

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, December 11, 2017 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. INTRODUCTION OF PROSPECTIVE BANK – ERIC WAKEMAN/JIM HERB
3. AUTHORITY RECOGNITION
4. APPROVAL OF THE AGENDA
5. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – November 13, 2017 meeting
6. FINANCIAL REPORTS
7. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
8. OLD BUSINESS
 - A. Fire Station Lease Status – Herb
 - B. Engine #6 Replacement Update – van Overbeek/Velzen
 - C. Wildfire Pickup Status – van Overbeek/Velzen
 - D. Change of Accounting & Recording Responsibilities Discussion – Letzmann/Herb
 - E. Comments on Full Time Fire Department Staffing - Herb
9. NEW BUSINESS
 - A. Current County Dispatch Agreement - Herb
10. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
11. FIRE CHIEF'S REPORT AND UPDATES
12. MEMBER COMMENTS
13. DATE FOR NEXT MEETING(S)
14. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD

MEETING MINUTES

Monday, November 13, 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 and David Pasquale and Mike Devore

Member Absent: Carlton Blough Also present: Peter Letzmann

2. RECOGNITION OF CHANGE IN ACTIVE BOARD MEMBERS

Herb thanked Jim Hodges for his participation on the fire authority board and that he will be missed. Mike Devore replaced Jim Hodges effective this meeting.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES. Wittenbach mentioned under old business, item # 6, should read "site unseen."

IT WAS MOVED BY DEVORE and seconded by REISTER to approve the minutes as corrected.
Yes - all. Motion carried.

5. FINANCIAL REPORTS

Olin mentioned she had not received the completed audit. She said she hoped to soon.

Wittenbach mentioned the pickup truck repairs. Herb questioned if it was anything significant? van Overbeek said it was a belt noise not a pump. The truck was taken to D&D and it is no longer happening. Herb questioned the fire station computers and their cloud storage. van Overbeek said the internet for the fire barn is tied with the phones and it is not a secure network

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve the financial reports as presented. Yes - all. Motion carried.

6. PUBLIC COMMENTS. van Overbeek mentioned he appreciated Jim Hodges and will miss him.

7. OLB BUSINESS

A. Fire Station Lease – Letzmann said he presented a revised memo to the City Manager regarding the fire station lease and nothing has transpired. This item was tabled until the next meeting.

B. Engine # 6 Replacement/Bid Results – van Overbeek said the bids were opened for the engine 6 replacement He mentioned he received four bids, from three different manufacturers. He added from Pierce, two bids were received, and the second bid was for a stock unit. The bid for new was \$367,685.00 and \$341,372 for the stock unit. The second bid was Alexis for \$396,612. The third bid was from Front Line (Rosenbauer) in the amount of \$348,874.00. van Overbeek mentioned a representative from Rosenbauer was in attendance. He said the specifics the department was looking for are water and pump capacity, cabinet space, and pump size. He

added the Rosenbauer bid fits our needs and that he has 30 days to respond. Van Overbeek mentioned the invoice for the chassis would be due in February, 2018. Wittenbach questioned if there were issues with the engine on this truck? van Overbeek mentioned D & D can check if the engine throws codes. Herb mentioned the chassis should be ready in February and \$90,000 will be due.

IT WAS MOVED BY DEVORE and seconded by PASQUALE to move forward with the front line bid in the amount of \$348,874 requesting \$150,000 from the Grand Rapids Foundation and utilizing the proceeds of engine 6 and 5. Velzen mentioned the truck should take 365 days to build, so next November or December it should arrive. Herb mentioned if the Grand Rapids Foundation grant was ready to go? Pasquale said the Grand Rapids Foundation will probably not fund the entire project. Yes – all. Motion carried.

- C. Wildfire Pickup Status. van Overbeek stated he spoke with Bob Evans, of Berger Chevrolet and the wildfire truck is on the production line. He added it should be completed in a week and a half. van Overbeek said the sled is at the Light and Power warehouse. van Overbeek mentioned the 2018 UTV had arrived and is the same model as last year. He added the skid unit is on the back. van Overbeek mentioned a windshield was purchased for the UTV in the amount \$385.
- D. Fund Balance Procedures - Olin and Letzmann. Herb mentioned Sue Olin presented to him an investment policy for the Fire Authority to utilize. Letzmann made a few corrections to the document.

IT WAS MOVED BY WITTENBACH and second by REISTER to approve the investment policy with the corrections made by Letzmann. Yes – all. Motion carried.

8. NEW BUSINESS

- A. Change of Accounting and Recording Responsibilities for the Authority. Herb said he has approached a couple of accounting firms to handle the accounting and secretarial aspects of the board. He said the City would finish out the calendar year to complete the payroll and W-2's. Letzmann suggested something should be in writing as to the scope of work of the accounting and minutes.

IT WAS MOVED BY DEVORE and seconded by REISTER to approve Chris Brown to do the accounting work for the fire authority pending a confirmation letter from Mr. Brown. Yes – all. Motion carried.

- B. Full Time Fire Department Staffing Discussion – van Overbeek mentioned the department had nineteen members and are back up to 21. He added there are problems finding firefighters during the day. van Overbeek said one person during the day is not a good plan. Herb wondered if this should be addressed with the growth potential of houses and subdivisions in this area. Hale added there is a new permit per week for new homes. Devore mentioned the no response waivers issued by KEMS (Kent County EMS) may be pulled, and the call volume would go up. He said there could be 300-400 extra calls with nursing homes. Herb mentioned van Overbeek at the next meeting, provide an estimate of what an additional person would cost. Velzen said a fulltime fire fighter could cost approximately \$100,000.

9. COMMITTEE REPORTS.

- A. Capital Appropriations
- B. Financial

- 10. FIRE CHIEF REPORT AND UPDATES. van Overbeek explained he has provided two monthly reports, that included October and September. He added the brush truck has been ordered. Also, as mentioned earlier, the new UTV has arrived. He added there were 51 runs for the month of October. He said the building tuck point repair is complete. Van Overbeek mentioned Lt. Krueger was offered and accepted a full time City of Kentwood fire position. He added adopt a family is just around the corner for the holidays. He mentioned he has collected 7 or 8 bags of coats to disburse through the community and three of us are continuing to review all fire reports. Herb suggested van Overbeek receive bids for a handicap entrance.
- 11. MEMBER COMMENTS
- 12. DATE FOR NEXT MEETING.
The next meeting is scheduled for December 11.

IT WAS MOVED BY DEVORE and seconded by PASQUALE to adjourn at 5:06 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 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDC USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000-REVENUES						
206-000-507.000	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	0.00
206-000-569.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
206-000-589.000	LOWELL TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-590.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-591.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-632.001	LOWELL TOWNSHIP	123,270.00	61,634.88	0.00	61,635.12	50.00
206-000-632.002	VERGENNES TOWNSHIP	116,268.00	58,134.00	0.00	58,134.00	50.00
206-000-632.003	CITY OF LOWELL	117,902.00	58,951.16	0.00	58,950.84	50.00
206-000-650.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	0.00	28.48	0.00	(28.48)	100.00
206-000-677.000	MISCELLANEOUS	0.00	846.50	0.00	(846.50)	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	10,000.00	0.00	(10,000.00)	100.00
206-000-698.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000-REVENUES		357,440.00	189,595.02	0.00	167,844.98	53.04
Dept 336						
206-336-677.000-FA-1703	MISCELLANEOUS	0.00	10.09	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
Total Dept 336		0.00	10.09	0.00	(10.09)	100.00
TOTAL REVENUES		357,440.00	189,605.11	0.00	167,834.89	53.05
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	26,000.00	11,070.00	1,000.00	14,930.00	42.58
206-336-703.000	SALARIES-CUSTODIAL	0.00	0.00	0.00	0.00	0.00
206-336-707.000	SALARIES-TEMPORARY	134,840.00	35,070.00	0.00	99,770.00	26.01
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	14,600.00	3,441.62	76.50	11,158.38	23.57
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	7,846.00	0.00	(846.00)	112.09
206-336-727.000	OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
206-336-740.000	OPERATING SUPPLIES	35,000.00	5,195.22	0.00	29,804.78	14.84
206-336-741.000	FUEL	4,000.00	1,183.16	0.00	2,816.84	29.58
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	28,000.00	9,177.00	0.00	18,823.00	32.78
206-336-850.000	COMMUNICATIONS	21,000.00	7,767.60	26.69	13,232.40	36.99
206-336-860.000	TRAVEL EXPENSES	4,000.00	0.00	0.00	4,000.00	0.00
206-336-910.000	INSURANCE	8,000.00	7,538.00	0.00	462.00	94.23
206-336-920.000	PUBLIC UTILITIES	16,000.00	4,886.48	728.92	11,113.52	30.54
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	22.32	0.00	4,977.68	0.45

