

**Hartford Fire Board Meeting
June 13, 2022
May Business**

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HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting May 9, 2022

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

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 May 9, 2022 was Presented. Motion by Sullivan;
Second by Ledesma; to approve the agenda as presented. Motion: Approved

The proposed minutes of the April 11, 2022 Fire Board meeting were presented. Motion by Ledesma;
Second by Sullivan to accept the minutes as presented Motion: Approved

The April Treasurer's report was presented. Motion by Starner; Second by Ledesma; to accept
Treasurer's report as presented. Motion: Approved

Bills were presented for approval in the amount of \$ 19,153.94 Motion by Starner; Second by Sullivan;
to pay bills in amount of \$ 19,153.94. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

None

Fire Chief's Report:

Meetings Attended:

- Township
- City
- VBC FFTC
- Van Buren County Medical Control

Information:

- Conducted a fire inspection at Transend
- Installed 2 smoke detector

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

Assistant Fire Chief's Report:

Meetings Attended:

- Van Buren Chiefs Meeting

Information:

- Van Buren County Fair Event Schedule
- Radio and Pager templates completed for upcoming radio project completion
- New Thermal Imaging Cameras will be put into service soon.
(press release/article sent to Tri City Record)
- Benefit breakfast for former Chief Randy Lowe was a huge success
- Submitted Grant to Michigan Gas Utilities for \$1,600 to purchase dash cameras for all of our apparatus.
- Working on boat purchase- been difficult to find inventory.

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Really nice thing the firefighters did for former Chief Lowe.

Joint (City, Township & Fire Department) Meeting on Wednesday, May 25, 2022, at 7:00 pm at the Hartford Fire Station.

Motion Starner; second by Sullivan to close meeting at 7:19 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

Hartford Fire Board Profit & Loss Budget Performance May 2022

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
302 Cetera Investment Services	0.00		70,000.02		
303 Investment Market Changes	1,079.09		-8,487.59		
401 Hartford Township	13,937.73	13,937.73	153,315.03	153,315.03	167,252.76
402 Hartford City	9,291.82	9,291.82	102,210.02	102,210.02	111,501.84
404 Interest	1.92		15.66		
409 Fire Report Request	0.00	3.88	20.00	42.71	46.59
411 Hartford City Millage	0.00		34,120.26		
412 Hartford Township Millage	0.00		42,835.55		
413 FEMA Grant	0.00		6,235.25		
420 Bangor 1st Resp Reimburse	0.00	449.21	3,307.75	4,941.31	5,390.52
521 Cost Recovery Reimbursement	0.00		7,343.59	0.00	0.00
Accounts Receivable	0.00		0.00	0.00	0.00
Donation	0.00		1,000.00		
Federal Grant Receivable	0.00		11,000.00		
Hartford Township Grants	800.00		7,584.09		
Other Revenues	555.00		3,705.00		
Total Income	25,665.56	23,682.64	434,204.63	260,509.07	284,191.71
Gross Profit	25,665.56	23,682.64	434,204.63	260,509.07	284,191.71
Expense					
500 Payroll					
500.1 Fire Chief	4,304.76	4,304.76	45,875.09	47,352.42	51,657.18
500.10 Chief Health Benefits	1,916.60	1,528.52	20,763.85	16,813.75	18,342.27
500.2 Firefighters/Medics	2,066.50	5,666.66	37,146.35	62,333.34	68,000.00
500.3 Support Staff	534.75	625.00	7,126.15	6,875.00	7,500.00
500.4 Chief Retirement	258.28	333.33	2,841.15	3,666.67	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	13,200.00	14,400.00
500 Payroll - Other	1,110.00		12,154.58		
Total 500 Payroll	10,190.89	13,658.27	125,907.17	150,241.18	163,899.45
501 Professional, Insur. & Legal					
501.1 Legal Expenses	0.00	250.00	0.00	2,750.00	3,000.00
501.2 Professional - Audit	0.00	666.66	7,850.00	7,333.34	8,000.00
Total 501 Professional, Insur. & Legal	0.00	916.66	7,850.00	10,083.34	11,000.00
502 Utilities					
502.1 Internet-Telephone	228.98	195.83	2,701.25	2,154.17	2,350.00
502.2 Electric	370.00	450.00	4,825.18	4,950.00	5,400.00
502.3 Natural Gas	209.00	125.00	1,299.00	1,375.00	1,500.00
502.4 First Net-AT&T	366.92	358.33	4,274.02	3,941.67	4,300.00
502.5 EPS Door Security	0.00	50.00	726.15	550.00	600.00
Total 502 Utilities	1,174.90	1,179.16	13,825.60	12,970.84	14,150.00
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	91.67	100.00
Total 503 Mileage	0.00	8.33	0.00	91.67	100.00

Hartford Fire Board
Profit & Loss Budget Performance
 May 2022

	<u>May 22</u>	<u>Budget</u>	<u>Jul '21 - May 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	18.57	250.00	1,359.97	2,750.00	3,000.00
505.2 Building Maintenance	75.31		2,107.84	0.00	0.00
505.3 Grounds Maintenance	0.00	41.66	93.98	458.34	500.00
505.4 Capital Bldg Improvement	0.00	770.83	0.00	8,479.17	9,250.00
505.5-Trash	80.25	25.00	315.00	275.00	300.00
Total 505 Building Maintenance	174.13	1,087.49	3,876.79	11,962.51	13,050.00
506 Fuel					
506.1 Unleaded Gas	392.50	266.66	4,718.49	2,933.34	3,200.00
506.2 Diesel	0.00	166.66	2,516.96	1,833.34	2,000.00
Total 506 Fuel	392.50	433.32	7,235.45	4,766.68	5,200.00
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	175.00	381.88	1,925.00	2,100.00
508.2 Tanker #1831	0.00	175.00	1,936.62	1,925.00	2,100.00
508.3 Heavy Rescue #1871	220.20	25.00	220.20	275.00	300.00
508.4 Rescue Pickup #1869	0.00	33.33	364.73	366.67	400.00
508.5 Jeep #1860	4.59	33.33	219.29	366.67	400.00
508.6 Explorer #1810	0.00	116.66	63.80	1,283.34	1,400.00
508.7 Pick-Up #1801	0.00	66.66	456.00	733.34	800.00
508.8 #1802	0.00	33.33	1,223.79	366.67	400.00
508 Vehicle Maintenance - Other	0.00		19.93		
Total 508 Vehicle Maintenance	224.79	658.31	4,886.24	7,241.69	7,900.00
511 Office					
511.1 Office Equipment	0.00	108.33	2,569.07	1,191.67	1,300.00
511.2 Equipment Repairs	0.00	12.50	0.00	137.50	150.00
511.3 Office Supplies	54.99	125.00	650.00	1,375.00	1,500.00
511.4 Printing	0.00	16.66	166.57	183.34	200.00
511.5 Software/Upgrades	0.00	100.00	1,059.99	1,100.00	1,200.00
511.6 Copy Lease	92.70	30.00	370.80	330.00	360.00
Total 511 Office	147.69	392.49	4,816.43	4,317.51	4,710.00
512 Insurance					
512.1 Worker's Comp	0.00	416.66	4,413.25	4,583.34	5,000.00
512.10 Accident & Sickness Ins	0.00	1,750.00	3,901.00	19,250.00	21,000.00
512.6 Automobile	-3,280.00		-3,280.00		
512 Insurance - Other	0.00		11,726.15		
Total 512 Insurance	-3,280.00	2,166.66	16,760.40	23,833.34	26,000.00
513 Payroll Taxes	2,221.56		28,414.13		
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	14.57	641.67	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	916.67	1,000.00
515.11 Ford Truck	0.00	8.33	468.52	91.67	100.00
515.12 Air Tanks	0.00	150.00	2,833.15	2,150.00	2,300.00
515.2 Tanker #1831	0.00	58.33	468.60	641.67	700.00
515.3 Heavy Rescue #1871	0.00	133.33	712.94	1,466.67	1,600.00

Hartford Fire Board
Profit & Loss Budget Performance
May 2022

	<u>May 22</u>	<u>Budget</u>	<u>Jul '21 - May 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.4 Rescue Pickup #1869	0.00	16.66	132.76	183.34	200.00
515.5 Jeep #1860	0.00	16.66	78.51	183.34	200.00
515.6 Explorer #1810	0.00	8.33	748.06	91.67	100.00
515.7 Eqt Maintenance Other	0.00	33.33	123.92	366.67	400.00
515.8 Small Equipment Maintenanc	20.00	33.33	219.86	366.67	400.00
515.9 Medical Supplies	228.49	166.66	3,862.03	3,479.34	3,646.00
Total 515 Equipment & Equip Maint	248.49	766.62	9,662.92	10,579.38	11,346.00
515.13 Ford Truck 1802	0.00	8.33	23.59	91.67	100.00
516 Training					
516.1 Fire Chief Training	0.00	125.00	1,186.49	1,375.00	1,500.00
516.2 Firefighter I & II	0.00	83.33	525.88	916.67	1,000.00
516.3 Medic	280.85	83.33	280.85	916.67	1,000.00
516.4 Fire Officer Classes	500.00	83.33	500.00	916.67	1,000.00
516.5 Drivers Training	0.00	16.66	0.00	183.34	200.00
Total 516 Training	780.85	391.65	2,493.22	4,308.35	4,700.00
518 Physicals					
518.1 Annual Physicals	0.00	666.66	6,000.00	7,333.34	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	275.00	300.00
Total 518 Physicals	0.00	691.66	6,000.00	7,608.34	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	558.00	733.34	800.00
519.11 West MI Assn of Fire Chi	0.00	12.50	100.00	137.50	150.00
519.13 SMEMSIC	0.00	6.25	75.00	68.75	75.00
519.2 Magazine Subscriptions	0.00		0.00	0.00	0.00
519.3 FirePrograms	0.00	150.00	2,034.75	1,650.00	1,800.00
519.4 IAFC	0.00	20.83	0.00	229.17	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	91.67	100.00
519.6 NFPA	0.00	25.00	175.00	275.00	300.00
519.9 MPSCS	0.00	8.33	0.00	91.67	100.00
519 Subscriptions & Dues - Other	0.00		120.00		
Total 519 Subscriptions & Dues	0.00	297.90	3,137.75	3,277.10	3,575.00
525 Personal Equipment					
525.1 Duty Gear	6,282.00	583.33	7,000.00	6,416.67	7,000.00
525.2 Personal Equipment	0.00	233.33	10,513.87	12,366.67	12,600.00
525.3 Small Equipment	65.38	133.33	311.79	1,466.67	1,600.00
Total 525 Personal Equipment	6,347.38	949.99	17,825.66	20,250.01	21,200.00
526 FEMA Grant					
526 FEMA	0.00		2,470.50		
526 FEMA Grant - Other	0.00	416.66	0.00	4,583.34	5,000.00
Total 526 FEMA Grant	0.00	416.66	2,470.50	4,583.34	5,000.00
527 Bank Fees	36.00	25.00	395.35	275.00	300.00
528 Bd Members Compensation	420.00	375.00	3,060.00	4,125.00	4,500.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	458.34	500.00

Hartford Fire Board
Profit & Loss Budget Performance
May 2022

	<u>May 22</u>	<u>Budget</u>	<u>Jul '21 - May 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
529.2 Fire Extinguishers	-100.00	83.33	841.00	916.67	1,000.00
529.3 Hoses	0.00	225.00	2,586.88	2,475.00	2,700.00
529.4 Ladders	0.00	100.00	1,276.00	1,100.00	1,200.00
529.6 Bottles	0.00		0.00	0.00	0.00
529.8 Air Compressor	520.00	83.33	1,370.00	916.67	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	1,008.34	1,100.00
Total 529 Mandatory Annual Testing	420.00	624.98	7,093.88	6,875.02	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	229.17	250.00
530.2 Maintenance Contract	0.00	58.33	480.39	641.67	700.00
Total 530 Generator	0.00	79.16	480.39	870.84	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	229.17	250.00
Total 531 Auxiliary	0.00	20.83	0.00	229.17	250.00
Capital Expense	0.00		175,120.95	164,880.75	164,880.75
Investment Fees	0.00		6.00		
Payroll Tax Expense	1,905.01		18,957.94	0.00	0.00
Reconciliation Discrepancies	0.00		27.80		
Unassigned Fund Balance	0.00		0.00		
Uncategorized Expenses	0.00		-12,040.73		
Total Expense	21,404.19	25,148.47	448,287.43	453,462.73	478,611.20
Net Ordinary Income	4,261.37	-1,465.83	-14,082.80	-192,953.66	-194,419.49
Other Income/Expense					
Other Expense					
Grant Expenditures	7,985.87		14,552.31		
Total Other Expense	7,985.87		14,552.31		
Net Other Income	-7,985.87	0.00	-14,552.31	0.00	0.00
Net Income	-3,724.50	-1,465.83	-28,635.11	-192,953.66	-194,419.49

**Treasurer's Report for meeting on June 13, 2022
For the month ending May 31, 2022**

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended April 30, 2022–Huntington **\$ 122,639.18**

XXX Deposits

City of Hartford – Contribution	\$ 9,291.82
Township of Hartford – Contribution	\$ 13,937.73
MCCA Insurance Refund	\$ 3,280.00
Pride Care (March & April)	\$ 555.00
Township Ass't Chief Grant	\$ 800.00
Refund of Overpayment (April 2019)	\$ 100.00
Sale of Unused Equipment to LFD	\$ 400.00
Interest	\$ 1.06
Total Deposits	\$ 28,365.61

Total Balance of General Fund **\$ 151,004.79**

XXX Expenditures for approval:

Vendors payable	\$ 15,427.17
Payroll released May 2022 (9,216.01 – 1,894.26)	\$ 7,321.75
Bank Fees	\$ 36.00
MI & Fed Tax Withholdings	\$ 2,599.27

Total Expenditure **\$ 25,384.19**

General Fund Balance May 31, 2022 **\$ 125,620.60**

Capital Equipment

Reconciled Cash Balance as of May 31, 2022 – Millage Fund **\$ 91,111.50**

Reconciled Cash Balance as May 31, 2022 – Maintenance Fund **\$ 13,315.21**

Cash Balances for month May 31, 2022 **\$ 230,047.31**

Renewal CD Balance as of month ended October 31, 2020 **\$ 0.00**

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment May 31, 2022 **\$ 10,109.58**

Huntington Investment #TCL6901 Investment May 31,2022 **\$ 92,847.50**

Hartford Fire Board
Agenda
Monday, June 13, 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 _____
 - V. Approval of previous meeting minutes from May 9, 2022: Motion by ____Second__ Motion _____
 - VI. Approval of joint meeting minutes from May 25,2022: Motion by _____Second_____Motion_____
 - VII. Approval of May Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____
 - a. Accounts Payable: Amount **\$ 25,384.19** Motion by _____Second _____ by roll call vote Motion _____
 - VIII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
 - IX. Fire calls
 - X. Unfinished Business:
NONE
 - XI. New Business:
 - 1. Discussion of Collection Agency closure. Motion by _____to engage the Integrity Account Solutions, Inc. [aka IAS, Inc.] turning all accounts presently with CSB of Niles, Inc. over to IAS, Inc. Second: _____Motion _____
 - 2. Budget balancing: Motion to approve amending budget accounts according to attached list. Motion by _____to amend accounts per list provided, Second by_____Roll Call Vote:_____
 - 3. Discussion/Approval of Operating Procedure for 1881. Motion by _____to approve 1881 operating procedure as presented, Second:_____. Motion _____.
 - 4. Discussion/Approval of Policy Order 1210 Water Rescue. Motion by_____to approve Policy Order 1210 as presented, Second:_____. Motion_____
- Reports:
- a. Fire Chief
 - b. Assistant Fire Chief
 - c. Board

Motion by _____ second by _____ to adjourn at _____pm.

