

Agenda SEPSA Meeting 11/10/2022

**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 (new request)

Ambulance (tires, 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)

**New Business:**

Run Reports (118TL ,11 in SJC)

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

Point Checks (will run next week, and get signatures \$@30K)

Purchase Request.

(good of dept)

**Public Comments** (limited to 3 minutes please)

**Adjournment** Next meeting December 8, 7:00pm Monthly business

## SEPSA Meeting Minutes-October 13, 2022

Chair Yeo called the meeting to order at 7:00 pm. Pledge was given and roll call taken finding Andy Yeo, Charlie Arnold, Bill Stack, Rick Russwurm and Tommy Harman present. Also present were Chief Mike Holdeman, Finance Director Jill Becker, Secretary Roseann Marchetti and Jerry Marchetti. Charles Rifenberg entered at 7:15 pm.

Motion to approve the agenda by Russwurm, 2<sup>nd</sup> by Harman and the motion carried.

Motion to approve the minutes by Russwurm, 2<sup>nd</sup> by Arnold, and the motion carried.

Presentation of Bill and Financial Report- Jill reviewed the audit. Yeo questioned Management of Override Controls from the August 2, 2022 letter. Discussion followed and Karl Drake will be asked about it. Motion to adopt the audit report by Russwurm, 2<sup>nd</sup> by Stack: roll call Arnold, Stack, Harman, Russwurm, Stack and Yeo; all voting yes, motion carried. Jill continued her report. There was a \$250 donation. No billing for September, but reports are for August, July and June. Fund balance for end of September \$730, 886.39. Motion to accept Jill's report by Arnold, 2<sup>nd</sup> by stack; roll call Arnold, Stack, Harman, Russwurm, Rifenberg, and Yeo all voting yes, and motion carried.

### OLD BUSINESS

Online Bill Payment-No report

Radio Tower-On target, Chief talked to MEC engineer, tower will be up in November with no lights. Concrete has not been poured.

Software Updates-In midst of beginning implementation.

Manpower (working on Licensing) - still waiting on license and still trying to recruit, wants a complete second crew.

SJ Coverage- Six runs were in St. Joe County.

Twp. COVID Funds-have been received.

Ambulance (back, equipment, load, licensing, graphics)-Working on graphics should be done in a week, radio and cell here almost ready. Winter tires needed.

Building & Grounds (waiting on CCRC quote)-CCRC has done the borings.

Community CPR Classes (working on a project and securing funding to improve our cardiac arrest outcomes) Waiting on funding and will order kits.

Financial Institution Requirements to Revise Account Signatures-Jill met with Diane's daughter, received the death certificate and started on paperwork. Inova and Interra are finished.

#### NEW Business

Run Reports-Incidents were 36, 19 uncleared calls, 32 EMS and 4 service.

Chief Reports-No overlapping calls. Some long on scene calls. 79% were in response goals. Fire calls are difficult because volunteers are a distance from fire station.

Purchase Requests-None

Public Comments-Roseann reviewed County happenings including the renovation of the historic courthouse.

The meeting adjourned at 7:46 pm. Next meeting is November 10, 2022.

