

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA  
Monday, January 7, 2019 3:30 p.m.  
Look Memorial Fire Station

1. ROLL CALL
2. ELECTION OF OFFICERS FOR 2019
  - A. President
  - B. Vice President
  - C. Secretary/Treasurer
3. APPOINTMENT OF COMMITTEES FOR 2019
  - A. Capital Appropriations
  - B. Financial
  - C. Personnel and Administrative
4. APPROVAL OF THE AGENDA
5. APPROVAL OF THE MINUTES
  - A. Approval of the Regular Meeting – December 10, 2018 meeting
6. FINANCIAL REPORTS
7. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
8. OLD BUSINESS
  - A. Final selection of financial service provider for 2019 - Herb
  - B. Further discussion of department staffing needs - Van overbeek
  - C. Department Members Survey status - Reister/Pasquale
9. NEW BUSINESS
  - A. New Fire Truck Status and Payment Schedule
10. COMMITTEE REPORTS
  - A. Capital Appropriations
  - B. Financial
11. FIRE CHIEF'S REPORT AND UPDATES
12. MEMBER COMMENTS
13. DATE FOR NEXT MEETING(S)
14. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING MINUTES

Monday, December 10th, 2018. 3:30pm.  
At the Look Memorial Fire Station.

**1. ROLL CALL**

Board Chair Jim Herb called the meeting to order at 3:30 p.m.  
Members Present: Jim Herb, Tim Wittenbach, Susan Reister, David Pasquale and Mike DeVore.  
Member Absent: Carl Blough. Also present: Peter Letzmann, Chief van Overbeek, Deputy Chief Witherell, Lt. Corey Velzen, Police Chief Steve Bukala, Mike Burns and Jerry Hale.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the agenda as presented.  
Yes-Herb, Pasquale, Wittenbach, DeVore, Reister. Absent-Blough. Motion carried.

**3. APPROVAL OF THE MINUTES**

A. Approval of the regular meeting minutes from November 19th, 2018.  
IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the minutes as presented. Yes-Herb, Wittenbach, Pasquale, DeVore, Reister. Absent-Blough. Motion carried.

**4. FINANCIAL REPORTS**

A. IT WAS MOVED BY DEVORE and seconded by WITTENBACH to accept the Financial Reports as presented. Yes-Herb, Pasquale, DeVore, Reister, Wittenbach. Absent-Blough. Motion carried.

**5. PUBLIC COMMENT**

None. Public comment was closed.

**6. OLD BUSINESS**

A. Accounting Parameters Review-Jim Herb will continue to put together the packet for accounting bids and present it to the board at the next meeting. No motion was necessary.  
B. Department Staffing Discussion-Chief van Overbeek and Deputy Chief Witherell are continuing to put the presentation together for the individual municipalities and will present it at regular meetings throughout January. No motion was necessary.  
C. Department Members Survey Status- Reister and Pasquale presented a preliminary list of questions for the survey and took input. A final list of questions will be emailed out when completed. No motion was necessary.

**7. NEW BUSINESS**

A. Rockford Ambulance Presentation-Tim Armstrong and Roger Morgan gave the board a presentation on the services and responses that Rockford Ambulance provides the community and answered board questions. No motion was necessary.  
B. Potential Full Time Member Grant- Deputy Chief Witherell presented the parameters and options for a potential S.A.F.E.R. grant opportunity, no motion was necessary.

**8. COMMITTEE REPORTS**

A. Capital Appropriations  
B. Financial

**9. FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report. Included were updates on monthly call number, the first annual Firefighter of the Year award and this year's Adopt-A-Family.

**10. MEMBER COMMENTS**

None.

**11. DATE FOR NEXT MEETING**

The next meeting is scheduled for January 7<sup>th</sup>, 2018 at 3:30pm.

**13. ADJOURNMENT**

IT WAS MOVED BY DEVORE and seconded by PASQUALE to adjourn at 4:29pm. Yes-Herb, Pasquale, DeVore, Reister, Wittenbach. Absent-Blough. Meeting adjourned.

Respectfully submitted,

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Jim Herb, Chairman

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Mike DeVore, Recording Secretary



Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
315 S. Hudson St. Lowell, MI 49331  
616-897-7354

Thursday, January 03, 2019

Fire Authority Board:

We responded to 55 total incidents for the month of December.

We ended 2018 with 881 calls which is about 70 more than last year.

Our new members are doing well in class. We continue to get updates from the academy.

No tender update at this time.

The adopt a family went well. We had both families visit the station. They took a tour of the station, opened gifts and spent time with our fire family.

Shannon and I will be gone January 12-17. Daytime response will be taken care of by the membership.

We will be presenting the power point at all 3 municipalities in January. The 21<sup>st</sup> at Lowell Twp. The 22<sup>nd</sup> at the city and the 30<sup>th</sup> at Vergennes Twp.

We are continuing to work on the punch list provided by the DPW director regarding our station needs. Ceiling tiles are gradually being replaced.

Shannon, Corey and I are reviewing all reports.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.

# Lowell Area Fire Dept.

Lowell, MI

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## Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	55
<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	55
<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	55
<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	55
<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
0	48
1 foam extinguisher, 1 halagon	1
2	1
4 gas meters	1
CO detectors	1
gas meter	1
TIC	1
TIC, Socket Set, Little Giant Ladder	1
<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	55
<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	55

**USER-DEFINED FIELD: LUCAS (Required)**

NO	54
Yes	1

# Lowell Area Fire Dept.

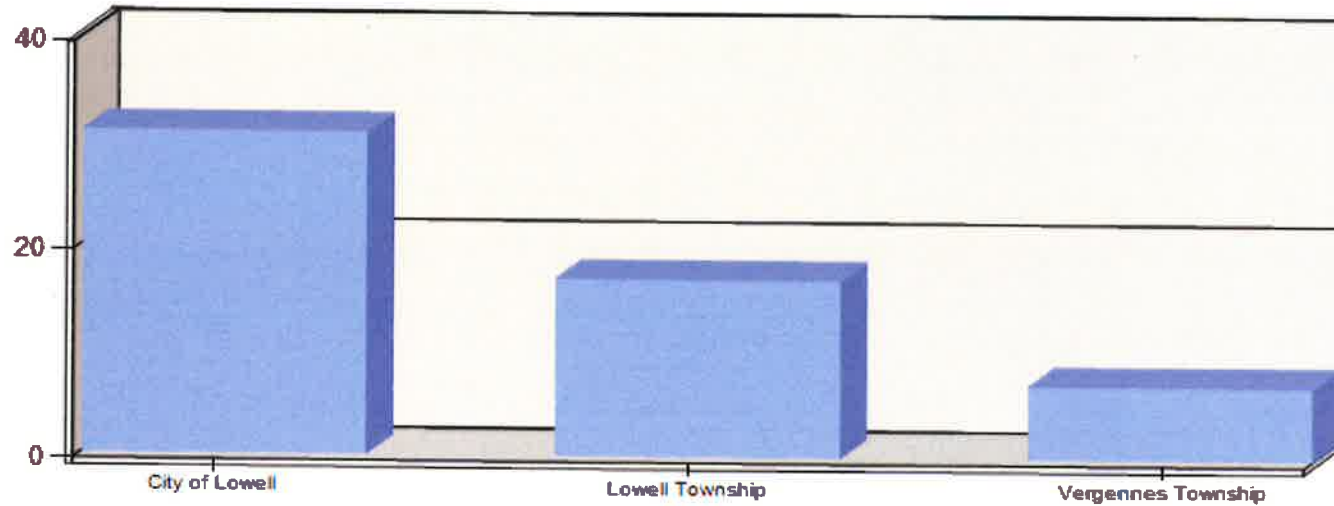
Lowell, MI

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## Incident Count per Zone for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018



ZONE	# INCIDENTS
City of Lowell - City	31
Lowell Township - Lowell Township	17
Vergennes Township - Vergennes Township	7

**TOTAL: 55**

# Lowell Area Fire Dept.

Lowell, MI

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## Incident Count with Man-Hours per Zone for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	31	34:36
Lowell Township - Lowell Township	17	18:05
Vergennes Township - Vergennes Township	7	17:04
<b>TOTAL</b>	<b>55</b>	<b>69:45</b>