

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA  
Monday, March 14, 3:30 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 – February 8th, 2016 meeting
  - B. Approval of the Special Meeting – February 29th, 2016 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Fire house equipment purchases
  - B. Survey review (comments limited to 3 minutes total)
  - C. Future capital equipment discussion
  - D. Shannon W. – Provide update on radio's
7. NEW BUSINESS
  - A. Discussion on Increasing pay for fire fighter's training pay (hours)
  - B. 2016/17 budget review and approval
  - C. Authority Agreement status (from the municipalities)
  - D. Restated Bylaws review and approval
  - E. Fire Chief hiring status
  - F. Status on grants
8. COMMITTEE REPORTS
  - A. Capital Appropriations
  - B. Financial
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
12. ADJOURNMENT

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**Monday, February 8, 2016**

1. ROLL CALL

Jim Herb called the meeting to order at 3:30 p.m.

Members Present: Jim Herb, Matt Mayer, Susan Reister, Tim Wittenbach, Jeff Altoft and Carlton Blough

Herb mentioned we have a new member Matt Mayer to serve during the time City Manager Pasquale is acting city manager.

2. APPROVAL OF THE AGENDA

Blough asked we add an agenda item to recognize retired Chief Frank Martin.

IT WAS MOVED BY BLOUGH and supported by REISTER to approve the agenda as corrected. Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

Special meeting January 5<sup>th</sup>, 2016

IT WAS MOVED BY WITTENBACH and seconded by BLOUGH to approve the minutes of the January 5, 2016 special meeting. Yes - all. Motion carried.

Regular meeting January 11<sup>th</sup>, 2016.

IT WAS MOVED BY WITTENBACH and seconded by BLOUGH to approve the minutes of the January 11, 2016 regular meeting. Yes – all. Motion carried.

Special meeting January 20<sup>th</sup>, 2016. Wittenbach felt the minutes should not read “proceedings of the Lowell and Fire and Emergency Services Board.” Wittenbach felt the name should be the “Statistic Review Committee.”

IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the minutes of the January 20 special meeting as corrected. Yes – all. Motion carried.

4. APPROVAL OF THE FINANCIAL REPORTS.

Olin mentioned everyone had made their third quarter payments. Blough requested to see the check written to Peter Letzmann.

IT WAS MOVED BY MAYER seconded by BLOUGH to approve the financial reports as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT.

No public comments were received.

6. OLD BUSINESS

A. Election of Vacant Vice Chairman Position. Herb mentioned with Dave Pasquale off the board, we need a new vice chairman.

IT WAS MOVED BY WITTENBACH and supported by HERB to nominate Susan Reister as Vice Chairman. Yes – all. Motion carried.

B. Restated Authority Agreement Review. Atoft questioned if the Authority still had the Seagrave truck or if it should be eliminated from the agreement. Pasquale mentioned it was a part of the original contribution in 2007.

IT WAS MOVED BY BLOUGH and supported by REISTER that the restated Joint Fire and Emergency Services Agreement of the Lowell Area Fire and Emergency Services Authority City of Lowell and Lowell Charter and Vergennes Townships County of Kent, Michigan is hereby approved by this Board and transmitted to the respective municipalities for their approval. Yes – all. Motion carried.

C. Restated Bylaws Review. Blough mentioned section 5 did not read correctly. Letzman responded a month's notice will be added to the verbage.

IT WAS MOVED BY REISTER and seconded by MAYER to approve the restated bylaws as amended. Yes – all. Motion carried.

D. Meeting Rules Review and Approval. Letzman said the rules of procedure are consistent with how the board has been operating. Reister felt page 1 should read "the second Monday." Blough questioned page 6 #3, which reads "may state their name." The meeting rules review was tabled until the March meeting.

E. Fire Chief Hiring Checklist. Herb mentioned a job description needs to be put together along with a check list for hiring. He also mentioned full time vs part time. The initial interview should be a panel or someone from the outside, and the board has the final interview. Also, Herb mentioned full time exempt vs non exempt, no limit what you pay. Altoft suggested we fill the fire chief position, then come back and recreate it. Letzman stated we need to know the duties of the Fire Chief.

VanOverbeek mentioned Frank Martin and himself have written down their duties and he will forward this to the board.

## 7. NEW BUSINESS

A. Five Year Capital Presentation – C. Blough. Blough distributed a 6 year capital list that included turnout gear, wildland gear, and an apparatus replacement schedule. Witherell said he will prepare a revised page with the appropriate calculations.

B. Data Committed Presentation – Wittenbach mentioned the average response times is 5 minutes for most calls. Noon is the peak time. He further mentioned 68% of the calls were medical last year. Witherell added this data came from the dispatch center. He said our current system will now generate this data starting last August. Wittenbach mentioned the department will also keep track of the equipment costs on a call.

C. Future Budget Status. Herb suggested the board address capital purchases. Altoft added the jurisdictions need to know how much money to set aside in our budgets for this. Witherell said he will update the yearly amounts on the capital equipment presentation.

D. Fire Department Survey. Herb mentioned sending a letter and survey to all firefighters and obtaining a post office box for the firefighters to fill it out and return to the box anonymously. He said he would then tally and look at the overall feelings of the department. This will help to determine actions and tentative scheduling for hiring of a Fire Chief.

E. Grant status. Shannon mentioned Chief Bukala and the Fire Department were applying for a 2016 Cable Grant to purchase portable radios to unify portable radio communications between these two departments. Witherell added the need for letters of support. Herb questioned if Witherell was comfortable filling out grants. Witherell mentioned he does have help and that the Fema grants are more labor intensive. He added a DNR grant will be coming up soon.

F. Recognition of Frank Martin. Blough suggested having something engraved for Frank Martin in recognition of his years of service. Herb mentioned presenting the gift in March or a Saturday meeting. The Saturday meeting in March will be held March 12.

8. COMMITTEE REPORTS

- A. Capital appropriations. No reports were received.
- B. Financial. No reports were received.

9. FIRE CHIEF REPORTS AND UPDATES

Ron VanOverbeek said there were 16 fire and 42 medical in January 2016 or 133 for the year. He said new tools are in the process of being mounted. He said they have tested the tools, and the axe will go through anything. Witherell is overseeing the medical and fire reports that are sent to NFIRS. Witherell is also doing the inspections and site plans along with Corey Velzen. He added two members passed the national registry for emergency medical responder, Chuck Putney and Jordan Lambert.

10. MEMBER COMMENTS.

No comments were received.

11. DATE FOR NEXT MEETING

A special meeting will be held Monday, February 29 at 3:30. The next regularly scheduled meeting will be March 14.

IT WAS MOVED BY REISTER and supported by Mayer to adjourn at 5:58 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
SPECIAL MEETING MINUTES  
MONDAY, FEBRUARY 29, 2016**

1. ROLL CALL

Jim Herb called the meeting to order at 3:30 p.m.

Members Present: Jim Herb, Matt Mayer, Susan Reister, Tim Wittenbach, Jeff Altoft and Carlton Blough

2. PUBLIC COMMENT –No comments were received.

3. NEW BUSINESS – FIRE CHIEF HIRING DISCUSSIONS

A. Position Parameter Discussion.

1. Exempt/Non exempt classification. Letzmann distributed a memo regarding the fair labor standards act that explains requirements for an exempt employee. He mentioned section 1 that reads “compensated on a salary basis at a rate of no less than 455/week or \$23,000 per year.” Also, he added the primary duty is management of the enterprise in which the employee is employed or customarily recognized department of subdivision thereof.
2. Compensation range. Herb stated Chief Martin’s salary was \$12,000. Of this, \$4,500 was salary and the rest runs. Herb said of the six chiefs in the area he has spoken to, Lowell has the largest call volume and do not have any fulltime employees. Herb said he would like to hire a chief for the long term and that there is more demand on our services. Altoft said not to try and reinvent the chief’s position, but let the fire chief evolve the department. He added most candidates will have another job. Wittenbach said we are forced to go with exempt and \$455 per week. Reister said she would be in favor of the new chief holding office hours at the fire station.

IT WAS MOVED BY WITTENBACH and seconded by REISTER to hire an exempt fire chief with compensation of \$455/week. Yes – all. Motion carried.

3. Position description vis-à-vis the Authority Board. Letmann mentioned the chief and possibility of daytime office hours and perhaps evening hours.

IT WAS MOVED BY BLOUGH and seconded by WITTENBACH to hire a fire chief no less than 16 hours/week including day and evening or weekends. Yes – all. Motion carried.

In regard to the position description, Herb said the fire chief will be responsible to the fire authority board and represent the department’s problems and concerns.

4. Probation period. Letzmann suggested a formal 90 day review and no less than annual reviews thereafter. Wittenbach questioned if the reviews are open? Letzmann stated they can be in public or if the chief requires, they can go into closed session.

B. Applying for position considerations.

1. Ad medias to be selected. Herb mentioned he will run ads in the Lowell Ledger and Mlive. Korey Velzen will provide Herb with fire publications in order to place an advertisement. Pasquale mentioned the Michigan Municipal League and Michigan Township Association. Herb further mentioned the Grand Rapids Press for a possible ad.
2. Advertisement copy. Herb said he had written an advertisement to get the Fire Authority started with the process.
3. Initial response required for consideration. Herb said the Authority cannot restrict to under twenty miles.
4. Response to interested parties. Letzmann said there are questions to ask and not to ask a candidate.
5. Application form. Letmann mentioned adding equal opportunity employer. Bukala mentioned the verbage “subject to criminal background investigation”.

C. Applicant screening discussion

1. Background verification. Bukala mentioned he cannot provide the results of lien. He said key questions you can ask a candidate's former employer are their start date, end date and whether they are eligible for reemployment. Bukala said they will need to sign a waiver for a background investigation. Matt Mayer will assist Bukala to put the application together.
2. Outside panel. Wittenbach suggested Mike Devries of Grand Rapids Township, Phil Dougherty of Bowne and David Murray of Ada serve on the panel.
3. Where, how and when. Herb mentioned April 4 will be the day the applications are due. He added on April 25 will be the second interview
4. Application evaluation review and decisions. Bukala said follow up can be done within one week of the interview. Herb mentioned voting for the new chief at the May 9 regular meeting.

D. Final Interview

1. Interview panel makeup. The first interviews will be with the panel and then down to three finalists on April 18<sup>th</sup>.
2. Where, how and when. Letzmann mentioned the applications can be reviewed in a closed session.
3. Decision Process. Herb said the process will take around 2 weeks from the 4<sup>th</sup> of April until the 18<sup>th</sup>.
4. Candidate notification. Herb mentioned the final candidate should be voted on at the regular May 9 meeting.

E. Contract Negotiation

1. Procedure. Herb stated Letzmann will need to be involved.
2. Legal Process.
3. Anticipated start date. Herb mentioned the start date will be after the contract is signed.

- 4 MEMBERSHIP SURVEY REVIEW. Herb presented the Fire Authority with the survey responses. He said to read them at your leisure, and provide to the next board person. Herb said the bullet points are the responses. Herb suggested to use the survey as a tool for the potential candidates and how would they may respond to this problem or situation.
5. BOARD MEMBER COMMENTS. Vanoverbeek stated Frank Martin was not quite ready for the recognition by the board. The next meeting is scheduled for March 14, 2016.
6. Adjournment.

IT WAS MOVED BY WITTENBACH and supported by Mayer to adjourn at 5:10 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDR
		AMENDED BUDGET	BUDGET		MONTH	03/31/2016		
Fund 206 - FIRE FUND								
Revenues								
Dept 000-REVENUES	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-507.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-569.000	LOWELL TOWNSHIP EQUIPMENT PURCHASES	0.00	17,365.66	17,365.66	0.00	(17,365.66)	100.00	100.00
206-000-589.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	17,365.66	17,365.66	0.00	(17,365.66)	100.00	100.00
206-000-590.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	97,402.05	97,402.05	0.00	(97,402.05)	100.00	100.00
206-000-591.000	LOWELL TOWNSHIP	0.00	125,869.00	125,869.00	0.00	(125,869.00)	100.00	100.00
206-000-632.001	VERGENNES TOWNSHIP	0.00	109,755.00	109,755.00	0.00	(109,755.00)	100.00	100.00
206-000-632.002	CITY OF LOWELL	0.00	116,958.00	116,958.00	0.00	(116,958.00)	100.00	100.00
206-000-632.003	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-650.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-677.000	LOOK FUND GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-689.000-FA-1503	LOOK FUND GRANT	0.00	4,000.00	4,000.00	0.00	(4,000.00)	100.00	100.00
206-000-690.000	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	(40,000.00)	100.00	100.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		352,582.00	369,533.45	369,533.45	0.00	(16,951.45)	104.81	104.81
TOTAL Revenues								
352,582.00			369,533.45		0.00	(16,951.45)	104.81	104.81
Expenditures								
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-860.000								
Total Dept 000-REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 336								
206-336-702.000	SALARIES-PERMANENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	666.50	666.50	86.00	833.50	44.43	44.43
206-336-707.000	SALARIES-TEMPORARY	145,672.00	81,838.00	81,838.00	10,535.00	63,834.00	56.18	56.18
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	11,000.00	6,086.61	6,086.61	789.48	4,913.39	55.33	55.33
206-336-717.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-718.000	PENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-722.000	WORKERS COMPENSATION	7,000.00	4,456.00	4,456.00	0.00	2,544.00	63.66	63.66
206-336-727.000	OFFICE SUPPLIES	3,100.00	369.74	369.74	0.00	2,730.26	11.93	11.93
206-336-740.000	OPERATING SUPPLIES	62,810.00	137,993.67	137,993.67	0.00	(75,183.67)	219.70	219.70
206-336-741.000	FUEL	4,000.00	2,589.58	2,589.58	0.00	1,410.42	64.74	64.74
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	26,000.00	15,387.60	15,387.60	0.00	10,612.40	59.18	59.18
206-336-850.000	COMMUNICATIONS	8,000.00	3,956.01	3,956.01	149.72	4,043.99	49.45	49.45
206-336-860.000	TRAVEL EXPENSES	4,000.00	2,071.10	2,071.10	315.90	1,928.90	51.78	51.78
206-336-910.000	INSURANCE	8,000.00	7,625.00	7,625.00	0.00	375.00	95.31	95.31
206-336-920.000	PUBLIC UTILITIES	16,000.00	8,791.79	8,791.79	1,506.02	7,208.21	54.95	54.95
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	3,673.01	3,673.01	0.00	1,326.99	73.46	73.46
206-336-931.000	R & M/VEHICLES	15,000.00	6,909.62	6,909.62	0.00	8,090.38	46.06	46.06
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	12,113.65	12,113.65	92.92	886.35	93.18	93.18
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,394.49	2,394.49	0.00	3,105.51	43.54	43.54
206-336-957.000	TRAINING	6,000.00	2,187.66	2,187.66	0.00	3,812.34	36.46	36.46
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-981.000	FIRE VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	2,667.00	2,667.00	0.00	8,333.00	24.25	24.25

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR	AVAILABLE	% BGDY
		AMENDED BUDGET	YTD BALANCE 03/31/2016			
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		352,582.00	301,777.03	13,475.04	50,804.97	85.59
Dept 426-EMERGENCY MANAGEMENT						
206-426-707.000-FLOOD13 SALARIES-TEMPORARY		0.00	0.00	0.00	0.00	0.00
206-426-715.000-FLOOD13 SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00
206-426-740.000-FLOOD13 OPERATING SUPPLIES		0.00	0.00	0.00	0.00	0.00
Total Dept 426-EMERGENCY MANAGEMENT		0.00	0.00	0.00	0.00	0.00
Dept 441-DEPARTMENT OF PUBLIC WORKS						
206-441-707.000 SALARIES-TEMPORARY		0.00	0.00	0.00	0.00	0.00
Total Dept 441-DEPARTMENT OF PUBLIC WORKS		0.00	0.00	0.00	0.00	0.00
Dept 999						
206-999-999.990 CURRENT FUND CONTRA CHANGE		0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		352,582.00	301,777.03	13,475.04	50,804.97	85.59
Fund 206 - FIRE FUND:						
TOTAL REVENUES		352,582.00	369,533.45	0.00	(16,951.45)	104.81
TOTAL EXPENDITURES		352,582.00	301,777.03	13,475.04	50,804.97	85.59
NET OF REVENUES & EXPENDITURES		0.00	67,756.42	(13,475.04)	(67,756.42)	100.00



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
02/11/2016	FIRE	3310	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	56.07
02/11/2016	FIRE	3311	BEST BUY BUSINESS ADVANTAGE ACCT	OPERATING SUPPLIES	740.000	336	1,421.98
				OPERATING SUPPLIES	740.000	336	199.99
				CHECK FIRE 3311 TOTAL			<u>1,621.97</u>
02/11/2016	FIRE	3312	NML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,666.00
02/11/2016	FIRE	3313	RADEMACHER, KATHERINE	TRAVEL EXPENSES	860.000	336	166.32
02/11/2016	FIRE	3314	VANDERVEST, BLAKE S	TRAVEL EXPENSES	860.000	336	170.10
02/12/2016	FIRE	3315	JAMES HERB	OFFICE SUPPLIES	727.000	336	80.76
02/19/2016	FIRE	3316	KENT COUNTY TREASURER	PROFESSIONAL SERVICES	801.000	336	6,419.60
02/19/2016	FIRE	3317	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	560.14
02/19/2016	FIRE	3318	TELE-RAD, INC.	OPERATING SUPPLIES	740.000	336	465.00
02/19/2016	FIRE	3319	B SIDE F.O.O.L.S.	TRAINING			** VOIDED **
02/19/2016	FIRE	3320	B SIDE F.O.O.L.S.	TRAINING	957.000	336	60.00
02/25/2016	FIRE	3321	5 ALARM FIRE & SAFETY EQUIP IN	REPAIR & MAINTENANCE	930.000	336	920.00
02/25/2016	FIRE	3322	FASTENAL COMPANY	R & M/VEHICLES	931.000	336	122.30
02/25/2016	FIRE	3323	AT&T	COMMUNICATIONS	850.000	336	309.29
02/25/2016	FIRE	3324	LOWELL FIRE DEPARTMENT	TRAINING	957.000	336	330.00
02/25/2016	FIRE	3325	CINTAS CORPORATION	OPERATING SUPPLIES	740.000	336	134.95
03/09/2016	FIRE	3329	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	92.92
03/09/2016	FIRE	3330	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	631.40
03/09/2016	FIRE	3331	CITY OF LOWELL, PAYROLL	PUBLIC UTILITIES	920.000	336	263.24
03/09/2016	FIRE	3332	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	149.72
03/09/2016	FIRE	3333	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	611.38

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
 CHECK DATE FROM 02/06/2016 - 03/10/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
03/09/2016	FIRE	3334	RADEMACHER, KATHERINE	TRAVEL EXPENSES	860.000	336	170.10
03/09/2016	FIRE	3335	VANDERVEST, BLAKE S	TRAVEL EXPENSES	860.000	336	145.80
Total for fund 206 FIRE FUND							15,147.06

## FIRE DEPARTMENT TRAINING PAYROLL

On average we have 20 trainings per year. We have approximately 24 members per training. The break down below shows what is paid now compared to what would be paid if you elected to pay the members for 4 hours of training compared to the 1 hour they get now.

Most every training goes for 4 hours. Certain meetings will go longer; I think 3 per year, for our medical blitz continuing education credits. These may go as long as 6-7 hours. We do the medical training this way to allow for more days of fire training and the schedule works better this way for all involved.

With 20 meetings per year with 24 members attending at \$11.00 per hour, you pay \$5280.00 per year for 1 hour.

With 20 meetings per year with 24 members attending at \$11.00 per hour, you would pay \$21,120.00 per year for 4 hours.

I've talked with Chiefs Murray (Ada) and Dougherty (Bowne) and they pay per hour while at trainings.

Deputy Chief Ron van Overbeek

**FIRE BUDGET PRELIMINARY 16-17**

	<u>Budget</u>
Salaries - Permanent chief	\$ 23,000.00
Salaries - Custodial	\$ 1,500.00
Salaries - Temporary	\$ 135,000.00
Social Security	\$ 12,500.00
Workers Compensation	\$ 7,000.00
PERSONAL SERVICES	\$ 179,000.00
Office Supplies	\$ 3,700.00
Operating Supplies	\$ 45,000.00
Fuel	\$ 4,000.00
Building Maint & Supplies	\$ 10,000.00
SUPPLIES	\$ 62,700.00
Communications	\$ 21,000.00
Travel Expenses	\$ 4,000.00
Insurance	\$ 8,000.00
Public Utilities	\$ 16,000.00
Repair & Maintenance	\$ 5,000.00
R&M Vehicles	\$ 15,000.00
Rentals	
Hydrant Rentals	
Miscellaneous Expense	\$ 5,500.00
Training	\$ 6,000.00
Contingency Civil Defense	\$ -
OTHER SERVICES & CHARGES	\$ 80,500.00
Fire & Rescue Vehicles	
Equipment	\$ 11,000.00
CAPITAL EXPENDITURES	\$ 11,000.00
<b>TOTAL</b>	<b>\$ 333,200.00</b>

Budget

Audit and kc assessment, dispatch

\$ 34,000.00

**GRAND TOTAL**

**\$ 367,200.00**

**SEV = 40%**

**Amount**

Lowell Township	\$ 193,117,700.00	35%	0.14	\$ 51,805.85
Vergennes	\$ 230,413,200.00	42%	0.17	\$ 61,810.76
City	\$ 123,996,600.00	23%	0.09	\$ 33,263.39
<b>TOTAL</b>	<b>\$ 547,527,500.00</b>	<b>100%</b>		

**POPULATION = 20%**

Lowell Township	4687	37.0%	0.07	\$ 27,191.19
Vergennes	4189	33.1%	0.07	\$ 24,302.09
City	3783	29.9%	0.06	\$ 21,946.72
<b>TOTAL</b>	<b>12659</b>	<b>100%</b>		

**NUMBER OF RUNS = 40%**

Lowell Township	252	34.3%	0.14	\$ 50,427.47
Vergennes	169	23.0%	0.09	\$ 33,818.42
City	313	42.6%	0.17	\$ 62,634.11
<b>TOTAL</b>	<b>734</b>	<b>100%</b>		

**GRAND TOTAL OWING**

Lowell Township	\$ 129,424.51	\$ 32,356.12
Vergennes	\$ 119,931.27	\$ 29,982.81
City	\$ 117,844.22	\$ 29,461.05

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY  
315 S. Hudson St.  
2016

March 8, 2016

Fire authority board:

We have had 26 fire incidents and 30 medical responses for the month of February, 2016, bringing the total to 189 for the year.

Chief Martin is continuing his at home rehab. I continue to meet with him and he is doing well. I will follow his progress and update you as to possibly celebrating his retirement. Frank will be meeting with his back surgeon 3-16-2016 to discuss his surgery. At this time we are no closer to a party.

The new tools purchased through the grant are being mounted on the engines.

Captain Witherell is overseeing the Medical and Fire reports that are sent to NFIRS. These reports are being completed by the Lieutenants and members at the time of the incident.

Captain Witherell is also doing the inspections and site plans, along with Lt. Corey Velzen.

Training: We trained on CPR & AED for our recertification. We also trained on scene size up, mapping and driving.

Pancake breakfast is 3/26/2016 starting at 7 am.

If you have any questions, please contact me at 648-1478

Ron van Overbeek, Deputy Fire Chief