

Agenda SEPSA Meeting 12/08/2022

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)

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.)

Purchase Request.

(good of dept)

Public Comments (limited to 3 minutes please)

Adjournment Next meeting January 12, 7:00pm Monthly business

SEPSA Meeting Minutes-November 10, 2022

Chair Yeo called the meeting to order at 7:10 pm. Pledge was given and roll call was taken finding Any Yeo, Charlie Arnold, and Tommy Harman present. Also present were Chief Mike Holdeman, Finance Director Jill Becker, Assistant Chief Bill Sullivan, Secretary Roseann Marchetti and Jerry Marchetti. Charles Rifenberg entered at 7:20 pm.

Approval of Agenda-Motion by Arnold to approve the agenda as presented and after a 2nd by Harman, the motion carried.

Approval of Minutes-Motion by Arnold to approve the minutes as presented and after a 2nd by Harman, the motion carried.

Presentation of Bills and Financial Report-Finance Director Becker reported total income of \$67,225.00, total payroll of \$31,249.41, total checks of \$26,961.57, and total funds \$729,666.39. Some bills were not attached and soon Ipad accounts will delete. Motion to accept Jill's report by Rifenberg, 2nd by Arnold: roll call Arnold, Rifenberg, Harman and Yeo all voting yes Motion carried.

OLD BUSINESS

Online Bill Payment-Discussion concerning the issues with the online bill payment, lack of response from Roy and repeated contacts to the bank.

Radio Tower project-It continues on target.

Software Update-It is in process and going well.

Manpower-Still working on licensing, two EMT's are in class and should be licensed in June.

St. Joe Coverage Information-Fire and EMS millages passed in Mottville and White Pigeon.

Twp. COVID Funds-Emails were just sent to request \$75,000.00 each. Both Townships are moving down the list.

Ambulance- It is going to get buffed on Saturday. Monday the graphics are scheduled; title work is at the state. Once graphics are done and the tires are on, it will be ready for inspection.

Building and Grounds-CCRC will do the work on the driveway next year. Someone else is coming to look at it.

Community CPR classes-A quote is out for the kits.

NEW BUSINESS

Run Reports-There is a major change: any fires runs get an EMS too, so the numbers look heavy. Discussion followed. There were 118 runs in October 11 in STJ County.

Chief Reports- Run reports are built to transition to the incoming reporting platform.

Point Checks-They will be run next week and will get signatures, should be right around \$30,000.00.

Purchase request-None but will have some in December.

Good of the Department-The Chief of the Indian Lakes Fire Department is doing a first responder class and would like SEPSA's old Lucas CPR devices. Discussion followed. Harman moved to give Indian Lakes Fire Department our old Lucas devices. All in favor say aye and the motion passed.

Public Comments-County Commissioner reported that Animal Control is having an open house on December 3, 2022 from 10:00 am to 2:00 pm. Currently there are 41 dog and 11 cats housed at the center.

The meeting adjourned at 8:00 pm. Next meeting is December 8, 2022.

