

# *Mid-Michigan Community Fire Control Board*

## *Meeting Agenda*

*Tuesday, August 11, 2020*

*5:30 P.M. Location: City of St. Louis – Council Chambers*

1. Call to Order.
2. Roll Call.
3. Approval of Meeting Minutes – Regular Meeting May 12, 2020
4. Public Comments: restricted to (3) three minutes regarding issues not on this agenda.
5. Claims & Accounts -  
    May 1, 2020 through July 31, 2020 for \$100,007.19. (Approve)
6. Financial Statements 6/30/2020 (Receive and place on file)
7. Financial Statements 7/31/2020 (Receive and place on file)
8. Fire Chief's Report (Receive and place on file)
9. Grants update
10. Approve Phase II of Radio Purchases \$59,833.00 pending grant obligation award.
11. Chief Apps Retirement
12. Advisor for New Chief Selection Process
13. Other Business
14. Public Comment
15. Adjournment

**MINUTES  
FOR APPROVAL**

A Regular Meeting of the Mid-Michigan Community Fire Board, held at the St. Louis City Hall, was called to order by Chair Kevin Beeson at 5:30p.m., on Tuesday, May 12, 2020.

Members Present: Chair Kevin Beeson, Vice-Chair Kurt Giles, Bobbie Marr, Carmen Bajena,  
Don Long

Members Absent: None

Others in Attendance: Fire Chief Rich Apps, Bill Coty, Ralph Echtenaw- St. Louis Sentinel

**Minutes.**

Moved by Member Giles, supported by Member Long, to approve the minutes of the February 11, 2020 meeting. All ayes carried the motion.

Moved by Member Giles, supported by Member Long, to approve the minutes of the April 17, 2020 special meeting. All ayes carried the motion.

**Public Comment.**

None

**Claims and Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Giles, supported by Member Long, to approve the Claims & Accounts for February 1, 2020 to April 30, 2020 in the amount of \$60,242.81. All ayes carried the motion.

**Financial Statements.**

The Fire Board reviewed and discussed the Financial Statements of April 30, 2020 and placed on file.

**Fire Chief's Report.**

The Fire Chief's Report was reviewed, discussed, and placed on file.

**Amend the 2019-2020 Budget – Resolution 2020-02**

The following preamble and resolution were offered by Member Marr, and supported by Member Long:

**WHEREAS**, it is necessary for the Mid-Michigan Community Fire Control Board to amend the budget for 2019-2020 fiscal year.

**NOW THEREFORE IT BE RESOLVED**, the Mid-Michigan Community Fire Control Board recognizes the following significant events causing the need to amend the budget: Beginning Fund Balances require adjustment to the previous years ending results; Grants and or donations have been received for which added expenditures can now be made; and the priority and funding of capital items has changed. It is the intent that member contributions will remain as originally budgeted and said revenues and related expenses will become a use or source of available unassigned fund balance, as applicable. Additionally, adjustments are needed in compliance with the Fund Balance Policy.

**BE IT FURTHER RESOLVED**, the Mid-Michigan Community Fire Control Board has amended its budget for the 2019-2020 Fiscal Year as summarized below:

CHANGE IN FUND BALANCE	Original Budget 2019-2020	Amended Budget 2019-2020
<b>Beginning Balance - Committed for Equipment</b>	208,913	262,684
Current Appropriations Commitment	80,000	30,000
Expenses - Use of Equipment Funds	(225,000)	(57,125)
<b>Ending Balance - Committed for Equipment</b>	63,913	235,559
<b>Beginning Balance - Unassigned</b>	208,899	241,872
Revenue	278,532	278,946
Expenses (from non-committed funds)	(248,532)	(246,937)
Transfers to Equipment Commitment	(30,000)	(30,000)
<b>Ending Balance - Unassigned</b>	208,899	243,881

Ayes: Marr, Long, Bajena, Giles, Beeson

Nays: None

Absent: None

Resolution declared adopted this 12th day of May, 2020.

**Other Business.**

None.

**Public Comment.**

None

The meeting was adjourned at 5:40 p.m.

