

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

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
  - A. May 11, 2015 - Regular Meeting
  - B.
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A.
  - B.
7. NEW BUSINESS
  - A. 2014/15 Budget Amendments
  - B.
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, May 11, 2015**

1. ROLL CALL

Jim Herb called the meeting to order at 3:35 p.m.

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

Others Present: Jerry Hale, Frank Martin, Paul Roderick, Bob Rogers, Shannon Witherell, Corwin Velzen, Steve Bukala and Suzanne Olin

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY Pasquale, and supported by Blough to approve the agenda. Yes – all.  
Motion carried.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY MAYER and supported by BLOUGH to approve the minutes of the closed session meeting of April 20, 2015. Yes – all. Motion carried.

IT WAS MOVED BY BLOUGH and supported by MAYER to approve the minutes of the April 13, 2015 meeting. Yes – all. Motion carried.

IT WAS MOVED BY BLOUGH and supported by PASQUALE to approve the April 20, 2015 meeting minutes. Yes – all. Motion carried.

4. FINANCIAL REPORT. Olin presented the financial reports for May.

IT WAS MOVED BY BLOUGH and supported by PASQUALE to approve the financial reports as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT. Corwin Velzen invited the Fire Authority Board to a golf outing event to be held Saturday, May 30 at Arrowhead Golf Course in Lowell. He added a car wash will also be held in June.

6. OLD BUSINESS

A. Air Pac discussion. Jim Herb mentioned the upcoming air pac purchase which includes 18 pacs with spare bottles and questioned when payment would need to be made. Witherell responded the pacs would be ordered in June and six months after delivery would be the expected payment or December 2015.

7. A. Technology Upgrade. Witherell explained to the Board, the largest majority of calls for our department are EMS (medical need) and the crews are responsible for gathering patient information while on scene. He requested the board purchase a laptop and tablet for Medic 9 and engine 5 whereby he could do prepare reports, keep track of call times, call numbers, hydrant locations, building drawings and pictures. He said the department is currently using firehouse software, however would like to switch to emergency reporting. Witherell added the new software has the ability to do payroll

6. B. 2015/2016 Budget Presentation. Pasquale reported the new budget reflects an increase of \$50,000 which includes \$36,000 for the fire authority portion of the air packs, \$3000 for annual license renewal and internet for Medic 9 and Engine 5 and \$11,000 for computer and software upgrades. Herb also mentioned an increase in salaries for the chief from \$225 to \$450 per month,

\$200/month for the deputy chief and an additional \$75 per month for two captains. An additional \$50/month is proposed for four lieutenants serving on the department. Pasquale added the Grand Rapids Community Foundation has been very generous to the fire department.

IT WAS MOVED BY PASQUALE and seconded by MAYER to approve the budget as presented. Yes – all. Motion carried.

D. Possible Presentation on Grant Writing. Todd Olin of Land and Resource Management was present. He said when looking for grant monies over time, there needs to be a more creative way of finding dollars. He said he owns a firm in Grand Rapids, Alma and Kalamazoo. Herb questioned the turnaround for seeking grants. Olin responded six weeks is reasonable. Olin stressed to seek a grant ahead of a need. He said the first step is to search and report back when looking for bigger dollars. Olin will present a proposal to the board at their next meeting.

9. FIRE CHIEF REPORTS AND UPDATES. Martin reported we had 31 fire and 45 medical responses for the month of April 2015. The total for the first four months is 275 calls. He added there were 16 grass and brush fires this month, which is three times more than we responded to last year. He said there are no issues currently with the fire trucks. Herb questioned the state of the fire inspections and site plans if everything was up to date. Witherell said it is best to inspect the buildings where there is the most mass of people. Martin added three members have completed firefighter 1 and 2 classes. He added the burning of switch grass on April 25 went well. Two members have completed medical first responder course. Chief Bukala mentioned his department has been busy lately and they have hired two new officers.

Member comments none.

10. Member Comments. None.

11. Date for the next meeting is June 8, 2015 at the fire barn.

12. ADJOURNMENT. IT WAS MOVED BY PASQUALE and supported by Mayer to adjourn at 4:43 p.m. Yes – all. Motion Carried.

Respectfully submitted,

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Jim Herb, Chairman

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Mark Howe, Recording Secretary

