

Mid-Michigan Community Fire Control Board

Meeting Agenda

Tuesday, May 8, 2018

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 February 13, 2018
4. Public Comments: restricted to (3) three minutes regarding issues not on this agenda.
5. Claims & Accounts -
February 1, 2018 through April 30, 2018 for \$ 54,819.56 (Approve)
6. Financial Statements 4/30/18 (Receive and place on file)
7. Fire Chief's Report (Receive and place on file)
8. Resolution 2018-03 – Budget Amendment 2017-2018
9. Update on Policies and Procedures Progress
10. Other Business
11. Public Comment
12. 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, February 13, 2018.

Members Present: Chair Kevin Beeson, Vice-Chair Kurt Giles, Bobbie Marr, Carmen Bajena
Members Absent: Don Long
Others in Attendance: Fire Chief Rich Apps, Bill Coty, Brian Wood, Ron Salladay, Ralph Echtenaw.

Election of Chair and Vice-Chair.

Moved by Member Giles, supported by Member Marr, to approve the appointment of Kevin Beeson as Chairman of the Mid-Michigan Community Fire Board. All ayes carried the Motion.

Moved by Member Marr, supported by Member Bajena, to approve the appointment of Kurt Giles as Vice-Chair of the Mid-Michigan Community Fire Board. All ayes carried the motion.

Minutes.

Moved by Member Giles, supported by Member Bajena, to approve the minutes of the November 14, 2017 meeting. All ayes carried the motion.

Public Comment.

Ron Salladay thanked the board for supporting fire safety. Also thanked Next Level for Donating part of the T-shirts. They like to put things in the kids hands and feel that the shirts and the program is really well received by the kids. The Board in turn thanked Ron for his service to the fire department and the education program for fire safety. Chief Apps added that Ron always works hard to stay in budget. Member Bajena added from her perspective being at the schools that the kids really enjoy the program and it gives them a sense of community.

Claims and Accounts.

The Fire Board reviewed the Claims & Accounts.

Moved by Member Giles, supported by Member Bajena, to approve the Claims & Accounts for November 1, 2017 to January 31, 2018 in the amount of \$58,610.68. All ayes carried the motion.

Financial Statements.

The Fire Board reviewed and discussed the Financial Statements of January 31, 2018 and placed on file.

Audited Financial Statements.

Audited Financial Statements for year ended June 30, 2017 were reviewed and placed on file.

Set Meeting Dates & Times.

Moved by Member Marr, supported by Member Giles, to approve meeting dates and times for the mid-Michigan Community Fire Board for 2018-2019 as the 2nd Tuesday of August, November, February and May at 5:30 pm, meetings to be held at City Hall. All ayes carried the motion.

Meeting Schedule will be as follows:

August 14, 2018

November 13, 2018

February 12, 2019

May 14, 2019

Fire Chief's Report.

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

Chief Apps added that Bill Coty is doing a great job with this program. He has obtained funding for it and it continues to pay for itself. Additionally the State Fire Marshall is holding our training program out as the example to follow.

Adoption of a Fund Balance Policy – Resolution 2018-01

The following preamble and resolution were offered by Member Marr, and supported by Member Giles.

WHEREAS, the Mid-Michigan Community Fire Control Board finds it necessary to formalize policies regarding the maintenance of its fund balance.

NOW THEREFORE BE IT RESOLVED, the Mid-Michigan Community Fire Control Board hereby establishes the following fund balance policy.

Purpose: The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to establish a key element of the financial stability of the Mid-Michigan Community Fire Control District. Unassigned fund balance is an important measure of economic stability. It is essential that the District maintain adequate levels of unassigned fund

balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the District's general operations. Additionally, the policy authorizes and directs that annual financial reports be prepared which accurately categorize funds balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

General Policy: Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.

1. Nonspendable fund balance (inherently nonspendable)
2. Restricted fund balance (externally enforceable limitations on use)
3. Committed fund balance (self-imposed limitations on use)
4. Assigned fund balance (limitation resulting from intended use)
5. Unassigned fund balance (the residual classification of general operations)

Provisions:

Nonspendable and Restricted Funds: Nonspendable funds are those funds that cannot be spent because they are either: 1) not in spendable form (e.g. inventories and prepaids); 2) Legally or contractually required to be maintained intact (e.g. permanent corpus). Restricted funds are those funds that have constraints placed on their use by an external party or constitutional provisions or enabling legislation (grants, contributions, specific fee mandates). Nonspendable and Restricted Funds will be maintained and summarized in the District's annual financial report.

Committed Funds: The Mid-Michigan Community Fire Control Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as majority vote or resolution. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the specific amount committed can be determined in a subsequent period. Annually in the budget an amount will be specified for transfer to an Equipment Commitment. Additionally, at June 30th, funds over the amount of the minimum established Unassigned Fund Balance will be committed for Equipment.

Assigned Funds: Amounts that are constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Board Treasurer for the purpose of reporting these amounts in the annual financial statements.

Minimum Unassigned Fund Balance: The Board is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. A minimum level of the greater of \$200,000 or 75% of the next operating budget is expected to be maintained barring unusual or deliberate circumstances.

Ayes: Marr, Giles, Bajena, Beeson
Nays: NA
Absent: Long

Resolution declared adopted this 13th day of February, 2018.

Adoption of the 2018-2019 Budget – Resolution 2018-02

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

WHEREAS, it is necessary for the Mid-Michigan Community Fire Control Board to authorize the expenditure level and contributions from the respective entities for the 2017-2018 fiscal year.

WHEREAS, the Mid-Michigan Community Fire Control Board has reviewed the summaries of prior year results and the requests made by the Fire Chief for the upcoming year.

NOW THEREFORE IT BE RESOLVED, the Mid-Michigan Community Fire Control Board has adopted its budget for the 2018-2019 Fiscal Year summarized as follows:

FUND BALANCE CHANGE	2018-2019
Beginning Balance - Committed for Equipment	145,135
Additions to Equipment Commitment	30,000
Expenses - Use of Equipment Funds	-
Ending Balance - Committed for Equipment	175,135
Beginning Balance - Unassigned	208,595
Revenue	278,126
Expenses	(248,126)
Transfers to Equipment Commitment	(30,000)
Ending Balance - Unassigned	208,595

BE IT FURTHER RESOLVED that member contributions are expected as follows for the 2018-2019 Fiscal Year. One half will be payable July 2018 and the other half payable January 2019.

	St. Louis	Bethany	Jasper	Pine River	Total
Member Contributions 2018-2019	93,340.79	42,972.00	71,291.49	62,621.72	270,226.00

BE IT FURTHER RESOLVED that authorized salary and per diem rates shall be as follows:

Fire Chief	\$2,448 annual
Assistant Chief	1,479 annual
Captain	985 annual
Lieutenant	617 annual
2 nd Lieutenant	281 annual
Equipment Officer	561 annual
Training Officer	561 annual
Fire Fighter II runs/drills	28.05 per run
Rookie run/drills	9.69 per run
Rescue runs	25.25 per run

BE IT FURTHER RESOLVED that the adoption of this budget is at the total operating level. Officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized.

BE IT FURTHER RESOLVED that payment of claims (bills) shall be approved by the Fire Chief and/or the City of St. Louis Manager prior to being paid. The City Treasurer may authorize the payment of payroll related items as well as certain bills prior to approval to avoid late penalties, service charges and interest (primarily utilities). The Mid-Michigan Community Fire Control Board shall receive a list of claims (bills) paid for their concurrence of approval at the next Board meeting.

BE IT FURTHER RESOLVED that the Board Treasurer shall provide the Board at each meeting a report of fiscal year to date revenues and expenditures compared to the budgeted amounts of the Fire Department.

BE IT FURTHER RESOLVED that the Fire Chief and Board Treasurer will monitor the budget. Whenever it appears that the actual and probable revenues will be less than the estimated revenues upon which appropriations were based, and when it appears that expenditures will exceed an appropriation, the Treasurer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or use of fund balance or both.

Ayes: Marr, Giles, Bajena, Beeson

Nays: NA

Absent: Long

Resolution declared adopted this 13th day of February, 2018.

Other Business.

Chairman Beeson would like to establish a committee for policy review to help the Chief with updating and getting some formal policies in place. Member Bajena and Member Giles volunteered to be on this committee. The Chief will be in touch at a later date to establish some meeting times.

Public Comment.

Ralph Echtenaw suggested that Fire Runs and Minutes be available on line. Member Marr explained that the fire department does not have a website beyond facebook pages but we are considering including on the City's website however time and staff are limited.

Moved by Giles, supported by Marr, to adjourn the meeting at 6:21 p.m.

