

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Monday, October 8, 2018 3:30 p.m.

Fire Station

3:30

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – September 10, 2018 meeting
4. FINANCIAL REPORTS – Chris Brown
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Audit Update – Herb
 - B. Accounting Parameters Update – Herb
 - C. Future Staffing Options for the LAFD – All board members, Fire Chief
7. NEW BUSINESS
 - A. Review of open Meetings Act - Letzmann
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, September 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, Carlton Blough, Tim Wittenbach, Susan Reister, David Pasquale and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek, Captain Witherell and Jerry Hale.

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, Resiter. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the regular meeting minutes from June 11th, 2018.

IT WAS MOVED BY BLOUGH and seconded by WITTENBACH to approve the minutes as Presented. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore, Reister. Motion carried.

4. FINANCIAL REPORTS

IT WAS MOVED BY WITTENBACH and seconded by DEVORE to approve Financial Reports.

Chair Herb will return to accountants for some clarification. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore, Reister. Motion carried.

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Update on fire station repairs, upgrades and pending projects-

Chief van Overbeek provided updates on the HVAC system, the overhead doors and the Station lights. No motion was required.

B. Ongoing discussions regarding department manpower options-

The board discussed similar departments and their staffing models and the needs and call Volume of the department. IT WAS MOVED BY DEVORE and seconded by PASQUALE To have Chief van Overbeek provide a report on the needs, staffing levels and costs. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore, Reister. Motion carried.

7. NEW BUSINESS

A. Review of accounting services-

Herb discussed the current issues with the accountants and the board discussed other options. No motion was necessary.

B. Discussion of future capital equipment needs over the next five years-

The board and Chief van Overbeek discussed the needs and wants of the department vehicles. 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 the reports from June, July and August, an update on the tender was provided under Old Business, item A.
10. **MEMBER COMMENTS**
None.
11. **DATE FOR NEXT MEETING**
The next meeting is scheduled for October 8th, 2018 at 3:30pm.
13. **ADJOURNMENT**
IT WAS MOVED BY PASQUALE and seconded by DEVORE to adjourn at 4:43pm. Yes- Wittenbach, Herb, Blough, Pasquale, DeVore, Reister.. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

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

Friday, October 05, 2018

Fire Authority Board:

We responded to 71 total incidents for the month of September. We around 100 calls higher than this time last year.

The UTV has been returned and we are awaiting the new unit. This is the last year we will be able to get the free unit. If we are interested, we can purchase the unit next year for around \$11,500.00

The new interns have moved to probationary status. They are fitting in and showing a desire to do the job. They're starting the fire academy this month

The bay doors are in and the new openers have been installed. The second half of the invoice has been sent to Chris for payment.

Fallasburg festival was a huge success. The weather was great and chicken sold well.

We have completed the annual physicals all members are good to go.

We have applied for an in house account with All-phase electric so we can start the lighting replacement

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.

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 10/1/2018 8:26:40 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	6:55
Alto - Bowne Township	1	19:01
City of Lowell - City	28	50:41
Lowell Township - Lowell Township	26	37:50
Saranac - Saranac	3	7:16
Vergennes Township - Vergennes Township	12	50:58
TOTAL	71	172:41

Lowell Area Fire Dept.

Lowell, MI

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Incident Count per User-Defined Fields for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	69
2	1
4	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	71

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	71

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	71

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	67
1 Gas Meter	1
2 gas meters, Crecent wrench, Ventilation Fan	1
Flat axe, Pick axe, Haligan, NY Hook, 3 Spare SCBA bottles	1
Stokes Basket, Rope	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	71

USER-DEFINED FIELD: Water used (gal) (Required)	
0	70
1250	1

USER-DEFINED FIELD: LUCAS (Required)

NO

71

Lowell Area Fire Dept.

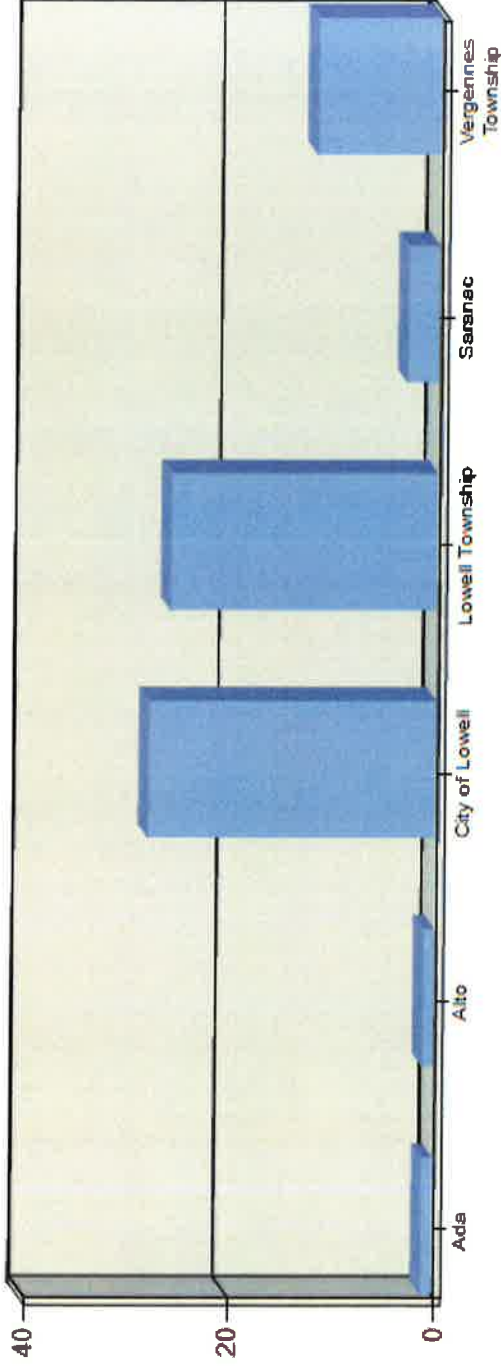
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 09/01/2018 | End Date: 09/30/2018



ZONE	# INCIDENTS
Ada - Ada Township	1
Alto - Bowne Township	1
City of Lowell - City	28
Lowell Township - Lowell Township	26
Saranac - Saranac	3
Vergennes Township - Vergennes Township	12
TOTAL:	71