THE CITY OF
CHARLOTTE
MICHIGAN

PROPOSED AGENDA
REGULAR MEETING OF THE CHARTLOTTE CITY COUNCIL
7:00 P.M. Monday, January 4, 2020

1. **Call to Order**

2. **Roll Call**

3. **Invocation**

4. **Pledge of Allegiance**

5. **Approval of Minutes**

    a. Approval of December 28, 2020 – 7:00pm meeting minutes

6. **Absence of Council Members**

7. **Public Comment** - Limit presentation to five (5) minutes

8. **Approval of Regular Agenda and Unanimous Consent Agenda**

UNANIMOUS CONSENT PROCEDURE

1. ***Mayor asks Council members if there are any items to be added to or removed from the printed agenda and, after receiving a motion and second, conducts a vote to approve the agenda.***
2. ***Mayor asks Council members if there are items on the printed agenda they wish to take up individually and notes them.***
3. ***Mayor asks for a motion to approve the remaining items on the printed agenda by unanimous consent.***
4. ***After motion and second, Mayor asks for a roll call vote on the motion for unanimous consent.***

9. **Special Presentations**

10. **Expedited Resolutions and Ordinances**

    a. Consider approval of Resolution No. 2021-1 Approving the Payment of Claims and Accounts
    b. Consider approval of Resolution No. 2021-2 Authorizing Change Order #1 and Final Payment to Mike and Son Asphalt, Inc. for Independence Blvd. Reconstruction
    c. Consider approval of Resolution No. 2021-3 Statement of Doing Business

11. **Action Items – Resolutions and Ordinances**

a. Consider approval of Resolution No. 2020-167 Approve Purchase of Fire Department Incident Reporting Software

12. **Public Comment** - Limit presentation to five (5) minutes

13. **Communications and Committee Reports**

    a. City Attorney Report
    b. City Manager Report
    c. Councilmember Committee Reports
    d. Police Chief
    e. Fire Chief

14. **Mayor and Council Comments**

15. **Adjourn**

~Pearl Tidwell, City Clerk

ADDRESSING THE CITY COUNCIL

1. ***Comments shall be made only during times set aside for that purpose.***
2. ***Each citizen may speak for up to 5 minutes during each public hearing and comments period.***
3. ***Comments made during public hearings shall be relevant to the subject of the public hearing.***
4. ***Comments shall be made from the podium unless otherwise directed by the Mayor.***
5. ***Comments shall be directed to the Mayor and Council members.***
6. ***Speakers shall begin by stating their name and address.***
7. ***Speakers shall refrain from using vulgarity, hate speech or "fighting words."***

CITY OF CHARLOTTE
COUNCIL PROCEEDINGS

Regular Meeting
December 28, 2020

CALL TO ORDER:
By Mayor Armitage on Monday, December 28, 2020 at 7:03 p.m

PRESENT:
Councilmembers: McRae, Baker, Weissenborn, Hoogstra, VanStee, Dyer & Mayor Armitage. All reported their remote meeting location as being in the City of Charlotte, County of Eaton and State of Michigan. Staff: Clerk Tidwell, Manager Thomas, Police Chief Brentar, Fire Captain Daly

PLEDGE OF ALLEGIANCE:
Mayor Armitage led the Pledge of Allegiance to the Flag of the United States of America.

INVOCATION:
There was no minister present for the meeting to offer an invocation.

APPROVAL OF MINUTES:
Motion by Baker, Second by Hoogstra to approve the minutes from December 14, 2020 as presented. Carried. 7 Yes. 0 No. 0 Absent.

Motion by VanStee, Second by Mayor Pro-tem Dyer to approve the minutes from December 15, 2020 as presented. Carried. 7 Yes. 0 No. 0 Absent.

EXCUSE ABSENT MEMBERS:
All members were present.

PUBLIC COMMENT:
There was no public comment.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:
Motion by Baker, supported by Weissenborn to approve the Regular Meeting Agenda as presented. Carried. 7 Yes. 0 No. 0 Absent.

McRae asked that agenda item 11) b be removed from the Unanimous Consent Agenda for individual discussion.

Council member VanStee moved, supported by Mayor Pro-Tem Dyer to approve the Unanimous Consent Agenda as with 11) b removed. Carried with roll call vote. 7 Yes. 0 No. 0 Absent.

SPECIAL PRESENTATIONS:

A. **Regional Trails Project**

Lisa Barna gave an update on the regional trail program and discussed potential grant opportunities.

Weissenborn inquired about location of the trail including the City of Charlotte and recommended a recreation representative be on the trail committee.

McRae inquired about rail-to-trail possibilities.

Armitage spoke in support on the trail and stated he is hopeful for potential grant opportunities.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. **Consider approval of Resolution No. 2020-161 Approving the Payment of Claims and Accounts**

RESOLUTION NO. 2020-161

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY

FOR DECEMBER 28, 2020

WHEREAS, Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds; and

WHEREAS, the December 18, 2020, payroll totaled $153,853.59; and

WHEREAS, the December 23, 2020, claims total in the amount of $139,828.70; and

WHEREAS, December 14, 2020, insurance claims totaled $1,040.40; and December 20,2020, insurance claims totaled $1,298.56;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for December 14, 2020, in the amount of $400,180.26.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-161 to approve expenditures of the City. Carried with roll call vote. 7 Yes. 0 No.

B. **Consider approval of Resolution No. 2020-160 Approving an Agreement with Erin E. LaPere for her Employment as City Manager**

RESOLUTION NO. 2020-160

A RESOLUTION OF THE CITY OF CHARLOTTE, MICHIGAN
APPROVING AN AGREEMENT WITH ERIN E. LAPERE FOR HER EMPLOYMENT AS CITY MANAGER

BE IT RESOLVED that the City Council is authorized to accept and deliver on behalf of the City that Agreement between the City and Erin E. LaPere, relating to the terms and condition of her employment as City Manager, with employment commencing on January 18, 2021 with benefits more particularly described in the body of the Agreement, in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the Council and Mayor and whose execution shall be conclusive evidence of such approval.

This resolution shall be effective immediately upon passage.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-160. Carried with roll call vote. 7 Yes. 0 No.

C. **Consider approval of Resolution No. 2020-162 Adopting the MERS Defined Contribution Plan**

RESOLUTION NO. 2020-162

ADOPTING THE MERS DEFINED CONTRIBUTION PLAN

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

WHEREAS, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

WHEREAS, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

WHEREAS, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 71 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

IT IS HEREBY RESOLVED:

On behalf of the participating entity, the governing body of the City of Charlotte adopts the MERS Defined Contribution Plan in accordance with Plan Section 4 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan Document and as authorized by 1996 PA 220, as both may be amended.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-162. Carried with roll call vote. 7 Yes. 0 No.

D. **Consider approval of Resolution No. 2020-163 Approving the MERS Defined Contribution Plan Adoption Agreement for the City Manager Division**

RESOLUTION NO. 2020-163

APPROVING THE MERS DEFINED CONTRIBUTION PLAN ADOPTION AGREEMENT FOR THE CITY MANAGER DIVISION

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

Employer Name: City of Charlotte
Division Name: City Manager

If this is the initial Adoption Agreement for this group, the effective date shall be the first day of January, 2021.

Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages and any associated contributions must be submitted to MERS.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-163. Carried with roll call vote. 7 Yes. 0 No.

E. **Consider approval of Resolution No. 2020-164 Approving the Contribution Addendum for MERS Defined Contribution**

RESOLUTION NO. 2020-164

APPROVING THE CONTRIBUTION ADDENDUM FOR MERS DEFINED CONTRIBUTION

This is an Addendum to the Adoption Agreement completed by City of Charlotte for City Manager.

The Addendum modifies the Adoption Agreement by providing for employer contributions to the Plan.

Employer contributions may be considered a "match" to the employee's elected contribution upon enrollment in the plan, or non-matching; regardless of employee contributions. Contributions may not exceed IRS maximums for combined employee and employer contributions.

Non-Matching Contributions

The Employer hereby elects to make contributions to the participants' accounts without regard to a participant's contribution amount of 10% of compensation per participant for each payroll period.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-164. Carried with roll call vote. 7 Yes. 0 No.

F. **Consider approval of Resolution 2020-165 MERS Uniform 457 Supplemental Retirement Program**

RESOLUTION 2020-165

MERS UNIFORM 457 SUPPLEMENTAL RETIREMENT PROGRAM

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

WHEREAS, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

WHEREAS, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions; WHEREAS, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

WHEREAS, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

I. The Participating Employer adopts the Plan for its Employees.

II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.

III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.

IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.

V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.

VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.

VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.

VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-165. Carried with roll call vote. 7 Yes. 0 No.

G**. Consider approval of Resolution 2020-166 MERS 457 Participation Agreement**

RESOLUTION 2020-166

MERS 457 PARTICIPATION AGREEMENT

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees

to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

Employer Name: City of Charlotte
Original Adoption. The MERS 457(b) Program will be effective 01/2021 with respect to contributions upon approval by the Program Administrator; To add the MERS 457 Program in addition to ICMA.

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

Eligible Employees: Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program: City Manager

Contributions will be submitted (check one):

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld: Bi-Weekly (every other week)

Compensation: Employers may designate the definition of compensation per division participating in MERS 457(b) Supplemental Retirement Program Plan Document (check one): Base wages

Roth Deferral Contributions shall be permitted. If Roth Deferral Contributions are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

Loans shall not be permitted.

Automatic Enrollment shall not be permitted.

Employer Contributions shall not be permitted.

Modification of the Terms of the Participation Agreement If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

Enforcement:

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document

2. The Employer hereby agrees to the provisions of the MERS 457 Supplemental Retirement Program and Trust Master Plan Document.

3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-166. Carried with roll call vote. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. **Consider approval of Resolution No. 2020-153 Charlotte 2021 Poverty Guidelines**

WHEREAS, the adoption of guidelines for poverty exemption is within the purview of the City Council; and

WHEREAS, the homestead of persons who, in the judgment of the City Assessor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL.211.7u); and

WHEREAS, pursuant to PA 390, 1994 the City of Charlotte, Eaton County adopts the following Income and Asset levels establishing eligibility for Poverty Exemptions in the year 2021,

FEDERAL INCOME GUIDELINES FOR 2021 POVERTY EXEMPTION

1 person	$ 12,760
2 persons	$ 17,240
3 persons	$ 21,720
4 persons	$ 26,200
5 persons	$ 30,680
6 persons	$ 35,160
7 persons	$ 39,640
8 persons	$ 44,120
For Each Additional Person add	$ 4,480

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

(PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

1 person	$ 27,741
2 persons	$ 34,365
3 persons	$ 41,103
4 persons	$ 47,710
5 persons	$ 54,547
6 persons	$ 61,265
7 persons	$ 67,892
8 persons	$ 74,763
For Each Additional Person add	$ 9,345

NOW, THEREFORE, BE IT HEREBY RESOLVED that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-153. Carried with roll call vote. 7 Yes. 0 No.

B. **Consider approval of Resolution No. 2020-157 to Approve Stipend Request for Volunteer Fire Fighters**

RESOLUTION NO. 2020-157

A RESOLUTION TO AUTHORIZE A STIPEND REQUEST FOR CITY OF CHARLOTTE VOLUNTEER FIRE DEPARTMENT.

WHEREAS, the City has received a request from the Charlotte Volunteer Department; and

WHEREAS, the Charlotte Volunteer Fire Department has opened and independent bank account with a separate employer identification number; and

WHEREAS, the Charlotte Volunteer Fire Department has reviewed the stipend amounts provided from the City; and

WHEREAS, the stipend amount received from the City has not changed in over 10 years; and

WHEREAS, the proposed stipend amounts are as follows: 'A' check; $510; 'B' check; $340 and 'C' Check $170; and

WHEREAS, the Charlotte Volunteer Fire Department is requesting that the City of Charlotte be responsible for issuing applicable tax forms and quarterly stipend checks for Charlotte Fire Department Volunteer members.

THEREFORE, BE IT RESOLVED that the City Council authorizes the stipend increase for the Charlotte Volunteer Fire Department effective January 1, 2021. Additionally, approve the City be responsible for issuing payments and applicable tax forms and quarterly stipend checks directly to Charlotte Fire Department Volunteer members. The City will provide an option for voluntary deduction for members from the stipend payments to the newly formed volunteers' 501(c)4 association.

Council member McRae inquired about the payment to volunteer fire fighters and previous payment amounts.

Captain Daly explained the tier payment schedule based on the volunteer attendance of fire runs.

Council member Baker moved, supported by Mayor Pro-tem Dyer to approve Resolution No. 2020-157. Carried. 7 Yes. 0 No.

C. **Consider approval of Resolution No. 2020-158 to Approve the Eaton County Interlocal Agreement for County Designated Assessor**

RESOLUTION NO. 2020-158

EATON COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR

This Interlocal Agreement, by and between the COUNTY OF EATON, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and DELTA CHARTER TOWNSHIP, SUNFIELD TOWNSHIP, EATON RAPIDS TOWNSHIP, KALAMO TOWNSHIP, ONEIDA CHARTER TOWNSHIP, EATON TOWNSHIP, HAMLIN TOWNSHIP, BENTON CHARTER TOWNSHIP, ROXAND TOWNSHIP, CITY OF OLIVET, CITY OF EATON RAPIDS, CITY OF CHARLOTTE and CITY OF GRAND LEDGE, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq*., and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate ____Tim Vandermark_________, who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Eaton County. The Designated Assessor is not an employee or paid contractor of the County, and shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District within the County, other than to remain certified and in good standing.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District's Assessor of record,

upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1). The Assessing District shall provide the Designated Assessor with reasonable access to records, documents, and information. The Assessing District shall advise the Designated Assessor of any applicable policies and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation (e.g., periodic payment on a per parcel basis) and reimbursement of costs. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

(i) if the County Designated Assessor dies or becomes incapacitated;

(ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

(iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Eaton County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

Council member VanStee moved, supported by Mayor Pro-tem Dyer to approve Resolution 2020-158. Carried with roll call vote. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. Consider first reading of Resolution No. 2020-167 Approve Purchase of Fire Department Incident Reporting Software

RESOLUTION NO. 2020-167

A RESOLUTION TO AUTHORIZE CHARLOTTE FIRE DEPARTMENT TO PURCHASE AN INCIDENT REPORTING PROGRAM

WHEREAS, the Charlotte Fire Department has been notified by Fire Tools (our incident reporting software) that they will no longer provide support because they are going out of business.

WHEREAS, the Charlotte Fire Department is required by the state of Michigan to submit monthly reports through the National Fire Incident Reporting System and National Emergency Medical Services Information System.

WHEREAS, the Charlotte Fire Department has received quotes from three different vendors that provide incident reporting programs and transfer historical information from our old program to the new program.

WHEREAS, we have researched and demoed all three vendors and have found the lowest quote Emergency Reporting will be able to provide the Charlotte Fire Department satisfactory service.

THEREFORE, BE IT RESOLVED that the City of Charlotte purchase the needed program from Emergency Reporting for the amount of $5,000 dollars for year one and a recurring cost of $3,750 dollars per year.

BE IT FUTHURE RESOLVED that the expense come from account number 101-350-000-744 internet/computer.

PUBLIC COMMENTS:

There was no public comment.

COMMUNICATIONS AND COMMITTEE REPORTS, COUNCILMEMBER COMMENTS:

City Attorney was reviewed by council.