	May 22	Budget	Jul '21 - May 22	Annual Budget
Ordinary Income/Expense				
Income				
302 Cetera Investment Services	0.00		70,000.02	
303 Investment Market Changes	1,079.09		-8,487.59	
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402 Hartford City	9,291.82	9,291.82	102,210.02	111,501.84
404 Interest	1.92		15.66	
409 Fire Report Request	0.00	3.88	20.00	46.59
411 Hartford City Millage	0.00		34,120.26	
412 Hartford Township Millage	0.00		42,835.55	
413 FEMA Grant	0.00		6,235.25	
420 Bangor 1st Resp Reimburse	0.00	449.21	3,307.75	5,390.52
521 Cost Recovery Reimbursement	0.00		7,343.59	0.00
Accounts Receivable	0.00		0.00	0.00
Donation	0.00		1,000.00	
Federal Grant Receivable	0.00		11,000.00	
Hartford Township Grants	800.00		7,584.09	
Other Revenues	555.00		3,705.00	
Total Income	25,665.56	23,682.64	434,204.63	284,191.71
Gross Profit	25,665.56	23,682.64	434,204.63	284,191.71
Expense				
500 Payroll				
500.1 Fire Chief	4,304.76	4,304.76	45,875.09	51,657.18
500.10 Chief Health Benefits	1,916.60	1,528.52	20,763.85	18,342.27
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500.3 Support Staff	534.75	625.00	7,126.15	7,500.00
500.4 Chief Retirement	258.28	333.33	2,841.15	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	14,400.00
500 Payroll - Other	1,110.00		12,154.58	12154.58 from 500; 12154.58 to 500.5;
Total 500 Payroll	10,190.89	13,658.27	125,907.17	163,899.45
501 Professional, Insur. & Legal				
501.1 Legal Expenses	0.00	250.00	0.00	3,000.00
501.2 Professional - Audit	0.00	666.66	7,850.00	8,000.00

Total 501 Professional, Insur. & Legal	0.00	916.66	7,850.00	11,000.00
502 Utilities				
502.1 Internet-Telephone	228.98	195.83	2,701.25	2,350.00
502.2 Electric	370.00	450.00	4,825.18	5,400.00
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502.4 First Net-AT&T	366.92	358.33	4,274.02	4,300.00
502.5 EPS Door Security	0.00	50.00	726.15	600.00
Total 502 Utilities	1,174.90	1,179.16	13,825.60	14,150.00
503 Mileage				
503.1 Mileage - other	0.00	8.33	0.00	100.00
Total 503 Mileage	0.00	8.33	0.00	100.00
505 Building Maintenance				
505.1 Bldg Supplies/Maintenanc	18.57	250.00	1,359.97	3,000.00
505.2 Building Maintenance	75.31		2,107.84	0.00
505.3 Grounds Maintenance	0.00	41.66	93.98	500.00
505.4 Capital Bldg Improvement	0.00	770.83	0.00	9,250.00
505.5-Trash	80.25	25.00	315.00	300.00
Total 505 Building Maintenance	174.13	1,087.49	3,876.79	13,050.00
506 Fuel				
506.1 Unleaded Gas	392.50	266.66	4,718.49	3,200.00
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508.2 Tanker #1831	0.00	175.00	1,936.62	2,100.00
508.3 Heavy Rescue #1871	220.20	25.00	220.20	300.00
508.4 Rescue Pickup #1869	0.00	33.33	364.73	400.00
508.5 Jeep #1860	4.59	33.33	219.29	400.00
508.6 Explorer #1810	0.00	116.66	63.80	1,400.00
508.7 Pick-Up #1801	0.00	66.66	456.00	800.00
508.8 #1802	0.00	33.33	1,223.79	400.00
508 Vehicle Maintenance - Other	0.00		19.93	
Total 508 Vehicle Maintenance	224.79	658.31	4,886.24	7,900.00
511 Office				

Under
Over
even

1518.49
516.96

511.1 Office Equipment	0.00	108.33	2,569.07	1,300.00
511.2 Equipment Repairs	0.00	12.50	0.00	150.00
511.3 Office Supplies	54.99	125.00	650.00	1,500.00
511.4 Printing	0.00	16.66	166.57	200.00
511.5 Software/Upgrades	0.00	100.00	1,059.99	1,200.00
511.6 Copy Lease	92.70	30.00	370.80	360.00
Total 511 Office	147.69	392.49	4,816.43	4,710.00
512 Insurance				
512.1 Worker's Comp	0.00	416.66	4,413.25	5,000.00
512.10 Accident & Sickness Ins	0.00	1,750.00	3,901.00	21,000.00
512.6 Automobile	-3,280.00		-3,280.00	
512 Insurance - Other	0.00		11,726.15	
Total 512 Insurance	-3,280.00	2,166.66	16,760.40	26,000.00
513 Payroll Taxes	2,221.56		28,414.13	
515 Equipment & Equip Maint				
515.1 Ladder #1841	0.00	58.33	14.57	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	1,000.00
515.11 Ford Truck	0.00	8.33	468.52	100.00
515.12 Air Tanks	0.00	150.00	2,833.15	2,300.00
515.2 Tanker #1831	0.00	58.33	468.60	700.00
515.3 Heavy Rescue #1871	0.00	133.33	712.94	1,600.00
515.4 Rescue Pickup #1869	0.00	16.66	132.76	200.00
515.5 Jeep #1860	0.00	16.66	78.51	200.00
515.6 Explorer #1810	0.00	8.33	748.06	100.00
515.7 Eq Maintenance Other	0.00	33.33	123.92	400.00
515.8 Small Equipment Maintenan	20.00	33.33	219.86	400.00
515.9 Medical Supplies	228.49	166.66	3,862.03	3,646.00
Total 515 Equipment & Equip Maint	248.49	766.62	9,662.92	11,346.00
515.13 Ford Truck 1802	0.00	8.33	23.59	100.00
516 Training				
516.1 Fire Chief Training	0.00	125.00	1,186.49	1,500.00
516.2 Firefighter I & II	0.00	83.33	525.88	1,000.00
516.3 Medic	280.85	83.33	280.85	1,000.00
516.4 Fire Officer Classes	500.00	83.33	500.00	1,000.00

