

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Monday, September 10, 2018 3:30 p.m.

Lowell City Hall
301 E. Main Street
Upstairs

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting – June 11, 2018 meeting – Distributed at meeting
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Update on the fire station repairs, upgrades and pending projects
 - B. Ongoing discussions regarding department manpower and options
7. NEW BUSINESS
 - A. Review of accountant services
 - B. Discussion of future capital equipment needs over the next five years
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, June 11th, 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: Jerry Hale, Chief van Overbeek, Lieutenant Velzen 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 REISTER to approve the minutes as presented. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Motion carried.

4. FINANCIAL REPORTS

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

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Status of Fire Station projects-

Chief van Overbeek presented updates on the HVAC repairs, door replacements and annual inspections. Siemen's will be used for HVAC and Raynor for the doors.

B. Ground maintenance contracts-

Chief van Overbeek updated the board on the arrangements for ground maintenance And snow plowing this winter. He also updated on the light fixture replacements.

C. Tender schedule and payments-

Chief van Overbeek stated that everything for the new Tender is on schedule and delivery is still on for November.

7. NEW BUSINESS

A. 2017/2018 Budget Adjustments-

Carl presented necessary changes and adjustments to balance the budget.

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

B. Fire Chief performance review--

Dave and Sue presented the review for the Fire Chief. They discussed the increase in Morale, the improvements in training and equipment. Ron stated that it was an effort of the department as a whole.

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

C. Discussions on manpower and staffing-

Chief van Overbeek and Mike presented a wage study and discussed the needs for full time staffing. No motion was necessary as discussion will continue at future meetings.

8. **COMMITTEE REPORTS**

- A. Capital Appropriations-None.
- B. Financial-None.
- C. Personnel-None.

9. **FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report. The department ran 97 calls, made updates around the station and hired some new people.

10. **MEMBER COMMENTS**

None.

11. **DATE FOR NEXT MEETING**

The next meeting is scheduled for July 9th, 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

August 2018 Division Report

Chief van Overbeek,

Fire Prevention

In the month of August our Fire Prevention Inspection Office performed 12 annual inspections in the City of Lowell including the Kent County Youth Fair start up inspection, 3 annual inspections in Lowell Township, and 3 annual inspections in Vergennes township for a total of 18 inspections. We also held meetings with the architect for the new King Milling building and the City of Lowell regarding a Red Creek operation in the City. We also secured two new Knox Boxes in the area.

Public Education and Relations

In August we went to the Vergennes Methodist church for wacky water night. This is something we do every year and have a blast doing. We are gearing up for the next couple months that are our busiest time of the year. We also had several members take part in the Pink Arrow Game and pregame parade.

Training

During the month of August Lowell Area Fire Department had two scheduled trainings.

The first training took place on August 11th at Look Memorial Fire station. This training covered 4 different topics. The topics covered were communication, incident command, gear inspection, and in service on Rockford ambulance new electric cot. LAFD was able to have Rockford ambulance come in with the new stretcher and allow the department to get comfortable with the equipment

The second training took place on August 25th. This training also took place at Look Memorial fire station. Training covered the annual NFPA 1500 health and wellness. The department was able to do test the physical abilities of the firefighters while wearing air packs.

In total LAFD spent 99 hours of in house training between the two separate trainings.

Respectfully submitted,
Deputy Chief Shannon Witherell



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

Tuesday, September 04, 2018

Fire Authority Board:

We responded to 92 total incidents for the month of August. We around 100 calls higher than this time last year.

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. The UTV has been returned and we are awaiting the new unit. This is the last year we will be able to get the free unit. If we are interested, we can purchase the unit next year for around \$11,500.00

The new interns have moved to probationary status. They are fitting in and showing a desire to do the job. We had one more leave due to his wife returning to work fulltime.

The bay doors are in and the new openers should be installed shortly.

Fallasburg festival is coming up September 15th and 16th. We will be selling chicken dinners again this year.

We have completed the annual physicals and we're waiting for the results.

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 9/4/2018 4:47:39 PM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	0:18
City of Lowell - City	41	50:23
Grattan - Grattan Township	1	20:24
Lowell Township - Lowell Township	28	91:11
Vergennes Township - Vergennes Township	21	57:04
TOTAL	92	219:20

Lowell Area Fire Dept.

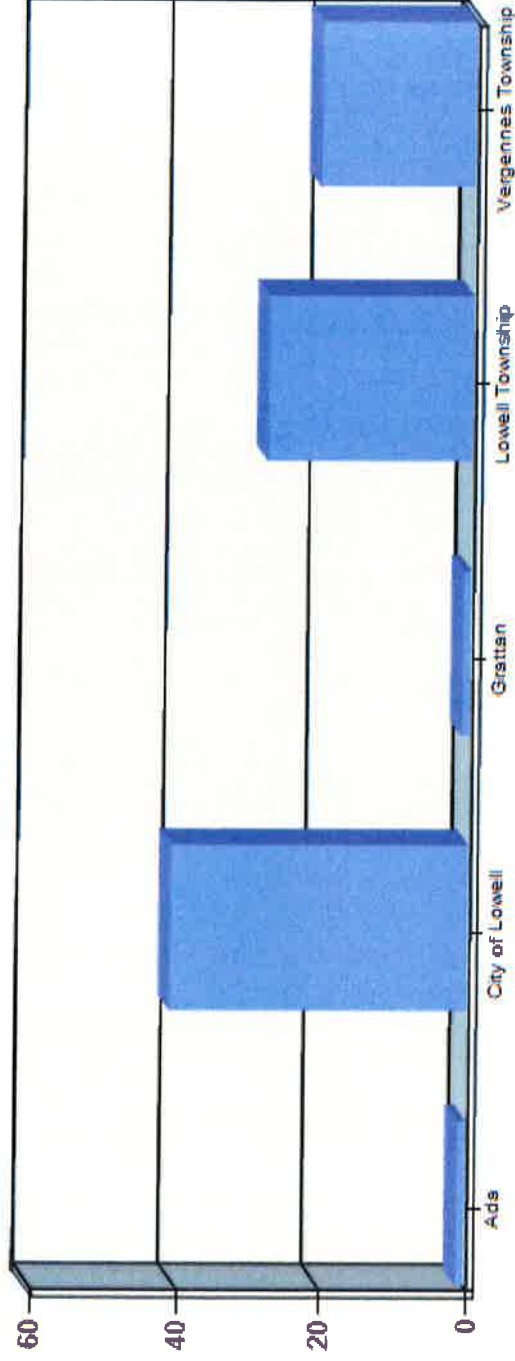
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018



ZONE	# INCIDENTS
Ada - Ada Township	1
City of Lowell - City	41
Grattan - Grattan Township	1
Lowell Township - Lowell Township	28
Vergennes Township - Vergennes Township	21
TOTAL:	92

Lowell Area Fire Dept.

Lowell, MI

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Incident Count per User-Defined Fields for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)		
0		88
2		2
6		2

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

0		88
100		1
100'		1
400		1
500		1

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

0		90
00		1
150		1

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

0		90
50		2

USER-DEFINED FIELD: Hand Tools Used (Required)

0		80
00		1
1		1
1 chain saw		1
1 Hallagon		1

12		1
2		1
2 chainsaws		1
bolt cutter, haligan, stabilization jack, sawzall, cribbing.		1
dry wall rack, TIC		1
one 4 gas monitor		1
roof ladder, 3 Pike pole, Haligan, Ax, Chain Saw, Portable lights, Roof Hook, Drywall rake		1
two 4 gas monitor, TIC, Vent fan		1

USER-DEFINED FIELD: Rescue Tools Used (Required)

0		89
2 gas monitors		1
Chain saw		1
medical supplies		1

USER-DEFINED FIELD: Water used (gal) (Required)

0		87
150		1
3000		1
3250		1
400		1
70		1

USER-DEFINED FIELD: LUCAS (Required)

NO		90
Yes		2



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

Tuesday, August 07, 2018

Chief van Overbeek

July 2018 Divisions Report.

Fire Prevention Inspection Division:

In the Fire Prevention Inspection Division this month we performed 26 inspections including four first time inspections. During the inspections we noted multiple violations.

We are continuing to work with property owners on installing Knox box through-out the area.

We put our new iPad in service this month, this device has helped to streamline the inspection proses.

Training Division:

During the month of July Lowell Area Fire Department had only one scheduled training.

The training took place on July 27-28. This was the annual drivers training. LAFD was able to use Lowell Middle School rear parking lot and setup the drivers training course. The course was completed by all personal in Engine 3 and Engine 5.

There were also a couple of makeup training provide for some personal covering the new KEMS protocol and Nemsis 3. All personal are now compliant on the new KEMS protocol.

In total LAFD spent 73 hours of in house training.

Chief van Overbeek and Deputy Chief Witherell took several trainings on firefighter mental health during the summer leadership training conference

Public Education and Community Relations Division:

We took part in the River Walk parade as well as the as provided support with our boat for the kayak races and with our brush unit during the fireworks.

We are getting geared up for the fall fire prevention season.

Respectfully,

Shannon Witherell
Deputy Fire Chief



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

Tuesday, August 07, 2018

Fire Authority Board:

We responded to 60 total incidents for the month of July.

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.

The new interns have moved to probationary status. They are fitting in and showing a desire to do the job.

The bay doors are being installed this week.

August brings the end to summer concerts. It also brings the fair to town. We will be doing medical coverage.

Shannon has been promoted to Deputy Chief. It is a well deserved promotion.

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 have signed the agreement for the annual physicals. They will take place here on August 15th.

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 8/1/2018 7:23:08 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 07/01/2018 | End Date: 07/31/2018

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	2:16
City of Lowell - City	29	42:03
Lowell Township - Lowell Township	23	40:25
Vergennes Township - Vergennes Township	7	8:10
TOTAL	60	92:54

Lowell Area Fire Dept.

Lowell, MI

This report was generated on 8/1/2018 7:20:41 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 07/01/2018 | End Date: 07/31/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	
0	59
4	1
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	
0	59
200	1
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	
0	60
USER-DEFINED FIELD: Hose 5 inch feet used (Required)	
0	59
25	1
USER-DEFINED FIELD: Hand Tools Used (Required)	
0	55
2 brooms, 1 shovel, 8 traffic cones	1
3	1
shovel, Pike pole	1
two chain saws	1
water can, TIC, Vent Fan	1
USER-DEFINED FIELD: Rescue Tools Used (Required)	
0	60
USER-DEFINED FIELD: Water used (gal) (Required)	
0	58
4	1
500	1
USER-DEFINED FIELD: LUCAS (Required)	
NO	60

Lowell Area Fire Dept.

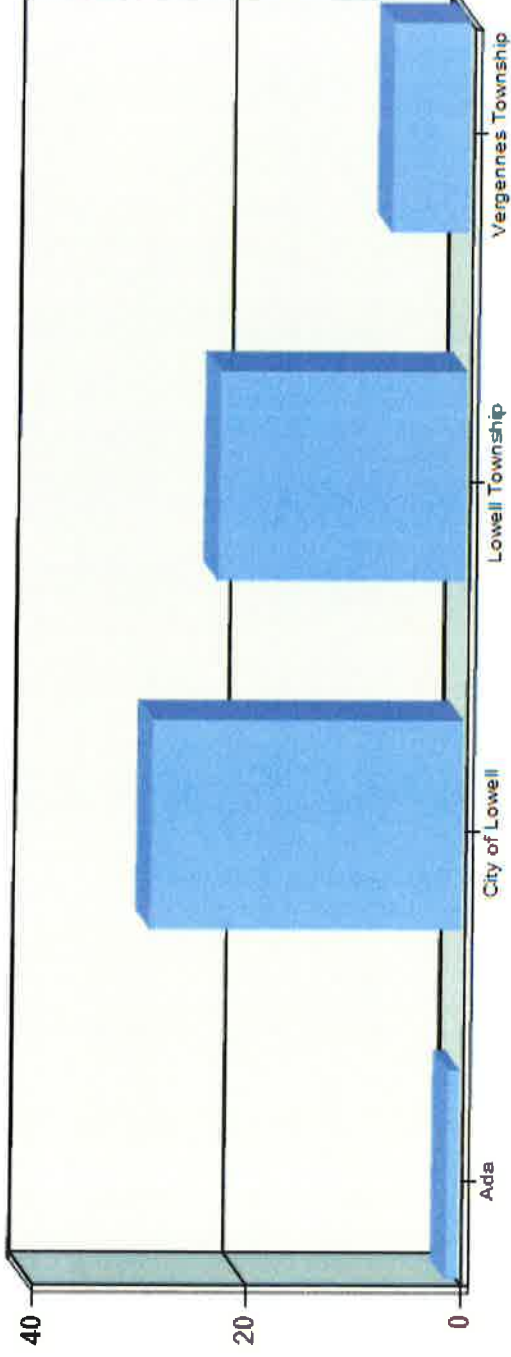
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 07/01/2018 | End Date: 07/31/2018



ZONE	# INCIDENTS
Ada - Ada Township	1
City of Lowell - City	29
Lowell Township - Lowell Township	23
Vergennes Township - Vergennes Township	7
TOTAL:	60



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

Monday, July 09, 2018

Fire Authority Board:

We responded to 67 total incidents for the month of June.

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.

The new interns will be moving to probationary status within the next 2 weeks. They are fitting in and showing a desire to do the job.

We are on the schedule for July to have the bay doors and openers replaced by Raynor door. All parts have been ordered. Seaman's has completed the install of the new furnaces and they are working nicely.

The Chassis payment has been made on the new tender.

July will be busy with summer concerts and the river walk festival. The festival runs July 12th-14th.

Shannon and I will be attending the leadership conference July 10th-12th. We have measures in place to make sure calls are covered.

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 have signed the agreement for the annual physicals. They will take place here on August 15th.

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 User-Defined Fields for Date Range

Start Date: 06/01/2018 | End Date: 06/30/2018

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: SCBA (Required)	0
	65
USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)	0
	63
100	2
USER-DEFINED FIELD: Hose 3 inch Feet used (Required)	0
	65
USER-DEFINED FIELD: Hose 5 inch feet used (Required)	0
	65
USER-DEFINED FIELD: Hand Tools Used (Required)	0
4 gas meter	61
Haligen and flat head axe	1
little giant ladder	1
little giant ladder Roof Ladder Stability jacks Chain Saw	1
USER-DEFINED FIELD: Rescue Tools Used (Required)	0
	64
Spreaders	1
USER-DEFINED FIELD: Water used (gal) (Required)	0
	64
173	1

USER-DEFINED FIELD: LUCAS (Required)

NO

64

Yes

1

Lowell Area Fire Dept.

Lowell, MI

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 06/01/2018 | End Date: 06/30/2018

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	33	30:19
Lowell Township - Lowell Township	21	27:03
Vergennes Township - Vergennes Township	11	13:03
TOTAL	65	70:25

Lowell Area Fire Dept.

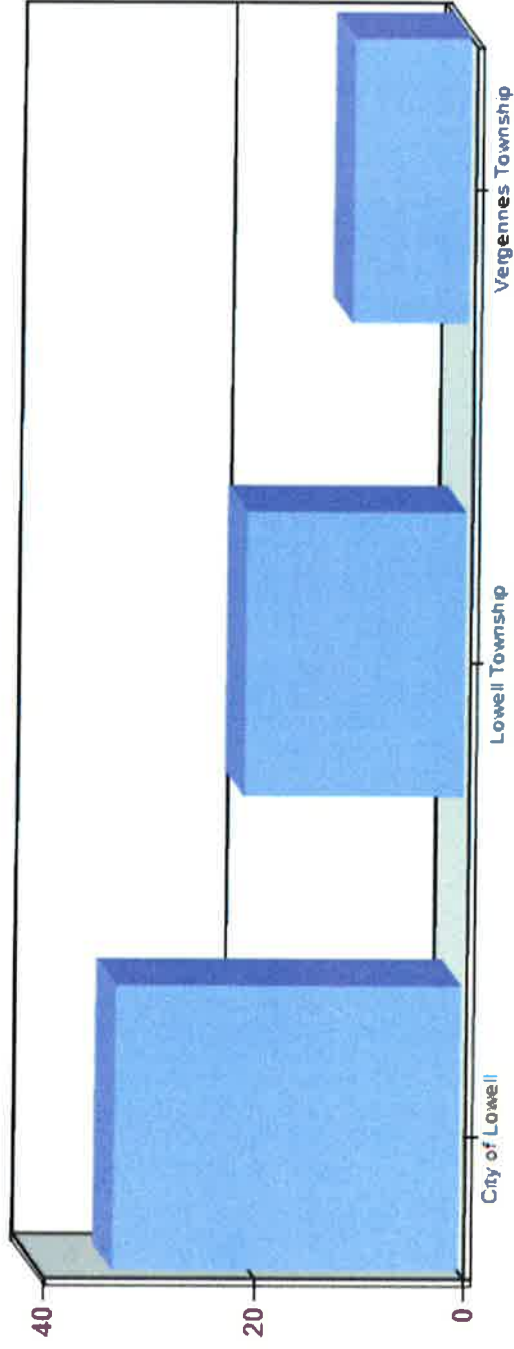
Lowell, MI

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Incident Count per Zone for Date Range

Start Date: 06/01/2018 | End Date: 06/30/2018



ZONE	# INCIDENTS
City of Lowell - City	33
Lowell Township - Lowell Township	21
Vergennes Township - Vergennes Township	11
TOTAL:	65