

# Plainfield Fire Department



## 2013 Annual Report

### Our Mission:

"To provide those services, either proactive or emergency, necessary to protect and enhance the quality of life for the residents and visitors to Plainfield Charter Township."

[www.plainfieldfire.org](http://www.plainfieldfire.org)

#### A MESSAGE FROM CHIEF DAVID PETERSON

It is my pleasure to present the 2013 Plainfield Charter Township Fire Department (PFD) annual report. On behalf of the 61 men and women of the department, we thank you for your continued support. Our department is comprised of many individuals, both paid and volunteer, who have committed themselves to making Plainfield Township a safer community and enhancing the quality of life to everyone who lives, works, visits, or passes through it. It is not possible to fully capture all of the individual efforts that have gone into making this past year the success it was.

As this report indicates in more detail, the department responded to 2,479 alarms, a 3.5% increase over 2012 and an 18% increase over 2004, the majority of the 2,479 alarms were medical in nature. This is the result of the two tiered system that the County relies on for medical emergencies. When a person requests an ambulance for a potentially life threatening medical emergency, the fire department is also dispatched. The Administration of PFD has determined it is in the best interest of our residents to respond to every medical emergency, life threatening or not. This rationale is based on the fact that we have personnel on duty at the stations 24/7, so there is no additional cost for personnel, and the cost of responding with the apparatus is minimal. The determination of the severity of an EMS call, and thereby how quickly the ambulance will respond, is based on the information given by the person calling 911. Several times a year we respond to a Med 3 call, non-emergency, to find the patient is having a life threatening emergency, necessitating our upgrading the ambulance to an emergency response.

PFD responded to 100 fires in 2013 that did \$1,579,250 in damage. The amount of damage due to fire increased nearly 100% over 2012. The majority of this increase was the result of a fire at the Qdoba restaurant and in the group of attached stores at "the junction" of Plainfield and the East Beltline. While this was a very large loss, it could have been much higher if the firefighters had not limited the fire damage to only that portion of the building. Their efforts, on a night when the wind chill was way below zero, saved several million dollars of structure, stock, and furnishings, not to mention the businesses that were able to continue operations or resume operations after minimal smoke and water restoration work. I should also give credit to the PERT volunteers who responded to that call and many others providing hydration and food to the firefighters.

We experienced the first of what we anticipate will be many responses to the new park at Ten Mile and Belmont Avenue. The mountain bike trails have proven to be a test for not only the bikers, but also for our responders when the bikers fail to navigate the obstacles necessitating they be transported for medical treatment. We have been working to accumulate additional equipment that will make the process of bringing the patients out of the wooded area that the trails traverse easier. The remote, wild aspect of these responses required that we prepare maps and guide posts to identify exactly where the patient is and the best route to access them. As additional activities are initiated at the park, I'm sure we will make additional responses for sprains, strains, and broken bones.

I had two personal highlights in 2013, I celebrated twenty years working for PFD and I received the Chief of the Year Award from the MAFC. I feel that neither would have been possible without the hard work and cooperation of the employees of the Plainfield Fire Department and the elected officials of the Township. Thank You for affording me the opportunity to work with so many excellent people.



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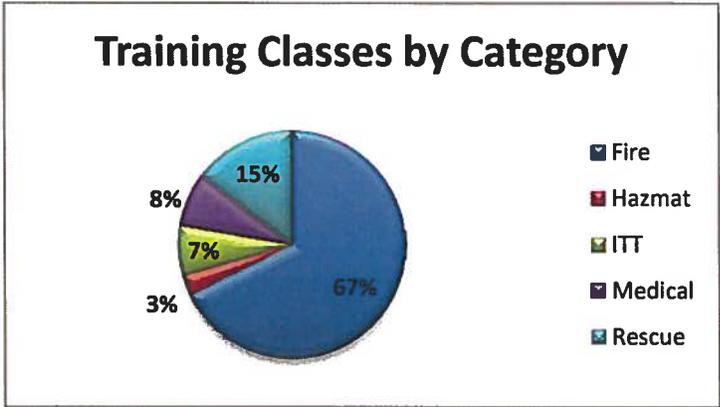
**TRAINING & FIRE SAFETY BUREAU – Assistant Chief Steve McKellar**

**Training**

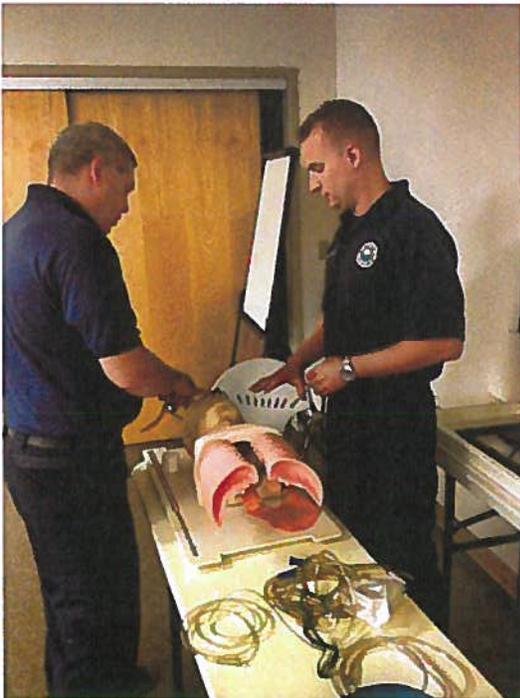
The fire department has completed the first year of a three year cycle for fire training minimum requirements. The minimum hours required for a firefighter in three years is 200 hours of fire training and at least 5 hours of medical continuing education a year to support a Medical First Responder License.

For 2013, each firefighter participated in an average of 75 hours of firefighter training and 23 hours of state certified medical continuing education. Nine of our firefighters have successfully renewed their medical license with the State of Michigan. The fire department has 20 firefighters licensed at the Medical First Responder Level, 20 firefighters are licensed at the Emergency Medical Technician-Basic Level and 3 firefighters are licensed at the Paramedic Level. Two of the

firefighters are licensed as Emergency Medical Services Instructor Coordinators with the State of Michigan, which allows them to submit for and instruct State of Michigan approved medical



continuing education.



In the fall, the fire department had two outside instructors deliver training to our firefighters. One training was delivered by paramedics from AMR ambulance service and dealt with spinal



injuries. The other training, attended by firefighters and their family members, dealt with how the stress of performing emergency/rescue operations affects the health and mental being of the firefighters and their families.

### Firefighter Academy

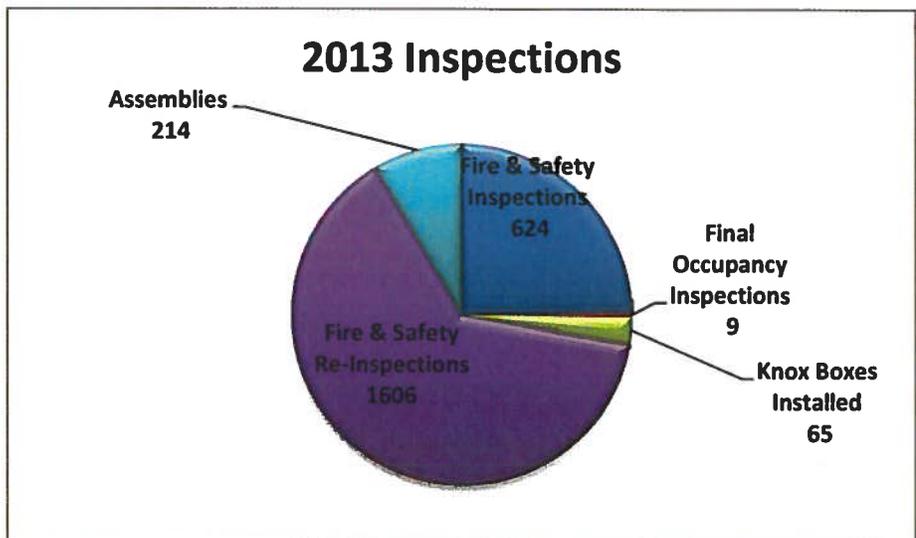
In April, the 2012/13 Firefighter Academy class tested for their State of Michigan firefighter certification. Sixteen students from area fire departments, including two from PFD, successfully completed the testing to become a State of Michigan Certified FFII.



The fire department is once again hosting a fire academy in 2013/14. The academy is registered with the Michigan Firefighter Training Council (MFFTC) and follows prescribed guidelines. There are a total of 15 students enrolled in this year's academy; 12 from area fire departments and three from PFD. The instructor group is comprised of instructors from area fire departments, with a large percentage of PFD personnel. The students receive 300 hours of firefighter training. Upon successful completion of a State administered written and practical exam, students receive certifications in firefighting, hazardous material, incident command, drivers training, and CPR. Certified practical and written testing is required by State law within two years of joining a fire department. The cost of delivering the academy is not borne by the Township; it is paid for by the student's department and State funding.

### Fire Safety Bureau

In 2013, over 2,200 inspections were performed as part of the regular inspection cycle. These inspections included initial inspection, re-inspection, final occupancy inspection, fire suppression system inspections and weekend inspections of assemblies. At each regular inspection, the inspector worked with the business owner to complete the "Firefighter Right to Know" survey.



Michigan Occupational Safety and Health Administration (MIOSHA) requires the Firefighter Right

to Know survey be completed every 5 years. PFD makes a practice of doing this every two years. The Firefighter Right to Know survey had previously been mailed to all occupancies, but the surveys were often ignored or not filled out properly. By having the inspector assist the business owner in completing the form, the information is more accurate, the rate of return is much higher and there are no mailing costs. The inspectors included marking attic and roof access points as part of their regular inspections this year. This allows the firefighters quicker and easier access to the concealed space above the ceiling. Another focus this year has been installation of Knox Boxes. The Knox Box (key box) allows the first on scene unit to gain access to commercial and residential property with one master key. The Knox System includes UL listed lock boxes that are built like a small safe. Initially, PFD focused the Knox Box installation on occupancies with a suppression system followed by those with a fire alarm system. This past year, we have been working with all businesses to have Knox Boxes put in place.

Our Fire Safety Specialist, Rob Quist, received his Plan Review Certification, nationally recognized by NFPA (National Fire Protection Association). To earn this certification, Rob attended a one week class; successfully completed a written exam and practical reviews.

During every inspection done by the Fire Safety Bureau, special attention is given to chemicals found during the inspection. The township has a well-head protection ordinance which is adopted for the area identified by the Water Department for the protection of the wells that provide our drinking water. The Fire Safety Bureau has taken the guidelines in the ordinance and enforced them.

The Fire Safety Bureau also evaluates vacant buildings throughout the township. The primary purpose of these inspections is firefighter safety. The International Fire Code allows for the placarding of vacant buildings with three different types of placards. The placard with a white square on a red background means that the building is structurally sound and an interior fire attack can be performed. The placard with a white square and a diagonal slash on a red background means the building is questionable for an interior attack and should only be entered if there is a possible rescue of a person inside the structure. The placard with a white square and a white "X" on a red background means the building is unstable and no entry of the building is allowed for any reason. There are currently 23 buildings throughout the township where the Fire Safety Bureau has utilized this placard system; four were added this year. These placards typically are only used in commercial buildings.

This year there were four large commercial building projects the Fire Safety Bureau was involved with from the plan review process, fire suppression review, to the completion and final inspections of one project. The projects are: "The Game Room Guys" new facility on West River Drive; "Vista Springs" addition located on the former Richton Avenue, now named Vista Springs Drive; "Boulder Creek Assisted Living" located at 3070 Northland Drive; and "Mercy Health – Rockford" medical complex located on 7 Mile Road.

## **Township Fire Protection Equipment Report**

In 2013 PFD undertook a project to service all Township owned fire protection equipment. The equipment included 188 fire extinguishers, five sprinkler systems, and five alarm systems. In previous years, the inspections were contracted to an outside company and there was no process to oversee or track the inspections. By judicious shopping for equipment and keeping the repairs in house, this project saves the Township thousands of dollars per year and ensures the protection equipment will work in the event it is needed.

## **Fire Investigation**

In 2013, PFD conducted 22 fire investigations to determine the cause and origin of fires as required by State law. Determining the cause of a fire is an important function of the Fire Safety Bureau. Statistics are gathered from the investigations and we are better able to educate our residents about fire safety in their homes and businesses. The majority of the fires in 2013 were started as a result of an electrical failure. The next most common cause was the result of cooking. Currently, PFD has two ongoing arson cases that have been turned over to the Kent County Sheriff Department for further investigation.

PFD was able to assist mutual aid departments with investigations to determine the cause of fires within their jurisdiction. Agencies that asked for assistance included Grattan Fire Department, Solon Fire Department, and Algoma Fire Department. Conducting investigations requires firsthand experience and knowledge; by conducting investigations for other departments, we are able to gain experience and knowledge. Typically residents are seeking answers to what started a fire on their property. PFD is able to help residents with the task of contacting their insurance company and answer the question of "What do I do now?" The investigator is typically the last person the homeowner sees and it is important to provide excellent customer service to our residents during these difficult times.

## **Ready Set Go Project**



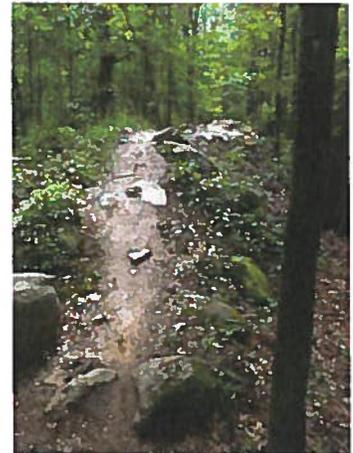
Although not as many wild fires were reported in 2013, the importance of teaching the residents how to protect their home in the event of a wild fire is still significant. PFD continued to develop a wild land protection plan which included ranking areas of the township as to what danger the homes would be in if a fire occurred. A map was developed identifying the danger level for wildland areas,

making it easy for an incident commander to prioritize their strategy and tactics on a wild fire scene. Furthermore, a grant was obtained that paid to have materials printed to distribute to homeowners during inspections and an advertisement was created and displayed on an electronic billboard at West River and US 131 to heighten the community's awareness for wildland fires. When talking to homeowners, it is important to understand and provide statistics for the dangers

that exist on their property. PFD hosted a Ready Set Go program in December, inviting other area departments to attend. The program assisted departments like ours with finding the appropriate information and guided personnel on how to conduct a wild fire inspection. The information obtained during the class was priceless and will prove to be helpful in our continued efforts.

### **Merrell Trail Project**

The Merrell Trail, part of the new park development on Ten Mile, was a busy place for mountain bike riders in 2013. PFD responded to three incidents on the trail that required our personnel to find, stabilize, and extricate the victim from difficult terrain. The trail is marked well for bike riders however; it has been difficult to follow the winding trails on foot to locate the downed rider. The Fire Safety Bureau met with the trail coordinator from the West Michigan Mountain Biking Alliance, walked the trail numerous times, located emergency escape routes, and designed a marker to be placed on the emergency routes. The emergency escape routes will be established/maintained by PFD in the spring of 2014 and the emergency markers will be implemented to assist with finding downed riders.



### **Pre Incident Planning**

OSHA (Occupational Safety and Health Administration) requires fire departments to maintain Pre-Incident Plans on all hazardous buildings in their jurisdiction. PFD believes it is important to conduct a pre-incident plan on all buildings to ensure the safety of our firefighters. All buildings in the Township have had a pre-incident plan drawn, however; they require constant updates as the occupancy changes. PFD updated the pre-incident plans for all school buildings in the township this year. The schools requested copies of maps which were provided for their use as well. Many other pre-plans were created as we received drawings for approval from the Township Building Department.

## APPARATUS AND BUILDING MAINTENANCE – Lieutenant Jeff Drake

### Apparatus

In 2012, for the second time in the history of PFD, a vehicle was “refurbished” rather than replaced. PFD’s 1993 E-One 95’ Platform truck (P-3) was completely stripped down and then returned to its original condition with the benefit of meeting today’s safety standards. In April 2013, the waterway pipe split and failed while operating at a house fire, costing over \$15,000 to repair. In addition, the radiator and a turbo charger had to be replaced this year.



PFD’s third apparatus refurbish venture began in the spring. The Township Board approved refurbishing our 1990 E-One War Eagle (E-9). PFD selected this engine for refurbishing over the two 1996 engines, because those engines would require too extensive of work to be refurbished.



The engine was sent to Front Line Services (FLSI) in Freeland, Michigan for refurbishing. The truck was stripped of all loose equipment and fittings by PFD prior to its departure. The scope of work for this project included:

- removal of all graphics and paint, body work, sanding, paint prep and new paint
- replacement of all DOT, compartment, and emergency lighting with new LED lighting
- testing of pump with certification
- oil and coolant analysis for engine failure
- a redesign of cab area including removal of a bench seat to accommodate SCBA in the officer’s jump seat, new center console with a computer mount electronics organization, and a book storage area.

While the delivery time was extended, the finished product is exemplary. Upon its return, E-9 was renamed E-6 and put into service.

Moderate repairs to apparatus in 2013 include:

- Car 3 – repaired roller valve and cam issue with engine
- Engine 3 - repaired Herrian valve on turbo charger



In May, annual hose testing required by MIOSHA was completed by department members. Hose replacement, due to failures, is anticipated and budgeted annually. The rate of hose failure was typical for this annual testing.

The annual NFPA required apparatus pump testing was completed in June, using the same vendor as in previous years. The vendor continues to provide great customer service and attention for this critical certification. Having this work performed at Station #3

keeps the crews together for alarms and eliminates the shuttling of apparatus. Also included in the testing process was the inclusion of a pump and components mechanical inspection and fluids change prior to testing. Detailed records were provided and testing was completed in the time and cost frame promised. All pumps passed testing standards with only a few minor repairs.

In July, the MIOSHA required non-destructive test of ladders occurred. The testing was completed by First Alarm Testing, the same vendor we have used for several years. The necessary repairs noted during testing were corrected by our personnel.

### **Facilities**

During the late summer and early fall, energy audits of Station #1, Station #3, and the Training Center were conducted. The audits were performed by DTE and Consumers Energy representatives. The representatives recommended the replacement of various outdoor fixtures from Sodium Pressure to LED and indoor CFL can fixtures to LED. PFD determined that this project would be spread over a few budget years; with Station #3 receiving improvements first. A vendor was selected to provide the appropriate bulbs and also be responsible for rebate incentives through Consumers Energy. This method of bulb purchasing also provided uniform bulb color spectrum purchases and a single OEM rep to coordinate bulb life warranty issues. This project was completed in November with the exterior lot pole lights excluded from the project due to the extended cost recovery time for these fixtures.

### **Station #1**

This past summer, PFD personnel erected two bat houses in an effort to eliminate the presence of bats in the apparatus bay. The bats have been taking refuge in the hose tower for over 2 years. The bat houses attracted many, but not all of the bats from the apparatus bay. PFD has been told to expect it to take several years to get rid of all the bats. We are hoping over the next year or two this problem is completely resolved.

### Station #3

In December, a portable two way base radio was installed. This radio is capable of moving to twelve locations within the Station and Training Center using existing Cat 5 data ports in the walls. This mobility allows PFD to set up a command center at convenient locations within the station. This location may vary depending on the situation at hand. In times of high call volumes, such as straight line winds causing wires down, Dispatch will fax the incoming calls to us rather than calling on the radio, and we will dispatch our resources on another channel using these portable radios.



## **EQUIPMENT & SUPPLIES – Lieutenant Pat DuVall**

### **Turnout Gear**

PFD purchased 20 new sets of Innotex turnout gear in 2013. We are in the process of replacing our aging inventory of Morning Pride gear which is 8 years old. NFPA recommends that structural firefighting gear is replaced every 5 years. The department has been very pleased with the 14 sets of Innotex gear we purchased in 2012. We had a few instances where minor repairs had to be made, but overall the gear has proven to be very durable. We have been impressed with the bail-out system that is integrated into the gear, allowing a firefighter to quickly escape from a 2<sup>nd</sup> or 3<sup>rd</sup> story window when flashover conditions are present. The pants are sewn with loops that hold a quick escape belt securely in place. The coat has a pocket in the lower back that provides a place for 50 feet of escape rope. Loops are sewn into the rope pockets that are used for carabiner storage. A firefighter can use this escape system to rappel from a window or roof in less than 30 seconds. In the future, we are hoping to add a hook and a descent device to the bail-out system. These two devices would eliminate the need for a firefighter to search for and establish a suitable anchor point, making the escape time 5-10 seconds. A drag harness is built into the coats which can be used to remove an injured firefighter from a burning building. The outer shell of the coat and pants are more resistant to rips and snags than the Morning Pride gear. Due to the fact that firefighters spend a lot of time on their knees during fire and rescue operations, adequate knee protection is critical. The Innotex pant is built with an Arashield reinforced knee which is cushioned with a gel that provides comfort and protection when a firefighter is operating on their knees. We have 4 part-time personnel, 5 apprentices, and the Assistant Chief who need new turnout gear.

### **Technology**

The past year has provided many opportunities to be more cost effective in the information technology sector of the fire department. From facilitating warranty claims on laptops, lcds and other equipment, to installing and providing in house support for new and current hardware/software, we have accomplished a great deal of work and minimized the need to contract with an outside vendor. We upgraded to faster more effective laptops on the apparatus that are compatible with the new CAD software being used by KCDA (Kent County Dispatch Authority). This change makes fire department responses much more effective due to receiving information quicker and more accurately. All of the new laptops were purchased for less than the cost of replacing the existing laptop. The training center projectors were replaced with units operating on the standardized HDMI platform allowing integration with newer technology. Many internet issues have been experienced over the past year. This issue is being addressed and hopefully will be resolved in the near future. Our FireHouse incident reporting software had a major upgrade as well. We switched from server based software, to a cloud based platform allowing personnel to complete reports from virtually anywhere with an internet connection. This has freed up bandwidth on the network between stations. Though the server will still need to be replaced in the future to solve user authentication and data storage issues, we have lessened our dependence on it with the Firehouse move. We continue to evaluate the ever changing field of technology for areas where we may improve service or cut cost by adopting new hardware or software.

## **PUBLIC EDUCATION AND FIRE PREVENTION – Lieutenant Don Harkes**

The Plainfield Township Fire Department has an Adopt - A - School program in the following schools systems: Rockford, Comstock Park, Northview, Chandler Woods and Assumption. This program assigns a firefighter as a resource person for the school; every Equipment Operator is assigned to at least one school. The Equipment Operators make fire safety presentations to the students; attend school events and take requests from



the teachers for resource materials. Lifestyle changes as a result of this program are intended to reduce property loss and save lives. In August 2013, the Equipment Operators met to go over our school programs with the goal of finding more opportunities to spend time in the schools. One way we have accomplished this goal is by attending as many fire, tornado, and lock down drills as possible. This allows the firefighters to expand the department's presence in the schools and to gain valuable information in case an actual fire, tornado or other emergency event occurs. Another outreach initiated this year was a winter coat drive for students in the Adopt -A - School program. PFD collected new and gently used

winter coats, snow pants and hats to distribute to children in need. This outreach was a big success. We were able to give out 50 coats and snow pants to children needing warm winter wear.

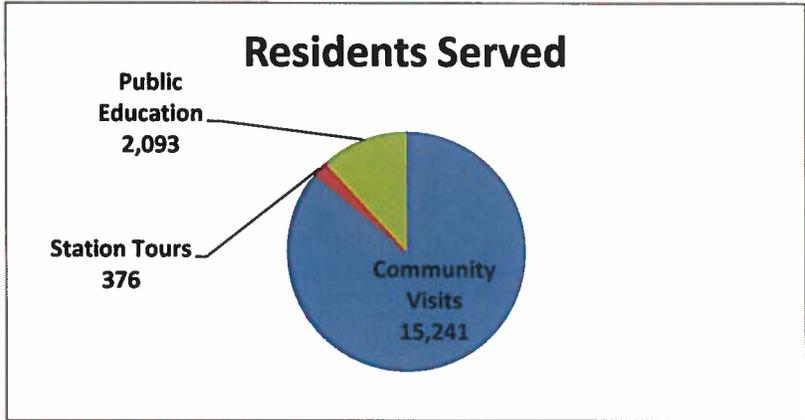
This was the first year we assigned firefighters to the secondary schools as part of the Adopt - A - School effort. On May 2, fourteen members of PFD with assistance from LIFE Ambulance, KCSD (Kent County Sheriff Department) and the Kent County Prosecutor's Office held an accident rescue demonstration for the junior class (300 students) of Northview High School. The goal of this





assembly was to show the students what the consequences of distracted driving could be and encourage them to follow safe driving practices. In December, Casey Quinn and Kyle Svoboda trained 250 PE students at Crossroads Middle School to be the first link in the chain of survival by teaching them hands-only CPR.

PFD accepted many invitations this year to participate in community events such as parades, block parties, and fire safety days. In October, PFD worked with Lowes on a Fire Safety Day. The event took place in the Lowes parking lot. PFD had our equipment on display for residents to tour as did Life Ambulance and local law enforcement. Our firefighters worked with children on a craft; handed out fire safety information and answered questions. The highlights of the event were the demonstrations on fire extinguisher use and auto extrication. Close to 1,000 people attended this event.



**PAID-ON-CALL ACTIVITIES – Lieutenant Dan Kanauz & Lieutenant Vern Hawley**

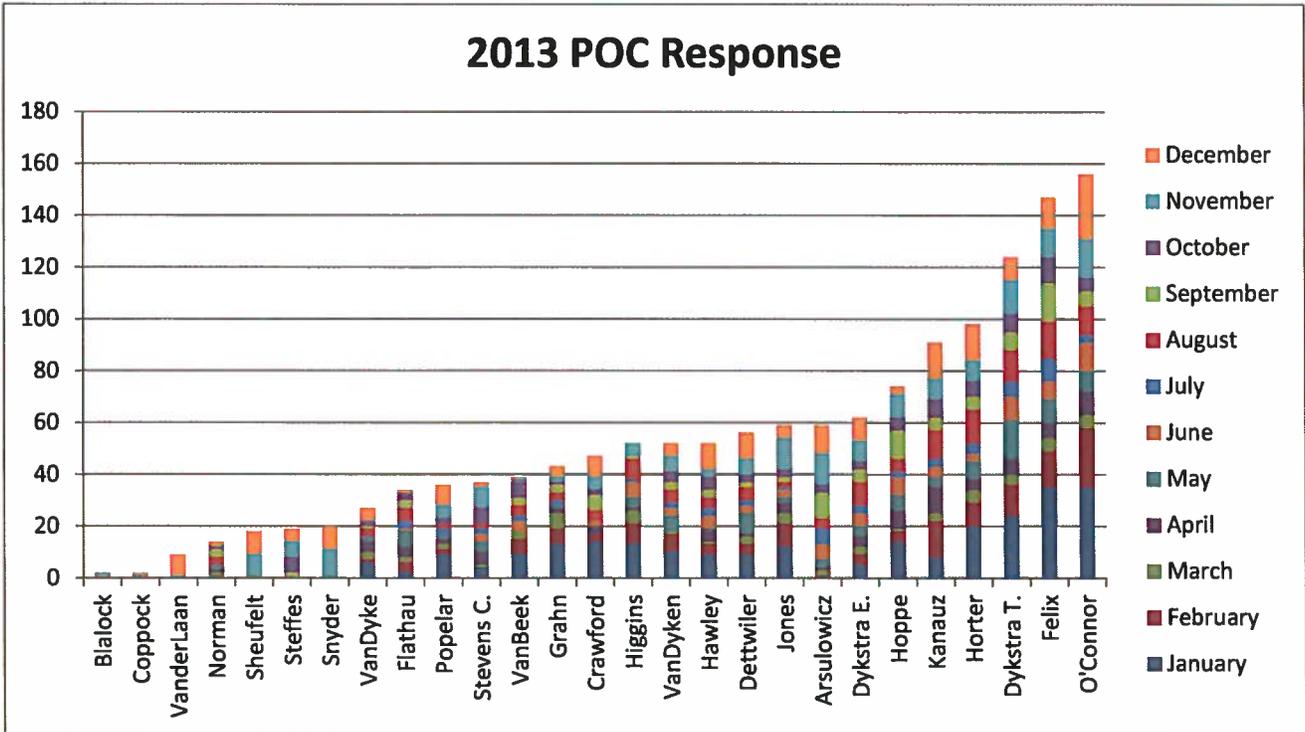
Vernon Hawley was promoted to Interim Lieutenant at Station #1 in January, replacing Steve Guidebeck who moved out of the area. Lt. Hawley enrolled in Company Officer classes, successfully completing them in May. He is now in the process of earning instructor certification, so that he can teach at the fire academy and department trainings. In November, two firefighters were promoted to Paid On Call Lieutenant, Vernon Hawley (Station #1) and Joseph Popelar Jr. (Station #3). Vern has been a member of PFD for 23 years and Joe has 20 years in the fire service, 8 years with PFD. Both Vern and Joe are POC Firefighters who also work part-time shifts. They were interviewed and selected by a committee consisting of: Jon Rathbun, Chief Brian Bennett (Caledonia), Chief Jack White (Shelby), and Assistant Chief Steve McKellar. Lt. Hawley and Lt. Popelar are being mentored by Lt. Kanauz.

The Lieutenants have encouraged the crews to work together and mentor new firefighters. In addition to the required trainings, the Lieutenants have held extra trainings to help the firefighters maintain and improve their skills. There are several firefighters that are at the rank of Apprentice. The Lieutenants are working with them, setting up additional trainings so that they are able to complete the requirements for promotion to POC Firefighter.

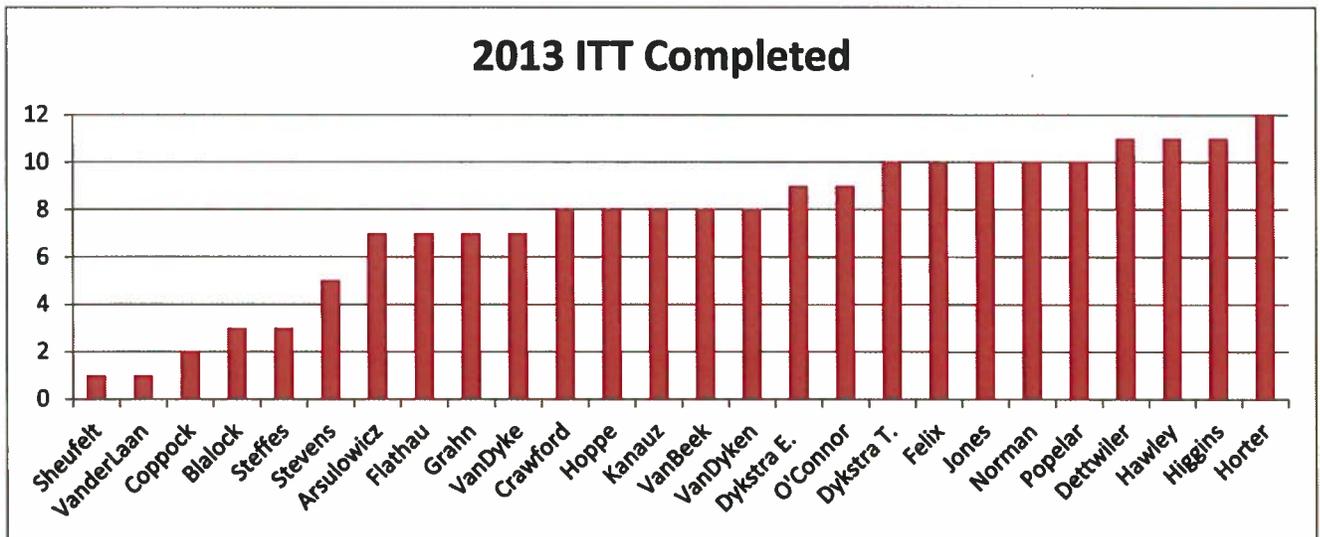
PFD's Colton Stevens and Dan Allen successfully completed the 2012/13 Firefighter Academy in April. Over the past year, the Lieutenants have interviewed many candidates for Apprentice. Seven apprentices were hired: Ben LaCroix, Craig Weemhoff, Kevin Coppock, Justin Blalock, Steve Steffes, Patrick Sheufelt, and Tanner Snyder. LaCroix, Blalock and Steffes were already FF I & II certified, the others are attending the Firefighter Academy. Over the past year, Allen, LaCroix and Weemhoff have resigned; two due to moving out of the area and one for personal reasons.

PFD has had a program that allowed high school students to become familiar with the fire service. This year the program was formalized as a Cadet Training Program with a new curriculum. The purpose of the Cadet Program is to encourage and increase the interest of students in a fire service career. The new curriculum has been created based on an understanding and the history of the fire service; requirements to be a Plainfield firefighter; the fire prevention programs we offer; safety objectives; introducing our Chaplain's Program and its purpose; physical fitness and nutritional needs for a healthy life; and the types of apparatus and tools used by firefighters. The Cadet position is an "observation only" position, no fire fighting, rescue training, or application can be conducted with these individuals. Rockford High School, Northview High School and Alternative Education have posters promoting the Cadet Program installed. Comstock Park is reluctant to join the program at this time. We had two Cadets complete the program in May. This current school year, we have three Cadets participating in our Cadet Program; 2 from Rockford and 1 home school student affiliated with Northview.

Lt. Kanauz was assigned the project of reviewing a Part Time Training Orientation form and making appropriate updates and providing necessary training to all new Part Time firefighters. Two new hires, so far, have participated in the program. At the same time, the new employee orientation training was updated with online training videos and testing.



POC firefighters are expected to respond to at least 25% of alarms for the year. In addition, POC fire fighters are required to complete a minimum of nine Individual Training Time (ITT) sessions per year. The ITT sessions are made up of 3 hours per month at the station completing specific paperwork and duties including one hour of: viewing DVD's and apparatus drive time. Each month, a review of this data was conducted to assure compliance and mentoring. These opportunities are tracked and when necessary the firefighters are reminded of their obligation to maintain their competencies.



### **CHAPLAIN'S ACTIVITIES – Chaplain Rob Holland**

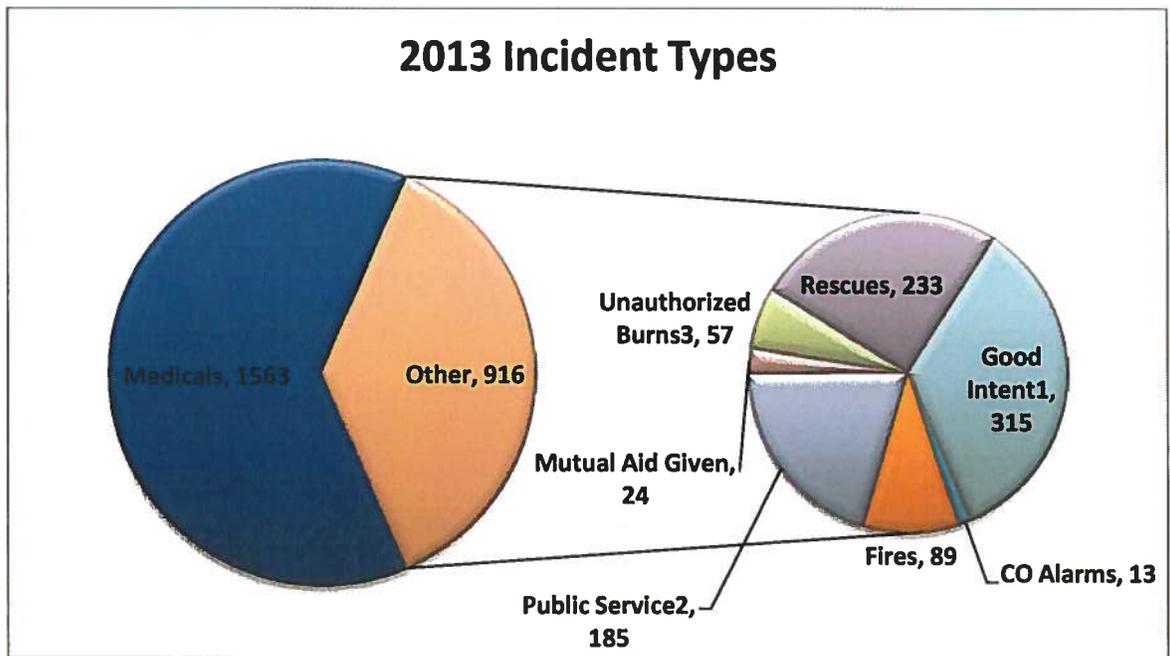
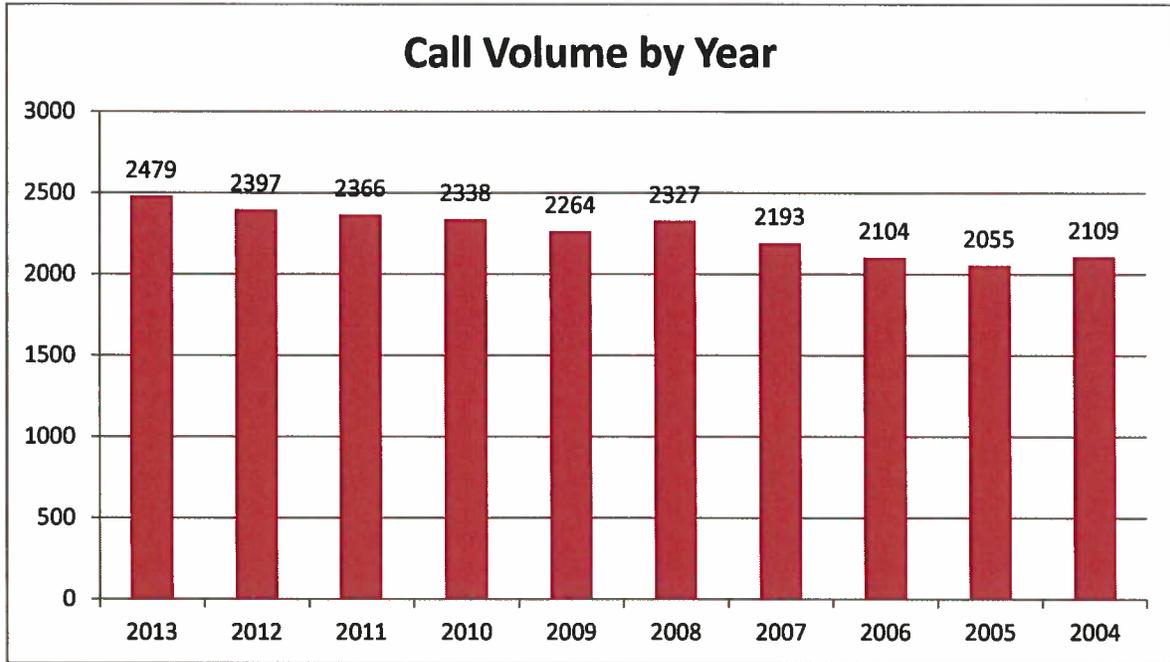
The Chaplain's Program is led by Rob Holland. This team consists of four pastors who are "on duty" for a week at a time, being called as needed. The team is comprised of: Rob Holland and Eric Bakhuyzen who are also part time PFD fire fighters; Aaron Werner, a pastor at St. Luke's Lutheran Church located at Four Mile and the East Beltline; and Franklin Rothfuss, a recently retired pastor. The Chaplain works with department administration, fire fighters, victims and their families. It is the Chaplain's job to help them handle crisis situations. He may help victims obtain aid from local organizations. He is available to all fire personnel, on a strictly confidential basis, to provide guidance and counseling with personal and job related problems. The Chaplain's Program was reinstated in the fall of 2010 after more than 10 years without an active Chaplain. Rob continues to charter new territory, making strides in his effort to structure the Chaplain's Program so it can continue to be a success, not relying on the participation of any one pastor. While this program utilizes pastors, it is intended to support victims and firefighters not to prosthelytize.

In 2013, the Chaplains were requested for service 13 times on behalf of residents. They provided comfort, support and pastoral care during difficult circumstances, primarily to family members of victims of medical emergencies. In addition, the Chaplains have been able to provide ongoing encouragement and support on numerous occasions to members of PFD and their families. The Chaplain's have helped PFD members in times of injury, illness, loss of a family member and Rob Holland had the honor of officiating at a wedding for one of our firefighters in the spring.

