

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA  
Monday, June 12, 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 – May 8, 2017 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Fund Budget Discussion – Board/Steven Thompsom
  - B. Fire House Lease Status – Burns/Letzmann
  - C. Fire Engine #6 Options – van Overbeek
  - D. Fire Building Stucco and Repair Bid Review – van Overbeek
7. NEW BUSINESS
  - A. Budget Amendments
  - B. Voice Over Phone System Approval
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, May 8, 2017

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, Carlton Blough, David Pasquale and Jim Hodges. Also present: Peter Letzmann

2. APPROVAL OF THE AGENDA

Herb mentioned under new business, item b, to add the item "possible payment of authority board members."

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

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes – March 27, 2017

IT WAS MOVED BY HODGES and seconded by REISTER to approve the minutes as written.  
Yes – all. Motion carried.

4. FINANCIAL REPORTS. Olin reported the Fire Authority has \$251,000 in cash. She noted in the revenue/expenditure report the \$4,000 received was from Ranger Bid. Blough questioned the check written to Physio Control. Olin responded it was for the Lucas Compression units. Herb noted there were two more months to finish this fiscal year. It was also noted the July payroll will be accrued back to June.

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

5. PUBLIC COMMENT – No public comments were received.

6. OLD BUSINESS

A. UPDATE ON UTV (VAN OVERBEEK) van Overbeek said the UTV is onsite if anyone would like to look after the meeting. He mentioned Soyka added diamond plating. van Overbeek added a switch grass burn was held on April 29 and three UTV's were onsite. Herb questioned the size of the UTV water tank? van Overbeek responded 35 gallons. He said the final cost of the UTV should be right around the \$3,500 budget. Blough questioned the three units, and which one the department liked better. van Overbeek responded all three UTV's were set up differently. He said the Alto fire department is not sure they are going to continue with the program and Cannon Township is utilizing a 6 X 6. He added each would serve the purpose, however he liked Lowell's UTV for it functionality.

B. CONTINUATION OF FUND BALANCE DISCUSSION. Herb mentioned the fund balance topic was taken back to the respective boards to discuss. Reister said Lowell Township would like the balance held by the township either by refunding or to skip a payment. Hodges stated the

City prefer the Fire Authority maintain its own money, and build it up for large equipment purchases. He added the formula we agreed on, seems to be working well. He added the money belongs with the authority. Burns said a legal opinion was done in regard to fund balance. He said the only grant not received because of fund balance was a Fema grant. He added these grants tend to go to large municipalities. He added a 30% fund balance right now is modest Burns felt to pull the money out or miss a payment, he could never recommend that. Herb mentioned a designation for fund balance for example future equipment. Witherell mentioned to put the funds into a sinking fund or capital fund for capital apparatus replacement, then we are not sitting on a slush fund as the grantors see it. Hodges mentioned our agreement doesn't have a vehicle for refunding. Pasquale mentioned a reallocation of funds for equipment.

- C. REVIEW OF FIRE HOUSE IMPROVEMENT BIDS AND POSSIBLE ACTIONS – van Overbeek. Herb requested Letzmann look into commercial lease agreements and he provided two agreements one from Michigan and one from California. Herb mentioned in the fire authority agreement, the city leased the authority the building for \$1.00 with no real tie to costs or responsibility. Burns mentioned the council is on board, ready for the June meeting regarding the fire barn agreement with the city and the authority. Herb requested Letzmann be involved. Herb questioned van Overbeek where they are with building estimates, if anything was critical to be completed. van Overbeek mentioned one door on the back side of building, is not functional and you cannot get in or out due to the jam being swollen. Herb, mentioned the bid for doors and if all three had to be done at one time. van Overbeek responded no. Wittenbach felt the contractor would prefer to do them all at once. He further questioned if the building improvements qualify for community development monies. Burns questioned if Vergennes could utilize block grant funds for a building in the City of Lowell when the city doesn't participate with block grant. Wittenbach said Vergennes already does this with the Lowell senior center.

IT WAS MOVED by BLOUGH and seconded by HODGES to repair all three station doors with Discount Door of Jenison, not to exceed \$4800. Yes all- Motion carried.

Herb questioned the bid for repairing the stucco on the building. van Overbeek said we received a big from Mark Batchelor, he is the only one that repairs stucco. Herb requested van Overbeek get that item revisited.

- D. FIREARM CARRY POLICY. Letzmann prepared two options for firearm carry policy, one that prohibits the possession while on duty or the other to not prohibit the possession of pistols by firefighters while on duty. He mentioned Michigan law does not prohibit the employer to regulation and prohibition of pistols in the workplace. He mentioned insurance is the big question, there would be no insurance coverage by the Authority for the firefighters from claims from the misuse of the pistols. He added there are two options: One, defines what "on duty" is, the member is unable to secure on the fire or emergency calls, firefighter shall exhaust best efforts to stow in a secured and locked place. Secondly, if the firefighter is unable to safely stow the firearm, all measures to prevent mishap with the firearm. Thirdly, as soon as practical, advise the superior officer that the firefighter is in the possession of a firearm. The seconded option is not to prohibit the carrying of pistols by firefighter on duty. If the firefighter complies, regarding the possession and recognizes "on duty" assumes liability holds harmless and recognizes potential and use personal and not a requirement of firefighter duty. Don't want to create liability where we don't have liability. Prohibition with policy of the board, not to prohibit be used in a safe manner hold the board and authority harmless. van Overbeek said he would rather put up with

consequences than have to go to a funeral. Witherell mentioned legislation house bill 5960 that would wave firefighters from free zones like a school or church. Letzmann said the first bullet point addresses 5960 that states "complies with all government requirements and regulations regarding the possession and use of the pistol." Herb suggested anyone with a concealed license, register it with the fire chief so it is on record. Letzmann said that could be added to the policy. van Overbeek mentioned along with the gun permit, proof of insurance also be provided. Reister mentioned advanced training and twice yearly testing of firearms. Letzmann said if we train, and negligent train, we want to limit our involvement. Blough suggested taking this item back to the township boards, and he would like the public to have more knowledge. Hodges mentioned his board appoints me to represent them.

IT WAS MOVED BY HODGES and seconded by WITTENBACH to approve option 2, policy not to prohibit possession of concealed pistols by firefighter on duty providing a copy of concealed weapon permit and insurance to the fire chief. Yes: Herb, Wittenbach, Pasquale and Hodges. NAY: Blough, Reister. Motion carried.

- E. GRANT STATUS. Witherell said he has applied to the Lowell Community fund grant for the replacement of a utility truck and the Look Memorial Fund, for a fire skid pump and tank system. Hodges mentioned the Look fund recently met, and the Fire department request was not granted. He added \$8000 was available, and \$4000 was granted to the Veen Observatory and \$4000 to the Boy Scouts.
- F. FURTHER DISCUSSION OF POSSIBLE INSPECTION CHARGES. Herb said there is a cost for fireman to do inspections and if we do charge for inspections, should it revert back to the municipality or fire department. Wittenbach felt the inspection charges should be provided to the municipality, so they can do with what they want. Herb questioned what an average inspection charge was. Witherell responded \$25 - \$35 dollars. Wittenbach felt these should be tracked and sent to the municipalities. Herb, requested a list of the inspections and amounts be provided to Sue, once a month, so the City can disburse the reports. Herb requested a motion to put together a fee for inspections. Wittenbach said the cost should be a pass through the municipality for the cost of the inspections.

IT WAS MOVED BY Wittenbach and seconded by BLOUGH for the fire department to disburse monthly to the municipalities, the actual cost of fire inspections. Yes all. Motion carried.

- H. BIOCARE PROGRAM STATUS – van Overbeek said he is looking at the first of August for physicals to be held at the fire department and August 2, 2017 at Plainfield Township. He said two locations will be offered and that \$700 has been eliminated in travel times. Herb questioned if members were aware membership is subject to the outcome of the physical. Van Overbeek responded yes, and that a couple are apprehensive. van Overbeek said you are either fit for duty or not. He further mentioned, everyone will receive a detailed response to their physical in a sealed envelope. Wittenbach questioned if the physicals were annual. van Overbeek responded yes. He added the physicals should be completed by mid-August.
7. A. CURRENT FIRE EQUIPMENT EVALUATION. Herb mentioned fire department runs this last month were large and mainly outside of the city area with no fire hydrants. He added one truck # 6 was sitting in backup. He added the one thing Lowell is missing is a tanker and we have to rely on Alto or Cascade for a tanker. Herb mentioned truck #6 is due to be retired in two years. He felt there may be a residual value to sell early since we aren't utilizing this truck. He felt

the board should optimize resale and apply toward a tanker at a much lesser cost. Van Overbeek felt there is always a need for a tanker. He added having the capability of hauling more water, also assists in ISO ratings and lowers rates for home owners. He said there are more pros than cons. Herb questioned a ballpark number for a tanker. Witherell responded \$250,000 – \$275,000 new. Witherell stated he has submitted a spec to Fire Apparatus company out of Alabama requesting a ballpark number what the truck would be valued at if we were to sell ourselves using them as a broker, or if they come here and purchase and transport and update and resell. Herb mentioned rescue truck 10. van Overbeek stated it does serve a purpose, is a licensed medical unit. Wittenbach questioned if it was low maintenance. Van Overbeek responded yes since it is not used much. Blough suggested moving forward and put numbers together so down the road we could put apply for a grant, get numbers together. Wittenbach said he would prefer moving sooner than later. van Overbeek said that would be the best decision.

Reister asked the board if anyone was interested in getting paid for attending fire board meetings. She stated her dilemma is she works Monday afternoons and she has to give up wages to attend these meetings. Hodges stated the City Council, Planning Commission and Lowell Light and Power boards are paid by the city. Pasquale added the board of review is also paid. Wittenbach mentioned he is paid to attend as supervisor. Herb as a board, I don't know if the authority should say if its members get paid or if we should go back to the municipalities to initiate. Letzmann said the agreement states "all boardmembers should serve without compensation but shall be reimbursed." Herb suggested defer this item to the municipalities to address between now and the next meeting.

#### 8. COMMITTEE REPORTS

- A. Capital appropriations
- B. Financial

#### 9. FIRE CHIEF REPORT AND UPDATES.

Van Overbeek said in March there were 57 total incidents, 22 fire related and 35 medical. He added the department attended the Community expo and handed out applications and engine 5 was on site. He mentioned he appreciated the opportunity to present his department's presentation at city hall. Next year, he hoped a few more representatives would attend. He said for the month of April, there were 74 incidents, 31 fire and 43 medical. He said the payroll was higher due to wildland fires and structures fires take time. He added a switch grass burn was held at the Schreur's residence on the 29<sup>th</sup> and three UTV'S were put to the test. He mentioned Soyka did an amazing job, including Witherell and Donahue getting the UTV up and functional. After today, he stated he is heading to Gaylord for Lowell Light and Power business. He said he will return Wednesday May 10. He said dates for open try outs have been put together including Friday May 19 at 6 p.m. and Saturday May 20 at 8 a.m. He said there have been several hours of training including 113 last month. He added he is pleased with how things have been going.

#### 10. MEMBER COMMENTS

Hodges apologized for using a bad metaphor earlier. Wittenbach mentioned having unused funds and allowing them to remain with the authority. Hale stated Lowell Township not against it, as long as it is a designated fund. Letzmann said the percentage to your budget is the issue. Wittenbach wants to make sure if someone discusses fund balance, there is a reason it is at this level. Herb, stated part of the budget process is looking at the sinking fund.

11. DATE FOR NEXT MEETING(s)

Herb said the next meeting will be held June 12<sup>th</sup>.

IT WAS MOVED BY PASQUALE TO adjourn at 5:25 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary

User: SUE

DB: Lowell Fire

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BODT 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	135,329.90	0.00	0.10	100.00
206-000-632.002	VERGENNES TOWNSHIP	125,404.00	125,404.00	0.00	0.00	100.00
206-000-632.003	CITY OF LOWELL	123,221.00	123,221.32	0.00	(0.32)	100.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	30.82	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	10,177.88	0.00	(30.82)	100.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	0.00	0.00	(10,177.88)	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	12,300.00	0.00	(12,300.00)	100.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		383,955.00	406,463.92	0.00	(22,508.92)	105.86
Dept 336						
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-336-690.000-FA-1704	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00
Total Dept 336		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		383,955.00	406,463.92	0.00	(22,508.92)	105.86
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	23,999.47	1,000.00	(999.47)	104.35
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	100,491.50	7,993.00	50,348.50	66.62
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	9,270.54	664.98	4,144.46	69.11
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	3,937.00	0.00	3,063.00	56.24
206-336-727.000	OFFICE SUPPLIES	3,700.00	798.86	0.00	2,901.14	21.59
206-336-740.000	OPERATING SUPPLIES	45,000.00	40,289.09	267.63	4,710.91	89.53
206-336-741.000	FUEL	4,000.00	3,053.92	0.00	946.08	76.35
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	18,941.54	0.00	15,058.46	55.71
206-336-850.000	COMMUNICATIONS	21,000.00	18,960.22	31.92	2,039.78	90.29
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	14,432.26	177.05	1,567.74	90.20
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	2,004.39	0.00	2,995.61	40.09

User: SUE

DB: Lowell Fire

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BUDGET USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-931.000	R & M/VEHICLES	15,000.00	13,950.15	0.00	1,049.85	93.00
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	10,000.00	5,550.44	25.28	4,449.56	55.50
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	4,622.69	0.00	877.31	84.05
206-336-957.000	TRAINING	6,000.00	6,564.21	0.00	(564.21)	109.40
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
206-336-984.000-FA-1702	EQUIPMENT	0.00	1,246.77	0.00	(1,246.77)	100.00
206-336-986.000	EQUIPMENT	11,000.00	40,379.61	0.00	(29,379.61)	367.09
Total Dept 336		383,955.00	316,109.30	10,159.86	67,845.70	82.33
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	316,109.30	10,159.86	67,845.70	82.33
Fund 206 - FIRE FUND:						
TOTAL REVENUES		383,955.00	406,463.92	0.00	(22,508.92)	105.86
TOTAL EXPENDITURES		383,955.00	316,109.30	10,159.86	67,845.70	82.33
NET OF REVENUES & EXPENDITURES		0.00	90,354.62	(10,159.86)	(90,354.62)	100.00



CHECK DATE FROM 05/06/2017 - 06/08/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
05/11/2017	FIRE	3627	BERNARDS ACE HARDWARE	OFFICE SUPPLIES	727.000	336	11.47
				OPERATING SUPPLIES	740.000	336	21.45
				OPERATING SUPPLIES	740.000	336	129.26
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	24.61
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	26.98
				CHECK FIRE 3627 TOTAL			213.77
05/11/2017	FIRE	3628	BIGGS, HAUSERMAN, P.C.	PROFESSIONAL SERVICES	801.000	336	380.00
05/11/2017	FIRE	3629	HOOPER PRINTING	OPERATING SUPPLIES	740.000	336	30.85
05/11/2017	FIRE	3630	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	554.19
05/11/2017	FIRE	3631	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	131.74
05/11/2017	FIRE	3632	X-CEL CHEMICAL SPECIALTIES CO.	OPERATING SUPPLIES	740.000	336	152.00
05/11/2017	FIRE	3633#	MI ASSOC OF FIRE CHIEFS	PREPAID EXPENSES	123.000	000	280.00
				MISCELLANEOUS EXPENSE	955.000	336	85.00
				TRAINING	957.000	336	320.00
				CHECK FIRE 3633 TOTAL			685.00
05/11/2017	FIRE	3634	NAPA AUTO PARTS	OPERATING SUPPLIES	740.000	336	49.37
05/11/2017	FIRE	3635	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
05/11/2017	FIRE	3636	SELF SERVE LUMBER	OPERATING SUPPLIES	740.000	336	7.96
05/11/2017	FIRE	3637	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
05/11/2017	FIRE	3638	ADDORIO TECHNOLOGIES, LLC	PROFESSIONAL SERVICES	801.000	336	59.99
05/11/2017	FIRE	3639	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	303.82
05/11/2017	FIRE	3640	SOYKA, JUSTIN	OPERATING SUPPLIES	740.000	336	517.57
05/25/2017	FIRE	3643	LOWELL AREA FIRE DEPT.	MISCELLANEOUS EXPENSE	955.000	336	180.00
05/25/2017	FIRE	3644	AT&T	COMMUNICATIONS	850.000	336	418.99
05/25/2017	FIRE	3645	LOWELL FIRE DEPARTMENT	OFFICE SUPPLIES	727.000	336	148.39

06/08/2017 04:36 PM  
User: SUE  
DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY  
CHECK DATE FROM 05/06/2017 - 06/08/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
				OPERATING SUPPLIES	740.000	336	210.97
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	91.10
				CHECK FIRE 3645 TOTAL			450.46
05/25/2017	FIRE	3646	FIRE SUPPRESSION PRODUCTS	OPERATING SUPPLIES	740.000	336	365.00
				OPERATING SUPPLIES	740.000	336	1,375.00
				CHECK FIRE 3646 TOTAL			1,740.00
05/25/2017	FIRE	3647	COMCAST CABLE	COMMUNICATIONS	850.000	336	108.11
06/01/2017	FIRE	3648	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	267.63
06/01/2017	FIRE	3649	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
06/01/2017	FIRE	3650	COMCAST CABLE	COMMUNICATIONS	850.000	336	31.92
06/01/2017	FIRE	3651	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	177.05
				Total for fund 206 FIRE FUND			6,591.00

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

## 2016-2017 BUDGET AMENDMENTS

[illegible]



# INVOICE

127 N. Broadway  
Lowell, Michigan 49331  
616.897.8402

## I N V O I C E

2958

05/18/2017

LOWELL AREA FIRE AUTHORITY  
EMERGENCY SERVICES  
301 E MAIN  
LOWELL, MI

18-001

49331

VOIP  
OK RW

DESC	QTY	U/M	PRICE	TOTAL
BALANCE FORWARD				.00
AMcomm Work for VOIP			4466.66	4466.66
25% of Labor for IP Consulting			671.88	671.88
IP Consulting Equipment			3049.81	3049.81
INVOICE TOTAL				8188.35
ACCOUNT BALANCE				8188.35

If you see an error or have questions about your invoice, please call us at 897-8402.

**Detach and return this portion with your payment.**

18-001

INVOICE NUMBER 2958  
INVOICE DATE 05/18/2017

ACCOUNT BALANCE 8188.35

LOWELL AREA FIRE AUTHORITY  
EMERGENCY SERVICES  
301 E MAIN  
LOWELL, MI 49331

Return this Portion with Payment

Please make check payable to: **Lowell Light & Power**  
127 N. Broadway, Lowell, Michigan 49331

# City-Wide VOIP Phone Project Actual Expense Breakdown

Department	Amcomm		LL&P		VB Boring		Addorio		Kore Hi Com		IP Consulting							Total
	Labor	Labor	Labor	Labor	Labor	Equipment	Labor	Labor	Server	Phones	Equipment		Analog Adapter	Licensing				
											Router							
City Hall	\$ 7,213.33	\$ 867.45	\$ 2,250.00	\$ 934.00	\$ 2,140.42	\$ 830.68	\$ 6,275.31	\$ 1,568.83	\$ 1,095.73	\$ 3,684.75	\$ 2,298.69	\$ -	\$ 156.00	\$ 2,634.03	\$ 31,949.22			
Police	\$ 7,213.34	\$ 867.45	\$ 2,250.00	\$ 932.00	\$ 2,135.83	\$ 828.90	\$ 6,261.88	\$ 1,565.47	\$ 1,093.39	\$ 2,601.00	\$ 2,293.77	\$ 3,850.00	\$ 156.00	\$ 1,859.31	\$ 33,908.34			
Fire	\$ 4,466.66	\$ 867.45	\$ 1,500.00	\$ 400.00	\$ 916.67	\$ 794.75	\$ 2,687.50	\$ 671.88	\$ 469.27	\$ 930.75	\$ 984.45	\$ -	\$ -	\$ 665.34	\$ 15,354.71			
DPW	\$ 4,466.66	\$ 867.45	\$ 1,500.00	\$ 400.00	\$ 916.67	\$ 794.75	\$ 2,687.50	\$ 671.88	\$ 469.27	\$ 1,303.05	\$ 984.45	\$ -	\$ -	\$ 931.48	\$ 15,993.15			
WTP	\$ 13,750.00	\$ 867.45	\$ -	\$ 400.00	\$ 916.67	\$ 794.75	\$ 2,687.50	\$ 671.88	\$ 469.27	\$ 372.30	\$ 984.45	\$ -	\$ -	\$ 266.14	\$ 22,180.40			
WWTP	\$ 4,466.67	\$ 867.45	\$ -	\$ 400.00	\$ 916.67	\$ 355.75	\$ 2,687.50	\$ 671.88	\$ 469.27	\$ 930.75	\$ 984.45	\$ -	\$ -	\$ 665.34	\$ 13,415.72			
LL&P	\$ -	\$ -	\$ -	\$ 934.00	\$ 2,140.42	\$ 830.68	\$ 6,275.31	\$ 1,568.83	\$ 1,095.73	\$ 2,759.10	\$ 2,298.69	\$ -	\$ 156.00	\$ 1,972.33	\$ 20,031.09			
Library	\$ 7,213.33	\$ 867.45	\$ 1,500.00	\$ 400.00	\$ 916.67	\$ 355.75	\$ 2,687.50	\$ 671.88	\$ 469.27	\$ -	\$ 984.45	\$ -	\$ -	\$ -	\$ 16,066.29			
Total	\$ 48,790	\$ 6,072	\$ 9,000	\$ 4,800	\$ 11,000	\$ 5,586	\$ 32,250.00	\$ 8,062.50	\$ 5,631.18	\$ 12,581.70	\$ 11,813.40	\$ 3,850.00	\$ 468.00	\$ 8,993.98	\$ 168,899			



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

Wednesday, June 07, 2017

Fire Authority Board:

We responded to 73 total incidents for the month of May, 23 fire related and 50 medical.

We received a 60 Kw generator from the DNR. This will run the entire station in the event of a power outage. Corey is looking at what it will take for making the connections.

We held open try outs. Five people applied and interviewed. We are offering positions to 3 of them. Two of the three excepted.

Firefighter Jim Weiler has left the department. He and his wife moved to Denver Co.

During the annual hose testing we had 19 sections fail. Six sections of supply hose, which we are hoping to repair, and 13 sections of attack line. We are seeking quotes for replacement hose.

The new doors are ordered and should be installed by the time we have our meeting.

A house was donated by a local family for training. On June 3<sup>rd</sup> the department conducted multiple trainings inside the home. We invited Ada, Alto, Cascade and Saranac to participate and all showed. The training lasted most of the day with the house being totally burned at the end. This allowed members to learn and understand fire behavior. The planning and prep work for this training took months to finalize. The family, along with Dean and Corey for our department, had many hours invested. This was a huge success and everyone enjoyed the training.

A donation was made, materials and labor, to replace the bushes in front of the station. Rich from the DPW received a call regarding this project and accepted the offer.

The new phone system should be up and running by the end of the month. This will allow us better communication with all city facilities while saving us approx. \$300 per month according to the project director.

Once again we will be covering the river walk concerts for medical stand-by starting June 15<sup>th</sup>.

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 Dept.

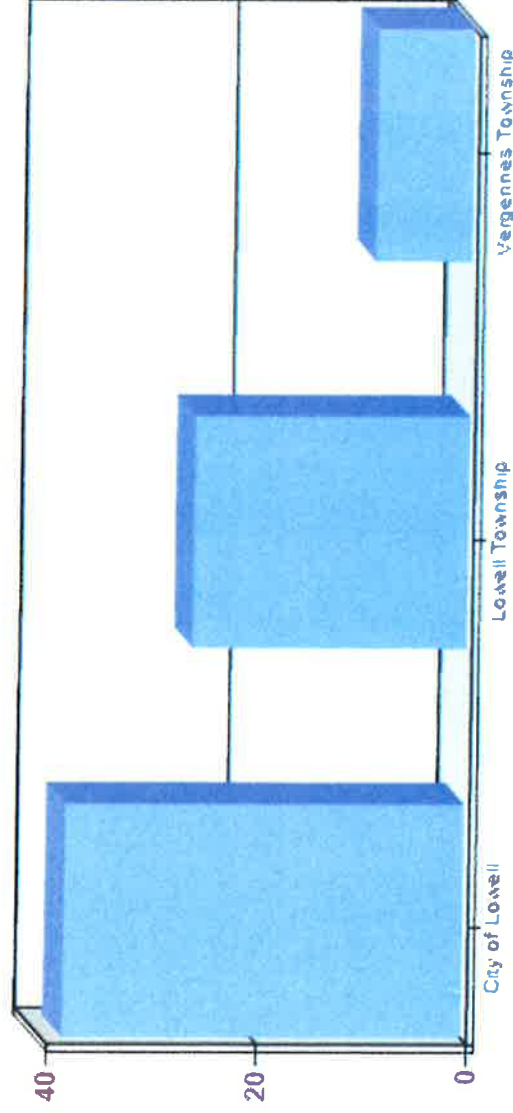
Lowell, MI

This report was generated on 6/5/2017 11:32:15 AM



## Incident Count per Zone for Date Range

Start Date: 05/01/2017 | End Date: 05/31/2017



ZONE	# INCIDENTS
City of Lowell - City	38
Lowell Township - Lowell Township	26
Vergennes Township - Vergennes Township	9
TOTAL:	73

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 6/5/2017 11:33:13 AM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 05/01/2017 | End Date: 05/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	38	66:37
Lowell Township - Lowell Township	26	46:50
Vergennes Township - Vergennes Township	9	24:24
<b>TOTAL</b>	<b>73</b>	<b>137:51</b>



# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 6/2/2017 1:54:37 PM



## Incident Count per User-Defined Fields for Date Range

Start Date: 05/01/2017 | End Date: 05/31/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	72
2	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	72
00	1

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	73

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	73

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	67
00	1
1	1
2	2
2- Brooms	1
Gas monitor	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
--	--

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

(1) Spreader	1
0	72

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	72
00	1

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

April Fire runs  
pay date: 5/12/17

Name	Call Hours	\$15.00 \$	Probie pay first Stage Hours	\$11.00 \$	Probie Pay Second Stage Hours	\$13.00 \$	Inspections Hours	\$11.00 \$	Meeting Hours	\$11.00 \$	Training Hours	\$11.00 \$	Captain Hours	\$75.00 \$	Lieutenant Hours	\$50.00 \$	Total
Barle Benjamin j																	
Bolan James	10	\$150.00					3	\$33.00	1	\$11.00	3	\$33.00				\$	\$ 311.00
Charron Kern	22	\$330.00							1	\$11.00	3	\$33.00					\$ 194.00
DeVore Michael	14	\$210.00					3	\$33.00	1	\$11.00	3	\$33.00					\$ 407.00
Donahue Sean	39	\$585.00					3	\$33.00	1	\$11.00	3	\$33.00					\$ 287.00
Hefty Nigel	53	\$795.00					3	\$33.00	0	\$0.00	3	\$33.00			1	\$50.00	\$ 701.00
Hendryx Dustin	27	\$405.00					3	\$33.00	1	\$11.00	6	\$66.00					\$ 905.00
Hults Robert	33	\$495.00					3	\$33.00	1	\$11.00	6	\$66.00					\$ 515.00
Jahnke Zachary S			64	\$704.00			4	\$44.00			3	\$33.00					\$ 605.00
Johnson Charles	45	\$675.00							1	\$11.00	6	\$66.00					\$ 781.00
Kelley Erik	35	\$525.00					3	\$33.00	1	\$11.00	6	\$66.00					\$ 752.00
Krueger Dean	18	\$270.00					3	\$33.00	1	\$11.00	6	\$66.00					\$ 635.00
Oswald James	30	\$450.00					3	\$33.00	1	\$11.00	3	\$33.00			1	\$50.00	\$ 430.00
Putney Charles	34	\$510.00							1	\$11.00	6	\$66.00					\$ 527.00
Soyka Justin	45	\$675.00					12	\$132.00	1	\$11.00	6	\$66.00			1	\$50.00	\$ 934.00
Vandervest Blake	23	\$345.00									3	\$33.00					\$ 378.00
Velzen Corwin	66	\$990.00					6	\$66.00	1	\$11.00	6	\$66.00			1	\$50.00	\$ 1,183.00
Weaver Samuel					42	\$546.00	3	\$33.00	1	\$11.00	6	\$66.00					\$ 656.00
Weiler James	16	\$240.00					6	\$66.00	1	\$11.00	6	\$66.00					\$ 383.00
Witherell Nicole	14	\$210.00					6	\$66.00			3	\$33.00					\$ 309.00
Witherell Shannon	44	\$660.00					41	\$451.00	1	\$11.00	6	\$66.00	1	\$75.00			\$ 1,263.00
Total	568	\$8,520.00	64	\$704.00	60	\$780.00	108	\$1,188.00	17	\$187.00	99	\$1,089.00	1	\$200.00	4	\$200.00	\$ 12,743.00

06/09/2017

Employee Hours and Gross by GL Number Report  
For Pay Period End Dates 04/01/2017 to 04/30/2017

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J							
CHIEF	206-336-702.000	0.00	37.50	1,000.00	0.00	0.00	1,000.00 04/14/2017
CHIEF	206-336-702.000	0.00	32.00	1,000.00	0.00	0.00	1,000.00 04/28/2017
	Employee Totals:	0.00	69.50	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	69.50	2,000.00	0.00	0.00	2,000.00
	Grand Totals:	0.00	69.50	2,000.00	0.00	0.00	2,000.00

May 2017 Fire Runs  
pay date: June 9, 2017

Name	Call Hours	\$	\$15.00	Probie Pay Second : Hours	\$	\$13.00	Inspections: Hours	\$	\$11.00	Training Hours	\$	\$11.00	Meeting Hours	\$	\$11.00	Lieutenant Hours	\$	\$50.00	Captain Hours	\$	\$75.00	Total
Barle Benjamin j																						
Bolan James	16		\$240.00		6	\$78.00	3	\$33.00	3	\$33.00		1	\$11.00									\$155.00
Charron Kem	4		\$60.00									0	\$0.00									\$240.00
DeVore Michael	32		\$480.00									0	\$0.00									\$60.00
Donahue Sean	25		\$375.00				3	\$33.00				1	\$11.00									\$524.00
Hefye Nigel	26		\$390.00				3	\$33.00	3	\$33.00		0	\$0.00			1	\$50.00					\$458.00
Hendryx Dustin	6		\$90.00				3	\$33.00	3	\$33.00		1	\$11.00									\$467.00
Hults Robert	45		\$675.00				3	\$33.00				1	\$11.00									\$167.00
Jahnke Zachary S				39	\$507.00																	\$708.00
Johnson Charles	22		\$330.00							3	\$33.00	1	\$11.00									\$551.00
Kelley Erik	18		\$270.00									1	\$11.00									\$341.00
Krueger Dean	15		\$225.00				3	\$33.00	3	\$33.00		1	\$11.00									\$347.00
Oswald James	24		\$360.00				3	\$33.00	3	\$33.00		1	\$11.00			1		\$50.00				\$352.00
Putney Charles	10		\$150.00				6	\$66.00				1	\$11.00									\$470.00
Soyka Justin	16		\$240.00							3	\$33.00	1	\$11.00									\$194.00
Vandervest Blake	20		\$300.00							3	\$33.00	1	\$11.00			1		\$50.00				\$334.00
Velzen Corwin	34		\$510.00							3	\$33.00	1	\$11.00			1		\$50.00				\$377.00
Weaver Samuel				13	\$169.00		3	\$33.00	3	\$33.00		1	\$11.00									\$681.00
Weiler James	11		\$165.00							3	\$33.00	1	\$11.00									\$246.00
Witherell Nicole	15		\$225.00									1	\$11.00									\$209.00
Witherell Shannon	27		\$405.00				32	\$352.00	3	\$33.00		1	\$11.00									\$236.00
Total	366		\$5,490.00	58	\$754.00		72	\$792.00	45	\$495.00		17	\$187.00			4	\$200.00		1		\$75.00	\$7,993.00

06/09/2017

Employee Hours and Gross by GL Number Report  
For Pay Period End Dates 05/01/2017 to 05/31/2017

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross Check Date
0152 - VANOVERBEEK, RONALD J							
CHIEF	206-336-702.000	0.00	38.00	1,000.00	0.00	0.00	1,000.00 05/12/2017
CHIEF	206-336-702.000	0.00	42.00	1,000.00	0.00	0.00	1,000.00 05/26/2017
	Employee Totals:	0.00	80.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	80.00	2,000.00	0.00	0.00	2,000.00
	Grand Totals:	0.00	80.00	2,000.00	0.00	0.00	2,000.00