Roseann Marchetti, Secretary

		SEPSA ACTIVITY REPORT				
		2022	2022	2022	2022	
		2022 - 2023 Fiscal Year	Nov	Oct	Sep	Aug
	Tax Revenue Income / -refunds	\$0.00	\$0.00	\$250.00	-\$146.27	
updated Aug-Sep	Income: Fire Runs / EMS Runs (AccuMed allow only-JUL)	\$654.40	\$1,274.90	\$13,699.30	\$19,338.37	
	Income: Service & Fees (Classes & Supplies)	\$0.00	\$0.00	\$0.00	\$0.00	
	Other Income: Donations & Memorials	\$0.00	\$0.00	\$0.00	\$0.00	
	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, Grants	\$0.00	\$67,000.00	\$0.00	\$60,000.00	
UPDATED	Total Income	\$654.40	\$68,274.90	\$13,949.30	\$79,192.10	
Payroll		11/7 & 11/18	10/07/22	9/7/22	8/5/22	
	Standard Payroll Amount 11/07/22	\$33,499.81	\$31,490.41	\$32,119.43	\$31,891.97	
	Additional Payroll Amount (POINTS PR) 11/18/22	\$30,207.06	\$0.00	\$0.00	\$0.00	
	Total Payroll Amount	\$63,706.87	\$31,490.41	\$32,119.43	\$31,891.97	
Payments		Payment Dates: 12/1/22	11/10/22	10/13	9/15/22	
	Accounts Payable Amount	\$29,603.37	\$26,961.57	\$47,420.14	\$21,713.70	
	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	\$29,603.37	\$26,961.57	\$47,420.14	\$21,713.70	
M/E Acct Balances						
		11/30/22				
	Hor. PTFD Acct. - Other Ckg xxxxx5695 closed	-	-	-	-	
	Hor. Operating Fund - Bus. Ckg xxxxx5687 (includes \$2973.72 Union Victims Asst.)	\$81,863.88	\$68,065.87	\$71,911.62	\$130,908.28	
	Hor. Debit Cd Fund - Ckg xxx6460	\$7,318.25	\$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	\$5,000.00	
	Chs. Bank - Bus. Svgs xxxxx0152 CLOSED	-	-	-	-	
	Sturgis Bank Ckg OPERATING xxxxxx2991	\$149,408.42	\$149,510.28	\$149,589.68	\$149,546.66	
	Sturgis Bank Ckg GEN SVG xxxxxx3619	\$502.20	\$502.02	\$501.87	\$501.73	
	Sturgis Bank Ckg PTFD xxxxxx3627	\$10,650.07	\$10,646.35	\$10,643.19	\$10,640.13	
	Sturgis Bank Ckg DR CD xxxxxx3635	\$5,586.68	\$5,667.07	\$5,695.58	\$5,817.75	
	Sturgis Bank Ckg CAP EQ xxxxxx3643	\$21,809.96	\$21,802.34	\$21,795.86	\$21,789.59	
	Sturgis Bank Ckg INS PYMTS svg xxxxxx3650	\$601.47	\$601.26	\$601.08	\$600.91	
	Hor. Capital Equip Fund - Svgs xxx3580 CLOSED	-	-	-	-	
	Hor. Medicare Deposits - Svgs xxx8520	\$3,296.09	\$14,537.44	\$10,308.50	\$6,769.19	
	Inova FCU - Bus Ckg xxxxxx6575	\$175,179.61	\$250,132.32	\$250,079.22	\$250,027.84	
	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 ***	\$50,591.97	\$50,589.89	\$50,587.74	\$50,585.66	
	Interra CU - Bus Svgs xxx4300	\$149,513.34	\$149,494.90	\$149,475.85	\$149,457.42	
	Interra CU - CD 11 mo. xxxxx8291 (expired)	-	-	-	-	
	Total Bank Funds	\$661,326.94	\$729,471.56	\$730,686.39	\$784,833.60	
	Petty Cash	\$200.00	\$194.83	\$200.00	\$200.00	
	Total Funds (including investments)	\$661,526.94	\$729,666.39	\$730,886.39	\$785,033.60	
Attachments:	Checks for Approval Listing	x				
	Unpaid Bills Listing (after payments)	x				
	Debit Card Transactions Listing	x				
	Payroll Summary	x				
	Profit & Loss & Balance Sheet (after payments)	n/a	n/a		n/a	
	Treasurer's Report	x				

Southeast Public Safety Authority

Bill Payment List

November 11 - December 8, 2022

DATE	NUM	VENDOR	AMOUNT
CKG Horizon Oper Fund - 430005687			
12/08/2022		AccuMed Group	-1,419.09
12/08/2022		Amazon.com	-111.96
12/08/2022		Emergency Networking	-6,890.00
12/08/2022		Griffin Pest Solutions	-89.00
12/08/2022		John Deere Financial / GreenMark Equipment	-93.48
12/08/2022		ONEMAIN Financial Group LLC	-94.22
12/08/2022		Staples Commercial Credit Plan	-637.47
12/08/2022		Techknowledgey, Inc.	-68.85
12/08/2022		Wright Express	-2,491.52
12/08/2022		Amazon.com	-32.98
12/08/2022		Bound Tree Medical LLC	-532.70
12/08/2022		Chief 360	-3,534.00
12/08/2022		Firstnet (At&t mobility)	-3,151.42
12/08/2022		Macqueen Emergency	-8,897.41
12/08/2022		ONEMAIN Financial Group LLC	-117.47
12/08/2022		The Graphics Factory	-1,441.80
Total for CKG Horizon Oper Fund - 430005687			\$ -29,603.37

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	-143	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

November 2022

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
CKG Horizon Dr. Cd. Fund - 1556460			
11/01/2022	Google LLC	Google Suite Online	-192.00
11/03/2022		Elavon cd svc fee -no receipt	-0.31
11/03/2022	State of Michigan	Title transfer 912	-15.00
11/03/2022	State of Michigan	plate fee 912	-13.00
11/03/2022		Elavon cd svc fee - no receipt	-0.27
11/03/2022	Walmart CR6 Elkhart	unknown no receipt	-49.50
11/07/2022	Google LLC		-1.99
11/07/2022	Walmart CR6 Elkhart		-64.62
11/07/2022	Firstnet (At&t mobility)	First Net mobile phones	-262.75
11/10/2022	Menards	10 storage totes	-110.70
11/10/2022	Semco Energy Gas Company	091422 Gas usage	-101.97
11/14/2022	Little Caesars	food for training burn	-72.70
11/14/2022	Flam Decon.com	Flame Natural Decon	-104.94
11/15/2022	Porter Twp Sanitary Sewer		-60.50
11/16/2022	Verizon Wireless	broadband lines internet	-310.07
11/16/2022	Batteries Plus	batteries for cot loader	-166.97
11/17/2022	Platinum Educational Group		-158.00
11/18/2022	Midwest Energy	MEC elec312 internet150 phone80	-542.69
11/21/2022	SpiderOak, Inc	5 TB mo chg	-28.00
11/30/2022	Horizon Bank (formerly Peoples Federal Savings Bank)	interest	0.08
Total for CKG Horizon Dr. Cd. Fund - 1556460			\$ -2,255.90
CKG Sturgis DR CD - 3600473635			
11/10/2022	Himco Waste-Away Service, Inc.	1122 waste for Oct	-30.00
11/16/2022	Menards	Salt, Laundry & softener supplies	-216.17
11/29/2022	Elkhart Fire Department	training class materials	-20.00
11/30/2022	Bank Charge	interest	1.98
11/30/2022		Sturgis bank svc chg	-0.24
Total for CKG Sturgis DR CD - 3600473635			\$ -264.43

PR RECAP (REG).....	NOV 2022		
		REG PR	PTS PR
ADMIN		\$533.70	\$0.00
CHIEF SALARY		\$2,454.38	\$0.00
OFFICER SALARY		\$375.00	\$0.00
SEPSA BOARD		\$115.00	\$0.00
OTHER WAGES:			
TRAINING	\$0.00		\$0.00
POINTS	\$180.00		\$30,840.00
REGULAR	\$22,112.91		\$0.00
OVERTIME	\$983.25		\$0.00
COMP TIME	\$0.00		\$0.00
HOLIDAY	\$1,185.19		\$0.00
VACATION	\$0.00		\$0.00
SICK LEAVE	\$0.00		\$0.00
PERSONAL TIME	\$0.00		\$0.00
BLDG MAINTENANCE	\$0.00		\$0.00
		\$24,461.35	\$30,840.00
ADP PR FEES		\$394.77	
PR TAXES	\$11,563.70	\$4,513.69	
		\$63,687.89	
	ADP RPT		
PARAMEDIC HRS	801.50		0.00
EMT HRS	538.50		0.00
HOLIDAY	46.50		0.00
ON CALL HRS	0.00		0.00
OVERTIME HRS.	38.00		0.00
SICK LEAVE	0.00		0.00
COMP TIME	0.00		0.00
REP & MAINT	0.00		0.00
PERSONAL TIME	0.00		0.00
SPECIAL EVENT HRS	0.00		0.00
UNPAID TRAINEE HRS	0.00		0.00
TOTAL HRS.	1,424.50		\$0.00