Roseann Marchetti, Secretary

| <b>SEPSA ACTIVITY REPORT</b>   |   | <b>2022</b>         | <b>2022</b>         | <b>2022</b>         |
|--------------------------------|---|---------------------|---------------------|---------------------|
| <b>2022 - 2023 Fiscal Year</b> |   | <b>Oct</b>          | <b>Sep</b>          | <b>Aug</b>          |
|                                | Tax Revenue Income / -refunds   | \$0.00              | \$250.00            | -\$146.27           |
| updated Aug                    | Income: Fire Runs / EMS Runs  | \$225.00            | \$0.00              | \$18,519.97         |
|                                | Income: Service & Fees (Classes & Supplies)   | \$0.00              | \$0.00              | \$0.00              |
|                                | Other Income: Donations & Memorials   | \$0.00              | \$0.00              | \$0.00              |
|                                | Other Income: Union Victims Assistance  | \$0.00              | \$0.00              | \$0.00              |
|                                | Other Income: Collections Recovery, Gain on Asset, Fundraiser, Tax Refunds to Cass Cty, <b>Grants</b> | \$67,000.00         | \$0.00              | \$60,000.00         |
| <b>UPDATED</b>                 | <b>Total Income</b>   | <b>\$67,225.00</b>  | <b>\$250.00</b>     | <b>\$78,373.70</b>  |
| Payroll                        |   | 10/07/22            | 9/7/22              | 8/5/22              |
|                                | Standard Payroll Amount 10/07/22  | \$31,490.41         | \$32,119.43         | \$31,891.97         |
|                                | Additional Payroll Amount (POINTS PR) 11/xx/22  | \$0.00              | \$0.00              | \$0.00              |
|                                | <b>Total Payroll Amount</b>   | <b>\$31,490.41</b>  | <b>\$32,119.43</b>  | <b>\$31,891.97</b>  |
| Payments                       | Payment Dates:  | 11/10/22            | 10/13               | 9/15/22             |
|                                | Accounts Payable Amount   | \$26,961.57         | \$47,420.14         | \$21,713.70         |
|                                | Other Checks Amt ( )  | \$0.00              | \$0.00              | \$0.00              |
| <b>Transfers</b>               | Fund Transfers via checks ( )   | \$0.00              | \$0.00              | \$0.00              |
|                                | <b>Total Checks</b>   | <b>\$26,961.57</b>  | <b>\$47,420.14</b>  | <b>\$21,713.70</b>  |
| <b>M/E Acct Balances</b>       | <b>10/31/22</b>   |                     |                     |                     |
|                                | Hor. PTFD Acct. - Other Ckg xxxxx5695 <b>closed</b>   | -                   | -                   | -                   |
|                                | Hor. Operating Fund - Bus. Ckg xxxxx5687 (includes \$2973.72 Union Victims Asst.)                     | \$68,065.87         | \$71,911.62         | \$130,908.28        |
|                                | Hor. Debit Cd Fund - Ckg xxx6460  | \$2,916.82          | \$4,491.20          | \$3,183.44          |
| 800.242.7338 support           | Chs. Bank - Bus. Ckg xxxxx3380  | \$5,000.00          | \$5,000.00          | \$5,000.00          |
|                                | Chs. Bank - Bus. Svgs xxxxxx0152 <b>CLOSED</b>  | -                   | -                   | -                   |
|                                | Sturgis Bank Ckg OPERATING xxxxxx2991   | \$149,510.28        | \$149,589.68        | \$149,546.66        |
|                                | Sturgis Bank Ckg GEN SVG xxxxxx3619   | \$502.02            | \$501.87            | \$501.73            |
|                                | Sturgis Bank Ckg PTFD xxxxxx3627  | \$10,646.35         | \$10,643.19         | \$10,640.13         |
|                                | Sturgis Bank Ckg DR CD xxxxxx3635   | \$5,667.07          | \$5,695.58          | \$5,817.75          |
|                                | Sturgis Bank Ckg CAP EQ xxxxxx3643  | \$21,802.34         | \$21,795.86         | \$21,789.59         |
|                                | Sturgis Bank Ckg INS PYMTS svg xxxxxx3650   | \$601.26            | \$601.08            | \$600.91            |
|                                | Hor. Capital Equip Fund - Svgs xxx3580 <b>CLOSED</b>  | -                   | -                   | -                   |
|                                | Hor. Medicare Deposits - Svgs xxx8520   | \$14,537.44         | \$10,308.50         | \$6,769.19          |
|                                | Inova FCU - Bus Ckg xxxxxx6575  | \$250,132.32        | \$250,079.22        | \$250,027.84        |
|                                | Inova FCU - Bus. Svgs xxxxxx6567  | \$5.00              | \$5.00              | \$5.00              |
|                                | Interra CU - Bus Ckg xxxxxx7243 <b>*** CLOSED</b>   | -                   | -                   | -                   |
|                                | Interra CU - Money Mkt Ckg xxxxxx7243 <b>***</b>  | \$50,589.89         | \$50,587.74         | \$50,585.66         |
|                                | Interra CU - Bus Svgs xxxx4300  | \$149,494.90        | \$149,475.85        | \$149,457.42        |
|                                | Interra CU - CD 11 mo. xxxxx8291 (expired)  | -                   | -                   | -                   |
|                                | <b>Total Bank Funds</b>   | <b>\$729,471.56</b> | <b>\$730,686.39</b> | <b>\$784,833.60</b> |
|                                | Petty Cash  | \$194.83            | \$200.00            | \$200.00            |
|                                | <b>Total Funds (including investments)</b>  | <b>\$729,666.39</b> | <b>\$730,886.39</b> | <b>\$785,033.60</b> |
| 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                 |
|                                | Treasurer's Report  |                     |                     |                     |

