

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, March 9, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the January 12, 2015
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A.
7. NEW BUSINESS
 - A. Purchase Order Guidelines
 - B. Review of Capital Equipment and Future Needs
 - C.
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
12. ADJOURNMENT

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, January 12, 2015**

1. ROLL CALL

Jim Herb called the meeting to order at 3:30 p.m.

Members Present: Jim Herb, Matt Mayer, Susan Reister, David Pasquale, Carlton Blough

Others Present: Frank Martin, Bob Rogers, Cory Velzen, Steve Bukala, Jim Oswald, Jeff Altoft, Paul Roderick, Mark Howe and Suzanne Olin

2. APPROVAL OF THE AGENDA

IT WAS Moved by Pasquale, and supported by Reister to approve the agenda. Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

It was moved by Reister, supported by Mayer to approve the minutes of the December 15, 2014 meeting as amended. Yes – all. Motion carried.

4. FINANCIAL REPORT.

Olin presented the financial reports. She mentioned the audit was complete but has not received copies from Biggs Hausserman. She added it was a clean audit and there were no audit adjustments to be made. Olin mentioned the Fire Authority fund balance had increased. Blough mentioned the fire authority temporary salaries line item was currently at 37 percent. Martin mentioned mainly because the department is down on their number of fire runs.

IT WAS Moved by Mayer and supported by Pasquale to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT

No Comments were received.

6. OLD BUSINESS

A. Discussion of the ordering and funding for the SCBA Air Paks. Herb mentioned the air paks have been tabled and the Lowell Area Fire Authority will be applying to the Englehardt Fund for a grant. Pasquale mentioned the deadline for applying is April and grants are generally awarded in June. Martin added “5 Alarm” will most likely honor their price saving the department \$25,000. Wittenbach mentioned the County reverse auction program. Martin said he doubts if it can compete with “5 Alarm’s” price. He added they are donating the cost of the bottles. Martin said he will prepare the grant. Martin added it might be good to have a letter from each municipality supporting the need for the air paks and supporting the grant request. The letters should be received on or before the March Fire Board meeting. Herb questioned if there were other high capital items needed. Martin said the trucks are doing well and have new batteries and tires. Martin questioned what process he should utilize for selling the old truck. Wittenbach questioned what the truck weighed. Martin responded 34000 lbs. Howe suggested listing the truck with an auction service. Martin said he expected to receive at least \$5,000 for the truck. Herb questioned resale of the old air paks. Martin responded they will sell, but not to another fire department.

- B. Fund Raising/Grants from Lowell Area Businesses. Herb suggested the three municipalities possibly send a letter to local businesses for possible donations. Martin felt the local businesses receive these types of requests too often. Martin felt the letter needs to be worded properly and not be too forceful.

7. NEW BUSINESS

A. CHAIRMAN

Moved by Pasquale, supported by Wittenbach, to nominate Jim Herb as chairman. Yes – all. Motion carried.

VICE-CHAIRMAN

Moved by Reister, supported by Herb to nominate Pasquale as vice-chairman. Yes – all. Motion carried.

SECRETARY TREASURER

Moved by Wittenbach, supported by Pasquale to nominate Blough as secretary/treasurer. Yes – all. Motion carried.

- B. MEETING DATES. It was the consensus of the Board that the 2nd Monday of the month at 3:30 works for everyone.

Moved by Pasquale, seconded by Mayer to approve the second meeting of the month at 3:30 for the 2015 fire authority meetings. Yes – all. Motion carried.

C. THOROUGH REVIEW OF SHORT AND LONG TERM CAPITAL/EQUIPMENT REQUIREMENTS FOR THE FIRE DEPARTMENT.

Herb mentioned Blough has worked on the capital plan as well as Shannon. He mentioned he would like the two of them to put their plans together. Howe mentioned he has an excel spreadsheet set up for setting up a capital improvement plan. Herb suggested targeting the March meeting to have a plan put together. Carton said he will get with Shannon to complete the capital improvement plan. Herb added Shannon had indicated a need for more technology within the department including the need for iPad's for inspections. Martin mentioned Shannon had applied for an FM global grant for these. Martin added the iPad is useful for inspections and site plans.

8. COMMITTEE REPORTS.

- A. Capital
- B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

Chief Martin presented his monthly report which stated this past year calls were down 100 over the previous year. He added a valve was replaced on truck #4. Also, Ron VanOverbeek is overseeing fire and medical reports and Shannon inspections.

Chief Bukala provided information on 318 Lincoln Lake.

It was moved by Mayer and supported by Blough to adjourn at 4:02 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

03/06/2015 10:29 AM
 User: SUE
 DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 01/10/2015 - 03/06/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
01/16/2015	FIRE	2988	BERNARDS ACE HARDWARE	R & M/VEHICLES	931.000	336	25.99
01/16/2015	FIRE	2989	CHROUCH COMMUNICATIONS, INC.	REPAIR & MAINTENANCE	930.000	336	115.50
01/16/2015	FIRE	2990	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	551.94
01/16/2015	FIRE	2991	CITY OF LOWELL	FUEL	741.000	336	575.74
				FUEL	741.000	336	418.76
				COMMUNICATIONS	850.000	336	6.11
				PUBLIC UTILITIES	920.000	336	224.64
				PUBLIC UTILITIES	920.000	336	118.37
				R & M/VEHICLES	931.000	336	68.55
				R & M/VEHICLES	931.000	336	886.00
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	108.28
				CHECK FIRE 2991 TOTAL			2,406.45
01/16/2015	FIRE	2992	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	206.83
01/16/2015	FIRE	2993	KENT COUNTY EMERGENCY	MISCELLANEOUS EXPENSE	955.000	336	272.89
01/16/2015	FIRE	2994	GARY'S MEAT MARKET	MISCELLANEOUS EXPENSE	955.000	336	600.00
01/16/2015	FIRE	2995	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	458.30
01/16/2015	FIRE	2996	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	67.94
01/16/2015	FIRE	2997	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
01/16/2015	FIRE	2998	ERIK KELLEY	TRAVEL EXPENSES	860.000	336	141.12
01/16/2015	FIRE	2999	CHARLES PUTNEY	TRAVEL EXPENSES	860.000	336	136.64
01/16/2015	FIRE	3000	KEM CHARRON	TRAVEL EXPENSES	860.000	336	136.08
01/19/2015	FIRE	3001	GENUINE PARTS COMPANY	COMPUTER EQUIPMENT	986.000	336	1,986.08
01/30/2015	FIRE	3002	BIGGS, HAUSSEMAN, P.C.	PROFESSIONAL SERVICES	801.000	336	3,000.00
01/30/2015	FIRE	3003	KENT COUNTY FIRE CHIEF ASSOC.	MISCELLANEOUS EXPENSE	955.000	336	25.00
01/30/2015	FIRE	3004	AT&T	COMMUNICATIONS	850.000	336	50.72
01/30/2015	FIRE	3005	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
01/30/2015	FIRE	3006	ZEE MEDICAL, INC.	MISCELLANEOUS EXPENSE	955.000	336	26.95
01/30/2015	FIRE	3007	NORTHSTAR MEDICAL EQUIPMENT INC.	OPERATING SUPPLIES	740.000	336	224.00
01/30/2015	FIRE	3008	COMCAST CABLE	COMMUNICATIONS	850.000	336	110.34
01/30/2015	FIRE	3009	GRAND AUTO FAMILY	R & M/VEHICLES	931.000	336	37.24
02/10/2015	FIRE	3010	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING			** VOIDED **
02/10/2015	FIRE	3011	LOWELL LIGHT & POWER	PUBLIC UTILITIES			** VOIDED **
02/10/2015	FIRE	3012	CITY OF LOWELL	PUBLIC UTILITIES			** VOIDED **
02/10/2015	FIRE	3013	MICHIGAN MUNICIPAL LEAGUE	WORKERS COMPENSATION			** VOIDED **
02/10/2015	FIRE	3014	MURRAY LAKE MARINA	REPAIR & MAINTENANCE			** VOIDED **
02/10/2015	FIRE	3015	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES			** VOIDED **
02/10/2015	FIRE	3016	KELLEY, ERIK	TRAVEL EXPENSES			** VOIDED **
02/10/2015	FIRE	3017	PUTNEY, CHARLES	TRAVEL EXPENSES			** VOIDED **
02/10/2015	FIRE	3018	CHARRON, KEM	TRAVEL EXPENSES			** VOIDED **
02/10/2015	FIRE	3019	HEFTYE, NIGEL	TRAVEL EXPENSES			** VOIDED **
02/10/2015	FIRE	3020	CONSUMERS ENERGY	PUBLIC UTILITIES			** VOIDED **
02/10/2015	FIRE	3022	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	4.28
02/10/2015	FIRE	3023	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	523.48
02/10/2015	FIRE	3024	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	224.64
				PUBLIC UTILITIES	920.000	336	129.81

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 01/10/2015 - 03/06/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
02/10/2015	FIRE	3025	MICHIGAN MUNICIPAL LEAGUE	CHECK FIRE 3024 TOTAL			354.45
02/10/2015	FIRE	3026	MURRAY LAKE MARINA	WORKERS COMPENSATION	722.000	336	1,733.00
02/10/2015	FIRE	3027	5 ALARM FIRE & SAFETY EQUIP IN	REPAIR & MAINTENANCE	930.000	336	58.93
02/10/2015	FIRE	3028	KELLEY, ERIK	OPERATING SUPPLIES	740.000	336	140.52
02/10/2015	FIRE	3029	PUTNEY, CHARLES	TRAVEL EXPENSES	860.000	336	193.20
02/10/2015	FIRE	3030	CHARRON, KEM	TRAVEL EXPENSES	860.000	336	223.68
02/10/2015	FIRE	3031	HEFTYE, NIGEL	TRAVEL EXPENSES	860.000	336	28.75
02/10/2015	FIRE	3032	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	1,171.28
03/03/2015	FIRE	3035	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	525.75
03/03/2015	FIRE	3036	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	118.37
				PUBLIC UTILITIES	920.000	336	224.64
				CHECK FIRE 3036 TOTAL			343.01
03/03/2015	FIRE	3037	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,157.54
03/03/2015	FIRE	3038	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	59.94
03/03/2015	FIRE	3039	AT&T	COMMUNICATIONS	850.000	336	239.15
03/03/2015	FIRE	3040	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.83
03/03/2015	FIRE	3041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	1,347.08
Total for fund 206 FIRE FUND							19,098.76

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDDT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000-REVENUES	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	0.00
206-000-507.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
206-000-569.000	LOWELL TOWNSHIP CONTRIBUTION FIRE TRUCK	0.00	61,111.66	0.00	(61,111.66)	100.00
206-000-589.000	VERGENNES TOWNSHIP CONTRIBUTION FIRE TRU	0.00	61,111.66	0.00	(61,111.66)	100.00
206-000-590.000	CITY OF LOWELL CONTRIBUTION FIRE TRUCK	0.00	61,112.00	0.00	(61,112.00)	100.00
206-000-591.000	LOWELL TOWNSHIP	102,793.00	80,094.60	0.00	22,698.40	77.92
206-000-632.002	VERGENNES TOWNSHIP	89,368.00	70,026.60	0.00	19,341.40	78.36
206-000-632.003	CITY OF LOWELL	95,111.00	74,332.74	0.00	20,778.26	78.15
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	2,340.00	0.00	(2,340.00)	100.00
206-000-689.000-FA-1501	LOOK GRANT	0.00	2,000.00	0.00	(2,000.00)	100.00
206-000-690.000	GRAND RAPIDS FOUNDATION GRANTS	0.00	188,500.00	0.00	(188,500.00)	100.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		287,272.00	600,629.26	0.00	(313,357.26)	209.08
TOTAL Revenues						
287,272.00			600,629.26	0.00	(313,357.26)	209.08
Expenditures						
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
206-000-860.000						
Total Dept 000-REVENUES		0.00	0.00	0.00	0.00	0.00
Dept 336						
206-336-702.000	SALARIES-PERMANENT	0.00	0.00	0.00	0.00	0.00
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	545.58	0.00	954.42	36.37
206-336-707.000	SALARIES-TEMPORARY	145,672.00	63,469.50	0.00	82,202.50	43.57
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	11,000.00	4,663.49	0.00	6,336.51	42.40
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	3,297.00	0.00	3,703.00	47.10
206-336-727.000	OFFICE SUPPLIES	3,100.00	463.11	0.00	2,636.89	14.94
206-336-740.000	OPERATING SUPPLIES	18,000.00	17,210.50	0.00	789.50	95.61
206-336-741.000	FUEL	5,000.00	2,636.38	0.00	2,363.62	52.73
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	26,000.00	3,000.00	0.00	23,000.00	11.54
206-336-850.000	COMMUNICATIONS	4,000.00	4,752.20	0.00	(752.20)	118.81
206-336-860.000	TRAVEL EXPENSES	2,000.00	2,396.13	0.00	(396.13)	119.81
206-336-910.000	INSURANCE	8,000.00	6,928.00	0.00	1,072.00	86.60
206-336-920.000	PUBLIC UTILITIES	16,000.00	11,385.38	0.00	4,614.62	71.16
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	1,860.50	0.00	3,139.50	37.21
206-336-931.000	R & M/VEHICLES	15,000.00	8,916.81	0.00	6,083.19	59.45
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	9,000.00	22,794.26	0.00	(13,794.26)	253.27
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,000.00	4,912.65	0.00	87.35	98.25
206-336-957.000	TRAINING	6,000.00	3,119.95	0.00	2,880.05	52.00
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
206-336-981.000	FIRE VEHICLES	0.00	0.00	0.00	0.00	0.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	372,184.00	0.00	(372,184.00)	100.00
206-336-986.000	EQUIPMENT	0.00	1,986.08	0.00	(1,986.08)	100.00

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	\$ BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		287,272.00	536,521.52	0.00	(249,249.52)	186.76
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		287,272.00	536,521.52	0.00	(249,249.52)	186.76
Fund 206 - FIRE FUND:						
TOTAL REVENUES		287,272.00	600,629.26	0.00	(313,357.26)	209.08
TOTAL EXPENDITURES		287,272.00	536,521.52	0.00	(249,249.52)	186.76
NET OF REVENUES & EXPENDITURES		0.00	64,107.74	0.00	(64,107.74)	100.00

Turn Out Gear 6 year

Year	Purchase	Total	Price Each
2015	5 sets PPE Head to toe	\$13,750.00	\$4,583.33
2016	5 sets PPE Head to toe	\$14,165.50	\$4,721.83
2017	5 sets PPE Head to toe	\$14,590.46	\$4,863.49
2018	5 sets PPE Head to toe	\$15,028.17	\$5,009.39
2019	4 sets PPE Head to toe	\$12,924.44	\$4,308.15
2020	4 sets PPE Head to toe	\$13,312.17	\$4,437.39
2021	3 Sets PPE Head to Toe	\$10,576.92	\$3,525.64

Wildland 6 year

Year	Purchase	Total	Total Each
2015	5 sets PPE Head to toe	\$3,000.00	\$1,000.00
2016	5 sets PPE Head to toe	\$3,092.78	\$1,030.93
2017	5 sets PPE Head to toe	\$3,188.43	\$1,062.81
2018	5 sets PPE Head to toe	\$3,287.04	\$1,095.68
2019	4 sets PPE Head to toe	\$2,758.62	\$919.54
2020	4 sets PPE Head to toe	\$2,843.93	\$947.98
2021	3 sets PPE Head to toe	\$2,195.12	\$731.71

Recommended
Budget Change for PPE

Year	Total	Total Each
2015	\$16,750.00	\$5,583.33
2016	\$17,257.78	\$5,752.59
2017	\$17,778.79	\$5,926.26
2018	\$18,315.21	\$6,105.07
2019	\$15,683.06	\$5,227.69
2020	\$16,156.10	\$5,385.37
2021	\$12,772.04	\$4,257.35

Big Ticket Long term

Item	EOL	Total	Total Each per year
Rescue Tools	2026	\$40,057.14	\$1,213.85
SCBA Complete	2030	\$172,857.17	\$3,841.27
Breathing Air Compressor	2017	\$50,000.00	\$5,555.56
Engine 6		\$600,000.00	\$200,000.00
Engine 3		\$625,000.00	\$208,333.33
Rescue 10		\$300,000.00	\$100,000.00
Brush 8		\$50,000.00	\$16,666.67
Medic 9		\$50,000.00	\$16,666.67
Utility 4			
Command Car		\$45,000.00	\$15,000.00
Engine 5	2034	\$650,000.00	\$10,833.33

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY
315 S. Hudson St.
2015

March 5, 2015

Fire authority board:

We have had 125 fire and medical responses for the first two months of 2015. There was a couple structure fires and several vehicle accidents, and mostly medical calls.

Maintenance on trucks is good with only one repair to engine #5, which needed some repairs to the radio system which will be paid by rosenbauer.

Deputy Chief VanOverbeek is still doing fire and medical reports that need to be sent to the national fire incident reporting system (NFIRS)

Captain Witherell is doing the inspections and site plans, along with Lt. Corey Velzen. He also has put together a 6 year plan for replacing turn out gear, and also capital outlay items such rescue tools, breathing apparatus and compressor, along vehicles.

Training was having fit testing done on each s.c.b.a. mask and the firefighter that it was assigned to. The cost is forty dollars per person, times 25.
The dept also had 5 hours of medical training on the 28th of February.

The pancake breakfast is on March 28th, from 7 a.m. to 11 a.m.

If you have any questions, please contact me at 893-0521

Frank Martin, Fire Chief