

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



Saturday, November 12, 2022

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE
Thursday November 17, 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, November 10, 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 October 13, 2022

4. FINANCIAL REPORTS

A. FINANCIAL REPORT November, 2022

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

6. OLD BUSINESS

A.

7. NEW BUSINESS

- A. Promotion of Firefighter Mandie Jones and Paige Frazer
- B. Requested close door for the Chief's annual review
- C. 2024 Draft Budget
- D. Job Description Battalion Chief

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING(S)

December 8th 2022 at 7:00 PM

12. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, October 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: Carlton Blough, Dave Wikstrom, Tim Wittenbach, Mike DeVore. Kate Dernocoeur and Jessica Marks.

Also present: Fire Chief Shannon Witherell.

2) **APPROVAL OF THE AGENDA:**

IT WAS MOVED BY DEVORE and seconded by WIKSTROM to approve the agenda as presented. Yes-All. Motion carried.

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the minutes from the July 14th meeting as presented. Yes-All. Motion carried.

4) **FINANCIAL REPORTS:**

-Financial Reports for August, September and October were presented and accepted.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

7) **OLD BUSINESS:**

-None.

8) **NEW BUSINESS:**

A) FY 2022 Audit Presentation: Peter Haefner, of Vredevelde Haefner LLC. was in attendance to present the 2022 audit. The audit was given a clean grade. No motion was necessary.

B) Schedule Financial Committee meeting for 2024 budget: Members will discuss a date. No motion was necessary.

C) Schedule the Chief's annual review with the Personnel Review Committee: Members will discuss a date. No motion was necessary.

D) Fit Tester group purchase: Chief Witherell presented the board with an opportunity to purchase a fit testing machine with a group of six fire departments. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the purchase for \$3525.75. Yes-All. Motion carried.

E) SOG Resolution 20-01: Chief Witherell presented the board with Resolution 20-01, to allow him or his designee to amend guidelines and policies for the department. IT WAS MOVED BY DERNOCOEUR and seconded by DEVORE to approve resolution 20-01. Yes-All. Motion carried.

F) Resolution 20-02: Chief Witherell presented the board with resolution 20-02 to accompany the previous resolution. IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve resolution 20-02. Yes-All. Motion carried.

G) Promotion of Firefighter Michael Hoppenrath: Chief Witherell recommended the promotion of Michael Hoppenrath to the position of Firefighter/EMT. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to support the promotion. Yes-All. Motion carried. Board Chair Marks administered the oath of office.

9) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-None.

B) FINANCIAL:

-None.

10) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were a responses for September, an update on the ISO audit process and the upcoming Trunk or Treat event.

11) MEMBER COMMENTS:

-BLOUGH informed the board about the upcoming Fire Commission meeting in December.

-DERNOCOEUR acknowledged the 9/11 stair climb event.

12) DATE FOR NEXT MEETING:

The next meeting is scheduled for November 17th, 2022 at 7pm.

13) ADJOURNMENT:

IT WAS MOVED BY DEVORE and seconded by WIKSTROM to adjourn at 8:04pm.
Yes-All. Meeting adjourned.

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

ASSETS

Unrestricted

Current Assets

Cash	\$ 73,680.37
Due from Lowell Township	-
Due from Vergennes Township	-
Due from City of Lowell	-
TOTAL Current Assets	<u>73,680.37</u>

Fixed Assets

Furniture and Equipment	-
TOTAL ASSETS	<u><u>\$ 73,680.37</u></u>

Current Liabilities

LIABILITIES AND NET ASSETS

Deferred Revenue	-
Accounts Payable	\$ 320.12
Accrued Payroll	-
Payroll liabilities	6,928.46
TOTAL Current Liabilities	<u>7,248.58</u>

Long-Term Liabilities

Net Assets	TOTAL Long-Term liabilities	<u>-</u>
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Beginning Net Assets	(13,801.27)
Increase (Decrease) Net Assets	80,233.06
TOTAL Net Assets	<u>66,431.79</u>

TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 73,680.37</u></u>
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Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Four Months Ended October 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	51,451.98	\$ 102,903.96	205,807.90	\$ 102,903.94	50.00%
Vergennes Township	41,254.03	82,508.06	165,016.11	82,508.05	50.00%
City of Lowell	42,414.00	84,828.00	169,655.99	84,827.99	50.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	15.07	26.88	-	(26.88)	#DIV/0!
Misc. Income	-	5,920.00	-	(5,920.00)	#DIV/0!
Total Revenues	\$ 135,135.08	\$ 283,032.90	\$ 540,480.00	\$ 257,447.10	52.37%
Expenditures					
Salaries--Permanent	4,769.23	18,225.65	\$ 106,880.00	\$ 88,654.35	17.05%
Salaries--Temporary	22,851.50	66,421.17	185,700.00	119,278.83	35.77%
Payroll Taxes	2,112.98	6,475.47	24,000.00	17,524.53	26.98%
Worker's Compensation	-	8,682.00	16,200.00	7,518.00	53.59%
Office Supplies	168.89	795.69	1,000.00	204.31	79.57%
Operating Supplies	777.72	30,755.39	35,000.00	4,244.61	87.87%
Fuel	1,374.36	5,677.85	8,000.00	2,322.15	70.97%
Professional Services					
Legal	80.00	322.00	3,000.00	2,678.00	10.73%
Accounting	600.00	2,830.00	7,000.00	4,170.00	40.43%
Auditing	-	5,050.00	5,000.00	(50.00)	101.00%
Biocare	-	9,575.00	9,660.00	85.00	99.12%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	296.25	621.25	1,640.00	1,018.75	37.88%
Communications	-	2,089.11	14,000.00	11,910.89	14.92%
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	300.87	5,528.04	15,000.00	9,471.96	36.85%
Repair and Maintenance--Buildings	1,911.69	6,803.70	8,900.00	2,096.30	76.45%
Repair and Maintenance--Vehicles	349.93	1,356.49	12,000.00	10,643.51	11.30%
Repair and Maintenance--Other	74.16	1,266.51	5,500.00	4,233.49	23.03%
Miscellaneous	38.00	99.50	1,500.00	1,400.50	6.63%
Public Education	-	658.88	1,500.00	841.12	43.93%
Training	(8,219.98)	12,488.62	16,000.00	3,511.38	78.05%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	5,181.50	33,000.00	27,818.50	15.70%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 27,485.60	\$ 202,799.84	\$ 540,480.00	\$ 337,680.16	37.52%
INCREASE/DECREASE IN NET ASSETS	107,649.48	80,233.06	-	(80,233.06)	
Beginning Net Assets		\$ (13,801.27)	\$ (13,801.27)		
Ending Net Assets		\$ 66,431.79	\$ (13,801.27)		

	Type	Date	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
47900 · Member Dues							
Lowell Township							
	Invoice	10/01/2022	Lowell Township	2nd Quarter Services October-December 2022		51,451.98	51,451.98
Total Lowell Township					0.00	51,451.98	51,451.98
Vergennes Township							
	Invoice	10/01/2022	Vergennes Township	2nd Quarter Services October-December 2022		41,254.03	41,254.03
Total Vergennes Township					0.00	41,254.03	41,254.03
City of Lowell							
	Invoice	10/01/2022	City of Lowell	2nd Quarter Services October-December 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
Interest Income							
	Deposit	10/31/2022	Interest			15.07	15.07
Total Interest Income					0.00	15.07	15.07
Total Income					0.00	135,135.08	135,135.08
Gross Profit							
					0.00	135,135.08	135,135.08
Expense							
7 · Salaries-full time							
	General Journal	10/07/2022		Period: 09/18/2022 to 10/01/2022	2,384.61		2,384.61
	General Journal	10/21/2022		Period: 10/02/2022 to 10/15/2022	2,384.62		4,769.23
Total 7 · Salaries-full time					4,769.23	0.00	4,769.23
8 · Wages-Part Time							
	General Journal	10/07/2022		-MULTIPLE-	20,955.50		20,955.50
	General Journal	10/21/2022		Period: 10/02/2022 to 10/15/2022	1,896.00		22,851.50
Total 8 · Wages-Part Time					22,851.50	0.00	22,851.50
9 · Payroll Taxes							
	General Journal	10/07/2022		-MULTIPLE-	1,785.53		1,785.53
	General Journal	10/21/2022		Period: 10/02/2022 to 10/15/2022	327.45		2,112.98
Total 9 · Payroll Taxes					2,112.98	0.00	2,112.98
64900 · Office Supplies							
	Bill	10/03/2022	Amazon.com	6941826	64.65		64.65
	Bill	10/10/2022	Amazon.com	Order 113-0694992-5185859	88.35		153.00
	Check	10/11/2022	Adobe	XX1554 CHK REC PAYMENT ADOBE PRODUCTS 408-536-6000 CA	15.89		168.89
Total 64900 · Office Supplies					168.89	0.00	168.89
68000 · Operating Supplies							
	Bill	10/04/2022	J&B Medical Supply	Invoice 8768178	125.51		125.51
	Bill	10/05/2022	J&B Medical Supply	Invoice 8773027	22.08		147.59
	Bill	10/05/2022	The UPS Store		19.63		167.22
	Bill	10/07/2022	Turnout Management	Invoice 26458	610.50		777.72
Total 68000 · Operating Supplies					777.72	0.00	777.72
62300 · Fuel							
	Bill	10/15/2022	Fuel Management System - Pacific Pride	Invoice 176147	545.32		545.32
	Bill	10/31/2022	Fuel Management System - Pacific Pride	Invoice 177529	829.04		1,374.36
Total 62300 · Fuel					1,374.36	0.00	1,374.36
67000 · Professional Services							
67006 · Other Memberships							
	Bill	10/01/2022	Kent County Emergency Services Inc.	Invoice 5804	269.30		269.30
	Bill	10/20/2022	International Code Council	Order #101392452	26.95		296.25
Total 67006 · Other Memberships					296.25	0.00	296.25
67001 · Legal							
	Bill	10/03/2022	Bauckham, Sparks, Thall, Seeber & Kaufman	Invoice 9222	80.00		80.00
Total 67001 · Legal					80.00	0.00	80.00
67002 · Accounting							
	Check	10/04/2022	Billing EFT Payment		600.00		600.00
Total 67002 · Accounting					600.00	0.00	600.00
Total 67000 · Professional Services					976.25	0.00	976.25
68600 · Public Utilities							
	Bill	10/05/2022	Consumers Energy	Service dates 09.07.2022 - 10.05.2022	29.29		29.29
	Bill	10/11/2022	AT&T	Invoice x10192022	236.34		265.63

Total 68600 - Public Utilities	Bill	10/14/2022 Comcast Business	Service dates 10.23.2022 - 11.22.2022	35.24		300.87
67200 - Repairs and Maintenance				300.87	0.00	300.87
67201 - R/M Building	Bill	10/18/2022 Discount Door Co., LLC	Invoice 80886	1,911.69		1,911.69
Total 67201 - R/M Building				1,911.69	0.00	1,911.69
67202 - R/M Vehicles	Bill	10/10/2022 Amazon.com	Order 113-7075034-1023440	69.98		69.98
	Bill	10/10/2022 Amazon.com	Order 113-0694992-5185859	183.99		253.97
	Bill	10/22/2022 Amazon.com	1526601	95.96		349.93
Total 67202 - R/M Vehicles				349.93	0.00	349.93
67203 - R&M Other	Bill	10/04/2022 Tractor Supply		74.16		74.16
Total 67203 - R&M Other				74.16	0.00	74.16
Total 67200 - Repairs and Maintenance				2,335.78	0.00	2,335.78
64800 - Miscellaneous	Check	10/17/2022 Commercial Service Charge		6.00		6.00
	Check	10/21/2022 Mercantile Bank		32.00		38.00
Total 64800 - Miscellaneous				38.00	0.00	38.00
68300 - Training	Bill	10/04/2022 Michigan Association of Fire Chiefs	Invoice 05016	40.00		40.00
	Check	10/11/2022 Robert Hults	Reimbursement for National Registry of Emergency Medical Techs	98.00		138.00
	Check	10/11/2022 Erik Kelley	Reimbursement for National Registry of Emergency Medical Techs	98.00		236.00
	Bill	10/20/2022 State of MI EMS	Confirmation # 22102042630647	40.00		276.00
	Bill	10/22/2022 Bureau of EMS, Trauma & Preparedness	Transactions 53893	40.00		316.00
	Deposit	10/24/2022 -MULTIPLE-	Deposit Payee:Regular Deposit		8,535.98	-8,219.98
Total 68300 - Training				316.00	8,535.98	-8,219.98
Total Expense				36,021.58	8,535.98	27,485.60
Net Ordinary Income				36,021.58	143,671.06	107,649.48
Net Income				36,021.58	143,671.06	107,649.48

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY

Departmental Standard Operating Guidelines

Subject: Job Description –Battalion Chief Operations

SOG Reference #: A0201.a

Original Effective Date:

Revision Date:

☒ **Administrative**

I. PURPOSE

Job description

II. POLICY

The Battalion Chief Operations is not employed for any specific time period. The Department or the employee can terminate their employment with the Department at any time, with or without cause, and with or without notice. Employees are employed at-will both during and after completion of the probation period. The Battalion Chief Operations position is as described

A. General Summary

The Battalion Chief Operations assists with the administration and operation of the Fire Department. Under general supervision, is responsible to direct fire suppression and rescue activities, protecting life and property, and maintaining equipment. Interpretive judgment in variation of established procedures and standards may be required. The Battalion Chief Operations is responsible for exercising a wide latitude of independent judgment, subject to established policies and governing laws, rules and regulations. Responds to and may take command of fire ground operations or emergencies.

B. Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Directs the response to alarms and other emergency calls. Supervises full-time and Paid-on Call firefighters in the performance of their work duties as a front-line supervisor. As directed by the Fire Chief or Deputy Chief, enforces discipline as necessary to ensure efficient operations. May lead teams during emergency calls for service; using modern firefighting and rescue techniques.
2. Perform the duties of a firefighter when necessary.
3. As directed by the Fire Chief and Deputy Chief, responsible for a variety of personnel management activities including but not limited to, interviewing job applicants, recommending selection of fire department staff, evaluating and disciplining of subordinate staff.
4. May act as a representative of the department at various meetings; including representing the Authority before local, state and federal agencies and citizen groups interested in local government services and programs. Make presentations and speeches to various civic organizations. Serves on various professional boards and commissions as requested.
5. Maintain / Oversee all "Right to Know" data for Firefighter safety.
6. Maintains / Oversee all "Chemical Survey" data required by MIOSHA for all businesses within the Lowell Area.
7. Acts as the Fire Chief in the absence of the Fire Chief and Deputy Chief.
8. Perform other related duties as assigned.

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY

Departmental Standard Operating Guidelines

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9. Maintain / Oversee updates and additions to the Department Standard Operating Guidelines.
10. Oversee the equipment and vehicle maintenance to ensure operational readiness.

C. Supervisory Responsibilities

This position manages the following and is responsible for the performance management of these employees: Full-time Firefighter, Part-time Firefighter and Fire Prevention Specialist. This position is also the incident commander in the absence of the Deputy Fire Chief.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. State of Michigan Firefighter I and II Certification, Fire Officer I & II and III, or Pro-board equivalent.
 2. Requires certification as a Firefighter Training Council Instructor I preferred.
 3. Knowledge and prevention. Certification as a NFPA Fire Inspector I preferred
 4. EMT License. Must maintain certification in Basic Life Support, (CPR) as required by State Statute.
 5. Minimum of six (6) years' experience with a recognized Fire Department, including a minimum of three (3) years' supervisory experience with a department of similar or larger size as the
 6. Knowledge of current firefighting and rescue techniques, methodologies and EMT training.
 7. Knowledgeable in operating a wide variety of firefighting equipment and apparatus.
 8. Must be willing to adjust normal work hours to accommodate and accomplish any identified department needs.
 9. Must meet NFPA physical requirements that may include climbing, working under stress, walking, lifting up to 50 pounds (greater with assistance), pulling, tugging, dragging, bending, stooping, and using breathing apparatus. Must maintain a personal fitness level that allows for effective job performance.
 10. Must possess thorough knowledge of fire department's policies, procedures, rules, and regulations. Also, must have knowledge and be familiar with State and local laws and ordinances including State and Federal laws, rules, and regulations governing the operation of a fire department as well as other accepted standards and practices that address fire department operations.
 11. Ability to travel to other locations and respond to emergencies in a timely manner to assure public safety.
 12. Excellent oral and written communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.
 13. Ability to exercise a high degree of diplomacy in contentious, confrontational or emergent situations.
 14. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.
- Demonstrated leadership skills and qualities.

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY

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15. Knowledge of relevant computer programs needed in the day to day function of the position.
16. Ability to concentrate and pay attention to details; also, ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.





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

Saturday, November 12, 2022

Fire Authority Board:

We responded to 129 total incidents for the month of October, bringing the 2022 year to date calls to 932 placing us 71 request for services up over the same time frame last year. October 2022 was a record high month of calls for service.

October was fire prevention month, our crews were back in the class rooms at all of the local elementary schools as well as hosted groups for the Scouts of America, Girl Scouts, and link homeschool. In all over 500 local children heard fire safety messages from our staff.

We have completed of our ISO audit it will take 6 to 9 months to receive our score. The site audit went very well and took an entire day going over roughly 2000 pages of information.

Lieutenant Hults, Lieutenant Kelley, and I attended an Incident Safety Office training hosted by Western Michigan Association of Fire Chiefs. This was a great one-day training aimed at growing the Officers scene safety awareness and building construction knowledge.

Our open house / trunk or treat event was a huge success once again, an exact count was not taken but we are sure that we had a higher attendance than last year based on the amount of supplies that we went through. Thank you to the Board Members who were able to stop by and help make this event a success.

Our four newest members have started the Fire I & II program at Kentwood Fire Department. This course will conclude in the spring.

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

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.



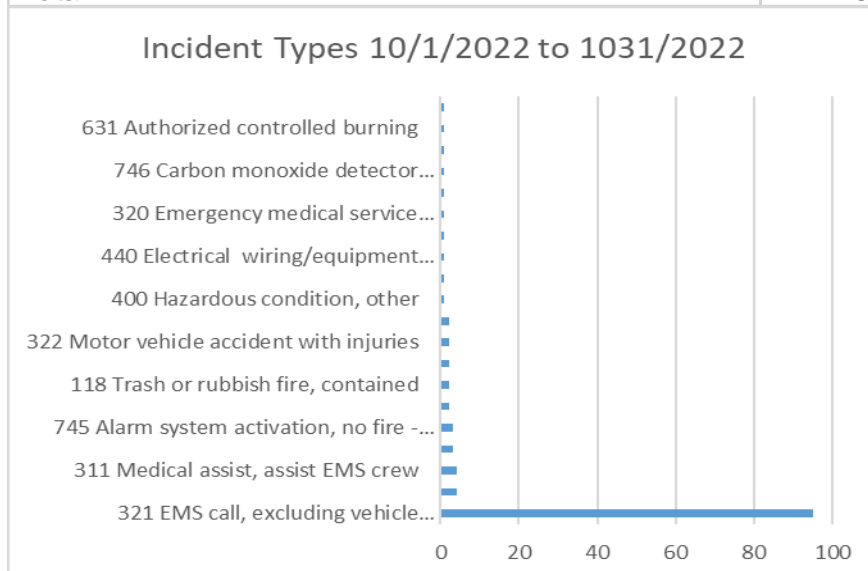
10/01/2022 – 10/31/2022

Zone	IncidentCount	ManHours
City of Lowell	55	140:22:47
Grattan Township	1	00:08:20
Lowell Township	47	125:15:53
Vergennes Township	26	91:40:17



10/01/2022 – 10/31/2022

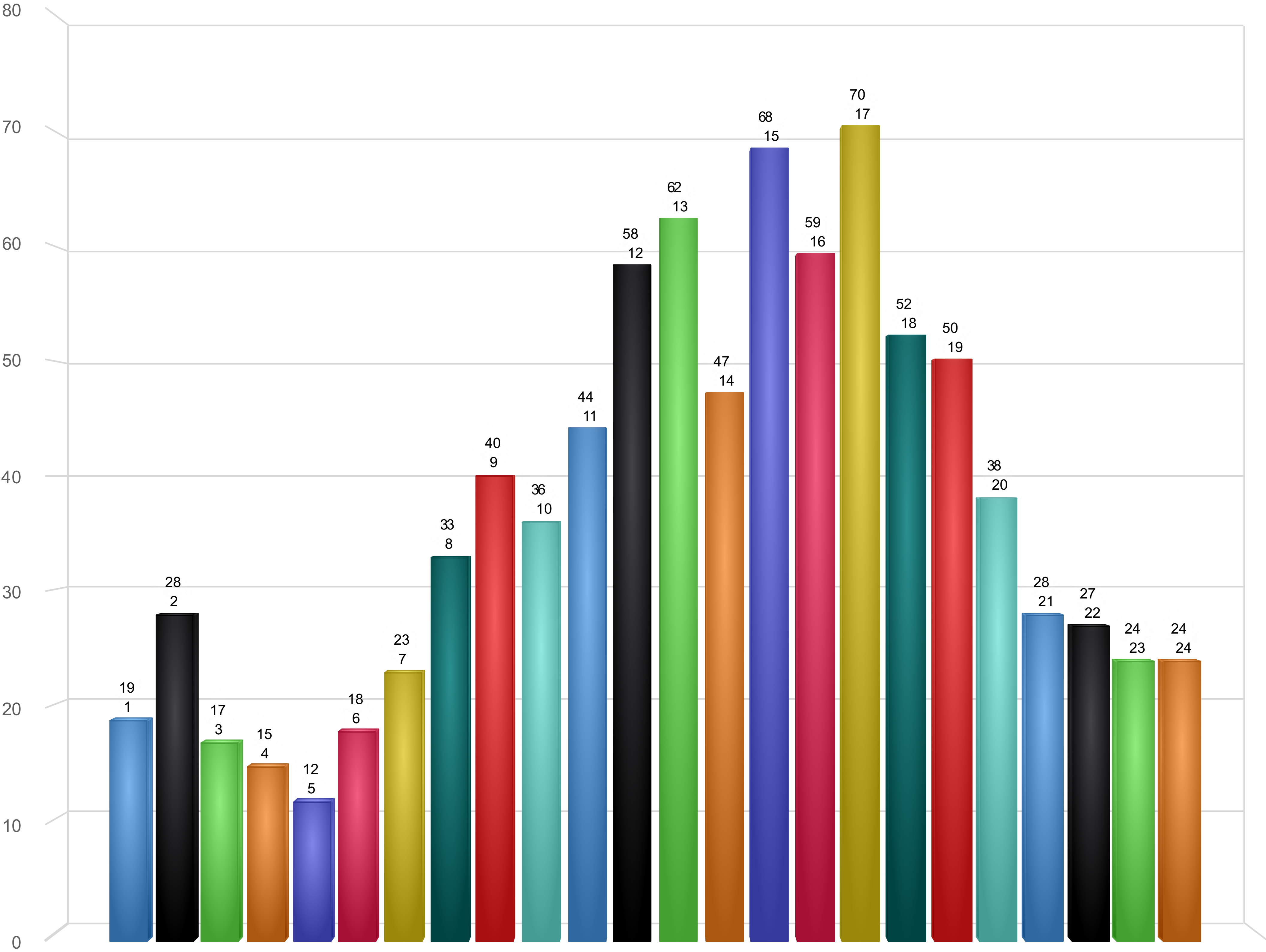
Incident Type	Count
321 EMS call, excluding vehicle accident with injury	95
300 Rescue, EMS incident, other	4
311 Medical assist, assist EMS crew	4
600 Good intent call, other	3
745 Alarm system activation, no fire - unintentional	3
700 False alarm or false call, other	2
118 Trash or rubbish fire, contained	2
561 Unauthorized burning	2
322 Motor vehicle accident with injuries	2
324 Motor vehicle accident with no injuries.	2
400 Hazardous condition, other	1
412 Gas leak (natural gas or LPG)	1
440 Electrical wiring/equipment problem, other	1
444 Power line down	1
320 Emergency medical service incident, other	1
741 Sprinkler activation, no fire - unintentional	1
746 Carbon monoxide detector activation, no CO	1
611 Dispatched & canceled en route	1
631 Authorized controlled burning	1
671 HazMat release investigation w/no HazMat	1
Total	129



Incidents By 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: 892