

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, January 9, 2017 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 – October 10, 2016
 - b. Approval of the Special Meeting – December 13, 2016
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - a. Recognize Jim Hodges as newest "Board" member from the City of Lowell replacing Jeff Altoft
 - b. Review trends in concealed carry with other fire departments
 - c. Update new cylinder filling station (LAFD)
 - d. UTV Potential (LAFD)
 - e. Current and future grant opportunities (Shannon Witherell)
 - f. Fire house upgrade status
7. NEW BUSINESS
 - a. Election of "Board" officers for 2017 (Chairman, Vice Chairman, Secretary, Treasurer)
 - b. Set meeting schedule for 2017
 - c. Appoint committees for 2017 (Finance, Capital Appropriation, Management)
 - d. Capital equipment review and discussion (presentation by Capital committee)
 - e. Status of fund balance discussion
 - f. Presentation of the 2017/2018 preliminary budget (Finance Committee)
 - g. Review possible charges by either municipalities or LAFD for inspections
 - h. Discuss 5 Alarm purchasing practices by LAFD
 - i. Schedule Fire Chief review by Management Committee
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, October 10, 2016

At the 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 and David Pasquale, Altoft arrived 4:00 p.m.

Members Absent: Carlton Blough.

2. APPROVAL OF THE AGENDA

Herb requested under New Business, Item C, Witherell provide information on grants.

IT WAS MOVED BY WITTENBACH and seconded by PASQUALE to approve the agenda with the addition of Item C, Under New Business, "Grant Update".

Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the Closed Session Meeting – August 23, 2016

IT WAS MOVED BY PASQUALE and seconded by WITTENBACH to approve the minutes of the closed session meeting – August 23, 2016 adding Altoft as no. Yes - all. Motion carried.

B. Approval of the Regular Meeting – September 12, 2016

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve the minutes of the September 12, 2016 meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. Olin mentioned the authority had \$196,000 in cash. She also mentioned the payroll reports had been provided for the board review.

Herb asked about used pagers. Witherell responded the department currently has ten.

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

5. PUBLIC COMMENT.

No comments were received.

6. OLD BUSINESS

A. Status of Board member's standard operating manuals. The standard operating manuals have been assembled and distributed. Two individuals need a hard copy and Peter has an electronic version.

B. Sharing of Tornado Siren Annual Maintenance Fees Review. Chief Bukala said he requested a recommendation from West Shore for the addition of two tornado sirens. The cost would be \$19,600 per site or \$21,400 including additional 2001 ac/dc remote siren sites. Bukala mentioned the sites needed would be Cumberland at Whispering Hills and one at Vergennes and Lincoln Lake. Herb requested Wittenbach and Reister present the tornado siren information to their boards.

C. Reminder of Michigan Townships Assoc. Meeting on October 21st in Frankenmuth. Herb mentioned there has been no interest thus far in attending the meeting in Frankenmuth.

D. Discussion and Potential Approval of Cascade Cylinders, Compressor and Filling station. Witherell explained the bid opening was held at City Hall for the purchase of a new breathing air compressor, standalone fill station and eight 6000 psi cascade cylinders. Bids were received from Douglas Safety,

\$50,990.21, Breathing Air systems \$46,680.86 and 5 Alarm and Safety in the amount of \$39,483. Witherell said the expected delivery is 6 -8 weeks. Witherell said he has the nuts and bolts of the specs as well. Herb questioned if the station came with a warranty. Witherell responded yes around the 2 year mark. Herb further asked if the cost included a trailer. Herb added the bid should be rounded up \$2000 for the required electrical hookups. Herb also questioned if training was required. Witherell explained the price include shipping, set up and training. Reister questioned the \$11,000 difference in the bids. Witherell felt the difference was because one was a name brand and that is why their bid was higher.

IT WAS MOVED BY WITTENBACH and seconded by PASQUALE to approve the bid from 5 Alarm in the amount of \$39,483 and \$1,517.00 for a total of \$41,000.00. The additional is for electrical hookups or set up. To be taken out of fund balance. Yes – all. Motion carried.

