

**Hartford Fire Board Meeting
December 12, 2022
November Business**

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Hartford Fire Board
Agenda
Monday, December 12, 2022 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Steve Starner, Chad Hunt, Helen Sullivan, Carlos Ledesma
- III. Public Comment: Limited to three minutes per person
- IV. Approval of the Agenda. Motion by _____ Second by _____ Motion _____ Yeas:____
Nays:_____
- V. Approval of previous meeting minutes from November 14, 2022: Motion by _____Second____Motion____
Yeas:____ Nays:_____
- VI. Approval of November Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report
as presented. Motion _____Yea:_____ Nay:_____
 - a. Accounts Payable: Amount **\$ 21,603.31** Motion by _____Second _____ by roll call vote
Motion _____ Yea: _____ Nay:_____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:
NONE
- X. New Business:
 - 1. Discussion of Policy 109. Motion by _____ to adopt amended Policy 109 Response to Gas
Leaks (Natural & LP) Second: _____ Motion _____Yeas:____ Nays:_____
 - 2. Discussion of Policy 107. Motion by _____ to adopt amended Policy 107 Mutual Aide-
MABAS Second: _____ Motion _____Yeas:____ Nays:_____
 - 3. Discussion of Policy 201. Motion by _____ to adopt amended Guideline Order 201 MACO
Air Station Response to Gas Leaks (Natural & LP) Second: _____ Motion
_____Yeas:____ Nays:_____
 - 4. Discussion of Policy 102. Motion by _____ to adopt amended Policy 102 Dwelling Fires-
Rural Second: _____ Motion _____Yeas:____ Nays:_____
 - 5. Discussion of Collection Agency Merger. Motion by _____to engage Paramount Collection
Service, LLC turning all accounts presently with Integrity Account Solutions, Inc. [aka IAS,
Inc.] over to Paramount Collection Service, LLC. Second: _____Motion _____
Yeas:____Nays:_____

Reports:

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

Motion by _____ second by _____ to adjourn at _____pm.

HARTFORD FIRE BOARD MEETING Minutes of Fire Board Meeting December 12, 2022

Members Present upon roll call: Steve Starner; Chad Hunt; Helen Sullivan; Jerry Birmele; Chief Harting Absent: Carlos Ledesma

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

Public comment opened at 7:01. No public comments, closed at 7:01.

The proposed agenda for the Fire Board meeting of December 12, 2022, was presented. Motion by Sullivan; Second by Birmele; to approve the agenda as presented. Yeas: 4, Nays 0 Motion: Approved

The proposed minutes of the November 14, 2022 Fire Board meeting were presented. Motion by Sullivan; Second by Birmele to accept the minutes as presented. Yeas: 4, Nays 0 Motion: Approved

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

Bills were presented for approval in the amount of \$21,603.31 Motion by Birmele; Second by Sullivan; to pay bills in amount of \$21,603.31. Motion Approved upon roll call vote of members present. Yeah: Birmele, Starner, Hunt, Sullivan Nays: 0

Unfinished Business:

None

New Business:

1. Discussion of Policy 109. Motion by Hunt to adopt amended Policy 109 Response to Gas Leaks (Natural & LP) Second: Birmele Yeas: 4, Nays: 0 Motion Approved
2. Discussion of Policy 107. Motion by Hunt to adopt amended Policy 107 Mutual Aide-MABAS Second: Birmele Yeas: 4, Nays: 0 Motion Approved
3. Discussion of Policy 201. Motion by Hunt to adopt amended Guideline Order 201 MACO Air Station Response to Gas Leaks (Natural & LP) Second: Birmele Yeas: 4, Nays: 0 Motion Approved
4. Discussion of Policy 102. Motion by Starner to adopt amended Policy 102 Dwelling Fires-Rural Second: Hunt. Yeas: 4, Nays: 0 Motion Approved
5. Discussion of Collection Agency Merger. Motion by Birmele to engage Paramount Collection Service, LLC turning all accounts presently with Integrity Account Solutions, Inc. [aka IAS, Inc.] over to Paramount Collection Service, LLC. Second: Sullivan. Yeas: 4, Nays: 0 Motion Approved

Fire Chief's Report:
Meetings Attended:

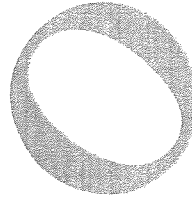
- Township
- VBC FF Training Committee
- VBC Medical Control

Information:

- MI Prevention program is going well. Installed over 20 smoke alarms and 5 CO detectors since November 28.
- Started working on the 2022 – 2023 Budget

Respectfully Submitted,
Robbie Harting

Robbie Harting-Fire Chief



Assistant Fire Chief's Report:

Meetings Attended:

Information:

