

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, November 9, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. October 12, 2015 - Regular Meeting
 - B. October 29, 2015 – Special Meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Status of New Computer Hardware
 - B. Review and Status of Recent Grant Submission
 - C.
7. NEW BUSINESS
 - A. Insurance and Risk Management Discussion
 - B. Overview and Discussion of Authority Agreement
 - C. Grant Proposal Discussion – New Grass Fire Equipment
 - D.
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, October 12, 2015**

1. ROLL CALL

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

Members Present: Jim Herb, David Pasquale, Susan Reister, Tim Wittenbach, Matt Mayer

2. APPROVAL OF THE AGENDA

Pasquale questioned whether the fire chief position could be added to the agenda. Herb said this has been discussed and everything is staying the same.

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

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY PASQUALE and supported by WITTENBACH to approve the minutes of the September 14, 2015 meeting as corrected. Yes – all. Motion Carried.

4. FINANCIAL REPORT

Herb noted the insurance line item has been spent for the year. Olin responded our premium is paid in full at the beginning of the fiscal year. Wittenbach asked for clarification on the revenue and expenditure report that was provided.

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

5. PUBLIC COMMENT

Mayor Hodges said it has been a few years since he has been in attendance and hears great reports from Matt Mayer in regard to the Fire Authority.

6. OLD BUSINESS

A. Status of New Technology Hardware. Witherell said he is still waiting on pricing from the county. The hardware no longer meets specifications and he is waiting for an upgraded price on their bulk set up. Herb questioned purchasing from Best Buy. Witherell said the department may not purchase a standard laptop.

7. NEW BUSINESS

A. Board Legal Counsel Opportunity

Herb said he was invited to a workshop held at Lowell City hall where attorney Mr. Peter Letzmann discussed conducting meetings and Roberts Rules of Law. Herb questioned having Mr. Letzmann serve as legal counsel for the Fire Authority. Letzmann explained he is a former resident of Vergennes Township. He stated he has worked as an attorney for the city of Detroit, Pontiac and Troy. Letzmann stated Troy has the second largest SEV in the state and the largest volunteer fire department. Letzmann said the Authority can avoid problems by having a legal counsel, and added if FOIA requests are not done properly, there may be civil penalties. In addition, Letzmann said he would like to review the Authority's current documents. He said he lives only 15 minutes away. Pasquale questioned if Letzmann required a retainer? Letzmann stated he would bill quarterly, and there is no retainer required. Letzmann would like to talk to the board members and see what their legal concerns are. Pasquale questioned if his contract would have a point of review. Letzmann said he would have an "at will" arrangement. If the Board were unsatisfied, he would walk away and turn the files over.

IT WAS MOVED BY PASQUALE and supported by MAYER to approve Peter Letzmann as attorney for the Lowell Area Fire Authority on an at will basis with a yearly review of his services under scope of work. Yes – all. Motion Carried

Mayor thought it was a great idea and Letzmann would be a great addition.

Resister questioned if Letzmann was semi-retired or worked full time? Letzmann said this is the only agency that would be consistent for him. Otherwise, he does various other things including mediation for courts. Wittenbach mentioned the first steps of getting started. Letzmann responded it would be to meet with everyone.

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORTS AND UPDATES. Martin said we had 19 fire incidents and 42 medical responses for the month of September or 582 for the year. He added five of the trucks are having annual maintenance and the Garage of Lowell is taking care of the other three. Martin stated Harding Enterprises completed the striping of the parking lot for \$75.00.

Martin said he is looking at the upcoming Look Meeting for a possible grant for a washer. Martin added the department has a dryer and only needs a washer. He said recently, four positions have been filled on the department. He mentioned at the Fallasburg Festival, a profit of \$3,800 was made selling 710 ½ chickens. He added VanOverbeck is completing medical reports and Witherell is completing inspections and site plans along with Velez. Training is still being held at Lowell Lanes. He added Velzen is taking the fire instruction training in Muskegon. Martin said he will be gone 10/17 until 10/25 for a fall color tour.

Martin mentioned the Cable Fund and possibly seeking a grant for a utility task vehicle. He said a demo vehicle is available to his department. He added the unit is 4 years old, costs \$42,000 new and his department could obtain for \$15,000. Herb suggested preparing a proposal for the Cable Fund. Martin said these vehicles are desirable to departments to get to places trucks cannot.

10. Herb said the next meeting will be held Monday, November 9 at 3:30 p.m. at the fire station.

IT WAS MOVED BY PASQUALE and supported by REISTER to adjourn at 4:20 P.m. Yes – all.
Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Thursday, October 29, 2015 7:00 p.m.
Look Memorial Fire Station

1. ROLL CALL

Jim Herb called the meeting to order at 7.00 p.m.

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

Absent: Matt Mayer

2. APPROVAL OF THE AGENDA

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

3. Public Comment

No public comments were received.

4. NEW BUSINESS

Reviews of By Laws. The text was reviewed with proposed amendments.

5. MEMBER COMMENTS

No comments were received.

6. ADJOURNMENT

IT WAS MOVED BY REISTER and supported by BLOUGH to adjourn at 9.:50 P.M. Yes – all.
Absent - 1. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY
 PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE	ACTIVITY FOR		AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	BUDGET		MONTH 11/30/2015	MONTH 11/30/2015		
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
206-000-507.000	STATE GRANT	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	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
206-000-590.000	CITY OF LOWELL CONTRIBUTION FIRE TRUCK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-591.000	LOWELL TOWNSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-632.002	VERGENNES TOWNSHIP	125,869.00	64,934.70	60,934.30	0.00	51.59	60,934.30	51.59
206-000-632.003	CITY OF LOWELL	109,755.00	56,877.66	52,877.34	0.00	51.82	52,877.34	51.82
206-000-650.000	CONTRIBUTIONS	116,958.00	60,478.62	56,479.38	0.00	51.71	56,479.38	51.71
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	0.00	(40,000.00)	100.00
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	222,290.98	130,291.02	0.00	63.05	130,291.02	63.05
TOTAL Revenues								
Total Dept 000-REVENUES		352,582.00	222,290.98	130,291.02	0.00	63.05	130,291.02	63.05
Expenditures								
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	15.52	15.52	0.00	(15.52)	15.52	100.00
206-000-860.000								
Total Dept 000-REVENUES								
Total Dept 000-REVENUES		0.00	15.52	15.52	0.00	(15.52)	15.52	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	133.50	1,306.50	0.00	12.90	1,306.50	12.90
206-336-707.000	SALARIES-TEMPORARY	145,672.00	32,237.00	113,435.00	0.00	22.13	113,435.00	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	8,612.54	0.00	21.70	8,612.54	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	3,334.00	3,666.00	0.00	47.63	3,666.00	47.63
206-336-727.000	OFFICE SUPPLIES	3,100.00	288.98	2,811.02	0.00	9.32	2,811.02	9.32
206-336-740.000	OPERATING SUPPLIES	62,810.00	3,052.39	59,757.61	0.00	4.86	59,757.61	4.86
206-336-741.000	FUEL	4,000.00	1,193.23	2,806.77	0.00	29.83	2,806.77	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	2,930.50	23,069.50	0.00	11.27	23,069.50	11.27
206-336-850.000	COMMUNICATIONS	8,000.00	1,814.74	6,185.26	0.00	22.68	6,185.26	22.68
206-336-860.000	TRAVEL EXPENSES	4,000.00	207.00	3,793.00	0.00	5.18	3,793.00	5.18
206-336-910.000	INSURANCE	8,000.00	7,125.00	875.00	0.00	89.06	875.00	89.06
206-336-920.000	PUBLIC UTILITIES	16,000.00	3,867.23	12,132.77	0.00	24.17	12,132.77	24.17
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	1,385.51	3,614.49	0.00	27.71	3,614.49	27.71
206-336-931.000	R & M/VEHICLES	15,000.00	2,742.01	12,257.99	0.00	18.28	12,257.99	18.28
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	9,760.23	3,239.77	0.00	75.08	3,239.77	75.08
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	1,134.12	4,365.88	0.00	20.62	4,365.88	20.62
206-336-957.000	TRAINING	6,000.00	758.80	5,241.20	0.00	12.65	5,241.20	12.65
206-336-980.000	CAPITAL OUTLAY	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
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	2,667.00	8,333.00	0.00	24.25	8,333.00	24.25