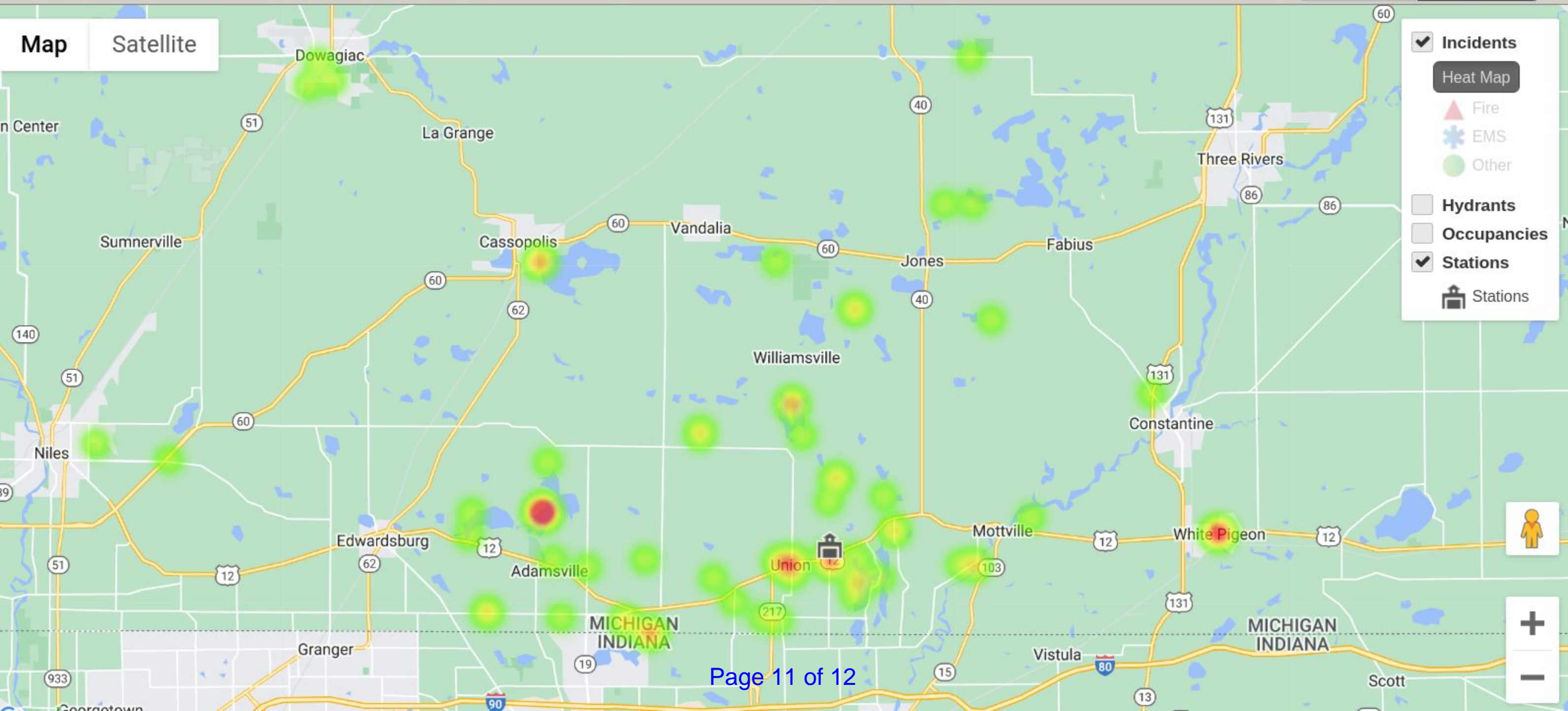
description	Count of description
ABDOMINAL PAIN	1
BREATHING PROBLEM	9
BURNS SCALDS EXPL	1
CHEST PAIN	5
DEATH	1
DOMESTIC	1
EMS AMBULANCE AS	4
EMS OTHER	6
FALLS	2
FIRE ALARM	3
FIRE OTHER	6
GRASS/FIELD FIRE	1
HEART PROBLEMS AI	1
LIFT ASSIST	1
Live Burn Training	1
MEDICAL ALARM	2
MESSAGE	1
PERSONAL INJURY AC	9
POLICE DEPT ASSIST	7
SEIZURES CONVULSI	4
SHOOTING INTENTIO	1
SICK PERSON	14
SMOKE INVESTIGATI	1
STROKE CVA	3
STRUCTURE FIRE	2
testing	1
TESTING COMPLETE	1
Training	1
TRANSFER MEDICAL	1
UNCONSCIOUS FAINT	2
WIRE DOWN ARCING	2
Grand Total	95

description	Count of description
ABDOMINAL PAIN	1
BREATHING PROBLEM	9
BURNS SCALDS EXPL	1
CHEST PAIN	5
DEATH	1
DOMESTIC	1
EMS AMBULANCE AS	4
EMS OTHER	6
FALLS	2

