

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA

Monday, September 12, 2016 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 – June 13th, 2016 meeting
4. FINANCIAL REPORTS
  - A. Budget Amendments
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS

None
7. NEW BUSINESS
  - A. Resignation of Matt Mayer and Appointment of Dave Pasquale
  - B. Fire Department Presentation
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, June 13, 2016, 3:30 p.m.  
Look Memorial Fire Station

1. ROLL CALL

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

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

Absent: Matt Mayer

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY BLOUGH and seconded by REISTER to approve the agenda as presented.

Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the Regular Meeting – minutes May 9, 2016 meeting.

IT WAS MOVED BY ALTOFT and seconded by REISTER to approve the minutes of the MAY 9, 2016 meeting. Yes - all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. Olin mentioned the authority had \$154,000.00 in cash.

IT WAS MOVED BY REISTER and seconded by ALTOFT to approve the financial report as presented. Yes – all. Motion carried.

A. Budget Amendments. The board reviewed the 2015-2016 budget amendments. IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the budget amendments as presented. Yes-all. Motion carried.

5. PUBLIC COMMENT. No comments were received

6. OLD BUSINESS

A. Frank Martin's Retirement Reception. Herb mentioned the reception will be held on June 15, Wednesday at 5 p.m. Blough questioned the presentation for Frank. Herb said the presentation will be held at 6:30p.m.

B. Fire Chief's Contract. Van Overbeek's contract was discussed and how the 16 hours allotted per week are measured. Herb said we should be flexible having a couple calls a day. Altoft said he will eventually know the pattern for his hours. Van Overbeek mentioned Witherell and himself are at the fire station on Sunday evenings 2 – 2 1/2 hours. Saturdays are spent doing inspections with the businesses. Herb called around to other fire departments, and the public rarely comes into the station. IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the Fire Chief contract as written. Yes – all. Motion carried

C. Status of the Fire Budget with Municipalities. Jerry Hale mentioned the fire budget will be presented at Monday's meeting.

D. Repair to the fire house. Interim DPW Director Ron Woods was present and DPW Director Rich LaBombard. Herb stated both met with the Chief and Witherell to inspect the station for building issues. It was discovered the ceiling tiles need attention. Also the main window seals are broken, tuck pointing is needed and the station's caulking is deteriorating and moisture is getting inside. Woods added, once you tuckpoint seal and stain, almost 15 years is added to the life of the masonry. Woods also mentioned having Honeywell come and do an analysis of the heating and cooling at zero

cost to the city. Woods added in the short term, the station is much better than the Public Works building. Woods mentioned adding building system controls to Rich's computer in order to monitor the building. Herb suggested taking care of the ADA items needing completion on Saturday. Van Overbeek said some of the building issues have already been addressed. He added the department will need to order ceiling tiles to replace damaged tiles caused by the old roof leaking. Reister suggested walking the board through the building at next month's meeting. Woods said Honeywell will come in, do an evaluation of all of the bills at no cost to the city. Herb questioned if the Fire Department can be added to the Honeywell evaluation of the city. Herb felt it is a win-win to have the evaluation completed. Pasquale added the department can't lose.

7. NEW BUSINESS

A. New Fire Department hiring efforts. Van Overbeek mentioned two recruits attended the open house, and one was a trained firefighter. He said they will have an application process as well as a written and physical test. There are eight different stations, and vitals are taken before and after. Herb questioned if all the candidates were viable. Van Overbeek said it is hard to judge, if we retain 50%, we are doing well.

8. COMMITTEE REPORTS

- A. Capital Appropriations. None
- B. Financial. None

9. FIRE CHIEF'S REPORTS AND UPDATES – The fire chief contract start day was discussed. It was suggested the start date be June 19, or this Sunday. Van Overbeek mentioned the safety trailer will be at the Riverwalk this year. He added he is working with Liz Baker to attend more events. Van Overbeek also mentioned possibly changing the date of the pancake breakfast. He added the Mayor Exchange date with the City of Portland went well and 24 people were fed at the station. He also mentioned 4 scubas were sold for \$1000. It was mentioned two try-outs will be held this Thursday. He added he may be doing something different with the Fire station cleaning. Herb mentioned it was Ron's discretion on the cleaning.

10. MEMBER COMMENTS

Police Chief Steve Bukala mentioned the City may be going to a new voice over phone system which would affect the fire station phone as well. He said the current phones do not comply with E911.

11. Herb said the next meeting would be held July 11. He said if the agenda is light, we would postpone until August 8.

IT WAS MOVED BY REISTER and seconded by ALTOFT to adjourn at 4:35 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary

| Check Date          | Bank | Check # | Payee                       | Description                      | Account | Dept | Amount   |
|---------------------|------|---------|-----------------------------|----------------------------------|---------|------|----------|
| Fund: 206 FIRE FUND |      |         |                             |                                  |         |      |          |
| 06/16/2016          | FIRE | 3402    | AUTOZONE                    | OPERATING SUPPLIES               | 740.000 | 336  | 147.49   |
| 06/16/2016          | FIRE | 3403    | BERNARDS ACE HARDWARE       | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 29.89    |
| 06/16/2016          | FIRE | 3404    | BUYERS GUIDE                | MISCELLANEOUS EXPENSE            | 955.000 | 336  | 92.00    |
| 06/16/2016          | FIRE | 3405    | LOWELL LIGHT & POWER        | PUBLIC UTILITIES                 | 920.000 | 336  | 475.65   |
| 06/16/2016          | FIRE | 3406    | CITY OF LOWELL              | PUBLIC UTILITIES                 | 920.000 | 336  | 125.43   |
| 06/16/2016          | FIRE | 3407    | MURRAY LAKE MARINA          | R & M/VEHICLES                   | 931.000 | 336  | 214.94   |
| 06/16/2016          | FIRE | 3408    | VERIZON WIRELESS            | COMMUNICATIONS                   | 850.000 | 336  | 80.02    |
|                     |      |         |                             | COMMUNICATIONS                   | 850.000 | 336  | 58.14    |
|                     |      |         |                             | CHECK FIRE 3408 TOTAL            |         |      | 138.16   |
| 06/16/2016          | FIRE | 3409    | R&R FIRE TRUCK REPAIR, INC. | R & M/VEHICLES                   | 931.000 | 336  | 1,430.29 |
| 06/16/2016          | FIRE | 3410    | VANDERVEST, BLAKE S         | TRAVEL EXPENSES                  | 860.000 | 336  | 168.48   |
| 06/30/2016          | FIRE | 3411    | COMCAST                     | COMMUNICATIONS                   | 850.000 | 336  | 104.12   |
| 06/30/2016          | FIRE | 3412    | AT&T                        | COMMUNICATIONS                   | 850.000 | 336  | 317.38   |
| 06/30/2016          | FIRE | 3413    | FRONT LINE SERVICES, INC    | R & M/VEHICLES                   | 931.000 | 336  | 542.50   |
| 07/13/2016          | FIRE | 3417    | BERNARDS ACE HARDWARE       | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 147.88   |
| 07/13/2016          | FIRE | 3418    | BUYERS GUIDE                | MISCELLANEOUS EXPENSE            | 955.000 | 336  | 96.11    |
| 07/13/2016          | FIRE | 3419    | LOWELL LIGHT & POWER        | PUBLIC UTILITIES                 | 920.000 | 336  | 547.80   |
| 07/13/2016          | FIRE | 3420    | CITY OF LOWELL              | PUBLIC UTILITIES                 | 920.000 | 336  | 131.29   |
| 07/13/2016          | FIRE | 3421    | NYE UNIFORM COMPANY         | OPERATING SUPPLIES               | 740.000 | 336  | 83.00    |
| 07/13/2016          | FIRE | 3422    | TIME EMERGENCY EQUIPMENT    | OPERATING SUPPLIES               | 740.000 | 336  | 145.45   |
| 07/13/2016          | FIRE | 3423    | KENT COUNTY EMERGENCY       | MISCELLANEOUS EXPENSE            | 955.000 | 336  | 272.89   |
| 07/13/2016          | FIRE | 3424    | VERIZON WIRELESS            | COMMUNICATIONS                   | 850.000 | 336  | 80.02    |
| 07/13/2016          | FIRE | 3425    | RED CREEK                   | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 76.91    |

