

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, September 11, 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 – August 14, 2017 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Fire Station Lease – Letzman
 - B. Fund Balance (s) Procedures & Investments - Olin
 - C. Status of Fire Station Repairs - van Overbeek
 - D. #6 Engine Replacement Options - van Overbeek
 - E. Meeting Room Furniture Status – van Overbeek
7. NEW BUSINESS
 - A. Fire Department Pickup Grant Status – van Overbeek
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, August 14, 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. Also present: Peter Letzmann

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

A. There was a request to modify the presented minutes before approval of the Regular meeting minutes – June 12, 2017

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

4. FINANCIAL REPORTS. Financial reports were presented and discussion followed on them.

IT WAS MOVED BY HODGES and seconded by REISTER to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT – Katie Rademacher shared dissatisfaction of Fire Chief handling of her leaving the Fire Authority and questioned why she was not rehired.

6. OLD BUSINESS

A. FIRE STATION LEASE REVIEW Attorney Letzmann provided a modified copy of the lease agreement based on his review. Discussion occurred and item will be forwarded to the Lowell City Attorney for his review.

B. FUND BALANCE DISCUSSION. Discussion continued on the Fund Balance topic.

It was moved by WITTENBACH and seconded by HODGES to set an operation fund balance policy of no more than \$50,000.

Discussion then continued on the excess fund balance over the recommended operational fund balance being designated to a capital fund.

It was moved by BLOUGH and supported by HODGES to establish a policy to develop a Capital Fund for funds that exceed the operational fund balance amount directed by the Authority. Yes all – Motion carried.

The Authority requested that City Treasurer Olin bring recommended investment options to them for consideration.

- C. FIRE ENGINE #6 OPTIONS Van Overbeek led discussion about the scheduled 2018 purchase to replace the #6 Engine Truck. Van Overbeek provided different options for the Authority to consider. Discussion occurred also on how the current engine could be sold and those proceeds be used to for a portion of the new purchase costs.

Motion by BLOUGH and seconded by PASQUALE to evaluate the sale of Engine #6 and proceed with a RFP for a new Engine #6. Yes all – motion carried.

D. STATUS OF FIRE STATION REPAIRS. There was a request to table this matter until September.

- D. PERFORMANCE APPRAISAL OF VOIP. Van Overbeek informed the Authority that the new system is working well.

7. NEW BUSINESS

- A. DISCUSSION ON NEW FURNITURE FOR FIRE STATION. It was requested to table this matter until next meeting.

- B. FIRE DEPARTMENT PARTICIPATION WITH FROSH/JV FOOTBALL. Lowell High School asked if the Fire Department would continue to provide staff to the home Freshman and JV Football games. Van Overbeek agreed to utilize staff for this.

- C. NEW FIRE STATION LANDSCAPING RECOGNITION. Van Overbeek stated that he would like to provide Mark Anderson with a Challenge Coin for recognizing his efforts in improving the landscaping around the station.

8. COMMITTEE REPORTS

- A. Capital appropriations
B. Financial

No Committee reports.

9. FIRE CHIEF REPORT AND UPDATES.

Chief Van Overbeek provided his monthly update to the board.

10. MEMBER COMMENTS

Blough discussed the upcoming Michigan Township Association Session. He also discussed how he enjoyed watching the recent training at his property.

11. DATE FOR NEXT MEETING(s)

Herb said the next meeting will be held September 11, 2017.