FIRE ALARM	3
FIRE OTHER	6
GRASS/FIELD FIRE	1
HEART PROBLEMS AI	1
LIFT ASSIST	1
Live Burn Training	1
MEDICAL ALARM	2
MESSAGE	1
PERSONAL INJURY AC	9
POLICE DEPT ASSIST	7
SEIZURES CONVULSI	4
SHOOTING INTENTIO	1
SICK PERSON	14
SMOKE INVESTIGATI	1
STROKE CVA	3
STRUCTURE FIRE	2
testing	1
TESTING COMPLETE	1
Training	1
TRANSFER MEDICAL	1
UNCONSCIOUS FAINT	2
WIRE DOWN ARCING	2
Grand Total	95

city	Count of city
Cass County	2
CASSOPOLIS	13
Constantine Twp	1
Dowagiac	3
EDWA	6
EDWARDSBURG	21
JONES	7
Marcellus	1
Niles	2
THREE RIVERS	2
Township of Porter	1
UNION	22
VANDALIA	1
WHITE PIGEON	12
white pigeon	1
Grand Total	95

Map Satellite



Incidents

Heat Map

- Fire
- EMS
- Other

Hydrants

Occupancies

Stations

Stations



INCIDENTS: PERCENTILE REPORT

SEPSA Fire Authority | Last Refresh: 12/7/2022 8:00 PM

2,713

Incidents Filtered

2,270

Incidents w/a Response

1,773 (78%)

Incidents Meeting Goals

SETTINGS

Response Time

Effective Response Force:

Time Goal: min sec

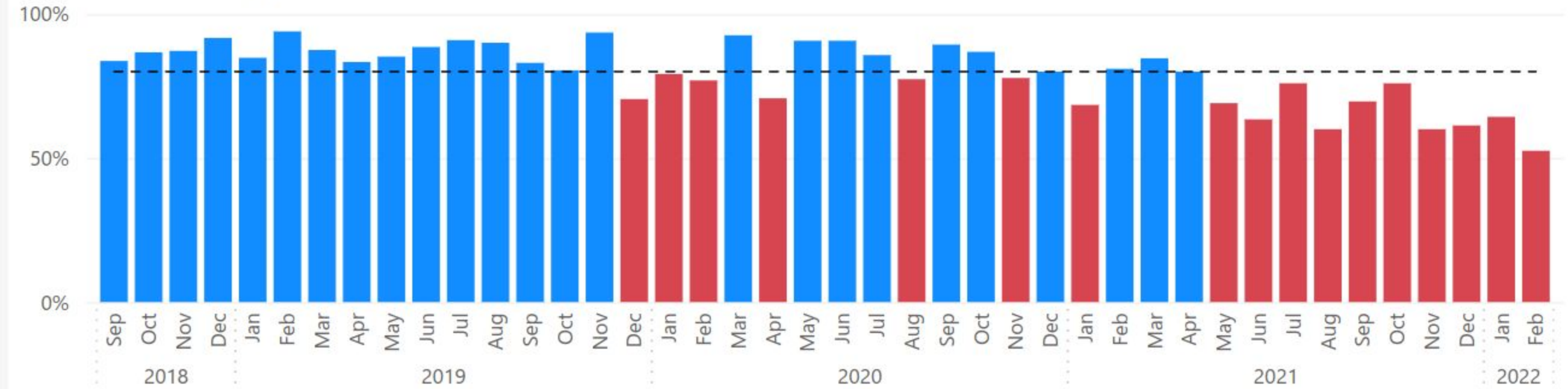
Percentile Goal:

