CHELSEA AREA FIRE AUTHORITY

Board Meeting Information Packet

Regular Meeting

Tuesday
January 19, 2021

9:00am

CAFA Business Office

File Copy

AGENDA

CHELSEA AREA FIRE AUTHORITY
REGULAR MEETING
January 19, 2021 at 9:00am
Remote On-Line via Zoom App
From 200 W. Middle Street
CAFA (734) 475-8755

1. Call to Order
2. Pledge of Allegiance
3. Quorum
4. Public Comment
5. Approval of Regular Agenda
6. Consent Agenda
    A. Approval of Minutes
    B. Approval of Invoices Paid
    C. Review of Treasurer's Report
7. Chief's Report
    A. Monthly Report – December / January
    B. Incident Statistic
    C. Training Schedule
8. Unfinished Business
    A. Restated Articles of Incorporation – Public Notification & Filing -Tom Demske
    B. ISO Rating Re-evaluation – Discussion on Press Release - Chief Arbini
    C. IT – Audit / Complete Corporate Solutions - Chief Arbini
9. New Business
    A. Research Part Time Fire Inspector Position-Chief Arbini
10. Reports
    A. Chairman
    B. Vice Chairman
    C. Secretary
    D. Treasurer
    E. Trustees
11. Announcements
12. Final Public Comment
13. Adjournment

6. Consent Agenda

Approval of Minutes

Regular Meeting: December 15, 2020

MINUTES
CHELSEA AREA FIRE AUTHORITY
REGULAR BOARD MEETING
December 15, 2020
Via Zoom Video Conference

Call to Order: Meeting called to order at 9:00 AM by Chairman Osborne.

Pledge of Allegiance

Quorum: Members present: Osborne, Maier, Demske, Feeney, Koseck, alternate Branham and Chief Arbini.

Public Comment: Lisa Allmendinger commented.

Approval of Regular Agenda: Motion by Maier, seconded by Koseck to approve the regular agenda. Motion carried unanimously.

Consent Agenda: Motion by Koseck, seconded by Maier to approve the minutes of the November meeting. (Invoices and treasurers report are not available at this time). Carried unanimously.

A. Approval of Minutes
B. Approval of Invoices
C. Review of Treasurers Report

Chief's Report: Chief Arbini briefed the board on his written report, discussion.

A. Monthly Report for November/December
B. Incident Statistics
C. Training Schedule

Unfinished Business:

A. Restated Articles of Incorporation Adoption Update – Osborne briefed stating that all 4 municipalities have now approved the articles. The CAFA Secretary will file the required paperwork with the state and local media.
B. ISO Rating Re-Evaluation – Chief Arbini briefed the board on the ISO report which will be effective March 1, 2021. CAFA will publicize changes in ISO ratings in February.

Proposed

New Business:

A. IT – Discussion – Chief Arbini briefed the board regarding some recent IT issues, discussion.

Reports:

A. Chairman – Osborne commented about the annual Salvation Army bell ringing on December 19th, food drive as well as a reminder about the annual CAFA Board meeting in January.
B. Vice Chairman – No report
C. Secretary – Demske commented about the new Lyndon Board passing the restated articles.
D. Treasurer – no report
E. Trustees/Alternates – Feeney gave an update regarding the lease for station 1.

Announcements: The next regular CAFA monthly board meeting will begin at 9:00 AM on January 19, 2021 via Zoom. The Zoom meeting ID is posted on the CAFA website at www.chelseafire.org on the Board Info tab.

Final Public Comment: Lisa Allmendinger commented that she will do a piece on CAFA's Salvation Army bell ringing and food drive.

Adjournment: Motion by Maier, seconded by Koseck to adjourn at 9:53 AM. Carried unanimously.

Minutes submitted by Tom Demske - Secretary

Proposed

Approval of Invoices Paid

Check Register

Chelsea Area Fire Authority
Check Register
December, 2020

Type	Date	Num	Name	Split	Amount	Balance
001.1 · C General Checking						104,629.31
General Journal	12/01/2020	bankchg		956 · Bank Service Cha...	-39.95	104,589.36
General Journal	12/02/2020	hcsp		723 · HealthCare Savin...	-1,800.00	102,789.36
General Journal	12/03/2020	fundst...		001.3 · C Payroll/Swee...	-44,377.91	58,411.45
General Journal	12/03/2020	457pe...		231.2 · Pension 457(b)	-504.31	57,907.14
General Journal	12/03/2020	payroll...		703.1 · Wages - Chief	-0.01	57,907.13
General Journal	12/03/2020	fundst...		001.3 · C Payroll/Swee...	-139.95	57,767.18
Check	12/16/2020	18218	Dahlgren, Charles	910 · Professional Deve...	-601.38	57,165.80
Check	12/16/2020	18219	Chelsea School Dist...	759 · Gas/Diesel/Oil	-973.29	56,192.51
Check	12/16/2020	18220	Chamberlain, Charles	930.2 · Bldg/Property M...	-100.00	56,092.51
Check	12/16/2020	18221	Family Farm and Ho...	-SPLIT-	-106.30	55,986.21
Check	12/16/2020	18222	Farm Bureau Life In...	725 · Life Insurance	-459.24	55,526.97
Check	12/16/2020	18223	Fire Service Manage...	767 · Uniforms & Prote...	-43.50	55,483.47
Check	12/16/2020	18224	First Choice Coffee ...	940.7 · Rental - Water ...	-40.00	55,443.47
Check	12/16/2020	18225	Great Lakes Ace Ha...	-SPLIT-	-299.04	55,144.43
Check	12/16/2020	18226	Ballard, Ian J	752.3 · Supplies - Office	-29.00	55,115.43
Check	12/16/2020	18227	ink frenzy	880 · Community Servi...	-150.00	54,965.43
Check	12/16/2020	18228	Lyndon Township	930.3 · Bldg/Property M...	-8,625.00	46,340.43
Check	12/16/2020	18229	Michigan Associatio...	231.1 · MAFF Union Du...	-608.45	45,731.98
Check	12/16/2020	18230	Manchester Towing	932.28 · Truck Maint - ...	-75.00	45,656.98
Check	12/16/2020	18231	Meekhof Tire Sales ...	932.23 · Truck Maint - ...	-1,362.96	44,294.02
Check	12/16/2020	18232	National Hose Testi...	931 · Equipment Mainte...	-796.50	43,497.52
Check	12/16/2020	18233	NFPA	915 · Dues, Licenses & ...	-175.00	43,322.52
Check	12/16/2020	18234	Pittsfield Township	752.1 · Supplies - Emer...	-578.92	42,743.60
Check	12/16/2020	18235	Ricoh Americas Cor...	940.4 · Rental - Copier	-178.11	42,565.49
Check	12/16/2020	18236	Rite-Tech Enterprise...	-SPLIT-	-821.65	41,743.84
Check	12/16/2020	18237	The UPS Store	851 · Postage	-16.74	41,727.10
Check	12/16/2020	18238	Blue Care Network o...	718 · Healthcare/Dental	-15,937.56	25,789.54
Check	12/16/2020	18239	Bollinger Sanitation	930.2 · Bldg/Property M...	-769.50	25,020.04
Check	12/16/2020	18240	Emergent Health Pa...	801.1 · PS - Dispatch	-2,455.99	22,564.05
Check	12/16/2020	18241	Parts Peddler	-SPLIT-	-153.84	22,410.21
Check	12/16/2020	18242	Start Rescue	910 · Professional Deve...	-2,600.00	19,810.21
General Journal	12/16/2020	deposit		602 · Service Billing Re...	924.50	20,734.71
General Journal	12/16/2020	deposit		602 · Service Billing Re...	469.00	21,203.71
General Journal	12/16/2020	mers		231.4 · MMers Withheld	-15,362.61	5,841.10
General Journal	12/17/2020	fundst...		001.3 · C Payroll/Swee...	-37,092.58	-31,251.48
Check	12/17/2020	ACH	Capital One	-SPLIT-	-5,706.38	-36,957.86
General Journal	12/18/2020	457pe...		231.2 · Pension 457(b)	-545.68	-37,503.54
General Journal	12/18/2020	fundst...		006.1 · F - Investmt Ca...	150,000.00	112,496.46
Check	12/22/2020	18243	Accident Fund Com...	726 · Workers Compen...	-7,437.00	105,059.46
Check	12/22/2020	18244	City of Chelsea	-SPLIT-	-517.59	104,541.87
Check	12/22/2020	18245	Complete Corporate...	801.5 · PS - IT	-1,000.00	103,541.87
Check	12/22/2020	18246	Gaken, James M	861 · Mileage Reimburs...	-32.82	103,509.05
Check	12/22/2020	18247	Lessors, Inc	-SPLIT-	-16.00	103,493.05
Check	12/22/2020	18248	Rite-Tech Enterprise...	932.15 · Truck Maint - ...	-1,066.15	102,426.90
Check	12/22/2020	18249	State Chemical Mfg....	752.2 · Supplies - Clea...	-1,294.08	101,132.82
Check	12/22/2020	18250	Strategic	931 · Equipment Mainte...	-298.33	100,834.49
Check	12/22/2020	18251	Superior Twp. Fire D...	-SPLIT-	-2,530.69	98,303.80
Check	12/22/2020	18252	The Computer Source	-SPLIT-	-5,325.00	92,978.80

