

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, August 14, 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 – June 12, 2017 meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Fire Station Lease Review – Letzman & Burns
 - B. Fund Balance Discussion – Board
 - C. Fire Engine #6 Options Review – van Overbeek
 - D. Status of Fire Station Repairs - van Overbeek
 - E. Performance Appraisal to Date of Voice Over System – van Overbeek
7. NEW BUSINESS
 - A. Discussion of New Furniture for Fire House Meeting Room & Offices – van Overbeek
 - B. Fire Department Participation with Lowell Freshman/JV Football and Possible Colors Presentation
 - C. New Fire Station Landscaping Recognition – van Overbeek & Board
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 12, 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, Carlton Blough, David Pasquale and Jim Hodges.

Member Absent: Tim Wittenbach. Also present: Peter Letzmann

2. APPROVAL OF THE AGENDA

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

Yes - all. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes – May 8, 2017

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve the minutes as written.

Yes – all. Motion carried.

4. FINANCIAL REPORTS. Olin presented the financial reports. She said at the end of June, all units had paid and the authority had \$248,512 in cash. She said there will be one payroll left in July that will be charged back to June. Herb questioned the authority fund balance. Olin said there is the voice over phone project pending, payroll, administrative expense and she was hopeful there will be a surplus at the end of the year.

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

5. PUBLIC COMMENT – No public comments were received.

6. OLD BUSINESS

A. Fund Balance Discussion – Board/Steven Thompson. Steve Thompson, of Dickinson, Carr and Huber was present. He said he has completed our audits since the fire authority was formed. Thompson added the authority's fund balance was \$164,000 last year. He said that cash is the main asset, and that you can commit a portion of this to spend on future things such as a new fire truck. He said you can segregate fund balance. Currently, it is all in unassigned. He said committed fund balance requires board action. He added assigned fund balance is a little less formal, and can still be segregated. Thompson said you could reduce fund balance by a reduction in dues or a credit back to the municipalities. He said \$50,000 would be a good cushion. Thompson mentioned the board could set a policy for fund balance to be \$50,000 or \$70,000. Hodges, mentioned the \$50,000 cash on hand. He expressed concerns of not being responsible and that we need to grow a fund balance for future equipment purchases. He mentioned to purchase trucks and apparatus's are most expensive. For our district, we need to be responsible for our citizens to have assets available to replace equipment replacement as necessary. Letzmann asked how much cash should be on hand. Pasquale added 15 – 20 % of expenditures. Pasquale, added it would be useful to be in a situation where we don't have to borrow having funds set aside. Pasquale added there are lots of things going on that are very expensive. Blough said we would like to know more about a sinking fund, put in something once every year so it bears interest. Hodges added equipment on the truck tends to be pricey. Reister questioned if the individual municipalities hold the funds themselves. Thompson

responded the funds stay with the authority. Herb questioned what the \$50,000 balance would be used for? Thompson said it is a cushion for general operating, payroll and things like that. Blough said without Wittenbach present, we should table to the next meeting.

B. Fire House Lease status – Burns/Letzmann. Burns said the first draft of the lease was presented to Letzmann. Letzmann stated there are two major items with the lease which included maintenance and risk insurance. Letzmann said he needs a more detailed description of the sidewalk and driveway by an attachment of a map. He also mentioned the EMS space and what will happen to it. He added if there was a total destruction of the building, what should be done with that. He said we may or may not want to replace it. Letzmann further added there needs to be a method of dispute so there is mediation and not litigation. Herb suggested this item be tabled until the next meeting.

C. Fire Engine # 6 Options – van Overbeek. Herb mentioned looking at the commercial worth of fire engine 6. van Overbeek said if we were to sell engine 6 right now, trade in would be \$50,000 – \$60,000. If we were to have a broker sell it, we could potentially get \$80,000 – \$125,000 and pay a ten percent broker fee. van Overbeek said the value will continually drop. Velzen presented the schematics of what was needed in a new truck. Velzen said he used front line services to spec it out. He said the spec includes a 3,000 gallon tank, 1000 gpm pump and a two man cab. He added the cost of a new truck is estimated at \$280,000-\$300,000. van Overbeek said to go used for a vehicle, we would be looking at someone else's problems. Hodges suggested looking into a lease program to purchase the truck. van Overbeek said he would check to see if a lease program was available. Hodges questioned the next truck needed after this. Herb mentioned the county truck in 2022. Herb asked if you can extend the county truck. van Overbeek stated you could, but it would place you a long way out if you don't take your rotation. Blough mentioned using cash on hand and possibly a grant from the Grand Rapids Foundation. Herb suggested at the next meeting, van Overbeek report on used tenders. Also, does fire engine 6 needs to be idle if going with the brokerage route.

D. Fire Building Stucco and Repair Bid Review – van Overbeek. van Overbeek mentioned the building stucco bid through Mark Batchelor to spray on clear sealer over all masonry 60 square feet per gallon, labor and material was \$2,800. He added he will seal the entire building. Herb questioned if the bid includes tuck point. Van Overbeek said it would be another \$4,500. Herb said he can't see waterproof and spray without having the building tuck pointed van Overbeek said the door project will be started tomorrow. Hodges suggested doing the tuck point project now.

It was moved by HODGES and seconded by BLOUGH to have Architectural Building Restoration tuck point the Fire Station, at a cost not to exceed \$8,000. Yes all. Motion carried.

7. NEW BUSINESS

A. Budget Amendments. Olin read the proposed budget amendments. She stated she is not requesting additional money, only amending our revenue line items to cover our expenses for items approved through the year.

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve the budget amendments as provided. Yes all. Motion carried.

B. Voice Over Phone Systems Approval. van Ovebeek said the VOIP project is city wide. He said the monthly savings for this facility will be around the \$300 dollar mark per month. He added \$15,354 was the total cost for this facility for the VOIP project. However, due to unexpected occurrences it may go up to \$18,000.00. Herb questioned the benefit of the phone system for the

department. Burns said everything will be on an internet basis, fiber optic lines will make communication faster and more in line with modern technology. Also, there will be a savings on the monthly AT&T bills. van Overbeek said if you dial someone's extension, your call will go directly to their office phone. Reister questioned how long before AT&T is not serving us. Olin responded she thought around the first of July. van Overbeek said phone training is scheduled for June 21, and the live date for the system June 22nd.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to approve up to \$18,000 for the VOIP system. Yes all. Motion carried.

8. COMMITTEE REPORTS

- A. Capital appropriations
- B. Financial

9. FIRE CHIEF REPORT AND UPDATES. van Overbeek said it was another busy month with 73 calls, 23 fire and 50 medical. He added the department received a 60 kw generator from the DNR. Reister questioned if it was new? van Overbeek said no, it is a military generator. Velzen added all of the generators needed a little work, however this was free of charge. Herb questioned if a tower light needs a generator? van Overbeek said no, they are self-sufficient. van Overbeek said open tryouts were held and five people applied. He said job offers were made to 3 of them however, only two accepted. He mentioned one was fully trained and works for Alto fire, so he will be running with both departments. The other individual lives on the north end, no training but is very excited. van Overbeek mentioned firefighter Jim Weiler has left the department and has taken a job in Denver Colorado and he will be missed. He added during the annual hose testing, 19 sections of hose failed. He added some of the hose was repaired in house and will be retested this week. He added other sections cannot be repaired. He said Velzen received one quote from Westshore right around the \$2000.00 mark to repair the hose. He added the new door on the station will be replaced tomorrow. He mentioned a home was donated near Timpson and Cascade Rd. He said it took a long time to get things coordinated and multiple trainings were held on site. van Overbeek added a donation was made to replace the bushes in front of the fire station and soaker hose replaced as well. He added Riverwalk concert standby by the department starts this Thursday, and the UTV will be utilized. He said the punch list is going on and things are getting done, moving forward with lots of things.

Herb suggested Saturday training, moving to Monday night. Van Overbeek said training works better on Saturday and the topic has been discussed frequently.

10. MEMBER COMMENTS. Blough mentioned he has been appointed to the Kent County Fire Commission board and they met last Friday. He said meetings are held once a month. He said they are reworking the agreements with the townships and how the appropriations are made. Reister questioned if the Board was newly formed? Blough said no, it has been around since 1942 when outlying fire departments got together to help make major purchases. He added now, there is a big benefit purchasing insurance as one unit. Reister questioned how many were on the board? Blough responded six, along with Cal Brinks and a secretary.
11. DATE FOR NEXT MEETING(s)
Herb mentioned skipping the July meeting. He stated August 14 will be the date for the next meeting.

IT WAS MOVED BY PASQUALE and seconded by HODGES to adjourn at 4:51 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	AVAILABLE BALANCE	% BDO 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	123,270.00	0.00	0.00	123,270.00	0.00
206-000-632.002	VERGENNES TOWNSHIP	116,268.00	0.00	0.00	116,268.00	0.00
206-000-632.003	CITY OF LOWELL	117,902.00	29,475.58	29,475.58	88,426.42	25.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	0.00	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	9.32	0.00	(9.32)	100.00
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
Total Dept 000-REVENUES		357,440.00	29,484.90	29,475.58	327,955.10	8.25
Dept 336						
206-336-677.000-FA-1703 MISCELLANEOUS						
206-336-690.000-FA-1704 GRAND RAPIDS FOUNDATION GRANTS						
Total Dept 336		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
357,440.00						
29,475.58						
327,955.10						
8.25						
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						
206-336-703.000 SALARIES-CUSTODIAL						
206-336-707.000 SALARIES-TEMPORARY						
206-336-709.000 SALARIES OVERTIME						
206-336-715.000 SOCIAL SECURITY						
206-336-717.000 LIFE INSURANCE						
206-336-718.000 PENSION						
206-336-722.000 WORKERS COMPENSATION						
206-336-727.000 OFFICE SUPPLIES						
206-336-740.000 OPERATING SUPPLIES						
206-336-741.000 FUEL						
206-336-775.000 BUILDING MAINT & SUPPLIES						
206-336-801.000 PROFESSIONAL SERVICES						
206-336-850.000 COMMUNICATIONS						
206-336-860.000 TRAVEL EXPENSES						
206-336-910.000 INSURANCE						
206-336-920.000 PUBLIC UTILITIES						
206-336-930.000 REPAIR & MAINTENANCE						
206-336-702.000		26,000.00	2,070.00	1,000.00	23,930.00	7.96
206-336-703.000		0.00	0.00	0.00	0.00	0.00
206-336-707.000		134,840.00	8,227.00	8,227.00	126,613.00	6.10
206-336-709.000		0.00	0.00	0.00	0.00	0.00
206-336-715.000		14,600.00	767.63	685.78	13,832.37	5.26
206-336-717.000		0.00	0.00	0.00	0.00	0.00
206-336-718.000		0.00	0.00	0.00	0.00	0.00
206-336-722.000		7,000.00	0.00	0.00	7,000.00	0.00
206-336-727.000		1,500.00	0.00	0.00	1,500.00	0.00
206-336-740.000		35,000.00	912.80	912.80	34,087.20	2.61
206-336-741.000		4,000.00	311.45	0.00	3,688.55	7.79
206-336-775.000		0.00	0.00	0.00	0.00	0.00
206-336-801.000		28,000.00	0.00	(7,750.00)	28,000.00	0.00
206-336-850.000		21,000.00	10.99	(27.60)	20,989.01	0.05
206-336-860.000		4,000.00	0.00	0.00	4,000.00	0.00
206-336-910.000		8,000.00	0.00	0.00	8,000.00	0.00
206-336-920.000		16,000.00	1,399.33	671.29	14,600.67	8.75
206-336-930.000		5,000.00	0.00	0.00	5,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	AVAILABLE BALANCE	% BDDT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-931.000	R & M/VEHICLES	15,000.00	42.15	16.55	14,957.85	0.28
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,000.00	269.42	(93.36)	14,730.58	1.80
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,215.41	1,668.00	3,284.59	40.28
206-336-957.000	TRAINING	6,000.00	232.00	0.00	5,768.00	3.87
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	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 336		357,440.00	16,458.18	5,310.46	340,981.82	4.60
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		357,440.00	16,458.18	5,310.46	340,981.82	4.60
Fund 206 - FIRE FUND:						
TOTAL REVENUES		357,440.00	29,484.90	29,475.58	327,955.10	8.25
TOTAL EXPENDITURES		357,440.00	16,458.18	5,310.46	340,981.82	4.60
NET OF REVENUES & EXPENDITURES		0.00	13,026.72	24,165.12	(13,026.72)	100.00

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CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 06/08/2017 - 08/09/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
06/09/2017	FIRE	3654	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	336	67.98
				OPERATING SUPPLIES	740.000	336	5.58
				R & M/VEHICLES	931.000	336	2.20
				CHECK FIRE 3654 TOTAL			75.76
06/09/2017	FIRE	3655	CHROUCH COMMUNICATIONS, INC.	OPERATING SUPPLIES	740.000	336	107.50
06/09/2017	FIRE	3656	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	527.38
06/09/2017	FIRE	3657	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	125.75
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	59.92
				CHECK FIRE 3657 TOTAL			185.67
06/09/2017	FIRE	3658	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
06/29/2017	FIRE	3659	CHROUCH COMMUNICATIONS, INC.	OPERATING SUPPLIES	740.000	336	3,753.00
06/29/2017	FIRE	3660	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	65.64
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	32.38
				CHECK FIRE 3660 TOTAL			98.02
06/29/2017	FIRE	3661	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	148.02
06/29/2017	FIRE	3662	WEST SHORE FIRE, INC.	OPERATING SUPPLIES	740.000	336	1,878.00
06/29/2017	FIRE	3663	CITY OF LOWELL	COMMUNICATIONS	850.000	336	38.59
				R & M/VEHICLES	931.000	336	8.70
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	150.00
				CHECK FIRE 3663 TOTAL			197.29
06/29/2017	FIRE	3664	MAFC	TRAINING	957.000	336	280.00
06/29/2017	FIRE	3665	X-CEL CHEMICAL SPECIALTIES CO.	OPERATING SUPPLIES	740.000	336	30.80
06/29/2017	FIRE	3666	KERKSTRA PORTABLE	TRAINING	957.000	336	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 06/08/2017 - 08/09/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
06/29/2017	FIRE	3667	BHS INSURANCE	PREPAID EXPENSES	123.000	000	7,538.00
06/29/2017	FIRE	3668	SELF SERVE LUMBER	TRAINING			** VOIDED **
06/29/2017	FIRE	3669	AT&T	TRAINING			** VOIDED **
06/29/2017	FIRE	3670	COMCAST CABLE	COMMUNICATIONS	850.000	336	416.75
06/29/2017	FIRE	3671	CONSUMERS ENERGY	COMMUNICATIONS	850.000	336	108.12
06/29/2017	FIRE	3672	DISCOUNT LOCK & DOOR SERVICES	PUBLIC UTILITIES	920.000	336	63.77
07/13/2017	FIRE	3675	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	4,830.00
07/13/2017	FIRE	3676	D&D TRUCKING	REPAIRS AND MAINTENANCE BUILDING	932.000	336	45.43
07/13/2017	FIRE	3677	LOWELL LIGHT & POWER	R & M/VEHICLES	931.000	336	704.20
07/13/2017	FIRE	3678	MIDWEST AIR FILTER, INC.	PUBLIC UTILITIES	920.000	336	602.29
07/13/2017	FIRE	3679	RAYNOR OVERHEAD DOOR OF GR	REPAIRS AND MAINTENANCE BUILDING	932.000	336	56.46
07/13/2017	FIRE	3680	TIME EMERGENCY EQUIPMENT	REPAIRS AND MAINTENANCE BUILDING	932.000	336	1,475.00
07/13/2017	FIRE	3681	CITY OF LOWELL	OPERATING SUPPLIES	740.000	336	93.59
07/13/2017	FIRE	3682	5 ALARM FIRE & SAFETY EQUIP IN	PUBLIC UTILITIES	920.000	336	125.75
07/13/2017	FIRE	3683	VERIZON WIRELESS	OPERATING SUPPLIES	740.000	336	443.39
07/13/2017	FIRE	3684	PETER LETZMANN ASSOCIATES	OPERATING SUPPLIES	740.000	336	225.00
07/13/2017	FIRE	3685	RONDA AUTO CENTERS	CHECK FIRE 3682 TOTAL			668.39
07/13/2017	FIRE	3686	SELF SERVE LUMBER	COMMUNICATIONS	850.000	336	80.04
07/13/2017	FIRE	3687	RED CREEK	PROFESSIONAL SERVICES	801.000	336	843.75
07/13/2017	FIRE	3688	SELF SERVE LUMBER	OPERATING SUPPLIES	740.000	336	285.34
07/13/2017	FIRE	3689	RED CREEK	TRAINING	957.000	336	166.33
07/13/2017	FIRE	3690	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28