- ICS 400 Class
- Association hosted a family thanksgiving dinner
- Booth @ bazaar selling address signs- sold 5 signs
- Xmas parades—Watervliet, Bangor and Decatur.
- Jeep/pickup winterized
- Smoke Detector Program launched
- Built a system for washing undercarriage of trucks
- Started Reviewing Policies and Procedures

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Completed

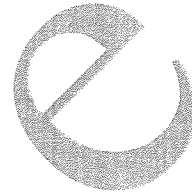
Signing complete

Motion Hunt; second by Sullivan to close meeting at 7:26 pm. Yeas: 4, Nays: 0 Motion: Approved

Minutes of Fire Board Meeting December 12, 2022

Respectfully submitted,

Gerald Birmele, Secretary



HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting November 14, 2022

Members Present upon roll call: Steve Starner; Chad Hunt; Helen Sullivan; Carlos Ledesma; Jerry Birmele; Chief Harting Absent:

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

Public comment opened at 7:01. No public comments, closed at 7:01.

The proposed agenda for the Fire Board meeting of November 14, 2022, was presented. Motion by Hunt; Second by Ledesma; to approve the agenda as amended. Motion: Approved

The proposed minutes of the October 10, 2022 Fire Board meeting were presented. Motion by Sullivan; Second by Birmele to accept the minutes as presented Motion: Approved

The October Treasurer's report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer's report as presented. Motion: Approved

Bills were presented for approval in the amount of **\$32,737.38** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$32,737.38**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Kurt Tiesman with Honor Credit Union.

Fire Chief's Report:

Meetings Attended:

- Township
- VBC FF Training Committee
- VBC Medical Control
- **Information:**

1. Annual service completed on Hydraulic rescue tools
2. Completed paperwork for upcoming ISO inspection
3. Annual physicals completed

Respectfully Submitted,
Robbie Harting

Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

- City

Information:

- Inspector Class
- Fundraiser with school-for tactical gear
- Spooktacular
- Cleanup Day with High School-leaves at station & neighbor house
- Drills at School
- Gear Extractor installed
- New Storage Cabinets above sink in bay installed
- MSDS Sheets updated
- Eye-Wash Station installed
- Explanation of new NFPA guidelines for particulate blocking hoods. Expected by end of 2023 will be mandated. Costs are significantly higher than hoods we use now.

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

- Discussion of insurance letter-attorney sent letter

Motion Birmele; second by Ledesma to close meeting at 7:24 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

Treasurer's Report for meeting on December 12, 2022 For the month ending November 30, 2022

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended October 31, 2022–Huntington **\$ 112,812.80**

XXX Deposits

City of Hartford – Contribution	\$ 10,208.68
Township of Hartford – Contribution	\$ 15,313.02
Pride Care	\$ 0.00
Township Ass't Chief Grant	\$ 1,600.00
Bangor Township Cost Recovery	\$ 1,547.00
Interest	\$ 27.31
Report Request	\$ 10.00

Total Deposits \$ 28,706.01

Total Balance of General Fund \$ 141,518.81

XXX Expenditures for approval:

Vendors payable	\$ 10,573.04
Grant Expense	\$ 0.00
Payroll released November 2022 (10,176.75 – 2,023.55)	\$ 8,153.20
Bank Fees	\$ 75.00
MI & Fed Tax Withholdings	\$ 2,802.07

Total Expenditure \$ 21,603.31

General Fund Balance November 30, 2022 \$ 119,915.50

Capital Equipment

Reconciled Cash Balance as of November 30, 2022–Millage Fund **\$ 102,683.96**

Reconciled Cash Balance as November 30, 2022–Maintenance Fund **\$ 13,335.44**

Cash Balances for month November 30, 2022 \$ 235,934.90

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment October 31, 2022 **\$ 9,379.53**

Huntington Investment #TCL6901 Investment October 31, 2022 **\$ 86,077.43**

Completed

Signing complete

**Hartford Fire Board
December 12, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
November Business**

Expense by Vendor

	<u>Nov 22</u>
A T & T	-367.34
Auto-Wares	-107.10
Best Way Disposal	-80.25
Business Radio Licensing	-110.00
Carlos Ledesma	-60.00
Chad Hunt	-60.00
City of Hartford {2}	-269.91
Comcast	-229.90
Consumers Energy	-324.00
First Bankcard	-54.99
Helen Sullivan	-60.00
Hungerford Nichols CPA	-3,350.00
Indiana Mich Power	-780.00
IRS Online Payment	-2,418.12
Jerry Birmele	-60.00
Kellogg Hardware	-102.37
Liberty Mutual	-1,261.00
S & A Automotive Inc.	-107.65
ShellFleet Plus Card	-577.71
Spectrum Health Lakeland	-40.00
Steven Starner	-60.00
U S Business Systems	-92.70
	-
TOTAL	10,573.04