Chelsea Area Fire Authority
Check Register
December, 2020

Type	Date	Num	Name	Split	Amount	Balance
Check	12/22/2020	18253	The Sweatshop Cus...	721 · FT Uniform Allow...	-130.00	92,848.80
Check	12/22/2020	18254	Mutter F/T, Tyler	910 · Professional Deve...	-67.16	92,781.64
General Journal	12/23/2020	deposit		693 · Sale of Capital As...	2,400.00	95,181.64
Check	12/28/2020	ACH	DTE Energy	-SPLIT-	-366.90	94,814.74
General Journal	12/28/2020	sale/a...		693 · Sale of Capital As...	2,500.00	97,314.74
General Journal	12/29/2020	deposit		602 · Service Billing Re...	76,609.47	173,924.21
General Journal	12/30/2020	fundst...		001.3 · C Payroll/Swee...	-34,583.00	139,341.21
General Journal	12/30/2020	457pe...		231.2 · Pension 457(b)	-567.53	138,773.68
General Journal	12/31/2020	deposit		602 · Service Billing Re...	46,221.70	184,995.38
Total 001.1 · C General Checking					80,366.07	184,995.38
TOTAL					**80,366.07**	**184,995.38**

Treasurer's Report

Financials

P & L Budget vs. Actual YTD
Balance Sheet
Bank Accounts Summary

Reports

Credit Card Expenses

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget	Compare Ideal %
Income						
412	Delinquent Personal Property Tax	835.61	76.00	759.61	1099.5%	
441	Local Comm. Stabilization Share	55,800.10	55,800.00	0.10	100.0%	
505	Federal Grant	103,574.25	103,574.00	0.25	100.0%	
505.1	Federal Grant - 2018 AFG Amendmt	73,862.66	73,863.00	-0.34		
528	Federal Grant - CARES Act	89,499.00	89,499.00	0.00		
528.1	Federal Grant - CARES/Hazard Pay	16,000.00	16,000.00	0.00		
580.1	Chelsea City	649,670.30	644,706.00	4,964.30	100.8%	
580.3	Lima Township	610,842.24	600,820.00	10,022.24	101.7%	
580.4	Lyndon Township	453,831.66	405,247.00	48,584.66	112.0%	
580.5	Sylvan Township	500,812.68	494,727.00	6,085.68	101.2%	
580	Contributions from Local Units	2,215,156.88	2,145,500.00	69,656.88	103.2%	
602	Service Billing	24,452.98	20,000.00	4,452.98	122.3%	
606	Other Income	6,011.20	1,500.00	4,511.20	400.7%	
665	Interest Income	1,681.34	1,400.00	281.34	120.1%	
674	Donations - Private Sources	325.00	0.00	325.00	#DIV/0!	
676	Reimbursements	86.76	87.00	-0.24	99.7%	
693	Sale of Capital Assets	6,253.00	1,100.00	5,153.00	568.5%	
Total Income		2,593,538.78	2,508,399.00	85,139.78	103.4%	

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
Expense							
702.2	Wages - Captains	200,535.11	196,121.00	4,414.11	102.3%	Monthly	100.0%
702.21	Wages - Acting Captain	1,983.64	1,800.00	183.64	110.2%	Monthly	100.0%
702.3	Wages - Lieutenants	177,008.83	176,160.00	848.83	100.5%	Monthly	100.0%
702.31	Wages - Acting Lieutenant	1,884.05	1,800.00	84.05	104.7%	Monthly	100.0%
702.4	Wages - FT FFs	302,346.85	292,853.00	9,493.85	103.2%	Monthly	100.0%
702.5	Wages - Captains FLSA	16,296.30	15,718.00	578.30	103.7%	Monthly	100.0%
702.6	Wages - Lieutenants FLSA	14,556.33	14,405.00	151.33	101.1%	Monthly	100.0%
702.7	Wages - F/T Firefighters FLSA	25,488.09	24,864.00	624.09	102.5%	Monthly	100.0%
702.9	Wages - Training	9,382.67	6,000.00	3,382.67	156.4%	Monthly	100.0%
703.1	Wages - Chief	97,161.25	94,198.00	2,963.25	103.1%	Monthly	100.0%
703.2	Wages - Admin Asst	32,656.60	35,000.00	-2,343.40	93.3%	Monthly	100.0%
704.0	Wages - Paid on Call	29,453.91	35,000.00	-5,546.09	84.2%	Monthly	100.0%
706.0	Wages - Holiday	27,437.52	23,000.00	4,437.52	119.3%	Monthly	100.0%
707.0	Wages - Physical Agility Test	10,250.00	10,750.00	-500.00	95.3%		100.0%
708.0	Wages - CARES Hazard Pay	16,000.00	16,000.00	0.00	100.0%	Annual	100.0%
709.0	Payroll Taxes - FICA	62,420.99	62,000.00	420.99	100.7%	Monthly	100.0%
711.0	Payroll Taxes -Medicare	14,598.46	14,500.00	98.46	100.7%	Monthly	100.0%
712.0	Payment in lieu of Benefits	16,486.11	15,000.00	1,486.11	109.9%	Monthly	100.0%
713.0	Overtime	47,555.93	55,000.00	-7,444.07	86.5%	Monthly	100.0%
714.0	Longevity	100.00	1,000.00	-900.00	10.0%	Monthly	100.0%
717.0	MERS Retirement	65,357.23	70,000.00	-4,642.77	93.4%	Monthly-1 month behind	91.7%
718.0	Healthcare Insurance Premiums	172,267.94	160,000.00	12,267.94	107.7%	Monthly	100.0%
721.0	Uniform Allowance	10,581.31	12,000.00	-1,418.69	88.2%	Occasional	100.0%
723.0	HCSP (Retiree Healthcare)	21,600.00	21,600.00	0.00	100.0%	Occasional	100.0%
724.0	Healthcare Reimbursement	0.00	0.00	0.00	#DIV/0!	Annual	0.0%

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
725.0	Life Insurance	5,469.12	7,500.00	-2,030.88	72.9%	Monthly	100.0%
726.0	Workers Comp Exp.	33,104.00	55,000.00	-21,896.00	60.2%	Quarterly	100.0%
727.0	Workers Comp - Self Pay	2,882.00	2,800.00	82.00	102.9%	Monthly	100.0%
728.0	New Hire Testing/Physicals	0.00	0.00	0.00	#DIV/0!	Annual	0.0%
729.0	Physical Fitness/Equipment	2,239.00	2,300.00	-61.00	97.3%	Monthly-1 month behind	91.7%
752.1	Supplies - Emergency Ops	7,516.27	7,000.00	516.27	107.4%	Monthly-1 month behind	91.7%
752.2	Supplies - Cleaning/Building	6,199.72	5,000.00	1,199.72	124.0%	Monthly-1 month behind	91.7%
752.3	Supplies - Office	2,397.86	1,750.00	647.86	137.0%	Occasional	91.7%
759.0	Gasoline/Diesel Fuel	11,501.16	14,000.00	-2,498.84	82.2%	Occasional	91.7%
767.0	Uniforms/Protective Equipment	5,699.02	28,000.00	-22,300.98	20.4%	Monthly-1 month behind	91.7%
791.0	Subscriptions/Publications	1,774.04	2,000.00	-225.96	88.7%	Monthly-1 month behind	91.7%
	Professional Services						
801.1	P.S. - Dispatch	26,165.20	26,000.00	165.20	100.6%	Monthly-1 month behind	91.7%
801.2	P.S. - Legal	10,431.00	12,000.00	-1,569.00	86.9%	Monthly-1 month behind	91.7%
801.4	P.S. - HR & Payroll	23,562.07	25,000.00	-1,437.93	94.2%	Monthly	100.0%
801.5	P.S. - IT	4,435.00	3,000.00	1,435.00	147.8%	Monthly-1 month behind	91.7%
801.6	P.S. - Accounting & Audit	12,155.63	15,000.00	-2,844.37	81.0%	Monthly-1 month behind	60.0%
801.7	P.S. - Software License & Support	7,855.60	6,000.00	1,855.60	130.9%	Monthly-1 month behind	91.7%
801.8	P.S. - Service Billing	1,894.17	2,000.00	-105.83	94.7%	Monthly-1 month behind	91.7%
801.9	P.S. - Other	5,979.02	5,812.00	167.02	102.9%	Monthly-1 month behind	91.7%
	Total Professional Services	92,477.69	94,812.00	-2,334.31			
804.1	Tech Rescue Team	0.00	500.00	-500.00	0.0%		
804.2	HAZMAT Team	1,250.00	1,500.00	-250.00	83.3%		

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
850.1	Station Phones	4,386.29	4,800.00	-413.71	91.4%	Monthly-1 month behind	91.7%
850.2	Radios	0.00	1,000.00	-1,000.00	0.0%	Monthly-1 month behind	91.7%
851.0	Postage	375.69	500.00	-124.31	75.1%	Monthly-1 month behind	91.7%
852.1	Internet - Station 1	1,091.55	1,100.00	-8.45	99.2%	Monthly-1 month behind	91.7%
852.2	Internet - Station 2	1,796.12	1,900.00	-103.88	94.5%	Monthly-1 month behind	91.7%
852.3	Wi-Fi (Tablets)	1,313.70	1,500.00	-186.30	87.6%		
861.0	Mileage Reimbursement	50.86	25.00	25.86	203.4%	Monthly-1 month behind	91.7%
880.0	Community Service Activities	284.94	500.00	-215.06	57.0%	Occasional	100.0%
900.0	Printing & Publishing	143.94	500.00	-356.06	28.8%	Occasional	100.0%
910.0	Professional Dev- Employee Training	22,426.76	18,000.00	4,426.76	124.6%	Monthly-1 month behind	91.7%
910.1	Training - College Scholaship	3,000.00	3,000.00	0.00	100.0%		100.0%
915.0	Dues, Licenses & Memberships	2,384.00	4,000.00	-1,616.00	59.6%	Occasional	100.0%
	HEWT - Station 1						
917.1	Sewage - Station 1	729.88	720.00	9.88	101.4%	Monthly-1 month behind	91.7%
918.1	Water - Station 1	409.57	960.00	-550.43	42.7%	Monthly-1 month behind	91.7%
919.1	Waste/Rubbish Disposal - Station 1	1,111.37	1,000.00	111.37	111.1%	Monthly-1 month behind	91.7%
920.1	Electric - Station 1	4,086.13	4,800.00	-713.87	85.1%	Monthly-1 month behind	91.7%
921.1	Natural Gas - Station 1	2,096.20	2,500.00	-403.80	83.8%	Monthly-1 month beh	91.7%
	Total HEWT - Station 1	8,433.15	9,980.00	-1,546.85			
	HEWT - Station 2						
917.2	Sewage - Station 2	0.00	0.00	0.00	0.0%	Monthly-1 month behind	0.0%
918.2	Water - Station 2	97.86	100.00	-2.14	97.9%	Monthly-1 month behind	91.7%
919.2	Waste/Rubbish Disposal - Station 2	153.00	300.00	-147.00	51.0%	Monthly-1 month behind	0.0%
920.2	Electric - Station 2	1,838.27	1,700.00	138.27	108.1%	Monthly-1 month behind	91.7%

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
921.2	Natural Gas - Station 2	1,702.65	1,750.00	-47.35	97.3%	Monthly-1 month behind	91.7%
	Total HEWT - Station 2	3,791.78	3,850.00	-58.22			
	HEWT - Station 3						
917.3	Sewage - Station 3	0.00	0.00	0.00	0.0%	Monthly-1 month behind	
918.3	Water - Station 3	0.00	0.00	0.00	#DIV/0!	Monthly-1 month behind	
919.3	Waste/Rubbish Disposal - Station 3	0.00	0.00	0.00	#DIV/0!	Monthly-1 month behind	
920.3	Electric - Station 3	0.00	0.00	0.00	#DIV/0!	Monthly-1 month behind	
921.3	Natural Gas - Station 3	0.00	0.00	0.00	#DIV/0!	Monthly-1 month behind	
	Total HEWT - Station 3	0.00	0.00	0.00			
930.1	Bldg/Property Maint - Station 1	2,260.45	1,500.00	760.45	150.7%	Monthly-1 month beh	91.7%
930.2	Bldg/Property Maint - Station 2	5,600.26	6,000.00	-399.74	93.3%	Monthly-1 month beh	91.7%
930.3	Bldg/Property Maint - Station 3	8,806.84	500.00	8,306.84	1761.4%	Monthly-1 month beh	91.7%
931.0	Equipment Maint/Repairs	8,464.87	8,000.00	464.87	105.8%	Monthly-1 month beh	91.7%
	Truck Maintenance						
932.01	Truck Maint - Chief's Vehicle	1,439.04	1,350.00	89.04	106.6%	Occasional	100.0%
932.11	Truck Maint - Engine 6-1	27,346.75	30,000.00	-2,653.25	91.2%	Occasional	100.0%
932.12	Truck Maint - Aerial 6-1	4,529.38	6,000.00	-1,470.62	75.5%	Occasional	100.0%
932.13	Truck Maint - Squad 6-1	1,049.10	2,000.00	-950.90	52.5%	Occasional	100.0%
932.15	Truck Maint - Tanker 6-1	40,375.16	39,000.00	1,375.16	103.5%	Occasional	100.0%
932.17	Truck Maint - Utility (Gator)	49.95	50.00	-0.05	99.9%	Occasional	100.0%
932.21	Truck Maint - Engine 6-2 1994 HME	9,491.21	10,000.00	-508.79	94.9%	Occasional	100.0%

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
932.23	Truck Maint - Squad 6-2 (Mini)	10,349.18	9,000.00	1,349.18	115.0%	Occasional	100.0%
932.25	Truck Maint - Tanker 6-2	2,139.40	3,000.00	-860.60	71.3%	Occasional	100.0%
932.28	Truck Maint - Brush 6-2	3,265.93	3,300.00	-34.07	99.0%	Occasional	100.0%
932.9	Truck Maint - Other	1,505.50	1,300.00	205.50	115.8%	Occasional	100.0%
932.99	Truck Maint - Rokon	64.94	20.00	44.94	324.7%	Occasional	100.0%
	Total Truck Maintenance	101,605.54	105,000.00	-3,459.40	96.8%		
937.0	Insurance - General Liability	43,103.00	43,103.00	0.00	100.0%	Monthly-1 month beh	100.0%
940.4	Rental - Copier	2,644.47	2,600.00	44.47	101.7%	Monthly	100.0%
940.7	Water Dispenser - Station 1	695.85	750.00	-54.15	92.8%	Monthly	100.0%
955.0	Miscellaneous	491.62	500.00	-8.38	98.3%	Monthly-1 month beh	100.0%
956.0	Bank Service Charges	938.40	900.00	38.40	104.3%	Monthly	100.0%
965.0	Chargebacks	535.24	4,000.00	-3,464.76	13.4%	Occasional	100.0%
970.0	Capital Replacement	0.00	250,000.00	-250,000.00	0.0%	Occasional	100.0%
977.0	Capital Outlay - Tools & Equipment	183,635.70	180,000.00	3,635.70	102.0%	Occasional	91.7%
980.0	Capital Outlay - Office Equip & Furn	11,607.23	9,500.00	2,107.23	122.2%	Occasional	91.7%
	Capital Outlay - Vehicles						
981.01	Capital Outlay - Chief's Vehicle	0.00	0.00	0.00	#DIV/0!	Occasional	100.0%
981.11	Capital Outlay - Engine 6-1	0.00	0.00	0.00		Occasional	100.0%
981.12	Lease Pmts - Aerial 6-1	37,359.44	37,400.00	-40.56	99.9%	March	100.0%
981.23	Lease Pmts - Squad 6-2	202,256.06	30,354.00	171,902.06	666.3%	February	100.0%
	Total Capital Outlay - Vehicles	239,615.50	67,754.00	171,861.50	#DIV/0!		

Chelsea Area Fire Authority
Profit & Loss - Budget vs. Actual
2020

		Jan - Dec, 2020	Annual Budget	$ Over Budget	% of Budget		Compare Ideal %
992.0	Interest Expense	8,018.73	20,948.00	-12,929.27	38.3%	Feb, Mar & Y/E Accrual	
Total Expense		2,213,421.48	2,328,661.00	-115,239.52	95.1%		
Net Income		**380,117.30**	**179,738.00**	**200,379.30**			

Chelsea Area Fire Authority
Balance Sheet
As of December 31, 2020

		Dec 31, 20
ASSETS		
Current Assets		
Checking/Savings		
001.1 · C General Checking		184,995.38
001.2 · C Trust & Agency		34,914.55
001.3 · C Payroll/Sweep Checking		100.00
002 · C Money Market		21,829.79
003.1 · F - CD 4142		65,378.16
003.6 · CZ- CD 0357		250,000.00
004 · Petty Cash		100.00
006.1 · F - Investmt Cash Sweep		379,396.90
008 · CZ Checking		6,897.10
Total Checking/Savings		943,611.88
Other Current Assets		
082.1 · A/R Chelsea Village		19,670.64
082.3 · A/R Lima Township		551,607.34
082.4 · A/R Lyndon Township		418,314.60
082.5 · A/R Sylvan Township		459,683.56
123 · Prepaid Expense		2,217.08
124 · Prepaid Insurance		9,451.07
Total Other Current Assets		1,460,944.29
Total Current Assets		2,404,556.17
TOTAL ASSETS		**2,404,556.17**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
231.1 · MAFF Union Dues		710.95
231.3 · Aflac		2,076.06
231.4 · MMers Withheld		6,069.01
360 · Deferred Tax Receipts		
360.3 · Lima Township	586,250.00	
360.4 · Lyndon Township	418,314.60	
360.5 · Sylvan Township	496,671.08	
Total 360 · Deferred Tax Receipts		1,501,235.68
Total Other Current Liabilities		1,510,091.70
Total Current Liabilities		1,510,091.70
Total Liabilities		1,510,091.70

Chelsea Area Fire Authority
Balance Sheet
As of December 31, 2020

	Dec 31, 20
Equity	
375 · Board Designated Reserve Fund	615,062.84
380 · General Operating	-100,715.67
Net Income	380,117.30
Total Equity	894,464.47
TOTAL LIABILITIES & EQUITY	**2,404,556.17**

Chelsea Area Fire Authority
Bank Accounts
12/31/2020

Bank	Account	Funds	Balance	Bank Totals	Interest Rate	Maturity Date
CSB	Checking	Operating	$184,995.38		-----	
CSB	Money Market	Operating	$21,829.79		0.10%	
CSB	Trust & Agency	Operating	$34,914.55		0.05%	
CSB	Payroll Sweep	Operating	$100.00		-----	
				$241,839.72		
CZ	Checking	Operating	$6,897.10		0.05%	
	C.D. #0357	Future Capital	$250,000.00		1.30%	1/19/2021
				$256,897.10		
F	Checking	Debt	$0.00			
F	ICS	Operating	$223,019.09		0.20%	
		Future Capital	$156,377.81		0.20%	
		Debt	$0.00		0.20%	
	Savings	Future Capital	$0.00			
	C.D. #4142	Future Capital	$65,378.16		0.30%	1/25/2021
				$444,775.06		
		Operating Funds	**$471,755.91**			
		Debt Funds	**$0.00**			
		Future Capital	**$471,755.97**			
Total			**$943,511.88**	**$943,511.88**		

Chelsea Area Fire Authority
Credit Card Payment
December, 2020

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
30876	Check	12/17/2020	ACH	Capital One		001.1 · C General Checking		5,706.38
				Capital One	comcast	852.2 · Internet - Station 2	163.69	
				Capital One	google	801.7 · PS - Software License & Support	276.00	
				Capital One	comcast	852.1 · Internet - Station 1	84.90	
				Capital One	waste mgt	919.1 · Waste/Rubbish Disposal - St 1	107.82	
				Capital One	traffic safety s...	752.1 · Supplies - Emergency Ops	710.30	
				Capital One	amazon	977 · Capital Outlay - Tools & Equip	745.00	
				Capital One	amazon	721 · FT Uniform Allowance	146.03	
				Capital One	discount tire	932.01 · Truck Maint. - Chief's Truck	1,010.44	
				Capital One	wave	721 · FT Uniform Allowance	60.00	
				Capital One	victory lane	932.01 · Truck Maint. - Chief's Truck	187.87	
				Capital One	amazon	752.3 · Supplies - Office	108.76	
				Capital One	ink frenzy	752.3 · Supplies - Office	312.00	
				Capital One	zoom	801.7 · PS - Software License & Support	15.89	
				Capital One	tractor supply	977 · Capital Outlay - Tools & Equip	131.26	
				Capital One	dorsey school	910 · Professional Development	1,485.00	
				Capital One	amazon	977 · Capital Outlay - Tools & Equip	57.86	
				Capital One	amazon	977 · Capital Outlay - Tools & Equip	103.56	
							5,706.38	5,706.38
TOTAL							**5,706.38**	**5,706.38**

7. Chief's Report

A. Monthly Report – December / January
B. Training Schedule
C. Incident Statistics

Chelsea Area Fire Authority
200 W. Middle Street
Chelsea, MI 48118
O (734) 475-8755
F (734) 475-1967
https://www.chelseafire.org
Fire Chief – Robert A. Arbini
Proudly serving the City of Chelsea and Lima, Lyndon, and Sylvan Townships

To: Fire Administration Board

From: Chief Arbini

Date: 1-19-2021

RE: Board Packet 12-14-20 thru 1-15-2021

12-14-2020	Trying to setup the Ricoh onto the server – will be looked at in the evening; Discussion with ems student about getting into the fire service; assisting with IT to get QuickBooks set up on Judi's computer
12-15-2020	Monthly Board meeting; IT issues with The Computer Source; IT Policy; Bills; Trip to Pittsfield Fire to pick up COVID Grant materials
12-16-2020	IT issues with The Computer Source; Bills
12-17-2020	Bills; IT issue with scanner – rep from Ricoh in to fix the problem; discussions with board members regarding IT direction; signing of checks
12-18-2020	ProQA meeting with HVA; disciplinary issue
12-19-2020	Bell Ringing and stuff A Truck at Family Farm and Home
12-21-2020	IT audit performed at CAFA; Bills; Pittsfield FD to pick up antennas/equipment
12-22-2020	Meeting with Flagstar personnel to discuss ICS account; Bills
12-23-2020	Calendar setup for 2021; Bills
12-24-2020	Holiday
12-25-2020	Holiday
12-28-2020	Trip to DarkHorse Cargo Trailers to pick up cabinet for new trailer; Bills; Cleaning up of Policies that have recently been distributed.
12-29-2020	Review of IT proposal from D. Bourdeau; Cleaning up of Policies that have recently been distributed. 2 hrs PTO

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12-30-2020	Discussions with T. Demske and T. Osbourne regarding the IT proposal; Discussion with D. Bourdeau regarding the IT proposal; 5 hrs PTO
12-31-2020	Holiday
1-1-2021	Holiday
1-4-2021	Set up of Google Drive for new Fire Scene set-up Policy; IT discussion with D. Bourdeau; Cleaning up of Policies that have recently been distributed; Review of EMT Third Rider Program through WAMAA
1-5-2020	WAMAA monthly meeting; Policy wrap-up for social media, firearms, station visitors; 2020 AFG; Verizon store for damaged notebook
1-6-2020	2020 AFG Shopping List; Bills
1-7-2020	2020 AFG paperwork; Response to Trinkle Rd. for house fire; Fee and Billing Policy reviewed due to Arctic Coliseum issue
1-8-2021	Follow up with Arctic Coliseum for alarm issue; 2020 AFG paperwork
1-11-2021	WAMAA Bylaws; Google Drive review/utilization of it.
1-12-2021	2020 Uniform audit; Setting up of Google Doc for CAFA letterhead; WAMAA Bylaws; Pittsfield Fire to pick up remaining items from PE Grant.
1-13-2021	Bills; Meeting with Capt. Smyth and Doug Eder about fire reports and fire investigations in general
1-14-2021	Clothing order for personnel; Douglass Safety rep phone call about old order; Board Packet; Visit from Computer Source regarding computer issues; Website uploading of documents.
1-15-2021	Accountability Board conversation with ordering company; Fire Investigation policy; Fire investigator documents to State Fire Marshal for review.

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Most of my past month dealt mainly with IT issues after the appearance of ransomware on the CAFA server. After a few meetings with Dan Bourdeau from Complete Corporate Solutions, CAFA has entered into an agreement with CCS for services. A discussion was had with The Computer Source regarding keeping a relationship for hardware items and some troubleshooting if necessary. An IT audit was performed as well.

Some work has begun for issuing a press release for the ISO update. I am tentatively planning on sharing this to Chelsea Update in the second week of February due to it not officially taking affect until March 1, 2021.

A house fire occurred on Trinkle Rd. on 1-7-2021. It was started due to unattended cooking on the stove.

More policies have been updated. I will continue to do so throughout the year. CAFA may be changing the way we utilize/share documents by using Google Drive more.

WAMAA bylaws have surfaced for renewal and was recently passed with some new changes. None of the changes impact CAFA. This was a general cleanup similar to what we just went through.

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Full Address	Basic Incident Type (FD1.21)
Basic Incident City Name (FD1.16): City of Chelsea			
20-1752	12/02/2020 05:32:00	805 West Middle K1309 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1753	12/02/2020 16:31:00	805 West middle 681 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1755	12/03/2020 03:26:00	501 Coliseum City of Chelsea MI 48118	False alarm or false call, other
20-1754	12/03/2020 00:48:00	805 West middle 171 City of Chelsea MI 48118	Assist invalid
20-1756	12/03/2020 09:33:00	805 West Middle G630 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1757	12/03/2020 11:34:00	315 Taylor City of Chelsea MI 48118	Assist invalid
20-1758	12/04/2020 09:30:00	805 West Middle Dancy 472 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1759	12/04/2020 10:29:00	1483 Auston City of Chelsea MI 48118	False alarm or false call, other
20-1748	12/01/2020 17:01:00	250 Wilkinson 222 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1747	12/01/2020 16:28:00	100 Silver Maples 3125 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1749	12/01/2020 20:03:00	805 West Middle towsley City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1757.5	12/03/2020 17:00:00	325 Wilkinson 204 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1765	12/05/2020 15:23:00	722 Main City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1764	12/05/2020 11:07:00	805 West Middle 1713 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1766	12/05/2020 20:22:00	200 Silver Maple 1302 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1761	12/04/2020 14:29:00	805 West middle Dancy 505 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1770	12/06/2020 12:19:00	805 West Middle 406 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1768	12/06/2020 10:46:00	805 West Middle City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1774	12/07/2020 05:02:00	159 Orchard City of Chelsea MI 48118	Assist invalid
201775	12/07/2020 11:01:49	159 Orchard City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1780	12/08/2020 01:04:55	717 W. MIDDLE City of Chelsea MI 48118	No incident found on arrival at dispatch address
20-1781	12/08/2020 04:45:00	605 Fieldstone City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1782	12/08/2020 12:56:00	1200 South Main City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1784	12/08/2020 22:27:00	805 West Middle K1701 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1785	12/09/2020 00:08:00	404 Fieldstone City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1786	12/09/2020 14:01:00	505 Wilkinson City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1787	12/09/2020 20:33:00	325 Wilkinson 332 City of Chelsea MI 48118	Assist invalid
201788	12/10/2020 00:37:00	805 West MIDDLE T.106 City of Chelsea MI 48118	Dispatched and cancelled en route
20-1773	12/06/2020 18:31:00	325 Wilkinson 312 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1789	12/10/2020 07:33:00	801 West Middle DAN 203 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1791	12/10/2020 14:02:00	805 West middle 1309 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1794	12/11/2020 02:19:00	501 Coliseum City of Chelsea MI 48118	False alarm or false call, other
20-1797	12/11/2020 12:49:00	325 Wilkinson 332 City of Chelsea MI 48118	No incident found on arrival at dispatch address
20-1798	12/11/2020 14:47:00	Duncan City of Chelsea MI 48118	Outside rubbish fire, other

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Full Address	Basic Incident Type (FD1.21)
20-1795	12/11/2020 07:46:00	801 West Middle 505 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1799	12/11/2020 16:38:00	805 West Middle City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1800	12/11/2020 21:09:00	805 West middle K1713 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1801	12/11/2020 22:02:00	200 silver maples 1210 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1805	12/12/2020 08:00:00	805 West middle 370 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1807	12/12/2020 19:05:00	805 West middle Towsley cafeteria City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1802	12/11/2020 23:36:00	1220 Meadow City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1810	12/13/2020 14:17:00	805 West middle City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1812	12/13/2020 22:02:46	325 wilkinson City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1813	12/14/2020 08:29:00	705 West Middle 4 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1814	12/14/2020 10:01:00	805 W. Middle City of Chelsea MI 48118	Assist invalid
20-1804	12/12/2020 07:12:00	100 Silver Maples 1105 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1815	12/14/2020 12:53:00	200 Silver Maples 2312 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1816	12/14/2020 13:30:00	805 West Middle g611 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1817	12/14/2020 18:47:00	805 West Middle 1713 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1818	12/14/2020 20:04:00	1255 South Main City of Chelsea MI 48118	Dispatched and cancelled en route
20-1819	12/15/2020 04:13:12	501 Coliseum City of Chelsea MI 48118	False alarm or false call, other
20-1824	12/15/2020 12:56:00	775 Main City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1820	12/15/2020 08:38:00	315 Taylor City of Chelsea MI 48118	Rescue, EMS incident, other
20-1822	12/15/2020 11:16:00	805 West Middle 1700 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1827	12/15/2020 15:04:00	14650 East Old US 12 City of Chelsea MI 48118	Dispatched and cancelled en route
20-1825	12/15/2020 13:17:00	805 West Middle 1700 Hall City of Chelsea MI 48118	Medical assist, assist EMS crew
20-1830	12/16/2020 10:44:00	903 Egret City of Chelsea MI 48118	Assist invalid
20-1833	12/16/2020 16:59:00	801 West Middle 274 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1834	12/17/2020 00:19:00	701 West Middle apt1 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1836	12/17/2020 03:09:00	201 W. North st. City of Chelsea MI 48118	False alarm or false call, other
20-1837	12/17/2020 06:29:00	20184 West Old US 12 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1840	12/17/2020 20:08:00	1240 Old Manchester City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1841	12/17/2020 20:52:00	307 Madison City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1842	12/17/2020 23:47:00	316 McKinley City of Chelsea MI 48118	Assist invalid
20-1843	12/18/2020 08:00:00	1198 South Main City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1844	12/18/2020 08:56:00	14650 East Old US-12 suite 202 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1845	12/18/2020 10:36:00	805 West middle K 1309 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1849	12/18/2020 18:52:00	310 North Main City of Chelsea MI 48118	Dispatched and cancelled en route
20-1850	12/19/2020 00:08:00	159 Orchard City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1851	12/19/2020 07:46:00	805 West Middle GC 634 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Full Address	Basic Incident Type (FD1.21)
20-1852	12/19/2020 08:09:00	805 West middle st glazier 664 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1856	12/19/2020 21:04:00	805 West Middle City of Chelsea MI 48118	Dispatched and cancelled en route
20-1855	12/19/2020 19:47:00	730 North Main City of Chelsea MI 48118	Building or structure weakened or collapsed
20-1859	12/20/2020 11:54:00	805 West Middle Dancy 363 City of Chelsea MI 48118	Dispatched and cancelled en route
20-1862	12/20/2020 16:55:00	805 West Middle Gc 611 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1861	12/20/2020 15:32:00	325 wilkinson 302 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1866	12/21/2020 16:04:00	325 Wilkinson 112 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1864	12/20/2020 22:49:00	705 West Middle Apt 1 City of Chelsea MI 48118	Assist invalid
20-1869	12/22/2020 12:53:00	1620 commerce park City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1867	12/22/2020 09:24:00	805 West Middle GC 619 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1872	12/23/2020 19:19:00	323 Wilkinson 332 City of Chelsea MI 48118	Dispatched and cancelled en route
20-1873	12/24/2020 06:57:00	805 West Middle City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1875	12/24/2020 13:22:00	641 Fieldstone West City of Chelsea MI 48118	Public service assistance, other
20-1874	12/24/2020 08:36:00	315 Taylor City of Chelsea MI 48118	Assist invalid
20-1877	12/24/2020 19:33:00	159 Orchard City of Chelsea MI 48118	Person in distress, other
20-1878	12/24/2020 23:18:00	534 Chandler City of Chelsea MI 48118	Dispatched and cancelled en route
20-1882	12/25/2020 15:27:00	315 TAYLOR City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1884	12/26/2020 10:56:00	120 Willow City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1885	12/26/2020 13:09:00	236 East Middle Lower appartment City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1888	12/27/2020 12:41:00	325 Wilkinson 102 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1891	12/28/2020 03:26:00	325 Wilkinson 227 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1894	12/28/2020 20:34:00	159 Orchard City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1895	12/28/2020 21:48:00	200 Silver Maples 1208 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1900	12/29/2020 23:03:00	200 Silver Maples 2310 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1902	12/30/2020 11:05:00	14650 East Old US-12 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1904	12/30/2020 14:16:00	325 Wilkinson 133 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1901	12/30/2020 00:10:00	316 Mckinley City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1910	12/31/2020 16:40:00	1483 Duncan City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
20-1911	12/31/2020 21:14:00	915 Egret City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
21-0003	01/01/2021 12:09:00	805 West Middle k2308 City of Chelsea MI 48118	EMS call, excluding vehicle accident with injury
Basic Incident City Name (FD1.16): Township of Dexter			
20-1897	12/29/2020 06:27:19	6215 Eagle Township of Dexter MI 48118	Cover assignment, standby, moveup
20-1890	12/27/2020 20:09:00	12988 Island lake Township of Dexter MI 48118	Dispatched and cancelled en route
20-1886	12/26/2020 15:34:00	13644 Island lake Township of Dexter MI 48118	EMS call, excluding vehicle accident with injury
20-1831	12/16/2020 12:01:00	7425 Noahs Township of Dexter MI 48137	EMS call, excluding vehicle accident with injury
20-1823	12/15/2020 12:52:00	14064 North Territorial Township of Dexter MI 48118	EMS call, excluding vehicle accident with injury

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Full Address	Basic Incident Type (FD1.21)
20-1767	12/06/2020 08:53:00	13847 Bramble Brae Township of Dexter MI 48118	Dispatched and cancelled en route
20-1750	12/01/2020 22:42:00	8095 Stonehedge Township of Dexter MI 48118	Dispatched and cancelled en route
20-1760	12/04/2020 11:31:00	4878 Cottonwood Township of Dexter MI 48118	EMS call, excluding vehicle accident with injury
Basic Incident City Name (FD1.16): Township of Lima			
20-1790	12/10/2020 13:26:00	1855 North Lima Center Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
20-1829	12/16/2020 02:09:00	8067 Beechwood Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
20-1803	12/12/2020 03:28:00	2550 North Dancer Township of Lima MI 48130	Dispatched and cancelled en route
20-1772	12/06/2020 13:32:00	10700 Beach Township of Lima MI 48103	Dispatched and cancelled en route
20-1887	12/26/2020 20:18:00	8225 Cypress Township of Lima MI 48118	EMS call, excluding vehicle accident with injury
20-1883	12/25/2020 16:46:00	11061 TRINKLE RD Township of Lima MI 48118	EMS call, excluding vehicle accident with injury
20-1881	12/25/2020 15:18:20	S. Fletcher Township of Lima MI 48118	Motor vehicle accident with no injuries.
20-1876	12/24/2020 16:35:00	11499 Scio Church Township of Lima MI 48118	EMS call, excluding vehicle accident with injury
20-1871	12/23/2020 10:59:00	1741 South LIMA CENTER Township of Lima MI 48118	EMS call, excluding vehicle accident with injury
20-1893	12/28/2020 13:55:00	8123 Cypress Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
20-1880	12/25/2020 12:05:00	1670 North Lima Center Township of Lima MI 48130	Dispatched and cancelled en route
20-1896	12/28/2020 23:31:00	13469 Trinkle Township of Lima MI 48118	EMS call, excluding vehicle accident with injury
20-1868	12/22/2020 11:27:00	North 2550 Dancer Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
20-1870	12/23/2020 01:40:00	2550 North Dancer Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
20-1860	12/20/2020 15:02:00	East I 94 Township of Lima MI 48118	No incident found on arrival at dispatch address
20-1854	12/19/2020 14:32:00	North Freer Road Township of Lima MI 48118	Power line down
20-1899	12/29/2020 10:42:00	West I-94 Township of Lima MI 48118	Dispatched and cancelled en route
21-0007	01/01/2021 13:17:39	I-94 Township of Lima MI 48118	Motor vehicle accident with no injuries.
20-1909	12/31/2020 09:28:00	8531 Jackson Township of Lima MI 48130	EMS call, excluding vehicle accident with injury
Basic Incident City Name (FD1.16): Township of Lyndon			
21-0002	01/01/2021 08:52:00	18181 North Territorial Township of Lyndon MI 48137	EMS call, excluding vehicle accident with injury
20-1906	12/30/2020 20:56:00	8500 Werkner Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury
21-0010	01/01/2021 23:28:00	12450 Hadley Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury
21-0006	01/01/2021 13:24:52	BEEMAN ROAD Township of Lyndon MI 48118	Citizen complaint
20-1835	12/17/2020 02:41:00	18185 North Territorial Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury
20-1832	12/16/2020 16:36:00	8405 Werkner Township of Lyndon MI 48118	Public service assistance, other
20-1846	12/18/2020 12:23:00	8500 Werkner Township of Lyndon MI 48118	Rescue or EMS standby
20-1848	12/18/2020 16:45:00	10050 Joslin Lake Township of Lyndon MI 48118	Assist invalid
20-1858	12/20/2020 04:05:00	7600 Werkner Township of Lyndon MI 48118	Assist invalid
20-1892	12/28/2020 08:25:00	8009 Mester Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury
20-1879	12/25/2020 10:34:00	12870 Hadley Township of Lyndon MI 48137	Dispatched and cancelled en route
20-1792	12/10/2020 19:43:35	North Territorial Township of Lyndon MI 48118	Vehicle accident, general cleanup
20-1793	12/10/2020 20:02:00	620 Oakdale Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury
20-1778	12/07/2020 18:13:40	Stofer Township of Lyndon MI 48118	No incident found on arrival at dispatch address
20-1821	12/15/2020 10:39:00	11497 Hadley Township of Lyndon MI 48118	EMS call, excluding vehicle accident with injury