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CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 06/08/2017 - 08/09/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
07/13/2017	FIRE	3688	HEFTYE, NIGEL	MISCELLANEOUS EXPENSE	955.000	336	100.00
07/13/2017	FIRE	3689	THE SCREEN PRINT DEPT. INC.	OPERATING SUPPLIES	740.000	336	38.20
07/20/2017	FIRE	3690	LOWELL AREA FIRE DEPT.	TRAINING	957.000	336	232.00
07/20/2017	FIRE	3691	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	12,028.39
07/20/2017	FIRE	3692	KENT COUNTY EMERGENCY	MISCELLANEOUS EXPENSE	955.000	336	266.41
07/20/2017	FIRE	3693	NFPA	MISCELLANEOUS EXPENSE	955.000	336	175.00
07/20/2017	FIRE	3695	PROF EMERGENCY SVC TRAINING, LLC	TRAINING	957.000	336	210.00
08/03/2017	FIRE	3696	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	516.55
08/03/2017	FIRE	3697	CITY OF LOWELL	PROFESSIONAL SERVICES			** VOIDED **
				COMMUNICATIONS			** VOIDED **
				COMMUNICATIONS			** VOIDED **
				R & M/VEHICLES			** VOIDED **
				REPAIRS AND MAINTENANCE BUILDING			** VOIDED **
				REPAIRS AND MAINTENANCE BUILDING			** VOIDED **
08/03/2017	FIRE	3698	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	770.00
08/03/2017	FIRE	3699	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
08/03/2017	FIRE	3700	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
08/03/2017	FIRE	3701	NORTHSTAR MEDICAL EQUIPMENT INC.	OPERATING SUPPLIES	740.000	336	142.80
08/03/2017	FIRE	3702	COMCAST CABLE		000.000	000	108.12
08/03/2017	FIRE	3703	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	23.00
08/03/2017	FIRE	3704	EMERGENCY REPORTING	MISCELLANEOUS EXPENSE	955.000	336	1,668.00
08/09/2017	FIRE	3705	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	218.86

08/09/2017 04:32 PM
User: SUE
DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 06/08/2017 - 08/09/2017

Pag 4/4

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
08/09/2017	FIRE	3706	TIME EMERGENCY EQUIPMENT	R & M/VEHICLES	931.000	336	42.15
08/09/2017	FIRE	3707	CITY OF LOWELL	PROFESSIONAL SERVICES	801.000	336	7,750.00
				COMMUNICATIONS	850.000	336	69.03
				PUBLIC UTILITIES	920.000	336	131.74
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	187.50
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	16.90
				CHECK FIRE 3707 TOTAL			8,155.17
				Total for fund 206 FIRE FUND			50,389.90

June Fire Runs
paydate: 7/7/2017

Name	Call Hours	\$15.00 \$	Captain Hours	\$75.00 \$	Inspections Hours	\$11.00 \$	Lieutenant Hours	\$50.00 \$	Meeting Hours	\$11.00 \$	Probie Pay Hours	\$13.00 \$	Training Hours	\$11.00 \$	Total
Barle Benjamin j	5	\$75.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	21.5	\$236.50	\$355.50
Bolan James	4	\$60.00	0	\$0.00	2	\$22.00	0	\$0.00	0	\$0.00	0	\$0.00	14	\$154.00	\$236.00
Charron Kem	12	\$180.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	16.5	\$181.50	\$405.50
DeVore Michael	31	\$465.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$11.00	0	\$0.00	5	\$55.00	\$531.00
Donahue Sean	20	\$300.00	0	\$0.00	3	\$33.00	1	\$50.00	1	\$11.00	0	\$0.00	23.5	\$258.50	\$652.50
Hefye Nigel	19	\$285.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	27.5	\$302.50	\$631.50
Hendryx Dustin	5	\$75.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	2.5	\$27.50	\$146.50
Hults Robert	22	\$330.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	25.5	\$280.50	\$654.50
Jahnke Zachary S	0	\$0.00	0	\$0.00	2	\$22.00	0	\$0.00	1	\$11.00	31	\$403.00	16.5	\$181.50	\$617.50
Johnson Charles	11	\$165.00	0	\$0.00	2	\$22.00	0	\$0.00	0	\$0.00	0	\$0.00	19	\$209.00	\$396.00
Kelley Erik	8	\$120.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	27.5	\$302.50	\$466.50
Krueger Dean	11	\$165.00	0	\$0.00	3	\$33.00	1	\$50.00	1	\$11.00	0	\$0.00	27.5	\$302.50	\$561.50
Oswald James	8	\$120.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$11.00	0	\$0.00	13.5	\$148.50	\$279.50
Putney Charles	6	\$90.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	27.5	\$302.50	\$436.50
Soyka Justin	14	\$210.00	0	\$0.00	3	\$33.00	1	\$50.00	0	\$0.00	0	\$0.00	21	\$231.00	\$524.00
Vandervest Blake	15	\$225.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	0	\$0.00	13.5	\$148.50	\$417.50
Velzen Corwin	25	\$375.00	0	\$0.00	3	\$33.00	1	\$50.00	1	\$11.00	0	\$0.00	27.5	\$302.50	\$771.50
Weaver Samuel	0	\$0.00	0	\$0.00	3	\$33.00	0	\$0.00	1	\$11.00	8	\$104.00	14.5	\$159.50	\$307.50
Witherell Nicole	12	\$180.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	14	\$154.00	\$334.00
Witherell Shannon	20	\$300.00	1	\$75.00	32	\$352.00	0	\$0.00	0	\$0.00	0	\$0.00	23	\$253.00	\$980.00
Total	248	\$3,720.00	1	\$75.00	77	\$847.00	4	\$200.00	15	\$165.00	39	\$507.00	381	\$4,191.00	\$9,705.00
									Rounded up the hours for training per Chief vanOverbeek				total payroll:		\$9,793.00

Payroll July 2017

08/09/2017 Employee Hours and Gross by GL Number Report
For Check Dates 07/01/2017 to 07/31/2017
For Selected Pay Code(s): CHIEF

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	49.00	1,000.00	0.00	0.00	1,000.00 07/07/2017
CHIEF	206-336-702.000	0.00	48.00	1,000.00	0.00	0.00	1,000.00 07/21/2017
	Employee Totals:	0.00	97.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:							
	206-336-702.000	0.00	97.00	2,000.00	0.00	0.00	2,000.00
	Grand Totals:	0.00	97.00	2,000.00	0.00	0.00	2,000.00

July Fire Runs
pay date 8/11/2017

Name	Call Hours	\$15.00 \$	Probie Pay Second Stage Hours	\$13.00 \$	Inspections Hours	\$15.00 \$	Training Hours	\$11.00 \$	Meeting Hours	\$11.00 \$	Lieutenant Hours	\$50.00 \$	Captain Hours	\$75.00 \$	Total
Barle Benjamin j	4	\$60.00			3	\$45.00	3	\$33.00	2	\$22.00					\$160.00
Bolan James	18	\$270.00			3	\$45.00			1	\$11.00					\$326.00
Charron Kem	16	\$240.00			3	\$45.00			2	\$22.00					\$307.00
DeVore Michael	22	\$330.00			3	\$45.00			1	\$11.00					\$386.00
Donahue Sean	19	\$285.00			3	\$45.00	3	\$33.00	2	\$22.00	1	\$50.00			\$435.00
Heflye Nigel	20	\$300.00			3	\$45.00	3	\$33.00	2	\$22.00					\$400.00
Hendryx Dustin	8	\$120.00			3	\$45.00	3	\$33.00	2	\$22.00					\$220.00
Hults Robert	19	\$285.00			3	\$45.00			1	\$11.00					\$341.00
Jahnke Zachary S			38	\$494.00	1	\$15.00	2	\$22.00	2	\$22.00					\$553.00
Johnson Charles	29	\$435.00			5	\$75.00	3	\$33.00	1	\$11.00					\$554.00
Kelley Erik	20	\$300.00			3	\$45.00	3	\$33.00	2	\$22.00					\$400.00
Krueger Dean	9	\$135.00			3	\$45.00	2	\$22.00	2	\$22.00	1	\$50.00			\$274.00
Oswald James	9	\$135.00			3	\$45.00	3	\$33.00	2	\$22.00					\$235.00
Putney Charles	10	\$150.00			5	\$75.00	3	\$33.00	2	\$22.00					\$280.00
Soyka Justin	16	\$240.00			33	\$495.00	3	\$33.00	2	\$22.00	1	\$50.00			\$840.00
Vandervest Blake	18	\$270.00			3	\$45.00			1	\$11.00	1	\$50.00			\$376.00
Velzen Corwin	26	\$390.00			3	\$45.00	3	\$33.00	2	\$22.00					\$490.00
Weaver Samuel			15	\$195.00	3	\$45.00	3	\$33.00	2	\$22.00					\$295.00
Witherell Nicole	13	\$195.00			3	\$45.00	3	\$33.00	2	\$22.00					\$295.00
Witherell Shannon	28	\$420.00			34	\$510.00	3	\$33.00	2	\$22.00			1	\$75.00	\$1,060.00
Total	304	\$4,560.00	53	\$689.00	123	\$1,845.00	43	\$473.00	35	\$385.00	4	\$200.00	1	\$75.00	\$8,227.00

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 8/1/2017 5:11:22 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 07/01/2017 | End Date: 07/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	33	44:15
Grattan - Grattan Township	1	17:30
Lowell Township - Lowell Township	17	36:18
Saranac - Saranac	1	0:01
Vergennes Township - Vergennes Township	10	17:42
TOTAL	62	115:46

Lowell Area Fire Dept.

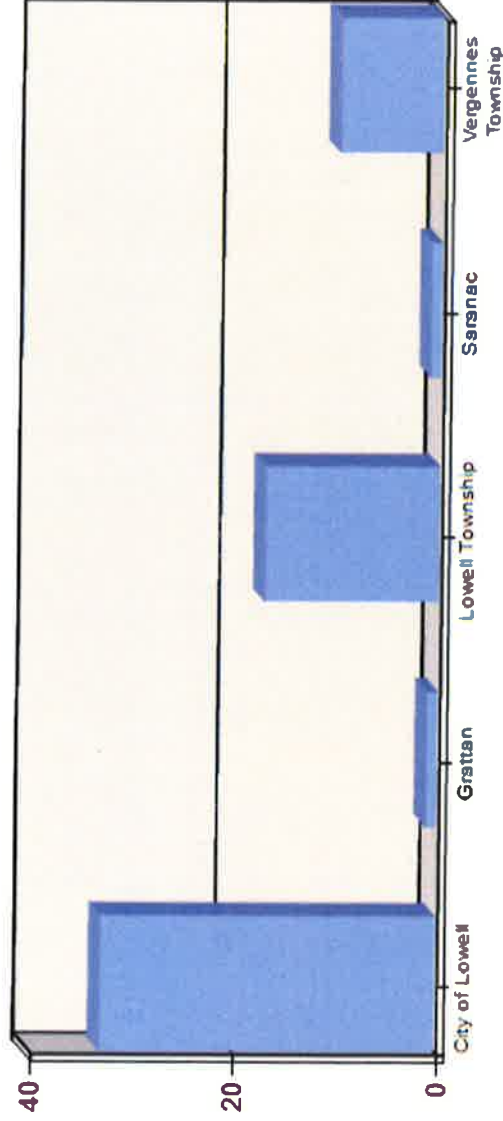
Lowell, MI

This report was generated on 8/1/2017 5:09:29 PM



Incident Count per Zone for Date Range

Start Date: 07/01/2017 | End Date: 07/31/2017



ZONE	# INCIDENTS
City of Lowell - City	33
Grattan - Grattan Township	1
Lowell Township - Lowell Township	17
Saranac - Saranac	1
Vergennes Township - Vergennes Township	10
TOTAL: 62	

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 8/1/2017 5:12:13 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 07/01/2017 | End Date: 07/31/2017

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)		
0		60
00		1
4		1
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)		
0		62
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)		
0		62
USER-DEFINED FIELD: Hose 5 inch feet used (Required)		
0		62
USER-DEFINED FIELD: Hand Tools Used (Required)		
0		61
3		1
USER-DEFINED FIELD: Rescue Tools Used (Required)		
0		60
2		1
rope, stoakes		1
USER-DEFINED FIELD: Water used (gal) (Required)		
0		62



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

Monday, July 03, 2017

Fire Authority Board:

We responded to 57 total incidents for the month of June, 16 fire related and 41 medical.

We have ordered the replacement hose. These are to replace the ones that failed during the annual test. This was the final year of testing covered by the sale of the 1946 Seagrave truck. Next year we will go out for bids with the rest of the county.

The new doors are installed and look great. The installer will be repairing the cracked blocks at no charge. This happened during the install

We had another great training this month. We hosted an agriculture special rescue class. This consisted of 2 days of training. Thank you to Blough Brothers farm for the use of the equipment and the farm for this intense class. The class consisted of 3 scenarios. #1 was a tractor rollover. #2 was auger entanglement. #3 was corn bin rescue. Each group was required to go through each station and rescue the victim. The final rescue was a corn bin rescue using the aerial truck supplied by Belding fire and Chief Greg Moore. Shannon, Corey and Dean did a great job setting this up with the help of Sean and Justin. We had class members from Walker, Freeport and Lansing. Professional Training Service taught the class and did a great job.

I'm waiting to hear back about the schedule for the building repairs from Mark Batchelor. He's been working out of town.

Matt McConnon has left Rockford Ambulance. Jr. Chavez is now the operations manager.

This year's pancake breakfast will be during the harvest festival in October.

June 20th marked my first year of leading this amazing team. We have made a lot of changes; not only in members but in the way we operate. It's my opinion, after talking with our team, that we are moving in the right direction. As we move forward our goal is to continue improving and continue to work as a team. We have grown as a family over the past 12 months and I feel we are closer than ever before. We are getting more participation, not only in training but in all areas of our duties. Thank you all for supporting not only myself but your fire department team. All of your support during this time as given our members a fresh new opinion of the board and what they do to make this a great department.

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.

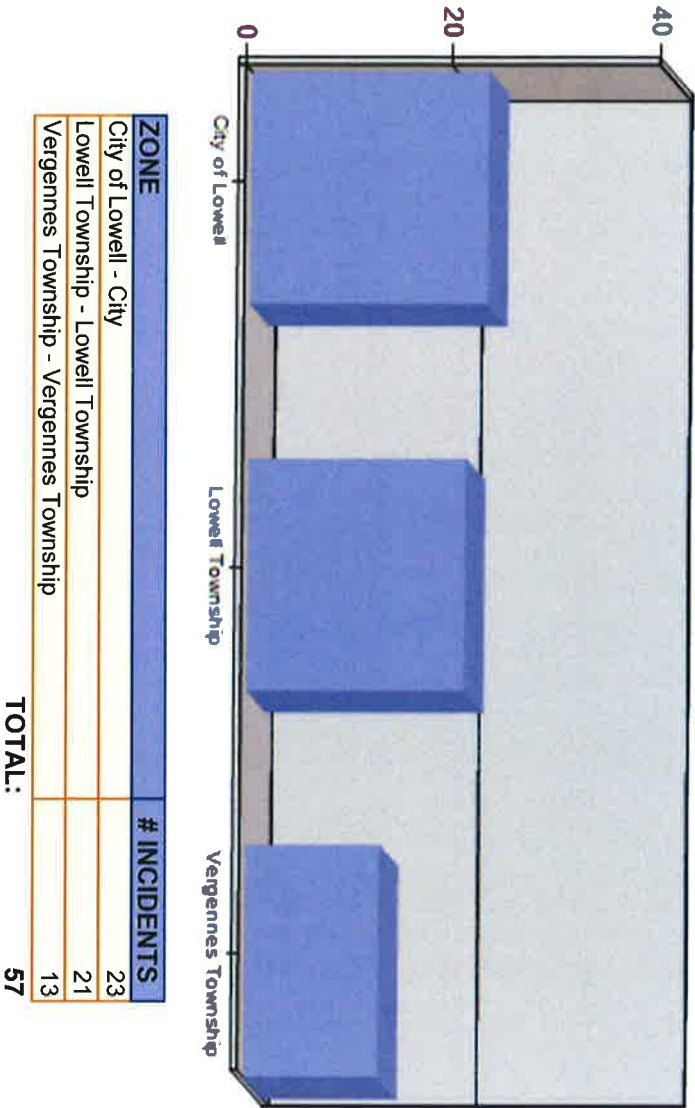
Lowell, MI

This report was generated on 7/1/2017 7:37:18 AM



Incident Count per Zone for Date Range

Start Date: 06/01/2017 | End Date: 06/30/2017



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 7/1/2017 7:41:39 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 06/01/2017 | End Date: 06/30/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	23	32:39
Lowell Township - Lowell Township	21	30:33
Vergennes Township - Vergennes Township	13	23:53
TOTAL	57	87:05

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 7/1/2017 7:40:25 AM

Incident Count per User-Defined Fields for Date Range

Start Date: 06/01/2017 | End Date: 06/30/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	57

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	57

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	57

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	57

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	56
1	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	55
1	1
Spreaders and cutters	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	57