

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, March 14, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL

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

Members Present: Jim Herb, Matt Mayer, Susan Reister, Tim Wittenbach, Jeff Altoft and Carlton Blough

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

A. Approval of the Regular Meeting – February 8th, 2016 meeting.

IT WAS MOVED BY MAYER and seconded by BLOUGH to approve the minutes of the February 8, 2016 meeting. Yes-all. Motion carried.

B. Approval of the Special Meeting – February 29th, 2016 meeting

IT WAS MOVED BY REISTER and seconded by MAYER to approve the minutes as presented. Yes-all. Motion carried.

C. FINANCIAL REPORTS. Olin presented the financial reports. She mentioned the authority has \$168,259.00 in cash. Blough questioned why the operating supply account was over. Olin stated due to the air paks being purchased out of this account. She said there is revenue coming in from the City and the townships on the revenue portion of the statement. Blough also noted the temporary salary account.

4. PUBLIC COMMENT - PRESENTATION ROGER MORGAN ROCKFORD AMBULANCE

Roger Morgan, CEO of Rockford Ambulance and Matt McConnen, Chief operating officer for Rockford Ambulance were present. Morgan said he has been the CEO for 32 years, and also serves on the County Board of Commissioners and Gerald R. Ford Airport Board. Matt stated he has been the Chief operating officer for 23 years for Rockford Ambulance and serves on the Courtland Township Board. Morgan stated Rockford Ambulance was formed in 1968 when funeral homes went out of the ambulance business. He said he started in Lowell in 1988, Sparta in 2000 and Grand Rapids Township in 2001. He added the fire department is a great asset to the Community and Rockford Ambulance appreciates their support. He mentioned Rockford Ambulance has their own call center which utilizes predictive software where most accidents are likely to occur. He added they now must carry a lot of equipment on board and have outgrown their vans. He said they have three in service now and one in Grand Rapids Township. They are looking at the Grand Rapids foundation for assistance with their \$82,000 purchase for a new vehicle. Morgan said he is looking into the Look Fund and Grand Rapids foundation to approve one half the cost of a new van and requested the Fire Authority support. He added they have a 4.5 million budget and one million is held up in accounts waiting to be paid by the insurance companies. He added Kent County is looking into a surcharge or millage to operate the dispatch.

5. PUBLIC COMMENT. Witherell mentioned the Fire Chief job posting had an error in one of its requirements.

6. OLD BUSINESS

- A. Fire house equipment purchases. Witherell reported Curtis equipment has a washer in stock set up and ready to go. He said the current washer is leaking. He said the cost is \$5750 installed and will be set up and good to go. Blough questioned if there should be more than one quote for purchases over \$5,000. Letzmann suggested to state in the motion that Curtis is a unique supplier.

IT WAS MOVED BY HERB and seconded by MAYER to purchase the Huebsch washer extractor, with a list price of \$8714.00 from Curtis Equipment in the amount of \$5750.00 whereas the washer is a demo model to be 30% lower than list price, furnished by a local provider, and the board finds in the best interest to purchase from Curtis equipment. Yes – all. Motion carried. Reister questioned the warranty. Vanoverbeek said it has a three year warranty.

Herb mentioned the Fire Department projector can be a purchase from the current budget. IT WAS MOVED BY WITTENBACH and seconded by REISTER to approve the projector in the amount of \$694.00 to be purchased by Best Buy. Yes-all. Motion carried.

Vanoverbeek mentioned the department experienced difficulties with their backup of records. He added there will be a \$60.00 per year fee for cloud storage, \$400 to install and a battery backup in the amount of \$100 from Addorio. He added Addorio will be working on the problems with the department's backups.

- B. Survey review. Roderick mentioned he has a copy of the Fire Department survey that was conducted in 2006 if anyone would like a copy. Reister questioned what percent of the department was here in 2006. Roderick responded we have probably lost one half since then. Reister said she appreciated the fire fighters perspective. Mayer felt the lack of morale is a problem and their was no comrade
- C. Future Capital equipment discussion.
- D. Shannon – provide update on radio's. Pasquale said the LCTV fund met to review the joint radio request by the Fire Department and Lowell police was approved in full. Pasquale said the council will meet Monday to approve the LCTV grant requests. Shannon stated Chief Bukala and himself met to discuss the Kent County dispatch. He stated KC was going to 800 mg radios. The new radios will have the capability of communicating with 911 and possibly the internet. He said it will be some time before the old radios are turned in. Wittenbach mentioned the township supervisors are supporting the 911 surcharge.

7. NEW BUSINESS

- A. Discussion on increasing pay for fire fighter's training pay. Carlton passed out a brochure from Galaxy for a plaque for Chief Martin to be hung in the fire barn. Herb thought it would be a couple months before it could be presented to Frank. It was the consensus of the board to purchase a gift for Chief Martin, not to exceed \$500.00. All in favor.

Blough stated he felt the pay needs to be increased for fire fighter training. Vanoverbeek said training starts at 8 a.m. and there are sign in sheets. He said they try to have the training completed by noon. Blough felt the pay for fire fighter training should start with the new budget year or July 1, 2016.

Altoft mentioned the fire department building needs inspected. Vanoverbeek mentioned mold on the kickboard of the drywall. IT WAS MOVED BY ALTOFT and seconded by WITTENBACH to have the Fire Department inspected in house by Ron Woods, Interim DPW Director in an amount not to 1000 dollars. Yes – all. Motion carried.

- B. 2016/17 budget review and approval. Olin presented a preliminary 2016-2017 budget. She stated a separate line item was created for the hiring of a new chief. She also explained increases for Kent County dispatch is now included under communications.

IT WAS MOVED REISTER and seconded by MAYER to approve the fire department budget as presented in the amount of \$367,200 plus an additional \$16,755 for paid training to be added for a total budget of \$383,955.. Herb requested the budget with paid training be sent to the township clerks and the Fire commission board.

- C. Authority Agreement status (from the municipalities)
- D. Restated Bylaws review and approval. Letzmann said in regard to disposal of assets, notice to the board at the regular meeting prior to the meeting at which action on disposal of assets is to be taken is added.

IT WAS MOVED BY Reister and seconded by BLOUGH to approve the restated bylaws as presented. Yes all- Motion carried.

- E. Fire Chief hiring status. Herb mentioned currently one application for the Chief position has been received. Letzmann mentioned the job opening for the Lowell fire department chief has been well advertised. Bukala questioned the interviews for a city manager not open to the public. Letzmann said the manager is not a public body, the Fire Authority is a public body. Herb said the applications will be closed April 4th.
- F. Status on grants. Witherell said the SCBA's maintain some small value. He requested approval to liquidate them and advertise in fire trader. He felt he could receive \$250/system. Herb said to proceed. Witherell questioned the match for Grand Rapids foundation grants. Pasquale mentioned 25% is desired for a local match. Witherell said the Michigan DNR grant is 50%.

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

- 9. FIRE CHIEF'S REPORT AND UPDATES Ron said there were 26 fire and 30 medical responses for the month of February 2016 bringing the total to 189 for the year. Chief Martin has a meeting on March 16 with his surgeon to discuss his surgery. The new tools purchased through the grant are being mounted on the engines. The pancake breakfast will be 3/26/2016 starting at 7a.m. Reister questioned how late the breakfast runs. Vanoverbeek responded 11a.m. and there will be a fire truck at the expo.

- 10. MEMBER COMMENTS. Blough mentioned having the meeting dates emailed.

- 11. DATE FOR NEXT MEETING(S) April 11th.

- 12. ADJOURNMENT moved by Reister and seconded by Altoft to adjourn at 5:40 p.m.