

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, November 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 and David Pasquale and Mike Devore

Member Absent: Carlton Blough Also present: Peter Letzmann

2. RECOGNITION OF CHANGE IN ACTIVE BOARD MEMBERS

Herb thanked Jim Hodges for his participation on the fire authority board and that he will be missed. Mike Devore replaced Jim Hodges effective this meeting.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES. Wittenbach mentioned under old business, item # 6, should read "site unseen."

IT WAS MOVED BY DEVORE and seconded by REISTER to approve the minutes as corrected.
Yes – all. Motion carried.

5. FINANCIAL REPORTS

Olin mentioned she had not received the completed audit. She said she hoped to soon.

Wittenbach mentioned the pickup truck repairs. Herb questioned if it was anything significant? van Overbeek said it was a belt noise not a pump. The truck was taken to D&D and it is no longer happening. Herb questioned the fire station computers and their cloud storage. van Overbeek said the internet for the fire barn is tied with the phones and it is not a secure network

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

6. PUBLIC COMMENTS. van Overbeek mentioned he appreciated Jim Hodges and will miss him.

7. OLB BUSINESS

A. Fire Station Lease – Letzmann said he presented a revised memo to the City Manager regarding the fire station lease and nothing has transpired. This item was tabled until the next meeting.

B. Engine # 6 Replacement/Bid Results – van Overbeek said the bids were opened for the engine 6 replacement He mentioned he received four bids, from three different manufacturers. He added from Pierce, two bids were received, and the second bid was for a stock unit. The bid for new was \$367,685.00 and \$341,372 for the stock unit. The second bid was Alexis for \$396,612. The third bid was from Front Line (Rosenbauer) in the amount of \$348,874.00. van Overbeek mentioned a representative from Rosenbauer was in attendance. He said the specifics the department was looking for are water and pump capacity, cabinet space, and pump size. He

added the Rosenbauer bid fits our needs and that he has 30 days to respond. Van Overbeek mentioned the invoice for the chassis would be due in February, 2018. Wittenbach questioned if there were issues with the engine on this truck? van Overbeek mentioned D & D can check if the engine throws codes. Herb mentioned the chassis should be ready in February and \$90,000 will be due.

IT WAS MOVED BY DEVORE and seconded by PASQUALE to move forward with the front line bid in the amount of \$348,874 requesting \$150,000 from the Grand Rapids Foundation and utilizing the proceeds of engine 6 and 5. Velzen mentioned the truck should take 365 days to build, so next November or December it should arrive. Herb mentioned if the Grand Rapids Foundation grant was ready to go? Pasquale said the Grand Rapids Foundation will probably not fund the entire project. Yes – all. Motion carried.

- C. Wildfire Pickup Status. van Overbeek stated he spoke with Bob Evans, of Berger Chevrolet and the wildfire truck is on the production line. He added it should be completed in a week and a half. van Overbeek said the sled is at the Light and Power warehouse. van Overbeek mentioned the 2018 UTV had arrived and is the same model as last year. He added the skid unit is on the back. van Overbeek mentioned a windshield was purchased for the UTV in the amount \$385.
- D. Fund Balance Procedures - Olin and Letzmann. Herb mentioned Sue Olin presented to him an investment policy for the Fire Authority to utilize. Letzmann made a few corrections to the document.

IT WAS MOVED BY WITTENBACH and second by REISTER to approve the investment policy with the corrections made by Letzmann. Yes – all. Motion carried.

8. NEW BUSINESS

- A. Change of Accounting and Recording Responsibilities for the Authority. Herb said he has approached a couple of accounting firms to handle the accounting and secretarial aspects of the board. He said the City would finish out the calendar year to complete the payroll and W-2's. Letzmann suggested something should be in writing as to the scope of work of the accounting and minutes.

IT WAS MOVED BY DEVORE and seconded by REISTER to approve Chris Brown to do the accounting work for the fire authority pending a confirmation letter from Mr. Brown. Yes – all. Motion carried.

- B. Full Time Fire Department Staffing Discussion – van Overbeek mentioned the department had nineteen members and are back up to 21. He added there are problems finding firefighters during the day. van Overbeek said one person during the day is not a good plan. Herb wondered if this should be addressed with the growth potential of houses and subdivisions in this area. Hale added there is a new permit per week for new homes. Devore mentioned the no response waivers issued by KEMS (Kent County EMS) may be pulled, and the call volume would go up. He said there could be 300-400 extra calls with nursing homes. Herb mentioned van Overbeek at the next meeting, provide an estimate of what an additional person would cost. Velzen said a fulltime fire fighter could cost approximately \$100,000.

9. COMMITTEE REPORTS.

- A. Capital Appropriations
- B. Financial

10. FIRE CHIEF REPORT AND UPDATES. van Overbeek explained he has provided two monthly reports, that included October and September. He added the brush truck has been ordered. Also, as mentioned earlier, the new UTV has arrived. He added there were 51 runs for the month of October. He said the building tuck point repair is complete. Van Overbeek mentioned Lt. Krueger was offered and accepted a full time City of Kentwood fire position. He added adopt a family is just around the corner for the holidays. He mentioned he has collected 7 or 8 bags of coats to disburse through the community and three of us are continuing to review all fire reports. Herb suggested van Overbeek receive bids for a handicap entrance.
11. MEMBER COMMENTS
12. DATE FOR NEXT MEETING.
The next meeting is scheduled for December 11.

IT WAS MOVED BY DEVORE and seconded by PASQUALE to adjourn at 5:06 p.m.
Yes all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary