

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



Monday, February 07, 2022

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE

Thursday, February 10, 2022 AT 7:00 P.M.

AT

LOWELL FIRE DEPARTMENT
315 S. HUDSON
LOWELL, MI 49331

Also via Zoom

<https://us02web.zoom.us/j/81444261902?pwd=UDQ2UUwyNk8zUGdQRzhFdmxldnBqQT09>

Meeting ID: 814 4426 1902

Passcode: 659642

Zoom Dial in

1-312-626-6799

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Thursday, February 10, 202213th, 2022 at 7:00 PM
Look Memorial Fire Station

1. ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- A. Approval of the Regular Meeting Minutes from January 13th, 2021

4. FINANCIAL REPORTS

- A. FINANCIAL REPORT January 2022

- B. FINANCIAL REPORT February 2022

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

6. OLD BUSINESS

- A. 2022/ 2023 Budget

7. NEW BUSINESS

- A. By Law / Agreement review Discussion
- B. AAA. Grant
- C. Committee Schedule
- D. Fire Chief's Vehicle Use Policy
- E. Promotion to Firefighter Matthew Harrison

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

11. MEMBER COMMENTS

12. DATE FOR NEXT MEETING(S)

March 10th 2022 at 7:00 PM

13. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, January 13th, 2022 at 7:00pm.
Look Memorial Fire Station.

1) **ROLL CALL:**

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

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

Members absent: Kate Dernocoeur and Dave Wikstrom.

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-Wittenbach, Blough, Marks, DeVore. Motion carried.

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by WITTENBACH to approve the minutes from the December 9th meeting as presented. Yes-Marks, Blough, Wittenbach, DeVore. Motion carried.

4) **FINANCIAL REPORTS:**

-Financial Reports for January were presented and accepted.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

6) **OLD BUSINESS:**

-None.

7) **NEW BUSINESS:**

A) 2022 Board Elections:

Board Chair: Jessica Marks was nominated for Board Chair. No other nominations were presented. Yes-DeVore, Marks, Wittenbach, Blough. Jessica Marks will be the Board Chair for 2022.

Vice Chair: Tim Wittenbach was nominated for Vice Chair. No other nominations were presented. Yes-DeVore, Blough, Wittenbach, Marks. Tim Wittenbach will be the Vice Chair for 2022.

Treasurer: Carl Blough was nominated for Treasurer. No other nominations were presented. Yes-Marks, Blough, Wittenbach, DeVore. Carlton Blough will be Treasurer for 2022.

Secretary: Mike DeVore was nominated as Secretary. No other nominations were presented. Yes-Wittenbach, Blough, Marks, DeVore. Mike DeVore will be the Secretary for 2022.

B) Rockford Ambulance 2021 Review: Tim Armstrong from Rockford Ambulance Service was in attendance to provide a recap of services provided in 2021 and the company's plans for 2022. No motion was necessary.

C) 2022/2023 Budget Presentation: Chief Witherell presented the board with his preliminary budget for the upcoming fiscal year. IT WAS MOVED BY DEVORE and seconded by MARKS to approve the preliminary budget and take it back to the individual municipalities for presentation. Yes-DeVore, Marks, Wittenbach, Blough. Motion carried.

D) Fire Chief Annual Review Schedule: During the last meeting, the topic of scheduling the Fire Chief's annual review came up for discussion. There are multiple trains of thought on how and when this should occur. IT WAS MOVED BY DEVORE and seconded by BLOUGH to table this item until the entire board can be present to discuss. Yes-DeVore, Blough, Wittenbach, Marks. Item tabled.

E) Cable Fund Grant Application: Chief Witherell approached the board seeking to apply for a Cable Fund grant to purchase sets of tactical firefighting body armor. The grant request would be for \$6846.00. IT WAS MOVED BY DEVORE and seconded by WITTENBACH to have Chief Witherell apply for a Cable Fund grant. Yes-Wittenbach, Marks, Blough, DeVore. Motion carried.

8) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-None.

B) FINANCIAL:

-None.

9) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were a responses for December and year-end numbers, an update on the successful 2021 banquet, the Toys 4 Tots program and the progress on the upcoming Chief vehicle use policy.

10) MEMBER COMMENTS:

-Carl informed the board that Lowell Township would be putting together a Fire Millage for their voters.

11) DATE FOR NEXT MEETING:

The next meeting is scheduled for February 10th, 2022 at 7pm.

12) ADJOURNMENT:

IT WAS MOVED BY DEVORE and seconded by WITTENBACH to adjourn at 8:25pm.
Yes-Wittenbach, Marks, Blough, DeVore. Meeting adjourned.

-Mike DeVore, Recording Secretary

-Jessica Marks, Authority Board Chair

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
December 31, 2021

| | | <u>ASSETS</u> |
|------------------------------|---|-----------------------------------|
| | | Unrestricted |
| Current Assets | | |
| | Cash | \$ 54,510.79 |
| | Due from Lowell Township | - |
| | Due from Vergennes Township | - |
| | Due from City of Lowell | - |
| | TOTAL Current Assets | <u>54,510.79</u> |
| Fixed Assets | | |
| | Furniture and Equipment | - |
| | TOTAL ASSETS | <u>\$ 54,510.79</u> |
| Current Liabilities | | <u>LIABILITIES AND NET ASSETS</u> |
| | Accounts Payable | \$ 5,439.95 |
| | Accrued Payroll | - |
| | Payroll liabilities | 7,185.37 |
| Long-Term Liabilities | TOTAL Current Liabilities | <u>12,625.32</u> |
| Net Assets | TOTAL Long-Term liabilities | <u>-</u> |
| | Beginning Net Assets | 29,992.37 |
| | Increase (Decrease) Net Assets | 11,893.10 |
| | TOTAL Net Assets | <u>41,885.47</u> |
| | TOTAL LIABILITIES AND NET ASSETS | <u>\$ 54,510.79</u> |

