COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, March 7, 2017
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners Room, 9:30 a.m.

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.


6. Consider Payment of Claims.

7. Old Business:
   A. Discuss Sheriff Officer & Jail Management Systems Bids – Justin Halladay.
   B. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.
   C. Update on C.O.A. Marion Renovation:
      1. Discuss roof.

8. New Business:
   A. Discuss Commission on Aging Items – Scott Schryer:
      1. 2016 Annual Report
      2. Senior Project FRESH/Market FRESH
   B. Discuss Appointments to Building Board of Appeals – Don LaBrenz II.
   C. Discuss Appointment to Evart Local Development Finance Authority – Roger Elkins.
   D. Discuss Emergency Management Items – Mark Watkins:
      1. WMSRDC HSGP FY16 Intergovernmental Agreement
      2. HMEP Grant
   E. Discuss E.M.S. Items – Jeremy Beebe:
      1. 2017 Fall EMT Class
      2. Support Vehicle Purchase

9. Other Business:

10. Employee/Board Comments.

11. Extended Public Comments (Six Minute Limit).


Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
FEBRUARY 21, 2017

The Committee meeting was called to order at 9:34 a.m. by Chairman Emig.

Present: Commissioners Nehmer, Halladay, Gregory, Emig, Elkins and Tiedt.

Also present: Jon-Thomas Burgess-Technology Coordinator, Scott Schryer-C.O.A. Director, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and other members of the public.

Motion by Commissioner Nehmer, seconded by Commissioner Gregory, to approve the agenda as presented. Motion carried.

Brief Public Comment: None.

Employee/Board Comment: None.

Motion by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the minutes from February 7, 2017. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Elkins, to approve the current claims of the County in the amount of $79,452.32. Recommendation was unanimously supported.

County’s Recreation Plan
Susan Vander Pol, County Coordinator, advised Board members that all the required steps, including the Public Hearing held two weeks ago, for the County’s Recreation Plan have been met. A brief discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the Resolution for Osceola County’s Recreation Plan. Recommendation was unanimously supported.

Telephone VoIP System
Jon-Thomas Burgess, Technology Coordinator, reviewed more information obtained regarding the three vendors who previously spoke with the Committee regarding phone services for the County. He compared services and costs associated with the various vendors noting Jive appears to have more growth potential, especially as it relates to building security. Susan Vander Pol, County Coordinator, shared her thoughts on the new information acquired and agreed with Jon-Thomas’s recommendation. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to approve the proposal from Jive Communications for the telephone system and authorize the Chairman to sign any necessary documents. Recommendation was unanimously supported.

Commission on Aging (C.O.A.) Marion Renovation Update
Scott Schryer, C.O.A. Director, updated Board members on the progress on the renovations at the Marion facility. He noted they are on schedule and moving along with the project. Completion date should be around the first part of April. Susan Vander Pol, County Coordinator, explained a change order at the facility in Marion and discussion was held.
Committee Minutes
February 21, 2017

Commission on Aging (C.O.A.)/United Way Grant
Scott Schryer, C.O.A. Director, explained he had applied for their annual grant funding with the United Way. He explained that when he received the grant application, it was between Board meetings, so after making contact with Chairman Emig, he went ahead and turned the application in to make the deadline. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Halladay, to approve the application with United Way for the Meals Program and authorize the Chairman to sign. Recommendation was unanimously supported.

Commission on Aging (C.O.A.)/Community Foundation Grant
Scott Schryer, C.O.A. Director, asked Board members to apply for a Community Foundation grant for the purpose of furnishings at the new C.O.A. Marion building. Discussion was held.

Recommended by Commissioner Elkins, seconded by Commissioner Halladay, to approve the grant application to the Osceola County Community Foundation for kitchen appliances and furnishings for the C.O.A. Marion building and authorize the Chairman to sign. Recommendation was unanimously supported.

Budget Amendments and Journal Register Report from County Treasurer
Commissioner Tiedt reviewed the budget amendments presented.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the budget amendments and the County Treasurer’s January Journal Register as submitted. Recommendation was unanimously supported.

Register of Deeds US Imaging, Inc. Proposal
Board members reviewed a request from Nancy Crawford, Register of Deeds, regarding the request for conversion of documents within her office. Susan Vander Pol, County Coordinator, explained that this is the company the Register has been working with for several years on the continuation of scanning documents. A brief discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to waive the County’s purchasing policy, approve the contract with U.S. Imaging and authorize the necessary signatures. Recommendation was unanimously supported.

Plumbing/Mechanical Inspection Services Agreement
Susan Vander Pol, County Coordinator, shared information on the contract presented with Gerald A. Antor to provide the County with Plumbing and Mechanical Inspection Services. She noted he was recommended by Mecosta County. A brief discussion was held.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the Agreement between Osceola County and Gerald A. Antor for Plumbing and Mechanical Inspection Services. Recommendation was unanimously supported.
Grant Application for Veterans' Transportation
Susan Vander Pol, County Coordinator, explained grant money was now available to pay volunteers who transport veterans to various appointments. Discussion was held.

Recommended by Commissioner Halladay, seconded by Commissioner Gregory, to approve the application to the Veterans Administration for a transportation grant and authorize the Chairman to sign. Recommendation was unanimously supported.

Health, Safety and Grounds Committee Update
Commissioner Gregory updated the Board members on their last committee meeting. He reported that after their meeting they toured the Sheriff’s Department and Animal Control. Discussion on upcoming safety training was held.

Local Development Finance Authority (LDFA) Appointment
Commissioner Elkins reported that the County Commission’s current appointee to the LDFA in Evart is Gale Wanstead. Mr. Wanstead is no longer interested in serving on this Authority, but will continue until a replacement can be found. Discussion was held.

Employee Board Comments: None.

Extended Public Comment: Ray Franz, former 101 State Representative from Onekama, introduced himself to Board members and advised he has filed for the 35th State Senate seat currently held by term-limited State Senator Darwin Booher.

Ron Sikkema, from Marion, shared a thank-you card from the Marion Fair Board. He also provided the fair board’s financial report. Discussion was held.

Motion by Nehmer, seconded by Tiedt, to adjourn at 10:54 a.m. Motion carried.

Karen J. Bluhm, County Clerk
Larry Emig, Chairman
OSCEOLA COUNTY

Sheriff's Department Report and Jail Management Systems

Date of Bid Opening: February 23, 2017
Time of Bid Opening: 4:15 P.M.

Present:

Bidder: Swork Public Sector
Proposal: $ 0

Bidder: Zuercher Technologies
Proposal: $193,694.00

Bidder: JailTracker
Proposal: $184,497.00 Jail Only

Bidder: JailTracker
Proposal: $55,484.00

Bidder: Core Technology
Proposal: $109,083.00

Bidder: Solicap
Proposal: $138,500.00 Option 1

Bidder: SolidCircle
Proposal: $177,500.00 Option 2

City: High Point, NC
City: Sioux Falls, SD
City: Glasgow, KY
City: Glasgow, KY
City: Lansing, MI
City: Holland, MI

Signature of Proposal Opener

Witness Signature
COUNTY COORDINATOR’S OFFICE  
Susan M. Vander Pol, County Coordinator  
Jody Waurzyniak, Executive Assistant  
301 West Upton  
Reed City MI 49677  
(231) 832-6196 / (231) 832-6197 FAX  
oscadmin@osceolacountymi.com  

REQUEST FOR PROPOSAL  
Sheriff’s Department Report and Jail Management Systems

Date: February 8, 2017

Project: Osceola County Sheriff’s Department Report and Jail Management Systems

Owner: Osceola County

Contact: Undersheriff Justin Halladay  
        Phone: (231) 832 2288  
        Address: 325 West Upton Ave., Reed City, MI 49677

Bids Submitted To: Osceola County Coordinator’s Office  
                   301 West Upton Avenue  
                   Reed City MI 49677

Description: Osceola County is soliciting sealed proposals from interested persons and/or firms for Sheriff’s Department Report and Jail Management Systems (RMS and JMS.) This solution will replace the County’s current LEMS system with Caliber. The system needs to support and contain the following minimum capabilities and specifications:

JAIL MANAGEMENT SYSTEM (JMS)

Current Inmate Information  
Initial Book in, Update booking information, Update set bond, Update/Sentencing, Release Inmate, Update Inmate cell/move inmate to another cell, Deposit/Disburse money, Add/release Inmate Property, Update inmate events/doctor appointment, court dates, Enter/update victim notification (sent report to VINE).
Current Inmate Reports
View/Print the following Reports: Inmate Charges/Sentencing, Inmates by Cell, Inmate Cell Movements, Inmate Money History, Court Appearances, Inmate Events, Deposits, Days Served, Cell History, Jail Population, Inmates by County Code, Roster by Cell, Roster by Name, Roster for ICE (DOB/Booking Date/Country of Birth), Release By Out Date, Inmate Account Book, Inmate Status by Name (list all charges), Court Appearances by Name/date, Days Served.

Past Inmate Information
List past inmate activity (Jail History, Court Appearances), View Past Inmate Information (View Jail History, Cell Movement, Money History, Enemies and Co-defendants, Court Appearances, Days Served, Cell History), Inmate Reports (Booking, Jail History, Inmates by County Code, Monthly Admitted and Housing Report {Admitted Male/Female, Released Male/Female, Male Sentenced/Un-sentenced, Female Sentenced/Un-sentenced, Juveniles, Average Male Population, Average Female Population, Total Monthly Average Population}), Summary List of Booking by NCIC Codes, List by Date Entered jail, List by Date Released Jail, Cell History, Total Arrested by Officer, Total Arrested/Released by City, Daily Arrest Log, Annual Survey jail Report by Aged, Booking Fee Quarterly Report, Daily Jail Log, SSA Report and Export File, Cell History by Name, Special Diet.)

Mugshot, Current and Past
Take a Mugshot, Take a Scar, Mark, Tattoo, Display/Print a Current/Past Mugshot, Create and Display a Line-up.

Inmate Trust Account
Issue a Check, Adjust Inmate Trust Fund, Be able to make Check Maintenance, Reconcile/Balance Trust Account, View and List all Transactions, Adjustments, Checks and Deposits, Create Yearly Escheat Report for Open Checks.

Inmate Medical
Enter, List, Report the following: Inmate Medication, Track Inmate Medical Records, Inmate Health Appraisal Dates. Assign and List Report Special Diets to Inmate.

Inmate Jail Incident Report
Enter and Print Jail Incident Reports and View Jail Incident Reports

Inmate Commissary Program
Enter Commissary, Create Vendor Transfer File (Canteen Commissary), Upload and Download Commissary file.

Inmate Billing Program
Enter Expenses to Inmate, Enter Payment/Adjustments to Invoices. View the following: Inmate Billing Records, Inmates With Unpaid Booking Tickets, (Create Quarterly Booking Tickets Reports), Inmate with Open Invoices, Print Invoices

Inmate Visitation
Create a Visitor List, Check-in Visitors, Check-out Visitors, View Inmate Visitors by Name and Date, Setup Visitation Dates and Times
Sheriff's Department Report and Jail Management Systems
Page 3

**Inmate Classification**
Do primary Classification, Track and be able to do Classification Reviews After Sentencing or 3 Months, List inmates that are high risk, Create Monthly JPIS Transfer File to be Sent to State JPIS, Create Daily MIN/MED/MAX Statistics Report

**INTERFACES**

**Canteen Commissary**
- Must be able to provide Inmate Balances, Inmate I.D. Number, Inmate’s Cell
- Must be able to deduct funds from Inmate Trust Accounts after Purchases of Commissary

**IC Solutions (Inmate Phone)**
- Provide Inmate Name, Booking Time, Release Time, Inmate I.D. Number for the use in Auto-Pin

**VINE**
- Provide Inmate Name, Date of Birth, Sex, Address, Weight, Height, Hair and Eye Color, Booking Date Time, Release Date Time, Inmate I.D. Number, Charges

**I.D. –Networks (Fingerprints)**
- Provide all Demographics, Name, D.O.B., Social Security Number, Sex, Address, Aliases, Place of Birth, Drivers License Number, State of Driver’s License, Height, Weight, Hair Color, Eye Color, Tattoos, Complaint Number, Warrant Hold Agency, Arresting Crime Code/Class, CTT Number, PACC Code, Court ORI, Prosecutor ORI, Mugshot

**JPIS**
- Provide Age, Sex, Race, Crime Class, Date, Time, Month, County Code, Officer, From Booking and Releases, Reason for Release.

**SSA**
- Provide Name, D.O.B., Social Security Number, Booking Date, Release Date

**REPORT INCIDENT AND UNIFORM CRIME REPORTING (RMS)**

The Report Management System should contain the following:
- Enter Incident Reports, Update Incident Reports, Supplemental Reports, Case Progression, Property/Evidence/Photographs, Videos, Crime Mapping (By File Class)
- View/Print of Incident Reports: Reports by Jurisdiction, Reports by Officers, Reports by Incidents (file class), A Log of Missing Reports, Reports Needing Follow-up.

The Uniform Crime Reporting should Create Daily UCRFILE and Generate Error Reports.

*****Report and Jail Management Systems must be able******
**********to do Data Conversions from LEMS**********
Sheriff’s Department Report and Jail Management Systems Worksheet

**Road Management System**

- 21 Sworn Officers
- 10 Mobile Units in Cars

**Computers running Road Management**

- 1 Software Administrator
- 8 Full Access Systems
- 3 Limited Access Systems

- Approximately 3,000 to 5,000 reports

**Interfaces Road Management**

- MICR
- LEMS Tickets

**Jail Management System**

- 15 Full-time Corrections Officers
- 2 Part-Time Corrections Officers

**Computers Running Jail Management**

- 1 Software Administrator
- 2 Full Access Systems
- 6 Limited Access Systems
- Kitchen (Commissary Only)

- Approximately 1,100 to 1,400 bookings per year

**Interfaces Jail Management**

- Canteen Commissary
- VINE
- IC Solution (Inmate Phone)
- I.D. Networks (Fingerprints)
- JPIS
- SSA
- LEMS Accounting System (Receipts/Checks)

Computers with Read Only Access – Five (5): Circuit Court Clerk, Community Corrections, District Court and 2 for District Court Probation

*CALIBER HOSTS OUR DATA CURRENTLY ON THEIR SERVER

*Report and Jail Management Systems must be able to do Data Conversions from LEMS
Vendors should provide an outline for implementation of the proposed system(s), and state all warranties implied or included.

The proposal must provide a turnkey solution that is managed by both the Vendor and County including:

- Provide all software and installation costs and estimated prices for data electronics necessary for installation and operation of the Management Systems.
- Future expansion capabilities for all new hires
- Redaction software capabilities for reports, photographs and videos for compliance with the Freedom of Information Act

One or more person(s) and/or firm(s) may be selected for post-bid meetings. If selected, the Board of Commissioners will approve awarding a contract to the person(s) and/or firm(s) selected with low-bidder price being taking under consideration; but price is not the final determining factor for contract award.

Scope of Services: This RFP is intended to be a general description of the proposed scope of work that may be necessary to provide a complete project and is subject to revision. Each Proposal will offer a solution addressing the following tasks:

- Development & Implementation Schedule
- Hardware and Software Acquisition (as needed, include lease option costs if applicable)
- Installation/Initialization
- System Configuration and/or Customization
- Online web-based features and user management access
- Select Management and Staff Training
- Disaster Recovery and Backup Capabilities
- Software and Equipment Maintenance Support
- Future upgrades to hardware and software (Annually or as required)

Schedule: Implementation of systems and equipment will be completed within 45 days of award of contract.

Experience: With the proposal, provide evidence of past experience with projects that involve implementation and maintenance of proposed systems.

Due Date: In order to be considered, proposals must be received no later than 4:00 p.m. on February 23, 2017. Please submit two (2) copies of the proposal in a sealed envelope to Osceola County Coordinator’s Office, 301 West Upton Ave., Reed City, MI 49677. Clearly label the front of the envelope with “Sheriff’s Department Report and Jail Management Systems.” Bids will be publicly opened and read at 4:15 p.m.

** Technical information or questions about Osceola County’s current systems and needs may be obtained by contacting Undersheriff Justin Halladay at 231-832-2288.**
Award: Award of the contract will be made at the sole discretion of Osceola County. The Owner reserves the right to accept or reject any or all Proposals, in whole or in part, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price in the interest of the Owner.

Disclosure: Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976) as amended, being MCL 15.231 through 15.246.
The following sealed proposal is submitted for the Osceola County Sheriff’s Department Report and Jail Management Systems. The vendor has reviewed the proposal specifications sheets and submits the following proposal:

**PRICE SCHEDULE**

**PROPOSED AMOUNT WITH INCLUDED MAINTENANCE AND SUPPORT SERVICES FOR COMPLETE SHERIFF’S DEPARTMENT REPORT (RMS) AND JAIL (JMS) MANAGEMENT SYSTEMS**

<table>
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<tr>
<th>Item No.</th>
<th>Description/Pricing</th>
<th>Price</th>
<th>Proposed Discounts Or Incentives</th>
<th>Total</th>
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<td>1</td>
<td>Initial Fixed Costs</td>
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<td></td>
<td>• Equipment</td>
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<td>Monthly Costs</td>
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<td>Recurring Costs, i.e. Annual Licensing, Maintenance, and Support – Year 1</td>
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<td>4</td>
<td>Recurring Costs, i.e. Annual Licensing, Maintenance, and Support – Years 2 – 5</td>
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<td>5</td>
<td>Other costs, i.e., implementation, and upgrades</td>
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<td><strong>Total (Items 1-5)</strong></td>
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Proposal total must be on a County form in a sealed envelope and clearly marked “Sheriff’s Department Report and Jail Management Systems” and is due by 4:00 p.m. February 23, 2017. If a deposit or partial payment is required, please note accordingly on this sheet here: ______________.

No Vendor may withdraw a Proposal within 60 days of the Proposal Due Date.

The Owner reserves the right to accept or reject any or all Proposals, in whole or in part, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price in the interest of the Owner.

General and Professional Liability Insurance Certificates (not less than $1,000,000 per occurrence, property damage, and proof of workers’ compensation coverage) must be provided to the County upon award of a project. Osceola County must be included as a separate named insured. Project shall be completed within 45 days of a signed agreement between Owner and Vendor.
Vendor Information

Each person signing the proposal certifies that (s)he is the person within the organization responsible for the decision as to prices being offered in the proposal, or that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated in nor shall participate in any consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitors.

CONTACT PERSON: ____________________________

COMPANY NAME: ____________________________

ADDRESS: __________________________________

TELEPHONE NO: ______________________________

DATE: ______________________________________

SIGNATURE: _________________________________

EMAIL ADDRESS: ____________________________
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND: General (✓) 245 Capital ( ) Special Revenue ( ) Debt Service ( ) Other ( )

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EXPENSES:

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TOTAL $( ,    ) $( ,    )

Department

[Signature]

Anthem Bud{Name}in
Department Head Signature
7-27-17 Date

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No.
Budget Amendment No.

EXPLANATION: transfer to cover longevity
COUNTY OF OSCEOLA

BUDGET AMENDMENT

TO: COUNTY TREASURER AND COUNTY CLERK

AS PROVIDED IN THE UNIFORM BUDGETING AND ACCOUNTING ACT OF 1978, AS AMENDED, AND AS APPROVED BY THE DIRECTION OF THE BOARD OF COMMISSIONERS OR AS ESTABLISHED BY POLICY, IT IS HEREBY AUTHORIZED TO RECORD THE FOLLOWING ADJUSTMENTS TO THE BUDGET:

FUND: GENERAL (✓)  245 CAPITAL ( ) SPECIAL REVENUE ( ) DEBT SERVICE ( ) OTHER _________ ( )

REVENUE:

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<tr>
<th>ACCT NAME</th>
<th>ACCT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
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EXPENSES:

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<th>ACCT NUMBER</th>
<th>INCREASE</th>
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<td>($ 3,716,9)</td>
<td>($ ,_ ,_ _)</td>
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TOTAL

Sheriff

DEPARTMENT

BOARD OF COMMISSIONERS/REPRESENTATIVE

RECORDED ( ) MOTION/RESOLUTION NO _____

BUDGET AMENDMENT NO. __________________

EXPLANATION:

DEPARTMENT HEAD SIGNATURE  

DATE 2-20-17
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<tr>
<th>Product Color</th>
<th>C,M,Y,K</th>
<th>R,G,B</th>
<th>PMS</th>
<th>RAL</th>
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<td>Burgundy</td>
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<td>109,30,60</td>
<td>216</td>
<td>3004</td>
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<td>Canyon</td>
<td>0,75,5,35</td>
<td>150,71,55</td>
<td>484</td>
<td>2013</td>
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<td>Yellow</td>
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<td>252,219,0</td>
<td>108</td>
<td>1023</td>
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<td>Bright Green</td>
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<td>340</td>
<td>6016</td>
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<tr>
<td>Pine Green</td>
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<td>0,97,82</td>
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<td>6026</td>
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<td>Black Forest Green</td>
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<td>5487</td>
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</table>
South Elevation

EXISTING SIDING AND SHINGLED MANSARD TO REMAIN

NEW 1 x WOOD TRIM.

NEW VINYL CLAD FIXED WOOD WINDOWS WITH INTERNAL MUNTIN BARS

NEW VINYL SIDING AND TRIM OVER AIR INFILTRATION BARRIFR ON NEW WOOD FRAMING
Susan,

Last week I went up on the existing roof and noticed a portion of the roof was lifting in the wind. After further inspection with our roofing contractor, G. Freeland Roofing Systems, we found that the neighboring building’s roof was laid over the Comm. On Aging roof. The issue with this is the fact that the newer roof that the neighbors installed will not adhere to Comm. On Aging roof. All along this seam there are pockets where the roof is not adhered and is causing leaking on the neighbors’ roof ultimately, we could see leakage from that seam in the Comm. On Aging building.

Proposal 1: Create Separating Wall

G. Freeland Roofing Systems have proposed a fix for the seam. There scope of work would include cutting out the improperly installed seam and install a new dividing wall. The wall would be constructed on the top of the existing roof framing. They would be installing a 2x8 separation parapet with a 24-gauge metal cap over the top. This wall would be the entire length of the east, adjoining, wall.

Proposal 1: Separating Parapet Cost Add .........................................................Subcontractor Quote = $5,175.00

10% Markup = $517.50
+ Bond Cost = $85.00
Total Add = $5,777.50

Proposal 2: Re-roof

Another option is to re-roof the entire building, fixing all the current issues. The re-roof was proposed in the original bid as an alternate. G. Freeland proposed work would consist of the removal of the existing roofing, insulation, flashings, and edge details. Install (2) layers of new 2” insulation, and 60 mil rubber roofing. Install new 2x6 nails at the outside edges with 24-gauge galvanized metal trim with Kynar finish. They would also be removing the old abandoned curbs and patch the roof deck. Within this proposal, they would be installing a new separator wall between adjacent building with a metal cap over the wall. (2) Chimney caps would also be supplied and installed. This new roof and trims would be covered with a 15-year material and workmanship guarantee supplied by the manufacturer.

Proposal 2: Re-roof Cost Add.................................................................Subcontractor Quote = $16,050.00

10% Markup = $1,605.00
+ Bond Cost = $257.00
Total Add = $17,912.00
Attached are pictures of the existing roof and the leak areas. If there are any questions or there is anything that I can clear up, please feel free to contact me.

Sincerely,

Nick Bentley
Steve Jones Construction, Inc.
1215 Maple Street
Big Rapids, MI 49307
231-796-5980 Office
231-796-0690 Fax
231-629-0017 Cell

nbentley@stevejonesconstructioninc.com
Senior Service Programs are funded in part through grant funding provided by Region VIII Area Agency on Aging, Office of Services to the Aging, DHS, VA, and United Way.

*Medical Transportation Provided by COA Staff and Van 11,914 Miles of Service/ Change from 2015 81 Increase
MEMORANDUM OF AGREEMENT
between the
MDHHS Aging and Adult Services Agency
And
Osceola County Thru its Commission on
Aging
for Senior Project FRESH/Market FRESH

Purpose: The Senior Farmers Market Nutrition Program (Senior Project FRESH/Market FRESH) will provide coupons for the purchase of fresh, nutritious, unprepared, locally grown fruits and vegetables from authorized farmers markets and roadside stands to individuals age 60 years and older with gross incomes at or below 185% of the poverty level who reside in Osceola County. Coupons will be distributed on a first-come, first-served basis during the period May 1 through September 30, 2017 for redemption during the period May 1 through October 31, 2017.

The MDHHS Aging and Adult Services Agency (AASA) agrees to:

A. Provide coupon books based on federal, state, and local dollar allocations.

B. Provide administrative direction and program coordination to local Senior Project FRESH/Market FRESH program lead agencies.

C. Provide training on the receipt, handling and processing of Senior Project FRESH/Market FRESH coupons distributed by AASA.

D. Provide computer based applications for maintenance of application data.

E. Conduct a desk audit each year of program operations, and, when feasible, an in-person visit every two years of the lead agency.