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015	ACTIVITY FOR MONTH 11/30/2015	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		352,582.00	77,078.70	0.00	275,503.30	21.86
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	77,094.22	0.00	275,487.78	21.87
Fund 206 - FIRE FUND:						
TOTAL REVENUES		352,582.00	222,290.98	0.00	130,291.02	63.05
TOTAL EXPENDITURES		352,582.00	77,094.22	0.00	275,487.78	21.87
NET OF REVENUES & EXPENDITURES		0.00	145,196.76	0.00	(145,196.76)	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
10/16/2015	FIRE	3208	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	12.00
10/16/2015	FIRE	3209	BUYERS GUIDE	MISCELLANEOUS EXPENSE	955.000	336	77.80
10/16/2015	FIRE	3210	CANFIELD PLUMBING & HEATING IN	REPAIRS AND MAINTENANCE BUILDING	932.000	336	684.00
10/16/2015	FIRE	3211	HOOPER PRINTING	REPAIRS AND MAINTENANCE BUILDING	932.000	336	46.66
10/16/2015	FIRE	3212	KENT COUNTY SHERIFF'S DEPART.	PROFESSIONAL SERVICES	801.000	336	2,440.50
10/16/2015	FIRE	3213	KENT COUNTY EMERGENCY	MISCELLANEOUS EXPENSE	955.000	336	272.89
10/16/2015	FIRE	3214	AIRVAC CORPORATION	REPAIRS AND MAINTENANCE BUILDING	932.000	336	3,240.00
10/16/2015	FIRE	3215	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	61.93
10/16/2015	FIRE	3216	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	20.89
10/16/2015	FIRE	3217	FRONT LINE SERVICES, INC	OPERATING SUPPLIES	740.000	336	845.95
				R & M/VEHICLES	931.000	336	1,325.00
				CHECK FIRE 3217 TOTAL			<u>2,170.95</u>
10/29/2015	FIRE	3218	DICKINSON, WRIGHT, MOON,	PROFESSIONAL SERVICES	801.000	336	87.50
10/29/2015	FIRE	3219	HOOPER PRINTING	OFFICE SUPPLIES	727.000	336	101.99
10/29/2015	FIRE	3220	CITY OF LOWELL	OFFICE SUPPLIES	727.000	336	186.99
10/29/2015	FIRE	3221	LOWELL FAMILY MEDICAL	MISCELLANEOUS EXPENSE	955.000	336	101.00
				MISCELLANEOUS EXPENSE	955.000	336	65.00
				CHECK FIRE 3221 TOTAL			<u>166.00</u>
10/29/2015	FIRE	3222	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	311.26
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	101.65
				CHECK FIRE 3222 TOTAL			<u>412.91</u>
10/29/2015	FIRE	3223	NML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,667.00
10/29/2015	FIRE	3224	AT&T	COMMUNICATIONS	850.000	336	281.18
10/29/2015	FIRE	3225	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.83

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
10/29/2015	FIRE	3226	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	67.56
10/29/2015	FIRE	3227	CURTIS EQUIPMENT CO	REPAIRS AND MAINTENANCE BUILDING	932.000	336	76.68
Total for fund 206 FIRE FUND							12,176.26

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

November 5, 2015

Fire authority board:

We have had 16 fire incidents and 42 medical responses for the month of October, 2015.

The total for the first ten months is 640 calls.

Pump testing will be done on #3, #5, and #6 the first week in November.
M-Dot inspections will be done on the entire fleet that same day.

The new air packs have arrived, and the department will be doing several hours of extensive training so that all members feel comfortable using the new system before they are put into service and put on the trucks.

The department has applied to the Look Committee for a grant to purchase forcible entry tools and safety equipment for the firefighters while on the scene. Total cost of the project was \$5500.00. We are requesting \$4000.00 with the remainder coming from the department fund raiser monies

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 has completed the fire instructor training in Muskegon.

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

Frank Martin, Fire Chief