IT WAS MOVED BY PASQUALE TO adjourn at 5:26 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDC 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	123,270.00	30,817.44	0.00	92,452.56	25.00
206-000-632.002	VERGENNES TOWNSHIP	116,268.00	29,067.00	0.00	87,201.00	25.00
206-000-632.003	CITY OF LOWELL	117,902.00	29,475.58	0.00	88,426.42	25.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	9.32	0.00	(9.32)	100.00
206-000-677.000	MISCELLANEOUS	0.00	500.00	0.00	(500.00)	100.00
206-000-689.000-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	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
Total Dept 000-REVENUES		357,440.00	89,869.34	0.00	267,570.66	25.14
Dept 336						
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-336-690.000-FA-1704	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00
Total Dept 336		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		357,440.00	89,869.34	0.00	267,570.66	25.14
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	26,000.00	4,070.00	1,000.00	21,930.00	15.65
206-336-703.000	SALARIES-CUSTODIAL	0.00	0.00	0.00	0.00	0.00
206-336-707.000	SALARIES-TEMPORARY	134,840.00	17,800.00	9,573.00	117,040.00	13.20
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	14,600.00	1,632.83	788.70	12,967.17	11.18
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	3,678.00	0.00	3,322.00	52.54
206-336-727.000	OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
206-336-740.000	OPERATING SUPPLIES	35,000.00	912.80	0.00	34,087.20	2.61
206-336-741.000	FUEL	4,000.00	311.45	0.00	3,688.55	7.79
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	28,000.00	6,405.00	0.00	21,595.00	22.88
206-336-850.000	COMMUNICATIONS	21,000.00	10.99	0.00	20,989.01	0.05
206-336-860.000	TRAVEL EXPENSES	4,000.00	0.00	0.00	4,000.00	0.00
206-336-910.000	INSURANCE	8,000.00	7,538.00	0.00	462.00	94.23
206-336-920.000	PUBLIC UTILITIES	16,000.00	1,399.33	0.00	14,600.67	8.75
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-931.000	R & M/VEHICLES	15,000.00	42.15	0.00	14,957.85	0.28
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,000.00	533.42	0.00	14,466.58	3.56
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,495.41	0.00	3,004.59	45.37
206-336-957.000	TRAINING	6,000.00	232.00	0.00	5,768.00	3.87
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	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 336		357,440.00	47,061.38	11,361.70	310,378.62	13.17
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		357,440.00	47,061.38	11,361.70	310,378.62	13.17
Fund 206 - FIRE FUND:						
TOTAL REVENUES		357,440.00	89,869.34	0.00	267,570.66	25.14
TOTAL EXPENDITURES		357,440.00	47,061.38	11,361.70	310,378.62	13.17
NET OF REVENUES & EXPENDITURES		0.00	42,807.96	(11,361.70)	(42,807.96)	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
08/23/2017	FIRE	3710	CANFIELD PLUMBING & HEATING IN	REPAIRS AND MAINTENANCE BUILDING	932.000	336	264.00
08/23/2017	FIRE	3711	MML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,839.00
08/23/2017	FIRE	3712	HEFTYE, NIGEL	MISCELLANEOUS EXPENSE	955.000	336	100.00
08/23/2017	FIRE	3713	BIO-CARE INC	PROFESSIONAL SERVICES	801.000	336	6,120.00
				PROFESSIONAL SERVICES	801.000	336	285.00
				CHECK FIRE 3713 TOTAL			<u>6,405.00</u>
09/08/2017	FIRE	3716	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	8.99
				TRAINING	957.000	336	53.92
				CHECK FIRE 3716 TOTAL			<u>62.91</u>
09/08/2017	FIRE	3717	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	27.97
				PUBLIC UTILITIES	920.000	336	558.48
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	3,360.99
				CHECK FIRE 3717 TOTAL			<u>3,947.44</u>
09/08/2017	FIRE	3718	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	135.16
				PUBLIC UTILITIES	920.000	336	213.75
				CHECK FIRE 3718 TOTAL			<u>348.91</u>
09/08/2017	FIRE	3719	X-CEL CHEMICAL SPECIALTIES CO.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	30.80
09/08/2017	FIRE	3720	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
09/08/2017	FIRE	3721	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
09/08/2017	FIRE	3722	COMCAST CABLE	COMMUNICATIONS	850.000	336	108.12
09/08/2017	FIRE	3723	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	39.24
Total for fund 206 FIRE FUND							13,250.72

August 2017 Fire Runs
check date 9/8/2017

Name	Call Hours	Probie pay		Probie Pay Second Stage		Inspections Hours	\$15.00	Training Hours	\$11.00	Meeting Hours	\$11.00	Lieutenant Hours	\$50.00	Captain Hours	\$75.00	Total
		\$15.00	first Stage Hours	\$11.00	Stage Hours											
Barle Benjamin J	12	\$180.00				2	\$30.00	7	\$77.00	1	\$11.00					\$298.00
Bolan James	8	\$120.00				3	\$45.00									\$165.00
Charron Kem	24	\$360.00				2	\$30.00	3	\$33.00	1	\$11.00					\$434.00
DeVore Michael	37	\$555.00					\$11.00	1	\$11.00							\$566.00
Donahue Sean	25	\$375.00				3	\$45.00	7	\$77.00	1	\$11.00		\$50.00			\$558.00
Heftey Nigel	17	\$255.00				2	\$30.00	3	\$33.00	1	\$11.00					\$329.00
Hendryx Dustin	16	\$240.00				2	\$30.00	7	\$77.00	1	\$11.00					\$358.00
Hill Tim			15	\$165.00		3	\$45.00									\$210.00
Hults Robert	25	\$375.00				2	\$30.00	4	\$44.00	1	\$11.00					\$460.00
Jahnke Zachary S					36	3	\$45.00	7	\$77.00	1	\$11.00					\$601.00
Johnson Charles	24	\$360.00				3	\$45.00	7	\$77.00	1	\$11.00					\$493.00
Jones Kevin			18	\$198.00		3	\$45.00	0	\$0.00							\$243.00
Kelley Erik	22	\$330.00				2	\$30.00	7	\$77.00	1	\$11.00					\$448.00
Krueger Dean	23	\$345.00				2	\$30.00	7	\$77.00	1	\$11.00	1	\$50.00			\$513.00
Oswald James	17	\$255.00				2	\$30.00	4	\$44.00	1	\$11.00					\$340.00
Putney Charles	7	\$105.00				3	\$45.00	7	\$77.00	1	\$11.00					\$238.00
Soyka Justin	16	\$240.00				32	\$480.00	3	\$33.00	1	\$11.00	1	\$50.00			\$814.00
Vandervest Blake	21	\$315.00				2	\$30.00	7	\$77.00	1	\$11.00					\$433.00
Velzen Corwin	30	\$450.00				2	\$30.00	1	\$11.00			1	\$50.00			\$541.00
Weaver Samuel					13	2	\$30.00	4	\$44.00							\$243.00
Witherell Nicole	13	\$195.00				3	\$45.00									\$240.00
Witherell Shannon	30	\$450.00				29	\$435.00	7	\$77.00	1	\$11.00			1	\$75.00	\$1,048.00
Total	367	\$5,505.00	33	\$363.00	49	107	\$1,605.00	93	\$1,023.00	15	\$165.00	4	\$200.00	1	\$75.00	\$9,573.00

09/08/2017

Employee Hours and Gross by GL Number Report
For Check Dates 08/01/2017 to 08/31/2017
For Selected Pay Code(s): CHIEF

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J							
CHIEF	206-336-702.000	0.00	28.00	1,000.00	0.00	0.00	1,000.00 08/04/2017
CHIEF	206-336-702.000	0.00	38.00	1,000.00	0.00	0.00	1,000.00 08/18/2017
	Employee Totals:	0.00	66.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	66.00	2,000.00	0.00	0.00	2,000.00
	Grand Totals:	0.00	66.00	2,000.00	0.00	0.00	2,000.00



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

Thursday, September 07, 2017

Fire Authority Board:

We responded to 68 total incidents for the month of June, 17 fire related and 51 medical.

The project of tuck point repair and sealing the building is being done.

We were asked to cancel the pancake breakfast scheduled for October 14th. The FFA is doing one the same day and used this weekend in the past for their fund raiser. Liz had forgotten about this until last week. We will explore a different date and keep you posted.

The annual physicals have been completed. The results are in and we are good to go.

We are done with the summer concert series and have moved on to medical coverage for the freshman and JV football games. These games are covered voluntarily by our team members.

The latest on the UTV. Platinum Powersports will be contacting us when the 2018's arrive. We will be getting another UTV, this time for 1 year.

We have a community service worker doing some cleaning and painting around the station. He started with cleaning trucks and then moved on to painting the chicken coop. Other projects will include washing the safety trailer, painting offices and painting the training room.

With the holidays just around the corner we have decided to adopt two families again this year. We will be collecting donations from the team once again. This will allow us to buy gifts and food for two local families and then invite them to the station for a tour and to receive the gifts.

Our annual chicken BBQ is the 3rd weekend in September. This is a two day event at Fallasburg park.

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 Dept.

Lowell, MI

This report was generated on 9/1/2017 7:56:39 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 08/01/2017 | End Date: 08/31/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	66
4	1
5	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
'0	1
0	66
00	1

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	68

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	67
00	1

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	66
1-TIC, 1-Flat ax, 1- Hallgon	1
2-axes, 1 Pike pole	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	66
Cutter, Spreader	1
Ropes.	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	66
00	1
5000 gal	1

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 9/1/2017 7:57:39 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 08/01/2017 | End Date: 08/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	31	72:20
Grattan - Grattan Township	1	6:00
Lowell Township - Lowell Township	25	34:23
Saranac - Saranac	1	47:00
Vergennes Township - Vergennes Township	10	18:33
TOTAL	68	178:16

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.