

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, October 12, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. September 14, 2015 - Regular Meeting
 - B.
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Status of New Technology Hardware
 - B.
7. NEW BUSINESS
 - A. Board Legal Counsel Opportunity
 - 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, September 18, 2015**

1. ROLL CALL

David Pasquale called the meeting to order at 3:35 p.m.

Members Present: Jim Herb arrived 3:40, David Pasquale, Susan Reister, Tim Wittenbach, Carlton Blough

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the agenda. Yes – all. Motion Carried.

3. APPROVAL OF THE MINUTES

Herb suggested I change the minutes to read, “based on Shannon’s conversation with Todd Olin, Herb recommended reversing the vote.” Wittenbach asked that the \$40,000 received from the Grand Rapids Foundation for the air paks be added to the minutes.

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the minutes of the August 10, 2015 meeting as corrected. Yes – all. Motion Carried.

4. FINANCIAL REPORT

Olin presented the financial reports. She stated at the current time, the auditor believes the Authority will have an unreserved fund balance of \$99,000 at June 30, 2015. Blough questioned if this would be before or after the air pak purchase. Olin responded before the purchase. Blough asked if the auditor could make a presentation at the next meeting.

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

5. PUBLIC COMMENT

There were no public comments.

6. OLD BUSINESS

A. Technology upgrade. Witherell said the software is up and running.

B. Hardware for New Technology. Witherell said he is waiting to hear from the County in regard to Hardware pricing. He hoped by the next meeting, he could present a hardware proposal. Herb questioned if the software came in within the budget. Witherell responded yes.

C. Asset Distribution Addendum Status.

D. Firehouse Grounds, Drive and Parking Responsibility Agreement. Herb mentioned the Fire authority leases the fire station building for one dollar. He said he would like the lease updated, so in the future, the lease reflects who has responsibility for maintenance between the City and the Authority. Howe said the Authority currently pays the city to take care of the

plants and shrubs, mowing and snowplowing. Herb mentioned the following quotes were received for driveway repairs:

Harding Enterprises \$6,567.00
Stormzand Asphalt \$6653.00
Ryan Excavating \$11,000.00

The scope of the driveway work includes to clean and patch holes with hot mix, clean area and trim back grass, power broom, fill 2500' of cracks with rubber filler and spray on asphalt sealer. Hale, questioned if contact was made with A1 Asphalt for a quote. Hale felt there could be a savings. Martin mentioned Harding has done nice work recently at Dr. Gauthier and Lang's offices. Reister mentioned A1 did a nice job recently on her driveway at her home. Martin said Harding is scheduled to start tomorrow. Reister questioned what has been done over the years to maintain the firebarn driveway. Herb said it has never been done before. Blough felt if we wait on the driveway project there could be another \$500 in damage and the savings is not that significant. Pasquale agreed.

IT WAS MOVED BY Blough and supported by Wittenbach to approve the bid from Harding in the amount of \$6570, with \$3404 responsibility of the fire authority and \$3166 responsibility of the city. Yes – all. Motion Carried.

7. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

8. FIRE CHIEF REPORTS AND UPDATES.

Martin reported the total calls for the first eight months are 521. He said there have been no breakdowns and mentioned he is going to have five new firefighters. Wittenbach questioned if they had previous experience. Witherell responded one had a year of training. Martin added the department has been training at Lowell Lanes on East Fulton. Martin mentioned the Fallasburg Festival is this upcoming weekend and the department will be selling chicken.

9. MEMBER COMMENTS Wittenbach questioned how the FOIA requests are coming. Velzen responded we have received a couple requests so far. Martin said mainly property requests looking for buried tanks or fuel spills. Wittenbach questioned the parking lot work and if zoning was required. Bukala responded this was a resurfacing, not reconstruction so no permit was required. Bukala further mentioned there have been several car break-ins in the Lowell area. Herb questioned who would be striping the new lot. Martin said either Hardings will complete the striping or the City. Herb questioned if the cost was included. Martin responded no. Pasquale questioned how the Fire Chief role was going to function. Pasquale stated this item should be on the upcoming agenda.

10. Herb said the next meeting will be held Monday, October 12 at 3:30 p.m. at the fire station.

IT WAS MOVED BY PASQUALE and supported by Blough to adjourn at 4:23 P.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 09/12/2015 - 10/09/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
09/16/2015	FIRE	3184	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	336	27.96
09/16/2015	FIRE	3185	BUYERS GUIDE	MISCELLANEOUS EXPENSE	955.000	336	44.14
09/16/2015	FIRE	3186	CHROUCH COMMUNICATIONS, INC.	REPAIR & MAINTENANCE	930.000	336	129.00
09/16/2015	FIRE	3187	DICKINSON, WRIGHT, MOON,	PROFESSIONAL SERVICES	801.000	336	87.50
09/16/2015	FIRE	3188	CITY OF LOWELL	REPAIRS AND MAINTENANCE BUILDING	932.000	336	105.61
09/16/2015	FIRE	3189	MICHIGAN MUNICIPAL LEAGUE	PROFESSIONAL SERVICES	801.000	336	175.00
09/16/2015	FIRE	3190	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	190.00
09/16/2015	FIRE	3191	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	62.97
09/16/2015	FIRE	3192	MML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,667.00
09/16/2015	FIRE	3193	HRDIRECT	OPERATING SUPPLIES	740.000	336	69.99
09/23/2015	FIRE	3194	FPD FIRE ACADEMY	TRAINING	957.000	336	420.00
09/24/2015	FIRE	3195	NFPA	MISCELLANEOUS EXPENSE	955.000	336	165.00
09/24/2015	FIRE	3196	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	236.47
				OPERATING SUPPLIES	740.000	336	320.00
				CHECK FIRE 3196 TOTAL			<u>556.47</u>
09/24/2015	FIRE	3197	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.84
09/24/2015	FIRE	3198	O'REILLY AUTOMOTIVE, INC	OPERATING SUPPLIES	740.000	336	51.96
10/08/2015	FIRE	3201	HARDING ENTERPRISES	REPAIRS AND MAINTENANCE BUILDING	932.000	336	3,479.00
10/08/2015	FIRE	3202	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	479.06
10/08/2015	FIRE	3203	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	125.43
				PUBLIC UTILITIES	920.000	336	419.64
				CHECK FIRE 3203 TOTAL			<u>545.07</u>
10/08/2015	FIRE	3204	MICHIGAN STATE FIREMEN ASSOC.	TRAINING	957.000	336	88.80

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 09/12/2015 - 10/09/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
10/08/2015	FIRE	3205	AT&T	COMMUNICATIONS	850.000	336	282.72
10/08/2015	FIRE	3206	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
10/08/2015	FIRE	3207	VELZEN, CORWIN	TRAVEL EXPENSES	860.000	336	207.00
Total for fund 206 FIRE FUND							9,010.09

Fund 206 - FIRE FUND	GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDCI
			AMENDED BUDGET	BUDGET		MONTH	10/31/2015		
Revenues									
Dept 000-REVENUES		FEDERAL GRANT FEMA	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
206-000-589.000		LOWELL TOWNSHIP CONTRIBUTION FIRE TRUCK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-589.000		VERGENNES TOWNSHIP CONTRIBUTION FIRE TRU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-591.000		CITY OF LOWELL CONTRIBUTION FIRE TRUCK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-632.001		LOWELL TOWNSHIP	125,869.00	32,467.35	0.00	0.00	93,401.65	25.79	0.00
206-000-632.002		VERGENNES TOWNSHIP	109,755.00	56,877.66	0.00	0.00	52,877.34	51.82	0.00
206-000-632.003		CITY OF LOWELL	116,958.00	60,478.62	0.00	0.00	56,479.38	51.71	0.00
206-000-650.000		CONTRIBUTIONS	0.00	0.00	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	0.00	0.00
206-000-689.000-FA-1501		LOOK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-690.000		GRAND RAPIDS FOUNDATION GRANTS	0.00	40,000.00	0.00	0.00	(40,000.00)	100.00	0.00
206-000-698.000		CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES			352,582.00	189,823.63	0.00	0.00	162,758.37	53.84	53.84
TOTAL Revenues									
TOTAL Revenues			352,582.00	189,823.63	0.00	0.00	162,758.37	53.84	53.84
Expenditures									
Dept 000-REVENUES		TRAVEL EXPENSES	0.00	15.52	0.00	0.00	(15.52)	100.00	100.00
206-000-860.000									
Total Dept 000-REVENUES									
Total Dept 000-REVENUES			0.00	15.52	0.00	0.00	(15.52)	100.00	100.00
Dept 336									
206-336-702.000		SALARIES-PERMANENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-703.000		SALARIES-CUSTODIAL	1,500.00	193.50	107.50	1.306.50	12.90	12.90	12.90
206-336-707.000		SALARIES-TEMPORARY	145,672.00	32,237.00	8,681.50	113,435.00	22.13	22.13	22.13
206-336-709.000		SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-715.000		SOCIAL SECURITY	11,000.00	2,387.46	641.24	8,612.54	21.70	21.70	21.70
206-336-717.000		LIFE INSURANCE	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
206-336-722.000		WORKERS COMPENSATION	7,000.00	1,667.00	0.00	5,333.00	23.81	23.81	23.81
206-336-727.000		OFFICE SUPPLIES	3,100.00	0.00	0.00	3,100.00	0.00	0.00	0.00
206-336-740.000		OPERATING SUPPLIES	62,810.00	1,895.18	0.00	60,914.82	3.02	3.02	3.02
206-336-741.000		FUEL	4,000.00	1,193.23	0.00	2,806.77	29.83	29.83	29.83
206-336-775.000		BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-801.000		PROFESSIONAL SERVICES	26,000.00	402.50	0.00	25,597.50	1.55	1.55	1.55
206-336-850.000		COMMUNICATIONS	8,000.00	1,370.80	282.72	6,629.20	17.14	17.14	17.14
206-336-860.000		TRAVEL EXPENSES	4,000.00	207.00	207.00	3,793.00	5.18	5.18	5.18
206-336-910.000		INSURANCE	8,000.00	7,125.00	0.00	875.00	89.06	89.06	89.06
206-336-920.000		PUBLIC UTILITIES	16,000.00	3,778.78	1,024.13	12,221.22	23.62	23.62	23.62
206-336-930.000		REPAIR & MAINTENANCE	5,000.00	1,385.51	0.00	3,614.49	27.71	27.71	27.71
206-336-931.000		R & M/VEHICLES	15,000.00	1,417.01	0.00	13,582.99	9.45	9.45	9.45
206-336-932.000		REPAIRS AND MAINTENANCE BUILDING	13,000.00	5,599.24	3,554.00	7,400.76	43.07	43.07	43.07

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	BUDGET					
Fund 206 - FIRE FUND								
Expenditures								
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	617.43	0.00	0.00	4,882.57	11.23	
206-336-957.000	TRAINING	6,000.00	758.80	88.80	0.00	5,241.20	12.65	
206-336-980.000	CAPITAL OUTLAY	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	
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-986.000	EQUIPMENT	11,000.00	2,667.00	0.00	0.00	8,333.00	24.25	
Total Dept 336		352,582.00	64,902.44	14,586.89	287,679.56	18.41		
Dept 426-EMERGENCY MANAGEMENT								
206-426-707.000-FLOODI3	SALARIES-TEMPORARY	0.00	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	0.00	
206-426-740.000-FLOODI3	OPERATING SUPPLIES	0.00	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	0.00	
Dept 441-DEPARTMENT OF PUBLIC WORKS								
206-441-707.000	SALARIES-TEMPORARY	0.00	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	0.00	
Dept 999								
206-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 999		0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Expenditures								
		352,582.00	64,917.96	14,586.89	287,664.04	18.41		
Fund 206 - FIRE FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES		352,582.00	189,823.63	0.00	162,758.37	53.84		
NET OF REVENUES & EXPENDITURES		0.00	64,917.96	14,586.89	287,664.04	18.41		
		0.00	124,905.67	(14,586.89)	(124,905.67)	100.00		
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		352,582.00	189,823.63	0.00	162,758.37	53.84		
NET OF REVENUES & EXPENDITURES		0.00	64,917.96	14,586.89	287,664.04	18.41		
		0.00	124,905.67	(14,586.89)	(124,905.67)	100.00		

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

October 8, 2015

Fire authority board:

We have had 19 fire incidents and 42 medical responses for the month of September, 2015.

The total for the first nine months is 582 calls.

Annual preventive maintenance was started on all trucks on Sept 30, 2015.
#3-#4-#5-#6 and #10. Pump certification will be in a few weeks.

Harding Enterprises was the low bid for patching and sealing of the parking lot, and were able to start on 15th of September. Job was complete by that Friday.

The department is applying to the Look Committee for a grant to replace our 15 year old washer, which is used to keep our turn out gear clean. We are also looking at forcible entry tools for our pumpers.

We only filled four positions this time as one person did not think he could give the much time to the department. They have started the fire I and II academy in Plainfield Twp.

The Fallasburg Fall Festival was good this year. Our chicken BBQ dinners made us a profit of over \$3800.00.

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:

Fire training was at the Lowell Lanes on East Fulton. We have been training at this location for over a month.

Lt. Cory Velzen is taking the fire instructor training in Muskegon.

I will be out of town starting October 17th until October 25th.

If you have any questions, please contact me at 893-0521
Frank Martin, Fire Chief