Bobbie Jo Marr, Secretary

# CLAIMS AND ACCOUNTS

Check Date	Check	Vendor Name	Amount
Bank 0023 FIRE - MID MICHIGAN			
05/26/2020	65(E)	FIRE DEPARTMENT PAYROLL FUND	7,598.73
06/29/2020	66(E)	FIRE DEPARTMENT PAYROLL FUND	6,079.50
07/31/2020	67(E)	FIRE DEPARTMENT PAYROLL FUND	7,048.60
05/01/2020	4788	CHARTER COMMUNICATIONS	256.94
05/05/2020	4789	BRADY'S BUSINESS SYSTEMS	2.03
05/05/2020	4790	CITY OF ST LOUIS	1,245.40
05/05/2020	4791	DBI BUSINESS INTERIORS	32.90
05/05/2020	4792	JANSON EQUIPMENT COMPANY	1,285.43
05/05/2020	4793	WALMART COMMUNITY/RFCSELLC	159.21
05/20/2020	4794	APOLLO FIRE EQUIPMENT	1,501.72
05/20/2020	4795	BLARNEY CASTLE FLEET PROGRAM	245.94
05/20/2020	4796	BOLAND TIRE, INC	107.95
05/20/2020	4797	CITY OF ST LOUIS	844.66
05/20/2020	4798	CITY OF ST LOUIS PURCHASE CARDS	8.00
05/20/2020	4799	CONSUMERS ENERGY	123.74
05/20/2020	4800	DOUGLAS SAFETY SYSTEMS LLC	272.98
05/20/2020	4801	EMERGENCY MEDICAL PRODUCTS, INC	120.49
05/20/2020	4802	FAMILY FARM & HOME	117.37
05/20/2020	4803	FRONT LINE SERVICES, INC	6,069.93
05/20/2020	4804	MICHIGAN MUNICIPAL LEAGUE	1,229.00
05/20/2020	4805	PRO COMM INC	0.00
		Void Reason: ERROR	
05/20/2020	4806	PRO COMM INC	240.00
06/03/2020	4807	CHARTER COMMUNICATIONS	256.94
06/03/2020	4808	DISCOUNT DUMPSTER LLC	35.00
06/03/2020	4809	FIRST DUE FIRE SUPPLY	1,228.61
06/03/2020	4810	FRONT LINE SERVICES, INC	338.75
06/03/2020	4811	PETER'S HARDWARE	30.00
06/03/2020	4812	WILLIAM COTY	158.64
06/15/2020	4813	CITY OF ST LOUIS	340.13
06/17/2020	4814	BLARNEY CASTLE FLEET PROGRAM	84.63
06/17/2020	4815	BRADY'S BUSINESS SYSTEMS	10.23
06/17/2020	4816	CITY OF ST LOUIS	844.66
06/17/2020	4817	CITY OF ST LOUIS PURCHASE CARDS	8.00
06/17/2020	4818	CONSUMERS ENERGY	55.99
06/17/2020	4819	FIRST DUE FIRE SUPPLY	1,121.71
06/17/2020	4820	LEXIPOL	2,676.00
06/17/2020	4821	MOTOROLA	49,480.14
06/17/2020	4822	MY-LOR INC	27.31
06/17/2020	4823	VFIS	1,648.00
06/29/2020	4824	BREATHING AIR SYSTEMS	689.14
06/29/2020	4825	CHARTER COMMUNICATIONS	256.94
06/29/2020	4826	GRATIOT COUNTY	36.86
06/29/2020	4827	MUZZALL GRAPHICS	263.20
06/29/2020	4828	RICHARD APPS	58.17
06/29/2020	4829	TREVOR ALLEN	46.62
07/15/2020	4830	CITY OF ST LOUIS	423.65
07/17/2020	4831	BLARNEY CASTLE FLEET PROGRAM	126.58
07/17/2020	4832	CITY OF ST LOUIS PURCHASE CARDS	8.00
07/17/2020	4833	DISCOUNT TIRE & BATTERY	61.90
07/17/2020	4834	FAMILY FARM & HOME	169.98
07/17/2020	4835	JANSON EQUIPMENT COMPANY	407.21
07/17/2020	4836	RICHARD APPS	16.74
07/17/2020	4837	STATE OF MICHIGAN	4,250.00
07/28/2020	4838	CHARTER COMMUNICATIONS	256.94

0023 TOTALS:

(1 Check Voided)

Total of 53 Disbursements:

100,007.19

CHECK DISBURSEMENT REPORT FOR CITY OF ST LOUIS  
 CHECK DATE FROM 05/01/2020 - 07/31/2020  
 Banks: 0023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/01/2020	0023	4788	0050808041220	CHARTER COMMUNICATIONS	CABLE/INTERNET-FIRE	206.336.920.000	256.94
05/05/2020	0023	4789	33AR475783-F	BRADY'S BUSINESS SYSTEMS	COPIES-FIRE	206.336.726.000	2.03
05/05/2020	0023	4790	APRIL 2020	CITY OF ST LOUIS	UTILITIES-FIRE	206.336.920.000	400.74
		4790	20-0001402		OVERHEAD SERVICE CHARGES	206.336.950.000	844.66
							1,245.40
05/05/2020	0023	4791	156880-0 (FIRE)	DBI BUSINESS INTERIORS	PAPER	206.336.726.000	32.90
05/05/2020	0023	4792	W00256	JANSON EQUIPMENT COMPANY	REPAIRS FORD F-550	206.336.930.000	467.32
		4792	W00259		REPAIRS CHEVY C25	206.336.930.000	228.96
		4792	W00258		REPAIRS INT'L 4900	206.336.930.000	286.20
		4792	W00257		REPAIRS E622	206.336.930.000	302.95
							1,285.43
05/05/2020	0023	4793	04292020F	WALMART COMMUNITY/RFCSELLC	GEL CONES/INK/WATER	206.336.726.000	159.21
05/20/2020	0023	4794	102579	APOLLO FIRE EQUIPMENT	HELMETS	206.336.967.000	1,126.29
		4794	102599		HELMETS	206.336.967.000	375.43
							1,501.72
05/20/2020	0023	4795	APRIL2020FIRE	BLARNEY CASTLE FLEET PROGR	APRIL FUEL CHARGES-FIRE	206.336.730.000	245.94
05/20/2020	0023	4796	5073757	BOLAND TIRE, INC	TRUCK REPAIRS	206.336.930.000	70.00
		4796	5073901		FIRE ENGINE TIRE REPAIRS	206.336.930.000	37.95
							107.95
05/20/2020	0023	4797	20-0001445	CITY OF ST LOUIS	OVERHEAD SERVICE CHARGES	206.336.950.000	844.66
05/20/2020	0023	4798	E0200AW668-F	CITY OF ST LOUIS PURCHASE	MICROSOFT-FIRE	206.336.801.000	8.00
05/20/2020	0023	4799	203587029381	CONSUMERS ENERGY	ENERGY CHARGES-03/26-04/27/20	206.336.920.000	123.74
05/20/2020	0023	4800	46779	DOUGLAS SAFETY SYSTEMS LLC	FACE PROTECTOR SHIELDS	206.336.726.000	272.98
05/20/2020	0023	4801	202004610027	EMERGENCY MEDICAL PRODUCTS	MEDSOURCE NON-CONTACT THERMOMETER	206.336.964.000	120.49
05/20/2020	0023	4802	16628/5	FAMILY FARM & HOME	MULCH/SEEDING MULCH BALE/WEED AND	206.336.930.003	117.37
05/20/2020	0023	4803	33711	FRONT LINE SERVICES, INC	FLS QUOTED/VALVE DISC REPLACEMENT	206.336.930.000	6,069.93
05/20/2020	0023	4804	10257205	MICHIGAN MUNICIPAL LEAGUE	WORKERS COMP PREMIUM	206.000.099.000	1,229.00
05/20/2020	0023	4805	36449	PRO COMM INC	RADIO REPAIRS		** VOIDED **
		4805	33718		SUPPLIES/LABOR		** VOIDED **
05/20/2020	0023	4806	36449	PRO COMM INC	RADIO REPAIRS	206.336.850.000	240.00



CHECK DISBURSEMENT REPORT FOR CITY OF ST LOUIS  
CHECK DATE FROM 05/01/2020 - 07/31/2020  
Banks: 0023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/03/2020	0023	4807	0050808051220	CHARTER COMMUNICATIONS	CABLE/INTERNET-FIRE	206.336.920.000	256.94
06/03/2020	0023	4808	25715	DISCOUNT DUMPSTER LLC	4/28/20 MOWING	206.336.920.000	35.00
06/03/2020	0023	4809	19-1210	FIRST DUE FIRE SUPPLY	RECHARGEABLE BATTERY	206.336.930.000	1,228.61
06/03/2020	0023	4810	33718	FRONT LINE SERVICES, INC	MOBILE LABOR/SERVICE CALL	206.336.930.000	338.75
06/03/2020	0023	4811	A151415	PETER'S HARDWARE	BATTERIES	206.336.726.000	30.00
06/03/2020	0023	4812	05262020	WILLIAM COTY	REIMBURSEMENT FOR SUPPLIES FOR MUT	206.336.859.000	158.64
06/15/2020	0023	4813	05292020F	CITY OF ST LOUIS	FIRE UTILITIES-FIRE	206.336.920.000	340.13
06/17/2020	0023	4814	MAY 2020-FIRE	BLARNEY CASTLE FLEET PROGR	MAY FUEL CHARGES	206.336.730.000	84.63
06/17/2020	0023	4815	33AR48426-FIRE	BRADY'S BUSINESS SYSTEMS	COPIES-FIRE	206.336.726.000	10.23
06/17/2020	0023	4816	20-0001452	CITY OF ST LOUIS	OVERHEAD SERVICE CHARGES	206.336.950.000	844.66
06/17/2020	0023	4817	MAY 2020	CITY OF ST LOUIS PURCHASE	MICROSOFT	206.336.801.000	8.00
06/17/2020	0023	4818	205455881219	CONSUMERS ENERGY	ENERGY CHARGES-FIRE DEPT 04/28-05/	206.336.920.000	55.99
06/17/2020	0023	4819	20-349	FIRST DUE FIRE SUPPLY	BOOTS	206.336.781.000	1,121.71
06/17/2020	0023	4820	INV1820	LEXIPOL	FIRE POLICY MANUAL	206.336.781.000	2,676.00
06/17/2020	0023	4821	8280968730	MOTOROLA	PAGER SYSTEM	206.336.850.000	49,480.14
06/17/2020	0023	4822	33088	MY-LOR INC	ID TAGS	206.336.781.000	27.31
06/17/2020	0023	4823	06012020	VFIS	LIFE INSURANCE POLICY 04/19/20-04/	206.336.710.000	1,648.00
06/29/2020	0023	4824	1133988-IN	BREATHING AIR SYSTEMS	MAINTENANCE	206.336.930.000	689.14
06/29/2020	0023	4825	00508061220	CHARTER COMMUNICATIONS	CABLE/INTERNET-FIRE	206.336.920.000	256.94
06/29/2020	0023	4826	06222020	GRATIOT COUNTY	COVID 19-MASKS	206.336.964.000	36.86
06/29/2020	0023	4827	86634	MUZZALL GRAPHICS	FIRE BOARD CHECKS	206.336.726.000	263.20
06/29/2020	0023	4828	06082020	RICHARD APPS	LUNCH FOR FIRE HOSE TESTING	206.336.859.000	58.17
06/29/2020	0023	4829	05222020	TREVOR ALLEN	FIRE SUPPLIES	206.336.726.000	46.62
07/15/2020	0023	4830	06292020	CITY OF ST LOUIS	UTILITIES-FIRE	206.336.920.000	423.65
07/17/2020	0023	4831	07012020F	BLARNEY CASTLE FLEET PROGR	FUEL CHARGES-FIRE	206.336.730.000	126.58
07/17/2020	0023	4832	JUNE 2020-FIRE	CITY OF ST LOUIS PURCHASE	MICROSOFT-FIRE	206.336.801.000	8.00
07/17/2020	0023	4833	102124	DISCOUNT TIRE & BATTERY	REFRIGERANT	206.336.930.000	61.90
07/17/2020	0023	4834	16919/5	FAMILY FARM & HOME	COUPLER LOCK UNIVERSAL	206.336.726.000	29.99

CHECK DISBURSEMENT REPORT FOR CITY OF ST LOUIS  
 CHECK DATE FROM 05/01/2020 - 07/31/2020  
 Banks: 0023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		4834	16907/5		HOSE CART 4 WHEEL	206.336.930.003	139.99
							169.98
07/17/2020	0023	4835	W00690	JANSON EQUIPMENT COMPANY	REPAIRS E622	206.336.930.000	407.21
07/17/2020	0023	4836	07012020	RICHARD APPS	WATERS FOR TRAINING	206.336.859.000	16.74
07/17/2020	0023	4837	20-001345	STATE OF MICHIGAN	ACTIVATION	206.336.850.000	4,250.00
07/28/2020	0023	4838	0050808071220	CHARTER COMMUNICATIONS	CABLE/INTERNET-FIRE	206.336.920.000	256.94
05/26/2020	0023	65(E)	91	FIRE DEPARTMENT PAYROLL FU GROSS WAGES AND BENEFITS PAY ENDIN	206.000.001.056		7,598.73
06/29/2020	0023	66(E)	92	FIRE DEPARTMENT PAYROLL FU GROSS WAGES AND BENEFITS ENDING 06	206.000.001.056		6,079.50
07/31/2020	0023	67(E)	93	FIRE DEPARTMENT PAYROLL FU GROSS WAGES AND BENEFITS ENDING 07	206.000.001.056		7,048.60
				TOTAL - ALL FUNDS	TOTAL OF 54 CHECKS (1 voided)		100,007.19

--- GL TOTALS ---

206.000.001.056	FIRE PAYROLL ACCOUNT	20,726.83
206.000.099.000	PREPAID EXPENSE	1,229.00
206.336.710.000	EMPLOYEE BENEFITS	1,648.00
206.336.726.000	SUPPLIES	847.16
206.336.730.000	GAS & FUEL	457.15
206.336.781.000	UNIFORMS - TURNOUT GEAR	3,825.02
206.336.801.000	PROFESSIONAL SERVICES	24.00
206.336.850.000	COMMUNICATIONS	53,970.14
206.336.859.000	MEALS	233.55
206.336.920.000	UTILITIES	2,407.01
206.336.930.000	REPAIRS & MAINTENANCE	10,188.92
206.336.930.003	BUILDING MAINTENANCE	257.36
206.336.950.000	OVERHEAD CHARGES	2,533.98
206.336.964.000	RESCUE SQUAD TRAINING	157.35
206.336.967.000	CAPITAL OUTLAY BELOW CO POLICY	1,501.72
	TOTAL	100,007.19

# FINANCIAL STATEMENTS

Included 6/30/2020  
Just waiting on interest earnings  
on CD's to finalize those numbers  
for Audit

7/31/2020

Fund 206 MID MICHIGAN COMMUNITY FIRE DEPARTMENT

GL Number	Description	PERIOD ENDED 06/30/2019	PERIOD ENDED 06/30/2020
*** Assets ***			
206.000.001.005	FIRE CASH	219,992.81	249,354.66
206.000.001.056	FIRE PAYROLL ACCOUNT	2,418.62	1,475.57
206.000.003.000	CERTIFICATE OF DEPOSIT	101,850.81	103,978.86
206.000.016.000	FIRE RESTRICTED/DESIGNATED CASH	152,134.83	149,164.16
206.000.017.006	FIRE RESTRICTED CASH EQUIP	19,578.27	19,590.75
206.000.040.001	ACCOUNTS RECEIVABLE	1,233.00	0.00
206.000.084.101	DUE FROM GENERAL FUND	0.00	500.02
206.000.099.000	PREPAID EXPENSE	22,006.00	3,905.00
<b>Total Assets</b>		<b>519,214.34</b>	<b>527,969.02</b>
*** Liabilities ***			
206.000.202.000	ACCOUNTS PAYABLE	11,344.13	5,473.19
206.000.228.000	DUE TO STATE OF MICHIGAN	992.59	0.00
206.000.257.000	ACCRUED WAGES PAYABLE	2,320.94	1,903.52
<b>Total Liabilities</b>		<b>14,657.66</b>	<b>7,376.71</b>
*** Fund Balance ***			
206.000.387.000	FB DESIGNATED FOR TRAINING	10,879.80	10,879.80
206.000.388.000	DESIGNATED FOR EQUIPMENT	262,684.11	261,853.97
206.000.390.000	FUND BALANCE	146,664.45	231,822.91
<b>Total Fund Balance</b>		<b>420,228.36</b>	<b>504,556.68</b>
<b>Beginning Fund Balance</b>		<b>420,228.36</b>	<b>504,556.68</b>
<b>Net of Revenues VS Expenditures</b>		<b>84,328.32</b>	<b>16,035.63</b>
<b>Ending Fund Balance</b>		<b>504,556.68</b>	<b>520,592.31</b>
<b>Total Liabilities And Fund Balance</b>		<b>519,214.34</b>	<b>527,969.02</b>

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020	AVAILABLE BALANCE	% BDGT REMAIN	END BALANCE 06/30/2019
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT							
Revenues							
Dept 000							
206.000.502.000	FEDERAL GRANTS	50,000.00	0.00	0.00	0.00	100.00	0.00
206.000.665.000	INTEREST	400.00	400.00	2,514.75	(2,114.75)	(528.69)	2,265.39
206.000.673.000	SALE OF ASSETS	0.00	1,702.00	1,701.00	1.00	0.06	0.00
206.000.678.000	MISCELLANEOUS REIMBURSEMENT	0.00	330.00	330.00	0.00	0.00	2,135.76
206.000.695.000	MISCELLANEOUS	0.00	1,032.00	1,031.82	0.18	0.02	2,141.01
Total Dept 000		50,400.00	3,464.00	5,577.57	(2,113.57)	(61.02)	6,542.16
Dept 336 - FIRE							
206.336.580.000	MEMBER CONTRIBUTIONS OPERATING	270,632.00	270,632.00	270,632.00	0.00	0.00	270,226.00
206.336.607.000	CLASS FEES/DONATIONS/GRANTS	7,500.00	0.00	0.00	0.00	100.00	0.00
206.336.674.000	CONTRIBUTIONS	0.00	500.00	500.00	0.00	0.00	9,800.00
206.336.675.000	DONATIONS	0.00	4,350.00	4,368.59	(18.59)	(0.43)	24,000.00
Total Dept 336 - FIRE		278,132.00	275,482.00	275,500.59	(18.59)	(0.01)	304,026.00
TOTAL REVENUES		328,532.00	278,946.00	281,078.16	(2,132.16)	(0.76)	310,568.16
Expenditures							
Dept 336 - FIRE							
206.336.702.004	SALARY & WAGES - FIREMEN	51,000.00	51,000.00	41,552.98	9,447.02	18.52	36,666.61
206.336.702.009	SALARY & WAGES - RESCUE	35,700.00	35,700.00	27,368.04	8,331.96	23.34	27,104.00
206.336.710.000	EMPLOYEE BENEFITS	14,748.00	14,748.00	14,815.26	(67.26)	(0.46)	13,653.13
206.336.710.009	EMPLOYEE BENEFITS - RESCUE	10,587.00	10,587.00	8,958.82	1,628.18	15.38	10,092.69
206.336.726.000	SUPPLIES	5,000.00	5,000.00	5,563.73	(563.73)	(11.27)	4,296.82
206.336.729.000	POSTAGE	250.00	250.00	98.11	151.89	60.76	44.77
206.336.730.000	GAS & FUEL	4,500.00	4,500.00	2,719.29	1,780.71	39.57	2,724.42
206.336.781.000	UNIFORMS - TURNOUT GEAR	21,135.00	21,135.00	14,091.35	7,043.65	33.33	23,891.32
206.336.801.000	PROFESSIONAL SERVICES	8,550.00	8,550.00	8,635.61	(85.61)	(1.00)	6,144.55
206.336.850.000	COMMUNICATIONS	7,054.00	7,054.00	7,289.00	(235.00)	(3.33)	4,156.37
206.336.859.000	MEALS	1,000.00	1,000.00	294.13	705.87	70.59	676.37
206.336.860.000	TRAVEL/CONF/WORKSHOPS	1,900.00	1,900.00	47.80	1,852.20	97.48	0.00
206.336.900.000	PRINTING & PUBLISHING	250.00	250.00	0.00	250.00	100.00	0.00
206.336.910.000	INSURANCE & BONDS	13,500.00	13,500.00	13,496.00	4.00	0.03	12,987.00
206.336.920.000	UTILITIES	14,303.00	14,303.00	14,206.13	96.87	0.68	11,367.21
206.336.930.000	REPAIRS & MAINTENANCE	14,095.00	20,000.00	29,396.42	(9,396.42)	(46.98)	13,150.25
206.336.930.003	BUILDING MAINTENANCE	3,564.00	3,564.00	2,676.62	887.38	24.90	3,414.42
206.336.950.000	OVERHEAD CHARGES	10,136.00	10,136.00	10,135.26	0.74	0.01	9,888.60
206.336.956.000	MISCELLANEOUS	1,225.00	1,225.00	752.50	472.50	38.57	648.50
206.336.963.000	EDUCATION & TRAINING	5,650.00	5,650.00	1,123.58	4,526.42	80.11	2,621.04
206.336.963.001	EDUCATION FIRE PREVENTION	1,200.00	1,200.00	651.85	548.15	45.68	963.49
206.336.963.002	INTERNALLY SPONSORED TRAINING EXPENS	7,500.00	0.00	0.00	0.00	100.00	739.15
206.336.964.000	RESCUE SQUAD TRAINING	3,235.00	3,235.00	2,192.25	1,042.75	32.23	1,609.94
206.336.966.000	TRF TO EQUIP SAVINGS-MEMO FOR BUDGET	30,000.00	30,000.00	0.00	30,000.00	100.00	0.00
206.336.967.000	CAPITAL OUTLAY BELOW CO POLICY	12,450.00	12,450.00	5,247.66	7,202.34	57.85	9,899.19
206.336.977.001	CAPITAL OUTLAY	225,000.00	57,125.00	53,730.14	3,394.86	5.94	29,500.00
Total Dept 336 - FIRE		503,532.00	334,062.00	265,042.53	69,019.47	20.66	226,239.84
TOTAL EXPENDITURES		503,532.00	334,062.00	265,042.53	69,019.47	20.66	226,239.84

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020	AVAILABLE BALANCE	% BDGT REMAIN	END BALANCE 06/30/2019
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT							
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT:							
TOTAL REVENUES		328,532.00	278,946.00	281,078.16	(2,132.16)	(0.76)	310,568.16
TOTAL EXPENDITURES		503,532.00	334,062.00	265,042.53	69,019.47	20.66	226,239.84
NET OF REVENUES & EXPENDITURES		(175,000.00)	(55,116.00)	16,035.63	(71,151.63)	70.91	84,328.32

Fund 206 MID MICHIGAN COMMUNITY FIRE DEPARTMENT

GL Number	Description	PERIOD ENDED 07/31/2019	PERIOD ENDED 07/31/2020
<b>*** Assets ***</b>			
206.000.001.005	FIRE CASH	235,461.16	236,590.06
206.000.001.056	FIRE PAYROLL ACCOUNT	1,768.66	1,755.96
206.000.003.000	CERTIFICATE OF DEPOSIT	101,850.81	103,978.86
206.000.016.000	FIRE RESTRICTED/DESIGNATED CASH	152,166.53	149,164.16
206.000.017.006	FIRE RESTRICTED CASH EQUIP	19,579.10	19,590.75
206.000.040.001	ACCOUNTS RECEIVABLE	105,058.16	156,248.01
206.000.084.101	DUE FROM GENERAL FUND	0.02	500.02
206.000.099.000	PREPAID EXPENSE	5,775.00	1,229.00
<b>Total Assets</b>		<b>621,659.44</b>	<b>669,056.82</b>
<b>*** Liabilities ***</b>			
206.000.202.000	ACCOUNTS PAYABLE	155.00	(61.09)
206.000.228.000	DUE TO STATE OF MICHIGAN	342.63	280.39
<b>Total Liabilities</b>		<b>497.63</b>	<b>219.30</b>
<b>*** Fund Balance ***</b>			
206.000.387.000	FB DESIGNATED FOR TRAINING	10,879.80	10,879.80
206.000.388.000	DESIGNATED FOR EQUIPMENT	262,684.11	261,853.97
206.000.390.000	FUND BALANCE	230,992.77	231,822.91
<b>Total Fund Balance</b>		<b>504,556.68</b>	<b>504,556.68</b>
<b>Beginning Fund Balance</b>		<b>504,556.68</b>	<b>504,556.68</b>
<b>Net of Revenues VS Expenditures - 19-20</b>			
<b>*19-20 End FB/20-21 Beg FB</b>		<b>520,592.31</b>	<b>16,035.63</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>116,605.13</b>	<b>148,245.21</b>
<b>Ending Fund Balance</b>		<b>621,161.81</b>	<b>668,837.52</b>
<b>Total Liabilities And Fund Balance</b>		<b>621,659.44</b>	<b>669,056.82</b>

\* Year Not Closed

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT REMAIN	END BALANCE 06/30/2020
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT							
Revenues							
Dept 000							
206.000.665.000	INTEREST	2,400.00	2,400.00	0.00	2,400.00	100.00	2,514.75
206.000.673.000	SALE OF ASSETS	0.00	0.00	0.00	0.00	100.00	1,701.00
206.000.678.000	MISCELLANEOUS REIMBURSEMENT	0.00	0.00	5.00	(5.00)	0.00	330.00
206.000.695.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	100.00	1,031.82
Total Dept 000		2,400.00	2,400.00	5.00	2,395.00	99.79	5,577.57
Dept 336 - FIRE							
206.336.580.000	MEMBER CONTRIBUTIONS OPERATING	312,496.00	312,496.00	156,248.01	156,247.99	50.00	270,632.00
206.336.674.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	100.00	500.00
206.336.675.000	DONATIONS	0.00	0.00	0.00	0.00	100.00	4,368.59
Total Dept 336 - FIRE		312,496.00	312,496.00	156,248.01	156,247.99	50.00	275,500.59
TOTAL REVENUES		314,896.00	314,896.00	156,253.01	158,642.99	50.38	281,078.16
Expenditures							
Dept 336 - FIRE							
206.336.702.004	SALARY & WAGES - FIREMEN	52,020.00	52,020.00	3,177.35	48,842.65	93.89	41,552.98
206.336.702.009	SALARY & WAGES - RESCUE	36,414.00	36,414.00	1,602.15	34,811.85	95.60	27,368.04
206.336.710.000	EMPLOYEE BENEFITS	16,134.00	16,134.00	416.70	15,717.30	97.42	14,815.26
206.336.710.009	EMPLOYEE BENEFITS - RESCUE	11,232.00	11,232.00	(51.12)	11,283.12	100.46	8,958.82
206.336.726.000	SUPPLIES	5,250.00	5,250.00	29.99	5,220.01	99.43	5,563.73
206.336.729.000	POSTAGE	250.00	250.00	0.00	250.00	100.00	98.11
206.336.730.000	GAS & FUEL	4,500.00	4,500.00	0.00	4,500.00	100.00	2,719.29
206.336.781.000	UNIFORMS - TURNOUT GEAR	24,535.00	24,535.00	0.00	24,535.00	100.00	14,091.35
206.336.801.000	PROFESSIONAL SERVICES	8,648.00	8,648.00	2,676.00	5,972.00	69.06	8,635.61
206.336.850.000	COMMUNICATIONS	8,814.00	8,814.00	0.00	8,814.00	100.00	7,289.00
206.336.859.000	MEALS	1,000.00	1,000.00	16.74	983.26	98.33	294.13
206.336.860.000	TRAVEL/CONF/WORKSHOPS	1,900.00	1,900.00	0.00	1,900.00	100.00	47.80
206.336.900.000	PRINTING & PUBLISHING	250.00	250.00	0.00	250.00	100.00	0.00
206.336.910.000	INSURANCE & BONDS	13,500.00	13,500.00	0.00	13,500.00	100.00	13,496.00
206.336.920.000	UTILITIES	14,758.00	14,758.00	0.00	14,758.00	100.00	14,206.13
206.336.930.000	REPAIRS & MAINTENANCE	15,000.00	15,000.00	0.00	15,000.00	100.00	29,396.42
206.336.930.003	BUILDING MAINTENANCE	3,527.00	3,527.00	139.99	3,387.01	96.03	2,676.62
206.336.950.000	OVERHEAD CHARGES	10,339.00	10,339.00	0.00	10,339.00	100.00	10,135.26
206.336.956.000	MISCELLANEOUS	1,225.00	1,225.00	0.00	1,225.00	100.00	752.50
206.336.963.000	EDUCATION & TRAINING	4,525.00	4,525.00	0.00	4,525.00	100.00	1,123.58
206.336.963.001	EDUCATION FIRE PREVENTION	1,500.00	1,500.00	0.00	1,500.00	100.00	651.85
206.336.964.000	RESCUE SQUAD TRAINING	3,500.00	3,500.00	0.00	3,500.00	100.00	2,192.25
206.336.966.000	TRF TO EQUIP SAVINGS-MEMO FOR BUDGET	60,000.00	60,000.00	0.00	60,000.00	100.00	0.00
206.336.967.000	CAPITAL OUTLAY BELOW CO POLICY	16,075.00	16,075.00	0.00	16,075.00	100.00	5,247.66
206.336.977.001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	100.00	53,730.14
Total Dept 336 - FIRE		314,896.00	314,896.00	8,007.80	306,888.20	97.46	265,042.53
TOTAL EXPENDITURES		314,896.00	314,896.00	8,007.80	306,888.20	97.46	265,042.53



PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT REMAIN	END BALANCE 06/30/2020
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT							
TOTAL REVENUES		314,896.00	314,896.00	156,253.01	158,642.99	50.38	281,078.16
TOTAL EXPENDITURES		314,896.00	314,896.00	8,007.80	306,888.20	97.46	265,042.53
NET OF REVENUES & EXPENDITURES		0.00	0.00	148,245.21	(148,245.21)	0.00	16,035.63

# FIRE CHIEF'S REPORT

WILL BE FORWARDED  
SEPARATELY

# GRANTS UPDATE

## MID-MICHIGAN COMMUNITY FIRE BOARD – GRANTS UPDATE 8/6/2020

FEMA Equipment grant for Pumper. Status is still received with no action yet from FEMA

Rural Development Equipment grant for Radios. \$32,000 has been approved for recommendation and we are just waiting for the official obligation letter. This will make our share of Phase II of the radio project \$27,833.

Anticipating the passing of PA 144 that expanded the CARES Act money to include additional governmental units (besides Counties, Cities, Villages, Townships) we filed for the Public Safety & Public Health Payroll Reimbursement (PSPHPR) and First Responder Hazard Pay Premium Program (FRHPPP) grants. Hopefully we were early enough on both to get in line for some funds. The PSPHPR is \$13,933.41 and is a reimbursement of wages paid in April and May. If I understand the program correctly they think that they have enough funds to fund the first round of applications. If they do have funds left after the first award round they will reopen applications up to include June and July wages as well but round two will be an allocated amount on the totals submitted, but everyone would get something. The FRHPPP program is apparently a first come first serve award until its gone. We submitted our application in advance of the act passing so hopefully we secured a good place in line for that one. That grant will provide \$1000 per firefighter that we are to pass to the firefighters as a hazard pay premium for working during the pandemic.

# RADIO UPGRADE

St. Louis Area Fire Department - Migrate to State of Michigan 800Mhz Radio System

	Est Cost	# needed	Total Est	Phase I		Updated Est	Phase 2		
							QTY		
APX-4000 portable radios	2,819.83	19	53,576.77	6	16,918.98	2,818.18	13	36,636.34	Motorola
APX-4000 portable radios w/mic	2,898.58	8	23,188.64	8	23,188.64		0	-	
APX-4500 mobile radio	3,254.96	8	26,039.68	3	9,764.88	3,259.86	5	16,299.30	Motorola
12 volt charger	95.00	8	760.00	8	760.00		0	-	
State of Michigan Access Fees	250.00	35	8,750.00	17	4,250.00	250.00	18	4,500.00	ProComm
Mobile radio installation	180.00	8	1,440.00	3	540.00	180.00	5	900.00	ProComm
re-programming backups (2yr life)	20.00	10	200.00	10	200.00		0	-	
Contingency			3,000.00		1,500.00			1,497.36	
<b>Total</b>			<u>116,955.09</u>		<u>57,122.50</u>			<u>59,833.00</u>	

Phase I provides portable radios for 21 firefighters, and one spare, utilizing the old re-programmed radios (8). It also includes 3 new mobile radios to install one in the grass truck that does not have a 800 Mghz radio, and replaces the 2 oldest mobile radios. Plus provides for 2 mobile radios and base to be reprogrammed.

Phase II (with Phase I) will provide full staff with new radios, 25 firefighters plus 2 spare radios. The 8 portables that have been reprogramed in phase one will be used as back-up and/or for auxiliary use as long as they are operational. All apparatus will be outfitted with new radios in the cab, and on pump panels. This will also provide a new base radio.

# CHIEF'S RETIREMENT



# ST. LOUIS AREA FIRE DEPARTMENT

CITY OF ST. LOUIS \* BETHANY TWP \* JASPER TWP \* PINE RIVER TWP

Visit: 220 S Main Street  
Mail: 300 N Mill Street  
St. Louis, Michigan 48880

Richard L. Apps, Chief  
Phone: 989.681.8394  
Fax: 989.681.8395

June 26, 2020

Mr. Kevin Beeson, Chairman  
Mid-Michigan Community Fire Control Board.

Dear Mr. Beeson;

After several years of consideration and more focused evaluation during the time of Covid Stay-at-Home, I believe it is time for me to retire as Fire Chief of the St. Louis Area Fire Department. I ask that my retirement be effective as of midnight December 31, 2020.

As my children and grandchildren have moved farther away, I desire more flexibility for travel. This has also created thoughts of possible relocation. Consequently I wish to decrease my level of involvement in other activities such as leadership in the fire department.

I will assist the Fire Board in every way possible during the process of selecting and appointing a new Fire Chief. I do believe it would be constructive to briefly review the job description that was composed last year.

Upon the appointment of my successor, I will immediately begin familiarizing them with the duties and roles of the Fire Chief. After midnight December 31, 2020, I will be available to answer questions, consult or assist in any way requested by the Fire Chief. At this time I am undecided whether to request a Steward position or to retire in full.

I extend my most sincere thanks to the Board for allowing me the distinct privilege of serving as a Firefighter, and the humble honor of serving as Fire Chief.

Most Respectfully,

Richard L. Apps



INFO TO REVIEW WITH  
ADVISOR FOR NEW  
CHIEF SELECTION  
PROCESS

## ST. LOUIS AREA FIRE DEPARTMENT

### JOB DESCRIPTION

**POSITION:** Fire Chief

**THIS JOB REPORTS TO:** SLAFD Fire Board

**JOB SUMMARY:** The Fire Chief shall be the Chief Executive Officer of the fire department and will be responsible to the SLAFD Fire Board. Under the general authority of the SLAFD Fire Board, the Fire Chief shall be responsible for the administration and operation of the fire department.

The Fire Chief will plan, organize, direct, and administer all operations of the fire department including fire suppression, rescue, fire investigation, fire prevention, medical first responders. Other duties will include the management of fire department personnel, supplies, equipment, and structures.

The SLAFD Fire Board will entrust the administration and operation of the fire department to the Fire Chief, and the Fire Chief will serve at the pleasure of the Fire Board.

#### **DUTIES AND RESPONSIBILITIES:**

1. The Fire Chief shall be the Chief Executive Officer (CEO) responsible to the SLAFD Board for the proper administration and efficient operation of the department.
2. The Chief is the executive head of the Fire Department and shall have full charge of the protection of life and property and the extinguishment of fires and providing emergency medical services.
3. Assigns officers to administer the work of the department and holds them responsible for the proper execution of their duties.
4. Responsible for enforcing the rules, regulations, and orders of the SLAFD Board pertaining to the Fire Department and the laws of the State of Michigan applicable to the department.
5. Develops policies designed to maintain or increase the general efficiency and effectiveness of the department, including planning and critiquing of fires, planning for departmental long-range needs, regulation and assignment of personnel and management of the department in order to be prepared to meet emergencies.
6. The Fire Chief shall schedule regular meetings with firefighters for informational and training purposes.
7. The Fire Chief has authority to make expenditures according to general Board policy.
8. The Fire Chief is empowered to enter and make inspections of Commercial buildings and premises and to serve written notice upon the owners or occupant to abate, within a specified time, all fire hazards that may be found.
9. Plans, coordinates, and supervises all activities of the Fire Department.
10. Provides supervision and direction to all department officers.
11. May assign other officers of the Fire Department to administer functions, projects, or programs as necessary.
12. Develops, administers, and oversees appropriate training programs. Designates personnel to carry out the training.

13. Ensures that the Fire Department is adequately staffed for effective operations including fire prevention, fire suppression, and for life-saving services. Designates personnel to assist with the recruitment and vetting of potential firefighters.
14. Ensures that all firefighting vehicles, equipment, apparatus, and facilities are properly maintained in operating condition and that all equipment maintenance records are kept on file and up-to-date. Designates personnel to assist in the maintenance program of vehicles, equipment, apparatus, and facilities.
15. Prepares an annual budget for review and approval of the SLAFD Board.
16. Monitors the budget to assure expenditures remain within budget.
17. Processes billing invoices and purchases equipment according to departmental needs
18. Ensures timely and proper reporting of events as required by the State of Michigan. Designates personnel to assist with data entry.
19. Prepares a variety of reports for the SLAFD Board, state agencies, and others regarding departmental activities.
20. Works with other fire chiefs, police agencies, EMS, hospitals, and other public agencies to encourage fire protection cooperation.
21. Answers questions raised by citizens of the Fire District regarding services or related topics.
22. Performs all the duties of a firefighter and operates all fire suppression equipment. Provides departmental fire service and medical first responder coverage as needed.
23. Attends various classes and seminars to remain current and knowledgeable in fire suppression and rescue techniques.
24. Reviews plans and specifications submitted for new, non-residential construction, remodeling, and alterations for conformity to fire codes, ordinances, and laws.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. EDUCATION: High school graduate or equivalent plus necessary firefighting and office training courses.
2. EXPERIENCE: Three to five years progressively responsible firefighting with supervisory, budgeting, and personnel relations experience.
3. LICENSE/CERTIFICATIONS:
  - a. Valid Michigan operator's license
  - b. Driver certification of fire trucks or CDL license.
  - c. MFR License
  - d. Michigan Firefighters Training Council Officer Certification