

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA**

Thursday, January 14, 2020 7:00 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 November 12, 2020
 - B. Approval of the Special Meeting Minutes from November 18, 2020
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
7. NEW BUSINESS
 - A. Rockford Ambulance review
 - B. 2021/ 2022 Budget
 - C. Cost Recovery Ordinance
 - D. Updated Administrative Policy Hand Book
 - E. Promotion of Department Officers
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 1. County Truck
 2. Chief Truck
 - 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

Thursday, November 12th, 2020. 7:00pm.

At the Look Memorial Fire Station.

1. ROLL CALL

Board Chair Marks called the meeting to order at 7:00pm.

Members Present: Tim Wittenbach, Kate Dernocoeur, Jessica Marks, David Pasquale, Carl Blough and Mike DeVore.

Also present: Interim Fire Chief Shannon Witherell.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

A. Approval of the regular meeting minutes from October 8th, 2020. IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve the minutes after changes to Blough's attendance and the spelling of Dernocoeur's name. Yes-Wittenbach, Dernocoeur, Pasquale, DeVore, Marks, Blough. Motion carried.

4. FINANCIAL REPORTS

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

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Audit Report: Joe from Gabridge & co. presented the board with the annual audit and answered questions. No motion was necessary.

B. Fire Chief Contract: The updated contract was presented to the board. IT WAS MOVED BY BLOUGH and seconded by MARKS to approve the contract, pending Municipality votes. Yes-Pasquale, Marks, Blough, Dernocoeur, Wittenbach, DeVore. Motion carried.

C. Fund Balance Savings Account: The board discussed options for a savings account or other investment for the fund balance excess. No motion was necessary.

7. NEW BUSINESS

A. Fire Chief Truck: Shannon presented the board with his ideas for a truck to use as the Chief's vehicle. IT WAS MOVED BY WITTENBACH and seconded by DEVORE to purchase the truck with money from the fund balance. Yes-Blough, Marks, Wittenbach, Dernocoeur, Pasquale, DeVore. Motion carried.

8. COMMITTEE REPORTS

A. Capital Appropriations-Witherell provided the Board with an update from the Zoom meeting with the County purchasers. No motion was necessary.

B. Financial-None.

9. FIRE CHIEF REPORT AND UPDATES

Interim Chief Witherell provided the Board with his update. Included were training updates and the upcoming new hire tryouts.

10. MEMBER COMMENTS

-Wittenbach thanked Kate for joining the board. Carl thanked Shannon for all his work as the interim Chief.

11. DATE FOR NEXT MEETING

The Swearing in Ceremony is scheduled for December 18th, 2020 at 7:00pm.

The next regular meeting is scheduled for December 10th, 2020 at 7:00pm.

12. ADJOURNMENT

IT WAS MOVED BY DEVORE and seconded by WITTENBACH to adjourn at 8:45pm.

Yes-Pasquale, DeVore, Marks, Wittenbach, Dernocoeur, Blough. Meeting adjourned.

Respectfully submitted,

Jessica Marks, Board Chair

Mike DeVore, Recording Secretary

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
FIRE CHIEF SWEARING IN CEREMONY
November 18th, 2020.7:00pm.
At the Look Memorial Fire Station.

1. ROLL CALL

Board Chair Marks called the meeting to order at 7:17pm.

Members Present: Tim Wittenbach, Kate Dernocoeur, Jessica Marks, David Pasquale, Carl Blough and Mike DeVore.

2. APPROVAL OF THE AGENDA

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

3. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)

-None.

4. NEW BUSINESS

A. Fire Chief Oath of Office: Mike DeVore issued the oath of office to Fire Chief Shannon Witherell.

5. MEMBER COMMENTS

-All board members thanked Shannon for all his hard work and wished him the best in his new role.

6. DATE FOR NEXT MEETING:

-The next regular meeting is scheduled for Thursday, December 10th at 7:00pm.

7. ADJOURNMENT

-IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 7:22pm. Yes-Wittenbach, Dernocoeur, Marks, Blough, Pasquale, DeVore. Meeting adjourned.

Respectfully submitted,

Jessica Marks, Board Chair

Mike DeVore, Recording Secretary

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
November 30, 2020

ASSETS

	Unrestricted
Current Assets	
Cash	\$ 118,915.39
Due from Lowell Township	-
Due from Vergennes Township	-
Due from City of Lowell	-
TOTAL Current Assets	118,915.39
TOTAL ASSETS	\$ 118,915.39

Current Liabilities

LIABILITIES AND NET ASSETS

Accounts Payable	\$ -
Accrued Payroll	10,718.17
Payroll liabilities	3,339.95
Long-Term TOTAL Current Liabilities	14,058.12
Net As TOTAL Long-Term liabilities	-
Beginning Net Assets	90,409.64
Increase (Decrease) Net Assets	14,447.63
TOTAL Net Assets	104,857.27
TOTAL LIABILITIES AND NET ASSETS	\$ 118,915.39

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
December 31, 2020

ASSETS

	Unrestricted
Current Assets	
Cash	\$ 80,863.30
Due from Lowell Township	-
Due from Vergennes Township	-
Due from City of Lowell	-
TOTAL Current Assets	80,863.30
Fixed Assets	
Furniture and Equipment	1,730.70
TOTAL ASSETS	\$ 82,594.00

Current Liabilities

LIABILITIES AND NET ASSETS

Accounts Payable	\$ -
Accrued Payroll	10,718.17
Payroll liabilities	5,000.50
Long-Term TOTAL Current Liabilities	15,718.67
Net As TOTAL Long-Term liabilities	-
Beginning Net Assets	90,409.64
Increase (Decrease) Net Assets	(23,534.31)
TOTAL Net Assets	66,875.33
TOTAL LIABILITIES AND NET ASSETS	\$ 82,594.00

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Five Months Ended November 30, 2020

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 64,880.76	129,761.52	\$ 64,880.76	50.00%
Vergennes Township	-	57,217.98	114,435.97	57,217.99	50.00%
City of Lowell	-	57,946.24	115,892.51	57,946.27	50.00%
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	-	-	-	#DIV/0!
Interest and Dividends	14.28	57.38	-	(57.38)	#DIV/0!
Misc. Income	-	2.00	-	(2.00)	#DIV/0!
Total Revenues	\$ 14.28	\$ 180,104.36	\$ 360,090.00	\$ 179,985.64	50.02%
Expenditures					
Salaries--Permanent	-	8,076.90	\$ 28,000.00	\$ 19,923.10	28.85%
Salaries--Temporary	12,694.84	51,948.72	151,700.00	99,751.28	34.24%
Payroll Taxes	1,014.46	4,542.00	13,800.00	9,258.00	32.91%
Worker's Compensation	1,309.00	2,818.00	9,950.00	7,132.00	28.32%
Office Supplies	-	440.54	1,000.00	559.46	44.05%
Operating Supplies	1,097.98	9,956.95	34,500.00	24,543.05	28.86%
Fuel	304.29	1,185.22	4,000.00	2,814.78	29.63%
Professional Services					
Legal	738.00	1,908.00	6,000.00	4,092.00	31.80%
Accounting	500.00	2,522.99	8,000.00	5,477.01	31.54%
Auditing	-	2,840.00	2,750.00	(90.00)	103.27%
Biocare	208.00	5,608.00	7,000.00	1,392.00	80.11%
Kent County Fire Assessment	-	257.75	12,000.00	11,742.25	2.15%
Other	-	1,825.00	-	(1,825.00)	#DIV/0!
Communications	4,255.53	5,407.39	15,000.00	9,592.61	36.05%
Travel Expenses	-	-	2,000.00	2,000.00	0.00%
Insurance	-	8,172.00	10,000.00	1,828.00	81.72%
Public Utilities	1,465.49	5,020.59	14,000.00	8,979.41	35.86%
Repair and Maintenance--Buildings	487.11	6,528.95	8,890.00	2,361.05	73.44%
Repair and Maintenance--Vehicles	2,191.05	2,335.93	15,000.00	12,664.07	15.57%
Repair and Maintenance--Other	-	-	-	-	#DIV/0!
Miscellaneous	140.63	527.58	1,500.00	972.42	35.17%
Training	158.89	3,734.22	15,000.00	11,265.78	24.89%
Capital Expenses					
Building Upgrades	-	-	-	-	#DIV/0!
Fire & Rescue Vehicle Equipment	-	-	-	-	#DIV/0!
Fire Vehicles	40,000.00	40,000.00	-	(40,000.00)	#DIV/0!
TOTAL Expenditures	\$ 66,565.27	\$ 165,656.73	\$ 360,090.00	\$ 194,433.27	46.00%
INCREASE/DECREASE IN	(66,550.99)	14,447.63	-	(14,447.63)	

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Five Months Ended November 30, 2020

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
NET ASSETS					
Beginning Net Assets		\$ <u>90,409.64</u>	\$ <u>90,409.64</u>		
Ending Net Assets		\$ <u><u>104,857.27</u></u>	\$ <u><u>90,409.64</u></u>		

Date	Name	Memo	Split	Debit	Credit
11/03/2020	Lowell Light and Power	Invoice 3467	68600 · Public Utilities		39.04
11/03/2020	City of Lowell - Water Bill	2-02215-1 09,16.20 to 10,15.20 & 2-02210-2 09.	68600 · Public Utilities		690.50
11/03/2020	Billing EFT Payment	Billing EFT Payment	67002 · Accounting		500.00
11/04/2020	Consumers Energy		68600 · Public Utilities		35.80
11/04/2020	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account		935.44
11/05/2020	Michigan Municipal League	Invoice 9442205	64200 · Workers Compensation Insurance		1,309.00
11/06/2020	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account		8,051.77
11/06/2020	Child Support EFT Payment	Child Support EFT Payment	5 · Garnishment Payable		405.38
11/09/2020	Verizon	Invoice 9865548604	61600 · Communications		598.52
11/09/2020	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account		1,200.28
11/09/2020	Federal Electronic Payment	Federal Electronic Payment-026013571127082	3 · Federal 941		2,129.08
11/10/2020	City of Lowell - Water Bill	Due Date 11.20.20	68600 · Public Utilities		139.84
11/10/2020	Comcast Business	Service 10.23.20 to 11.22.20	68600 · Public Utilities		35.16
11/10/2020	J&B Medical Supply	Invoice 6785100	68000 · Operating Supplies		35.50
11/10/2020	Michigan State Firemen's Association	2021 Membership	68600 · Public Utilities		75.00
11/10/2020	Nye Uniform	Invoice 683943, 752150, 753668	-SPLIT-		98.00
11/10/2020	Red Creek Waste Services Inc.	Invoice 0AR00320	68600 · Public Utilities		26.28
11/10/2020	Self Serve Lumber	Invoice 0022621-IN	67201 · R/M Building		62.00
11/10/2020	Spectrum Health	Invoice 668916	67004 · Biocare		208.00
11/10/2020	Stryker Medical	Invoice 3180094M	68000 · Operating Supplies		57.57
11/10/2020		Deposit	11 · Aflac Payable	527.80	
11/12/2020	Refined Marketer		62300 · Fuel		185.02
11/16/2020		Service Charge	64800 · Miscellaneous		6.00
11/17/2020	Bauckham, Sparks, Thall, Seeber & Kaufman	Invoice 5293	67001 · Legal		738.00
11/17/2020	Chrouch Communications Inc	Invoice 114686	61600 · Communications		298.00
11/17/2020	Bernard's Ace Hardware	October 2020 Statement	-SPLIT-		1,000.29
11/17/2020	J&B Medical Supply	Invoice 6822096	68000 · Operating Supplies		85.36
11/18/2020	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account		935.45
11/20/2020	Zoom		68300 · Training		158.89
11/27/2020	City of Lowell	Invoice 6806	61600 · Communications		996.71
11/27/2020	Refined Marketer		62300 · Fuel		119.27
11/27/2020	GTA Fleet Solutions	Invoice 20-0219 - Chief Truck	69003 · Fire Vehicles		40,000.00
11/30/2020	Nye Uniform	Invoice 751082	68000 · Operating Supplies		381.00
11/30/2020	Waterway of Michigan		67202 · R/M Vehicles		2,191.05
11/30/2020	Red Creek Waste Services Inc.	Invoice 0BR00320	68600 · Public Utilities		26.28
11/30/2020	Lowell Light and Power	Service Dates: 09/25/20 to 10/25/20	68600 · Public Utilities		362.43
11/30/2020	Comcast Business	Service Dates: 11/23/20 to 12/22/20	68600 · Public Utilities		35.16
11/30/2020	First Arriving	Dashboard Setup/Subscription/Hardware	61600 · Communications		2,362.30

11/30/2020

Interest

Interest Income

14.28
<u>542.08</u> <u>66,513.37</u>

FIRE BUDGET 21-22

	<u>Budget</u>
Salaries - Permanent chief	\$ 69,440.00
Salaries - Part time	\$ 31,200.00
Salaries - Temporary	\$ 131,000.00
Social Security	\$ 17,550.00
Workers Compensation	\$ 12,800.00
PERSONAL SERVICES	\$ 261,990.00
Office Supplies	\$ 1,000.00
Operating Supplies	\$ 33,270.00
Fuel	\$ 4,500.00
Building Maint & Supplies	\$ 8,900.00
SUPPLIES	\$ 47,670.00
Communications	\$ 13,717.00
Travel Expenses	\$ 2,000.00
Insurance	\$ 11,000.00
Public Utilities	\$ 14,000.00
Repair & Maintenance	
R&M Vehicles	\$ 11,475.00
R&M Other	\$ 5,230.00
Hydrant Rentals	
Public Education	\$ 1,500.00
Training	\$ 15,000.00
Contingency Civil Defense	\$ -
OTHER SERVICES & CHARGES	\$ 73,922.00
Fire & Rescue Vehicles	
Equipment	\$ -
CAPITAL EXPENDITURES	\$400,000
TOTAL	\$ 783,582.00

Budget

Professional Services

\$ 42,150.00

GRAND TOTAL

\$ 825,732.00

SEV = 40%

Amount

Lowell Township	\$ 253,612,700.00	40%	0.16	\$ 132,964.33
Vergennes	\$ 243,370,700.00	39%	0.15	\$ 127,594.64
City	\$ 133,008,500.00	21%	0.08	\$ 69,733.83
TOTAL	\$ 629,991,900.00	100%		

POPULATION = 20%

Lowell Township	5949	41.6%	0.08	\$ 68,760.91
Vergennes	4189	29.3%	0.06	\$ 48,418.13
City	4150	29.0%	0.06	\$ 47,967.35
TOTAL	14288	100%		

NUMBER OF RUNS = 40%

Lowell Township	282	34.9%	0.14	\$ 115,132.97
Vergennes	173	21.4%	0.09	\$ 70,631.22
City	354	43.8%	0.18	\$ 144,528.62
TOTAL	809	100%		

GRAND TOTAL OWING

Lowell Township	\$ 316,858.21	\$ 79,214.55
Vergennes	\$ 246,643.99	\$ 61,661.00
City	\$ 262,229.80	\$ 65,557.45
	\$ 825,732.00	

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Six Months Ended December 31, 2020

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 64,880.76	129,761.52	\$ 64,880.76	50.00%
Vergennes Township	-	57,217.98	114,435.97	57,217.99	50.00%
City of Lowell	-	57,946.24	115,892.51	57,946.27	50.00%
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	-	-	-	#DIV/0!
Interest and Dividends	8.50	65.88	-	(65.88)	#DIV/0!
Misc. Income	-	2.00	-	(2.00)	#DIV/0!
Total Revenues	\$ 8.50	\$ 180,112.86	\$ 360,090.00	\$ 179,977.14	50.02%
Expenditures					
Salaries--Permanent	-	8,076.90	\$ 28,000.00	\$ 19,923.10	28.85%
Salaries--Temporary	17,104.36	69,053.08	151,700.00	82,646.92	45.52%
Payroll Taxes	1,308.57	5,850.57	13,800.00	7,949.43	42.40%
Worker's Compensation	-	2,818.00	9,950.00	7,132.00	28.32%
Office Supplies	142.16	582.70	1,000.00	417.30	58.27%
Operating Supplies	12,956.26	22,913.21	34,500.00	11,586.79	66.42%
Fuel	293.35	1,478.57	4,000.00	2,521.43	36.96%
Professional Services					
Legal	-	1,908.00	6,000.00	4,092.00	31.80%
Accounting	500.00	3,022.99	8,000.00	4,977.01	37.79%
Auditing	-	2,840.00	2,750.00	(90.00)	103.27%
Biocare	-	5,608.00	7,000.00	1,392.00	80.11%
Kent County Fire Assessment	-	257.75	12,000.00	11,742.25	2.15%
Other	-	1,825.00	-	(1,825.00)	#DIV/0!
Communications	3,132.61	8,540.00	15,000.00	6,460.00	56.93%
Travel Expenses	-	-	2,000.00	2,000.00	0.00%
Insurance	-	8,172.00	10,000.00	1,828.00	81.72%
Public Utilities	1,059.37	6,079.96	14,000.00	7,920.04	43.43%
Repair and Maintenance--Buildings	96.95	6,625.90	8,890.00	2,264.10	74.53%
Repair and Maintenance--Vehicles	428.54	2,764.47	15,000.00	12,235.53	18.43%
Repair and Maintenance--Other	-	-	-	-	#DIV/0!
Miscellaneous	193.27	720.85	1,500.00	779.15	48.06%
Training	775.00	4,509.22	15,000.00	10,490.78	30.06%
Capital Expenses					
Building Upgrades	-	-	-	-	#DIV/0!
Fire & Rescue Vehicle Equipment	-	-	-	-	#DIV/0!
Fire Vehicles	-	40,000.00	-	(40,000.00)	#DIV/0!
TOTAL Expenditures	\$ 37,990.44	\$ 203,647.17	\$ 360,090.00	\$ 156,442.83	56.55%
INCREASE/DECREASE IN	(37,981.94)	(23,534.31)	-	23,534.31	

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Six Months Ended December 31, 2020

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
NET ASSETS					
Beginning Net Assets		\$ 90,409.64	\$ 90,409.64		
Ending Net Assets		<u>\$ 66,875.33</u>	<u>\$ 90,409.64</u>		

Date	Name	Memo	Acc	Split	Credit	Balance
12/02/2020	Direct Deposit	Direct Deposit		1 · Payroll Clearing Account	1,940.03	-1,940.03
12/03/2020	Stryker Medical	Invoice 3213026M & Credit Invoice 3217648M		-SPLIT-	5,486.50	-7,426.53
12/03/2020	Allied Fire Sales & Service LLC	Invoice 2062		68000 · Operating Supplies	1,456.00	-8,882.53
12/03/2020	Addorio Technologies LLC	Invoice 8693		61600 · Communications	1,251.25	-10,133.78
12/03/2020	Lowell Light and Power	Invoice 3471		61600 · Communications	1,639.78	-11,773.56
12/03/2020	Lowell Light and Power	Service Period 10.25.20 to 11.23.20		68600 · Public Utilities	412.47	-12,186.03
12/03/2020	City of Lowell - Water Bill	Service Dates: 10.16.20 to 11.15.20		68600 · Public Utilities	324.76	-12,510.79
12/03/2020	Hooper Printing	Invoice 61296		68000 · Operating Supplies	31.00	-12,541.79
12/03/2020	J&B Medical Supply	Invoice 6850780		68000 · Operating Supplies	213.40	-12,755.19
12/03/2020	Billing EFT Payment	Billing EFT Payment		67002 · Accounting	500.00	-13,255.19
12/04/2020	Amazon.com	Order No. 7308247-1		64900 · Office Supplies	50.95	-13,306.14
12/04/2020	Amazon.com	Order No. 7308247-2		64900 · Office Supplies	13.50	-13,319.64
12/07/2020	Consumers Energy	Service Dates: 10.10.20 to 11.20.20		68600 · Public Utilities	260.70	-13,580.34
12/08/2020	Amazon.com	Order No. 4037040		64900 · Office Supplies	77.71	-13,658.05
12/08/2020	Direct Deposit	Direct Deposit		1 · Payroll Clearing Account	7,639.43	-21,297.48
12/08/2020	Child Support EFT Payment	Child Support EFT Payment		5 · Garnishment Payable	676.17	-21,973.65
12/09/2020	Eagle Engraving	Invoice 2020-5407		64800 · Miscellaneous	187.27	-22,160.92
12/09/2020	Self Serve Lumber	Reference 0026065-IN on Statement 12/1/20		67201 · R/M Building	62.00	-22,222.92
12/09/2020	Verizon	Account 9965		61600 · Communications	241.58	-22,464.50
12/09/2020	Turnout Rental	Invoice 23697		68000 · Operating Supplies	525.00	-22,989.50
12/09/2020	Haix	Order No. 102849		68000 · Operating Supplies	344.95	-23,334.45
12/09/2020	J&B Medical Supply	Invoice 6889804		68000 · Operating Supplies	15.00	-23,349.45
12/09/2020	Nye Uniform	Multiple Invoices		-SPLIT-	2,205.65	-25,555.10
12/09/2020	Federal Electronic Payment	Federal Electronic Payment-026013571582666		3 · Federal 941	2,616.71	-28,171.81
12/11/2020	Amazon.com	Order No. 0675436		67201 · R/M Building	34.95	-28,206.76
12/11/2020	Refined Marketer			62300 · Fuel	174.24	-28,381.00
12/15/2020	Amazon.com	Order No. 2234602		67202 · R/M Vehicles	139.99	-28,520.99
12/15/2020				64800 · Miscellaneous	6.00	-28,526.99
12/16/2020	Amazon.com	Order No. 9533853		67202 · R/M Vehicles	71.76	-28,598.75
12/16/2020	Direct Deposit	Direct Deposit		1 · Payroll Clearing Account	1,940.02	-30,538.77
12/17/2020	MetroGistics	Order No. 3726077		69003 · Fire Vehicles	775.00	-31,313.77
12/18/2020	SCBAS	Invoice 112375		67202 · R/M Vehicles	51.89	-31,365.66
12/18/2020	Rockford Ambulance	Invoice 4373		68000 · Operating Supplies	258.06	-31,623.72
12/18/2020	Fire Pros Inc.	Invoice INV-1805308		68000 · Operating Supplies	378.95	-32,002.67
12/23/2020	5 Alarm	Statement 12.22.20		-SPLIT-	149.00	-32,151.67
12/29/2020	Nye Uniform	Invoice 761390		68000 · Operating Supplies	42.00	-32,193.67
12/29/2020	J&B Medical Supply	Invoice 6912308		68000 · Operating Supplies	615.33	-32,809.00
12/29/2020	Red Creek Waste Services Inc.	Invoice 0CR00348		68600 · Public Utilities	26.28	-32,835.28

12/29/2020	Comcast Business	Service Dates: 12.23.20 to 01.22.20	68600 · Public Utilities	35.16	-32,870.44
12/29/2020	Dell Marketing LLP	Invoice 10435934633 - (2) Computers	15000 · Furniture and Equipment	1,730.70	-34,601.14
12/29/2020	Direct Deposit	Direct Deposit	1 · Payroll Clearing Account	1,940.02	-36,541.16
12/29/2020	Refined Marketer		82300 · Fuel	119.11	-36,860.27
12/30/2020	5 Alarm	Invoice 203003-1	68000 · Operating Supplies	1,235.42	-37,895.69
12/30/2020	Fire Pros Inc.	Invoice INV-1806125	67202 · R/M Vehicles	164.90	-38,060.59
12/31/2020			Interest Income		-38,052.09
				<u>38,060.59</u>	<u>-38,052.09</u>

FIRE BUDGET 21-22

	<u>Budget</u>
Salaries - Permanent chief	\$ 69,440.00
Salaries - Part time	\$ 31,200.00
Salaries - Temporary	\$ 131,000.00
Social Security	\$ 17,550.00
Workers Compensation	\$ 12,800.00
PERSONAL SERVICES	\$ 261,990.00
Office Supplies	\$ 1,000.00
Operating Supplies	\$ 33,270.00
Fuel	\$ 4,500.00
Building Maint & Supplies	\$ 8,900.00
SUPPLIES	\$ 47,670.00
Communications	\$ 13,717.00
Travel Expenses	\$ 2,000.00
Insurance	\$ 11,000.00
Public Utilities	\$ 14,000.00
Repair & Maintenance	
R&M Vehicles	\$ 11,475.00
R&M Other	\$ 5,230.00
Hydrant Rentals	
Public Education	\$ 1,500.00
Training	\$ 15,000.00
Contingency Civil Defense	\$ -
OTHER SERVICES & CHARGES	\$ 73,922.00
Fire & Rescue Vehicles	
Equipment	\$ -
CAPITAL EXPENDITURES	
TOTAL	\$ 383,582.00

Budget

Professional Services \$ 42,150.00

GRAND TOTAL \$ 425,732.00

SEV = 40%

	Amount			
Lowell Township	\$ 253,612,700.00	40%	0.16 \$	68,553.92
Vergennes	\$ 243,370,700.00	39%	0.15 \$	65,785.41
City	\$ 133,008,500.00	21%	0.08 \$	35,953.46
TOTAL	\$ 629,991,900.00	100%		

POPULATION = 20%

Lowell Township	5949	41.6%	0.08 \$	35,451.84
Vergennes	4189	29.3%	0.06 \$	24,963.48
City	4150	29.0%	0.06 \$	24,731.07
TOTAL	14288	100%		

NUMBER OF RUNS = 40%

Lowell Township	282	34.9%	0.14 \$	59,360.41
Vergennes	173	21.4%	0.09 \$	36,416.14
City	354	43.8%	0.18 \$	74,516.26
TOTAL	809	100%		

GRAND TOTAL OWING

Lowell Township	\$ 163,366.17	\$ 40,841.54
Vergennes	\$ 127,165.04	\$ 31,791.26
City	\$ 135,200.79	\$ 33,800.20
	\$ 425,732.00	

FIRE AND EMERGENCY SERVICE CHARGES

Sec.2-211 -Purpose.

This division is adopted to provide reimbursement to the Fire Authority relative to certain fire and emergency services rendered by the Lowell Area Fire and Emergency Services Authority.

Sec 2-212-Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Fire department response means coming to the scene of a fire or hazardous materials incident, traffic or vehicular accident, or hazardous condition, or any investigation in connection with a fire, hazardous materials incident, accident or hazardous condition.

Hazardous condition means any condition creating a concern for the physical welfare of persons in the immediate area of the situation (including downed utility lines or gas leaks not in an occupied structure), requiring a fire department response.

Investigation means gathering of evidence or data in connection with arson investigations, or special investigations required to determine the responsibility of persons for fires, spills, accidents or hazardous conditions.

Investigations do not include the normal investigation made to determine cause and origin of a fire as required by the state.

Release means any leaking, spilling, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment.

Sec. 2-213 - Charges for services.

Pursuant to the authority granted by Public Act No. 33 of 1951 (MCL 41.801 et seq.) the Fire Authority shall render charges to persons or properties served by the Lowell Area Fire and Emergency Services Authority for certain specific services for conditions described as follows:

- (1) Any fire department response to a fire started by a property owner or person, such as but not limited to, a controlled brush fire or other open burning, which becomes uncontrolled, any fires purposely or knowingly started in any building, dwelling, appurtenant structure, or any other structure, or any motor vehicles when said fire has been started for the specific purpose of and with the intent of causing damage to or destruction of any such building, dwelling, appurtenant structure, or vehicle.
- (2) Any fire department response to an incident caused by a criminal act; i.e., DUI, intentional false alarm, arson, etc.
- (3) Any fire department response to a fire in a structure causing a loss, ignited by accidental means shall be subject to cost recovery for damage or destruction to fire department equipment beyond normal wear and tear, and for all expenses incurred and paid to a third party.
- (4) Any fire department response requiring containment, abatements or any safety measure in connection with any hazardous or toxic material release. Charges in such case shall be made to the person responsible for the release, whether or not the release occurs on the property of the responsible party.
- (5) The responsibility for the release includes releases caused by the person as well as any release from any vehicle, building, or other instrumentality, owned, occupied or utilized by the person, regardless of fault.

- (6) Any fire department response to a traffic or vehicular accident, including but not limited to the control of fires or spills, assistance to injured persons or ambulance crews, or extraction of persons from vehicles.
- (7) Any fire department response for hazardous conditions.
- (8) The cost of copies for fire department reports generated for any person, except for governmental entities.
- (9) Any township response to a false alarm due to system malfunction or maintenance issue at a property that is not a single-family or duplex residence in excess of three such alarms in any consecutive 12-month period.
- (10) The provision of fire department equipment or personnel for the purpose of providing standby fire, rescue, or emergency medical services necessary to support a nonemergency event/situation hosted by a for-profit organization. When such services are requested by a nonprofit organization, the township board will act upon a recommendation by the fire chief to charge for services.
- (11) Failure to comply with requests made by the fire department to abate hazards as specified in the fire safety codes as adopted by the township. If compliance is not made within three inspection visits over a 30-day period, the fire safety specialist will notify the fire chief, who will charge the person responsible for the property the appropriate fee as provided by resolution.

Sec. 2-214 - Exemptions.

The following properties and services shall be exempt from the charges set out in this section:

- (1) Fires caused by railroad trains which are the specific statutory responsibility of railroad companies.
- (2) Fire service performed outside the jurisdiction of Lowell Area Fire and Emergency Services Authority under a mutual aid contract with an adjoining municipality.

Sec. 2-215 - Responsibility for charges.

Persons responsible for charges include:

- (1) Persons who caused the condition.
- (2) Property owners or occupants of property upon which the conditions exist.
- (3) Owners or lessees of instrumentalities involved in the condition, such as vehicle owners, utility or gas companies.
- (4) Owners of vehicles from which occupants are extricated, owners or renters of premises from which a person or persons are rescued, and owners of vehicles receiving fire extinguishment or spill abatement shall be deemed as benefiting from the services provided.
- (5) Insurers or guarantors for persons responsible or benefited.
- (6) Notwithstanding the foregoing, a person who is a resident of the township at the time of an incident shall not be responsible for any charges imposed under section 2-213(5).

(Ord. No.)

Sec. 2-216. - Multiple property protection.

When a particular service rendered by the Lowell Area Fire and Emergency Services Authority directly benefits more than one person or property, each person responsible as set forth in section 2-215 shall be jointly and severally liable for the payment of the full charge for such service hereinbefore outlined. The interpretation and application of the payment for service within this section is hereby delegated to the Lowell Area Fire and Emergency Services Authority Fire Chief subject only to appeal, within the time limits for payment, to the Lowell Area Fire and Emergency Services Authority

(Ord. No.)

Sec. 2-217. - Payment for services.

The Lowell Area Fire and Emergency Services Authority shall bill persons determined to be responsible for the incident charged for, or owners of property, for amounts set forth in the resolution determining charges. All bills rendered for charges shall be paid within 30 days of the mailing of the billing.

(Ord. No.)

Sec. 2-218. - Collection of charges.

The Lowell Area Fire and Emergency Services Authority may proceed in district court by suit to collect any monies remaining unpaid and shall have any and all other remedies provided by law for the collection of said charges.

