

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



Monday, January 09, 2023

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE
Thursday January 12, 2023 AT 7:00 P.M.
AT
LOWELL FIRE DEPARTMENT
315 S. HUDSON
LOWELL, MI 49331

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Thursday, January 5, 2023 at 7:00 PM
Look Memorial Fire Station

1. ROLL CALL of Members

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

A. Approval of the Regular Meeting Minutes from November 17, 2022

4. FINANCIAL REPORTS

A. FINANCIAL REPORT December, 2022

B. FINANCIAL REPORT January, 2023

5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)

6. OLD BUSINESS

A.

7. NEW BUSINESS

A. Elections of 2021 Board Officers

B. FY 2024 Budget Approval (resolution 23-001) Public hearing to be held

C. Approval of the 2023 Board meeting schedule

D. LCTV Grant

E. Promotion of Battalion Chief Sean Donahue

8. COMMITTEE REPORTS

A. Capital Appropriations

B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING(S)

February 9th 2023 at 7:00 PM

12. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, November 10th, 2022 at 7:00pm.
Look Memorial Fire Station.

1) **ROLL CALL:**

Board Chair Marks called the meeting to order at 7:00pm.

Members present: Carlton Blough, Tim Wittenbach, Mike DeVore. Kate Dernocoeur and Jessica Marks.

Members absent: David Wikstrom.

Also present: Fire Chief Shannon Witherell.

IT WAS MOVED BY DEVORE and seconded by WITTENBACH to approve the absence. Yes-All. Motion carried.

2) **APPROVAL OF THE AGENDA:**

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

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the minutes from the October 13th meeting as presented. Yes-All. Motion carried.

4) **FINANCIAL REPORTS:**

-Financial Reports for November were presented and accepted.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

7) **OLD BUSINESS:**

-None.

8) **NEW BUSINESS:**

A) Promotions of Firefighters Mandie Jones and Paige Frazer: Chief Witherell recommended the promotion of Mandie Jones and Paige Frazer to the position of Firefighter. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to support Chief Witherell's recommendation. Yes-All. Motion carried. Board Chair Marks administered the Oath of Office.

B) Requested closed-door session to discuss Fire Chief's review: IT WAS MOVED BY DEVORE and seconded by WITTENBACH to move to closed session at 19:24 to discuss employee review. Yes-All. Session closed. IT WAS MOVED BY BLOUGH and seconded by DEVORE to return to open session at 20:19. Yes-All. Meeting opened.

C) 2024 Draft Budget: Chief Witherell presented the board with a draft of the 2024 projected budget. It was put together with staff and the Financial Committee. An amendment was added for the Chief's raise based on discussions coming out of the closed session. IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the draft budget as amended. Yes-All. Motion carried. The budget will be presented to each municipality for conversation.

D) Job Description: Battalion Chief: Chief Witherell presented the board with a job description for the new Battalion Chief position along with discussion of qualified candidates and an interview and scheduling time frame. IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve the posting as presented. Yes-All. Motion carried.

9) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-Committee will schedule a meeting to discuss future equipment needs.

B) FINANCIAL:

-None.

10) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were a responses for October and training updates. He also presented the board with the information for the upcoming Holiday Banquet

11) MEMBER COMMENTS:

-DEVORE informed the board that the City Council renewed the contract with Rockford Ambulance.

12) DATE FOR NEXT MEETING:

The next meeting is scheduled for December 8th, 2022 at 7pm.

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13) ADJOURNMENT:

IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 9:32pm.
Yes-All. Meeting adjourned.

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
November 30, 2022

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 33,481.91
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>33,481.91</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u><u>\$ 33,481.91</u></u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Payroll Clearing	(3,118.19)
	Deferred Revenue	-
	Accounts Payable	\$ 1,535.75
	Accrued Payroll	-
	Payroll liabilities	8,911.55
Long-Term Liabilities	TOTAL Current Liabilities	<u>7,329.11</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(13,801.27)
	Increase (Decrease) Net Assets	39,954.07
	TOTAL Net Assets	<u>26,152.80</u>
	TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 33,481.91</u></u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Five Months Ended November 30, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 102,903.96	205,807.90	\$ 102,903.94	50.00%
Vergennes Township	-	82,508.06	165,016.11	82,508.05	50.00%
City of Lowell	-	84,828.00	169,655.99	84,827.99	50.00%
Cost of Recovery Program	4,023.50	4,023.50	-	(4,023.50)	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	5.66	32.54	-	(32.54)	#DIV/0!
Misc. Income	-	5,920.00	-	(5,920.00)	#DIV/0!
Total Revenues	\$ 4,029.16	\$ 287,062.06	\$ 540,480.00	\$ 253,417.94	53.11%

Expenditures

Salaries--Permanent	7,649.24	35,954.89	\$ 106,880.00	\$ 70,925.11	33.64%
Salaries--Temporary	23,060.00	79,401.17	185,700.00	106,298.83	42.76%
Payroll Taxes	2,349.25	8,824.72	24,000.00	15,175.28	36.77%
Worker's Compensation	-	8,682.00	16,200.00	7,518.00	53.59%
Office Supplies	75.13	886.71	1,000.00	113.29	88.67%
Operating Supplies	1,933.60	32,814.29	35,000.00	2,185.71	93.76%
Fuel	964.05	6,681.36	8,000.00	1,318.64	83.52%
Professional Services					
Legal	-	322.00	3,000.00	2,678.00	10.73%
Accounting	600.00	4,030.00	7,000.00	2,970.00	57.57%
Auditing	-	5,050.00	5,000.00	(50.00)	101.00%
Biocare	-	9,575.00	9,660.00	85.00	99.12%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	75.00	696.25	1,640.00	943.75	42.45%
Communications	1,209.45	4,242.03	14,000.00	9,757.97	30.30%
Travel Expenses	-	1,327.02	2,500.00	1,172.98	53.08%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	2,323.73	7,892.01	15,000.00	7,107.99	52.61%
Repair and Maintenance--Buildings	284.74	7,100.92	8,900.00	1,799.08	79.79%
Repair and Maintenance--Vehicles	-	1,356.49	12,000.00	10,643.51	11.30%
Repair and Maintenance--Other	-	2,044.01	5,500.00	3,455.99	37.16%
Miscellaneous	358.46	520.87	1,500.00	979.13	34.72%
Public Education	-	658.88	1,500.00	841.12	43.93%
Training	408.25	13,296.87	16,000.00	2,703.13	83.11%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	5,181.50	33,000.00	27,818.50	15.70%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 41,290.90	\$ 247,107.99	\$ 540,480.00	\$ 293,372.01	45.72%

