

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, June 13, 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 – May 9th, 2016 meeting
4. FINANCIAL REPORTS
 - A. Budget Amendments
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Frank Martin's Retirement Reception
 - B. Fire Chief's Contract
 - C. Status of Fire Budget with Municipalities
 - D. Fire House Repair Presentation
7. NEW BUSINESS
 - A. New Fire Department Hiring Efforts
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 9, 2016, 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

IT WAS MOVED BY REISTER and seconded by MAYER to approve the agenda as presented.

Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the Regular Meeting – minutes April 11, 2016 meeting.

IT WAS MOVED BY MAYER and seconded by REISTER to approve the minutes of the April 11, 2016 meeting. Yes-all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. Herb questioned the check made payable to the “City of Lowell”.

Olin responded that check is for mowing and plowing for the year.

IT WAS MOVED BY BLOUGH and seconded by MAYER to approve the financial report as presented.

Yes – all. Motion carried.

5. PUBLIC COMMENT

6. OLD BUSINESS

A. Fire Station Inspection. Herb mentioned Ron Woods has not yet completed the fire station building inspection.

B. Municipal Budget Status. Pasquale said the budget for the city has not yet been adopted.

C. New Fire Chief Approval. Blough questioned page 3 of the fire chief contract. He questioned if Ron’s employer allowed consent. He requested a letter in writing from Ron’s employer. He also questioned page of the agreement and wondered who the “manager” was referring to. Blough questioned the chief performance review, one mentioned quarterly and one annually. Herb said it should be changed to conform to the bylaws. The fire chief contract was then tabled until the June 13th meeting. VanOverbeek mentioned the vehicle Chief Martin drove for chief duties - he would rather put in the garage for training. He requested using his own vehicle instead. Reister questioned the number of miles on Frank’s Martin’s vehicle. Vanoverbeek responded 51,000. Herb questioned the process on how to compensate for mileage. Vanoverbeek mentioned the possibility of a monthly vehicle stipend. Herb said the authority would work something out.

7. NEW BUSINESS

A. State of the Department Review. Herb suggested a report on the state of the Fire Department and their strengths and weaknesses. He also mentioned where the department is now and where they would like to go. Herb mentioned the September meeting as the goal for the report.

8. COMMITTEE REPORTS

A. Capital Appropriations.

B. Financial

9. FIRE CHIEF'S REPORTS AND UPDATES

VanOverbeek said Frank Martin is up and feeling good. He felt his rehab should be completed in May. VanOverbeek questioned the board if the first or second week of June would be best to celebrate Martin's retirement. Altoft suggested holding it in the fire bays. Blough suggested Facebook and the Ledger to advertise the open house. Wittenbach suggested having a presentation at 6:30 p.m. VanOverbeek stated Dean Krueger's wife will take care of the cake for the retirement.

VanOverbeek added there are 24 fire and 40 medicals for the month of March, 2016. He added command staff meetings are now held the 1st and 3rd Sunday at 7:45 in the evenings twice a month. Training is held on the second and fourth. He added the ladder and hose testing was conducted on Thursday May 5. High voltage power lines and lock-out tag-out was held and along with an EMS continuing education medical blitz. He added we will be holding open tryouts on Tuesday the 24th and then again on Saturday June 4th at 8:00 a.m.

10. MEMBER COMMENTS

Blough felt the authority should reimburse anyone that had expenses for costs incurred for the interview process. Wittenbach said Vergennes does not have any costs.

11. DATE FOR NEXT MEETING

Herb said the date for the next meeting is June 13th.

12. ADJOURNMENT

IT WAS MOVED BY REISTER to adjourn at 4:08 p.m.

Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 06/30/2016	ACTIVITY FOR MONTH 06/30/2016	AVAILABLE BALANCE	% BDCGT 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 EQUIPMENT PURCHASES	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-589.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-590.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	129,869.40	0.00	(4,000.40)	103.18
206-000-591.000	LOWELL TOWNSHIP	0.00	109,755.00	0.00	(4,000.32)	103.64
206-000-632.001	VERGENNES TOWNSHIP	125,869.00	113,755.32	0.00	(3,999.24)	103.42
206-000-632.002	CITY OF LOWELL	109,755.00	120,957.24	0.00	0.00	0.00
206-000-632.003	CONTRIBUTIONS	116,958.00	0.00	0.00	(1,385.90)	100.00
206-000-650.000	MISCELLANEOUS	0.00	1,385.90	0.00	0.00	0.00
206-000-677.000	LOOK FUND GRANT	0.00	0.00	0.00	(4,000.00)	100.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	4,000.00	0.00	(40,000.00)	100.00
206-000-689.000-FA-1503	GRAND RAPIDS FOUNDATION GRANTS	0.00	40,000.00	0.00	0.00	0.00
206-000-690.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
206-000-698.000						
Total Dept 000-REVENUES		352,582.00	462,064.84	1,185.90	(109,482.84)	131.05
TOTAL Revenues						
		352,582.00	462,064.84	1,185.90	(109,482.84)	131.05
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	946.00	107.50	554.00	63.07
206-336-707.000	SALARIES-TEMPORARY	145,672.00	106,129.50	8,368.00	39,542.50	72.86
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	7,897.31	625.41	3,102.69	71.79
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	1,755.00	0.00	1,345.00	56.61
206-336-740.000	OPERATING SUPPLIES	62,810.00	182,144.90	187.80	(119,334.90)	289.99
206-336-741.000	FUEL	4,000.00	2,860.24	0.00	1,139.76	71.51
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	30,789.76	0.00	(4,789.76)	118.42
206-336-850.000	COMMUNICATIONS	8,000.00	5,660.43	76.91	2,339.57	70.76
206-336-860.000	TRAVEL EXPENSES	4,000.00	2,863.82	0.00	1,136.18	71.60
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	11,523.78	111.38	4,476.22	72.02
206-336-931.000	REPAIR & MAINTENANCE	5,000.00	3,923.01	0.00	1,076.99	78.46
206-336-932.000	R & M/VEHICLES	15,000.00	8,149.63	0.00	6,850.37	54.33
206-336-940.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	14,952.02	0.00	(1,952.02)	115.02
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	3,369.43	0.00	2,130.57	61.26
206-336-957.000	TRAINING	6,000.00	3,084.97	0.00	2,915.03	51.42
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	442.31	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	8,417.00	0.00	2,583.00	76.52

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 06/30/2016	ACTIVITY FOR MONTH 06/30/2016	AVAILABLE BALANCE	% BDC USED
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Fund 206 - FIRE FUND
 Expenditures

Total Dept 336 352,582.00 406,547.80 9,919.31 (53,965.80) 115.31

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 352,582.00 406,547.80 9,919.31 (53,965.80) 115.31

Fund 206 - FIRE FUND:
 TOTAL REVENUES 352,582.00 462,064.84 1,185.90 (109,482.84) 131.05
 TOTAL EXPENDITURES 352,582.00 406,547.80 9,919.31 (53,965.80) 115.31
 NET OF REVENUES & EXPENDITURES 0.00 55,517.04 (8,733.41) (55,517.04) 100.00

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 206 FIRE FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/13/2016	FIRE	3382	BERRARDS AGE HARDWARE	OPERATING SUPPLIES	740.000	336	98.84
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	42.97
				CHECK FIRE 3382 TOTAL			141.81
05/13/2016	FIRE	3383	LOWELL AREA FIRE DEPT.	TRAINING	957.000	336	230.00
05/13/2016	FIRE	3384	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	54.14
05/13/2016	FIRE	3385	MML WORKERS COMP FUND	PREPAID EXPENSES	123.000	000	1,312.00
05/13/2016	FIRE	3386	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	76.91
05/13/2016	FIRE	3387	RADEMACHER, KATHERINE	TRAVEL EXPENSES	860.000	336	190.08
05/13/2016	FIRE	3388	VANDERVEST, BLAKE S	TRAVEL EXPENSES	860.000	336	170.10
05/26/2016	FIRE	3389	HOOPER PRINTING	OFFICE SUPPLIES	727.000	336	23.00
05/26/2016	FIRE	3390	CITY OF LOWELL	COMMUNICATIONS	850.000	336	14.80
05/26/2016	FIRE	3391	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	52.49
05/26/2016	FIRE	3392	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	28.94
				OPERATING SUPPLIES	740.000	336	341.73
				OPERATING SUPPLIES	740.000	336	39.90
				CHECK FIRE 3392 TOTAL			410.57
05/26/2016	FIRE	3393	ART	COMMUNICATIONS	850.000	336	317.38
05/26/2016	FIRE	3394	COMCAST CABLE	COMMUNICATIONS	850.000	336	104.12
06/02/2016	FIRE	3395	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	187.80
06/02/2016	FIRE	3396	RED CREEK	COMMUNICATIONS	850.000	336	76.91
06/02/2016	FIRE	3397	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	111.38
06/02/2016	FIRE	3398	WALKER FIRE DEPARTMENT	TRAINING	957.000	336	442.31
				Total for fund 206 FIRE FUND			3,915.80



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

Tuesday, June 07, 2016

Lowell Area Fire and Emergency Services Authority
CC: Chief van Overbeek

May 2016 Divisions Report.

In the Fire Prevention Inspection Division this month we preformed 7 inspections noting several violations. We also preformed 6 re-inspections noting all original violations corrected.

The Fire Prevention Public Education Division gave tours and fire safety talks to a local MOPS group as well as Murray Lake Students. In total we gave fire safety and prevention talks to over 100 children. Two members took part in the Lowell Little League opening day event.

We also had 2 members provide EMS standby for the Alpha Women's Center 5k run.

During the month of May we had numerous trainings that our Firefighters took part of. On the 14th of May we held an in house extrication training instructed by Captain Witherell. There were 5 officers and 10 fire fighters that were present for the training. The members worked with the rescue jacks and airbags to lift and stabilize a car that was on its roof as well as using the combi tool to remove the doors and side of a minivan. Lieutenants Krueger and Velzen also worked with a few of the members to make sure that they had the yearly required training up to date. In all the personnel were in training on the 14th for 6 hours. On the 21st and 22nd Lieutenant Soyka, FF Hulst, FF Putney, FF Johnson, FF Donahue took part in a RIT/ firefighter survival training At Wyoming Fire. Lieutenant Velzen was an Instructor at the event. The training was sponsored by 5alarm and the B- Side F.O.O.L.S group. Firefighter Rademacher has successfully completed her FF I & II. Firefighter Vandervest has begun his MFR training in the month of May as well with hopes of successful completion in mid July.

We applied for a Michigan DNR grant in the amount of \$10,000.00 for Wildland helmets, gloves and boots. If approved this grant will provide \$4999, the remaining amount would be covered by the 2016 budget for Wildland equipment. Grant notifications will be made on December 1st 2016.

Best Regards,

Captain Shannon L. Witherell

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

June 7, 2016

Fire authority board:

We have had 27 fire incidents and 35 medical responses for the month of May, 2016, bringing the total to 380 for the year.

Chief Martin is continuing his at home rehab. He is more than ready for his party on June 15th at 5 pm.

I have met with Liz from the chamber regarding some community events we can become involved in; she is looking into what will work for everyone.

The safety trailer will be at the river walk this year.

We will be doing concert coverage again this year as we have in the past.

The Mayor Exchange luncheon went very well with the City of Portland. I believe we fed 24 people

We sold 4 of the old S.C.B.A's for \$1000.00 Sue was given the check.

Building inspection has been done.

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.

Lt. Ort has stepped into a firefighter roll. He stated he no longer has the time to hold the Lt. position. FF Bob Rogers will be taking over Ort's team responsibilities.

Open try outs are complete. We had 7 people try out. Interviews are 6-16-16

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

Ron van Overbeek, Deputy Fire Chief