(Ord. No.)

Sec. 2-219. - Charges to be determined by resolution.

Charges for fire department services enumerated in this division shall be determined by resolution of the Lowell Area Fire and Emergency Services Authority board.

(Ord. No.)

Sec. 2-2100. - Disbursement of funds.

All funds collected as a result of this division shall be used for the normal operations and maintenance of the fire department and its equipment.

(Ord. No)

Sec. 2-2101. - Other remedies.

The recovery of charges and expenses imposed under this division shall not relieve or limit the liability of any person under any other local ordinance, or state or federal law, rule or regulation. The remedies provided herein shall be in addition to those remedies provided by the hazardous material expense recovery provisions set out in division 3 of this article, and nothing in this division shall prohibit the township from also proceeding under the hazardous material expense recovery provisions in division 3 of this article.



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

Wednesday, January 06, 2021

Fire Authority Board:

We responded to 85 total incidents for the month of December, including an aid to Cascade Fire on a house fire, a car fire in Lowell TWP, and an outdoor wood boiler fire in Vergennes Township.

We ended 2020 with 819 calls for service, down 145 calls for service from 2019

We have partnered Toys for Tots and donated four large boxes of new toys.

We have stated some suspension work on the UTV as well as repairs on the UTV trailer. We are doing this now to insure that it will be ready to go in the spring.

We held a recognition night via Zoom in December. We recognized Probationary Firefighter Jordan Lambert as our Rookie of the Year. Firefighter Erik Kelley and Firefighter James Oswald were presented with Life Saving Award. Firefighter James Oswald was named Firefighter of the Year.

We have submitted the Starter spec for the new Engine, with plans to go out to bid in the coming months.

Interviews have been concluded for seven new firefighters, they are all in back ground checks now.

The Officers have started gathering information for the 2020 Year-end review, I plan to present that report at the February Board meeting.

Please feel free to contact me at (616) 840-1422 with any questions or concerns.

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.

Lowell Area Fire Dept.

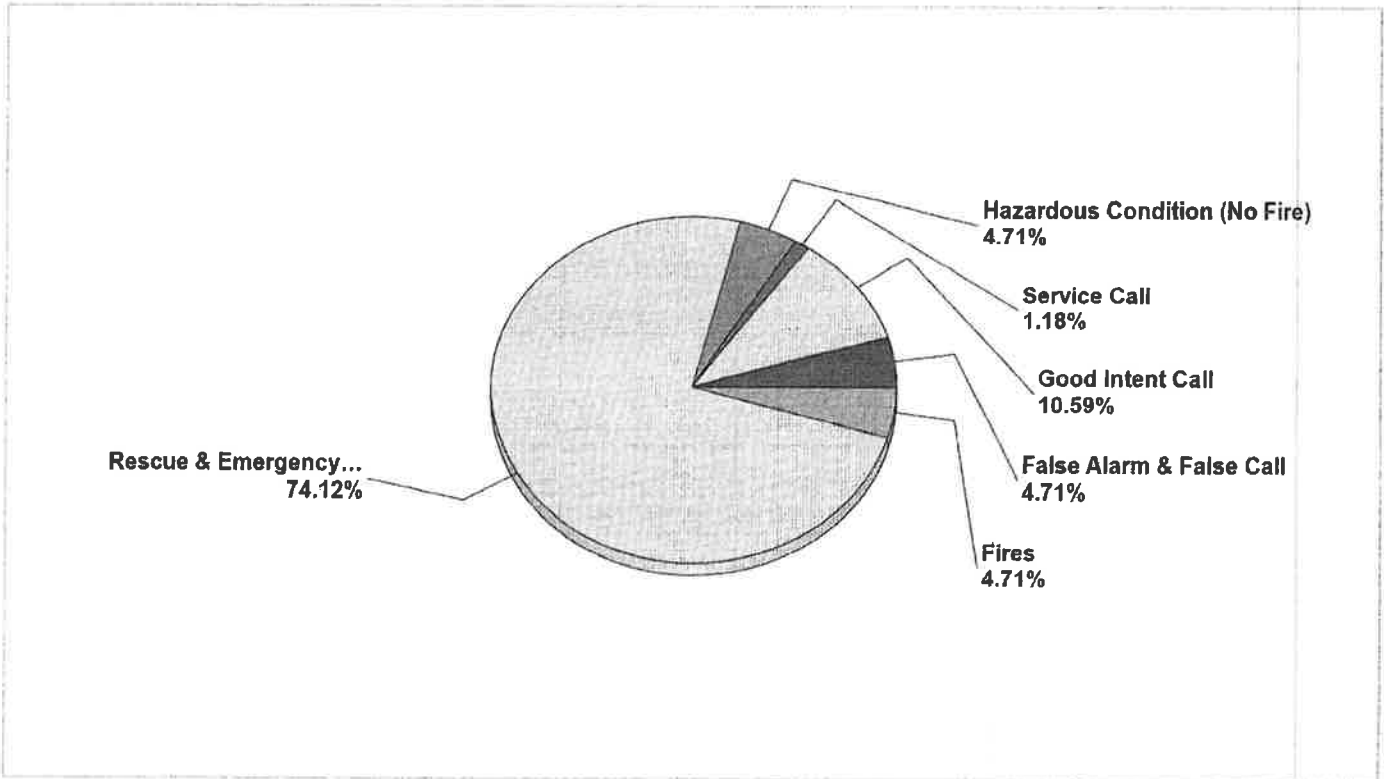
Lowell, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.71%
Rescue & Emergency Medical Service	63	74.12%
Hazardous Condition (No Fire)	4	4.71%
Service Call	1	1.18%
Good Intent Call	9	10.59%
False Alarm & False Call	4	4.71%
TOTAL	85	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.18%
113 - Cooking fire, confined to container	1	1.18%
130 - Mobile property (vehicle) fire, other	1	1.18%
162 - Outside equipment fire	1	1.18%
321 - EMS call, excluding vehicle accident with injury	57	67.06%
322 - Motor vehicle accident with injuries	3	3.53%
324 - Motor vehicle accident with no injuries.	3	3.53%
411 - Gasoline or other flammable liquid spill	1	1.18%
424 - Carbon monoxide incident	1	1.18%
444 - Power line down	2	2.35%
510 - Person in distress, other	1	1.18%
611 - Dispatched & cancelled en route	5	5.88%
622 - No incident found on arrival at dispatch address	4	4.71%
711 - Municipal alarm system, malicious false alarm	1	1.18%
743 - Smoke detector activation, no fire - unintentional	1	1.18%
745 - Alarm system activation, no fire - unintentional	2	2.35%
TOTAL INCIDENTS:	85	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Lowell Area Fire Dept.



Lowell, MI

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Incident Count with Man-Hours per Zone for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
Cascade - Cascade TOWNSHIP	1	0:32
City of Lowell - City	31	33:20
Lowell Township - Lowell Township	36	37:15
Vergennes Township - Vergennes Township	17	35:43
TOTAL	85	106:50

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.



Lowell Area Fire Dept.

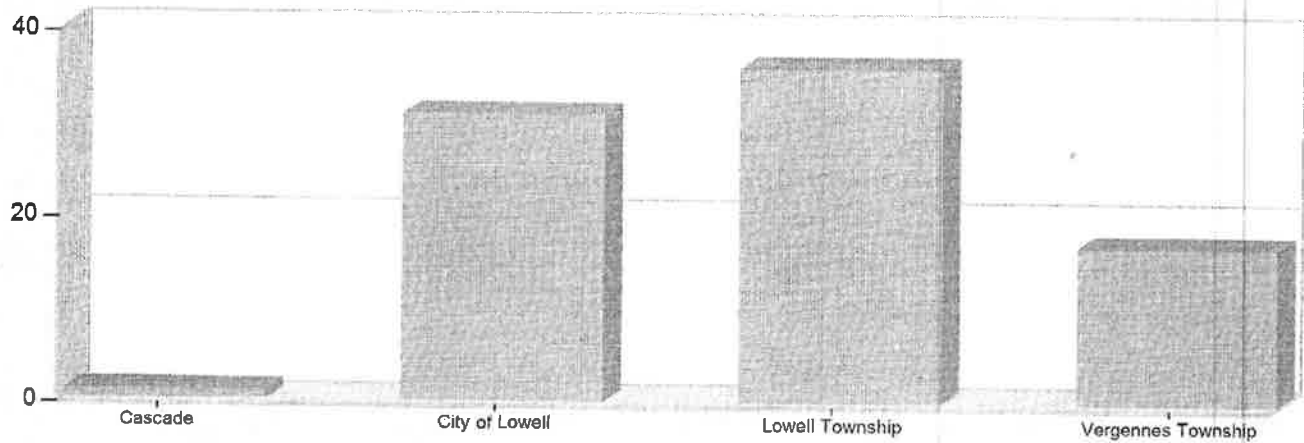
Lowell, MI

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Incident Type Count per Zone for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020



ZONES	INCIDENT TYPE	COUNT
Cascade - Cascade TOWNSHIP		
	111 - Building fire	1
	<i>Total Incidents for Cascade - Cascade TOWNSHIP:</i>	
		1
City of Lowell - City		
	113 - Cooking fire, confined to container	1
	321 - EMS call, excluding vehicle accident with injury	22
	324 - Motor vehicle accident with no injuries.	1
	411 - Gasoline or other flammable liquid spill	1
	444 - Power line down	1
	611 - Dispatched & cancelled en route	1
	622 - No incident found on arrival at dispatch address	2
	711 - Municipal alarm system, malicious false alarm	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for City of Lowell - City:</i>	
		31
Lowell Township - Lowell Township		
	130 - Mobile property (vehicle) fire, other	1
	321 - EMS call, excluding vehicle accident with injury	26
	322 - Motor vehicle accident with injuries	2
	444 - Power line down	1
	611 - Dispatched & cancelled en route	3
	622 - No incident found on arrival at dispatch address	2

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



ZONES	INCIDENT TYPE	COUNT
	743 - Smoke detector activation, no fire - unintentional	1
	<i>Total Incidents for Lowell Township - Lowell Township</i>	36
Vergennes Township - Vergennes Township		
	162 - Outside equipment fire	1
	321 - EMS call, excluding vehicle accident with injury	9
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2
	424 - Carbon monoxide incident	1
	510 - Person in distress, other	1
	611 - Dispatched & cancelled en route	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for Vergennes Township - Vergennes Township</i>	17
Total Count for all Zone:		85

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

