

Agenda SEPSA Meeting 10/13/2022

Call to Order

Pledge

Roll Call

Approval of Agenda

Approval of Minutes

Presentation of Bills and Financial Reports

Old Business:

Online Bill Payment

Radio tower project (on target)

Software Updates (google, etc, in process)

Manpower (working on licensing 1)

SJ Co. coverage Information

Twp. COVID funds (received)

Ambulance (back, equipment load, licensing, graphics)

Building & Grounds (drive, waiting on CCRC quote)

Community CPR classes (working on a project and securing funding to improve our Cardiac Arrest outcomes)

Financial Institution requirements to revise account signers

New Business:

Run Reports (56 runs, 5 in SJC)

Chief Reports (run reports are being built to transition to the incoming reporting platform.)

Purchase Request.

(good of dept)

Public Comments (limited to 3 minutes please)

Adjournment Next meeting November 10, 7:00pm Monthly business

SEPSA Meeting Minutes-September 15, 2022

Chair Yeo called the meeting to order at 7:00 pm. Pledge was given and roll call taken finding Andy Yeo, Charles Rifenberg, Charlie Arnold, Bill Stack and Rick Russwurm present. Also present were Chief Mike Holdeman and Finance Officer Jill Becker. Not present were Tommy Harmon and Roseann Marchetti

Motion to approve the agenda by Stack, 2nd by Arnold, and the motion carried.

Motion to approve the minutes by Rifenberg, 2nd by Arnold, and the motion carried.

Presentation of Bills and Financial Report-Jill said there was a negative in tax revenue income which will go to the County. Total income \$59,845.40, total payroll \$31,891.97 and total checks \$21,713.70. Total Funds \$785,033.60. Macqueen Emergency was approved in August for \$1,240.54. HS Fleet Service\$4,385.71 is for the new ambulance repairs and upgrade. We are waiting for the licensing and graphics. There is one outstanding invoice for Amazon of \$287.84. Motion to pay the bills by Rifenberg, 2nd by Russwurm; roll call Rifenberg-yes, Stack-yes, Russwurm-yes, Arnold-Yes, Yeo-yes. Motion carried. Jill reported the Horizon debit card \$3,316.56 and Sturgis debit card \$682.25. Motion to accept Jill's report by Russwurm, 2nd by Rifenberg and the motion carried

OLD BUSINESS

Online Bill Payment- Roy only left a voice mail so Jill made a number of calls and reached someone who sent her an online guide which she will review.

Radio Tower-Ahead of schedule, trees have been cleared.

Software Updates-Google update is done and is cheaper than expected, \$111.00. For emergency reporting we use ESO for \$13,902.00 annually. After talking to some people in OHIO, Chief contacted another company, Emergency Network who can offer more services for less money, \$7,500.00 for the first year, then

the year beyond will be \$6,709.00. Discussion followed. Motion to authorize a change in vendors by Rifenberg, 2nd by Arnold and the motion carried.

Manpower- Still working on one license. Need one EMT and two medics.

St. Joe Coverage-Nothing new, refused two calls last month.

COVID Funds-Mason sent the check, but nothing from Porter yet.

Ambulance-Waiting on licensing and graphics.

Building & Grounds-Have called. They said they would come out.

Community CPR Classes-Working on a project and securing funding to improve our cardiac arrest.

NEW BUSINESS

Financial Institutions requirements to revise account signatures- We have five financial institutions and Jill contacted each one. With the passing of Diane Konneck we need to do new signature cards. They all have different requirements. Jill did a generic letter that will cover all five. There is a spot for signatures for Andy, herself, Mike and a Board Member. The letter was passed around for signatures. At least one institution requires a copy of the death certificate. Jill called one of Diane's daughters and who is out of town but will get Jill a copy when she returns. One institution, once they get the letter and death certificate, will prepare a resolution for the Board to pass.

Run Reports-A total of 37 calls.

Purchase requests-Taken care of, see above Software.

Public Comment-No public comment.

Meeting adjourned at 7:38 pm.

Roseann Marchetti

SEPSA ACTIVITY REPORT		2022	2022	2022	2022
2022 - 2023 Fiscal Year		Sep	Aug	Jul	Jun
	Tax Revenue Income / -refunds	\$0.00	-\$146.27	\$0.00	\$0.00
updated JUN-AUG	Income: Fire Runs / EMS Runs	\$0.00	\$5,497.27	\$8,441.60	\$12,430.30
	Income: Service & Fees (Classes & Supplies)	\$0.00	\$0.00	\$0.00	\$0.00
	Other Income: Donations & Memorials	\$250.00	\$0.00	\$0.00	\$100.00
	Other Income: Union Victims Assistance	\$0.00	\$0.00	\$0.00	\$0.00
	Other Income: Collections Recovery, Gain on Asset, Fundraiser, Tax Refunds to Cass Cty, Writeoff residents (Jul)	\$0.00	\$60,000.00	-\$14,738.95	\$0.00
UPDATED	Total Income	\$250.00	\$65,351.00	-\$6,297.35	\$12,530.30
Payroll		9/7/22	8/5/22	7/7/22 & 7/9/22	6/7/22
	Standard Payroll Amount	\$32,119.43	\$31,891.97	\$33,715.37	\$35,556.78
	Additional Payroll Amount (POINTS PR)	\$0.00	\$0.00	\$0.00	\$0.00
	Total Payroll Amount	\$32,119.43	\$31,891.97	\$33,715.37	\$35,556.78
Payments	Payment Dates:	10/13/22	9/15/22	8/11/22	7/14/22
	Accounts Payable Amount	\$47,420.14	\$21,713.70	\$17,257.95	\$10,240.35
	Other Checks Amt ()	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	Fund Transfers via checks ()	\$0.00	\$0.00	\$0.00	\$0.00
	Total Checks	\$47,420.14	\$21,713.70	\$17,257.95	\$10,240.35
M/E Acct Balance	9/30/22				
	Hor. PTFD Acct. - Other Ckg xxxxx5695 closed	-	-	-	-
	Hor. Operating Fund - Bus. Ckg xxxxx5687 (includes \$2973.72 Union Victims Asst.)	\$71,911.62	\$130,908.28	\$52,967.76	\$76,411.57
	Hor. Debit Cd Fund - Ckg xxx6460	\$4,491.20	\$3,183.44	\$1,379.15	\$2,903.77
800.242.7338 support	Chs. Bank - Bus. Ckg xxxxx3380	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00
	Chs. Bank - Bus. Svgs xxxxxx0152 CLOSED	-	-	-	-
	Sturgis Bank Ckg OPERATING xxxxxx2991	\$149,589.68	\$149,546.66	\$149,862.70	\$149,821.02
	Sturgis Bank Ckg GEN SVG xxxxxx3619	\$501.87	\$501.73	\$501.57	\$501.43
	Sturgis Bank Ckg PTFD xxxxxx3627	\$10,643.19	\$10,640.13	\$10,891.45	\$10,888.42
	Sturgis Bank Ckg DR CD xxxxxx3635	\$5,695.58	\$5,817.75	\$6,448.00	\$6,712.18
	Sturgis Bank Ckg CAP EQ xxxxxx3643	\$21,795.86	\$21,789.59	\$21,782.70	\$21,776.64
	Sturgis Bank Ckg INS PYMTS svg xxxxxx3650	\$601.08	\$600.91	\$600.72	\$600.55
	Hor. Capital Equip Fund - Svgs xxx3580 CLOSED	-	-	-	-
	Hor. Medicare Deposits - Svgs xxx8520	\$10,308.50	\$6,769.19	\$4,355.33	\$7,329.88
	Inova FCU - Bus Ckg xxxxxx6575	\$250,079.22	\$250,027.84	\$249,974.76	\$249,921.69
	Inova FCU - Bus. Svgs xxxxxx6567	\$5.00	\$5.00	\$5.00	\$5.00
	Interra CU - Bus Ckg xxxxxx7243 *** CLOSED	-	-	-	-
	Interra CU - Money Mkt Ckg xxxxxx7243 ***	\$50,587.74	\$50,585.66	\$99,452.77	\$99,444.32
	Interra CU - Bus Svgs xxx4300	\$149,475.85	\$149,457.42	\$150,582.14	\$150,575.74
	Interra CU - CD 11 mo. xxxxx8291 (expired)	-	-	-	-
	Total Bank Funds	\$730,686.39	\$784,833.60	\$768,804.05	\$796,892.21
	Petty Cash	\$200.00	\$200.00	\$173.83	\$173.83
	Total Funds (including investments)	\$730,886.39	\$785,033.60	\$768,977.88	\$797,066.04
Attachments:	Checks for Approval Listing				
	Unpaid Bills Listing (after payments)				
	Debit Card Transactions Listing				
	Payroll Summary				
	Profit & Loss & Balance Sheet (after payments)	n/a	n/a	n/a	n/a
	Treasurer's Report				