500.1 Fire Chief	4,498.50
500.2 Firefighters/Medics	2,693.25
500.3 Support Staff	560.00
500.4 Chief Retirement	269.91
500 Payroll - Other	1,125.00
Total 500 Payroll	9,146.66
501 Professional, Insur.& Legal	
501.2 Professional - Audit	3,350.00
Total 501 Professional, Insur.& Legal	3,350.00
502 Utilities	
502.1 Internet-Telephone	229.90
502.2 Electric	780.00
502.3 Natural Gas	324.00
502.4 First Net-AT&T	367.34
Total 502 Utilities	1,701.24
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	138.29
505.5-Trash	80.25
Total 505 Building Maintenance	218.54
506 Fuel	
506.1 Unleaded Gas	577.71
Total 506 Fuel	577.71
508 Vehicle Maintenance	
508.6 Explorer #1810	45.12
508.7 Pick-Up #1801	62.53
Total 508 Vehicle Maintenance	107.65
511 Office	
511.3 Office Supplies	15.67
511.6 Copy Lease	92.70
Total 511 Office	108.37
512 Insurance	
512.1 Worker's Comp	1,261.00
Total 512 Insurance	1,261.00
513 Payroll Taxes	2,418.12
515 Equipment & Equip Maint	
515.3 Heavy Rescue #1871	71.16
515.4 Rescue Pickup #1869	35.94
Total 515 Equipment & Equip Maint	107.10
516 Training	
516.3 Medic	40.00
Total 516 Training	40.00
519 Subscriptions & Dues	110.00

Grant Expense None

Income & Expense

	<u>Nov 22</u>
Ordinary Income/Expense	
Income	
401 Hartford Township	15,313.02
402 Hartford City	10,208.68
404 Interest	56.02
409 Fire Report Request	10.00
420 Bangor 1st Resp Reimburse	1,547.00
Hartford Township Grants	1,600.00
Total Income	28,734.72
Gross Profit	28,734.72
Expense	
500 Payroll	

**Hartford Fire Board
December 12, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
November Business**

527 Bank Fees	75.00
528 Bd Members Compensation	300.00
Payroll Tax Expense	2,078.52
Uncategorized Expenses	3.40
Total Expense	21,603.31
Net Ordinary Income	7,131.41
Net Income	7,131.41

**Hartford Fire Board
December 12, 2022 Meeting
Payroll Summary
November Business**

	TOTAL	
	Hours	Nov 22
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	2.00	4,498.50
Assistant Fire Chief	2.00	500.00
Fire Board Office	35.00	560.00
Grant Pay	1.00	800.00
Grass Fire	4.50	70.50
Lift Assist	4.00	65.50
Med Assist	59.00	954.50
Mutual Aid	18.50	292.50
Other	14.00	221.50
PI Accident	18.50	295.00
Shift Coverage	75.00	1,125.00
Training	32.00	490.75
Vehicle Inspection	20.00	303.00
Total Gross Pay	285.50	10,176.75
Deductions from Gross Pay		
Dental-Vision		-14.54
Firefighters Assn Dues		-462.28
First Net AT&T		-40.00
Health Insurance		-194.78
Total Deductions from Gross Pay		-711.60
Adjusted Gross Pay	285.50	9,465.15
Taxes Withheld		
Federal Withholding		-758.00
Medicare Employee		-147.57
Social Security Employee		-630.95
MI - Withholding		-496.03
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		0.00
Total Taxes Withheld		-2,032.55
Net Pay	285.50	7,432.60
Employer Taxes and Contributions		
Company FICA		630.95
Company Med		147.57
Retirement Fund		269.90
MI - Obligation Assessment		0.00
Total Employer Taxes and Contributions		1,048.42

**Hartford Fire Board Meeting
December 12, 2022
Balance Sheet & Deposit Detail
November Business**

BALANCE SHEET

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Hunt..3427	94,329.11
105 CD Fund Equity..C...288	0.38
106 Millage Fund Hunt..3456	102,683.96
108 Maintenance Hunt....3469	13,332.15
Chemical Financial Advisors	69,932.47
Huntington Advisors #901	86,077.43
Huntington TLC006358	9,379.53
Total Checking/Savings	375,735.03
Total Current Assets	375,735.03
TOTAL ASSETS	375,735.03
LIABILITIES & EQUITY	0.00

Deposit Detail

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		11/14/2022		102 Regular Check Hunt..3427	16,913.02
				401 Hartford Township	-
				Hartford Township Grants	15,313.02
					-1,600.00
					-
TOTAL					16,913.02
Deposit		11/15/2022		102 Regular Check Hunt..3427	10,218.68
				402 Hartford City	-
				409 Fire Report Request	10,208.68
					-10.00
					-
TOTAL					10,218.68
Deposit		11/28/2022		102 Regular Check Hunt..3427	1,547.00
				420 Bangor 1st Resp Reimburse	-
					-1,547.00
					-
TOTAL					-1,547.00
Deposit		11/30/2022		108 Maintenance Hunt....3469	3.40
				404 Interest	-3.40
					-
TOTAL					-3.40
Deposit		11/30/2022		106 Millage Fund Hunt..3456	25.31
				404 Interest	-25.31
					-
TOTAL					-25.31
Deposit		11/30/2022		102 Regular Check Hunt..3427	27.31
				404 Interest	-27.31
					-

**Hartford Fire Board Meeting
December 12, 2022
Balance Sheet & Deposit Detail
November Business**

TOTAL						-27.31
	Paycheck	ACH	11/30/2022	Flemming, Lisa M.	102 Regular Check Hunt..3427	0.00
					500.2 Firefighters/Medics	16.00
					410 Firefighters Assn Dues	-14.09
					Payroll Tax Expense	1.00
					Payroll Liabilities	-1.00
					Payroll Liabilities	-1.00
					Payroll Tax Expense	0.23
					Payroll Liabilities	-0.23
					Payroll Liabilities	-0.23
					Payroll Liabilities	-0.68
TOTAL						0.00
	Paycheck	ACH	11/30/2022	Flemming, Ryan C.	102 Regular Check Hunt..3427	0.00
					500.2 Firefighters/Medics	32.00
					Payroll Liabilities	-20.00
					Payroll Tax Expense	1.98
					Payroll Liabilities	-1.98
					Payroll Liabilities	-1.98
					Payroll Tax Expense	0.46
					Payroll Liabilities	-0.46
					Payroll Liabilities	-0.46
					Payroll Liabilities	-9.56
TOTAL						0.00
	Paycheck	ACH	11/30/2022	McClellan, Troy	102 Regular Check Hunt..3427	0.00
					500.2 Firefighters/Medics	32.00
					410 Firefighters Assn Dues	-28.19
					Payroll Tax Expense	1.98
					Payroll Liabilities	-1.98
					Payroll Liabilities	-1.98
					Payroll Tax Expense	0.47
					Payroll Liabilities	-0.47
					Payroll Liabilities	-0.47
					Payroll Liabilities	-1.36
TOTAL						0.00

Hartford Fire Board

Profit & Loss Budget Performance

November 2022

	<u>Nov 22</u>	<u>Budget</u>	<u>Jul - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
303 Investment Market Changes	0.00		-8,095.77		
401 Hartford Township	15,313.02	15,313.02	76,565.10	76,565.10	183,756.24
402 Hartford City	10,208.68	10,208.68	51,043.40	51,043.40	122,504.16
404 Interest	56.02		170.39		
409 Fire Report Request	10.00	4.16	20.00	20.88	50.00
420 Bangor 1st Resp Reimburse	1,547.00	718.15	6,402.25	3,590.82	8,617.87
521 Cost Recovery Reimbursement	0.00	756.89	346.80	3,784.45	9,082.68
DNR Grant	0.00		1,044.85		
Hartford Township Grants	1,600.00	800.00	4,000.00	4,000.00	9,600.00
Investment Income	0.00		595.65		
Other Revenues	0.00		1,335.00		
Total Income	<u>28,734.72</u>	<u>27,800.90</u>	<u>133,427.67</u>	<u>139,004.65</u>	<u>333,610.95</u>
Gross Profit	28,734.72	27,800.90	133,427.67	139,004.65	333,610.95
Expense					
500 Payroll					
500.1 Fire Chief	4,498.50	4,498.50	22,395.63	22,492.50	53,982.00
500.10 Chief Health Benefits	0.00	1,916.66	7,850.75	9,583.38	23,000.00
500.2 Firefighters/Medics	2,693.25	5,833.33	14,424.63	29,166.69	70,000.00
500.3 Support Staff	560.00	750.00	3,028.00	3,750.00	9,000.00
500.4 Chief Retirement	269.91	333.33	1,349.55	1,666.69	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	6,000.00	14,400.00
500 Payroll - Other	1,125.00		5,520.00		
Total 500 Payroll	<u>9,146.66</u>	<u>14,531.82</u>	<u>54,568.56</u>	<u>72,659.26</u>	<u>174,382.00</u>
501 Professional, Insur.& Legal					
501.1 Legal Expenses	0.00	250.00	0.00	1,250.00	3,000.00
501.2 Professional - Audit	3,350.00	583.33	3,350.00	2,916.69	7,000.00
Total 501 Professional, Insur.& Legal	<u>3,350.00</u>	<u>833.33</u>	<u>3,350.00</u>	<u>4,166.69</u>	<u>10,000.00</u>
502 Utilities					
502.1 Internet-Telephone	229.90	241.66	1,149.82	1,208.38	2,900.00
502.2 Electric	780.00	450.00	1,930.00	2,250.00	5,400.00
502.3 Natural Gas	324.00	125.00	1,390.00	625.00	1,500.00
502.4 First Net-AT&T	367.34	375.00	1,837.65	1,875.00	4,500.00
502.5 EPS Door Security	0.00	50.00	299.16	250.00	600.00
Total 502 Utilities	<u>1,701.24</u>	<u>1,241.66</u>	<u>6,606.63</u>	<u>6,208.38</u>	<u>14,900.00</u>
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	41.69	100.00
Total 503 Mileage	<u>0.00</u>	<u>8.33</u>	<u>0.00</u>	<u>41.69</u>	<u>100.00</u>
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	138.29	250.00	2,402.93	1,250.00	3,000.00
505.3 Grounds Maintenance	0.00	41.66	67.48	208.30	499.92
505.4 Capital Bldg Improvement	0.00	333.33	0.00	1,666.69	4,000.00
505.5-Trash	80.25	27.08	160.50	135.44	325.00