Once each month, except during the summer, a group meeting is held. Firefighters witness a lot of hard things. This group discusses these difficult experiences and how they relate to their faith, looking for a way to make sense of the things they see. The Chaplains have also set up a monthly service opportunity for the firefighters and their families to volunteer in the community which has been well received.



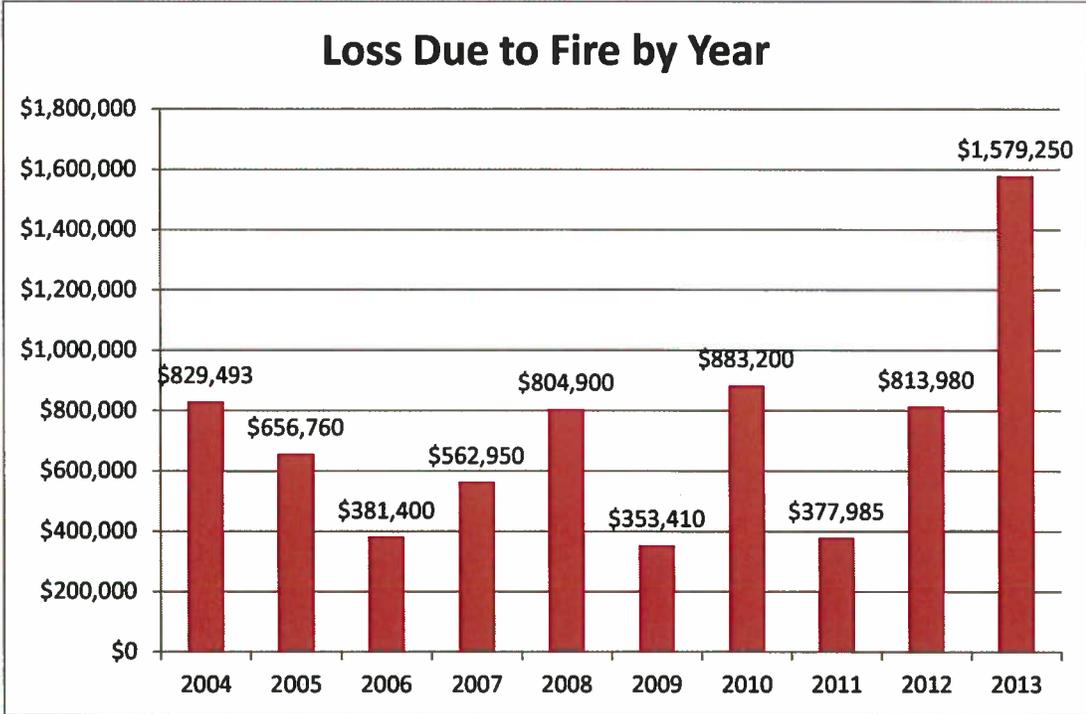
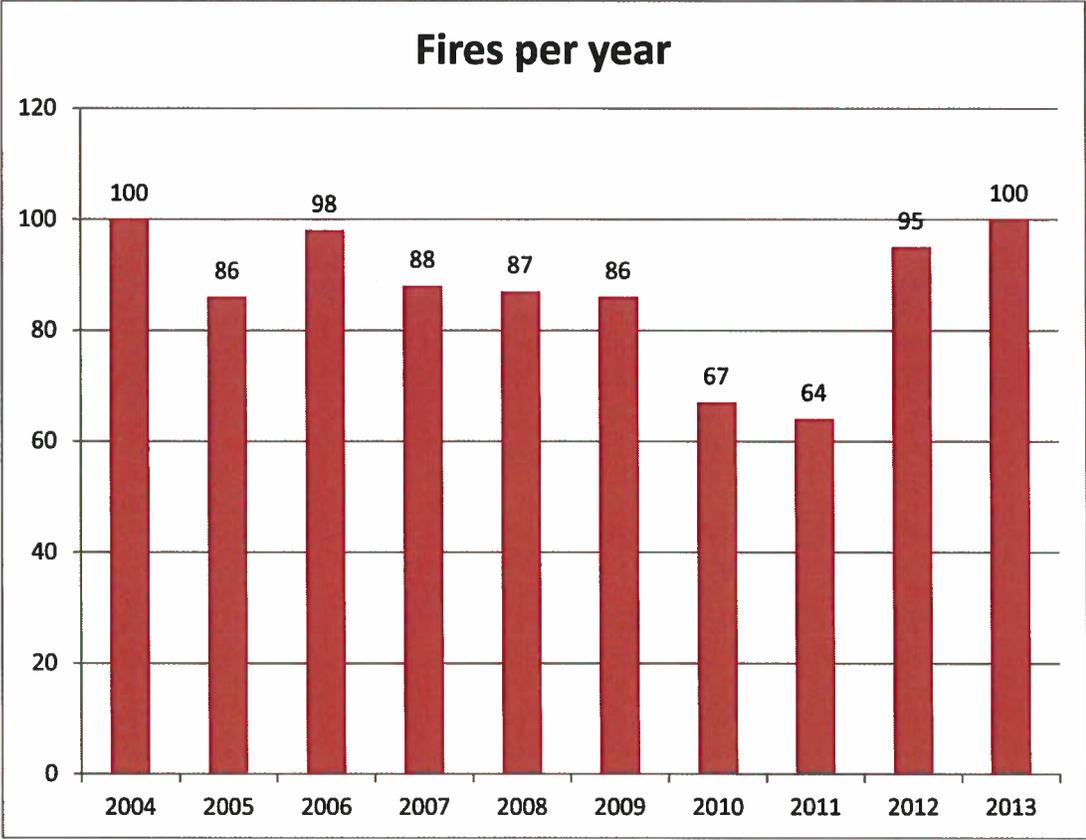
**EMERGENCY RESPONSE**

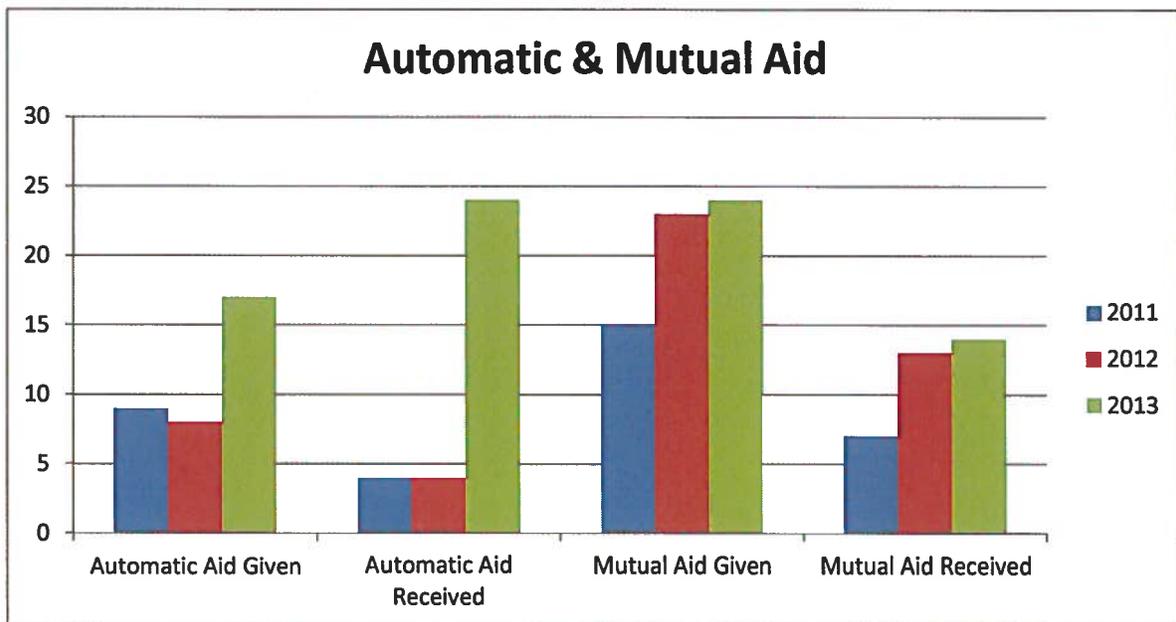


<sup>1</sup>Includes Smoke Scares, and False Alarms

<sup>2</sup>Includes Hazardous Condition, Assists to Citizens, Police, & Ambulances

<sup>3</sup>Includes Controlled Burns

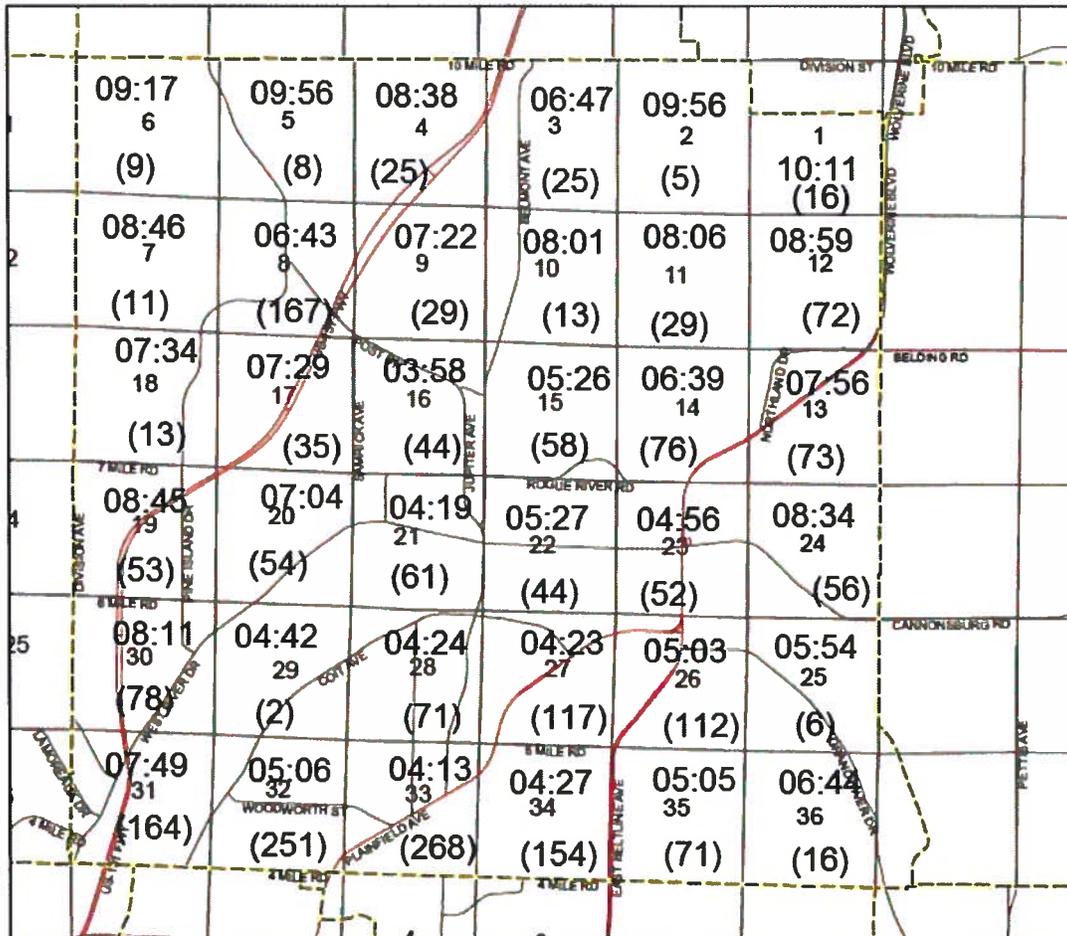




Mutual Aid is defined by FEMA (Federal Emergency Management Agency) as - agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support ... Mutual Aid is not guaranteed, it is always dependent upon the availability of personnel and apparatus. Automatic Aid is when a fire department is initially dispatched outside of their response area to assist another department. PFD has an agreement with the City of Grand Rapids to provide Automatic Aid to each other within specified boundaries, and with some of our rural neighbors for a water supply in non-hydrant areas. In September 2012, PFD entered into an Automatic Aid agreement with Cannon Township for structure fires only, within specified boundaries. This agreement is responsible for the increase in Automatic Aid received for 2013 shown in the chart above. In 2013, we provided Mutual Aid to: City of Grand Rapids, Cannon Township, Alpine Township, Algoma Township, City of Walker, Solon Township and Grattan Township. We received Mutual Aid from: Alpine Township, Cannon Township, City of Grand Rapids, Grand Rapids Township, Rockford Public Safety and Algoma Township. Plainfield Charter Township's Board approved PFD joining the Mutual Aid Box Alarm System (MABAS) in 2011. As a MABAS member agency, every community has the same agreement as the signatories -- all agreeing to send predetermined resources to assist a stricken community. Without a formal written mutual aid agreement, a request for mutual aid assistance becomes a voluntary act, putting the Fire Chief and the employing community sending the resource, at great risk should equipment be damaged, or if a firefighter is injured or killed in the line of duty. By joining MABAS with other fire departments in our region, there is increased protection from a catastrophic event and litigation.

## Plainfield Fire Department Average Response Time (number of calls)

2013



## **ADMINISTRATION – Kathy Ensley**

### **Grants**

PFD's Assistance to Firefighters Grant (AFG) application for \$39,609 to purchase training materials was approved. The Federal share of the grant is 90% or \$35,649; the cost to the Township is 10% or \$3,960. PFD has 19 firefighters who are certified instructors, delivering trainings within the department and to new firefighters at our Fire Academy. Having current training materials for our instructor's use will give each firefighter the best learning experience possible. The FITS Quiz Generator will allow our instructors to develop a test on each topic, as required by MIOSHA. Continued training is important to maintain our proficiencies to provide for the safety of firefighters and members of the community.

PFD has also submitted grant requests for AFG Fire Protection & Safety (funding to install smoke alarms in each home within our mobile home communities); SAFER (funding to expand our Cadet and POC firefighter programs); AFG (funding for a new engine and to upgrade the exercise equipment at both stations). We will continue to look for grant opportunities to meet the needs of PFD.

### **Public Safety Committee**

The Public Safety Committee (PSC) is a group of seven who meet to discuss the public safety concerns in the Township and make suggestions to the Township Board on solutions to these concerns. The Committee consists of the township supervisor and a trustee; along with 5 township residents selected based on their knowledge of law enforcement, the fire service and/or the Township. The Township Manager, a representative of the KCSD and the Fire Chief attend meetings to provide staff input. The PSC held 3 meetings this year. The committee has been "on hold" since May waiting for direction from the Township Board.

### **Township Leadership**

This past year brought us new Township Board Members and a new Township Manager. Bob Homan retired in April after serving as manager for many years. PFD is grateful for the support he gave us. While Bob didn't always agree with everything we did, his support helped us achieve many of our goals.

### **P.E.R.T. and the Plainfield Fire Auxiliary (PFA)**

This year brought changes to P.E.R.T. (Plainfield Emergency Refreshment Team) as well. After many years faithfully leading P.E.R.T., Bill Parris resigned. PFD is grateful for his generosity and many years of service. In the spring of 2013, discussion began surrounding the possibility of adding a fundraising function to P.E.R.T.'s responsibilities. In order to accommodate this new function, the group was renamed Plainfield Fire Auxiliary (PFA) and two sub committees were created. The first, PFT or Plainfield Fundraising Team, is responsible for all fundraising activities. The second group continues the original function of providing hydration and food at emergencies, trainings, and other special events. This group will continue to be known as the Plainfield Emergency Refreshment Team (PERT). Members have their choice of participating in one or both groups as their schedule allows.

Liz Gear leads the fundraising team. The primary goal for 2013 was to raise money to offset the cost for firefighters and their significant others to attend an annual Firefighter Appreciation Night. As this function grows, PFT would like to bring in enough funds to donate to local burn centers or other related non-profit groups. This year the PFA held two fund raisers, a car wash and a spaghetti dinner. PFT members met monthly throughout the summer and fall to coordinate these events. Due to starting late in the year, adequate funds were not raised for a 2013 Appreciation Night. All funds raised in 2013 will be applied to the cost of the 2014 Appreciation Night.

Pam Denemy leads the Plainfield Emergency Refreshment Team and oversees the finances for both groups. The members of P.E.R.T. do a great job responding when needed in spite of the weather and time of day or night. They provided lunch for the Fire Academy Students at the end of their final exam, and refreshment to the firefighters at several incidents including the Qdoba fire in January.

### **MetaOps**

PFD has been working with MetaOps as part of a community collaboration initiative sponsored by the Grand Rapids Chamber of Commerce. MetaOps is creating value stream maps of our emergency response processes. This is a Six Sigma/Lean effort looking at what we do to see if there is a better way of doing it. Chief Peterson stated he doesn't know what applications will come out of the program, but we are willing to participate. The departments involved are: Grand Rapids Fire & Police, Wyoming Fire & Police, PFD and KCSO. The former Sterling Heights Fire Chief is part of the MetaOps team. He has been very complimentary of our firefighters.

### **Physical Ability Test (PAT)**



Physical Ability Testing was held for all fire suppression personnel in May. All except for one firefighter completed the test in their allotted time. The firefighter who was unable to complete the test worked with a fitness trainer to improve his fitness level and successfully completed the test in July.

### **Michigan Skills USA**

Michigan SkillsUSA used our Training Center in April for their Cadet testing. SkillsUSA is a national organization serving more than 310,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, service and health occupations. They have almost a quarter million student members organized into more than 13,000 chapters and 54 state and territorial associations including Puerto Rico, Guam and the Virgin Islands.

The purpose of SkillsUSA is to prepare these students to be high performance workers by providing quality education experiences for students in leadership, teamwork, citizenship and character development through building and reinforcing self-confidence, work attitudes and communications skills. The organization also emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA has chosen Kent County as the location for the annual testing. This event brings several hundred students plus their parents to the area. The fire service members of the program contacted PFD when they could not find a location to do their testing. We were able to accommodate them. Several department members volunteered to assist in the testing for the competition. The practical test was a slightly modified version of our entry Physical Ability Test.

### **Award**

The Michigan Association of Fire Chiefs presented Chief David Peterson, with the 2013 Fire Chief of the Year Award at its Summer Leadership Conference. Chief Peterson was nominated for his many professional accomplishments and contributions to the fire service. Chief Peterson has served on the Mutual Aid Box Alarm System (MABAS) Executive Board since its inception and is the MAFC representative on the IAFC Great Lakes Division Board of Directors. Chief Peterson has also served as President of the Michigan Association of Fire Chiefs and the Western Michigan Association of Fire Chiefs.



Board Meeting 02/18/2014  
 Accounts Payable  
 Check Detail



5m

Check	Check Date		Amount
<b>ACTIOC - ACTION CHEMICAL, INC.</b>			
0	02/18/2014		
Inv	203665		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2014	Cleaning supplies=Town hall	101-265-931-002	100.13
01/31/2014	Cleaning supplies=PL Library	101-790-775-000	100.12
01/31/2014	Cleaning supplies=CP Library	101-791-775-000	100.12
01/31/2014	Cleaning supplies=Comm. Ctr	101-795-775-000	100.12
Inv 203665 Total			400.49
0 Total:			400.49
<b>ACTIOC - ACTION CHEMICAL, INC. Total:</b>			400.49
<b>ANNISA - ANNIS, VISSER &amp; BRANDT, PC</b>			
0	02/18/2014		
Inv	912231		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2014	Legal 12/12-01/18/14=Assessing	101-209-821-000	191.00
01/18/2014	Legal 12/12-01/18/14=Parks	101-210-821-000	170.00
01/18/2014	Legal 12/12-01/18/14=General Twp	101-210-821-000	877.60
01/18/2014	Legal 12/12-01/18/14=Clerk	101-210-821-000	58.00
01/18/2014	Legal 12/12-01/18/14=4842 Abrigador Trail	101-295-840-002	91.00
Inv 912231 Total			1,387.60
0 Total:			1,387.60
<b>ANNISA - ANNIS, VISSER &amp; BRANDT, PC Total:</b>			1,387.60
<b>ARISTAT - ARISTA TRUCK SYSTEMS 591-538-932-000</b>			
0	02/18/2014		
Inv	28873		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Parts to repair snow plow reservoir on plow truck	591-537-932-000	112.24
Inv 28873 Total			112.24
0 Total:			112.24
<b>ARISTAT - ARISTA TRUCK SYSTEMS Total:</b>			112.24
<b>BARNAS - BARNAS &amp; ASSOCIATES, LLC 101-209-830-000</b>			
72028	02/18/2014		
Inv	BA2013-155		
<u>Line Item Date</u>	<u>Line Item Description</u>		

02/05/2014	Appraisal of JFB Real Estate LLC, 1355 Post Rd	101-209-830-000	3,000.00
	Inv BA2013-155 Total		3,000.00
72028 Total:			3,000.00
<b>BARNAS - BARNAS &amp; ASSOCIATES, LLC Total:</b>			<b>3,000.00</b>
<b>BREATH - BREATHING AIR SYSTEMS DIV</b>			
0	02/18/2014		
Inv	1036163		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/27/2014	Service labor=Fire Dept./Equip.Maint.	101-336-932-000
			89.10
	Inv 1036163 Total		89.10
0 Total:			89.10
<b>BREATH - BREATHING AIR SYSTEMS DIV Total:</b>			<b>89.10</b>
<b>BSMPCX - BLOOM SLUGGETT MORGAN PC 101-400-821-000</b>			
72029	02/18/2014		
Inv	12408		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/06/2014	Jan'14 Legal=Open Meetings Act inquiry	101-210-821-000
			36.00
	Inv 12408 Total		36.00
72029 Total:			36.00
<b>BSMPCX - BLOOM SLUGGETT MORGAN PC Total:</b>			<b>36.00</b>
<b>CHULSK - CHULSKI'S SALT SERVICE 101-265-931-000</b>			
72030	02/18/2014		
Inv	PT012214		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/23/2014	Green Melt 50#=Town hall	101-265-931-002
			104.53
	01/23/2014	Green Melt 50#=Comm.Ctr	101-276-775-000
			104.53
	01/23/2014	Green Melt 50#=Fire St#1	101-336-775-000
			104.53
	01/23/2014	Green Melt 50#=Fire St#3	101-336-775-000
			104.53
	01/23/2014	Green Melt 50#=Plfd Library	101-790-931-000
			104.55
	01/23/2014	Green Melt 50#=CP Library	101-791-931-000
			104.53
	Inv PT012214 Total		627.20
72030 Total:			627.20
<b>CHULSK - CHULSKI'S SALT SERVICE Total:</b>			<b>627.20</b>
<b>CINTRU - CINTAS CORPORATION #301</b>			
0	02/18/2014		
Inv	301835150		
	<u>Line Item Date</u>	<u>Line Item Description</u>	

	01/07/2014	Uniforms=Wtr Plant	591-530-740-000	25.57
	Inv 301835150 Total			25.57
Inv	301835151			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/07/2014	Uniforms=B&G	101-265-778-000	26.27
	Inv 301835151 Total			26.27
Inv	301835152			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/07/2014	Uniforms/AirFrsh.Svc=Wtr Dist.	591-530-740-000	73.93
	Inv 301835152 Total			73.93
Inv	301837289			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/14/2014	Uniforms=Wtr Plant	591-530-740-000	25.57
	Inv 301837289 Total			25.57
Inv	301837290			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/14/2014	Uniforms=B&G	101-265-778-000	25.23
	01/14/2014	Shop Towels=B&G	101-265-830-003	3.64
	Inv 301837290 Total			28.87
Inv	301837291			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/14/2014	Uniforms/AirFrsh.Svc=Wtr Dist.	591-530-740-000	73.93
	Inv 301837291 Total			73.93
Inv	301839464			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/21/2014	Uniforms=Wtr Plant	591-530-740-000	25.57
	Inv 301839464 Total			25.57
Inv	301839465			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/21/2014	Uniforms=B&G	101-265-778-000	26.27
	Inv 301839465 Total			26.27
Inv	301839466			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/21/2014	Uniforms/AirFrsh.Svc=Wtr Dist.	591-530-740-000	73.93
	Inv 301839466 Total			73.93
Inv	301841703			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/28/2014	Uniforms=Wtr Plant	591-530-740-000	25.57
	Inv 301841703 Total			25.57

Inv	301841704			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/28/2014	Uniforms=B&G	101-265-778-000	28.87
	01/28/2014	Shop Towels=B&G	101-265-830-003	21.60
	Inv 301841704 Total			50.47
Inv	301841705			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/28/2014	Uniforms/AirFrsh.Svc=Wtr Dist.	591-530-740-000	73.93
	Inv 301841705 Total			73.93
0 Total:				529.88
<b>CINTRU - CINTAS CORPORATION #301 Total:</b>				529.88
<b>COITAV - COIT AVENUE GRAVEL, INC. 591-538-935-000</b>				
0	02/18/2014			
Inv	31213			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	10/24/2013	Beach sand (14.72TN) for WM break repairs	591-538-935-000	164.13
	Inv 31213 Total			164.13
0 Total:				164.13
<b>COITAV - COIT AVENUE GRAVEL, INC. Total:</b>				164.13
<b>COLUMP - COLUMBIA PIPE &amp; SUPPLY CO.</b>				
0	02/18/2014			
Inv	1239205			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/24/2014	Gaskets for rebuilding valves on east filters	591-537-939-000	10.33
	Inv 1239205 Total			10.33
0 Total:				10.33
<b>COLUMP - COLUMBIA PIPE &amp; SUPPLY CO. Total:</b>				10.33
<b>COMSTO - COMSTOCK PARK PUBLIC SCHOOL 701-000-217-000</b>				
0	02/18/2014			
Inv	DPPAUG.DEC2013			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/11/2014	DPP Collections - Aug-Dec.2013	701-000-217-000	2,671.95
	Inv DPPAUG.DEC2013 Total			2,671.95
0 Total:				2,671.95

<b>COMSTO - COMSTOCK PARK PUBLIC SCHOOL Total:</b>			2,671.95
<b>CORREC - CORRECT MECHANICAL SVCS, INC.</b>			
0	02/18/2014		
Inv	12443		
	<u>Line Item Date</u>	<u>Line Item Description</u>	-
	01/27/2014	Glycol for boiler/heat=Wtr Dist.	591-538-931-000
			416.16
	Inv 12443 Total		416.16
0 Total:			416.16
<b>CORREC - CORRECT MECHANICAL SVCS, INC. Total:</b>			416.16
<b>CUSTCL - CUSTOM CLEANING COMPANY, LLC 101-265-830-002</b>			
0	02/18/2014		
Inv	206		
	<u>Line Item Date</u>	<u>Line Item Description</u>	-
	02/04/2014	Jan'14 cleaning=Town hall	101-265-830-002
			1,033.33
	02/04/2014	Jan'14 cleaning=Plfd Library	101-790-830-000
			1,658.33
	Inv 206 Total		2,691.66
0 Total:			2,691.66
<b>CUSTCL - CUSTOM CLEANING COMPANY, LLC Total:</b>			2,691.66
<b>DAVIDM - DAVIDSON, MATT</b>			
0	02/18/2014		
Inv	EXPENSES		
	<u>Line Item Date</u>	<u>Line Item Description</u>	-
	02/10/2014	Mileage (42mi)	101-209-860-000
			23.52
	02/10/2014	BOR Workshop=M.Davidson	101-209-865-000
			25.00
	Inv EXPENSES Total		48.52
0 Total:			48.52
<b>DAVIDM - DAVIDSON, MATT Total:</b>			48.52
<b>DETROP - DETROIT PUMP &amp; MFG CO</b>			
0	02/18/2014		
Inv	1026373		
	<u>Line Item Date</u>	<u>Line Item Description</u>	-
	01/31/2014	Liquid End=Repair part for east side LMI pump-alum	591-537-937-000
			934.38
	Inv 1026373 Total		934.38
Inv	1026374		
	<u>Line Item Date</u>	<u>Line Item Description</u>	-
	01/31/2014	Metering pump=Repl Alum Pump	591-537-937-000
			1,800.64
	Inv 1026374 Total		1,800.64

0 Total: 2,735.02

**DETROP - DETROIT PUMP & MFG CO Total:** 2,735.02

**DIXOEN - DIXON ENGINEERING, INC.**

0 02/18/2014

Inv 14-7295

Line Item Date Line Item Description

01/22/2014 Final inspection pymt=Buth painting project 591-537-970-000 - 174.00

Inv 14-7295 Total 174.00

0 Total: 174.00

**DIXOEN - DIXON ENGINEERING, INC. Total:** 174.00

**DOUGLA - DOUGLASS SAFETY SYSTEMS, LLC**

0 02/18/2014

Inv 33644

Line Item Date Line Item Description

01/24/2014 InnoPants (1) 101-336-970-000 - 735.27

Inv 33644 Total 735.27

Inv 33665

Line Item Date Line Item Description

01/29/2014 Black Advance SST Extension Patch w/name=Popelar 101-336-970-000 - 90.02

Inv 33665 Total 90.02

0 Total: 825.29

**DOUGLA - DOUGLASS SAFETY SYSTEMS, LLC Total:** 825.29

**EMERGE - EMERGENCY MEDICAL PRODUCTS INC. 101-336-775-000**

0 02/18/2014

Inv 1619475

Line Item Date Line Item Description

01/30/2014 Exam gloves - Adult Mask=Fire Dept 101-336-775-000 - 480.30

Inv 1619475 Total 480.30

0 Total: 480.30

**EMERGE - EMERGENCY MEDICAL PRODUCTS INC. Total:** 480.30

**ETNASU - ETNA SUPPLY COMPANY**

0 02/18/2014

Inv S100967702.001

Line Item Date Line Item Description

01/23/2014 Marking paint for Miss Dig stakings 591-538-745-000 - 95.76

Inv S100967702.001 Total			95.76
0 Total:			95.76
<b>ETNASU - ETNA SUPPLY COMPANY Total:</b>			<b>95.76</b>
<b>EXIT76 - Exit 76 Corporation</b>			
0	02/18/2014		
Inv	276-1403101		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/31/2014	Fuel purchases 1/16-1/31/14=Fire Dept	101-336-748-000
			-
			1,946.45
	Inv 276-1403101 Total		1,946.45
Inv	279-1403101		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/31/2014	Fuel purchases 1/16-1/31/14=B&G	101-265-748-000
			-
			1,325.45
	01/31/2014	Fuel purchases 1/16-1/31/14=R.Solle	591-538-748-000
			-
			82.00
	Inv 279-1403101 Total		1,407.45
Inv	280-1403101		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/31/2014	Fuel purchases 1/16-1/31/14=Wtr Plant	591-537-748-000
			-
			163.08
	01/31/2014	Fuel purchases 1/16-1/31/14=Wtr Dist.	591-538-748-000
			-
			1,019.13
	Inv 280-1403101 Total		1,182.21
Inv	281-1403101		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/31/2014	Fuel purchases 1/16-1/31/14=Bldg Insp.	542-371-748-000
			-
			56.76
	Inv 281-1403101 Total		56.76
0 Total:			4,592.87
<b>EXIT76 - Exit 76 Corporation Total:</b>			<b>4,592.87</b>
<b>FERRAR - FERRARESE, VINCE</b>			
0	02/18/2014		
Inv	FEB2014		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/12/2014	Retiree Insurance opt-out pymt	591-850-717-000
			-
			400.00
	Inv FEB2014 Total		400.00
0 Total:			400.00
<b>FERRAR - FERRARESE, VINCE Total:</b>			<b>400.00</b>
<b>GRCCOL - GRAND RAPIDS COMM. COLLEGE 701-000-217-000</b>			
0	02/18/2014		
Inv	DPPAUG.DEC2013		

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	DPP Collections - Aug-Dec.2013	701-000-217-000	4,681.22
	Inv DPPAUG.DEC2013 Total		4,681.22
0 Total:			4,681.22
<b>GRCCOL - GRAND RAPIDS COMM. COLLEGE Total:</b>			4,681.22
<b>HOOPER - HOOPER PRINTING, LLC 101-250-727-000</b>			
72032	02/18/2014		
Inv	40664		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2014	#10 Window Envelopes w/return address (5000)	101-250-727-000	301.36
	Inv 40664 Total		301.36
72032 Total:			301.36
<b>HOOPER - HOOPER PRINTING, LLC Total:</b>			301.36
<b>IGTINC - IGT, INC.</b>			
0	02/18/2014		
Inv	269205		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2014	Jan'14 weeking cleaning=CP Library	101-791-830-000	420.00
	Inv 269205 Total		420.00
0 Total:			420.00
<b>IGTINC - IGT, INC. Total:</b>			420.00
<b>IIMCXX - INTERNATIONAL INST. OF MUN.CLERKS 101-215-865-000</b>			
72033	02/18/2014		
Inv	MEMBERSHIP		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	Annual membership dues=R.Karnes	101-215-865-000	85.00
	Inv MEMBERSHIP Total		85.00
72033 Total:			85.00
<b>IIMCXX - INTERNATIONAL INST. OF MUN.CLERKS Total:</b>			85.00
<b>JNJCLE - JNJ CLEANING SERVICES, INC. 591-530-830-000</b>			
0	02/18/2014		
Inv	JAN2014WD		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/28/2014	Jan'14 weekly cleaning=Wtr Dist.	591-530-830-000	390.00
	Inv JAN2014WD Total		390.00

Inv	JAN2014WP			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/28/2014	Jan'14 weekly cleaning=Wtr Plant	591-537-830-000	160.00
	Inv JAN2014WP Total			160.00
0 Total:				550.00
<b>JNJCLE - JNJ CLEANING SERVICES, INC. Total:</b>				550.00
<b>KCIXXX - KENT COMMUNICATIONS, INC.</b>				
0	02/18/2014			
Inv	233417			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/29/2014	Jan'14 Utility bills (3631)	590-536-730-000	978.94
	01/29/2014	Jan'14 Utility bills (3631)	591-530-730-000	978.95
	Inv 233417 Total			1,957.89
0 Total:				1,957.89
<b>KCIXXX - KENT COMMUNICATIONS, INC. Total:</b>				1,957.89
<b>KCROAD - KENT COUNTY ROAD COMMISSION 101-446-947-000</b>				
0	02/18/2014			
Inv	408637			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/31/2014	Road Maintenance=Salt	101-446-947-000	205.68
	Inv 408637 Total			205.68
0 Total:				205.68
<b>KCROAD - KENT COUNTY ROAD COMMISSION Total:</b>				205.68
<b>KCTAXX - KENT COUNTY TREAS. ASSOC.</b>				
72034	02/18/2014			
Inv	DUES			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/12/2014	Membership Dues	101-253-865-000	50.00
	Inv DUES Total			50.00
72034 Total:				50.00
<b>KCTAXX - KENT COUNTY TREAS. ASSOC. Total:</b>				50.00
<b>KCTDPP - KENT COUNTY TREASURER 701-000-217-000</b>				
0	02/18/2014			
Inv	DPPAUG.DEC2013			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/11/2014	DPP Collections - Aug-Dec.2013	701-000-217-000	29,492.52

Inv DPPAUG.DEC2013 Total		29,492.52
0 Total:		29,492.52
<b>KCTDPP - KENT COUNTY TREASURER Total:</b>		29,492.52
<b>KCTLAW - KENT COUNTY TREASURER 101-301-818-000</b>		
0 02/18/2014		
Inv F14048		
<u>Line Item Date</u> <u>Line Item Description</u>		
02/06/2014 Jan'14 Sheriff Patrol	101-301-818-000	57,121.78
Inv F14048 Total		57,121.78
0 Total:		57,121.78
<b>KCTLAW - KENT COUNTY TREASURER Total:</b>		57,121.78
<b>KDLIBR - KENT DISTRICT LIBRARY 701-000-217-000</b>		
0 02/18/2014		
Inv DPPAUG.DEC2013		
<u>Line Item Date</u> <u>Line Item Description</u>		
02/11/2014 DPP Collections - Aug-Dec.2013	701-000-217-000	2,150.00
Inv DPPAUG.DEC2013 Total		2,150.00
0 Total:		2,150.00
<b>KDLIBR - KENT DISTRICT LIBRARY Total:</b>		2,150.00
<b>KISCHO - KENT INTERMEDIATE SCHOOL 701-000-217-000</b>		
0 02/18/2014		
Inv DPPAUG.DEC2013		
<u>Line Item Date</u> <u>Line Item Description</u>		
02/11/2014 DPP Collections - Aug-Dec.2013	701-000-217-000	12,285.92
Inv DPPAUG.DEC2013 Total		12,285.92
0 Total:		12,285.92
<b>KISCHO - KENT INTERMEDIATE SCHOOL Total:</b>		12,285.92
<b>KLOOTE - KLOOTE, DAVID</b>		
72035 02/18/2014		
Inv EXPENSES		
<u>Line Item Date</u> <u>Line Item Description</u>		
02/12/2014 Lunch @ conference	542-371-860-000	13.67
Inv EXPENSES Total		13.67
72035 Total:		13.67

<b>KLOOTE - KLOOTE, DAVID Total:</b>				13.67
<b>LAKELA - LAKELAND ELECTRICAL SVCS, INC.</b>				
0	02/18/2014			
Inv	53903			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/21/2014	Repl. heaters in E.Beltline & Buth altitude valve pit	591-537-934-000	1,794.13
	Inv 53903 Total			1,794.13
Inv	54024			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	01/30/2014	Lighting repair for shop	591-538-931-000	184.08
	Inv 54024 Total			184.08
0 Total:				1,978.21
<b>LAKELA - LAKELAND ELECTRICAL SVCS, INC. Total:</b>				1,978.21
<b>MARKSB - MARK'S BODY SHOP</b>				
0	02/18/2014			
Inv	105094			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/06/2014	Predator 2 side x side LED, Red=Fiire Dept	101-336-932-000	218.95
	Inv 105094 Total			218.95
0 Total:				218.95
<b>MARKSB - MARK'S BODY SHOP Total:</b>				218.95
<b>MCDONC - MCDONALD'S USA 701-000-216-000</b>				
72036	02/18/2014			
Inv	REFUNDESCROW418			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/12/2014	Refund remaining escrow balance=McDonald's/3814 Plfd	701-000-235-418	300.00
	Inv REFUNDESCROW418 Total			300.00
Inv	REFUNDESCROW443			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/12/2014	Refund remaining escrow balance=McDonald's/5353 Northland	701-000-235-443	300.00
	Inv REFUNDESCROW443 Total			300.00
Inv	REFUNDESCROW452			
	<u>Line Item Date</u>	<u>Line Item Description</u>		
	02/12/2014	Refund remaining escrow balance=McDonald's/Comstock Park	701-000-235-452	300.00
	Inv REFUNDESCROW452 Total			300.00
72036 Total:				900.00

<b>MCDONC - MCDONALD'S USA Total:</b>			900.00
<b>METROB - METRO BUILDING INSP. ASSOC 542-371-865-000</b>			
72037	02/18/2014		
Inv	REGISTRATION		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/12/2014	Meeting registration=D.Kloote	542-371-865-000
			-
			25.00
	Inv REGISTRATION Total		25.00
72037 Total:			25.00
<b>METROB - METRO BUILDING INSP. ASSOC Total:</b>			25.00
<b>MIDWAI - MIDWEST AIR FILTER, INC.</b>			
0	02/18/2014		
Inv	G0592739		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/05/2014	Air filters=Town hall	101-265-931-002
			-
			542.04
	02/05/2014	Air filters=B&G	101-265-931-003
			28.56
	02/05/2014	Air filters=Hyser	101-803-931-000
			16.56
	Inv G0592739 Total		587.16
0 Total:			587.16
<b>MIDWAI - MIDWEST AIR FILTER, INC. Total:</b>			587.16
<b>MUNADV - MUNICIPAL ADVISORY COUNCIL OF MICHIGAN 101-201-830-000</b>			
72038	02/18/2014		
Inv	1117C		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/04/2014	Overlapping Debt for Y/E 12/31/13	101-201-830-000
			-
			100.00
	Inv 1117C Total		100.00
72038 Total:			100.00
<b>MUNADV - MUNICIPAL ADVISORY COUNCIL OF MICHIGAN Total:</b>			100.00
<b>NKSEWE - NORTH KENT SEWER AUTHORITY 590-000-231-000</b>			
0	02/18/2014		
Inv	HOOKUP4284		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/03/2014	SW Hookup=4284 Veranda	590-000-231-000
			-
			3,421.00
	Inv HOOKUP4284 Total		3,421.00
Inv	HOOKUP4385		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/10/2014	SW Hookup=4385 Maybeck	590-000-231-000
			-
			3,421.00

Inv HOOKUP4385 Total			3,421.00
Inv HOOKUP5592			
<u>Line Item Date</u> <u>Line Item Description</u>			
01/09/2014 SW Hookup=5592 Stony View	590-000-231-000	-	3,421.00
Inv HOOKUP5592 Total			3,421.00
Inv HOOKUP5870			
<u>Line Item Date</u> <u>Line Item Description</u>			
11/05/2013 SW Hookup=5870 Samrick	590-000-231-000	-	3,321.00
Inv HOOKUP5870 Total			3,321.00
Inv HOOKUP6175OP			
<u>Line Item Date</u> <u>Line Item Description</u>			
12/23/2013 SW Hookup=6175 Northland Dr/Credit back Overpayment	590-000-231-000	-	-5,010.00
Inv HOOKUP6175OP Total			-5,010.00
Inv HOOKUP7950			
<u>Line Item Date</u> <u>Line Item Description</u>			
01/29/2014 SW Hookup=7950 Ella Terrace	590-000-231-000	-	3,421.00
Inv HOOKUP7950 Total			3,421.00
Inv HOOKUP8230			
<u>Line Item Date</u> <u>Line Item Description</u>			
01/27/2014 SW Hookup=8230 Graphic Dr	590-000-231-000	-	8,313.03
Inv HOOKUP8230 Total			8,313.03
0 Total:			20,308.03
<b>NKSEWE - NORTH KENT SEWER AUTHORITY Total:</b>			20,308.03
<b>NVIEWP - NORTHVIEW PUBLIC SCHOOLS 701-000-217-000</b>			
0 02/18/2014			
Inv DPPAUG.DEC2013			
<u>Line Item Date</u> <u>Line Item Description</u>			
02/11/2014 DPP Collections - Aug-Dec.2013	701-000-217-000	-	9,214.31
Inv DPPAUG.DEC2013 Total			9,214.31
0 Total:			9,214.31
<b>NVIEWP - NORTHVIEW PUBLIC SCHOOLS Total:</b>			9,214.31
<b>PELKES - MCMILLEN, STEPHANIE</b>			
72039 02/18/2014			
Inv EXPENSES			
<u>Line Item Date</u> <u>Line Item Description</u>			
02/13/2014 Mileage (152mi)	101-215-860-000	-	85.12
Inv EXPENSES Total			85.12

72039 Total:			85.12
<b>PELKES - MCMILLEN, STEPHANIE Total:</b>			85.12
<b>PETERS - PETERSEN PLUMBING</b>			
72040	02/18/2014		
Inv	26387		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/04/2014	Plumbing repairs=CP Library	101-791-931-000
			-
			70.90
Inv 26387 Total			70.90
72040 Total:			70.90
<b>PETERS - PETERSEN PLUMBING Total:</b>			70.90
<b>PFD FAC - PLAINFIELD TRAINING ACADEMY 101-336-865-000</b>			
0	02/18/2014		
Inv	OFFICERTRAINING		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/12/2014	Officer training class=K.Selders	101-336-865-000
			-
			660.00
Inv OFFICERTRAINING Total			660.00
0 Total:			660.00
<b>PFD FAC - PLAINFIELD TRAINING ACADEMY Total:</b>			660.00
<b>POMERD - POMEROY, DALE 101-101-860-000</b>			
0	02/18/2014		
Inv	EXPENSES		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/31/2013	Mileage (358mi) & meals	101-101-860-000
			-
			224.93
Inv EXPENSES Total			224.93
0 Total:			224.93
<b>POMERD - POMEROY, DALE Total:</b>			224.93
<b>POSTMM - US POSTAL SERVICE</b>			
0	02/18/2014		
Inv	DDAPOBOX333		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/11/2014	Annual PO Box fee=CP DDA/Box#333	250-448-953-000
			-
			74.00
Inv DDAPOBOX333 Total			74.00
0 Total:			74.00

<b>POSTMM - US POSTAL SERVICE Total:</b>			74.00
<b>POWERP - POWERPLAN</b>			
72042	02/18/2014		
Inv	G70486		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/04/2014	Repair parts=Unit 27/backhoe/dump truck	101-265-932-000
			-
			59.52
	Inv G70486 Total		59.52
72042 Total:			59.52
<b>POWERP - POWERPLAN Total:</b>			59.52
<b>PREINN - PREIN &amp; NEWHOF PC</b>			
0	02/18/2014		
Inv	62291		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/24/2014	MI-DEQ required water testing	591-537-830-000
			-
			730.00
	Inv 62291 Total		730.00
Inv	FOIA4029PLFD		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/30/2014	FOIA request for 4029 Plainfield	101-250-830-000
			-
			30.00
	Inv FOIA4029PLFD Total		30.00
0 Total:			760.00
<b>PREINN - PREIN &amp; NEWHOF PC Total:</b>			760.00
<b>PROGRE - PROGRESSIVE AE</b>			
72043	02/18/2014		
Inv	149812		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/09/2014	Dec'13 Prof.Serv.=10 Mile park/sled hill & irrigation main	101-751-970-000
			-
			440.00
	Inv 149812 Total		440.00
72043 Total:			440.00
<b>PROGRE - PROGRESSIVE AE Total:</b>			440.00
<b>PTWASE - PLAINFIELD TOWNSHIP WATER</b>			
0	02/18/2014		
Inv	FINAL21318		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/26/2013	Final utility bill=2143 Riverbank	101-295-840-001
			-
			24.33
	Inv FINAL21318 Total		24.33
0 Total:			24.33

PTWASE - PLAINFIELD TOWNSHIP WATER Total: 24.33

RIOSUP - MICHIGAN METER TECHNOLOGY GROUP, INC

0 02/18/2014

Inv 90798

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/21/2014	5/8" Ecoder R900i meters for stock (10)	591-538-746-000	1,461.08
Inv 90798 Total			1,461.08

Inv 90842

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/28/2014	3/4" Ecoder R900i meters for stock (8)	591-538-746-000	1,760.00
01/28/2014	3/4" Ecoder R900i registers for stock (8)	591-538-746-000	1,002.00
01/28/2014	1" meter bodies for stock (8)	591-538-746-000	1,288.00
Inv 90842 Total			4,050.00

0 Total: 5,511.08

RIOSUP - MICHIGAN METER TECHNOLOGY GROUP, INC Total: 5,511.08

RJKCON - RJK CONSTRUCTION INC.

72044 02/18/2014

Inv 4402

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/27/2014	Repair roof leak=Wtr Dist.	591-538-931-000	225.00
Inv 4402 Total			225.00

72044 Total: 225.00

RJKCON - RJK CONSTRUCTION INC. Total: 225.00

RKFDPU - ROCKFORD PUBLIC SCHOOLS 701-000-217-000

0 02/18/2014

Inv DPPAUG.DEC2013

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	DPP Collections - Aug-Dec.2013	701-000-217-000	24,517.38
Inv DPPAUG.DEC2013 Total			24,517.38

0 Total: 24,517.38

RKFDPU - ROCKFORD PUBLIC SCHOOLS Total: 24,517.38

SILVEX - SILVER & VANESSEN, P.C. 591-530-821-000

72047 02/18/2014

Inv 19344

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/04/2014	Jan'14 Legal=Lime Sludge Litigation	591-530-821-000	1,038.89

Inv 19344 Total			1,038.89
72047 Total:			1,038.89
<b>SILVEX - SILVER &amp; VANESSEN, P.C. Total:</b>			1,038.89
<b>STATEE - STATE OF MICHIGAN</b>			
72049	02/18/2014		
Inv 856820			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2014	Municipal SW Annual Permit Fee/MIG610133	230-443-953-000	500.00
Inv 856820 Total			500.00
72049 Total:			500.00
<b>STATEE - STATE OF MICHIGAN Total:</b>			500.00
<b>SUPROE - SUPRO ELECTRIC COMPANY</b>			
72050	02/18/2014		
Inv 30559			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2014	Wire circuit for heater=Versluis	101-751-930-000	335.10
Inv 30559 Total			335.10
72050 Total:			335.10
<b>SUPROE - SUPRO ELECTRIC COMPANY Total:</b>			335.10
<b>TEAMFI - TEAM FINANCIAL GROUP, INC. 101-336-830-000</b>			
0	02/18/2014		
Inv 106436			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2014	Monthly Xerox copier lease=Fire St#3	101-336-830-000	457.71
Inv 106436 Total			457.71
0 Total:			457.71
<b>TEAMFI - TEAM FINANCIAL GROUP, INC. Total:</b>			457.71
<b>TELERA - TELE-RAD, INC. 101-336-768-000</b>			
0	02/18/2014		
Inv 852429			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2014	Job shirts (2)=S.Harkes/J.Drake	101-336-768-000	118.98
Inv 852429 Total			118.98
0 Total:			118.98

<b>TELERA - TELE-RAD, INC. Total:</b>			118.98
<b>THOMSU - THOMPSON, SUSAN 101-400-860-000</b>			
0	02/18/2014		
Inv	EXPENSES		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	01/31/2014	Mileage (428mi)	239.68
		101-400-860-000	-
	Inv EXPENSES Total		239.68
0 Total:			239.68
<b>THOMSU - THOMPSON, SUSAN Total:</b>			239.68
<b>UB*01457 - NYENHUIS, BEN</b>			
72051	02/18/2014		
Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/06/2014	Refund Check	45.20
	02/06/2014	Refund Check	10.54
		591-000-202-000	-
	Inv Total		55.74
72051 Total:			55.74
<b>UB*01457 - NYENHUIS, BEN Total:</b>			55.74
<b>UB*01458 - BRANDER, VALERIE</b>			
72052	02/18/2014		
Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/06/2014	Refund Check	33.84
	02/06/2014	Refund Check	41.59
	02/06/2014	Refund Check	11.26
	02/06/2014	Refund Check	11.59
		590-000-202-000	-
	Inv Total		98.28
72052 Total:			98.28
<b>UB*01458 - BRANDER, VALERIE Total:</b>			98.28
<b>UB*01459 - VERHELLE, SHERYL</b>			
72053	02/18/2014		
Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/06/2014	Refund Check	36.27
		591-000-202-000	-
	Inv Total		36.27
72053 Total:			36.27

UB\*01459 - VERHELLE, SHERYL Total: 36.27

UB\*01460 - SWARTZ, ARTHUR/KAREN

72054 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	590-000-202-000	5.18
02/06/2014	Refund Check	590-000-202-000	3.58
Inv Total			8.76

72054 Total: 8.76

UB\*01460 - SWARTZ, ARTHUR/KAREN Total: 8.76

UB\*01461 - MCMANN, BETTY

72055 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	591-000-202-000	5.21
Inv Total			5.21

72055 Total: 5.21

UB\*01461 - MCMANN, BETTY Total: 5.21

UB\*01462 - DOTY (O), ROBERT

72056 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	590-000-202-000	29.16
02/06/2014	Refund Check	590-000-202-000	9.61
02/06/2014	Refund Check	591-000-202-000	28.79
02/06/2014	Refund Check	591-000-202-000	2.68
Inv Total			70.24

72056 Total: 70.24

UB\*01462 - DOTY (O), ROBERT Total: 70.24

UB\*01463 - PATTERSON, NICHOLAS

72057 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	590-000-202-000	5.10
02/06/2014	Refund Check	590-000-202-000	3.20
02/06/2014	Refund Check	591-000-202-000	1.75
Inv Total			10.05

72057 Total: 10.05

UB\*01463 - PATTERSON, NICHOLAS Total: 10.05

UB\*01464 - KIDDER, SHANNON

72058 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	590-000-202-000	4.25
02/06/2014	Refund Check	590-000-202-000	2.23
02/06/2014	Refund Check	591-000-202-000	15.35
02/06/2014	Refund Check	591-000-202-000	0.62
Inv Total			22.45

72058 Total: 22.45

UB\*01464 - KIDDER, SHANNON Total: 22.45

UB\*01465 - SHARON KORCEK

72059 02/18/2014

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2014	Refund Check	590-000-202-000	24.93
02/06/2014	Refund Check	590-000-202-000	30.63
02/06/2014	Refund Check	591-000-202-000	8.52
Inv Total			64.08

72059 Total: 64.08

UB\*01465 - SHARON KORCEK Total: 64.08

UNUMXX - UNUM LIFE INSURANCE

0 02/18/2014

Inv 151505001.03.14

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-101-717-000	30.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-171-717-000	8.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-172-717-000	17.60
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-201-717-000	17.60
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-209-717-000	52.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-215-717-000	17.60
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-253-717-000	20.68
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-265-717-000	52.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-336-717-000	220.00
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	101-400-717-000	26.40
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	542-371-717-000	8.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	591-530-717-000	17.60
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	591-537-717-000	52.80
02/11/2014	LIFE/AD & D INSURANCE PREMIUM	591-538-717-000	61.60
Inv 151505001.03.14 Total			605.88

Inv 151507001.03.14

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	EE PD ADDTL LIFE INS PREMIUMS	101-000-245-000	564.50

Inv 151507001.03.14 Total 564.50

Inv 575031041.03.14

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/11/2014	LONG TERM DISABILITY	101-172-717-000	25.60
02/11/2014	LONG TERM DISABILITY	101-201-717-000	23.41
02/11/2014	LONG TERM DISABILITY	101-209-717-000	44.86
02/11/2014	LONG TERM DISABILITY	101-215-717-000	12.52
02/11/2014	LONG TERM DISABILITY	101-253-717-000	23.20
02/11/2014	LONG TERM DISABILITY	101-265-717-000	63.30
02/11/2014	LONG TERM DISABILITY	101-336-717-000	187.04
02/11/2014	LONG TERM DISABILITY	101-400-717-000	35.58
02/11/2014	LONG TERM DISABILITY	542-371-717-000	12.80
02/11/2014	LONG TERM DISABILITY	591-530-717-000	24.00
02/11/2014	LONG TERM DISABILITY	591-537-717-000	75.71
02/11/2014	LONG TERM DISABILITY	591-538-717-000	84.00

Inv 575031041.03.14 Total 612.02

0 Total: 1,782.40

UNUMXX - UNUM LIFE INSURANCE Total: 1,782.40

VICTOR - VICTORY SIGN & GRAPHICS, LLC

0 02/18/2014

Inv 13398

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2014	Knox Box decals=Fire Dept	101-336-727-000	95.00

Inv 13398 Total 95.00

0 Total: 95.00

VICTOR - VICTORY SIGN & GRAPHICS, LLC Total: 95.00

VIDEOT - VIDEO-TECH-TRONICS, INC

72060 02/18/2014

Inv 144766

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/21/2014	Central station security monitoring=Hyser	101-803-830-000	216.00

Inv 144766 Total 216.00

72060 Total: 216.00

VIDEOT - VIDEO-TECH-TRONICS, INC Total: 216.00

WOLVSP - WOLVERINE SPECIAL TOOL, INC.

72061 02/18/2014

Inv 48792

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/27/2014	Sharpening drill tap combos=Wtr Dist.	591-538-933-000	480.00

Inv 48792 Total 480.00

72061 Total: 480.00

WOLVSP - WOLVERINE SPECIAL TOOL, INC. Total: 480.00

ADVIMG - ADVANCED IMAGING SOLUTIONS-GR 101-265-830-003

0 02/18/2014

Inv 246312532

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2014	Monthly Lanier copier lease=B&G	101-265-830-003	119.94
01/30/2014	Monthly copy ovg(1566)=B&G	101-265-830-003	41.26

Inv 246312532 Total 161.20

0 Total: 161.20

ADVIMG - ADVANCED IMAGING SOLUTIONS-GR Total: 161.20

CNSMRE - CONSUMERS ENERGY

0 02/18/2014

Inv DEC2013

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/02/2014	3830 CORDES AVE NW = 281	591-537-920-000	44.33

Inv DEC2013 Total 44.33

Inv JAN2014

<u>Line Item Date</u>	<u>Line Item Description</u>		
02/03/2014	3830 CORDES AVE NW = 281	591-537-920-000	48.07
01/23/2014	8289 Childsdale = 975	591-537-920-000	402.20
01/23/2014	2948 5 Mile = 052	591-537-920-000	1,107.08

Inv JAN2014 Total 1,557.35

0 Total: 1,601.68

CNSMRE - CONSUMERS ENERGY Total: 1,601.68

DTEENE - DTE ENERGY

0 02/18/2014

Inv JAN2014

<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2014	2948 5 Mile = 021	591-537-921-000	202.75
01/31/2014	8289 Childsdale = 034	591-537-921-000	204.26

Inv JAN2014 Total 407.01

0 Total: 407.01

DTEENE - DTE ENERGY Total: 407.01

**PTWASE - PLAINFIELD TOWNSHIP WATER**

0 02/18/2014

Inv 4THQ2013CY2

Line Item Date Line Item Description

01/31/2014	3943 WEST RIVER/4686=WA/SW SERVICE	101-791-920-000	211.19
01/31/2014	6440 WEST RIVER/14722=WA/SW SERVICE	101-803-920-000	11.22
01/31/2014	6440 WEST RIVER/5545=WA/SW SERVICE	101-803-920-000	11.22

Inv 4THQ2013CY2 Total 233.63

0 Total: 233.63

**PTWASE - PLAINFIELD TOWNSHIP WATER Total: 233.63**

**POSTMM - US POSTAL SERVICE**

72064 02/18/2014

Inv DDAPOBOX333

Line Item Date Line Item Description

02/11/2014	Annual PO Box fee=CP DDA/Box#333	250-448-953-000	74.00
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Inv DDAPOBOX333 Total 74.00

72062 Total: 74.00

**KCIXXX - KENT COMMUNICATIONS, INC.**

0 02/11/2014

Inv PROPOSAL164694

Line Item Date Line Item Description

02/10/2014	Estimated postage for Real/PP Assessments (12,138)	101-209-831-000	4,427.95
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Inv PROPOSAL164694 Total 4,427.95

0 Total: 4,427.95

**KCIXXX - KENT COMMUNICATIONS, INC. Total: 4,427.95 X**

**DUVALL - DUVALL, PATRICK**

72063 02/18/2014

Inv REIMBURSEMENT

Line Item Date Line Item Description

12/02/2013	Wireless router + booster antenna=Fire engines	101-336-932-000	100.00
12/02/2013	Wireless router + booster antennas (2)=Fire engines	101-336-932-000	215.35

Inv REIMBURSEMENT Total 315.35

72063 Total: 315.35

**DUVALL - DUVALL, PATRICK Total: 315.35**

**Report Total: 209,569.12**  
2/3/2014 Cashiers check to purchase 3951 Willow Dr. 43,944.95

2/4/2014	RX Copay/Dependent Care Reimbursements	192.31
2/7/2014	Priority Health-Flex Benefit Reimbursement	152.81
	<b>Total AP:</b>	<b>253,859.19</b>

**Payroll & Payroll related items paid:**

2/4/2014	Payroll-Direct Debits	9,307.05
2/5/2014	Payroll-Checks	79,269.91
2/5/2014	Security Benefit Group ACH pymt	170.00
2/5/2014	ACH FOR CHILD SUPPORT	388.50
2/5/2014	PTFFA Union Dues ACH pymt	275.00
2/5/2014	ICMA 401 PLAN ACH PYMT	18,067.83
2/5/2014	ICMA 457 PLAN ACH PYMT	336.15
2/5/2014	ICMA RHS PLAN ACH PYMT	6,328.32
2/5/2014	ICMA ROTH IRA ACH PYMT	167.14
2/5/2014	John Hancock Pension Direct Debit pymt	3,798.46
2/5/2014	RPA/Cambridge Roth IRA ACH pymt	243.16
2/5/2014	PTMWA Union Dues ACH pymt	320.00
2/5/2014	FICA & FEDERAL W/H PAID	31,640.85

**Total Payroll & Payroll related items paid: 150,312.37**

**Grand Total 404,171.56**

**x - Check released prior to board meeting**

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**2014 Versluis Park Contract with Ellis & Associates**

Total cost of contract breakdown as follows:

**OPTION 1: TRADITIONAL**

Total with license fees per guard and 3 audits	\$5,950.00
Retainer Fee, due at Issue	\$1,200.00
Audit Fees, charged at time of audit (\$1,300 x 3)	\$3,900.00
Guard license fees (\$85 x 10)	<u>\$ 850.00</u>
<b>TOTAL</b>	<b>\$5,950.00</b>

**OPTION 2: FLAT FEE, INCLUDES RETAINER, AUDITS AND LICENSE FEES**

8 payments of \$700.00 monthly	\$5,600.00
*Less 2% - lump sum, 10 days	\$5,488.00

\*OPTION 2, FLAT RATE SAVES \$462 IF PAID IN FULL (NET 10 DAYS) OR

\$350 IF PAID OVER TIME (8 PMTS OF \$700)

“OPTION 2” SEEMS TO BE THE BETTER WAY TO GO, PLEASE DECIDE ON PAYMENT OPTIONS (NET OR BILL) AND OBTAIN NEEDED SIGNATURES. RETURN SIGNED CONTRACT TO CATHY BEATTIE SO SHE CAN FILE AND FAX AS NEEDED.