Southeast Public Safety Authority

Bill Payment List

September 16 - October 13, 2022

DATE	NUM	VENDOR	AMOUNT
CKG Horizon Oper Fund - 430005687			
10/13/2022		AccuMed Group	-336.23
10/13/2022		Alicks Home Medical	-245.00
10/13/2022		Amazon.com	-1,100.65
10/13/2022		Bound Tree Medical LLC	-239.61
10/13/2022		C-Comm of Kalamazoo, Inc.	-4,551.20
10/13/2022		Drake Certified Public Accountants, PC	-5,500.00
10/13/2022		Stryker Flex Financial	-6,823.12
10/13/2022		Stryker Medical	-26,895.94
10/13/2022		Techknowledgey, Inc.	-39.85
10/13/2022		Wright Express	-1,688.54
Total for CKG Horizon Oper Fund - 430005687			\$ -47,420.14

Southeast Public Safety Authority

Unpaid Bills
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Newberg Township						
269 244-8288						
04/01/2023	Bill	2023 contract	04/30/2023	-199	80,000.00	80,000.00
Total for Newberg Township					\$80,000.00	\$80,000.00
TOTAL					\$80,000.00	\$80,000.00

Southeast Public Safety Authority

Debit Card Transaction Detail

September 2022

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
CKG Horizon Dr. Cd. Fund - 1556460			
09/01/2022	Code42 Software	crash plan	-99.90
09/01/2022	Semco Energy Gas Company	Additional 4.50 is Online billpay service fee.	-115.00
09/02/2022	Google LLC	domain porterfire.org	-111.49
09/06/2022	Firstnet (At&t mobility)	AirGain Antennas: Amb910 \$1370; Amb912-15\$1196	-2,559.33
09/06/2022	Google LLC	Google sftwr	-1.99
09/06/2022	Menards	caulk	-9.48
09/08/2022	Teleflex LLC	needles	-562.50
09/15/2022	Porter Twp Sanitary Sewer	sewer	-60.50
09/19/2022	SpiderOak, Inc	5 TB	-28.00
09/19/2022	Verizon Wireless	broadband mobile units	-308.94
09/20/2022	Midwest Energy & Communications	elec 430 internet 150 phone 81	-661.12
09/28/2022	Ubiquiti Inc.	unifi talk	-49.95
09/30/2022		interest	0.07
Total for CKG Horizon Dr. Cd. Fund - 1556460			\$ -4,568.13
CKG Sturgis DR CD - 3600473635			
09/13/2022	Himco Waste-Away Service, Inc.	0922 waste	-30.00
09/16/2022	Menards	supplies	-34.42
09/29/2022	Elkhart Public Utilities	fire hydrant rent Aug-Sep	-59.05
09/30/2022		bank interest	1.66
09/30/2022		bank s/chg	-0.36
Total for CKG Sturgis DR CD - 3600473635			\$ -122.17

PR RECAP (REG).....		SEP 2022		
ADMIN		\$854.10		
CHIEF SALARY		\$2,826.25		
OFFICER SALARY		\$500.00		
SEPSA BOARD		\$155.00		\$4,335.35
OTHER WAGES:				
TRAINING	\$0.00			
POINTS	\$200.00			
REGULAR	\$25,117.90			
OVERTIME	\$0.00			
COMP TIME	\$0.00			
HOLIDAY	\$0.00			
VACATION	\$0.00			
SICK LEAVE	\$0.00			
PERSONAL TIME	\$0.00			
BLDG MAINTENANCE	\$0.00			
		\$25,317.90		
ADP PR FEES		\$197.70		CO PORTION
PR TAXES	\$5,873.08	\$2,268.48		\$2,268.48
		\$32,119.43	\$0.00	
	ADP RPT	MH RPT	MH RPT	
PARAMEDIC HRS	875.50		0.00	
EMT HRS	638.00		0.00	
HOLIDAY	3.00			
ON CALL HRS	0.00			
OVERTIME HRS.	0.00	HRS:		
SICK LEAVE	0.00	0.00		
COMP TIME	0.00	0.00		
REP & MAINT	0.00			
PERSONAL TIME	0.00			
SPECIAL EVENT HRS	0.00			
UNPAID TRAINEE HRS	0.00			
TOTAL HRS.	1,516.50	0.00		