INCREASE/DECREASE IN
NET ASSETS

Beginning Net Assets

Ending Net Assets

	Type	Date	Adj	Name	Clr	Split	Debit	Credit	Balance
Ordinary Income/Expense									
Income									
Interest Income									
	Deposit	11/30/2022			2 · Checking Mercantile		\$ 5.66	\$ 5.66	
Total Interest Income							\$ -	\$ 5.66	\$ 5.66
Cost Recovery Income									
	Deposit	11/15/2022			2 · Checking Mercantile		\$ 2,330.50	\$ 2,330.50	
	Deposit	11/18/2022			2 · Checking Mercantile		\$ 1,693.00	\$ 4,023.50	
Total Cost Recovery Income							\$ -	\$ 4,023.50	\$ 4,023.50
Total Income							\$ -	\$ 4,029.16	\$ 4,029.16
Gross Profit							\$ -	\$ 4,029.16	\$ 4,029.16
Expense									
7 · Salaries-full time									
	General Journal	11/04/2022			7 · Salaries-full time		\$ 3,824.62		\$ 3,824.62
	General Journal	11/18/2022			7 · Salaries-full time		\$ 3,824.62		\$ 7,649.24
Total 7 · Salaries-full time							\$ 7,649.24	\$ -	\$ 7,649.24
8 · Wages-Part Time									
	General Journal	11/10/2022			-SPLIT-		\$ 22,119.50		\$ 22,119.50
	General Journal	11/18/2022			7 · Salaries-full time		\$ 940.50		\$ 23,060.00
Total 8 · Wages-Part Time							\$ 23,060.00	\$ -	\$ 23,060.00
9 · Payroll Taxes									
	General Journal	11/04/2022			7 · Salaries-full time		\$ 292.59		\$ 292.59
	General Journal	11/10/2022			8 · Wages-Part Time		\$ 1,692.13		\$ 1,984.72
	General Journal	11/18/2022			7 · Salaries-full time		\$ 364.53		\$ 2,349.25
Total 9 · Payroll Taxes							\$ 2,349.25	\$ -	\$ 2,349.25
64900 · Office Supplies									
	Bill	11/10/2022	Amazon.com		20000 · Accounts Payable		\$ 22.14		\$ 22.14
	Bill	11/29/2022	Amazon.com		20000 · Accounts Payable		\$ 52.99		\$ 75.13
Total 64900 · Office Supplies							\$ 75.13	\$ -	\$ 75.13
68000 · Operating Supplies									
	Bill	11/04/2022	ULINE		20000 · Accounts Payable		\$ 145.37		\$ 145.37
	Bill	11/08/2022	Bound Tree		20000 · Accounts Payable		\$ 59.53		\$ 204.90
	Bill	11/09/2022	Macqueen Equipment		20000 · Accounts Payable		\$ 768.25		\$ 973.15
	Bill	11/10/2022	Amazon.com		20000 · Accounts Payable		\$ 41.60		\$ 1,014.75
	Bill	11/10/2022	Bound Tree		20000 · Accounts Payable		\$ 74.32		\$ 1,089.07
	Bill	11/11/2022	Galls		20000 · Accounts Payable		\$ 35.78		\$ 1,124.85
	Bill	11/16/2022	AED Superstore		20000 · Accounts Payable		\$ 194.00		\$ 1,318.85
	Bill	11/18/2022	Galls		20000 · Accounts Payable		\$ 470.19		\$ 1,789.04
	Bill	11/18/2022	Galls		20000 · Accounts Payable		\$ 79.19		\$ 1,868.23
	Bill	11/18/2022	Bound Tree		20000 · Accounts Payable		\$ 65.37		\$ 1,933.60
Total 68000 · Operating Supplies							\$ 1,933.60	\$ -	\$ 1,933.60

62300 • Fuel

Bill	11/15/2022	Fuel Management System - Pacific Pride	20000 • Accounts Payable	\$	744.66		\$	744.66
Bill	11/30/2022	Fuel Management System - Pacific Pride	20000 • Accounts Payable	\$	219.39		\$	964.05
Total 62300 • Fuel				\$	964.05	\$	-	\$ 964.05

67000 • Professional Services**67006 • Other Memberships**

Bill	11/11/2022	Michigan Association of Fire Chiefs	20000 • Accounts Payable	\$	75.00		\$	75.00
Total 67006 • Other Memberships				\$	75.00	\$	-	\$ 75.00

67002 • Accounting

Bill	11/30/2022	Strategic Accounting & Tax Solutions	20000 • Accounts Payable	\$	600.00		\$	600.00
Total 67002 • Accounting				\$	600.00	\$	-	\$ 600.00
Total 67000 • Professional Services				\$	675.00	\$	-	\$ 675.00

61600 • Communications

Bill	11/09/2022	Sgt Fire Bags LLC	20000 • Accounts Payable	\$	489.45		\$	489.45
Bill	11/14/2022	Microsoft	20000 • Accounts Payable	\$	720.00		\$	1,209.45
Total 61600 • Communications				\$	1,209.45	\$	-	\$ 1,209.45

