

**Hartford Fire Board Meeting
September 12, 2022
August Business**

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Hartford Fire Board
Agenda
Monday, September 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 _____
 - V. Approval of previous meeting minutes from August, 2022: Motion by _____ Second _____ Motion _____
 - VI. Approval of August Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____
 - a. Accounts Payable: Amount \$ **23,568.65** Motion by _____ Second _____ by roll call vote Motion _____
 - VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
 - VIII. Fire calls
 - IX. Unfinished Business:
NONE
 - X. New Business:
 - 1. Discussion of Policy 502. Motion by _____ to adopt Policy 502 Personal Protective Equipment (PPE) Second: _____ Motion _____
 - 2. Discussion/Approval of PrimaryAdmin/Contact. Motion for Carole Kiernan to request to be the primary admin/contact for Quickbooks by _____: Second by _____. Motion: _____
- 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 September 12, 2022

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

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 September 12, 2022, was presented. Motion by Sullivan; Second by Ledesma; to approve the agenda as amended. Motion: Approved

The proposed minutes of the August 8, 2022 Fire Board meeting were presented. Motion by Sullivan; Second by Ledesma to accept the minutes as presented Motion: Approved

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

Bills were presented for approval in the amount of **\$23,568.65** Motion by Starner; Second by Ledesma; to pay bills in amount of **\$23,568.65**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Discussion of Policy 502. Motion by Ledesma to adopt Policy 502 Personal Protective Equipment (PPE) Second: Sullivan Motion Approved
2. Discussion/Approval of PrimaryAdmin/Contact. Motion for Carole Kiernan to request to be the primary admin/contact for Quickbooks by Starner: Second by Ledesma. Motion: Approved

Fire Chief's Report:

Meetings Attended:

- Township
- City

Information:

1. Completed Fire Safety Inspection at New Beacon House 63509 62nd Street/installed Knox box

2. Completed Fire inspection at Med Leaf

Respectfully Submitted,
Robbie Harting

Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

Township
VBC Chiefs Meeting
VBC Training Council Meeting

Information:

- 3 more cold weather suits were donated.
- The Back to School bash was a huge success.
- Met with Van Buren County Fair Officials to discuss next year fair events and procedures.
- Received our New gear that was purchased with CSX grant monies.
- Wrote Policy to reflect this new gear and its usages.
- Curbs and Lines Painted in Parking Lot

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Starner; second by Ledesma to close meeting at 7:35 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting August 8, 2022

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

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 August 8, 2022, was Presented. Motion by Hunt; Second by Ledesma; to approve the agenda as presented. Motion: Approved

The proposed minutes of the July 11, Organizational Fire Board meeting were presented. Motion by Ledesma; Second by Birmele to accept the organizational minutes as amended Motion: Approved

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

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

Bills were presented for approval in the amount of **\$56,182.39** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$56,182.39**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Discussion of Policy 1300. Motion by Hunt to adopt Policy 1300 Donations & Contributions Second: Ledesma Motion Approved
2. Discussion of Policy 1301. Motion by Birmele to adopt Policy 1301 Purchases from Donations & Contributions fund Second: Hunt Motion Approved
3. Discussion & Approval to move \$1547.7 from 525.2 in the 2022/23 budget back to the 2021/22 budget. Motion by Hunt to move funds from 2022/23 budget to 2021/22 Second: Birmele Motion Approved by roll call vote of members present.
4. Budget Adjustment for 1841 repair from General Fund to 508.2. Motion by Hunt to make the adjustment in the amount of \$16,036.82. Second by Birmele Motion Approved by roll call vote of members present.

Fire Chief's Report:

Meetings Attended:

- Township
- City
- Van Buren County Medical Control

Information:

1. Annual ladder testing completed
2. New front tires 1841, annual service completed
3. I will be on Vacation August 12-21

Assistant Fire Chief's Report:

Meetings Attended:

Township Meeting

Information:

- Fair
- Golf cart up and running again
- Kits made up for trucks to hand out to kids on calls
- 2 Cold Weather suites donated from Dept up north-
Thanks to Cole Hunt for securing this donation.
- All Cameras from Grant have been placed in service
- Preparing for Back to School Bash

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Respectfully submitted,

Gerald Birmele, Secretary

**Treasurer's Report for meeting on August 12, 2022
For the month ending August 31, 2022**

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended July 31, 2022–Huntington **\$ 116,601.10**

XXX Deposits

City of Hartford – Contribution	\$ 10,208.68
Township of Hartford – Contribution	\$ 15,313.02
Pride Care	\$ 960.00
Township Ass't Chief Grant	\$ 800.00
Bangor Township Cost Recovery	\$ 1,174.75
Interest	\$ 9.75
Cost Recovery (Final CSB)	\$ 346.80
Fire Report Request	\$ 10.00
Total Deposits	\$ 28,823.00

Total Balance of General Fund **\$ 145,424.10**

XXX Expenditures for approval:

Vendors payable	\$ 12,914.75
Grant Expense	\$ 0.00
Payroll released August 2022 (9,843.88 – 1,951.20)	\$ 7,892.68
Bank Fees	\$ 57.00
MI & Fed Tax Withholdings	\$ 2,704.22

Total Expenditure **\$ 23,568.65**

General Fund Balance August 31, 2022 **\$ 121,855.45**

Capital Equipment

Reconciled Cash Balance as of August 31, 2022–Millage Fund **\$ 102,623.50**

Reconciled Cash Balance as August 31, 2022–Maintenance Fund **\$ 13,327.58**

Cash Balances for month August 31, 2022 **\$ 237,806.53**

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment July 31, 2022 **\$ 10,173.02**

Huntington Investment #TCL6901 Investment July 31, 2022 **\$ 93,439.17**

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

Expense by Vendor

	<u>Aug 22</u>
At & T	-368.15
Back Roads Services	-719.65
Best Way Disposal	-80.25
Carlos Ledesma	-60.00
Chad Hunt	-60.00
City of Hartford (Dental/Vision)	-145.40
City of Hartford {2}	-269.91
City of Hartford Health Ins.	-1,771.20
Comcast	-230.00
Consumers Energy	-209.00
ESO	-1,968.34
Goodyear Tire & Rubber Company	-2,091.85
Hartford Firefighters Association	-418.20
Indiana Mich Power	-390.00
IRS Online Payment	-2,283.60
Jerry Birmele	-60.00
Kellogg Hardware	-145.46
Michigan Fire Inspectors Society	-950.00
ShellFleet Plus Card	-541.04
Steven Starner	-60.00
U S Business Systems	-92.70
TOTAL	<u>12,914.75</u>

500 Payroll

500.1 Fire Chief	4,498.50
500.10 Chief Health Benefits	1,916.60
500.2 Firefighters/Medics	2,610.38
500.3 Support Staff	640.00
500.4 Chief Retirement	269.91
500 Payroll - Other	795.00
Total 500 Payroll	<u>10,730.39</u>

502 Utilities

502.1 Internet-Telephone	230.00
502.2 Electric	390.00
502.3 Natural Gas	209.00
502.4 First Net-AT&T	368.15
Total 502 Utilities	<u>1,197.15</u>

505 Building Maintenance

505.1 Bldg Supplies/Maintenanc	145.46
505.5-Trash	80.25
Total 505 Building Maintenance	<u>225.71</u>

506 Fuel

506.1 Unleaded Gas	541.04
Total 506 Fuel	<u>541.04</u>

508 Vehicle Maintenance

508.1 Ladder #1841	1,869.06
508.2 Tanker #1831	719.65
508.7 Pick-Up #1801	222.79
Total 508 Vehicle Maintenance	<u>2,811.50</u>

511 Office

511.6 Copy Lease	92.70
Total 511 Office	<u>92.70</u>

513 Payroll Taxes

513 Payroll Taxes	2,701.80
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516 Training

516.4 Fire Officer Classes	950.00
Total 516 Training	<u>950.00</u>

519 Subscriptions & Dues

519.3 FirePrograms	1,968.34
Total 519 Subscriptions & Dues	<u>1,968.34</u>

527 Bank Fees

527 Bank Fees	57.00
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528 Bd Members Compensation

528 Bd Members Compensation	240.00
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Payroll Tax Expense

Payroll Tax Expense	2,053.02
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Total Expense

Total Expense	<u>23,568.65</u>
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Net Ordinary Income

Net Ordinary Income	<u>6,309.04</u>
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Net Income

Net Income	<u>6,309.04</u>
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**Grant Expense None
Income & Expense**

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
401 Hartford Township	15,313.02
402 Hartford City	10,208.68
404 Interest	19.59
409 Fire Report Request	10.00
420 Bangor 1st Resp Reimburse	1,174.75
521 Cost Recovery Reimbursement	346.80
DNR Grant	1,044.85
Hartford Township Grants	800.00
Other Revenues	960.00
Total Income	<u>29,877.69</u>
Gross Profit	29,877.69
Expense	

**Hartford Fire Board
September 12, 2022 Meeting
Payroll Summary
August Business**

	<u>Hours</u>	<u>Rate</u>	<u>Aug 22</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	2.00		4,498.50
Assistant Fire Chief	2.00		500.00
Fire Board Office	40.00		640.00
Gas Leaks/CO	10.00		163.00
Grant Pay	1.00		800.00
Grass Fire	4.00		66.00
Lift Assist	1.00		17.00
Med Assist	69.00		1,113.25
Mutual Aid	27.00		425.00
Other	6.00		98.50
PI Accident	4.00		63.00
Shift Coverage	53.00		795.00
Training	18.00		276.50
Vehicle Fire	9.00		139.13
Vehicle Inspection	16.00		249.00
Total Gross Pay	<u>262.00</u>		<u>9,843.88</u>
Deductions from Gross Pay			
Dental-Vision			-29.08
Firefighters Assn Dues			-418.20
First Net AT&T			-40.00
Health Insurance			-354.24
Total Deductions from Gross Pay			<u>-841.52</u>
Adjusted Gross Pay	262.00		9,002.36
Taxes Withheld			
Federal Withholding			-711.00
Medicare Employee			-142.72
Social Security Employee			-610.30
MI - Withholding			-487.18
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			0.00
Total Taxes Withheld			<u>1,951.20</u>
Net Pay	<u>262.00</u>		<u>7,051.16</u>
Employer Taxes and Contributions			
Company FICA			610.30
Company Med			142.72
Retirement Fund			269.90
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			<u>1,022.92</u>

**Hartford Fire Board Meeting
September 12, 2021
Balance Sheet & Deposit Detail
August Business**

BALANCE SHEET

		<u>Aug 31, 22</u>
ASSETS		
Current Assets		
Checking/Savings		
102 Regular Check Hunt..3427	81,638.72	
105 CD Fund Equity..C...288	0.38	
106 Millage Fund Hunt..3456	102,623.50	
108 Maintenance Hunt....3469	13,326.45	
Chemical Financial Advisors	69,932.47	
Huntington Advisors #901	93,439.17	
Huntington TLC006358	<u>10,173.02</u>	
Total Checking/Savings	<u>371,133.71</u>	
Total Current Assets	<u>371,133.71</u>	
TOTAL ASSETS	<u><u>371,133.71</u></u>	
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		08/01/2022		102 Regular Check Hunt..3427	346.80
				521 Cost Recovery Reimbursement	-346.80
TOTAL					-346.80
Deposit		08/05/2022		102 Regular Check Hunt..3427	960.00
Payment	772247739	08/05/2022	Pride Care Ambulance	Undeposited Funds	-960.00
TOTAL					-960.00
Deposit		08/08/2022		102 Regular Check Hunt..3427	10,208.68
				402 Hartford City	10,208.68
TOTAL					10,208.68
Deposit		08/09/2022		102 Regular Check Hunt..3427	16,113.02
				401 Hartford Township	15,313.02
				Hartford Township Grants	-800.00
TOTAL					16,113.02
Deposit		08/14/2022		102 Regular Check Hunt..3427	1,174.75
				420 Bangor 1st Resp Reimburse	-1,174.75
TOTAL					-1,174.75
Deposit		08/29/2022		102 Regular Check Hunt..3427	1,054.85
				409 Fire Report Request	-10.00
				DNR Grant	-1,044.85

**Hartford Fire Board Meeting
September 12, 2021
Balance Sheet & Deposit Detail
August Business**

TOTAL						-1,054.85
Deposit		08/31/2022		108 Maintenance Hunt...3469		1.13
				404 Interest		-1.13
TOTAL						-1.13
Deposit		08/31/2022		106 Millage Fund Hunt..3456		8.71
				404 Interest		-8.71
TOTAL						-8.71
Deposit		08/31/2022		102 Regular Check Hunt..3427		9.75
				404 Interest		-9.75
TOTAL						-9.75
Paycheck	ACH	08/31/2022	Flemming, Lisa M.	102 Regular Check Hunt..3427		0.00
				500.2 Firefighters/Medics		16.00
				500.2 Firefighters/Medics		16.00
				410 Firefighters Assn Dues		-28.20
				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		-1.36
TOTAL						0.00
Paycheck	ACH	08/31/2022	Flemming, Ryan C.	102 Regular Check Hunt..3427		0.00
				500.2 Firefighters/Medics		16.00
				Payroll Tax Expense		0.99
				Payroll Liabilities		-0.99
				Payroll Liabilities		-0.99
				Payroll Tax Expense		0.23
				Payroll Liabilities		-0.23
				Payroll Liabilities		-0.23
				Payroll Liabilities		-14.78
TOTAL						0.00

Hartford Fire Board Profit & Loss Budget Performance August 2022

	Aug 22	Jul - Aug 22	YTD Budget	Annual Budget
Ordinary Income/Expense				
Income				
303 Investment Market Changes	0.00	290.88		
401 Hartford Township	15,313.02	30,626.04	30,626.04	183,756.24
402 Hartford City	10,208.68	20,417.36	20,417.36	122,504.16
404 Interest	19.59	39.07		
409 Fire Report Request	10.00	10.00	8.36	50.00
420 Bangor 1st Resp Reimburse	1,174.75	4,489.75	1,436.35	8,617.87
521 Cost Recovery Reimbursement	346.80	346.80	1,513.78	9,082.68
DNR Grant	1,044.85	1,044.85		
Hartford Township Grants	800.00	800.00	1,600.00	9,600.00
Investment Income	0.00	364.23		
Other Revenues	960.00	960.00		
Total Income	29,877.69	59,388.98	55,601.89	333,610.95
Gross Profit	29,877.69	59,388.98	55,601.89	333,610.95
Expense				
500 Payroll				
500.1 Fire Chief	4,498.50	8,900.13	8,997.00	53,982.00
500.10 Chief Health Benefits	1,916.60	3,833.20	3,833.40	23,000.00
500.2 Firefighters/Medics	2,610.38	6,208.13	11,666.70	70,000.00
500.3 Support Staff	640.00	1,320.00	1,500.00	9,000.00
500.4 Chief Retirement	269.91	539.82	666.70	4,000.00
500.5 Shift Coverage	0.00	0.00	2,400.00	14,400.00
500 Payroll - Other	795.00	1,905.00		
Total 500 Payroll	10,730.39	22,706.28	29,063.80	174,382.00
501 Professional, Insur.& Legal				
501.1 Legal Expenses	0.00	0.00	500.00	3,000.00
501.2 Professional - Audit	0.00	0.00	1,166.70	7,000.00
Total 501 Professional, Insur.& Legal	0.00	0.00	1,666.70	10,000.00
502 Utilities				
502.1 Internet-Telephone	230.00	458.98	483.40	2,900.00
502.2 Electric	390.00	760.00	900.00	5,400.00
502.3 Natural Gas	209.00	418.00	250.00	1,500.00
502.4 First Net-AT&T	368.15	734.51	750.00	4,500.00
502.5 EPS Door Security	0.00	149.58	100.00	600.00
Total 502 Utilities	1,197.15	2,521.07	2,483.40	14,900.00
503 Mileage				
503.1 Mileage - other	0.00	0.00	16.70	100.00
Total 503 Mileage	0.00	0.00	16.70	100.00
505 Building Maintenance				
505.1 Bldg Supplies/Maintenanc	145.46	342.06	500.00	3,000.00
505.3 Grounds Maintenance	0.00	0.00	83.32	499.92
505.4 Capital Bldg Improvement	0.00	0.00	666.70	4,000.00
505.5-Trash	80.25	80.25	54.20	325.00

Hartford Fire Board Profit & Loss Budget Performance August 2022

	Aug 22	Jul - Aug 22	YTD Budget	Annual Budget
Total 505 Building Maintenance	225.71	422.31	1,304.22	7,824.92
506 Fuel				
506.1 Unleaded Gas	541.04	1,139.61	733.40	4,400.00
506.2 Diesel	0.00	709.15	500.00	3,000.00
Total 506 Fuel	541.04	1,848.76	1,233.40	7,400.00
508 Vehicle Maintenance				
508.1 Ladder #1841	1,869.06	17,932.88	516.70	3,100.00
508.2 Tanker #1831	719.65	719.65	350.00	2,100.00
508.3 Heavy Rescue #1871	0.00	0.00	350.00	2,100.00
508.4 Rescue Pickup #1869	0.00	0.00	66.70	400.00
508.5 Jeep #1860	0.00	0.00	66.70	400.00
508.6 Explorer #1810	0.00	0.00	66.70	400.00
508.7 Pick-Up #1801	222.79	305.58	66.70	400.00
508.8 #1802	0.00	0.00	66.70	400.00
Total 508 Vehicle Maintenance	2,811.50	18,958.11	1,550.20	9,300.00
511 Office				
511.1 Office Equipment	0.00	0.00	166.66	166.66
511.2 Equipment Repairs	0.00	0.00	25.00	150.00
511.3 Office Supplies	0.00	144.45	250.00	1,500.00
511.4 Printing	0.00	0.00	33.40	200.00
511.5 Software/Upgrades	0.00	0.00	100.00	100.00
511.6 Copy Lease	92.70	92.70	60.00	360.00
Total 511 Office	92.70	237.15	635.06	2,476.66
512 Insurance				
512.1 Worker's Comp	0.00	1,261.25	1,000.00	6,000.00
512.10 Accident & Sickness Ins	0.00	0.00	3,666.70	22,000.00
512 Insurance - Other	0.00	3,787.00		
Total 512 Insurance	0.00	5,048.25	4,666.70	28,000.00
513 Payroll Taxes	2,701.80	5,818.67		
515 Equipment & Equip Maint				
515.1 Ladder #1841	0.00	16.98	116.70	700.00
515.10 Firefighting Foam	0.00	0.00	166.70	1,000.00
515.11 Ford Truck	0.00	0.00	16.70	100.00
515.12 Air Tanks	0.00	0.00	475.00	2,850.00
515.2 Tanker #1831	0.00	16.98	116.70	700.00
515.3 Heavy Rescue #1871	0.00	2,552.68	950.00	5,700.00
515.4 Rescue Pickup #1869	0.00	0.00	33.40	200.00
515.5 Jeep #1860	0.00	0.00	0.00	0.00
515.6 Explorer #1810	0.00	404.00	91.70	550.00
515.7 Eq Maintenance Other	0.00	1,008.97	233.40	1,400.00
515.8 Small Equipment Maintenance	0.00	170.74	66.70	400.00
515.9 Medical Supplies	0.00	0.00	416.70	2,500.00
Total 515 Equipment & Equip Maint	0.00	4,170.35	2,683.70	16,100.00
515.13 Ford Truck 1802	0.00	0.00	16.70	100.00

Hartford Fire Board
Profit & Loss Budget Performance
August 2022

	<u>Aug 22</u>	<u>Jul - Aug 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
516 Training				
516.1 Fire Chief Training	0.00	0.00	333.40	2,000.00
516.2 Firefighter I & II	0.00	1,271.00	566.70	3,400.00
516.3 Medic	0.00	0.00	166.70	1,000.00
516.4 Fire Officer Classes	950.00	950.00	333.40	2,000.00
516.5 Drivers Training	0.00	0.00	33.40	200.00
Total 516 Training	<u>950.00</u>	<u>2,221.00</u>	<u>1,433.60</u>	<u>8,600.00</u>
518 Physicals				
518.1 Annual Physicals	0.00	0.00	1,333.40	8,000.00
518.2 New Employee Physicals	0.00	0.00	50.00	300.00
Total 518 Physicals	<u>0.00</u>	<u>0.00</u>	<u>1,383.40</u>	<u>8,300.00</u>
519 Subscriptions & Dues				
519.1 HelpNet	0.00	186.00	133.40	800.00
519.11 West MI Assn of Fire Chi	0.00	0.00	16.70	100.00
519.13 S MEMSIC	0.00	0.00	12.50	75.00
519.3 FirePrograms	1,968.34	3,936.68	333.40	2,000.00
519.4 IAFC	0.00	0.00	41.70	250.00
519.5 MI State Firefighters Asn	0.00	0.00	16.70	100.00
519.6 NFPA	0.00	0.00	50.00	300.00
519.9 MPSCS	0.00	0.00	16.70	100.00
Total 519 Subscriptions & Dues	<u>1,968.34</u>	<u>4,122.68</u>	<u>621.10</u>	<u>3,725.00</u>
525 Personal Equipment				
525.1 Duty Gear	0.00	0.00	1,166.70	7,000.00
525.2 Personal Equipment	0.00	1,547.70	466.70	2,800.00
525.3 Small Equipment	0.00	0.00	266.70	1,600.00
Total 525 Personal Equipment	<u>0.00</u>	<u>1,547.70</u>	<u>1,900.10</u>	<u>11,400.00</u>
526 FEMA Grant	0.00	0.00	416.70	2,500.00
527 Bank Fees	57.00	135.00	60.00	360.00
528 Bd Members Compensation	240.00	480.00	700.00	4,200.00
529 Mandatory Annual Testing				
529.1 Personal Veh Inspections	0.00	0.00	83.40	500.00
529.2 Fire Extinguishers	0.00	0.00	83.40	500.00
529.3 Hoses	0.00	2,791.60	500.00	3,000.00
529.4 Ladders	0.00	1,306.50	233.40	1,400.00
529.8 Air Compressor	0.00	165.00	166.70	1,000.00
529.9 Flow Testing Air Packs	0.00	0.00	183.40	1,100.00
Total 529 Mandatory Annual Testing	<u>0.00</u>	<u>4,263.10</u>	<u>1,250.30</u>	<u>7,500.00</u>
530 Generator				
530.1 Maintenance	0.00	0.00	41.70	250.00
530.2 Maintenance Contract	0.00	0.00	116.70	700.00
Total 530 Generator	<u>0.00</u>	<u>0.00</u>	<u>158.40</u>	<u>950.00</u>
531 Auxiliary				
531.1 Auxiliary Supplies	0.00	0.00	41.70	250.00
Total 531 Auxiliary	<u>0.00</u>	<u>0.00</u>	<u>41.70</u>	<u>250.00</u>

Hartford Fire Board

Profit & Loss Budget Performance

August 2022

	<u>Aug 22</u>	<u>Jul - Aug 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Payroll Tax Expense	2,053.02	4,201.38		
Uncategorized Expenses	0.00	7.03		
Total Expense	<u>23,568.65</u>	<u>78,708.84</u>	<u>53,285.88</u>	<u>318,368.58</u>
Net Ordinary Income	6,309.04	-19,319.86	2,316.01	15,242.37
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	-42.20	0.00	0.00
Net Income	<u><u>6,309.04</u></u>	<u><u>-19,362.06</u></u>	<u><u>2,316.01</u></u>	<u><u>15,242.37</u></u>

Fire Chiefs Report

September 2022

INFORMATION:

1. Meetings Attended:
 - Township
 - City
2. Completed Fire Safety Inspection at New Beacon House 63509 62nd Street/installed Knox box
3. Completed Fire inspection at Med Leaf

Robbie Harting – Fire Chief

Assistant Chief Report

September

Information

- **3 more cold weather suits were donated.**
- **The Back to School bash was a huge success.**
- **Met with Van Buren County Fair Officials to discuss next year fair events and procedures.**
- **Received our New gear that was purchased with CSX grant monies.**
- **Wrote Policy to reflect this new gear and its usages.**
- **Curbs and Lines Painted in Parking Lot**

Meetings Attended: Township
VBC Chiefs Meeting
VBC Training Council Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Hartford Fire Department
Policy Order 502
Personal Protective Equipment (PPE)

Purpose: This policy establishes minimum Personal Protective Equipment (PPE) to be utilized by HFD personnel when operating at emergency incidents or during training and other activities.

Administration: The Fire Chief and or Assistant Fire Chief will have responsibility for administration of this policy.

Definitions:

Structural Turnout Gear: includes bunker pants, bunker coat, structural firefighting helmet, structural firefighting boots, flash hood, structural firefighting gloves, and eye protection. All Structural Turnout Gear shall be compliant with NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

Wildland Turnout Gear: includes fire resistive pants (Nomex or FR cotton), fire resistive long-sleeved shirt (Nomex or FR cotton), wildland firefighting helmet, wildland or dual-certified firefighting boots or logger boots, wildland firefighting gloves or leather work gloves, and eye protection. All Wildland Turnout Gear shall be compliant with NFPA 1977, Standard on Protective Clothing and Equipment for Wildland Fire Fighting. Sturdy long cotton pants (e.g. jeans), long-sleeved cotton shirt and structural firefighting helmet may be substituted for corresponding Wildland Turnout Gear components, if necessary.

Rescue Gear: includes jumpsuit-style or coat/pants combinations, boots, gloves and eye protection compliant with NFPA 1977, Standard on Protective Clothing and Equipment for Wildland Fire Fighting and NFPA 1951, Standard on Protective Ensembles for Technical Rescue Incidents.

SCBA: for the purpose of this policy, references to Self Contained Breathing Apparatus (SCBA) indicate situations where SCBA Qualified personnel shall have donned SCBA for possible use as part of firefighting operations. Under NO circumstances are any provisions of this policy to be construed to mean any personnel who are not SCBA Qualified should don or use SCBA during an incident. Policy on active ("on air") use of SCBA is set forth in Policy 6.3 Respiratory Protection and, should any apparent conflict in policy exist, all provisions of Policy 6.3 supersede all provisions of this policy with respect to active use of SCBA.

Hot Zone: area in which primary hazards caused by the incident in progress exist, generally within a perimeter formed by the fire suppression, hazardous materials mitigation or rescue apparatus in service and working on the fire ground or incident scene. All IDLH atmospheres are contained in the Hot Zone.

Warm Zone: area adjacent to the Hot Zone in which secondary hazards caused by incident operations exist. Secondary hazards include, but are not limited to, those caused by charged hose lines, movement of vehicles and equipment, contamination of personnel and equipment in transit from the Hot Zone, and similar.

Cold Zone: all areas affected by the incident but in which no hazards associated with the incident exist. Examples include apparatus staging area, rehab area, and similar.

Personal Protective Equipment

General Policy

- All HFD personnel responding to calls for service or participating in training or other activities shall utilize PPE appropriate for the hazards likely to be encountered during these activities.
- During emergency response, personnel should don PPE prior to boarding the apparatus. Driver/operators are exempt from this requirement, but shall carry appropriate PPE on board the apparatus during response and don appropriate PPE upon arrival on scene (see below).
- Personnel operating within or in proximity to IDLH atmospheres are also subject to all provisions of Policy 6.3 Respiratory Protection.
- Officers serving in supervisory roles within the IMS for a given incident are authorized to upgrade or downgrade PPE usage for personnel under their supervision, taking into account potential or imminent type and degree of hazards and impact on personnel safety.
- When apparatus is in non-emergency mode and in-service, personnel riding or operating HFD apparatus shall carry appropriate PPE on board.
- Personnel operating or riding apparatus that will be out of service during the entire trip to and from its assigned station are exempt from carrying PPE on the apparatus (e.g. apparatus being transported for repair).
- All personnel are responsible for cleaning and inspection of all PPE issued for their use by the HFD or personally owned after each use.

Minimum PPE Requirements by Incident Type

INCIDENT TYPE	MINIMUM PPE REQUIREMENT
Structure Fire/Automatic Fire Alarm includes confirmed, reported or possible fire, smoke/odor investigation, and alarm activations within structures	Hot Zone: Structural Turnout Gear and SCBA Warm Zone: Structural Turnout Gear; Driver/operators may utilize helmet, gloves and boots only Cold Zone: No PPE required
Vehicle Fire, Trash/Dumpster Fire, Other/Miscellaneous Fire	Hot Zone: Structural Turnout Gear and SCBA Warm Zone: Structural Turnout Gear; Driver/operators may utilize helmet, gloves and boots only Cold Zone: No PPE required
Brush/Wildland Fire	Hot Zone: Wildland Turnout Gear or Structural Turnout gear Warm Zone: Wildland Turnout Gear; Driver/operators may utilize helmet, gloves and boots only Cold Zone: No PPE required
CO Investigation	Hot Zone: Structural Turnout Gear or Rescue Gear and SCBA Warm Zone: Structural Turnout Gear; Driver/operators may utilize helmet, gloves and boots only Cold Zone: No PPE required If victims are involved, personnel working with victims should also employ Body Substance Isolation (BSI) procedures
Vehicle Accident/Extrication	Hot Zone: Structural Turnout Gear OR Rescue Gear Warm Zone: Structural Turnout Gear OR Rescue Gear Cold Zone: No PPE required If fire is involved, Structural Turnout Gear is required If victims are involved, personnel working with victims should also employ Body Substance Isolation (BSI) procedures

Personal Protective Equipment

INCIDENT TYPE	MINIMUM PPE REQUIREMENT
Water Rescue	Personnel involved in water rescue operations. Structural firefighting turnout gear or rescue turnout gear should not be worn on the water's edge, in the boat, or in the water.
Search Detail	Wildland Search/Rescue: Wildland Turnout Gear Other Search/Rescue: PPE appropriate for the potential hazards present. If no hazards are anticipated, partial Structural Turnout Gear (e.g. coat and helmet) should be utilized as a form of identification.
Medical Assist	Personnel shall wear appropriate BSI equipment. Winter/Overnight- Personnel may wear rescue/wild land gear if such gear is available to them. Structural Gear may be worn if member desires.
Hazardous Materials	Hot Zone: Structural Turnout Gear; SCBA requirements determined by the officer in charge, as dictated by conditions Warm Zone: Structural Turnout Gear Cold Zone: No PPE required
Wires/Trees Down	Hot/Warm Zone: Rescue Gear or Structural Turnout gloves, eye protection Cold Zone: No PPE required
Bomb Threat	Hot Zone: Structural Turnout Gear and SCBA Warm Zone: Structural Turnout Gear Cold Zone: No PPE required
Helicopter Standby	Hot Zone: Structural Turnout Gear or Rescue/Wildland Warm Zone: Structural Turnout Gear or Rescue/Wildland Cold Zone: No PPE required

Reference:

Policy 6.3 Respiratory Protection
 NFPA 1951 (2007)
 NFPA 1971 (2007)
 NFPA 1977 (2005)