533.15 to 515.12 ; 466.85 ro 515.11; 0 remai
466.85 from 515.10; 1.67 from 515.7

533.15 from 515.10

1.67 to 515.7; 216.03 to 515.9; 58.38 remain

216.03 from 515.7

516.5 Drivers Training	0.00	16.66	0.00	200.00
Total 516 Training	780.85	391.65	2,493.22	4,700.00
518 Physicals				
518.1 Annual Physicals	0.00	666.66	6,000.00	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	300.00
Total 518 Physicals	0.00	691.66	6,000.00	8,300.00
519 Subscriptions & Dues				
519.1 HelpNet	0.00	66.66	558.00	800.00
519.11 West MI Assn of Fire Chi	0.00	12.50	100.00	150.00
519.13 SMEMSIC	0.00	6.25	75.00	75.00
519.2 Magazine Subscriptions	0.00	0.00	0.00	0.00
519.3 FirePrograms	0.00	150.00	2,034.75	1,800.00
519.4 IAFC	0.00	20.83	0.00	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	100.00
519.6 NFPA	0.00	25.00	175.00	300.00
519.9 MPSCS	0.00	8.33	0.00	100.00
519 Subscriptions & Dues - Other	0.00	0.00	120.00	
Total 519 Subscriptions & Dues	0.00	297.90	3,137.75	3,575.00
525 Personal Equipment				
525.1 Duty Gear	6,282.00	583.33	7,000.00	7,000.00
525.2 Personal Equipment	0.00	233.33	10,513.87	12,600.00
525.3 Small Equipment	65.38	133.33	311.79	1,600.00
Total 525 Personal Equipment	6,347.38	949.99	17,825.66	21,200.00
526 FEMA Grant				
526 FEMA	0.00		2,470.50	
526 FEMA Grant - Other	0.00	416.66	0.00	5,000.00
Total 526 FEMA Grant	0.00	416.66	2,470.50	5,000.00
527 Bank Fees	36.00	25.00	395.35	300.00
528 Bd Members Compensation	420.00	375.00	3,060.00	4,500.00
529 Mandatory Annual Testing				
529.1 Personal Veh Inspections	0.00	41.66	0.00	500.00
529.2 Fire Extinguishers	-100.00	83.33	841.00	1,000.00
529.3 Hoses	0.00	225.00	2,586.88	2,700.00
529.4 Ladders	0.00	100.00	1,276.00	1,200.00

500.00 370.00 to 529.8; 130.00 remains

76.00 from 529.9;

529.6 Bottles	0.00	0.00	0.00	0.00	0.00
529.8 Air Compressor	520.00	83.33	1,370.00	1,000.00	370.00 from 529.1
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	1,100.00	76.00 to 529.4; 4.00 remains
Total 529 Mandatory Annual Testing	420.00	624.98	7,093.88	7,500.00	
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	250.00	
530.2 Maintenance Contract	0.00	58.33	480.39	700.00	
Total 530 Generator	0.00	79.16	480.39	950.00	
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	250.00	
Total 531 Auxiliary	0.00	20.83	0.00	250.00	
Capital Expense	0.00		175,120.95	164,880.75	
Investment Fees	0.00		6.00		
Payroll Tax Expense	1,905.01		18,957.94	0.00	
Reconciliation Discrepancies	0.00		27.80		
Unassigned Fund Balance	0.00		0.00		
Uncategorized Expenses	0.00		-12,040.73		
Total Expense	21,404.19	25,148.47	448,287.43	478,611.20	
Net Ordinary Income	4,261.37	-1,465.83	-14,082.80	-194,419.49	
Other Income/Expense					
Other Expense					
Grant Expenditures	7,985.87		14,552.31		
Total Other Expense	7,985.87		14,552.31		
Net Other Income	-7,985.87	0.00	-14,552.31	0.00	
Net Income	-3,724.50	-1,465.83	-28,635.11	-194,419.49	

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting June 13, 2022

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

Chairman Starnar 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 13, 2022 was Presented. Motion by Ledesma; Second by Sullivan; to approve the agenda as presented. Motion: Approved

The proposed minutes of the May 9, 2022 Fire Board meeting were presented. Motion by Starnar; Second by Ledesma to accept the minutes as presented Motion: Approved

The proposed minutes of the May 25, 2022 Joint City/Township/Fire Board meeting were presented. Motion by Sullivan; Second by Ledesma to accept the minutes as presented Motion: Approved

The May Treasurer's report was presented. Motion by Starnar; Second by Ledesma; to accept Treasurer's report as presented. Motion: Approved

Bills were presented for approval in the amount of \$ **25,384.19** Motion by Starnar; Second by Ledesma; to pay bills in amount of **\$25,384.19**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Discussion of Collection Agency closure. Motion by Sullivan to engage the Integrity Account Solutions, Inc. [aka IAS, Inc.] turning all accounts presently with CSB of Niles, Inc. over to IAS, Inc. Second: Ledesma Motion Approved
2. Budget balancing: Motion to approve amending budget accounts according to attached list. Motion by Starnar to amend accounts per list provided, Second by Ledesma Roll Call Vote: Approved
3. Discussion/Approval of Operating Procedure for 1881. Motion by Starnar to approve 1881 operating procedure as Amended, Second: Sullivan. Motion Approved.
4. Discussion/Approval of Policy Order 1210 Water Rescue. Motion by _____ to approve Policy Order 1210 as presented, Second: _____. Motion _____
Tabled to next month
- 5.

Fire Chief's Report:

Meetings Attended:

- Township
- City
- Van Buren County Medical Control

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

Information:

1. Worked on boat
2. Working on SOP for boat operations with Assistant Chief McGrew



Assistant Fire Chief's Report:

Meetings Attended:

Township Meeting
Joint Meeting

Information:

- Jeep put back into service
- Started Lawn Maintenance
- Barn cleaned up and ready for boat
- Proctored State practical for FF class
- Boat preparation
- Training Platform and Inspection Platform
- Event at local church for fire safety

- SOG for new boat

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Starner; second by Sullivan to close meeting at 7:45 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

**Hartford Fire Board
June 13, 2022 Meeting
Payroll Summary
May Business**

	<u>TOTAL</u>	
	<u>Hours</u>	<u>May 22</u>
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	2.00	4,304.76
Assistant Fire Chief	2.00	400.00
Fire Board Office	34.50	534.75
Grant Pay	1.00	800.00
Med Assist	61.00	946.25
Other	15.00	233.00
PI Accident	5.00	77.50
Shift Coverage	74.00	1,110.00
Training	32.00	483.50
Vehicle Fire	4.00	59.75
Vehicle Inspection	<u>18.00</u>	<u>266.50</u>
Total Gross Pay	248.50	9,216.01
Deductions from Gross Pay		
Dental-Vision		-29.08
Firefighters Assn Dues		-452.53
First Net AT&T		-29.00
Health Insurance		<u>-354.24</u>
Total Deductions from Gross Pay		<u>-864.85</u>
Adjusted Gross Pay	248.50	8,351.16
Taxes Withheld		
Federal Withholding		-717.00
Medicare Employee		-133.60
Social Security Employee		-571.41
MI - Withholding		-472.25
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		<u>0.00</u>
Total Taxes Withheld		<u>1,894.26</u>
Net Pay	<u>248.50</u>	<u>6,456.90</u>
Employer Taxes and Contributions		
Company FICA		571.41
Company Med		133.60
Retirement Fund		258.28
MI - Obligation Assessment		0.00
Total Employer Taxes and Contributions		<u>963.29</u>

Minutes of the Joint Meeting:
Hartford Fire Board, Hartford City & Hartford Township
Wednesday, May 25, 2022, 7:00 PM

- I. Chairman Starner called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.
- II. **Roll call:** Jerry Birmele, Steve Starner, Helen Sullivan, Carlos Ledesma
Absent: Chad Hunt
- III. Chairman Starner presented the Proposed 2022/2023 Budget and took questions from City and Township officials.

Motion by Birmele supported by Starner to adjourn at 7:18 p.m. Approved

Respectfully

Gerald Birmele

**Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business**

BALANCE SHEET

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Hunt..3427	100,622.82
105 CD Fund Equity..C...288	0.38
106 Millage Fund Hunt..3456	91,110.73
108 Maintenance Hunt....3469	13,315.10
Chemical Financial Advisors	69,932.47
Huntington Advisors #901	92,847.50
Huntington TLC006358	10,109.58
Total Checking/Savings	377,938.58
Total Current Assets	377,938.58
TOTAL ASSETS	377,938.58
LIABILITIES & EQUITY	0.00

Deposit Detail

Type	Num	Date	Name	Account	Amount
Deposit		05/09/2022		102 Regular Check Hunt..3427	800.00
				Hartford Township Grants	-800.00
TOTAL					-800.00
Deposit		05/13/2022		102 Regular Check Hunt..3427	3,280.00
				512.6 Automobile	-3,280.00
TOTAL					-3,280.00
Deposit		05/13/2022		102 Regular Check Hunt..3427	23,229.55
				401 Hartford Township	13,937.73
				402 Hartford City	-9,291.82
TOTAL					23,229.55
Deposit		05/16/2022		102 Regular Check Hunt..3427	600.00
				525.3 Small Equipment	-400.00
				Uncategorized Expenses	-200.00
TOTAL					-600.00
Deposit		05/20/2022		102 Regular Check Hunt..3427	555.00
Payment		05/20/2022	Pride Care Ambulance	Undeposited Funds	-555.00
TOTAL					-555.00
Deposit		05/31/2022		106 Millage Fund Hunt..3456	0.75
				404 Interest	-0.75
TOTAL					-0.75
Deposit		05/31/2022		108 Maintenance Hunt....3469	0.11
				404 Interest	-0.11
TOTAL					-0.11

**Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business**

	Deposit	05/31/2022		102 Regular Check Hunt..3427	100.00
				529.2 Fire Extinguishers	-100.00
TOTAL					-100.00
	Deposit	05/31/2022		102 Regular Check Hunt..3427	1.06
				404 Interest	-1.06
TOTAL					-1.06
	Deposit	05/31/2022		Huntington Advisors #901	811.72
				303 Investment Market Changes	-811.72
TOTAL					-811.72
	Deposit	05/31/2022		Huntington Advisors #901	162.19
				303 Investment Market Changes	-162.19
TOTAL					-162.19
	Deposit	05/31/2022		Huntington TLC006358	87.69
				303 Investment Market Changes	-87.69
TOTAL					-87.69
	Deposit	05/31/2022		Huntington TLC006358	17.49
				303 Investment Market Changes	-17.49
TOTAL					-17.49
	Paycheck	ACH	05/31/2022	Flemming, Ryan C.	102 Regular Check Hunt..3427
					0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	62.00
				410 Firefighters Assn Dues	-25.59
				Payroll Liabilities	-50.00
				Payroll Tax Expense	6.73
				Payroll Liabilities	-6.73
				Payroll Liabilities	-6.73
				Payroll Tax Expense	1.57
				Payroll Liabilities	-1.57
				Payroll Liabilities	-1.57
				Payroll Liabilities	-24.61
TOTAL					0.00
	Paycheck	ACH	05/31/2022	Hunt, Cole E.	102 Regular Check Hunt..3427
					0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				410 Firefighters Assn Dues	-27.31
				Payroll Tax Expense	1.92
				Payroll Liabilities	-1.92
				Payroll Liabilities	-1.92
				Payroll Tax Expense	0.45
				Payroll Liabilities	-0.45
				Payroll Liabilities	-0.45
				Payroll Liabilities	-1.32
TOTAL					0.00
	Paycheck	ACH	05/31/2022	Sharpe, Ian	102 Regular Check Hunt..3427
					0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	31.00
				410 Firefighters Assn Dues	-27.95
				Payroll Tax Expense	2.88
				Payroll Liabilities	-2.88
				Payroll Liabilities	-2.88
				Payroll Tax Expense	0.67
				Payroll Liabilities	-0.67
				Payroll Liabilities	-0.67

**Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business**

				Payroll Liabilities	-15.00
TOTAL					0.00
	Paycheck	ACH	05/31/2022	VanDeWiele, Cary L	
				102 Regular Check	
				Hunt..3427	0.00
				500.2 Firefighters/Medics	13.25
				410 Firefighters Assn Dues	-11.68
				Payroll Tax Expense	0.82
				Payroll Liabilities	-0.82
				Payroll Liabilities	-0.82
				Payroll Tax Expense	0.19
				Payroll Liabilities	-0.19
				Payroll Liabilities	-0.19
				Payroll Liabilities	-0.56
TOTAL					0.00

**Hartford Fire Board
June 13, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
May Business**

Expense by Vendor

	<u>May 22</u>
A T & T	-366.92
Best Way Disposal	-80.25
Carlos Ledesma	-120.00
City of Hartford (Dental/Vision)	-145.40
City of Hartford {2}	-258.28
City of Hartford Health Ins.	-1,771.20
CLIA Laboratory Program	-180.00
Comcast	-228.98
Consumers Energy	-209.00
Dinges Fire Company	-6,671.50
First Bankcard	-480.21
Hartford Firemans Association	-200.00
Helen Sullivan	-120.00
Indiana Mich Power	-370.00
IRS Online Payment	-2,221.56
Jerry Birmele	-60.00
Kellogg Hardware	-64.27
Michigan Rescue Concepts	-500.00
Miller Thermometer Co, Inc	-34.20
North Breathing Air, LLC	-520.00
ShellFleet Plus Card	-392.50
Spencer Manufacturing, Inc.	-220.20
Steven Starner	-120.00
U S Business Systems	-92.70
TOTAL	15,427.17

Income & Expense

	<u>May 22</u>
Ordinary Income/Expense	
Income	
303 Investment Market Changes	1,079.09
401 Hartford Township	13,937.73
402 Hartford City	9,291.82
404 Interest	1.92
Hartford Township Grants	800.00
Other Revenues	555.00
Total Income	25,665.56
Gross Profit	25,665.56

Expense

500 Payroll	
500.1 Fire Chief	4,304.76
500.10 Chief Health Benefits	1,916.60
500.2 Firefighters/Medics	2,066.50
500.3 Support Staff	534.75
500.4 Chief Retirement	258.28
500 Payroll - Other	1,110.00
Total 500 Payroll	10,190.89
502 Utilities	
502.1 Internet-Telephone	228.98
502.2 Electric	370.00
502.3 Natural Gas	209.00
502.4 First Net-AT&T	366.92
Total 502 Utilities	1,174.90
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	18.57
505.2 Building Maintenance	75.31
505.5-Trash	80.25
Total 505 Building Maintenance	174.13
506 Fuel	
506.1 Unleaded Gas	392.50
Total 506 Fuel	392.50
508 Vehicle Maintenance	
508.3 Heavy Rescue #1871	220.20
508.5 Jeep #1860	4.59
Total 508 Vehicle Maintenance	224.79
511 Office	
511.3 Office Supplies	54.99
511.6 Copy Lease	92.70
Total 511 Office	147.69
512 Insurance	
512.6 Automobile	-3,280.00
Total 512 Insurance	-3,280.00
513 Payroll Taxes	2,221.56
515 Equipment & Equip Maint	
515.8 Small Equipment Maintenan	20.00
515.9 Medical Supplies	228.49
Total 515 Equipment & Equip Maint	248.49
516 Training	
516.3 Medic	280.85
516.4 Fire Officer Classes	500.00

**Hartford Fire Board
 June 13, 2022 Meeting
 Income & Expense and Expenses by Vendor Summary
 May Business**

Total 516 Training	780.85	Grant Expenditures	7,985.87
525 Personal Equipment		Total Other Expense	7,985.87
525.1 Duty Gear	6,282.00	Net Other Income	-7,985.87
525.3 Small Equipment	65.38	Net	
Total 525 Personal Equipment	6,347.38	Income	-3,724.50
527 Bank Fees	36.00		
528 Bd Members Compensation	420.00		
529 Mandatory Annual Testing			
529.2 Fire Extinguishers	-100.00		
529.8 Air Compressor	520.00		
Total 529 Mandatory Annual Testing	420.00		
Payroll Tax Expense	1,905.01		
Uncategorized Expenses	0.00		
Total Expense	21,404.19		
Net Ordinary Income	4,261.37		
Other Income/Expense			
Other Expense			