Bobbie Jo Marr, Secretary

CLAIMS AND ACCOUNTS

CHECK REGISTER FOR CITY OF ST LOUIS
CHECK DATE FROM 02/01/2018 - 04/30/2018
FIRE CHECKS

Check Date	Check	Vendor Name	Amount
Bank 0023 FIRE - MID MICHIGAN			
04/12/2018	0	MIDMICHIGAN HEALTH	10.94
02/27/2018	37(E)	FIRE DEPARTMENT PAYROLL FUND	6,021.65
04/05/2018	38(E)	FIRE DEPARTMENT PAYROLL FUND	6,714.44
02/07/2018	4329	CARROT-TOP INDUSTRIES INC.	176.88
02/07/2018	4330	CITY OF ST LOUIS	807.90
02/07/2018	4331	CITY OF ST. LOUIS	452.64
02/07/2018	4332	KEN'S CULLIGAN	14.09
02/07/2018	4333	LEXIPOL	1,368.00
02/07/2018	4334	PETER'S HARDWARE	12.00
02/07/2018	4335	PRO COMM INC	442.00
02/07/2018	4336	THE BAKERS DOZEN	840.00
02/07/2018	4337	THE SHOP GRAPHICS AND DESIGN	86.90
02/09/2018	4338	GREATAMERICA LEASING CORP	6.37
02/21/2018	4339	BREATHING AIR SYSTEMS	888.70
02/21/2018	4340	CHARTER COMMUNICATIONS	230.51
02/21/2018	4341	CITY OF ST LOUIS PURCHASE CARDS	6.00
02/21/2018	4342	CONSUMERS ENERGY	271.49
02/21/2018	4343	ESO SOLUTIONS	3,280.00
02/21/2018	4344	FIRST DUE FIRE SUPPLY	8,719.87
02/21/2018	4345	FRONT LINE SERVICES, INC	453.75
02/21/2018	4346	JOSEPH PRONESTI	1,200.00
02/21/2018	4347	KEN'S CULLIGAN	13.33
02/21/2018	4348	PRO COMM INC	299.80
02/21/2018	4349	TASK FORCE TIPS, INC	513.30
02/23/2018	4350	MIDMICHIGAN HEALTH	10.94
02/23/2018	4351	BLARNEY CASTLE FLEET PROGRAM	93.20
03/07/2018	4352	BIOCARE, INC	1,090.00
03/07/2018	4353	CITY OF ST LOUIS	4,323.36
03/07/2018	4354	DISCOUNT DUMPSTER LLC	120.00
03/07/2018	4355	FIRE RESCUE	59.00
03/07/2018	4356	INTERNATIONAL ASSOCIATION OF	259.00
03/07/2018	4357	KOORSON FIRE	301.93
03/07/2018	4358	MOTOROLA	4,817.26
03/07/2018	4359	PRO COMM INC	305.87
03/07/2018	4360	TASK FORCE TIPS, INC	560.09
03/16/2018	4361	CITY OF ST LOUIS PURCHASE CARDS	8.00
03/19/2018	4362	CITY OF ST LOUIS PURCHASE CARDS	8.00
03/20/2018	4363	BLARNEY CASTLE FLEET PROGRAM	158.38
03/20/2018	4364	CHARTER COMMUNICATIONS	230.51
03/20/2018	4365	CONSUMERS ENERGY	244.10
03/20/2018	4366	FIRST DUE FIRE SUPPLY	1,248.81
03/20/2018	4367	JEMS	30.00
03/20/2018	4368	MICHIGAN STATE FIREMAN'S ASSOC	562.27
03/20/2018	4369	PROFESSIONAL UTILITY SERV, INC	248.00
04/05/2018	4370	ALLMED MEDICAL	161.67
04/05/2018	4371	CADILLAC GARAGE DOOR INC.	533.20
04/05/2018	4372	CITY OF ST LOUIS	1,155.57
04/05/2018	4373	DISCOUNT DUMPSTER LLC	180.00
04/05/2018	4374	I.T. RIGHT, INC.	26.14
04/05/2018	4375	THE BAKERS DOZEN	350.00
04/05/2018	4376	WALMART COMMUNITY/RFCSLLC	66.26
04/18/2018	4377	ARNOLD SALES COMPLETE JANITOR INC	609.60
04/18/2018	4378	CHARTER COMMUNICATIONS	230.51
04/18/2018	4379	GREATAMERICA LEASING CORP	15.73
04/18/2018	4380	JANSON EQUIPMENT COMPANY	3,548.64
04/24/2018	4381	BLARNEY CASTLE FLEET PROGRAM	231.17
04/24/2018	4382	CONSUMERS ENERGY	201.79

0023 TOTALS:

Total of 57 Disbursements:

