

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA

Monday, August 12, 2019 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 – July 8, 2019 meeting
4. FINANCIAL REPORTS – Provided at meeting
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. Board member acknowledgement – Herb
7. OLD BUSINESS
  - A. Review of consultant candidate's credentials - Letzmann
  - B. Discussion on merits of utilizing a consultant - All
  - C. County truck replacement update – Wittenbach, DeVore
  - D. SAFER grant update
  - E. Status of utility vehicle replacement – van Overbeek
8. NEW BUSINESS
  - A. Fire house lawn maintenance – van Overbeek
  - B. Review of near term grant opportunities- All
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, July 8<sup>th</sup>, 2019. 3:30pm.  
At the Look Memorial Fire Station.

**1. ROLL CALL**

Board Chair Jim Herb called the meeting to order at 3:27 p.m.

Members Present: Jim Herb, Tim Wittenbach, David Pasquale, Carl Blough and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek, Lieutenant Velzen, Jessica Marks and Jerry Hale.

**2. APPROVAL OF THE AGENDA AND CHANGES IN MEMBERSHIP**

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve the removal of Sue Reister from the board. Yes-Herb, Pasquale, Wittenbach, DeVore, Blough. Motion carried.

IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the addition of Jessica Marks to the board. Yes-Wittenbach, herb, Pasquale, DeVore, Blough. Motion carried.

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve the agenda as presented. Yes-Wittenbach, Herb, Pasquale, DeVore, Blough, Marks. Motion carried.

**3. APPROVAL OF THE MINUTES**

A. Approval of the regular meeting minutes from the April 8<sup>th</sup>, 2019 meeting.

IT WAS MOVED BY BLOUGH and seconded by REISTER to approve the minutes as presented. Yes-Herb, Wittenbach, Pasquale, DeVore, Reister, Blough. Motion carried.

**4. FINANCIAL REPORTS**

A. IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept the Financial Reports as presented. Yes-Herb, Pasquale, DeVore, Marks, Wittenbach, Blough. Motion carried.

**5. PUBLIC COMMENT**

None. Public comment was closed.

**6. OLD BUSINESS**

A. Full Time Staffing Discussion- No update was given.

B. Review of County Truck Replacement- Wittenbach and DeVore will meet with the command staff and Calvin Brinks in the fall to discuss options. No motion was necessary.

C. SAFER Grant Update- No update was given.

D. Quad Replacement Update- Chief is going to Platinum to discuss options on a permanent purchase. Updates will be given at the next meeting. No motion was necessary.

E. Consultant candidate review- There was discussion on the next steps and sending the proposals to each municipality. IT WAS MOVED BY DEVORE and seconded by MARKS to schedule a special meeting for Wednesday, July 17<sup>th</sup> at 3:30pm to interview candidates. Yes-Herb, Wittenbach, DeVore, Pasquale, Marks, Blough. Motion carried.

**7. NEW BUSINESS**

None.

**8. COMMITTEE REPORTS**

A. Capital Appropriations

B. Financial

**9. FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the board with his June update. Included were the call numbers (69 calls), putting them at close to 500 for the year, Riverwalk concert updates and MFR for the new hires.

**10. MEMBER COMMENTS**

None.

**12. DATES FOR NEXT MEETINGS**

The next SPECIAL meeting is scheduled for July 17<sup>th</sup>, 2019 at 3:30pm.

The next REGULAR meeting is scheduled for September 9<sup>th</sup>, 2019 at 3:30pm.

**13. ADJOURNMENT**

IT WAS MOVED BY DEVORE and seconded by BLOUGH to adjourn at 4:26pm. Yes-Herb, Pasquale, DeVore, Marks, Wittenbach, Blough. Meeting adjourned.

Respectfully submitted,

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Jim Herb, Chairman

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Mike DeVore, Recording Secretary

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 8/6/2019 2:19:19 PM



## Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 07/01/2019 | End Date: 07/31/2019

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/01/2019	2019-475		746 - Carbon monoxide detector activation, no CO		City of Lowell - City	1	2
07/02/2019	2019-476		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	4
07/02/2019	2019-477		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	5
07/02/2019	2019-478		444 - Power line down		City of Lowell - City	2	10
07/02/2019	2019-479		444 - Power line down		Vergennes Township - Vergennes Township	1	9
07/02/2019	2019-480		444 - Power line down		City of Lowell - City	1	10
07/02/2019	2019-481		600 - Good intent call, other		City of Lowell - City	3	10
07/03/2019	2019-482		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	6
07/03/2019	2019-483		444 - Power line down		Lowell Township - Lowell Township	2	2
07/03/2019	2019-484		551 - Assist police or other governmental agency		Vergennes Township - Vergennes Township	2	4
07/05/2019	2019-485		111 - Building fire		Vergennes Township - Vergennes Township	5	10
07/05/2019	2019-486		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	4
07/05/2019	2019-487		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	9
07/06/2019	2019-488		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	6

