

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD

MEETING MINUTES

Monday, February 13, 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

2. APPROVAL OF THE AGENDA

Herb mentioned a change to the agenda, placing item 7A. (1-800-Board-Up) Presentation Dan Kanauz Director to the top of the agenda.

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

- 7a. Dan Kanauz, from 1-800-Board-Up was present. He also serves on the Plainfield fire department as a lieutenant. He said his company provides disaster services for those involved in a fire, storm or vehicle impact. He mentioned his department currently works with 274 fire departments. Some of the services his company provides are bags for adults including shampoo or anything else that may be contaminated in the home, a hotel if needed, and his company will board up and secure a home after a fire. He mentioned everything his company does should be covered by insurance. He added 1-800 Board-Up is a corporate partner with the Red Cross. van Overbeek mentioned his department has worked hand in hand with 1-800-Board-Up and they have been very easy to deal with.

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes –January 9, 2017

Blough mentioned item 7, paragraph C did not read correctly. Herb mentioned adding Sue Reister and James Herb to serve on the finance committee to the minutes.

IT WAS MOVED BY HODGES and seconded by REISTER to approve the minutes of the January 9, 2017 meeting, correcting paragraph c and adding the addition of Sue Reister and Herb on the finance committee.– Yes - all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. She mentioned the accounts payable listing, check # 3544, the description read “computer equipment”. Olin said it should read “compressor equipment”. Herb questioned if all municipalities were current. Olin responded yes. Reister questioned check # 3570 in the amount of \$1099.00, written to van Overbeek. van Overbeek responded it was to reimburse for the UTV trailer he purchased with his own personal check.

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

5. PUBLIC COMMENT.

Mike Burns mentioned televising the Fire Authority meetings. He said it would be a useful tool for the

Public and helpful with the minutes. Herb responded this was discussed previously, and it is wide open to whoever would like to tape the meetings.

6. OLD BUSINESS

- A. UTV Status. van Overbeek said Tony, from Platinum Motor Sports, mentioned the UTV should arrive late March. He added the trailer for the unit has been purchased. He said \$100 was saved by purchasing the trailer in Edmore, Michigan.
- B. Current and Future Grant Status. Witherell stated he applied to Fema for two CPR assist machines or one each for the licensed EMS vehicles, and an airboat. Witherell also mentioned, he applied to the Grand Rapids Foundation for an automated chest machine. He mentioned the deadline to apply to the DNR grant will be June or July.
- C. Progress on Fire Station Repairs. van Overbeek stated bids were sent to S & T Metals of Lowell, Mark Batchelor (Architectural Building Restoration) of Lowell and Discount Doors of Jenison. He stated Discount Door was the lowest bid at \$4830 for doors which included all new hardware, a new threshold and weather-stripping. He added S & T Metals came in at \$7,500 to install steel doors with Batchelor's bid \$9500. van Overbeek added bids were also solicited for windows with \$12,890 bid from All Weather Seal of Lowell, Batchelor \$10,250 or \$17,050 (including front vestibule doors and removing the old ones). He added S & T metals bid \$14,980 to remove three windows and install new ones. van Overbeek mentioned S & T also submitted \$5197.50 to redo the front vestibule entrance door and framing. To repair the front vestibule, Batchelor's bid was \$7000.00. Batchelor also submitted a bid for \$175.00 to repair the column block, \$4500.00 for tuck point and spray on waterproofing \$2800. Reister questioned if the bids included a warranty. van Overbeek said he would ask the vendors about this. He added he will prepare a spreadsheet of all the fire station repair bids.
- D. 2017/2018 Preliminary Budget Discussion. Wittenbach said he was willing to move forward with the budget. Burns felt the authority should move forward with the budget as well.

IT WAS MOVED BY BLOUGH and seconded by HODGES to approve the budget as presented in the amount of \$357, 440. Yes all. Motion carried.