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-931.000	R & M/VEHICLES	15,000.00	3,072.52	0.00	11,927.48	20.48
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	15,000.00	9,191.19	0.00	5,808.81	61.27
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	2,992.16	0.00	2,507.84	54.40
206-336-957.000	TRAINING	6,000.00	875.92	0.00	5,124.08	14.60
206-336-975.000	BUILDING IMPROVEMENTS	0.00	7,475.00	0.00	(7,475.00)	100.00
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
206-336-981.000	FIRE VEHICLES	0.00	0.00	0.00	0.00	0.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00
206-336-984.000-FA-1702	EQUIPMENT	0.00	384.99	0.00	(384.99)	100.00
206-336-986.000	EQUIPMENT	11,000.00	7,665.00	0.00	3,335.00	69.68
Total Dept 336		357,440.00	124,854.18	1,832.11	232,585.82	34.93
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	124,854.18	1,832.11	232,585.82	34.93
Fund 206 - FIRE FUND:						
TOTAL REVENUES		357,440.00	189,605.11	0.00	167,834.89	53.05
TOTAL EXPENDITURES		357,440.00	124,854.18	1,832.11	232,585.82	34.93
NET OF REVENUES & EXPENDITURES		0.00	64,750.93	(1,832.11)	(64,750.93)	100.00

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 11/09/2017 - 12/08/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
11/17/2017	FIRE	3765	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	932.000	336	235.67
11/17/2017	FIRE	3766	CANFIELD PLUMBING & HEATING IN	FIRE STATION R & M	932.000	336	662.06
11/17/2017	FIRE	3767	LOWELL LIGHT & POWER	IP CONSULTING CHARGES	850.000	336	136.72
11/17/2017	FIRE	3768	5 ALARM FIRE & SAFETY EQUIP IN	FIRE DEPT SUPPLIES	740.000	336	987.50
				FIRE SAFETY SUPPLIES	740.000	336	217.00
				CHECK FIRE 3768 TOTAL			<u>1,204.50</u>
11/17/2017	FIRE	3769	MML WORKERS COMP FUND	WC PREMIUM 2017-2018 #3	722.000	336	1,839.00
11/17/2017	FIRE	3770	LOWELL FIRE DEPARTMENT	REIMBURSEMENTS	932.000	336	37.68
				REIMBURSEMENTS	932.000	336	37.68
				REIMBURSEMENTS	984.000	336	384.99
				CHECK FIRE 3770 TOTAL			<u>460.35</u>
11/17/2017	FIRE	3771	O'REILLY AUTOMOTIVE, INC	ACCOUNT STATEMENT	931.000	336	5.71
12/04/2017	FIRE	3772	ARCHITECTURAL BLDG. REST. INC.	FIRE STATION R & M	957.000	336	7,475.00
12/04/2017	FIRE	3773	FIRE PROS, INC.	FIRE DEPT EXTINGUISHER/SPRINKLER	932.000	336	289.80
12/04/2017	FIRE	3774	LOWELL LIGHT & POWER	MONTHLY ACCESS POINT	850.000	336	26.69
				MONTHLY ELECTRIC STATEMENT	920.000	336	728.92
				CHECK FIRE 3774 TOTAL			<u>755.61</u>
12/04/2017	FIRE	3775	NYE UNIFORM COMPANY	UNIFORMS	740.000	336	38.85
12/04/2017	FIRE	3776	MICHIGAN STATE FIREMEN ASSOC.	2018 MEMBERSHIP	955.000	336	75.00
12/04/2017	FIRE	3777	COMCAST CABLE	FIRE STATION CABLE	850.000	336	117.61
12/04/2017	FIRE	3778	CONSUMERS ENERGY	ACCOUNT STATEMENT	920.000	336	529.84
12/04/2017	FIRE	3779	JAHNKE, ZACHARY	REIMBURSE FOR MFR CLASS	957.000	336	450.00
				Total for fund 206 FIRE FUND			14,275.72

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/1/2017 2:24:55 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	68
000	1
1	1
2	1

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

0	69
100'	1
200	1

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

0	70
25	1

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

0	70
25	1

USER-DEFINED FIELD: Hand Tools Used (Required)

0	65
1 4ft pike pole, 1 water extinguisher	1
2 roof hooks, 1 pick pole	1
3	1
dry chem, hand tools, tic	1
Thermal imager	1
Vehicle entry tools and hook	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	71

USER-DEFINED FIELD: Water used (gal) (Required)	
0	67
100	1
1750	1
35	1
5	1

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 12/4/2017 11:00:19 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	23	29:13
Lowell Township - Lowell Township	30	49:50
Saranac - Saranac	1	2:30
Vergennes Township - Vergennes Township	17	25:15
TOTAL	71	106:48

Lowell Area Fire Dept.

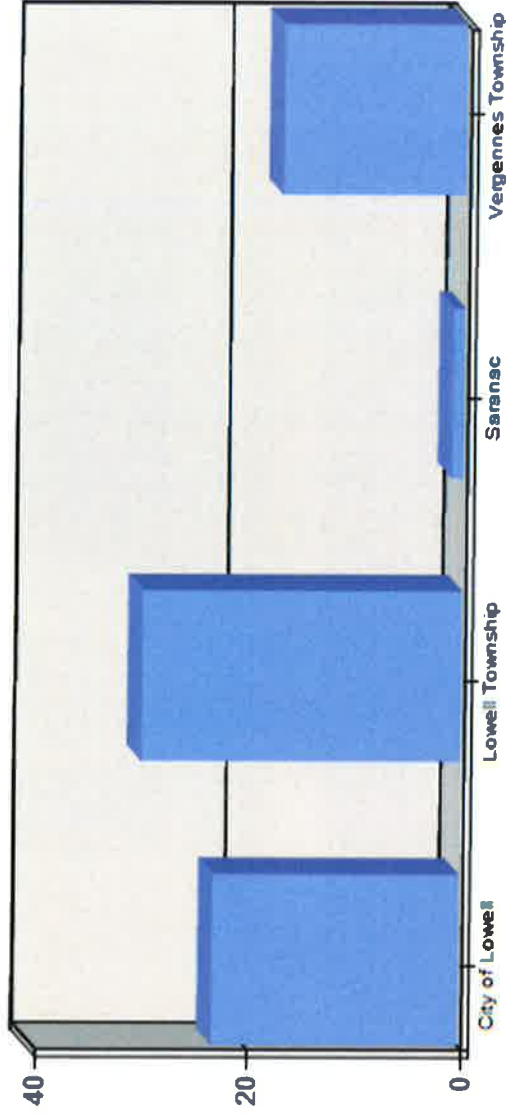
Lowell, MI

This report was generated on 12/4/2017 10:58:54 AM



Incident Count per Zone for Date Range

Start Date: 11/01/2017 | End Date: 11/30/2017



ZONE	# INCIDENTS
City of Lowell - City	23
Lowell Township - Lowell Township	30
Saranac - Saranac	1
Vergennes Township - Vergennes Township	17
TOTAL:	71

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



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

Monday, December 04, 2017

Fire Authority Board:

We responded to 71 total incidents for the month of November.

After going through an interview and testing process we promoted FF Bob Hults to the rank of Lieutenant.

On December 18th and 19th Shannon, Corey and I will be flying to Rosenbauer SD for a pre-construction meeting on the new truck. We have secured daytime responders so our area will be protected while we are gone.

January 14th-19th I will be on vacation. Shannon and the Lt's will available if you need anything in my absence.

The new brush truck arrived on 12-4-2017. We will be working on putting it into service over coming weeks.

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

The membership Christmas party was held December 9th.

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.