| Check Date          | Bank | Check # | Payee                          | Description                      | Account | Dept | Amount       |
|---------------------|------|---------|--------------------------------|----------------------------------|---------|------|--------------|
| Fund: 206 FIRE FUND |      |         |                                |                                  |         |      |              |
| 07/13/2016          | FIRE | 3426    | FRONT LINE SERVICES, INC       | R & M/VEHICLES                   | 931.000 | 336  | 542.50       |
| 07/13/2016          | FIRE | 3427    | VANDERVEST, BLAKE S            | TRAVEL EXPENSES                  | 860.000 | 336  | 224.64       |
| 07/22/2016          | FIRE | 3428    | CHROUGH COMMUNICATIONS, INC.   | OPERATING SUPPLIES               | 740.000 | 336  | 1,386.00     |
| 07/22/2016          | FIRE | 3429    | CITY OF LOWELL                 | COMMUNICATIONS                   | 850.000 | 336  | 7.05         |
|                     |      |         |                                | R & M/VEHICLES                   | 931.000 | 336  | 50.01        |
|                     |      |         |                                | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 150.00       |
|                     |      |         |                                | CHECK FIRE 3429 TOTAL            |         |      | 207.06       |
| 07/22/2016          | FIRE | 3430    | PETER LETZMANN ASSOCIATES      | PROFESSIONAL SERVICES            |         |      | ** VOIDED ** |
| 07/22/2016          | FIRE | 3431    | COMCAST CABLE                  | COMMUNICATIONS                   | 850.000 | 336  | 217.74       |
| 08/03/2016          | FIRE | 3432    | PETER LETZMANN ASSOCIATES      | PROFESSIONAL SERVICES            | 801.000 | 336  | 3,150.00     |
| 08/05/2016          | FIRE | 3433    | 5 ALARM FIRE & SAFETY EQUIP IN | OPERATING SUPPLIES               | 740.000 | 336  | 86.76        |
|                     |      |         |                                | OPERATING SUPPLIES               | 740.000 | 336  | 87.75        |
|                     |      |         |                                | CHECK FIRE 3433 TOTAL            |         |      | 174.51       |
| 08/05/2016          | FIRE | 3434    | W.W. WILLIAMS                  | REPAIR & MAINTENANCE             | 930.000 | 336  | 310.00       |
| 08/05/2016          | FIRE | 3435    | AT&T                           | COMMUNICATIONS                   | 850.000 | 336  | 375.81       |
| 08/05/2016          | FIRE | 3436    | CONSUMERS ENERGY               | PUBLIC UTILITIES                 | 920.000 | 336  | 58.75        |
| 08/12/2016          | FIRE | 3439    | BERNARDS ACE HARDWARE          | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 280.53       |
| 08/12/2016          | FIRE | 3440    | LOWELL LIGHT & POWER           | PUBLIC UTILITIES                 | 920.000 | 336  | 560.39       |
| 08/12/2016          | FIRE | 3441    | CITY OF LOWELL                 | PUBLIC UTILITIES                 | 920.000 | 336  | 125.43       |
|                     |      |         |                                | R & M/VEHICLES                   | 931.000 | 336  | 33.78        |
|                     |      |         |                                | CHECK FIRE 3441 TOTAL            |         |      | 159.21       |
| 08/12/2016          | FIRE | 3442    | X-CEL CHEMICAL SPECIALTIES CO. | REPAIRS AND MAINTENANCE BUILDING | 932.000 | 336  | 108.50       |
| 08/12/2016          | FIRE | 3443    | 5 ALARM FIRE & SAFETY EQUIP IN | REPAIR & MAINTENANCE             | 930.000 | 336  | 964.50       |

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
 CHECK DATE FROM 06/10/2016 - 08/26/2016

| Check Date          | Bank | Check # | Payee               | Description                  | Account | Dept | Amount    |
|---------------------|------|---------|---------------------|------------------------------|---------|------|-----------|
| Fund: 206 FIRE FUND |      |         |                     |                              |         |      |           |
| 08/12/2016          | FIRE | 3444    | VERIZON WIRELESS    | COMMUNICATIONS               | 850.000 | 336  | 9.44      |
|                     |      |         |                     | COMMUNICATIONS               | 850.000 | 336  | 80.02     |
|                     |      |         |                     | CHECK FIRE 3444 TOTAL        |         |      | 89.46     |
| 08/12/2016          | FIRE | 3445    | EMERGENCY REPORTING | EQUIPMENT                    | 986.000 | 336  | 1,668.00  |
|                     |      |         |                     | Total for fund 206 FIRE FUND |         |      | 15,845.28 |

GL NUMBER DESCRIPTION 2016-17 YTD BALANCE ACTIVITY FOR MONTH AVAILABLE BALANCE % BDCST USBD  
 AMENDED BUDGET 08/31/2016 08/31/2016

| Fund 206 - FIRE FUND           | Revenues                               | 2016-17           | YTD BALANCE      | ACTIVITY FOR     | AVAILABLE         | % BDCST      |
|--------------------------------|--|-------------------|------------------|------------------|-------------------|--------------|
| Dept 000-REVENUES              |  | AMENDED BUDGET    | 08/31/2016       | MONTH            | BALANCE           | USBD         |
| 206-000-507.000                | FEDERAL GRANT FEMA                     | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-569.000                | STATE GRANT                            | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-589.000                | LOWELL TOWNSHIP EQUIPMENT PURCHASES    | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-590.000                | VERGENNES TOWNSHIP EQUIPMENT PURCHASES | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-591.000                | CITY OF LOWELL EQUIPMENT PURCHASES     | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-633.001                | LOWELL TOWNSHIP                        | 135,330.00        | 33,832.50        | 33,832.50        | 101,497.50        | 25.00        |
| 206-000-632.002                | VERGENNES TOWNSHIP                     | 125,404.00        | 31,351.00        | 31,351.00        | 94,053.00         | 25.00        |
| 206-000-632.003                | CITY OF LOWELL                         | 123,221.00        | 30,805.33        | 30,805.33        | 92,415.67         | 25.00        |
| 206-000-650.000                | CONTRIBUTIONS                          | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-677.000                | MISCELLANEOUS                          | 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         |
| 206-000-689.000-FA-1503        | LOOK FUND GRANT                        | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-690.000                | GRAND RAPIDS FOUNDATION GRANTS         | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| 206-000-698.000                | CABLE TV GRANT                         | 0.00              | 0.00             | 0.00             | 0.00              | 0.00         |
| <b>Total Dept 000-REVENUES</b> |  | <b>383,955.00</b> | <b>95,988.83</b> | <b>95,988.83</b> | <b>287,966.17</b> | <b>25.00</b> |

| TOTAL Revenues | 383,955.00 | 95,988.83 | 95,988.83 | 287,966.17 | 25.00 |
|----------------|------------|-----------|-----------|------------|-------|
|----------------|------------|-----------|-----------|------------|-------|

| Expenditures | 206-000-REVENUES | TRAVEL EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 |
|--------------|------------------|-----------------|------|------|------|------|
|--------------|------------------|-----------------|------|------|------|------|

| Total Dept 000-REVENUES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|-------------------------|------|------|------|------|------|------|
|-------------------------|------|------|------|------|------|------|

| Dept 336 | 206-336-702.000 | SALARIES-PERMANENT               | 23,000.00  | 3,000.00 | 2,000.00   | 20,000.00  | 13.04 |
|----------|-----------------|----------------------------------|------------|----------|------------|------------|-------|
|          | 206-336-703.000 | SALARIES-CUSTODIAL               | 1,500.00   | 0.00     | 0.00       | 1,500.00   | 0.00  |
|          | 206-336-707.000 | SALARIES-TEMPORARY               | 150,840.00 | 7,752.00 | 7,752.00   | 143,088.00 | 5.14  |
|          | 206-336-709.000 | SALARIES OVERTIME                | 0.00       | 0.00     | 0.00       | 0.00       | 0.00  |
|          | 206-336-715.000 | SOCIAL SECURITY                  | 13,415.00  | 799.50   | 723.00     | 12,615.50  | 5.96  |
|          | 206-336-717.000 | LIFE INSURANCE                   | 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  |
|          | 206-336-722.000 | WORKERS COMPENSATION             | 7,000.00   | 0.00     | 0.00       | 7,000.00   | 0.00  |
|          | 206-336-727.000 | OFFICE SUPPLIES                  | 3,700.00   | 0.00     | 0.00       | 3,700.00   | 0.00  |
|          | 206-336-740.000 | OPERATING SUPPLIES               | 45,000.00  | 402.96   | 174.51     | 44,597.04  | 0.90  |
|          | 206-336-741.000 | FUEL                             | 4,000.00   | 0.00     | 0.00       | 4,000.00   | 0.00  |
|          | 206-336-775.000 | BUILDING MAINT & SUPPLIES        | 0.00       | 0.00     | 0.00       | 0.00       | 0.00  |
|          | 206-336-801.000 | PROFESSIONAL SERVICES            | 34,000.00  | 0.00     | (3,150.00) | 34,000.00  | 0.00  |
|          | 206-336-850.000 | COMMUNICATIONS                   | 21,000.00  | 770.08   | 465.27     | 20,229.92  | 3.67  |
|          | 206-336-860.000 | TRAVEL EXPENSES                  | 4,000.00   | 224.64   | 0.00       | 3,775.36   | 5.62  |
|          | 206-336-910.000 | INSURANCE                        | 8,000.00   | 0.00     | 0.00       | 8,000.00   | 0.00  |
|          | 206-336-920.000 | PUBLIC UTILITIES                 | 16,000.00  | 1,423.66 | 744.57     | 14,576.34  | 8.90  |
|          | 206-336-930.000 | REPAIR & MAINTENANCE             | 5,000.00   | 1,274.50 | 1,274.50   | 3,725.50   | 25.49 |
|          | 206-336-931.000 | R & M/VEHICLES                   | 15,000.00  | 83.79    | 33.78      | 14,916.21  | 0.56  |
|          | 206-336-932.000 | REPAIRS AND MAINTENANCE BUILDING | 10,000.00  | 615.94   | 389.03     | 9,384.06   | 6.16  |
|          | 206-336-940.000 | RENTALS                          | 0.00       | 0.00     | 0.00       | 0.00       | 0.00  |
|          | 206-336-955.000 | MISCELLANEOUS EXPENSE            | 5,500.00   | 272.89   | 0.00       | 5,227.11   | 4.96  |
|          | 206-336-957.000 | TRAINING                         | 6,000.00   | 0.00     | 0.00       | 6,000.00   | 0.00  |
|          | 206-336-980.000 | CAPITAL OUTLAY                   | 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  |
|          | 206-336-982.000 | FIRE RESCUE PUMPER               | 0.00       | 0.00     | 0.00       | 0.00       | 0.00  |
|          | 206-336-986.000 | EQUIPMENT                        | 11,000.00  | 1,668.00 | 1,668.00   | 9,332.00   | 15.16 |

| GL NUMBER                                  | DESCRIPTION | 2016-17<br>AMENDED BUDGET | YTD BALANCE<br>08/31/2016 | ACTIVITY FOR<br>MONTH<br>08/31/2016 | AVAILABLE<br>BALANCE | %<br>BDGT<br>USED |
|--|-------------|---------------------------|---------------------------|-------------------------------------|----------------------|-------------------|
| <b>Fund 206 - FIRE FUND</b>                |             |                           |                           |                                     |                      |                   |
| <b>Expenditures</b>                        |             |                           |                           |                                     |                      |                   |
| Total Dept 336                             |             | 383,955.00                | 18,287.96                 | 12,074.66                           | 365,667.04           | 4.76              |
| Dept 426-EMERGENCY MANAGEMENT              |             |                           |                           |                                     |                      |                   |
| 206-425-707.000-FLOOD13 SALARIES-TEMPORARY |             | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00              |
| 206-425-715.000-FLOOD13 SOCIAL SECURITY    |             | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00              |
| 206-425-740.000-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                         |             | 383,955.00                | 18,287.96                 | 12,074.66                           | 365,667.04           | 4.76              |
| <b>Fund 206 - FIRE FUND:</b>               |             |                           |                           |                                     |                      |                   |
| TOTAL REVENUES                             |             | 383,955.00                | 95,988.83                 | 95,988.83                           | 287,966.77           | 25.00             |
| TOTAL EXPENDITURES                         |             | 383,955.00                | 18,287.96                 | 12,074.66                           | 365,667.04           | 4.76              |
| NET OF REVENUES & EXPENDITURES             |             | 0.00                      | 77,700.87                 | 83,914.17                           | (77,700.87)          | 100.00            |
| <b>TOTAL REVENUES - ALL FUNDS</b>          |             |                           |                           |                                     |                      |                   |
| TOTAL EXPENDITURES - ALL FUNDS             |             | 383,955.00                | 18,287.96                 | 12,074.66                           | 365,667.04           | 4.76              |
| NET OF REVENUES & EXPENDITURES             |             | 0.00                      | 77,700.87                 | 83,914.17                           | (77,700.87)          | 100.00            |



# Lowell Area Fire & Emergency Services

Monthly Tracking 7/1/15- 6/30/2016

| Medical Runs       |            | \$15.00     |                     | Lowell Twp    |             | Vergennes Twp |             | City     |            | Mutual Aid |            | Location           |          |          |  |
|--------------------|------------|-------------|---------------------|---------------|-------------|---------------|-------------|----------|------------|------------|------------|--------------------|----------|----------|--|
|                    | #          | hrs         |                     | #             | hrs         | #             | hrs         | #        | hrs        | #          | hrs        |                    |          |          |  |
| July               | 17         | 130         | \$ 1,950.00         | 5             | 34          | 22            | 123         |          |            |            |            |                    |          |          |  |
| August             | 8          | 50          | \$ 750.00           | 8             | 52          | 19            | 111         |          |            |            |            |                    |          |          |  |
| September          | 14         | 80          | \$ 1,200.00         | 10            | 66          | 18            | 95          |          |            |            |            |                    |          |          |  |
| October            | 15         | 98          | \$ 1,470.00         | 9             | 58          | 17            | 93          |          |            | 0          |            |                    |          |          |  |
| November           | 11         | 62          | \$ 930.00           | 6             | 38          | 15            | 79          |          |            |            |            |                    |          |          |  |
| December           | 23         | 154         | \$ 2,310.00         | 9             | 81          | 19            | 124         |          |            |            |            |                    |          |          |  |
| January            | 11         | 61          | \$ 915.00           | 14            | 102         | 17            | 98          |          |            |            |            |                    |          |          |  |
| February           | 6          | 32          | \$ 480.00           | 12            | 52          | 12            | 63          |          |            |            |            |                    |          |          |  |
| March              | 15         | 70          | \$ 1,050.00         | 7             | 45          | 14            | 73          |          |            |            |            |                    |          |          |  |
| April              | 14         | 69          | \$ 1,035.00         | 9             | 48          | 21            | 105         |          |            |            |            |                    |          |          |  |
| May                | 11         | 60          | \$ 900.00           | 7             | 39          | 17            | 75          |          |            |            |            |                    |          |          |  |
| June               |            |             | \$ -                |               |             |               |             |          |            |            |            |                    |          |          |  |
| <b>Total Runs</b>  | <b>145</b> | <b>866</b>  | <b>\$ 12,990.00</b> | <b>96</b>     | <b>615</b>  | <b>191</b>    | <b>1039</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>\$ -</b>        | <b>-</b> |          |  |
| <b>Fire Runs</b>   |            |             |                     |               |             |               |             |          |            |            |            |                    |          |          |  |
| Lowell Twp         |            |             |                     | Vergennes Twp |             |               |             | City     |            |            |            | Mutual Aid         |          | Location |  |
|                    | #          | hrs         |                     | #             | hrs         | #             | hrs         | #        | hrs        | #          | hrs        |                    |          |          |  |
| July               | 13         | 160         | \$ 2,400.00         | 8             | 82          | 9             | 52          | 1        | 14         |            |            |                    |          |          |  |
| August             | 4          | 35          | \$ 525.00           | 7             | 104         | 10            | 151         | 1        | 91         |            |            |                    | Bowme    |          |  |
| September          | 7          | 80          | \$ 1,200.00         | 4             | 34          | 8             | 50          |          |            |            |            |                    | Keene    |          |  |
| October            | 6          | 69          | \$ 1,035.00         | 4             | 39          | 7             | 46          |          |            |            |            |                    |          |          |  |
| November           | 8          | 99          | \$ 1,485.00         | 8             | 67          | 7             | 69          |          |            |            |            |                    |          |          |  |
| December           | 10         | 90          | \$ 1,350.00         | 3             | 30          | 11            | 92          | 1        | 12         |            |            |                    | Bowme    |          |  |
| January            | 4          | 38          | \$ 570.00           | 4             | 23          | 7             | 68          | 1        | 1          |            |            |                    | Ada      |          |  |
| February           | 12         | 207         | \$ 3,105.00         | 5             | 120         | 8             | 44          | 1        | 5          |            |            |                    | Ada      |          |  |
| March              | 9          | 50          | \$ 750.00           | 8             | 62          | 12            | 56          |          |            |            |            |                    |          |          |  |
| April              | 8          | 73          | \$ 1,095.00         | 5             | 42          | 7             | 40          |          |            |            |            |                    |          |          |  |
| May                | 12         | 63          | \$ 945.00           | 6             | 50          | 9             | 61          |          |            |            |            |                    |          |          |  |
| June               |            |             | \$ -                |               |             |               |             |          |            |            |            |                    |          |          |  |
| <b>Total Runs</b>  | <b>93</b>  | <b>964</b>  | <b>\$ 14,460.00</b> | <b>62</b>     | <b>653</b>  | <b>95</b>     | <b>729</b>  | <b>5</b> | <b>123</b> | <b>5</b>   | <b>123</b> | <b>\$ 1,845.00</b> | <b>-</b> |          |  |
| <b>GRAND TOTAL</b> | <b>238</b> | <b>1830</b> | <b>\$ 27,450.00</b> | <b>158</b>    | <b>1268</b> | <b>286</b>    | <b>1768</b> | <b>5</b> | <b>123</b> | <b>5</b>   | <b>123</b> | <b>\$ 1,845.00</b> | <b>-</b> |          |  |

Totals do not include meetings, inspections, training classes, fire report pay, cleaning or salaries for Chief & officers



Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
301 E. Main St. Lowell, MI 49331  
616-897-7354

Wednesday, September 07, 2016

Chief van Overbeek

August 2016 Divisions Report.

Fire Prevention Inspection Division:

In the Fire Prevention Inspection Division this month we preformed 10 inspections noting 12 violations including the startup inspection of the Kent County Youth Fair. We also preformed 3 re-inspections noting all original violations corrected.

Training Division:

During the month of August we had two scheduled trainings. The training on the 13th of August consisted of two parts. We broke up into two groups to go through the two stations. One station was on the use and inspection of the SCBA the other was ventilation. This training lasted for 3 hours there were 4 officers, 14 firefighters and 3 interns present for the training. The training that was scheduled on the 27th was going to be the firefighter physical agility. However it was rescheduled to the 10th of September do to a long duration call that occurred just as training was getting ready to start. There was a total of 3 training hours for the month of August.

Lieutenant Donahue and firefighter Johnson successfully completed company officer I&II in August as well.

Public Education and Community Relations Division:

We distributed 35 smoke detectors through the Lowell Community Day. We provided EMS coverage over six shifts and thirty man hours for the Kent County Youth fair as well as coverage for the Lowell Community Pink Arrow Pinknic and the Riverwalk Summer Concerts. In preparation of the upcoming fire prevention open house and fire safety week we ordered 500 coloring books from Hooper Printing.

Best Regards,

Captain Shannon L. Witherell



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Fire Authority Board:

We responded to 83 total incidents for the month of July, 25 fire related and 58 medical. This brings our total for the year to 587 calls.

We will be moving the new interns to probationary members.

We have completed the process of filling the vacant lieutenant position. We brought in Chief Alan Styles from Dalton Twp. to assist with the interview process. After a few hours of discussion we promoted Sean Donahue. Sean actually started as a cadet and worked his way up. The process was well received by the membership and we were pleased by the number of applicants (6).

No new updates on the explorer program at this time.

Members of the department presented the colors at the Lowell vs Rockford football game. We have also been invited to lead the walk at the pink arrow game on September 16<sup>th</sup>.

The Fallasburg fall festival is coming up September 17<sup>th</sup> & 18<sup>th</sup>. We will be cooking chicken again on both days.

We are continuing to work on the punch list provided by the DPW director regarding our station needs.

Shannon and I are reviewing all reports. The Sunday evening officer meetings have been very productive.

Please feel free to contact me at (616) 648-1478 with any questions or concerns.

Respectfully, Ron van Overbeek

Fire Chief, Lowell Area Fire Dept.