SEPSA Fire Authority

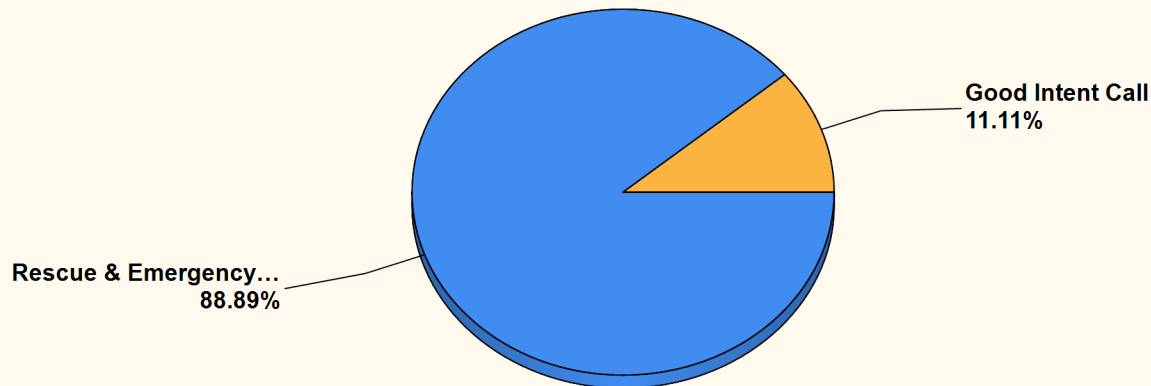
Union, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	32	88.89%
Good Intent Call	4	11.11%
TOTAL	36	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
321 - EMS call, excluding vehicle accident with injury	31	86.11%
324 - Motor vehicle accident with no injuries.	1	2.78%
611 - Dispatched & cancelled en route	4	11.11%
TOTAL INCIDENTS:	36	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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SEPSA Fire Authority

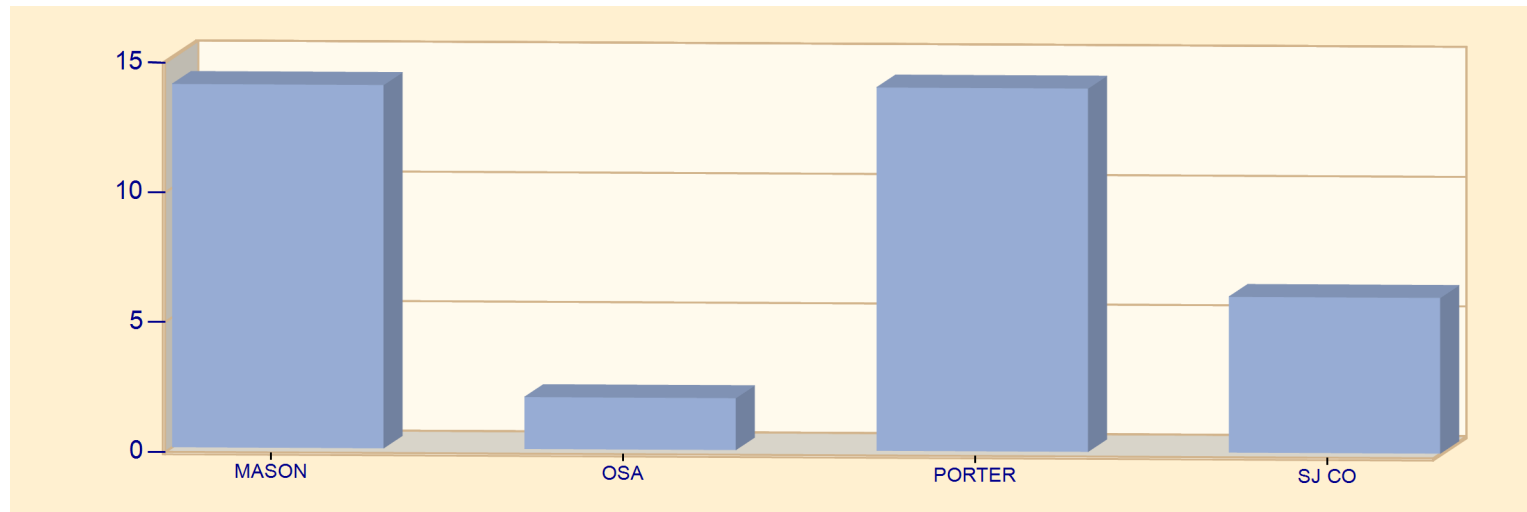
Union, MI

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Incident Type Count per Zone for Date Range

Start Date: 09/01/2022 | End Date: 09/30/2022



ZONES	INCIDENT TYPE	COUNT
MASON - Mason Township		
	321 - EMS call, excluding vehicle accident with injury	11
	611 - Dispatched & cancelled en route	3
	<i>Total Incidents for MASON - Mason Township:</i>	14
OSA - Outside Service Area		
	321 - EMS call, excluding vehicle accident with injury	2
	<i>Total Incidents for OSA - Outside Service Area:</i>	2
PORTER - Porter Township		
	321 - EMS call, excluding vehicle accident with injury	12
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for PORTER - Porter Township:</i>	14
SJ CO - St Jo County MI		
	321 - EMS call, excluding vehicle accident with injury	6
	<i>Total Incidents for SJ CO - St Jo County MI:</i>	6
Total Count for all Zone:		36

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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SEPSA Fire Authority

Union, MI

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Incident Statistics

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		32	
FIRE		4	
TOTAL		36	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
AVERAGE FOR ALL CALLS			
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
AVERAGE FOR ALL CALLS			
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
SEPSA Fire Authority		86:30	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

SEPSA Fire Authority

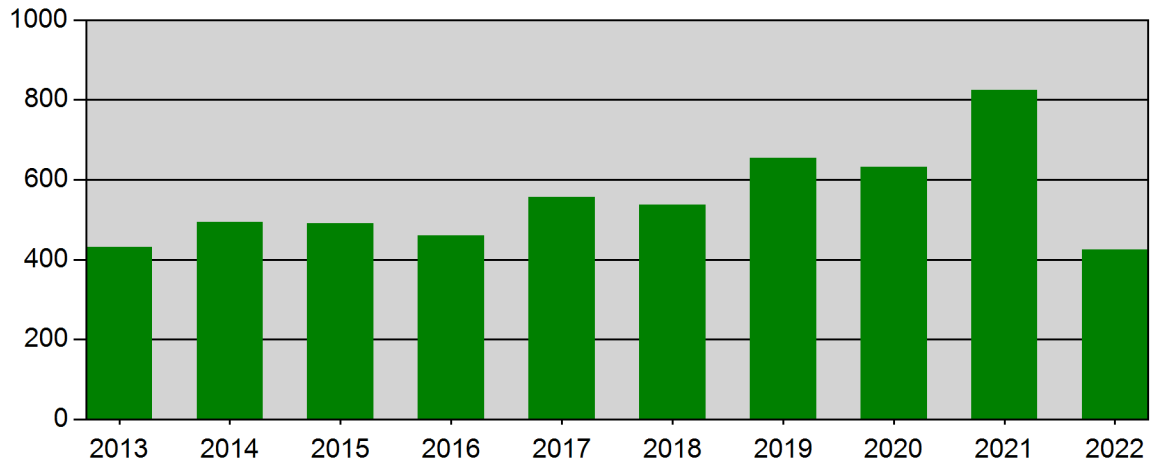
Union, MI

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Incidents by Year for Year Range

StartYear: 2013 | EndYear: 2022



YEAR	INCIDENTS
2013	432
2014	494
2015	490
2016	461
2017	556
2018	538
2019	654
2020	632
2021	824
2022	425

Only REVIEWED incidents included

INCIDENTS: PERCENTILE REPORT

SEPSA Fire Authority | Last Refresh: 10/12/2022 8:00 PM

1,786

Incidents Filtered

1,539

Incidents w/a Response

1,221 (79%)

Incidents Meeting Goals

SETTINGS

Response Time ▼

Effective Response Force:

Time Goal: min sec

Percentile Goal: ▼

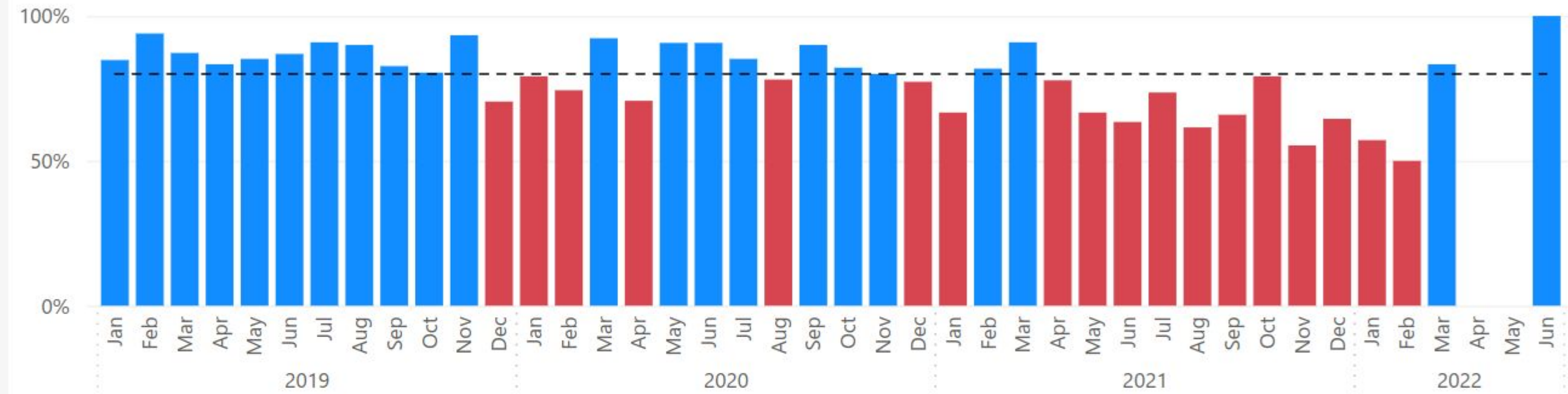
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(Updates to settings may take up to one minute to apply)

i Definitions

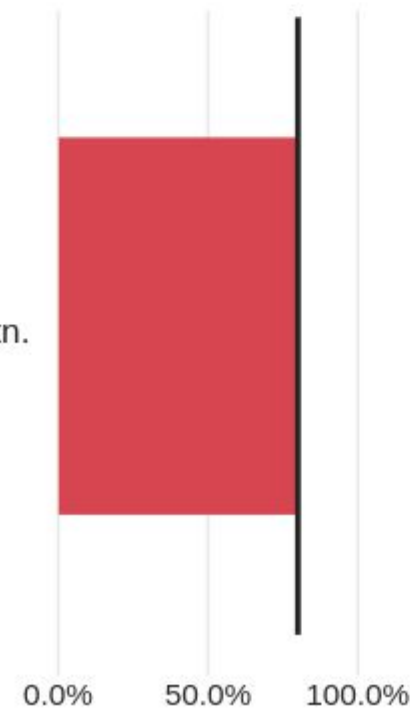
1,221 (79%) of incidents are meeting the Response Time goal of 15 min and 0 sec with an effective response force of 2 personnel

