3 Extrications decision's which affect the care and handling of the patient (s) must coordinated with, and approved by the emergency medical personnel who is managing patient care.

3.4 Upon successful completion of the extrication, HFD personnel shall assist emergency medical personnel with patient care and or assist police with further operations until the Incident Commander makes the decision for units to clear the scene.

# HARTFORD FIRE DEPARTMENT

## Policy Order

### 1108

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### Loading Supply Hose onto Apparatus

**I. PURPOSE:**

To establish a policy for loading supply hose back on apparatus in a safe manner and the apparatus is ready to respond after an incident.

**II. Scope:** All Personnel.

**III. Policy:**

3.1 All members shall wear at least helmets, gloves and bunker pants with boots while loading large diameter hose. (NFPA 1500)

3.2 When re-loading hose onto a moving apparatus from the ground, one member shall be assigned as a safety observer for the hose loading operation. The safety observer shall not physically assist with loading the hose.

3.3 The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the driver.

3.4 Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of police or fire personnel.

3.5 The apparatus shall be driven only at a speed of 5 mph or less.

3.6 Firefighters are permitted in the hose bed but shall not stand while the apparatus is in motion.



Michigan  
**CLASS**<sup>®</sup>



**Information Statement**

March 2023

Michigan CLASS Rated S&P 'AAAm'



## Table of Contents

PART 1: PROGRAM OVERVIEW	3
A. General Information	3
B. Board of Trustees	3
C. Board Member Guiding Values	4
D. Mission Statement	4
E. Vision Statement	4
F. Participation Eligibility	4
PART 2: PROGRAM OBJECTIVES	4
A. Safety	5
B. Liquidity	5
C. Convenience	6
D. Market Returns	6
PART 3: INVESTING THROUGH MICHIGAN CLASS	6
A. Permitted Investments	6
B. Investment Risks	7
C. Program Vendors	8
D. Program Fees	9
E. Additional Information	9

Section 28 of Article 7 of the Michigan Constitution of 1963 provides, among other things, that the legislature may authorize two or more local governmental entities to enter into contractual agreements to provide for the joint administration of functions which each entity would have the power to perform independently and to share the related costs and responsibilities with each other.

In accordance with this constitutional provision and certain statutory provisions incorporated in the Urban Cooperation Act of 1967 of the state of Michigan, the Agreement constitutes an interlocal trust agreement creating a legal entity established for the purpose of facilitating the joint investment of public sector surplus funds. Authority for the investment of public funds is included in Public Act 20 of 1943, Public Act 451 of 1976, Public Act 331 of 1966 and Public Act 94 of 1933, each as amended.

## PART 1: PROGRAM OVERVIEW

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### **A. General Information**

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a product trade name used to designate a Michigan public sector joint investment program. It was established pursuant to a Participation Agreement (the Agreement) dated October 1, 1991, as most recently

amended November 1, 2021, and as may be amended from time-to-time, by and among certain public sector entities having joined as Participants.

The program's Investment Advisor and Administrator is Public Trust Advisors, LLC (Public Trust), and the program's Custodian is Fifth Third Bank.

Upon execution of the appropriate governmental resolution authorizing a public entity to enter into the Agreement, Participants shall have the right to open, at no initial cost, as many Michigan CLASS accounts as they wish. They shall also have the right to deposit eligible surplus funds into any of their accounts on any business day without limitation as to the dollar amount or number of such transactions. Participants may also withdraw funds from their respective accounts on any business day up to an amount equal to the account balance and any accrued interest and/or realized capital gains thereon.

### **B. Board of Trustees**

Investments made on behalf of the Participants are subject to the overall direction of the program's Board of Trustees that consists of up to 13 Trustees serving staggered terms on behalf of the Participants. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under

Michigan statutes for the investment of surplus funds of the Participants. The Board of Trustees (the Board) has entered into an investment advisory administrative services agreement with Public Trust, who is responsible to the Board for all of the program's investments, administrative activities, and marketing services provided on behalf of the Participants.

### **C. Board Member Guiding Values**

- Represent and serve the interests of all Participants
- Maintain the standard of safety
- Operate in a professional and ethical manner
- Work in unison with the Administrator to grow and improve the pool
- Ensure that Michigan CLASS is safe, liquid, and offers a competitive return
- Demand openness and accountability

### **D. Mission Statement**

Michigan CLASS strives to offer public agencies in Michigan a safe, liquid, and competitive investment option. Michigan CLASS welcomes all legal public entities without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all Michigan public agencies.

### **E. Vision Statement**

Michigan CLASS strives to be the leading local government investment pool in the

state offering investment services that serve the needs of all public entities.

### **F. Participation Eligibility**

Participation in Michigan CLASS is available to any county, city, village, township, school district, authority, or any other political subdivision organized under the laws of the state of Michigan. To join, such public agencies need only to become party to the Participation Agreement by adopting the necessary authorizing resolution and by providing a certified copy of such resolution to the Administrator. The Administrator will then notify the Custodian and the other Participants in writing and commence the procedures necessary for the new Participant to begin using the program. Pursuant to applicable state law, Public Trust will review each entity's investment policy and return the appropriate acknowledgment.

## **PART 2: PROGRAM OBJECTIVES**

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The objectives of the Michigan CLASS program are to provide Participants with an investment alternative that emphasizes safety, liquidity, convenience, and competitive rates of return. The program is designed specifically to accommodate the needs of Michigan public sector investors. In addition, periodic meetings with and surveys of the Participants assure user input in the design and administration of program features.

## **A. Safety**

The objective of safety in the deployment of Michigan CLASS funds is sought through the direct purchase (or through repurchase agreements) of short-term, high-quality investments permissible as investments for surplus public funds in the state of Michigan. An overall program objective is to manage investment quality and maturity to maintain a stable portfolio net asset value. Investments are also managed conservatively to accommodate cash flow expectations and to mitigate market timing risk.

Administrative elements of the Michigan CLASS program are designed to prevent incidence of fraud or error. Many safeguards further protect Michigan CLASS funds under management including daily verification of transactions; assignment of credentials for online transactions; and the use of only pre-designated bank accounts, listed in the name of respective Participants, to which Michigan CLASS funds withdrawals may be done via wire or ACH.

Besides investing Michigan CLASS funds only in securities legally permitted by Michigan Law, Michigan CLASS has achieved a 'AAAm' rating by S&P Global Ratings and offers the benefit of an annual audit by an independent auditing firm.

## **B. Liquidity**

Liquidity is a key element of the program. Portfolio maturity and duration parameters are established to provide for the liquidity needs of the Participants since they may deposit or withdraw funds on any business day up to the amount of their balances on deposit (including accrued interest and/or capital gains realized thereon).

All funds are fully invested each night, and securities that constitute the program's investments and/or securities that are subject to repurchase agreement are fully delivered to the Custodian to be held for the exclusive benefit of the Participants until maturity or sale. In the case of repurchase agreement transactions, securities subject to repurchase must equal in current market value at least 102% of the amount of the investment. Such collateral is marked-to-market daily with a deficiency make-up provision enforced if necessary.

In addition, the use of only the highest quality investments with a maximum maturity of two years or less assures the added benefit of underlying asset marketability. The net result of these liquidity features is that Participant cash is available in the amount necessary when needed.

### **C. Convenience**

Many program features ensure convenient account access and ease of recordkeeping. For example, Participants may make account transactions on any business day via the Michigan CLASS online transaction system. All contribution and withdrawal forms are designed for ease of use and are also available via the online transaction system.

Any number of Participant accounts may be established to track and parallel internal fund accounting practices. Monthly statements are comprehensive and provide daily account activity and transaction numbers. Michigan CLASS statements establish a clear accounting and audit trail for Participant investment records. Monthly statements and investment holdings are available within the first three business days of the month via the online transaction system.

Account information or assistance is available every business day from Michigan CLASS Client Services. Transactions can be prepared in advance in anticipation of important dates, avoiding unfortunate timing problems or cash access emergencies.

Optional features include direct deposit of school state aid payments, state revenue sharing warrant lock box, and ACH service. All program features have been designed in

cooperation with professionals who have public sector financial experience to facilitate the maximum level of cash management efficiency and simplicity.

### **D. Market Returns**

Competitive portfolio yield is sought by utilizing the services of the investment advisor's seasoned professional investment managers and credit researchers for the Michigan CLASS program.

Michigan CLASS seeks to promote maximization of account performance in a dynamic market environment while avoiding unnecessary risk or portfolio timing problems. By investing together, Participants can take advantage of possible economies of scale relative to transaction and clearance costs, custody arrangements, and valuation costs.

In addition, overall portfolio performance should be enhanced as a result of the effect of differences in cash flow cycles from one Participant to another; this allows for slightly longer average investment maturities than would be the case if Participants invested alone, thereby increasing aggregate portfolio yields.

## **PART 3: INVESTING THROUGH MICHIGAN CLASS**

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### **A. Permitted Investments**

Pursuant to direction by the Board and in conformance with applicable Michigan Laws

governing investment options for Participants, funds of the Participants are invested in high-quality, short-term fixed-income instruments selected to provide for program safety, liquidity, and competitive rates of return. Eligible instruments include:

- U.S. Treasury obligations,
- Federal agency obligations of the U.S.-government,
- High-grade commercial paper (at least A1/P1 rated),
- Bankers' acceptances issued by FDIC-member U.S. banks,
- Repurchase agreement transactions executed with highly rated counterparties (collateralized at 102% of the face amount of the agreement),
- Certificates of deposit issued in accordance with all applicable Michigan Statutes, and
- Approved money market mutual funds for eligible Participants

## **B. Investment Risks**

Participants should specifically consider the following risks before deciding to invest in the Michigan CLASS fund. The following summary does not purport to be comprehensive or definitive of all risk factors.

Investing involves risks including the possible loss of principal.

### **Interest Rate Risks**

The prices of the fixed-income securities in Michigan CLASS will rise and fall in response to changes in the interest rates paid by similar securities. Generally, when interest rates rise, prices of fixed-income securities fall. However, market factors, such as demand for particular fixed-income securities, may cause the price of certain fixed-income securities to fall while the price of other securities rise or remain unchanged. Interest rate changes have a greater effect on the price of fixed-income securities with longer maturities. The Investment Advisor will seek to manage this risk by purchasing short-term securities.

### **Credit Risks**

Credit risk is the possibility that an issuer of a fixed-income security held in Michigan CLASS will default on the security by failing to pay interest or principal when due. If an issuer defaults, Participants in Michigan CLASS may incur losses. The Investment Advisor will seek to manage this risk by purchasing high quality securities as determined by one or more Nationally Recognized Statistical Ratings Organizations and/or the Investment Advisor's credit research team.

### **Stable Net Asset Value Risks**

Although Michigan CLASS is managed to maintain a stable NAV of \$1.00 per Share,

there is no guarantee that it will be able to do so.

#### **Investment Not Insured or Guaranteed**

An investment in Michigan CLASS is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

#### **Liquidity Risk**

Michigan CLASS is subject to certain liquidity risks in which the size of a bond's market, the frequency of trades, the ease of valuation, and/or issue size may impact the Investment Advisor's ability to sell investments in a timely fashion or at or near fair value in order to fulfill a Participant's redemption request.

#### **Market Risk**

Market risk is the risk that the value of securities owned goes up or down, sometimes rapidly and/or unpredictably, due to factors affecting securities markets generally or within particular industries.

#### **Issuer Risk**

The risk that the value of a security declines for a reason directly related to the issuer such as management performance, financial leverage, and reduced demand for the issuer's goods or services.

#### **Default Risk**

The risk that a bond issuer (or counterparty) will default by failing to

repay principal and interest in a timely manner.

#### **C. Program Vendors**

Public Trust Advisors, LLC, an SEC registered investment advisor, serves as the Michigan CLASS program Investment Advisor and Administrator. In addition to rendering investment and advisory services on a discretionary basis to the Participants, Public Trust also provides a full range of administrative services in conjunction with the program. All Michigan CLASS recordkeeping, portfolio accounting, Participant account reporting, securities valuation services, and general organizational and marketing activities are coordinated and managed on behalf of the Participants by Public Trust.

Public Trust Advisors, LLC is headquartered at 717 17th Street, Suite 1850, Denver, CO 80202. Its phone number is (855) 395-3954. Public Trust provides investment advisory and/or administrative services for similar public sector cooperative investment programs in a number of states across the country including Colorado, Florida, New York, Texas, and Michigan.

The Michigan CLASS Custodian is Fifth Third Bank. All investment securities and securities transacted on behalf of the participants are maintained in a segregated account with the Custodian and held for the exclusive benefit of the Participants. No

other Michigan CLASS vendor has access to the assets managed under the program. Participants maintaining separate Fifth Third Bank depository accounts in their own names are eligible to transfer funds between such accounts and their Michigan CLASS accounts without incurring wire charges, subject to advance notification to Public Trust.

Barnes & Thornburg, LLP serves as legal counsel to Michigan CLASS. The firm is located at 11 South Meridian Street, Indianapolis, IN 46204, and its phone number is (317) 231-6425.

An independent certified public accounting firm, Cohen & Co., has been engaged to audit the annual financial statements of Michigan CLASS. The audit contains statements of assets and liabilities, of operations, and of changes in net assets. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of Michigan CLASS made in accordance with generally accepted accounting principles (GAAP).

**D. Program Fees**

Pursuant to its agreement with the Board of Trustees, Public Trust charges a management fee for its services that covers all costs related to Michigan CLASS. This management fee is a charge from the Investment Property Value (the daily fee). This daily fee accrues on a daily basis and is paid monthly in arrears and prorated for

any portion of the month in which the agreement is in effect. The daily fee shall be calculated as follows: The Investment Property Value is multiplied by the Applicable Fee Rate and is divided by 365, or 366 days in the event of a leap year, to equal the daily fee accrual. The Investment Property Value shall be based on the prior day’s net assets. For weekend days and holidays, the net assets for the previous business day will be utilized for the calculation of fees. The Applicable Fee Rate shall be determined monthly on the first business day of each month and shall be based on the following sliding scale:

\$0 - \$3 billion	0.13% (13 bps)
> \$3 billion	0.12% (12 bps)

**E. Additional Information**

This Information Statement is designed to provide a general overview of the Michigan CLASS program. Reference should be made to the Participation Agreement for a complete description of the rights and obligations of the Participants. To obtain further information and a copy of the Participation Agreement, please visit [www.michiganclass.org/document-center](http://www.michiganclass.org/document-center).

Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial



developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Michigan CLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove market risk. Registration with the SEC does not imply a certain level of skill or training. External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.

03/23 Managed by Public Trust Advisors, LLC

#### CONTACT INFORMATION

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DeWitt, MI 48820

T (855) 382-0496 | F (855) 381-0496

[clientservices@michiganclass.org](mailto:clientservices@michiganclass.org)

[www.michiganclass.org](http://www.michiganclass.org)



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

Meeting Date: October 9<sup>th</sup> 2023  
Submitted By: Kevin McGrew-Assistant Fire Chief  
Prepared By: Peter Stanslawski-Financial Administrator  
Agenda Title: Approval of Resolution 231009

### RECOMMENDED ACTION:

Peter prepared Resolution 231009 for the Board to approve the addition of Michigan Cooperative Liquid Assets Securities System (Michigan Class) as an approved Investment Option for the Hartford Fire Board, also attached is an information packet about Michigan Class. Chief Harting and myself have reviewed the packet and recommend that the Fire Board Approve this Resolution.

*Kevin McGrew*  
*Assistant Fire Chief*

Hartford Fire Board

RESOLUTION NO. 231009

RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN COOPERATIVE  
LIQUID ASSETS SECURITIES SYSTEM  
AS AN APPROVED INVESTMENT OPTION

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 700 funded participants ranging from the very large to the very small, with nearly \$4.5 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the fire board the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the Hartford Fire Board approves the Michigan Class Investment Pool as an authorized Investment institution, authorizes the Finance Director to complete the necessary paperwork to enroll in the pool, and approves the addition of Michigan Class to the Investment Policy.

The Foregoing resolution offered by Fire Board Member, Chad Hunt and supported by Fire Board Member Carlos Ledesma.

Upon roll call vote the following voted:

Ayes: Sefcik, Sullivan, Birmele, Hunt, Ledesma

Nays: 0

Chairman Ron Sefcik declared the resolution adopted this 9<sup>th</sup> day of October, 2023



Ron Sefcik, Hartford Fire Board Chairman

APPROVED

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

Meeting Date: October 9<sup>th</sup> 2023  
Submitted By: Kevin McGrew- Assistant Fire Chief  
Prepared By: Kevin McGrew- Assistant Fire Chief  
Agenda Title: Approve the Hire of Steven Lowe as a Probationary Firefighter

### RECOMMENDED ACTION:

I am recommending to the Fire Board that we hire Steven Lowe as a Probationary Firefighter; Steve has completed all the required pre-employment task that have been presented to him, Steve holds all the necessary certifications including FF1&2 and Medical First Responder License.

*Kevin McGrew*  
*Assistant Fire Chief*

# Fire Chiefs Report

October 2023

## INFORMATION:

1. Meetings Attended:

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

2. Attended Emerging Issues in Emergency Services conference in Frankenmuth.

3. Worked on paperwork needed by the Attorney for the 510C3

4. Bio Care physicals will be Monday October 23<sup>rd</sup>

Robbie Harting – Fire Chief

# Hartford Fire Department

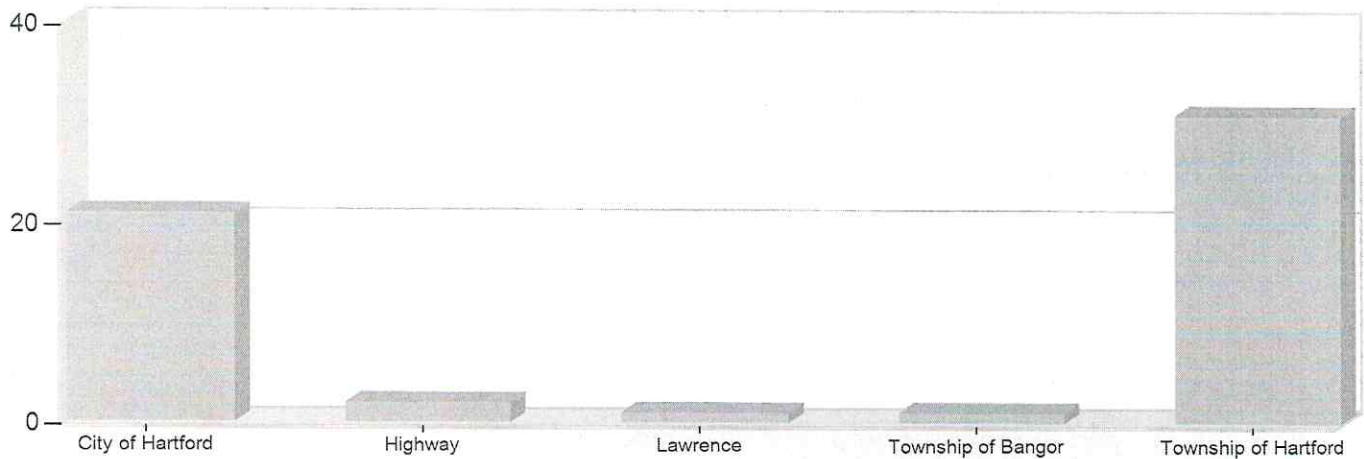
Hartford, MI

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## Incident Type Count per Zone for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023



ZONES	INCIDENT TYPE	COUNT
<b>City of Hartford - Hartford</b>		
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	2
	353 - Removal of victim(s) from stalled elevator	2
	500 - Service Call, other	1
	551 - Assist police or other governmental agency	1
	554 - Assist invalid	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	21
<b>Highway - I 94</b>		
	131 - Passenger vehicle fire	1
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	2
<b>Lawrence - Township</b>		
	500 - Service Call, other	1
	<i>Total Incidents for Lawrence - Township:</i>	1
<b>Township of Bangor - Bangor</b>		
	311 - Medical assist, assist EMS crew	1
	<i>Total Incidents for Township of Bangor - Bangor:</i>	1
<b>Township of Hartford - Hartford</b>		
	311 - Medical assist, assist EMS crew	12

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



ZONES	INCIDENT TYPE	COUNT
	321 - EMS call, excluding vehicle accident with injury	7
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	1
	554 - Assist invalid	2
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	743 - Smoke detector activation, no fire - unintentional	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for Township of Hartford - Hartford:</i>	31
	<b>Total Count for all Zone:</b>	<b>56</b>

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



# Hartford Fire Department

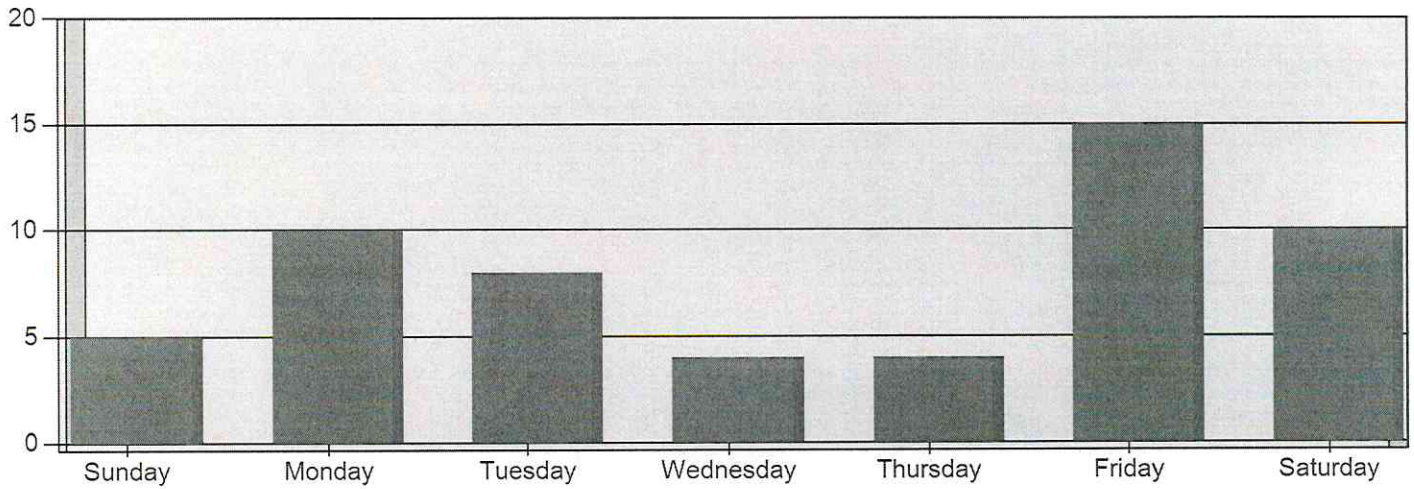
Hartford, MI

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## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 09/01/2023 | End Date: 09/30/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	5
Monday	10
Tuesday	8
Wednesday	4
Thursday	4
Friday	15
Saturday	10

**TOTAL**

**56**

Only Reviewed incidents included.

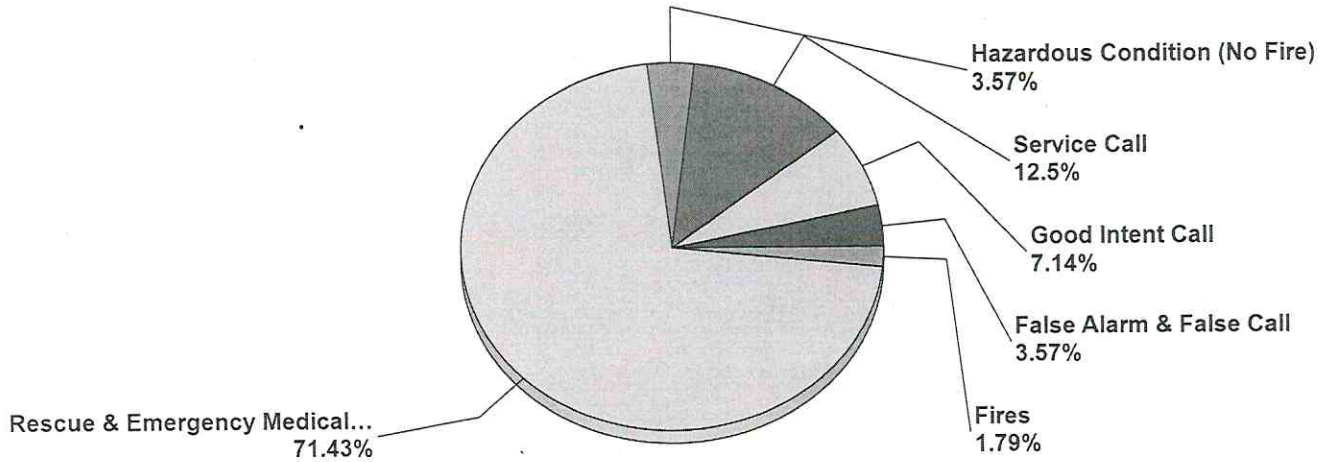






**Breakdown by Major Incident Types for Date Range**

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.79%
Rescue & Emergency Medical Service	40	71.43%
Hazardous Condition (No Fire)	2	3.57%
Service Call	7	12.5%
Good Intent Call	4	7.14%
False Alarm & False Call	2	3.57%
<b>TOTAL</b>	<b>56</b>	<b>100%</b>

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



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	1.79%
311 - Medical assist, assist EMS crew	25	44.64%
321 - EMS call, excluding vehicle accident with injury	9	16.07%
322 - Motor vehicle accident with injuries	1	1.79%
324 - Motor vehicle accident with no injuries.	3	5.36%
353 - Removal of victim(s) from stalled elevator	2	3.57%
412 - Gas leak (natural gas or LPG)	1	1.79%
444 - Power line down	1	1.79%
500 - Service Call, other	2	3.57%
551 - Assist police or other governmental agency	1	1.79%
554 - Assist invalid	4	7.14%
611 - Dispatched & cancelled en route	3	5.36%
651 - Smoke scare, odor of smoke	1	1.79%
743 - Smoke detector activation, no fire - unintentional	1	1.79%
746 - Carbon monoxide detector activation, no CO	1	1.79%
<b>TOTAL INCIDENTS:</b>	<b>56</b>	<b>100%</b>

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



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

Start Date: 09/01/2023 | End Date: 09/30/2023

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: Dispatch Priority (Required)</b>	
1	26
2	21
3	9

<b>USER-DEFINED FIELD: Lift Assist (Required)</b>	
No	53
Yes	3

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



# Hartford Fire Department

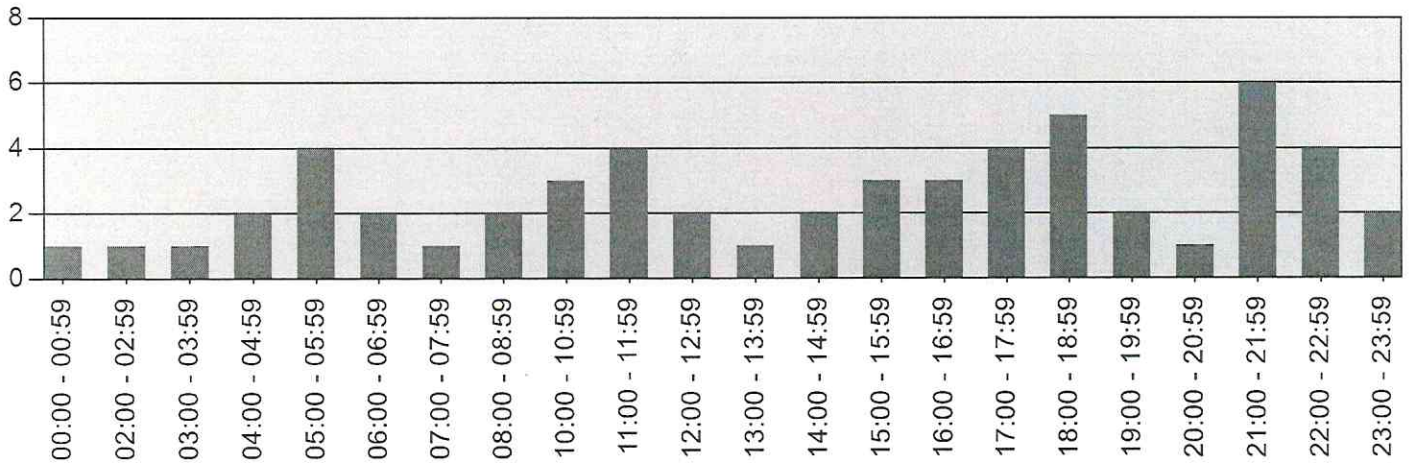
Hartford, MI

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

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 09/01/2023 | End Date: 09/30/2023



HOURLY	# of CALLS
00:00 - 00:59	1
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	4
06:00 - 06:59	2
07:00 - 07:59	1
08:00 - 08:59	2
10:00 - 10:59	3
11:00 - 11:59	4
12:00 - 12:59	2
13:00 - 13:59	1
14:00 - 14:59	2
15:00 - 15:59	3
16:00 - 16:59	3
17:00 - 17:59	4
18:00 - 18:59	5
19:00 - 19:59	2
20:00 - 20:59	1
21:00 - 21:59	6
22:00 - 22:59	4
23:00 - 23:59	2
<b>TOTAL:</b>	<b>56</b>

Only REVIEWED incidents included.





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

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 09/01/2023 | End Date: 09/30/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
<b>Station: Hartford Fire Department</b>		
Fry, Steven	4	7.1%
Harting, Brandiwyne	10	17.9%
McGrew, Kevin	45	80.4%
VanDeWiele, Cary	8	14.3%
Bodary, Brandon	23	41.1%
Chappell, Mike	3	5.4%
Eastman, Scott	1	1.8%
Flemming, Ryan	1	1.8%
Harting, Robbie	9	16.1%
Hunt, Cole	1	1.8%
Love, Kirkland	1	1.8%
Roberts, Khelun	14	25.0%
Sharpe, Ian	5	8.9%
Weberg, Scott	14	25.0%
<b>Total Incidents for Station Hartford Fire Department</b>	<b>56</b>	
<b>Total Incidents for all Stations</b>	<b>56</b>	

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



## Assistant Chief Report

October

### Information

- New Policies for Fire Department
- Interviewed/Test for New Candidate
- Submitted documentation to finish out grant
- Parade & Pancake Breakfast
- Fire Prevention Week is Oct. 8-14th
- Car Seat Check Friday Oct 13th
- High School is having a Fall Cleanup Day on Oct 27th-  
Fire station will be one of their destinations.

Meetings Attended: City Council Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief