

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA

Monday, May 8, 2017 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 27, 2017 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Update on UTV (van Overbeek)
  - B. Continuation of Fund Balance Discussion - Board
  - C. Review of Fire House Improvement Bids and Possible Actions – van Overbeek
  - D. Firearm Carry Verbage Discussion - Letzmann
  - E. Grant Status - van Overbeek/Witherall
  - F. Finalize Decision Whether to Charge for Inspection's – Board
  - H. Biocare Program Status – van Overbeek
7. NEW BUSINESS
  - A. Current Fire Equipment Evaluation – van Overbeek/Herb
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 27, 2017  
At the Look Memorial Fire Station

1. ROLL CALL

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

Members Present: Jim Herb, Susan Reister, Tim Wittenbach, Carlton Blough, David Pasquale and Jim Hodges

2. APPROVAL OF THE AGENDA

Herb mentioned the presentation by Rockford Ambulance should be moved to the first item of the agenda after the approval of the minutes.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to approve the agenda as corrected.  
Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes – February 13, 2017

Wittenbach mentioned in the minutes under item 5, read “televising the authority meetings.” Olin said she will change the minutes to read “video recorded”.

IT WAS MOVED BY HODGES and seconded by REISTER to approve the minutes as corrected.  
Yes – all. Motion carried.

7. NEW BUSINESS

A. Presentation by Rockford Ambulance – Matt McConnon. McConnon referred to a report distributed by KCEMS regarding ambulance response times, and stated Rockford Ambulance is exceeding the report. He said Rockford Ambulance is in the process of changing operations to 12 hour shifts instead of 24 hour shifts by April 17. He also stated the ambulances will be out more on the road, rather than at the station to improve response times. He said there are no immediate plans to vacate the contract until the end of September. Blough mentioned Lowell Township is at the bottom of the fire authority district. McConnon said the goal of changing operations is not to adversely affect response times but make it better. If we are already in the vehicle, the vehicle can be rolled as soon as dispatched. Reister questioned the times of the shift change? McConnon stated the times will be staggered. He added Rockford Ambulance serves approximately 3000 households or 110,000 people. He said they will lose some members, then gain, so we stay about even. Wittenbach questioned if the ambulance was changing how they do business with the smaller vehicles. McConnon responded supervisors respond in those, and they were brought to the station to cover a shift.

van Overbeek questioned if Rockford Ambulance had a back- up plan if the change in shifts didn't work out. McConnon responded it is the same program, just breaking it up into 12 hour shifts so individuals will work more frequently. McConnon mentioned that Rockford Ambulance also utilizes Dispatch Pro which is a predictive software. He said if there is a hot spot at the expressway, we can park there which translates into more mobility. Wittenbach questioned if Rockford Ambulance covered the expressway. McConnon responded yes. Herb questioned if

there had been any recent problems with response time between the department and Rockford Ambulance. Velzen mentioned it does happen. Herb added it comes with the territory.

4. FINANCIAL REPORTS.

Olin distributed a new revenue/expenditure report. She noted this report reflects \$12,300 received from the Grand Rapids Foundation for CPR assists. Also, she mentioned the invoice for these had not yet been paid in the amount of \$16,354. She added the fire authority currently has \$234,248 dollars in cash. Olin said all three municipalities are current and fourth quarter invoices are going out soon. Blough questioned the check written to Kent County from the professional services general ledger number. Olin responded this is for the Kent County fire assessment. Reister questioned a payment to Addorio Technologies. Olin responded Addorio does computer work at the station. van Overbeek added this was for two new computers, a wireless network and a small server at the station.

It was moved by PASQUALE and seconded by REISER to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT – No public comments were received.

6. OLD BUSINESS

- A. Sale of Truck Assets. van Overbeek said two vehicles were sold at Ranger Bid on March 21<sup>st</sup>. He said originally the dealer was going to give \$2500.00 for the pair. van Overbeek said the ambulance sold for \$1,780 and the suburban \$2,575. He mentioned both vehicles have been picked up.
- B. UTV Progress. van Overbeek said the UTV will be picked up tomorrow evening from Platinum Powersports and then he will begin the process of putting together the rack and equipment. van Overbeek said the size of the tank for the UTV, could hold us up. Blough questioned when it would be placed in service. van Overbeek added he would like to have the UTV up and running for a switch grass burn the end of April.
- C. Discussion of Fund Balance. Herb stated Steve Thompson, of Dickinson, Thompson, Carr and Huber, put together suggestions regarding the fund balance. Herb said in regard to his item 2 concerning wages and payroll, the authority has lowered its budgeted payroll. Also, Olin said in regard to item 4 in his letter, \$12,000 addition is no longer being collected. Hodges suggested placing the excess fund balance into another account for equipment and trucks and future expenditures. Herb recommended our fund balance be around \$50,000. Pasquale suggested utilizing the funds for equipment purchases and placed into a special fund for grant matches for needs the department has. Burns stated in Fenton, there was a truck fund and the city designated \$100,000 per year. Blough felt the agreement was not to have extra money setting in the fire authority. Wittenbach said we rely on the formula to fund the fire department and we didn't want a huge fund balance. He added we wanted the municipalities involved on the fiscal side. Blough suggested taking this item back to the townships and see what their opinion is. Pasquale suggested Letzmann look at the agreement. Herb suggested tabling this until the next meeting.
- D. Firearm Carry Policy. Letzmann read aloud the policy regarding fire arms and stated it is straight forward, meaning on duty is the period during which the employee is performing fire and rescue services, from the time of dispatch, including travel to the station house or to the scene. The default, in the event the employee is unable to secure the firearm prior to leaving after exhausting best effort to do so is to secure the firearm in a locked place or glove compartment of the vehicle. Also, advise his superior officer, as soon as is practical, that the member, volunteer and employee has a firearm. This policy shall not apply to an active law enforcement officer in the authority's jurisdiction. Letzmann mentioned stowing the firearm unloaded in a safe manner. Herb

questioned the glove compartment, personal vehicle or an authority vehicle. He said you may not want the member to delay going back to a private vehicle, locked compartment, or glove box. He said the firearms law provides carrying a firearm safely including the unloaded portion. Letzmann said it is up to the board members on how stringent you want to make this. Herb asked if there were locked compartments on fire vehicles. van Overbeek responded no. Rather you leave your gun at home our default is to secure. Letzmann said you can get portable gun safes that are chained to the seat mechanism of your car, like a big cigar box. Chief Bukala stated if a concealed pistol holder fire fighter is driving down the road leaving Meijer with his family, and an injury accident occurs, and he has his pistol, do you want him to take his gun off and throw underneath the seat with his family in the vehicle? Bukala said the safest place for the firearm is on his hip, not underneath the seat or glove box. Letzmann said he would work on a paragraph 3 on how to handle those situations whereby a firemen has to render aid. Bukala said he could see this happening on a weekly basis. van Overbeek said the Fire Authority's insurance company is not going to cover this regardless. Bukala added he has never had a gun fall out of his holster. Letzmann mentioned individuals carry different holsters. Herb, requested an item 3 be added based on what we talked about. Letzmann advocating prudence and caution as the attorney, I know the law is clear and general public can carry a firearm while they are working. He said the employer can inhibit or restrict. van Overbeek added the fire authority insurance company made it clear, they are not going to cover us regardless. Blough questioned if the policy would go into the firemen's book or authority itself as a policy? Letzmann responded this is the board's policy, and the chief can change that administratively. Herb said the board would refer to this topic at the next meeting.

- E. Grant Status. Witherell said he applied to the Grand Rapids Foundation for an automated CPR assist machine and then demonstrated to the board how the CPR assist machine worked. He said this unit replaces an individual from having to do chest compressions. He added there is a FEMA grant for two more chest compressors, and that everyone on the department is trained, and they are functioning well. He said there will be a press release with the Ledger and Lowell's First Look regarding the CPR machines. He added the Fire Department is looking at applying to the Michigan Township Par Grant for hydrant adapters due in June.
- F. Further Discussion of Possible Inspection Charges. Witherell explained he surveyed a handful of departments regarding inspection charges, and it is often referred to as a business licensing fee. Different business licensing fees vary between \$20 and \$55 dollars and the frequency of required inspections. He said the fee covers two things; when the business applies for the license they fill out all of their contact information which is forwarded to the inspection division and the fees assist to help offset cost of inspections. Herb questioned if the adjacent fire departments were charging? Witherell said it is more rare there are charges than not. Witherell said with the new emergency reporting software, there is a tab that allows for occupancies and inspections and tracks contact information in addition to their gas meter locations, connections and meters for the building. Herb said it is up to the board members to take inspection fees back to their respective boards. Blough questioned how many businesses needs inspections. Witherell mentioned it is broken down by municipalities including churches and multifamily, not just store front properties. He said businesses in the downtown require two separate inspections, with the businesses downstairs and the apartment upstairs. Herb suggested each board member take this item to their boards to discuss. Herb said inspections are a cost to the fire department. Wittenbach mentioned billing the municipalities separately for inspections. Witherell explained costs are \$25 to \$55 currently based on frequency and size of inspection requirements. Blough would like to see what the actual costs are for inspections. Hale was not in favor of charging businesses more fees.

- G. Discussion of Biocare Physicals for Members. van Overbeek said he attended the fire chief conference in Novi, Michigan and Biocare was in attendance. He said if he coordinates with other departments, he can cut travel costs down including trucks fees and travel. Also, van Overbeek mentioned Rockford Ambulance can provide the TB testing at \$10. vs \$25. from Biocare. By working together with other departments, the savings would be \$1,205 off the top. Herb questioned if there was a standard set for each member as far as physicals, pass or fail. Witherell stated the NFPA standards for functional job duty are “fit” for duty or “not.” Reister mentioned Biocare over ten years, detected cancer. Van Overbeek said they also have an option for a chest x-ray, blood screen and EKG. Blough questioned what if we didn’t go with Biocare. van Overbeek said we pay the fine because we aren’t compliant. Witherell said the Cascade Fire Department looked into Spectrum rather than onsite and it cost them more. Wittenbach questioned if van Overbeek was comfortable with waiting until fall?

It was moved by BLOUGH and seconded by HODGES to approve up to \$7,000 in testing of Biocare Physicals as soon as possible for members. Yes – all. Motion carried.

- H. Fire Building Repairs and Insurance. Michael Burns stated van Overbeek and himself have had discussions about maintaining the fire barn building. Burns, said the City has also brought in inspectors for energy audits including, Honeywell. Burns stated he provides direction regarding City facilities, and feels this is not his job to say what the fire department should be doing in their facility. Burns suggested a letter of understanding between the city and fire authority which addresses the fire authority insuring the building and maintaining it. van Overbeek stated if the fire department is going to be responsible for maintenance, then we are all for it. Burns added he is trying to have it so the city isn’t dictating what the fire department can do with their building. Wittenbach said it makes sense, and that the insurance might be a little higher but would clear up issues with the windows and doors. Burns said he would discuss this item with the council and have the attorney write a memorandum of understanding concerning the fire station. Wittenbach questioned if the ambulance building was separate. Burns said that is the next thing to work out.

## 7. NEW BUSINESS.

- B. Review of LAFD Municipality Presentation at City Hall. Herb said the Fire Department presentation will be held at the Lowell City Hall on Thursday and all municipalities should have their various boards attend. van Overbeek said he would include the budget for next year and the formula in his presentation. Hale mentioned an email blast was sent to contacts in Lowell Township. Herb mentioned a notice was also placed in the Lowell Ledger. Herb suggested bringing the recently purchased CPR assist to the meeting.
- C. Herb mentioned a six month review of the Fire Chief was held including Hodges, Wittenbach and himself. Wittenbach mentioned the review lasted between two and three hours, and covered many items. He added the surveys were super positive and he is doing a good job. Hodges concurred noting copies of the surveys are available if board members would like a copy.

## 8. COMMITTEE REPORTS

- A. Capital appropriations
- B. Financial

## 9. FIRE CHIEF REPORT AND UPDATES.

van Overbeek said last month 48 incidents occurred in February and 18 were fire related and 30 medical. He said he attended the Chiefs conference in Novi and there was good networking. He added the UTV will be picked up tomorrow at Platinum Powersports. He added the Rotary meeting he attended on 2/15/2017 was an eye opener and lots of good questions. van Overbeek said the

department is working on the punch list, doing a great job cleaning up the stations and scrubbing the tile floor. van Overbeek said in regard to his review, he feels the department is moving in the right direction and there is always room for improvement. He added in regard to the equipment used in our reports, we used 8000 gallons of water in a structure fire and the water was taken from Pratt Lake and no municipal hydrants.

10. MEMBER COMMENTS

No comments were received.

11. DATE FOR NEXT MEETING(s)

Herb said the next meeting will be held May 8th<sup>h</sup>.

IT WAS MOVED BY HODGES and seconded by REISTER to adjourn at 5:20 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
 CHECK DATE FROM 03/24/2017 - 05/05/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
03/30/2017	FIRE	3598	PHYSIO-CONTROL CORPORATION	OPERATING SUPPLIES	740.000	336	4,054.76
				OPERATING SUPPLIES	740.000	336	12,300.00
				CHECK FIRE 3598 TOTAL			<u>16,354.76</u>
03/30/2017	FIRE	3599	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	990.00
03/30/2017	FIRE	3600	AT&T	COMMUNICATIONS	850.000	336	397.30
03/30/2017	FIRE	3601	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	648.28
03/30/2017	FIRE	3602	MICHIGAN RESCUE COONCEPTS LLC	TRAINING	957.000	336	3,295.10
04/13/2017	FIRE	3605	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	36.27
04/13/2017	FIRE	3606	KENT COUNTY TREASURER	COMMUNICATIONS	850.000	336	6,819.50
04/13/2017	FIRE	3607	LOWELL LEDGER	MISCELLANEOUS EXPENSE	955.000	336	63.00
04/13/2017	FIRE	3608	LOWELL AREA FIRE DEPT.	EQUIPMENT	984.000	336	147.77
04/13/2017	FIRE	3609	LOWELL LIGHT & POWER	OPERATING SUPPLIES	740.000	336	147.00
				PUBLIC UTILITIES	920.000	336	568.30
				CHECK FIRE 3609 TOTAL			<u>715.30</u>
04/13/2017	FIRE	3610	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	131.74
04/13/2017	FIRE	3611	KENT COUNTY EMERGENCY	MISCELLANEOUS EXPENSE	955.000	336	266.41
04/13/2017	FIRE	3612	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	234.79
				OPERATING SUPPLIES	740.000	336	375.00
				CHECK FIRE 3612 TOTAL			<u>609.79</u>
04/13/2017	FIRE	3613	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
04/13/2017	FIRE	3614	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
04/13/2017	FIRE	3615	FIRE SUPPRESSION PRODUCTS	OPERATING SUPPLIES	740.000	336	650.00
04/27/2017	FIRE	3616	HOOPER PRINTING	OPERATING SUPPLIES	740.000	336	116.00
04/27/2017	FIRE	3617	LOWELL LIGHT & POWER	REPAIRS AND MAINTENANCE BUILDING			** VOIDED **

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
04/27/2017	FIRE	3618	CITY OF LOWELL	OPERATING SUPPLIES	740.000	336	44.44
				COMMUNICATIONS	850.000	336	21.04
				COMMUNICATIONS	850.000	336	7.22
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	38.00
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	277.12
				CHECK FIRE 3618 TOTAL			<u>387.82</u>
04/27/2017	FIRE	3619	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,110.00
04/27/2017	FIRE	3620	PETER LETZMANN ASSOCIATES	PROFESSIONAL SERVICES	801.000	336	1,293.75
04/27/2017	FIRE	3621	MML WORKERS COMP FUND	PREPAID EXPENSES	123.000	000	1,839.00
04/27/2017	FIRE	3622	AT&T	COMMUNICATIONS	850.000	336	407.04
04/27/2017	FIRE	3623	NORTHSTAR MEDICAL EQUIPMENT INC.	OPERATING SUPPLIES	740.000	336	168.00
04/27/2017	FIRE	3624	COMCAST CABLE	COMMUNICATIONS	850.000	336	108.11
04/27/2017	FIRE	3625	PLASTIC-MART.COM	COMPUTER EQUIPMENT	986.000	336	359.99
04/27/2017	FIRE	3626	LOWELL LIGHT & POWER	REPAIRS AND MAINTENANCE BUILDING	932.000	336	1,500.00
Total for fund 206 FIRE FUND							38,520.23



REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY  
 PERIOD ENDING 05/31/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 05/31/2017	ACTIVITY FOR MONTH 05/31/2017	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	135,330.00	135,329.90	0.00	0.10	100.00
206-000-632.002	VERGENNES TOWNSHIP	125,404.00	94,053.00	0.00	75.00	100.00
206-000-632.003	CITY OF LOWELL	123,221.00	123,221.32	30,805.33	(0.32)	100.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	22.36	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	6,439.68	4,355.00	(22.36)	100.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	0.00	0.00	(6,439.68)	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	0.00	0.00	0.00	0.00
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Total Dept 000-REVENUES		383,955.00	359,066.26	35,160.33	24,888.74	93.52
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Dept 336						
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	3,738.20	0.00	(3,738.20)	100.00
206-336-690.000-FA-1704	GRAND RAPIDS FOUNDATION GRANTS	0.00	12,300.00	0.00	(12,300.00)	100.00
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Total Dept 336		0.00	16,038.20	0.00	(16,038.20)	100.00
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TOTAL REVENUES		383,955.00	375,104.46	35,160.33	8,850.54	97.69
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Expenditures						
Dept 000-REVENUES						
206-000-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
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Total Dept 000-REVENUES		0.00	0.00	0.00	0.00	0.00
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Dept 336						
206-336-702.000	SALARIES-PERMANENT	23,000.00	20,999.47	0.00	2,000.53	91.30
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	0.00	0.00	1,500.00	0.00
206-336-707.000	SALARIES-TEMPORARY	150,840.00	79,755.50	0.00	71,084.50	52.87
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	13,415.00	7,500.71	0.00	5,914.29	55.91
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	3,937.00	0.00	3,063.00	56.24
206-336-727.000	OFFICE SUPPLIES	3,700.00	639.00	0.00	3,061.00	17.27
206-336-740.000	OPERATING SUPPLIES	45,000.00	37,162.03	0.00	7,837.97	82.58
206-336-741.000	FUEL	4,000.00	2,562.92	0.00	1,437.08	64.07
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	34,000.00	18,501.55	0.00	15,498.45	54.42
206-336-850.000	COMMUNICATIONS	21,000.00	18,321.18	0.00	2,678.82	87.24
206-336-860.000	TRAVEL EXPENSES	4,000.00	224.64	0.00	3,775.36	5.62
206-336-860.000	INSURANCE	8,000.00	7,392.00	0.00	608.00	92.40
206-336-920.000	PUBLIC UTILITIES	16,000.00	13,265.46	0.00	2,734.54	82.91
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	2,004.39	0.00	2,995.61	40.09

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 05/31/2017	ACTIVITY FOR MONTH 05/31/2017	AVAILABLE	
		AMENDED BUDGET	BALANCE			% BDGT USED	
Fund 206 - FIRE FUND							
Expenditures							
206-336-931.000	R & M/VEHICLES	15,000.00	13,950.15	0.00	1,049.85	93.00	
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	10,000.00	5,357.19	0.00	4,642.81	53.57	
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00	
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	4,351.44	0.00	1,148.56	79.12	
206-336-957.000	TRAINING	6,000.00	6,244.21	0.00	(244.21)	104.07	
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	
206-336-984.000-FA-1702	EQUIPMENT	0.00	1,246.77	0.00	(1,246.77)	100.00	
206-336-986.000	EQUIPMENT	11,000.00	40,379.61	0.00	(29,379.61)	367.09	
Total Dept 336		383,955.00	283,795.22	0.00	100,159.78	73.91	
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		383,955.00	283,795.22	0.00	100,159.78	73.91	
Fund 206 - FIRE FUND:							
TOTAL REVENUES		383,955.00	375,104.46	35,160.33	8,850.54	97.69	
TOTAL EXPENDITURES		383,955.00	283,795.22	0.00	100,159.78	73.91	
NET OF REVENUES & EXPENDITURES		0.00	91,309.24	35,160.33	(91,309.24)	100.00	

# Lowell Area Fire Dept.

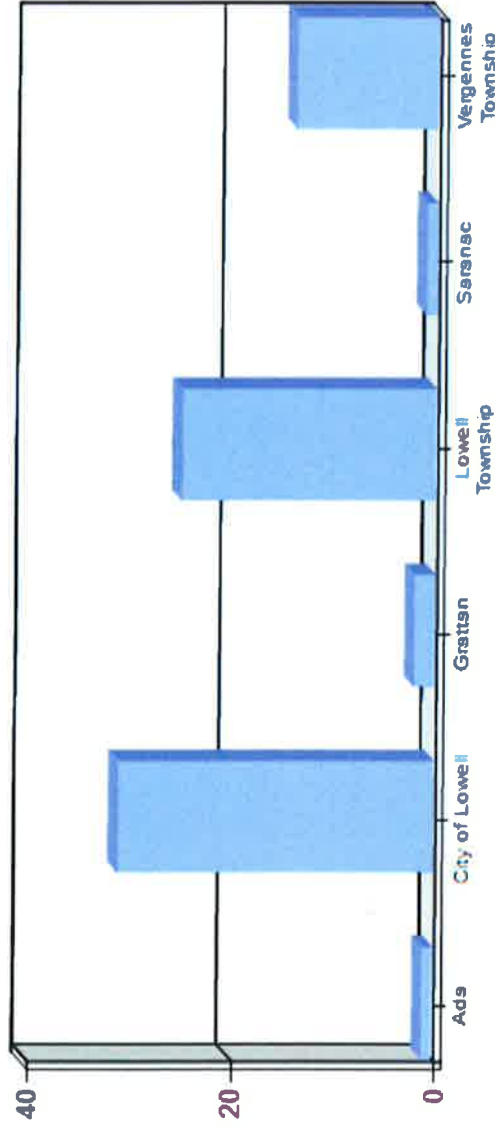
Lowell, MI

This report was generated on 5/1/2017 4:19:42 PM



## Incident Count per Zone for Date Range

Start Date: 04/01/2017 | End Date: 04/30/2017



ZONE	# INCIDENTS
Ada - Ada Township	1
City of Lowell - City	31
Grattan - Grattan Township	2
Lowell Township - Lowell Township	25
Saranac - Saranac	1
Vergennes Township - Vergennes Township	14
<b>TOTAL:</b>	<b>74</b>

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

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 5/1/2017 4:21:57 PM

## Incident Count per User-Defined Fields for Date Range

Start Date: 04/01/2017 | End Date: 04/30/2017

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	68
00000	1
11	1
3	1
4	1
6	2

<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	70
100	1
1300	1
150	1
800	1