% of Incidents Meeting Goals

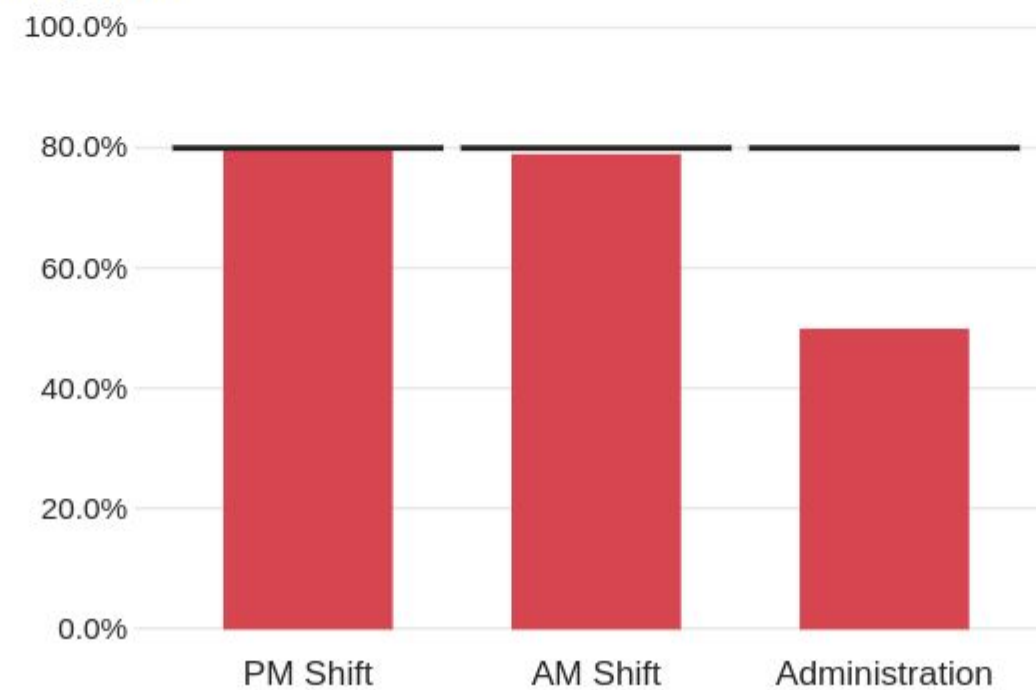


% by Station

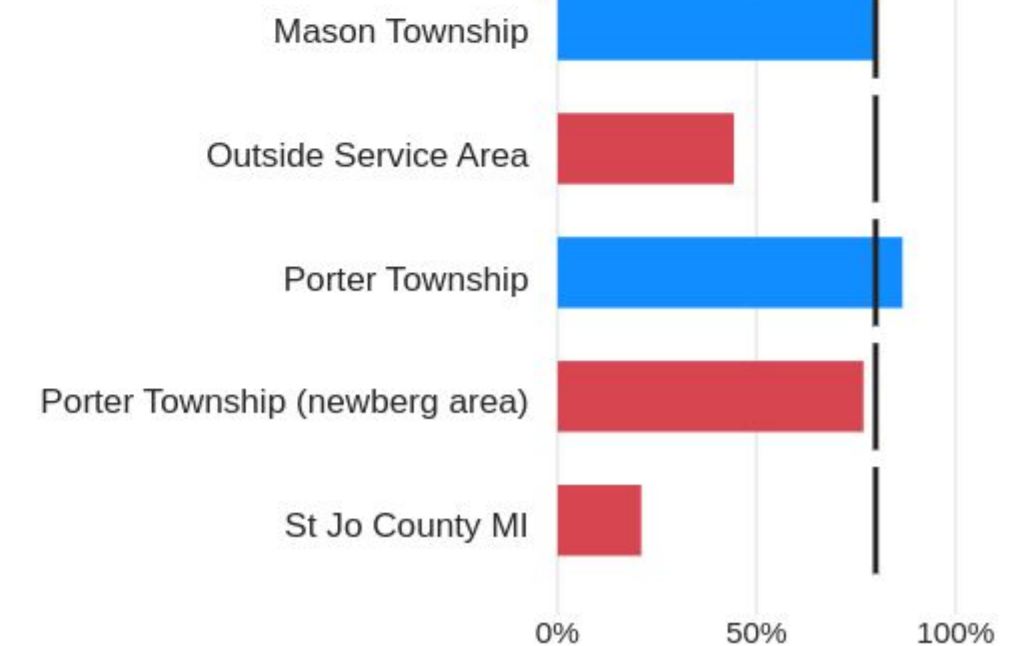
SEPSA Fire Authority/Porter Fire Stn.



% by Shift



% by Zone



Fire & EMS Calls

EMS Calls for August

40 – Total
20 – Newberg
10 – Porter
5 – Penn
1 – Marcellus
1 – Dowagiac
1 – Volina Twp
1 – Wayne Twp
1 – City of Three Rivers

Fire Calls for August 2022

10 – Total
9 – Newberg
1 - Porter