Hartford Fire Board Profit & Loss Budget Performance November 2022

	<u>Nov 22</u>	<u>Budget</u>	<u>Jul - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 505 Building Maintenance	218.54	652.07	2,630.91	3,260.43	7,824.92
506 Fuel					
506.1 Unleaded Gas	577.71	366.66	2,584.30	1,833.38	4,400.00
506.2 Diesel	0.00	250.00	1,916.28	1,250.00	3,000.00
Total 506 Fuel	577.71	616.66	4,500.58	3,083.38	7,400.00
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	258.33	18,692.19	1,291.69	3,100.00
508.2 Tanker #1831	0.00	175.00	1,443.72	875.00	2,100.00
508.3 Heavy Rescue #1871	0.00	175.00	455.00	875.00	2,100.00
508.4 Rescue Pickup #1869	0.00	33.33	0.00	166.69	400.00
508.5 Jeep #1860	0.00	33.33	0.00	166.69	400.00
508.6 Explorer #1810	45.12	33.33	45.12	166.69	400.00
508.7 Pick-Up #1801	62.53	33.33	368.11	166.69	400.00
508.8 #1802	0.00	33.33	0.00	166.69	400.00
Total 508 Vehicle Maintenance	107.65	774.98	21,004.14	3,875.14	9,300.00
511 Office					
511.1 Office Equipment	0.00	166.74	0.00	833.38	2,000.00
511.2 Equipment Repairs	0.00	12.50	0.00	62.50	150.00
511.3 Office Supplies	15.67	125.00	256.10	625.00	1,500.00
511.4 Printing	0.00	16.66	0.00	83.38	200.00
511.5 Software/Upgrades	0.00	0.00	689.00	1,200.00	1,200.00
511.6 Copy Lease	92.70	30.00	185.40	150.00	360.00
Total 511 Office	108.37	350.90	1,130.50	2,954.26	5,410.00
512 Insurance					
512.1 Worker's Comp	1,261.00	500.00	2,522.25	2,500.00	6,000.00
512.10 Accident & Sickness Ins	0.00	1,833.33	0.00	9,166.69	22,000.00
512 Insurance - Other	0.00		7,573.00		
Total 512 Insurance	1,261.00	2,333.33	10,095.25	11,666.69	28,000.00
513 Payroll Taxes	2,418.12		13,767.28		
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	68.83	291.69	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	416.69	1,000.00
515.11 Ford Truck	0.00	8.33	0.00	41.69	100.00
515.12 Air Tanks	0.00	237.50	0.00	1,187.50	2,850.00
515.2 Tanker #1831	0.00	58.33	16.98	291.69	700.00
515.3 Heavy Rescue #1871	71.16	475.00	3,463.91	2,375.00	5,700.00
515.4 Rescue Pickup #1869	35.94	16.66	35.94	83.38	200.00
515.5 Jeep #1860	0.00	0.00	0.00	0.00	0.00
515.6 Explorer #1810	0.00	45.83	404.00	229.19	550.00
515.7 Eqt Maintenance Other	0.00	116.66	1,063.96	583.38	1,400.00
515.8 Small Equipment Maintenan	0.00	33.33	170.74	166.69	400.00
515.9 Medical Supplies	0.00	208.33	533.12	1,041.69	2,500.00
Total 515 Equipment & Equip Maint	107.10	1,341.63	5,757.48	6,708.59	16,100.00
515.13 Ford Truck 1802	0.00	8.33	0.00	41.69	100.00

