

**Hartford Fire Board Meeting
July 10, 2023
June Business**

Contents

Page 1	Meeting Agenda
Page 2	Proposed Meeting Minutes of June 12, 2023 Board Meeting
Page 3	Proposed Meeting Minutes of June 29, 2023 Board Meeting
Page 4	Income & Expense and Expenses by Vendor Summary
Page 5	Payroll Summary
Page 6	Call Report
Page 7	Chief Harting's Reports
Page 8	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, July 10, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Additions or Deletions to the agenda
- V. Approval of the Agenda as presented. Motion by _____ Second by _____ Motion _____
Yeas:___ Nays:_____
- VI. Approval of meeting minutes from June 12th, 2023: Motion by _____ Second _____ Motion _____
Yeas:___ Nays:_____
- VII. Approval of Special meeting minutes from June 29th, 2023: Motion by _____ Second _____ Motion _____
Yeas:_____ Nays:_____
- a. Accounts Payable: Amount \$39,008.37 Motion by _____ Second _____ by roll
call vote Motion _____ Yea: _____ Nay: _____
- VIII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- IX. Fire calls
- X. Unfinished Business:
- XI. New Business:
 - i. Approval of 1880 Operating Procedure as presented. Motion by _____ Second _____
to approve 1880 Operating Procedure as presented. Yeas:_____ Nays:_____
 - ii. Approval of updated Policy 1002 as presented. Motion by _____ Second _____
to approve Policy 1002 as presented. 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 July 10, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanslawski

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

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

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

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

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

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

Discussion of Last months Fire calls

Unfished Business: NONE

New Business:

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

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

Fire Chiefs Report:

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

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

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

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

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

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

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

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting June 12, 2023

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

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

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

The proposed agenda for the Fire Board meeting of June 12, 2023 was presented and amended. Motion by Hunt; Second by Birmele; to approve the agenda as amended. Yeas: 5; Nays 0; Motion: Approved

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

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

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

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

Unfinished Business:

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

New Business:

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

Fire Chief’s Report:

Meetings Attended:

- Township
- City

- VBC Medical Control
- VBC FF Training Committee

Information:

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

Respectfully Submitted,
Robbie Harting
Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

Information:

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

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

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

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Special Fire Board Meeting
June 29, 2023

Members Present upon roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of June 29, 2023, was presented and amended.

Motion by Birmele; Second by Ledesma; to approve the agenda as amended. Yeas: 5 Nays:0
Motion Approved

New Business:

- i. Review letter from Department of Treasury State of Michigan:
Discussion on letter from State and a letter of response needs to be generated to appease the state.
- ii. Review email from Hungerford Nichols:
Discussion on email from Hungerford Nichols, Hungerford Nichols is no longer interested in bidding on auditing services currently.
- iii. New firm for audits Siegfried Crandall in Portage Michigan:
Discussion on auditing firm Siegfried Crandall, they provide services for Bangor Fire Department and 10 or 11 more Fire Departments in the area.
- iv. New Accountant Peter Stanslawski
Discussion on New Accountant Peter Stanslawski
- v. Adding Peter Stanslawski to all Fire Department Bank Accounts
Motion by Sefcik; Second by Sullivan to approve adding Peter Stanslawski to all Hartford Fire Department Bank Accounts with Huntington Bank and authorize Peter Stanslawski as an authorized user. Yeas: 5 Nays: 0
Motion Approved
- vi. Discussion of board member titles and functions per interlocal agreement
Discussion on responsibilities of board members per the agreement

Question on whether or not all board members need to be bonded- Don't have an answer at this time.
Need to get our books in order asap.
Rob & Kevin will be taking up additional administrative duties.
Should the Treasurer receive additional compensation- something to discuss in the future.

Motion by Sefcik; second by Sullivan to adjourn at 7:19 pm.
Yeas: 5 Nays: 0
Motion Approved

12:32 PM

07/07/23

Hartford Fire Board
A/P Aging Detail
As of July 31, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Bill	07/04/2023		A T & T	07/04/2023	27	405.63
Bill	07/07/2023	89868...	ShellFleet Plus Card	07/07/2023	24	421.34
Bill	07/07/2023	114829	ESO	07/17/2023	14	1,968.34
Bill	07/07/2023	76128...	VFIS	07/17/2023	14	3,882.00
Bill	07/07/2023	73215	Vector Solutions	07/17/2023	14	3,728.57
Bill	07/07/2023	41962	Dinges Fire Company	07/17/2023	14	139.43
Bill	07/07/2023		Comcast	07/17/2023	14	232.49
Bill	07/07/2023	12309	Fire CATT, LLC	07/17/2023	14	3,040.00
Bill	07/07/2023	41971...	Stryker Sales LLC	07/17/2023	14	420.00
Bill	07/07/2023	37901...	Auto-Wares	07/17/2023	14	182.57
Bill	07/01/2023		Indiana Mich Power	07/27/2023	4	388.00
Total 1 - 30						14,808.37