# Southeast Public Safety Authority

## Bill Payment List

October 14 - November 10, 2022

| DATE   | NUM | VENDOR                                     | AMOUNT               |
|--|-----|--|----------------------|
| CKG Horizon Oper Fund - 430005687                  |     |  |                      |
| 11/10/2022   |     | AccuMed Group                              | -1,851.74            |
| 11/10/2022   |     | Amazon.com                                 | -375.80              |
| 11/10/2022   |     | Bound Tree Medical LLC                     | -2,652.33            |
| 11/10/2022   |     | D.E. Duck Heating & Cooling, LLC           | -220.00              |
| 11/10/2022   |     | Fire Planning Associates, Inc.             | -500.00              |
| 11/10/2022   |     | HS Fleet Services, LLC                     | -8,421.37            |
| 11/10/2022   |     | IMS Alliance                               | -90.50               |
| 11/10/2022   |     | John Deere Financial / GreenMark Equipment | -151.88              |
| 11/10/2022   |     | MES  | -1,138.40            |
| 11/10/2022   |     | Michigan State Firemen's Association       | -75.00               |
| 11/10/2022   |     | ONEMAIN Financial Group LLC                | -32.21               |
| 11/10/2022   |     | Responder Biomedical Services, LLC         | -1,440.00            |
| 11/10/2022   |     | SMR Communications Inc                     | -1,078.50            |
| 11/10/2022   |     | Stryker Medical                            | -6,743.93            |
| 11/10/2022   |     | Techknowledgey, Inc.                       | -131.66              |
| 11/10/2022   |     | Wright Express                             | -2,058.25            |
| <b>Total for CKG Horizon Oper Fund - 430005687</b> |     |  | <b>\$ -26,961.57</b> |

# Southeast Public Safety Authority

## Unpaid Bills

All Dates

| DATE                              | TRANSACTION TYPE | NUM           | DUE DATE   | PAST DUE | AMOUNT             | OPEN BALANCE       |
|-----------------------------------|------------------|---------------|------------|----------|--------------------|--------------------|
| Newberg Township<br>269 244-8288  |                  |               |            |          |                    |                    |
| 04/01/2023                        | Bill             | 2023 contract | 04/30/2023 | -171     | 80,000.00          | 80,000.00          |
| <b>Total for Newberg Township</b> |                  |               |            |          | <b>\$80,000.00</b> | <b>\$80,000.00</b> |
| <b>TOTAL</b>                      |                  |               |            |          | <b>\$80,000.00</b> | <b>\$80,000.00</b> |

# Southeast Public Safety Authority

## Debit Card Transaction Detail

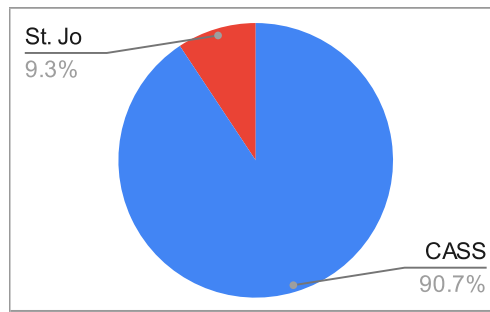
October 2022

| DATE  | NAME   | MEMO/DESCRIPTION                   | AMOUNT              |
|---|--|------------------------------------|---------------------|
| <b>CKG Horizon Dr. Cd. Fund - 1556460</b>           |  |                                    |                     |
| 10/03/2022  | Google LLC   | Monthly Workspace account          | -192.00             |
| 10/05/2022  | Google LLC   | google suite                       | -1.99               |
| 10/05/2022  | Firstnet (At&t mobility)                             | no attachment phone                | -167.85             |
| 10/06/2022  | Dollar General                                       | kleenex                            | -6.36               |
| 10/07/2022  | Dollar General                                       | Voided - void duplicate            | 0.00                |
| 10/11/2022  | EBay   | Johnson battery charger            | -153.69             |
| 10/11/2022  | EBay   | Johnson battery charger            | -126.67             |
| 10/11/2022  | Dollar General                                       | unknown no receipt                 | -27.98              |
| 10/11/2022  | EBay   | 2 Batteries Johnson Viking Kenwood | -323.35             |
| 10/12/2022  | EBay   | 910 mtg brackets                   | -70.24              |
| 10/12/2022  | EBay   | 912-15 bracket screws              | -49.45              |
| 10/13/2022  | EBay   | bracket screws.                    | -27.13              |
| 10/14/2022  | EBay   | replacement router                 | -254.40             |
| 10/14/2022  | EBay   | Replacement router                 | -254.40             |
| 10/17/2022  | Porter Twp Sanitary Sewer                            | sewer                              | -60.50              |
| 10/17/2022  | Verizon Wireless                                     | phone internet                     | -309.53             |
| 10/19/2022  | SpiderOak, Inc                                       | no attachment 5TB software plan    | -28.00              |
| 10/20/2022  | Midwest Energy & Communications                      | elec416, internet150, phone81      | -646.54             |
| 10/20/2022  | EBay   | replacement microphones            | -95.32              |
| 10/20/2022  | EBay   | replacement microphones            | -63.00              |
| 10/24/2022  | EBay   | Battery charger                    | -47.30              |
| 10/24/2022  | EBay   | batteries                          | -212.00             |
| 10/28/2022  | Ubiquiti Inc.  | unifi talk                         | -49.95              |
| 10/28/2022  | MPSCS  | Pragramming fee 912                | -250.00             |
| 10/31/2022  | PayPal   | Batteries - no receipt             | -165.61             |
| 10/31/2022  | Horizon Bank (formerly Peoples Federal Savings Bank) | interest                           | 0.08                |
| <b>Total for CKG Horizon Dr. Cd. Fund - 1556460</b> |  |                                    | <b>\$ -3,583.18</b> |
| <b>CKG Sturgis DR CD - 3600473635</b>               |  |                                    |                     |
| 10/02/2022  | Dollar General                                       | bottled water                      | -28.50              |
| 10/07/2022  | Himco Waste-Away Service, Inc.                       | 1022 waste                         | -30.00              |
| 10/11/2022  | Dollar General                                       | unknown no receipt                 | -23.32              |
| 10/11/2022  | Elkhart Public Utilities                             | Hydrant Rental                     | -28.12              |
| 10/31/2022  |  | bank svc chg                       | -0.60               |
| 10/31/2022  |  | interest                           | 1.70                |
| 10/31/2022  | Walmart CR6 Elkhart                                  | unknown no receipt                 | -43.50              |
| <b>Total for CKG Sturgis DR CD - 3600473635</b>     |  |                                    | <b>\$ -152.34</b>   |

