

**Hartford Fire Board Meeting  
December 11th, 2023  
November Business**

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

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests:
- 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 \_\_\_\_\_ to approve agenda as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_\_
- VII. Approval of previous meeting minutes from November 13th, 2023: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve previous meeting minutes as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_\_
- VIII. Approval of November Treasurer's report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer's report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_  
\_\_\_\_\_
- a. Accounts Payable: Amount \$27,422.61 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. Continued Discussion on 501c3
- XII. New Business:
  1. Discussion and Approval of 2024/2025 Operating Budget.  
Motion by; \_\_\_\_\_ Seconded by; \_\_\_\_\_ to approve the 2024/2025 Operating Budget as presented.
  2. Discussion and Approval of the hiring of Noah Emerick as a Probationary Firefighter.  
Motion by; \_\_\_\_\_ Second by; \_\_\_\_\_ to approve the hiring of Noah Emerick as a Probationary Firefighter.
  3. Discussion and Approval of attached Quote # Q128 for the purchase of **In-Flow Fire Hose Washer** and authorize the transfer of \$1,400 from the Donations Account into budget line item # 206-336-733-000 Equipment Maintenance.  
Motion by; \_\_\_\_\_ Second by; \_\_\_\_\_ to approve Quote # Q128 and Approval of the budget transfer.

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 December 11, 2023

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

**Others Present:** Assistant Chief McGrew

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of November 13, 2023, was presented and amended. Motion by Sefcik Second by Ledesma to approve the agenda as amended.

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the November 13<sup>th</sup>, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented.

Yeas: 3 Nays: 0 **Approved**

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

Yeas: 3 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$27,422.61 Motion by Hunt; second by Sefcik to pays bills in the amount of \$27,422.61.

Motion approved upon roll call vote of members present.

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

**Absent: Birmele**

## Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

### Unfished Business:

1. Discussion took place on 501c3 and it was agreed to continue to review the document for a month and table any official business until the January meeting.

### New Business:

1. Discussion of the 2024/2025 Operating Budget, all agreed that it was a good budget, and we should move forward. Motion by Sefcik; Seconded by Hunt; to approve the 2024/2025 Operating Budget as presented.  
Yeas: 3      Nays: 0      **Approved**
2. Noah Emerick was presented to the board for approval, the hiring committee has recommended that we move forward with the hiring of Noah Emerick as a Probationary Firefighter. Motion by Sefcik; Seconded by Hunt; to approve the hiring of Noah Emerick as a Probationary Firefighter.  
Yeas: 3      Nays: 0      **Approved**
3. A quote and literature were presented to the board for the purchase of IN-Flow Fire Hose Washer. Discussion took place on the benefits and amount of time that this piece of equipment would save us. Motion by Hunt; Seconded by Ledesma to approve Quote # Q128 and approval of transfer form the Donations Account into budget line item # 206-336-733-000.  
Yeas: 3      Nays: 0      **Approved**

### Fire Chiefs Report:

1. Meetings Attended:
  - Township
  - City

- VBC FF Training Committee
  - VBC Medical Control
2. Firefighter Class will be starting up in January and will run on Sundays and will be a hybrid class format.
  3. Training Committee has classes that will be presented to the county firefighters coming up around the new year.
  4. Barn is completed except for the garage doors; doors will be here in January.

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

1. New Report Software Training, the existing company that we used was bought out by another company.
2. Interview and testing were done for new hire.
3. Budget presentation created for Joint Meeting.
4. New Milwaukee Tools from donation were put in service.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Sefcik inquired about if we had received any new information on the Jordan estate; Chief Harting going to investigate this.
- Hunt & Ledesma commented on how nice the Christmas parade was this last Saturday.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:51p.m.

Yeas:3      Nays:0      **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

## HARTFORD FIRE BOARD MEETING

### Minutes of Fire Board Meeting November 13, 2023

**Members Present upon roll call:** Ron Sefcik; Chad Hunt;(7:13pm) Helen Sullivan; Carlos Ledesma; Chief Harting **Absent:**

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

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of November 13, 2023, was presented and amended. Motion by Sullivan Second by Ledesma to approve the agenda as amended.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the October 9<sup>th</sup>, 2023, Fire Board Meeting were presented. One Correction was presented. Motion by Biremele; Second by Ledesma to accept the minutes as amended.

Yeas: 4 Nays: 0 **Approved**

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

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$40,650.68 Motion by Sefcik; second by Sullivan to pays bills in the amount of \$40,650.68.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report



Discussion of Last months Fire calls

**Unfished Business:** none

**New Business:**

1. Attorney Phillip Reed was present and discussed his continued work on the 501c3 update. Further discussion to take place at the December Fire Board Meeting.
2. Discussion took place on the Compensation Committee Recommendations from their committee meeting, New PayScale for Paid on Call firefighters was reviewed by the board- no action was taken at this time.
3. Discussion took place on the Preliminary Budget for the 2024/2025 Budget Year. No action was taken at this time- Fire Board set to approve the Budget at the December Fire Board meeting and present it to the Mayor and Township Supervisor as per the Interlocal Agreement in Late December.
4. Firefighter Kevin Reed Requested a 6-month Medical Leave effective 11-13-2023. Motion by Hunt; seconded by Sefcik to approve the 6-month Medical Leave. Yeas: 5 Nays: 0 Motion Approved

**Fire Chiefs Report:**

1. Meetings Attended:
  - Township
  - City
  - VBC FF Training Committee
  - VBC Medical Control
2. Thank you, Compensation committee and Budget Committee, for your hard work.
3. Spooktacular went great.
4. Fire prevention at Redwood Elementary School.
5. Working the Budget Committee on the Budget.

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

1. Meetings Attended
  - Budget Committee
  - Compensation Committee
2. Updated SOG/SOP Board Book
3. FOIA Request Forms Created and Digitized
4. Steve Lowe onboarded- (made 19 calls in October already)
5. Fall Cleanup with Students from school
6. 6 Smoke Alarms installed
7. Job Fair at High School.
8. New Screens installed at station for edispatch app
9. Meeting with ISO

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Further Discussion on the 501c3

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 8:13p.m. Yeas:5

Nays:0      **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE**

**CASH BALANCES**

**DECEMBER 11 2023**

General Checking	\$ 116,361.18
Millage Account	\$ 207,211.56
Maintenance Account	\$ 13,388.51
Donation Account	\$ 8,193.10

Investment Account

Total Spendable Accounts

**\$ 345,154.35**

12/08/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 11/14/2023 - 12/11/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
11/15/2023	DD282(A)	HARTING, ROBBIE	PAYROLL	1,780.86
11/15/2023	DD283(A)	MC GREW, KEVIN	PAYROLL	844.46
11/15/2023	EFT66(E)	CITY OF HARTFORD	PAYROLL	280.70
11/15/2023	EFT67(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,516.05
11/30/2023	153(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	550.00
11/30/2023	154(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	619.51
12/01/2023	DD284(A)	HARTING, ROBBIE	PAYROLL	1,750.85
12/05/2023	DD285(A)	BODARY, BRANDON	PAYROLL	422.39
12/05/2023	DD286(A)	CHAPPELL, MICHAEL	PAYROLL	37.40
12/05/2023	DD287(A)	EASTMAN, SCOTT	PAYROLL	38.27
12/05/2023	STUB31(A)	FLEMMING, LISA	PAYROLL	0.00
12/05/2023	DD288(A)	FRY, STEVEN	PAYROLL	133.87
12/05/2023	DD289(A)	HARTING, BRANDI	PAYROLL	266.02
12/05/2023	DD290(A)	HUNT, CHAD	PAYROLL	51.86
12/05/2023	DD291(A)	HUNT, COLE	PAYROLL	100.82
12/05/2023	DD292(A)	LEDESMA, CARLOS	PAYROLL	52.86
12/05/2023	DD293(A)	LOWE, STEVEN	PAYROLL	318.87
12/05/2023	STUB32(A)	MC CLELLAN, TROY	PAYROLL	0.00
12/05/2023	DD294(A)	MC GREW, KEVIN	PAYROLL	1,330.04
12/05/2023	DD295(A)	REED, KEVIN	PAYROLL	14.70
12/05/2023	DD296(A)	ROBERTS, KHELUN	PAYROLL	18.29
12/05/2023	DD297(A)	SEFCIK, RONALD	PAYROLL	52.86
12/05/2023	DD298(A)	SHARPE, IAN	PAYROLL	97.64
12/05/2023	DD299(A)	SULLIVAN, HELEN	PAYROLL	52.86
12/05/2023	DD300(A)	WEBERG, SCOTT	PAYROLL	387.47
12/05/2023	EFT68(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	435.24
12/11/2023	15013	AUTO WARES	PAYROLL	23.96
12/11/2023	15014	KELLOGG HARDWARE INC	SUPPLIES	90.48
12/11/2023	15015	MILLER CONSTRUCTION	POLE BARN	12,550.00
12/11/2023	15016	S&A AUTOMOTIVE INC	MAINTENANCE 2010 FORD EXPLORER	399.77
12/11/2023	155(E)	AT&T MOBILITY	CELL PHONES	406.48
12/11/2023	156(E)	FIRST NATIONAL BANK OMAHA	TURN OUT GEAR, COMPUTER, DUES & SUPPLIES	1,017.49
12/11/2023	157(E)	INTERNAL REVENUE SERVICE	PAYROLL TAXES	605.54
12/11/2023	158(A)	BIO-CARE INC	PHYSICALS	175.00
Total of 34 Checks:				27,422.61
Less 0 Void Checks:				0.00
Total of 34 Disbursements:				27,422.61

User: BSA

EXP CHECK RUN DATES 11/14/2023 - 12/11/2023

DB: Hartford

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	406.48
2. AUTO WARES		
	MAINTENANCE	23.96
3. BIO-CARE INC		
	PHYSICALS	175.00
4. FIRST NATIONAL BANK OMAHA		
	TURN OUT GEAR, COMPUTER, DUES & SUPPLIES	1,017.49
5. INTERNAL REVENUE SERVICE		
	PAYROLL TAXES	605.54
6. KELLOGG HARDWARE INC		
	SUPPLIES	90.48
7. MILLER CONSTRUCTION		
	POLE BARN	12,550.00
8. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	550.00
9. S&A AUTOMOTIVE INC		
	MAINTENANCE 2010 FORD EXPLORER	399.77
10. SHELL FLEET PLUS		
	DIESEL & GASOLINE	273.76
	DIESEL & GASOLINE	345.75
	TOTAL	619.51
TOTAL - ALL VENDORS		16,438.23

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2023 (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)			
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		71,505.95		0.00		85,799.90		45.46
206-000-402.000	HARTFORD CITY	128,704.78		63,537.36		10,589.57		65,167.42		49.37
206-000-411.000	HARTFORD TWP MILLAGE	0.00		3,848.12		3,848.12		(3,848.12)		100.00
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		2,419.50		0.00		1,722.97		58.41
206-000-421.000	COST RECOVERY	6,743.10		1,110.00		519.00		5,633.10		16.46
206-000-422.000	FIRE REPORTS/ FOIA	46.66		10.00		10.00		36.66		21.43
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		3,200.00		0.00		6,400.00		33.33
206-000-584.000	VBEMS	2,198.33		5,610.00		0.00		(3,411.67)		255.19
206-000-665.000	INTEREST	0.00		1,337.87		0.00		(1,337.87)		100.00
Total Dept 000		311,241.19		153,978.80		14,966.69		157,262.39		49.47
TOTAL REVENUES		311,241.19		153,978.80		14,966.69		157,262.39		49.47
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		1,260.00		240.00		2,940.00		30.00
206-336-704.000	CHIEF SALARY	56,141.00		23,392.10		2,339.21		32,748.90		41.67
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		23,309.01		3,431.75		31,690.99		42.38
206-336-712.000	SHIFT COVERAGE	14,400.00		5,235.00		1,110.00		9,165.00		36.35
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		5,385.14		1,150.32		8,614.86		38.47
206-336-724.000	RETIREMENT	4,000.00		1,263.15		140.35		2,736.85		31.58
206-336-730.000	GASOLINE & DIESEL	9,400.00		2,327.49		0.00		7,072.51		24.76
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		4,070.90		423.73		5,429.10		42.85
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		1,384.88		0.00		11,515.12		10.74
206-336-740.000	OPERATING SUPPLIES	350.00		43.00		0.00		307.00		12.29
206-336-741.000	MEDICAL SUPPLIES	2,500.00		453.89		98.96		2,046.11		18.16
206-336-742.000	ANNUAL TESTING	8,150.00		2,013.10		0.00		6,136.90		24.70
206-336-751.000	PHONES	6,615.20		3,005.24		364.48		3,609.96		45.43
206-336-753.000	UTILITIES	10,000.00		2,197.83		0.00		7,802.17		21.98
206-336-763.000	BUILDING MAINTENANCE	11,550.00		25,979.15		12,640.48		(14,429.15)		224.93
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		2,222.34		179.00		1,902.66		53.87
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		13,374.52		387.80		2,625.48		83.59
206-336-785.000	EDUCATION/ TRAINING	8,700.00		4,445.81		0.00		4,254.19		51.10
206-336-796.000	PHYSICALS	8,300.00		7,470.25		175.00		829.75		90.00
206-336-799.000	OFFICE/ COMPUTER	5,910.00		1,363.11		251.73		4,546.89		23.06
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		14,895.00		0.00		(4,895.00)		148.95
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		12,914.00		0.00		15,086.00		46.12
Total Dept 336 - FIRE OPERATING		311,241.20		158,084.91		23,032.81		153,156.29		50.79
TOTAL EXPENDITURES		311,241.20		158,084.91		23,032.81		153,156.29		50.79
Fund 206 - FIRE FUND:										
TOTAL REVENUES		311,241.19		153,978.80		14,966.69		157,262.39		49.47
TOTAL EXPENDITURES		311,241.20		158,084.91		23,032.81		153,156.29		50.79
NET OF REVENUES & EXPENDITURES		(0.01)		(4,106.11)		(8,066.12)		4,106.10		1,100.00

# Hartford Fire Department

Hartford, MI

This report was generated on 12/5/2023 8:58:11 AM



## Personnel Count per Incident for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-573	11/1/2023 08:40:00	114 - Chimney or flue fire, confined to chimney or flue	08006	4	0	4
2023-574	11/2/2023 12:23:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-575	11/3/2023 15:44:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-576	11/3/2023 21:42:00	321 - EMS call, excluding vehicle accident with injury	08006	1	1	2
2023-577	11/4/2023 21:57:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-578	11/4/2023 22:40:00	131 - Passenger vehicle fire	08006	5	0	5
2023-579	11/6/2023 12:37:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-580	11/6/2023 21:41:00	161 - Outside storage fire	08006	7	0	7
2023-581	11/7/2023 04:46:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-582	11/7/2023 14:11:00	554 - Assist invalid	08006	2	1	3
2023-583	11/7/2023 18:32:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-584	11/8/2023 05:37:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-585	11/8/2023 17:14:00	321 - EMS call, excluding vehicle accident with injury	08006	3	0	3
2023-586	11/9/2023 03:07:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-587	11/9/2023 16:18:00	554 - Assist invalid	08006	1	0	1
2023-588	11/10/2023 13:17:00	500 - Service Call, other	08006	1	1	2
2023-589	11/10/2023 21:03:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-590	11/10/2023 22:07:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-591	11/11/2023 10:47:00	311 - Medical assist, assist EMS crew	08006	4	1	5
2023-592	11/13/2023 10:55:00	611 - Dispatched & cancelled en route	08006	2	0	2
2023-593	11/13/2023 18:59:00	611 - Dispatched & cancelled en route	08006	2	0	2
2023-594	11/13/2023 22:40:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-595	11/15/2023 05:52:00	111 - Building fire	08006	6	0	6
2023-596	11/15/2023 10:05:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-597	11/16/2023 16:00:00	571 - Cover assignment, standby, moveup	08006	1	0	1
2023-598	11/17/2023 06:34:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-599	11/17/2023 07:14:00	311 - Medical assist, assist EMS crew	08006	4	0	4
2023-600	11/17/2023 08:39:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-601	11/17/2023 11:53:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-602	11/17/2023 13:06:00	311 - Medical assist, assist EMS crew	08006	4	0	4
2023-603	11/18/2023 07:49:00	733 - Smoke detector activation due to malfunction	08006	1	4	5
2023-604	11/18/2023 08:06:00	651 - Smoke scare, odor of smoke	08006	1	4	5
2023-605	11/18/2023 09:51:00	324 - Motor vehicle accident with no injuries.	08006	1	4	5
2023-606	11/18/2023 14:33:00	611 - Dispatched & cancelled en route	08006	1	3	4
2023-607	11/18/2023 23:25:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-608	11/19/2023 14:34:00	162 - Outside equipment fire	08006	6	3	9
2023-609	11/20/2023 07:56:00	311 - Medical assist, assist EMS crew	08006	1	0	1

Only REVIEWED incidents included





INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-610	11/20/2023 09:57:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-611	11/20/2023 22:16:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-612	11/21/2023 03:59:00	736 - CO detector activation due to malfunction	08006	1	1	2
2023-613	11/22/2023 00:16:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-614	11/22/2023 00:43:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-615	11/22/2023 06:45:00	571 - Cover assignment, standby, moveup	08006	3	0	3
2023-616	11/22/2023 09:59:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-617	11/22/2023 17:38:00	554 - Assist invalid	08006	2	3	5
2023-618	11/23/2023 02:28:00	322 - Motor vehicle accident with injuries	08006	2	0	2
2023-619	11/23/2023 18:52:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-620	11/24/2023 07:20:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-621	11/25/2023 23:35:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-622	11/26/2023 15:02:00	311 - Medical assist, assist EMS crew	08006	3	1	4
2023-623	11/26/2023 17:16:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-624	11/26/2023 18:00:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-625	11/27/2023 15:09:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-626	11/28/2023 20:30:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-627	11/29/2023 04:24:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-628	11/29/2023 17:41:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-629	11/29/2023 20:01:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-630	11/30/2023 07:00:00	554 - Assist invalid	08006	1	0	1
2023-631	11/30/2023 14:15:00	554 - Assist invalid	08006	2	0	2
2023-632	11/30/2023 15:17:00	611 - Dispatched & cancelled en route	08006	2	2	4
<b>TOTAL # OF INCIDENTS: 60</b>				<b>AVERAGES:</b>		
				2.1	0.7	2.8

Only REVIEWED incidents included



**By-Laws**  
**Hartford Fire Department Association**  
**A Non-Profit Corporation**

**Article One**  
**Offices**

**Section 1.01 Principal Office**

The nonprofit corporation's principal office in the State of Michigan is:

436 East Main Street

Hartford, Michigan 49057

The Hartford Fire Board may change the principal office in the State of Michigan from time to time.

**Section 1.02 Other Offices**

The Hartford Fire Board may establish branch offices where the nonprofit corporation is qualified to conduct its activities.

**Article Two Name**

**Section 2.01 Name of Organization**

The name of the non-profit organization is the Hartford Fire Department Association, a Michigan non-profit corporation.

**Article Three**  
**Members**

The nonprofit corporation will not have stock or members. Approval by the Hartford Fire Board is sufficient for any action that would otherwise require approval by a majority or all members. All rights that would otherwise vest in the members will instead vest in the Board Members.

## **Article Four Board Members**

### **Section 4.01    General Power**

The Hartford Fire Board will manage the nonprofit corporation's property and business affairs. The Hartford Fire Board must act consistently with federal law, state law, these Articles of Incorporation, and the By-Laws and comply with the requirements set forth by the City of Hartford and the Township of Hartford.

### **Section 4.02    Number**

The Hartford Fire Board will fix the number of directors; this number will comprise the entire Hartford Fire Board.

The Fire Board will govern the operations of the Hartford Fire Department Association. It will be governed, managed, and controlled by a Fire Board consisting of five (5) members, for terms of six (6) years each subsequent to the initial term, or until a successor is appointed. Said Members shall be appointed in the following manner and for the following terms.

### **Section 4.03    Selection of Board Members and Term of Office**

Each Municipality (City of Hartford and Township of Hartford), by a majority vote of all members of its governing body shall appoint one member for a term expiring on June 30 of the even numbered years following the creation of the Fire Board, or until a successor is appointed.

Each Municipality (City of Hartford and Township of Hartford), by a majority vote of all members of its governing body shall appoint one member for a term expiring on June 30 of the even odd numbered years following the creation of the Fire Board, or until a successor is appointed.

The fifth member of the board shall be appointed by a majority vote of the other four members of the Fire Board appointed by the City and Township, to serve a term expiring June 30th of the fourth year following the terms of the first two members, or until a successor is appointed.

When initial terms have expired, the municipality responsible for the original appointment to the board shall appoint, for six-year terms in the manner above described successive members to the Fire Board. The result will be that the City and Township shall always have two members each on the Board at any one time with the fifth member always appointed by the Board itself.

The Fire Chief of the Hartford Fire Department shall be ex-officio, non-voting member of the Fire Board operating in an advisory capacity only. The Fire Chief Deputy Chief or Assistant Chief shall attend a City and Township meeting once a month.

### **Section 4.04    Filling of Vacancies**

Subject to the provisions of Section 4.03, if any vacancy is caused by death, resignation, or removal of a Board Member, the remaining Board Members, by majority vote, will elect a successor to

hold office for the remaining term of the Board Member whose place is vacant. The successor will serve as a Board Member until the next regular election of Board Members.

If the number of Board Members is increased as provided in the By-Laws, or by resolution of the City of Hartford and Township of Hartford, the current Board Members, by majority vote, will elect the appropriate number of additional Board Members to hold office until the next regular election of Board Members as outlined in Section 3.

No reduction in the authorized number of Board Members will have the effect of removing any Board Member before the expiration of his or her term.

#### **Section 4.05 Resignation**

Subject to the provisions of Michigan law, any Board Member may resign by giving written notice to the nonprofit corporation's Secretary. The resignation will be effective when the Secretary receives the notice unless the notice specifies that the resignation will be effective on a later date. If the resignation is effective at a later date, a successor may be elected before that date but he or she will not take office until the resignation becomes effective.

#### **Section 4.06 Removal**

A Board Member may be removed for cause by two-thirds vote of all Board Members then in office. The action will be taken at a regular meeting of the Hartford Fire Board or at a special meeting called for that purpose. The proposed removal must be announced in the notice and sent to the Board Members at least 10 days before the meeting. Fire Board must notify the City of Hartford and the Township of Hartford clerks of the removal of any Fire Board Member.

#### **Section 4.07 Compensation of Board Members**

The members of the Hartford Fire Board will be paid a salary of \$\_\_\_\_\_ per meeting. Members of the Fire Board may be paid at a rate determined by the City and Harfford and Township of Harfford at the annual joint meeting of the municipalities and shall be entitled to actual and necessary expenses approved by the City and Township, unless the contrary is approved by both the City and Township in joint session.

Nothing in this Section precludes any Board Member from serving the nonprofit corporation in any other capacity and receiving compensation for his or her service in that capacity.

#### **Section 4.08 Limitations on Fire Board Members**

No Member of the Board shall be a member of the fire department, nor shall members of the immediate family (i.e. parents, grandparents, siblings, spouse, and children biological or adopted) of a Fire Board member be appointed to the Fire Board.

Members of the Board will be residents of the municipality which appointed them with the exception of the member appointed by the Fire Board, who may be resident of either the City of Hartford or the Township of Hartford.

Members of the Fire Board shall serve at the pleasure of the Municipality that appointed him/her and may be removed by the appointing Municipality at will even if his/her term on the Fire Board has not yet expired.

## **Article Five Meetings**

### **Section 5.01 Place of Meeting**

The Hartford Fire Board will hold its meetings at the Hartford Township Hall or at any place the Hartford Fire Board may from time to time select by a majority vote or written consent of all the Board Members.

### **Section 5.02 Annual Meeting**

The Hartford Fire Board will hold its annual meeting on the second Monday of July commencing in 2024 or at another date designated by the Hartford Fire Board (if that date is legal holiday then the next succeeding day if not a legal holiday, or at another date designated by the Hartford Fire Board) for setting the annual budget, and to transact other business that may be brought properly before the Hartford Fire Board.

### **Section 5.03 Regular Meetings**

The Fire Board shall meet at least every month and shall establish a meeting schedule which shall be posted at the Fire Department's main office, City Hall of Hartford and the Township Hall of Hartford in a manner and time provided by law. All meetings will comply with the Michigan open Meetings Act. Regular scheduled meetings are set to occur on the 2<sup>nd</sup> Monday of each month.

### **Section 5.04 Special Meetings**

Special meetings may be called by the Chairperson or in the absence of the Chairperson by any three (3) Fire Board Members. All Fire Board Members shall be notified in writing at least eighteen (18) hours prior to the special meeting. Meeting notices shall be posted at the Hartford Fire Department main office, City of Hartford City Hall and Hartford Township' township hall.

### **Section 5.05 Notice of Meetings**

Except as may be otherwise specifically provided in these By-Laws, the Secretary must give at least 10 days written notice of each regular or special meeting to all Board Members at their post office address as shown on the nonprofit corporation's records. Any person entitled to notice of a meeting may waive notice in writing either before or after the time of the meeting.

The attendance of a Board Member at any meeting constitutes a waiver of notice, except if a Board Member attends a meeting for the express purpose of objecting to the transaction of business at the meeting because the meeting is not lawfully called or convened.

#### **Section 5.06 Quorum**

The presence of a majority of the Board Members then in office constitutes a quorum to transact business at all meetings of the Hartford Fire Board. But if at any meeting less than a quorum is present, a majority of those present may adjourn the meeting to a different place and time.

#### **Section 5.07 Meetings by Telephone or Video Conference**

Any annual, regular, or special meeting may be held by conference telephone or video communication equipment, if all Board Members participating in the meeting can hear one another. All participating Board Members will be considered present in person at the meeting for all purposes. Any virtual meetings must comply with the Michigan Open Meetings Act.

#### **Section 5.08 Action without Meeting by Written Consents**

If all of the Board Members severally or collectively consent in writing to any action taken by the nonprofit corporation, whether before or after the action is taken, those consents will have the same force and effect as the unanimous vote of the Hartford Fire Board at a duly called meeting. The Secretary shall file the consents with the minutes of the Hartford Fire Board.

#### **Section 5.09 Required Vote**

Except as may be provided otherwise in these By-Laws or the Articles of Incorporation, the action of a majority of the Board Members at a meeting at which a quorum is present is the action of the Hartford Fire Board.

## **Article Six Officers**

#### **Section 6.01 Election, Tenure, and Compensation**

The officers of the nonprofit corporation are the Chairperson, the Secretary, the Treasurer, and one or more assistants to these officers as the Hartford Fire Board may consider necessary.

The Hartford Fire Board will elect the officers at each annual meeting of the Hartford Fire Board. If no election is held at the annual meeting, the election will be held as soon as conveniently possible after the scheduled meeting date. Each officer will serve until his or her successor has been elected or until his or her death, resignation or removal.

The Chairperson must be a Board Member and the other officers may, but need not be, Board Members. The same person may hold any two or more of the offices except the offices of

Chairperson and Secretary. But no officer may sign, acknowledge or verify any instrument in more than one capacity if the law or these By-Laws require the instrument be signed, acknowledged or verified by any two or more officers.

If any office (other than an office required by law) is not be filled by the Hartford Fire Board, or, once filled, later becomes vacant, the office and all references to the office in these By-Laws will be treated as inoperative until the office is filled as provided in these By-Laws.

All corporate officers and agents are subject to removal at any time by the majority vote of the Hartford Fire Board, except employees whose term is defined by written contract between the employee and the Hartford Fire Board, in which case the removal is governed by the employment contract.

### **Section 6.02 Powers and Duties of the Chairperson**

The Chairperson is the nonprofit corporation's principal board member and shall execute all privileges and duties of a Board Member, including the right to vote on all matters. Chairperson will chair and oversee meetings of the Fire Board.

### **Section 6.03 Powers and Duties of the Secretary**

The Secretary shall:

- give notice of all meetings of the Hartford Fire Board and all other notices required by law, the Articles of Incorporation or by these By-Laws;

- keep minutes of the meetings of the Hartford Fire Board in books provided for that purpose;

- perform all other duties that may be assigned to him or her from time to time by the Board Members or the President.

Unless otherwise specifically limited by the Articles of Incorporation or these By-Laws, the Secretary has all powers and authority otherwise permitted the secretary of a nonprofit corporation under Michigan law.

### **Section 6.04 Powers and Duties of the Treasurer**

The Treasurer shall:

- have custody of all the funds and securities of the nonprofit corporation;

- keep full and accurate account of receipts and disbursements in books belonging to the nonprofit corporation;

- deposit all moneys and other valuables in the nonprofit corporation's name and credit in those depositories as the Hartford Fire Board may designate from time to time;

disburse the funds of the nonprofit corporation as ordered by the Hartford Fire Board after taking proper vouchers for such disbursements;

furnish copies of all reports to the Board, and all copies provided by the Treasurer to the Board shall be provided to the City and Township after each scheduled meeting.

furnish to the Hartford Fire Board and to the donors of the nonprofit corporation within 60 days from the date that the nonprofit corporation's 990-PF is filed a written report of the nonprofit corporation's activities, receipts and disbursements during the tax year for which the 990-PF was filed.

Unless otherwise specifically limited by the Articles of Incorporation and these By-Laws, the Treasurer has all powers and authority otherwise permitted the treasurer of a nonprofit corporation under Michigan law.

### **Section 6.05 Appointment of Fire Chief**

The Fire Board shall appoint a Fire Chief who shall serve at the pleasure of the Fire Board. All employees, including the Fire Chief, shall be considered employees of the Board.

The Chief shall be accountable to the Fire Board for the efficient and effective operation of the Department and for the Department's compliance with all State laws, City and Township ordinances and policies.

The Chief shall recommend, subject to Board approval, the appointment and/or removal of assistant chief, captain(s), lieutenant(s), firefighters, and other position as may be deemed necessary.

The Chief shall develop written administrative rules to increase efficiency and effectiveness of the Department, including pre-planning and post incident critiques, regulations, assignment and scheduling of personnel and shall plan for the land range needs of the Department.

### **Section 6.06 Agents**

The Hartford Fire Board may designate agents of the nonprofit corporation as it considers necessary or advisable to receive, deposit, and otherwise handle contributions to the nonprofit corporation.



## **Article Seven Committees**

### **Section 7.01 Committees of the Hartford Fire Board**

The Hartford Fire Board may, by majority vote, designate one or more committees. Each committee must consist of at least two Board Members and, to the extent provided in the majority resolution, may exercise the powers of the Hartford Fire Board.

The designation of committees and delegation of authority to the committees will not operate to relieve the Hartford Fire Board, or any individual Board Member of any responsibility imposed on the Hartford Fire Board or any individual members by law.

### **Section 7.02 Term of Office**

Each committee member will serve until his or her successor is appointed unless the committee is terminated sooner by the Fire Board Members respective municipality, or the member is removed or resigns from the committee. Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, each committee member will serve at the pleasure of the Hartford Fire Board.

### **Section 7.03 Chair**

Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, each committee shall appoint a chairperson by majority vote of the committee.

### **Section 7.04 Vacancies**

Vacancies in the membership of any committee may be filled by appointments in the same manner as the original appointments were made.

### **Section 7.05 Quorum**

Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, a majority of committee members constitutes a quorum to transact business at all committee meetings.

### **Section 7.06 Rules**

Each committee may adopt rules for its own governance consistent with the Articles of Incorporation and these By-Laws.

## **Article Eight Liability and Indemnification**

No Board Member or officer of the nonprofit corporation will be personally liable for the payment of the nonprofit corporation's debts and liabilities except as any Board Member or officer may be liable by reason of his or her own conduct or acts. However, relief from liability for the nonprofit corporation's debts will not apply in any instance where that relief is inconsistent with any provisions of the Internal Revenue Code applicable to organizations described in Section 501(c)(3).

Subject to the previous paragraph, the nonprofit corporation shall indemnify every Board Member or officer and his or her heirs, executors, and administrators, against expenses actually and reasonably incurred by him or her—as well as any amount paid upon judgment—in connection with any civil or criminal action, suit, or proceeding to which he or she may be made a party because of his or her role as a Board Member or officer of the nonprofit corporation.

This indemnification is being given since the Board Members will be requested to act by the nonprofit corporation for the nonprofit corporation's benefit.

This indemnification is exclusive of all other rights to which a Board Member may be entitled.

## **Article Nine Corporate Seal**

The nonprofit corporation will not have a seal. If a seal is required for any corporate transactions, the words *Corporate Seal* followed by the signature of one or more officers on behalf of the nonprofit corporation shall constitute a proper affixing of the seal.

## **Article Ten Financial Matters**

### **Section 10.01 Delegation by the Hartford Fire Board**

The Hartford Fire Board may authorize any officer, employee or agent to enter into any contracts or to sign and deliver any instruments in the name of the nonprofit corporation. The authority granted by the Hartford Fire Board may be general or confined to specific instances.

### **Section 10.02 Fiscal Year**

The Board's Fiscal year shall run from July 1 to June 30th of each year.

### **Section 10.03 Operating Costs and Capital Expenditures**

The Fire Board will prepare a budget containing Operating Costs and Capital Expenditures. Operating Costs, by way of example, shall include such items as utilities, insurance costs, petroleum products, necessary and reasonable Fire Board expenses, maintenance costs, and whatever compensation the Board may provide the Fire Department. Fire Board may determine that its operating costs are separate from the funds received from the Township. As such, the budget would not need to be presented to the City and Township. This determination will be at the discretion of the board.

### **Section 10.04 Presentation of Budget to City and Township**

The Fire board will prepare a recommended budget by the first day of May. The Board shall inform the City Clerk and Township Clerk, in writing, as to the time and place of joint session in which review of the budget shall be made. Such notice shall be at least thirty (30) days prior to the meeting date.

Copies of the recommended budget shall be given to the City Clerk and Township Clerk at least fifteen (15) days prior to the joint session

Approval of the budget shall be by majority vote of each municipality at the joint budget session.

Upon approval of the budget, the City and Township shall contribute the approved funding by the 20th day of each month.

### **Section 10.05 Budget Amendments and Adjustments**

In the event the Fire Board encounters unforeseen expenditures during its fiscal year in excess of the budget approved by the City and Township, the Fire Board may be allowed to amend the budget by 20% from fund equity if available. If fund equity is not available, the Fire Board shall submit a written request with justification to the City and Township for the approval of the excess expenditure prior to the expenditures. (Neither municipality shall be required to pay its share until each municipality has approved the Fire Board's request by a majority vote of all members of its governing body).

### **Section 10.06 Funding Formula for Budget**

The Fire Board will abide by the agreed upon Funding Formula and Funding Formula Review set forth by the City of Hartford and the Township of Hartford pursuant to Section (4)H of the City of Hartford - Hartford Township Interlocal Fire Department Agreement Effective November 1, 2013.

### **Section 10.07 Deposits**

All nonprofit corporation funds will be deposited to the credit of the nonprofit corporation at those banks, trust companies or other depositories selected by the Hartford Fire Board. But the Hartford Fire Board may authorize any officer, employee or agent to select the banks, trust companies or other depositories into which the funds of the nonprofit corporation will be deposited.

### **Section 10.08 Checks and Drafts**

All checks, drafts and other orders for payments of money, notes, or other evidences of indebtedness by the nonprofit corporation must be signed by those officers, agents or employees selected by the Hartford Fire Board, and in the manner determined by majority resolution of the Hartford Fire Board.

### **Section 10.09 Receipts and Expenditures**

Receipts and expenditures (checks) shall require two (2) Fire Board Members signatures.

The Board shall be bonded by a bond sufficient in amount to cover any and all sums recieved from the City and Township during a single fiscal year. The cost of said Bond shall be deemed an operating expense of the Board.