68600 • Public Utilities

Bill	11/04/2022	Consumers Energy	20000 • Accounts Payable	\$	261.45		\$	261.45
Bill	11/14/2022	Comcast Business	20000 • Accounts Payable	\$	35.24		\$	296.69
Bill	11/17/2022	Lowell Light and Power	20000 • Accounts Payable	\$	86.01		\$	382.70
Bill	11/17/2022	AT&T	20000 • Accounts Payable	\$	236.34		\$	619.04
Bill	11/18/2022	GFL Environmental	20000 • Accounts Payable	\$	40.24		\$	659.28
Bill	11/20/2022	Lowell Light and Power	20000 • Accounts Payable	\$	460.62		\$	1,119.90
Bill	11/21/2022	City of Lowell #2-02215-1- Water Bill	20000 • Accounts Payable	\$	148.71		\$	1,268.61
Bill	11/21/2022	City of Lowell #2-02210-2 - Water Bill	20000 • Accounts Payable	\$	532.81		\$	1,801.42
Bill	11/23/2022	Lowell Light and Power	20000 • Accounts Payable	\$	14.72		\$	1,816.14
Bill	11/26/2022	Lowell Light and Power	20000 • Accounts Payable	\$	507.59		\$	2,323.73
Total 68600 • Public Utilities				\$	2,323.73	\$	-	\$ 2,323.73

67200 • Repairs and Maintenance**67201 • R/M Building**

Bill	11/11/2022	Amazon.com	20000 • Accounts Payable	\$	21.54		\$	21.54
Bill	11/14/2022	Fire Pros	20000 • Accounts Payable	\$	158.50		\$	180.04
Bill	11/16/2022	Tractor Supply	20000 • Accounts Payable	\$	104.70		\$	284.74
Total 67201 • R/M Building				\$	284.74	\$	-	\$ 284.74
Total 67200 • Repairs and Maintenance				\$	284.74	\$	-	\$ 284.74

64800 • Miscellaneous

Bill	11/02/2022	Macqueen Equipment	20000 • Accounts Payable	\$	121.46		\$	121.46
Check	11/16/2022		2 • Checking Mercantile	\$	6.00		\$	127.46
Bill	11/18/2022	Deaf and Hard of Hearing Services	20000 • Accounts Payable	\$	231.00		\$	358.46
Total 64800 • Miscellaneous				\$	358.46	\$	-	\$ 358.46

68300 • Training

Bill	11/02/2022	Michigan Association of Fire Chiefs	20000 • Accounts Payable	\$	265.00		\$	265.00
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	Bill	11/04/2022	State of MI EMS	20000 - Accounts Payable	\$	40.00		\$	305.00
	Bill	11/17/2022	American Heart Association	20000 - Accounts Payable	\$	103.25		\$	408.25
Total 68300 - Training					\$	408.25	\$	-	\$ 408.25
Total Expense					\$	41,290.90	\$	-	\$ 41,290.90
Net Ordinary Income					\$	41,290.90	\$	4,029.16	\$ (37,261.74)
Net Income					\$	41,290.90	\$	4,029.16	\$ (37,261.74)

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
December 31, 2022

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 4,602.86
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>4,602.86</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u><u>\$ 4,602.86</u></u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Payroll Clearing	-
	Deferred Revenue	-
	Accounts Payable	\$ 883.17
	Accrued Payroll	-
	Payroll liabilities	9,053.82
Long-Term Liabilities	TOTAL Current Liabilities	<u>9,936.99</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(13,801.27)
	Increase (Decrease) Net Assets	8,467.14
	TOTAL Net Assets	<u>(5,334.13)</u>
	TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 4,602.86</u></u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Six Months Ended December 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 102,903.96	205,807.90	\$ 102,903.94	50.00%
Vergennes Township	-	82,508.06	165,016.11	82,508.05	50.00%
City of Lowell	-	84,828.00	169,655.99	84,827.99	50.00%
Cost of Recovery Program	-	4,023.50	-	(4,023.50)	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	1.79	34.33	-	(34.33)	#DIV/0!
Misc. Income	-	5,920.00	-	(5,920.00)	#DIV/0!
Total Revenues	\$ 1.79	\$ 287,063.85	\$ 540,480.00	\$ 253,416.15	53.11%
Expenditures					
Salaries--Permanent	11,473.85	47,428.74	\$ 106,880.00	\$ 59,451.26	44.38%
Salaries--Temporary	15,041.00	94,442.17	185,700.00	91,257.83	50.86%
Payroll Taxes	2,028.38	10,853.10	24,000.00	13,146.90	45.22%
Worker's Compensation	-	8,682.00	16,200.00	7,518.00	53.59%
Office Supplies	44.98	931.69	1,000.00	68.31	93.17%
Operating Supplies	568.36	33,382.65	35,000.00	1,617.35	95.38%
Fuel	889.96	7,299.85	8,000.00	700.15	91.25%
Professional Services					
Legal	-	322.00	3,000.00	2,678.00	10.73%
Accounting	750.00	4,780.00	7,000.00	2,220.00	68.29%
Auditing	-	5,050.00	5,000.00	(50.00)	101.00%
Biocare	-	9,575.00	9,660.00	85.00	99.12%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	-	965.55	1,640.00	674.45	58.88%
Communications	-	4,242.03	14,000.00	9,757.97	30.30%
Travel Expenses	-	1,327.02	2,500.00	1,172.98	53.08%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	-	7,892.01	15,000.00	7,107.99	52.61%
Repair and Maintenance--Buildings	682.36	7,783.28	8,900.00	1,116.72	87.45%
Repair and Maintenance--Vehicles	-	1,356.49	12,000.00	10,643.51	11.30%
Repair and Maintenance--Other	-	2,044.01	5,500.00	3,455.99	37.16%
Miscellaneous	12.00	532.87	1,500.00	967.13	35.52%
Public Education	-	658.88	1,500.00	841.12	43.93%
Training	-	13,296.87	16,000.00	2,703.13	83.11%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	5,181.50	33,000.00	27,818.50	15.70%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 31,490.89	\$ 278,596.71	\$ 540,480.00	\$ 261,883.29	51.55%
INCREASE/DECREASE IN NET ASSETS	(31,489.10)	8,467.14	-	(8,467.14)	
Beginning Net Assets		\$ (13,801.27)	\$ (13,801.27)		
Ending Net Assets		\$ (5,334.13)	\$ (13,801.27)		

	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense					
Income					
Interest Income					
	Interest			1.79	1.79
Total Interest Income			0.00	1.79	1.79
Total Income			0.00	1.79	1.79
Gross Profit			0.00	1.79	1.79
Expense					
7 · Salaries-full time					
		Period: 11/13/2022 to 11/26/2022	3,824.61		3,824.61
		Period: 11/27/2022 to 12/10/2022	3,824.61		7,649.23
		Period: 12/11/2022 to 12/24/2022	3,824.62		11,473.85
Total 7 · Salaries-full time			11,986.85	0.00	11,473.85
8 · Wages-Part Time					
		Period: 11/01/2022 to 11/30/2022	14,528.00		14,528.00
		Period: 11/27/2022 to 12/10/2022	513.00		15,041.00
Total 8 · Wages-Part Time			15,041.00	0.00	15,041.00
9 · Payroll Taxes					
		Period: 11/13/2022 to 11/26/2022	292.58		292.58
		Period: 11/01/2022 to 11/30/2022	1,111.39		1,403.97
		Period: 11/27/2022 to 12/10/2022	331.82		1,735.79
		Period: 12/11/2022 to 12/24/2022	292.59		2,028.38
Total 9 · Payroll Taxes			2,028.38	0.00	2,028.38
64900 · Office Supplies					
	Adobe	XX1554 CHK REC PAYMENT ADOBE *PRODUCTS 408-536-6000 CA	15.89		15.89
	Amazon.com	Order #4908264	29.09		44.98
Total 64900 · Office Supplies			44.98	0.00	44.98
68000 · Operating Supplies					
	AED Superstore		541.14		541.14
	The UPS Store		27.22		568.36
Total 68000 · Operating Supplies			568.36	0.00	568.36
62300 · Fuel					
	Fuel Management System - Pacific Pride	Invoice 181474	566.86		566.86
	Fuel Management System - Pacific Pride	December 2022	323.10		889.96
Total 62300 · Fuel			889.96	0.00	889.96
67000 · Professional Services					
67002 · Accounting					
	Strategic Accounting & Tax Solutions	STRATEGIC ACCOUN STRATEGIC 931401495662051	150.00		150.00

	Strategic Accounting & Tax Solutions	December 2022 Accounting Services	600.00		750.00
Total 67002 · Accounting			750.00	0.00	750.00
Total 67000 · Professional Services			750.00	0.00	750.00
67200 · Repairs and Maintenance					
67201 · R/M Building					
	Fire Pros	Invoice 1859837	682.36		682.36
Total 67201 · R/M Building			682.36	0.00	682.36
Total 67200 · Repairs and Maintenance			682.36	0.00	682.36
64800 · Miscellaneous					
	Commercial Service Charge		6.00		6.00
	Commercial Service Charge		6.00		12.00
Total 64800 · Miscellaneous			12.00	0.00	12.00
Total Expense			31,490.89	0.00	31,490.89
Net Ordinary Income			31,490.89	1.79	-31,489.10
Net Income			31,490.89	1.79	-31,489.10

**LOWELL AREA FIRE AUTHORITY
KENT COUNTY, MICHIGAN**

OPERATING BUDGET RESOLUTION 23-001

WHEREAS, the Lowell Area Fire Authority Board (“Board”) prepared a proposed budget for the operation and maintenance of the Lowell Area Fire Department Township for the fiscal year commencing July 1, 2023, in the total amount of \$703,520 covering operating budget estimated receipts and expenditures for the Lowell Area Fire Department’s operation and Maintenance for the July 1, 2023 through the June 30, 2024 fiscal year; and

WHEREAS, a copy of such budget has been available for public inspection and was further available for such inspection at this meeting; and

WHEREAS, all interested parties had the opportunity to be present and to be heard regarding the Board’s proposed budget at a public meeting noticed in compliance with the Open Meetings Act, as amended;

WHEREAS, said operating budget appears to be reasonable and proper in accordance with law;

WHEREAS, the Board’s proposed budget will be transmitted to the participating municipalities for review, approval and collection of any levies used to fund their respective annual contribution to the operation and maintenance of the Lowell Area Fire Department;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the Lowell Area Fire Authority Board does hereby ratify and affirm its prior adoption and approval of the budget in the amount of \$703,520, as attached hereto, incorporated herein, and made a part hereof, for the fiscal year of the Lowell Area Fire Department commencing on July 1, 2023. (see attached Approved Budget)

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a regular Meeting of the Lowell Area Fire Authority Board held at the Memorial Fire Station at 315 South Hudson, Lowell, MI 49331, on Thursday, January 12, 2023; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267, as amended; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

Jessica Marks, Board Chair
Lowell Area Fire Authority

APPROVED FIRE BUDGET 23-24

	<u>Budget</u>
Salaries - Permanent	\$ 127,260.00
Salaries - Temporary	\$ 198,860.00
Social Security	\$ 30,000.00
Workers Compensation	\$ 20,000.00
 PERSONNEL SERVICES	 \$ 376,120.00
 Office Supplies	 \$ 1,200.00
Operating Supplies	\$ 45,000.00
Fuel	\$ 15,000.00
Building Maint & Supplies	\$ 8,600.00
 SUPPLIES	 \$ 69,800.00
 Communications	 \$ 17,200.00
Travel Expenses	\$ 3,500.00
Insurance	\$ 12,000.00
Public Utilities	\$ 16,000.00
Repair & Maintenance	
R&M Vehicles	\$ 12,000.00
R&M Other	\$ 4,000.00
Hydrant Rentals	
Public Education	\$ 2,000.00
Training	\$ 21,000.00
Contingency Civil Defense	\$ -
Miscellaneous Expense	\$ 1,500.00
 OTHER SERVICES & CHARGES	 \$ 89,200.00

Fire & Rescue Vehicles	\$ 84,000.00
Equipment	\$ 35,400.00

CAPITAL EXPENDITURES	\$ 119,400.00
	\$ -

TOTAL LESS CAPITAL	\$ 584,120.00
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	<u>Budget</u>
Professional Services	\$ 49,000.00

GRAND TOTAL	\$ 703,520.00
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2023 Lowell Area Fire and Emergency Services Authority Meeting Schedule
All meeting to be held at the Lowell Area Fire Station
315 S. Hudson Lowell MI at 7:00 pm

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 9

December 14



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

Monday, January 09, 2023

Fire Authority Board:

We responded to 88 total incidents for the month of December, bringing the 2022 year total calls to 1126 placing us 79 request for services up over last year. 2022 was a record high year for calls for service.

DC Velzen, Lt Hults and Firefighter Tomic responded on the Hemlock MABAS deployment. We sent Engine 3 to the response, the crew flowed over 400,000 gallons of water during this event.

Firefighter Tomic and Firefighter Shears have both completed their EMT course and will be signing up for the NREMT test in the coming days. This leaves just the four members who were hired this fall to complete an EMT course.

As you all know, we staffed up for the winter storm. We had staffing it the station for 48 hours as well as had a pair of snowmobiles on standby. During the storm our crews only responded to four calls. Only two were storm related calls. The staffing of the station greatly reduced our response times and limited the number of our staff responding to the calls.

Our 2022 banquet was a big success, thank you to all who were able to attend.

We are very excited to announce that the final inspection for Engine 1 is scheduled for Friday (1/13). It is our goal to have a ceremony and place it in service on Saturday 11th at 4:00pm.

Please feel free to contact me at (616) 840-1422 with any questions or concerns.

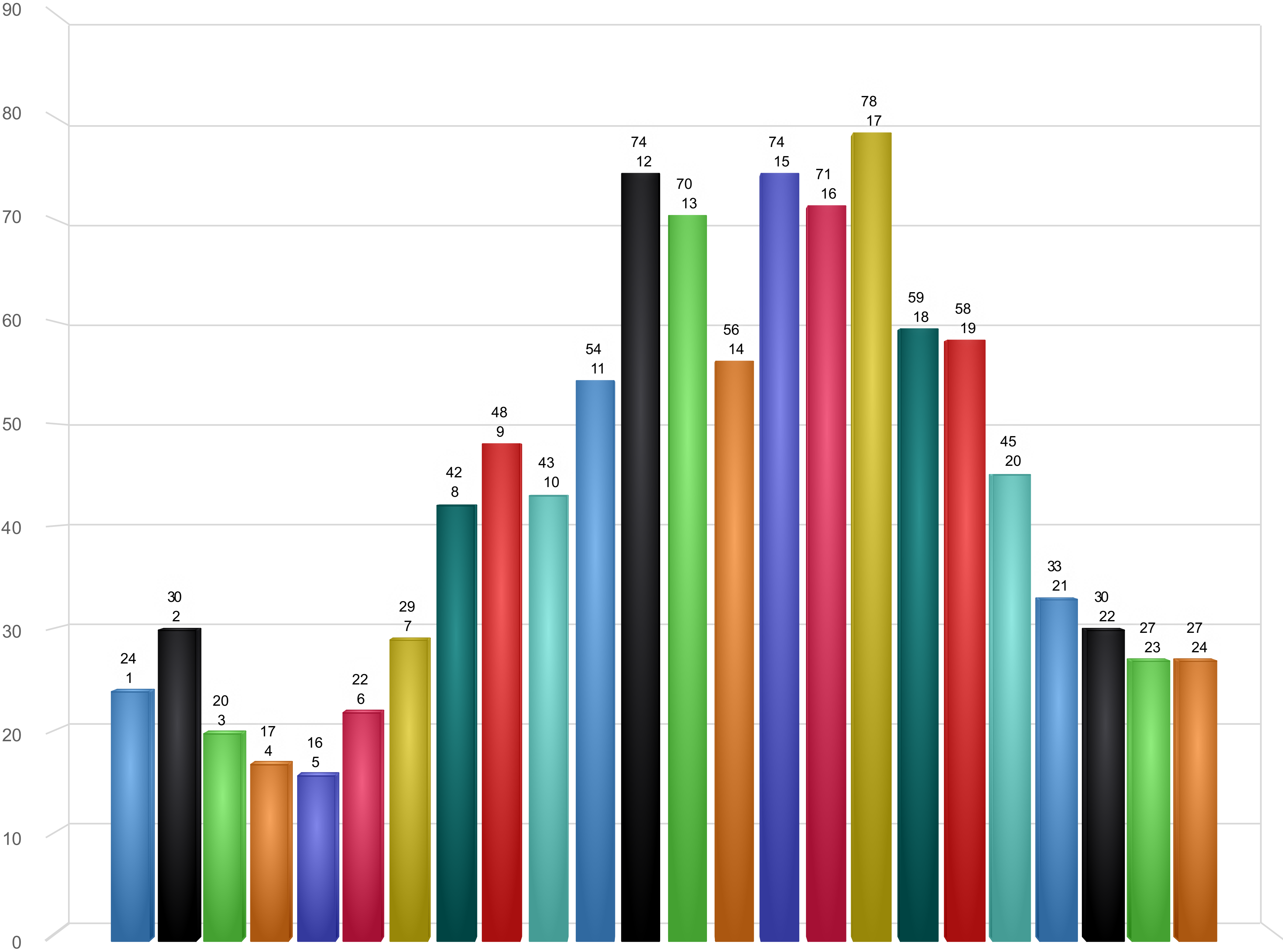
Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.

Incidents By Hour of Day

01/01/2022-12/31/2022

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24



Incident Count

Total of Hour: 1,047



Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Breakdown by Incident Type

Report Period: 12/01/22 - 12/31/22 23:59:59

Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	42	0
311 Medical assist, assist EMS crew	10	0
324 Motor vehicle accident with no injuries.	6	0
320 Emergency medical service incident, other	5	0
600 Good intent call, other	5	0
745 Alarm system activation, no fire - unintentional	3	0
322 Motor vehicle accident with injuries	2	0
611 Dispatched & canceled en route	2	0
300 Rescue, EMS incident, other	2	0
161 Outside storage fire	1	0
331 Lock-in (if lock out , use 511)	1	0
424 Carbon monoxide incident	1	0
444 Power line down	1	0
554 Assist invalid	1	0
631 Authorized controlled burning	1	0
651 Smoke scare, odor of smoke	1	0
700 False alarm or false call, other	1	0
735 Alarm system sounded due to malfunction	1	0
743 Smoke detector activation, no fire - unintentional	1	0
746 Carbon monoxide detector activation, no CO	1	0

	Incidents	Exposures
Total	88	0

Zone	IncidentCount	ManHours
City of Lowell	32	54:08:19
Lowell Township	40	97:43:37
MABAS	1	47:30:24
Alto	1	02:28:12
Vergennes Township	14	47:07:30

IncidentCount 12/01- 12/31