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Six Months Ended December 31, 2021

| | Current Month | General Fund Year to date | Budget | Available Balance | % of the budget used |
|-----------------------------------|---------------------|------------------------------|----------------------|----------------------|-------------------------|
| Revenues | | | | | |
| Lowell Township | - | \$ 79,230.26 | 158,460.50 | \$ 79,230.24 | 50.00% |
| Vergennes Township | - | 65,536.46 | 131,072.92 | 65,536.46 | 50.00% |
| City of Lowell | - | 68,849.30 | 137,698.58 | 68,849.28 | 50.00% |
| Cost of Recovery Program | - | 3,241.10 | 1,072.00 | (2,169.10) | 302.34% |
| Sale of Old Off Road Vehicle | - | - | - | - | #DIV/0! |
| Grants | - | 112,500.00 | 112,500.00 | - | 100.00% |
| Interest and Dividends | 6.59 | 63.70 | - | (63.70) | #DIV/0! |
| Misc. Income | - | - | - | - | #DIV/0! |
| Total Revenues | \$ 6.59 | \$ 329,420.82 | \$ 540,804.00 | \$ 211,383.18 | 60.91% |
| Expenditures | | | | | |
| Salaries--Permanent | 7,153.85 | 30,318.04 | \$ 69,440.00 | \$ 39,121.96 | 43.66% |
| Salaries--Temporary | 16,976.00 | 78,322.39 | 162,200.00 | 83,877.61 | 48.29% |
| Payroll Taxes | 1,845.93 | 8,310.95 | 17,550.00 | 9,239.05 | 47.36% |
| Worker's Compensation | - | 11,824.00 | 12,800.00 | 976.00 | 92.38% |
| Office Supplies | 15.89 | 515.89 | 1,000.00 | 484.11 | 51.59% |
| Operating Supplies | 482.47 | 19,425.55 | 33,270.00 | 13,844.45 | 58.39% |
| Fuel | 824.00 | 4,535.36 | 4,500.00 | (35.36) | 100.79% |
| Professional Services | | | | | |
| Legal | - | 244.00 | 4,000.00 | 3,756.00 | 6.10% |
| Accounting | 510.00 | 3,440.00 | 7,000.00 | 3,560.00 | 49.14% |
| Auditing | - | 4,900.00 | 4,900.00 | - | 100.00% |
| Biocare | - | 9,481.00 | 9,660.00 | 179.00 | 98.15% |
| Kent County Fire Assessment | - | - | 17,000.00 | 17,000.00 | 0.00% |
| Other Memberships | - | 340.00 | 4,150.00 | 3,810.00 | 8.19% |
| Communications | - | 15,690.90 | 13,717.00 | (1,973.90) | 114.39% |
| Travel Expenses | - | 1,506.12 | 2,000.00 | 493.88 | 75.31% |
| Insurance | - | 8,265.00 | 11,000.00 | 2,735.00 | 75.14% |
| Public Utilities | 2,260.82 | 8,899.03 | 14,000.00 | 5,100.97 | 63.56% |
| Repair and Maintenance--Buildings | - | 11,324.93 | 8,900.00 | (2,424.93) | 127.25% |
| Repair and Maintenance--Vehicles | 49.98 | 2,232.24 | 11,475.00 | 9,242.76 | 19.45% |
| Repair and Maintenance--Other | - | 1,976.73 | 5,230.00 | 3,253.27 | 37.80% |
| Miscellaneous | 117.95 | 1,217.10 | 1,500.00 | 282.90 | 81.14% |
| Public Education | - | 1,496.69 | 1,500.00 | 3.31 | 99.78% |
| Training | 1,671.97 | 10,989.32 | 15,000.00 | 4,010.68 | 73.26% |
| Capital Expenses | | | | | |
| Building Upgrades | - | - | - | - | |
| Fire & Rescue Vehicle Equipment | 14,080.65 | 82,272.48 | 2,930.14 | (79,342.34) | 2807.80% |
| Fire Vehicles | - | - | - | - | #DIV/0! |
| Capital Expense - Other | - | - | - | - | |
| TOTAL Expenditures | \$ 45,989.51 | \$ 317,527.72 | \$ 434,722.14 | \$ 117,194.42 | 73.04% |

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Six Months Ended December 31, 2021

| | Current Month | General Fund Year to date | Budget | Available Balance | % of the budget used |
|------------------------------------|------------------|------------------------------|-----------------------------|----------------------|-------------------------|
| INCREASE/DECREASE IN NET ASSETS | (45,982.92) | 11,893.10 | 106,081.86 | 94,188.76 | |
| Beginning Net Assets | | \$ <u>29,992.37</u> | \$ <u>29,992.37</u> | | |
| Ending Net Assets | | \$ <u><u>41,885.47</u></u> | \$ <u><u>136,074.23</u></u> | | |

| | Date | Name | Split | Debit | Credit | Balance |
|--------------------------------------|------------|------------------------------------|--------------------------|-----------|--------|-----------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Interest Income | | | | | | |
| | 12/31/2021 | | 2 - Checking Mercantile | | 6.59 | 6.59 |
| Total Interest Income | | | | 0.00 | 6.59 | 6.59 |
| Total Income | | | | 0.00 | 6.59 | 6.59 |
| Gross Profit | | | | 0.00 | 6.59 | 6.59 |
| Expense | | | | | | |
| 7 - Salaries-full time | | | | | | |
| | 12/03/2021 | | -SPLIT- | 2,384.62 | | 2,384.62 |
| | 12/17/2021 | | -SPLIT- | 2,384.62 | | 4,769.24 |
| | 12/31/2021 | | -SPLIT- | 2,384.61 | | 7,153.85 |
| Total 7 - Salaries-full time | | | | 7,153.85 | 0.00 | 7,153.85 |
| 8 - Wages-Part Time | | | | | | |
| | 12/10/2021 | | -SPLIT- | 16,976.00 | | 16,976.00 |
| Total 8 - Wages-Part Time | | | | 16,976.00 | 0.00 | 16,976.00 |
| 9 - Payroll Taxes | | | | | | |
| | 12/03/2021 | | 7 - Salaries-full time | 182.42 | | 182.42 |
| | 12/10/2021 | | 8 - Wages-Part Time | 1,298.67 | | 1,481.09 |
| | 12/17/2021 | | 7 - Salaries-full time | 182.43 | | 1,663.52 |
| | 12/31/2021 | | 7 - Salaries-full time | 182.41 | | 1,845.93 |
| Total 9 - Payroll Taxes | | | | 1,845.93 | 0.00 | 1,845.93 |
| 64900 - Office Supplies | | | | | | |
| | 12/09/2021 | Adobe | 2 - Checking Mercantile | 15.89 | | 15.89 |
| Total 64900 - Office Supplies | | | | 15.89 | 0.00 | 15.89 |
| 68000 - Operating Supplies | | | | | | |
| | 12/01/2021 | Nye Uniform Co. | 20000 - Accounts Payable | 146.50 | | 146.50 |
| | 12/11/2021 | Amazon.com | 2 - Checking Mercantile | 32.60 | | 179.10 |
| | 12/27/2021 | J&B Medical Supply | 20000 - Accounts Payable | 42.19 | | 221.29 |
| | 12/27/2021 | J&B Medical Supply | 20000 - Accounts Payable | 2.60 | | 223.89 |
| | 12/28/2021 | Galls | 2 - Checking Mercantile | 85.41 | | 309.30 |
| | 12/31/2021 | Bernard's Ace Hardware | 20000 - Accounts Payable | 173.17 | | 482.47 |
| Total 68000 - Operating Supplies | | | | 482.47 | 0.00 | 482.47 |
| 62300 - Fuel | | | | | | |
| | 12/13/2021 | Fuel Management System - Pacific 2 | 2 - Checking Mercantile | 421.50 | | 421.50 |
| | 12/27/2021 | Fuel Management System - Pacific 2 | 2 - Checking Mercantile | 402.50 | | 824.00 |
| Total 62300 - Fuel | | | | 824.00 | 0.00 | 824.00 |
| 67000 - Professional Services | | | | | | |
| 67002 - Accounting | | | | | | |

| | | | | | | |
|--|------------|-------------------------------------|--------------------------|----------|------|----------|
| | 12/03/2021 | Billing EFT Payment | 2 - Checking Mercantile | 500.00 | | 500.00 |
| | 12/20/2021 | Strategic Accounting & Tax Solutio | 2 - Checking Mercantile | 10.00 | | 510.00 |
| Total 67002 · Accounting | | | | 510.00 | 0.00 | 510.00 |
| Total 67000 · Professional Services | | | | 510.00 | 0.00 | 510.00 |
| 68600 · Public Utilities | | | | | | |
| | 12/01/2021 | City of Lowell #2-02210-2 - Water f | 20000 · Accounts Payable | 263.41 | | 263.41 |
| | 12/01/2021 | City of Lowell #2-02215-1- Water B | 20000 · Accounts Payable | 5.68 | | 269.09 |
| | 12/01/2021 | Lowell Light and Power | 20000 · Accounts Payable | 131.23 | | 400.32 |
| | 12/01/2021 | Lowell Light and Power | 20000 · Accounts Payable | 140.37 | | 540.69 |
| | 12/23/2021 | Lowell Light and Power | 2 - Checking Mercantile | 93.76 | | 634.45 |
| | 12/23/2021 | Lowell Light and Power | 2 - Checking Mercantile | 176.79 | | 811.24 |
| | 12/27/2021 | Consumers Energy | 20000 · Accounts Payable | 585.67 | | 1,396.91 |
| | 12/27/2021 | Red Creek Waste Services Inc. | 20000 · Accounts Payable | 40.28 | | 1,437.19 |
| | 12/29/2021 | Red Creek Waste Services Inc. | 2 - Checking Mercantile | 40.28 | | 1,477.47 |
| | 12/29/2021 | Comcast Business | 2 - Checking Mercantile | 80.20 | | 1,557.67 |
| | 12/29/2021 | AT&T | 2 - Checking Mercantile | 236.41 | | 1,794.08 |
| | 12/30/2021 | Lowell Light and Power | 20000 · Accounts Payable | 466.74 | | 2,260.82 |
| Total 68600 · Public Utilities | | | | 2,260.82 | 0.00 | 2,260.82 |
| 67200 · Repairs and Maintenance | | | | | | |
| 67202 · R/M Vehicles | | | | | | |
| | 12/28/2021 | NAPA Auto Parts | 2 - Checking Mercantile | 49.98 | | 49.98 |
| Total 67202 · R/M Vehicles | | | | 49.98 | 0.00 | 49.98 |
| Total 67200 · Repairs and Maintenance | | | | 49.98 | 0.00 | 49.98 |
| 64800 · Miscellaneous | | | | | | |
| | 12/15/2021 | Commercial Service Charge | 2 - Checking Mercantile | 9.50 | | 9.50 |
| | 12/23/2021 | Eagle Engraving | 2 - Checking Mercantile | 108.45 | | 117.95 |
| Total 64800 · Miscellaneous | | | | 117.95 | 0.00 | 117.95 |
| 68300 · Training | | | | | | |
| | 12/03/2021 | Lifesaver CPR | 20000 · Accounts Payable | 400.00 | | 400.00 |
| Total 68300 · Training | | | | 400.00 | 0.00 | 400.00 |
| 69000 · Capital Expense | | | | | | |
| 69002 · Fire & Rescue Vehicle Equipment | | | | | | |
| | 12/07/2021 | Allied Fire Sales & Service LLC | 20000 · Accounts Payable | 143.35 | | 143.35 |
| | 12/14/2021 | Allied Fire Sales & Service LLC | 20000 · Accounts Payable | 9,808.00 | | 9,951.35 |
| Total 69002 · Fire & Rescue Vehicle Equipment | | | | 9,951.35 | 0.00 | 9,951.35 |
| 69003 · Fire Vehicles | | | | | | |
| | 12/28/2021 | Stryker Sales, LLC | 20000 · Accounts Payable | 94.25 | | 94.25 |
| | 12/31/2021 | Apollo Fire Department | 20000 · Accounts Payable | 4,035.05 | | 4,129.30 |
| Total 69003 · Fire Vehicles | | | | 4,129.30 | 0.00 | 4,129.30 |
| 69000 · Capital Expense - Other | | | | | | |

| | | | | | |
|---------------------------------------|-------------------|-------------------------|-------------------------|--------------------|--------------------------|
| | 12/04/2021 Meijer | 2 - Checking Mercantile | 1,271.97 | | 1,271.97 |
| Total 69000 · Capital Expense - Other | | | <u>1,271.97</u> | <u>0.00</u> | <u>1,271.97</u> |
| Total 69000 · Capital Expense | | | <u>15,352.62</u> | <u>0.00</u> | <u>15,352.62</u> |
| Total Expense | | | <u>45,989.51</u> | <u>0.00</u> | <u>45,989.51</u> |
| Net Ordinary Income | | | <u>45,989.51</u> | <u>6.59</u> | <u>-45,982.92</u> |
| Net Income | | | <u>45,989.51</u> | <u>6.59</u> | <u>-45,982.92</u> |

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

| | | <u>ASSETS</u> |
|------------------------------|---|-----------------------------------|
| | | Unrestricted |
| Current Assets | | |
| | Cash | \$ 122,569.33 |
| | Due from Lowell Township | - |
| | Due from Vergennes Township | - |
| | Due from City of Lowell | - |
| | TOTAL Current Assets | <u>122,569.33</u> |
| Fixed Assets | | |
| | Furniture and Equipment | - |
| | TOTAL ASSETS | <u><u>\$ 122,569.33</u></u> |
| Current Liabilities | | <u>LIABILITIES AND NET ASSETS</u> |
| | Accounts Payable | \$ 2,813.76 |
| | Accrued Payroll | - |
| | Payroll liabilities | 4,754.59 |
| Long-Term Liabilities | TOTAL Current Liabilities | <u>7,568.35</u> |
| Net Assets | TOTAL Long-Term liabilities | <u>-</u> |
| | Beginning Net Assets | 29,992.37 |
| | Increase (Decrease) Net Assets | 85,008.61 |
| | TOTAL Net Assets | <u>115,000.98</u> |
| | TOTAL LIABILITIES AND NET ASSETS | <u><u>\$ 122,569.33</u></u> |

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

| | Current Month | General Fund Year to date | Budget | Available Balance | % of the budget used |
|-----------------------------------|----------------------|------------------------------|----------------------|----------------------|-------------------------|
| Revenues | | | | | |
| Lowell Township | 39,615.13 | \$ 118,845.39 | 158,460.50 | \$ 39,615.11 | 75.00% |
| Vergennes Township | 32,768.23 | 98,304.69 | 131,072.92 | 32,768.23 | 75.00% |
| City of Lowell | 34,424.65 | 103,273.95 | 137,698.58 | 34,424.63 | 75.00% |
| Cost of Recovery Program | - | 3,241.10 | 1,072.00 | (2,169.10) | 302.34% |
| Sale of Old Off Road Vehicle | - | - | - | - | #DIV/0! |
| Grants | - | 112,500.00 | 112,500.00 | - | 100.00% |
| Interest and Dividends | 4.77 | 68.47 | - | (68.47) | #DIV/0! |
| Misc. Income | - | - | - | - | #DIV/0! |
| Total Revenues | \$ 106,812.78 | \$ 436,233.60 | \$ 540,804.00 | \$ 104,570.40 | 80.66% |
| Expenditures | | | | | |
| Salaries--Permanent | 4,769.24 | 35,087.28 | \$ 69,440.00 | \$ 34,352.72 | 50.53% |
| Salaries--Temporary | 15,501.00 | 93,823.39 | 162,200.00 | 68,376.61 | 57.84% |
| Payroll Taxes | 1,550.67 | 9,861.62 | 17,550.00 | 7,688.38 | 56.19% |
| Worker's Compensation | - | 11,824.00 | 12,800.00 | 976.00 | 92.38% |
| Office Supplies | 205.18 | 721.07 | 1,000.00 | 278.93 | 72.11% |
| Operating Supplies | 1,737.69 | 22,829.65 | 33,270.00 | 10,440.35 | 68.62% |
| Fuel | 362.25 | 4,897.61 | 4,500.00 | (397.61) | 108.84% |
| Professional Services | | | | | |
| Legal | - | 244.00 | 4,000.00 | 3,756.00 | 6.10% |
| Accounting | 795.00 | 4,235.00 | 7,000.00 | 2,765.00 | 60.50% |
| Auditing | - | 4,900.00 | 4,900.00 | - | 100.00% |
| Biocare | - | 9,481.00 | 9,660.00 | 179.00 | 98.15% |
| Kent County Fire Assessment | 40.00 | 40.00 | 17,000.00 | 16,960.00 | 0.24% |
| Other Memberships | 269.30 | 609.30 | 4,150.00 | 3,540.70 | 14.68% |
| Communications | - | 15,690.90 | 13,717.00 | (1,973.90) | 114.39% |
| Travel Expenses | - | 1,506.12 | 2,000.00 | 493.88 | 75.31% |
| Insurance | - | 8,265.00 | 11,000.00 | 2,735.00 | 75.14% |
| Public Utilities | 2,047.16 | 11,359.32 | 14,000.00 | 2,640.68 | 81.14% |
| Repair and Maintenance--Buildings | - | 11,324.93 | 8,900.00 | (2,424.93) | 127.25% |
| Repair and Maintenance--Vehicles | 1,290.67 | 3,522.91 | 11,475.00 | 7,952.09 | 30.70% |
| Repair and Maintenance--Other | - | 1,976.73 | 5,230.00 | 3,253.27 | 37.80% |
| Miscellaneous | 6.00 | 1,223.10 | 1,500.00 | 276.90 | 81.54% |
| Public Education | - | 1,496.69 | 1,500.00 | 3.31 | 99.78% |
| Training | 1,506.57 | 12,593.89 | 15,000.00 | 2,406.11 | 83.96% |
| Capital Expenses | | | | | |
| Building Upgrades | - | - | - | - | |
| Fire & Rescue Vehicle Equipment | - | 83,711.48 | 2,930.14 | (80,781.34) | 2856.91% |
| Fire Vehicles | - | - | - | - | #DIV/0! |
| Capital Expense - Other | - | - | - | - | |
| TOTAL Expenditures | \$ 30,080.73 | \$ 351,224.99 | \$ 434,722.14 | \$ 83,497.15 | 80.79% |

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

| | Current Month | General Fund Year to date | Budget | Available Balance | % of the budget used |
|------------------------------------|------------------|------------------------------|-----------------------------|----------------------|-------------------------|
| INCREASE/DECREASE IN NET ASSETS | 76,732.05 | 85,008.61 | 106,081.86 | 21,073.25 | |
| Beginning Net Assets | | \$ <u>29,992.37</u> | \$ <u>29,992.37</u> | | |
| Ending Net Assets | | \$ <u><u>115,000.98</u></u> | \$ <u><u>136,074.23</u></u> | | |

| | Date | Name | Memo | Debit | Credit | Balance |
|-----------------------------------|------------|--------------------|----------------------------------|-----------|------------|------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 47900 • Member Dues | | | | | | |
| Lowell Township | | | | | | |
| | 01/01/2022 | Lowell Township | 3rd Quarter Services | | 39,615.13 | 39,615.13 |
| Total Lowell Township | | | | 0.00 | 39,615.13 | 39,615.13 |
| Vergennes Township | | | | | | |
| | 01/01/2022 | Vergennes Township | 3rd Quarter Services | | 32,768.23 | 32,768.23 |
| Total Vergennes Township | | | | 0.00 | 32,768.23 | 32,768.23 |
| City of Lowell | | | | | | |
| | 01/01/2022 | City of Lowell | 3rd Quarter Services | | 34,424.65 | 34,424.65 |
| Total City of Lowell | | | | 0.00 | 34,424.65 | 34,424.65 |
| Total 47900 • Member Dues | | | | 0.00 | 106,808.01 | 106,808.01 |
| Interest Income | | | | | | |
| | 01/31/2022 | Interest | | | 4.77 | 4.77 |
| Total Interest Income | | | | 0.00 | 4.77 | 4.77 |
| Total Income | | | | 0.00 | 106,812.78 | 106,812.78 |
| Gross Profit | | | | 0.00 | 106,812.78 | 106,812.78 |
| Expense | | | | | | |
| 7 • Salaries-full time | | | | | | |
| | 01/14/2022 | | Period: 12/26/2021 to 01/08/2022 | 2,384.62 | | 2,384.62 |
| | 01/28/2022 | | Period: 01/09/2022 to 01/22/2022 | 2,384.62 | | 4,769.24 |
| Total 7 • Salaries-full time | | | | 4,769.24 | 0.00 | 4,769.24 |
| 8 • Wages-Part Time | | | | | | |
| | 01/10/2022 | | Period: 12/01/2021 to 12/31/2021 | 15,501.00 | | 15,501.00 |
| Total 8 • Wages-Part Time | | | | 15,501.00 | 0.00 | 15,501.00 |
| 9 • Payroll Taxes | | | | | | |
| | 01/10/2022 | | Period: 12/01/2021 to 12/31/2021 | 1,185.83 | | 1,185.83 |
| | 01/14/2022 | | Period: 12/26/2021 to 01/08/2022 | 182.43 | | 1,368.26 |
| | 01/28/2022 | | Period: 01/09/2022 to 01/22/2022 | 182.41 | | 1,550.67 |
| Total 9 • Payroll Taxes | | | | 1,550.67 | 0.00 | 1,550.67 |
| 64900 • Office Supplies | | | | | | |
| | 01/10/2022 | Adobe | XX1554 CHK REC PAYMENT ADOBI | 15.89 | | 15.89 |
| | 01/25/2022 | Amazon.com | Invoice 3490616 | 133.44 | | 149.33 |
| | 01/27/2022 | Amazon.com | PO 64900 | 55.85 | | 205.18 |
| Total 64900 • Office Supplies | | | | 205.18 | 0.00 | 205.18 |
| 68000 • Operating Supplies | | | | | | |
| | 01/04/2022 | AED Superstore | Order 534340 | 573.61 | | 573.61 |

| | | | | | |
|--|--|--|----------|------|----------|
| | 01/10/2022 J&B Medical Supply | Invoice 8009329 | 34.00 | | 607.61 |
| | 01/10/2022 J&B Medical Supply | Invoice 8009327 | 36.80 | | 644.41 |
| | 01/11/2022 J&B Medical Supply | Invoice 8015569 | 343.26 | | 987.67 |
| | 01/11/2022 Bernard's Ace Hardware | corpayone 1000143500 BernardsAce | 88.42 | | 1,076.09 |
| | 01/12/2022 Turnout Management | Invoice 25118 | 388.50 | | 1,464.59 |
| | 01/14/2022 J&B Medical Supply | corpayone 1000144235 J&B Medical | 21.25 | | 1,485.84 |
| | 01/17/2022 J&B Medical Supply | Invoice 8030681 | 12.47 | | 1,498.31 |
| | 01/24/2022 J&B Medical Supply | Invoice 8050112 | 50.92 | | 1,549.23 |
| | 01/25/2022 J&B Medical Supply | Invoice 8052487 | 83.50 | | 1,632.73 |
| | 01/25/2022 Amazon.com | Order # 4575426 | 44.98 | | 1,677.71 |
| | 01/31/2022 Amazon.com | Order 3706603 | 59.98 | | 1,737.69 |
| Total 68000 · Operating Supplies | | | 1,737.69 | 0.00 | 1,737.69 |
| 62300 · Fuel | | | | | |
| | 01/13/2022 Fuel Management System - Pacific Pride | | 190.48 | | 190.48 |
| | 01/27/2022 Fuel Management System - Pacific Pride | | 171.77 | | 362.25 |
| Total 62300 · Fuel | | | 362.25 | 0.00 | 362.25 |
| 67000 · Professional Services | | | | | |
| 67006 · Other Memberships | | | | | |
| | 01/01/2022 Kent County Emergency S Invoice 5678 | | 269.30 | | 269.30 |
| Total 67006 · Other Memberships | | | 269.30 | 0.00 | 269.30 |
| 67002 · Accounting | | | | | |
| | 01/04/2022 Billing EFT Payment | | 500.00 | | 500.00 |
| | 01/20/2022 Strategic Accounting & Tax Solutions | | 295.00 | | 795.00 |
| Total 67002 · Accounting | | | 795.00 | 0.00 | 795.00 |
| 67005 · Kent County Fire Assessment | | | | | |
| | 01/05/2022 Kent County Fire Chief's A Invoice 247 | | 40.00 | | 40.00 |
| Total 67005 · Kent County Fire Assessment | | | 40.00 | 0.00 | 40.00 |
| Total 67000 · Professional Services | | | 1,104.30 | 0.00 | 1,104.30 |
| 68600 · Public Utilities | | | | | |
| | 01/07/2022 Consumers Energy | Service Dates 12.10.2021 to 01.07.2022 | 706.90 | | 706.90 |
| | 01/11/2022 AT&T | Invoice 287309040901X01192022 | 236.34 | | 943.24 |
| | 01/14/2022 Comcast Business | Services from 01.23.2022 - 02.22.2022 | 115.43 | | 1,058.67 |
| | 01/15/2022 City of Lowell #2-02215-1- For dates 12/16/2021 - 01/15/2022 | | 149.72 | | 1,208.39 |
| | 01/15/2022 City of Lowell #2-02210-2 - For service dates 12/16/2021 - 01/15/2022 | | 414.21 | | 1,622.60 |
| | 01/17/2022 Lowell Light and Power | Invoice 3564 | 327.14 | | 1,949.74 |
| | 01/19/2022 City of Lowell #2-02215-1- Inv 6889 | | 57.14 | | 2,006.88 |
| | 01/27/2022 Red Creek Waste Services Invoice 21R00356 | | 40.28 | | 2,047.16 |
| Total 68600 · Public Utilities | | | 2,047.16 | 0.00 | 2,047.16 |
| 67200 · Repairs and Maintenance | | | | | |
| 67202 · R/M Vehicles | | | | | |

| | | | | | |
|---------------------------------------|--------------------------------------|---|-------------------------|--------------------------|-------------------------|
| | 01/04/2022 Eagle Engraving | Invoice 2022-040 | 70.95 | | 70.95 |
| | 01/20/2022 Fire Pros | Invoice 1833563 | 473.00 | | 543.95 |
| | 01/24/2022 Betten Baker GMC | Invoice 537386 | 74.64 | | 618.59 |
| | 01/24/2022 Green's R&R Wrecker | Invoice 22-03316 | 340.73 | | 959.32 |
| | 01/25/2022 Amazon.com | Invoice 3490616 | 49.50 | | 1,008.82 |
| | 01/26/2022 Cummins Sales & Service | Invoice S3-32165 | 243.86 | | 1,252.68 |
| | 01/31/2022 Amazon.com | Order 3706603 | 37.99 | | 1,290.67 |
| | | | <u>1,290.67</u> | <u>0.00</u> | <u>1,290.67</u> |
| Total 67202 · R/M Vehicles | | | 1,290.67 | 0.00 | 1,290.67 |
| Total 67200 · Repairs and Maintenance | | | | | |
| 64800 · Miscellaneous | | | | | |
| | 01/18/2022 Commercial Service Charge | | 6.00 | | 6.00 |
| | | | <u>6.00</u> | <u>0.00</u> | <u>6.00</u> |
| Total 64800 · Miscellaneous | | | 6.00 | 0.00 | 6.00 |
| 68300 · Training | | | | | |
| | 01/10/2022 Michigan State Firemen's | Invoice 4380 | 811.57 | | 811.57 |
| | 01/11/2022 ISFSI | Live Fire Instructor Event Registration | 695.00 | | 1,506.57 |
| | | | <u>1,506.57</u> | <u>0.00</u> | <u>1,506.57</u> |
| Total 68300 · Training | | | 1,506.57 | 0.00 | 1,506.57 |
| Total Expense | | | <u>30,080.73</u> | <u>0.00</u> | <u>30,080.73</u> |
| Net Ordinary Income | | | <u>30,080.73</u> | <u>106,812.78</u> | <u>76,732.05</u> |
| | | | <u>30,080.73</u> | <u>106,812.78</u> | <u>76,732.05</u> |

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY

Departmental Administrative Policy

Subject: Fire Chief's Vehicle

AP Reference #: A0311

Original Effective Date:

Revision Date:

☒ **Administrative**

Purpose :

As a benefit to the Chief and the Community, the Fire Chief shall be issued a department "Take-home" vehicle. Below are the best practices for the use of the vehicle and should be adhered to as close as possible.

- a) The Fire Chief's Vehicles shall only be driven by the Chief, or designated Fire Department personnel.
- b) The Fire Chief's Vehicle is to be used primarily to transport the Fire Chief, and other Department personnel to alarms, drills, training sessions (teaching or attending), parades, funerals or other activities. The vehicle shall be licensed to the EMS level of the department.
- c) Persons other than Fire Department personnel may ride in the Fire Chief's vehicle during non-emergency conditions.
- d) The Fire Chief's vehicle may be used by the Chief for transportation to and from the firehouse, as well as for personal travel as long as the user and vehicle are available to respond to an emergency if needed.
- e) No political or commercial signs/stickers shall be displayed on the vehicle.
- f) The user shall, be cognizant of the fact that they are identifiable as a member of the Lowell Area Fire Department, and exercise good judgment at all times.
- g) The Fire Chief's vehicle shall be maintained by the user with all necessary equipment to respond to emergency calls. A Department fuel card will be issued for the vehicle. The user is responsible for the cleanliness and general upkeep of the vehicle. Any needed repairs shall be documented. Any damage to the vehicle shall be immediately reported to the Authority Board Chair and documented in writing and any appropriate paperwork completed and filed. All required service and repairs will be made at the expense of the Authority
- h) Any user shall, fully comply with all State of Michigan emergency and non-emergency driving laws, including those contained in the State of Michigan Vehicle and Traffic Laws at all times .

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY RESERVES THE RIGHT TO ALTER, AMEND, MODIFY OR ELIMINATE THIS POLICY AT ANY TIME WITHOUT PRIOR NOTICE.

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY

Departmental Administrative Policy

Authored by: Shannon L. Witherell, Fire Chief
Reviewed by: Command Staff
Approved by: LAFESA Board





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

Monday, February 07, 2022

Fire Authority Board:

We responded to 80 total incidents for the month of January. Including a pin-in crash in Vergennes TWP, a chimney fire in Vergennes Twp, and a serious crash in Lowell TWP.

A faulty door switch was found to be the source of an alarm on Engine 2. We are still working on the ABS light with the chassis manufacture.

The Lowell Ledger did a nice write up on the addition of Little Chief. This month we are meeting with them to talk addiction and mental health in our community.

We have started the process of upgrading our state medical license to EMT. We should have the changeover for the first two trucks by the end of February.

We received notice that or new Engine chassis should be complete and ready for an inspection by the end of May.

We are starting a rebuild of the two brush trucks. This work will be done in-house and will focuses on the skid systems in both trucks to make necessary repairs before the start of brush season.

Our cable fund and Michigan Department of Treasury grants have been submitted

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 Dept.

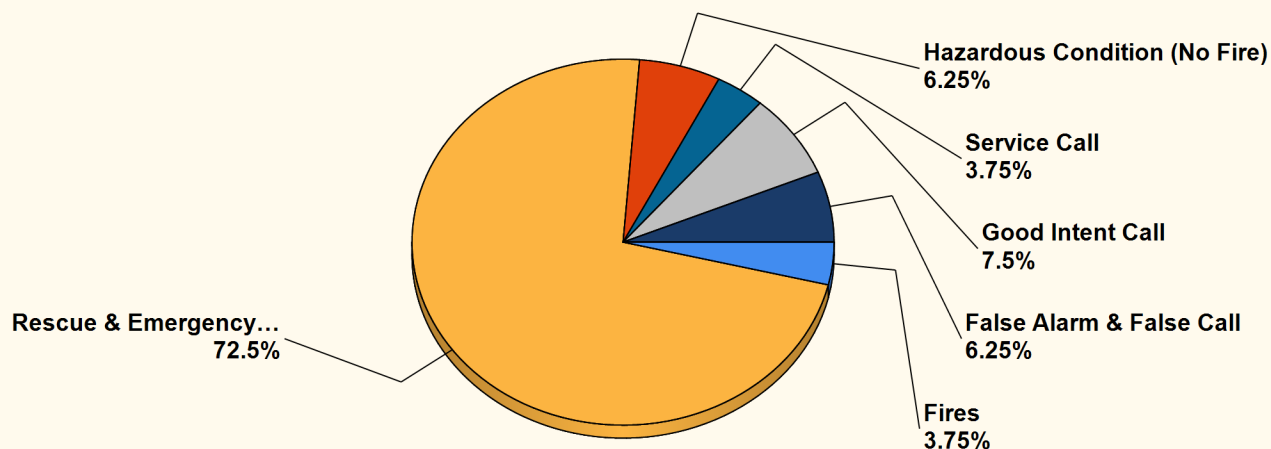
Lowell, MI

This report was generated on 2/2/2022 2:19:05 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 01/31/2022



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 3 | 3.75% |
| Rescue & Emergency Medical Service | 58 | 72.5% |
| Hazardous Condition (No Fire) | 5 | 6.25% |
| Service Call | 3 | 3.75% |
| Good Intent Call | 6 | 7.5% |
| False Alarm & False Call | 5 | 6.25% |
| TOTAL | 80 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553
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Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|-------------|
| 114 - Chimney or flue fire, confined to chimney or flue | 3 | 3.75% |
| 311 - Medical assist, assist EMS crew | 3 | 3.75% |
| 321 - EMS call, excluding vehicle accident with injury | 45 | 56.25% |
| 322 - Motor vehicle accident with injuries | 6 | 7.5% |
| 324 - Motor vehicle accident with no injuries. | 4 | 5% |
| 412 - Gas leak (natural gas or LPG) | 1 | 1.25% |
| 424 - Carbon monoxide incident | 2 | 2.5% |
| 444 - Power line down | 2 | 2.5% |
| 511 - Lock-out | 3 | 3.75% |
| 611 - Dispatched & cancelled en route | 6 | 7.5% |
| 700 - False alarm or false call, other | 2 | 2.5% |
| 731 - Sprinkler activation due to malfunction | 1 | 1.25% |
| 743 - Smoke detector activation, no fire - unintentional | 1 | 1.25% |
| 745 - Alarm system activation, no fire - unintentional | 1 | 1.25% |
| TOTAL INCIDENTS: | 80 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Lowell Area Fire Dept.

Lowell, MI

This report was generated on 2/2/2022 2:20:08 PM



Incident Count with Man-Hours per Zone for Date Range

Incident Type(s): All Incident Types | Start Date: 01/01/2022 | End Date: 01/31/2022

| ZONE | INCIDENT COUNT | MAN-HOURS |
|---|----------------|---------------|
| City of Lowell - City | 28 | 27:08 |
| Lowell Township - Lowell Township | 34 | 113:22 |
| Vergennes Township - Vergennes Township | 18 | 86:26 |
| TOTAL | 80 | 226:56 |

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



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Doc Id: 1306

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Lowell Area Fire Dept.

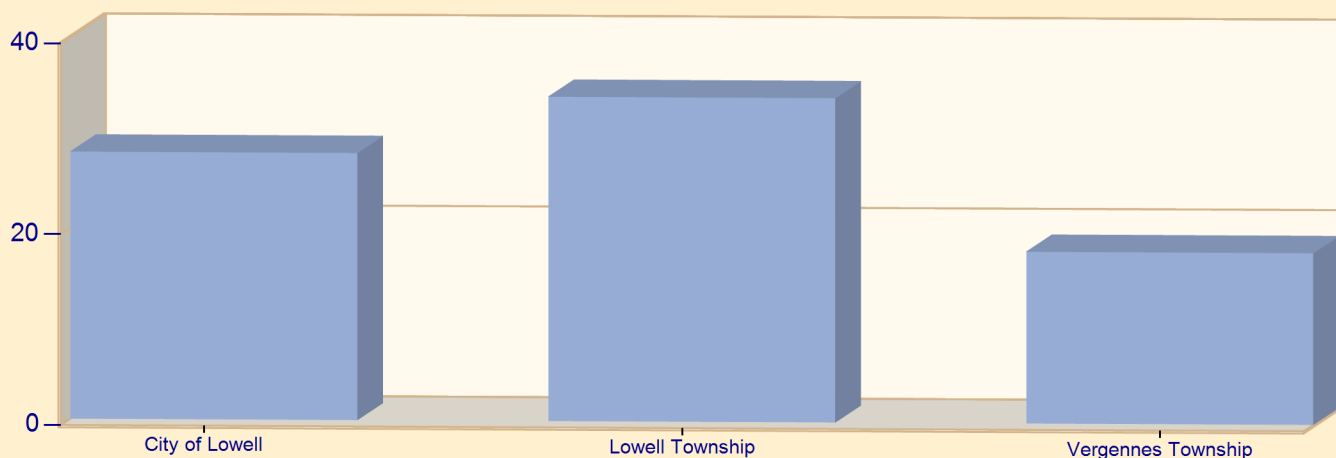
Lowell, MI

This report was generated on 2/2/2022 2:19:46 PM



Incident Type Count per Zone for Date Range

Start Date: 01/01/2022 | End Date: 01/31/2022



| ZONES | INCIDENT TYPE | COUNT |
|---|---|-------|
| City of Lowell - City | | |
| | 311 - Medical assist, assist EMS crew | 2 |
| | 321 - EMS call, excluding vehicle accident with injury | 19 |
| | 511 - Lock-out | 1 |
| | 611 - Dispatched & cancelled en route | 4 |
| | 731 - Sprinkler activation due to malfunction | 1 |
| | 745 - Alarm system activation, no fire - unintentional | 1 |
| | Total Incidents for City of Lowell - City : | 28 |
| Lowell Township - Lowell Township | | |
| | 114 - Chimney or flue fire, confined to chimney or flue | 2 |
| | 311 - Medical assist, assist EMS crew | 1 |
| | 321 - EMS call, excluding vehicle accident with injury | 18 |
| | 322 - Motor vehicle accident with injuries | 2 |
| | 324 - Motor vehicle accident with no injuries. | 3 |
| | 412 - Gas leak (natural gas or LPG) | 1 |
| | 424 - Carbon monoxide incident | 2 |
| | 444 - Power line down | 1 |
| | 511 - Lock-out | 2 |
| | 700 - False alarm or false call, other | 2 |
| | Total Incidents for Lowell Township - Lowell Township: | 34 |
| Vergennes Township - Vergennes Township | | |

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

| ZONES | INCIDENT TYPE | COUNT |
|----------------------------------|---|-----------|
| | 114 - Chimney or flue fire, confined to chimney or flue | 1 |
| | 321 - EMS call, excluding vehicle accident with injury | 8 |
| | 322 - Motor vehicle accident with injuries | 4 |
| | 324 - Motor vehicle accident with no injuries. | 1 |
| | 444 - Power line down | 1 |
| | 611 - Dispatched & cancelled en route | 2 |
| | 743 - Smoke detector activation, no fire - unintentional | 1 |
| | <i>Total Incidents for Vergennes Township - Vergennes Township:</i> | <i>18</i> |
| <i>Total Count for all Zone:</i> | | <i>80</i> |

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

