

## Hamilton Interlocal Fire Department Meeting Minutes December 29,2020

1. The Hamilton Interlocal Fire Department Board met on December 29, 2020 at 7:00 A.M. via zoom (due to the Covid-19 restrictions).
2. Ron Jones , Supervisor of Heath Township called the meeting to order.
3. Kathy Lubbers, Clerk from Manlius opened the meeting with prayer.
4. Roll Call  
Ron Jones and Missy Harvey, Heath Township  
Lowell Winne, Jr and Kathy Lubbers, Manlius Township  
Tim Hoffman and Bob Yonker, Fillmore Township  
Dave Haverdink, Brian Kempker, Mike Capel, Hamilton Fire Department
5. Approval of minutes from December 19, 2020, Interlocal Fire Board Minutes.  
***MOTION MADE BY WINNE,JR SECONDED BY YONKER TO APPROVE THE DECEMBER 19<sup>TH</sup>,2019 HAMILTON FIRE DEPARTMENT INTERLOCAL FIRE BOARD MINUTES AS READ. ALL AYES.***  
***MOTION CARRIED.***
6. **2020 Annual Report-** Dave presented the following report:
  - 2020 has and remains a challenging year due to the Covid-19 situation. This brought many challenges obtaining PPE (Personal Protection Equipment). With the work of our partners, Graafschap, Holland, and Saugatuck Fire Departments we were able to fulfill those supplies. Also a big Thank you to Hamilton Distributing and Dykhuis Farms helping us out with the additional supplies needed.
  - 2020 also saw changes with the financial and clerical operations. We wish to express our deepest thank you to Missy Harvey, Kathy Lubbers, and Manlius Township, for stepping up, and all their support. We are still working through issues, and are finding solutions.
  - Dillion VanDerKamp completed the State of Michigan Fire Fighter 1 and 11 training course, and is now a certified Fire Fighter.
  - Rob Heuer, Craig Poll, Mike Bosch and Cory Heuer have completed and and are certified in Confine Space Rescue.
  - Hamilton Fire & Rescue has completed 12 training sessions at our Live Fire Training Facility in Saugatuck this past year and it is a valuable tool in developing and maintaining our firefighters skills. As part of our training, we have done five (5) on site walk through tours of major facilities in our response area.
  - In 2021, Ben Sheffers and Dillon VanderKamp will be attending an EMT class at the Graafshap Fire Station.
  - We also will be having more virtual classes and zoom meetings throughout 2021.
  - We were awarded several grants in 2020. They include: a) Michigan Township Participating Plan Safety Grant for \$4,995.00 to install Rear Vision Cameras on five (5) of our responding fire vehicles, b) State of Michigan Firefighters Training Grant for \$5,423.00 for live fire training  
c) CHS Grant for \$5,000.00 to purchase confine space rescue equipment  
d) a carry over grant from 2019 for \$5,000.00 to update our jointly owned (Holland Fire Department) response trailer e) Cares Act/Hazard Pay Grant for \$22,000.00.
  - We were again turned down for FEMA Grant to upgrade our Self Contained Breathing Apparatus's (SCBA') in 2020 after reapplying for the third time.

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- Looking forward, we are projecting to replace Rescue 860 in the fiscal year of 2024/2025, at which time it will have been in service for over 25 years.

### 7. **REVIEW THE 2020 OPERATIONAL BUDGET EXPENSES**

Upon reviewing the 2020 Operational Budget Expenses the following line items need to be amended:

- 206-336-715-000- Employers Social Security
- 206-336-726-000- Office Supplies
- 206-336-802-000- Professional Service
- 206-336-853-000-Internet
- 206-336-874-000-Pension Plan

***MOTION MADE BY LUBBERS SECONDED BY WINNE,JR TO AMEND THE 2020 OPERATIONAL BUDGET EXPENSES PER THE ABOVE LINE ITEMS LISTED. ALL AYES.MOTION CARRIED.***