No member of the Fire board shall exercise any authority on an individual basis. All authority shall rest with the Fire Board acting as a whole.

### **Section 10.10 Loans**

The nonprofit corporation is prohibited from making any loans or borrowing any funds unless specifically authorized by a resolution of the Hartford Fire Board. The authority granted by the Hartford Fire Board may be general or confined to specific instances. The nonprofit corporation will not make any loans to its Board Members or officers.

Any loans must be approved as part of the approved budget. Any loans or borrowing of any funds, must be authorized by the City and Township municipality and only after a majority vote of all members of the municipalities governing body.

### **Section 10.11 Separate Account**

The nonprofit corporation must segregate any funds received from a Charitable Trust into a separate account in the nonprofit corporation's books. The nonprofit corporation shall administer the separate account in such a manner as to allow tracing of the funds into and out of that account. The separate account must be administered and distributed by a separate fund committee, and the Board Member, the officer, or the substantial contributor who established the Charitable Trust from which the nonprofit corporation received the funds may not possess any power over this account or this separate fund committee.

### **Section 10.12 Insurance**

The Fire Board shall have the express duty to purchase adequate insurance to protect the City and Township from loss by way of fire, property damage, personal liabilities and workmen's compensation.

### **Section 10.13 Audit**

The Fire Board shall be subject to a complete audit at least one time per year by a Certified Public Accountant. Upon completion of audit, copies shall be given to the City Clerk and Township Clerk. The Fire Board shall be responsible for providing those reports.

### **Section 10.14 Expenses**

The Hartford Fire Board will pay all expenses of the nonprofit corporation including, but not limited to, custodian, investment management fees, legal fees, and accounting fees and charges first from income and then from the principal assets of the nonprofit corporation.

## **Article Eleven Miscellaneous Provisions**

### **Section 11.01 Fiscal Year**

The fiscal year of the nonprofit corporation shall end on the last day of June.

### **Section 11.02 Singular and Plural; Gender**

Unless the context requires otherwise, words denoting the singular may be construed as plural and words of the plural may be construed as denoting the singular. Words of one gender may be construed as denoting another gender as is appropriate within the context. The word *or* when used in a list of more than two items may function as both a conjunction and a disjunction as the context requires or permits.

### **Section 11.03 Headings of Articles, Sections, and Subsections**

The headings of Articles, Sections, and Subsections used within these By-Laws are included solely for the reader's convenience and reference. They have no significance in the interpretation or construction of these By-Laws.

### **Section 11.04 Notices**

Unless otherwise stated, whenever these By-Laws call for notice, the notice must be in writing and must be personally delivered with proof of delivery, or mailed postage prepaid by certified mail, return receipt requested, to the last known address of the party requiring notice. Notice is effective on the date personally delivered or on the date of the return receipt. If a party giving notice does not receive the return receipt but has proof that he or she mailed the notice, notice is effective on the date it would normally have been received via certified mail. If notice is required to be given to a minor or incapacitated individual, notice must be given to the parent or legal representative of the minor or incapacitated individual.

**Section 11.05 Waiver of Notices**

Whenever any notice is required to be given under federal law, state law, the Articles of Incorporation, or these By-Laws, a written waiver of the notice signed by the person or persons entitled to the notice before or after the time stated in the notice, will be treated as the equivalent to receipt of the required notice.

**Section 11.06 Reference to Laws**

All general or specific references to the Internal Revenue Code are to the Internal Revenue Code of 1986 as now in force or later amended, or the corresponding provision of any future United States revenue law. Similarly, any general or specific references to the laws of the State of Michigan are to the laws of the State of Michigan as now in force or later amended.

**Article Twelve  
Amendments**

The Hartford Fire Board may amend, alter, or repeal the By-Laws or any specific provision of the By-Laws, and may from time to time make additional By-Laws.

**CERTIFICATE OF SECRETARY**

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned does hereby certify that the undersigned is the Secretary of Hartford Fire Department Association, a nonprofit corporation duly organized and existing under and by virtue of the laws of the State of Michigan; that the above and foregoing By-Laws of said nonprofit corporation were duly and regularly adopted as such by the Hartford Fire Board of said nonprofit corporation; and that the above and foregoing By-Laws are now in full force and effect.

DATED: December \_\_\_\_, 2023

\_\_\_\_\_  
\_\_\_\_\_, Secretary

**FIRE BOARD AGENDA REPORT**

**Meeting Date:** December 11<sup>th</sup> 2023  
**Submitted By:** Kevin McGrew- Assistant Fire Chief  
**Prepared By:** Budget Committee  
**Agenda Title:** Fire Board Approval of 2024/2025 Operating Budget

RECOMMENDED ACTION:

Budget Committee has prepared the attached proposed budget and is recommending to the fire board that we approve this budget as presented.

## Hartford Fire Department 2024/2025 Proposed Budget

GL NUMBER	DESCRIPTION	2024/2025 Budget
Fund 206 - FIRE	FUND	
Revenues		
Dept 000		
206-000-401.000	HARTFORD TOWNSHIP	169,840.00
206-000-402.000	HARTFORD CITY	138,960.00
206-000-411.000	Hartford Township Millage	67,000
206-000-412.000	Hartford City Millage	46,000
206-000-420.000	BANGOR TWP COST RECOVERY	5,200
206-000-421.000	COST RECOVERY	1,000
206-000-422.000	FIRE REPORTS/ FOIA	50
206-000-539.000	GRANTS	2,500
206-000-582.000	TOWNSHIP GRANTS	0
206-000-584.000	VBEMS	10,000
206-000-665.000	Interest	0
<b>Total Dept 000</b>		<b>440,550.00</b>
<b>TOTAL REVENUES</b>		
Expenditures		
Dept 336 - FIRE	OPERATING	
206-336-702.000	BOARD SALARY	4,200
206-336-704.000	CHIEF SALARY	58,950
206-336-705.000	Asst. CHIEF SALARY	24,000
206-336-710.000	FIREFIGHTER/ MFR	50,000
206-336-712.000	SHIFT COVERAGE	14,400
206-336-714.000	SUPPORT STAFF	0
206-336-720.000	PAYROLL TAXES	10,000
206-336-724.000	RETIREMENT	3,800
206-336-730.000	GASOLINE & DIESEL	9,400
206-336-731.000	VEHICLE MAINTENANCE	9,500
206-336-733.000	EQUIPMENT MAINTENANCE	13,000
206-336-740.000	OPERATING SUPPLIES	400
206-336-741.000	MEDICAL SUPPLIES	2,500
206-336-742.000	ANNUAL TESTING	8,500
206-336-751.000	PHONES	7,500
206-336-753.000	UTILITIES	10,000
206-336-763.000	BUILDING MAINTENANCE	10,000
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000
206-336-785.000	EDUCATION/ TRAINING	8,500
206-336-796.000	PHYSICALS	10,000
206-336-799.000	OFFICE/ COMPUTER	4,700
206-336-801.000	PROFESSIONAL SERVICES	16,500
206-336-810.000	GRANT MATCH	2,500
206-336-815.000	GENERAL INSURANCE	30,000
<b>Total Dept 336 - FIRE OPERATING</b>		<b>327,550</b>
<b>206-336-965.000- Transfer to Millage Fund</b>		<b>113,000</b>
	<b>Total Budget</b>	<b>440,550</b>



GL NUMBER	DESCRIPTION	2023-2024 Budget	2024/2025 Budget	(+/-)	
Fund 206 - FIRE	FUND				
Revenues					
Dept 000					
206-000-401.000	HARTFORD TOWNSHIP	157,305.85	169,840.00	\$12,534.15	8%
206-000-402.000	HARTFORD CITY	128,704.78	138,960.00	\$10,255.22	8%
206-000-411.000	Hartford Township Millage	67,000.00	67,000	0	
206-000-412.00	Hartford City Millage	46,000.00	46,000	0	
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47	5,200	\$1,057.53	
206-000-421.000	COST RECOVERY	6,743.10	1,000	(\$5,743.10)	
206-000-422.000	FIRE REPORTS/ FOIA	46.66	50	\$3.34	
206-000-539.000	GRANTS	2,500.00	2,500	0	
206-000-582.000	TOWNSHIP GRANTS	9,600.00	0	(\$9,600)	
206-000-584.000	VBEMS	2,198.33	10,000	\$7,801.67	
206-000-665.000	Interest	0.00	0	0	
Total Dept 000		424,241.19	440,550.00	\$16,308.81	
TOTAL REVENUES					
Expenditures					
Dept 336 - FIRE	OPERATING				
206-336-702.000	BOARD SALARY	4,200.00	4,200	0	
206-336-704.000	CHIEF SALARY	56,141.00	58,950	2,809	
206-336-705.000	Asst. CHIEF SALARY	0.00	24,000	24,000	
206-336-710.000	FIREFIGHTER/ MFR	55,000.00	50,000	-5,000	
206-336-712.000	SHIFT COVERAGE	14,400.00	14,400	0	
206-336-714.000	SUPPORT STAFF	9,000.00	0	-9,000	
206-336-720.000	PAYROLL TAXES	14,000.00	10,000	-4,000	
206-336-724.000	RETIREMENT	4,000.00	3,800	-200	
206-336-730.000	GASOLINE & DIESEL	9,400.00	9,400	0	
206-336-731.000	VEHICLE MAINTENANCE	9,500.00	9,500	0	
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00	13,000	100	
206-336-740.000	OPERATING SUPPLIES	350.00	400	50	
206-336-741.000	MEDICAL SUPPLIES	2,500.00	2,500	0	
206-336-742.000	ANNUAL TESTING	8,150.00	8,500	350	
206-336-751.000	PHONES	6,615.20	7,500	884.8	
206-336-753.000	UTILITIES	10,000.00	10,000	0	
206-336-763.000	BUILDING MAINTENANCE	11,550.00	10,000	-1,550	
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00	4,200	75	
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00	15,000	-1,000	
206-336-785.000	EDUCATION/ TRAINING	8,700.00	8,500	-200	
206-336-796.000	PHYSICALS	8,300.00	10,000	1,700	
206-336-799.000	OFFICE/ COMPUTER	5,910.00	4,700	-1,210	
206-336-801.000	PROFESSIONAL SERVICES	10,000.00	16,500	6,500	
206-336-810.000	GRANT MATCH	2,500.00	2,500	0	
206-336-815.000	GENERAL INSURANCE	28,000.00	30,000	2,000	
Total Dept 336 - FIRE OPERATING		311,241.20	327,550	16308.8	5.00%
206-336-965.000- Transfer to Millage Fund		113,000	113,000		
Total Budget		424,241.20	440,550		