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/06/2019	2019-489		733 - Smoke detector activation due to malfunction		City of Lowell - City	1	7
07/06/2019	2019-490		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	8
07/06/2019	2019-491		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	6
07/07/2019	2019-492		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	1	1
07/07/2019	2019-493		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	4	6
07/07/2019	2019-495		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	10
07/07/2019	2019-496		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	11
07/07/2019	2019-497		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	10
07/09/2019	2019-498		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	5
07/09/2019	2019-499		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
07/09/2019	2019-500		111 - Building fire		Grattan - Grattan Township	1	8
07/10/2019	2019-501		160 - Special outside fire, other		City of Lowell - City	2	7
07/11/2019	2019-502		361 - Swimming/recreational water areas rescue		City of Lowell - City	3	5
07/12/2019	2019-503		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	6
07/12/2019	2019-504		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
07/12/2019	2019-505		711 - Municipal alarm system, malicious false alarm		City of Lowell - City	2	6
07/13/2019	2019-506		731 - Sprinkler activation due to malfunction		City of Lowell - City	3	6
07/13/2019	2019-507		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	4	12

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/14/2019	2019-508		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	6
07/14/2019	2019-509		311 - Medical assist, assist EMS crew		City of Lowell - City	1	8
07/14/2019	2019-510		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	10
07/14/2019	2019-511		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	9
07/14/2019	2019-512		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	7
07/15/2019	2019-514		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	6
07/15/2019	2019-515		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	8
07/15/2019	2019-516		322 - Motor vehicle accident with injuries		City of Lowell - City	4	5
07/15/2019	2019-517		622 - No incident found on arrival at dispatch address		City of Lowell - City	1	5
07/15/2019	2019-518		412 - Gas leak (natural gas or LPG)		City of Lowell - City	3	5
07/15/2019	2019-519		733 - Smoke detector activation due to malfunction		Lowell Township - Lowell Township	1	6
07/15/2019	2019-520		444 - Power line down		Lowell Township - Lowell Township	1	6
07/15/2019	2019-521		444 - Power line down		Lowell Township - Lowell Township	1	5
07/16/2019	2019-522		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	9
07/17/2019	2019-523		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	8
07/17/2019	2019-524		730 - System malfunction, other		City of Lowell - City	3	8
07/17/2019	2019-525		511 - Lock-out		Lowell Township - Lowell Township	2	5
07/17/2019	2019-526		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	4

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/17/2019	2019-527		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	2
07/19/2019	2019-528		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	2
07/19/2019	2019-529		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	2	4
07/19/2019	2019-530		600 - Good intent call, other		City of Lowell - City	2	4
07/19/2019	2019-531		631 - Authorized controlled burning		Lowell Township - Lowell Township	2	5
07/20/2019	2019-532		500 - Service Call, other		Lowell Township - Lowell Township	1	12
07/20/2019	2019-533		444 - Power line down		City of Lowell - City	1	12
07/20/2019	2019-534		444 - Power line down		City of Lowell - City	3	12
07/20/2019	2019-535		444 - Power line down		Lowell Township - Lowell Township	1	9
07/20/2019	2019-536		444 - Power line down		City of Lowell - City	1	12
07/20/2019	2019-537		444 - Power line down		Lowell Township - Lowell Township	1	12
07/20/2019	2019-538		444 - Power line down		Vergennes Township - Vergennes Township	4	12
07/20/2019	2019-539		444 - Power line down		Vergennes Township - Vergennes Township	1	5
07/20/2019	2019-540		444 - Power line down		Lowell Township - Lowell Township	1	6
07/20/2019	2019-541		444 - Power line down		Lowell Township - Lowell Township	1	7
07/20/2019	2019-542		444 - Power line down		Lowell Township - Lowell Township	2	5
07/20/2019	2019-543		444 - Power line down		Lowell Township - Lowell Township	1	5
07/20/2019	2019-544		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	5
07/20/2019	2019-545		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	7

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/20/2019	2019-546		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	5
07/20/2019	2019-547		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	8
07/20/2019	2019-548		444 - Power line down		City of Lowell - City	1	8
07/20/2019	2019-549		444 - Power line down		Lowell Township - Lowell Township	1	5
07/20/2019	2019-550		444 - Power line down		Lowell Township - Lowell Township	1	7
07/20/2019	2019-551		444 - Power line down		City of Lowell - City	1	15
07/20/2019	2019-552		444 - Power line down		City of Lowell - City	1	15
07/20/2019	2019-553		444 - Power line down		Lowell Township - Lowell Township	1	16
07/20/2019	2019-554		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	14
07/20/2019	2019-555		331 - Lock-in (if lock out , use 511 )		Lowell Township - Lowell Township	1	15
07/20/2019	2019-556		651 - Smoke scare, odor of smoke		Lowell Township - Lowell Township	3	5
07/20/2019	2019-557		444 - Power line down		Lowell Township - Lowell Township	3	7
07/20/2019	2019-558		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
07/20/2019	2019-559		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	10
07/21/2019	2019-560		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	10
07/21/2019	2019-561		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	10
07/21/2019	2019-562		600 - Good intent call, other		Lowell Township - Lowell Township	2	3
07/21/2019	2019-563		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	7

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/21/2019	2019-564		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	11
07/22/2019	2019-565		322 - Motor vehicle accident with injuries		Lowell Township - Lowell Township	2	4
07/22/2019	2019-566		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	2
07/23/2019	2019-567		511 - Lock-out		Lowell Township - Lowell Township	2	2
07/23/2019	2019-568		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
07/24/2019	2019-569		715 - Local alarm system, malicious false alarm		City of Lowell - City	1	4
07/24/2019	2019-570		531 - Smoke or odor removal		Lowell Township - Lowell Township	2	4
07/25/2019	2019-571		311 - Medical assist, assist EMS crew		Lowell Township - Lowell Township	3	7
07/25/2019	2019-572		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	3	8
07/26/2019	2019-573		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	2
07/26/2019	2019-574		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	4
07/26/2019	2019-575		311 - Medical assist, assist EMS crew		Vergennes Township - Vergennes Township	1	3
07/26/2019	2019-576		444 - Power line down		Lowell Township - Lowell Township	2	4
07/27/2019	2019-577		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	5
07/27/2019	2019-578		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	1	4
07/28/2019	2019-579		321 - EMS call, excluding vehicle accident with injury		Saranac - Saranac	2	3
07/28/2019	2019-580		424 - Carbon monoxide incident		Lowell Township - Lowell Township	1	4

Only REVIEWED incidents included.



**EMERGENCY  
REPORTING**

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DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
07/28/2019	2019-581		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	6
07/30/2019	2019-582		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	4
07/30/2019	2019-583		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
07/30/2019	2019-584		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	3
07/31/2019	2019-585		311 - Medical assist, assist EMS crew		Vergennes Township - Vergennes Township	1	4

**TOTAL # INCIDENTS: 109**

Only REVIEWED incidents included.

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 8/5/2019 5:26:02 PM



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

Start Date: 07/01/2019 | End Date: 07/31/2019

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	45	75:54
Grattan - Grattan Township	1	0:44
Lowell Township - Lowell Township	47	78:58
Saranac - Saranac	1	1:07
Vergennes Township - Vergennes Township	15	47:55
<b>TOTAL</b>	<b>109</b>	<b>204:38</b>

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



**EMERGENCY  
REPORTING**

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Doc Id: 1306

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# Lowell Area Fire Dept.

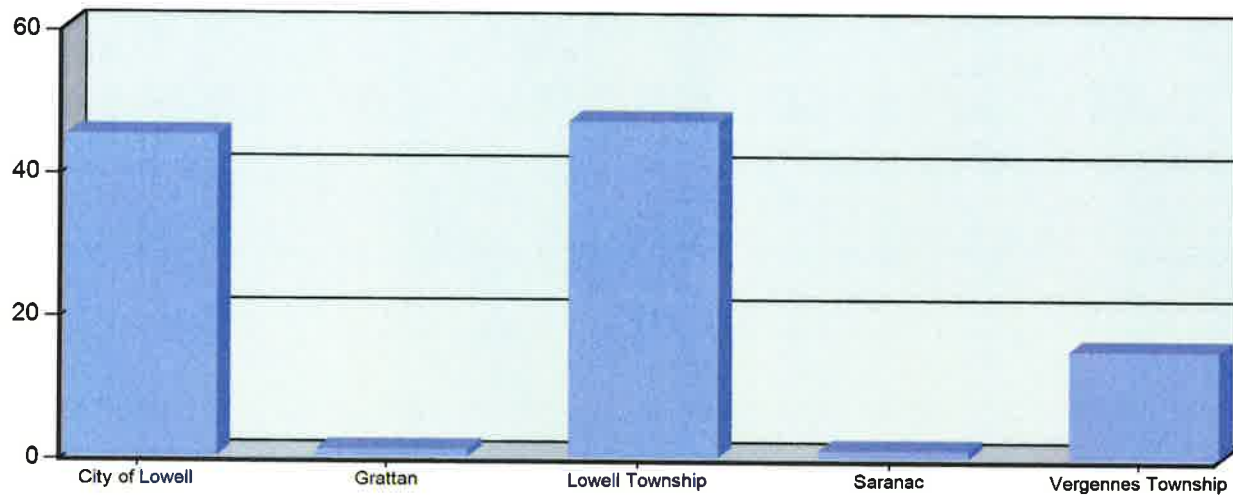
Lowell, MI

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## Incident Count per Zone for Date Range

Start Date: 07/01/2019 | End Date: 07/31/2019



ZONE	# INCIDENTS
City of Lowell - City	45
Grattan - Grattan Township	1
Lowell Township - Lowell Township	47
Saranac - Saranac	1
Vergennes Township - Vergennes Township	15

**TOTAL: 109**

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 8/5/2019 5:26:36 PM



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

Start Date: 07/01/2019 | End Date: 07/31/2019

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	107
1	1
9	1

<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	107
1	1
200	1

<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	108
1	1

<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	107
1	1
150	1

<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
0	101
1 TIC	1
2 hand lights, 2 CO detectors, 1 TIC	1
Chain Saw	1
Door lock out kit	1
Pike poles, ax, chain saw	1
rake	1
Saws	1
Shovel	1

<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	107
1	1
0	1

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	107
5	1

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

ANSWERS	# INCIDENTS
8250	1

**USER-DEFINED FIELD: LUCAS (Required)**

NO	106
Yes	3

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



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

Tuesday, August 06, 2019

To: Chief van Overbeek  
From: Deputy Chief Shannon Witherell  
Subject: July 2019 Division Report

**Fire Prevention Inspection Division:**

We performed 11 fire code inspection, as well including the pre inspection of the Fair Ground. We also had conversations with PCI RE: the new thrift store next to TSC and meetings with Cascade TWP RE the new Condos. We secured Knox Boxes at Betten Backer and Condos by Two Rivers. We also performed an annual Knox Box PM.

**Fire Prevention Pub Ed Division:**

In July our crews had the Safety trailer and trucks at the Riverwalk festival, we also took the safety trailer to Tyler Creek camp ground offering fire safety talks at both locations

**Training Division:**

During the month of July, Lowell Area Fire Department had 1 scheduled training on July 27, and it was Water Rescue. Training was on the Flat River and was taught by LAFD Instructors.

On July 8 there was a wildland rescue class with Cascade Township FD. Car 1 and Car 8 attended.

MFR class continued at Courtland township. FF12 and FF21 are attending.

In total LAFD spent 54 hours of in-house training. 66 hours of outside training for a total of 120 hours

**Equipment and Station Maintenance Division:**

A fair amount of time was spent on saw maintains and repair after this month's storms. Our annual breathing air compressor service was performed by 5 Alarm Fire and Safety. Annual truck pump testing was performed by R&R Truck Repair. Valve replacement and repair was performed the county truck by B&B Truck repair and front axle service and repair was performed on Rescue 10 by D&D Trucking.

Respectfully submitted,  
Deputy Chief Shannon L. Witherell



Lowell Area Fire and  
Emergency Services Authority  
Lowell Area Fire Department  
315 S. Hudson St. Lowell, MI 49331  
616-897-7354

Tuesday, August 06, 2019

Fire Authority Board:

We responded to 109 total incidents for the month of August. We are closing in on the 600 mark for the year.

We are continuing to train on the new tender.

We're happy to report our new hires have passed the written part of medical training. We are waiting for the testing for hands on to be completed.

Fair week is upon us. We are providing medical coverage again this year.

I will be attending active shooter training on 8-6-2019. This is for Lowell Light and Power, but will also help for here.

I've met with Platinum Power sports to discuss the purchase of the UTV. The final cost will be \$12,010.00 and we would keep the one we have. We have budgeted \$11,000.00 this purchase, but they do not have any 1 or 2 year old models available.

Hose and ladder testing is scheduled for September.

We now have 3 quotes for window replacement. All 3 are between \$4500-\$5000

We are continuing to work on the punch list provided by the former DPW director regarding our station needs. Ceiling tiles are gradually being replaced. LED lighting in the bays will be next.

Shannon, Corey and I are reviewing all reports.

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.