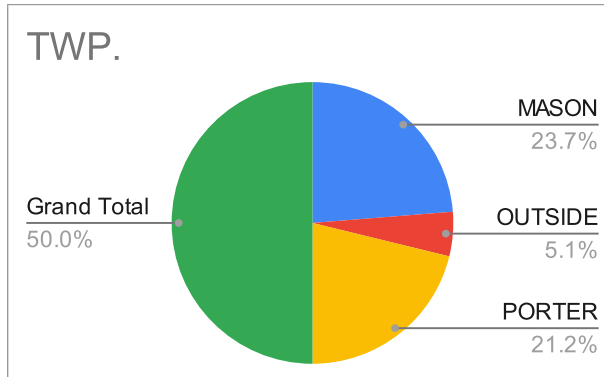
|                            |                 |                    |               |                   |
|----------------------------|-----------------|--------------------|---------------|-------------------|
| <b>PR RECAP (REG).....</b> |                 | <b>OCT 2022</b>    |               |                   |
| ADMIN                      |                 | \$649.80           |               |                   |
| CHIEF SALARY               |                 | \$2,225.94         |               |                   |
| OFFICER SALARY             |                 | \$500.00           |               |                   |
| SEPSA BOARD                |                 | \$115.00           |               | \$3,490.74        |
| <b>OTHER WAGES:</b>        |                 |                    |               |                   |
| TRAINING                   | \$0.00          |                    |               |                   |
| POINTS                     | \$170.00        |                    |               |                   |
| REGULAR                    | \$21,549.20     |                    |               |                   |
| OVERTIME                   | \$240.19        |                    |               |                   |
| COMP TIME                  | \$0.00          |                    |               |                   |
| HOLIDAY                    | \$3,621.39      |                    |               |                   |
| VACATION                   | \$0.00          |                    |               |                   |
| SICK LEAVE                 | \$0.00          |                    |               |                   |
| PERSONAL TIME              | \$0.00          |                    |               |                   |
| BLDG MAINTENANCE           | \$0.00          |                    |               |                   |
|                            |                 | \$25,580.78        |               |                   |
| ADP PR FEES                |                 | \$194.93           |               | <b>CO PORTION</b> |
| PR TAXES                   | \$8,196.24      | \$2,223.96         |               | \$2,223.96        |
|                            |                 | <b>\$31,490.41</b> | <b>\$0.00</b> | X                 |
|                            | <b>ADP RPT</b>  | <b>MH RPT</b>      | <b>MH RPT</b> |                   |
| PARAMEDIC HRS              | 817.50          |                    | 0.00          |                   |
| EMT HRS                    | 471.00          |                    | 0.00          |                   |
| HOLIDAY                    | 136.50          |                    |               |                   |
| ON CALL HRS                | 0.00            |                    |               |                   |
| OVERTIME HRS.              | 10.50           | <b>HRS:</b>        |               |                   |
| SICK LEAVE                 | 0.00            | <b>0.00</b>        |               |                   |
| COMP TIME                  | 0.00            | 0.00               |               |                   |
| REP & MAINT                | 0.00            |                    |               |                   |
| PERSONAL TIME              | 0.00            |                    |               |                   |
| SPECIAL EVENT HRS          | 0.00            |                    |               |                   |
| UNPAID TRAINEE HRS         | 0.00            |                    |               |                   |
| <b>TOTAL HRS.</b>          | <b>1,435.50</b> | <b>0.00</b>        |               |                   |



| county             | COUNTA of coun |
|--------------------|----------------|
| CASS               | 107            |
| St. Jo             | 11             |
| <b>Grand Total</b> | <b>118</b>     |



| Twp                | COUNTA of Twp |
|--------------------|---------------|
| MASON              | 56            |
| OUTSIDE            | 12            |
| PORTER             | 50            |
| <b>Grand Total</b> | <b>118</b>    |



| Fire/EMS           | COUNTA of Fire/ |
|--------------------|-----------------|
| EMS                | 93              |
| FIRE               | 25              |
| <b>Grand Total</b> | <b>118</b>      |

