

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



Friday, April 7, 2023

**LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE**

Thursday April 13, 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, April 13, 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 March 16, 2023

4. FINANCIAL REPORTS

A. FINANCIAL REPORT April, 2023

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

6. OLD BUSINESS

A. Recommendations for purchase of Tahoe

7. NEW BUSINESS

A. Recommendations for Promotion of Probationary Firefighters Tomic, Shears, and vanPutten

B. Recommendation of promotion Lieutenant James Weiler

8. COMMITTEE REPORTS

A. Capital Appropriations

B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING(S)

May 11th 2023 at 7:00 PM

12. ADJOURNMENT

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
March 31, 2023

		<u>ASSETS</u>
		Unrestricted
Current Assets	Cash	\$ 97,437.64
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	15,000.00
	TOTAL Current Assets	<u>112,437.64</u>
Fixed Assets	Furniture and Equipment	-
	TOTAL ASSETS	<u>\$ 112,437.64</u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Payroll Clearing	-
	Deferred Revenue	-
	Accounts Payable	\$ 3,111.05
	Accrued Payroll	-
	Payroll liabilities	2,885.42
	TOTAL Current Liabilities	<u>5,996.47</u>
Long-Term Liabilities	TOTAL Long-Term liabilities	<u>-</u>
Net Assets	Beginning Net Assets	(13,801.27)
	Increase (Decrease) Net Assets	120,242.44
	TOTAL Net Assets	<u>106,441.17</u>
	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 112,437.64</u>

	Type	Date	Name	Memo	Clr	Debit	Credit	Balance
Ordinary Income/Expense								
Income								
47900 - Member Dues								
			Lowell Township					
	Invoice	03/01/2023	Lowell Township				15,000.00	15,000.00
			Total Lowell Township			0.00	15,000.00	15,000.00
			Vergennes Township					
	Invoice	03/21/2023	Vergennes Township				15,000.00	15,000.00
			Total Vergennes Township			0.00	15,000.00	15,000.00
			City of Lowell					
	Invoice	03/14/2023	City of Lowell				15,000.00	15,000.00
	Invoice	03/23/2023	City of Lowell	4th Quarter Services April - June 2023			42,414.00	57,414.00
			Total City of Lowell			0.00	57,414.00	57,414.00
Total 47900 - Member Dues						0.00	87,414.00	87,414.00
Grants								
	Deposit	03/23/2023		Lowell Area Community			42,000.00	42,000.00
	Deposit	03/31/2023		MI PRAR Grant			1,500.00	43,500.00
Total Grants						0.00	43,500.00	43,500.00
Interest Income								
	Deposit	03/31/2023		Interest			52.02	52.02
Total Interest Income						0.00	52.02	52.02
Total Income						0.00	130,966.02	130,966.02
Expense								
7 - Salaries-full time								
	General Journal	03/10/2023		Period: 02/19/2023 to 03/04/2023		3,824.62		3,824.62
	General Journal	03/24/2023		Period: 03/05/2023 to 03/18/2023		3,824.62		7,649.24
Total 7 - Salaries-full time						7,649.24	0.00	7,649.24
8 - Wages-Part Time								
	General Journal	03/10/2023		Period: 02/01/2023 to 02/28/2023		19,658.00		19,658.00
Total 8 - Wages-Part Time						19,658.00	0.00	19,658.00
9 - Payroll Taxes								
	General Journal	03/10/2023		-MULTIPLE-		1,796.42		1,796.42
	General Journal	03/24/2023		Period: 03/05/2023 to 03/18/2023		292.59		2,089.01
Total 9 - Payroll Taxes						2,089.01	0.00	2,089.01
64900 - Office Supplies								
	Bill	03/08/2023	Adobe			15.89		15.89
Total 64900 - Office Supplies						15.89	0.00	15.89
68000 - Operating Supplies								
	Bill	03/03/2023	Nye Uniform			78.93		78.93
	Bill	03/15/2023	Amazon.com			87.29		166.22
	Bill	03/20/2023	ForaCare Inc.			52.11		218.33
Total 68000 - Operating Supplies						218.33	0.00	218.33
62300 - Fuel								
	Bill	03/15/2023	Fuel Management System - Pacific Pride			604.07		604.07
	Bill	03/31/2023	Fuel Management System - Pacific Pride			551.74		1,155.81
Total 62300 - Fuel						1,155.81	0.00	1,155.81
67000 - Professional Services								
			67006 - Other Memberships					
	Bill	03/07/2023	Clia Laboratory			180.00		180.00
Total 67006 - Other Memberships						180.00	0.00	180.00
			67002 - Accounting					
	Check	03/03/2023	Billing EFT Payment			600.00		600.00
Total 67002 - Accounting						600.00	0.00	600.00
Total 67000 - Professional Services						780.00	0.00	780.00
68600 - Public Utilities								
	Bill	03/06/2023	Consumers Energy	Service Dates: 01.08.2023 to 02.07.2023		1,078.37		1,078.37
	Bill	03/09/2023	Consumers Energy			860.14		1,938.51
	Bill	03/14/2023	Comcast Business			35.22		1,973.73
	Bill	03/22/2023	Lowell Light and Power			35.08		2,008.81
Total 68600 - Public Utilities						2,008.81	0.00	2,008.81
67200 - Repairs and Maintenance								
			67202 - R/M Vehicles					
	Bill	03/01/2023	MSC Industrial Supply Co			37.97		37.97
	Bill	03/10/2023	AIS Construction Equipment			11,459.45		11,497.42

	Total 67202 - R/M Vehicles				<u>11,497.42</u>	<u>0.00</u>	<u>11,497.42</u>
Total 67200 - Repairs and Maintenance					11,497.42	0.00	11,497.42
64800 - Miscellaneous							
		Check	03/16/2023	Service Charge	6.00		6.00
Total 64800 - Miscellaneous					<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
68300 - Training							
		Bill	03/01/2023 State of MI EMS	VanPutten	40.00		40.00
		Bill	03/06/2023 Erik Kelley (Vendor)	Reimbursement for EMT License	40.00		80.00
		Bill	03/08/2023 Michigan Association of Fire Chiefs		170.00		250.00
		Bill	03/14/2023 American Heart Association		<u>59.00</u>		<u>309.00</u>
Total 68300 - Training					309.00	0.00	309.00
69000 - Capital Expense							
	69002 - Fire & Rescue Vehicle Equipment						
		Bill	03/21/2023 Macqueen Equipment		<u>737.68</u>		<u>737.68</u>
Total 69000 - Capital Expense	Total 69002 - Fire & Rescue Vehicle Equipment				<u>737.68</u>	<u>0.00</u>	<u>737.68</u>
					<u>737.68</u>	<u>0.00</u>	<u>737.68</u>
Total Expense					<u>46,125.19</u>	<u>0.00</u>	<u>46,125.19</u>
Net Ordinary Income					<u>46,125.19</u>	<u>130,966.02</u>	<u>84,840.83</u>
Net Income					<u>46,125.19</u>	<u>130,966.02</u>	<u>84,840.83</u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Nine Months Ended March 2023

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	15,000.00 \$	169,355.94	205,807.90 \$	36,451.96	82.29%
Vergennes Township	15,000.00	138,762.09	165,016.11	26,254.02	84.09%
City of Lowell	57,414.00	184,656.00	169,655.99	(15,000.01)	108.84%
Cost of Recovery Program	-	4,023.50	-	(4,023.50)	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	43,500.00	50,346.00	-	(50,346.00)	#DIV/0!
Interest and Dividends	52.02	111.76	-	(111.76)	#DIV/0!
Misc. Income	-	482,484.01	-	(482,484.01)	#DIV/0!
Total Revenues	\$ 130,966.02 \$	1,029,739.30	\$ 540,480.00 \$	(489,259.30)	190.52%
Expenditures					
Salaries--Permanent	7,649.24	70,376.46	\$ 106,880.00 \$	36,503.54	65.85%
Salaries--Temporary	19,658.00	147,121.67	185,700.00	38,578.33	79.23%
Payroll Taxes	2,089.01	16,638.64	24,000.00	7,361.36	69.33%
Worker's Compensation	-	8,833.00	16,200.00	7,367.00	54.52%
Office Supplies	15.89	1,288.30	1,000.00	(288.30)	128.83%
Operating Supplies	218.33	36,824.21	35,000.00	(1,824.21)	105.21%
Fuel	1,155.81	10,215.88	8,000.00	(2,215.88)	127.70%
Professional Services					
Legal	-	562.00	3,000.00	2,438.00	18.73%
Accounting	600.00	6,275.00	7,000.00	725.00	89.64%
Auditing	-	5,050.00	5,000.00	(50.00)	101.00%
Biocare	-	9,843.98	9,660.00	(183.98)	101.90%
Kent County Fire Assessment	-	309.30	16,000.00	15,690.70	1.93%
Other Memberships	180.00	1,195.55	1,640.00	444.45	72.90%
Communications	-	7,017.93	14,000.00	6,982.07	50.13%
Travel Expenses	-	1,327.02	2,500.00	1,172.98	53.08%
Insurance	-	12,222.00	11,500.00	(722.00)	106.28%
Public Utilities	2,008.81	16,313.73	15,000.00	(1,313.73)	108.76%
Repair and Maintenance--Buildings	-	9,269.13	8,900.00	(369.13)	104.15%
Repair and Maintenance--Vehicles	11,497.42	17,940.18	12,000.00	(5,940.18)	149.50%
Repair and Maintenance--Other	-	3,468.75	5,500.00	2,031.25	63.07%
Miscellaneous	6.00	557.37	1,500.00	942.63	37.16%
Public Education	-	658.88	1,500.00	841.12	43.93%
Training	309.00	16,210.39	16,000.00	(210.39)	101.31%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	737.68	33,413.49	33,000.00	(413.49)	101.25%
Fire Vehicles	-	476,564.00		(476,564.00)	#DIV/0!
Capital Expense - Other	-	-			

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Nine Months Ended March 2023

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
TOTAL Expenditures	\$ <u>46,125.19</u>	\$ <u>909,496.86</u>	\$ <u>540,480.00</u>	\$ <u>(369,016.86)</u>	168.28%
INCREASE/DECREASE IN NET ASSETS	84,840.83	120,242.44	-	(120,242.44)	
Beginning Net Assets		\$ <u>(13,801.27)</u>	\$ <u>(13,801.27)</u>		
Ending Net Assets		\$ <u><u>106,441.17</u></u>	\$ <u><u>(13,801.27)</u></u>		



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

Friday, March 10, 2023

Fire Authority Board:

We responded to 85 total incidents for the month of March. Totaling 260 call to date in 2023, placing us with an increase of 15 calls for service over 2022 to date. March 2023 included an assist on a barn fire in Saranac.

We had a great turnout for our pancake breakfast, thanks to all who were able to make it. We served over 300 people and netted \$4,000.00 from this event. We have ordered new TIC for E1 and are looking at some new uniforms for the honor guard.

Firefighter Herron was the mystery reader for Mrs. Breaker's 1st grade class at Murray Lake. We are looking at other opportunities to do this type of program in the other schools in the area.

The County Fire Commission meeting will be held at our Station on April 21st at 8:30. All Board members are welcome to attend.

DC Velzen and I returned today from the annual Michigan Chiefs conference in Novi. We were able to catch some great courses and updates from the State Fire Marshall and the Association. All three Chief will be at FDIC on Sunday April 23rd. Will be serving as Safety Officers on Monday and Tuesday. We will be in classes the remainder of the week.

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

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.



Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Breakdown by Incident Type

Report Period: 03/01/23 - 03/31/23 23:59:59

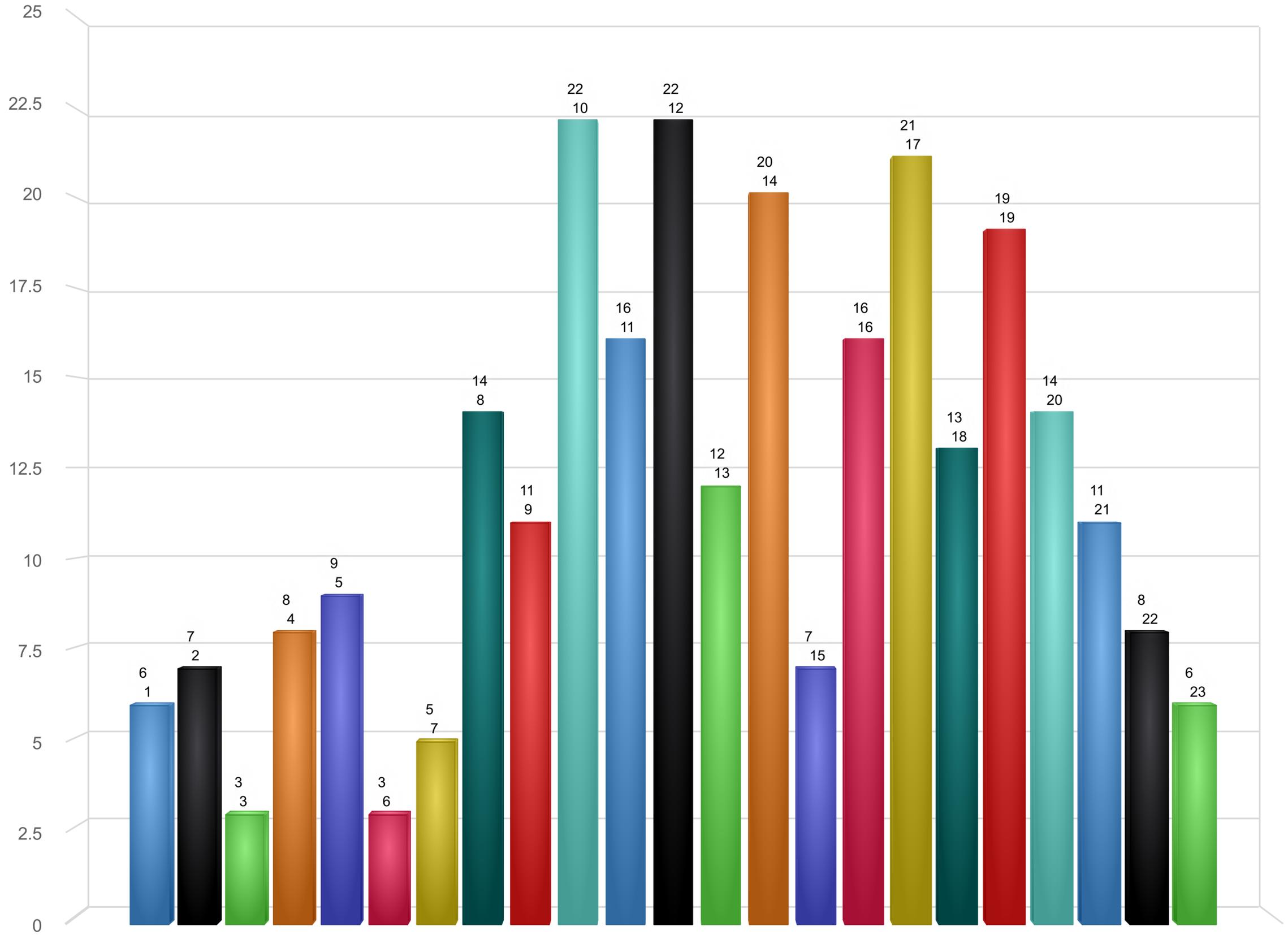
Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	47	0
320 Emergency medical service incident, other	5	0
324 Motor vehicle accident with no injuries.	5	0
311 Medical assist, assist EMS crew	4	0
322 Motor vehicle accident with injuries	4	0
611 Dispatched & canceled en route	4	0
700 False alarm or false call, other	2	0
736 CO detector activation due to malfunction	1	0
745 Alarm system activation, no fire - unintentional	1	0
622 No incident found on arrival at dispatch address	1	0
651 Smoke scare, odor of smoke	1	0
111 Building fire	1	0
118 Trash or rubbish fire, contained	1	0
140 Natural vegetation fire, other	1	0
551 Assist police or other governmental agency	1	0
561 Unauthorized burning	1	0
600 Good intent call, other	1	0

	Incidents	Exposures
Total	81	0

Incidents By Hour of Day

01/01/2023-12/31/2023

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



Incident Count

Total of Hour: 273



Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Incidents by Zone

Filter: Incident.Date Filters Year is equal to 2023

AND Incident.Date Filters Month is in list Mar

AND Incident.Address/Property Fields Zone is in list Ada Township,Bowne

Township,Cannon Township,Cascade Township,City of Lowell,Grattan Township,Lowell Township,Saranac,Vergennes Township

Zone	Main Incident Type Code	Main Incident Type	Incident Number Count
City of Lowell	3	Rescue & Emergency Medical Service Incident	34
City of Lowell	5	Service Call	1
City of Lowell	6	Good Intent Call	3
City of Lowell	7	False Alarm & False Call	2
Lowell Township	1	Fire	1
Lowell Township	3	Rescue & Emergency Medical Service Incident	26
Lowell Township	5	Service Call	1
Lowell Township	6	Good Intent Call	2
Lowell Township	7	False Alarm & False Call	2
Saranac	1	Fire	1
Vergennes Township	1	Fire	1
Vergennes Township	3	Rescue & Emergency Medical Service Incident	5
Vergennes Township	6	Good Intent Call	2