Interim City Manager stated he was working with the city attorney, assessor and fire department exploring the creation, structure and financial stability of a Fire Authority.

Mayor Armitage reminded council and the public that council meetings were being changed to the 1st and 3rd Monday in 2021 with workshops on the 2nd Tuesday of each month. Armitage reminded the public that Christmas tree pick-up will begin January 4.

Baker wished everyone a Happy New Year.

Hoogstra wished everyone a Happy New Year.

Weissenborn expressed appreciation for the Fire Department and the delivery of Christmas gifts, the Bird Feeder program at the school pantry and stated she is proud to be a citizen of Charlotte.

VanStee wished everyone a Happy New Year.

Mayor Pro-tem Dyer thanked the Fire Department and stated he was appointed to the Brownfield Redevelopment Authority for Eaton County.

Mayor Armitage introduced the new City Manager, Erin LaPere.

Erin LaPere introduced herself and stated that she was excited to start.

ADJOURNMENT:

Council member Baker moved, supported by Mayor Pro-tem Dyer to adjourn the meeting at 7:35 p.m. Carried. 7 Yes. 0 No. 0 Absent.

____

Mayor Armitage

____

Pearl Tidwell, City Clerk

RESOLUTION NO. 2021-1

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE

FOR JANUARY 4, 2020

WHEREAS, Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds; and

WHEREAS, the December 31, 2020, payroll totaled $164,241.40; and

WHEREAS, the December 30, 2020, claims total in the amount of $62,324.13; and

WHEREAS, December 28, 2020, insurance claims totaled $499.50;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for January 4, 2021, in the amount of $227,065.03.

The foregoing resolution offered by Council member ___________ and supported by ________________.

Upon roll call vote, the following voted:

Aye:
Nay:
Absent:

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 4, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 4th day of January 2021.

____
Pearl Tidwell, City Clerk
City of Charlotte

RESOLUTION NO. 2021-2

A RESOLUTION TO AUTHORIZE CHANGE ORDER #1 AND FINAL PAYMENT TO MIKE AND SON ASPHALT, INC. FOR INDEPENDENCE BLVD. RECONSTRUCTION

WHEREAS, the Independence Boulevard Reconstruction Project contract was awarded to Mike and Son Asphalt, Inc. by City Council on March 23, 2020 in the amount of $443,601.13; and

WHEREAS, the contract is a unit price contract whereby the City is charged by actual quantities of items constructed resulting in a balancing change order; and

WHEREAS, the balancing Change Order #1 decreases the contract price by $7,741.74 resulting in a total project cost of $435,859.39; and

WHEREAS, the Major Street Fund will be charged $435,859.39 based on actual quantities constructed.

THEREFORE, BE IT RESOLVED that the City Council approves contract Change Order #1 in the amount of $(7,741.74) and final payment to Mike and Son Asphalt, Inc. in the amount of $19,523.69.

The foregoing resolution offered by Council member **___________** and supported by **_________ ______**.

Upon roll call vote, the following voted:

Aye:
Nay:
Absent:

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 4, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 4th day of January 2021.

____

Pearl Tidwell, City Clerk
City of Charlotte

RESOLUTION NO. 2021-003

STATEMENT OF DOING BUSINESS WITH CITY OF CHARLOTTE 2020

WHEREAS, Pursuant to the provisions of Section 15.4 of the City Charter, the undersigned, doing business in the City of Charlotte, hereby states that he/she intends to have business dealings with the City of the type that is on a continuing basis, involving more than one or a sequence of transactions. Such dealings will be as listed or similar transactions

Bryan Myrkle – Cable Operator ___________________________
Signature

Julie Meyer – Cable Operator ___________________________
Signature

Mikayla Densmore – Cable Operator ___________________________
Signature

Tom Archer – Straw Sales ___________________________
Signature

Brandon Youngs – Straw Sales ____________________________
Signature

L. Daryl Baker – Insurance ___________________________
Signature

The foregoing resolution offered by Council member ___________ and supported by ___ ____________.

Upon roll call vote, the following voted:

Aye:
Nay:
Absent:

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 4, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 4th day of January 2021.

____
Pearl Tidwell, City Clerk
City of Charlotte

RESOLUTION NO. 2020-167

A RESOLUTION TO AUTHORIZE CHARLOTTE FIRE DEPARTMENT TO PURCHASE AN INCIDENT REPORTING PROGRAM

WHEREAS, the Charlotte Fire Department has been notified by Fire Tools (our incident reporting software) that they will no longer provide support because they are going out of business.

WHEREAS, the Charlotte Fire Department is required by the state of Michigan to submit monthly reports through the National Fire Incident Reporting System and National Emergency Medical Services Information System.

WHEREAS, the Charlotte Fire Department has received quotes from three different vendors that provide incident reporting programs and transfer historical information from our old program to the new program.

WHEREAS, we have researched and demoed all three vendors and have found the lowest quote Emergency Reporting will be able to provide the Charlotte Fire Department satisfactory service.

THEREFORE, BE IT RESOLVED that the City of Charlotte purchase the needed program from Emergency Reporting for the amount of $5,000 dollars for year one and a recurring cost of $3,750 dollars per year.

BE IT FUTHURE RESOLVED that the expense come from account number 101-350-000-744 internet/computer.

The foregoing resolution offered by Council member ___________ and supported by ________________.

Upon roll call vote, the following voted:

Aye:
Nay:
Absent:

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 4, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 4th day of January 2021.

____
Pearl Tidwell, City Clerk
City of Charlotte

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSN.

Memo

To: Mayor Armitage

Cc: City Council Members

From: Fire Chief Kevin Fullerton

Date: 12/17/2020

Re: Emergency Reporting System

We have recently been made aware that our fire incident reporting software Fire Tools will no longer be supported effective March 31st, 2021. The software will still function but will not have any technical support for issues that may arise. We researched, demoed and received quotes from several companies. We are requesting your approval to purchase Emergency Reporting fire/EMS records and incident reporting program.

A requirement through the state of Michigan for all Fire and EMS departments is to submit monthly NFIRS (National Fire Incident Reporting System) and NEMSIS (National Emergency Medical Services Information System) documentation. With Fire Tools this is a manual process and could cause issues after March with Fire Tools no longer being supported.

Quote Details as followed:

- Emergency Reporting
  - Year 1 cost: $5,000
  - Year 2+ cost: $3,750
- ImageTrend
  - Year 1 cost: $6,220
  - Year 2+ cost: $4,000
- ESO
  - Year 1 cost: $9,654
  - Year 2+ cost: $ 6,919

Emergency Reporting program is web-based system with secure cloud storage allowing fire personnel to access data while in the field from a phone or tablet. This data can often be critical information that is quickly need. Hydrant locations, KnoxBox locations, fire department connections and possible chemical hazards that may be a danger to department personnel or the community. Emergency Reporting will also allow us to consolidate to one program for fire inspections and training records. Emergency Reporting automatically uploads required NFIRS and NEMSIS document monthly.

The Fire Department has been using electronic records since 1999. Emergency Reporting will allow us to upload all of our existing records from Fire Tools into the new system allowing us to still have historical information when needed.

Emergency Reporting is recurring subscription. The first year has an increased cost due to the expense of training, setup and data transfer. A detailed order summary has been provided with this memo.

We have discussed this transition with Ron Kramer the city's IT consultant. He does not have any issues with this program. Mr. Kramer will be available during the transition period to assist in an effective transition.

Fire Chief

Kevin Fullerton

429 Dale ST
Flushing, MI 48433
November 12, 2020

To: All FireTools Customers

Dear FireTools Customer:

It is with deep regret that, after more than 30 years of providing records keeping and reporting software for the fire service, we announce the dissolution of FireTools Software and the parent company, Business Micro Resource Corporation. We sincerely appreciate all of our loyal customers who have so faithfully supported us through the years.

There are many factors that have led to this decision. First and foremost, the company and team that developed and maintained FireTools Software was very small in comparison to a rapidly expanding field of software developers which has made it increasingly difficult to compete. There are currently 115 Active Vendors listed on the usfa.fema.gov Web Site and an additional 85 vendors have registered but not yet completed product development. (200 total)

The following link will take you to the list of National Fire Incident Reporting System (NFIRS) active vendors from which you can research and select for replacement:

https://www.usfa.fema.gov/data/nfirs/vendors/active_vendors.html

You will note that, as of the writing of this letter, FireTools is still listed under Business Micro Resource Corp. However, we will be contacting them soon to have the names removed.

You may call Cell Phone number (810) 241-6779 with questions relating to FireTools Software, including completion of the USFA Fire Experience Survey, through the end of March, 2021. There would be no additional charge for this service.

If you have found the Personnel Record System (including training,) Equipment records (Inventory and Maintenance) and Site Pre-Plans useful, please be assured that they will continue to function as they always have. These modules are predominately generic and you can continue to use them, if you so choose, because they were our own development and not subject to a national specification.

We have no knowledge of software from other vendors so would not be able to assist in transition to an alternative source.

Thank you again for your loyal support.

Sincerely,

Delbert G. Beemer — Donna R. Beemer

Delbert G. Beemer | Donna R. Beemer

Quote

IMAGETREND®

Prepared For	**Bill To**
Dan Daly	Dan Daly
Charlotte Fire Department (MI)	Charlotte Fire Department (MI)
111 E. Lawrence	111 E. Lawrence
Charlotte, Michigan 48813	Charlotte, Michigan 48813
(517) 543-0241	(517) 543-0241
ddaly@charlottemi.org	ddaly@charlottemi.org

Salesperson	Quote Number	Date
Mike Lindsay, Sales Coordinator, 952.469.6214	QUO-08650-T3Y8N	Dec 15, 2020

Description		Qty	Frequency	Unit Price	Total
One-Time Fees					
	Elite™ Rescue Setup	1	One Time	$1,520.00	$1,520.00
	Webinar Training 2hr Session	2	One Time	$350.00	$700.00
Recurring Fees					
	Elite™ Rescue - SaaS *Includes Elite™ Field	1	Recurring	$6,000.00	$6,000.00
	Statewide Elite™ Field Credit - SaaS	1	Recurring	($2,000.00)	($2,000.00)
				TOTAL Year 1	**$6,220.00**
				***Annual Fees after Year 1**	**$4,000.00**

Optional Items

Mobile Fire Inspections - SaaS	1	Recurring	$1,120.00	$1,120.00
Investigations	1	Recurring	$750.00	$750.00
CAD Distribution	1	Recurring	$3,500.00	$3,500.00
- CAD Vendor: Other CAD Vendor				

Prepared By: Mike Lindsay

Terms of Agreement: The above mentioned items will be invoiced upon Contract signature with payment terms of net 30 days.

- The recurring annual fees will be invoiced annually in advance.
- Project completion occurs upon receipt of the product.
- ImageTrend's license, annual support and hosting are based on up to 800 annual incidents as provided by Client.
  *IMAGETREND will perform price increases of the recurring fees. The first price increase will occur with the fees due for year two. These price increases will occur once a year and may not exceed 3% of the price then currently in effect.
- This proposal is valid for 90 days.
- This quote reflects ImageTrend's standard non-CJIS compliant framework, and is provided without any CJIS-related warranties, representations, or contractual commitments. Additional information and pricing for ImageTrend's advanced CJIS compliant offerings are available upon request.
- The estimates set forth herein do not constitute a binding offer or acceptance. This quote does not express the full agreement or understanding of the parties, is subject to additional due diligence and change, and shall not be binding on ImageTrend. The parties do not intend to be legally bound until they enter into definitive agreements regarding the subject matter hereof.
  IMAGETREND will invoice sales tax to non-exempt CLIENTS where applicable
  DISCLAIMER: This quote creates no legal obligations. This letter is intended to confirm the parties' current understanding of the terms, but it is not intended to create any legal obligations with respect to any of the terms. Neither party should rely on this quote and no legal or equitable remedy will arise from any such reliance. Instead, the parties must reach a final agreement. A final agreement will be a condition precedent to any binding obligations. A fully executed Contract Agreement will be required to be completed before an order is processed.

Quote Date:	12/10/2020
Customer Name:	Charlotte Fire Department
Quote #:	Q-26769
Quote valid until:	03/10/2021
ESO Account Manager:	Alex Mata

CUSTOMER CONTACT

End User	Charlotte Fire Department
Name	Dan Daly
Email	ddaly@charlottemi.org
Phone	(517) 290-2418

BILLING CONTACT

Payor	Charlotte Fire Department	Address	111 E Lawrence Ave
Name			Charlotte MI, 48813
Email		Billing Frequency	Annual
Phone		Initial Term	12 months

Fire RMS Bundle

Product	Total	Fee Type
FIRE RMS Bundle RMS Bundle - ESO Fire Incidents RMS Bundle - ESO Inspections RMS Bundle - ESO Properties RMS Bundle - Personnel Management RMS Bundle - ESO Hydrants RMS Bundle - ESO Activities	$3,534.00	Recurring

EHR

Product	Volume	Total	Fee Type
ESO EHR (BLS Version)	500 Incidents	$1,290.00	Recurring

Fire

Product	Volume	Total	Fee Type
Fire Setup & Online Training	3 Sessions	$1,785.00	One-time

Asset Management/Inventory

Product	Volume	Total	Fee Type
Assets-Checklist Bundle	10 Vehicles	$2,095.00	Recurring
Asset Management and Checklist - Training and Implementation	10 Vehicles	$950.00	One-time

Quote Date:	12/10/2020
Customer Name:	Charlotte Fire Department
Quote #:	Q-26769
Quote valid until:	03/10/2021
ESO Account Manager:	Alex Mata

Total Recurring	$	6,919.00
Total One-Time	$	2,735.00
TOTAL	$	9,654.00

DRAFT

Order Form - Backdraft OpCo, LLC

EMERGENCY REPORTING

Emergency Reporting
2200 Rimland Dr., Suite 305
Bellingham, WA 98226
www.emergencyreporting.com
Phone: 866.773.7678
Fax: 866.929.6157

Contact Details:

Prepared by	Dale Fahrney	Phone	+1 9372501520
Email	dale@emergencyreporting.com	Fax	+1 9372501524

Customer Contact Details

Account Name	Charlotte Fire Department (MI)	Quote Number	00024761
Contact Name	Daniel Daly	Created Date	10/28/2020
Phone	517-290-2418	Expiration Date	12/1/2020
Email	ddaly@charlottemi.org	Customer Type	New
Ship To	111 E Lawrence Avenue Charlotte, MI 48813 US		
County	EATON		

Order Summary

Product	Product Code	Quantity	Sales Price	Total Price	Line Item Description
Basic Plus Platform Base Package - Fire Bundle	Base-5	1.00	USD 3,000.00	USD 3,000.00	Annual Subscription Fee
Basic Platform - N3 Addon	Base-3.3	1.00	USD 750.00	USD 750.00	Annual Subscription Fee
Basic Training Plan	TRG-3	1.00	USD 500.00	USD 500.00	One-Time Implementation Fee
Pro Implementation Plan	IMP-3	1.00	USD 750.00	USD 750.00	Fire Tools Software Imports ~ One-Time Import Fee

Summary

Bill To Name	Charlotte Fire Department (MI)
Bill To	111 E Lawrence Avenue Charlotte, MI 48813 US
# Years	1.00
Payment Schedule	Yearly

Initial invoice will be issued upon receipt of the order form. If this represents a problem for the accounting department please contact your sales rep.

Please make checks payable to: Backdraft OpCo, LLC

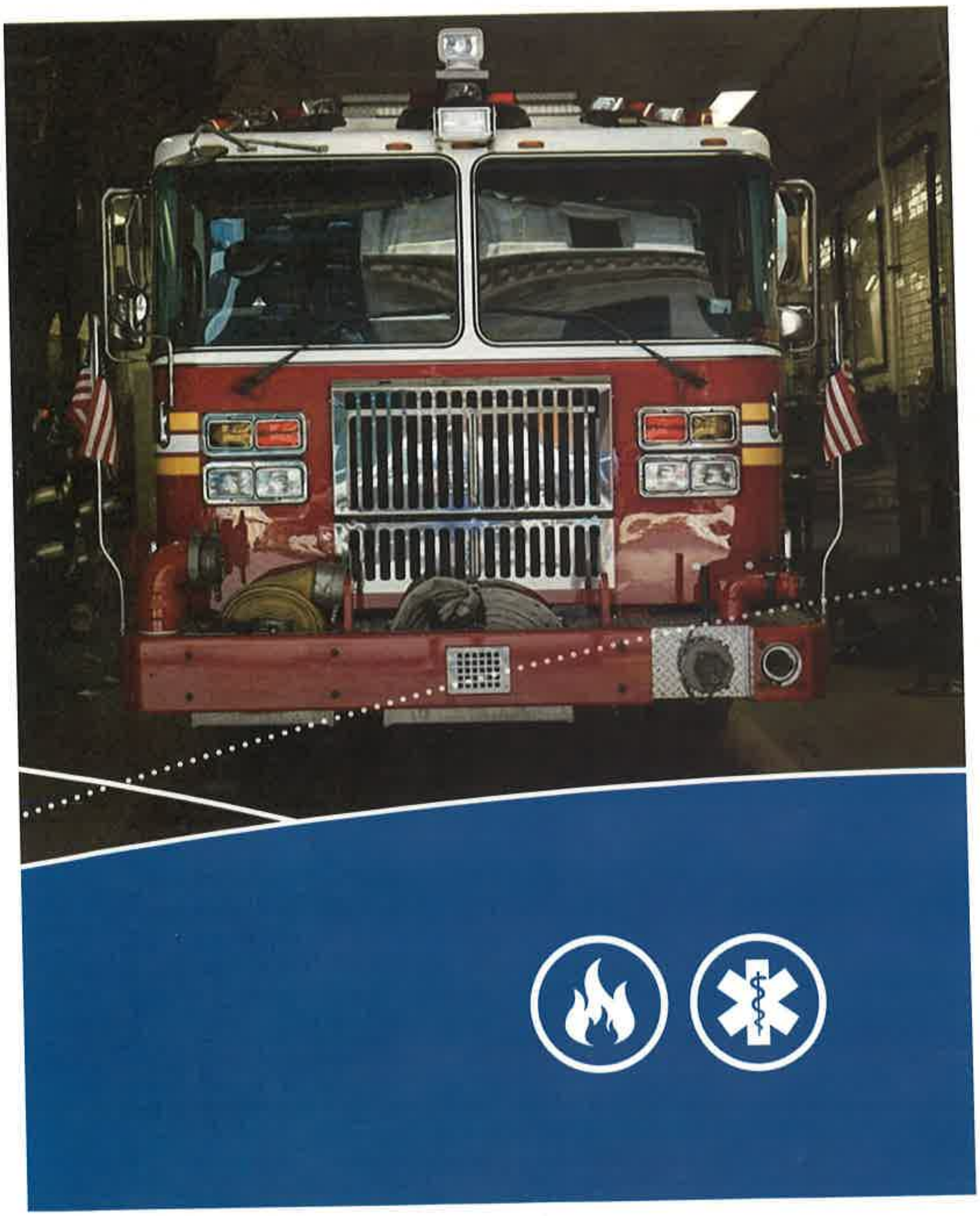
Year 1 Total

Yearly Subscription Fees	USD 3,750.00
Annual CAD Link Maintenance Fees	USD 0.00
Annual Interface Fee	USD 0.00
Data Import Fee	USD 750.00
Training Fees	USD 0.00
One-Time Setup Fees	USD 500.00
Year 1 Cost	USD 5,000.00
Estimated Yearly Total: Year 2+	USD 3,750.00

PLEASE FAX SIGNED ORDER TO 1-866-929-6157 OR SCAN / E-Mail to orders@emergencyreporting.com

EMERGENCY REPORTING®

Fire/EMS Records Management and Incident Reporting Made Easy



Emergency Reporting has been the premier cloud-based Fire, EMS, and community risk reduction platform since 2003. We currently support over 450,000 first responders and agency personnel worldwide.

We believe that excellent reporting and records management has the ability to make communities safer, increase collaboration through data sharing, and ultimately make the work of data collection and reporting easier for first responders. Our comprehensive platform of Fire and EMS software provides the tools needed to get the job done on the go and in the station. It includes NFIRS, NFPA, and NEMSIS 3 reporting.

- All-in-one NEMSIS and NFIRS reporting
- Easy-to-use interface
- Comprehensive fire prevention occupancy/inspection solution
- Powerful system reports and analytics tools
- Secure and reliable
- Unlimited users per agency
- Accessible anywhere, cloud-based, no software to install
- Customer success – Training, support, ER community
- API integration to third-party patrons
- 16 modules for daily operations

Changing to a new records management software platform is easier than you think. We offer free NFIRS data imports. Non-NFIRS data migration is also available for a small fee.

EMERGENCY REPORTING®

A Solution You Can Grow With

Our software is designed as an all-in-one solution and provides everything that most departments need. However, if your agency uses complimentary software solutions, we are often able to partner with them to provide an API integration that allows data to transfer from our platform to theirs.

Our developers are constantly looking ahead to determine what features first responders will need to address changing issues within their communities. Technology is taking on a larger role in the fire and emergency medical services. Emergency Reporting is the only records management platform that seamlessly integrates with other software to provide you a truly all-in-one solution that saves valuable time spent entering and extracting data from multiple accounts.

We Support
6,140
Departments Worldwide

16 User-Friendly Modules for Daily Operations and Incident Reporting

TRUSTED: by the United States Army, Department of Energy, Marine Corps and NASA.

INCIDENTS	OCCUPANCY	MAINTENANCE	HYDRANTS
ANALYTICS	REPORTS	DAILY ROSTER	PAYROLL
TRAINING 3.0	EVENTS	LIBRARY	DEMOGRAPHICS
ADMINISTRATION	SHIFTS	CALENDAR	INVENTORY

Package Types

	Fire & EMS Package	Fire Package	EMS Package	Fire Prevention Package	NFIRS Only	NEMSIS Only
Unlimited Users per Agency	✓	✓	✓	✓	✓	✓
NFIRS Fire Reporting	✓	✓			✓	
NEMSIS 3 EMS Reporting	✓		✓			✓
Administrative & Personnel	✓	✓	✓	✓	✓	✓
PreFire Plans, Fire Inspections & Permits	✓	✓		✓		
Maintenance: Apparatus & Equipment	✓	✓	✓			
Truck Checks	✓	✓	✓			
Training	✓	✓	✓			
Certifications	✓	✓	✓	✓	✓	✓
Hydrants	✓	✓		✓		
Inventory	✓	✓	✓			
Shifts	✓	✓	✓			
Daily Log	✓	✓	✓	✓	✓	✓
Events	✓	✓	✓	✓		
Daily Roster	✓	✓	✓			
Calendar	✓	✓	✓	✓		
Library	✓	✓	✓	✓		
Payroll/Volley Per Call Tracking	✓	✓	✓			
Reports	✓	✓	✓	✓	✓	✓
Response & Safety Analytics Basic	✓	✓	✓			
Demographics	✓	✓	✓			

Limited packages are available for those who only require NFIRS or NEMSIS 3 reporting.

Emergency Reporting Key Features:

FirstPCR

FirstPCR is the electronic one-sheet designed especially for agencies that need to document basic patient information within an incident report.

Safety Analytics

How well are you protecting your most important asset – your people? With Safety Analytics, your NFPA 1500 program will rise to new heights. Our industry-exclusive "pump panel" provides a real-time look at ten mission-critical components that affect the health, safety, and well-being of everyone in your organization.

Statewide NFIRS Solution

The states of Pennsylvania, North Dakota, and Wyoming chose Emergency Reporting to be their NFIRS solution because we're easy to use, reliable, and trusted. These states have seen an increase in the quality and frequency of incident data being reported. Additionally, states that have to report to the National Association of State Foresters (NASF) and the Integrated Reporting of Wildland-Fire Information (IRWIN) now only need to complete one report instead of two.

VISION Plus with Google Maps

VISION Plus is a dynamic community risk reduction tool that allows departments to analyze and categorize risks present in their community, compare data to other departments nationwide, and generate the Occupancy Vulnerability Assessment Profile (OVAP) score for all occupancies within their response area.

Mobile Apps

InspectER - Being iOS, Android, and Windows tablet friendly, InspectER makes managing occupancy data and conducting inspections simple.

FuelER - Available to customers equipped with the Maintenance Module, FuelER makes it easy to track your agency's fuel consumption on the go.

Federal Solution

This ultra-secure version of Emergency Reporting is hosted in Microsoft's Azure Government environment and is used by the U.S. Army, Marine Corps, NASA, and other federal agencies.

Customer Success is Our Top Priority

Since 2003, Emergency Reporting has been a customer-first company. Our employees have over 350 years of combined Fire and EMS experience, and we provide 24/7 customer support for our customers. Not only are we always here to help, but we set you up for success with quick data migration from your old system, comprehensive onboarding and training, and a wealth of educational resources at your fingertips.

> “I have personally used a total of three fire department RMS systems in the course of my career and Emergency Reporting is by far the best. We have had nothing but a wonderful experience since moving from our old product to ER. Crew members literally finish NFIRS reports on the way back from a call riding backwards. It's super easy, customizable, expandable, and they listen to customers!”

Joe Mera, Deputy Fire Chief
Leesburg Fire Rescue (FL)

EMERGENCY REPORTING®

www.emergencyreporting.com | 1-844-752-6066 opt. 2