

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, January 8, 2018 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. ELECTION OF 2018 BOARD OFFICERS
3. APPROVAL OF THE AGENDA
5. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – December 11, 2017 meeting
 - Will be distributed prior or at the meeting
6. FINANCIAL REPORTS
7. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
8. OLD BUSINESS
 - A. Fire Station Lease – Letzmann
 - B. New Fire Tender Truck Update - van Overbeck
 - C. Fund Balance Document Review - Letzmann
 - D. Update and Review of Accounting and Record Keeping Change Over
9. NEW BUSINESS
 - A. None
10. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
11. FIRE CHIEF'S REPORT AND UPDATES
12. MEMBER COMMENTS
13. DATE FOR NEXT MEETING(S)
14. ADJOURNMENT

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000 - REVENUES						
206-000-507.000	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	0.00
206-000-569.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
206-000-589.000	LOWELL TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-590.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-591.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-632.001	LOWELL TOWNSHIP	123,270.00	61,634.88	0.00	61,635.12	50.00
206-000-632.002	VERGENNES TOWNSHIP	116,268.00	58,134.00	0.00	58,134.00	50.00
206-000-632.003	CITY OF LOWELL	117,902.00	58,951.16	0.00	58,950.84	50.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	0.00	0.00	0.00	0.00
206-000-673.000	SALE OF FIXED ASSETS	0.00	40.06	0.00	(40.06)	100.00
206-000-677.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	846.50	0.00	(846.50)	100.00
206-000-689.000-FA-1503	LOOK FUND GRANT	0.00	0.00	0.00	0.00	0.00
206-000-690.000	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00
206-000-698.000	CABLE TV GRANT	0.00	10,000.00	0.00	(10,000.00)	100.00
			0.00	0.00	0.00	0.00
Total Dept 000 - REVENUES		357,440.00	189,606.60	0.00	167,833.40	53.05
Dept 336						
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	10.09	0.00	(10.09)	100.00
206-336-690.000-FA-1704	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00
Total Dept 336		0.00	10.09	0.00	(10.09)	100.00
TOTAL REVENUES		357,440.00	189,616.69	0.00	167,823.31	53.05
Expenditures						
Dept 000 - REVENUES						
206-000-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUES		0.00	0.00	0.00	0.00	0.00
Dept 336						
206-336-702.000	SALARIES-PERMANENT	26,000.00	12,070.00	2,000.00	13,930.00	46.42
206-336-703.000	SALARIES-CUSTODIAL	0.00	0.00	0.00	0.00	0.00
206-336-707.000	SALARIES-TEMPORARY	134,840.00	43,020.00	7,950.00	91,820.00	31.90
206-336-709.000	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	14,600.00	4,106.17	741.05	10,493.83	28.12
206-336-717.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
206-336-718.000	PENSION	0.00	0.00	0.00	0.00	0.00
206-336-722.000	WORKERS COMPENSATION	7,000.00	7,846.00	0.00	(846.00)	112.09
206-336-727.000	OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
206-336-740.000	OPERATING SUPPLIES	35,000.00	5,370.32	175.10	29,629.68	15.34
206-336-741.000	FUEL	4,000.00	1,395.24	0.00	2,604.76	34.88
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	28,000.00	9,177.00	0.00	18,823.00	32.78
206-336-850.000	COMMUNICATIONS	21,000.00	7,975.64	126.61	13,024.36	37.98
206-336-860.000	TRAVEL EXPENSES	4,000.00	0.00	0.00	4,000.00	0.00
206-336-910.000	INSURANCE	8,000.00	7,538.00	0.00	462.00	94.23
206-336-920.000	PUBLIC UTILITIES	16,000.00	5,012.89	855.33	10,987.11	31.33

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	162.70	140.38	4,837.30	3.25
206-336-931.000	R & M/VEHICLES	15,000.00	3,080.51	7.99	11,919.49	20.54
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,000.00	9,639.79	448.60	5,360.21	64.27
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	3,238.16	240.00	2,261.84	58.88
206-336-957.000	TRAINING	6,000.00	1,299.71	423.79	4,700.29	21.66
206-336-975.000	BUILDING IMPROVEMENTS	0.00	7,475.00	0.00	(7,475.00)	100.00
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
206-336-981.000	FIRE VEHICLES	0.00	29,412.00	29,412.00	(29,412.00)	100.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00
206-336-984.000-FA-1702	EQUIPMENT	0.00	384.99	0.00	(384.99)	100.00
206-336-986.000	EQUIPMENT	11,000.00	7,665.00	0.00	3,335.00	69.68
Total Dept 336		357,440.00	165,869.12	42,520.85	191,570.88	46.40
Dept 426 - EMERGENCY MANAGEMENT						
206-426-707.000-FLOOD13	SALARIES-TEMPORARY	0.00	0.00	0.00	0.00	0.00
206-426-715.000-FLOOD13	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
206-426-740.000-FLOOD13	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
Total Dept 426 - EMERGENCY MANAGEMENT		0.00	0.00	0.00	0.00	0.00
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
206-441-707.000	SALARIES-TEMPORARY	0.00	0.00	0.00	0.00	0.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		0.00	0.00	0.00	0.00	0.00
Dept 999						
206-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		357,440.00	165,869.12	42,520.85	191,570.88	46.40
Fund 206 - FIRE FUND:						
TOTAL REVENUES		357,440.00	189,616.69	0.00	167,823.31	53.05
TOTAL EXPENDITURES		357,440.00	165,869.12	42,520.85	191,570.88	46.40
NET OF REVENUES & EXPENDITURES		0.00	23,747.57	(42,520.85)	(23,747.57)	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 12/09/2017 - 12/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
12/13/2017	FIRE	3787	MERCANTILE BANK	INITIAL START UP FOR FIRE AUTHORITY	084.020	000	35,000.00
12/15/2017	FIRE	3788	CITY OF LOWELL	REIMBURSEMENTS	740.000	336	18.70
				REIMBURSEMENTS	850.000	336	19.90
				WATER BILL 10/16 - 11/15/2017	920.000	336	126.41
				REIMBURSEMENTS	930.000	336	140.38
				REIMBURSEMENTS	932.000	336	300.00
				CHECK FIRE 3788 TOTAL			<u>605.39</u>
12/15/2017	FIRE	3789	5 ALARM FIRE & SAFETY EQUIP IN	SCBA'S COUPLING	740.000	336	6.00
12/15/2017	FIRE	3790	RED CREEK	TRASH SERVICE	932.000	336	25.28
12/15/2017	FIRE	3791	HERB, JIM	REIMBURSE FOR PO BOX & PLACQUE	740.000	336	103.28
				REIMBURSE FOR PO BOX & PLACQUE	955.000	336	240.00
				CHECK FIRE 3791 TOTAL			<u>343.28</u>
12/15/2017	FIRE	3792	JOHNSON, CHARLES	OVERPAYMENT OF AFLAC	231.002	000	66.95
12/22/2017	FIRE	3793	5 ALARM FIRE & SAFETY EQUIP IN	FIRE DEPT SUPPLIES	740.000	336	47.12
12/22/2017	FIRE	3794	O'REILLY AUTOMOTIVE, INC	CAR WASH	931.000	336	7.99
				Total for fund 206 FIRE FUND			36,102.01

Lowell Area Fire Dept.

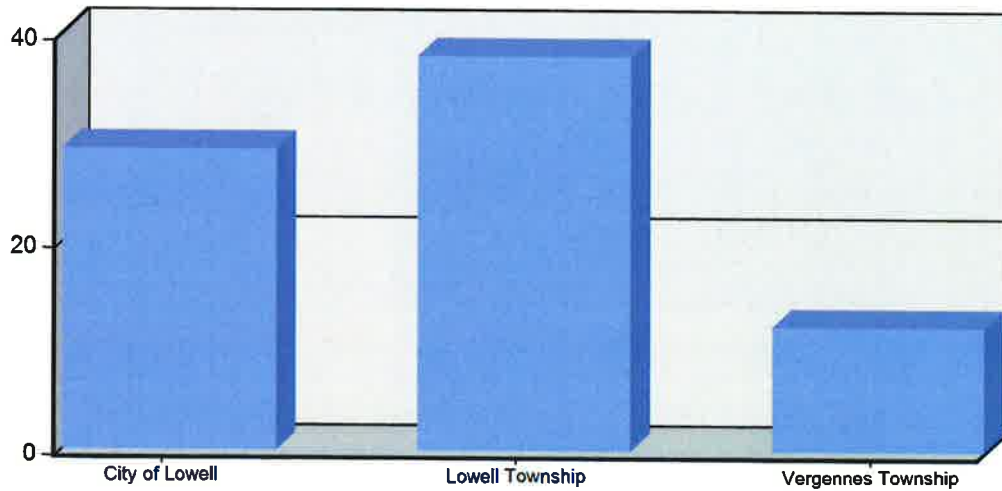
Lowell, MI

This report was generated on 1/2/2018 9:14:46 AM



Incident Count per Zone for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017



ZONE	# INCIDENTS
City of Lowell - City	29
Lowell Township - Lowell Township	38
Vergennes Township - Vergennes Township	12
TOTAL:	79

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.

Lowell Area Fire Dept.

Lowell, MI

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	29	35:57
Lowell Township - Lowell Township	38	94:38
Vergennes Township - Vergennes Township	12	19:28
TOTAL	79	150:03

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.

Lowell Area Fire Dept.

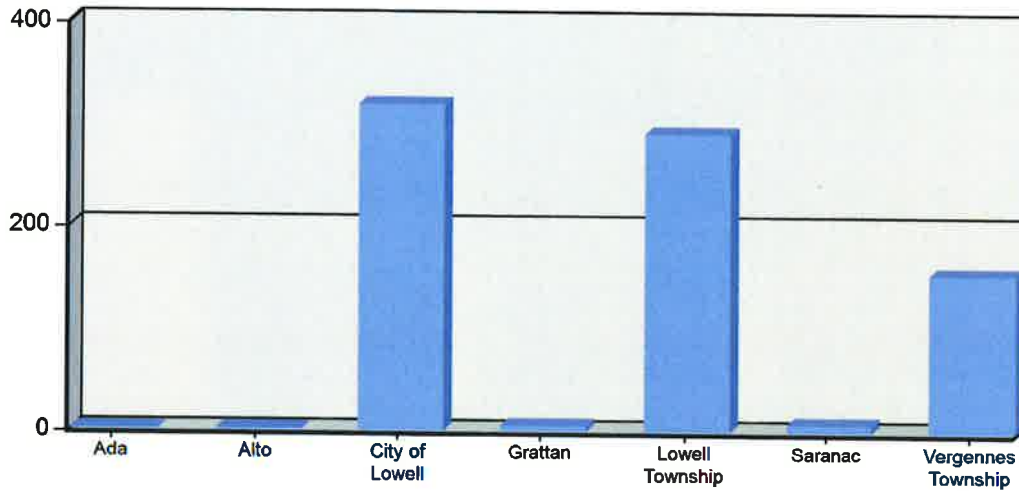
Lowell, MI

This report was generated on 1/2/2018 9:12:27 AM



Incident Count per Zone for Date Range

Start Date: 01/01/2017 | End Date: 12/31/2017



ZONE	# INCIDENTS
Ada - Ada Township	1
Alto - Bowne Township	1
City of Lowell - City	319
Grattan - Grattan Township	5
Lowell Township - Lowell Township	291
Saranac - Saranac	7
Vergennes Township - Vergennes Township	154
TOTAL:	778

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



EMERGENCY REPORTING

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Doc Id: 270

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Lowell Area Fire Dept.

Lowell, MI

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Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	77
2	1
o	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	79

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	79

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	79

USER-DEFINED FIELD: Hand Tools Used (Required)	
'0	1
0	71
1	1
2	1
2 TIC, 1 Batt Fan	1
Gas meters	1
lock out kit	1
Them Camera	1
TIC	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	79

USER-DEFINED FIELD: Water used (gal) (Required)	
0	79

Only User-Defined values selected in the CUSTOM field of an incident included. Only REVIEWED incidents included in count.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/2/2018 9:11:23 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2017 | End Date: 12/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	38:15
Alto - Bowne Township	1	0:03
City of Lowell - City	319	431:23
Grattan - Grattan Township	5	32:34
Lowell Township - Lowell Township	291	761:52
Saranac - Saranac	7	80:55
Vergennes Township - Vergennes Township	154	355:03
TOTAL	778	1700:05

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



EMERGENCY REPORTING

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November 2017
Fire Runs
paydate: 12/8/2017

Name	Call Hours	\$15.00 \$	Probie pay		Probie Pay		Meeting		Training		Inspection		\$50.00 \$	Captain Hours	\$75.00 \$	Total	
			first Stage Hours	\$11.00 \$	Second Stage Hours	\$13.00 \$	Hours	\$11.00 \$	Hours	\$11.00 \$	Hours	\$15.00 \$					Hours
Barle Benjamin j	4	\$60.00					1	\$11.00	3	\$33.00	2	\$30.00				\$134.00	
Bolan James	17	\$255.00														\$255.00	
Charron Kem																\$0.00	
Donahue Sean	27	\$405.00					1	\$11.00	3	\$33.00	3	\$45.00	1	\$50.00		\$544.00	
Heftye Nigel	31	\$465.00					1	\$11.00	3	\$33.00	3	\$45.00				\$509.00	
Hendryx Dustin	13	\$195.00					1	\$11.00	3	\$33.00	3	\$45.00				\$284.00	
Hill Tim			22	\$242.00			1	\$11.00	12	\$132.00						\$385.00	
Hults Robert	29	\$435.00					1	\$11.00	3	\$33.00	3	\$45.00				\$524.00	
Jahnke Zachary S					41	\$533.00	1	\$11.00	3	\$33.00	3	\$45.00				\$622.00	
Johnson Charles	26	\$390.00					1	\$11.00	3	\$33.00	3	\$45.00				\$434.00	
Jones Kevin			14	\$154.00			1	\$11.00	3	\$33.00	3	\$45.00				\$243.00	
Kelley Erik	25	\$375.00					1	\$11.00	3	\$33.00						\$419.00	
Oswald James	10	\$150.00					1	\$11.00	3	\$33.00						\$150.00	
Putney Charles	31	\$465.00					1	\$11.00	3	\$33.00	18	\$270.00	1	\$50.00		\$509.00	
Soyka Justin	19	\$285.00					1	\$11.00	3	\$33.00	3	\$45.00				\$649.00	
Vandervest Blake	26	\$390.00					1	\$11.00	3	\$33.00	3	\$45.00				\$479.00	
Velzen Corwin	30	\$450.00					1	\$11.00	3	\$33.00	3	\$45.00	1	\$50.00		\$544.00	
Weaver Samuel	0	\$0.00			11	\$143.00	1	\$11.00	3	\$33.00	3	\$45.00				\$188.00	
Witherell Nicole	10	\$150.00					1	\$11.00	3	\$33.00	3	\$45.00				\$239.00	
Witherell Shannon	27	\$405.00					1	\$11.00	3	\$33.00	21	\$315.00		1	\$75.00	\$839.00	
Total	325	\$4,875.00	36	\$396.00	52	\$676.00	16	\$176.00	57	\$627.00	65	\$975.00	3	\$150.00	1	\$75.00	\$7,950.00

November 2017
Chief Pay

01/03/2018 Employee Hours and Gross by GL Number Report
For Check Dates 11/01/2017 to 11/30/2017

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J							
CHIEF	206-336-702.000	0.00	37.00	1,000.00	0.00	0.00	1,000.00 11/10/2017
CHIEF	206-336-702.000	0.00	40.00	1,000.00	0.00	0.00	1,000.00 11/24/2017
	Employee Totals:	0.00	77.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	77.00	2,000.00	0.00	0.00	2,000.00
Grand Totals:		0.00	77.00	2,000.00	0.00	0.00	2,000.00

December 2017
Chief Pay

01/03/2018 Employee Hours and Gross by GL Number Report
For Check Dates 12/01/2017 to 12/31/2017

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J							
CHIEF	206-336-702.000	0.00	37.00	1,000.00	0.00	0.00	1,000.00 12/08/2017
CHIEF	206-336-702.000	0.00	37.00	1,000.00	0.00	0.00	1,000.00 12/22/2017
	Employee Totals:	0.00	74.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	74.00	2,000.00	0.00	0.00	2,000.00
Grand Totals:		0.00	74.00	2,000.00	0.00	0.00	2,000.00