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	BUDGET	06/30/2015	06/30/2015	MONTH 06/30/2015	BALANCE	BALANCE		
Fund 206 - FIRE FUND										
Revenues										
Dept 000-REVENUES	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	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	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	0.00	61,111.66	100.00	100.00	100.00
206-000-589.000	VERGENNES TOWNSHIP CONTRIBUTION FIRE TRU	0.00	61,111.66	0.00	61,111.66	0.00	61,111.66	100.00	100.00	100.00
206-000-590.000	CITY OF LOWELL CONTRIBUTION FIRE TRUCK	0.00	61,112.00	0.00	61,112.00	0.00	61,112.00	100.00	100.00	100.00
206-000-591.000	LOWELL TOWNSHIP	102,793.00	106,792.80	106,792.80	106,792.80	0.00	103,999.80	103.89	104.48	104.48
206-000-632.001	VERGENNES TOWNSHIP	89,368.00	93,368.80	93,368.80	93,368.80	0.00	93,999.32	104.20	104.48	104.48
206-000-632.002	CITY OF LOWELL	95,111.00	99,110.32	99,110.32	99,110.32	0.00	99,999.32	104.20	104.48	104.48
206-000-632.003	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-650.000	MISCELLANEOUS	0.00	5,028.90	5,028.90	5,028.90	0.00	5,028.90	100.00	100.00	100.00
206-000-677.000	LOOK GRANT	0.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	100.00	100.00	100.00
206-000-689.000-FA-1501	GRAND RAPIDS FOUNDATION GRANTS	0.00	188,500.00	188,500.00	188,500.00	0.00	188,500.00	100.00	100.00	100.00
206-000-690.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-698.000										
Total Dept 000-REVENUES		287,272.00	678,136.14	678,136.14	678,136.14	24,777.58	678,136.14	236.06	236.06	236.06
TOTAL Revenues										
287,272.00			678,136.14	678,136.14	678,136.14	24,777.58	678,136.14	236.06	236.06	236.06
Expenditures										
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	825.08	825.08	825.08	0.00	825.08	55.01	55.01	55.01
206-336-707.000	SALARIES-TEMPORARY	145,672.00	94,803.00	94,803.00	94,803.00	0.00	94,803.00	65.08	65.08	65.08
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	11,000.00	6,984.61	6,984.61	6,984.61	0.00	6,984.61	63.50	63.50	63.50
206-336-717.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
206-336-722.000	WORKERS COMPENSATION	7,000.00	5,030.00	5,030.00	5,030.00	0.00	5,030.00	71.86	71.86	71.86
206-336-727.000	OFFICE SUPPLIES	3,100.00	884.74	884.74	884.74	0.00	884.74	28.54	28.54	28.54
206-336-740.000	OPERATING SUPPLIES	18,000.00	20,055.90	20,055.90	20,055.90	0.00	20,055.90	111.42	111.42	111.42
206-336-741.000	FUEL	5,000.00	3,555.33	3,555.33	3,555.33	0.00	3,555.33	71.11	71.11	71.11
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	26,000.00	16,835.40	16,835.40	16,835.40	0.00	16,835.40	64.75	64.75	64.75
206-336-850.000	COMMUNICATIONS	4,000.00	6,111.25	6,111.25	6,111.25	0.00	6,111.25	152.78	152.78	152.78
206-336-860.000	TRAVEL EXPENSES	2,000.00	4,868.07	4,868.07	4,868.07	0.00	4,868.07	243.40	243.40	243.40
206-336-910.000	INSURANCE	8,000.00	6,928.00	6,928.00	6,928.00	0.00	6,928.00	86.60	86.60	86.60
206-336-920.000	PUBLIC UTILITIES	16,000.00	14,485.76	14,485.76	14,485.76	0.00	14,485.76	90.54	90.54	90.54
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	2,036.98	2,036.98	2,036.98	0.00	2,036.98	40.74	40.74	40.74
206-336-931.000	R & M/VEHICLES	15,000.00	10,170.16	10,170.16	10,170.16	0.00	10,170.16	67.80	67.80	67.80
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	9,000.00	24,603.71	24,603.71	24,603.71	0.00	24,603.71	273.37	273.37	273.37
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,000.00	5,729.03	5,729.03	5,729.03	0.00	5,729.03	114.58	114.58	114.58
206-336-957.000	TRAINING	6,000.00	3,944.95	3,944.95	3,944.95	0.00	3,944.95	65.75	65.75	65.75
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	372,184.00	372,184.00	372,184.00	0.00	372,184.00	100.00	100.00	100.00
206-336-986.000	EQUIPMENT	0.00	1,986.08	1,986.08	1,986.08	0.00	1,986.08	100.00	100.00	100.00

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	BUDGET					
Fund 206 - FIRE FUND								
Expenditures								
Total Dept 336		287,272.00		602,022.05	0.00		(314,750.05)	209.57
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		602,022.05	0.00		(314,750.05)	209.57
Fund 206 - FIRE FUND:								
TOTAL REVENUES		287,272.00		678,136.14	24,777.58		(390,864.14)	236.06
TOTAL EXPENDITURES		287,272.00		602,022.05	0.00		(314,750.05)	209.57
NET OF REVENUES & EXPENDITURES		0.00		76,114.09	24,777.58		(76,114.09)	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
 CHECK DATE FROM 05/09/2015 - 06/03/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
05/21/2015	FIRE	3102	BERNARDS ACE HARDWARE	MISCELLANEOUS EXPENSE	955.000	336	131.77
05/21/2015	FIRE	3103	CHROUCH COMMUNICATIONS, INC.	COMMUNICATIONS	850.000	336	110.00
05/21/2015	FIRE	3104	DICKINSON, WRIGHT, MOON,	PROFESSIONAL SERVICES	801.000	336	490.00
05/21/2015	FIRE	3105	CITY OF LOWELL	REPAIRS AND MAINTENANCE BUILDING	932.000	336	77.95
05/21/2015	FIRE	3106	MML WORKERS' COMP FUND	PREPAID EXPENSES	123.000	000	1,667.00
05/21/2015	FIRE	3107	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	63.98
05/21/2015	FIRE	3108	ALL SAFE GLOBAL INC	OPERATING SUPPLIES	740.000	336	491.55
Total for fund 206 FIRE FUND							3,032.25



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

June 3, 2015

Fire authority board:

We have had 13 fire incidents and 36 medical responses for the month of May, 2015. The total for the first five months is 324 calls.

Maintenance on trucks is good. Weekly inspections are being done by the on duty medical teams.

Deputy Chief VanOverbeek is overseeing the Medical and Fire reports that are sent to NFIRS. These reports are being completed by the Lieutenants.

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

Training was on hazardous materials and what to do if we have spill or leak.

The 1946 Seagrave may be sold, just waiting on approval from the board.  
The 1988 ford pumper has been sold. (old county pumper #5).

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

Frank Martin, Fire Chief