

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD

MEETING MINUTES

Monday, January 9, 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

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

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes –October 10, 2016.

IT WAS MOVED BY HODGES and seconded by REISTER to approve the minutes of the October 10, 2016 meeting – Yes - all. Motion carried.

B. Approval of the Special meeting – December 13, 2016

IT WAS MOVED BY HODGES and seconded by REISTER to approve the minutes of the December 13, 2016 special meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. Olin mentioned the authority had \$196,549.98 in cash. She also mentioned she had not received a second quarter payment from Lowell Township.

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

5. PUBLIC COMMENT.

No comments were received.

6. OLD BUSINESS

A. Recognize Jim Hodges as newest "Board" member from the City of Lowell replacing Jeff Altoft.

Jim Herb stated the Fire Authority Board needs to formally recognize Jim Hodges as the newest "City's representative" Fire Authority member. His position replaces Jeff Altoft who is no longer on the Fire Authority board.

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve Jim Hodges as the newest Board member of the Lowell Area Fire Authority. Yes – all. Motion Carried.

B. Review Trends in Concealed Carry with other Fire Departments. Herb presented a memorandum from Plainfield Township in regard to possession of concealed weapons. van Overbeek presented a recommended language change. Reister questioned if a loaded gun would be brought to a fire scene?

van Overbeek responded no weapons would be carried into a fire call. Reister felt the concealed weapon language should be addressed by the City attorney and insurance company.

IT WAS MOVED BY HODGES and seconded by BLOUGH to approve the possession of concealed weapons language subject to approval by attorney Peter Letzmann and insurance company approval. Yes – all. Motion Carried.

- C. Update new cylinder filling station (LAFD). van Overbeek said the new air compressor equipment is up and running and a quality testing states inspection requirement will be completed by the end of this week.
- D. UTV Potential (LAFD). van Overbeek stated himself and Witherell met with Platinum Power Sports and the meeting was very productive. The department could acquire a side by side 4 wheel drive Yamaha Viking with a no charge lease. After six months, the fire department could get a new UTV. van Overbeek stated two signatures are required in two weeks. He mentioned Grattan has a real nice set up with their UTV and trailer. van Overbeek mentioned \$1,200.00 would be needed for a trailer 6 ½ x 12 single axle. Reister questioned if the trailer was new or used. van Overbeek responded new. Herb stated the UTV would be an excellent addition to the fire department. van Overbeek requested approval up to \$3000.

IT WAS MOVED BY PASQUALE and seconded by BLOUGH to approve \$3000.00 from the equipment line item to purchase a trailer and outfit a UTV through Platinum Power Sports. Yes - all. Motion carried.

- E. Current and future grant opportunities. van Overbeek stated the CPR assist grant was submitted to the Grand Rapids Foundation. A grant was also submitted for an air boat and 3 more CPR assists through FEMA. A grant was also submitted to upgrade fire hydrants. van Overbeek stated the Michigan DNR wildland grant was turned down. The board approved the LAFD to apply to the Cable Fund by February 10 for 2 additional CPR units.
- F. Fire House Upgrade Status. Herb said there has been no word from Honeywell on the status of the fire station upgrades including heating and cooling and windows. van Overbeek mentioned the floor drains backed up this past weekend.

7. NEW BUSINESS

- A. Election of “Board” officers for 2017 (Chairman, Vice Chairman, Secretary, Treasurer).

IT WAS MOVED BY PASQUALE and seconded by REISTER to nominate Jim Herb as Chairman of the Fire Authority. Yes- all. Motion carried.

IT WAS MOVED BY REISTER and seconded by HODGES to nominate David Pasquale as Vice Chairman of the Fire Authority. Yes- all. Motion carried.

IT WAS MOVED BY WITTENBACH and seconded by REISTER to nominate Carlton Blough as Secretary Treasurer. Yes- all. Motion carried.

- B. Set meeting schedule for 2017. Herb presented a meeting schedule for 2017. Hodges said consistency works well in scheduling meetings. Devore suggested having the Fire Authority meetings recorded.

IT WAS MOVED BY REISTER and seconded by WITTENBACH to approve the meeting schedule as presented. Yes -all. Motion carried.

