

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



Friday, September 02, 2022

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE
Thursday September 8, 2022 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, September 8, 2022, 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 July 14, 2022
4. FINANCIAL REPORTS
 - A. FINANCIAL REPORT August, 2022
 - B. FINANCIAL REPORT September, 2022
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A.
7. NEW BUSINESS
 - A. FY 2022 Audit
 - B. Fit tester group purchase
 - C. SOG / AP Resolution
 - D. Promotion of firefighter Michael Hoppenrath
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
October 13th 2022 at 7:00 PM
12. ADJOURNMENT

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

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 93,296.85
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>93,296.85</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u><u>\$ 93,296.85</u></u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Accounts Payable	\$ 4,133.69
	Accrued Payroll	-
	Payroll liabilities	6,512.66
Long-Term Liabilities	TOTAL Current Liabilities	<u>10,646.35</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(11,371.14)
	Increase (Decrease) Net Assets	94,021.64
	TOTAL Net Assets	<u>82,650.50</u>
	TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 93,296.85</u></u>

	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Ordinary Income/Expense						
Income						
47900 - Member Dues						
Lowell Township						
	07/01/2022	69	1st Quarter services July-September 2022		51,451.98	51,451.98
Total Lowell Township				0.00	51,451.98	51,451.98
Vergennes Township						
	07/01/2022	70	1st Quarter Services July-September 2022		41,254.03	41,254.03
Total Vergennes Township				0.00	41,254.03	41,254.03
City of Lowell						
	07/01/2022	68	1st Quarter Services July-September 2022		42,414.00	42,414.00
Total City of Lowell				0.00	42,414.00	42,414.00
Total 47900 - Member Dues				0.00	135,120.01	135,120.01
Grants						
	07/13/2022		Deposit		6,846.00	6,846.00
Total Grants				0.00	6,846.00	6,846.00
Interest Income						
	07/31/2022		Interest		3.24	3.24
Total Interest Income				0.00	3.24	3.24
Total Income				0.00	141,969.25	141,969.25
Gross Profit				0.00	141,969.25	141,969.25
Expense						
7 - Salaries-full time						
	07/01/2022	169R	-MULTIPLE-		3,235.92	-3,235.92
	07/01/2022	175	Period: 06/12/2022 to 06/25/2022	2,384.62		-851.30
	07/15/2022	170	Period: 06/26/2022 to 07/09/2022	2,384.62		1,533.32
	07/29/2022	177	Period: 07/10/2022 to 07/23/2022	2,384.62		3,917.94
Total 7 - Salaries-full time				7,153.86	3,235.92	3,917.94
8 - Wages-Part Time						
	07/01/2022	168R	Reverse of GJE 168 -- Period: 06/01/2022 to 06/30/2022		16,523.50	-16,523.50
	07/11/2022	174	Period: 06/01/2022 to 06/30/2022	16,523.50		0.00
	07/15/2022	170	Period: 06/26/2022 to 07/09/2022	925.92		925.92
	07/29/2022	177	Period: 07/10/2022 to 07/23/2022	1,440.00		2,365.92
Total 8 - Wages-Part Time				18,889.42	16,523.50	2,365.92
9 - Payroll Taxes						
	07/01/2022	169R	-MULTIPLE-		247.55	-247.55
	07/01/2022	168R	Period: 06/01/2022 to 06/30/2022		1,264.08	-1,511.63

	07/01/2022	175	Period: 06/12/2022 to 06/25/2022	182.43		-1,329.20
	07/11/2022	174	Period: 06/01/2022 to 06/30/2022	1,264.08		-65.12
	07/15/2022	170	Period: 06/26/2022 to 07/09/2022	253.23		188.11
	07/29/2022	177	Period: 07/10/2022 to 07/23/2022	292.59		480.70
Total 9 · Payroll Taxes				<u>1,992.33</u>	<u>1,511.63</u>	<u>480.70</u>
64200 · Workers Compensation Insurance						
	07/01/2022	6932206	Policy Premium 07/01/22 - 07/01/23	8,482.00		8,482.00
Total 64200 · Workers Compensation Insurance				<u>8,482.00</u>	<u>0.00</u>	<u>8,482.00</u>
64900 · Office Supplies						
	07/01/2022	9625815	Inv 9625815	36.99		36.99
	07/08/2022	EFT		15.89		52.88
Total 64900 · Office Supplies				<u>52.88</u>	<u>0.00</u>	<u>52.88</u>
68000 · Operating Supplies						
	07/01/2022	0349051	Inv 0349051	82.96		82.96
	07/01/2022	83922	0083922-IN	32.97		115.93
	07/11/2022	15289	Inv 15289	6,846.00		6,961.93
	07/11/2022	EFT	Order Number 3559449	104.85		7,066.78
	07/15/2022	5273	Invoice P05273	699.29		7,766.07
	07/18/2022	8534061	Invoice 8534061	104.29		7,870.36
	07/25/2022	2022-4653	Invoice 2022-4653	1,699.65		9,570.01
	07/27/2022	8558451	Invoice 8558451	19.18		9,589.19
	07/28/2022	153739	Invoice 153739	1,141.00		10,730.19
	07/28/2022	021751980	Invoice 021751980	330.88		11,061.07
	07/31/2022	July 2022	1185986	15.99		11,077.06
Total 68000 · Operating Supplies				<u>11,077.06</u>	<u>0.00</u>	<u>11,077.06</u>
62300 · Fuel						
	07/11/2022	EFT	Invoice 166079	568.98		568.98
	07/28/2022	EFT	Invoice 167847	635.36		1,204.34
Total 62300 · Fuel				<u>1,204.34</u>	<u>0.00</u>	<u>1,204.34</u>
67000 · Professional Services						
67006 · Other Memberships						
	07/30/2022		Membership Renewal	175.00		175.00
Total 67006 · Other Memberships				<u>175.00</u>	<u>0.00</u>	<u>175.00</u>
67001 · Legal						
	07/11/2022	8601	Invoice 8601	162.00		162.00
Total 67001 · Legal				<u>162.00</u>	<u>0.00</u>	<u>162.00</u>
67002 · Accounting						
	07/06/2022	EFT		500.00		500.00
	07/26/2022	EFT	Workers Compensation Audit	100.00		600.00

Total 67002 · Accounting				600.00	0.00	600.00
Total 67000 · Professional Services				937.00	0.00	937.00
61600 · Communications						
	07/16/2022	9376	Invoice 9376	42.50		42.50
Total 61600 · Communications				42.50	0.00	42.50
68400 · Travel Expense						
	07/27/2022	EFT		416.23		416.23
	07/27/2022	EFT		416.23		832.46
Total 68400 · Travel Expense				832.46	0.00	832.46
10 · Insurance Expense						
	07/01/2022	45633	Inv 45633	10,569.00		10,569.00
Total 10 · Insurance Expense				10,569.00	0.00	10,569.00
68600 · Public Utilities						
	07/07/2022	July 2022	Service dates 06.08.22-07.07.22	18.10		18.10
	07/11/2022	July 2022	July 2022	236.43		254.53
	07/14/2022	July 2022	Service dates 07.23.22 - 8.22.22	35.23		289.76
	07/15/2022	July 2022	Service dates 06.16.22 - 07.15.22	149.72		439.48
	07/15/2022	July 2022	Service dates 06.16.22 - 07.15.22	496.37		935.85
	07/20/2022	23599	KR0000023599	80.48		1,016.33
	07/26/2022	July 2022	Service dates 06.25.22 - 07.26.22	494.21		1,510.54
Total 68600 · Public Utilities				1,510.54	0.00	1,510.54
67200 · Repairs and Maintenance						
67201 · R/M Building						
	07/13/2022	891833438	Order #W891833438	172.82		172.82
	07/21/2022	6968	Invoice 6968	3,800.00		3,972.82
	07/29/2022	260540	INV260540	392.88		4,365.70
	07/31/2022	July 2022	-MULTIPLE-	176.23		4,541.93
Total 67201 · R/M Building				4,541.93	0.00	4,541.93
67202 · R/M Vehicles						
	07/13/2022	3801023	PO 67202 / Inv 3801023	195.34		195.34
Total 67202 · R/M Vehicles				195.34	0.00	195.34
Total 67200 · Repairs and Maintenance				4,737.27	0.00	4,737.27
64800 · Miscellaneous						
	07/16/2022		Service Charge	6.00		6.00
	07/20/2022	EFT	Paid NSF Item Fee	32.00		38.00
Total 64800 · Miscellaneous				38.00	0.00	38.00
68300 · Training						
	07/01/2022	04225	Invoice 04225	500.00		500.00
	07/01/2022	04877	Invoice 04877	350.00		850.00

	07/01/2022	5602	Women in Fire Conference	775.00		1,625.00
	07/05/2022		2022 Fire Instructor I Course - Charles Johnson	75.00		1,700.00
Total 68300 - Training				<u>1,700.00</u>	<u>0.00</u>	<u>1,700.00</u>
Total Expense				<u>69,218.66</u>	<u>21,271.05</u>	<u>47,947.61</u>
Net Ordinary Income				<u>69,218.66</u>	<u>163,240.30</u>	<u>94,021.64</u>
Net Income				<u>69,218.66</u>	<u>163,240.30</u>	<u>94,021.64</u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and One Month Ended July 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	51,451.98	\$ 51,451.98	205,807.90	\$ 154,355.92	25.00%
Vergennes Township	41,254.03	41,254.03	165,016.11	123,762.08	25.00%
City of Lowell	42,414.00	42,414.00	169,655.99	127,241.99	25.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	6,846.00	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	3.24	3.24	-	(3.24)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	<u>\$ 141,969.25</u>	<u>\$ 141,969.25</u>	<u>\$ 540,480.00</u>	<u>\$ 398,510.75</u>	<u>26.27%</u>

Expenditures

Salaries--Permanent	3,917.94	3,917.94	\$ 106,880.00	\$ 102,962.06	3.67%
Salaries--Temporary	2,365.92	2,365.92	185,700.00	183,334.08	1.27%
Payroll Taxes	480.70	480.70	24,000.00	23,519.30	2.00%
Worker's Compensation	8,482.00	8,482.00	16,200.00	7,718.00	52.36%
Office Supplies	52.88	52.88	1,000.00	947.12	5.29%
Operating Supplies	11,077.06	11,077.06	35,000.00	23,922.94	31.65%
Fuel	1,204.34	1,204.34	8,000.00	6,795.66	15.05%
Professional Services					
Legal	162.00	162.00	3,000.00	2,838.00	5.40%
Accounting	600.00	600.00	7,000.00	6,400.00	8.57%
Auditing	-	-	5,000.00	5,000.00	0.00%
Biocare	-	-	9,660.00	9,660.00	0.00%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	175.00	175.00	1,640.00	1,465.00	10.67%
Communications	42.50	42.50	14,000.00	13,957.50	0.30%
Travel Expenses	832.46	832.46	2,500.00	1,667.54	33.30%
Insurance	10,569.00	10,569.00	11,500.00	931.00	91.90%
Public Utilities	1,510.54	1,510.54	15,000.00	13,489.46	10.07%
Repair and Maintenance--Buildings	4,541.93	4,541.93	8,900.00	4,358.07	51.03%
Repair and Maintenance--Vehicles	195.34	195.34	12,000.00	11,804.66	1.63%
Repair and Maintenance--Other	-	-	5,500.00	5,500.00	0.00%
Miscellaneous	38.00	38.00	1,500.00	1,462.00	2.53%
Public Education	-	-	1,500.00	1,500.00	0.00%
Training	1,700.00	1,700.00	16,000.00	14,300.00	10.63%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	-	33,000.00	33,000.00	0.00%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	<u>\$ 47,947.61</u>	<u>\$ 47,947.61</u>	<u>\$ 540,480.00</u>	<u>\$ 492,532.39</u>	<u>8.87%</u>

INCREASE/DECREASE IN NET ASSETS	94,021.64	94,021.64	-	(94,021.64)	
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Beginning Net Assets	\$ (11,371.14)	\$ (11,371.14)
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Ending Net Assets	\$ <u>82,650.50</u>	\$ <u>(11,371.14)</u>
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Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, July 14th, 2022 at 7:00pm.
Look Memorial Fire Station.

1) **ROLL CALL:**

Board Vice-Chair Wittenbach called the meeting to order at 7:00pm.

Members present: Carlton Blough, Dave Wikstrom, Tim Wittenbach and Mike DeVore.

Members absent: Kate Dernocoeur and Jessica Marks.

Also present: Fire Chief Shannon Witherell.

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 WIKSTROM to approve the minutes from the June 9th meeting as presented. Yes-All. Motion carried.

4) **FINANCIAL REPORTS:**

-Financial Reports for July were presented and accepted.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

7) **OLD BUSINESS:**

A) Fire Authority Agreement Update: The board was presented with the final copy of the updated agreement for municipality approval. IT WAS MOVED BY DEVORE and seconded by WIKSTROM to return the agreement to the municipalities for approval. Yes-All. Motion carried.

8) **NEW BUSINESS:**

A) Fire Authority Purchasing Policy: Chief Witherell brought a copy of a department purchasing policy for board approval. IT WAS MOVED BY DEVORE and seconded by WIKSTROM to adopt the purchasing policy as presented. Yes-All. Motion carried.

B) Promotions of Firefighters Daniel Rybiski and John North: Chief Witherell presented his recommendation of promotion for Daniel Rybiski and John North. IT WAS MOVED BY DEVORE and seconded by BLOUGH to accept the recommendation. Yes-All. Motion carried. Board Vice-Chair Wittenbach administered the Oath of Office.

9) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-Engine 1 has been pushed back to mid-September.

B) FINANCIAL:

-None.

10) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were a responses for June, the EMR to Fireworks transitional update, the delivery of the department body armor and repairs to the building.

11) MEMBER COMMENTS:

-WITTENBACH congratulated the newest promoted firefighters and thanked the department members for their hard work.

12) DATE FOR NEXT MEETING:

The next meeting is scheduled for August 11th, 2022 at 7pm.

13) ADJOURNMENT:

IT WAS MOVED BY DEVORE and seconded by WIKSTROM to adjourn at 7:26pm.
Yes-All. Meeting adjourned.

-Mike DeVore, Recording Secretary

-Jessica Marks, Authority Board Chair



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

Friday, September 02, 2022

Fire Authority Board:

We responded to 109 total incidents for the month of August, bringing the 2022 year to date calls to 703. August included a crash in Vergennes TWP that took several hours, storm response in all three districts and an Aid to Cascade on a fire.

We are still waiting on parts to complete the pump repair on E2 and E3 for valve replacements.

Mandie Jones has completed the in person EMT course at Rockford Ambulance. The EMT class we are hosting will be having their final written test next week, all members have passed the practical testing station. Chris Tomic will begin EMT at Life Ambulance this month.

We have several members taking part in the 9/11 memorial stair climb on September 10th.

Fallasburg Fall Festival is September 17th and 18th. We will be selling our BBQ chicken both days.

Fund raising is underway for the open house / trunk or treat event. This year's event will be October 29th.

We began using the new Fireworks software this past month. There have been a few challenges, but we are working through them.

Green Acres of Lowell has rescinded their response waiver; we are now responding to this location once again.

Brookstone Investments hosted a golf outing and donated the proceeds to the department to purchase cancer reduction items.

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

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.



8/1 -8/31/2022 Break Down by Type



- 321 EMS call, excluding vehicle accident with injury
- 444 Power line down
- 611 Dispatched & canceled en route
- 322 Motor vehicle accident with injuries
- 600 Good intent call, other
- 324 Motor vehicle accident with no injuries.
- 300 Rescue, EMS incident, other
- 900 Special type of incident, other
- 700 False alarm or false call, other
- 730 System malfunction, other
- 733 Smoke detector activation due to malfunction
- 736 CO detector activation due to malfunction
- 743 Smoke detector activation, no fire - unintentional
- 800 Severe weather or natural disaster, other

Incident Type	Count
321 EMS call, excluding vehicle accident with injury	60
444 Power line down	13
611 Dispatched & canceled en route	8
322 Motor vehicle accident with injuries	7
600 Good intent call, other	5
324 Motor vehicle accident with no injuries.	3
300 Rescue, EMS incident, other	2
900 Special type of incident, other	2
700 False alarm or false call, other	1
730 System malfunction, other	1
733 Smoke detector activation due to malfunction	1
736 CO detector activation due to malfunction	1
743 Smoke detector activation, no fire - unintentional	1
800 Severe weather or natural disaster, other	1
511 Lock-out	1
111 Building fire	1
131 Passenger vehicle fire	1
Total August 2022	109



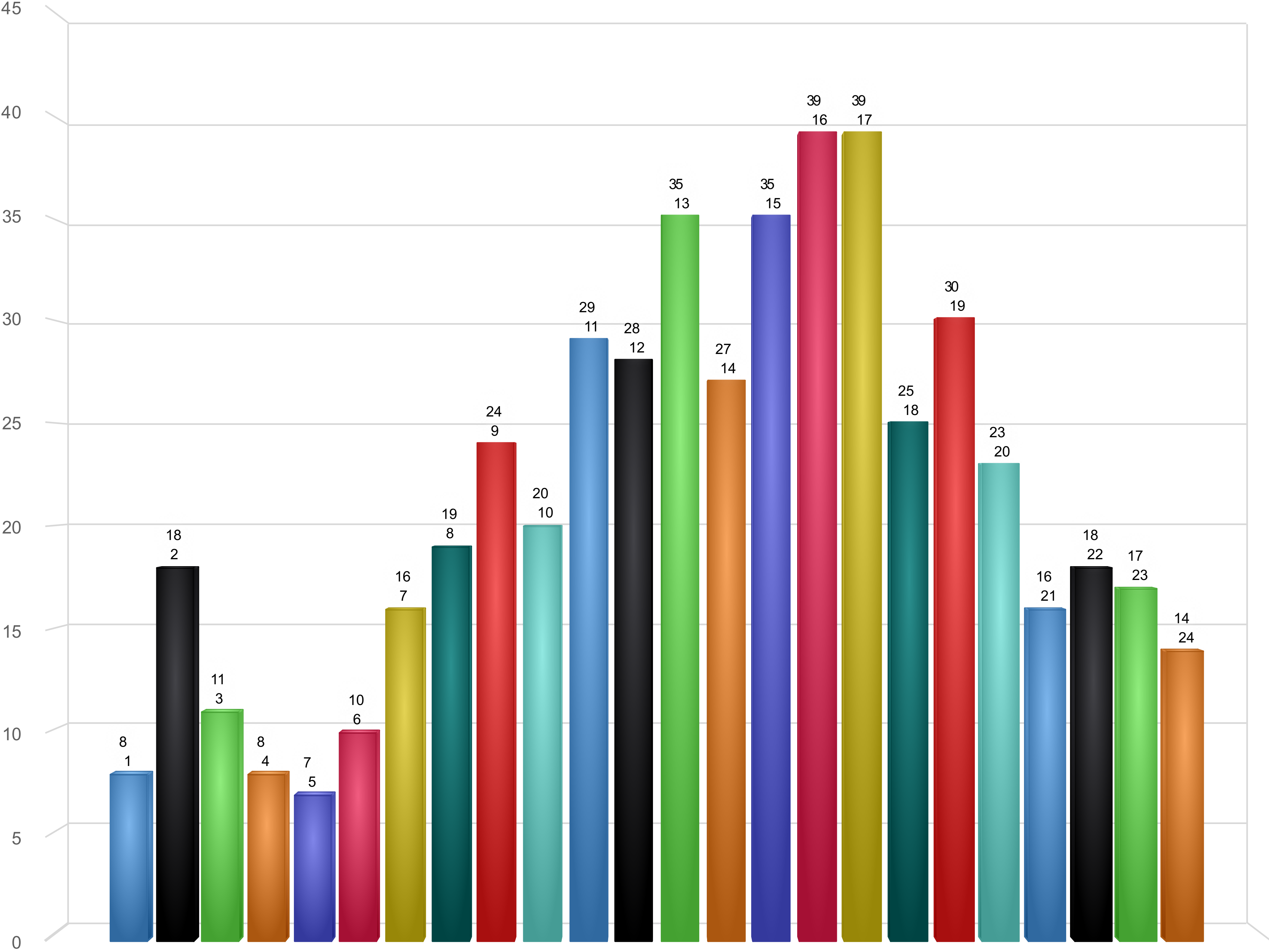
8/1 – 8/31/ 2022

Zone	IncidentCount	ManHours
Ada Township	1	00:46:36
Cascade Township	1	01:35:18
City of Lowell	31	84:32:08
Lowell Township	53	178:49:19
Vergennes Township	23	95:32:26

Incidents Per Hour of Day

01/01/22-12/31/22

- 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: 516