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** December 11<sup>th</sup> 2023  
**Submitted By:** Kevin McGrew- Assistant Fire Chief  
**Prepared By:** Kevin McGrew- Assistant Fire Chief  
**Agenda Title:** Approve the Hire of Noah Emerick as a Probationary Firefighter

### RECOMMENDED ACTION:

I am recommending to the Fire Board that we hire Noah Emerick as a Probationary Firefighter; Noah has completed all the required pre-employment task that have been presented to him, Noah currently does not have any certifications, but is very excited about the opportunity to attend the fire academy.

*Kevin McGrew*  
*Assistant Fire Chief*

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

Meeting Date: December 11<sup>th</sup> 2023  
Submitted By: Kevin McGrew- Assistant Fire Chief  
Prepared By: Kevin McGrew- Assistant Fire Chief  
Agenda Title: In-Flow Fire Hose Washer  
Account: Donations

### RECOMMENDED ACTION:

I am requesting authorization to purchase a Hose Washer; this washer utilizes our existing pressure washer and would decrease the amount of time needed to clean our hoses after a fire.

I have attached literature and quote for your review.

We are requesting to use funds from the Donations Account.

*Kevin McGrew*  
*Assistant Fire Chief*

OTEX Manufacturing  
RR1 Box 17  
Delisle SK S0L0P0  
1(306) 493-7607  
sales@otexmfg.ca  
www.otexmfg.ca  
GST/HST Registration No.: 820845212



## Quote

### ADDRESS

Hartford Fire Department  
436 East Main St.  
Hartford Mi 49057

### SHIP TO

Hartford Fire Department  
436 East Main St.  
Hartford Mi 49057

QUOTE # Q128

DATE 12/06/2023

EXPIRATION DATE 12/31/2023

### SHIP VIA

FedEx

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TOTAL
1	FHWSHER	IN-FLOW Fire Hose Washer - Accommodates 3/4" - 2.5" fire hose - Works with 1" booster hose - Compact & light weight - 4 high pressure nozzles - Internal brushes for extra cleaning - Works with 3 - 4 gpm pressure washers	1,250.00	1,250.00

Thanks for the inquiry. We look forward to working with you. Have a great day!

SUBTOTAL 1,250.00  
SHIPPING 150.00  
TOTAL

**CAD 1,400.00**

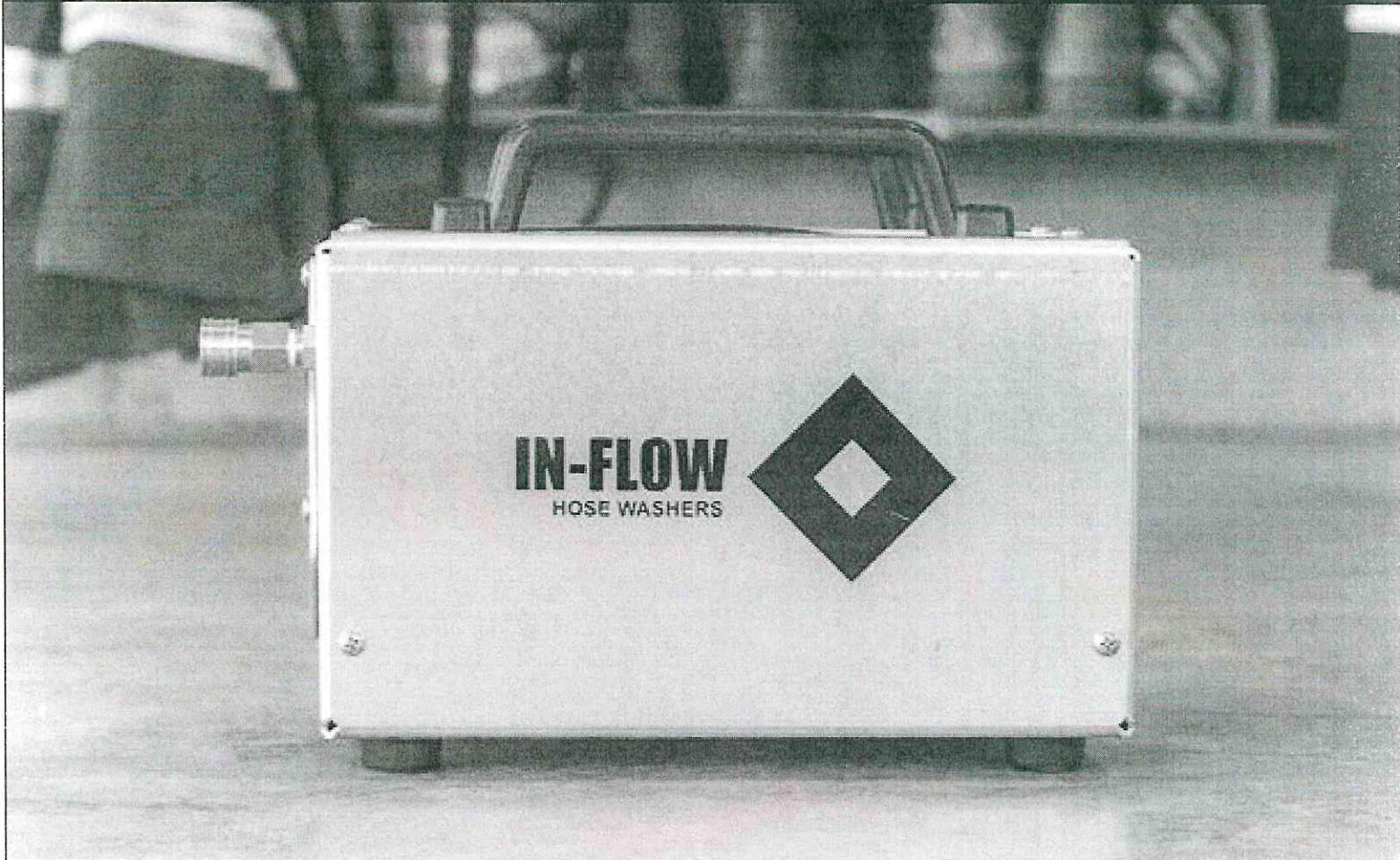
Accepted By

Accepted Date

# IN-FLOW Hose Washer

Eliminate time-consuming, ineffective, manual washing

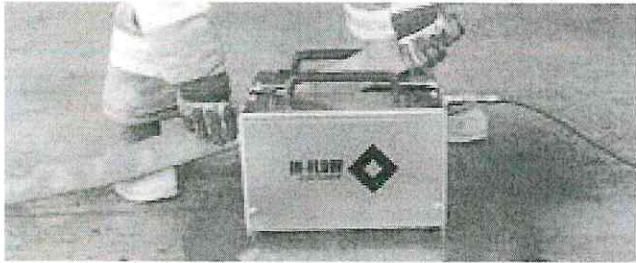
The IN-FLOW Hose Washer from OTEX Manufacturing eliminates the time-consuming hassle of washing your fire hoses by hand. Replace your garden hoses, hand brushes, and high-flow washers with the tested and proven hose washer that's in use right now in fire departments from the Pacific to the Atlantic to the Arctic Circle.



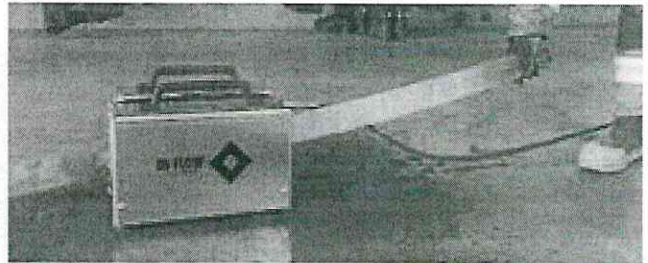
## WASH YOUR HOSES FASTER



# Wash, Scrub and Rinse in One Pass



Turn the water on and press the hose past the two rubber gaskets.