F. Provide at no charge, “And Justice for All” posters.

G. Provide reports on redemption as well as demographic data in a timely manner.

H. Will roll-over unspent 2016 monies for use in 2017 or will refund the remaining balance to the agency.

The Senior Project FRESH program sites located in Osceola County assures that:

A. Individuals enrolled in the Senior Project FRESH/Market FRESH program are eligible according to established guidelines (income, age, residence).

B. Program staff will participate in AASA offered training in the handling and distribution of Senior Project FRESH/Market FRESH coupons.
C. Nutrition education will be provided to all applicants. Nutrition education can be done through nutrition handouts, one-to-one counseling, group classes, market demonstrations, or other means as approved by the Office of Services to the Aging.

D. Staff and volunteers working with the Senior Project FRESH/Market FRESH program are trained in program guidelines.

E. Involved staff will submit required reports. Required reports include:
   b. Either completed spreadsheet with application data OR completed participant applications. Due December 1, 2017.

F. All applicants will be provided with referrals to nutrition counseling, congregate meals, home delivered meals, personal care and chore services, if requested.

G. All information pertaining to the applicant will be maintained within a secure environment that provides complete client confidentiality.

H. All applications will be kept by the lead agency for at least 3 calendar years in a secure location, as required by USDA guidelines.

I. Osceola County Commission on Aging assures the AASA that they are not on the “Excluded Parties List” and may receive coupons from federal funding sources as required by USDA. (http://www.sam.gov).

J. Will provide copies of civil rights policies, nondiscrimination, hearings, appeals, judicial review rights procedures upon request.

K. Will display “And Justice For All” posters at all distribution sites.

Signatures:

[Signature]
Senior Deputy Director, MDHHS
Aging and Adult Services

2/14/2017
## Boards / Authorities / Committees Appointments

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>APPOINEE</th>
<th>BOARD DATE</th>
<th>NEW OR REAPPOINTED</th>
<th>TERM EXPIRES</th>
<th>TERM LENGTH</th>
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<tr>
<td>Osceola County Building Board of Appeals</td>
<td>George Hollingshead - Building</td>
<td>3/3/2015</td>
<td>Reappointed</td>
<td>3/15/2017</td>
<td>2 Year</td>
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<td>6 Members - Appointed by BOC</td>
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<td>Keith Holmes - Building</td>
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<td>Reappointed</td>
<td>3/15/2017</td>
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March 7, 2017

BOARD OF COMMISSIONERS:

The following lists of contractors have agreed to be appointed to serve on the “Board of Appeals” for the Osceola County Building Department.

Herbert B. Phelps
Plumbing/Mechanical
17358 Meceola Rd.
Hersey, MI 49639
231-832-3257
License #81-10058

George Hollingshead
Building Contractor
911 Evart St.
Evart, MI 49631
231-590-8608
License #2101105584

Shane Helmer
City of Evart Fire Chief
PO Box 161
Evart, MI 49631
231-388-3195

Kevin Miller
Electrical Contractor
519 E Main St.
Marion, MI 49665
231-743-6423
License #61-08230

Jim Peterson
Building Contractor
18882 140th Ave.
Leroy, MI 49655
231-829-3780
License #2102153258

Keith Holmes
Building Contractor
19519 150th Ave.
Tustin, MI 49688
231-878-1055
License #2101030235

Terrance Gerber
Building Contractor
415 S. Morse St.
Reed City, MI 49677
231-846-0047
License #2102113056

The appointments to this board must be approved by the chairman of the Board of Commissioners (Public Acts 1992-125.1514)

Thank you,

Donald LaBrenz II
Osceola County Building Official

DL/sar
STILLE-DEROSSET-HALE SINGLE STATE CONSTRUCTION CODE ACT (EXCERPT)
Act 230 of 1972

125.1514 Construction board of appeals; creation; appointment, qualifications, and terms of
members; appeal to board; hearing; decision; statement of reasons for decision; appeal to
commission; copy of decision; additional powers or duties; procedures; conducting
business at public meeting; notice; availability of certain writings to public.

Sec. 14. (1) A construction board of appeals for each governmental subdivision enforcing the code shall be
created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the
governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of
appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and
the chairperson of the county board of commissioners of a county. A member of the board of appeals shall be
qualified by experience or training to perform the duties of members of the board of appeals. A person may
serve on the board of appeals of more than 1 governmental subdivision. If an enforcing agency refuses to
grant an application for a building permit, or if the enforcing agency makes any other decision pursuant or
related to this act, or the code, an interested person, or the person's authorized agent, may appeal in writing to
the board of appeals. The board of appeals shall hear the appeal and render and file its decision with a
statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more
than 30 days after submission of the appeal. Failure by the board of appeals to hear an appeal and file a
decision within the time limit is a denial of the appeal for purposes of authorizing the institution of an appeal
to the commission. A copy of the decision and statement of the reasons for the decision shall be delivered or
mailed, before filing, to the party taking the appeal.

(2) This act does not prevent a governmental subdivision from granting its board of appeals additional
powers or duties not inconsistent with this act, or from establishing procedures to be followed by its board of
appeals insofar as the procedures do not conflict with this act. Except as otherwise provided by this act, or by
other laws or ordinances, a board of appeals may by rules establish its own procedures.

(3) The business which the board of appeals may perform shall be conducted at a public meeting of the
board of appeals held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time,
date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of
1976.

(4) A record of decisions made by the board of appeals, properly indexed, and any other writing prepared,
owned, used, in the possession of, or retained by the board of appeals in the performance of an official
function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

1978.

Popular name: Act 230

Popular name: Uniform Construction Code
This Intergovernmental Agreement ("the Agreement") is made between the West Michigan Shoreline Regional Development Commission (WMSRDC), 316 Morris Avenue, Suite 340, Muskegon, MI 49440 and Osceola County, a Michigan Municipal Corporation hereafter referred to as the Political Subdivision. The term of this agreement is from the date of execution through May 31, 2019, the end of the FY 2016 Homeland Security Grant.

PURPOSE OF THE GRANT The FY 2016 Homeland Security Grant Program supports State and local efforts to prevent terrorism and other catastrophic events, and prepares the nation for the threats and hazards that pose the greatest risk to the security of the United States.

PURPOSE OF AGREEMENT The WMSRDC and the Political Subdivision enter into this Agreement for the purpose of delineating the relationship and responsibilities between the WMSRDC and the Political Subdivision, and the Region 6 Homeland Security Planning Board, regarding the FY 2016 Homeland Security Grant Program ("Grant Program") and use of Grant Program funds, including but not limited to, the purchase, use, and tracking of equipment purchased with Grant Program funds, purchase or reimbursement of services with Grant Program funds, and/or reimbursement for certain salaries and/or backfill/overtime with Grant Program funds.

The WMSRDC was designated Fiduciary for the FY 2016 Homeland Security Grant Program by the Region 6 Homeland Security Planning Board.

The WMSRDC accepted the position of Fiduciary and as a result entered into the FY 2016 Homeland Security Grant Program Agreement with the State of Michigan.

It is hereby recognized by both parties that the State of Michigan, Michigan Department of State Police, Audit Office, has determined that the subgrantee is collectively the WMSRDC and the Region 6 Homeland Security Planning Board.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **WMSRDC RESPONSIBILITIES**

   - The WMSRDC shall comply with all requirements set forth in the Grant Program Agreement between the WMSRDC and the State of Michigan.
➢ The WMSRDC shall comply with all requirements set forth in the FY 2016 Homeland Security Grant Program Guidance.

➢ The WMSRDC shall purchase equipment with Grant Program funds in accordance with the WMSRDC's purchasing policies and procedures. The Region 6 Homeland Security Planning Board shall determine what type of equipment will be purchased and who shall receive such equipment.

➢ Per the FY 2016 HSGP Agreement requirements, the WMSRDC (the Subrecipient) shall create and maintain an inventory of all equipment purchases in Accordance with 2 CFR, Part 200.313. Within 30 days of the end of the WMSRDC's fiscal year, the WMSRDC must supply a copy of this inventory to the Michigan State Police.

➢ The WMSRDC shall transfer ownership and legal title to the equipment purchased with Grant Program advanced funds to the Political Subdivision, designated by the Region 6 Homeland Security Planning Board, via the Transfer of Ownership Agreement. The WMSRDC's Executive Director shall execute the Transfer of Ownership Agreement and the Osceola County Board Chairman shall execute the Transfer of Ownership Agreement on behalf of the Political Subdivision.

➢ The WMSRDC shall notify each Political Subdivision at the end of its fiscal year of the dollar amount of equipment that has been purchased for the Political Subdivision and the dollar amount reimbursed the Political Subdivision for the purchases it made.

➢ The WMSRDC shall reimburse or purchase services for the Political Subdivision with Grant Program funds, as directed by the Region 6 Homeland Security Planning Board. Such funds shall only be transferred or services purchased after the applicable Request for Reimbursement Form is properly executed by the Parties including proof of payment if required. The WMSRDC's Executive Director shall execute the Forms and the Osceola County Board Chairman shall execute the Forms on behalf of the Political Subdivision.

➢ The WMSRDC shall reimburse the Political Subdivision as directed by the Region 6 Homeland Security Planning Board, with Grant Program funds for salaries and backfill/overtime for authorized Political Subdivision employees and/or agents. Such funds shall only be transferred after the applicable Request for Reimbursement Form is properly executed by the Parties including proof of payment if required. The WMSRDC's Executive Director shall execute the Forms and the Osceola County Board Chairman shall execute the Forms on behalf of the Political Subdivision.

➢ The WMSRDC shall provide an executed copy of this Agreement to the Political Subdivision.

2. POLITICAL SUBDIVISION RESPONSIBILITIES

➢ Activities implemented under the SHSP must support national terrorism preparedness by building or enhancing capabilities related to preventing, preparing for, protecting against or responding to acts of terrorism to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support
preparedness for other hazards. This dual-use quality must be demonstrated for an activity to be eligible.

- Upon receipt of equipment purchased with advanced Grant Program funds, the Political Subdivision shall execute the Transfer of Ownership Agreement for each piece of equipment. The Political Subdivision will not obtain title to the equipment and will not be permitted to use the equipment until the WMSRDC receives an executed Transfer of Ownership Agreement. The Political Subdivision agrees to be bound by all terms and conditions of the Transfer of Ownership Agreement.

- The Political Subdivision recognizes that a portion of the FY 2016 Homeland Security Grant Program is allocated directly to the thirteen counties; with the stipulation that all county projects must be approved by the Region 6 Homeland Security Planning Board and be consistent with regional investments established by the Grant.

- Upon execution of the Transfer of Ownership Agreement, the Political Subdivision shall be solely responsible for the equipment, including but not limited to the following:
  - Operation of the equipment;
  - Maintenance and repair of the equipment;
  - Replace or repair equipment which is willfully or negligently lost, stolen, damaged, or destroyed;
  - Investigate, fully document, and make part of the official Grant Program records any loss, damage, or theft of equipment;
  - Insurance for the equipment if required by law or if the Political Subdivision deems appropriate in its discretion;
  - Training for use of the equipment, if training is not included with the purchase of the equipment; and
  - Liability for all Claims arising out of the Political Subdivision's use of the equipment;
  - Report any disposal of the equipment to the WMSRDC.

- The Political Subdivision shall comply with and shall use the equipment and program funds in accordance with the FY 2016 Homeland Security Grant Program Guidance and the applicable, Alignment and Allowability Form (AAF) or equivalent form used by MSP, approved by the State of Michigan. If the actual use is not consistent with what is stated in the approved AAF, the Political Subdivision shall be responsible for disallowed costs or audit exceptions.

- The Political Subdivision shall keep the WMSRDC informed of the location of the equipment and confirm this annually. If the equipment by its nature is mobile, the Political Subdivision must provide a general location or "home-base" where the equipment can be found. If the location of the equipment changes, the Political Subdivision shall provide the new location to the WMSRDC upon execution of the
Transfer of Ownership Agreement and continue until three (3) years after the close of this Grant Program.

➢ The Political Subdivision shall list all equipment transferred to it pursuant to the Transfer of Ownership Agreement on its Schedule of Expenditures of Federal Awards.

➢ Except for equipment that is disposable or expendable, the Political Subdivision shall inform the WMSRDC if it plans to dispose of the equipment and work with the WMSRDC regarding any issues associated with disposal of the equipment.

➢ The Political Subdivision shall be solely responsible for all costs, fines, and fees associated with the use and misuse of the equipment and program funds, including but not limited to costs for replacing the equipment or costs, fines, or fees associated with an ineligible use determination by auditors.

➢ The Political Subdivision shall make the equipment available to the WMSRDC and State and Federal Auditors upon request.

➢ Prior to reimbursement for the purchase of services and/or salaries or backfill/overtime, the Political Subdivision shall properly execute the applicable Request for Reimbursement Forms and any other applicable forms the WMSRDC deems necessary for such reimbursements or purchases. The Political Subdivision shall not receive reimbursement for services, salaries, and/or overtime until all applicable Request for Reimbursement Forms are properly executed including proof of payment if required. The WMSRDC, in its sole discretion, shall determine if the Request for Reimbursement Forms are properly executed.

➢ The Political Subdivision shall comply with the WMSRDC’s purchasing policies and procedures.

➢ Supplanting is not permitted.

3. REGION 6 HOMELAND SECURITY PLANNING BOARD RESPONSIBILITIES

The Parties agree and acknowledge that the Region 6 Homeland Security Planning Board shall have the following responsibilities:

➢ Utilize a regional approach in reviewing and approving projects;

➢ Undertake studies and make recommendations on matters of emergency management and homeland security to Political Subdivision in the Region;

➢ Prepare and present to the State Homeland Security Advisory Council findings of activities and initiatives undertaken in the Region;

➢ Hold public meetings, guided by the Michigan Open Meetings Act;

➢ Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by Federal and State Homeland Security Grant Program requirements;
➢ Establish sub-committees and/or project managers to carry out its work;

➢ Advocate for, monitor, and actively engage in the implementation of the Regional Homeland Security Strategy; and be responsible for compliance with the FY 2016 Grant Program guidance, and the investments therein.

➢ Determine (i) what will be purchased with the Grant Program funds, (ii) what equipment each Political Subdivision will receive, and (iii) convey this information to the WMSRDC immediately after such determinations are made.

4. DURATION OF INTERGOVERNMENTAL AGREEMENT

This Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party and shall end when terminated and/or cancelled pursuant to Section 6. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party.

5. ASSURANCES

➢ Each Party shall be responsible for its own acts and the acts of its employees, and agents, the costs associated with those acts, and the defense of those acts.

➢ The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

➢ Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws, and requirements applicable to its activities performed under this Agreement, including but not limited to the Grant Program Agreement and the FY 2016 Homeland Security Grant Program Guidance.

➢ Each party shall assure professional conduct and cooperative work. Should concerns or complaints arise from either a representative of the Political Subdivision or of the WMSRDC; they should be submitted in writing on letterhead and be signed by the county administrator, city manager or executive director, as appropriate. A period of 30 days must be given for response to the concern/complaint, after which all parties will attempt to resolve the issues.

➢ The Political Subdivision shall assure that a request by its representative to the Region 6 Homeland Security Planning Board to submit a petition to the Michigan State Police to terminate its Grant Agreement with the WMSRDC will only be through a resolution of its governing body, which will be copied to the WMSRDC. The request to Michigan State Police would be governed by the terms of the Grant Agreement. The WMSRDC may give 30 days' notice directly to Michigan State Police of its intent to cancel the Grant Agreement, in accordance with provisions in that agreement.
6. **TERMINATION OR CANCELLATION OF AGREEMENT**

Either Party may terminate and/or cancel this Agreement upon thirty (30) days’ notice to the other Party. The effective date of termination and/or cancellation shall be clearly stated in the notice. If this Agreement is terminated and/or cancelled, the Transfer of Ownership Agreements executed prior to the date of termination and/or cancellation shall remain valid and govern the Parties’ duties and obligations regarding equipment transferred to the Political Subdivision, and the Parties shall execute Transfer of Ownership Agreements for all equipment ordered by the WMSRDC prior to the date of termination and/or cancellation.

7. **NO THIRD PARTY BENEFICIARIES.**

Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.

8. **DISCRIMINATION**

The Parties shall not discriminate against their employees, agents, applicants for employment, or other persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.

9. **PERMITS AND LICENSES**

Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.

10. **RESERVATION OF RIGHTS**

This Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

11. **DELEGATION/SUBCONTRACT/ASSIGNMENT**

Neither Party shall delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

12. **NO IMPLIED WAIVER**

Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or
provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

13. SEVERABILITY

If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

14. CAPTIONS

The section and subsection numbers, captions, and any indexes to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

15. NOTICES

Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

➤ If Notice is sent to the West Michigan Shoreline Regional Development Commission, it shall be addressed and sent to: Erin Kuhn, Executive Director, WMSRDC, 316 Morris Avenue, Suite 340, Muskegon, MI 49440.

➤ If Notice is sent to the Political Subdivision, it shall be addressed and sent to:

Larry Emig, Chairman of the Board of Commissioners
Osceola County
301 W. Upton Avenue, Reed City, MI 49677

➤ Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

16. GOVERNING LAW

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.
17. AGREEMENT MODIFICATIONS OR AMENDMENTS

Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and executed by both Parties.

18. ENTIRE AGREEMENT

This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Erin Kuhn, Executive Director, West Michigan Shoreline Regional Development Commission, hereby acknowledges that she has been authorized by a resolution of the West Michigan Shoreline Regional Development Commission, to execute this Agreement on behalf of the West Michigan Shoreline Regional Development Commission, and hereby accepts and binds the West Michigan Shoreline Regional Development Commission to the terms and conditions of this Agreement.

EXECUTED: ___________________________ DATE: ________________
Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission

WITNESSED: ___________________________ DATE: ________________

IN WITNESS WHEREOF, Larry Emig, hereby acknowledges that he/she has been authorized by a resolution of the Board of Commissioners of Osceola County, to execute this Agreement on behalf of Osceola County, and hereby accepts and binds to the terms and conditions of this Agreement.

EXECUTED: ___________________________ DATE: ________________

WITNESSED: ___________________________ DATE: ________________
DUTIES TO THE DISABLED STUDENT
(AMERICANS WITH DISABILITIES ACT OF 1990)

I. Application of the ADA to the Educational Process: In 1990, President Bush signed into law the Americans with Disabilities Act of 1990 (ADA). The ADA provides broad protection to the disabled in areas of employment, public accommodations provided by private entities and telecommunications.

A. Applicability: Title III of the ADA includes in its definition of public accommodation an “undergraduate” or postgraduate private school, or other place of education. In addition, it includes in the definition exams and courses.

B. General Prohibitions of discrimination: As a general rule, individuals cannot be discriminated against on the basis of a disability in the “full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations…”

II. Duty of Accommodation

A. Scope

1. Protection is provided to individuals:

   a. with physical or mental disability

   b. with a history of having such a disability

   c. who are regarded by the public as having a disability

2. A protected disability is a physical or mental impairment that substantially limits a person in some major life activity (i.e., ability to walk, talk, work, see, hear, study, read, learn) “Substantially limited” is based on:

   a. nature and severity

   b. duration - or expected duration
c. permanent or expected impact

3. Limits to protection

a. Temporary disabilities: a disability of limited duration with no long term effect (i.e., sprain, infection, pregnancy)

b. A disability which excludes a candidate from a specialized job or professional requiring extraordinary skill or talent. The individual can still perform various other positions within the scope of training.

c. Statutory exemptions

1) Current illegal drug use (previous use is protected)

2) Person with disorders caused by alcohol that impacts job performance

3) Pedophiles

4) Compulsive gamblers

5) Homosexuals, bisexuals, transsexuals, transvestites

6) Voyeurs

7) Pyromaniacs

8) Exhibitionists

9) Kleptomaniacs

III. Activities that Are Prohibited:

A. Denial of participation

B. Participation of unequal benefit

C. Separate benefit

D. Opportunity to participate

E. Administrative methods

1. It is discriminatory to impose or apply eligibility criteria that tend to screen out disabled individuals unless the criteria is shown to be necessary or essential function for the provision of the educational opportunity.
2. It is discriminatory to fail to make reasonable modifications to policies, practices, or procedures, unless you can demonstrate that making such accommodations would fundamentally alter the nature of the educational opportunity.

3. Not obligated to waive, modify program requirements or lower academic requirements which are reasonable and nondiscriminatory.

IV. Special Considerations for Examinations and Courses:

A. In general, examinations and courses must be offered in a place and manner accessible to persons with disabilities.

B. The specific requirements include:

1. Modifications
   a. Must make modifications to a course that ensure that the place and manner in which the course is given is accessible.

2. Suggested modifications
   a. Change in length of time permitted to complete the course.
   b. Substitution of specific requirements
   c. Change in the manner in which the course is conducted

3. Provision of auxiliary aids
   a. Must provide appropriate adjunctive aids and services (specialized voice activated computers, readers, translators, videotaped lectures, prepared notes, large print materials)
   b. Put the burden of proof back on the student to determine what needs to be provided.
   c. Auxiliary aids not required if it would fundamentally alter the measurement of the skills or knowledge the exam is trying to measure.

V. Defenses to Accommodation

A. Necessity

1. If eligibility criteria is necessary to providing an educational opportunity
   House Committee on Education and Labor states that: “A public accommodation may...impose rules and criteria that are necessary for the safe operation of its business...Safety criteria, however, must be based on actual risks and not on speculation, stereotypes, or generalizations about disability”

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B. Fundamental alteration
1. A modification that is so significant that it alters the essential nature of the education

C. Undue Burden
1. "Significant difficulty or expense". Factors to be considered include:
   a. the nature and cost of the action needed
   b. overall financial resources of the institution, the number of students, the effect on expenses, resources, and legitimate safety requirements.
   c. In establishing any eligibility criteria which would tend to screen out disabled persons, consider whether those requirements are necessary to providing the education. Are they essential requirements for completion of the program?

D. Direct threat defense
1. "Significant risk to the health and safety of others that cannot be eliminated by a modification of policy, practice or procedure, or by the provision of auxiliary aids or services"
2. Need to determine the:
   a. nature, duration, and severity of the risk
   b. probability that the potential injury will actually occur
   c. whether reasonable modifications will decrease the risk
   d. When confronted with a disabled student who poses a direct threat to the health and safety of others, consider the following:
      1) Is the risk so significant that a modification will not eliminate the risk?
      2) That the determination of "risk" is based on an individualized assessment using reasonable judgment based on objective evidence of medical knowledge.

VI. Summary
A. Identify essential functions and standards of course program completion. Make these known prior to the student’s entry into the program.
B. Identify what a disabled person can do, not what he cannot do

C. When making reasonable accommodations, an institution does not have to waive or modify program requirements or lower academic standards.

D. Shift the burden of accommodation to the disabled individual. Have him/her identify what special aids will be needed.

E. Establish a consistent, objective system for individual’s assessment of disabled students who demonstrate an inability to effectively perform or succeed.

Approved by a majority of the Osceola County Board of Commissioners at its regular meeting on March 7, 2017

Larry Emig, Chairman
Osceola County Board of Commissioners

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Osceola County Emergency Medical Services
306 Patterson Rd Reed City Michigan 49677

Jeremy Beebe, EMT-P
Director

GUIDELINES for CONFIDENTIALITY OF STUDENT INFORMATION/RECORDS

I. Family Education Rights and Privacy Act of 1974 (FERPA)

A. Introduction

1. Helps protect the privacy of student records

2. Generally applies to all educational institutions which receive federal funding

3. Provides for the:

   a. Right to inspect and review education records

   b. Right to seek to amend those records

   c. Right to limit disclosure of information from the records

4. Written consent is required prior to disclosure of any personally identifiable information.

B. Who is protected?

1. Students who are currently enrolled or formerly enrolled regardless of age or status in regard to parental dependency.

2. Parents of “dependent” students have access to student records.

3. Deceased students.

C. What are educational records?

1. Those records that are directly related to a student and maintained by the institution or by as party acting for the institution.

2. “Records” is defined as “any information regarded in any way, including but not limited to, handwriting, print, film, microfilm.”
3. Any records which are shared with or accessible to another individual.

D. Exclusions

1. Sole possession records or private notes which are not accessible or released to other personnel.
2. Law enforcement, campus security records
3. Records pertaining to employment by the institution
4. Records relating to treatment provided by a physician, psychiatrist or other recognized professional and disclosed only to those involved in the treatment. “Treatment” does not include remedial activities such as tutoring.
5. Records which contain information obtained only after the person is no longer a student (i.e. alumni)

E. Disclosure

1. “To permit access to or to release, transfer, or otherwise communicate by any means the contents of education records or personally identifiable data therein to another person, agency, or organization.

F. Permissible disclosure

1. Can be made to:
   a. School personnel
   b. Instructors who have legitimate educational interests.
   c. Another school where the student is seeking enrollment
2. Information in connection with a health or safety emergency if that information is needed to protect the health or safety of that student or other persons.

G. Directory information

1. “Directory information” may be disclosed without violating FERPA
2. Includes:
   a. Student’s name
   b. Major field of study
   c. Dates of attendance

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d. Degree and awards received

H. Written consent to disclose personally identifiable information

1. Must include:
   a. Specific records that may be disclosed
   b. Purpose of the disclosure
   c. Party or parties to whom disclosure may be made

I. Personally identifiable information

1. Includes:
   a. Student's name
   b. Name of student’s parents or other family members
   c. Student’s address or family address
   d. Social security or student number
   e. List of personal characteristics

J. When is consent not required?

1. School officials
2. Schools to which the student is seeking enrollment
3. Federal, state, or local authorities of financial aid or law enforcement
4. Accrediting organizations
5. To parents of dependent child
6. To comply with judicial order or subpoena
7. Health or safety emergency
8. Directory information
9. To the student
10. Results of disciplinary hearing to an alleged victim of a crime of violence

II. State Law Protection of Student Records

A. Michigan Codified Law 600.2165
   1. Prohibits instructors or other professional persons engaged in character building, and who maintain records of student behavior or who have records in their custody from disclosing in any civil or criminal proceedings any information obtained from the records or communications.

B. Maintaining student records
   1. State Department of Education requires maintaining records for a minimum of 5 years.
   2. Should include: all evaluations, progress records, terminal examinations, final grades and credits awarded, counseling recommendations.

Approved by a majority of the Osceola County Board of Commissioners at its regular meeting on March 7, 2017

Larry Emig, Chairman
Osceola County Board of Commissioners
Osceola County Emergency Medical Services
306 Patterson Rd Reed City Michigan 49677
Jeremy Beebe, EMT-P
Director

COURSE COORDINATOR POSITION DESCRIPTION

Date: March 7, 2017
Prepared by: Jeremy Beebe, Director Revised: N/A
Approved by: Osceola County Board of Commissioners

ENTRY REQUIREMENTS:
- High School Graduate
- EMS Provider Licensure (MDHHS BETP) at least the EMT level
- Licensed EMS Instructor-Coordinator (MDHHS BETP)
- BLS Instructor
- EMT-S/Paramedic Licensure preferred
- Three (3) years field experience preferred
- Previous course coordination experience preferred
- Previous instructional experience preferred
- Previous general administrative experience preferred
- Academic credentialing preferred

ORGANIZATION:
- This position exists within the Program Sponsor with primary reporting responsibilities to the Fire Chief.
- This position has contact with the Program Sponsor, area Medical Directors, interfacing departments, and area emergency medical service personnel.

HUMAN RELATIONS SKILLS:
- Must have ability to plan, coordinate and teach training programs within the scope of the contracted courses.
- Must have the ability to maintain effective interpersonal communications with EMS staff, volunteers, governmental agencies, medical staff, and other health care/emergency service providers.
- Must have high level of confidentiality and sensitivity.
- Collaborates with other health care professionals in the care of patients.
- Respects the needs and rights of co-workers, students, patients, and the public.
- Assists in promoting and maintaining positive relationships within the EMS field.

PROBLEM SOLVING AND INITIATIVE:
- Ability to instruct well to all types of students and to deal with problems that can be presented in the training setting.
- Ability to work with minimal supervision/direction to accomplish desired objectives.

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Ability to gather information or research problems/concerns and present facts for action by others within reporting responsibility.
Individual must have the ability to exercise good judgment in decisions and be able to work with minimal supervision/direction to accomplish desired objectives.
Must exhibit high degree of self-motivation.

WORKING CONDITIONS:
• Work can be demanding. Position requires a flexible working schedule with evenings and occasional weekend responsibilities.
• Travel by personal auto to and from the courses will be required.

SPECIFIC DUTIES/RESPONSIBILITIES:
This list of specific duties encompasses the major range of duties/responsibilities to be performed. It should be noted and understood that this is not intended to be a complete listing and that such duties/responsibilities are subject to change and/or adjustment. It is further understood that this listing will include all other duties as assigned.
• Be present at all classes for the education program, or ensure that a qualified Instructor-Coordinator is present. Notify the program sponsor in advance of absences.
• Adhere to all Michigan Department of Consumer and Industry Services requirements for an approved program.
• Arrange for all instructors for the program.
• Make sure that all instructors possess the knowledge and skills appropriate to their area of Course Instruction.
• Ensure that instructors receive a copy of the MDHHS BETP objectives and the course text with appropriate page numbers concerning their topic prior to the scheduled time for their class.
• Be prepared to instruct any class, in case an instructor is unable to attend.
• Ensure that all students are provided with the Michigan Department of Consumer & Industry Services course objectives at the first class session.
• Ensure that all students are provided with a course syllabus at the first class session.
• Collect all fees from the students and submit to the program sponsor.
• Maintain all course records (attendance, test results, clinical experience, etc.) for the program.
• Submit all instructor expense forms to the program sponsor for payment.
• Keep records of all student payments and instructor expenses.
• Prepare all handouts for the program.
• Arrange for all equipment, including audiovisual, needed for each class.
• Conduct reviews of the test instruments and procedures used and make recommendations for revision when necessary.
• Obtain all course completion materials from the program sponsor.
• Keep track of the clinical scheduled and notify the clinical agency of the schedule in advance of the student’s arrival.
• Keep the program sponsor informed as to the status of the course.
• Administer the course final and written practical exams.
• Inform the program sponsor of any student who fails the course and provide written documentation of why the student failed.
• Set up, with the MDHHS BETP Regional Coordinator, the Licensing Examination.

Approved by a majority of the Osceola County Board of Commissioners at its regular meeting on March 7, 2017

Larry Emig, Chairman
Osceola County Board of Commissioners

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Tammy Forbush  
Michigan Department of Health & Human Services (MDHHS)  
Bureau of EMS, Trauma, & Preparedness (BETP)  
Division of EMS and Trauma  
P.O. Box 30207  
Lansing, MI 48909-0207

March 7, 2017

Dear Tammy;

This letter is to serve as verification that the Program Course Coordinator, Shane Helmer, is an employee of the Osceola County EMS. Mr. Helmer holds the position of Paramedic and is responsible for this Department's education program.

Thank you for your consideration of this statement.

Sincerely,

Larry Emig, Chairman  
Osceola County Board of Commissioners
Osceola County Emergency Medical Services
306 Patterson Rd Reed City Michigan 49677
Jeremy Beebe, EMT-P
Director

EMS INSTRUCTOR POSITION DESCRIPTION

Prepared by: Jeremy Beebe, Director
Revised: N/A

Approved by: Osceola County Board of Commissioners

ENTRY REQUIREMENTS:
- High School Graduate
- EMS Provider Licensure (MDHHS BETP) at least the EMT level
- Licensed EMS Instructor-Coordinator (MDHHS BETP)
- BLS Instructor
- EMT-S/Paramedic Licensure preferred
- Three (3) years field experience preferred
- Previous course coordination experience preferred
- Previous instructional experience preferred
- Previous general administrative experience preferred
- Academic credentialing preferred

ORGANIZATION:
- This position exists within the Program Sponsor with primary reporting responsibilities to the Course Coordinator.
- This position has contact with the Program Sponsor, area Medical Directors, interfacing departments, and area emergency medical service personnel.

HUMAN RELATIONS SKILLS:
- Must have ability to plan, coordinate and teach training programs within the scope of the contracted courses.
- Must have the ability to maintain effective interpersonal communications with EMS staff, volunteers, governmental agencies, medical staff, and other health care/emergency service providers.
- Must have high level of confidentiality and sensitivity.
- Collaborates with other health care professionals in the care of patients.
- Respects the needs and rights of co-workers, students, patients, and the public.
- Assists in promoting and maintaining positive relationships within the EMS field.

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PROBLEM SOLVING AND INITIATIVE:
- Ability to instruct well to all types of students and to deal with problems that can be presented in the training setting.
- Ability to work with minimal supervision/direction to accomplish desired objectives.
- Ability to gather information or research problems/concerns and present facts for action by others within reporting responsibility.
- Individual must have the ability to exercise good judgment in decisions and be able to work with minimal supervision/direction to accomplish desired objectives.
- Must exhibit high degree of self-motivation.

WORKING CONDITIONS:
- Work can be demanding. Position requires a flexible working schedule with evenings and occasional weekend responsibilities.
- Travel by personal auto to and from the courses will be required.

SPECIFIC DUTIES/RESPONSIBILITIES:
This list of specific duties encompasses the major range of duties/responsibilities to be performed. It should be noted and understood that this is not intended to be a complete listing and that such duties/responsibilities are subject to change and/or adjustment. It is further understood that this listing will include all other duties as assigned.
- Adhere to all Michigan Department of Consumer and Industry Services requirements for an approved program.
- Ensure that all students are provided with the Michigan Department of Consumer & Industry Services course objectives at the first class session.
- Ensure that all students are provided with a course syllabus at the first class session.
- Collect all fees from the students and submit to the Course Coordinator.
- Obtain all course records (attendance, test results, clinical experience, etc.) for the program and submit to the Course Coordinator.
- Submit all instructor expense forms to the course coordinator for payment.
- Provide the course coordinator with records of all student payments and instructor expenses.
- Prepare all handouts for the program.
- Arrange for all equipment, including audiovisual, needed for each class.
- Conduct reviews of the test instruments and procedures used and make recommendations for revision when necessary.
- Obtain all course completion materials from the course coordinator.
- Keep track of the clinical scheduled and notify the clinical agency of the schedule in advance of the student’s arrival.
- Keep the program course coordinator informed as to the status of the course.
- Administer the course final and written practical exams.
- Inform the course coordinator of any student who fails the course and provide written documentation of why the student failed.

Larry Emig, Chairman
Osceola County Board of Commissioners

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Osceola County Emergency Medical Services
306 Patterson Rd Reed City Michigan 49677
Jeremy Beebe, EMT-P
Director

CONTRACTUAL AGREEMENT
Between
Osceola County EMS
And
Dr. Harold Moores III

This agreement is hereby entered into this 7th day of March 2017,
Between Osceola County EMS hereafter called the "Sponsor", and Dr. Harold Moores III hereafter called the "Medical Director". This agreement serves for the provision of Medical Direction for a EMT level Program to be held Osceola County Emergency Management Building. The starting date of this March 7th 2017 and the ending date is March 7, 2020.

The said parties, for the consideration hereinafter mentioned, hereby agree to the following:

1. The physician named above is being engaged by the Sponsor to act as its Medical Director whose major duties and responsibilities are outlined and described by the Sponsor in the description attached as Section 2. The Sponsor’s Responsibilities are outlined in Section 1.

2. It is recognized that the Medical Director is an independent agent and not an employee of the Sponsor.

3. It is recognized that this is not an exclusive agreement for services between the Sponsor and the Medical Director, and that either party may enter into such additional agreements for similar services as is required.

4. This agreement may be canceled by either party with or without cause by providing ninety (90) days written notice from one party to the other.

5. This agreement may not be assigned by either party to any third party.

6. Any subcontracting of work to be performed under this agreement shall be subject to the advanced written approval of the Sponsor.

7. The Osceola County EMS agrees to indemnify and hold the Dr. Harold Moores III harmless from and against all claims, damages, losses and expenses (including, but not limited to, attorney fees) arising out of the performance of this agreement.

8. The agreement shall be governed by and interpreted under the laws of the State of Michigan.

9. This agreement may be amended in writing by mutual agreement between the parties.

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Section 1: Responsibilities of the Program Sponsor the Program Sponsor,

Osceola County EMS Will:

1. Be ultimately responsible for the training program.
2. Name Jeremy Beebe as its primary representative for the administration of this agreement.
3. Pay the course Medical Director, Dr. Harold Moores III a total of ZERO. This will be paid in four (4) Equal payments of ZERO on a quarterly basis throughout the duration of the course. Payment of the final will be made following completion of the course.
4. Provide liability insurance coverage for the Medical Director for this training program.
5. Prior to application for Approval to Conduct a Training Program, review the curriculum and course schedule with the Medical Director.
6. Review with the Medical Director the responsibilities listed in Section 2.
7. Agree upon scheduled time for the Medical Director to participate in course activities.

Section 2: Responsibilities of the Medical Director.

The Medical Director will:

1. Agree to provide the Sponsor with medical direction of programs as outlined in the dates of this agreement.
2. Review the training curriculum, as provided by the Program Sponsor, for medical correctness.
3. Approve all instructors that will be utilized during the program, assuring that all of the instructors possess the knowledge and skills appropriate to their area of instruction.
4. Review the test instruments and evaluation procedures that are used throughout the course and make recommendations for revision when necessary.
5. Attend, or possibly provide some of the course lecture sessions.
6. Attend and participate in the course practical skill sessions serving as an instructor for those sessions.
7. Participate in the course final practical examinations.
8. Discuss with the Sponsor and Course Coordinator (Primary I/C) the competency of individual students.
9. Assure the competency of students who meet the requirements to pass from the course and who apply for state examination and licensure.

This contractual agreement is entered into by:

______________________________
Sponsor’s Representative

______________________________
Sponsor’s Name

______________________________
Address

______________________________
Date

______________________________
Medical Director Printed Name and Signature

Address

Date

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HOSPITAL/EMS AGENCY AGREEMENT

CLINICAL AGREEMENT

This agreement made this 7th Day of March 2017. By and between Osceola County EMS and Spectrum Health Services. A Michigan nonprofit corporation at ____________ (The “hospital”) is intended to set forth the working relationships between Osceola County EMS And the hospital relating to clinical experience for emergency medical technicians.

INTRODUCTION

Clinical experience is an integral part of an education program for Basic Emergency Medical Technician.

The hospital possesses certain facilities, equipment, services and personnel ("services") conducive to the obtaining of these skills and is willing to grant students access to and use of such services for the purposes of their education.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. Scope of Services

1.1 (Agency) agrees during the term of this agreement to:

a. Schedule student and their respective clinical experiences at times agreed upon by (agency) and the hospital. A copy of the schedule will be supplied to the hospital in advance of each students participation.
b. Appoint a representative for clinical coordination ("Clinical Coordinator") who shall be a licensed Paramedic and who shall coordinate all aspects of this agreement with the designated hospital representative.
c. Orient the hospital representative to the objectives of the program and the teaching methods employed.
d. Review and select qualified students for the participation in the program.
e. Require evidence of an annual chest x-ray or tuberculosis skin test, rubella vaccination or evidence of rubella titer 1;8 or above, and Heptavac B vaccination of students in direct contact with patients. Faculty and students must comply with attached student immunization requirements.
f. Cause the students participating in the program to abide by applicable rules and regulations set by the hospital and to report to the hospital representative in charge while on the hospital premises.
g. Provide professional liability insurance and general liability insurance in the amount of one million dollars per occurrence with an aggregate of three million dollars.
h. Students must be trained in OSHA blood borne pathogen before clinical experience.

1.2 The hospital agrees during the terms of this agreement to:

a. Permit students access to and use of its services in accordance with the instructional plan established by (agency) and the hospital.
b. Appoint a representative ("hospital representative") who will coordinate the use of hospital services by the students.
c. Provide access to the cafeteria for students who shall pay for their own meals.
d. Provide emergency medical care consistent with hospital policies to students in the program should such care become necessary while students and faculty are on hospital premises. The recipients of such care are solely responsible for payment for services rendered.
e. Provide access to and use of various sources of information for educational purposes, including but not limited to, nursing station references, pertinent procedures and policy manuals, standard clinical references such as medical dictionaries and information on
diagnostic tests, drugs, etc. And use of the library and audio equipment as may be available.

f. Upon request, hospital will furnish a copy of pertinent hospital rules, to clinical coordinator and regulations.

2. **Policies and Procedures (agency)** will comply with the hospital’s policies, rules, regulations and procedures related to patient safety, including but not limited to appropriate health requirements, infection control procedures and general safety requirements.

3. **Limitations on Clinical Access.** The hospital reserves the right to restrict any and all student activity when, in the sole direction of the hospital representative, the welfare of any patient so required such restriction. The hospital, in consultation with the clinical coordinator, further reserves the right to refuse access to its clinical areas to any student who fails to conform with pertinent hospital rules and regulations.

4. **Liability Insurance (agency)** and the hospital shall procure and maintain such policies of comprehensive general liability insurance, professional liability and other insurance, as shall be deemed necessary to insure their officers, students, agents, and employees against any claim or claim for damages of any kind occasioned directly or indirectly by the terms of this agreement. Upon request, each party agrees to provide the other with certificates evidencing the foregoing insurance coverage.

5. **Indemnification (agency)** shall indemnify and save harmless the hospital from and against liability for personal injury, death, or property damage caused directly or indirectly by any act or omission by the hospital or its employees, agents, or representatives pursuant to this Agreement.

6. **Terms of agreement.** The terms of this agreement shall be for twelve (12) months commencing as of , and shall continue until terminated: (i) by notice to the other, in the event that the other party upon sixty (60) days prior written notice to the other, in the event that the other party fails or refuses to perform any of its duties and responsibilities under this agreement.

7. **Assignment.** Neither this agreement, nor any interest created hereby, may be assigned by either party without the express written consent of the other party.

8. **Third parties.** This agreement shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this agreement and not other person shall have the right to enforce any of the provisions contained herein.

9. **Amendments.** This agreement may be amended at any time by mutual agreement of the parties hereto, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by both parties. Such amendments or modifications shall be attached hereto and become part of this agreement.

10. **Complete agreement.** This agreement executed by the contracting parties contains the entire understanding may not be modified except in writing signed by the parties.

11. **Severability.** If any provision of this agreement is found to be unenforceable or illegal, the remaining part of the agreement shall remain in effect and be enforceable.

By:

Its:

By:

Its:
Agreement
Between

Osceola County EMS
and
Spectrum Health Services

This agreement made this 7th day of March 2017. By and between Osceola County EMS and Spectrum Health Services, a Michigan nonprofit corporation at (The “hospital”) is intended to set forth the working relationships between Osceola County EMS and the hospital relating to clinical experience for emergency medical technicians.

The purpose of this Agreement is to set forth the terms and conditions under which the agency and the clinical facility (collectively, the "Parties") will engage in a program for the clinical education of agency EMS students enrolled in the agency EMS education programs.

Responsibilities/Rights of the clinical facility:
1. To provide clinical experiences for the students of the agency in specific areas identified at the time of student placement. For the purpose of this Agreement, the placement is defined as clinical facility location.
2. To provide the clinical experience and assume the following responsibilities:
   a. To assist the agency in supervising the students while on site at the clinical facility. (NOTE: Ultimate supervision of the students is the responsibility of the agency).
   b. To cooperate with the agency in the planning of the student's education experience so that the experience may be appropriate in light of the agency's education plan.
   c. To make available information for educational purposes, such as policies, procedures and clinical reference material available at the clinical facility.
   d. Be aware that each student is responsible for the costs of any medical care for any illness or injury that might be sustained while the student is participating in this experience at the clinical facility.
3. To terminate a student from continuing his/her clinical experience at the clinical facility at their discretion at any time.

Responsibilities/Rights of the agency:
1. To advise students and instructors, and enforce compliance with, all existing policies, rules and regulations the clinical facility including, but not limited to the confidentiality of patient and clinical facility records and information.
2. To assign students with preparation in the foundation of the Emergency Medical Services Program and to provide evidence of competency in the skills of this program.
3. Appoint a representative for clinical coordination ("Clinical Coordinator") who shall coordinate all aspects of the Agreement with the designated clinical facility representative.
4. To provide evidence of an annual chest x-ray or negative tuberculosis skin test, and rubella vaccination or evidence of rubella titer 1:8 or above, from each student and instructor.
5. To provide the clinical facility documentation that each student and instructor has been offered, and have either received or declined, hepatitis B vaccine before participating in this Program.
6. To provide pre-clinical instruction to each student in accordance with standards mutually agreeable to both parties, including all MIOSHA required training, which includes but is not limited to blood borne pathogens, prior to the educational experience and to present for clinical experience at the clinical facility only those students who have satisfactorily completed the pre-clinical instructional program.
7. To have full responsibility for the conduct of any student, instructor disciplinary proceedings and conduct the same in accordance with all applicable statutes, rules, regulations and case law.
8. To maintain general public liability and professional liability coverage for its instructors and students with minimum limits of liability of One Million Dollars ($1,000,000) per incident and shall furnish the clinical facility appropriate certificates of insurance evidencing such continuous current coverage before the beginning of the clinical experience.

9. To indemnify and hold harmless the clinical facility, its employees, and agents, from all claims, liability or damages, including reasonable attorney's fees, which the clinical facility or its employees or agents may incur as a result of claims or costs of judgments against any of them arising out of acts or omissions of the agency's instructors, staff or students while in the performance of their responsibilities under their Agreement.

10. To indemnify and hold harmless the clinical facility, its employees and agents from all claims, liability or damages, including reasonable attorney's fees, which the clinical facility or its employees or agents may incur as a result of claims or costs of judgments against any of them regarding injuries to the agency's students arising out of their participation in the classes described under this Agreement.

11. The agency shall maintain all educational records and reports relating to the educational experience completed by individual students at the clinical facility, and the clinical facility shall have no responsibility regarding the same. The clinical facility shall refer all requests for information of such records to the agency. The agency agrees to comply with all applicable statutes and regulatory requirements respecting the maintenance of and release of information from such records.

12. The agency shall certify that each student has provided it with evidence that the student has passed a physical examination prior to beginning education experience and shall certify that such evidence indicated at the time of the physical examination the student was free from contagious diseases as could be ascertained by such examination.

13. The agency shall have full responsibility for the conduct of any disciplinary proceedings concerning any student, however, the clinical facility, at its sole discretion, may deny the educational experience to any individual.

14. The agency agrees, and shall obtain from each student and furnish to the clinical facility a written agreement of each student acknowledging, as a condition of being able to participate in the educational experience, that the Student:
   a. shall comply with all the clinical facility rules, regulations, policies and procedures;
   b. shall comply with all directives of the clinical facility regarding conduct;
   c. shall refrain from touching in any way any patient except at the patient's consent and with the clinical facility personnel's authorization;
   d. shall not be considered an employee of the clinical facility for the purpose of this agreement;
   e. shall not disclose information without written authorization by the clinical facility regarding any patient's care, including the identity of the patient or the services performed for that patient; and
   f. shall upon request leave an area of the clinical facility.

Major Responsibilities of the agency students, under the direction of the agency:
1. To adhere to existing policies and procedures of the clinical facility.
2. To report for clinical experiences as assigned or call to report absences.
3. To respect the patients right to confidentiality.
4. The agency will notify students of 1-3 above.
GENERAL PROVISIONS:

The parties mutually acknowledge and agree as follows:

A. Students of the agency shall not be deemed to be employees of the clinical facility for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose, because of their participation in the EMS program. Each student shall be placed with the clinical facility to receive clinical experience as a part of his/her academic curriculum. The duties performed by a student shall not be performed as an employee, but in fulfillment of the student's academic requirements. At no time shall students replace or substitute for any employee of the clinical facility. The provisions of this section shall not be deemed to prohibit the employment of any such student by the clinical facility under a separate employment agreement. The agency shall notify each student of the requirements of this paragraph.

B. In the performance of their respective duties and obligations under this Agreement, each party shall be an independent contractor and neither shall be the employee or servant of the other, and each party shall be responsible for their own conduct.

C. Each party shall be responsible for compliance with all laws, including antidiscrimination laws, which may be applicable to their respective activities under the EMS program.

D. No provision of the Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the clinical facility professional staff from designating any patient as a non-teaching patient.

E. Neither this Agreement nor any part of it shall be assigned by either Party without prior written consent of the other Party.

F. This Agreement constitutes the entire agreement between the parties, and all prior discussion, agreements and understandings, whether verbal or in writing, are merged into this agreement. There may be no amendment of the Agreement, unless the same is in writing and signed to the party to be charged.

G. This Agreement shall be effective as the Effective Date and shall continue thereafter until terminated by either party upon 30 days advance written notice of termination, with or without cause.

H. Students will be placed at the clinical facility without cost to the clinical facility. This Agreement shall be in effect for one year as of____, and may be renewed annually.

\[\text{The Clinical Facility}\]

__________________________________________________________________________ Date: __________________________

Signature

\[\text{The Agency}\]

__________________________________________________________________________ Date: __________________________

Signature
TOAST WENZEL BUICK GMC of WESTLAND
35100 FORD RD
WESTLAND, MI 48185

ALBERT LI
Fleet / Municipal Sales
Ph (734) 721-1144 x 4265 Fax (734) 721-5539
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007
MiDeal Spec # 3958-0088

Osceola County EMS Pricing

(MiDeal Pricing)

2017 GMC Sierra 2500HD Double Cab 4x4 Pickup

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<thead>
<tr>
<th>9500# GVWR</th>
<th>Gas / Auto Trans</th>
<th>Dbl Cab 8’ Pickup Box</th>
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<tr>
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<td>AZ3 – 40/20/40 w/ Lockable Storage and Pwr Dr Seat</td>
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<tr>
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<td>PCR – Power Htd Mirrors/Keyless Entry</td>
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<td>K4B – Auxiliary 730 CCA Battery</td>
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<td>G80 – HD Locking Rear Differential (Req’d 2015iMY+)</td>
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<td>Z82 – HD Trailering Pkg w/ Elec. Brake Controller</td>
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<td>UF2 – Cargo Box LED Lighting</td>
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<tr>
<td>TRW – Provision for Roof-Mounted Beacon (Switch)</td>
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<tr>
<td>DPN – Extendable Trailering Mirrors</td>
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<td>K14 – 110V Power Outlet (In Dash)</td>
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<td>9L7 – Upfitter’s Switches (4 – In Dash)</td>
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<tr>
<td>UVC – Rear Vision Camera</td>
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Sub-Total $ 28,629.80

TPR – Fiberglass Cab w/ Side Doors & Shelf (Cab-High) $ 2,775.00
6SB – 6” Black Rectangular Step Bars (GM Accessorries) $ 687.50
SBL – Spray-On Bedliner $ 549.00

Total $ 32,641.30

Prices Quoted are for a MiDeal Factory Order.
FOB Westland, MI
Delivery Available per MiDeal ($1.00 per mile Roundtrip based on Mapquest)
February 27, 2017

Mr. Shane Helmer
Osceola County EMS
306 Patterson Rd
Reed City, MI 49677

Dear Shane:

Please accept the following bid of $33,045.12 (includes title fee and topper) for a new 2017 Ford F-250, as per equipment options previously stated.

Further, this offer is valid for 30 days. Please be sure to call with additional questions, and we look forward doing business with the Osceola County EMS!

Regards

Jeff Babb
Sales Representative

Babb Ford Sales, Inc.
21351 Maple Avenue
Reed City, MI 49677
jeffbabb@babbfordsales.com
231·832·2206
Representative exterior image shown. Actual exterior will vary. See your dealer for details.

<table>
<thead>
<tr>
<th>Description</th>
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<td><strong>Base MSRP</strong></td>
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<td>Destination Charges</td>
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$612 Monthly Payment Purchase based on $4,374 down payment, 84 month term and 7.9% APR, $0 trade-in-value
## Dealer Information

Babb Ford Sales Inc  
21351 Maple Ave  
Reed City, MI 49677  
(888) 237-6115

Showing the nearest Authorized Dealer for the entered zip code

## Model

| 2017 Ford F-250 XL SuperCab, 8', 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel) Engine, TorqShift®-G 6-Speed SelectShift® Automatic w/6.2L, 3.73 Electronic Locking Axle Ratio, 4X4, SRW | $37,875 |

## Paint

| Oxford White | $0 |
| No Secondary Color | $0 |

## Equipment Groups

| Power Equipment Group | $915 |
| XL Value Package | $720 |

## Exterior

| Tough Bed® Spray-in Bedliner | $495 |
| LED Box Lighting | $60 |
| Manual Telescoping Trailer Tow Mirrors w/Power Heated Glass | $0 |
| Platform Running Boards | $445 |
| 17” Argent Painted Steel Wheels with Painted Hub Cover and Center Ornament (SRW) | $0 |
| 3.73 Electronic Locking Axle Ratio | $0 |
| LT245/75Rx17E BSW A/S PLUS Tires | $0 |
### Interior

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<td>Cloth</td>
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<td>Carpet Delete</td>
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<td>Electronic-Shift-On-the-Fly (ESOF)</td>
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<td>Ultimate Trailer Tow Camera System</td>
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<td>Upfitter Switches</td>
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<td>AM/FM Stereo with Single-CD/MP3 Player and 4 Speakers</td>
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<td>SYNC® 3</td>
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<tr>
<td>Cloth 40/20/40 Split Bench Seats</td>
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### Standard Features

**Interior Features**
- Seats - Front, Vinyl 40/20/40 Split Bench
- Seats - Front, Manual Lumbar Support, Driver Side
- Seats - Rear, Vinyl 60/40 Fold-Up Bench Seat (SuperCab)
- Seats - Rear, 60/40 Flip-Up/Fold-Down Bench Seat (Crew Cab)
- Air Conditioning - Manual Temperature Control
- Audio - Auxiliary Audio Input Jack
- Audio - AM/FM Stereo, (4 Speakers regular cab, 6 speakers Super Cab and Crew Cab)
- Dash-top tray
- Dome Lamp – door-activated instrument panel switch operated with delay
- Floor Covering - black vinyl
- Grab handles – driver and front passenger and roof ride handles; front passenger (also over rear doors with Crew Cab)
- Headliner – color coordinated cloth
- Instrumentation with tachometer and Message Center including odometer, trip odometer, distance-to-empty, average fuel economy, engine hour meter and warning messages

**Exterior Features**
- Bumpers, front and rear - black painted steel with front grained molded-in-color top cover and black lower air dam
- Door Handles - black
- Grille - Black bar-style
- Headlamps - Quad-Dual beam halogen
- Lights – Pickup box and cargo area
- Mirrors - Manual Telescoping Trailer Tow with Manual Glass
- Pickup box – partitionable and stackable
- Tailgate - Tailgate Assist™ and quick-release
- Tie-down hooks – pickup box
- Tow hooks – (2) front, black
- Moldings - tailgate and box rail, black
- Glass – solar tinted
- Window - rear, fixed

**Power and Handling**
- Engine - 6.2L SOHC 2-valve Flex Fuel V8 engine (F-250/350)
- Transmission - TorqShift® Heavy-Duty 6-speed SelectShift-G™ Automatic (F-250 Gas)
• Instrument Cluster - 2.3" Productivity Screen
• Map lights – dual (front and rear with Crew Cab)
• Powerpoint - 12v, two instrument panel mounted
• Powerpoint, 12v - Rear (SuperCab and SuperCrew®)
• Powerpoint - auxiliary, 1 in media bin
• Steering Wheel - Black Molded Polyurethane
• Storage – secondary glove box
• Visors with passenger-side mirror
• Tilt/telescoping steering wheel
• Windshield wipers – interval control
• Operator-Commanded Regeneration

• Transmission - TorqShift® Heavy-Duty 6-speed SelectShift™ Automatic (F-250 Diesel, F-350, F-450)
• Alternator - SingleHeavy-Duty, 157/175-amp
• Axle - Twin I-beam front axle with coil spring suspension – 4x2 (F-250, F-350)
• Axle - Mono-beam front axle with coil spring suspension – 4x4 (F-250, F-350)
• Brakes – 4-wheel power disc brakes with Anti-lock Brake System (ABS); vacuum-boost (SRW)
• AdvanceTrac® with Roll Stability Control® (RSC) – SRW
• Trailer Sway Control
• 29 Gallon Fuel Tank (Diesel Engine) – 142" & 148" Wheelbase
• 34 Gallon Fuel Tank (Diesel Engine) – 160" & 164" Wheelbase
• 34 Gallon Fuel Tank (Gas Engine) NA 176" Wheelbase
• 48 Gallon Fuel Tank (Gas and Diesel Engine) – 176" Wheelbase
• Shock absorbers – heavy-duty gas
• Stabilizer bar – front
• Stationary Elevated Idle Control (SEIC)
• Steering – power
• Steering damper
• Tire Pressure Monitoring System (excludes spare)
• Trailer Hitch Receiver – 2.5" Built Ford Tough® Trailer Hitch Receiver (SRW)
• Transfer Case - Manual 4-Wheel-Drive System with manual locking hubs (4x4 models only)
• Wheels - 17" Argent-Painted Steel (SRW)
• LT245/75Rx17E BSW A/S (5-SRW / 7-DRW) (Lariat, King Ranch® and Platinum require DRW)
• LT245/75Rx17E BSW A/S PLUS (5-SRW / 7-DRW) (Lariat, King Ranch® and Platinum require DRW)
• Tire - Spare, wheel, lock and frame-mounted carrier

Safety
• Airbags — front seat front with passenger side deactivation switch (Regular Cab and SuperCab only)
• Airbags — front seat side
• Airbags — Safety Canopy® System with roll-fold side-curtain airbags
Your Configuration: 2017 Ford F-250 XL SuperCab, 8’, 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel) Engine, TorqShift®-G 6-Speed SelectShift® Automatic w/6.2L, 3.73 Electronic Locking Axle Ratio, 4X4, SRW
Pricing shown for Zip code 49677 as of February 27, 2017

Note: Information is provided on an "as is" basis and could include technical, typographical or other errors. Ford makes no warranties, representations, or guarantees of any kind, express or implied, including but not limited to, accuracy, currency, or completeness, the operation of the Site, the information, materials, content, availability, and products. Ford reserves the right to change product specifications, pricing and equipment at any time without incurring obligations. Your Ford dealer is the best source of the most up-to-date information on Ford vehicles.

Disclosures through S17 apply to Search Dealer Inventory, Request A Quote, Get An Internet Price, Get A Quote, Let Us Find It For You, Build & Price and Incentives & Offers.
S1 Manufacturer’s Suggested Retail Price (also referred to as “MSRP”, “Base MSRP”, “Base Price” or the “Starting At” price), excludes destination/delivery charge, taxes, title, license, and registration and/or electronic filing fees, dealer fees, and total of options.
For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown and not all offers or incentives are available to AXZ Plan customers.
S2 Images shown are for information purposes only, and may not necessarily represent the configurable options selected or available on the vehicle. We cannot be responsible for typographical or other errors, including data transmission, display, or software errors, that may appear on the site.
S3 Offers shown may not be available to all customers. Incentives lists are examples of offers available at the time of posting and are subject to change and expiration. Not all incentives can be redeemed together. To take advantage of rebates, incentives and/or financing offers you must take new retail delivery from dealer stock by the expiration date noted. Not all buyers will qualify for Ford Credit financing or other offers. Restrictions apply. See your local dealer for complete details.
S4 The Option Package price and monthly payment displayed is for illustration purposes, only. Prices and monthly payments may vary based on features included in package, financing terms and availability. Some Options are not available separately. Not all Options or Option Packages are available on all vehicles. See your local dealer for details.
S5 Net Price is the Total Manufacturer’s Suggested Retail Price ("Total MSRP") minus any available offers and/or incentives. Incentives may vary. Includes taxes, title, and registration fees. For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown and not all offers or incentives are available to AXZ Plan customers.
S6 The payment estimator will calculate a monthly payment based on the MSRP of the vehicle you have configured, including the dealer-installed accessories. For authenticated AXZ Plan customers, the price displayed may represent Plan pricing. Not all AXZ Plan customers will qualify for the Plan pricing shown. Actual monthly payment is based on a variety of factors, including differing financing or leasing terms, accessory prices and installation costs. Financing payment calculations are estimates only, and are based on amount of down payment, APR, and term of lease. Lease payment calculations are estimates only, and are based on an annual mileage calculation determined by your dealer. A charge is assessed for any mileage driven that exceeds this limit. Not all buyers will qualify for financing or a lease. Contact your local Ford, Lincoln or Mercury Dealer for details.
S7 While dealer inventory is generally updated on a daily basis, there are no guarantees that the inventory shown will be available at the dealership. Mid-model-year manufacturing changes, as well as dealer-added accessories on the actual vehicle may differ from the options and features listed. Vehicles that are identified as ‘Exact Matches’ may have a different price or different features not represented on the site. We make every effort to provide you with the most accurate, up-to-date information.
however, only your local Ford dealer can provide you with information regarding actual vehicle availability. 

S8 Dealer Accessories are defined as items that do not appear on the factory window sticker that are installed by a Ford or Lincoln Dealers. Actual Prices for all accessories may vary and depend upon your dealer. Prices DO NOT include installation or painting, which may be required for particular items. Please check with your authorized dealer for complete pricing accuracy for all accessories and parts.

Genuine Ford Accessories will be warranted for whichever provides you the greatest benefit: 12 months or 12,000 miles (whichever occurs first) or the remainder of your Bumper-to-Bumper 3-year/36,000-mile New Vehicles Warranty. Contact your local Ford, Lincoln or Mercury dealer for details and a copy of the limited warranty.

Ford Licensed Accessories (FLA) are warranted by the accessories manufacturer’s warranty. Contact your Ford, Lincoln or Mercury Dealer for details regarding the manufacturer’s limited warranty and/or a copy of the FLA product limited warranty offered by the accessory manufacturer.

Most Ford Racing Performance Parts are sold with no warranty. Ford Racing Performance Parts are sold “As Is”, “With All Faults”, “As They Stand” and without any express warranty whatsoever, unless otherwise expressly designated herein. To determine which parts come with a warranty from the original manufacturer, or from Ford Racing, please contact the Ford Racing Techline at (800) FORD788.

S9 The “Trade-In Value” of your vehicle is an estimate, only, and many factors that cannot be assessed without a physical inspection of the vehicle may affect actual value. For purposes of this website, we use the services of a third-party vendor to provide Trade-In Value calculations. While we believe this information is reliable, we are not responsible for and do not guarantee the accuracy or reliability of the information. Please see your local Ford dealer for information regarding actual trade-in availability and value.

S10 AXZ Plan pricing, including AXZ Plan option pricing, is exclusively for eligible Ford Motor Company employees, friends and family-members of eligible employees, and Ford Motor Company eligible partners. Restrictions apply. See your Ford or Lincoln dealer for complete details and qualifications. Ford Motor Company reserves the right to modify the terms of AXZ Plan pricing or availability at any time. Some dealers may also chose not to participate in plan pricing Contact your local dealer to determine final pricing.

S11 EPA estimated city/highway mpg based on base engine/transmission configuration. Actual mileage will vary.

S12 Towing - Properly equipped.

S13 For Dealer Ordered vehicles, the vehicle has already been ordered by the dealer and is in the process of being manufactured by the factory. If you are interested in the vehicle marked “Dealer Ordered”, contact the dealership for a delivery estimate.

S14 The “estimated selling price” is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability and actual price.

The “estimated capitalized cost” is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options.

S15 The “amount financed” is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options.

The “adjusted capitalized cost” is for estimation purposes only and the figures presented do not represent an offer that can be accepted by you. See your local dealer for vehicle availability, actual price, and financing options.

S16 Total MSRP is Base MSRP plus options, destination and delivery charges. Excludes taxes, title, and registration fees.

S17 Destination Charges are associated with getting the vehicle from the manufacturer to the dealership. Prices listed are MSRP and are based on information updated on this website from time to time.

For Manufacturer Specific Disclosures See Below

1 Starting MSRP excludes destination/delivery charge, taxes, title and registration. Optional equipment not included. Starting A, Z and X Plan price is for qualified, eligible customers and excludes document fee, destination/delivery charge, taxes, title and registration. Not all vehicles qualify for A, Z or X Plan. All Mustang Shelby GT350 and Shelby GT350R prices exclude gas guzzler tax.

2 EPA-estimated city/hwy mpg. See fueleconomy.gov for fuel economy of other engine/transmission combinations. Actual mileage will vary. MPGe is the EPA equivalent measure of gasoline fuel efficiency for electric mode operation.

DISCLOSURES

http://shop.ford.com/build/superduty-commercial/?fmccmp=lp-truck-commercial-mid-bp-s... 2/27/2017
VEHICLE ORDER CONFIRMATION

2017 F-SERIES SD

Order No: 1111  Priority: D4  Ord FIN: QH407  Order Type: 5B  Price Level: 755
Ord PEP: 600A  Cust/Flt Name: OSCEOLA COUNT

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B4A NET INV FLT OPT | NC | F7=Prev
F1=Help  F2=Return to Order  F3/F12=Veh Ord Menu
F4=Submit  F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09779
**VEHICLE ORDER CONFIRMATION**

---

**2017 F-SERIES SD**

**Dealer:** F48630  
**Page:** 1 of 2

**Order No:** 1111  
**Priority:** D4  
**Ord FIN:** QH407  
**Order Type:** 5B  
**Price Level:** 755

**Ord PEP:** 600A  
**Cust/Flt Name:** OSCEOLA COUNT  
**PO Number:**

<table>
<thead>
<tr>
<th>RETAIL</th>
<th>RETAIL</th>
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</thead>
<tbody>
<tr>
<td>X2B  F250 4X4 S/C</td>
<td>$37875</td>
</tr>
<tr>
<td>164&quot; WHEELBASE</td>
<td></td>
</tr>
<tr>
<td>21  OXFORD WHITE</td>
<td></td>
</tr>
<tr>
<td>1  CLTH 40/20/40</td>
<td>100</td>
</tr>
<tr>
<td>S  MEDIUM EARTH GR</td>
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</tr>
<tr>
<td>600A  PREF EQUIP PKG</td>
<td></td>
</tr>
<tr>
<td>.XL TRIM</td>
<td></td>
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<tr>
<td>.TRAILER TOW PKG</td>
<td></td>
</tr>
<tr>
<td>572  .AIR CONDITIONER</td>
<td>NC</td>
</tr>
<tr>
<td>996  .6.2L EFI V8 ENG</td>
<td>NC</td>
</tr>
<tr>
<td>44S  6-SPD AUTOMATIC</td>
<td>NC</td>
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<tr>
<td>TD8  .LT245 BSW AS 17</td>
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<tr>
<td>X3E  3.73 ELOCKING</td>
<td>390</td>
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<tr>
<td>90L  PWR EQUIP GROUP</td>
<td>915</td>
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<tr>
<td>JOB #2 BUILD</td>
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</tr>
<tr>
<td>18B  PLAT RUNNING BD</td>
<td>$445</td>
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<tr>
<td>10000# GVWR PKG</td>
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<tr>
<td>213  ELECTRONIC SOF</td>
<td>185</td>
</tr>
<tr>
<td>41H  ENG BLK HEATER</td>
<td>NC</td>
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<tr>
<td>425  50 STATE EMISS</td>
<td>NC</td>
</tr>
<tr>
<td>43C  110V/400W OUTLT</td>
<td>NC</td>
</tr>
<tr>
<td>512  SPARE TIRE/WHL2</td>
<td>NC</td>
</tr>
<tr>
<td>52B  BRAKE CONTROLLR</td>
<td>270</td>
</tr>
<tr>
<td><strong>TOTAL BASE AND OPTIONS</strong></td>
<td><strong>43740</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>43740</strong></td>
</tr>
</tbody>
</table>

*THIS IS NOT AN INVOICE*

**MORE ORDER INFO NEXT PAGE**

F1=Help  
F2=Return to Order  
F3/F12=Veh Ord Menu  
F4=Submit  
F5=Add to Library

**S006 - MORE DATA IS AVAILABLE.**

QC09779
Osceola County Emergency Medical Services
Emergency Services Vehicle

Highpoint Auto & Truck Center will deliver 1 2500HD Sierra 4WD Double Cab Long box to your exact specifications. Bid amount $36,282.00

Questions please call Al Pierce 231-775-1222
**F & I DEAL RECAP**

- **Price:** 38266.00
- **Down Payment:** 0.00
- **Rebate:** 0.00
- **Trade Allowance:** 0.00
- **Trade Payoff:** 0.00
- **Options/Aftermkt:** 0.00
- **Insurance:** 0.00
- **Ext Service Plan:** 0.00
- **License/Title Fee:** 23.00
- **Delivery Fee:** 210.00
- **Fees & Sales Taxes:** 0.00

**CASH SALE**

- **Lender:**
  - APR: 0.000
  - Term: 0
  - First Payment: 0 02/27/2017
  - Standard Loan: N
  - Residual: 0%
  - MSRP: 0.00

**Payment:** 0.00
**Total Payments:** 0.00
**Total Finance Charges:** 0.00

**Misc Info**

- **Non-tax Rebate:** 0.00
- **Loan Proc Fee:** 0

**Dealers Options**

- **Tax State:** MI
- **License:** 0.00
- **Title:** 15.00
- **St:** 0.0000: 0.00
- **Cn:** 0.0000: 0.00
- **Ci:** 0.0000: 0.00
- **TRF PLATE F:** 8.00

**Fees & Taxes**

- **Misc Tax:** 0.00*
- **DelFeeTax:** 0.00
- **Lic Tax:** 0.00
- **Title Tax:** 0.00
- **DSO Tax:** 0.00
- **AftMktTax:** 0.00
- **Taxed On:** 38476.00

* - Tax amount, or a portion of the Tax amount is included in Sales Tax

---

**Out the door price**

**Amount Due:** 38499.00

---

**END OF REPORT**
<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Truck</td>
<td>$42,036.00</td>
</tr>
<tr>
<td>Topper</td>
<td>$3,380.00</td>
</tr>
<tr>
<td>Rhino Liner</td>
<td>$450.00</td>
</tr>
<tr>
<td>Plate</td>
<td>$23.00</td>
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<tr>
<td>Fee</td>
<td>$210.00</td>
</tr>
<tr>
<td>Less Fleet</td>
<td>-$7,600.00</td>
</tr>
<tr>
<td>Out The Door</td>
<td>$38,499.00</td>
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</table>
Model Information

Model Year: 2017
Disrib. Entity: FLT Fleet
Division: CHEVROLET TRUCK
Allocation Group: C06LHD
Model: CK29633 - 2500HD Silverado: LWB, 4WD, Double Cab Pickup
Order Type: FBN-GMCL - Government with CA
MSRP: w/DFC I: $43,860.00

Fleet Information

Primary FAN: 857395
PO Number:
End-User FAN: 857359

Configuration Information

PEG: 1WT
Primary Color: GAZ - Summit White
Engine: L96 - Engine, Vortec 6.0L, Variable Valve Timing V8 SFI, E85-compatible, FlexFuel
Transmission: MYD - Transmission, 6-speed automatic, heavy-duty, electronically controlled
Trim: H2R - Dark Ash with Jet Black Interior Accents, Cloth seat trim
Emissions: FE9 - Emissions, Federal requirements
Requested TPW:

Options: 9L7, A31, A91, AE7, AKO, AQQ, AU3, AY0, BG9, C87, DD3, DPN, E63, FE9, G80, GEH, GT5, IOB, JL1, K34, K47, K4B, KC4, KKn, KW5, L86, MYD, N5Z, PDM, PYN, QXT, SAF, TRW, U01, U23, UE1, UC3, UVC, V22, V46, V76, VJH, VV4, VXH, YMB, ZB2, ZY1

HiLife Descriptions

9L7 : Upholstery switches, (4) $125.00 $113.75
A31 : Windows, power with driver express up and down and express down on all other windows
A91 : Remote Locking Tailgate
AE7 : Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline
AKO : Glass, deep-tinted
AQQ : Remote Keyless Entry
AU3 : Door locks, power
AY0 : Air bags
BG9 : Floor covering, Graphite-colored rubberized-vinyl
C87 : Air conditioning, single-zone
DD3 : Mirrors, inside rearview auto-dimming
DPN : Mirrors, outside heated power-adjustable vertical trimming, upper glass, manual-folding and extending, Black;
E63 : Pickup box
FE9 : Emissions, Federal requirements
G80 : Differential, heavy-duty locking rear
GEH : GVWR, 9500 lbs. (4309 kg)
GT5 : Rear axle, 4.10 ratio
IOB : Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo $375.00 $341.25
JL1 : Trailer brake controller, integrated
K34 : Cruise control, steering wheel-mounted
K47 : Air cleaner, high-capacity
K4B : Battery, 730 cold-cranking amps, auxiliary
KC4 : Cooling, external engine oil cooler
K14 : Power outlet, 110-volt AC

MSRP
Invoice
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price 1</th>
<th>Price 2</th>
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</thead>
<tbody>
<tr>
<td>KNP</td>
<td>Cooling, auxiliary external transmission oil cooler</td>
<td>$150.00</td>
<td>$136.50</td>
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<tr>
<td>KW5</td>
<td>Alternator, 220 amps</td>
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<tr>
<td>L96</td>
<td>Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel</td>
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<tr>
<td>MYD</td>
<td>Transmission, 6-speed automatic, heavy-duty, electronically controlled</td>
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<tr>
<td>NZ4</td>
<td>Wheels, 17&quot; x 7.5&quot; (43.2 cm x 19.1 cm) full-size, steel spare</td>
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<td>$828.10</td>
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<td>PCM</td>
<td>WT Convenience Package</td>
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<tr>
<td>PYN</td>
<td>Wheels, 17&quot; (43.2 cm) steel</td>
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<tr>
<td>OXT</td>
<td>Tires, LT265/70R17E all-terrain, blackwall</td>
<td>$200.00</td>
<td>$182.00</td>
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<td>SAF</td>
<td>Tire carrier lock</td>
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<tr>
<td>TRW</td>
<td>Provision for cab roof-mounted lamp/beacon</td>
<td>$30.00</td>
<td>$27.30</td>
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<td>U01</td>
<td>Lamps, Smoked Amber roof marker</td>
<td>$55.00</td>
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<tr>
<td>U2J</td>
<td>XM Satellite Radio, delete</td>
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<tr>
<td>UE1</td>
<td>OnStar, Guidance Plan</td>
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<tr>
<td>UQ3</td>
<td>6-speaker audio system</td>
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<tr>
<td>UVC</td>
<td>Rear Vision Camera</td>
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<tr>
<td>V22</td>
<td>Grille surround, chrome</td>
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<tr>
<td>V46</td>
<td>Bumper, front chrome</td>
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<td>V76</td>
<td>Recovery hooks, front, frame-mounted, black</td>
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<tr>
<td>VJH</td>
<td>Bumper, rear chrome with bumper CornerStops</td>
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<tr>
<td>VV4</td>
<td>OnStar with 4G LTE</td>
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<tr>
<td>VXH</td>
<td>LPO, Assist Steps - 6&quot; Chromed Rectangular</td>
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<td>YM8</td>
<td>LPO Processing Option</td>
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<tr>
<td>Z82</td>
<td>Trailering equipment</td>
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<tr>
<td>ZY1</td>
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