

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, February 12, 2018 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – January 8, 2018 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Fire Station Lease – Letzmann
 - B. Fund Balance Document Approval - Letzmann
 - D. New Tender Status – van Overbeek
7. NEW BUSINESS
 - A. Appointment of Committee Positions – Herb
 - B. 2018/2019 Budget Preparation
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
12. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, January 8, 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, Carlton Blough, Tim Wittenbach, David Pasquale and Mike DeVore.

Member Absent: Susan Reister. Also present: Peter Letzmann, Chief van Overbeek, Captain Witherell and Chief Bukala.

2. **APPROVAL OF THE AGENDA**

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

3. **ELECTION OF 2018 BOARD OFFICERS**

IT WAS MOVED BY PASQUALE and seconded by BLOUGH to reappoint Jim Herb as Board Chair. Yes-Wittenbach, Herb, Blough, Pasquale. No-DeVore. Absent-Reister. Motion carried.

IT WAS MOVED BY DEVORE and seconded by HERB to appoint Dave Pasquale as Vice Chair. Yes-Herb, Wittenbach, Pasquale, Blough, DeVore. Absent-Reister. Motion carried.

IT WAS MOVED BY HERB and seconded by WITTENBACH to reappoint Carl Blough as Board Treasurer. Yes-Wittenbach, herb, Blough, Pasquale, DeVore. Absent-Reister. Motion carried.

4. **APPROVAL OF THE MINUTES**

A. Approval of the regular meeting minutes from December 11th, 2017.

BLOUGH requested change to the voting record on item 8D to add Pasquale vote.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to approve the minutes with requested change. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore. Absent-Reister. Motion carried.

5. **FINANCIAL REPORTS**

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

6. **PUBLIC COMMENT**

None. Public comment was closed.

7. **OLD BUSINESS**

A. Fire Station Lease-

Letzmann advised the MOU should be ready by the next scheduled meeting. No motion was necessary.

B. New Fire Tender Truck Update-

Chief van Overbeek provided the board with an update on the build of the new Tender, the sale of the old Engine 6 and the progress on the new Brush Unit. No motion was necessary.

C. Fund Balance Document Review-

Letzmann advised he had not completed the final draft, but would have it prepared by the next scheduled meeting. No motion was necessary.

D. Update and Review of Accounting and Record Keeping-

Herb provided an update on the new Mercantile Bank account and the online Bill-Pay system. Chief van Overbeek suggested installing a mailbox and adjusting the entry doors to allow for mail and deliveries to come directly to the Fire Station as opposed to City Hall or the Authority PO Box. Board gave consensus for him to proceed. No additional motions were necessary.

8. NEW BUSINESS

None.

9. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

10. FIRE CHIEF REPORT AND UPDATES

Chief van Overbeek provided the Board with his report. Included were the year end numbers, an update on the Adopt-A-Family, his upcoming vacation, the building punch list, a King Milling joint meeting and training opportunity, an update on the new Tender and striping for the new Brush Truck.

11. MEMBER COMMENTS

None.

12. DATE FOR NEXT MEETING

The next meeting is scheduled for February 12th, 2018 at 3:30pm.

13. ADJOURNMENT

IT WAS MOVED BY PASQUALE and seconded by DEVORE to adjourn to closed session at 4:16pm. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore. Absent-Reister.. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary



Lowell Area Fire and
Emergency Services Authority
Lowell Area Fire Department
301 E. Main St. Lowell, MI 49331
616-897-7354

Thursday, February 08, 2018

Fire Authority Board:

We responded to 74 total incidents for the month of January.

The crew was very busy while I was gone. They ran 4 house fires that week, two in our area and two mutual aids along with many medicals and a few crashes. They did a great job!

We are going to be ordering a new computer and printer for the report office. Total will be about \$1,000.00

The skid unit for the brush truck is being mounted and will be ready for the brush fire season. The new lettering turned out very nicely.

