

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



Tuesday, August 08, 2023

**LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY**

MEETING NOTICE

Thursday August 10, 2023 7:00 PM

AT

LOWELL FIRE DEPARTMENT

315 S. HUDSON

LOWELL, MI 49331

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA

Thursday August 10th, 2023 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 Thursday July 20, 2023
4. FINANCIAL REPORTS
 - A. FINANCIAL REPORT August, 2023
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Joint meeting discussion
 - B. Michigan Class Account
7. NEW BUSINESS
 - A. Community Fund
 - B. Closed session to discuss an employee issue
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
 - C. Member Liaison
 - D. Personnel Review
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
September 14, 2023 at 7:00 PM
12. ADJOURNMENT

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, July 20th, 2023 at 7:00pm.
Look Memorial Fire Station.

1) **ROLL CALL:**

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

Members present: Jessica Marks, Carlton Blough, Tim Wittenbach, Mike DeVore, Dave Wikstrom, and Kate Dernocoeur.

Also present: Fire Chief Shannon Witherell and Authority Attorney Seth Koches.

2) **APPROVAL OF THE AGENDA:**

IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the agenda as presented. Yes-All. Motion carried.

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the minutes from the June 8th meeting as amended. 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) Joint Meeting Discussion: Chief Witherell and Seth presented the board with multiple options for organizational changes, public acts and possible funding sources for the upcoming joint meeting and discussion. Chief Witherell also covered his preliminary power point presentation for the municipalities. The meeting will be postponed until either September or October in order for the municipalities to discuss the options, get legal opinions and for Chief Purchase to handle some medical issues. No motion was necessary.

8) **NEW BUSINESS:**

A) Michigan Class Savings Account: The board packet included a proposal for a high-interest savings account, like the one Lowell Township uses. It was proposed that the board look into the option of using an account with high interest. IT WAS MOVED BY DEVORE and seconded by WIKSTROM to move this agenda item to Old Business for further discussion at future meetings. Yes-All. Motion carried.

9) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-None.

B) FINANCIAL:

-None.

C) MEMBER LIASON:

-None.

D) PERSONEL REVIEW:

-None.

10) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report. Included were total responses for June. He also provided updates on the burn ban being lifted, community events, staffing changes and both the upcoming picnic and tryouts

11) MEMBER COMMENTS:

-None.

12) DATE FOR NEXT MEETING:

The next meeting is scheduled for August 10th, 2023 at 7pm.

13) ADJOURNMENT:

IT WAS MOVED BY DERNOCOEUR and seconded by DEVORE to adjourn at 8:49pm.
Yes-All. Meeting adjourned.

-Mike DeVore, Recording Secretary

-Jessica Marks, Authority Board Chair

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
July 31, 2023

ASSETS

Unrestricted

Current Assets

Cash	\$	170,036.98
Due from Lowell Township		-
Due from Vergennes Township		-
Due from City of Lowell		-
TOTAL Current Assets		170,036.98

Fixed Assets

Furniture and Equipment		-
TOTAL ASSETS	\$	170,036.98

Current Liabilities

LIABILITIES AND NET ASSETS

Payroll Clearing		-
Deferred Revenue		-
Accounts Payable	\$	3,064.01
Accrued Payroll		-
Payroll liabilities		1,104.99
TOTAL Current Liabilities		4,169.00

Long-Term Liabilities

TOTAL Long-Term liabilities		-
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Net Assets

Beginning Net Assets		7,254.86
Increase (Decrease) Net Assets		158,613.12
TOTAL Net Assets		165,867.98

TOTAL LIABILITIES AND NET ASSETS	\$	170,036.98
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	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Ordinary Income/Expense						
Income						
47900 · Member Dues						
Lowell Township						
	07/01/2023	Lowell Township	1st Quarter Services July - September 202	57,677.01		57,677.01
Total Lowell Township				0.00	57,677.01	57,677.01
Vergennes Township						
	07/01/2023	Vergennes Township	1st Quarter Services July - September 202	43,667.75		43,667.75
Total Vergennes Township				0.00	43,667.75	43,667.75
City of Lowell						
	07/01/2023	City of Lowell	-MULTIPLE-		90,770.47	90,770.47
Total City of Lowell				0.00	90,770.47	90,770.47
Total 47900 · Member Dues				0.00	192,115.23	192,115.23
Interest Income						
	07/31/2023		Interest		40.89	40.89
Total Interest Income				0.00	40.89	40.89
Total Income				0.00	192,156.12	192,156.12
Gross Profit				0.00	192,156.12	192,156.12
Expense						
7 · Salaries-full time						
	07/01/2023		Reverse of GJE 215 -- Accrue wages for E	2,295.43		-2,295.43
	07/14/2023		Period: 06/25/2023 to 07/08/20	4,520.00		2,224.57
	07/28/2023		Period: 07/09/2023 to 07/22/20	4,520.00		6,744.57
Total 7 · Salaries-full time				9,040.00	2,295.43	6,744.57
8 · Wages-Part Time						
	07/01/2023		Accrue wages for firefighters--all of June.	21,508.00		-21,508.00
	07/05/2023	MissionSquare	Robert Hults EE Contribution 0	1,239.79		-20,268.21
	07/10/2023		Period: 06/01/2023 to 06/30/20	21,508.00		1,239.79
	07/10/2023		Period: 06/01/2023 to 06/30/2023		1,239.79	0.00
	07/14/2023		Period: 06/25/2023 to 07/08/20	836.00		836.00
Total 8 · Wages-Part Time				23,583.79	22,747.79	836.00
9 · Payroll Taxes						
	07/01/2023		Accrue employer taxes		1,820.91	-1,820.91
	07/10/2023		Period: 06/01/2023 to 06/30/20	1,645.31		-175.60
	07/14/2023		Period: 06/25/2023 to 07/08/20	409.74		234.14
	07/28/2023		Period: 07/09/2023 to 07/22/20	345.78		579.92
Total 9 · Payroll Taxes				2,400.83	1,820.91	579.92
64900 · Office Supplies						
	07/08/2023	Adobe	Invoice 2497318711	15.89		15.89

	07/26/2023 Amazon.com		45.01		60.90
Total 64900 · Office Supplies			60.90	0.00	60.90
68000 · Operating Supplies					
	07/06/2023 Amazon.com	Order 111-0212316-3497818	359.80		359.80
	07/07/2023 Allied Fire Sales & Service LLC		868.00		1,227.80
	07/11/2023 Badge and Wallet	Order 560918	775.50		2,003.30
	07/17/2023 Amazon.com	Order number 0827440	313.99		2,317.29
	07/19/2023 FireHose Direct		1,103.90		3,421.19
	07/26/2023 Amazon.com		750.12		4,171.31
	07/27/2023 Bound Tree	Invoice 85038326	305.59		4,476.90
	07/31/2023 Bernard's Ace Hardware	-MULTIPLE-	309.88		4,786.78
Total 68000 · Operating Supplies			4,786.78	0.00	4,786.78
62300 · Fuel					
	07/15/2023 Fuel Management System - Pacific Pride		557.19		557.19
	07/31/2023 Fuel Management System - Pacific Pride		534.50		1,091.69
Total 62300 · Fuel			1,091.69	0.00	1,091.69
67000 · Professional Services					
67006 · Other Memberships					
	07/01/2023 Kent County Emergency Services Inc.		269.30		269.30
Total 67006 · Other Memberships			269.30	0.00	269.30
67002 · Accounting					
	07/13/2023 Strategic Accounting & Tax Solutions		100.00		100.00
	07/18/2023 Strategic Accounting & Tax Solutions		500.00		600.00
Total 67002 · Accounting			600.00	0.00	600.00
Total 67000 · Professional Services			869.30	0.00	869.30
10 · Insurance Expense					
	07/01/2023 BHS Insurance	for 7.1.23-06.30.2024	12,178.00		12,178.00
Total 10 · Insurance Expense			12,178.00	0.00	12,178.00
68600 · Public Utilities					
	07/01/2023 Lowell Light and Power		513.98		513.98
	07/05/2023 Goldstar Products Inc.		579.42		1,093.40
	07/10/2023 Consumers Energy		34.71		1,128.11
	07/11/2023 AT&T	Invoice 07192023	236.34		1,364.45
	07/14/2023 Comcast Business		35.22		1,399.67
	07/15/2023 City of Lowell #2-02210-2 - Wa Service dates 06.16.23-07.15.2		812.53		2,212.20
	07/15/2023 City of Lowell #2-02215-1- Wa Service dates 06.16.23-07.15.2		169.95		2,382.15
	07/20/2023 GFL Environmental	Invoice KR0000117865	40.24		2,422.39
	07/31/2023 Lowell Light and Power		585.05		3,007.44
Total 68600 · Public Utilities			3,007.44	0.00	3,007.44
67200 · Repairs and Maintenance					

67201 · R/M Building

07/21/2023 Global Industrial	1,585.40		1,585.40
	<u>1,585.40</u>	0.00	<u>1,585.40</u>

Total 67201 · R/M Building

67200 · Repairs and Maintenance - Other

07/14/2023 Macqueen Equipment	1,596.00		1,596.00
	<u>1,596.00</u>	0.00	<u>1,596.00</u>
	<u>3,181.40</u>	0.00	<u>3,181.40</u>

Total 67200 · Repairs and Maintenance - Other

Total 67200 · Repairs and Maintenance

64800 · Miscellaneous

07/16/2023	Service Charge	7.00		7.00
		<u>7.00</u>	0.00	<u>7.00</u>

Total 64800 · Miscellaneous

68300 · Training

07/13/2023 Michigan Association of Fire Chiefs	200.00		200.00
	<u>200.00</u>	0.00	<u>200.00</u>

Total 68300 · Training

Total Expense

Net Ordinary Income

Net Income

<u>60,407.13</u>	<u>26,864.13</u>	<u>33,543.00</u>
<u>60,407.13</u>	<u>219,020.25</u>	<u>158,613.12</u>
<u>60,407.13</u>	<u>219,020.25</u>	<u>158,613.12</u>

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Twelve Months Ended July 2023

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	57,677.01	57,677.01	230,708.05	173,031.04	25.00%
Vergennes Township	43,667.75	43,667.75	174,671.01	131,003.26	25.00%
City of Lowell	90,770.47	90,770.47	181,540.94	90,770.47	50.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	-	-	-	#DIV/0!
Interest and Dividends	40.89	40.89	-	(40.89)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	\$ 192,156.12	\$ 192,156.12	\$ 586,920.00	\$ 394,763.88	32.74%

Expenditures					
Salaries--Permanent	6,744.57	6,744.57	\$ 127,660.00	\$ 120,915.43	5.28%
Salaries--Temporary	836.00	836.00	198,860.00	198,024.00	0.42%
Payroll Taxes	579.92	579.92	30,000.00	29,420.08	1.93%
Worker's Compensation	-	-	20,000.00	20,000.00	0.00%
Office Supplies	60.90	60.90	1,200.00	1,139.10	5.08%
Operating Supplies	4,786.78	4,786.78	45,000.00	40,213.22	10.64%
Fuel	1,091.69	1,091.69	15,000.00	13,908.31	7.28%
Professional Services	-	-	50,530.70	50,530.70	0.00%
Legal	-	-	-	-	#DIV/0!
Accounting	600.00	600.00	600.00	-	100.00%
Auditing	-	-	-	-	#DIV/0!
Biocare	-	-	-	-	#DIV/0!
Kent County Fire Assessment	-	-	-	-	#DIV/0!
Other Memberships	269.30	269.30	269.30	-	100.00%
Communications	-	-	17,200.00	17,200.00	0.00%
Travel Expenses	-	-	3,500.00	3,500.00	0.00%
Insurance	12,178.00	12,178.00	12,000.00	(178.00)	101.48%
Public Utilities	3,007.44	3,007.44	16,000.00	12,992.56	18.80%
Repair and Maintenance--Buildings	1,585.40	1,585.40	8,600.00	7,014.60	18.43%
Repair and Maintenance--Vehicles	-	-	12,000.00	12,000.00	0.00%
Repair and Maintenance--Other	1,596.00	1,596.00	4,000.00	2,404.00	39.90%
Miscellaneous	7.00	7.00	1,500.00	1,493.00	0.47%
Public Education	-	-	2,000.00	2,000.00	0.00%
Training	200.00	200.00	21,000.00	20,800.00	0.95%
Capital Expenses	-	-	-	-	-
Building Upgrades	-	-	-	-	-
Fire & Rescue Vehicle Equipment	-	-	-	-	#DIV/0!
Fire Vehicles	-	-	-	-	#DIV/0!

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Twelve Months Ended July 2023

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Capital Expense - Other	-	-		-	
TOTAL Expenditures	\$ 33,543.00	\$ 33,543.00	\$ 586,920.00	\$ 553,377.00	5.72%
INCREASE/DECREASE IN NET ASSETS	158,613.12	158,613.12	-	(158,613.12)	
Beginning Net Assets		\$ 7,254.86	\$ 7,254.86		
Ending Net Assets		\$ 165,867.98	\$ 7,254.86		

Lowell Area Fire and Emergency Services Authority

RESOLUTION NO. 23-004

RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN COOPERATIVE
LIQUID ASSETS SECURITIES SYSTEM
AS AN APPROVED INVESTMENT OPTION

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

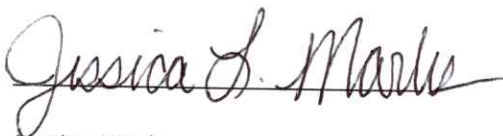
WHEREAS, Michigan CLASS has over 750 funded participants ranging from the very large to the very small, with nearly \$4 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording Lowell Area Fire and Emergency Services Authority the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the Lowell Area Fire and Emergency Services Authority Board approves the Michigan Class Investment Pool as an authorized Investment institution and authorizes the Fire Chief to complete the necessary paperwork to enroll in the pool.

5 Yea's

0 Nay's



Jessica Marks

Board Chair



Tim Wittenbach

Vs Chair

Date:



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

Tuesday, August 08, 2023

Fire Authority Board:

We responded to 84 total incidents for the month of July. We are at 642 call for service year to date, placing us 43 calls over the same time in 2022. July 2023 included a garage fire in the City of Lowell.

We once again partnered with Ball's Ice Cream and Riding for Ryan and had a free bike flag give away event where we handed out over 50 free bike flags.

We had took part in the annual Riverwalk festival. We had an informational tent, provided EMS for the concerts, and provided coverage for the kayak race with our boat. We also had a team standing by for the fireworks.

We had took part in the annual Fallasburg village celebration. We had an informational tent an EMS unit on standby.

We have our open try outs this Friday and interviews on August 15th.

BC Donahue, Firefighter Herron, and Firefighter Hoppenrath completed and Agg rescue, High Spaces and Confined Space rescue class. This class was 40 hours and was hosted in Berry County. This course was funded through a grant.

Lt. Weiler, Firefighter Rybiski, and Firefighter Hill completed their Fire Officer I class that was hosted by us. We will be hosting the Fire Officer II course this month. These classes have been funded by state fireworks funds and are no cost to us.

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 Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Breakdown by Incident Type

Report Period: 07/01/23 - 07/31/23 23:59:59

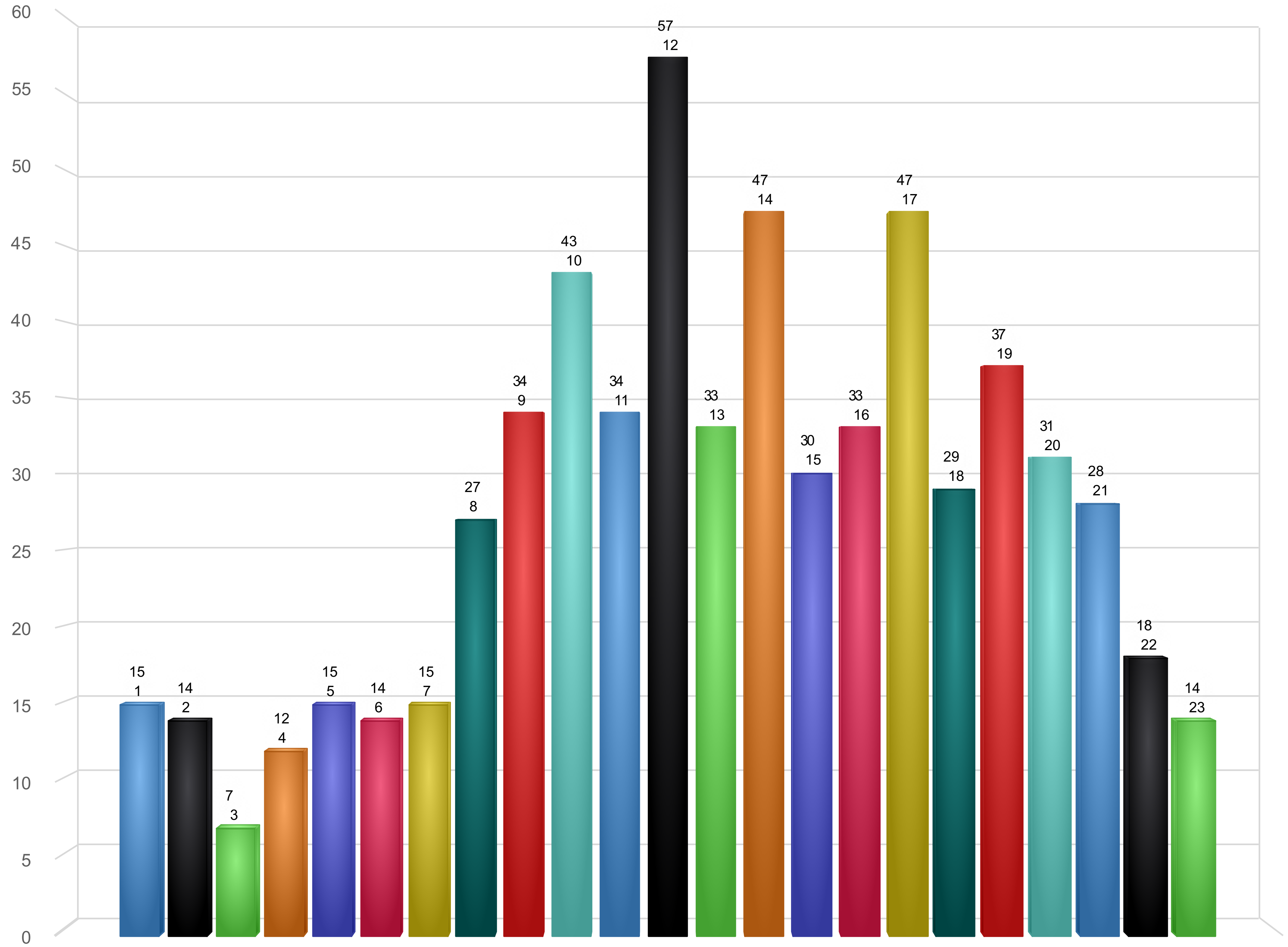
Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	48	0
444 Power line down	7	0
611 Dispatched & canceled en route	6	0
511 Lock-out	4	0
324 Motor vehicle accident with no injuries.	4	0
311 Medical assist, assist EMS crew	2	0
322 Motor vehicle accident with injuries	1	0
111 Building fire	1	0
131 Passenger vehicle fire	1	0
138 Off-road vehicle or heavy equipment fire	1	0
162 Outside equipment fire	1	0
553 Public service	1	0
561 Unauthorized burning	1	0
480 Attempted burning, illegal action, other	1	0
500 Service Call, other	1	0
651 Smoke scare, odor of smoke	1	0
700 False alarm or false call, other	1	0
730 System malfunction, other	1	0
746 Carbon monoxide detector activation, no CO	1	0

	Incidents	Exposures
Total	84	0

Incidents By Hour of Day

01/01/2023-12/31/2023

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23



Incident Count

Total of Hour: 634



Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Incidents by Zone

Filter: Incident.Date Filters Year is equal to 2023

AND Incident.Date Filters Month is in list May

AND Incident.Address/Property Fields Zone is in list Ada Township,Bowne

Township,Cannon Township,Cascade Township,City of Lowell,Grattan Township,Lowell Township,Saranac,Vergennes Township

Zone	Main Incident Type Code	Main Incident Type	Incident Number Count
Ada Township	6	Good Intent Call	1
City of Lowell	1	Fire	1
City of Lowell	3	Rescue & Emergency Medical Service Incident	30
City of Lowell	4	Hazardous Condition (No Fire)	2
City of Lowell	5	Service Call	4
City of Lowell	6	Good Intent Call	3
City of Lowell	7	False Alarm & False Call	1
Lowell Township	3	Rescue & Emergency Medical Service Incident	30
Lowell Township	4	Hazardous Condition (No Fire)	1
Lowell Township	6	Good Intent Call	2
Lowell Township	7	False Alarm & False Call	2
Vergennes Township	1	Fire	3
Vergennes Township	3	Rescue & Emergency Medical Service Incident	12

Zone	IncidentCount	ManHours
City of Lowell	34	100:26:59
Lowell Township	33	60:01:07
Vergennes Township	17	52:59:30
	84	