- E. Review of possible charges for inspection. Witherell said he is gathering costs from other departments consistent with what other communities charge for inspections. He added some departments charge a business license fee based on a block of square footage. He added restaurants are usually frequented twice a year, and factories once a year. Witherell will provide his findings of inspection charges at the next meeting.
- F. Concealed Firearms Carry Discussion. Olin read a letter prepared by Dustin Draber of HCC Risk Control, in regard to the department carrying weapons and the potential liabilities that come with this exposure. The letter stated "there would be no coverage afforded to employees whose actions resulting in an incident where the direct cause were determined to be the carrying or discharge of a weapon while in the course of their duty". Letzmann provided the following opinion in regard to fire fighters carrying firearms on duty that include: is there a problem which necessitates the fire fighters carrying firearms on duty, do state or federal laws prohibit or allow the fire fighters carrying firearms on duty, is there additional liability to the employer (Lowell Area Fire and Rescue Authority) as the result of the fire fighters carrying firearms on duty, may the employer LAFRA prohibit or regulate the fire fighters carrying firearms on duty? His conclusion was there needs to be some liability rules,

regulations and training. van Overbeek mentioned using the language the Plainfield department put in place. Hodges recommended Letzmann review the language and provides the board with a firearms policy.

- G. Vehicle Asset Sales and Replacement Vehicle Status. Letzmann provided the following statement in regard to the sale or disposition of authority property/vehicles. In his letter, he mentioned the authority “may dispose of authority assets with state law and pursuant to resolution by the board in a manner that maximized the purchase price or for any governmental purpose that is in the best interest of the authority with notice to the members of the authority and reasonable notice to the public.” van Overbeek said he is awaiting a call back from Ranger Bid to sell the 1993 Ford Ambulance and 1993 Chevrolet Suburban. He mentioned the Department of Public Works utilized Ranger Bid, and they took all the pictures of the vehicles, and the auction buyers pay all the fees. He said everything is done online. Reister questioned if notice needs to be given to each township regarding the bids. Letzmann said this should be covered in the public notice. van Overbeek said both pieces of equipment are scheduled for the March 2017 online auction Ranger Bid.
- H. Potential Purchasing Conflict of Interest Discussion. Letzmann suggested to cure the conflict of interest, the employees responsibilities are reassigned to someone else to eliminate any and all involvement in the purchasing or procurement process. He stated there are two exceptions. One includes a sole source for an item. Witherell mentioned the fire department has a purchasing agent already in place. Herb mentioned there are not a lot of companies that compete with 5 Alarm. Blough said the public looks at it differently. van Overbeek questioned why this issue was being questioned again. Jerry Hale said the fire authority is getting close to resolving this issue.

7. NEW BUSINESS

- B. Fire Fighter Physical Testing. van Overbeek said we have been negligent in the department physicals. He added to have an annual physical completed, and blood work on site, would cost the department \$347/person. He said we need to make the department compliant by having these physicals completed. van Overbeek said without these tests, there is no baseline and it can't be proved if conditions are preexisting. van Overbeek said a representative from Biocare will be present at the next meeting to discuss department physicals.
- C. LAFD “State of the Department” presentation for the Municipalities. Herb mentioned the presentation to the fire authority board in September, could be scheduled for March 23 or March 30 for the various boards and commissions. Jerry Hale stated Lowell Township would be available to host the presentation. Mike Burns said there are no meetings at City Hall on Thursday, and there is a projector for power point. He suggested the 30th of March at City Hall at 7:00 p.m. for the department presentation. Burns added the meeting will be open to the public and any of the boards.

8. COMMITTEE REPORTS

A. Capital Appropriations

B. Financial.

9. FIRE CHIEF'S REPORT AND UPDATES.

van Overbeek said there was an ice rescue on Saturday, with a follow up story written by Amanda Schrauben on Facebook.

10. MEMBER COMMENTS

11. .DATE FOR NEXT MEETING(s)

Herb said the next meeting will be held March 27th.

IT WAS MOVED BY HODGES and seconded by REISTER to adjourn at 5:14 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary