

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, August 10, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. June 8, 2015 - Regular Meeting
 - B.
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Grant Research Proposal Status
 - B. Technology Upgrades
 - C. Air Pac Status
 - D. Boards Outside Services Revue Status
 - E. Additional Equipment Needs/Wants – Long Term
7. NEW BUSINESS
 - A. Kent County Purchasing Collaborative – Calvin Brinks, Presenter
 - B. Asset Disposal Procedures
 - C. Fire Chief Succession Discussion
 - D. Responsibility of Grounds and Drive/Parking Area Surrounding Fire Building
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, June 8, 2015**

1. ROLL CALL

Jim Herb called the meeting to order at 3:35 p.m.

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

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

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY BLOUGH and supported by MAYER to approve the minutes of the May 11, 2015 meeting as corrected. Yes – all. Motion Carried.

4. FINANCIAL REPORT.

Olin presented the financial reports.

IT WAS MOVED BY PASQUALE 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. Discussion and approval of purchasing procedures. Wittenbach mentioned records should be kept for at least three years. He also mentioned reverse auction. Wittenbach stated his township board requested it be in the agreement. Herb felt this item was addressed in item 9.

IT WAS MOVED BY MAYER and supported by REISTER to approve the purchasing agreement as presented. Yes – all. Motion carried.

B. Review of grant research proposal. Herb mentioned the original presentation was a bit confusing. Blough felt Olin's firm can widen the scope on grants since he has more avenues. Herb questioned if the department had any other wish lists. Martin responded Wildland gear, equipment for a truck, new boat engine, ATV skid mounted units or a washing machine gear extractor. Pasquale felt for the fee of \$1,050.00 there are no other obligations and the Authority can't lose. Carlton agreed. Hale mentioned Olin has worked for the City of White Cloud and they have been ecstatic with what he did.

IT WAS MOVED BY PASQUALE and supported by MAYER to approve the proposal from Land and Resources Engineering Inc. for \$1,050 to perform Grand Research for the Lowell Area Fire Department. Yes all. Motion carried.

C. Air Pac status review. Martin stated he is still waiting to hear from the Grand Rapids Foundation.

D. 2015/2016 budget discussion and municipal approval. Herb questioned if the budgets were presented to the township and city boards. All accepted.

7. NEW BUSINESS

A. 2014/2015 Budget Amendments. Olin presented the 2014-2015 budget amendments.

IT WAS MOVED BY WITTENBACH and seconded by MAYER to approve the budget amendments amending the revenues by \$378,861.00 and the expenditures \$375,212.00. Yes – all. Motion Carried.

B. 1946 Seagrave truck buy/sell proposal. A sale agreement with David VanPutten for the purchase of a 1946 seagrave fire truck was presented. The buyer will pay for the truck with an exchange of services that includes three years of fire hose and hard suction testing and two years of fire ladder testing. Wittenbach questioned if this was separate from the pump test. Martin responded yes. Martin explained there is no good place to store the truck. Martin added Dave has promised to keep the City name on the truck and plans to have it in parades. Martin stated the seagrave has not been used since 1971.

IT WAS MOVED BY MAYER and seconded by REISTER to sell the 1946 Seagrave to David VanPutten, 3509 108th ST, S.E. Caledonia, MI for the sum of five thousand (\$5,000) USD paid for by providing the listed services as required in clause 4 of this Agreement. Yes – all. Motion Carried.

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORTS AND UPDATES.

Martin reported there were 13 fire incidents and 36 medical responses for the month of May 2015. The total for the first five months is 324 calls for the year. He added maintenance on the trucks is good. Herb questioned if there has been any mutual aid calls. Martin responded Saranac and Alto. Steve Bukala said currently he is the FOIA coordinator for the City of Lowell and FOIA requests must be responded to by 5 business days or you are subject to penalties. Bukala explained someone needs to coordinate the fire authority. He added come July 1 there are sweeping changes to the law.

IT WAS MOVED BY HERB and seconded by BLOUGH to appoint Corwin Velzen as the Lowell Area Fire Authority FOIA coordinator. Yes – all. Motion Carried.

10. Member Comments. None.
11. Date for the next meeting is July 13, 2015 at the fire station.
12. ADJOURNMENT. IT WAS MOVED BY MAYER and supported by REISTER to adjourn at 4:11 p.m. Yes – all. Motion Carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 08/31/2015	ACTIVITY FOR MONTH 08/31/2015	AVAILABLE BALANCE	% BDGT 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 CONTRIBUTION FIRE TRUCK	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
206-000-590.000	CITY OF LOWELL CONTRIBUTION FIRE TRUCK	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
206-000-632.002	VERGENNES TOWNSHIP	125,869.00	32,467.35	0.00	93,401.65	25.79
206-000-632.003	CITY OF LOWELL	109,755.00	28,438.83	0.00	81,316.17	25.91
206-000-650.000	CONTRIBUTIONS	116,958.00	30,239.31	30,239.31	86,718.69	25.85
206-000-677.000	MISCELLANEOUS	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
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		352,582.00	91,145.49	30,239.31	261,436.51	25.85
TOTAL Revenues						
		352,582.00	91,145.49	30,239.31	261,436.51	25.85
Expenditures						
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	15.52	0.00	(15.52)	100.00
206-000-860.000						
Total Dept 000-REVENUES		0.00	15.52	0.00	(15.52)	100.00
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	86.00	86.00	1,414.00	5.73
206-336-707.000	SALARIES-TEMPORARY	145,672.00	11,680.00	11,680.00	133,992.00	8.02
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	868.90	868.90	10,131.10	7.90
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	0.00	0.00	7,000.00	0.00
206-336-727.000	OFFICE SUPPLIES	3,100.00	0.00	0.00	3,100.00	0.00
206-336-740.000	OPERATING SUPPLIES	62,810.00	62.70	0.00	62,747.30	0.10
206-336-741.000	FUEL	4,000.00	0.00	0.00	4,000.00	0.00
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	0.00	0.00	26,000.00	0.00
206-336-850.000	COMMUNICATIONS	8,000.00	63.69	0.00	7,936.31	0.80
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	0.00	0.00	8,000.00	0.00
206-336-920.000	PUBLIC UTILITIES	16,000.00	738.26	0.00	15,261.74	4.61
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
206-336-931.000	R & M/VEHICLES	15,000.00	51.38	0.00	14,948.62	0.34
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	75.00	0.00	12,925.00	0.58
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	302.89	0.00	5,197.11	5.51
206-336-957.000	TRAINING	6,000.00	0.00	0.00	6,000.00	0.00
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
206-336-986.000	EQUIPMENT	11,000.00	0.00	0.00	11,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 08/31/2015

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	YTD BALANCE			
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		352,582.00	13,928.82	12,634.90	338,653.18	3.95
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	13,944.34	12,634.90	338,637.66	3.95
Fund 206 - FIRE FUND:						
TOTAL REVENUES		352,582.00	91,145.49	30,239.31	261,436.51	25.85
TOTAL EXPENDITURES		352,582.00	13,944.34	12,634.90	338,637.66	3.95
NET OF REVENUES & EXPENDITURES		0.00	77,201.15	17,604.41	(77,201.15)	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 06/04/2015 - 08/05/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
06/04/2015	FIRE	3109	BERNARDS ACE HARDWARE	MISCELLANEOUS EXPENSE	955.000	336	2.58
06/04/2015	FIRE	3110	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	469.60
06/04/2015	FIRE	3111	CITY OF LOWELL	FUEL	741.000	336	273.93
				COMMUNICATIONS	850.000	336	1.88
				PUBLIC UTILITIES	920.000	336	124.09
				PUBLIC UTILITIES	920.000	336	224.64
				CHECK FIRE 3111 TOTAL			624.54
06/04/2015	FIRE	3112	AT&T	COMMUNICATIONS	850.000	336	255.30
06/04/2015	FIRE	3113	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
06/04/2015	FIRE	3114	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.83
06/04/2015	FIRE	3115	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	96.28
06/10/2015	FIRE	3118	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	236.10
06/18/2015	FIRE	3119	DICKINSON, WRIGHT, MOON,	PROFESSIONAL SERVICES	801.000	336	455.00
06/18/2015	FIRE	3120	CITY OF LOWELL	R & M/VEHICLES	931.000	336	238.31
06/18/2015	FIRE	3121	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	87.90
06/18/2015	FIRE	3122	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	63.94
06/18/2015	FIRE	3123	LOWELL FIRE DEPARTMENT	REPAIRS AND MAINTENANCE BUILDING	932.000	336	445.03
06/18/2015	FIRE	3124	NATIONAL HOSE TESTING	REPAIR & MAINTENANCE	930.000	336	194.00
06/30/2015	FIRE	3125	CITY OF LOWELL	OFFICE SUPPLIES	727.000	336	117.99
				FUEL	741.000	336	183.74
				COMMUNICATIONS	850.000	336	7.10
				COMMUNICATIONS	850.000	336	5.62
				CHECK FIRE 3125 TOTAL			314.45
06/30/2015	FIRE	3126	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	332.76
				R & M/VEHICLES	931.000	336	634.66

Check Date Bank Check # Payee Description Account Dept Amount
 Fund: 206 FIRE FUND

06/30/2015	FIRE	3127	IAFC MEMBERSHIP	CHECK FIRE 3126 TOTAL	123.000	000	209.00
06/30/2015	FIRE	3128	AT&T	PREPAID EXPENSES	850.000	336	242.37
06/30/2015	FIRE	3129	COMCAST CABLE	COMMUNICATIONS	850.000	336	100.83
06/30/2015	FIRE	3130	CONSUMERS ENERGY	COMMUNICATIONS	920.000	336	21.43
07/15/2015	FIRE	3132	BERNARDS ACE HARDWARE	PUBLIC UTILITIES	931.000	336	51.38
07/15/2015	FIRE	3133	CANFIELD PLUMBING & HEATING IN	R & M/VEHICLES	932.000	336	276.00
07/15/2015	FIRE	3134	KENT COUNTY SHERIFF'S DEPT.	REPAIRS AND MAINTENANCE BUILDING	801.000	336	2,440.50
07/15/2015	FIRE	3135	LOWELL LIGHT & POWER	PROFESSIONAL SERVICES	920.000	336	389.53
07/15/2015	FIRE	3136	CITY OF LOWELL	PUBLIC UTILITIES	740.000	336	47.94
				OPERATING SUPPLIES	920.000	336	224.64
				PUBLIC UTILITIES	920.000	336	124.09
				R & M/VEHICLES	931.000	336	46.28
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	74.28
				CHECK FIRE 3136 TOTAL			517.23
07/15/2015	FIRE	3137	RAYNOR OVERHEAD DOOR OF GR	REPAIRS AND MAINTENANCE BUILDING	932.000	336	90.00
07/15/2015	FIRE	3138	KENT COUNTY EMERGENCY	MISCELLANEOUS EXPENSE	955.000	336	272.89
07/15/2015	FIRE	3139	X-CEL CHEMICAL SPECIALTIES CO.	OPERATING SUPPLIES	740.000	336	62.70
07/15/2015	FIRE	3140	VERIZON WIRELESS	OPERATING SUPPLIES	850.000	336	63.69
07/15/2015	FIRE	3141	RED CREEK	COMMUNICATIONS	932.000	336	75.00
07/15/2015	FIRE	3142	LOWELL FIRE DEPARTMENT	REPAIRS AND MAINTENANCE BUILDING	740.000	336	68.00
07/15/2015	FIRE	3143	ZEE MEDICAL, INC.	OPERATING SUPPLIES	740.000	336	146.95
07/15/2015	FIRE	3144	O'REILLY AUTOMOTIVE, INC	OPERATING SUPPLIES	931.000	336	55.98
07/15/2015	FIRE	3145	LINCOLN NURSERIES, INC	R & M/VEHICLES	932.000	336	97.75
				REPAIRS AND MAINTENANCE BUILDING			

08/06/2015 11:24 AM
User: SUE
DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 06/04/2015 - 08/05/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 206 FIRE FUND

07/24/2015	FIRE	3147#	OLIN, SUZANNE	TRAVEL EXPENSES	860.000	000	15.52
				MISCELLANEOUS EXPENSE	955.000	336	30.00
				CHECK FIRE 3147 TOTAL			45.52
				Total for fund 206 FIRE FUND			9,853.03

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

August 3, 2015

Fire authority board:

We have had 28 fire incidents and 36 medical responses for the month of June, 2015, and 31 fire incidents and 45 medical responses for the month of July. The total for the first seven months is 464 calls.

Maintenance to the trucks has been the a/c needed repair on engine #6 and some lights replaced on the other trucks. During the truck driving rodeo eng # 5 did strike a post at the school property and the damage was around \$7200.00. County ins is covering the damage, but the authority has to pay the first \$1000.00.

All vehicle titles have been transferred to the Fire Authority

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:

Three members took part in the "Northern Exposure" MABAS drill in Grand Rapids.

Water supply and water flow training.

Driver training Rodeo and rodeo make-up

Physical fitness base line testing

Public Education: safety town and YMCA day camp

Relay for life. Fire Department team raised \$3000.00

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

Frank Martin, Fire Chief