

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, November 13, 2017 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. RECOGNITION OF CHANGE IN ACTIVE BOARD MEMBERS
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – September 11, 2017 meeting
5. FINANCIAL REPORTS
6. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
7. OLD BUSINESS
 - A. Fire Station Lease – Letzman
 - B. Engine #6 Replacement/Bid Results – van Overbeek
 - C. Wildfire Pickup Status – van Overbeek
 - D. Fund Balance Procedures – Olin & Letzmann
8. NEW BUSINESS
 - A. Change of Accounting & Recording Responsibilities for the Authority – Herb, Wittenbach and Olin
 - B. Full Time Fire Department Staffing Discussion – Herb and van Overbeek
9. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
10. FIRE CHIEF'S REPORT AND UPDATES
11. MEMBER COMMENTS
12. DATE FOR NEXT MEETING(S)
13. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, September 11, 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, Tim Wittenbach and David Pasquale

Member Absent: Jim Hodges. Also present: Peter Letzmann

2. APPROVAL OF THE AGENDA

Herb presented an additional item to the agenda to enter into closed meeting after the conclusion of today's meeting.

IT WAS MOVED BY HERB and seconded by WHITTENBACH that the Authority Board go into a closed meeting after the conclusion of today's meeting, to discuss the Attorney's confidential opinion, as is provided by section 8(h) of the Open Meetings Act. And that the Attorney be designated to act as the Authority's secretary for purpose of preparing the minutes of this closed session. Yes - all. Motion carried.

IT WAS MOVED BY PASQUALE and seconded by BLOUGH to approve the agenda as amended. Yes - all. Motion carried.

3. APPROVAL OF THE MINUTES

- A. Approval of the Regular meeting minutes – August 14, 2017. Herb questioned if the tape from the last meeting had worked? Olin responded no.

Wittenbach provided Olin the changes he had proposed to the June 12 meeting minutes.

Blough mentioned adding a comment that the minutes are being done by recollection.

IT WAS MOVED BY BLOUGH and seconded by REISTER to approve the minutes of the September 11 meeting with the addition they were completed by recollection. Yes – all. Motion carried.

4. FINANCIAL REPORTS. Olin presented the financial reports. Herb questioned the workers compensation line item. Olin said the Authority is billed quarterly for workers comp. Herb also questioned the miscellaneous expense line item. Olin said it is for subscriptions to organizations including emergency reporting. Reister questioned a check written to Nigel Hefty. van Overbeek said he is a fireman. Herb mentioned Biocare paid out of professional services, felt it should be a separate line item designation next year. Blough questioned a check to Light and Power. Olin said that was for the VOIP phone project.

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

5. PUBLIC COMMENT – Katie Rademacher stated she read a statement at a previous meeting, and as a former firefighter, is looking for an answer to a question. Herb responded the board will be going into closed session to formally discuss this so there will be a response shortly.

6. OLD BUSINESS

- A. Fire Station Lease – Letzmann said he presented the fire station lease to the City attorney and Mr Burns, but has not had a formal response. This item was tabled until the next meeting.
- B. Fund Balance(s) Procedures & Investments. Olin said the audit has not yet begun. She also suggested the board adopt an investment policy. Herb requested this item be tabled until next month.
- C. Status of Fire Station Repairs. Van Overbeek stated Batchelor has completed the repairs to the fire station including tuck pointing and pillar repairs. Herb questioned if anything was found out of the ordinary? Van Overbeek responded no.
- D. #6 Engine Replacement Options. Van Overbeek stated Velzen, who is also the purchasing agent, has prepared specs for a new tender. He said the brokering company will offer \$50,000 for the current engine #6 sight onseen. He said bids are due the 25th of September with a public bid opening at 4:30 p.m. at the fire station.
- E. Meeting Room Furniture Status. van Overbeek stated Lowell light and Power has received their 20 new chairs and assembly was easy. He added the chairs are durable, comfortable and have been used for board meetings. Reister questioned how necessary the new chairs were? van Overbeek said the current chairs have served a good purpose. He added the community room is used frequently for training and various entities' meetings and felt it was time to improve the chairs. van Overbeek said he would try to sell the old chairs on Craigslist.

IT WAS MOVED BY PASQUALE and seconded by REISTER to purchase 25 chairs from Marsmoda at \$148.00/chair not to exceed \$3,725.00. Yes - all. Motion Carried.

7. NEW BUSINESS

- A. Fire Department Pickup Grant Status – Herb stated the department received \$10,000 from the Grand Rapids Foundation for the department pick up truck for wildfires. van Overbeek said the transaction was done through Mideal, so individual bids were not necessary. van Overbeek said the spec included a Chevy 2500 Silverado with trailer tow package for \$29,187. With equipment, the base price for the skid unit was \$5,950. However, an electric hose rewind was added, a different nozzle and a foam system. van Overbeek said after including the \$350 for shipping, the skid price is \$7,665. Also, a light bar was added for \$1200. van Overbeek said given the \$10,000 grant and the \$4,300 from the sale of the ambulance and suburban, brings the total to \$23,753 out of pocket. Herb questioned if there was a skid on the old pickup. van Overbeek responded yes, and that the old truck should stay in service as a brush truck. Velzen added the skid unit is a plug and play and can be removed in the winter.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to purchase a Chevy 2500 Silverado to be utilized as a department brush truck out of fund balance not to exceed \$23,000. Yes - all. Motion carried.

8. COMMITTEE REPORTS.

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORT AND UPDATES. van Overbeek explained he decided to cancel the pancake breakfast scheduled for October 14 during the Harvest Festival. He said instead, the Fire Department will hold their annual open house that day from 11a.m – 1p.m. He added representatives

from Servpro will also be in attendance. He added the Fallasburg festival is coming up and the department will be cooking their chicken dinners.

van Overbeek mentioned last month there were 68 calls. He also mentioned the tuck point on the building is complete and the department physicals. He added the participation at the summer concerts by the department is complete. However, there will be representation at the JV and Freshman football games on a volunteer basis. He mentioned Platinum motorsports will be contacting him when the 2018 UTV's are in and they will provide a red UTV for one year. Wittenbach questioned if the UTV had much use. van Overbeek responded it was used to transport a patient out of the woods and it was there when needed. van Overbeek added this Christmas, the department will be sponsoring two local families. He added the department is continuing to work on the building punch list.

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING.

The next meeting is scheduled for October 9.

IT WAS MOVED BY PASQUALE to adjourn to closed session at 4:23 p.m.
Yes all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

11/08/2017 03:50 PM
User: SUE
DB: Lowell Fire

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 08/11/2017 - 11/08/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
08/23/2017	FIRE	3710	CANFIELD PLUMBING & HEATING IN	REPAIRS AND MAINTENANCE BUILDING	932.000	336	264.00
08/23/2017	FIRE	3711	MML WORKERS COMP FUND	WORKERS COMPENSATION	722.000	336	1,839.00
08/23/2017	FIRE	3712	HEFTYE, NIGEL	MISCELLANEOUS EXPENSE	955.000	336	100.00
08/23/2017	FIRE	3713	BIO-CARE INC	PROFESSIONAL SERVICES	801.000	336	6,120.00
				PROFESSIONAL SERVICES	801.000	336	285.00
				CHECK FIRE 3713 TOTAL			6,405.00
09/08/2017	FIRE	3716	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	8.99
				TRAINING	957.000	336	53.92
				CHECK FIRE 3716 TOTAL			62.91
09/08/2017	FIRE	3717	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	27.97
				PUBLIC UTILITIES	920.000	336	558.48
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	3,360.99
				CHECK FIRE 3717 TOTAL			3,947.44
09/08/2017	FIRE	3718	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	135.16
				PUBLIC UTILITIES	920.000	336	213.75
				CHECK FIRE 3718 TOTAL			348.91
09/08/2017	FIRE	3719	X-CEL CHEMICAL SPECIALTIES CO.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	30.80
09/08/2017	FIRE	3720	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
09/08/2017	FIRE	3721	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
09/08/2017	FIRE	3722	COMCAST CABLE	COMMUNICATIONS	850.000	336	108.12
09/08/2017	FIRE	3723	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	39.24
09/15/2017	FIRE	3724	MICHIGAN MUNICIPAL LEAGUE	WORKERS COMPENSATION	722.000	336	175.00
09/15/2017	FIRE	3725	CITY OF LOWELL	REPAIR & MAINTENANCE	930.000	336	8.34
				REPAIR & MAINTENANCE	930.000	336	13.98

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
09/15/2017	FIRE	3726	HEFTYE, NIGEL	R & M/VEHICLES	931.000	336	6.95
				CHECK FIRE 3725 TOTAL			29.27
09/28/2017	FIRE	3727	HOOPER PRINTING	SALARIES-TEMPORARY	707.000	336	100.00
09/28/2017	FIRE	3728	TIME EMERGENCY EQUIPMENT	OPERATING SUPPLIES	740.000	336	495.57
09/28/2017	FIRE	3729	MML WORKERS COMP FUND	OPERATING SUPPLIES	740.000	336	215.80
09/28/2017	FIRE	3730	RED CREEK	WORKERS COMPENSATION	722.000	336	2,154.00
09/28/2017	FIRE	3731	COMCAST CABLE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
09/28/2017	FIRE	3732	CONSUMERS ENERGY	COMMUNICATIONS	850.000	336	117.62
09/28/2017	FIRE	3733	MARXMODA	PUBLIC UTILITIES	920.000	336	52.23
10/13/2017	FIRE	3736	BERNARDS ACE HARDWARE	REPAIRS AND MAINTENANCE BUILDING	932.000	336	3,703.25
10/13/2017	FIRE	3737	HOOPER PRINTING	REPAIRS AND MAINTENANCE BUILDING	932.000	336	191.51
				OPERATING SUPPLIES	740.000	336	220.00
				OPERATING SUPPLIES	740.000	336	51.08
				OPERATING SUPPLIES	740.000	336	96.01
				CHECK FIRE 3737 TOTAL			367.09
10/13/2017	FIRE	3738	KENT COUNTY TREASURER	COMMUNICATIONS	850.000	336	6,819.50
10/13/2017	FIRE	3739	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	430.28
10/13/2017	FIRE	3740	NYE UNIFORM COMPANY	OPERATING SUPPLIES	740.000	336	264.00
10/13/2017	FIRE	3741	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	159.12
10/13/2017	FIRE	3742	X-CEL CHEMICAL SPECIALTIES CO.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	23.50
10/13/2017	FIRE	3743	MI ASSOC OF FIRE CHIEFS	MISCELLANEOUS EXPENSE	955.000	336	135.00
10/13/2017	FIRE	3744	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	1,245.00
				OPERATING SUPPLIES	740.000	336	129.00
				CHECK FIRE 3744 TOTAL			1,374.00

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CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 08/11/2017 - 11/08/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
10/13/2017	FIRE	3745	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	262.00
				R & M/VEHICLES	931.000	336	1,066.34
				R & M/VEHICLES	931.000	336	562.44
				R & M/VEHICLES	931.000	336	923.93
				CHECK FIRE 3745 TOTAL			2,814.71
10/13/2017	FIRE	3746	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
10/13/2017	FIRE	3747	PETER LEITZMANN ASSOCIATES	PROFESSIONAL SERVICES	801.000	336	2,475.00
10/13/2017	FIRE	3748	KIMTEK CORPORATION	COMPUTER EQUIPMENT	986.000	336	7,665.00
10/20/2017	FIRE	3749	KENT COUNTY EMERG. SERVICES	MISCELLANEOUS EXPENSE	955.000	336	257.75
10/20/2017	FIRE	3750	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	27.02
10/20/2017	FIRE	3751	NYE UNIFORM COMPANY	OPERATING SUPPLIES	740.000	336	33.50
10/20/2017	FIRE	3752	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	266.60
10/20/2017	FIRE	3753	R&R FIRE TRUCK REPAIR, INC.	R & M/VEHICLES	931.000	336	203.00
10/20/2017	FIRE	3754	PPD FIRE ACADEMY	TRAINING	957.000	336	140.00
11/03/2017	FIRE	3755	HOOPER PRINTING	OPERATING SUPPLIES	740.000	336	22.51
11/03/2017	FIRE	3756	LOWELL LIGHT & POWER	COMMUNICATIONS	850.000	336	27.20
				PUBLIC UTILITIES	920.000	336	408.00
				CHECK FIRE 3756 TOTAL			435.20
11/03/2017	FIRE	3757	ROCKFORD AMBULANCE, INC.	PROFESSIONAL SERVICES	801.000	336	297.00
11/03/2017	FIRE	3758	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	165.11
11/03/2017	FIRE	3759	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	80.02
11/03/2017	FIRE	3760	RED CREEK	REPAIRS AND MAINTENANCE BUILDING	932.000	336	25.28
11/03/2017	FIRE	3761	COMCAST CABLE	COMMUNICATIONS	850.000	336	108.10
11/03/2017	FIRE	3762	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	336	67.02

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CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
CHECK DATE FROM 08/11/2017 - 11/08/2017

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 206 FIRE FUND

Total for fund 206 FIRE FUND

45,245.58

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY
PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 11/30/2017	ACTIVITY FOR MONTH 11/30/2017	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET					
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	0.00
206-000-569.000	STATE GRANT	0.00	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	0.00
206-000-590.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	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	0.00
206-000-632.001	LOWELL TOWNSHIP	123,270.00	61,634.88	61,634.88	0.00	61,635.12	50.00
206-000-632.002	VERGENNES TOWNSHIP	116,268.00	58,134.00	58,134.00	0.00	58,134.00	50.00
206-000-632.003	CITY OF LOWELL	117,902.00	58,951.16	58,951.16	29,475.58	58,950.84	50.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	27.73	0.00	0.00	0.00	0.00
206-000-677.000	MISCELLANEOUS	0.00	803.75	0.00	0.00	(27.73)	100.00
206-000-689.000-FA-1501	LOOK FUND GRANT	0.00	0.00	0.00	0.00	(803.75)	100.00
206-000-689.000-FA-1503	LOOK FUND GRANT	0.00	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	0.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		357,440.00	179,551.52	177,888.48	29,475.58	177,888.48	50.23
Dept 336							
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	10.09	0.00	0.00	(10.09)	100.00
206-336-690.000-FA-1704	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 336		0.00	10.09	(10.09)	0.00	(10.09)	100.00
TOTAL REVENUES		357,440.00	179,561.61	177,878.39	29,475.58	177,878.39	50.24
Expenditures							
Dept 000-REVENUES							
206-000-860.000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
Dept 336							
206-336-702.000	SALARIES-PERMANENT	26,000.00	8,070.00	0.00	0.00	17,930.00	31.04
206-336-703.000	SALARIES-CUSTODIAL	0.00	0.00	0.00	0.00	0.00	0.00
206-336-707.000	SALARIES-TEMPORARY	134,840.00	28,256.00	0.00	0.00	106,584.00	20.96
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	14,600.00	2,710.94	0.00	0.00	11,889.06	18.57
206-336-717.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
206-336-718.000	PENSION	0.00	0.00	0.00	0.00	0.00	0.00
206-336-722.000	WORKERS COMPENSATION	7,000.00	6,007.00	0.00	0.00	993.00	85.81
206-336-727.000	OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
206-336-740.000	OPERATING SUPPLIES	35,000.00	3,951.87	0.00	0.00	31,048.13	11.29
206-336-741.000	FUEL	4,000.00	907.52	0.00	0.00	3,092.48	22.69
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	28,000.00	9,177.00	0.00	0.00	18,823.00	32.78
206-336-850.000	COMMUNICATIONS	21,000.00	7,486.58	27.20	0.00	13,513.42	35.65
206-336-860.000	TRAVEL EXPENSES	4,000.00	0.00	0.00	0.00	4,000.00	0.00
206-336-910.000	INSURANCE	8,000.00	7,538.00	0.00	0.00	462.00	94.23
206-336-920.000	PUBLIC UTILITIES	16,000.00	3,627.72	165.11	0.00	12,372.28	22.67
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	22.32	0.00	0.00	4,977.68	0.45

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	ACTIVITY FOR MONTH 11/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-931.000	R & M/VEHICLES	15,000.00	3,066.81	0.00	11,933.19	20.45
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,000.00	7,928.30	0.00	7,071.70	52.86
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,873.66	0.00	2,626.34	52.25
206-336-957.000	TRAINING	6,000.00	425.92	0.00	5,574.08	7.10
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	7,665.00	0.00	3,335.00	69.68
Total Dept 336		357,440.00	99,714.64	192.31	257,725.36	27.90
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	99,714.64	192.31	257,725.36	27.90
Fund 206 - FIRE FUND:						
TOTAL REVENUES		357,440.00	179,561.61	29,475.58	177,878.39	50.24
TOTAL EXPENDITURES		357,440.00	99,714.64	192.31	257,725.36	27.90
NET OF REVENUES & EXPENDITURES		0.00	79,846.97	29,283.27	(79,846.97)	100.00



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

Monday, October 02, 2017

Fire Authority Board:

We responded to 74 total incidents for the month of September.

The project of tuck point repair and sealing the building is being done.

The new brush truck has been ordered.

Our fire prevention open house is October 14th (Saturday) from 11-1. We will be advertising for new hires at this event as well as running some ads.

The new UTV should be here with in the next week or two.

Bids specs were re sent due do some manufacturers not receiving them. The new bids are due into city hall by October 30th at 4 pm with a public opening at 4:30 pm at the fire station.

We have a community service worker doing some cleaning and painting around the station. He started with cleaning trucks and then moved on to painting the chicken coop. Other projects will include washing the safety trailer, painting offices and painting the training room.

With the holidays just around the corner we have decided to adopt two families again this year. We will be collecting donations from the team once again. This will allow us to buy gifts and food for two local families and then invite them to the station for a tour and to receive the gifts.

Our annual chicken BBQ was a big success. The weather was amazing both days and we sold out each day.

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

Shannon, Corey 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 10/2/2017 8:48:34 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	70
2	2
7	1
8	1

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

0	71
100	1
250	1
800	1

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

0	73
200	1

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

0	73
100	1

USER-DEFINED FIELD: Hand Tools Used (Required)

0	67
1	1
1 haligan 1 badaxe	1
2	1
7	1
halagen/ pry bar/ Keiln tool/	1

Halogen		1
Pike Poles, TIC's		1

USER-DEFINED FIELD: Rescue Tools Used (Required)		
0		74

USER-DEFINED FIELD: Water used (gal) (Required)		
0		68
1250		1
20		1
200		1
350 / 1/2 gal of foam		1
40		1
54500		1

Lowell Area Fire Dept.

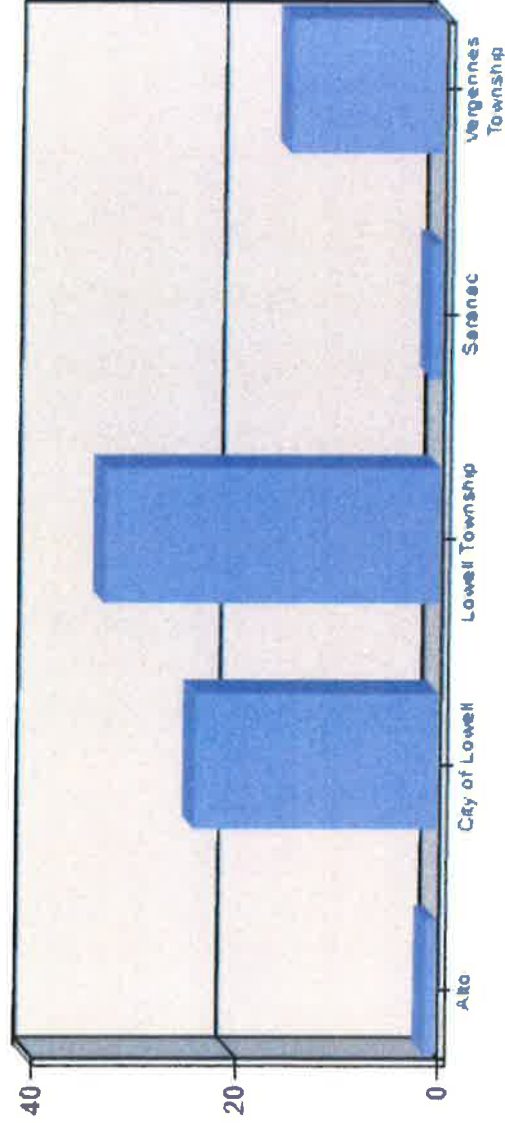
Lowell, MI

This report was generated on 10/2/2017 8:47:29 AM



Incident Count per Zone for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017



ZONE	# INCIDENTS
Alto - Bowne Township	1
City of Lowell - City	24
Lowell Township - Lowell Township	33
Saranac - Saranac	1
Vergennes Township - Vergennes Township	15
TOTAL:	74

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 10/2/2017 8:50:10 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017

ZONE	INCIDENT COUNT	MAN-HOURS
Alto - Bowne Township	1	0:03
City of Lowell - City	24	22:21
Lowell Township - Lowell Township	33	103:16
Saranac - Saranac	1	13:53
Vergennes Township - Vergennes Township	15	31:02
TOTAL	74	170:35



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

Friday, November 03, 2017

Fire Authority Board;

We responded to 51 total incidents for the month of October.

The project of tuck point repair and sealing the building is done.

The new brush truck has been ordered. We are looking at mid to late November according to Berger Chev.

Our fire prevention open house was October 14th (Saturday) from 11-1. Although we had wet rainy weather, we were pleased with the turn-out. The plan is to hold this event the same weekend has harvest festival again next year.

The new UTV has arrived. We are not sure how long this program will go on with Platinum. With that in mind we would like you to consider purchasing a UTV in the next budget year. The cost would be about \$12,000.00

Bids specs were re sent due do some manufacturers not receiving them. The new bids were due into city hall by October 30th at 4 pm with a public opening at 4:30 pm at the fire station. We did receive 4 bids from 3 different manufacturers.

Lt. Krueger was offered, and accepted, a full time position with Kentwood fire. He will be required to resign from our department and then reapply after his 1 yr. probation if he so chooses.

With the holidays just around the corner we have decided to adopt one family this year. We will be collecting donations from the team once again. This will allow us to buy gifts and food for a local family and then invite them to the station for a tour and to receive the gifts.

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

Shannon, Corey 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 11/2/2017 4:25:16 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 10/01/2017 | End Date: 10/31/2017

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)		
0		49
00		1
000		1
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)		
0		50
00		1
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)		
0		51
USER-DEFINED FIELD: Hose 5 inch feet used (Required)		
0		51
USER-DEFINED FIELD: Hand Tools Used (Required)		
0		48
1		1
2		1
brooms, shovels, oil dry		1
USER-DEFINED FIELD: Rescue Tools Used (Required)		
0		50
cutters, spreaders		1
USER-DEFINED FIELD: Water used (gal) (Required)		
0		51

Lowell Area Fire Dept.

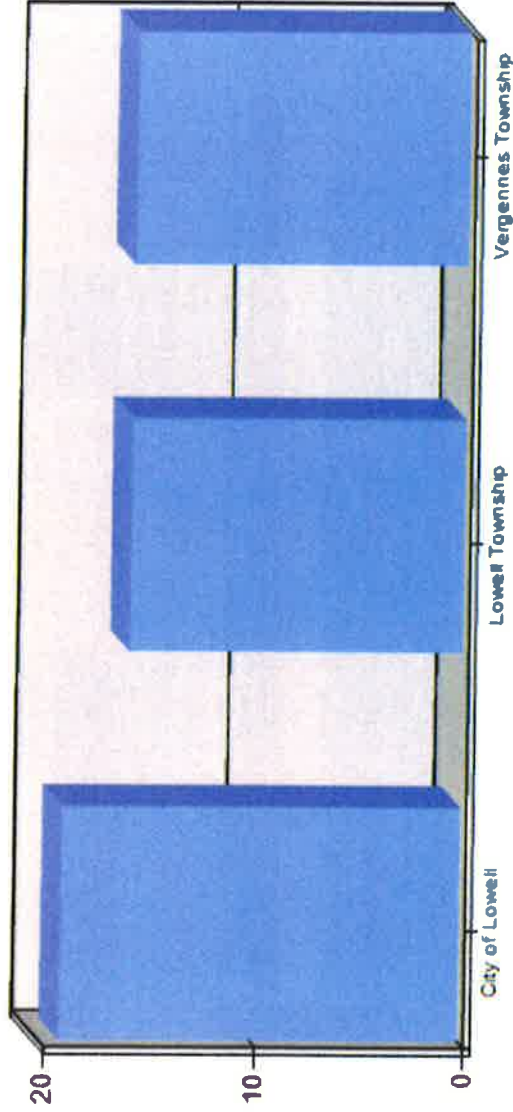
Lowell, MI

This report was generated on 11/2/2017 4:21:52 PM



Incident Count per Zone for Date Range

Start Date: 10/01/2017 | End Date: 10/31/2017



ZONE	# INCIDENTS
City of Lowell - City	19
Lowell Township - Lowell Township	16
Vergennes Township - Vergennes Township	16

TOTAL:

51

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 11/2/2017 4:23:51 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 10/01/2017 | End Date: 10/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	19	16:30
Lowell Township - Lowell Township	16	25:24
Vergennes Township - Vergennes Township	16	47:50
TOTAL	51	89:44

Fire Pay
October 2017 Runs
Pay date: 11/10/2017

Name	Call Hours	\$15.00 \$	pay first Stage Hours	\$11.00 \$	Pay Second Hours	\$13.00 \$	Training Hours	\$11.00 \$	Meeting Hours	\$11.00 \$	Inspections Hours	\$15.00 \$	Lieutenant Hours	\$50.00 \$	Captain Hours	\$75.00 \$	Total
Barle Benjamin j	6	\$90.00					3	\$33.00	1	\$11.00	6	\$90.00					\$224.00
Bolan James	9	\$135.00					0	\$0.00	1	\$11.00							\$146.00
Charron Kern	6	\$90.00					3	\$33.00	2	\$22.00	3	\$45.00					\$190.00
DeVore Michael	0	\$0.00															\$0.00
Donahue Sean	23	\$345.00					3	\$33.00	2	\$22.00	3	\$45.00	1	\$50.00			\$495.00
Heftey Nigel	21	\$315.00					3	\$33.00	2	\$22.00	6	\$90.00					\$460.00
Hendryx Dustin	7	\$105.00					3	\$33.00	2	\$22.00	6	\$90.00					\$250.00
Hill Tim			13	\$143.00			3	\$33.00	2	\$22.00							\$198.00
Hults Robert	28	\$420.00					3	\$33.00	2	\$22.00	6	\$90.00					\$565.00
Jahnke Zachary S					33	\$429.00	3	\$33.00	2	\$22.00	3	\$45.00					\$529.00
Johnson Charles	10	\$150.00					3	\$33.00	2	\$22.00							\$205.00
Jones Kevin	0	\$0.00					3	\$33.00	2	\$22.00							\$210.00
Kelley Erik	11	\$165.00					3	\$33.00	2	\$22.00	3	\$45.00					\$265.00
Krueger Dean	10	\$150.00					3	\$33.00	2	\$22.00	3	\$45.00					\$256.00
Oswald James	17	\$255.00							1	\$11.00	3	\$45.00	1	\$50.00			\$355.00
Putney Charles	10	\$150.00					3	\$33.00	2	\$22.00	3	\$45.00					\$205.00
Soyka Justin	15	\$225.00					2	\$22.00	1	\$11.00	8	\$120.00	1	\$50.00			\$428.00
Vandervest Blake	12	\$180.00					3	\$33.00	2	\$22.00	6	\$90.00					\$325.00
Velzen Corwin	32	\$480.00					3	\$33.00	2	\$22.00	6	\$90.00	1	\$50.00			\$675.00
Weaver Samuel					11	\$143.00	3	\$33.00	2	\$22.00	3	\$45.00					\$243.00
Witherell Nicole	6	\$90.00					3	\$33.00	2	\$22.00							\$145.00
Witherell Shannon	7	\$105.00					3	\$33.00	2	\$22.00	14	\$210.00			1	\$75.00	\$445.00
Total	230	\$3,450.00	23	\$253.00	44	\$572.00	56	\$616.00	38	\$418.00	82	\$1,230.00	4	\$200.00	1	\$75.00	\$6,814.00

Chief pay
Sept 2017

11/10/2017 Employee Hours and Gross by GL Number Report
For Check Dates 09/01/2017 to 09/30/2017

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	43.50	1,000.00	0.00	0.00	1,000.00 09/01/2017
CHIEF	206-336-702.000	0.00	28.00	1,000.00	0.00	0.00	1,000.00 09/15/2017
CHIEF	206-336-702.000	0.00	40.00	1,000.00	0.00	0.00	1,000.00 09/29/2017
	Employee Totals:	0.00	111.50	3,000.00	0.00	0.00	3,000.00
Distribution Totals:	206-336-702.000	0.00	111.50	3,000.00	0.00	0.00	3,000.00
	Grand Totals:	0.00	111.50	3,000.00	0.00	0.00	3,000.00

September Fire Runs
pay date: Oct 13, 2017

Name	Call Hours	\$15.00 \$	Probable pay first Stage Hours	\$11.00 \$	Probable Pay Second Stage Hours	\$13.00 \$	Meeting Hours	\$11.00 \$	Inspections Hours	\$15.00 \$	Captain Hours	\$75.00 \$	Lieutenant Hours	\$50.00 \$	Training Hours	\$11.00 \$	Total
Barle Benjamin J	15	\$225.00		\$22.00			2	\$22.00	3	\$45.00					6	\$66.00	\$358.00
Bolan James	25	\$375.00		\$11.00			1	\$11.00	3	\$45.00					6	\$66.00	\$452.00
Charron Kemr	2	\$30.00							0	\$0.00							\$75.00
DeVore Michael	16	\$240.00					2	\$22.00	3	\$45.00			1	\$50.00	6	\$66.00	\$240.00
Donahue Sean	39	\$585.00					2	\$22.00	3	\$45.00					3	\$33.00	\$768.00
Heftye Nigel	13	\$195.00					1	\$11.00	4	\$60.00					3	\$33.00	\$250.00
Hendryx Dustin	14	\$210.00					2	\$22.00	3	\$45.00					6	\$66.00	\$314.00
Hill Tim			22	\$242.00			2	\$22.00	3	\$45.00					3	\$33.00	\$375.00
Hults Robert	47	\$705.00					2	\$22.00	3	\$45.00					3	\$33.00	\$805.00
Jahnke Zachary S							1	\$11.00	3	\$45.00					3	\$33.00	\$583.00
Johnson Charles	23	\$345.00			38	\$494.00	2	\$22.00	3	\$45.00					6	\$66.00	\$478.00
Jones Kevin			19	\$209.00					3	\$45.00							\$254.00
Kelley Erik	25	\$375.00					2	\$22.00	4	\$60.00					6	\$66.00	\$523.00
Krueger Dean	24	\$360.00					1	\$11.00	3	\$45.00			1	\$50.00	3	\$33.00	\$499.00
Oswald James	17	\$255.00					1	\$11.00	4	\$60.00					3	\$33.00	\$359.00
Putney Charles	14	\$210.00					2	\$22.00	3	\$45.00					6	\$66.00	\$343.00
Soyka Justin	12	\$180.00					2	\$22.00	27	\$405.00			1	\$50.00	6	\$66.00	\$723.00
Vandervest Blake	26	\$390.00					2	\$22.00	3	\$45.00					6	\$66.00	\$523.00
Velzen Corwin	41	\$615.00					1	\$11.00	4	\$60.00			1	\$50.00	3	\$33.00	\$769.00
Weaver Samuel			21				1	\$11.00	3	\$45.00					3	\$33.00	\$362.00
Witherell Nicole	12	\$180.00							3	\$45.00							\$225.00
Witherell Shannon	27	\$405.00					2	\$22.00	34	\$510.00	1	\$75.00			6	\$66.00	\$1,078.00
Total	392	\$5,880.00	41	\$451.00	59	\$767.00	29	\$319.00	116	\$1,740.00	1	\$75.00	4	\$200.00	84	\$974.00	\$10,356.00

chief payroll
October 2017

11/10/2017 Employee Hours and Gross by GL Number Report
For Check Dates 10/01/2017 to 10/31/2017

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	35.00	1,000.00	0.00	0.00	1,000.00 10/13/2017
CHIEF	206-336-702.000	0.00	37.00	1,000.00	0.00	0.00	1,000.00 10/27/2017
	Employee Totals:	0.00	72.00	2,000.00	0.00	0.00	2,000.00
Distribution Totals:	206-336-702.000	0.00	72.00	2,000.00	0.00	0.00	2,000.00
	Grand Totals:	0.00	72.00	2,000.00	0.00	0.00	2,000.00