24 60

Hartford Fire Board

7/7/2023 12:42 PM

Register: 102 Regular Check Hunt..3427

From 06/13/2023 through 07/07/2023

Sorted by: Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2023	14948	Harting, Robbie L	-split-		1,721.60			131,019.07
06/15/2023	ACH	McGrew, Kevin S	-split-		841.34			130,177.73
06/15/2023	ACH	IRS Online Payment	513 Payroll Taxes		805.78			129,371.95
06/18/2023			402 Hartford City	Deposit			11,484.76	140,856.71
06/23/2023			420 Bangor 1st Resp R...	Deposit			1,631.25	142,487.96
06/23/2023			-split-	Deposit			1,385.75	143,873.71
06/26/2023	14960	City of Hartford {2}	201 Accounts Payable		269.91			143,198.10
06/26/2023	14961	Crystal Flash Energy	201 Accounts Payable		866.47			142,331.63
06/26/2023	14962	Hungerford Nichols ...	201 Accounts Payable	Invoice # 177393	5,150.00			137,181.63
06/26/2023	14963	McKesson Medical-S...	201 Accounts Payable		608.46			136,573.17
06/26/2023	14964	Rawhide Fire Hose L...	201 Accounts Payable		212.53			136,360.64
06/26/2023	14965	Roe-Comm., Inc.	201 Accounts Payable	Invoice #358899	225.00			136,135.64
06/15/2023	Auto	Comcast	201 Accounts Payable		230.22			135,524.12
06/26/2023	Auto	Indiana Mich Power	201 Accounts Payable		388.00			134,697.99
07/01/2023	ACH	Harting, Robbie L	-split-		1,691.59			133,006.40
07/03/2023	ACH	IRS Online Payment	513 Payroll Taxes	Chief's June 15...	595.14			132,411.26
06/27/2023	ACH	Bodary, Brandon	-split-		206.12			132,205.14
06/27/2023	ACH	Chappell, Michael S	-split-		217.12			131,988.02
06/27/2023	ACH	Eastman, Scott S	-split-		77.74			131,910.28
06/27/2023	ACH	Flemming, Lisa M.	-split-		68.66			131,841.62
06/27/2023	ACH	Flemming, Ryan C.	-split-		0.48			131,841.14
06/27/2023	ACH	Fry, Steven G	-split-		116.79			131,724.35
06/27/2023	ACH	Harting, Brandiwyne A	-split-		60.86			131,663.49
06/27/2023	ACH	High, Sara M.	-split-		1.75			131,661.74
06/27/2023	ACH	High, Tyler	-split-		143.15			131,518.59
06/27/2023	ACH	Hunt, Cole E.	-split-		146.20			131,372.39
06/27/2023	ACH	Kiernan, Carole J	-split-		581.46			130,790.93
06/27/2023	ACH	Love, Kirkland	-split-		181.44			130,609.49
06/27/2023	ACH	McClellan, Troy	-split-		19.32			130,590.17
06/27/2023	ACH	McGrew, Kevin S	-split-		1,317.49			129,272.68
06/27/2023	ACH	Reed, Kevin A	-split-		13.17			129,259.51
06/27/2023	ACH	Roberts, Khelun J.	-split-		610.97			128,648.54
06/27/2023	ACH	Sharpe, Ian	-split-		331.80			128,316.74
06/27/2023	ACH	VanDeWiele, Cary L	-split-		141.80			128,174.94
06/27/2023	ACH	Weberg, Scott C	-split-		349.21			127,825.73
06/27/2023	ACH	Ron Sefcik	528 Bd Members Com...		60.00			127,765.73
06/27/2023	ACH	Carlos Ledesma	528 Bd Members Com...		60.00			127,705.73
06/27/2023	ACH	Helen Sullivan	528 Bd Members Com...		60.00			127,645.73
06/27/2023	ACH	Chad Hunt	528 Bd Members Com...		60.00			127,585.73
06/27/2023	ACH	Jerry Birmele	528 Bd Members Com...		60.00			127,525.73

Hartford Fire Board

7/7/2023 12:42 PM

Register: 102 Regular Check Hunt..3427

From 06/13/2023 through 07/07/2023

Sorted by: Order Entered

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
06/27/2023	online	IRS Online Payment	513 Payroll Taxes		1,126.20			126,399.53
06/28/2023	ACH	Hartford Firefighters ...	410 Firefighters Assn ...	410	540.00			125,859.53

