

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, April 11, 2016 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 Regular Meeting – March 14th, 2016 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Update on New Radios (Witherall)
 - B. 2016/17 Budget Approval Status (Municipalities)
 - C. Authority Agreement status (Municipalities)
 - D. Fire Chief Hiring Status
 - E. Grant Status
 - F. Fire Building Inspection Review (Altoft)
7. NEW BUSINESS
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, March 14, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
Jim Herb called the meeting to order at 3:30 p.m.
Members Present: Jim Herb, Matt Mayer, Susan Reister, Tim Wittenbach, Jeff Altoft and Carlton Blough
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – February 8th, 2016 meeting.
IT WAS MOVED BY MAYER and seconded by BLOUGH to approve the minutes of the February 8, 2016 meeting. Yes-all. Motion carried.
 - B. Approval of the Special Meeting – February 29th, 2016 meeting
IT WAS MOVED BY REISTER and seconded by MAYER to approve the minutes as presented. Yes-all. Motion carried.
 - C. FINANCIAL REPORTS. Olin presented the financial reports. She mentioned the authority has \$168,259.00 in cash. Blough questioned why the operating supply account was over. Olin stated due to the air paks being purchased out of this account. She said there is revenue coming in from the City and the townships on the revenue portion of the statement. Blough also noted the temporary salary account.
4. PUBLIC COMMENT - PRESENTATION ROGER MORGAN ROCKFORD AMBULANCE
Roger Morgan, CEO of Rockford Ambulance and Matt McConnen, Chief operating officer for Rockford Ambulance were present. Morgan said he has been the CEO for 32 years, and also serves on the County Board of Commissioners and Gerald R. Ford Airport Board. Matt stated he has been the Chief operating officer for 23 years for Rockford Ambulance and serves on the Courtland Township Board. Morgan stated Rockford Ambulance was formed in 1968 when funeral homes went out of the ambulance business. He said he started in Lowell in 1988, Sparta in 2000 and Grand Rapids Township in 2001. He added the fire department is a great asset to the Community and Rockford Ambulance appreciates their support. He mentioned Rockford Ambulance has their own call center which utilizes predictive software where most accidents are likely to occur. He added they now must carry a lot of equipment on board and have outgrown their vans. He said they have three in service now and one in Grand Rapids Township. They are looking at the Grand Rapids foundation for assistance with their \$82,000 purchase for a new vehicle. Morgan said he is looking into the Look Fund and Grand Rapids foundation to approve one half the cost of a new van and requested the Fire Authority support. He added they have a 4.5 million budget and one million is held up in accounts waiting to be paid by the insurance companies. He added Kent County is looking into a surcharge or millage to operate the dispatch.
5. PUBLIC COMMENT. Witherell mentioned the Fire Chief job posting had an error in one of its requirements.

6. OLD BUSINESS

- A. Fire house equipment purchases. Witherell reported Curtis equipment has a washer in stock set up and ready to go. He said the current washer is leaking. He said the cost is \$5750 installed and will be set up and good to go. Blough questioned if there should be more than one quote for purchases over \$5,000. Letzmann suggested to state in the motion that Curtis is a unique supplier.

IT WAS MOVED BY HERB and seconded by MAYER to purchase the Huebsch washer extractor, with a list price of \$8714.00 from Curtis Equipment in the amount of \$5750.00 whereas the washer is a demo model to be 30% lower than list price, furnished by a local provider, and the board finds in the best interest to purchase from Curtis equipment. Yes – all. Motion carried. Reister questioned the warranty. Vanoverbeek said it has a three year warranty.

Herb mentioned the Fire Department projector can be a purchase from the current budget. IT WAS MOVED BY WITTENBACH and seconded by REISTER to approve the projector in the amount of \$694.00 to be purchased by Best Buy. Yes-all. Motion carried.

Vanoverbeek mentioned the department experienced difficulties with their backup of records. He added there will be a \$60.00 per year fee for cloud storage, \$400 to install and a battery backup in the amount of \$100 from Addorio. He added Addorio will be working on the problems with the department's backups.

- B. Survey review. Roderick mentioned he has a copy of the Fire Department survey that was conducted in 2006 if anyone would like a copy. Reister questioned what percent of the department was here in 2006. Roderick responded we have probably lost one half since then. Reister said she appreciated the fire fighters perspective. Mayer felt the lack of morale is a problem and there was no comrade.
- C. Future Capital equipment discussion.
- D. Shannon – provide update on radio's. Pasquale said the LCTV fund met to review the joint radio request by the Fire Department and Lowell police was approved in full. Pasquale said the council will meet Monday to approve the LCTV grant requests. Shannon stated Chief Bukala and himself met to discuss the Kent County dispatch. He stated KC was going to 800 mg radios. The new radios will have the capability of communicating with 911 and possibly the internet. He said it will be some time before the old radios are turned in. Wittenbach mentioned the township supervisors are supporting the 911 surcharge.

7. NEW BUSINESS

- A. Discussion on increasing pay for fire fighter's training pay. Carlton passed out a brochure from Galaxy for a plaque for Chief Martin to be hung in the fire barn. Herb thought it would be a couple months before it could be presented to Frank. It was the consensus of the board to purchase a gift for Chief Martin, not to exceed \$500.00. All in favor.

Blough stated he felt the pay needs to be increased for fire fighter training. Vanoverbeek said training starts at 8 a.m. and there are sign in sheets. He said they try to have the training completed by noon. Blough felt the pay for fire fighter training should start with the new budget year or July 1, 2016.

Altoft mentioned the fire department building needs inspected. Vanoverbeek mentioned mold on the kickboard of the drywall. IT WAS MOVED BY ALTOFT and seconded by WITTENBACH to have the Fire Department inspected in house by Ron Woods, Interim DPW Director in an amount not to 1000 dollars. Yes – all. Motion carried.

- B. 2016/17 budget review and approval. Olin presented a preliminary 2016-2017 budget. She stated a separate line item was created for the hiring of a new chief. She also explained increases for Kent County dispatch is now included under communications.

IT WAS MOVED REISTER and seconded by MAYER to approve the fire department budget as presented in the amount of \$367,200 plus an additional \$16,755 for paid training to be added for a total budget of \$383,955.. Herb requested the budget with paid training be sent to the township clerks and the Fire commission board.

- C. Authority Agreement status (from the municipalities)

- D. Restated Bylaws review and approval. Letzmann said in regard to disposal of assets, notice to the board at the regular meeting prior to the meeting at which action on disposal of assets is to be taken is added.

IT WAS MOVED BY Reister and seconded by BLOUGH to approve the restated bylaws as presented. Yes all- Motion carried.

- E. Fire Chief hiring status. Herb mentioned currently one application for the Chief position has been received. Letzmann mentioned the job opening for the Lowell fire department chief has been well advertised. Bukala questioned the interviews for a city manager not open to the public. Letzmann said the manager is not a public body, the Fire Authority is a public body. Herb said the applications will be closed April 4th.

- F. Status on grants. Witherell said the SCBA's maintain some small value. He requested approval to liquidate them and advertise in fire trader. He felt he could receive \$250/system. Herb said to proceed. Witherell questioned the match for Grand Rapids foundation grants. Pasquale mentioned 25% is desired for a local match. Witherell said the Michigan DNR grant is 50%.

8. COMMITTEE REPORTS

- A. Capital Appropriations
B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES Ron said there were 26 fire and 30 medical responses for the month of February 2016 bringing the total to 189 for the year. Chief Martin has a meeting on March 16 with his surgeon to discuss his surgery. The new tools purchased through the grant are being mounted on the engines. The pancake breakfast will be 3/26/2016 starting at 7a.m. Reister questioned how late the breakfast runs. Vanoverbeek responded 11a.m. and there will be a fire truck at the expo.

10. MEMBER COMMENTS. Blough mentioned having the meeting dates emailed.

11. DATE FOR NEXT MEETING(S) April 11th.

12. ADJOURNMENT moved by Reister and seconded by Altoft to adjourn at 5:40 p.m.

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 03/31/2016

2015-16
AMENDED
BUDGET

ACTIVITY FOR
MONTH
03/31/2016

AVAILABLE
BALANCE

% BDTG
USED

YTD BALANCE
03/31/2016

DESCRIPTION

GL NUMBER

Fund 206 - FIRE FUND

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDTG USED
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	17,365.66	0.00	(17,365.66)	100.00
206-000-590.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-591.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-632.001	LOWELL TOWNSHIP	125,869.00	97,402.05	0.00	28,466.95	77.38
206-000-632.002	VERGENNES TOWNSHIP	109,755.00	85,316.49	0.00	24,438.51	77.73
206-000-632.003	CITY OF LOWELL	116,958.00	90,717.93	0.00	26,240.07	77.56
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-000-688.000-FA-1501	LOOK FUND GRANT	0.00	0.00	0.00	0.00	0.00
206-000-689.000-FA-1503	LOOK FUND GRANT	0.00	4,000.00	0.00	(4,000.00)	100.00
206-000-690.000	GRAND RAPIDS FOUNDATION GRANTS	0.00	40,000.00	0.00	(40,000.00)	100.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		352,582.00	369,533.45	0.00	(16,951.45)	104.81
TOTAL Revenues		352,582.00	369,533.45	0.00	(16,951.45)	104.81
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	0.00	0.00	0.00	0.00	0.00
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	666.50	86.00	833.50	44.43
206-336-707.000	SALARIES-TEMPORARY	145,672.00	81,838.00	10,535.00	63,834.00	56.18
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	6,086.61	789.48	4,913.39	55.33
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	4,456.00	0.00	2,544.00	63.66
206-336-727.000	OFFICE SUPPLIES	3,100.00	369.74	0.00	2,730.26	11.93
206-336-740.000	OPERATING SUPPLIES	62,810.00	137,993.67	0.00	(75,183.67)	219.70
206-336-741.000	FUEL	4,000.00	2,734.27	0.00	1,265.73	68.36
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	15,387.60	0.00	10,612.40	59.18
206-336-850.000	COMMUNICATIONS	8,000.00	3,956.01	149.72	4,043.99	49.45
206-336-860.000	TRAVEL EXPENSES	4,000.00	2,071.10	315.90	1,928.90	51.78
206-336-910.000	INSURANCE	8,000.00	7,625.00	0.00	375.00	95.31
206-336-930.000	PUBLIC UTILITIES	16,000.00	8,791.79	1,506.02	7,208.21	54.95
206-336-931.000	REPAIR & MAINTENANCE	5,000.00	3,673.01	0.00	1,326.99	73.46
206-336-932.000	R & M/VEHICLES	15,000.00	6,909.62	0.00	8,090.38	46.06
206-336-940.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	12,113.65	92.92	886.35	93.18
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,427.59	0.00	3,072.41	44.14
206-336-957.000	TRAINING	6,000.00	2,187.66	0.00	3,812.34	36.46
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	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	2,667.00	0.00	8,333.00	24.25

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		352,582.00	301,954.82	13,475.04	50,627.18	85.64
Dept 426-EMERGENCY MANAGEMENT						
206-426-707.000-FLOODI3 SALARIES-TEMPORARY		0.00	0.00	0.00	0.00	0.00
206-426-715.000-FLOODI3 SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00
206-426-740.000-FLOODI3 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		352,582.00	301,954.82	13,475.04	50,627.18	85.64
Fund 206 - FIRE FUND:						
TOTAL REVENUES		352,582.00	369,533.45	0.00	(16,951.45)	104.81
TOTAL EXPENDITURES		352,582.00	301,954.82	13,475.04	50,627.18	85.64
NET OF REVENUES & EXPENDITURES		0.00	67,578.63	(13,475.04)	(67,578.63)	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 03/11/2016 - 04/06/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
03/31/2016	FIRE	3336	KENT COUNTY FISCAL SERVICES	PROFESSIONAL SERVICES	801.000	336	6,879.67
03/31/2016	FIRE	3337	STATE OF MICHIGAN	MISCELLANEOUS EXPENSE	955.000	336	3.00
03/31/2016	FIRE	3338	X-CEL CHEMICAL SPECIALTIES CO.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	89.15
03/31/2016	FIRE	3339	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	825.84
03/31/2016	FIRE	3340	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	53.32
03/31/2016	FIRE	3341	AT&T	COMMUNICATIONS	850.000	336	305.47
03/31/2016	FIRE	3342	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	76.91
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	76.91
				CHECK FIRE 3342 TOTAL			<u>153.82</u>
03/31/2016	FIRE	3343	COMCAST CABLE	COMMUNICATIONS	850.000	336	97.91
				Total for fund 206 FIRE FUND			8,408.18

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY
315 S. Hudson St.
2016

March 8, 2016

Fire Authority Board:

We have had 26 fire incidents and 30 medical responses for the month of February, 2016, bringing the total to 189 for the year.

Chief Martin is continuing his at-home rehab. I continue to meet with him and he is doing well. I will follow his progress and update you as to possibly celebrating his retirement. Frank will be meeting with his back surgeon 3-16-2016 to discuss his surgery. At this time we are no closer to a party.

The new tools purchased through the grant are being mounted on the engines.

Captain Witherell is overseeing the Medical and Fire reports that are sent to NFIRS. These reports are being completed by the Lieutenants and members at the time of the incident.

Captain Witherell is also doing the inspections and site plans, along with Lt. Corey Velzen.

Training: We trained on CPR & AED for our recertification. We also trained on scene size up, mapping and driving.

Pancake breakfast is 3/26/2016 starting at 7 am.

If you have any questions, please contact me at 648-1478.

Ron van Overbeek, Deputy Fire Chief