- E. Station House Upgrade Review and Initiatives needed for repairs. Chief van Overbeek said he met with Rich LaBombard, Lowell City Public Works Director and some of the building upgrades have been completed. He added they have been doing repairs in-house as much as possible. van Overbeek mentioned the kitchen drain needs cleaned out and the sand trap. Also, when the station floor was painted, 3-4 cleanouts were covered. LaBombard provided the fire inspection dated 6/3 which ranked items from high to low. Herb mentioned having Canfield clean out the main sewer pipe and jet it out. van Overbeek said it is mainly sand from the sand traps. LaBombard stated Honeywell will be here Friday to look at temperature and lighting energy improvements. Herb questioned if Honeywell had completed the city review. LaBombard said they are doing it right now and that he has not seen the results. Wittenbach questioned if there were energy rebates available. LaBombard responded yes, available through Lowell Light and Power. Herb mentioned the water damage under the sink and that the cabinetry was warped. He stated the cause should be fixed. Herb also mentioned replacing windows and possibly tying in the project with the city.

7. NEW BUSINESS

- A. UTV Equipment Opportunity. van Overbeek mentioned he attended an event that had an opportunity to receive a free UTV from Platinum Power Sports of Rockford. The unit would be exchanged every 6 months at no cost. However, it would need approximately \$10,000 - \$14,000 in equipment.
- B. Fire Department Open House – October 11, 2016. van Overbeek stated an open house will be held on October 11 at the Lowell Fire Station. He added there will be vendors, snacks and cider. He mentioned Soyka will provide a fire engine simulator and State Farm and Servpro should be in attendance. v an Overbeek suggested next year, holding this event in conjunction with the Lowell Harvest Festival on Saturday.
- C. Grant Update. Witherell mentioned the Fema grant is coming up and he is looking into 3 Lucas Cpr assistants or an air boat. Altoft mentioned Fema grants and having too much fund balance. Altoft mentioned placing \$35,000 aside for building funds.

8. COMMITTEE REPORTS

- A. Capital Appropriations
B. Financial

9. FIRE CHIEF'S REPORTS AND UPDATE

van Overbeek stated two of the new members have started fire school. He mentioned two are trained and one we haven't heard from. He mentioned at this time, we are attempting to get his pager back. He added the department is continuing to work on the building punch list. van Overbeek added Lynn Ort has retired after 24 years. Herb asked if the department should purchase a gift. van Overbeek said he

could take the cost of the gift out of the fire department fund. van Overbeek added that the tires have been replaced on engine 6. He added Fallasburg was a good success, however the department did not sell out of chicken dinners.

10. MEMBER COMMENTS

No comments received.

11. DATE FOR NEXT MEETING

Herb stated the next meeting will be held on November 14.

12. ADJOURNMENT.

IT WAS MOVED BY PASQUALE and seconded by REISTER to adjourn at 4:30 p.m. Yes – all.
Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

PROCEEDINGS OF THE
LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY
SPECIAL MEETING
TUESDAY, DECEMBER 13 , 2016 AT 2 P.M.

1. CALL TO ORDER AND ROLL CALL

The Meeting was called to order at 2:05 p.m.

Members Present: James Herb, David M. Pasquale, Susan Reister, Tim Wittenbach

2. APPROVAL OF THE AGENDA

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

Yes-all. Motion carried.

3. PUBLIC COMMENT

No comments were received.

4. OLD BUSINESS

A. Review 2016/2017 Budget

The board reviewed the current 2016-2017 budget. Van Overbeek said the station updates are going well including led lights and door handles and the vehicle equipment repairs are so far so good.

5. NEW BUSINESS

A. Review 2017/2018 budget.

The board reviewed additions and deletions for the 2017/2018 budget. The board also discussed the inspection pay. A preliminary budget will be presented at the next regularly scheduled meeting of January 9, 2017.

6. MEMBER COMMENTS

7. DATE FOR NEXT MEETING

The next meeting is scheduled for January 9, 2017.

8. ADJOURNMENT

IT WAS MOVED BY PASQUALE and seconded by REISTER to adjourn at 3:57 p.m.

Yes-all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 10/07/2016 - 01/05/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
10/21/2016	FIRE	3483	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	51.56
10/21/2016	FIRE	3484	HOOPER PRINTING	MISCELLANEOUS EXPENSE	955.000	336	22.51
10/21/2016	FIRE	3485	KENT COUNTY TREASURER	COMMUNICATIONS	850.000	336	4,760.00
10/21/2016	FIRE	3486	LOWELL AREA FIRE DEPT.	COMMUNICATIONS	850.000	336	125.26
10/21/2016	FIRE	3487	SHOWBOAT AUTOMOTIVE SUPPLY	R & M/VEHICLES	931.000	336	20.74
10/21/2016	FIRE	3488	X-CEL CHEMICAL SPECIALTIES CO.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	30.80
10/21/2016	FIRE	3489	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,115.03
10/21/2016	FIRE	3490	COMCAST CABLE	COMMUNICATIONS	850.000	336	113.62
11/03/2016	FIRE	3493	LOWELL AREA FIRE DEPT.	OPERATING SUPPLIES	740.000	336	187.83
11/03/2016	FIRE	3494	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,131.84
11/03/2016	FIRE	3495	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
11/03/2016	FIRE	3496	AT&T	COMMUNICATIONS	850.000	336	348.58
11/03/2016	FIRE	3497	CONSUMERS ENERGY	COMMUNICATIONS	850.000	336	69.05
11/03/2016	FIRE	3498	FRONT LINE SERVICES, INC	OPERATING SUPPLIES	740.000	336	542.50
11/18/2016	FIRE	3500	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	108.70
11/18/2016	FIRE	3501	BUYERS GUIDE	MISCELLANEOUS EXPENSE	955.000	336	278.08
11/18/2016	FIRE	3502	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	517.31
11/18/2016	FIRE	3503	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	125.75
11/18/2016	FIRE	3504	MICHIGAN STATE FIREMENS ASSOC	MISCELLANEOUS EXPENSE	955.000	336	75.00
11/18/2016	FIRE	3505	SELF SERVE LUMBER	OPERATING SUPPLIES	740.000	336	35.97
11/18/2016	FIRE	3506	MML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,312.00
11/18/2016	FIRE	3507	FIRE SUPPRESSION PRODUCTS	OPERATING SUPPLIES	740.000	336	390.00
				OPERATING SUPPLIES	740.000	336	390.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 10/07/2016 - 01/05/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
11/18/2016	FIRE	3508	O'REILLY AUTOMOTIVE, INC	CHECK FIRE 3507 TOTAL			780.00
11/21/2016	FIRE	3510	CITY OF LOWELL	R & M/VEHICLES	931.000	336	32.97
12/02/2016	FIRE	3511	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	1,871.00
				PUBLIC UTILITIES	920.000	336	785.34
12/02/2016	FIRE	3512	NYE UNIFORM COMPANY	OPERATING SUPPLIES	740.000	336	71.00
				OPERATING SUPPLIES	740.000	336	207.00
				CHECK FIRE 3512 TOTAL			<u>278.00</u>
12/02/2016	FIRE	3513	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	525.56
				R & M/VEHICLES	931.000	336	1,053.51
				R & M/VEHICLES	931.000	336	914.45
				R & M/VEHICLES	931.000	336	977.17
				R & M/VEHICLES	931.000	336	574.27
				CHECK FIRE 3513 TOTAL			<u>4,044.96</u>
12/02/2016	FIRE	3514	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
12/02/2016	FIRE	3515	AT&T	COMMUNICATIONS	850.000	336	359.75
12/02/2016	FIRE	3516	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.14
12/02/2016	FIRE	3517	COMCAST CABLE	COMMUNICATIONS	850.000	336	106.12
12/02/2016	FIRE	3518	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	384.84
12/15/2016	FIRE	3522	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	336	34.98
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	18.98
				CHECK FIRE 3522 TOTAL			<u>53.96</u>
12/15/2016	FIRE	3523	FIRE PROS, INC.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	195.75
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	95.00
				CHECK FIRE 3523 TOTAL			<u>290.75</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
12/15/2016	FIRE	3524	CITY OF LOWELL	COMMUNICATIONS	850.000	336	41.87
				PUBLIC UTILITIES	920.000	336	119.76
				R & M/VEHICLES	931.000	336	82.92
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	328.99
				CHECK FIRE 3524 TOTAL			<u>573.54</u>
12/15/2016	FIRE	3525	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	6,870.00
12/15/2016	FIRE	3526	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	303.07
12/15/2016	FIRE	3527	WEILER, JAMES	REPAIRS AND MAINTENANCE BUILDING	932.000	336	44.30
12/15/2016	FIRE	3528	O'REILLY AUTOMOTIVE, INC	R & M/VEHICLES	931.000	336	4.78
12/15/2016	FIRE	3529	THE SCREEN PRINT DEPT. INC.	OPERATING SUPPLIES	740.000	336	210.00
12/22/2016	FIRE	3530	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,420.16
12/22/2016	FIRE	3531	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	2,605.31
12/22/2016	FIRE	3532	AT&T	PUBLIC UTILITIES	920.000	336	357.13
				Total for fund 206 FIRE FUND			32,533.29

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY
 PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDC USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000-REVENUES						
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
206-000-632.001	LOWELL TOWNSHIP	135,330.00	33,832.50	0.00	101,497.50	25.00
206-000-632.002	VERGENNES TOWNSHIP	125,404.00	62,702.00	0.00	62,702.00	50.00
206-000-632.003	CITY OF LOWELL	123,221.00	61,610.66	0.00	61,610.34	50.00
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	1,053.00	0.00	(1,053.00)	100.00
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
Total Dept 000-REVENUES		383,955.00	159,198.16	0.00	224,756.84	41.46
TOTAL REVENUES						
383,955.00		159,198.16	0.00	0.00	224,756.84	41.46
Expenditures						
Dept 000-REVENUES						
206-000-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		0.00	0.00	0.00	0.00	0.00
Dept 336						
206-336-702.000	SALARIES-PERMANENT	23,000.00	12,999.47	1,000.00	10,000.53	56.52
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	45,315.50	0.00	105,524.50	30.04
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	4,346.10	76.50	9,068.90	32.40
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	2,624.00	0.00	4,376.00	37.49
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	14,460.30	0.00	30,539.70	32.13
206-336-741.000	FUEL	4,000.00	1,609.84	0.00	2,390.16	40.25
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	1,631.25	0.00	32,368.75	4.80
206-336-850.000	COMMUNICATIONS	21,000.00	8,951.96	0.00	12,048.04	42.63
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	7,392.00	0.00	608.00	92.40
206-336-920.000	PUBLIC UTILITIES	16,000.00	7,037.39	0.00	8,962.61	43.98
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	1,274.50	0.00	3,725.50	25.49
206-336-931.000	R & M/VEHICLES	15,000.00	10,072.10	0.00	4,927.90	67.15
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	10,000.00	2,211.28	0.00	7,788.72	22.11
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	1,615.17	0.00	3,884.83	29.37
206-336-957.000	TRAINING	6,000.00	275.00	0.00	5,725.00	4.58
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	0.00	9,332.00	15.16

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		383,955.00	123,708.50	1,076.50	260,246.50	32.22
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		383,955.00	123,708.50	1,076.50	260,246.50	32.22
Fund 206 - FIRE FUND:						
TOTAL REVENUES		383,955.00	159,198.16	0.00	224,756.84	41.46
TOTAL EXPENDITURES		383,955.00	123,708.50	1,076.50	260,246.50	32.22
NET OF REVENUES & EXPENDITURES		0.00	35,489.66	(1,076.50)	(35,489.66)	100.00

Memorandum

To: Plainfield Township Board

From: Cameron L. Van Wyngarden, Township Superintendent

Date: 11/4/2016

Re: Recommendation to change the Personnel Policy regarding firearms

Board,

At your request I am recommending a change to the Township Personnel Policy regarding the possession of firearms. The following is the current policy language:

7.08 FIREARMS PROHIBITED ON TOWNSHIP PREMISES

Employees are not permitted to bring or carry firearms on Township premises at any time or off-premises while on duty, except for transporting firearms for hunting purposes directly from the Township premises to a hunting site, in which case the firearms may be kept in a locked vehicle, hidden from sight. Violation of this subjects the employee to discipline up to and including termination.

I recommend we replace the existing language with the following language:

7.08 OPEN CARRY OF FIREARMS PROHIBITED ON TOWNSHIP PREMISES

Employees are not permitted to "open carry" firearms on Township premises at any time or off-premises while on duty, except for transporting firearms for hunting purposes directly from the Township premises to a hunting site, in which case the firearms may be kept in a locked vehicle, hidden from sight. Carrying a concealed weapon is acceptable with a valid concealed weapons permit. Violation of this subjects the employee to discipline up to and including termination.

I recommend the Board approve the proposed changes to the Personnel Policy as presented.

**2017 LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD MEETING
DATES
3:30 P.M.
LOOK MEMORIAL FIRE STATION – 315 SOUTH HUDSON**

January	9	July	10
February	13	August	14
March	13	September	11
April	10	October	9
May	8	November	13
June	12	December	11

BUDGET REPORT FOR LOWELL FIRE AUTHORITY

Fund: 206 FIRE FUND

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 06/30/17	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES					
206-000-507.000	FEDERAL GRANT FEMA	0	0	0	0
206-000-569.000	STATE GRANT	0	0	0	0
206-000-589.000	LOWELL TOWNSHIP EQUIPMENT PURCHASES	17,366	0	0	0
206-000-590.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	17,366	0	0	0
206-000-591.000	CITY OF LOWELL EQUIPMENT PURCHASES	17,366	0	0	0
206-000-632.001	LOWELL TOWNSHIP	129,869	135,330	33,833	0
206-000-632.002	VERGENNES TOWNSHIP	113,755	125,404	62,702	0
206-000-632.003	CITY OF LOWELL	120,957	123,221	61,611	0
206-000-650.000	CONTRIBUTIONS	0	0	0	0
206-000-677.000	MISCELLANEOUS	1,936	0	1,053	0
206-000-689.000-FA-1501	LOOK FUND GRANT	0	0	0	0
206-000-689.000-FA-1503	LOOK FUND GRANT	4,000	0	0	0
206-000-690.000	GRAND RAPIDS FOUNDATION GRANTS	40,000	0	0	0
206-000-698.000	CABLE TV GRANT	36,082	0	0	0
TOTAL ESTIMATED REVENUES		498,697	383,955	159,199	0
APPROPRIATIONS					
206-000-860.000	TRAVEL EXPENSES	0	0	0	0
206-336-702.000	SALARIES-PERMANENT	1,000	23,000	12,999	26,000
206-336-703.000	SALARIES-CUSTODIAL	1,032	1,500	0	0
206-336-707.000	SALARIES-TEMPORARY	115,927	150,840	45,316	164,840
206-336-709.000	SALARIES OVERTIME	0	0	0	0
206-336-715.000	SOCIAL SECURITY	8,707	13,415	4,346	14,600
206-336-717.000	LIFE INSURANCE	0	0	0	0
206-336-718.000	PENSION	0	0	0	0
206-336-722.000	WORKERS COMPENSATION	6,123	7,000	2,624	7,000
206-336-727.000	OFFICE SUPPLIES	1,755	3,700	0	1,500
206-336-740.000	OPERATING SUPPLIES	183,678	45,000	14,460	35,000
206-336-741.000	FUEL	3,515	4,000	1,610	4,000
206-336-775.000	BUILDING MAINT & SUPPLIES	0	0	0	0
206-336-801.000	PROFESSIONAL SERVICES	42,690	34,000	1,631	28,000
206-336-850.000	COMMUNICATIONS	6,143	21,000	8,952	21,000
206-336-860.000	TRAVEL EXPENSES	3,032	4,000	225	4,000
206-336-910.000	INSURANCE	7,625	8,000	7,392	8,000
206-336-920.000	PUBLIC UTILITIES	12,125	16,000	7,037	16,000
206-336-930.000	REPAIR & MAINTENANCE	5,848	5,000	1,275	5,000
206-336-931.000	R & M/VEHICLES	10,880	15,000	10,072	15,000
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,207	10,000	2,211	15,000
206-336-940.000	RENTALS	0	0	0	0
206-336-955.000	MISCELLANEOUS EXPENSE	3,876	5,500	1,615	5,500
206-336-957.000	TRAINING	3,085	6,000	275	6,000
206-336-980.000	CAPITAL OUTLAY	0	0	0	0
206-336-981.000	FIRE VEHICLES	0	0	0	0
206-336-982.000	FIRE RESCUE PUMPER	0	0	0	0
206-336-986.000	EQUIPMENT	8,417	11,000	1,668	11,000
206-426-707.000-FLOOD13	SALARIES-TEMPORARY	0	0	0	0
206-426-715.000-FLOOD13	SOCIAL SECURITY	0	0	0	0
206-426-740.000-FLOOD13	OPERATING SUPPLIES	0	0	0	0
206-441-707.000	SALARIES-TEMPORARY	0	0	0	0
206-999-999.990	CURRENT FUND CONTRA CHANGE	0	0	0	0
TOTAL APPROPRIATIONS		440,665	383,955	123,708	387,440
NET OF REVENUES/APPROPRIATIONS - FUND 206		58,032	0	35,491	(387,440)
BEGINNING FUND BALANCE		106,267	164,299	164,299	199,790
ENDING FUND BALANCE		164,299	164,299	199,790	(187,650)



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

Thursday, January 05, 2017

Fire Authority Board:

We responded to 59 total incidents for the month of December, 24 fire related and 35 medical. This brings are total to 800 calls for the year.

Medic 9, the 2011 Yukon, needs brakes all the way around. Ralph at the DPW will be doing the work this week or next, depending on the weather.

We held a retirement party for Lt. Ort on the 29th of December. It was well attended by members along with friends and family.

All the new lighting has been installed on the outside of the building. Thank you to Lt. Velzen along with F.F. Weiler for their hard work.

We have met with Platinum Powersports regarding the UTV. It is now a matter of signing the paperwork and taking delivery. This should be completed by mid-February. At that time we will need to put our own insurance on the vehicle and equip it with the needed items to serve our needs. Lt. Donahue will be making a slide in unit for the back once we get measurements from Grattan fire duplicating there's. The cost of a trailer will be about \$1200.00. The other materials needed will be approximately \$2000.00.

We checked the value for trade on the suburban and the old ambulance. Wittenbach's will give us \$2500.00 for the pair.

Are first year doing the adopt a family went very well. We collected \$875.00 from the membership. We supplied each family with a nice dinner and many gifts for the kids. We have \$375.00 left in our fund and will be donating that to F.R.O.M for the food pantry.

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 continue to be 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.



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

Thursday, January 05, 2017

Chief van Overbeek

December 2016 Divisions Report.

Fire Prevention Inspection Division:

In the Fire Prevention Inspection Division this month we performed 8 inspections noting 3 violations. We are continuing to work with property owners on installing Knox boxes installed throughout the area. We completed our Fall 2016 Lowell Area Community Fund Grant for one CPR Assist Machine, we should hear more on that around April 2017.

Training Division:

During the month of December Lowell Area Fire Department did not have in-house department scheduled training. However, there were still other outside classes being taken and taught.

Lt. Velzen and Lt. Krueger both assisted with teaching the South Kent County Fire Academy during practical evolutions.

Probationary member Jahnke continued with his education at the South Kent County Fire Academy. There were five classes and two practicals during the month of December. We have been notified by the instructors that Probationary member Jahnke is completing tasks and quizzes as one of the top students in the class.

LAFD also has two fire fighters in fire fighter Hulst and Weiler that continued with the company officer I & II course. Course is scheduled to complete in spring of 2017.

We have scheduled an Ice Rescue training for February 11th and an Agricultural and Machinery Rescue class for June 24 & 25. The combined costs of these classes are over \$6000.00, however, the funding has been provided by Michigan Firefighter Training Fireworks funds.

Public Education and Community Relations Division:

We took part in stoking the warming fires on the Riverwalk on Friday night for Santa on the showboat, as well as several members took part in the annual Christmas parade.

We hosted our two "adopted" families at the station to distribute a food basket and gifts for Christmas on December 22nd.

Equipment:

All chain saws were serviced and cleaned. The new breathing air compressor has arrived and the installation has begun.

Explorers update:

We had our first explorer meeting with three explorers here. The group went over the gear we use and began to work with SCBA's.

Best Regards,

Captain Shannon L. Witherell

Lowell Area Fire Dept.

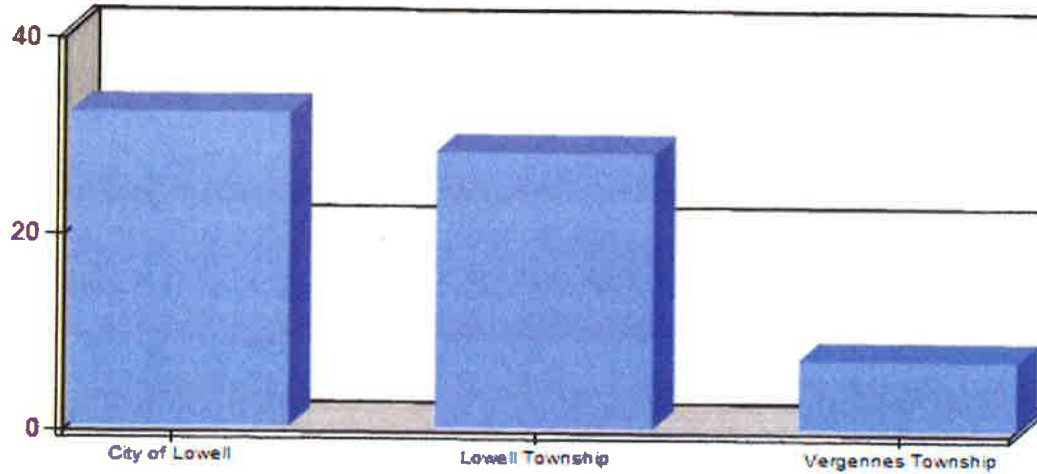
Lowell, MI

This report was generated on 11/5/2016 1:22:58 PM



Incident Count per Zone for Date Range

Start Date: 10/01/2016 | End Date: 10/31/2016



ZONE	# INCIDENTS
City of Lowell - City	32
Lowell Township - Lowell Township	28
Vergennes Township - Vergennes Township	7

TOTAL: 67

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

Lowell Area Fire Dept.

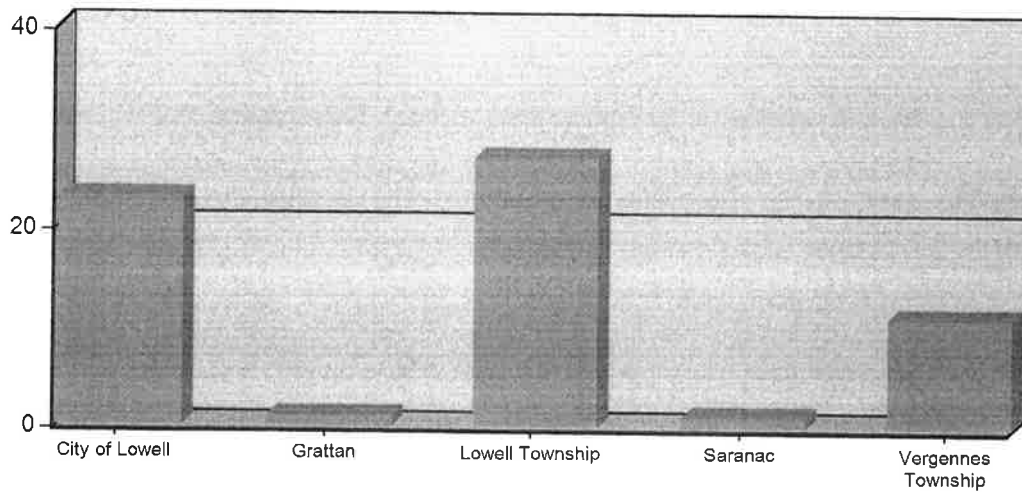
Lowell, MI

This report was generated on 12/1/2016 4:36:11 PM



Incident Count per Zone for Date Range

Start Date: 11/01/2016 | End Date: 11/30/2016



ZONE	# INCIDENTS
City of Lowell - City	23
Grattan - Grattan Township	1
Lowell Township - Lowell Township	27
Saranac - Saranac	1
Vergennes Township - Vergennes Township	11

TOTAL: 63

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

Fire Chief Payroll
 -Oct - Dec 2016

01/06/2017 Employee Hours and Gross by GL Number Report
 For Check Dates 10/01/2016 to 12/31/2016

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J					
CHIEF	206-336-702.000	0.00	32.00	1,000.00	1,000.00 10/14/2016
CHIEF	206-336-702.000	0.00	37.50	1,000.00	1,000.00 10/28/2016
CHIEF	206-336-702.000	0.00	32.00	1,000.00	1,000.00 11/11/2016
CHIEF	206-336-702.000	0.00	34.50	1,000.00	1,000.00 11/25/2016
CHIEF	206-336-702.000	0.00	33.00	1,000.00	1,000.00 12/09/2016
CHIEF	206-336-702.000	0.00	32.00	1,000.00	1,000.00 12/23/2016
	Employee Totals:	0.00	201.00	6,000.00	6,000.00
	Grand Totals:	0.00	201.00	6,000.00	6,000.00

Fire Authority payroll
November 2016

Paid 12/9/16

Name	Call Hours	\$15.00 Hours	Probie pay first Stage Hours	\$11.00 Hours	Probie Pay Second Stage Hours	\$13.00 Hours	Training Hours	\$11.00 Hours	Inspections Hours	\$11.00 Hours	Captain Hours	\$75.00 Hours	Lieutenant Hours	\$50.00 Hours	Total
Barle Benjamin j															
Bolan James	4	\$60.00	9	\$99.00			4	\$44.00	3	\$33.00					\$176.00
Charron Kem	11	\$165.00					4	\$44.00							\$104.00
DeVore Michael	20	\$300.00					4	\$44.00	2	\$22.00					\$231.00
Donahue Sean	20	\$300.00					5	\$55.00	3	\$33.00					\$388.00
Heflye Nigel	13	\$195.00					4	\$44.00	3	\$33.00			1	\$50.00	\$427.00
Hendryx Dustin	10	\$150.00					3	\$33.00	3	\$33.00					\$261.00
Hults Robert	24	\$360.00					7	\$77.00	3	\$33.00					\$183.00
Jahnke Zachary S			28	\$308.00			13	\$143.00	3	\$33.00					\$470.00
Johnson Charles	19	\$285.00					0	\$0.00	3.5	\$38.50					\$484.00
Kelley Erik	24	\$360.00					4	\$44.00	3	\$33.00					\$323.50
Krueger Dean	19	\$285.00					4	\$44.00	3	\$33.00					\$437.00
Moskowitz David			14	\$154.00			11	\$121.00	3	\$33.00			1	\$50.00	\$412.00
Oswald James	17	\$255.00					4	\$44.00	4	\$44.00					\$275.00
Putney Charles	16	\$240.00					4	\$44.00	2.5	\$27.50					\$343.00
Rademacher Katie					9	\$117.00			3	\$33.00					\$311.50
Soyka Justin	6	\$90.00					4	\$44.00	2.5	\$27.50			1	\$50.00	\$150.00
Vandervest Blake	19	\$285.00					1	\$11.00	4	\$44.00					\$211.50
Velzen Corwin	32	\$480.00					4	\$44.00	4	\$44.00			1	\$50.00	\$340.00
Weaver Samuel			18	\$198.00			1	\$11.00	2	\$22.00					\$618.00
Weiler James	10	\$150.00					7	\$77.00	3	\$33.00					\$231.00
Witherell Nicole	12	\$180.00					4	\$44.00	3	\$33.00					\$260.00
Witherell Shannon	28	\$420.00					4	\$44.00	47	\$517.00	1	\$75.00			\$257.00
Total	304	\$4,560.00	69	\$759.00	9	\$117.00	96	\$1,056.00	107.5	\$1,182.50	1	\$75.00	4	\$200.00	\$7,949.50

Pa 11/11/16

Name	Call Hours	\$15.00 \$	Captain Hours	\$75.00 \$	Inspections Hours	\$11.00 \$	Lieutenant Hours	\$50.00 \$	Meeting Hours	\$11.00 \$	Probie pay first Stage Hours	\$11.00 \$	Probie Pay Second Stage Hours	\$13.00 \$	Training Hours	\$11.00 \$	Total
Barie Benjamin j	0	\$0.00			3	\$33.00			2	\$22.00	4	\$44.00			6	\$66.00	\$165.00
Bolan James	8	\$120.00			3	\$33.00									3	\$33.00	\$186.00
Charron Kem	18	\$270.00			6	\$66.00			1	\$11.00					6	\$66.00	\$413.00
DeVore Michael	3	\$45.00			0	\$0.00									4	\$44.00	\$89.00
Donahue Sean	21	\$315.00			8	\$88.00	1	\$50.00	1	\$11.00					6	\$66.00	\$530.00
Heflye Nigel	24	\$360.00			3	\$33.00			2	\$22.00					6	\$66.00	\$426.00
Hendryx Dustin	15	\$225.00			3	\$33.00			2	\$22.00					1	\$11.00	\$346.00
Hults Robert	22	\$330.00			6	\$66.00			1	\$11.00					6	\$66.00	\$473.00
Jahnke Zachary S	0	\$0.00			2	\$22.00			1	\$11.00	37	\$407.00			13	\$143.00	\$583.00
Johnson Charles	12	\$180.00			3	\$33.00			2	\$22.00					3	\$33.00	\$235.00
Kelley Erik	16	\$240.00			6	\$66.00	1	\$50.00	2	\$22.00					6	\$66.00	\$361.00
Krueger Dean	26	\$390.00			0	\$0.00			2	\$22.00					6	\$66.00	\$594.00
Moskowitz David	0	\$0.00			0	\$0.00			1	\$11.00	21	\$231.00			9	\$99.00	\$341.00
Oswald James	7	\$105.00			3	\$33.00			1	\$11.00					3	\$33.00	\$182.00
Putney Charles	14	\$210.00			0	\$0.00			2	\$22.00					3	\$33.00	\$265.00
Rademacher Katie	0	\$0.00			3	\$33.00			1	\$11.00			23	\$299.00	3	\$33.00	\$343.00
Soyka Justin	11	\$165.00			0	\$0.00	1	\$50.00	2	\$22.00					3	\$33.00	\$270.00
Vandervest Blake	20	\$300.00			6	\$66.00			2	\$22.00					6	\$66.00	\$454.00
Velzen Corwin	35	\$525.00			3	\$33.00	1	\$50.00	1	\$11.00					6	\$66.00	\$685.00
Weaver Samuel	0	\$0.00			6	\$66.00			1	\$11.00	11	\$121.00			3	\$33.00	\$231.00
Weiler James	14	\$210.00			3	\$33.00			1	\$11.00					6	\$66.00	\$320.00
Witherell Nicole	13	\$195.00			3	\$33.00											\$228.00
Witherell Shannon	19	\$285.00	1	\$75.00	37	\$407.00			2	\$22.00					6	\$66.00	\$855.00
Total	298	\$4,470.00	1	\$75.00	107	\$1,177.00	4	\$200.00	30	\$330.00	73	\$803.00	23	\$299.00	111	\$1,221.00	\$8,575.00