Hartford Fire Board
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Budget</u>	<u>Jul - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
516 Training					
516.1 Fire Chief Training	0.00	166.66	128.00	833.38	2,000.00
516.2 Firefighter I & II	0.00	283.33	1,661.55	1,416.69	3,400.00
516.3 Medic	40.00	83.33	40.00	416.69	1,000.00
516.4 Fire Officer Classes	0.00	166.66	950.00	833.38	2,000.00
516.5 Drivers Training	0.00	16.66	0.00	83.38	200.00
Total 516 Training	<u>40.00</u>	<u>716.64</u>	<u>2,779.55</u>	<u>3,583.52</u>	<u>8,600.00</u>
518 Physicals					
518.1 Annual Physicals	0.00	666.66	6,693.75	3,333.38	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	125.00	300.00
Total 518 Physicals	<u>0.00</u>	<u>691.66</u>	<u>6,693.75</u>	<u>3,458.38</u>	<u>8,300.00</u>
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	372.00	333.38	800.00
519.11 West MI Assn of Fire Chi	0.00	8.33	0.00	41.69	100.00
519.13 S MEMSIC	0.00	6.25	0.00	31.25	75.00
519.3 FirePrograms	0.00	166.66	1,968.34	833.38	2,000.00
519.4 IAFC	0.00	20.83	0.00	104.19	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	41.69	100.00
519.6 NFPA	0.00	25.00	0.00	125.00	300.00
519.9 MPSCS	0.00	8.33	0.00	41.69	100.00
519 Subscriptions & Dues - Other	110.00		110.00		
Total 519 Subscriptions & Dues	<u>110.00</u>	<u>310.39</u>	<u>2,525.34</u>	<u>1,552.27</u>	<u>3,725.00</u>
525 Personal Equipment					
525.1 Duty Gear	0.00	583.33	2,730.46	2,916.69	7,000.00
525.2 Personal Equipment	0.00	233.33	1,857.08	1,166.69	2,800.00
525.3 Small Equipment	0.00	133.33	136.60	666.69	1,600.00
Total 525 Personal Equipment	<u>0.00</u>	<u>949.99</u>	<u>4,724.14</u>	<u>4,750.07</u>	<u>11,400.00</u>
526 FEMA Grant	0.00	208.33	0.00	1,041.69	2,500.00
527 Bank Fees	75.00	30.00	429.25	150.00	360.00
528 Bd Members Compensation	300.00	350.00	1,140.00	1,750.00	4,200.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	208.38	500.00
529.2 Fire Extinguishers	0.00	41.66	493.00	208.38	500.00
529.3 Hoses	0.00	250.00	2,791.60	1,250.00	3,000.00
529.4 Ladders	0.00	116.66	1,306.50	583.38	1,400.00
529.8 Air Compressor	0.00	83.33	715.00	416.69	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	0.00	458.38	1,100.00
Total 529 Mandatory Annual Testing	<u>0.00</u>	<u>624.97</u>	<u>5,306.10</u>	<u>3,125.21</u>	<u>7,500.00</u>
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	104.19	250.00
530.2 Maintenance Contract	0.00	58.33	0.00	291.69	700.00
Total 530 Generator	<u>0.00</u>	<u>79.16</u>	<u>0.00</u>	<u>395.88</u>	<u>950.00</u>
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	104.19	250.00

Hartford Fire Board
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Budget</u>	<u>Jul - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 531 Auxiliary	0.00	20.83	0.00	104.19	250.00
Payroll Tax Expense	2,078.52		10,467.91		
Uncategorized Expenses	3.40		13.91		
Total Expense	<u>21,603.31</u>	<u>26,675.01</u>	<u>157,491.28</u>	<u>134,577.41</u>	<u>321,301.92</u>
Net Ordinary Income	7,131.41	1,125.89	-24,063.61	4,427.24	12,309.03
Other Income/Expense					
Other Expense					
Grant Expenditures	0.00		42.20		
Total Other Expense	<u>0.00</u>		<u>42.20</u>		
Net Other Income	0.00	0.00	-42.20	0.00	0.00
Net Income	<u><u>7,131.41</u></u>	<u><u>1,125.89</u></u>	<u><u>-24,105.81</u></u>	<u><u>4,427.24</u></u>	<u><u>12,309.03</u></u>

