

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD

MEETING AGENDA

Monday, November 19, 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 minutes of October 8, 2018 –will be distributed at meeting
4. FINANCIAL REPORTS
  - A. Monthly Financials – C. Brown
  - B. 2017/2018 Audit Report – J. Verlin
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Parameters for Accounting Services – J. Herb
  - B. Department Staffing Presentation – R. van Overbeek
  - C. Department Survey Status & Input – S. Reister/D. Pasquale
7. NEW BUSINESS
  - A. County Fire Contract – C. Blough
  - B. January Meeting Schedule – J. Herb
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, October 8<sup>th</sup>, 2018. 3:30pm.  
At the Lowell City Hall upstairs Conference Room

**1. ROLL CALL**

Board Chair Jim Herb called the meeting to order at 3:25 p.m.  
Members Present: Jim Herb, Carlton Blough, Susan Reister, David Pasquale and Mike DeVore.  
Member Absent: Tim Wittenbach. Also present: Peter Letzmann, Chief van Overbeek, Chief Bukala,  
Lt. Corey Velzen and Jerry Hale.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve the agenda with  
"Firefighter Survey" added as New Business item B. Yes-Herb, Pasquale, Blough, DeVore, Reister.  
Absent-Wittenbach. Motion carried.

**3. APPROVAL OF THE MINUTES**

A. Approval of the regular meeting minutes from September 10<sup>th</sup>, 2018.  
IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the minutes as  
Presented. Yes-Herb, Blough, Pasquale, DeVore, Reister. Absent-Wittenbach. Motion carried.

**4. FINANCIAL REPORTS**

IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve Financial Reports.  
Chris Brown attended to answer board questions and present the reports. Yes-Herb, Blough,  
Pasquale, DeVore, Reister. Absent-Wittenbach. Motion carried.

**5. PUBLIC COMMENT**

None. Public comment was closed.

**6. OLD BUSINESS**

A. Audit update-Herb reported the audit results were about two weeks out and that they would be  
presented at the November meeting. No motion was required.  
B. Accounting Parameters Update- Herb reported that the parameters for accounting going forward  
Would be ready for presentation at the November meeting. No motion was required.  
C. Future Staffing Options for LAFD-Chief van Overbeek reported that the information that  
was requested by the board would be ready for presentation at the November meeting. No motion  
was required.

**7. NEW BUSINESS**

A. Review of Open Meetings Act- Peter Letzmann provided the board with a reminder about the  
Open Meetings Act. No motion was required.  
B. Firefighter Survey- Herb reported that we would again be distributing surveys for the members.  
Blough and Reister make up the Personnel Committee and they will be assembling the surveys. IT  
WAS MOVED BY DEVORE and seconded by PASQUALE to move forward with the surveys.  
Yes-Herb, Blough, Reister, DeVore, Pasquale. Absent-Wittenbach. Motion carried.

**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 an update on the tender, call Volume for September and a thank you to Lt. Velzen, FF Hendryx and FF Charon for their work on The day room lights.

**10. MEMBER COMMENTS**

None.

**11. DATE FOR NEXT MEETING**

The next meeting is scheduled for November 12<sup>th</sup>, 2018 at 3:30pm.

**13. ADJOURNMENT**

IT WAS MOVED BY DEVORE and seconded by REISTER to adjourn at 4:20pm. Yes-Herb, Blough, Pasquale, DeVore, Reister. Absent-Wittenbach. 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, November 01, 2018

## October 2018 Division Report

Chief van Overbeek,

### Fire Prevention:

In the month of August our Fire Prevention Inspection Office preformed 9 annual inspections in the City of Lowell and 3 inspections in Vergennes township including a pop up haunted house. for a total of 11 inspections. We also worked with the Cascade building department regarding a occupied building without a CFO in Lowell TWP, and the City building department regarding a structure concern.

### Public Education and Relations:

October was a big month for the departments Public Education division. On October 13<sup>th</sup> we held our annual open house were we estimate a 50% increase in attendance from last year. We hosted the walking tours from Bushnell Elementary as well as two days of tours from the Bushnell Pre-School program. We had on site fire prevention talks at Murray Lake as well as Bushnell. In total we had the opportunity to meet with over 300 local kids during fire prevention week. We are beginning to fund raise to perform a total overhaul on our fire prevention smoke house. This tool is roughly 26 years old.

### Training:

During the month of October Lowell Area Fire Department had one scheduled training.

That training took place on October 24<sup>th</sup> at Look Memorial Fire station. This training covered 2 different topics. The topics covered were Extrication, and NFPA 1410 Standard on Training for Emergency Scene Operations. Extrication covered the various tools and operations that are available on LAFD apparatus. NFPA 1410 covered drill #1 of forward lay using one engine and supply line while deploying an attack line.

Fire Academy continued at Plainfield Township Fire Department. 3 probationary members attended 8 classes during the month of October.

In total LAFD spent 45 hours of in house training. 96 hours of outside training for a total of 141 hours.

Respectfully submitted,

Deputy Chief Shannon Witherell



Lowell Area Fire and  
Emergency Services Authority  
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315 S. Hudson St. Lowell, MI 49331  
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Thursday, November 01, 2018

Fire Authority Board:

We responded to 74 total incidents for the month of October. We are closing in on 800 calls for the year. With two months to go 900-950 is not out of the question.

October has been a busy month around the station. We hosted an open house for fire prevention, we had six classes from Bushnell elementary visit the station and we sent a team with the safety trailer to Ionia county central dispatch for the open house they hosted. We also attended the silent night parade in Walker to honor fallen Firefighters from the past year.

Our new members are doing well in class. The academy sent letters out to departments whose students did not perform well so far. We did not receive any letters.

As the holiday season approaches, we will be adopting two families again this year. We have made contact with Cherry Creek elementary and got our name on the list.

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.

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 11/1/2018 8:53:17 AM



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

Start Date: 10/01/2018 | End Date: 10/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	41	52.32
Lowell Township - Lowell Township	17	21.43
Vergennes Township - Vergennes Township	16	15.41
<b>TOTAL</b>	<b>74</b>	<b>89.57</b>

# Lowell Area Fire Dept.

Lowell, MI

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

Start Date: 10/01/2018 | End Date: 10/31/2018

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	74
<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	74
<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	74
<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	74
<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	70
broom, shovel, traffic signs	1
chainsaw, cones	1
ext ladder attic ladder flash light tic	1
side cutters, bolt cutters, flash lights	1
<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	74
<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	73
20	1
<b>USER-DEFINED FIELD: LUCAS (Required)</b>	

Only User-Defined values selected in the CUSTOM field of an incident included. Only REVIEWED incidents included in count.





# Lowell Area Fire Dept.

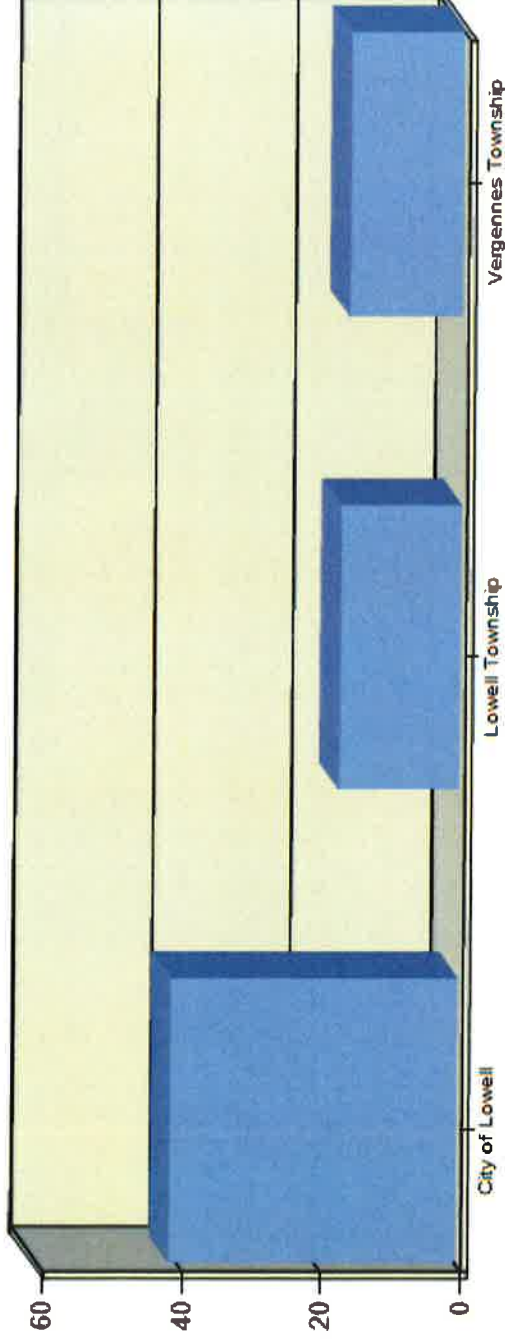
Lowell, MI

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## Incident Count per Zone for Date Range

Start Date: 10/01/2018 | End Date: 10/31/2018



ZONE	# INCIDENTS
City of Lowell - City	41
Lowell Township - Lowell Township	17
Vergennes Township - Vergennes Township	16
<b>TOTAL:</b>	<b>74</b>