### 8. **REVIEW 2021 CONSIDERATIONS FOR THE 2021 OPERATIONAL BUDGET**

- Actual estimated total wage expense for 2020 is \$302,800.00. A \$22,000.00 Cares Act Hazard Pay Grant was run through Line Item 710, Fire Runs, \$3,560.00 was Contract hours with Saugatuck Fire, and was run thru Line Item 706, Work Hours. Both the \$22,000.00 and the \$3,560.00 were reported as income under Line Item 693, Miscellaneous Income.
- We are projecting Estimated Total Revenue of \$730,081.73 with Estimated Total Expenses of \$608,028.10. Projected Fund Balance of \$122,053.63 for 2020.
- As of December 29, 2020, we have cash on hand of approximately \$293,200.00 on December 31,2020.
- \_Proposing a new line item under revenue entitled "OPERATIONAL EXPENSE FUND BALANCE" would be funded to cover 90 days, or 25% of the annual operational expenses only and would not include either Capital improvement, and or Capital Equipment. In other words a three month "Rainy Day Fund".
- Late payment of \$25.00 per day will be access to a unit of government for failure to make payments on time, and or past a due date.
- In your packet you have Three (3) options for the 2021 Operational Budget. Option 1- Develop a 6 month budget, January 1,2021 through June 30, 2021. Payments would be due February 15, 2021. Late payment fee will apply. Option 2- Develop a 12 month budget, July 1,2021 through June, 2021. Payments would be due July 15,2021. (Note: This 12 month budget would follow the 6 month budget. ) Late payment fee will apply. Option 3- Develop a 12 month budget , January 1,2021 through December 31,2021. Payments would be due January 15, April 15, July 15, and October 15. Late payment fee will apply. Note: Seigfried, Crandall PC states that this *is an acceptable practice*.
- In 2021, we will be changing auditing firms, from Campbell Auditing to Siegfried,Crandall, PC. . We have experienced not experienced any issues in the past, but feel it would be a good practice to have another firm review our financial practices.

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- Starting in 2021, we will be showing the revenue from our contracts,(Valley and Overisel) as a separate line item, getting input from the new auditing firm on this.
- Lisa Freeman, Heath Township Assessor, did a cost value of the Township/Fire Department building for the fire insurance coverage invoice, with the results being the township share being 35% and the fire department 65%.
- Overisel Township did make the \$500.00 late payment due to a clerical error and Valley Township is up to date on their payments,

### **Comments from the Fire Board on the 2021 Considerations Budget:**

- 1) Dave Haverdink stated:
  - 2020 was a real struggle with finances. With the majority of the payments not coming in on time, we were low on funding the fire department. In part because Heath didn't make their payment until the end of July. If it hadn't been for Manlius , we would not been able to pay our bills.
- 2) Ron Jones stated:
  - Heath's cash flow has never been an issue, as they have carried the fire department until the other township payments came in, then Heath reimbursed themselves back . It was only 2020 that it was an issue, He apologized for Heath that this occurs and going forward this will change. Heath
  - Heath is also Ok with any of the options,.
- 3) Bob Yonker stated:
  - Due to the differences in the fiscal years of the townships involved, Fillmore would prefer going with the Option #1 and Option #2. The payment schedule would fit better with their fiscal year.
- 4) Winne,Jr stated:
  - Manlius is flexible either way we go.
- 5)Lubbers stated:
  - She prefers Option #3 for making accounting purposes.
- 6) Tim Hoffman stated:
  - Is the late fee really necessary to implement if payments don't come in on time? Ron and Dave explained that in the past we have had problems getting payments on time, so they feel this is a policy to implement. It is not only for the present but for the future as the personnel with change over the years to come.

### 9. **2021 OPERATIONAL BUDGET MOTION**

***MOTION MADE BY WINNE,JR SECONDED BY YONKER TO APPROVE FOR THE 2020 OPERATIONAL BUDGET FOR THE HAMILTON INTERLOCAL FIRE DEPARTMENT OPTION #1- 01/01/2021 TO 06/30/2020, A 6 MONTH BUDGET; OPTION #2 – 12 MONTH BUDGET 07/01/2021 TO 06/30/2022. LATE PAYMENT FEE OF \$25.00 PER DAY, PAST THE DUE DATE. ALL AYES. MOTION CARRIED.***

### 10. **CAPITAL EQUIPMENT REQUEST**

***MOTION MADE BY LUBBERS SECONDED BY YONKER TO APPROVE THE CAPTIAL EQUIPMENT FOR***

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***2021 AS PRESENTED DEPENDENT ON APPROVAL OF ALL THREE TOWNSHIPS. ALL AYES.  
MOTION CARRIED.***

**11.SALARY /WAGE ADJUSTMENTS**

***MOTION MADE BY WINNE,JR SECONDED BY YONKER TO APPROVE THE 2.5 COST OF LIVING WAGE  
INCREASE FOR THE 18 MONTH BUDGET. ALL AYES. MOTION CARRIED.***

**12.UPDATES ON THE INTERLOCAL AGREEMENT**

Haverdink stated that we didn't get the Interlocal Agreement changes done last year. As we are Looking at changes, the board agreed that we should look at the SEV's for all of the townships. Each Township will have their assessor get the SEV's for coverage area. The other changes are: Fillmore Townships Address and Fiscal year. We will look at the SEV every three years.

**13. New Business**

**14.Round Table**

Everyone thanked the fire department for their service and dedication to the community. Missy Harvey stated that she agrees to change auditing firms. As Heath uses the same auditors so this is a good check that things are being done right. Ron also thanked everyone for doing the meeting on zoom. Hopefully next year we can meet in person.

**15. Next Meeting**

June 2,2021 with the location to be determined.

**16. ADJOURN**

***MOTION MADE BY HOFFMAN SECONDED BY WINNE,JR TO ADJOURN AT 8:16 A.M. ALL AYES. MOTION CARRIED.***

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