November 2022 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
1-Nov	578-City	12:09	Marian Ave	3	\$ 32.50	Med Assist-Possible C
2-Nov	579-Twp	13:26	Ellenborough	3	\$ 32.50	Med Assist-Chest Pai
2-Nov	580-City	15:35	South St.	3	\$ 48.00	Other-Lines Down
2-Nov	581-Twp	16:31	CR 687	2	\$ 32.50	Med Assist-Fall
2-Nov	582-City	17:35	Linden	1	\$ 16.00	Med Assist-Nose Bleec
3-Nov	583-City	3:31	Wendell Ave.	1	\$ 17.00	Med Assist-Near Fain
3-Nov	584-City	14:05	Haver St.	2	\$ 16.00	Med Assist-Person Dc
3-Nov	585	19:00	Bangor Twp	3	\$ 47.00	Med Assist-Difficulty E
4-Nov	586-City	5:08	Woodside Dr.	3	\$ 48.00	Med Assist-Fall
4-Nov	587-Twp	8:27	68th St.	2	\$ 16.00	Med Assist-Hemorrha
4-Nov	588	14:56	I-94	4	\$ 65.00	PI Accident
5-Nov	589-City	8:36	Heywood St.	6	\$ 142.50	Other-Power Pole Fire
6-Nov	590-Twp	1:10	Ellenborough	2	\$ 32.00	Med Assist-Fall
7-Nov	591-City	12:31	Linden	3	\$ 33.50	Lift Assist
7-Nov	592-City	15:28	Center St.	2	\$ 33.00	Med Assist-Pregnanc
9-Nov	593-City	19:25	Wendell Ave.	2	\$ 33.00	Lift Assist
10-Nov	594-City	1:37	Maple St.	3	\$ 47.00	Other-Smoke Alarm
10-Nov	595-Twp	18:12	48th Ave	1	\$ -	Med Assist-Sick Perso
10-Nov	596-Twp	18:21	71st Ave	4	\$ 70.50	Grass Fire
12-Nov	597-City	9:43	Prospect St.	2	\$ 31.00	Med Assist-Fall
12-Nov	598-Twp	20:10	CR 372	2	\$ 32.00	Med Assist-Allergic R
12-Nov	599-Twp	22:49	CR 362 & 687	3	\$ 47.00	PI Accident
13-Nov	600	7:33	I-94	3	\$ 47.00	PI Accident
14-Nov	601-City	18:22	Edwin	3	\$ 33.00	Med Assist-Chest Pai
15-Nov	602-Twp	12:40	CR 687	3	\$ 16.50	Med Assist-Unrespon
15-Nov	603-City	12:58	Center St.	3	\$ 16.50	Med Assist-Difficulty E
15-Nov	604-Twp	19:09	67th St.	3	\$ 49.00	Med Assist-Suicidal
16-Nov	605-City	14:08	Maple St.	3	\$ 16.50	Med Assist-Sick Perso
17-Nov	606-Twp	9:22	66th Ave & 70th St.	2	\$ -	Other-Power Line Dov
17-Nov	607-Twp	11:58	56th Ave.	3	\$ 16.50	Med Assist-Fall
20-Nov	608	1:12	I-94	2	\$ 32.00	PI Accident
20-Nov	609-City	10:20	Engle Way	1	\$ 17.00	Med Assist-Blood Pre
20-Nov	610	23:27	Bangor Twp	1	\$ 17.00	Med Assist-Chest Pai
21-Nov	611-City	12:11	Paras Hill Dr.	2	\$ -	Med Assist-Fall
21-Nov	612-Twp	13:37	Ellenborough	2	\$ -	Lift Assist
21-Nov	613	16:20	Red Arrow Hwy	3	\$ 72.00	PI Accident
22-Nov	614-Twp	3:45	62nd St.	2	\$ 32.00	Med Assist-Assault
22-Nov	615	9:19	Lawrence Twp	8	\$ 229.50	Mutual Aid
22-Nov	616	11:10	Watervliet Twp	6	\$ 63.00	Mutual Aid
24-Nov	617-Twp	21:10	65th St.	4	\$ 65.50	Med Assist-Heart Issu
25-Nov	618-Twp	10:48	Rush Lake Rd.	3	\$ 31.00	Med Assist-Sick Perso
25-Nov	619-City	22:57	Wendell Ave.	2	\$ 32.00	Med Assist-Difficulty E
26-Nov	620-City	8:54	Paras Hill Dr.	3	\$ 80.50	Med Assist-Difficulty E
27-Nov	621-Twp	0:02	66th Ave & CR 687	2	\$ 32.00	PI Accident
27-Nov	622-Twp	13:40	56th Ave.	3	\$ 48.50	Med Assist-Possible C
28-Nov	623-City	1:25	Wendell Ave.	2	\$ 32.00	Med Assist-Difficulty E
29-Nov	624-Twp	13:38	CR 687	4	\$ 32.50	Med Assist-Fall

Total Costs for Fire Calls	\$ 1,883.50
Chief's Salary	\$ 4,498.50
Administrative Cost (Support Staff)	\$ 560.00
Trainings/Inspection Costs	\$ 793.75

Total Costs for Fire Calls				\$ 7,735.75	
Total Calls this mont	47	Total Nov. Calls		Fiscal Year Totals	
Total Calls for 2021	794	City Calls	20	City Calls	117
Total Calls for 2020	698	Twp Calls	19	Twp Calls	107
Total Calls for 2019	673	I-94 Calls	3	I-94 Calls	11
Total Calls for 2018	552	Other	4	Other	23
Total Calls for 2017	345	Red Arrow Calls	1	Red Arrow	17
Total Calls for 2016	303			Total f/y	275
Total Calls for 2015	333				
Total Calls for 2014	312				
Total Calls for 2013	292				
Total Calls for 2012	281				
Respectfully submittec		Priority 3 Calls	SHADED		