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Full Address	Basic Incident Type (FD1.21)
20-1783	12/08/2020 15:59:00	9660 joslin lake Township of Lyndon MI 48137	EMS call, excluding vehicle accident with injury
Basic Incident City Name (FD1.16): Township of Sylvan			
20-1776	12/07/2020 13:56:21	231 Spring Lake Township of Sylvan MI 48118	Dispatched and cancelled en route
20-1777	12/07/2020 17:31:00	2880 Sylvan Township of Sylvan MI 48118	No incident found on arrival at dispatch address
20-1779	12/07/2020 22:29:54	17750 Garvey Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1771	12/06/2020 13:25:00	18250 Bush Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1762	12/04/2020 13:25:00	West I 94 Township of Sylvan MI 48118	No incident found on arrival at dispatch address
20-1763	12/05/2020 03:39:00	East I94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
20-1751	12/01/2020 23:44:00	16379 Winters Township of Sylvan MI 49240	EMS call, excluding vehicle accident with injury
20-1769	12/06/2020 11:19:00	1355 Liebeck Township of Sylvan MI 48118	Assist invalid
20-1826	12/15/2020 13:49:00	16161 Kilmer Township of Sylvan MI 48118	Medical assist, assist EMS crew
20-1796	12/11/2020 08:11:00	WB I94 @ mm158 Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1808	12/12/2020 22:16:36	17409 Cavanaugh Lake Township of Sylvan MI 48118	Cover assignment, standby, moveup
20-1809	12/13/2020 04:07:06	4115 Notten Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1806	12/12/2020 18:13:00	17750 GARVEY RD Township of Sylvan MI 48118	Rescue or EMS standby
20-1863	12/20/2020 18:35:00	16195 West Old US 12 Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1889	12/27/2020 19:25:16	Old US-12 Township of Sylvan MI 48118	Motor vehicle accident with injuries
20-1898	12/29/2020 07:29:00	18500 Cavanaugh Lk Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1903	12/30/2020 12:58:00	1665 Hayes Township of Sylvan MI 48118	Dispatched and cancelled en route
20-1905	12/30/2020 15:16:00	2280 Sylvan Township of Sylvan MI 48118	False alarm or false call, other
20-1853	12/19/2020 09:35:00	1665 Hayes Township of Sylvan MI 48118	Dispatched and cancelled en route
20-1857	12/19/2020 21:26:00	1160 Pierce Township of Sylvan MI 48118	EMS call, excluding vehicle accident with injury
20-1865	12/21/2020 12:29:16	I-94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
20-1838	12/17/2020 12:18:00	I-94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
20-1847	12/18/2020 13:18:00	1665 Hayes Township of Sylvan MI 48118	Dispatched and cancelled en route
21-0004	01/01/2021 12:58:00	W. I94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
21-0005	01/01/2021 13:16:18	I-94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
21-0009	01/01/2021 16:13:00	E. I-94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.
20-1907	12/30/2020 22:06:00	16195 W. Old US-12 Township of Sylvan MI 48118	Dispatched and cancelled en route
20-1908	12/30/2020 22:16:00	16195 Old US 12 Township of Sylvan MI 48118	Overheated motor
21-0008	01/01/2021 13:41:00	West 94 Township of Sylvan MI 48118	Motor vehicle accident with no injuries.

Report Filters

Basic Incident Alarm Date Time (Fd1.26): is between '12/1/2020' and '1/1/2021'

Report Criteria

Agency Name: Is Equal To Chelsea Area Fire Authority

2021 January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31 Review employee hand book Pgs. 107-111. Substance abuse, fitness for duty	01 Review employee hand book Pgs. 107-111. Substance abuse, fitness for duty	02 Review employee hand book Pgs. 107-111. Substance abuse, fitness for duty
03 Blood Borne pathogens	04 Blood Borne pathogens	05 Blood Borne pathogens	06 Pediatric SOB	07 Pediatric SOB	08 Pediatric SOB	09 Infectious exposure Plan
10 Infectious exposure Plan	11 Infectious exposure Plan	12 Gear Inspections	13 Gear Inspections	14 Gear Inspections	15 Review SOG 1035 INSPECTION & CLEANING OF PERSONAL PROTECTIVE CLOTHING	16 Review SOG 1035 INSPECTION & CLEANING OF PERSONAL PROTECTIVE CLOTHING
17 Review SOG 1035 INSPECTION & CLEANING OF PERSONAL PROTECTIVE CLOTHING	18 Fit test	19 Fit Test	20 Fit Test	21 Sexual Harassment	22 Sexual Harassment	23 Sexual Harassment
24	25	26	27	28	29	30
31	01	Notes:				

8. Unfinished Business

A. Restated Articles of Incorporation – Public Notification & Filing -Tom Demske
B. ISO Rating Re-evaluation – Discussion on Press Release - Chief Arbini
C. IT – Audit / Complete Corporate Solutions - Chief Arbini

9. New Business

A. Research Part Time Fire Inspector Position-Chief Arbini

10. Trustee Reports

1. Chairman
2. Vice Chairman
3. Secretary
4. Trustees

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11. Announcements & Calendar

Next Regular Meeting

Date: February 16, 2021 (proposed)

Time: 9:00am

Place: Via Zoom Meeting Application

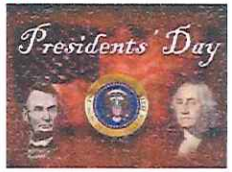
Other Announcements

JANUARY 2021

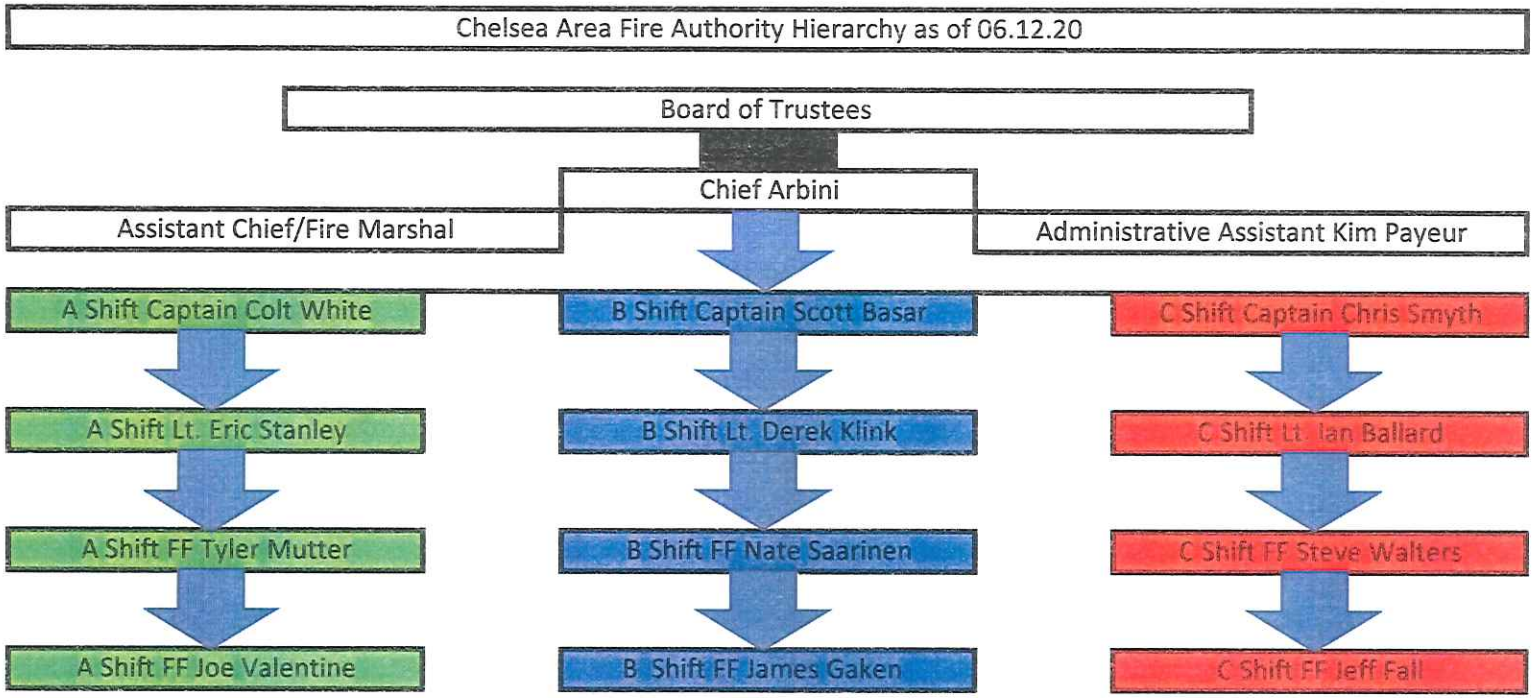
jj

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27 PAY PERIOD ENDS	Dec 28 *TIME SHEETS DUE 9AM*	Dec 29	Dec 30	Dec 31 PAY DAY **New Year's Eve** Office Closed 	1 **New Year's Day** *WELCOME 2021* Office Closed	2
3	4	5	6	7 Auditors Request List Received	8	9
10 PAY PERIOD ENDS	11 TIME SHEETS DUE BY 9AM	12	13	14	15 PAY DAY	16
17	18	19 CAFA MTG 9AM	20	21	22	23
24 PAY PERIOD ENDS 31	25 TIME SHEETS DUE BY 9AM	26	27	28	29 PAY DAY	31

FEBRUARY – 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
This month: Judi & Kim Continue to work on Auditor's List for Annual Audit forwarding information and responding to their requests.	1	2 Groundhog Day	3	4	5	6
7 PAY PERIOD ENDS	8 *Time Sheets Due 9AM*	9	10	11	12 PAY DAY #3	13
14 	15 	16 CAFA Board Meeting 9am	17 	18	19	20
21 PAY PERIOD ENDS	22	23	24	25 Squad 6-2 Paid in full 11.19.20 No Payment Due	26 PAY DAY #4	27
28						

Chelsea Area Fire Authority Hierarchy as of 06.12.20



Additional Paid-on-Call Personnel
Sophie DeTroyer (On Leave)
Adrian Eder
Bill Regnier
Luke Rescorla
Charles Dahlgren
Summer Intern: Quinton Clark

CAFA Investigators
John Dettling
Doug Eder
Larry Gaken
Al Thompson

Chelsea Area Fire Authority

Board Members

UPDATED: 01.23.2020

CAFA Secretary **Lyndon Twp. 5yr Term Exp: 12.31.22**	**Fire Chief**	**Paychex HR Services**	
Tom Demske Lyndon Township Resident **(Appointed 10.17 to Fulfill S.Mote term)** **(Re-appointed 2.15.18 for current term)**	Robert A. Arbini 200 W. Middle Street Chelsea, MI 48118	Julie Redding 29605 Cabot Drive Novi, MI 48377	
Ofc: 734-475-2401	Ofc: 734-475-8755	Ofc: 248-488-1100	
Cell: 734-645-1803	Fax: 734-475-1967	Xt: 59087	
		Fax: 877-644-9397	
tdemske@hotmail.com	chiefarbini@chelseafire.org	jredding@paychex.com	
Alternate **Lyndon Twp. Term Exp: 12.31.22**	**Administrative Assistant**		
Marc Keezer Lyndon Township Supervisor 17751 N. Territorial Rd. Chelsea, MI 48118 **A of I, Article VII: *Terms of alternate MEMBERS shall coincide with the terms of the respective MEMBERS.***	Kimberly K. Payeur 200 W. Middle St. Chelsea, MI 48118		
Ofc: 734-475-2401	Ofc: 734-475-8755		
	Fax: 734-475-1967		
marckeezer@gmail.com	kpayeur@chelseafire.org		

Chelsea Area Fire Authority

Board Members

UPDATED: 01.23.2020

CAFA Secretary **Lyndon Twp. 5yr Term Exp: 12.31.22**	**Fire Chief**	**Paychex HR Services**	
Tom Demske Lyndon Township Resident **(Appointed 10.17 to Fulfill S.Mote term)** **(Re-appointed 2.15.18 for current term)**	Robert A. Arbini 200 W. Middle Street Chelsea, MI 48118	Julie Redding 29605 Cabot Drive Novi, MI 48377	
Ofc: 734-475-2401	Ofc: 734-475-8755	Ofc: 248-488-1100	
Cell: 734-645-1803	Fax: 734-475-1967	Xt: 59087	
		Fax: 877-644-9397	
tdemske@hotmail.com	chiefarbini@chelseafire.org	jredding@paychex.com	
Alternate **Lyndon Twp. Term Exp: 12.31.22**	**Administrative Assistant**		
Marc Keezer Lyndon Township Supervisor 17751 N. Territorial Rd. Chelsea, MI 48118 **A of I, Article VII:** ***Terms of alternate MEMBERS shall coincide with the terms of the respective MEMBERS.***	Kimberly K. Payeur 200 W. Middle St. Chelsea, MI 48118		
Ofc: 734-475-2401	Ofc: 734-475-8755		
	Fax: 734-475-1967		
marckeezer@gmail.com	kpayeur@chelseafire.org		

▪ **CAFA Regular Board Meeting** ▪ **19-JAN-2020** ▪

Chief's Report:

A. Monthly Report- December / January
B. Incident Statistics
C. Training Calendar

Unfinished Business:

A. Restated Articles of Incorporation – Public Notification & Filing -Tom Demske
B. ISO Rating Re-evaluation – Discussion on Press Release - Chief Arbini
C. IT – Audit / Complete Corporate Solutions - Chief Arbini

New Business:

A. Research Part Time Fire Inspector Position – Chief Arbini

Trustee Reports:

1. Chairman
2. Vice Chairman
3. Secretary
4. Trustees