

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING AGENDA**  
**Monday, May 11, 3:30 p.m.**  
**Look Memorial Fire Station**

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
  - A. April 13, 2015 - Regular Meeting
  - B. April 20, 2015 – Special Meeting
  - C. April 20, 2015 – Closed Session Meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Air Pac Discussion
  - B. 2015/16 Budget Presentation
  - C. Status of Independent Services review
  - D. Possible Presentation on Grant Writing
  - E.
7. NEW BUSINESS
  - A. Technology Upgrade Discussion
  - 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, April 13, 2015**

1. ROLL CALL

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

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

Others Present: Jerry Hale, Frank Martin, Bob Rogers, Corey Velzen, Shannon Witherell and Suzanne Olin

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

It was moved by Pasquale, supported by Reister to approve the minutes of the March 9, 2015 meeting as amended. Yes – all. Motion carried.

4. FINANCIAL REPORT.

Olin presented the financial reports. She mentioned the Fire Authority had a cash balance of \$81,000 and that fourth quarter payments had been mailed to Vergennes and Lowell Township.

IT WAS moved by Pasquale and supported by Mayer to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT.

No comments were received.

6. OLD BUSINESS

A. Fire Board purchasing policy. Pasquale read through the Lowell Area Fire and Emergency Services Board bidding and purchasing policy and items costing more than \$10,000 must have sealed bids. There was a concern mentioned, if an item is purchased through the County, would be susceptible to the \$10,000 purchase policy. Blough questioned the difference between bids and quotes. Pasquale said bids are taken sealed and quotes are more relaxed. It was the consensus of the board to adjust item 9 to include County wide purchases and to address the time frame for keeping bids. Wittenbach mentioned he would like to review the purchasing policy with his township board.

7. NEW BUSINESS

A. Grant Discussion. Herb mentioned he would like a more formal policy for writing grants. Hale mentioned Todd Olin, of Land and Resource Management, who has worked for Lowell Township, would be willing to put on a presentation regarding grant writing. Herb felt this would be beneficial to the Commission. Martin said grants can be difficult to write and need correct verbiage. Hale said it makes sense to have assistance. Hale will plan for Todd Olin to present to the board regarding grant writing at the May 11, 2015 meeting.

- B. Pancake Breakfast- Herb questioned if the fire department had given any thought to having the pancake breakfast at the high school. Martin said he has, however he prefers to have it at the fire station in order to showcase his station.
- C. Arms Length Services Discussion. Chairman Herb suggested the Authority look into having someone independent from any municipality provide accounting services to the authority. He suggested a committee of each municipality seek costs for what it would be to operate independent. Wittenbach, Blough and Pasquale will check into costs and provide a recommendation.
- D. Preliminary Budget. Olin presented a preliminary budget to the board. She mentioned this budget was \$15,310 higher than the current year budge, mainly attributed to operating supplies increase of \$8,810 for turn out gear, building maintenance \$4,000 higher for charcoal filters for the exhaust emission system, \$3,000 increase for communications and travel.

8. COMMITTEE REPORTS.

A. None.

9. FIRE CHIEF'S REPORT AND UPDATES

Chief Martin mentioned we had 27 fire incidents and 52 medical responses for the month of March, 2015. He mentioned the breaking system of truck six, needed repairs and old #5 needs repairs to the airline pump before we can sell it. Martin mentioned the department has two grass fields to burn on the same day. Herb questioned the fireworks displays and possible revenue. Martin said they would not be participating and that one person would have to attend fire inspector school. Frank mentioned pay increases of \$50/month for the deputy chief, captain and lieutenants or approximately \$4000 to the yearly budget. Wittenbach questioned the next county truck arrival. Martin said the year 2022 or seven years. Martin said the old county truck he would like to receive at least \$4,000. However, he would entertain any offer received. He added at one time, a member of Cascade Township fire department was interested in old #5. Herb said the next meeting is scheduled for May 11.

10. MEMBER COMMENTS

No comments were received.

11. DATE FOR NEXT MEETING

Herb stated the next meeting has been scheduled for May 11, 2015 at the fire barn.

12. ADJOURNMENT.

IT WAS moved by Pasquale and supported by Mayer to adjourn at 4:33 p.m

Respectfully submitted,

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Jim Herb, Chairman

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Mark Howe, Recording Secretary

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**Monday, April 20, 2015**

1. ROLL CALL

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

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

Others Present: Jerry Hale, Frank Martin, Ron VanOverbeek, Paul Roderick, Shannon Witherell, Dean Kreuger, Justin Soyka, Corwin Velzen, James Weiler, Shane Madden, Kem Charron, Bob Hults, Nicole Witherell, Erik Kelley, Dustin Hendryx, Adam Meis, James Bolan, Robert Rogers, Charles Putney, Nigel Hefty, Mike DeVore, James Oswald, Kevin Katt, Charles Johnson and Suzanne Olin

2. APPROVAL OF THE AGENDA

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

3. NEW BUSINESS

A. Fire Chief Discussion. Herb stated an anonymous letter regarding Fire Chief Frank Martin had been received. Herb said the mission of the Fire Authority is to protect the lives of the community and surrounding township. He added the fire authority has a board chairman and he is responsible for the fire chief. If there is a problem with the Chief, comments should be made to the Chairman or a member of the board. The manner in which this letter was written is not professional. Shannon Witherell mentioned that MIOSHA recommends officers to attend company officer training level I and II. VanOverbeek mentioned within the department there are rules of command. The commander is supposed to stay stationary or communicate by radio. When fire fighters arrive to a scene, there are staging areas, and they report there. Herb questioned Olin if there ever was a problem with payroll or timesheets not completed on time. Olin responded never. Reister said she gives no credit to an unsigned letter. She added his recent employment review was not out of a magazine, and that Frank schedules other officers, handles finances and the budget, property and building operations and grievances are a non issue. Pasquale said he has known Frank for 24 years and his dealings with Frank have always been straightforward. VanOverbeek stated that the letter was a cowardly way to approach the matter. Kem Charron stated he thought maybe it was someone who recently left the department. Rogers mentioned bravery and courage. Nigel felt the letter belittles the department. Mike DeVore mentioned the added danger of not knowing who you can trust. Steve Bukala said he has known Chief Martin for 20 years, and when he patrolled nights and weekends the Martins always opened up their house to him. He said there is a chain of command and it should have been used. Wittenbach thanked Chief Martin for all his years of service, and he has been through a few fires personally and doesn't take this lightly.

IT WAS MOVED BY HERB and seconded by WITTENBACH to go into closed session at 4:25 p.m. to discuss Fire Chief matters. Yes-all. Motion carried.

IT WAS MOVED BY WITTENBACH and seconded by Reister to adjourn to open session at 4.45 p.m. Yes – all. Motion carried.

It was the consensus of the board that there be no further action required regarding the anonymous letter regarding the fire chief. Herb suggested in the future problems should come through the chairman or the fire authority board.

4. ADJOURNMENT. It was moved by REISTER and supported by PASQUALE to adjourn at 4:57 p.m. Yes – all. Motion Carried.

Respectfully submitted,

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Jim Herb, Chairman

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Mark Howe, Recording Secretary

05/08/2015 03:06 PM  
 User: SUE  
 DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
 CHECK DATE FROM 04/11/2015 - 05/08/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
04/17/2015	FIRE	3077	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	606.21
04/17/2015	FIRE	3078	CITY OF LOWELL	OPERATING SUPPLIES	740.000	336	36.75
04/17/2015	FIRE	3079	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	412.06
04/17/2015	FIRE	3080	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	43.07
04/17/2015	FIRE	3081	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	56.73
04/17/2015	FIRE	3082	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
04/24/2015	FIRE	3083	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	129.19
04/24/2015	FIRE	3084	CHROUGH COMMUNICATIONS, INC.	COMMUNICATIONS	850.000	336	258.52
				COMMUNICATIONS	850.000	336	51.75
				CHECK FIRE 3084 TOTAL			<u>310.27</u>
04/24/2015	FIRE	3085	MARTIN, FRANK	OFFICE SUPPLIES	727.000	336	159.04
04/24/2015	FIRE	3086	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	117.71
04/24/2015	FIRE	3087	AT&T	COMMUNICATIONS	850.000	336	239.94
04/24/2015	FIRE	3088	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.83
05/07/2015	FIRE	3091	CHROUGH COMMUNICATIONS, INC.	COMMUNICATIONS	850.000	336	110.00
05/07/2015	FIRE	3092	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	543.50
05/07/2015	FIRE	3093	CITY OF LOWELL	FUEL	741.000	336	97.82
				PUBLIC UTILITIES	920.000	336	224.64
				PUBLIC UTILITIES	920.000	336	129.81
				CHECK FIRE 3093 TOTAL			<u>452.27</u>
05/07/2015	FIRE	3094	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	135.95
05/07/2015	FIRE	3095	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
05/07/2015	FIRE	3096	KELLEY, ERIK	TRAVEL EXPENSES	860.000	336	193.20
05/07/2015	FIRE	3097	PUTNEY, CHARLES	TRAVEL EXPENSES	860.000	336	188.60

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 206 FIRE FUND

05/07/2015 FIRE 3098 CHARRON, KEM TRAVEL EXPENSES 860.000 336 223.56

05/07/2015 FIRE 3099 HEFTEY, NIGEL TRAVEL EXPENSES 860.000 336 21.85

MISCELLANEOUS EXPENSE 955.000 336 75.00

CHECK FIRE 3099 TOTAL 96.85

05/07/2015 FIRE 3100 CONSUMERS ENERGY PUBLIC UTILITIES 920.000 336 395.72

05/07/2015 FIRE 3101 WEILER, JAMES TRAVEL EXPENSES 860.000 336 29.33

MISCELLANEOUS EXPENSE 955.000 336 65.00

CHECK FIRE 3101 TOTAL 94.33

Total for fund 206 FIRE FUND 4,795.78

GL NUMBER	DESCRIPTION	2014-15		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDT
		AMENDED BUDGET	BUDGET		MONTH	06/30/2015		
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	61,111.66	61,111.66	0.00	(61,111.66)	100.00	100.00
206-000-589.000	VERGENNES TOWNSHIP CONTRIBUTION FIRE TRU	0.00	61,111.66	61,112.00	0.00	(61,112.00)	100.00	100.00
206-000-590.000	CITY OF LOWELL CONTRIBUTION FIRE TRUCK	0.00	102,793.00	80,094.60	0.00	22,698.40	77.92	77.92
206-000-591.000	LOWELL TOWNSHIP	0.00	89,368.00	93,368.80	0.00	(4,000.80)	104.48	104.48
206-000-632.001	VERGENNES TOWNSHIP	0.00	95,111.00	74,332.74	0.00	20,778.26	78.15	78.15
206-000-632.002	CITY OF LOWELL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-632.003	CONTRIBUTIONS	0.00	0.00	4,986.92	0.00	(4,986.92)	100.00	100.00
206-000-650.000	MISCELLANEOUS	0.00	0.00	2,000.00	0.00	(2,000.00)	100.00	100.00
206-000-677.000	LOOK GRANT	0.00	0.00	188,500.00	0.00	(188,500.00)	100.00	100.00
206-000-689.000-FA-1501	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-690.000	CABLE TV GRANT	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	626,618.38	626,618.38	0.00	(339,346.38)	218.13	218.13
TOTAL Revenues								
287,272.00			626,618.38		0.00	(339,346.38)	218.13	
Expenditures								
Dept 000-REVENUES	TRAVEL EXPENSES	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
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	825.08	825.08	0.00	674.92	55.01	55.01
206-336-707.000	SALARIES-TEMPORARY	145,672.00	94,803.00	94,803.00	0.00	50,869.00	65.08	65.08
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	6,984.61	6,984.61	0.00	4,015.39	63.50	63.50
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	5,030.00	5,030.00	0.00	1,970.00	71.86	71.86
206-336-727.000	OFFICE SUPPLIES	3,100.00	884.74	884.74	0.00	2,215.26	28.54	28.54
206-336-740.000	OPERATING SUPPLIES	18,000.00	19,564.35	19,564.35	0.00	(1,564.35)	108.69	108.69
206-336-741.000	FUEL	5,000.00	3,253.82	3,253.82	0.00	1,746.18	65.08	65.08
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	16,345.40	16,345.40	0.00	9,654.60	62.87	62.87
206-336-850.000	COMMUNICATIONS	4,000.00	5,937.27	5,937.27	0.00	(1,937.27)	148.43	148.43
206-336-860.000	TRAVEL EXPENSES	2,000.00	4,868.07	4,868.07	0.00	(2,868.07)	243.40	243.40
206-336-910.000	INSURANCE	8,000.00	6,928.00	6,928.00	0.00	1,072.00	86.60	86.60
206-336-920.000	PUBLIC UTILITIES	16,000.00	14,485.76	14,485.76	0.00	1,514.24	90.54	90.54
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	2,036.98	2,036.98	0.00	2,963.02	40.74	40.74
206-336-931.000	R & M/VEHICLES	15,000.00	10,170.16	10,170.16	0.00	4,829.84	67.80	67.80
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	9,000.00	24,525.76	24,525.76	0.00	(15,525.76)	272.51	272.51
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	5,000.00	5,562.39	5,562.39	0.00	(562.39)	111.25	111.25
206-336-957.000	TRAINING	6,000.00	3,944.95	3,944.95	0.00	2,055.05	65.75	65.75
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	372,184.00	372,184.00	0.00	(372,184.00)	100.00	100.00
206-336-986.000	EQUIPMENT	0.00	1,986.08	1,986.08	0.00	(1,986.08)	100.00	100.00



REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 06/30/2015

GL NUMBER	DESCRIPTION	2014-15		ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	YTD BALANCE			
		06/30/2015	06/30/2015	06/30/2015		
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		287,272.00	600,320.42	0.00	(313,048.42)	208.97
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	600,320.42	0.00	(313,048.42)	208.97
Fund 206 - FIRE FUND:						
TOTAL REVENUES		287,272.00	626,618.38	0.00	(339,346.38)	218.13
TOTAL EXPENDITURES		287,272.00	600,320.42	0.00	(313,048.42)	208.97
NET OF REVENUES & EXPENDITURES		0.00	26,297.96	0.00	(26,297.96)	100.00

# FIRE BUDGET PRELIMINARY 15-16

	<u>Budget</u>
Salaries - Permanent	\$ -
Salaries - Custodial	\$ 1,500.00
Salaries - Temporary	\$ 145,672.00
Social Security	\$ 11,000.00
Workers Compensation	\$ 7,000.00
PERSONAL SERVICES	\$ 165,172.00
Office Supplies	\$ 3,100.00
Operating Supplies	\$ 62,810.00
Fuel	\$ 4,000.00
Building Maint & Supplies	\$ 13,000.00 filters 3000
SUPPLIES	\$ 82,910.00
Communications	\$ 8,000.00
Travel Expenses	\$ 4,000.00
Insurance	\$ 8,000.00
Public Utilities	\$ 16,000.00
Repair & Maintenance	\$ 5,000.00
R&M Vehicles	\$ 15,000.00
Rentals	
Hydrant Rentals	
Miscellaneous Expense	\$ 5,500.00
Training	\$ 6,000.00
Contingency Civil Defense	\$ -
OTHER SERVICES & CHARGES	\$ 67,500.00
Fire & Rescue Vehicles	
Equipment	\$ 11,000.00
CAPITAL EXPENDITURES	\$ 11,000.00
<b>TOTAL</b>	<b>\$ 326,582.00</b>

Budget

Audit	\$ 3,790.51
Fire administration	\$ 4,500.00
Fire Commission Assmt	\$ 9,618.02
Fire Commission Assmt	\$ 8,091.47
Fire Commission Assmt	

**GRAND TOTAL** **\$ 352,582.00**

**SEV = 40%**

	<b>Amount</b>				
Lowell Township	\$ 184,132,500.00	34%	0.14	\$	48,476.03
Vergennes	\$ 217,451,800.00	41%	0.16	\$	57,247.91
City	\$ 134,118,000.00	25%	0.10	\$	35,308.86
<b>TOTAL</b>	<b>\$ 535,702,300.00</b>	<b>100%</b>			

**POPULATION = 20%**

Lowell Township	4687	37.0%	0.07	\$	26,108.73
Vergennes	4189	33.1%	0.07	\$	23,334.64
City	3783	29.9%	0.06	\$	21,073.03
<b>TOTAL</b>	<b>12659</b>	<b>100%</b>			

**NUMBER OF RUNS = 40%**

Lowell Township	276	36.4%	0.15	\$	51,284.65
Vergennes	157	20.7%	0.08	\$	29,172.79
City	326	43.0%	0.17	\$	60,575.35
<b>TOTAL</b>	<b>759</b>	<b>100%</b>			

**GRAND TOTAL OWING**

Lowell Township	\$ 125,869.41	\$ 31,467.35
Vergennes	\$ 109,755.34	\$ 27,438.83
City	\$ 116,957.25	\$ 29,239.31

plus \$1000 each quarter l



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

Tuesday, May 05, 2015

Lowell Area Fire and Emergency Services Board  
CC: Frank W. Martin, Fire Chief

Mr. Herb,

As per your request in April, this letter is to provide you and the rest of the Board with information with regards to a technologies update/upgrades that would serve as a benefit.

First please allow me the opportunity to explain how we do business as of today:

As you are all well aware, the largest majority of the calls for service our department receives are of an EMS (medical) need. With every medical call, the responding crew is responsible for gathering patient information while on scene. Once the crew returns to the station a hand-written run report is filled out, an online EMS run report must be filled out, as well as a National Incident Fire Reporting System (NIFRS) report must be submitted by the crew Officer.

On all other non-medical call types, the crew on scene must collect information such as owner information, insurance information, building size, VIN numbers, acres involved, and resources used. That information is then later inputted into a NFIRS report.

We have been working to update Incident Preplanning information during our fire prevention inspections. This is some of the information we collect for these preplans:

- Owner /occupant contact information
- Building size/ floor plans
- On site-hazards
- Water supply needs/availability
- Alarm system information

Once this information is collected during the inspection, it is then entered into our in-station network as well as any findings found during the fire prevention inspection. This information is used in the event of alarm responses, fire responses, and chemical related responses. Fire Prevention Inspections are handwritten then typed into our NFIRS system as well as typed into our network.

Currently our department owns four desktop computer systems; one in the Chief's Office, two in the fire prevention & investigation office and one in the watch /Lieutenant office. The watch office computer is the system used for EMS reporting and in-house inspection forms. This system is an older slow system. With no system set-up in our training area, our training officers must their personal laptops or iPads to present any training materials or videos.



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

Tuesday, May 05, 2015

Under this proposal, I am requesting approval to spend \$11,000.00 as well as approval for an annual budget expense of \$3,000.00. This funding would allow for the following:

An updated laptop to be placed in the watch office to improve time use and productivity

Provide a laptop for the training division to allow for training material to be saved on-site and referred back to at other times further improving training

A tablet to be used for Fire Prevention Inspection

Install a laptop on Engine 5 and a tablet on Medic 9. These units would be linked to the county dispatch center CAD system to allow for the sending of information including, radio sensitive information, call times, call numbers, hydrant locations, as well as call history.

This funding would also allow for the department to make changes in our reporting software. The new software is web-based and would allow crews while still on-scene to do the EMS and NIFRS on one form rather than two separate reports. The software also will allow for the inputting of fire preplans and inspection reports, allowing the responding crews and Command Officers to access important information while on the scene from any web-connected device. The software is designed to aid in statistical tracking information that can be used for grant writing, call-response tracking, and response-needs planning.

The \$3,000.00 budget expense would be used for annual license renewal, monthly service fees for cell connections for the units on Medic 9 and Engine 5, and reporting system use fees.

As always please feel free to contact Captain Shannon Witherell with any questions you may have regarding this at 616-826-3297 or by email at [switherell@ci.lowell.mi.us](mailto:switherell@ci.lowell.mi.us)

Respectfully,  
Shannon L. Witherell  
Captain Lowell Area Fire Department

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

May 7, 2015

Fire authority board:

We have had 31 fire incidents and 45 medical responses for the month of April, 2015. The total for the first four months is 275 calls. We had 16 grass and brush fires this month, which is three times more than we responded to last year.

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. He is also working on a grant from Global Insurance Company.

Training was on electrical power from substation to your home and how to stay safe when on this type of call.

Three members have completed firefighter 1 and 2 classes with all three passing. They are Eric Kelley, Kem Charron, and Charles Putney.

Two members have completed medical first responder course and passed. They are now waiting for their license from medical control of Kent County. They are James Weiler and Negel Hefty.

The burning of switch grass on April 25<sup>th</sup> or May 5<sup>th</sup> for two local residents went very well. Grattan, Cannon, and Alto fire departments assisted with the prescribed burn.

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

Frank Martin, Fire Chief