Grass Fire 1
 Med Assist 31
 PI Accident 6
 Mutual Aid 2
 Other 4
 Gas Leak/CO2 0
 Fire 0
 Vehicle Fire 0
 Lift Assist 3

Fire Chiefs Report

December 2022

INFORMATION:

1. Meetings Attended:
 - Township
 - VBC FF Training Committee
 - VBC Medical Control
2. MI Prevention program is going well. Installed over 20 smoke alarms and 5 CO detectors since November 28.
3. Started working on the 2022 – 2023 Budget.

Robbie Harting – Fire Chief

Assistant Chief Report

December

Information

- ICS 400 Class
- Association hosted a family thanksgiving dinner
- Booth @ bazaar selling address signs- sold 5 signs
- Xmas parades
- Jeep/pickup winterized
- Smoke Detector Program launched
- Built a system for washing undercarriage of trucks
- Started Reviewing Policies and Procedures

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

HARTFORD FIRE DEPARTMENT

Policy Order

102

Dwelling Fires – Rural

I. PURPOSE

To establish a standard for dwelling fires in the rural area.

II. POLICY

Standard Response:

The response order to a rural alarm shall be first run pumper with a minimum of four firefighters, and a tanker with two firefighters. Firefighters involved in firefighting activities will wear Personal Protective Equipment. Second run pumper with a minimum of two firefighters and unit 1869 shall transport available firefighters to the scene.

Operations:

Basic attack should be made with minimum of one 1-3/4 inch preconnect from the first run pumper. Second attack line shall be made available as manpower allows. Tanker crew shall respond to the scene, ~~set up and fill dump tank, then respond to the nearest water supply to refill it's tank and return to scene.~~ Contact Command to establish which type of system for water supply will be utilized. Command will determine if a dump tank or nursing operation will be utilized. Dump tank operations will consist of the tanker crew setting up a dump tank to prepare for additional water to be dumped, secure draft from tank and establish a supply line to the first run pumper. Nursing operation will consist of hooking up a supply line from the tanker to the first run pumper and sending the first run pumper the water from its tank, additional units will refill the tanker and the operation will continue.

Second run pumper shall respond to the scene and wait for orders from command.

HARTFORD FIRE DEPARTMENT

Policy Order

107

Mutual Aide – MABAS

I. PURPOSE

To establish a standard for mutual aid to.

II. POLICY

Standard response

Upon receiving an alarm for Mutual aid, respond with equipment and/or personnel requested. Upon receiving an alarm for MABAS move-up, respond according to Van Buren MABAS protocol. No uncertified personnel are to be on any mutual aid or MABAS scene.

HARTFORD FIRE DEPARTMENT
Policy Order
109

Response to Gas Leaks (Natural & LP)

I. PURPOSE:

To establish a policy for responding to gas leaks.

II. POLICY:

Standard response will be ~~1841~~ 1871 with 2-3 firefighters, other equipment and personnel upon request.

III OPERATIONS:

1. Secure the scene and evacuate the immediate area.
2. Have dry chemical extinguisher ready.
3. Notify Gas Company.
4. Attempt to shut gas off at the meter or propane tank.
5. If leak cannot be stopped, back off, evacuate the area up to ½ mile and call for assistance.

SPECIAL NOTE: Do not attempt to shut off or otherwise deal with high-pressure leaks. In such cases, evacuate the area and call the gas company.

HARTFORD FIRE DEPARTMENT

Guideline Order

201

MACO AIR STATION

I. PURPOSE

To establish a standard for operating the MACO air machine

II. PROCEDURE

1. Check hydro test date on bottle
2. Connect bottles to the high pressure line and tighten the bleed valve
3. Open the tank valves
4. Open all four "FROM" banks
5. Close the gate valve on the right hand side of the machine
6. Make sure the inlet pressure equals the bank pressure
7. Make sure the outlet pressure is set at ~~2216~~ 4500
8. Open correct fill valve to fill the appropriate bottle (SLOW)
9. Close the fill valve and open the gate valve
10. Close the tank valves
11. Open the bleeder valves on the high pressure line
12. Unhook the high pressure line from the bottle
13. Close the "FROM" bank (all four)
14. Remove the bottles
15. Open the "TO" bank
16. Turn on the compressor to automatic
17. Check oil pressure (1,100 lbs.)
18. After the machine shuts off, close the "TO" bank
19. Record the use on the daily log sheet

NOTES:

1. Do not fill bottles to FAST
2. Inspect bottles before filling for cracks and dents
3. Watch your hands in the gate while closing
4. Never increase the regulator pressure past ~~2216~~ 4500