THANKS, BOB



# Client Status Notification

## Jeff Ellis & Associates, Inc.

Business Office: P.O. Box 2160, Windermere, FL 34786-2160  
 Phone: 1-800-742-8720 Facsimile: 407-654-1723 Email: business@jellis.com



Date: February 12, 2014

Client Name: Plainfield Township

Client Address: 5205 Plainfield Avenue NE, Grand Rapids, MI, 49525

From: Richard A. Carroll Sr. VP/COO

### Subject: 2014 Comprehensive Program Options

I am pleased to invite your company/agency/organization to participate in the Ellis & Associates, Inc. Comprehensive Aquatic Risk Management Program. This document is included by reference to the Client Agreement by and between Client and Jeff Ellis Associates, Inc.

This form outlines Client Options for Comprehensive Program participation. If you choose the Traditional Option your pricing structure will not change. If you would like to accept the Flat Fee Service Plan options please check the box next to that option.

<b>Option 1: Traditional Price Structure (please check to select)</b>	
Client Retainer Fee: \$1,200.00	Consulting Fee: \$175.00 per hour
# of Audits per Year: 3	Audit Fee: \$1,300.00
Lifeguard License Fees 2014 (unless otherwise stated otherwise by signed contract or service proposal) Shallow Water- \$85.00      Pool- \$85.00      Special Facilities-\$85.00      Renewal- \$70.00	
<b>TERMS:</b> All invoices will carry a Net 30 term from time of order or invoice for all orders including Licenses, Audit fee and Retainer fee. Finance Charges pursuant to consulting agreement apply. Failed Audit Follow-Up: \$1,500.00 each	

<input checked="" type="checkbox"/> <b>Option 2: Flat Fee Service Plan (please check to select)</b>	
# of Monthly Payments: 8	Monthly Payment: \$700.00
Total Payment Amount: \$5,600.00	Lump Sum payment less 2% NET 10 days
Flat Fee Service Plan includes: Annual Retainer Fee, Audit fees, Unlimited use of Lifeguard Licenses (calendar year), \$50 ILTP Kit price. E&A owns the license inventory.	
Flat Fee Service Plan does not include Failed Audit Follow up, Lifeguard Instructor Tuition, Lifeguard textbooks/online codes or IASS tuition. Shipping and handling charges apply to all shipped orders.	
<b>TERMS:</b> Finance charges pursuant to Consulting Agreement. Additional Standard Administrative Fee for late payments of \$100 per invoice/per month. Failed Audit Follow-Up: \$1,500.00 each	

### Term of Agreement: January 1, 2014 through December 31, 2014

If you agree with the terms, please print your name, sign your name and enter your title below and return along with the executed E&A Standard Agreement. Your signature acknowledges acceptance of the additional payment terms noted above and those specified in the Consulting agreement.

<b>Print Name:</b>	
<b>Sign Name:</b>	
<b>Title:</b>	

**CONSULTING AGREEMENT FOR PROFESSIONAL AQUATIC SAFETY  
AND RISK MANAGEMENT SERVICES**

**THIS CONSULTING AGREEMENT FOR PROFESSIONAL AQUATIC SAFETY AND RISK MANAGEMENT SERVICES** ("Agreement") made and entered into as of the day and year last written herein below, by and between the client named in the Client Status Notification, located at the address stated on the Client Status Notification ("Client"), and JEFF ELLIS & ASSOCIATES, INC., a Texas corporation, with corporate offices located at 3506 Spruce Park Circle Kingwood, Harris County, Texas 77345-3033 ("Consultant").

**RECITALS:**

- A. Client owns and operates facilities that provide, amongst other things, aquatic activities.
- B. Consultant is in the business of providing a Lifeguard Training Program, Comprehensive Aquatic Safety Program and Services related to aquatic activities.
- C. Client desires Consultant to provide the aforementioned services to Client.

**NOW, THEREFORE**, for and in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, each intending to be legally bound, do hereby represent, warrant, covenant and agree as follows:

1. **RECITALS:** The foregoing recitals and Client Status Notification are reaffirmed and made an integral part of this Agreement.
2. **CONSULTANT SERVICES:** Consultant shall perform the following services:
  - (A) **INTERNATIONAL LIFEGUARD TRAINING PROGRAM™.** Consultant shall provide authorization to Client for purposes of training lifeguards in the International Lifeguard Training Program™ on an "as needed" basis, which shall include the following:
    - (i) Aquatic rescue technology;
    - (ii) Victim identification training;
    - (iii) Spinal injury management and extrication training for aquatic environments;
    - (iv) Prevention/Scanning technology training;
    - (v) Professional Lifeguard Development training;
    - (vi) Consultant/Nationally Recognized Professional Rescuer CPR Training;
    - (vii) Consultant/Nationally Recognized Lifeguard First Aid Training; and
    - (viii) ILTP™ lifeguard licensing to be provided upon successful completion of training course for lifeguards employed at Client's facility by Client's employee Instructors.
  - (B) **INTERNATIONAL LIFEGUARD TRAINING PROGRAM™ INSTRUCTOR.** Consultant shall provide Instructor level training programs for the International Lifeguard Instructor Training Program on an "as needed" basis for Client's employees, which shall include the following:
    - (i) Teaching methodology that includes communication and presentation techniques;
    - (ii) Rescue skills enhancement training to develop "Instructor level" quality for ILTP™ course demonstrations;
    - (iii) ILTP™ course philosophy;
    - (iv) Course management and administrative procedures; and
    - (v) Testing and evaluation procedures.
  - (C) **CONSULTANT AQUATIC SAFETY OPERATIONAL AUDITS.** Consultant shall perform its aquatic safety operational audits regarding each of the aquatic facilities operated by Client. Each year Consultant shall perform the number of audits stated in the Client Status Notification for the fees specified in the Client Status Notification. These audits shall include videotape and written documentation in support of evaluations rendered to Client regarding aquatic risk management issues and same shall be delivered to Client upon completion of the grading process.
  - (D) **ACCIDENT INVESTIGATION AND LITIGATION SUPPORT.** In the event of the occurrence of a fatal or catastrophic accident or any other legal proceeding regarding aquatic safety issues arising involving Client, Consultant shall make its records and documentation of the safety and training standards available to Client. Consultant shall be named lead investigator of any aquatic event by Client and shall conduct said investigations. Consultant shall provide Accident Investigation if required, to Client at no additional fee so long as Consultant determines, in its sole judgment, that Client followed all of the Consultant and/or International Lifeguard Training Program™ aquatic safety protocols failing which, Client shall pay an Additional Consulting Fee as provided in the Client Status Notification for such accident investigation and/or litigation support services. Notwithstanding anything to the contrary contained in this paragraph, Client shall always be responsible for Consultant's out-of-pocket costs and expenses relating to any accident investigation and/or litigation support including, but not limited to, travel, couriers, document reproduction, long distance telephone, etc.
  - (E) **CONSULTANT'S INSURANCE.** Consultant shall carry professional liability insurance coverage in the amount of at least two million dollars (\$2,000,000.00) and Workers Compensation coverage in the amount of one million dollars (\$1,000,000).
3. **CLIENT'S RESPONSIBILITIES:** Client's duties and responsibilities under this Agreement are as follows:
  - (A) Adhere to and comply with the International Lifeguard Training Program™ standard of care for lifeguarding, CPR, safety and emergency procedures;
  - (B) Adhere to and comply with the aquatic risk management guidelines provided in the Comprehensive Aquatic Risk Management Handbook to Client;
  - (C) Respond in writing and implement auditor recommendations in accordance with the aquatic risk management protocols provided by Consultant;
  - (D) Make available all emergency action plans and staff certification and training records to Consultant's auditors within ten (10) days of Client's receipt of a written request for same from Consultant;
  - (E) Adhere to and comply with all aspects of the Comprehensive Aquatic Risk Management Program Handbook provided by Consultant. Client hereby agrees that failure to comply with the aquatic risk management requirements of Consultant as stated in the Comprehensive Aquatic Risk Management Program Handbook shall, in the sole judgment of Consultant result in an Event of Default under this Agreement. Client must submit, in writing, any variance request to Consultant to be exempt from any requirements set forth in the Comprehensive Aquatic Risk Management Program Handbook;
  - (F) **Consultant's Fees.** Client shall pay Consultant the fees set forth in the Client Status Notification in addition to the out-of-pocket costs and expenses stated in this Agreement. Client shall pay the Annual Retainer Fee, Audit Fees and all remaining billed hourly fees, lifeguard/lifeguard instructor fees, other fees and/or costs and expenses on a NET 30 basis from date of invoice in accordance with the business practices of Consultant. All amounts owed and unpaid after 30 days will be assessed a \$100.00 late fee per invoice per month until paid in full.
4. **TERM:** The Term of this Agreement shall be as stated in the Client Status Notification.

5. **DEFAULT AND TERMINATION:**

(A) **Events of Default.** Each of the following shall be an event of default ("Event of Default") under this Agreement for which the defaulting party shall be liable to the non-defaulting party for damages directly arising out of the default (the defaulting party shall not be liable for consequential or incidental damages of any kind whatsoever):

(i) if Client fails to make any payment due under this Agreement within thirty (30) days from the date said payment is due;

(ii) if either party shall default in the substantial performance of any term, covenant or condition of this Agreement (other than those relating to the payment of monies by Client) and the defaulting party fails to remedy such default within twenty-one (21) days after receipt of written notice from the non-defaulting party of such default, or if such default is of such nature that it cannot be reasonably remedied within said twenty-one (21) days (but is otherwise susceptible to cure), the defaulting party shall not within said twenty-one (21) days advise the non-defaulting party of its intention to institute all steps necessary to remedy such default and thereafter diligently pursue to completion all such steps necessary to remedy such default;

(iii) if, in the sole judgment of Consultant, Client fails to adhere to and comply with the aquatic risk management requirements identified in the Comprehensive Aquatic Risk Management Program Handbook ;

(iv) to the extent permitted by law, if either party admits, in writing, that it is generally unable to pay its debts as such become due;

(v) to the extent permitted by law, if either party makes an assignment for the benefit of creditors; and

(vi) to the extent permitted by law, if either party files a voluntary petition in bankruptcy, voluntarily or involuntarily goes into a liquidation, or a receiver is appointed with respect to substantially all of its assets, and the foregoing are not stayed or dismissed within one hundred and fifty (150) days after such filing or other action.

(B) **NOTICE OF EVENT OF DEFAULT.** The foregoing events of default shall not become effective and actionable (i.e., become an "Event of Default") until the non-defaulting party first sends written notice of same with sufficient detail regarding the nature of the default to the defaulting party and the defaulting party fails to cure said default within twenty-one (21) days from its receipt of said notice subject to the provisions of subparagraph 5(A)(ii) herein.

(C) **TERMINATION.**

(i) In the event this Agreement is terminated by operation of law or otherwise prior to the expiration of its Term (as defined in the Client Status Notification), then, in that event, all finished documents, manuals, data, studies, surveys, drawings, maps, models and aquatic safety auditing reports prepared by Consultant under this Agreement shall remain the property of Client and Consultant shall be entitled to receive equitable compensation for any such finished and/or unfinished work and services provided up to the date of termination.

(ii) At the end of the Term of this Agreement, this Agreement shall terminate and all ILTP™ lifeguard licenses shall remain the property of Consultant and shall be immediately returned by Client to Consultant.

6. **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION:**

(A) **CONFIDENTIAL INFORMATION.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business or prospective business of Consultant. Confidential Information also includes all information of which unauthorized disclosure could be detrimental to the interest of Consultant whether or not such information is identified as Confidential Information by Consultant. By example and without limitation, Confidential Information includes, but is not limited to, any and all information of the following or similar nature, whether or not reduced to writing: the Comprehensive Aquatic Risk Management Program Handbook and documents, client memos, newsletters, manuals, data, studies, surveys, drawings, maps, models, ILTP™ lifeguard licenses and aquatic safety auditing reports prepared by Consultant under this Agreement, and any other information or procedures that are treated as or designated secret or confidential by Consultant.

(B) **EXCLUSIONS.** Confidential Information does not include information that Client can demonstrate: (i) is now, or hereafter becomes, through no act on the part of Client, generally known to the public; (ii) is rightfully obtained by Client from a third party, without breach of any obligation to Consultant; or (iii) is independently developed by Client without use of or reference to the Confidential Information.

(C) **CONFIDENTIALITY.** Client and Client's representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 6(D) and 6(E) of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence. Client hereby agrees to indemnify and hold harmless Consultant against any and all losses, damages, claims, expenses, and attorney's fees, including those for appeals, incurred or suffered by Consultant as a result of a breach of this Agreement by Client or Client's representatives.

(D) **PERMITTED DISCLOSURES.** Client may disclose Consultant's Confidential Information to Client's responsible representatives and employees with a bona fide need to know such Confidential Information to the extent necessary to perform their employment responsibilities.

(E) **REQUIRED DISCLOSURES.** Client may disclose Consultant's Confidential Information if and to the extent that such disclosure is required by court order, provided that Client provides Consultant a reasonable opportunity to review the disclosure before it is made and to interpose its own objection to the disclosure.

(F) **USE.** Client and Client's representatives shall use the Confidential Information solely for the purpose of operating under this Agreement as it applies to the operation of Client's business and shall not in any way use the Confidential Information to the detriment of Consultant. Nothing in this Agreement shall be construed as granting any rights to Client, by license or otherwise, to any of Consultant's Confidential Information.

7. **MISCELLANEOUS:**

(A) **GOVERNING LAW AND VENUE.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida, both substantive and remedial, without regard to principals of conflict of laws. The exclusive venue for any litigation arising out of this Agreement shall be Miami-Dade County, Florida, if in the state court, and the United States District Court, Southern District of Florida, if in the federal court.

(B) **CAPTIONS AND PARAGRAPHS.** Captions and paragraph headings in this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement nor the intent of any provision hereof.

(C) **ENTIRE AGREEMENT; AMENDMENT; WAIVER.** This Agreement and any attachments hereto, if any, contain the entire agreement between the parties. There are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, express or implied, between the parties other than as herein set forth. No amendment or modification of this Agreement shall be valid unless the same is in writing and signed by the parties hereto. No waiver of any provision of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such written waiver shall only be applicable to the specific instance to which it related and shall not be deemed to be a continuing or future waiver.

(D) **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written and enforced as so limited.

(E) **WAIVER OF JURY TRIAL. THE PARTIES HEREBY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY EITHER PARTY AGAINST THE OTHER REGARDING ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY**

WAY CONNECTED WITH THIS AGREEMENT, THE RELATIONSHIP OF THE PARTIES CREATED HEREBY, AND/OR A CLAIM FOR INJURY OR DAMAGE. CLIENT ACKNOWLEDGES AND AGREES THAT CONSULTANT HAS BEEN MATERIALLY INDUCED TO ENTER INTO THIS AGREEMENT BY THE INCLUSION OF THE PROVISIONS OF THIS PARAGRAPH IN THIS AGREEMENT.

(F) NOTICES. All notices, requests, demands, or other communications hereunder shall be in writing and deemed to have been given only if and when hand delivered or sent by nationally recognized overnight courier service (e.g., Federal Express, UPS) to the parties hereto at their respective addresses set forth at the outset of this Agreement or such other address as either party shall designate by notice pursuant to this paragraph. Copies of all notices, requests, demands or other communications hereunder to Consultant shall also be sent to Consultant's counsel: Joel N. Minsker, Esq., Bloom & Minsker, P.L., 1110 Brickell Avenue, Suite 700, Miami, Florida 33131-3107.

(G) CLIENT. The term "Client" shall mean the entity named in this Agreement and shall also include its officers, directors, employees, agents, representatives and the like.

(H) INDEPENDENT CONTRACTOR. Consultant, in performing its functions, duties and obligations herein, shall at all times be and act as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership or joint venture between Client and Consultant, or as constituting Consultant as an agent or employee of Client.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement as of the day and year last written herein below.

**CLIENT**

**CONSULTANT**

\_\_\_\_\_  
a \_\_\_\_\_ corporation

JEFF ELLIS & ASSOCIATES, INC.,  
a Texas corporation

By: \_\_\_\_\_

By:   
RICHARD A. CARROLL, Senior Vice President/COO

Date: \_\_\_\_\_

Date: January 1, 2014



Linda S. Likely

# KENT COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT ONLINE APPLICATION

8a

You may submit this pre-application by mail to: KCCD, 82 Ionia Ave. NW, Suite 390, Grand Rapids, MI 49503-3036, by Fax (616) 632-7405, or by clicking the "Submit" button and following instructions.

**APPLICATION DUE DATE: March 4, 2013**

**LOCAL GOVERNMENT UNIT** Plainfield Charter Township

## APPLICANT

Name

Cameron L. Van Wyngarden

Telephone Number

(616) 364-8466

Address

6161 Belmont Avenue NE, Belmont, MI 49306

Email Address

vanwyngardenc@plainfieldchartertp.org

## CONTACT PERSON

Name/Title

Superintendent

Telephone Number (Work)

(616) 364-8466

Address (Work)

6161 Belmont Avenue NE, Belmont, MI 49306

Email Address

**Certifying Official** Cameron L. Van Wyngardetr

*Note: (Not-For-Profit and For-Profit community based organizations must complete the requirements in Question 8 in order to qualify for CDBG funding.)*

## PROJECT INFORMATION

Project Name

North Kent Transit

Application Priority No. *(If more than one application submitted)*

1

Location

Plainfield Charter Township

CDBG Amount Req.

\$16,000.00

Census Tract Number(s) of project location, or

All

Block Group

All

Census Tract Number(s) of service area for fire & rescue equipment

All

Potential Low Mod Residents

Projected Development Start Date July 1, 2014

# PROJECT DESCRIPTIONS

Please briefly describe the activity for which you are requesting funds in accordance with instructions.

Provide transportation services for disabled and/or senior citizens in Plainfield Charter Township.

# PROJECT ELIGIBILITY

Please select an option from **one** project category below.

## PUBLIC SERVICES

North Kent Transit

## PUBLIC FACILITIES

N/A

## ACQUISITION ONLY

N/A

Is this part of a previously submitted/ongoing development project? If so, give date of initial application (ex. 2009):

Have you been part of the service cap in previous years?  Yes  No

# PROJECT BENEFIT – (NATIONAL OBJECTIVE)

To be eligible for CDBG funding, a project must qualify within one of the two following categories.

Check the box next to the letter under which the project qualifies:

**A - Located within low/mod target area**

**B\* - Presumed benefit clientele**

**\*IF YOU CHECKED THE BOX NEXT TO CATEGORY "B", THE FOLLOWING INFORMATION MUST BE PROVIDED:**

Is your program primarily designed to serve:

Elderly?  Yes  No      Disabled?  Yes  No

Domestic Violence Shelter  Yes  No

Does your program have income eligibility requirements?  Yes  No

Total number of benefitting persons within service area: \_\_\_\_\_

Percentages of total low/moderate income as per HUD Census Tract of Block Group area data: \_\_\_\_\_ %

Data Source:

# PROJECT OUTCOMES

Describe the specific benefits or improvements achieved by the participants and/or the community.

Use measurable and specific outcomes to be used to monitor the project's progress.

Discuss how these outcomes will be measurable and assessed:

Provide elderly and disabled residents transportation to medical appointments and employment.

## CITIZEN PARTICIPATION

How has your organization provided for citizen participation in the preparation of your application?  
Please provide the information below that applies to you:

Notice of Public Hearing       Minutes of meeting       Resolution adopted by Board

Did you conduct Public Hearings (*formally advertised and public comment*)?       Yes       No

If so, list dates and location of public hearings: Tuesday, February 18, 2014

*\*Please attach the above documents with application.*

## NOT-FOR-PROFIT AND FOR-PROFIT ORGANIZATION INFORMATION

Provide your DUNS number:

Are you proposing multiple projects this Fiscal Year?       Yes       No

If so, please list projects:

Do you plan to start this project in the current Fiscal Year?       Yes       No

If no, please provide projected start date, (*i.e. 2013, 2014*):

## PROPOSED PROJECT BUDGET

<b>ADMINISTRATION</b> <i>(see instructions)</i>	<b>TOTAL PROJECT</b> <i>(including CDBG)</i>	<b>AMOUNT CDBG PORTION</b> <i>Only</i>
Salaries & Fringes	\$	\$
Supplies	\$	\$
Professional Services	\$	\$
Travel	\$	\$
Utilities	\$	\$
Insurance	\$	\$
Office Equipment	\$	\$
Other	\$ 16,000.00	\$ 16,000.00
Construction	\$	\$
Engineering & Design	\$	\$
Land Acquisition	\$	\$
Planning Activities	\$	\$
<b>TOTAL PROJECT COST</b>	<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>

## COMMITTED FUNDS

Identify sources and amounts of committed funds for current program year for this project.

Identify whether the source was from Federal, State, Local, or Inkind by selecting the correct option under "Source":

**SOURCE**

**FUNDING AMOUNT**

## INFORMATION FOR 2013-2014 HUD ANNUAL PLAN ACTION PLAN:

Please provide the number of people (or housing units, businesses, etc.) anticipated to be served if

awarded the full amount of your grant request.

### TYPE OF ACCOMPLISHMENT

People (General)

Youth

Elderly

Households

Elderly Households            250

Disabled                            250

Businesses

Non-Profit Organizations

Public Facilities

Square Feet

### ATTACHMENTS/SUPPLEMENTAL DOCUMENTS:

- Public Hearing Notice
- Resolutions
- Meeting Minutes
- Map with location of project clearly indicated
- Documentation of Historic Designation or Eligibility for Designation  
*(SHPO, 106 Application)*

### ALL APPLICABLE FIELDS MUST BE COMPLETED ON THIS APPLICATION.

If all information is complete please click the "Print" button or "Submit" Button below at the bottom of the application.

**Please mail the requested information to:**

Monique L Pierre, Manager  
 Kent County Community Development Department  
 82 Ionia Ave. SW  
 Suite 390  
 Grand Rapids, MI 49503-3036

**PRINT**

**SUBMIT**

**FOR KCCD STAFF:**

Circle:

**Project Eligibility    Yes    No**

**National Objective    Yes    No**

\_\_\_\_\_  
**Date of Determination**

\_\_\_\_\_  
**Approved by Community Development Manager**

Kent County Community Development Department  
 Community Development Block Grant Program  
 Local Units of Government Allocations  
**Plainfield Charter Township**  
 Balance as of 11/13/2013

**Prior Year**

2010	\$37,021.00
2011	\$42,245.70
2012	-\$79,266.70
	\$0.00

**Current Year Allocation**

2013	\$51,646.00
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**Current Year Budget**

Plainfield Sr Center Bus Purchase	-\$20,000.00
North Kent Transit Services (Hope Network)	-\$16,000.00

<b>Available Balance</b>	<b>\$15,646.00</b>
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**The 2010 Balance will be recaptured as of 6/30/2014**

**Next Year Allocation**

Projected 2014	\$51,646.00
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The above balance is subject to change as invoices are posted to the account throughout the budget year or errors are discovered through our internal audit process.

**CONTRACT BETWEEN  
THE COUNTY OF KENT,  
PLAINFIELD CHARTER TOWNSHIP,  
AND  
HOPE NETWORK WEST MICHIGAN**

**EXECUTED**

**THIS CONTRACT** entered into this 1<sup>st</sup> day of July, 2013, effective from July 1, 2013, through June 30, 2014, by and between the County of Kent, a Michigan municipal corporation organized and existing under the laws of the State of Michigan, through its Community Development Department (hereinafter called the "County"), Plainfield Charter Township (hereinafter called the "Township"), and Hope Network West Michigan, an intergovernmental public agency organized and existing under the laws of the State of Michigan (hereinafter called the "Agency").

**WITNESSETH THAT:**

**WHEREAS**, the County and the Township desire to engage the Agency to perform certain Services and Activities; and

**WHEREAS**, the Agency agrees to perform such Services and Activities in a lawful, satisfactory, and proper manner, and in accordance with all policies, procedures, and requirements which have been or, from time to time, may be prescribed by the County and/or the Township;

**NOW, THEREFORE**, the County, the Township, and the Agency do mutually agree as follows:

1. Project Objectives.

The project objectives of this Contract are herein established as the standards to be used by the County and the Township to determine the impact and effectiveness of the Services and Activities to be performed by the Agency under Section 2 below. The objectives are:

The County and the Township desire to provide door-to-door specialized transportation service to senior citizens and individuals with disabilities for trips originating in the Township during the period covered by this Contract. The Agency operates North Kent Transit Service (NKTS) within the NKTS Primary Service Area, and shall arrange for the desired service to be provided to eligible Township residents under the terms and conditions of this Contract. The County, by means of funds allocated for the said programming to the Township under the County's Community Development Block Grant (CDBG) Program, shall compensate the Agency for the desired Services and Activities as specified herein.

2. Scope of Services and Activities.

In order to accomplish the project objectives defined in Section 1 above, the Agency shall perform in a lawful, satisfactory, and proper manner, the following Services and Activities:

- a. Advance reservation door-to-door transportation service, to be compensated by the County, shall be furnished to individuals meeting the Agency's eligibility criteria for NKTS, for all trips which have an initial leg originating in the Township, including the return leg of such trips which originate outside the Township. A resident of the township may utilize the service for a trip that does not originate or terminate within the township with the approval of the local unit of government. Eligible Township residents may

travel to and from any point within the Agency's NKTS Primary Service Area provided no more than twenty (20) trips per month are taken by an individual, unless authorized by the township.

- b. These transportation services shall be furnished from 8:00 a.m. to 4:30 p.m., Monday through Friday. The beginning time of service is the earliest time at which passengers shall be scheduled to be picked up. The ending time of service is the latest time at which passengers shall be scheduled to be picked up for return trips. No transportation service shall be provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Should the Agency change regular NKTS days and/or hours during the term of this Contract, the service days and/or hours for transportation service provided under this Contract shall change concurrently with the change in the Agency's regular NKTS days and/or hours.
- c. Passenger eligibility shall be limited to Plainfield Township residents. Persons desiring to use the service shall be required to complete a registration procedure to verify eligibility as a non-disabled senior citizen aged 60 years or more or as a person with a disability requiring specialized transportation services. Registration of eligible individuals shall be carried out by the Agency using Agency's procedures and operational requirements.
- d. A passenger fare of \$4.00 per one-way trip shall be charged to eligible persons who travel within the current NKT boundaries, and a fare of \$7.00 per one-way trip shall be charged to eligible persons who travel outside of the current NKT boundaries and within Kent County and utilizing Services provided under this Contract. Prepaid fare tickets may be made available as a fare payment option. Fare revenues shall be retained by the Agency as partial reimbursement for service operating expenses. Should the regular NKTS fares be changed during the term of this Contract, the fares for Township service shall be changed to remain equal to the regular NKTS fares.
- e. Wheelchair-accessible vehicles with lifts or ramps plus wheelchair securement equipment shall be made available and operated as needed to meet the travel needs of persons using wheelchairs who request service.
- f. The Agency shall provide, at no charge, copies of public information brochures and other materials developed for purposes of marketing regular NKTS. Agency personnel shall assist the County and the Township in developing appropriate public information for Services and Activities under this Contract. The Agency and the Township shall coordinate an effective public information program.
- g. The Agency shall prepare and submit to the County and the Township a quarterly report on the Services and Activities undertaken to fulfill its obligations under this Contract.
- h. The Agency and the Township shall acknowledge the funding source of this Contract's Services and Activities in their newsletters, annual reports, web sites, media releases and interviews, and program brochures. The wording used shall be "*Administered by Hope Network Transportation Services in partnership with the local unit of government and funded through the Community Development Block Grant of Kent County from the US Department of Housing and Urban Development. This activity meets the national HUD objective, benefiting low to moderate Income Persons and is an eligible public service (24 CFR 570.201 (e)).*"

3. Time of Performance.

- a. On July 1, 2013, the Agency shall commence performance of the Services and Activities required under this Contract.
- b. The Agency shall continue to perform such Services and Activities until the expiration of this Contract on June 30, 2014, unless otherwise terminated pursuant to the terms of this Contract.

4. Compensation and Method of Payment.

- a. As full compensation for the Agency's satisfactory performance under, and completion of, this Contract, the County hereby agrees to pay to the Agency the amount of \$12.50 per one-way trip for both ambulatory individuals and wheelchair users.

It is agreed that the above-specified amount shall be the maximum amount to be charged by the Agency during the term of this Contract. Should the Agency's net cost of providing the specified Services and Activities be reduced due to an increase in the fare(s) paid by passengers and/or an increase in federal/state operating assistance funding, the above-specified amounts shall be adjusted as of the effective date(s) of any such changes.

- b. At the end of each calendar month of service, the Agency shall prepare and provide to the Township a statement of charges due for Services and Activities provided during the prior month, supported and accompanied by detailed documentation of the basis for the charges shown. The Township shall determine whether or not the charges are acceptable for processing and payment. When applicable, the Township, upon approval, shall return the approved invoice to the Agency who will forward the invoice to the County for processing and payment. Invoices shall be due and payable within thirty (30) days after submission to the County.
- c. It is expressly understood by and between the County, the Township, and the Agency that in no event shall the total compensation and reimbursement, if any, to be paid to the Agency pursuant to this Contract, exceed the maximum sum \$16,000.00 (SIXTEEN THOUSAND AND no/100's) from County CDBG funds.

5. Financial Transparency.

The parties hereby agree that transparency and full disclosure relating to the sources and uses of public funds are important objectives and goals to be accomplished by way of this agreement. Hope Network agrees that it will maintain an operational internet website accessible to the general public. Hope Network further agrees that it will provide copies of current financial information displaying in standard format annual audited financial statements on its website to reasonably inform the public about its finances. Hope Network agrees to provide necessary technical information (link, URL, etc.) for the County to appropriately connect the public from its website to Hope Network's financial webpage.

6. Continued Funding.

The County makes no implied or explicit guarantee, offer, or representation of future funding from the County beyond the termination of this Contract. The County further makes no implied or expressed guarantee that it will not terminate this Contract and the funding supplied with this Contract pursuant to the terms and conditions of Section 30.

7. Finance Procedures.

The County has the authority to suspend, reduce, or disallow any payment(s) of CDBG funds to the Agency under Section 3 herein, notwithstanding any other provision of this Contract, upon written notice to the Agency when in the opinion of the County, there is a reasonable likelihood that funds may be misused, misappropriated, or spent for an ineligible purpose, as defined within this Contract.

- a. Any unearned payments under this Contract may be suspended by the County upon the Agency's refusal to accept and comply with any additional conditions or requirements of the County.
- b. Any unearned payments under this Contract may be suspended or reduced if the funding sources for this Contract are reduced, suspended, or terminated for any reason.

8. Program Income.

- a. Recording of Program Income. Program Income received by the Agency in connection with provision of Services and Activities under this Contract shall be included in its quarterly financial reports in a balance sheet and operating statement presentation showing disposition of such Program Income.
- b. Disposition of Program Income. Program Income received by the Agency in connection with provision of Services and Activities under this Contract shall be retained by the Agency. Only those Services and Activities specified under this Contract shall be undertaken with Program Income, and all provisions of this Contract shall apply to the Services and Activities undertaken with Program Income.
- c. Disbursement of Program Income. Substantially all Program Income shall be disbursed for Services and Activities specified under this Contract before additional cash transfers of CDBG funds are made by the County to the Agency. Any Program Income or investments thereof, on hand when this Contract expires, or received after this Contract's expiration, shall be paid to the County as required under the reversion of assets provisions in Section 8 of this Contract.
- d. Definition of Program Income. Program Income shall be defined as in 24 CFR 570.500, and generally means gross income received by the Agency, that is directly generated from the use of CDBG funds. Program Income shall include, but shall not be limited to, the following:
  - 1) Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds;
  - 2) Proceeds from the disposition of equipment purchased with CDBG funds;

- 3) Gross income from the use or rental of real or personal property acquired by the Agency with CDBG funds, less costs incidental to generation of the income;
- 4) Gross income from the use or rental of real property, owned by the Agency, that was constructed or improved with CDBG funds, less costs incidental to generation of the income;
- 5) Payments of principal and/or interest on loans made using CDBG funds, except payments made using Program Income received by the Agency;
- 6) Proceeds from the sale of loans made with CDBG funds;
- 7) Proceeds from sale of obligations secured by loans made with CDBG funds;
- 8) Interest earned on Program Income pending its disposition; and
- 9) Funds collected through special assessments made against properties owned and occupied by households not of low and moderate income, where the assessments are used to recover all or part of the CDBG portion of a public improvement.

9. Reversion of Assets.

Upon the expiration of this Contract the Agency shall transfer to the County any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. Any real property under the Agency's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the Agency in the form of a loan) in excess of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) shall be either:

- a. Used to meet one of the national objectives in 24 CFR 570.208 until five (5) years after expiration of this Contract; or
- b. Paid to the County an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property. No payment shall be required after five (5) years after expiration of this Contract.

10. Donations and Fund-Raising.

Donations received by the Agency in connection with provision of Services and Activities under this Contract shall be included in its quarterly financial reports in a balance sheet and operating statement presentation showing disposition of such donations. Proceeds from fund-raising activities carried out by the Agency shall not be considered Program Income. CDBG funds provided to the Agency under this Contract shall not be used to cover costs of fund-raising carried out by the Agency.

11. Contract Modifications.

The County and/or the Township, from time to time, may expand, diminish, or otherwise modify the Project Objectives, the Scope of Services and Activities, or any other Contract provisions related thereto, which the Agency is required to perform pursuant to Sections 1 and 2 of this Contract; provided, however, such modifications are mutually agreed upon by the County, the

Township, and the Agency, and incorporated into written amendments to this Contract after approval by the County, the Township, and the Agency. The County, the Township, and the Agency agree that this Contract sets forth, in the entirety, all agreements between the parties hereto.

12. Agency's Failure of Performance.

- a. Breach of Contract. The failure of the Agency to provide Services and Activities required by this Contract in a satisfactory and timely manner shall be a material breach of this Contract.
  - 1) The County shall determine whether the Services and Activities are satisfactorily completed.
  - 2) In the event the County determines the Services or Activities provided pursuant to this Contract have not been performed in a timely or satisfactory manner, the County shall notify the Township and the Agency and allow the Agency ten (10) days to cure any such failure to perform the Services or Activities in a timely manner.
  - 3) In the event the Agency fails to cure the unsatisfactory or untimely work or performance pursuant to the requirement of Subsection 2) above, the County may take any other action permitted by law or this Contract, including but not limited to termination or reduction in compensation to the Agency.
- b. Reduction of Compensation by the County. In the event the Agency fails to perform, in a timely and proper manner, any of the Services or Activities required under this Contract, the County may reduce or modify the compensation payable hereunder to the Agency in a manner which appropriately reflects such reduction or diminution of Services or Activities.
- c. Termination by the County.
  - 1) In the event the Agency fails to fulfill, in a timely and proper manner, any of the terms, conditions, or obligations of this Contract, or if the Agency violates any of the covenants, agreements, or stipulations of this Contract, the County may terminate this Contract with no further liability to either the Township or the Agency beyond that expressly provided for within Section 12 hereof.
  - 2) In the event this Contract is terminated:
    - a) All data, documents, drawings, maps, models, photographs, reports, studies, and surveys which have been or were prepared by the Agency with County CDBG funds pursuant to the Contract, shall become the property of the County; and
    - b) The Agency shall receive just and equitable compensation for any work which the Agency satisfactorily completed pursuant to this Contract, subject to Subsection 3) b) below.
  - 3) It is agreed that nothing contained herein shall:

- a) Deprive the County of any additional rights or remedies, either at law or equity or under the terms, conditions, obligations, covenants, agreements, and stipulations of this Contract, which it may respectively assert against the Agency upon failure to fulfill any of the terms, conditions, obligations, covenants, agreements, or stipulations of this Contract; or
- b) Relieve the Agency of any liability to the County for any damages sustained by the County as a result of any breach of this Contract by the Agency; and if it sustains such damages, the County may withhold as a set off any payments due the Agency, until such time as an exact amount of damages sustained by the County is properly and legally determined unless otherwise terminated pursuant to this Contract.

13. Reports and Information.

- a. Financial Records and Reports. The Agency agrees to make and maintain adequate financial records in a form satisfactory to the County. Such financial records and reports shall reflect all costs and expenses incurred in performing this Contract and records of the use of all consideration received pursuant to this Contract. Financial records and reports of the Contractor shall be maintained for no less than 6 years and conform with the regulations found at 24 CFR Part 85 and OMB Circular A-110 entitled "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."
- b. General Operational Information. Every three (3) months, starting three (3) months from the effective date of this Contract, the Agency shall make a written report to the County. Such written reports shall include, but shall not be limited to, a description of all Services and Activities which have been rendered pursuant to this Contract since the last preceding such report and shall be in a form and shall contain such other information as the County may specify. Failure of the Agency to submit within a reasonable time such reports regarding the operations of the Agency shall be considered a material breach of this Contract.
- c. Client Data. The Agency shall include in the quarterly written report an unduplicated tabulation, to date, beginning with July 1, 2013, by both ethnicity and race, of clients served under this Contract.
  - 1) Client data collection. Self-reporting or self-identification, rather than observer identification, shall be the preferred method for collecting the ethnicity and race data. The client reporting format shall be a two (2) question format, meaning that separate questions for ethnicity and race shall be used. Both questions must be answered by the client, and the ethnicity question shall precede the race question. The client self-reporting format shall generally be as follows:
    - a) Ethnicity: (select *only one*)
      - Hispanic or Latino \_\_\_\_\_
      - Not Hispanic or Latino \_\_\_\_\_
    - b) Race: (select *one or more*)

American Indian or Alaska Native \_\_\_\_\_  
 Asian \_\_\_\_\_  
 Black or African American \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
 White \_\_\_\_\_

- 2) Client data presentation. The Agency's client data presentation template shall include at a minimum the following twenty-two (22) items:

	<i>Total</i>	<i>Hispanic or Latino</i>
a) American Indian or Alaska Native	X	X
b) Asian	X	X
c) Black or African American	X	X
d) Native Hawaiian or Other Pacific Islander	X	X
e) White	X	X
f) American Indian or Alaska Native <i>and</i> White	X	X
g) Asian <i>and</i> White	X	X
h) Black or African American <i>and</i> White	X	X
i) American Indian or Alaska Native <i>and</i> Black or African American	X	X
j) Balance of individuals reporting more than one race	X	X
k) Totals	X	X

Any aggregate count of a multiple race combination not included in this reporting template that exceeds one (1) percent of the population should be included in narrative form. The narrative should report both the count and its population percentage.

- 3) Client data definitions. The definitions of ethnicity and race shall be:

- a) Ethnicity.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

b) Race.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

4) The contractor shall provide a final report to the County no later than August 31, 2014. The year end report shall be inclusive of all the demographic data in Section 13 (c) (1) & (2).

d. Administrative Practices and Policies. Upon request of the County the Agency shall submit its administrative practices and policies to the County for review within sixty (60) days of execution of this Contract. The administrative practices and policies shall include, but not be limited to, a statement concerning employment, salary, wage rates, working hours, holidays, fringe benefits (health, hospitalization, retirement, etc.), safety and driver training, and an accompanying annual resolution of the Agency's Board of Directors adopting and/or readopting the original and/or revised administrative practices and policies.

e. Equal Opportunity Employment. The Agency shall implement and adhere to all pertinent Equal Opportunity Compliance Procedures, as adopted by the County and all other applicable Federal and State civil rights and equal opportunity laws and regulations.

