

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



Thursday, October 06, 2022

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE
Thursday October 13, 2022 AT 7:00 P.M.
AT
LOWELL FIRE DEPARTMENT
315 S. HUDSON
LOWELL, MI 49331

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Thursday, October 13, 2022, at 7:00 PM
Look Memorial Fire Station

1. ROLL CALL of Members

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

A. Approval of the Regular Meeting Minutes from July 14, 2022

4. FINANCIAL REPORTS

A. FINANCIAL REPORT August, 2022

B. FINANCIAL REPORT September, 2022

C. FINANCIAL REPORT October, 2022

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

6. OLD BUSINESS

A.

7. NEW BUSINESS

A. FY 2022 Audit

B. Schedule Financial Committee Meeting for FY 2024 Budget

C. Schedule the Chief's annual review with the Personal Review Committee

D. Fit tester group purchase

E. SOG / AP Resolution

F. Promotion of firefighter Michael Hoppenrath

8. COMMITTEE REPORTS

A. Capital Appropriations

B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING(S)

November 10th 2022 at 7:00 PM

12. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, July 14th, 2022 at 7:00pm.
Look Memorial Fire Station.

1) **ROLL CALL:**

Board Vice-Chair Wittenbach called the meeting to order at 7:00pm.

Members present: Carlton Blough, Dave Wikstrom, Tim Wittenbach and Mike DeVore.

Members absent: Kate Dernocoeur and Jessica Marks.

Also present: 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-All. Motion carried.

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by WIKSTROM to approve the minutes from the June 9th meeting as presented. Yes-All. Motion carried.

4) **FINANCIAL REPORTS:**

-Financial Reports for July were presented and accepted.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

7) **OLD BUSINESS:**

A) Fire Authority Agreement Update: The board was presented with the final copy of the updated agreement for municipality approval. IT WAS MOVED BY DEVORE and seconded by WIKSTROM to return the agreement to the municipalities for approval. Yes-All. Motion carried.

8) **NEW BUSINESS:**

A) Fire Authority Purchasing Policy: Chief Witherell brought a copy of a department purchasing policy for board approval. IT WAS MOVED BY DEVORE and seconded by WIKSTROM to adopt the purchasing policy as presented. Yes-All. Motion carried.

B) Promotions of Firefighters Daniel Rybiski and John North: Chief Witherell presented his recommendation of promotion for Daniel Rybiski and John North. IT WAS MOVED BY DEVORE and seconded by BLOUGH to accept the recommendation. Yes-All. Motion carried. Board Vice-Chair Wittenbach administered the Oath of Office.

9) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-Engine 1 has been pushed back to mid-September.

B) FINANCIAL:

-None.

10) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were a responses for June, the EMR to Fireworks transitional update, the delivery of the department body armor and repairs to the building.

11) MEMBER COMMENTS:

-WITTENBACH congratulated the newest promoted firefighters and thanked the department members for their hard work.

12) DATE FOR NEXT MEETING:

The next meeting is scheduled for August 11th, 2022 at 7pm.

13) ADJOURNMENT:

IT WAS MOVED BY DEVORE and seconded by WIKSTROM to adjourn at 7:26pm.
Yes-All. Meeting adjourned.

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
July 31, 2022

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 93,296.85
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>93,296.85</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u><u>\$ 93,296.85</u></u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Accounts Payable	\$ 4,133.69
	Accrued Payroll	-
	Payroll liabilities	6,512.66
Long-Term Liabilities	TOTAL Current Liabilities	<u>10,646.35</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(11,371.14)
	Increase (Decrease) Net Assets	94,021.64
	TOTAL Net Assets	<u>82,650.50</u>
	TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 93,296.85</u></u>

	Type	Date	Name	Clr	Debit	Credit	Balance
Income							
47900 · Member Dues							
Lowell Township							
	Invoice	07/01/2022	Lowell Township			51,451.98	51,451.98
Total Lowell Township					0.00	51,451.98	51,451.98
Vergennes Township							
	Invoice	07/01/2022	Vergennes Township			41,254.03	41,254.03
Total Vergennes Township					0.00	41,254.03	41,254.03
City of Lowell							
	Invoice	07/01/2022	City of Lowell			42,414.00	42,414.00
Total City of Lowell					0.00	42,414.00	42,414.00
Total 47900 · Member Dues					0.00	135,120.01	135,120.01
Grants							
	Deposit	07/13/2022				6,846.00	6,846.00
Total Grants					0.00	6,846.00	6,846.00
Interest Income							
	Deposit	07/31/2022				3.24	3.24
Total Interest Income					0.00	3.24	3.24
Total Income					0.00	141,969.25	141,969.25
					0.00	141,969.25	141,969.25
Expense							
7 · Salaries-full time							
	General Journal	07/01/2022				3,235.92	-3,235.92
	General Journal	07/01/2022			2,384.62		-851.30
	General Journal	07/15/2022			2,384.62		1,533.32
	General Journal	07/29/2022			2,384.62		3,917.94
Total 7 · Salaries-full time					7,153.86	3,235.92	3,917.94
8 · Wages-Part Time							
	General Journal	07/01/2022				16,523.50	-16,523.50
	General Journal	07/11/2022			16,523.50		0.00
	General Journal	07/15/2022			925.92		925.92
	General Journal	07/29/2022			1,440.00		2,365.92
Total 8 · Wages-Part Time					18,889.42	16,523.50	2,365.92
9 · Payroll Taxes							
	General Journal	07/01/2022				247.55	-247.55
	General Journal	07/01/2022				1,264.08	-1,511.63

	General Journal	07/01/2022		182.43		-1,329.20
	General Journal	07/11/2022		1,264.08		-65.12
	General Journal	07/15/2022		253.23		188.11
	General Journal	07/29/2022		292.59		480.70
Total 9 · Payroll Taxes				<u>1,992.33</u>	<u>1,511.63</u>	<u>480.70</u>
64200 · Workers Compensation Insurance						
	Bill	07/01/2022	Michigan Municipal League	<u>8,482.00</u>		<u>8,482.00</u>
Total 64200 · Workers Compensation Insurance				<u>8,482.00</u>	<u>0.00</u>	<u>8,482.00</u>
64900 · Office Supplies						
	Bill	07/01/2022	Amazon.com	36.99		36.99
	Check	07/08/2022	Adobe	<u>15.89</u>		<u>52.88</u>
Total 64900 · Office Supplies				<u>52.88</u>	<u>0.00</u>	<u>52.88</u>
68000 · Operating Supplies						
	Bill	07/01/2022	Amazon.com	82.96		82.96
	Bill	07/01/2022	Self Serve Lumber	32.97		115.93
	Bill	07/11/2022	Blue Line Innovations	6,846.00		6,961.93
	Check	07/11/2022	Amazon.com	104.85		7,066.78
	Bill	07/15/2022	Macqueen Equipment	699.29		7,766.07
	Bill	07/18/2022	J&B Medical Supply	104.29		7,870.36
	Bill	07/25/2022	Eagle Engraving	1,699.65		9,570.01
	Bill	07/27/2022	J&B Medical Supply	19.18		9,589.19
	Bill	07/28/2022	Blue Line Innovations	1,141.00		10,730.19
	Bill	07/28/2022	Galls	330.88		11,061.07
	Bill	07/31/2022	Bernard's Ace Hardware	<u>15.99</u>		<u>11,077.06</u>
Total 68000 · Operating Supplies				<u>11,077.06</u>	<u>0.00</u>	<u>11,077.06</u>
62300 · Fuel						
	Check	07/11/2022	Fuel Management System - Pacific Pride	568.98		568.98
	Check	07/28/2022	Fuel Management System - Pacific Pride	<u>635.36</u>		<u>1,204.34</u>
Total 62300 · Fuel				<u>1,204.34</u>	<u>0.00</u>	<u>1,204.34</u>
67000 · Professional Services						
67006 · Other Memberships						
	Bill	07/30/2022	NFPA	<u>175.00</u>		<u>175.00</u>
Total 67006 · Other Memberships				<u>175.00</u>	<u>0.00</u>	<u>175.00</u>
67001 · Legal						
	Bill	07/11/2022	Bauckham, Sparks, Thall, Seeber & Kaufman	<u>162.00</u>		<u>162.00</u>
Total 67001 · Legal				<u>162.00</u>	<u>0.00</u>	<u>162.00</u>
67002 · Accounting						
	Check	07/06/2022	Billing EFT Payment	500.00		500.00
	Check	07/26/2022	Strategic Accounting & Tax Solutions	100.00		600.00

Total 67002 · Accounting				600.00	0.00	600.00
Total 67000 · Professional Services				937.00	0.00	937.00
61600 · Communications						
	Bill	07/16/2022	Addorio Technologies LLC	42.50		42.50
Total 61600 · Communications				42.50	0.00	42.50
68400 · Travel Expense						
	Check	07/27/2022	Great Wolf Lodge	416.23		416.23
	Check	07/27/2022	Great Wolf Lodge	416.23		832.46
Total 68400 · Travel Expense				832.46	0.00	832.46
10 · Insurance Expense						
	Bill	07/01/2022	BHS Insurance	10,569.00		10,569.00
Total 10 · Insurance Expense				10,569.00	0.00	10,569.00
68600 · Public Utilities						
	Bill	07/07/2022	Consumers Energy	18.10		18.10
	Bill	07/11/2022	AT&T	236.43		254.53
	Bill	07/14/2022	Comcast Business	35.23		289.76
	Bill	07/15/2022	City of Lowell #2-02215-1 - Water Bill	149.72		439.48
	Bill	07/15/2022	City of Lowell #2-02210-2 - Water Bill	496.37		935.85
	Bill	07/20/2022	GFL Environmental	80.48		1,016.33
	Bill	07/26/2022	Lowell Light and Power	494.21		1,510.54
Total 68600 · Public Utilities				1,510.54	0.00	1,510.54
67200 · Repairs and Maintenance						
67201 · R/M Building						
	Bill	07/13/2022	Home Depot	172.82		172.82
	Bill	07/21/2022	Next Level Coatings	3,800.00		3,972.82
	Bill	07/29/2022	Overhead Door	392.88		4,365.70
	Bill	07/31/2022	Bernard's Ace Hardware	176.23		4,541.93
Total 67201 · R/M Building				4,541.93	0.00	4,541.93
67202 · R/M Vehicles						
	Bill	07/13/2022	Amazon.com	195.34		195.34
Total 67202 · R/M Vehicles				195.34	0.00	195.34
Total 67200 · Repairs and Maintenance				4,737.27	0.00	4,737.27
64800 · Miscellaneous						
	Check	07/16/2022		6.00		6.00
	Check	07/20/2022	Mercantile Bank	32.00		38.00
Total 64800 · Miscellaneous				38.00	0.00	38.00
68300 · Training						
	Bill	07/01/2022	Michigan Association of Fire Chiefs	500.00		500.00
	Bill	07/01/2022	Michigan Association of Fire Chiefs	350.00		850.00

