

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, August 10, 2015

1. ROLL CALL

Jim Herb called the meeting to order at 3:35 p.m.

Members Present: Jim Herb, David Pasquale, Matt Mayer, Susan Reister, Tim Wittenbach and Carlton Blough

Others Present: Frank Martin, Bob Rogers, Ron VanOverbeek, Paul Roderick, Shannon Witherell, James Weiler, Steve Bukala and Suzanne Olin

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the agenda. Yes – all. Motion Carried.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY BLOUGH and supported by PASQUALE to approve the minutes of the June 8, 2015 meeting as presented. Yes – all. Motion Carried.

4. FINANCIAL REPORT

Olin presented the financial reports. She stated that at the current time, the fire authority has revenues exceeding expenditures for the year ending 6/30/2015 of approximately \$35,000.00. Wittenbach questioned the invoice for dispatching from the County. Olin stated the time period of the invoice was January until June 2015. Reister questioned an invoice from Kent County EMS. Frank responded it is for support of the EMS SYSTEM. They are a medical control agency.

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the financial reports as presented. Yes – all. Motion Carried.

5. PUBLIC COMMENT

There were no public comments.

6. OLD BUSINESS

A. Grant Research Proposal Status. Herb mentioned he has been unable to get in touch with Todd Olin and felt Todd was not bringing much to the table. He mentioned reversing the previous vote for the grant research proposal and that no costs have been incurred.

IT WAS MOVED BY WITTENBACH and seconded by REISTER to rescind the previous motion to approve the proposal from Land and Resources Inc. for \$1050.00 to perform Grant Research for the Lowell Area Fire Department. Yes - all. Motion carried.

- B. Technology upgrades. Shannon mentioned quotes were sent to four businesses for technology upgrades for the fire department. The following two were received:

Chrouch Communications \$3,932.00

Drew Wireless \$3,030.00

Chief Bukala mentioned he has purchased from both companies and that Drew Wireless has much inside knowledge of the City technology. Herb suggested we a look at the entire technology package and make a motion at one time. Martin felt the computer software quote from Emergency Reporting should be approved as they are the only supplier of this software.

IT WAS MOVED BY WITTENBACH and seconded by PASQUALE to approve the software quotes with Emergency Reporting in the amount of \$2,667.00 for the first year and a one time set up. Yes – all. Motion Carried.

- C. Air packs. Herb mentioned the air packs will be shipped around October 16 with payment to be made shortly there after. Blough felt we should take a little out of fund balance. He suggested twenty thousand out of fund balance and split the rest with the various jurisdictions.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to pay for the air packs with 20,000 out of Fire Authority fund balance and split the remainder amongst the jurisdictions. Olin mentioned she has requested the Englehardt grant monies. Yes – all. Motion Carried.

- D. Boards Outside Services Review Status. The group has not yet met to discuss this.

- E. Additional equipment needs/wants long term. Tied to grants, trucks 2027 equipment? Look for a grantor. All-terrain vehicle?

7. KENT COUNTY PURCHASING COLLABORATIVE CALVIN BRINKS, PRESENTER

- A. Frank Martin introduced Calvin Brinks who has worked 12 years for purchasing at Kent County. He said the county has a unique ability to merge usage. In 2009 the county created the reverse auction tool. He said it is similar to eBay, only in reverse. He said it is very transparent and leverages all jurisdiction's volume. Also, there is the ability to collaborate for bids, proposals and requests for information. Herb questioned if the vendors were prequalified. Herb responded yes.
- B. Asset Disposal Procedures. Herb stated the fire authority recently sold two firetrucks. An individual would have liked to bid, however, they were not informed of the sale. To avoid this in the future, we should have a program or policy that should be in the newspaper. Brenk mentioned the county has a procedure on public surplus. Blough requested a copy of the policy.
- C. Fire Chief Discussion. Herb said Chief Frank Martin has indicated he would like to retire but not completely. Herb mentioned he said he has talked to other departments paying a full time chief and the pay would be significantly more. Wittenbach mentioned what is proposed is a

dual chief roll, one finance and one operations, similar to how it is now. Reister questioned if the opportunity should be offered to others to apply. This will set parameters to present at the next meeting.

D. Herb mentioned since the Fire Authority was set up, if it was responsible for the building and grounds and if the City was responsible for the ambulance portion of the building. Herb suggested Matt work with City Manager Howe to see who is responsible for parking and landscape.

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORTS AND UPDATES.

Martin reported there were 464 calls for the first seven months and June had 28 fires. Maintenance on the trucks includes a/c repair on engine #6 and lights replaced on the other trucks. During the rodeo, engine #5 struck a post at the school property and damage was around \$7,200.00. The Fire Authority will owe the County \$1,000. Martin mentioned all vehicle titles have been transferred to the Fire Authority.

Martin said Deputy Chief Van Overbeek is overseeing the Medical and Fire Reports that are sent to NFIRS. Witherell is providing the inspections and site plans along with Corey Velzen.

Martin said three members took part in the "Northern Exposure" MABAS drill in Grand Rapids water supply and water flow training. He added the relay for life team raised \$3,000.00.

Blough questioned how Martin was able to drive vehicles out of the fire station when the road was blocked. Martin said he was able to exit the rear drive.

Herb mentioned Michigan Wire is closing their doors, everything but D & D trucking.

Wittenbach mentioned he attended the dispatch meeting in Wyoming and fire dispatch will be changing. Chief Bukala said the County is leaning toward a surcharge rather than a millage. Herb mentioned 911 is set up through surcharges.

10. Date for the next meeting is Monday, September 14, 2015 at the fire station.

11. ADJOURNMENT. IT WAS MOVED BY PASQUALE and supported by MAYER to adjourn at 5:20 P.m. Yes – all. Motion Carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