14. Eligible Costs of the Agency.

Under this Contract, a cost incurred or expenditure made by or pursuant to this Contract shall be fully documented and shall be in conformance with any limitations or exclusions of applicable

Federal, State, and local laws, rules, and regulations, and conditions mandated by the County, including OMB Circular A-122, entitled "Cost Principles for Nonprofit Organizations."

15. Records and Documentation.

- a. Establishment and Maintenance of Records. The Agency shall establish and maintain all necessary records concerning any matter covered by this Contract which, from time to time, may be required by the County.
- b. Unless otherwise expressly authorized by the County, the Agency shall maintain all records related to this Contract, including financial records and accounts, for a period of six (6) years after receipt of final payment under this Contract.
- c. If any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained by the Agency until all litigation, claims, or audit findings involving the records have been resolved.

16. Audits and Inspections.

- a. At any time during normal business hours and as often as the County may deem necessary to ensure proper accounting for all project funds, the Agency shall:
  - 1) Make available to the County all checks, payrolls, time records, invoices, contracts, vouchers, orders and other data, information, and material concerning any matter covered by this Contract; and
  - 2) Permit the County to audit, examine, excerpt, or transcribe all checks, payrolls, time records, invoices, contracts, vouchers, orders, or other data, information, and material concerning any matter covered by this Contract; and
  - 3) Allow the County to review such documents that are considered as backup to the operation of the Agency, regardless of funding source.
- b. Within one hundred eighty (180) days after the end of its fiscal year, the Agency shall provide to the County an audit meeting the requirements of OMB Circular A-133 entitled "Audits of Institutions of Higher Education and Other Nonprofit Organizations."

17. Conflict of Interest.

- a. The Agency covenants that no conflict of interest exists and no person having any conflicting interest in this Contract shall be employed for the purpose of performing the Services and Activities set forth in the Scope of Services and Activities (Section 2) of this Contract or fulfilling the terms, conditions, obligations, covenants, agreements, or stipulations herein.
- b. The Agency shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

18. Assignment and Transfer of Interest; Subcontracting.

The Agency shall not assign or transfer, whether by assignment or notation, any interest in this Contract, or subcontract any performance or portion hereof pursuant to this Contract without the prior written consent of the County and the Township; provided, however, that claims for money due or to become due the Agency from the County pursuant to this Contract may be assigned or transferred to a bank, trust company, or other financial institution without such consent, and the Agency shall promptly notify the County of any such assignment or transfer.

19. Lobbying and Political Activities.

None of the money, compensation, reimbursement, funds, property, or services provided, directly or indirectly, under, by or pursuant to this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or for propaganda designed to support or defeat any legislation pending before the Congress of the United States, the Michigan State Legislature, or the Kent County Board of Commissioners.

20. Save Harmless Clause.

The Agency shall indemnify and save harmless the County and the Township against any and all damages to property or injuries to or death of any person or persons, including the property and employees or agents of the County and/or the Township, and the Agency shall defend, indemnify and save harmless the County and the Township from any and all claims, demands, suits, liabilities, payments, actions, or proceedings of any kind or nature, including workers' compensation claims, of or by anyone whomsoever, in any way resulting from or arising out of the operations in connection with this Contract, including the operations of subcontractors, and the acts or omissions of employees or agents of the Agency or its subcontractors.

21. Debarred or Ineligible Contractors

The subrecipient agrees to abide by the provisions of 24 CFR Part 24, which include (but are not limited to), the following:

HUD funds may not be used to directly or indirectly to employ, award contracts to, or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension, or placement of ineligibility status.

Sub recipients should check all contractors, subcontractors, and vendors against the Federal publication that lists debarred and ineligible contractors. The Excluded Parties List of debarred contractors can be found at <https://www.sam.gov>.

22. Uniform Administrative Requirements.

The agency or instrumentalities and sub recipients shall comply with the policies, guidelines, and requirements of 24 CFR parts 85 as they relate to the acceptance and use of federal funds to ensure that funds received are only spent for reasonable and necessary cost of operating programs. The applicable sections of 24 CFR parts 84 and 85 are set forth at 570.502.

23. Insurance.

a. The Agency shall purchase and maintain, at its sole expense and as long as it is providing services to the County, the following insurance coverage:

- 1) Commercial General Liability. Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the County as an additional insured for work performed by the Agency in accordance with this Contract.

Minimum Limits:

\$1,000,000 per occurrence/\$2,000,000 general aggregate  
\$2,000,000 aggregate for products and completed operations  
\$1,000,000 personal and advertising injury

- 2) Automobile Liability. Michigan no-fault coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the County as an additional insured for work performed by the Agency in accordance with this Contract.

Minimum Limits:

No-fault coverage - statutory  
\$500,000 per person/\$1,000,000 per accident - bodily injury  
\$500,000 per occurrence - property damage  
or  
A combined single limit of \$1,000,000 per occurrence

- 3) Workers' Compensation and Employer's Liability. Statutory coverage or proof acceptable to the County of approval as a self-insurer by the State of Michigan.

Minimum Limits:

Workers' Compensation - statutory  
Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee  
\$500,000 disease - policy limit

- 4) Professional Liability. Covering acts, errors, omissions of a professional nature committed or alleged to have been committed by the Agency or any of its subcontractors. Coverage shall be effective upon the date of this Contract and shall remain effective for a period of three (3) years after the date of final payment hereunder. Such coverage shall be endorsed to include any subcontractors hired by the Agency.

Minimum Limits:

\$1,000,000 per occurrence, \$1,000,000 annual aggregate

b. Insurance coverage shall cover all claims against the County, and its officials and employees, arising out of the work performed by the Agency or any of its subcontractors under this Contract. Should any work be subcontracted, it shall be the responsibility of the Agency to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Agency shall provide proof to the County of Workers' Compensation

Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

- c. Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the County. All insurance companies must maintain a rating of B+, VIII or better from A.M. Best Company. Certificates of insurance with a thirty (30) day cancellation clause shall be filed with and approved by the County at least five (5) days in advance of commencing work under this Contract. Cancellation, material restriction, nonrenewable, or lapse of any of the required policies shall be grounds for immediate termination of this Contract by the County. The County reserves the right to request a complete certified copy of the policies for the above coverage. Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with this Contract or any amendments thereto.

24. Civil Rights.

- a. The Agency agrees that it will not discriminate as to provision of Services and Activities pursuant to this Contract or as to hiring or terms or conditions of employment based on race, creed, color, religion, national origin or ancestry, sex, handicap, marital status, height, weight, or age.
- b. The Agency shall, in all solicitations or advertisements for employees placed by or on behalf of the Agency, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sex, handicap, marital status, height, weight, or age.
- c. The Agency shall send to each labor union or representative of workers with which the Agency has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the County, advising the labor union or workers' representative of the Agency's commitments under this nondiscrimination clause and shall post copies of this notice in conspicuous places available to employees and applicants for employment under this Contract.
- d. In the event of the Agency's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated, or suspended in whole or in part.

25. Compliance with the Law.

In performing the Services and Activities required under this Contract and in fulfilling the terms, conditions, obligations, covenants, agreements, and stipulations of this Contract, the Agency shall comply with all applicable Federal, State, and local laws including but not limited to the following: the Architectural Barrier Act of 1968, as amended, 42 USC § 4151 *et seq.*; the Barrier Free Design Act, 1966 PA 1, as amended, MCL 125.1351 *et seq.*; the Davis-Bacon Act, as amended, 40 USC § 3141 *et seq.*; the Copeland Anti-Kickback Act, as amended, 18 USC § 874, 40 USC § 3145, and as supplemented by 29 CFR Part 3; and the Federal Fair Labor Standards Act of 1938, as amended, 29 USC § 201 *et seq.*

26. Severability of Provisions.

If any clauses, sections, provisions, or parts of this Contract are held invalid, or if any portion of any clause, section, provision, or part of this Contract is held invalid, the remainder of this Contract shall not be affected thereby, if such remainder of this Contract would then continue to conform to the terms and requirements of applicable law. Unless otherwise specified in this Contract, all notices, duties, or rights of the County shall be exercised by and through this Contract as specified herein.

27. Waiver.

The failure of the County to demand compliance with any term of this Contract, or to take action when this Contract is breached in any way shall not be considered a waiver of that contractual requirement thereafter, nor of the County's right of action for the breach of that term.

28. Disclosure of Confidential Material.

All reports, data, information, forecasts, records, and so forth assembled, constructed, or prepared pursuant to or as a consequence of this Contract are subject to all Federal and State laws and regulations governing the disclosure of public and medical records, subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

29. County Department or Office.

It is agreed by the parties hereto that the County's Community Development Department shall be responsible for the administration of this Contract on behalf of the County; provided, however, authority and responsibility for the administration of this Contract may be transferred to any other office or department of the County, by the County in its sole discretion.

30. Termination at County's Election.

Either party may, upon sixty (60) days' written notice to the Township and the Agency, terminate this Contract and all of the County's obligations hereunder, including any obligations to provide financial assistance. The County may exercise its rights pursuant to this provision regardless of whether the Township and/or the Agency are in default of any condition or obligation under this Contract. Once the County has provided written notice to the Township and the Agency, the County shall not be obligated to supply financial assistance in an amount greater than the average monthly payment to the Agency. Average monthly payment, for the purpose of this section, shall be determined by totaling the County's contribution from the inception of the Contract until the time notice is provided, and dividing the amount of monies expended over such period by the number of funded months (or any fraction thereof). The County shall also compensate the Agency for any required expenses in excess of the average monthly payment.

**IN WITNESS WHEREOF**, the Agency, the Township, and the County have executed this Contract as of the date first above written.

**HOPE NETWORK WEST MICHIGAN**

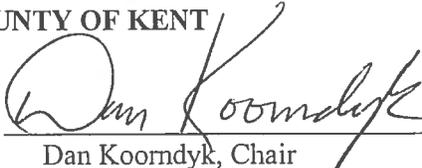
By:   
Daniel T. Gowdy, VP of Transportation

**PLAINFIELD CHARTER TOWNSHIP**

By:   
Jay D. Spencer, Supervisor

By:   
K. Scott Harvey, Clerk

**COUNTY OF KENT**

By:   
Dan Koorndyk, Chair  
Board of Commissioners



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PLAINFIELD CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN

RESOLUTION #14-\_\_

**TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING  
APPLICATION FOR TRANSPORTATION SERVICES FOR DISABLED AND/OR ELDERLY –  
UNDER CONTRACT WITH HOPE NETWORK (NORTH KENT TRANSIT)**

At a regular meeting of the Board of Plainfield Charter Township, Kent County, Michigan, held in the township board meeting room, 6161 Belmont Avenue, Belmont, Michigan 49306, on Tuesday, February 18, 2014, at 7:00 p.m., there were:

Present:

Absent:

The following resolution was offered by \_\_\_\_ and seconded by \_\_\_\_:

**WHEREAS**, the Board of Plainfield Charter Township recognizes the need for Transportation opportunities for Township Disabled and/or Senior Citizens, and

**WHEREAS**, the Board of Plainfield Charter Township must approve the grant submission which shall not exceed \$16,000, and

**WHEREAS**, the Board of Plainfield Charter Township conducted a public hearing to consider potential projects for which funding may be applied under the Community Development Block Grant Small cities Program for Program Year 2014 - 2015 and objections thereto on the 3 day of February, 2014, at 7:00pm, at the Township Hall; and

**WHEREAS**, the Board of Plainfield Charter Township wishes to allocate the \$16,000 from the unprogrammed fund balance.

**BE IT RESOLVED**, that the Board of Plainfield Charter Township supports the 2014 - 2015 Community Development Block Grant application for the Transportation Services for the Elderly and/or Disabled through contracted services with Hope Network (North Kent Transit).

**Upon a vote for the adoption of said resolution, the vote was:** AYES:

NAYES:

**Certification:** To the undersigned, being duly qualified and acting Clerk for Plainfield Charter Township, Kent County, Michigan, does hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Plainfield Charter Township at a regular meeting of said Board held on **February 18, 2014**, at which meeting of quorum was present and remained throughout, and that the original of said resolution is on file in the records of said Township. I hereby further certify that the meeting was conducted and public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Date: \_\_\_\_\_

\_\_\_\_\_  
Ruth Ann Karnes, Clerk

10a

February 11, 2014  
2140085

Mr. Cameron Van Wyngarden, Superintendent  
Plainfield Charter Township  
6161 Belmont Avenue NE  
Belmont, MI 49306

RE: Wastewater, Water, and Road Improvements  
Sawkaw, Kewadin, Nippon and Wyandotte Area

Dear Mr. Van Wyngarden:

In October 2012, the Plainfield Township Board approved water and sewer capital improvement plans that included replacing sanitary sewer and water main in the Hills and Dales area. Infrastructure issues in the Hills and Dales area include older cast iron water main, older cracked clay sewer pipe and road drainage problems. The concept was to reconstruct larger neighborhood areas to correct and update all infrastructure facilities as one project. Funding would come from the Water Fund, Sewer Fund, the Township General Fund and Kent County Road Commission Funds. This approach would update the infrastructure in one project and would allow restoration costs and road replacement cost to be spread over different funding sources.

In 2013, the Township experienced significant sewer backup problems in the Sawkaw area which prompted further investigation of improvement projects. It was determined that the older clay tiles have significant root intrusions and there is a considerable amount of cracked clay sewer pipe in the area. Water main in the area is the older 6-inch cast iron main. Over the last several months, the Infrastructure Committee has determined it would be best to replace the sanitary sewer and water main and to reconstruct the roads in the entire Sawkaw neighborhood area as part of one project. The Committee would intend to utilize financing from the Sewer Fund, Water Fund, the General Fund and Road Commission Improvement Funds. This project would be structured similar to what was intended for the future Hills and Dales project. The Sawkaw area map is attached.

At our February 4 meeting with the Kent County Road Commission, the Road Commission indicated a willingness to participate in the road replacement cost on the project. They would participate by paying for 50% of the road asphalt replacement cost. They are planning on televising the Road Commission storm sewer system in the area and inspecting the existing concrete curb and gutter condition as soon as the weather improves. There may be additional curb and gutter replacement and storm sewer work added to the road improvement portion of the project including increased Road Commission contributions as a result of their inspection.

The preliminary cost estimate of the project is as follows: Please note that each preliminary segment cost estimate includes 30% for contingencies, legal, administrative and engineering.

Sanitary Sewer Replacement	\$800,000
Water Main	\$600,000
Road Pavement Replacement	<u>\$420,000</u>
Total	\$1,820,000

The tentative schedule to implement and construct the project is as follows:

Project Design	March & April 2014
Advertise and Receive Bids	May 2014
Township Board Approval of Bid	June 2014
Start Construction	July 2014
Complete Project	October 2014

A lot of investigative work will have to be performed during the design phase of the project. Due to current weather conditions, there are unknowns related to the road improvement phase of the work. Once the project is approved, we can begin the on-site investigation of the roads and complete the determination of the work items involved in the sanitary sewer and water main replacement. As a result, there may be cost changes between the three work components once design activities commence. For example, we know some of the Kent County Road Commission storm sewer is going to have to be removed and replaced to accommodate reconstructing the sanitary sewer system. There is some storm sewer replacement cost included in the sanitary sewer estimate. If the Road Commission determines they will have to replace that storm sewer due to defects found in their televising, the replacement may be included in the road (50% Kent County Road Commission) cost.

The Road Commission currently proposes to pay for 50% of the road asphalt removal and replacement. The remaining 50% could either come from the amount the Township currently has included in their General Fund for road improvements or from the Water and Sewer Funds. The Road Commission indicated if there are any other roads in the Township that the township would deem critical they can be repaved this year. They have funding to pay their half of the cost. The Township therefore may want to consider paying for half the road asphalt replacement cost on this project with Water and Sewer Funds and use general fund monies to match Road Commission Funds for other road improvements in the Township. It will be spring before the Road Commission and the Township can inspect and identify other road improvements.

The construction schedule for this project has a very tight timeline. It is possible final site restoration may not be complete until the spring of 2015. In order to meet this aggressive

Mr. Cameron Van Wyngarden  
February 11, 2014  
Page 3

timeline, the project would have to be approved and the design work authorized at the Township's February 18, 2014, Board meeting.

If you have any question, please call.

Sincerely,

**Prein&Newhof**



Robert Vander Male, P.E.

RVM/mvk

Enclosure: Sawkaw Area Map

cc: Mr. Rick Solle, P.E., Director of Public Services



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**Prein&Newhof**  
Engineers ■ Surveyors ■ Environmental ■ Laboratory

February 11, 2014  
2140085

Mr. Cameron Van Wyngarden, Superintendent  
Plainfield Charter Township  
6161 Belmont Avenue NE  
Belmont, MI 49306

RE: SRF Project Plan Amendment  
Willow and Riverbank Sanitary Sewer Improvements

Dear Mr. Van Wyngarden:

As a result of our recent meeting with the MDEQ and follow-up discussions with township officials, we are forwarding to you a recommendation to have the Township consider amending the current SRF Project Plan to include the Willow and Riverbank future sanitary sewer system improvements. Incorporating this future project in the Project Plan would allow the project to be eligible for a potential SAW design grant and SRF funding. The cost of the work to amend the Project Plan is \$8,000 and would be SAW grant eligible.

During annual Grand River flood events, the wastewater collection system currently receives direct inflow from submerged homes that are connected to the sanitary sewer system located in the Willow and Riverbank areas. The Township has been pursuing FEMA funding to purchase and remove homes in the area. The work progresses but it will be decades before significant reduction of direct inflow will occur. Since 2009, an engineering solution to significantly reduce the potential for inflow has been discussed and master planned as a backup to the FEMA house removal program.

Plainfield Charter Township currently has a draft Project Plan submitted to the MDEQ that was previously approved by the Plainfield Township Board. The intent of this Project Plan amendment would be to add Willow and Riverbank to the work scope. It is far more cost effective to amend the current plan than to wait a year or two and produce a stand-alone Project Plan for this area. Please note as currently discussed, township officials are considering phasing in Willow and Riverbank construction in the next five years. Including the work in the Project Plan will not obligate the Township to build the project. However, acceptance of design grant funds would require the start of construction of the project in three years or repayment of grant funds.

Mr. Cameron Van Wyngarden  
February 11, 2014  
Page 2

The tentative schedule to prepare the Project Plan amendment and conduct the necessary public hearing is as follows:

Submit Draft Project Plan to MDEQ	March 14, 2014
Advertise the Public Hearing	April 14, 2014
Conduct Public Hearing	May 7, 2014
Board Meeting to Consider Approval Resolution	May 19, 2014
Submit Final Project Plan	June 6, 2014
MDEQ Project Plans Submittal Deadline	July 1, 2014

If you have any question, please call.

Sincerely,

**Prein&Newhof**



Robert Vander Male, P.E.

RVM/mvk

cc: Mr. Rick Solle, P.E., Director of Public Services

# Memorandum

**To:** Township Board  
**From:** Cameron L. Van Wyngarden, Township Superintendent  
**Date:** 2/13/2014  
**Re:** Discussion on Economic Development

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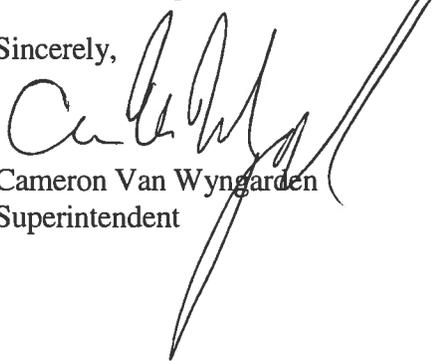
Board,

During our recent effort to identify our goals and objectives, and then to rank them by priority, the general consensus of the group was that Economic Development is an extremely high priority for Plainfield Township. This came as no surprise to me, as this was communicated to me by many of you in our conversations over the past few months.

So, let's talk about Economic Development. First question; "what does the term Economic Development mean to you?" The answer to that question leads into the next; "What should be the Township's role in Economic Development?" The answers to these two questions will greatly shape the strategy and direction the Township will take.

Please come to the Board meeting prepared to answer these two questions so we can have a meaningful discussion on this topic.

Sincerely,



Cameron Van Wyngarden  
Superintendent