

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



Monday, February 06, 2023

LOWELL AREA FIRE AND EMERGENCY  
SERVICES AUTHORITY  
MEETING NOTICE  
Thursday February 9 , 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, February 9, 2023, 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 January 5, 2023

4. FINANCIAL REPORTS

A. FINANCIAL REPORT February, 2023

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

6. OLD BUSINESS

A. Joint meeting discussion

7. NEW BUSINESS

- A. Rockford Ambulance Annual presentation
- B. 2022 Annual Agency report
- C. Discussion regarding Fiscal year and payments

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING(S)

March 9th 2023 at 7:00 PM

12. ADJOURNMENT

# Lowell Area Fire & Emergency Services Authority

## Meeting Minutes

Thursday, January 5<sup>th</sup>, 2023 at 7:00pm.  
Look Memorial Fire Station.

### 1) **ROLL CALL:**

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

Members present: Carlton Blough, Tim Wittenbach, Mike DeVore, Dave Wikstrom, 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 November 10<sup>th</sup> meeting as presented. Yes-All. Motion carried.

### 4) **FINANCIAL REPORTS:**

-Financial Reports for December and January were presented and accepted.

### 5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

### 7) **OLD BUSINESS:**

-None.

### 8) **NEW BUSINESS:**

A) Election of 2023 Board Officers: IT WAS MOVED BY DERNOCOEUR and seconded by BLOUGH for all Board Officers to retain positions for the 2023 calendar year. Yes-All. Motion carried.

B) FY 2024 Budget Approval Resolution and Public Hearing: A resolution, public hearing and roll call vote were needed for final budget approval. No public comment was received. IT WAS MOVED BY DERNOCOEUR and seconded by DEVORE to approve budget resolution 23-001. Yes-All. Motion carried.

C) Approval of 2023 meeting schedule. The board wishes to continue meeting on the second Thursday of each month at 7pm. IT WAS MOVED BY WIKSTROM and seconded by DEVORE to approve the 2023 meeting schedule. Yes-All. Motion carried.

D) LCTV Grant: Chief Witherell requested approval to apply for a grant for replacement nozzles. IT WAS MOVED BY BLOUGH and seconded by WITTENBACH to approve the grant request. Yes-All. Motion carried.

E) Promotion of Captain Sean Donahue to Battalion Chief: Chief Witherell recommended the promotion of Captain Sean Donahue to the position of Battalion Chief. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to support Chief Witherell's recommendation. Yes-All. Motion carried. Board Secretary DeVore administered the Oath of Office.

**9) COMMITTEE REPORTS:**

A) CAPITAL APPROPRIATIONS:

-The new engine arrives tomorrow. The dedication will be scheduled for February 11<sup>th</sup>, pending Chief Martin's availability.

B) FINANCIAL:

-None.

**10) FIRE CHIEF REPORT AND UPDATES:**

-Chief Witherell provided the Board with his report. Included were a responses for November, December and year-end. He also provided a MABIS update.

**11) MEMBER COMMENTS:**

-BLOUGH suggested setting a date for the joint municipality meeting. March 27<sup>th</sup> emerged as the best possible option. Chief Witherell will reach out to a facilitator.

**12) DATE FOR NEXT MEETING:**

The next meeting is scheduled for February 9<sup>th</sup>, 2023 at 7pm.

**13) ADJOURNMENT:**

IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 7:52pm. Yes-All. Meeting adjourned.

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-Mike DeVore, Recording Secretary

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-Jessica Marks, Authority Board Chair

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

**ASSETS**

Unrestricted

**Current Assets**

Cash	\$ 64,983.14
Due from Lowell Township	158,854.67
Due from Vergennes Township	158,854.67
Due from City of Lowell	158,854.67
<b>TOTAL Current Assets</b>	<u>541,547.15</u>

**Fixed Assets**

Furniture and Equipment	-
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**TOTAL ASSETS** \$ 541,547.15

**Current Liabilities**

**LIABILITIES AND NET ASSETS**

Payroll Clearing	(1,037.55)
Deferred Revenue	-
Accounts Payable	\$ 3,038.79
Accrued Payroll	-
Payroll liabilities	903.96

**Long-Term Liabilities** **TOTAL Current Liabilities** 2,905.20

**Net Assets** **TOTAL Long-Term liabilities** -

Beginning Net Assets	(13,801.27)
Increase (Decrease) Net Assets	552,443.22
<b>TOTAL Net Assets</b>	<u>538,641.95</u>

**TOTAL LIABILITIES AND NET ASSETS** \$ 541,547.15

**Lowell Fire Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the One and Seven Months Ended January 2023**

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
<b>Revenues</b>					
Lowell Township	51,451.98	\$ 154,355.94	205,807.90	\$ 51,451.96	75.00%
Vergennes Township	41,254.03	123,762.09	165,016.11	41,254.02	75.00%
City of Lowell	42,414.00	127,242.00	169,655.99	42,413.99	75.00%
Cost of Recovery Program	-	4,023.50	-	(4,023.50)	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	12.88	47.21	-	(47.21)	#DIV/0!
Misc. Income	476,564.01	482,484.01	-	(482,484.01)	#DIV/0!
<b>Total Revenues</b>	<b>\$ 611,696.90</b>	<b>\$ 898,760.75</b>	<b>\$ 540,480.00</b>	<b>\$ (358,280.75)</b>	<b>166.29%</b>
<b>Expenditures</b>					
Salaries--Permanent	6,456.93	53,885.67	\$ 106,880.00	\$ 52,994.33	50.42%
Salaries--Temporary	16,983.00	111,425.17	185,700.00	74,274.83	60.00%
Payroll Taxes	1,793.25	12,646.35	24,000.00	11,353.65	52.69%
Worker's Compensation	-	8,682.00	16,200.00	7,518.00	53.59%
Office Supplies	15.89	947.58	1,000.00	52.42	94.76%
Operating Supplies	1,527.37	35,799.62	35,000.00	(799.62)	102.28%
Fuel	737.73	8,037.58	8,000.00	(37.58)	100.47%
Professional Services					
Legal	-	322.00	3,000.00	2,678.00	10.73%
Accounting	295.00	5,075.00	7,000.00	1,925.00	72.50%
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	309.30	16,000.00	15,690.70	1.93%
Other Memberships	-	965.55	1,640.00	674.45	58.88%
Communications	-	5,321.83	14,000.00	8,678.17	38.01%
Travel Expenses	-	1,327.02	2,500.00	1,172.98	53.08%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	2,029.90	12,393.99	15,000.00	2,606.01	82.63%
Repair and Maintenance--Buildings	-	9,269.13	8,900.00	(369.13)	104.15%
Repair and Maintenance--Vehicles	3,688.42	5,875.53	12,000.00	6,124.47	48.96%
Repair and Maintenance--Other	-	2,639.98	5,500.00	2,860.02	48.00%
Miscellaneous	6.00	538.87	1,500.00	961.13	35.92%
Public Education	-	658.88	1,500.00	841.12	43.93%
Training	542.32	13,931.69	16,000.00	2,068.31	87.07%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	24,822.31	30,801.81	33,000.00	2,198.19	93.34%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
<b>TOTAL Expenditures</b>	<b>\$ 59,207.42</b>	<b>\$ 346,317.53</b>	<b>\$ 540,480.00</b>	<b>\$ 194,162.47</b>	<b>64.08%</b>
<b>INCREASE/DECREASE IN NET ASSETS</b>	<b>552,489.48</b>	<b>552,443.22</b>	<b>-</b>	<b>(552,443.22)</b>	
Beginning Net Assets		\$ (13,801.27)	\$ (13,801.27)		
Ending Net Assets		\$ 538,641.95	\$ (13,801.27)		

	Name	Memo	Clr	Debit	Credit	Balance
Ordinary Income/Expense						
Income						
47900 · Member Dues						
Lowell Township						
	Lowell Township	3rd Quarter Services January - March 2023			51,451.98	51,451.98
	Total Lowell Township			0.00	51,451.98	51,451.98
Vergennes Township						
	Vergennes Township	3rd Quarter Services January - March 2023			41,254.03	41,254.03
	Total Vergennes Township			0.00	41,254.03	41,254.03
City of Lowell						
	City of Lowell	3rd Quarter Services January - March 2023			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
Interest Income						
		Interest			12.88	12.88
Total Interest Income				0.00	12.88	12.88
Other Income						
	City of Lowell	Fire Apparatus			158,854.67	158,854.67
	Lowell Township	Fire Apparatus			158,854.67	317,709.34
	Vergennes Township	Fire Apparatus			158,854.67	476,564.01
Total Other Income				0.00	476,564.01	476,564.01
Total Income				0.00	611,696.90	611,696.90
Gross Profit				0.00	611,696.90	611,696.90
Expense						
7 · Salaries-full time						
		Period: 12/25/2022 to 01/07/2023		3,824.62		3,824.62
		Period: 01/08/2023 to 01/21/2023		2,632.31		6,456.93
Total 7 · Salaries-full time				6,456.93	0.00	6,456.93
8 · Wages-Part Time						
		Period: 12/01/2022 to 12/31/2022		16,378.50		16,378.50
		Period: 12/25/2022 to 01/07/2023 - Brenda		604.50		16,983.00
Total 8 · Wages-Part Time				16,983.00	0.00	16,983.00
9 · Payroll Taxes						
		Period: 12/01/2022 to 12/31/2022		1,253.04		1,253.04
		Period: 12/25/2022 to 01/07/2023		338.84		1,591.88
		Period: 01/08/2023 to 01/21/2023		201.37		1,793.25
Total 9 · Payroll Taxes				1,793.25	0.00	1,793.25
64900 · Office Supplies						

	Adobe		15.89		15.89
Total 64900 · Office Supplies			15.89	0.00	15.89
<b>68000 · Operating Supplies</b>					
	Bound Tree	2022 ACCOUNT BALANCE	9.86		9.86
	Eagle Engraving		40.15		50.01
	J&B Medical Supply	8996733	28.46		78.47
	Macqueen Equipment	P10119	66.20		144.67
	Bound Tree	84814910	240.39		385.06
	Bound Tree		159.52		544.58
	Bound Tree		199.99		744.57
	Macqueen Equipment		387.35		1,131.92
	J&B Medical Supply	Inv 9068796	12.25		1,144.17
	Amazon.com		56.70		1,200.87
	Eagle Engraving		326.50		1,527.37
Total 68000 · Operating Supplies			1,527.37	0.00	1,527.37
<b>62300 · Fuel</b>					
	Fuel Management System - Inv 184135		417.28		417.28
	Fuel Management System - Invoice 185399		320.45		737.73
Total 62300 · Fuel			737.73	0.00	737.73
<b>67000 · Professional Services</b>					
<b>67002 · Accounting</b>					
	Strategic Accounting & Tax Solutions		295.00		295.00
Total 67002 · Accounting			295.00	0.00	295.00
<b>67005 · Kent County Fire Assessment</b>					
	Kent County Emergency Services Inc.		269.30		269.30
	Kent County Fire Chief's Association		40.00		309.30
Total 67005 · Kent County Fire Assessment			309.30	0.00	309.30
Total 67000 · Professional Services			604.30	0.00	604.30
<b>68600 · Public Utilities</b>					
	Consumers Energy	Service dates 12.8.22 - 1.7.23	1,105.60		1,105.60
	AT&T	01192023	236.40		1,342.00
	Lowell Light and Power		41.27		1,383.27
	Comcast Business	Services from 1.23.23 - 2.22.23	35.20		1,418.47
	Lowell Light and Power		571.19		1,989.66
	GFL Environmental		40.24		2,029.90
Total 68600 · Public Utilities			2,029.90	0.00	2,029.90
<b>67200 · Repairs and Maintenance</b>					
<b>67202 · R/M Vehicles</b>					
	Spencer Manufacturing		697.09		697.09



	Ronda Auto Centers	Invoice 54753	51.76		748.85
	D&D Truck and Traylor Repair		529.64		1,278.49
	Dri-Dek Kendall Products		497.74		1,776.23
	Amazon.com		1,678.24		3,454.47
	Macqueen Equipment		233.95		3,688.42
Total 67202 · R/M Vehicles			3,688.42	0.00	3,688.42
Total 67200 · Repairs and Maintenance			3,688.42	0.00	3,688.42
<b>64800 · Miscellaneous</b>					
		Service Charge	6.00		6.00
Total 64800 · Miscellaneous			6.00	0.00	6.00
<b>68300 · Training</b>					
	Eventbrite		194.22		194.22
	Eventbrite		97.11		291.33
	National Registry Emergenc Inv 494248		104.00		395.33
	Chris Tomic	Reimbursement for Bureau of EMS Trainir	40.00		435.33
	Jim Weiler	Reimbursement for Bureau of EMS Trainir	40.00		475.33
	Bureau of EMS, Trauma & F License for Ian Shears		40.00		515.33
	Amazon.com		26.99		542.32
Total 68300 · Training			542.32	0.00	542.32
<b>69000 · Capital Expense</b>					
<b>69002 · Fire &amp; Rescue Vehicle Equipment</b>					
	County of Kent	Inv 23010600011	24,600.00		24,600.00
	Amazon.com		71.73		24,671.73
	Amazon.com		95.80		24,767.53
	Amazon.com		126.51		24,894.04
	Amazon.com	Deposit		71.73	24,822.31
Total 69002 · Fire & Rescue Vehicle Equipment			24,894.04	71.73	24,822.31
Total 69000 · Capital Expense			24,894.04	71.73	24,822.31
Total Expense			59,279.15	71.73	59,207.42
Net Ordinary Income			59,279.15	611,768.63	552,489.48
<b>Net Income</b>			<b>59,279.15</b>	<b>611,768.63</b>	<b>552,489.48</b>



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

Monday, February 06, 2023

Fire Authority Board:

We responded to 89 total incidents for the month of January, last January we responded to 84 incidents. January 2023 included a mobile home fire in Lowell TWP, a garbage truck fire in the City and two fires caused by cooking in the City. We also provided aid to Saranac on a medical call.

Firefighter Tomic and Firefighter Shears have both completed their NREMT test successfully.

We received a \$1,500.00 grant from the Michigan PAR plan to install dash cams in all of our trucks. The cameras have been received and installed and the grant has been closed. We should see the reimbursement check from PAR in the coming days.

The staff has put hundreds of hour into mounting equipment and building shelving for Engine 1. We are excited to place this truck into service this weekend.

We had a major breakdown on Engine 2. We had to have the all three of the DEF filters replaced on the truck. Once the invoice is received, we will be sending it out to the three municipalities. We are expecting the invoice to be around \$15,000.00.

We had two members take part in an ice cream social event at one of our elementary schools. While with the first graders them played games and read a book to the students.

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: 01/01/23 - 01/31/23 23:59:59

Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	56	0
311 Medical assist, assist EMS crew	10	0
611 Dispatched & canceled en route	6	0
322 Motor vehicle accident with injuries	5	0
324 Motor vehicle accident with no injuries.	2	0
111 Building fire	2	0
113 Cooking fire, confined to container	2	0
132 Road freight or transport vehicle fire	1	0
300 Rescue, EMS incident, other	1	0
444 Power line down	1	0
600 Good intent call, other	1	0
651 Smoke scare, odor of smoke	1	0
320 Emergency medical service incident, other	1	0

	Incidents	Exposures
Total	89	0



Zone	IncidentCount	ManHours
City of Lowell	31	80:46:16
Lowell Township	45	166:41:29
Saranac	1	01:36:21
Vergennes Township	12	28:14:07