	Bill	07/01/2022	Brenda Herron	775.00		1,625.00
	Bill	07/05/2022	Muskegon Area Fire Chief's Association	75.00		1,700.00
Total 68300 - Training				<u>1,700.00</u>	<u>0.00</u>	<u>1,700.00</u>
Total Expense				<u>69,218.66</u>	<u>21,271.05</u>	<u>47,947.61</u>
				<u>69,218.66</u>	<u>163,240.30</u>	<u>94,021.64</u>
				<u>69,218.66</u>	<u>163,240.30</u>	<u>94,021.64</u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and One Month Ended July 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	51,451.98	\$ 51,451.98	205,807.90	\$ 154,355.92	25.00%
Vergennes Township	41,254.03	41,254.03	165,016.11	123,762.08	25.00%
City of Lowell	42,414.00	42,414.00	169,655.99	127,241.99	25.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	6,846.00	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	3.24	3.24	-	(3.24)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	\$ 141,969.25	\$ 141,969.25	\$ 540,480.00	\$ 398,510.75	26.27%
Expenditures					
Salaries--Permanent	3,917.94	3,917.94	\$ 106,880.00	\$ 102,962.06	3.67%
Salaries--Temporary	2,365.92	2,365.92	185,700.00	183,334.08	1.27%
Payroll Taxes	480.70	480.70	24,000.00	23,519.30	2.00%
Worker's Compensation	8,482.00	8,482.00	16,200.00	7,718.00	52.36%
Office Supplies	52.88	52.88	1,000.00	947.12	5.29%
Operating Supplies	11,077.06	11,077.06	35,000.00	23,922.94	31.65%
Fuel	1,204.34	1,204.34	8,000.00	6,795.66	15.05%
Professional Services					
Legal	162.00	162.00	3,000.00	2,838.00	5.40%
Accounting	600.00	600.00	7,000.00	6,400.00	8.57%
Auditing	-	-	5,000.00	5,000.00	0.00%
Biocare	-	-	9,660.00	9,660.00	0.00%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	175.00	175.00	1,640.00	1,465.00	10.67%
Communications	42.50	42.50	14,000.00	13,957.50	0.30%
Travel Expenses	832.46	832.46	2,500.00	1,667.54	33.30%
Insurance	10,569.00	10,569.00	11,500.00	931.00	91.90%
Public Utilities	1,510.54	1,510.54	15,000.00	13,489.46	10.07%
Repair and Maintenance--Buildings	4,541.93	4,541.93	8,900.00	4,358.07	51.03%
Repair and Maintenance--Vehicles	195.34	195.34	12,000.00	11,804.66	1.63%
Repair and Maintenance--Other	-	-	5,500.00	5,500.00	0.00%
Miscellaneous	38.00	38.00	1,500.00	1,462.00	2.53%
Public Education	-	-	1,500.00	1,500.00	0.00%
Training	1,700.00	1,700.00	16,000.00	14,300.00	10.63%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	-	33,000.00	33,000.00	0.00%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 47,947.61	\$ 47,947.61	\$ 540,480.00	\$ 492,532.39	8.87%
INCREASE/DECREASE IN NET ASSETS	94,021.64	94,021.64	-	(94,021.64)	
Beginning Net Assets		\$ (11,371.14)	\$ (11,371.14)		
Ending Net Assets		\$ 82,650.50	\$ (11,371.14)		

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
August 31, 2022

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 26,431.94
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>26,431.94</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u><u>\$ 26,431.94</u></u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Accounts Payable	\$ 2,920.54
	Accrued Payroll	-
	Payroll liabilities	7,138.76
Long-Term Liabilities	TOTAL Current Liabilities	<u>10,059.30</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(13,801.27)
	Increase (Decrease) Net Assets	30,173.91
	TOTAL Net Assets	16,372.64
	TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 26,431.94</u></u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Two Months Ended August 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 51,451.98	205,807.90	\$ 154,355.92	25.00%
Vergennes Township	-	41,254.03	165,016.11	123,762.08	25.00%
City of Lowell	-	42,414.00	169,655.99	127,241.99	25.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	6.39	9.63	-	(9.63)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	<u>\$ 6.39</u>	<u>\$ 141,975.64</u>	<u>\$ 540,480.00</u>	<u>\$ 398,504.36</u>	<u>26.27%</u>

Expenditures

Salaries--Permanent	4,769.24	8,687.18	\$ 106,880.00	\$ 98,192.82	8.13%
Salaries--Temporary	19,805.75	22,171.67	185,700.00	163,528.33	11.94%
Payroll Taxes	1,879.96	2,360.66	24,000.00	21,639.34	9.84%
Worker's Compensation	-	8,482.00	16,200.00	7,718.00	52.36%
Office Supplies	512.85	565.73	1,000.00	434.27	56.57%
Operating Supplies	17,025.39	28,102.45	35,000.00	6,897.55	80.29%
Fuel	1,891.71	3,096.05	8,000.00	4,903.95	38.70%
Professional Services					
Legal	80.00	242.00	3,000.00	2,758.00	8.07%
Accounting	600.00	1,600.00	7,000.00	5,400.00	22.86%
Auditing	-	-	5,000.00	5,000.00	0.00%
Biocare	-	-	9,660.00	9,660.00	0.00%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	-	175.00	1,640.00	1,465.00	10.67%
Communications	1,691.08	1,733.58	14,000.00	12,266.42	12.38%
Travel Expenses	77.24	909.70	2,500.00	1,590.30	36.39%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	1,127.41	2,637.95	15,000.00	12,362.05	17.59%
Repair and Maintenance--Buildings	247.25	4,789.18	8,900.00	4,110.82	53.81%
Repair and Maintenance--Vehicles	84.95	380.37	12,000.00	11,619.63	3.17%
Repair and Maintenance--Other	1,192.35	1,192.35	5,500.00	4,307.65	21.68%
Miscellaneous	8.50	46.50	1,500.00	1,453.50	3.10%
Public Education	39.76	39.76	1,500.00	1,460.24	2.65%
Training	12,320.60	14,020.60	16,000.00	1,979.40	87.63%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	-	33,000.00	33,000.00	0.00%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	<u>\$ 63,354.04</u>	<u>\$ 111,801.73</u>	<u>\$ 540,480.00</u>	<u>\$ 428,678.27</u>	<u>20.69%</u>

INCREASE/DECREASE IN NET ASSETS	(63,347.65)	30,173.91	-	(30,173.91)	
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Beginning Net Assets	\$ (13,801.27)	\$ (13,801.27)
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Ending Net Assets	\$ <u>16,372.64</u>	\$ <u>(13,801.27)</u>
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Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Two Months Ended August 31, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 51,451.98	205,807.90	\$ 154,355.92	25.00%
Vergennes Township	-	41,254.03	165,016.11	123,762.08	25.00%
City of Lowell	-	42,414.00	169,655.99	127,241.99	25.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	6.39	9.63	-	(9.63)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	<u>\$ 6.39</u>	<u>\$ 141,975.64</u>	<u>\$ 540,480.00</u>	<u>\$ 398,504.36</u>	<u>26.27%</u>

Expenditures

Salaries--Permanent	4,769.24	8,687.18	\$ 106,880.00	\$ 98,192.82	8.13%
Salaries--Temporary	19,805.75	22,171.67	185,700.00	163,528.33	11.94%
Payroll Taxes	1,879.96	2,360.66	24,000.00	21,639.34	9.84%
Worker's Compensation	-	8,482.00	16,200.00	7,718.00	52.36%
Office Supplies	512.85	565.73	1,000.00	434.27	56.57%
Operating Supplies	17,025.39	28,102.45	35,000.00	6,897.55	80.29%
Fuel	1,891.71	3,096.05	8,000.00	4,903.95	38.70%
Professional Services					
Legal	80.00	242.00	3,000.00	2,758.00	8.07%
Accounting	600.00	1,600.00	7,000.00	5,400.00	22.86%
Auditing	-	-	5,000.00	5,000.00	0.00%
Biocare	-	-	9,660.00	9,660.00	0.00%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	-	175.00	1,640.00	1,465.00	10.67%
Communications	1,691.08	1,733.58	14,000.00	12,266.42	12.38%
Travel Expenses	77.24	909.70	2,500.00	1,590.30	36.39%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	1,127.41	2,637.95	15,000.00	12,362.05	17.59%
Repair and Maintenance--Buildings	247.25	4,789.18	8,900.00	4,110.82	53.81%
Repair and Maintenance--Vehicles	84.95	380.37	12,000.00	11,619.63	3.17%
Repair and Maintenance--Other	1,192.35	1,192.35	5,500.00	4,307.65	21.68%
Miscellaneous	8.50	46.50	1,500.00	1,453.50	3.10%
Public Education	39.76	39.76	1,500.00	1,460.24	2.65%
Training	12,320.60	14,020.60	16,000.00	1,979.40	87.63%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	-	33,000.00	33,000.00	0.00%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	<u>\$ 63,354.04</u>	<u>\$ 111,801.73</u>	<u>\$ 540,480.00</u>	<u>\$ 428,678.27</u>	<u>20.69%</u>

INCREASE/DECREASE IN NET ASSETS	(63,347.65)	30,173.91	-	(30,173.91)	
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Beginning Net Assets	\$ (13,801.27)	\$ (13,801.27)
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Ending Net Assets	\$ <u>16,372.64</u>	\$ <u>(13,801.27)</u>
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Lowell Area Fire and Emergency Services Authority
Statement of Net Position
September 30, 2022

		<u>ASSETS</u>
		Unrestricted
Current Assets		
	Cash	\$ 53,825.23
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>53,825.23</u>
Fixed Assets		
	Furniture and Equipment	-
	TOTAL ASSETS	<u>\$ 53,825.23</u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Deferred Revenue	83,668.03
	Accounts Payable	\$ 370.83
	Accrued Payroll	-
	Payroll liabilities	8,419.95
Long-Term Liabilities	TOTAL Current Liabilities	<u>92,458.81</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	(13,801.27)
	Increase (Decrease) Net Assets	<u>(24,832.31)</u>
	TOTAL Net Assets	<u>(38,633.58)</u>
	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 53,825.23</u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Three Months Ended September 30, 2022

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	-	\$ 51,451.98	205,807.90	\$ 154,355.92	25.00%
Vergennes Township	-	41,254.03	165,016.11	123,762.08	25.00%
City of Lowell	-	42,414.00	169,655.99	127,241.99	25.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	6,846.00	-	(6,846.00)	#DIV/0!
Interest and Dividends	2.18	11.81	-	(11.81)	#DIV/0!
Misc. Income	5,920.00	5,920.00	-	(5,920.00)	#DIV/0!
Total Revenues	\$ 5,922.18	\$ 147,897.82	\$ 540,480.00	\$ 392,582.18	27.36%

Expenditures

Salaries--Permanent	4,769.24	13,456.42	\$ 106,880.00	\$ 93,423.58	12.59%
Salaries--Temporary	21,398.00	43,569.67	185,700.00	142,130.33	23.46%
Payroll Taxes	2,001.83	4,362.49	24,000.00	19,637.51	18.18%
Worker's Compensation	200.00	8,682.00	16,200.00	7,518.00	53.59%
Office Supplies	61.07	626.80	1,000.00	373.20	62.68%
Operating Supplies	1,312.72	29,415.17	35,000.00	5,584.83	84.04%
Fuel	1,207.44	4,303.49	8,000.00	3,696.51	53.79%
Professional Services					
Legal	-	242.00	3,000.00	2,758.00	8.07%
Accounting	630.00	2,230.00	7,000.00	4,770.00	31.86%
Auditing	-	5,050.00	5,000.00	(50.00)	101.00%
Biocare	-	9,575.00	9,660.00	85.00	99.12%
Kent County Fire Assessment	-	-	16,000.00	16,000.00	0.00%
Other Memberships	150.00	325.00	1,640.00	1,315.00	19.82%
Communications	355.53	2,089.11	14,000.00	11,910.89	14.92%
Travel Expenses	-	909.70	2,500.00	1,590.30	36.39%
Insurance	-	10,569.00	11,500.00	931.00	91.90%
Public Utilities	505.30	3,622.88	15,000.00	11,377.12	24.15%
Repair and Maintenance--Buildings	49.54	4,892.01	8,900.00	4,007.99	54.97%
Repair and Maintenance--Vehicles	494.94	1,006.56	12,000.00	10,993.44	8.39%
Repair and Maintenance--Other	-	1,192.35	5,500.00	4,307.65	21.68%
Miscellaneous	15.00	61.50	1,500.00	1,438.50	4.10%
Public Education	619.12	658.88	1,500.00	841.12	43.93%
Training	6,590.00	20,708.60	16,000.00	(4,708.60)	129.43%
Capital Expenses					
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	5,181.50	33,000.00	27,818.50	15.70%
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 40,359.73	\$ 172,730.13	\$ 540,480.00	\$ 367,749.87	31.96%
INCREASE/DECREASE IN NET ASSETS	(34,437.55)	(24,832.31)	-	24,832.31	
Beginning Net Assets		\$ (13,801.27)	\$ (13,801.27)		
Ending Net Assets		\$ (38,633.58)	\$ (13,801.27)		

	Type	Date	Name	Split	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
Interest Income							
	Deposit	09/30/2022		2 · Checking Mercantile		2.18	2.18
Total Interest Income					0.00	2.18	2.18
Other Income							
	Deposit	09/13/2022		2 · Checking Mercantile		5,920.00	5,920.00
Total Other Income					0.00	5,920.00	5,920.00
Total Income					0.00	5,922.18	5,922.18
Gross Profit					0.00	5,922.18	5,922.18
Expense							
7 · Salaries-full time							
	General Journal	09/09/2022		8 · Wages-Part Time	2,384.62		2,384.62
	General Journal	09/23/2022		8 · Wages-Part Time	2,384.62		4,769.24
Total 7 · Salaries-full time					4,769.24	0.00	4,769.24
8 · Wages-Part Time							
	General Journal	09/09/2022		-SPLIT-	19,902.00		19,902.00
	General Journal	09/23/2022		-SPLIT-	1,496.00		21,398.00
Total 8 · Wages-Part Time					21,398.00	0.00	21,398.00
9 · Payroll Taxes							
	General Journal	09/09/2022		8 · Wages-Part Time	1,704.96		1,704.96
	General Journal	09/23/2022		8 · Wages-Part Time	296.87		2,001.83
Total 9 · Payroll Taxes					2,001.83	0.00	2,001.83
64200 · Workers Compensation Insurance							
	Bill	09/01/2022	Michigan Municipal League	20000 · Accounts Payable	200.00		200.00
Total 64200 · Workers Compensation Insurance					200.00	0.00	200.00
64900 · Office Supplies							
	Bill	09/08/2022	Adobe	20000 · Accounts Payable	15.89		15.89
	Bill	09/22/2022	Amazon.com	20000 · Accounts Payable	45.18		61.07
Total 64900 · Office Supplies					61.07	0.00	61.07
68000 · Operating Supplies							
	Bill	09/01/2022	Stryker Medical	20000 · Accounts Payable	306.00		306.00
	Bill	09/06/2022	Dinges Fire Company	20000 · Accounts Payable	689.91		995.91
	Bill	09/07/2022	City of Lowell - Point Broadband	20000 · Accounts Payable	29.49		1,025.40
	Bill	09/19/2022	Dinges Fire Company	20000 · Accounts Payable	265.40		1,290.80
	Bill	09/22/2022	J&B Medical Supply	20000 · Accounts Payable	21.92		1,312.72
Total 68000 · Operating Supplies					1,312.72	0.00	1,312.72
62300 · Fuel							

	Bill	09/15/2022 Fuel Management System - Pacific Pride	20000 · Accounts Payable	631.61		631.61
	Bill	09/30/2022 Fuel Management System - Pacific Pride	20000 · Accounts Payable	575.83		1,207.44
Total 62300 · Fuel				1,207.44	0.00	1,207.44
67000 · Professional Services						
67006 · Other Memberships						
	Bill	09/09/2022 Bureau of EMS, Trauma & Preparedness	20000 · Accounts Payable	150.00		150.00
Total 67006 · Other Memberships				150.00	0.00	150.00
67002 · Accounting						
	Check	09/06/2022 Billing EFT Payment	2 · Checking Mercantile	600.00		600.00
	Bill	09/15/2022 Strategic Accounting & Tax Solutions	20000 · Accounts Payable	30.00		630.00
Total 67002 · Accounting				630.00	0.00	630.00
Total 67000 · Professional Services				780.00	0.00	780.00
61600 · Communications						
	Bill	09/15/2022 Active 911	20000 · Accounts Payable	15.33		15.33
	Bill	09/22/2022 Tele-Rad, inc.	20000 · Accounts Payable	340.20		355.53
Total 61600 · Communications				355.53	0.00	355.53
68600 · Public Utilities						
	Bill	09/06/2022 Consumers Energy	20000 · Accounts Payable	20.18		20.18
	Bill	09/07/2022 City of Lowell - Point Broadband	20000 · Accounts Payable	58.98		79.16
	Bill	09/11/2022 AT&T	20000 · Accounts Payable	236.38		315.54
	Bill	09/14/2022 Comcast Business	20000 · Accounts Payable	35.24		350.78
	Bill	09/21/2022 Lowell Light and Power	20000 · Accounts Payable	154.52		505.30
Total 68600 · Public Utilities				505.30	0.00	505.30
68700 · Public Education						
	Bill	09/27/2022 Positive Promotions	20000 · Accounts Payable	619.12		619.12
Total 68700 · Public Education				619.12	0.00	619.12
67200 · Repairs and Maintenance						
67201 · R/M Building						
	Bill	09/07/2022 City of Lowell - Point Broadband	20000 · Accounts Payable	49.54		49.54
Total 67201 · R/M Building				49.54	0.00	49.54
67202 · R/M Vehicles						
	Bill	09/12/2022 Spencer Manufacturing	20000 · Accounts Payable	494.94		494.94
Total 67202 · R/M Vehicles				494.94	0.00	494.94
Total 67200 · Repairs and Maintenance				544.48	0.00	544.48
64800 · Miscellaneous						
	Check	09/16/2022	2 · Checking Mercantile	15.00		15.00
Total 64800 · Miscellaneous				15.00	0.00	15.00
68300 · Training						
	Bill	09/08/2022 Life EMS Ambulance of Grand Rapids	20000 · Accounts Payable	1,950.00		1,950.00

Total 68300 · Training

Total Expense

Net Ordinary Income

Net Income

Bill	09/12/2022 State of Michigan	20000 · Accounts Payable	40.00		1,990.00
Bill	09/26/2022 Kent County Fire Chief's Association	20000 · Accounts Payable	4,600.00		6,590.00
			<u>6,590.00</u>	<u>0.00</u>	<u>6,590.00</u>
			<u>40,359.73</u>	<u>0.00</u>	<u>40,359.73</u>
			<u>40,359.73</u>	<u>5,922.18</u>	<u>-34,437.55</u>
			<u>40,359.73</u>	<u>5,922.18</u>	<u>-34,437.55</u>

Lowell Area Fire Authority
Kent County, Michigan

Resolution No. 2022-01
this 13th day of October, 2022

Resolution Authorizing Fire Chief to Enforce Fire Department Guidelines and Polices

WHEREAS, the Lowell Area Fire Department (“Fire Department”) is a formed Fire Authority to provide fire, rescue and emergency medical services within the City of Lowell, Lowell Charter Township and, Vergennes Township and is governed by the Lowell Area Fire Authority Board (“Authority Board”); and,

WHEREAS, The Fire Department has developed and implemented various guidelines and polices that are used to manage the day-to-day operations of the Fire Department; and,

WHEREAS, the Authority Board finds in necessary and appropriate to authorize the Fire Chief or his Designee the authority to enforce the Fire Department’s guidelines and polices.

NOW THEREFORE BE IT RESOLVED, the Authority Board hereby authorizes the Fire Chief or his designee to enforce the Fire Department’s guidelines and polices in order to manage the day-to-day operations of the Fire Department.

Upon roll call vote, the following voted "Aye":

The following votes “Nay”:

The following were absent:

The Authority Board President declared the motion carried and the resolution duly adopted.

Jessica Marks, Chair

CERTIFICATE

The undersigned hereby certifies that the foregoing is a true copy of a Resolution adopted by the Authority Board at a public meeting held on _____, 2022, at which meeting a quorum was present; that the members of said Authority Board voted upon the aforesaid Resolution as shown; and that said meeting was conducted in accordance with the Open Meetings Act, as amended, of the State of Michigan.

Tim Wittenbach, Vice-Chair



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

Thursday, October 06, 2022

Fire Authority Board:

We responded to 100 total incidents for the month of September, bringing the 2022 year to date calls to 803 placing us 42 request for services up over the same time frame last year. September calls included a fire at a business in the City and one aid to Grattan FD on a reported fire.

Brenda attend three days at the Women in Fire 2022 International Conference in Orlando. During this conference she learned different hose load and stretching techniques as well as Firefighter rescue courses.

We are in the midst of our ISO audit. This review of department equipment training, readiness, area, and policy takes place every five years and will assign a rating used by insurance companies to help set rates. There is a sizable amount of data put into this report and will take 6 to 9 months to receive our score once the site audit is completed.

Captain Donahue, Lieutenant Hults, Lieutenant Kelley, and myself attended a situational awareness course from Dr. Richard Gasaway hosted by Western Michigan Association of Fire Chiefs. This was a great one-day training aimed at growing the Officers situational awareness.

The EMT class we are hosted has been completed, all members have passed the course and are now on to test for NREMT. Chris Tomic and Ian Shears have started their EMT course at Life Ambulance, this course will wrap up in January 2023.

We held try-outs last month resulting in hiring 4 new paid on call members. Tony Ellis, Nick Martin, Kelly Nietupski, and Keith Debbaudt will be starting Fire training this month at Kentwood Fire Department. With the hiring of these four puts us a full paid on call/ part time roster.

Fallasburg Fall Festival Chicken BBQ sales were down this year, however thanks to some first time sponsors our overall profit was up a couple of hundred dollars. Thanks to all of you for stopping out to help out or support us.

Our open house / trunk or treat event is set for October 29th 6-9pm. Please feel welcome to come by and check things out, of course if you have time and would like to help out we will have plenty to do.

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

Respectfully, Shannon Witherell

Fire Chief, Lowell Area Fire Dept.



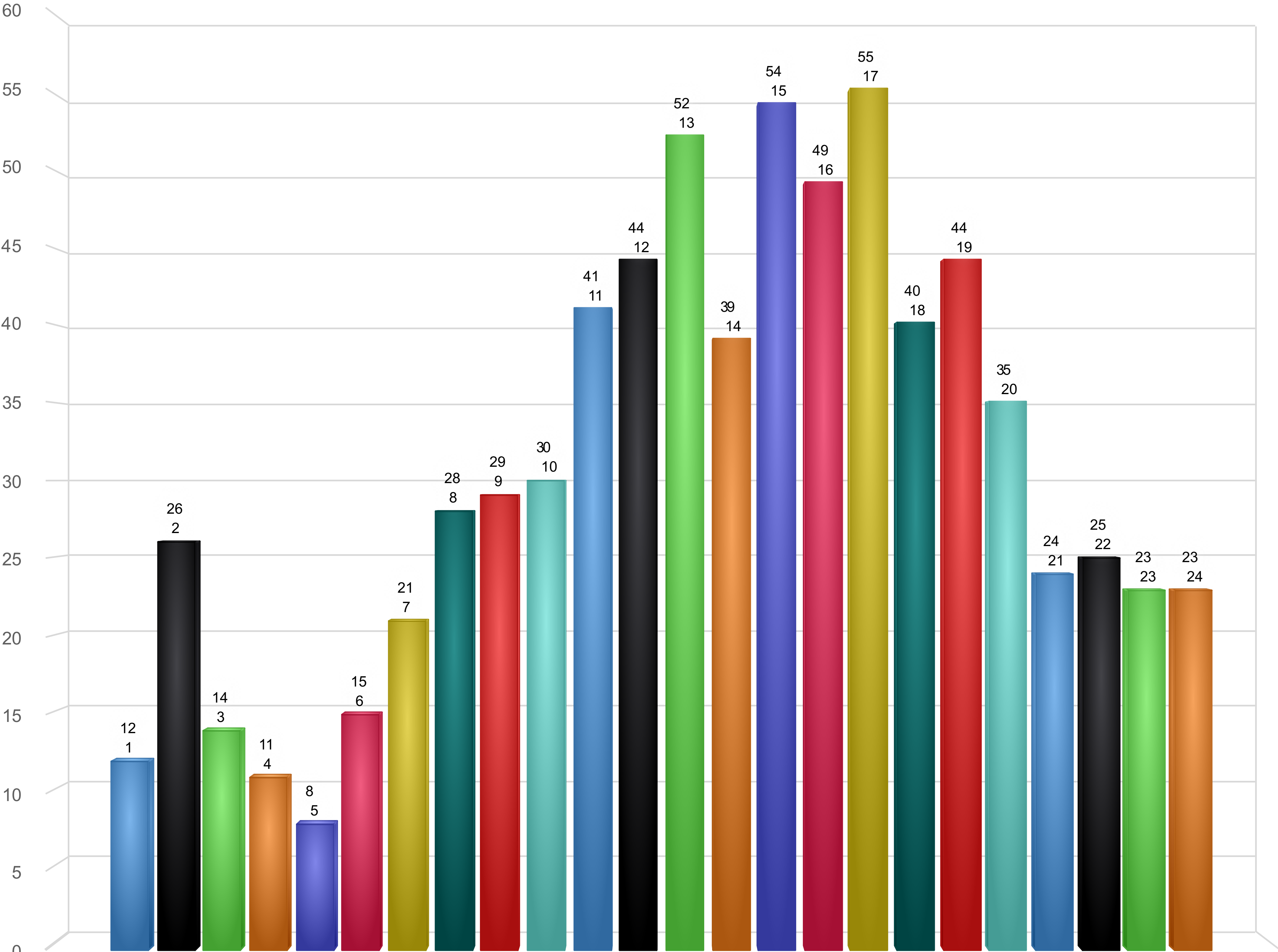
9/01/2022 – 9/30/2022

Zone	IncidentCount	ManHours
City of Lowell	41	158:51:29
Grattan Township	1	03:34:30
Lowell Township	42	162:38:51
Vergennes Township	16	72:33:58

- 1
- 2
- 3
- 4
- 5
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- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

Incidents Per Hour of Day

01/01/22-12/31/22

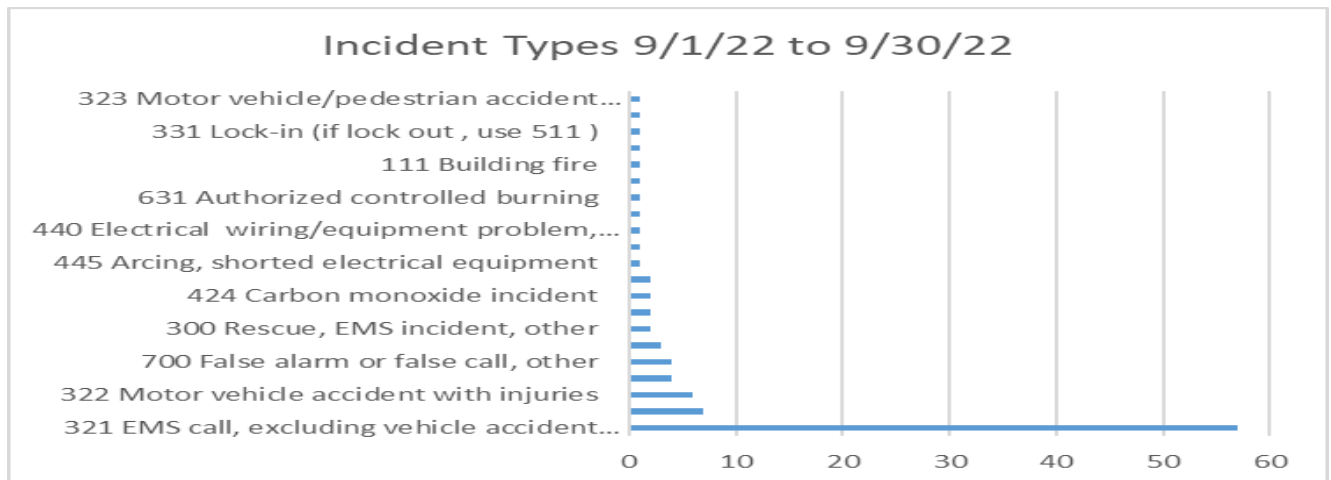


Incident Count

Total of Hour: 742



9/01/2022 – 9/30/2022



Incident_Type	Count
321 EMS call, excluding vehicle accident with injury	57
611 Dispatched & canceled en route	7
322 Motor vehicle accident with injuries	6
324 Motor vehicle accident with no injuries.	4
700 False alarm or false call, other	4
311 Medical assist, assist EMS crew	3
300 Rescue, EMS incident, other	2
551 Assist police or other governmental agency	2
424 Carbon monoxide incident	2
444 Power line down	2
445 Arcing, shorted electrical equipment	1
522 Water or steam leak	1
440 Electrical wiring/equipment problem, other	1
600 Good intent call, other	1
631 Authorized controlled burning	1
651 Smoke scare, odor of smoke	1
111 Building fire	1
320 Emergency medical service incident, other	1
331 Lock-in (if lock out , use 511)	1
412 Gas leak (natural gas or LPG)	1
323 Motor vehicle/pedestrian accident (MV Ped)	1