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

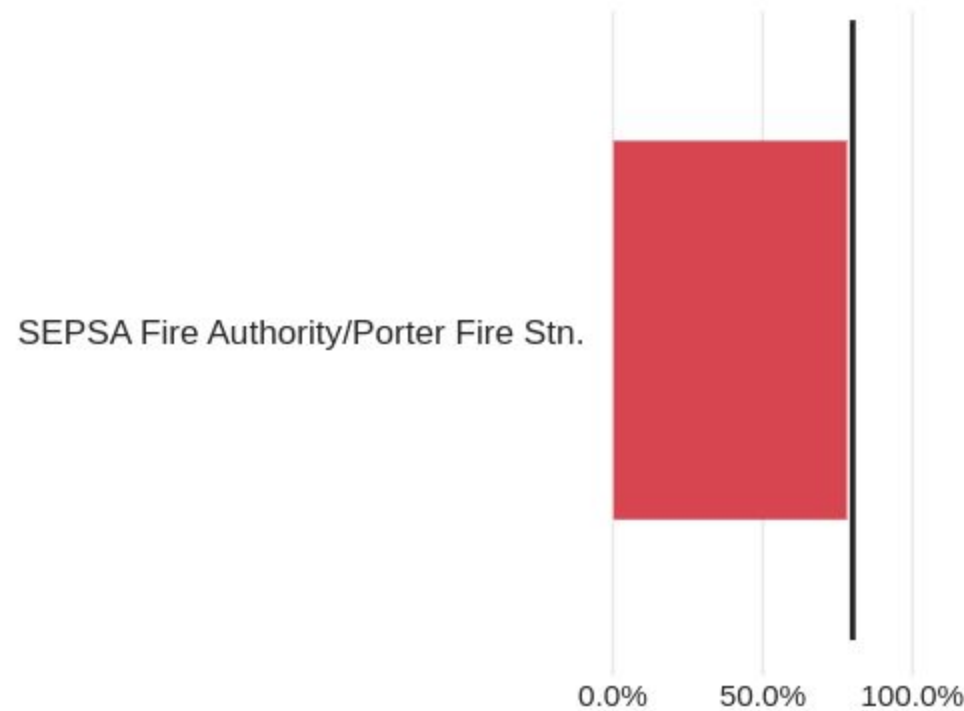
[Definitions](#)

1,773 (78%) of incidents are meeting the Response Time goal of 15 min and 0 sec with an effective response force of 2 personnel

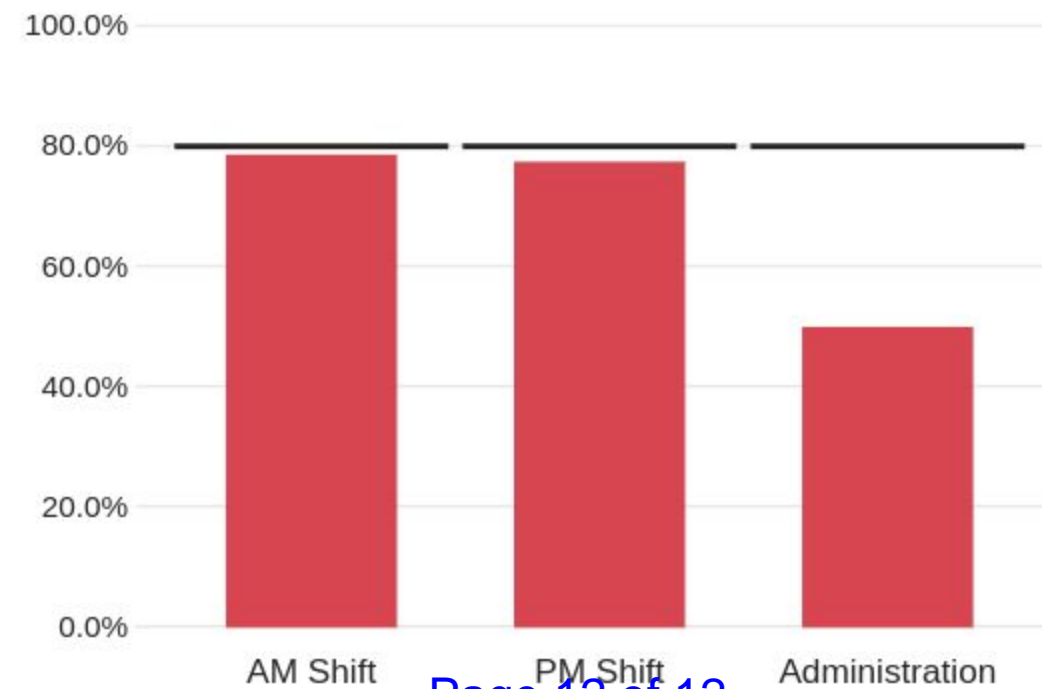
% of Incidents Meeting Goals



% by Station



% by Shift



% by Zone

