

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



Monday, March 08, 2021

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE
THURSDAY, March 11, 2020 AT 7:00 P.M.
AT
LOWELL FIRE DEPARTMENT
315 S. HUDSON
LOWELL, MI 49331
Also via Zoom

<https://us02web.zoom.us/j/86134842584?pwd=UUV3cHUweXMzK0xVZjJqaUc1ZFkrUT09>

Meeting ID: 861 3484 2584
Passcode: 951349
One tap mobile
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LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Thursday, March, 2021 7:00 p.m.
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 February 11, 2021

4. FINANCIAL REPORTS

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

6. Guest Speaker

7. OLD BUSINESS

- A. Lou Bender (DeVore)
- B. Cost Recovery Ordinance
- C. Updated Administrative Policy Hand Book

8. NEW BUSINESS

9. COMMITTEE REPORTS

- A. Capital Appropriations
 - 1. County Truck
- B. Financial

10. FIRE CHIEF'S REPORT AND UPDATES

11. MEMBER COMMENTS

12. DATE FOR NEXT MEETING(S)

13. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, February 11th, 2021 at 7:00pm.

Held virtually via the Zoom Platform.

1) **ROLL CALL:**

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

Members present: Jessica Marks, Carlton Blough, Tim Wittenbach, Kate Dernocoeur, Dave Pasquale, Mike DeVore

Also present: Fire Chief Shannon Witherell.

2) **APPROVAL OF THE AGENDA:**

IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the agenda as presented. Yes-Pasquale, Wittenbach, Dernocoeur, Blough, Marks, DeVore. Motion carried.

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the minutes from the January 14th regular meeting as presented. Yes-Marks, Blough, Wittenbach, Dernocoeur, Pasquale, DeVore. Motion carried.

4) **FINANCIAL REPORTS:**

IT WAS MOVED BY DERNOCOEUR and seconded by DEVORE to accept the Financial Reports from November and December as presented. Yes-DeVore, Pasquale, Marks, Blough, Dernocoeur, Wittenbach. Motion carried.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

6) **OLD BUSINESS:**

A) KCEMS Awards Presentation: Chief Witherell, Firefighter Oswald and Lieutenant Kelley were presented Life Saver Awards from Lance Corey of KCEMS for their Class 1 save from Arrowhead Golf Course. No motion was necessary.

B) 2021/2022 Budget: The preliminary budget was presented to all three municipalities for review. IT WAS MOVED BY BLOUGH and seconded by DERNOCOEUR to approve the 2021/2022 budget for adoption. Yes-Marks, Blough, Dernocoeur, Wittenbach, Pasquale, DeVore. Motion carried.

C) Cost Recovery Ordinance: The ordinance was discussed and will head to municipalities for addition. No motion was necessary.

D) Updated Administrative Policy Handbook: Chief Witherell will distribute PDF copies (or printed copies on request) to the all board members for review. Item was tabled to March meeting. No motion was necessary.

7) NEW BUSINESS:

A) Lew Bender: Board Member DeVore presented possible dates in April for a facilitation from Dr. Lew Bender. Costs will be gathered and brought before the board, based on interest. No motion was necessary.

B) Employee Retirements: Chief Witherell has discussed multiple retirement account options. The only account available was through ICMARC. It will also allow for retirement options for all employees, including the on-call personnel. IT WAS MOVED BY DEVORE and seconded by PASQUALE to use ICMARC for department retirement accounts. Yes-Blough, Wittenbach, Dernocoeur, DeVore, Pasquale, Blough. Motion carried.

C) 2020 Annual Report: Chief Witherell presented the 2020 annual report and provided the highlights. Copies will be made available to all municipalities for their websites and will be presented at public meeting for any municipalities interested. No motion was necessary.

D) Promotion of Department Firefighters: Firefighters Ashley Putney, Don Shaffer and Jordan Lambert were promoted from probationary members to firefighters and were administered their oath by Chief Witherell. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to accept the promotions. Yes-DeVore, Pasquale, Wittenbach, Dernocoeur, Blough, Marks. Motion carried.

8) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

- i) County Truck: Community Fund grant application has been moved to next grant cycle.
- ii) Fire Chief Vehicle: Has been delivered and is in service.

B) FINANCIAL:

-None.

9) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with is report. Included were January response numbers, updates on training and new hires. IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve \$7800 in spending on gear for new members. Yes-Marks, Pasquale, DeVore, Blough, Wittenbach, Dernocoeur. Motion carried.

10) MEMBER COMMENTS:

-WITTENBACH stated that Chief Witherell is doing a great job.

-DERNOCOEUR congratulated the newly promoted firefighters and asked Chief Witherell for a different call response breakdown.

11) DATE FOR NEXT MEETING:

-The next regular meeting will take place on Thursday, March 11th, 2021 at 7pm. In person or on the Zoom platform to be discussed at a later date pending weather.

12) ADJOURNMENT:

-IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 8:15pm. Yes-Marks, DeVore, Wittenbach, Dernocoeur, Pasquale, Blough.
Meeting adjourned.

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
February 28th, 2021

ASSETS

Unrestricted

Current Assets

Cash	\$ 82,151.80
Due from Lowell Township	-
Due from Vergennes Township	-
Due from City of Lowell	-
TOTAL Current Assets	<u>82,151.80</u>

Fixed Assets

Furniture and Equipment	1,730.70
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TOTAL ASSETS	<u><u>\$ 83,882.50</u></u>
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Current Liabilities

LIABILITIES AND NET ASSETS

Accounts Payable	\$ -
Accrued Payroll	10,718.17
Payroll liabilities	4,683.70
Long-Term TOTAL Current Liabilities	<u>15,401.87</u>

Net As TOTAL Long-Term liabilities

<u>-</u>

Beginning Net Assets	90,409.64
Increase (Decrease) Net Assets	(21,929.01)
TOTAL Net Assets	<u>68,480.63</u>

TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 83,882.50</u></u>
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/	Date	Num	Name	Memo	Split	Credit	Balance
Feb 21							
	02/01/2021	EFT	GTA Fleet Solutions	Balance of Owed	69003 · Fire Vehicles	11,612.00	-11,612.00
	02/01/2021	555681	Kent County Emergency Services Inc.	Invoice 5509	67005 · Kent County Fire Assessment	257.75	-11,869.75
	02/01/2021	EFT	City of Lowell	Invoice 6821	61600 · Communications	95.14	-11,964.89
	02/01/2021	555680	Lowell Light and Power	Invoice 3484	61600 · Communications	46.67	-12,011.56
	02/02/2021	555683	Michigan Municipal League	Invoice 9443205	64200 · Workers Compensation Insurance	1,309.00	-13,320.56
	02/03/2021	EFT	Billing EFT Payment	Billing EFT Payment	67002 · Accounting	500.00	-13,820.56
	02/04/2021	EFT	Consumers Energy	Service Dates: 12/10/2020 to 01/19/2021	68600 · Public Utilities	654.36	-14,474.92
	02/04/2021	EFT	Comcast Business	Service Dates: 01.23.21 to 02.22.2021	68600 · Public Utilities	35.09	-14,510.01
	02/05/2021	EFT	5 Alarm	Invoice 203961-1	69003 · Fire Vehicles	85.46	-14,595.47
	02/05/2021	555684	Bernard's Ace Harware	Multple Invoices	-SPLIT-	310.94	-14,906.41
	02/05/2021	555691	City of Lowell - Water Bill	Service Dates: 12/16/2020 to 01/15/2021	68600 · Public Utilities	256.99	-15,163.40
	02/05/2021	555689	J&B Medical Supply	Invoice 7030045	68000 · Operating Supplies	111.28	-15,274.68
	02/05/2021	555686	Lowell Light and Power	Service Dates: 12/25/20 to 01/25/21	68600 · Public Utilities	512.31	-15,786.99
	02/05/2021	555690	Michigan Municipal League	Invoice 9444205	64200 · Workers Compensation Insurance	1,307.00	-17,093.99
	02/05/2021	555687	Nye Uniform	Multple Invoices	-SPLIT-	451.50	-17,545.49
	02/05/2021	555685	Red Creek Waste Services Inc.	Invoice 11R00351	68600 · Public Utilities	36.28	-17,581.77
	02/05/2021	555688	Ronda Auto Centers	Invoice 39053 & Invoice 39078	67202 · R/M Vehicles	88.42	-17,670.19
	02/05/2021	EFT	Stryker Medical	Invoice 3280108M	68000 · Operating Supplies	81.92	-17,752.11
	02/08/2021	0	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account	9,993.16	-27,745.27
	02/08/2021	EFT	Child Support EFT Payment	Child Support EFT Payment	5 · Garnishment Payable	460.42	-28,205.69
	02/09/2021	EFT	Federal Electronic Payment	Federal Electronic Payment-026013572664447	3 · Federal 941	2,834.01	-31,039.70
	02/10/2021	EFT	O'Reilly	Invoice 4846215723	67002 · Accounting	4.99	-31,044.69
	02/10/2021	555695	J&B Medical Supply	Invoice 7053198	68000 · Operating Supplies	17.52	-31,062.21
	02/10/2021	555692	Nye Uniform	Invoices 764507 & 765892	-SPLIT-	97.00	-31,159.21
	02/10/2021	555693	Lifesaver CPR	Invoice 06.23.21	68300 · Training	600.00	-31,759.21
	02/10/2021	0	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account	1,942.01	-33,701.22
	02/10/2021	EFile	State of Michigan	State of Michigan-MI Tax Withheld	4 · State Withholding		-33,701.22
	02/11/2021	EFT	Refined Marketer		62300 · Fuel	256.43	-33,957.65
	02/12/2021	555697	Air One Equipment	Invoice 165510	68600 · Public Utilities	2,360.00	-36,317.65
	02/12/2021	555696	All Phase Electric	Invoice 2700-521504	67201 · R/M Building	137.50	-36,455.15
	02/14/2021	EFT	AutoZone		67202 · R/M Vehicles	104.93	-36,560.08
	02/16/2021	EFT	Verizon	Invoice 9871886999	61600 · Communications	340.34	-36,900.42
	02/16/2021	555700	NAPA Auto Parts	January 2021 Statement	67202 · R/M Vehicles	18.08	-36,918.50
	02/16/2021	EFT	5 Alarm	Invoice 203003-2 & 203025-2	-SPLIT-	2,274.85	-39,193.35
	02/16/2021	555699	Nye Uniform	Invoices 764653A & 764659A & 764648A	-SPLIT-	284.20	-39,477.55
	02/16/2021	555701	Hooper Printing	Invoices 61673 & 61710	-SPLIT-	432.91	-39,910.46
	02/16/2021	EFT	North Shore Door	Waiting for Invoice	69001 · Building Upgrades	100.80	-40,011.26
	02/16/2021			Service Charge	64800 · Miscellaneous	6.00	-40,017.26

02/17/2021	555703	Michigan Municipal League	Invoice 5006940-19	64200 · Workers Compensation Insurance	225.00	-40,242.26
02/17/2021	555702	Active 911	Invoice 259240	61600 · Communications	66.88	-40,309.14
02/17/2021	555694	County of Kent	Invoice 21020100202 & 21020100211	-SPLIT-	15,589.82	-55,898.96
02/24/2021	EFT	Emergency Reporting	Invoice - INV202021559	61600 · Communications	196.67	-56,095.63
02/24/2021	EFT	CSI Emergency Apparatus, LLC	Invoice 65744, 65743, 65742, 65741, 65752	-SPLIT-	1,701.94	-57,797.57
02/24/2021	EFT	Addorio Technologies LLC	Invoice 8757	61600 · Communications	483.75	-58,281.32
02/24/2021	EFT	Seaman's	Invoice 109852	67201 · R/M Building	247.25	-58,528.57
02/24/2021	EFT	J&B Medical Supply	Invoice 7098425 & 798619	-SPLIT-	558.90	-59,087.47
02/24/2021	EFT	5 Alarm	Invoice 203025-3	68000 · Operating Supplies	521.91	-59,609.38
02/24/2021	EFT	Allied Fire Sales & Service LLC	Invoice 2192 & 2191	-SPLIT-	515.90	-60,125.28
02/24/2021	EFT	J&B Medical Supply	Invoice 7098619	68000 · Operating Supplies	108.40	-60,233.68
02/24/2021	EFT	Comcast Business	Services From: 02.23.21 to 03.22.21	68600 · Public Utilities	35.09	-60,268.77
02/24/2021	0	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account	1,942.01	-62,210.78
02/25/2021	EFT	Amazon.com	Order# 1756214	67202 · R/M Vehicles	122.68	-62,333.46
02/25/2021	EFT	Zoro	Sales Receipt 12096571	68000 · Operating Supplies	218.66	-62,552.12
02/25/2021	555698	Kent County Fire Chief's Association	Invoice 163	68300 · Training	40.00	-62,592.12
02/26/2021	EFT	Refined Marketer		62300 · Fuel	544.83	-63,136.95
02/28/2021			Interest	Interest Income		-63,127.96
Feb 21					<u>63,136.95</u>	<u>-63,127.96</u>



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

Monday, March 08, 2021

Fire Authority Board:

We responded to 83 total incidents for the month of February. We had no major incidents last month. We have responded to 166 total requests for service to date in 2021, an increase of 29 calls over the same time frame in 2020.

We installed 63 smoke detectors and 36 CO alarms in the area.

A utility box was built for Brush 8 and the Chief truck to hold equipment.

Following DOT inspections on Engine 3, it was found the brakes were in need of replacing as well as several valves. This \$5600.00 bill was covered by the County Fire Commission. Engine 5 and Medic 9 had to have the batteries replaced.

We officially hired our eighth new probationary member Bringing our roster to 29 members.

Our four members who were in the EMT class at Grattan have successfully completed the class. Three more members will be starting the next round of EMT March 22.

I will be on vacation on March 29, 30 and April 5-9.

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.

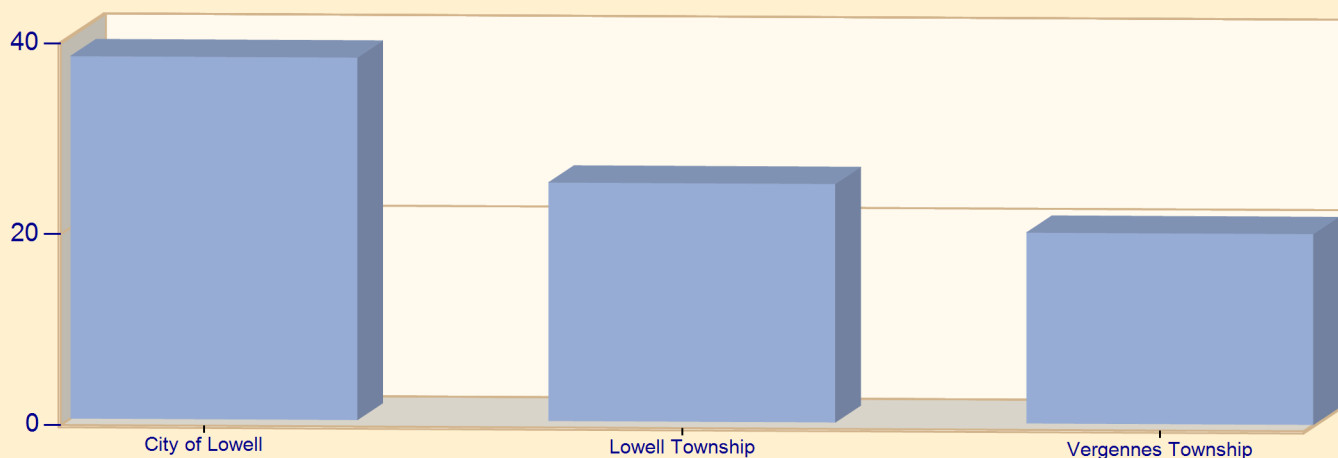
Lowell, MI

This report was generated on 3/4/2021 10:39:13 AM



Incident Type Count per Zone for Date Range

Start Date: 02/01/2021 | End Date: 02/28/2021



ZONES	INCIDENT TYPE	COUNT
City of Lowell - City		
	321 - EMS call, excluding vehicle accident with injury	23
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	2
	550 - Public service assistance, other	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	3
	622 - No incident found on arrival at dispatch address	1
	700 - False alarm or false call, other	1
	711 - Municipal alarm system, malicious false alarm	1
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	Total Incidents for City of Lowell - City :	38
Lowell Township - Lowell Township		
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	16
	322 - Motor vehicle accident with injuries	1
	400 - Hazardous condition, other	1
	500 - Service Call, other	1

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



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ZONES	INCIDENT TYPE	COUNT
	554 - Assist invalid	2
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Lowell Township - Lowell Township:</i>	25
Vergennes Township - Vergennes Township		
	321 - EMS call, excluding vehicle accident with injury	15
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	511 - Lock-out	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Vergennes Township - Vergennes Township:</i>	20
Total Count for all Zone:		83

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



Lowell Area Fire Dept.

Lowell, MI

This report was generated on 3/4/2021 10:36:46 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 02/01/2021 | End Date: 02/28/2021

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	38	39:32
Lowell Township - Lowell Township	25	31:31
Vergennes Township - Vergennes Township	20	29:56
TOTAL	83	100:59

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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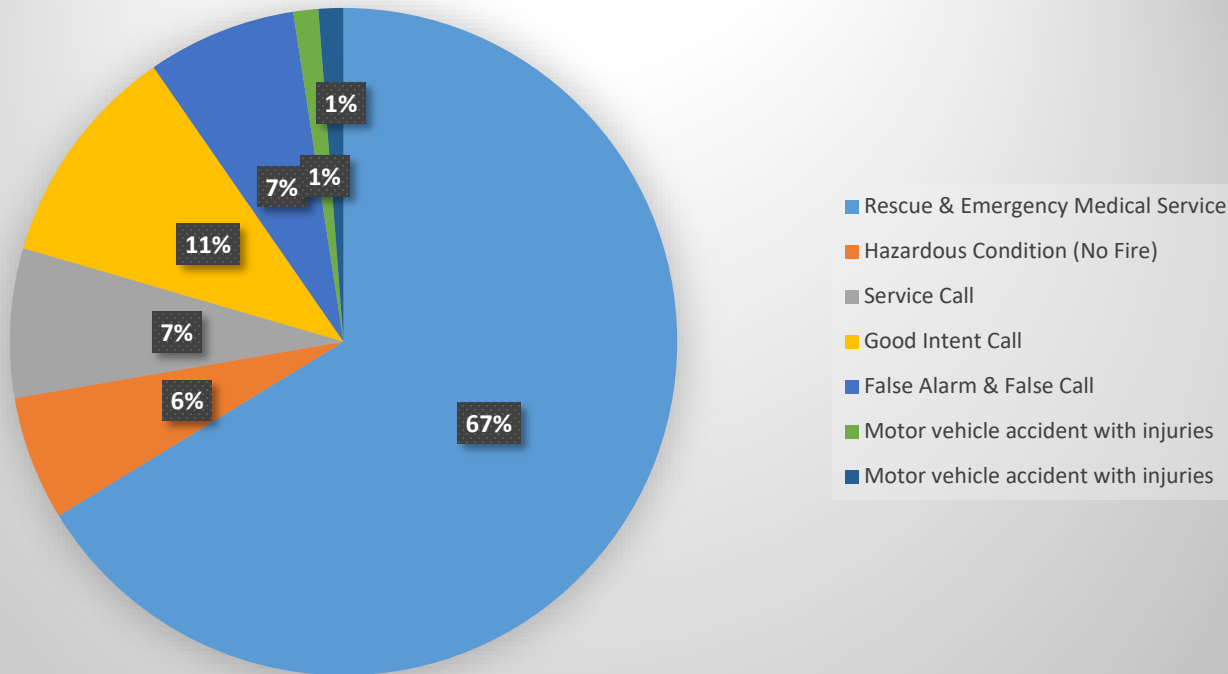
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Lowell Area Fire Dept.

Lowell, MI

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Rescue & Emergency Medical Service	55	67%
Hazardous Condition (No Fire)	5	6%
Service Call	6	7%
Good Intent Call	9	11%
False Alarm & False Call	6	7%
Motor vehicle accident with injuries	1	1%
Motor vehicle accident with injuries	1	1%
Total	83	