May 2022 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
1-May	230-City	4:10	Center St.	3	\$ 47.50	Med Assist-Altered
1-May	231-Twp	17:06	CR 362	2	\$ 30.00	Med Assist-Possible S
2-May	232-City	11:35	Washington St.	3	\$ 31.50	Other-Service Call
2-May	233-City	20:33	Haver St.	1	\$ 13.25	Med Assist-Bleeding
2-May	234-City	22:09	Mary St.	1	\$ 13.25	Med Assist-Suicidal
5-May	235-City	12:09	School St.	4	\$ 31.50	Med Assist-Fall
6-May	236-City	14:49	Haver St.	3	\$ 32.00	Med Assist-Bleeding
6-May	237-City	14:57	Marion St.	3	\$ 32.00	Med Assist-Bleeding
7-May	238	3:44	Red Arrow Highway	3	\$ 47.50	Med Assist-Difficulty B
7-May	239	20:46	Red Arrow Highway	2	\$ 54.75	Med Assist-LOC
8-May	240-City	13:54	Pleasant St.	3	\$ 47.00	Med Assist-LOC
8-May	241	16:23	RAH & 62nd St.	3	\$ 45.25	Med Assist-Difficulty B
10-May	242-Twp	14:26	Ellenborough	3	\$ 15.50	Other-Illegal Burn
12-May	243	3:30	I-94	3	\$ 78.50	Other-Assist Police
13-May	244-Twp	1:55	61st Ave.	2	\$ 32.00	Med Assist-Difficulty B
10-May	245-City	18:00	Wendell Ave.	1	\$ 16.50	Med Assist-Difficulty B
13-May	246-Twp	17:10	Rush Lake Rd.	5	\$ 77.50	PI Accident
15-May	247-City	15:32	Michigan Ave.	13	\$ -	Med Assist-CVA
15-May	248	20:03	Bangor Twp	2	\$ 31.00	Med Assist-Pacemake
15-May	249-Twp	23:58	CR 387	3	\$ 31.00	Med Assist-Hip Proble
16-May	250-City	11:29	Bernard	2	\$ -	Med Assist-Difficulty E
16-May	251-Twp	14:40	CR 687	2	\$ 16.50	Med Assist-Fall
17-May	252-City	5:34	Center St.	1	\$ 16.50	Med Assist-Difficulty B
17-May	253-City	10:10	Wendell Ave.	1	\$ -	Other-Service Call
17-May	254-City	19:29	Main & Bennett	3	\$ 68.25	Med Assist-Neck Pain
17-May	255-City	21:12	Franklin St.	2	\$ 31.00	Med Assist-Difficulty B
18-May	256	14:48	Bangor Twp	2	\$ 16.50	Med Assist-Difficulty B
19-May	257-City	4:46	Center St.	1	\$ 16.50	Med Assist-Diabetic Is
19-May	258-Twp	12:49	63rd St.	3	\$ 28.75	Med Assisit-Chest Pai
19-May	260	13:03	I-94	6	\$ 59.75	Vehicle Fire
22-May	259-City	15:11	Maple St.	4	\$ 62.00	Med Assist-Unrespons
24-May	261-City	9:36	Bennett Ave.	3	\$ 14.50	Other-Smoke Detector
24-May	262	17:36	Red Arrow Highway	1	\$ 13.25	Med Assist-Difficulty B
25-May	263-City	12:30	Maple St.	2	\$ -	Med Assist-Altered
26-May	264	16:14	Red Arrow Highway	2	\$ 62.00	Other-Illegal Burn
26-May	265-City	18:30	Wendell Ave.	2	\$ 31.00	Other-Service Call
28-May	266-City	9:18	Main & Maple	4	\$ 62.00	Med Assist-Out of Cor
29-May	267-Twp	17:30	65 1/2 St.	5	\$ 77.50	Med Assist-Back Pain
30-May	268-Twp	14:17	48th Ave.	3	\$ 47.50	Med Assist-Seizures

Total Costs for Fire Calls	\$ 1,331.00
Chief's Salary	<u>\$ 4,304.76</u>
Administrative Cost (Support Staff)	\$ 534.75
Trainings/Inspection Costs	\$ 750.00

Total Costs for Fire Calls	\$ 6,920.51
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Total Calls this month:	39	Total May Calls	Fiscal Year Totals	
Total Call: for 2021	794	City Calls 21	City Calls 294	Grass Fire 0
Total Call: for 2020	698	Twp Calls 9	Twp Calls 238	Med Assist 30
Total Call: for 2019	673	I-94 Calls 2	I-94 Calls 35	PI Accident 1
Total Call: for 2018	552	Other 2	Other 32	Mutual Aid 0
Total Call: for 2017	345	Red Arrow Calls	*RA-2022 *34	Other 7
Total Call: for 2016	303		Total f/y 623	Gas Leak 0
Total Call: for 2015	333			Fire 0
Total Call: for 2014	312		*RA-2022 not in total	Vehicle Fire 1
Total Call: for 2013	292			
Total Call: for 2012	281			
Respectfully submitted,				

Priority 3 Calls SHADED

Fire Chiefs Report

June 2022

INFORMATION:

1. Meetings Attended:

- Township
- City
- Van Buren County Medical Control

2. Worked on boat

3. Working on SOP for boat operations with Assistant Chief McGrew

Respectfully Submitted,

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

R Harting

Robbie Harting – Fire Chief

Assistant Chief Report

May

Information

- **Jeep put back into service**
- **Started Lawn Maintenance**
- **Barn cleaned up and ready for boat**
- **Proctored State practical for FF class**
- **Boat preparation**
- **Training Platform and Inspection Platform**
- **Event at local church for fire safety**
- **SOG for new boat**

Meetings Attended: Township Meeting
Joint Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief