

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING AGENDA  
Monday, February 10, 2020 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 Minutes from January 13, 2020
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
  - A. Election of 2020 Officers
  - B. McGrath Consulting review and discussion
7. NEW BUSINESS
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, January 13, 2020. 3:30pm.

At the Look Memorial Fire Station.

**1. ROLL CALL**

Board Chair Jim Herb called the meeting to order at 3:30pm.

Members Present: Jim Herb, Tim Wittenbach, Jessica Marks, Carl Blough, Dave Pasquale and Mike DeVore.

Also present: Chief Ron vanOverbeek, Chief Stever Bukala, Bob Hults, Erik Kelly, Jerry Hale, Peter Letzmann, Susan Riester.

**2. APPROVAL OF THE AGENDA**

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

**3. APPROVAL OF THE MINUTES**

A. Approval of the regular meeting minutes from October 14th, 2019.

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve the minutes from the previous meeting. Yes-Herb, Wittenbach, Pasquale, DeVore, Marks, Blough. Motion carried.

**4. FINANCIAL REPORTS**

A. IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept 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. 2018/2019 Annual Financial Reports: Lauren from Gabridge and Co. presented the financial reports for last fiscal year. No motion was necessary.

B. 2019 Financial Review: Chris Brown presented the financial review for 2019. No motion was necessary.

C. Bylaw Review: Peter Letzmann presented the bylaws for review. IT WAS MOVED BY DEVORE and seconded by MARKS to approve the bylaws with a change to the meeting date. Yes-Herb, Wittenbach, Pasquale, DeVore, Blough, Marks. Motion carried.

D. McGrath Consulting contract: Herb presented the contract for McGrath Consulting for approval. IT WAS MOVED BY WITTENBACH and seconded by PASQUALE to approve the contract as presented. Yes-Herb, Wittenbach, Blough, Marks, Pasquale. No-DeVore. Motion carried.

E. Lew Bender Consulting: The consultation training session with Lew Bender is scheduled for January 30<sup>th</sup>, 2019 at 6:00pm. IT WAS MOVED BY DEVORE and seconded by BLOUGH to set the training date and time. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

F. New Truck Review: DeVore and Wittenbach will meet with the Fire Chief to set a date and time to meet and discuss the new County truck set for replacement. No motion was necessary.

**7. NEW BUSINESS**

A. Election of 2020 Board Officers: Marks and Herb were both nominated and seconded for nomination to the Board Chair position. Votes for Herb were: Wittenbach, Herb and Pasquale. Votes for Marks were: DeVore, Marks and Blough. Vote was split and no decision could be reached. IT WAS MOVED BY DEVORE and seconded by BLOUGH to table the nominations for Board Chair. Yes-Herb, Wittenbach, Marks, Blough, Pasquale, DeVore. Motion carried.

IT WAS FURTHER MOVED BY MARKS and seconded by DEVORE to table the voting for the remaining spots. Yes-Herb, Wittenbach, Blough, Marks, DeVore, Pasquale. Motion carried.

B. 2020 Budget Review Process: There was no discussion or motion due to the tabled election votes.

C. Annual Fire Chief Review: There was no discussion or motion due to the tabled election votes.

D. 2019 FD Review and Presentation: Chief van Overbeek and the command staff will prepare a presentation for the March meeting. No motion was necessary.

**8. COMMITTEE REPORTS**

A. Capital Appropriations-None.

B. Financial-None.

**9. FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report for December and the year end. The Department ran 964 calls in 2019. That is up almost 100 calls over 2018. The 3 new hires will start orientation next week. An AED was delivered and in service. It was paid for with the refund from the new truck purchase.

**10. MEMBER COMMENTS**

-None.

**11. DATE FOR NEXT MEETING**

The next meeting is scheduled for February 10<sup>th</sup>, 2020 at 3:30pm.

**12. ADJOURNMENT**

IT WAS MOVED BY DEVORE and seconded by MARKS to adjourn at 4:31pm. 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 and  
Emergency Services Authority  
Lowell Area Fire Department  
315 S. Hudson St. Lowell, MI 49331  
616-897-7354

Wednesday, February 05, 2020

Fire Authority Board:

We responded to 61 total incidents for the month of January.

We have requested a quote for window replacement in the training room.

We have not had any confirmation on the cause of the house explosion as of yet. We did participate in a joint, all day investigation with many investigators. Evidence was collected and taken in for testing.

We met with the county and will start specking the truck this summer. Bids will go out this fall.

We are continuing to work on the punch list provided by the former DPW director regarding our station needs. LED lighting is gradually being installed through-out the station

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.

## Lowell Area Fire Dept.

Lowell, MI

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

Start Date: 01/01/2020 | End Date: 01/31/2020

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
01/01/2020	2020-1		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	8
01/01/2020	2020-2		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
01/01/2020	2020-3		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	8
01/01/2020	2020-4		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	6
01/02/2020	2020-5		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	7
01/03/2020	2020-6		611 - Dispatched & cancelled en route		City of Lowell - City	2	3
01/03/2020	2020-7		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	9
01/03/2020	2020-8		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	5
01/04/2020	2020-9		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	3
01/05/2020	2020-10		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
01/05/2020	2020-11		611 - Dispatched & cancelled en route		City of Lowell - City	1	5
01/05/2020	2020-12		311 - Medical assist, assist EMS crew		Lowell Township - Lowell Township	1	10
01/05/2020	2020-13		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.
01/06/2020	2020-14		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	4
01/06/2020	2020-15		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	3
01/06/2020	2020-16		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	9
01/07/2020	2020-17		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	5
01/07/2020	2020-18		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	4
01/09/2020	2020-19		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	4
01/09/2020	2020-20		743 - Smoke detector activation, no fire - unintentional		Lowell Township - Lowell Township	1	2
01/10/2020	2020-21		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	1	3
01/10/2020	2020-22		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	3
01/10/2020	2020-23		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	8
01/11/2020	2020-24		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	6
01/11/2020	2020-25		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	2	3
01/12/2020	2020-26		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	6
01/13/2020	2020-27		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	2
01/13/2020	2020-28		322 - Motor vehicle accident with injuries		City of Lowell - City	2	4
01/13/2020	2020-29		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	1	2
01/13/2020	2020-30		324 - Motor vehicle accident with no injuries.		City of Lowell - City	4	12

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
01/14/2020	2020-31		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	3
01/14/2020	2020-32		600 - Good intent call, other		Lowell Township - Lowell Township	4	9
01/15/2020	2020-33		111 - Building fire		Saranac - Saranac	3	12
01/15/2020	2020-34		322 - Motor vehicle accident with injuries		Lowell Township - Lowell Township	2	7
01/16/2020	2020-35		424 - Carbon monoxide incident		Vergennes Township - Vergennes Township	3	12
01/17/2020	2020-36		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	6
01/17/2020	2020-37		730 - System malfunction, other		City of Lowell - City	1	4
01/17/2020	2020-38		733 - Smoke detector activation due to malfunction		City of Lowell - City	2	10
01/17/2020	2020-39		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	11
01/17/2020	2020-40		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	2	17
01/18/2020	2020-41		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	5
01/18/2020	2020-42		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	7
01/18/2020	2020-43		311 - Medical assist, assist EMS crew		City of Lowell - City	1	8
01/18/2020	2020-44		611 - Dispatched & cancelled en route		Lowell Township - Lowell Township	2	8
01/19/2020	2020-45		311 - Medical assist, assist EMS crew		City of Lowell - City	1	7
01/20/2020	2020-46		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	5
01/20/2020	2020-47		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	7
01/20/2020	2020-48		131 - Passenger vehicle fire		Lowell Township - Lowell Township	2	9

Only REVIEWED incidents included.

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
01/23/2020	2020-49		321 - EMS call, excluding vehicle accident with injury		Vergennes Township - Vergennes Township	2	8
01/24/2020	2020-50		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	2	3
01/24/2020	2020-51		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	1	2
01/25/2020	2020-52		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	7
01/25/2020	2020-53		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	2	5
01/27/2020	2020-54		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	7
01/27/2020	2020-55		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	5
01/29/2020	2020-56		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	7
01/29/2020	2020-57		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	1	6
01/29/2020	2020-58		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	10
01/30/2020	2020-59		321 - EMS call, excluding vehicle accident with injury		City of Lowell - City	1	6
01/31/2020	2020-60		321 - EMS call, excluding vehicle accident with injury		Lowell Township - Lowell Township	3	5
01/31/2020	2020-61		611 - Dispatched & cancelled en route		Vergennes Township - Vergennes Township	1	6

**TOTAL # INCIDENTS: 61**

Only REVIEWED incidents included.



# Lowell Area Fire Dept.

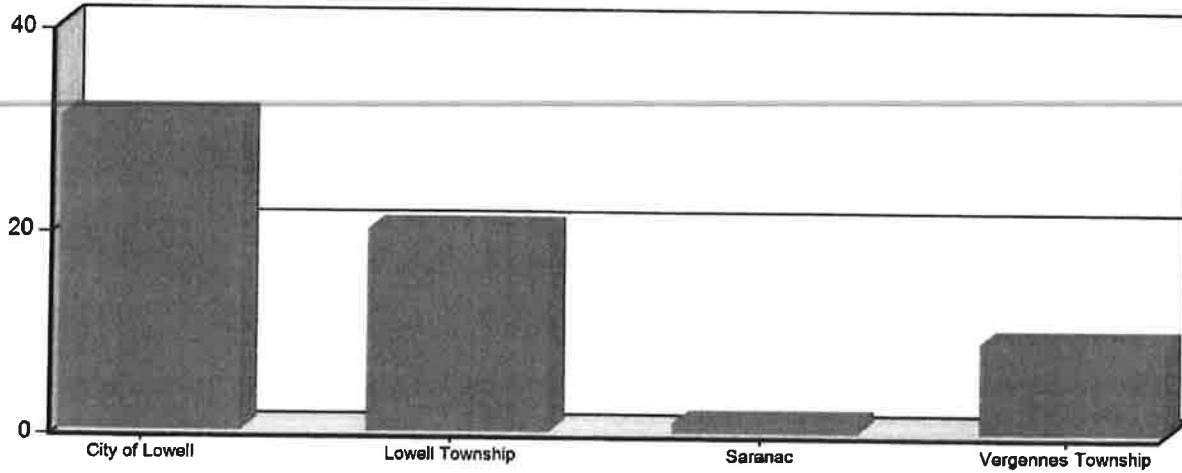
Lowell, MI

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## Incident Count per Zone for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020



ZONE	# INCIDENTS
City of Lowell - City	31
Lowell Township - Lowell Township	20
Saranac - Saranac	1
Vergennes Township - Vergennes Township	9
<b>TOTAL:</b>	<b>61</b>

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

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

Start Date: 01/01/2020 | End Date: 01/31/2020

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	59
1	1
5	1
<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	61
<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	61
<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	61
<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
0	59
2 four gas monitors, two fans.	1
3	1
<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	61
<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	61
<b>USER-DEFINED FIELD: LUCAS (Required)</b>	
NO	60
Yes	1

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

# Lowell Area Fire Dept.

Lowell, MI

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

Start Date: 01/01/2020 | End Date: 01/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	31	36:48
Lowell Township - Lowell Township	20	27:35
Saranac - Saranac	1	2:03
Vergennes Township - Vergennes Township	9	19:11
TOTAL	61	85:37

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.