<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	72
200	1
600'	1

<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	72
1900'	1
200	1

<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
0	66
1 ladder	1
1 TIC, 1 Halligon	1
10	1
18	1
3	1
indian packs x3	1
rake	1
rakes, pitch fork, and shovels	1

<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
---	--

0	73
N/A	1

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	65
1250	1
20	2
200	1
250gal	1
30 gal	1
30,000	1
3000	1
375	1

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 5/1/2017 4:24:05 PM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 04/01/2017 | End Date: 04/30/2017

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	38:15
City of Lowell - City	31	28:03
Grattan - Grattan Township	2	8:10
Lowell Township - Lowell Township	25	113:26
Saranac - Saranac	1	15:12
Vergennes Township - Vergennes Township	14	60:52
<b>TOTAL</b>	<b>74</b>	<b>263:58</b>



Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
301 E. Main St. Lowell, MI 49331  
616-897-7354

Monday, April 17, 2017

Fire Authority Board:

We responded to 57 total incidents for the month of March, 22 fire related and 35 medical.

We attended the community expo again this year. We had a table inside and a truck outside. Applications were handed out for the department and the explorers. We will be looking at a spring time open tryout this year with hopes of drawing in some new members.

Thank you for the opportunity to present our department address. We would have liked more members from the municipalities to attend but were happy with the questions.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.



Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
301 E. Main St. Lowell, MI 49331  
616-897-7354

Friday, May 05, 2017

Fire Authority Board:

We responded to 74 total incidents for the month of April, 31 fire related and 43 medical.

We did the switch grass burn at Bill Schuers on the 29th. We were able to try out the new UTV and it worked well. Lt. Soyka did an amazing job fabricating the skid unit and with the help of Shannon and Lt. Donahue the unit is fully functional

We have had an unusual month. We responded to numerous fires, not only in our area but in Ada and Grattan as well. The fires ranged from wildland/grass fires to structure fires.

After the meeting on the 8<sup>th</sup> I will be heading to Gaylord for LL&P. I will return on Wednesday the 10<sup>th</sup>.

We have put dates together for open try outs. The first will be Friday May 19<sup>th</sup> at 6pm and the second will Saturday May 20<sup>th</sup> at 8am. Our hopes would be to hire late spring or early summer. This gives a chance to get to know the new hires prior to sending them to training.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.





Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
301 E. Main St. Lowell, MI 49331  
616-897-7354

Friday, May 05, 2017

To: Chief Van Overbeek  
From: Captain Shannon Witherell  
Subject: April 2017 Division Report

**Fire Prevention Inspection Division:**

We performed 8 fire code inspections, as well as a number of re-inspections. All inspections took place in the City of Lowell. We installed two new Knox boxes and performed maintenance on all existing Knox boxes. We worked with building department regarding two buildings in need of repair.

**Fire Prevention Pub Ed Division:**

As the school year comes to a close we are starting to ramp up for the fall. We are beginning to plan for our open house and fire prevention week in October.

**Training Division:**

During the month of April Lowell Area Fire Department had two in house scheduled trainings that occurred on April 22nd & April 29th. On April 22, LAFD had an in house scheduled training covering the annual review of electrical safety and lock out tag out. The department also covered a review of fire extinguishers and the proper use and maintenance. The second in house training occurred on April 29. On this date the training covered fire behavior. The department was then also able to use a live fire during a brush field burn for training on containing and extinguishing brush fires.

LAFD also had Firefighter Hults and Firefighter Weiler complete the state course for company officer I & II. They attended one class this month and are now state certified.

LAFD had personnel complete a total of 105 hours of in house training. LAFD had personnel complete 8 hours of class time at outside departments. Total number of hours for training for the month of April was 113 hours.

**Equipment and Station Maintenance Division:**

A lot of time was spent putting the new UTV in-service including building the skid system. A day was spent running the cat 5 cable for the new phone systems. Service was performed on the department saws following the busy month, including replacing a blade on one of our K Saws.

Respectfully submitted  
Captain Shannon L. Witherell