Fire Chiefs Report

July 2023

INFORMATION:

1. Meetings Attended:

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

2. Worked with new accountant.

3. Ladder testing is scheduled for July 12, 2023

Robbie Harting – Fire Chief

Assistant Chief Report

July

Information

- Strawberry Fest Event
- Station Rearranged for VBEMS
- Event @ Daycare
- Grant Submitted to State of Michigan
- SOG wrote for the MULE

Meetings Attended: Township Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

1880

OPERATING PROCEDURE

A. STARTING

1. Perform a 360 visual around the vehicle.
2. Occupants Shall wear seat belts at times while operating this vehicle.
3. Only Two personal shall ride in this vehicle while responding in Emergency Mode.
4. Close all doors.
5. Ensure the Parking Brake is set.
6. Ensure transmission is in the (N) neutral position.
7. Turn the ignition switch key to the "Start" position to activate the electric starter.
8. Turn on Portable Radio's and don Red Headsets.
9. Turn emergency lights on.
10. Turn headlights on.
11. Shift transmission into (H) high gear
12. Release the parking brake.
13. Proceed to Destination.

B. BEFORE LEAVING THE ROAD- (if four-wheel drive is necessary)

1. STOP the vehicle completely.
2. Push the selectable 2WD/4WD shift switch to select 4WD
3. Drive off slowly to allow "4WD" to engage. As it engages, the "4WD" indicator symbol will appear on dash.
4. If vehicle becomes stuck or necessary to lock in differential- follow the following procedure.
5. Stop the vehicle completely.
6. Push the selectable "DIFF-LOCK" shift switch to the "LOCK" position.
7. Shift the transmission into (L) Low position and try to escape by slowly revving up the engine.
8. If the above method is not successful, you can use the winch installed at the front of vehicle or seek help from another vehicle for towing. (Refer to Winch Operation)

C. TO START THE PUMP (HONDA)

1. Turn ON/OFF switch to "ON" position.
2. Turn on Gas (black switch towards you)
3. Turn on Choke (grey switch towards cab)
4. Crack Open the Recirculation Valve
5. Pull rope until engine starts.
6. Increase Throttle (silver lever up)
7. Open appropriate discharges.
8. Foam Operations-
9. Open Valve at bottom of foam tank
10. Turn selector from "OFF" to "3%"
11. If necessary, use foam nozzle (located underneath seat)

1880

OPERATING PROCEDURE

D. SHUTDOWN PUMP

1. Throttle down the pump to idle.
2. Turn on/off button to off.
3. Turn gas off.

E. RETURNING TO THE ROAD

1. STOP the vehicle completely
2. Shift transmission into neutral
3. Push the selectable 2WD/4WD shift switch to select 2WD

F. SHUTDOWN AT STATION

1. All lights should be off.
2. Turn ignition switch off.
3. Set parking brake.
4. Plug in charger.
5. Check all fluids levels and fill as needed.
6. Wash and dry vehicle

G. FILLING WATER TANK

1. Fill directly into tank in the port located on top of tank.
2. Fill using 1.¾ fill line located underneath the seat, utilizing the camlock port on the pump.

H. WINCH OPERATIOIS

1. Winch can be operated by either the switch located on the dash or by utilizing the handheld remote- remote is in the glove box and plugs into port on dash.

NOTE: This vehicle does not go on the highway

HARTFORD FIRE DEPARTMENT

Policy Order

1002

ALL-TERRAIN VEHICLE

I. PURPOSE

To establish requirements for operating the ATV.

II. SCOPE

To ensure safe operation of the Hartford Fire Department All-Terrain Vehicle. (Kawasaki Mule Pro-Fx) unit 1880

III. POLICY

All members will utilize due regard when operating the All-Terrain Vehicle at any drill, incident, or function to prevent injuries and/or vehicle damage.

IV. PROCEDURE

VEHICLE USAGE:

- Will only be used for **APPROVED** Fire Department functions.
- At no time will any operator risk damage to the vehicle by attempting to operate the vehicle outside of its ability on any terrain.
- Drivers will utilize due regard when operating on or off-road.
- Drives will maintain an appropriate speed in relation to terrain conditions.
- At **no time** will any operator attempt to cross railroad tracks in any area other than designated Railroad Crossings.
- **Avoid driving through water whenever it is possible, NEVER operate the vehicle in fast-flowing water or in water deeper than the bottom edge of the axle caps.**
- All drivers will be at least 21 years of age.
- All drivers must have a valid driver's license.
- Seat belts **MUST** be worn when the vehicle is in motion.
- Supplied Helmets **MUST** be worn while Responding in Emergency Mode.
- Appropriate PPE shall be worn in accordance with **Policy Order 502**