I will be gone Feb 23-25.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon, Corey and I are reviewing all reports. The Sunday evening officer meetings continue to be very productive.

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.

At this time we would like to thank the board, the twps. and the city for everything they've done for us this past year. With the purchase of the new brush truck and tender 6 we do not anticipate any more capitol purchases until the replacement of the county truck in 2022. The support from all 3 municipalities has been over whelming and we look forward to the years to come with hopes of maintaining this open working relationship.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 2/1/2018 7:24:00 AM



Incident Count with Man-Hours per Zone for Date Range

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

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	40:00
City of Lowell - City	34	47:47
Lowell Township - Lowell Township	28	65:13
Saranac - Saranac	1	8:40
Vergennes Township - Vergennes Township	10	116:08
TOTAL	74	277:48

Lowell Area Fire Dept.

Lowell, MI

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Incident Count per User-Defined Fields for Date Range

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

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	68
1	1
2	1
4	2
8	2

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	71
200	2
450	1

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	73
550	1

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	71
00	2
600	1

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	60
1	1
1 four gas monritor	1
1 pike pole, 1 haligon	1
1 ROOF HOOK	1

1 TIC		2
1 TIC, 2 Gas directors.		1
2 Brooms, 1 Shovel, 30# bag floor dry		1
2 gas monitor		1
2 Gas monitors		1
2 TIC, 2 pike Pole, 2 roof hooks,1 Saw		2
4 gas meter		1
shovel and broom and wire cutters		1

USER-DEFINED FIELD: Rescue Tools Used (Required)		
0		73
Wedge, inflatable bag, hook		1

USER-DEFINED FIELD: Water used (gal) (Required)		
0		69
1250		1
20000		1
3000		1
5		1
700		1

Lowell Area Fire Dept.

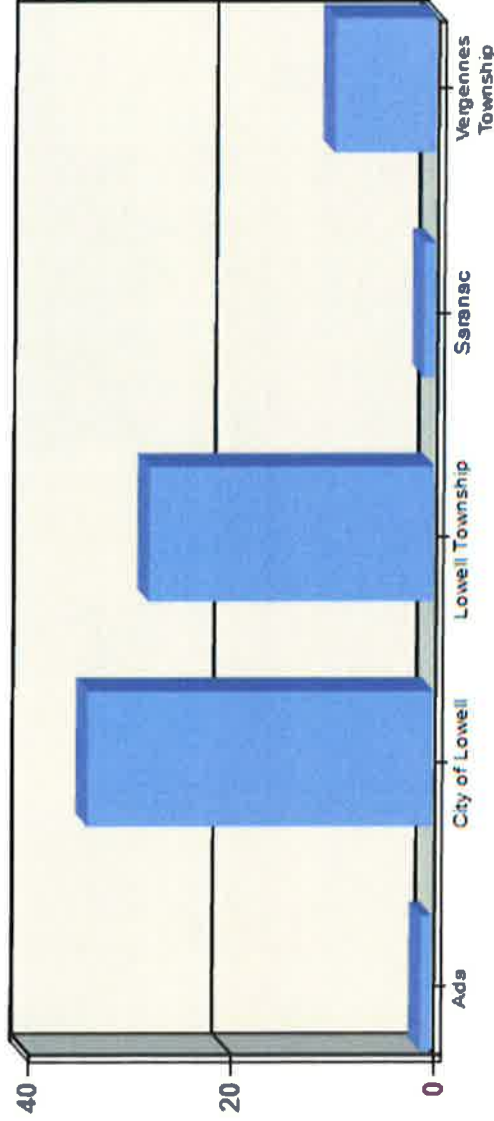
Lowell, MI

This report was generated on 2/1/2018 7:20:34 AM



Incident Count per Zone for Date Range

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



ZONE	# INCIDENTS
Ada - Ada Township	1
City of Lowell - City	34
Lowell Township - Lowell Township	28
Saranac - Saranac	1
Vergennes Township - Vergennes Township	10
TOTAL:	74

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.