54,819.56

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT
VENDOR NAME: FIRE RESCUE					
02222018	N	SUBSCRIPTION RENEWAL	206.336.963.000	59.00	59.00
TOTAL VENDOR FIRE					59.00
VENDOR NAME: ALLMED MEDICAL					
0568470-IN	N	GLOVES	206.336.964.000	161.67	161.67
TOTAL VENDOR ALLME					161.67
VENDOR NAME: ARNOLD SALES COMPLETE JANITOR INC					
1237578	N	CARD EKEC TRACTION KIT/SPEED POTENTIOME	206.336.930.000	609.60	609.60
TOTAL VENDOR ARNOL					609.60
VENDOR NAME: BIOCARE, INC					
4676	N	FIREFIGHTER PHYSICALS	206.336.710.000	1,090.00	1,090.00
TOTAL VENDOR BIOCA					1,090.00
VENDOR NAME: BLARNEY CASTLE FLEET PROGRAM					
02202018F	N	FUEL CHARGES-FIRE	206.336.730.000	93.20	93.20
03132018F	N	FUEL CHARGES-FIRE	206.336.730.000	158.38	158.38
TOTAL VENDOR BLARN					251.58
VENDOR NAME: BREATHING AIR SYSTEMS					
0024953-IN	N	MAINT RENEWAL FOR BREATHING COMPESSOR/A	206.336.930.000	888.70	888.70
TOTAL VENDOR BREAT					888.70
VENDOR NAME: CADILLAC GARAGE DOOR INC.					
70709	N	LIFTMASTER/SERVICE CALL	206.336.930.003	533.20	533.20
TOTAL VENDOR CADIL					533.20
VENDOR NAME: CARROT-TOP INDUSTRIES INC.					
37125900	N	FLAGS	206.336.726.000	176.88	176.88
TOTAL VENDOR CARRO					176.88
VENDOR NAME: CHARTER COMMUNICATIONS					
0050808020218	N	CABLE/INTERNET-FIRE	206.336.920.000	230.51	230.51
0050808030218	N	CABLE/INTERNET-FIRE	206.336.920.000	230.51	230.51
0050808040218	N	CABLE/INTERNET-FIRE	206.336.920.000	230.51	230.51
TOTAL VENDOR CHART					691.53
VENDOR NAME: CITY CITY OF ST. LOUIS					
01312018	N	DEC-JAN UTILITIES	206.336.920.000	452.64	452.64
TOTAL VENDOR CITY					452.64
VENDOR NAME: CONSUMERS ENERGY					
202428941080	N	ENERGY CHARGES-FIRE DEPT	206.336.920.000	271.49	271.49
203674897881	N	ENERGY CHARGES-FIRE DEPT	206.336.920.000	244.10	244.10
TOTAL VENDOR CONSU					515.59
VENDOR NAME: DISCOUNT DUMPSTER LLC					
7728	N	PLOWING	206.336.801.000	180.00	180.00

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS \ AMOUNTS		AMOUNT
VENDOR NAME: DISCOUNT DUMPSTER LLC					
7623	N	SALT/PLOWING	206.336.801.000	120.00	120.00
TOTAL VENDOR DISCO					300.00
VENDOR NAME: ESO SOLUTIONS					
INV00005305	N	WEBINARS	206.336.801.000	495.00	495.00
INV00005253	N	EHR SUITE/FIRE SUITE SOFTWARE	206.336.801.000	2,785.00	2,785.00
TOTAL VENDOR ESO S					3,280.00
VENDOR NAME: FIRE DEPARTMENT PAYROLL FUND					
02252018	N	GROSS WAGES AND EXPENSES-FEB 2018	206.000.001.056	6,021.65	6,021.65
03262018	N	GROSS WAGES AND EXPENSES PERIOD ENDING	206.000.001.056	6,714.44	6,714.44
TOTAL VENDOR FIRE					12,736.09
VENDOR NAME: FIRST DUE FIRE SUPPLY					
18-116	N	HELMET SHIELD	206.336.781.000	66.00	66.00
17-1046	N	FIRE GEAR	206.336.781.000	8,653.87	8,653.87
18-005	N	FIRE GEAR	206.336.781.000	1,248.81	1,248.81
TOTAL VENDOR FIRST					9,968.68
VENDOR NAME: FRONT LINE SERVICES, INC					
30424	N	ENGINE 621 REPAIRS	206.336.930.000	453.75	453.75
TOTAL VENDOR FRONT					453.75
VENDOR NAME: GREATAMERICA LEASING CORP					
22040804F	N	COPIES-FIRE	206.336.726.000	6.37	6.37
227373145F	N	COPIES-FIRE	206.336.726.000	15.73	15.73
TOTAL VENDOR GREAT					22.10
VENDOR NAME: I.T. RIGHT, INC.					
20155062	N	RENEWAL OF MAV I.T SERVICES	206.336.920.000	26.14	26.14
TOTAL VENDOR I.T.					26.14
VENDOR NAME: INTERNATIONAL ASSOCIATION OF					
02262018	N	MEMBERSHIP RENEWAL	206.336.956.000	259.00	259.00
TOTAL VENDOR INTER					259.00
VENDOR NAME: JANSON EQUIPMENT COMPANY					
X443026	N	REPAIR AND INSPECT TRUCK E-622	206.336.930.000	604.41	604.41
X443027	N	REPAIRS/INSPECTION INT'L 4400	206.336.930.000	632.22	632.22
X443028	N	REIPARIS/INSPECTIONS INT'L 4900	206.336.930.000	592.84	592.84
X442999	N	REPAIRS/INSPECTION	206.336.930.000	1,719.17	1,719.17
TOTAL VENDOR JANSO					3,548.64
VENDOR NAME: JEMS					
03132018	N	1 YEAR SUBSCRIPTION	206.336.964.000	30.00	30.00
TOTAL VENDOR JEMS					30.00
VENDOR NAME: JOSEPH PRONESTI					
18-003	N	CONULTING /EDUCATION	206.336.963.002	1,200.00	1,200.00

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT
VENDOR NAME: JOSEPH PRONESTI					
TOTAL VENDOR JOSEP					1,200.00
VENDOR NAME: KEN'S CULLIGAN					
0980-46	N	UPS SHIPPING-FIRE	206.336.729.000	13.33	13.33
266757	N	UPS SHIPPING-FIRE DEPT	206.336.729.000	14.09	14.09
TOTAL VENDOR KEN'S					27.42
VENDOR NAME: KOORSON FIRE					
4344825	N	INSPECTION/HYDRO TEST OF SCUBA TANKS	206.336.930.000	301.93	301.93
TOTAL VENDOR KOORS					301.93
VENDOR NAME: LEXIPOL					
23308	N	FIRE POLICY MANUAL ONLINE 12 MO DEVELOP	206.336.781.000	1,368.00	1,368.00
TOTAL VENDOR LEXIP					1,368.00
VENDOR NAME: MICHIGAN STATE FIREMAN'S ASSOC					
550	N	FIRE OFFICER 3RD ED	206.336.963.000	562.27	562.27
TOTAL VENDOR MICHI					562.27
VENDOR NAME: MICROSOFT ONLINE					
E0200581WH-FIRE	Y	MICROSOFT 365-FIRE	206.336.801.000	8.00	8.00
E02005EC9L-F	Y	MICROSOFT 365-FIRE	206.336.801.000	8.00	8.00
JAN18-F	Y	MICROSOFT 365-FIRE	206.336.801.000	6.00	6.00
TOTAL VENDOR MICRO					22.00
VENDOR NAME: MOTOROLA					
13203328	N	PAGERS	206.336.850.000	4,817.26	4,817.26
TOTAL VENDOR MOTOR					4,817.26
VENDOR NAME: PETER'S HARDWARE					
144369	N	BATTERIES	206.336.726.000	12.00	12.00
TOTAL VENDOR PETER					12.00
VENDOR NAME: PRO COMM INC					
30082	N	PAGER REPAIRS	206.336.850.000	442.00	442.00
30176	N	PAGER REPAIRS	206.336.850.000	299.80	299.80
30321	N	PAGER REPAIRS	206.336.850.000	305.87	305.87
TOTAL VENDOR PRO C					1,047.67
VENDOR NAME: PROFESSIONAL UTILITY SERV, INC					
101450	N	UTILITY HANGERS	206.336.726.000	248.00	248.00
TOTAL VENDOR PROFE					248.00
VENDOR NAME: ST. LOUIS - GEN FUNDCITY OF ST					
722	N	OVERHEAD SERVICE CHARGES-MARCH 2018	206.336.950.000	807.90	807.90
03212018	N	UTILITIES-FIRE	206.336.920.000	347.67	347.67
715	N	OVERHEAD SERVICE CHARGES	206.336.950.000	807.90	807.90
02282018	N	TO REIMBURSE GEN POOLED CASH FOR PINE R	206.000.230.101	3,059.77	3,059.77
02272018	N	UTILITIES-FIRE	206.336.920.000	455.69	455.69
698	N	OVERHEAD SERVICE CHARGES-JAN 18	206.336.950.000	807.90	807.90

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS \ AMOUNTS		AMOUNT
VENDOR NAME: ST. LOUIS - GEN FUNDCITY OF ST					
TOTAL VENDOR ST. L					6,286.83
VENDOR NAME: THE BAKERS DOZEN					
11150	N	FOOD FOR TRAINING	206.336.963.002	840.00	840.00
11237	N	FOOD FOR TRAINING	206.336.963.002	350.00	350.00
TOTAL VENDOR THE B					1,190.00
VENDOR NAME: THE SHOP GRAPHICS AND DESIGN					
1013	N	BANNER	206.336.963.002	86.90	86.90
TOTAL VENDOR THE S					86.90
VENDOR NAME: TTASK FORCE TIPS, INC					
9010757	N	NOZZLE REPAIRS/UPGRADE	206.336.930.000	560.09	560.09
901698	N	NOZZLE REPAIR-UPGRADE	206.336.930.000	513.30	513.30
TOTAL VENDOR TTASK					1,073.39
VENDOR NAME: WALMART COMMUNITY/RFCSELLC					
03232018F	N	CLOROX WIPES/AIR FRESHENERS/WATER-FIRE	206.336.956.000	66.26	66.26
TOTAL VENDOR WALMA					66.26
GRAND TOTAL:					54,364.72

Timing Differences

Invoices paid in April posted to May

Blarney Castle	231.17
Consumers	201.79
MID MICH HEALTH	10.94
MID MICH HEALTH	10.94

54819.56
 agrees with
 check register

FINANCIAL STATEMENTS

Fund 206 MID MICHIGAN COMMUNITY FIRE DEPARTMENT

GL Number	Description	PERIOD ENDED 04/30/2017	PERIOD ENDED 04/30/2018
*** Assets ***			
206.000.001.005	FIRE CASH	297,298.61	310,121.33
206.000.001.056	FIRE PAYROLL ACCOUNT	(5,314.83)	1,001.71
206.000.016.000	FIRE RESTRICTED/DESIGNATED CASH	66,373.34	125,563.38
206.000.017.006	FIRE RESTRICTED CASH EQUIP	19,557.09	19,566.85
206.000.099.000	PREPAID EXPENSE	1,000.00	0.00
Total Assets		378,914.21	456,253.27
*** Liabilities ***			
206.000.202.000	ACCOUNTS PAYABLE	5,860.25	(432.96)
206.000.228.000	DUE TO STATE OF MICHIGAN	313.06	(0.01)
206.000.230.000	DUE TO OTHER GOVERNMENTS	0.00	250.00
Total Liabilities		6,173.31	(182.97)
*** Fund Balance ***			
206.000.387.000	FB DESIGNATED FOR TRAINING	10,341.88	11,643.41
206.000.388.000	DESIGNATED FOR EQUIPMENT	81,234.76	133,486.82
206.000.390.000	FUND BALANCE	172,706.14	208,600.00
Total Fund Balance		264,282.78	353,730.23
Beginning Fund Balance		263,457.08	353,730.23
Net of Revenues VS Expenditures		108,458.12	102,706.01
Fund Balance Adjustments		825.70	0.00
Ending Fund Balance		372,740.90	456,436.24
Total Liabilities And Fund Balance		378,914.21	456,253.27

PERIOD ENDING 04/30/2018

MID-MICHIGAN COMMUNITY FIRE CONTROL BOARD

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018	AVAILABLE BALANCE	% BDGT USED	END BALANCE 06/30/2017
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT						
Revenues						
206.000.540.000	STATE GRANT	0.00	0.00	0.00	0.00	531.23
206.000.665.000	INTEREST	300.00	349.26	(49.26)	116.42	269.08
206.000.678.000	MISCELLANEOUS REIMBURSEMENT	0.00	100.00	(100.00)	100.00	1,051.38
206.000.695.000	MISCELLANEOUS	0.00	1,000.00	(1,000.00)	100.00	23.00
206.336.580.000	MEMBER CONTRIBUTIONS OPERATING	252,938.00	252,938.00	0.00	100.00	260,000.00
206.336.607.000	CLASS FEES/DONATIONS/GRANTS	7,500.00	14,220.00	(6,720.00)	189.60	20,795.29
206.336.674.000	CONTRIBUTIONS	0.00	15,500.00	(15,500.00)	100.00	15,541.00
206.336.675.000	DONATIONS	0.00	600.00	(600.00)	100.00	0.00
TOTAL REVENUES		260,738.00	284,707.26	(23,969.26)	109.19	298,210.98
Expenditures						
206.336.702.004	SALARY & WAGES - FIREMEN	50,000.00	28,250.59	21,749.41	56.50	40,883.38
206.336.702.009	SALARY & WAGES - RESCUE	35,000.00	20,746.00	14,254.00	59.27	26,246.00
206.336.710.000	EMPLOYEE BENEFITS	15,225.00	15,188.11	36.89	99.76	18,119.65
206.336.710.009	EMPLOYEE BENEFITS - RESCUE	10,480.00	6,153.39	4,326.61	58.72	5,950.02
206.336.726.000	SUPPLIES	3,600.00	1,287.77	2,312.23	35.77	5,048.03
206.336.729.000	POSTAGE	400.00	27.42	372.58	6.86	0.00
206.336.730.000	GAS & FUEL	6,000.00	1,302.57	4,697.43	21.71	2,067.91
206.336.781.000	UNIFORMS - TURNOUT GEAR	16,100.00	24,109.79	(8,009.79)	149.75	9,084.88
206.336.801.000	PROFESSIONAL SERVICES	2,792.00	6,358.00	(3,566.00)	227.72	6,319.93
206.336.850.000	COMMUNICATIONS	6,464.00	8,864.93	(2,400.93)	137.14	4,790.27
206.336.859.000	MEALS	1,000.00	116.75	883.25	11.68	209.82
206.336.860.000	TRAVEL/CONF/WORKSHOPS	1,900.00	849.25	1,050.75	44.70	1,212.10
206.336.900.000	PRINTING & PUBLISHING	250.00	0.00	250.00	0.00	472.26
206.336.910.000	INSURANCE & BONDS	12,000.00	12,519.00	(519.00)	104.33	10,534.00
206.336.920.000	UTILITIES	11,612.00	8,627.41	2,984.59	74.30	6,520.48
206.336.930.000	REPAIRS & MAINTENANCE	13,500.00	13,135.51	364.49	97.30	22,820.62
206.336.930.003	BUILDING MAINTENANCE	3,100.00	2,915.18	184.82	94.04	3,564.47
206.336.950.000	OVERHEAD CHARGES	9,695.00	7,271.10	2,423.90	75.00	9,551.52
206.336.956.000	MISCELLANEOUS	825.00	622.01	202.99	75.40	1,159.50
206.336.963.000	EDUCATION & TRAINING	5,550.00	1,568.09	3,981.91	28.25	1,367.00
206.336.963.001	EDUCATION FIRE PREVENTION	1,000.00	1,007.43	(7.43)	100.74	1,086.59
206.336.963.002	INTERNALLY SPONSORED TRAINING EXPENSES	7,500.00	14,195.54	(6,695.54)	189.27	11,217.47
206.336.964.000	RESCUE SQUAD TRAINING	4,945.00	1,935.42	3,009.58	39.14	4,810.44
206.336.966.000	TRF TO EQUIP SAVINGS-MEMO FOR BUDGET	30,000.00	0.00	30,000.00	0.00	0.00
206.336.967.000	CAPITAL OUTLAY BELOW CO POLICY	11,800.00	4,949.99	6,850.01	41.95	2,097.49
206.336.977.001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	13,629.70
TOTAL EXPENDITURES		260,738.00	182,001.25	78,736.75	69.80	208,763.53
Fund 206 - MID MICHIGAN COMMUNITY FIRE DEPARTMENT:						
TOTAL REVENUES		260,738.00	284,707.26	(23,969.26)	109.19	298,210.98
TOTAL EXPENDITURES		260,738.00	182,001.25	78,736.75	69.80	208,763.53
NET OF REVENUES & EXPENDITURES		0.00	102,706.01	(102,706.01)	100.00	89,447.45

FIRE CHIEF'S REPORT

**St. Louis Area Fire Department.
Fire Chiefs Report. May 7, 2018.**

1. Staffing and Personnel:

- a. Trevor Crispin and Justin Palmer will soon finish Fire Academy in Isabella County.
- b. Ron Salladay assumed a Steward position on April 1.

2. Apparatus:

E-641 Spencer Rescue: serviced. Replaced rear brakes, tie rod, idler arm and fixed a couple of fluid leaks. Rear rotating LED lights were replaced under warranty for loss of brightness.

E 621 Luverne Pumper: serviced.

E-622 Spencer Pumper: serviced.

E-671 U.S. Tanker: serviced.

E-651: GMC Grass Truck: serviced.

E-652 Yamaha ATV:

3. Training:

- a. Greg Kolhoff, Alex Velazco and Brian Wood are participating in Officer Classes taking place at our station.

4. Other:

- a. Implementation of the Lexipol policy manual for the fire service is progressing slowly and is somewhat labor intensive. Keith McJilton has been assisting greatly with this project.
- b. Installation of EOS Solutions fire and medical reporting software is done and it is in use. Still learning some of its peculiarities but overall is going well. Keith McJilton was also a great resource in this process.
- c. Will buy a basic computer for the radio room so Firefighters can access the Policy Manual and Daily Training Bulletins from Lexipol. Eventually, it could also be used to have other Officers enter run information upon returning to the station.

- d. Ventilation saw has been rebuilt with a new bar and blade.
- e. Greg Kolhoff is working on a grant application to replace our JAWS spreader and cutter with battery operated tools. If successful, this grant requires no matching funds. This would be followed by another grant application to replace our rams with a battery operated ram.
- f. Looking at a washer designed for cleaning turn-out gear.
- g. Will explore grants to purchase a Lucas CPR Device.
- h. Getting information on possibly leasing pagers and handheld radios rather than purchasing.
- i. The "Ride to School in a Fire Truck" sold at the SLHS Technology Foundation auction for \$700.

5. Requests:

- a. What information would you like in the monthly reports? Date – Alarm time – Location – Nature of alarm – Responding apparatus – Number of responders – Name – Address – OTHER.
- b. Greg Kolhoff, Brian Wood, and Jeff Hoyt have been serving as Acting 2nd Lieutenants for six months. I recommend them for promotion to 2nd Lieutenant by the Fire Board.

Respectfully submitted,



Richard L. Apps, Fire Chief

BUDGET AMENDMENT INFORMATION

FIRE BUDGET AMENDMENTS NEEDED

CHANGE IN FUND BALANCE	Original Budget 2017-2018	Amended Budget 2017-2018	Increase (Decrease)	Notes on Change
Beginning Balance - Committed for Equipment	81,225	81,564	339	Adjust to 6/30/17 actual ending amount
Current Appropriations Commitment	30,000	82,948	52,948	Expected surplus funds
Expenses - Use of Equipment Funds	-	-	-	
Ending Balance - Committed for Equipment	111,225	164,512	53,287	
Beginning Balance - Unassigned	171,711	260,548	88,837	Adjust to 6/30/17 actual ending amount
Revenue	260,738	284,558	23,820	Class Fees revenue higher \$6720; donations received \$16,100; restitution and misc received \$1000
Expenses (from non-committed funds)	(230,738)	(253,558)	22,820	class costs increase same amount as revenue 6720; equip purchases expected with donations \$16,100
Transfers to Equipment Commitment	(30,000)	(82,948)	52,948	Expected Surplus funds after adjusting to minimum unassigned
Ending Balance - Unassigned	171,711	208,600	36,889	Adjust ending balance to approx 75% of next budget

Amendment to the 2017-2018 Budget

Minutes of the regular meeting of the Mid-Michigan Community Fire Control Board of St. Louis, County of Gratiot, Michigan held on the 8th day of May, 2018, at 5:30 P.M.

Present:

Absent:

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

WHEREAS, it is necessary for the Mid-Michigan Community Fire Control Board to amend the budget for 2017-2018 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 fire fighters training program was once again more successful than originally budgeted. 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 2017-2018 Fiscal Year as summarized below:

CHANGE IN FUND BALANCE	Original Budget 2017-2018	Amended Budget 2017-2018
Beginning Balance - Committed for Equipment	81,225	81,564
Current Appropriations Commitment	30,000	82,948
Expenses - Use of Equipment Funds	-	
Ending Balance - Committed for Equipment	111,225	164,512
Beginning Balance - Unassigned	171,711	260,548
Revenue	260,738	284,558
Expenses (from non-committed funds)	(230,738)	(253,558)
Transfers to Equipment Commitment	(30,000)	(82,948)
Ending Balance - Unassigned	171,711	208,600

Ayes:

Nays: NA

Absent: NA

Resolution declared adopted this 8th day of May, 2018.

Bobbie Jo Marr, Secretary

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Mid-Michigan Community Fire Control Board, County of Gratiot, Michigan, at a regular meeting held May 8, 2018.

Bobbie Jo Marr, Secretary