- C. Appoint committees for 2017 (Finance, Capital appropriation, Management). Herb mentioned the management committee will handles matters such as the fire chief review or problems with firefighters. Herb suggested Blough for the capital appropriation committee and Reister for the finance committee. Hodges will serve on the management committee and Wittenbach and Pasquale will serve on the capital committee.
- D. Capital Equipment Review and Discussion (Presentation by Capital Committee). van Overbeek mentioned a new boat is a priority for all of the waterways in the area. He added an airboat is the way to go and that a hovercraft is too difficult to control. He also mentioned in 3 years or 2019 engine 6 is scheduled to be replaced. Also, engine 3 is scheduled in 2022 for replacement. van Overbeek suggested replacing them with a dual purpose vehicle. Herb questioned keeping both. van Overbeek said he will run out of room, with boats and utvs and trailers. van Overbeek said at this time, he would like to replace their current Chevy Suburban and Ford ambulance with one unit. Herb said there is a process for selling the used vehicles. van Overbeek said the Wittenbach dealership is willing to provide \$2500 trade in for the pair. Bukala mentioned selling the vehicles on facebook or craigslist. Also, Bukala mentioned there are online municipal auctions, whereby the buyers pay the auction fees. Reister questioned if the Suburban seated 8? van Overbeek responded six passengers. Blough questioned what vehicle the department would purchase to replace them. van Overbeek stated he would like a ¾ ton truck or Yukon. He added it must be able to haul trailers. Reister questioned considering a lease. Wittenbach mentioned applying to the Cable TV fund for assistance with the truck purchase. Herb said there is a procedure in place for selling fire authority equipment. Bukala mentioned the Fire Authority should be eligible for Mi-deal pricing. van Overbeek mentioned updating brush 8 with a higher volume pump and a smaller water tank and that it would be a good candidate for a DNR grant.

IT WAS MOVED BY WITTENBACH and seconded by HODGES to approve the selling of the Chevy Suburban and Ford ambulance vehicles. Yes - All. Motion carried.

van Overbeek mentioned repairs to the fire barn including new flashing, windows and HVAC. He suggested contacting All Weather Seal for the windows. van Overbeek further suggested contacting Mark Batchelor He added down the road, there will need to be repairs to the parking lot.

- E. Status of Fund Balance Discussion. Herb asked our current fund balance. Olin responded \$123,298 after the air compressor purchase. Blough said there should be no extras in the budget, to leave it as it is. Mike Burns said to use it for capital expenses. Herb questioned if there was any excess in the budget. He then suggested to lower salaries next year \$30,000 so the new 17-18 budget figure would be \$134,840. This amount would include the inspection pay increased to \$15.00/per hour.
- F. Presentation of the 2017/2018 Preliminary Budget. The board decided to reduce salaries taking them from 164,840 to 134,840. This would make next year's budget \$357,440.
- G. Review Possible Charges by either Municipalities or LAFD for Inspections. Wittenbach felt these charges are municipality specific and that the municipality should be responsible for assessing the charges. Herb felt it would add another layer to the fire department. Reister questioned if businesses

are required to be inspected. Herb suggested they inquire into what other municipalities are doing with this process.

- H. Discuss 5 Alarm Purchasing Practices by LAFD. Herb explained Shannon Witherell is an employee of Lowell 5 Alarm which is an area dealer and authorized turn out gear dealer. Herb stated Witherell explained the Lowell Fire is a house account and no sales go toward his bonus. Herb suggested appointing someone such as Kory Velzen to be a purchasing agent.
- I. Schedule Fire Chief review by Management Committee. Herb suggested sending a survey to the department to assist in the evaluation of the fire chief

8. COMMITTEE REPORTS

A. Capital appropriations

B. Financial

9. FIRE CHIEFS REPORT AND UPDATES. van Overbeek mentioned the department responded to 59 total incidents for the month of December, 24 related to fire and 35 medical. This brings the total incidents to the 800 mark. van Overbeek mentioned a retirement party for Lt. Lynn Ort was held on the 29th of December. van Overbeek reported all of the lighting has been installed on the outside of the building. He thanked Lt. Velzen along with Weiler for their hard work. He mentioned adopt a family was a huge success. He added the department collected \$875.00 from the membership and supplied each family with a nice dinner and gifts for the kids. He said the remaining funds will go the FROM.

van Overbeek mentioned the department Christmas party was a huge success. The crew cooked steaks and Bryan Kimble was Santa Claus. Herb mentioned to discuss the date for the pancake breakfast.

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING

Herb stated the next meeting will be held on February 13.

12. ADJOURNMENT.

IT WAS MOVED BY HODGES and seconded by REISTER to adjourn at 5:50 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary