

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, June 11, 2018 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 – April 9, 2018 meeting – Distributed at meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Status of fire station projects (HVAC, doors, annual inspections, etc.) - *van Overbeek*
 - B. Ground maintenance contractual arrangements (snow plowing, mowing, beds, etc.) - *van Overbeek*
 - C. New tender schedule and payment progress - *van Overbeek*
7. NEW BUSINESS
 - A. 2017/2018 Budget adjustments - *Carl Blough*
 - B. Fire chief's annual performance review report - *Personnel Committee*
 - C. Manpower discussion including wage study for neighboring departments - *DeVore, van Overbeek*
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, April 9th, 2018. 3:30pm.
At the Look Memorial Fire Station

1. ROLL CALL

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

Members Present: Jim Herb, Carlton Blough, Tim Wittenbach, Susan Reister, David Pasquale and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek and Chief Bukala.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

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

4. FINANCIAL REPORTS

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

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Fire Station Lease-

Letzmann presented the MOU. DeVore advised he would take the updated MOU to the City Council for approval and return signed copies at the next regular meeting. No motion was necessary.

7. NEW BUSINESS

A. Fire Station Door Repair-

Van Overbeek presented bids for the overhead door repairs. IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve Raynor's bid, not to exceed \$46,250. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

B. Fire Station HVAC Update and Repairs-

Van Overbeek presented bids for HVAC repairs. IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept a Capital Outlay for HVAC, not to exceed \$16,956, pending a quote from Progressive. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

C. Annual Overhead Door Inspection-

Van Overbeek presented bids for an overhead door annual maintenance plan. IT WAS MOVED BY DEVORE and seconded by BLOUGH to accept Raynor's bid, not to exceed \$900. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

D. Authority Auditor for 2017/2018-

Blough recommended Graybridge and Co. to do the Authority audit. IT WAS MOVED BY DEVORE and seconded by WITTENBACH to approve Graybridge and Co.'s bid for a 3 year contract, not to exceed \$2740. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

E. 2018/2019 Budget-

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

F. Chief's Fire Station Hours-

IT WAS MOVED BY DEVORE and seconded by WITTENBACH to eliminate the Chief's Saturday hours. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

8. **COMMITTEE REPORTS**

A. Capital Appropriations-None.

B. Financial-DeVore volunteered to bring in a wage study for neighboring departments.

C. Personnel-None.

9. **FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report for both February and March.

10. **MEMBER COMMENTS**

None.

11. **DATE FOR NEXT MEETING**

The next meeting is scheduled for May 14th, 2018 at 3:30pm.

12. **ADJOURNMENT**

IT WAS MOVED BY PASQUALE and seconded by DEVORE to adjourn. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary



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

Tuesday, June 05, 2018

Fire Authority Board:

We responded to 97 total incidents for the month of May.

We have had a very busy start to 2018, averaging over 70 calls per month. We have used the UTV many times responding to brush fires and training.

We had six people apply during the open try outs. All six were offered positions with the department. So far two have already quit.

We are on the schedule for July to have the bay doors and openers replaced by Raynor door. We are also moving forward with the furnace/AC unit replacement.

Still no word regarding the tender chassis.

As the lighting in the training room goes bad we will be replacing them with energy efficient led fixtures. These fixtures run about \$75.00 each and should last approximately 10 yrs.

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.

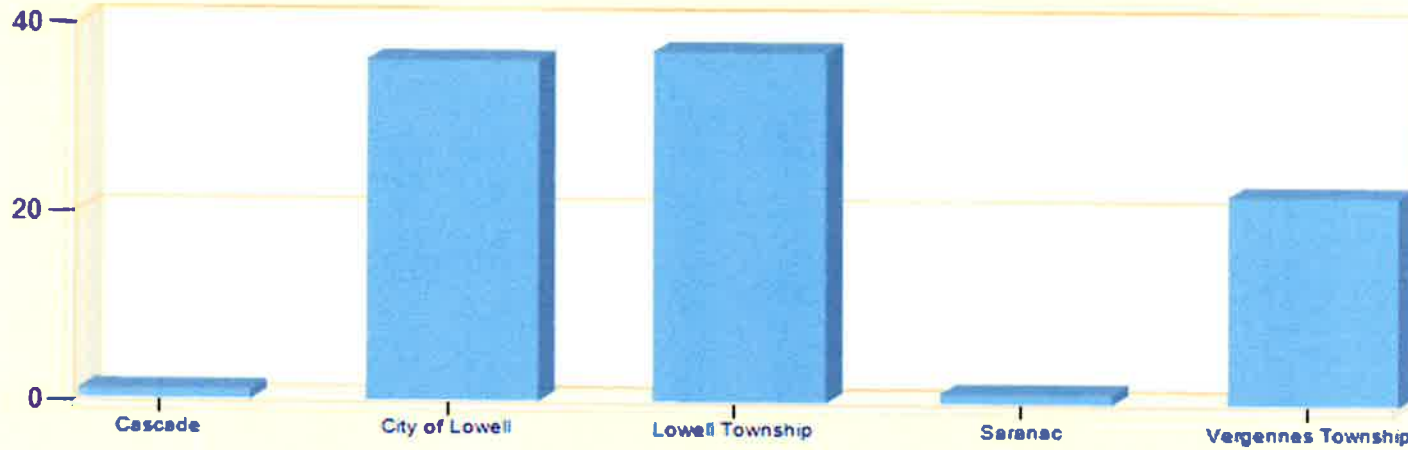
Lowell, MI

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Incident Type Count per Zone for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018



ZONES	INCIDENT TYPE	COUNT
Cascade - Cascade TOWNSHIP		
	141 - Forest, woods or wildland fire	1
	<i>Total Incidents for Cascade - Cascade TOWNSHIP:</i>	1
City of Lowell - City		
	142 - Brush or brush-and-grass mixture fire	1
	151 - Outside rubbish, trash or waste fire	2
	154 - Dumpster or other outside trash receptacle fire	1
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	22
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	2
	600 - Good intent call, other	2
	611 - Dispatched & cancelled en route	1
	700 - False alarm or false call, other	2
	<i>Total Incidents for City of Lowell - City :</i>	36

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

Lowell Township - Lowell Township		
141 - Forest, woods or wildland fire		1
142 - Brush or brush-and-grass mixture fire		1
311 - Medical assist, assist EMS crew		1
320 - Emergency medical service, other		1
321 - EMS call, excluding vehicle accident with injury		15
322 - Motor vehicle accident with injuries		1
324 - Motor vehicle accident with no injuries.		1
424 - Carbon monoxide incident		1
444 - Power line down		2
551 - Assist police or other governmental agency		1
561 - Unauthorized burning		1
600 - Good intent call, other		2
611 - Dispatched & cancelled en route		5
621 - Wrong location		1
632 - Prescribed fire		1
730 - System malfunction, other		1
735 - Alarm system sounded due to malfunction		1
<i>Total Incidents for Lowell Township - Lowell Township:</i>		37
Saranac - Saranac		
111 - Building fire		1
<i>Total Incidents for Saranac - Saranac:</i>		1
Vergennes Township - Vergennes Township		
142 - Brush or brush-and-grass mixture fire		1
240 - Explosion (no fire), other		1
320 - Emergency medical service, other		2
321 - EMS call, excluding vehicle accident with injury		6
322 - Motor vehicle accident with injuries		1
324 - Motor vehicle accident with no injuries.		1
422 - Chemical spill or leak		1
444 - Power line down		5
600 - Good intent call, other		1
611 - Dispatched & cancelled en route		3
<i>Total Incidents for Vergennes Township - Vergennes Township:</i>		22
Total Count for all Zone:		97

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

Lowell Area Fire Dept.

Lowell, MI

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Incident Count per User-Defined Fields for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	95
2	1
4	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	95
100	1
200	1

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	97

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	97

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	90
2 indian packs	1
2 roof hooks, 1 Ax, K-saw	1
3 indian pack, 2 brooms	1
3 Indian packs	1
Full Description	1
Shovel	1
TIC	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
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Lowell Township - Lowell Township

141 - Forest, woods or wildland fire	1
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	1
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	15
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
424 - Carbon monoxide incident	1
444 - Power line down	2
551 - Assist police or other governmental agency	1
561 - Unauthorized burning	1
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	5
621 - Wrong location	1
632 - Prescribed fire	1
730 - System malfunction, other	1
735 - Alarm system sounded due to malfunction	1
<i>Total Incidents for Lowell Township - Lowell Township:</i>	37

Saranac - Saranac

111 - Building fire	1
<i>Total Incidents for Saranac - Saranac:</i>	1

Vergennes Township - Vergennes Township

142 - Brush or brush-and-grass mixture fire	1
240 - Explosion (no fire), other	1
320 - Emergency medical service, other	2
321 - EMS call, excluding vehicle accident with injury	6
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
422 - Chemical spill or leak	1
444 - Power line down	5
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	3
<i>Total Incidents for Vergennes Township - Vergennes Township:</i>	22

Total Count for all Zone: 97

Lowell Area Fire Dept.

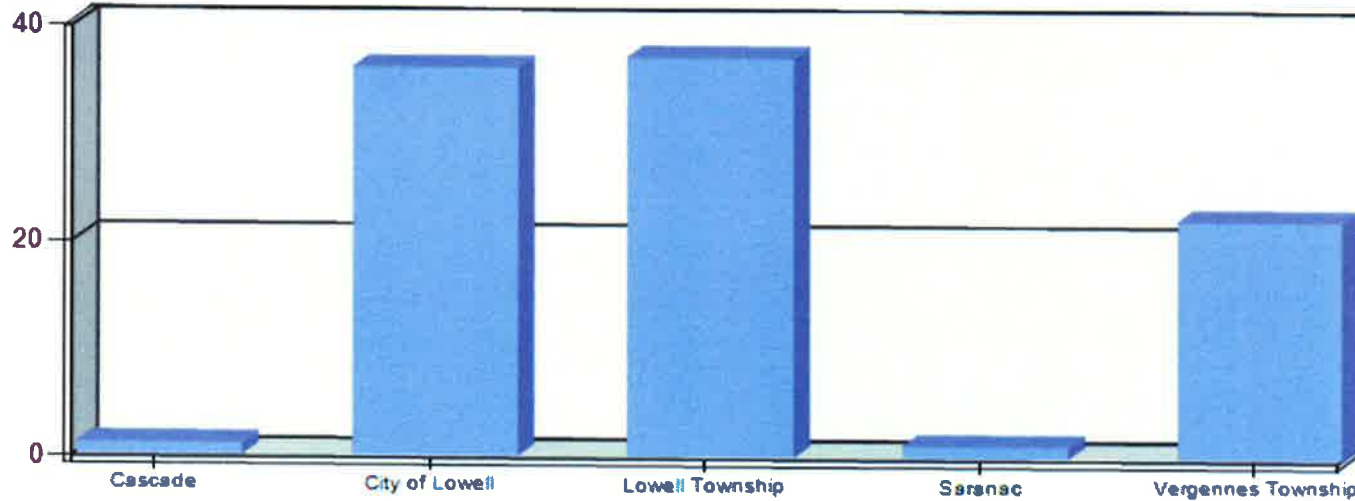
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018



ZONE	# INCIDENTS
Cascade - Cascade TOWNSHIP	1
City of Lowell - City	36
Lowell Township - Lowell Township	37
Saranac - Saranac	1
Vergennes Township - Vergennes Township	22

TOTAL: 97

0	96
chain saw	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	90
100	1
1250	1
20	1
200	1
50	2
500	1

USER-DEFINED FIELD: LUCAS (Required)	
NO	97

Lowell Area Fire Dept.

Lowell, MI

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Cascade - Cascade TOWNSHIP	1	5:48
City of Lowell - City	36	31:58
Lowell Township - Lowell Township	37	55:39
Saranac - Saranac	1	9:05
Vergennes Township - Vergennes Township	22	47:21
TOTAL	97	149:51



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

Wednesday, May 02, 2018

Fire Authority Board:

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

We have had a very busy start to 2018, averaging over 70 calls per month. We have used the UTV many times responding to brush fires and training.

We had six people apply during the open try outs. All six are being offered positions with the department.

I was asked to look into mowing and plowing options for the station. All parties contacted stated \$50.00 for mowing and did not give a flat price for plowing. Leigh lawncare stated \$50.00 per push. The contract with the city (Manzewski Lawncare) is \$25.00 per time mowing and the city charges time and equipment for plowing. I suggest with stay with the city for these services.

We did a switch grass burn of approx. 40 acres on Lalley. Things went well

At last check we were told the tender chassis will be done the end of May. We should be seeing an invoice around the same time.

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.

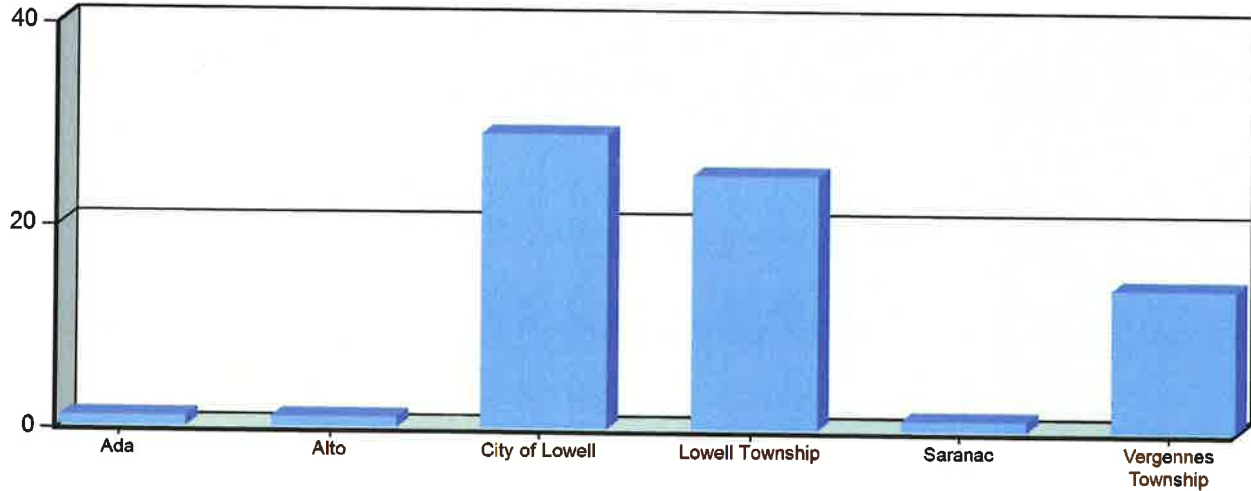
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018



ZONE	# INCIDENTS
Ada - Ada Township	1
Alto - Bowne Township	1
City of Lowell - City	29
Lowell Township - Lowell Township	25
Saranac - Saranac	1
Vergennes Township - Vergennes Township	14

TOTAL: 71

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 5/1/2018 8:59:16 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	65
000	2
1	1
2	1
3	1
6	1

USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	66
100	2
150	1
200	2

USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	70
00	1

USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	71

USER-DEFINED FIELD: Hand Tools Used (Required)	
0	60
1	2
1 Halligon	1
1 TIC, 1 PIKE POLE , 2 FANS	1
3	1
3 pump cans, 1 rake	1
4	1
5 Indian packs	1
cones, traffic signs	1
rake, shovels, and 4 Indian packs	1
shovles, pitch fork, 4 back packs	1

USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	68
Cutter, Spreader	1
cutter, spreader, ram	1

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

ANSWERS	# INCIDENTS
Door unlock kit	1

USER-DEFINED FIELD: Water used (gal) (Required)	
0	63
150 gals	1
187.5	1
20	1
250	1
300	1
625	1
640	2

USER-DEFINED FIELD: LUCAS (Required)	
NO	60

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

This report was generated on 5/1/2018 8:59:57 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 04/01/2018 | End Date: 04/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	0:06
Alto - Bowne Township	1	6:40
City of Lowell - City	29	48:43
Lowell Township - Lowell Township	25	80:46
Saranac - Saranac	1	5:28
Vergennes Township - Vergennes Township	14	26:08
TOTAL	71	167:51

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

Tuesday, April 17, 2018

Fire Authority Board:

We responded to 57 total incidents for the month of March, 22 fire related and 35 medical.

We attended the community expo again this year. We had a table inside and a truck outside. Applications were handed out for the department and the explorers. We will be looking at a spring time open tryout this year with hopes of drawing in some new members.

Thank you for the opportunity to present our department address. We would have liked more members from the municipalities to attend but were happy with the questions.

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.