Pull the hose slowly through the washer.

**Fast. Effective. Safe.**

**Say goodbye to ineffective, cumbersome, time-consuming garden hoses and hand brushes**

Lightweight, sturdy, rustproof

The housing is built from aluminum that is lightweight, sturdy, and rustproof.



Operates with standard pressure washers

Operates with the standard 3-4 gpm pressure washer or UHP fire pump common in fire halls across North America.



Easy to set up

High-pressure water is delivered to the unit through a hose attached to the 3/8" female pressure washer coupling on the end of the unit.



**IN-FLOW**  
HOSE WASHERS

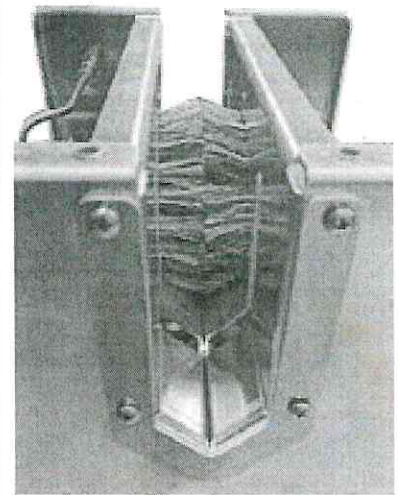


### Blasts away soot and debris

Inside the unit are two sets of twin high-pressure nozzles. Two nozzles at the entrance, one on each side, blast away loose and encrusted soot, debris, and contaminants as the hose enters the unit. Two nozzles at the exit, one on each side, rinse away debris that's been loosened by the brushes.

### Scrapes away encrusted debris

Between the pairs of high-pressure nozzles are two heavy-duty brushes, one on each side of the channel. These brushes dislodge and scrape away encrusted soot, debris and contaminants as you pull the hose through the unit.

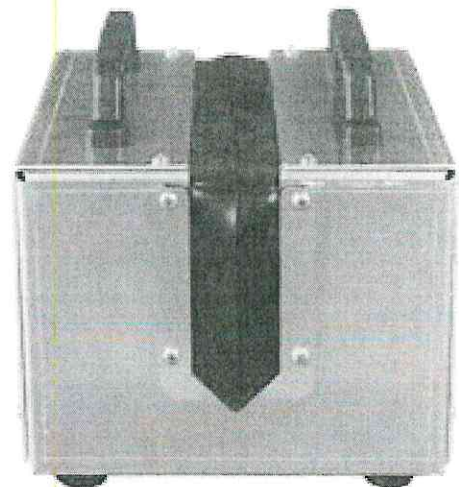


### Easy to carry

Two heavy-duty handles make the IN-FLOW Hose Washer easy to carry, maneuver and lift up to a storage shelf.

### Protects your work area

A pair of heavy-duty rubber gaskets contain the debris, soot, and spray, keeping the local environment safe.



# Designed for Today's Firefighters

You don't have to be a firefighter for very long before you discover that washing fire hoses by hand is time consuming, tedious, cumbersome—and ineffective. Garden hoses and hand brushes simply can't remove the soot, debris, and contaminants that you encounter at today's fires.

That's why the team at OTEX manufacturing designed, engineered and built the IN-FLOW Hose Washer. Each member of the design team is a firefighter with decades of experience. They understand the frustrations and limitations of manual washing methods, and the limitations of the solutions currently on the market.

So, they invented a better way, the IN-FLOW Hose Washer.

Engineered for ultra-low water use and reduced area contamination

## Engineered for ultra-low water use and reduced area contamination



Unlike traditional hose washers, the IN-FLOW Hose Washer is designed to both conserve water and limit area contamination. Traditional hose washers operate from a fire hydrant or apparatus and consume up to 60 gallons per minute. That's a lot of runoff. The IN-FLOW Hose Washer uses just three gallons per minute. It generates little area contamination, and makes your job of containing runoff much easier.



See it in action. Then buy today.  
[otexmfg.ca/inflow-hose-washers](http://otexmfg.ca/inflow-hose-washers)





# Fire Chiefs Report

December 2023

## INFORMATION:

### 1. Meetings Attended:

- Township
- City
- VBC FF Training Committee - class starting January
- VBC Medical Control classes coming up

2. Pole Barn project almost completed, waiting on overhead doors. January delivery date

Sincerely,

**Robbie Harting – Fire Chief**

# Hartford Fire Department

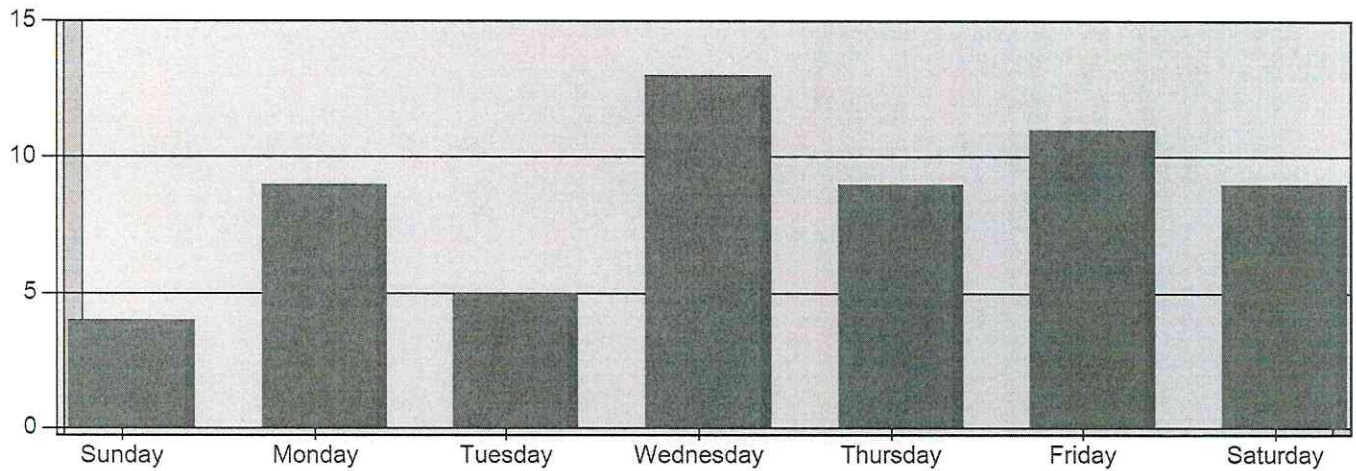
Hartford, MI

This report was generated on 12/1/2023 8:49:44 AM



## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2023 | End Date: 11/30/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	4
Monday	9
Tuesday	5
Wednesday	13
Thursday	9
Friday	11
Saturday	9
<b>TOTAL</b>	<b>60</b>

Only Reviewed incidents included.



# Hartford Fire Department

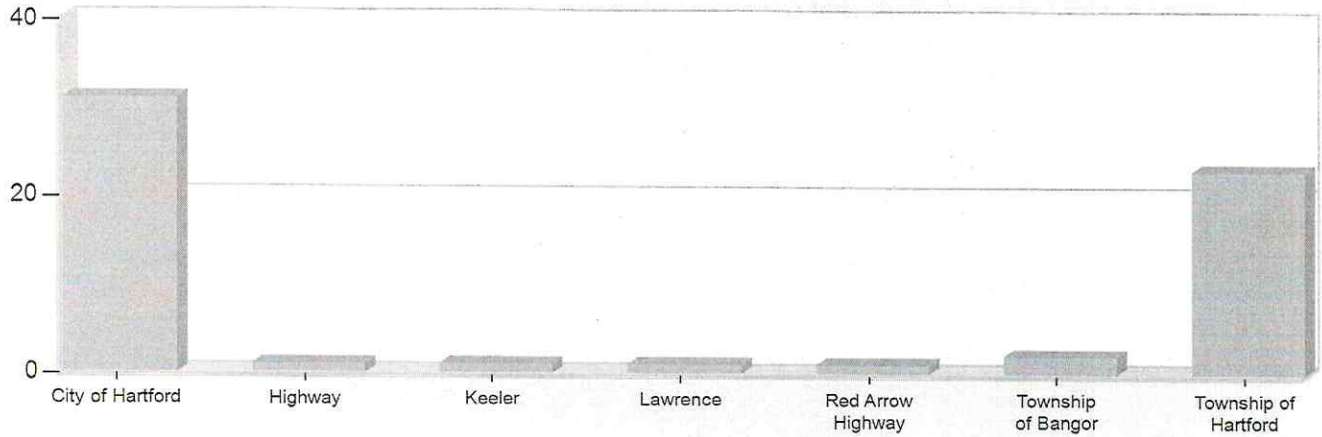
Hartford, MI

This report was generated on 12/1/2023 8:48:55 AM



## Incident Type Count per Zone for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



ZONES	INCIDENT TYPE	COUNT
<b>City of Hartford - Hartford</b>		
	131 - Passenger vehicle fire	1
	311 - Medical assist, assist EMS crew	18
	321 - EMS call, excluding vehicle accident with injury	3
	500 - Service Call, other	1
	554 - Assist invalid	2
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	4
	733 - Smoke detector activation due to malfunction	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	31
<b>Highway - I 94</b>		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	1
<b>Keeler - Township</b>		
	571 - Cover assignment, standby, moveup	1
	<i>Total Incidents for Keeler - Township:</i>	1
<b>Lawrence - Township</b>		
	114 - Chimney or flue fire, confined to chimney or flue	1
	<i>Total Incidents for Lawrence - Township:</i>	1
<b>Red Arrow Highway - Red Arrow Highway</b>		

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



ZONES	INCIDENT TYPE	COUNT
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i>	1
<b>Township of Bangor - Bangor</b>		
	111 - Building fire	1
	311 - Medical assist, assist EMS crew	1
	<i>Total Incidents for Township of Bangor - Bangor:</i>	2
<b>Township of Hartford - Hartford</b>		
	161 - Outside storage fire	1
	162 - Outside equipment fire	1
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	1
	554 - Assist invalid	3
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for Township of Hartford - Hartford:</i>	23
<b>Total Count for all Zone:</b>		<b>60</b>

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



# Hartford Fire Department

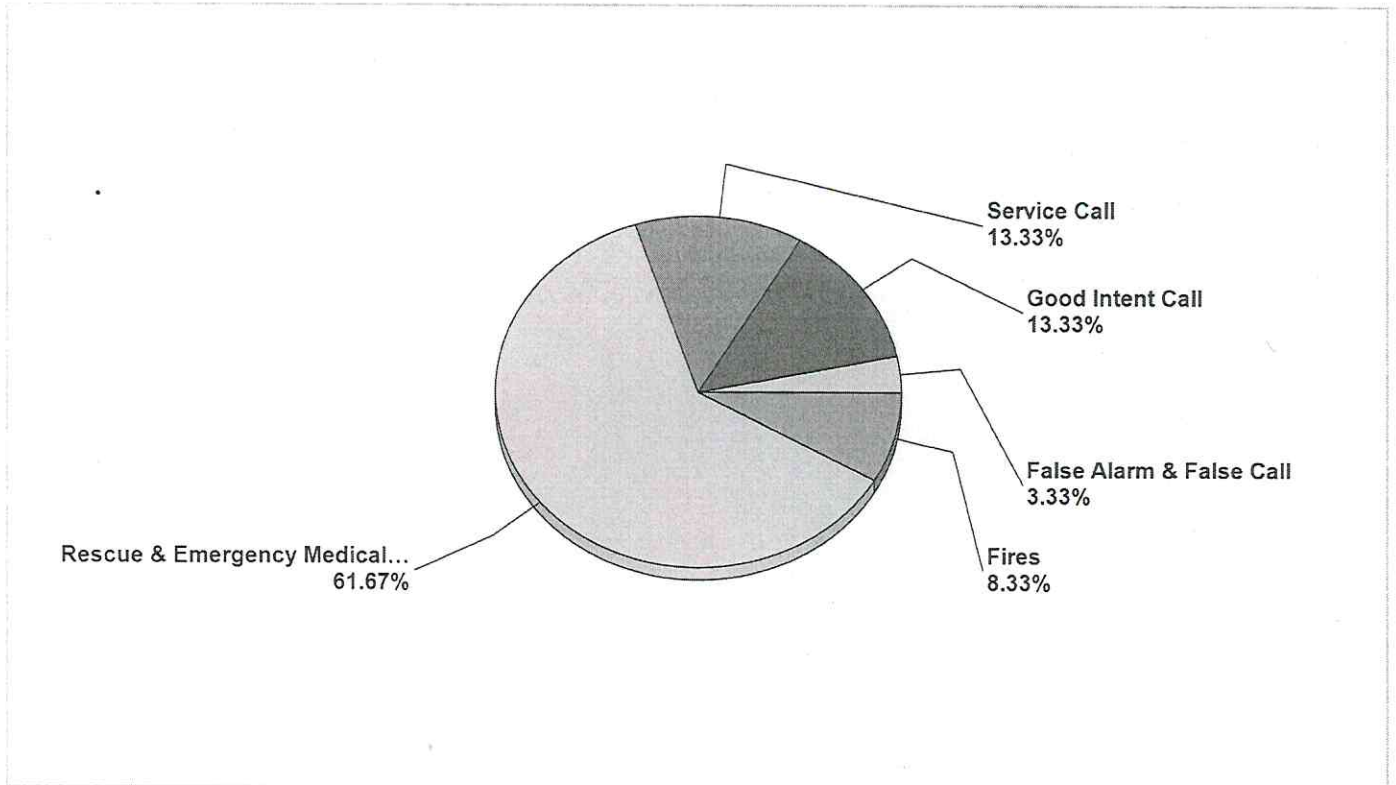
Hartford, MI

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	8.33%
Rescue & Emergency Medical Service	37	61.67%
Service Call	8	13.33%
Good Intent Call	8	13.33%
False Alarm & False Call	2	3.33%
<b>TOTAL</b>	<b>60</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.



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Doc Id: 553

Page # 1 of 2

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	1.67%
114 - Chimney or flue fire, confined to chimney or flue	1	1.67%
131 - Passenger vehicle fire	1	1.67%
161 - Outside storage fire	1	1.67%
162 - Outside equipment fire	1	1.67%
311 - Medical assist, assist EMS crew	31	51.67%
321 - EMS call, excluding vehicle accident with injury	4	6.67%
322 - Motor vehicle accident with injuries	1	1.67%
324 - Motor vehicle accident with no injuries.	1	1.67%
500 - Service Call, other	1	1.67%
554 - Assist invalid	5	8.33%
571 - Cover assignment, standby, moveup	2	3.33%
611 - Dispatched & cancelled en route	7	11.67%
651 - Smoke scare, odor of smoke	1	1.67%
733 - Smoke detector activation due to malfunction	1	1.67%
736 - CO detector activation due to malfunction	1	1.67%
<b>TOTAL INCIDENTS:</b>	<b>60</b>	<b>100%</b>

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



# Hartford Fire Department

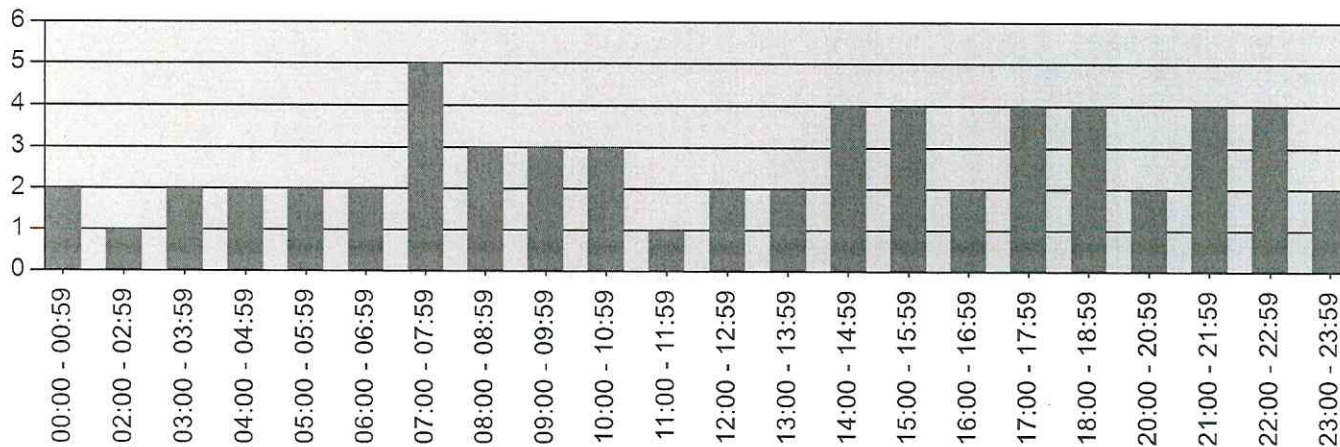
Hartford, MI

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

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2023 | End Date: 11/30/2023



HOUR	# of CALLS
00:00 - 00:59	2
02:00 - 02:59	1
03:00 - 03:59	2
04:00 - 04:59	2
05:00 - 05:59	2
06:00 - 06:59	2
07:00 - 07:59	5
08:00 - 08:59	3
09:00 - 09:59	3
10:00 - 10:59	3
11:00 - 11:59	1
12:00 - 12:59	2
13:00 - 13:59	2
14:00 - 14:59	4
15:00 - 15:59	4
16:00 - 16:59	2
17:00 - 17:59	4
18:00 - 18:59	4
20:00 - 20:59	2
21:00 - 21:59	4
22:00 - 22:59	4
23:00 - 23:59	2
<b>TOTAL:</b>	<b>60</b>

Only REVIEWED incidents included.







## Assistant Chief Report

December

### Information

- New Report Software training
- Interview & Testing for new hire
- Budget Presentation Created for Joint Meeting
- New Equipment put in service from donation.

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief