

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



Sunday, February 11, 2024

LOWELL AREA FIRE AND EMERGENCY
SERVICES AUTHORITY
MEETING NOTICE

Thursday, February 15th 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 February 15th, 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 January 11th, 2024.
4. FINANCIAL REPORTS
 - A. FINANCIAL REPORT January, 2024
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. Guest Speaker
7. OLD BUSINESS
 - A. Joint meeting discussion
 - B. Budget discussion 24-25 fiscal year
 - C. Budget Amendment 23-24 fiscal year
8. NEW BUSINESS
 - A. Promotion of Nick Martin & Keith Debbaudt to Fire Fighter
9. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
 - C. Member Liaison
 - D. Personnel Review – Closed Session Chief Contract
10. FIRE CHIEF'S REPORT AND UPDATES
11. MEMBER COMMENTS
12. DATE FOR NEXT MEETING(S)
March 7th, 2024 at 7:00 PM
13. ADJOURNMENT

Meeting Minutes
Lowell Area Fire & Emergency Services Board
Thursday, January 11, 2024

Meeting called to order at 7:02pm

1. ROLL CALL of members: PRESENT: Jessica Marks, Tim Wittenbach, Carlton Blough, Dave Wickstrom, Kate Dernocoeur. ABSENT: Mike DeVore. ALSO PRESENT: Interim Fire Chief Cory Velzen

2. APPROVAL OF THE AGENDA: Marks added one item, now “A” under New Business: Election of 2024 officers. With that addition, all approved.

3. APPROVAL OF THE MINUTES:

A. Minutes from Thursday, Dec.7, 2023: Motion by Wickstrom, seconded by Wittenbach to approve the minutes as presented. All approved.

B. Minutes from Special Meeting Monday, Dec.18, 2023: Motion by Wittenbach, seconded by Dernocoeur to approve the minutes as presented. All approved.

4. FINANCIAL REPORTS

A. Financial Report for December 2023: MOTION by Wickstrom, seconded by Dernocoeur to approve. All approved.

Discussion: Blough noted with 6 months over, 54% of budget has been used. Dernocoeur questioned using “Permanent Salaries) budget to compensate Velzen for stepping in as Acting/Interim Chief. Noted: Witherell was on paid administrative leave until 12/18. Velzen presented his log of hours worked. MOTION by Dernocoeur, seconded by Wickstrom to determine and deliver adequate back-pay for Velen commensurate with time served as Acting and Interim Chief based on the prior chief’s hourly rate (\$37.50) for a total of \$3,058.50, and that the same hourly compensation shall continue going forward until a new chief is named. All approved.

Also: Velzen suggested & Board agreed that all officers should keep track of their office hours, and that data be noted on a new line on the monthly statement.

5. PUBLIC COMMENT: none

6. GUEST SPEAKER: none

7. OLD BUSINESS

A. Joint meeting discussion: still tabled

8. NEW BUSINESS

A. Election of 2024 Officers: MOTION by Dernocoeur, seconded by Blough, to nominate the 2023 officers to remain in their positions and cast a unanimous ballot for same. All approved.

B. Budget discussion: 24-25 fiscal year (beginning July 1). A comprehensive budget proposal was presented by Velzen. Discussed various aspects of staffing, including the need to (eventually) hire a proper fire inspector and the idea of building in a “Capital Expense” budget. Velzon provided a 20-year look forward at capital costs, including fire vehicles. Future concerns also exist about covering a rising call volume without adding staff while maintaining an

enthusiastic paid-on-call roster. By comparison, comparable communities already have much higher budgets: Caledonia at \$1.3million and Cannon at \$1.1million (both with 24-hr staffing). Lowell's 34-person roster is a point of pride and the envy of other departments. MOTION by Blough, seconded by Wickstrom to send the budget draft as proposed to the municipalities for discussion. All approved.

C. Budget Amendment 23-24 fiscal year: Includes up-staffing to 3 people on days in absence of on-site Chief (for now) at \$2,600/month. Trend line: by March or April funding will get tight. Looking at an approximate deficit of \$50,000 overall (largely due to truck repair, payroll, attorney fees, costs of PR, and public utilities). Depending on timing and use of existing budget, hiring the new chief may also be a budgetary factor not included in the estimated deficit. At this time, no budget amendment is needed, but the governmental units need to be prepared for a shortfall, details to come. No motion needed.

D. Chief Position Replacement: With Velzen's interest in the position, the Board is not planning a search, in anticipation of finding a compensation salary/benefits package agreeable to both sides. Noted that whatever package is created, it should appeal to anyone eligible to apply for the position. Dernocoeur, Marks, DeVore and Velzen to meet to discuss for further review at the February meeting.

9. COMMITTEE REPORTS

- A. Capital Appropriations: none
- B. Financial: none
- C. Member Liaison: none
- D. Personnel Review: none

10. FIRE CHIEF'S REPORT AND UPDATES. As in packet. 2023 total: 1182 calls.

11. MEMBER COMMENTS:

Wittenbach: Thanked the department for its community service mindset, and how his township board often comments favorably on the department's work. Please use resources to address the traumas inherent to the work.

Dernocoeur: delivered a card from the Board to all the department members to Velzen for posting.

12: DATE FOR NEXT MEETING: **NOTE** that the date was changed to Feb.15, 2024 at 7:00pm

13. ADJOURNMENT: Motion by Dernocoeur, seconded by Wickstrom to adjourn at 9:26pm. All approved.

Lowell Fire Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the One and Seven Months Ended January 2024

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
Revenues					
Lowell Township	57,677.01 \$	173,031.03	230,708.05 \$	57,677.02	75.00%
Vergennes Township	43,667.75	131,003.26	174,671.01	43,667.75	75.00%
City of Lowell	90,770.47	181,540.94	181,540.94	-	100.00%
Cost of Recovery Program	-	-	-	-	#DIV/0!
Sale of Old Off Road Vehicle	-	-	-	-	#DIV/0!
Grants	-	31,250.00	-	(31,250.00)	#DIV/0!
Interest and Dividends	654.62	1,246.08	-	(1,246.08)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
Total Revenues	\$ 192,769.85	\$ 518,071.31	\$ 586,920.00	\$ 68,848.69	88.27%
Expenditures					
Salaries--Permanent	575.50	46,118.07 \$	127,660.00 \$	81,541.93	36.13%
Salaries--Temporary	30,258.50	155,456.00	198,860.00	43,404.00	78.17%
Payroll Taxes	2,358.81	15,420.41	30,000.00	14,579.59	51.40%
Worker's Compensation	-	8,460.00	20,000.00	11,540.00	42.30%
Office Supplies	21.19	1,234.58	1,200.00	(34.58)	102.88%
Operating Supplies	2,210.39	43,869.19	45,000.00	1,130.81	97.49%
Fuel	-	7,849.68	15,000.00	7,150.32	52.33%
Professional Services					
Legal	6,004.40	9,148.56	3,000.00	(6,148.56)	304.95%
Accounting	775.00	4,385.00	9,600.00	5,215.00	45.68%
Auditing	-	5,150.00	5,400.00	250.00	95.37%
Biocare	460.00	10,144.00	13,100.00	2,956.00	77.44%
Kent County Fire Assessment	-	298.18	18,000.00	17,701.82	1.66%
Other Memberships	-	519.30	2,300.00	1,780.70	22.58%
Communications	(256.98)	15,376.59	17,200.00	1,823.41	89.40%
Travel Expenses	-	1,564.53	3,500.00	1,935.47	44.70%
Insurance	-	12,378.00	12,000.00	(378.00)	103.15%
Public Utilities	1,003.33	12,200.37	16,000.00	3,799.63	76.25%
Repair and Maintenance--Buildings	830.05	5,102.33	8,600.00	3,497.67	59.33%
Repair and Maintenance--Vehicles	12,827.40	18,053.03	12,000.00	(6,053.03)	150.44%
Repair and Maintenance--Other	-	2,538.00	4,000.00	1,462.00	63.45%
Miscellaneous	1,272.90	1,846.46	1,500.00	(346.46)	123.10%
Public Education	-	746.95	2,000.00	1,253.05	37.35%
Training	2,400.00	9,124.06	21,000.00	11,875.94	43.45%
Capital Expenses	-	-	-	-	
Building Upgrades	-	-	-	-	
Fire & Rescue Vehicle Equipment	-	-	-	-	#DIV/0!
Fire Vehicles	-	-	-	-	#DIV/0!
Capital Expense - Other	-	-	-	-	
TOTAL Expenditures	\$ 60,740.49	\$ 386,983.29	\$ 586,920.00	\$ 199,936.71	65.93%
INCREASE/DECREASE IN NET ASSETS	132,029.36	131,088.02	-	(131,088.02)	
Beginning Net Assets	\$	4,529.87	\$	4,529.87	
Ending Net Assets	\$	135,617.89	\$	4,529.87	

LOWELL FIRE AUTHORITY
Profit & Loss Detail
January 2024

Type	Date	Name	Memo	Split	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
47900 · Member Dues							
Lowell Township							
Invoice	01/01/2024	Lowell Township	3rd Quarter Services January - March 2024	11000 · Accounts Receivable		57,677.01	57,677.01
					0.00	57,677.01	57,677.01
Total Lowell Township							
Vergennes Township							
Invoice	01/01/2024	Vergennes Township	3rd Quarter Services January - March 2024	11000 · Accounts Receivable		43,667.75	43,667.75
					0.00	43,667.75	43,667.75
Total Vergennes Township							
City of Lowell							
Invoice	01/01/2024	City of Lowell	-MULTIPLE-	11000 · Accounts Receivable		90,770.47	90,770.47
					0.00	90,770.47	90,770.47
Total City of Lowell							
Total 47900 · Member Dues							
Interest Income							
Deposit	01/31/2024		Deposit	2 · Checking Mercantile		11.45	11.45
Deposit	01/31/2024		Deposit	Michigan CLASS		643.17	654.62
					0.00	654.62	654.62
Total Interest Income							
Total Income							
Gross Profit							
Expense							
7 · Salaries-full time							
General Jor	01/10/2024		Period: 12/01/2023 to 12/31/2023	8 · Wages-Part Time	575.50		575.50
					575.50	0.00	575.50
Total 7 · Salaries-full time							
8 · Wages-Part Time							
General Jor	01/10/2024		Period: 12/01/2023 to 12/31/2023	-SPLIT-	30,258.50		30,258.50
General Jor	01/10/2024		Period: 12/01/2023 to 12/31/2023	8 · Wages-Part Time		1,362.63	28,895.87
Bill	01/10/2024	MissionSquare	Robert Hults Retirement Contribution 1.10.2024	20000 · Accounts Payable	1,362.63		30,258.50
					31,621.13	1,362.63	30,258.50
Total 8 · Wages-Part Time							
9 · Payroll Taxes							
General Jor	01/10/2024		Period: 12/01/2023 to 12/31/2023	8 · Wages-Part Time	2,358.81		2,358.81
					2,358.81	0.00	2,358.81
Total 9 · Payroll Taxes							
64900 · Office Supplies							
Total 64900 · Office Supplies							
68000 · Operating Supplies							
Bill	01/03/2024	Allied Fire Sales & Service LLC	Invoice 3904	20000 · Accounts Payable	470.00		470.00
Bill	01/03/2024	Allied Fire Sales & Service LLC	Invoice 3905	20000 · Accounts Payable	45.00		515.00
Bill	01/03/2024	Amazon.com	Order 2323425	20000 · Accounts Payable	43.70		558.70
Bill	01/08/2024	J&B Medical Supply	Invoice 1922624	20000 · Accounts Payable	11.80		570.50
Bill	01/08/2024	Municipal Emergency Services	Invoice 1988246	20000 · Accounts Payable	93.01		663.51
Bill	01/10/2024	Bernard's Ace Hardware	Invoice 1355816	20000 · Accounts Payable	23.98		687.49
Bill	01/12/2024	Nye Uniform	Invoice 867781A	20000 · Accounts Payable	263.50		950.99
Bill	01/12/2024	Nye Uniform	Invoice 867587A	20000 · Accounts Payable	473.50		1,424.49
Bill	01/13/2024	Amazon.com	Order 2664201	20000 · Accounts Payable	30.32		1,454.81
Bill	01/18/2024	Bernard's Ace Hardware	Invoice 1358059	20000 · Accounts Payable	11.99		1,466.80
Bill	01/23/2024	Phoenix Design Studio	Invoice 373	20000 · Accounts Payable	371.00		1,837.80
Bill	01/25/2024	Bernard's Ace Hardware	Invoice 1359807	20000 · Accounts Payable	22.98		1,860.78
Bill	01/25/2024	Stryker Sales, LLC	Invoice 9205475495	20000 · Accounts Payable	115.05		1,975.83
Bill	01/25/2024	Stryker Sales, LLC	Invoice 9205475497	20000 · Accounts Payable	230.10		2,205.93
Bill	01/28/2024	Amazon.com	Order 9273054	20000 · Accounts Payable	4.46		2,210.39
					2,210.39	0.00	2,210.39
Total 68000 · Operating Supplies							
67000 · Professional Services							
67001 · Legal							
Total 67001 · Legal							
67002 · Accounting							
Check	01/03/2024	Billing EFT Payment		2 · Checking Mercantile	600.00		600.00
Bill	01/12/2024	Strategic Accounting & Tax Soluti	Invoice 21796 - W2 Filings	20000 · Accounts Payable	175.00		775.00
					775.00	0.00	775.00
Total 67002 · Accounting							
67004 · Biocare							
Bill	01/02/2024	WellNow Urgent Care	Visit 5419747 and 5434728	20000 · Accounts Payable	460.00		460.00
					460.00	0.00	460.00
Total 67004 · Biocare							
Total 67000 · Professional Services							
61600 · Communications							
Deposit	01/23/2024	The Rugged Store	Partial Refund for SQ 70276	2 · Checking Mercantile		256.98	-256.98
					0.00	256.98	-256.98
Total 61600 · Communications							
68600 · Public Utilities							
Bill	01/06/2024	Consumers Energy	Services from 12.07.23 to 01.06.2024	20000 · Accounts Payable	557.66		557.66
Bill	01/14/2024	Comcast Business	Service dates 01.23.2024 to 02.22.2024	20000 · Accounts Payable	35.16		592.82
Bill	01/19/2024	GFL Environmental	Invoice 63849623	20000 · Accounts Payable	40.24		633.06
Bill	01/19/2024	AT&T	Invoice 01192024	20000 · Accounts Payable	236.46		869.52

LOWELL FIRE AUTHORITY
Profit & Loss Detail
January 2024

	Type	Date	Name	Memo	Split	Debit	Credit	Balance
Total 68600 - Public Utilities	Bill	01/24/2024	Lowell Light and Power	Invoice 3776	20000 - Accounts Payable	133.81		1,003.33
67200 - Repairs and Maintenance						1,003.33	0.00	1,003.33
67201 - R/M Building								
	Bill	01/09/2024	Seaman's	Invoice 0000131695	20000 - Accounts Payable	407.00		407.00
	Bill	01/21/2024	PTAC Solutions	Order PS24-45971	20000 - Accounts Payable	183.43		590.43
	Bill	01/21/2024	Amazon.com	Order 2290649	20000 - Accounts Payable	176.87		767.30
	Bill	01/23/2024	PTAC Solutions	Order PS24-46020	20000 - Accounts Payable	62.75		830.05
Total 67201 - R/M Building						830.05	0.00	830.05
67202 - R/M Vehicles								
	Bill	01/12/2024	Allied Fire Sales & Service LLC	Job 50807	20000 - Accounts Payable	12,594.78		12,594.78
	Bill	01/26/2024	Allied Fire Sales & Service LLC	Job 50902	20000 - Accounts Payable	232.62		12,827.40
Total 67202 - R/M Vehicles						12,827.40	0.00	12,827.40
Total 67200 - Repairs and Maintenance						13,657.45	0.00	13,657.45
64800 - Miscellaneous								
	Check	01/16/2024	Commercial Service Charge		2 - Checking Mercantile	6.00		6.00
	Bill	01/23/2024	Gary's Country Meats	Transaction 004368	20000 - Accounts Payable	1,266.90		1,272.90
Total 64800 - Miscellaneous						1,272.90	0.00	1,272.90
68300 - Training								
	Bill	01/23/2024	The BDI Team	Invoice 1482	20000 - Accounts Payable	2,400.00		2,400.00
Total 68300 - Training						2,400.00	0.00	2,400.00
Total Expense						62,360.10	1,619.61	60,740.49
Net Ordinary Income						62,360.10	194,389.46	132,029.36
Net Income						62,360.10	194,389.46	132,029.36

Custom Account Statement Michigan CLASS

Entity Name	Investor ID	Report Period	Start Date	End Date	Average Yield for the Period
Lowell Area Fire and Emergency Services Authority	MI-01-0882		1/1/2024	1/31/2024	5.5361%

Account Number	Account Name	Beginning Balance	Contributions	Withdrawals	Ending Balance	Income Earned for Period
MI-01-0882-0001	General Fund	130,326.78	15,000.00	25,500.00	120,469.95	643.17
	Total	130,326.78	15,000.00	25,500.00	120,469.95	643.17

Transactional Activity

MI-01-0882-0001 General Fund

Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Confirmation Number
01/01/2024	Beginning Balance			130,326.78	
01/05/2024	Contribution	15,000.00	0.00		3140117
01/18/2024	Withdrawal	0.00	500.00		3161493
01/29/2024	Withdrawal	0.00	25,000.00		3178285
01/31/2024	Income Dividend Reinvestment	643.17	0.00		
01/31/2024	Ending Balance			120,469.95	

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
January 31, 2024

		<u>ASSETS</u>
		Unrestricted
Current Assets	Cash	\$ 160,973.14
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	TOTAL Current Assets	<u>160,973.14</u>
Fixed Assets	Furniture and Equipment	-
	TOTAL ASSETS	<u>\$ 160,973.14</u>
Current Liabilities		<u>LIABILITIES AND NET ASSETS</u>
	Payroll Clearing	-
	Deferred Revenue	-
	Accounts Payable	\$ 24,261.38
	Accrued Payroll	-
	Payroll liabilities	1,093.87
Long-Term Liabilities	TOTAL Current Liabilities	<u>25,355.25</u>
Net Assets	TOTAL Long-Term liabilities	<u>-</u>
	Beginning Net Assets	4,529.87
	Increase (Decrease) Net Assets	131,088.02
	TOTAL Net Assets	<u>135,617.89</u>
	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 160,973.14</u>

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



Sunday, February 11, 2024

Fire Authority Board:

During the month of January, we ran a total of 104 calls. Compared to last year during the month of January we ran 83 calls. We responded for one call of mutual aid to cascade township for Chimney fire.

The team completed annual CPR refresher. There was also an update to the KEMS protocol. This included an update for CPR pad placement and an addition drug for the med bags. The new drug being carried is Ondansetron (Zofran). This drug is used to treat nausea.

There was only one monthly training held during January. This training was a medical blitz. Other monthly training was cancelled due to a winter storm.

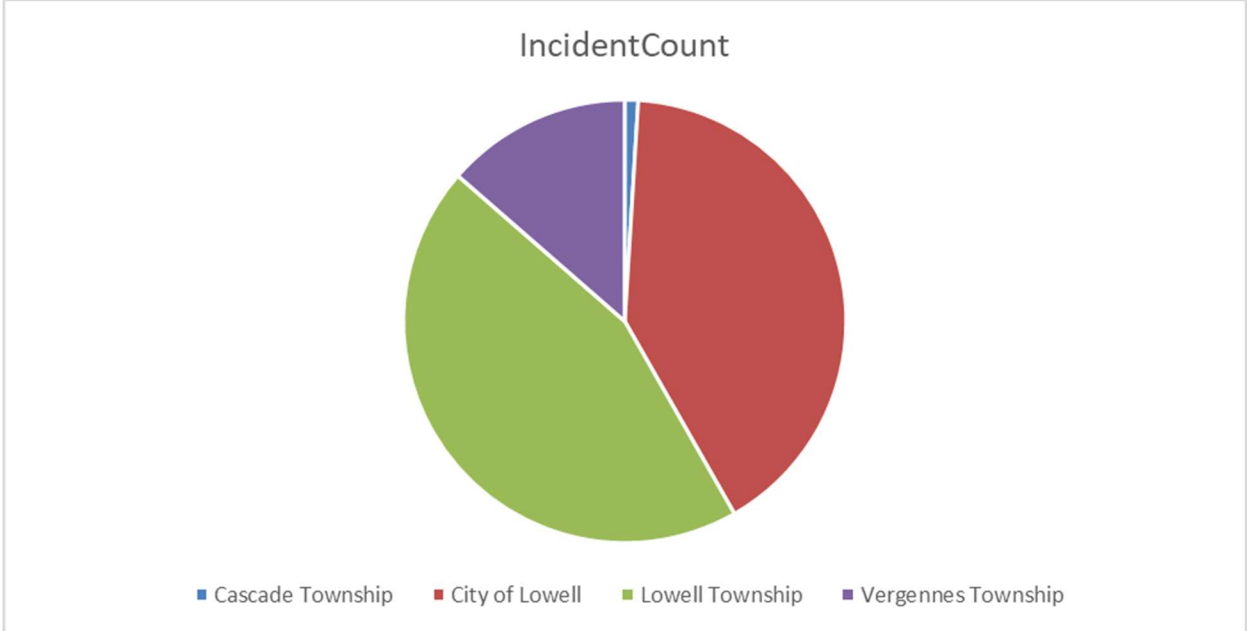
Currently Engine 1 was sent back to the manufacturer with a list of needed repairs that are under warranty and insurance related. One of them being an insurance claim to replace the heat shields that were damaged during storm response. All repairs have been completed. The water tank was even patched and might be holding for now.

If there are any questions on items not covered or more information needed, please reach out to me.

Thanks

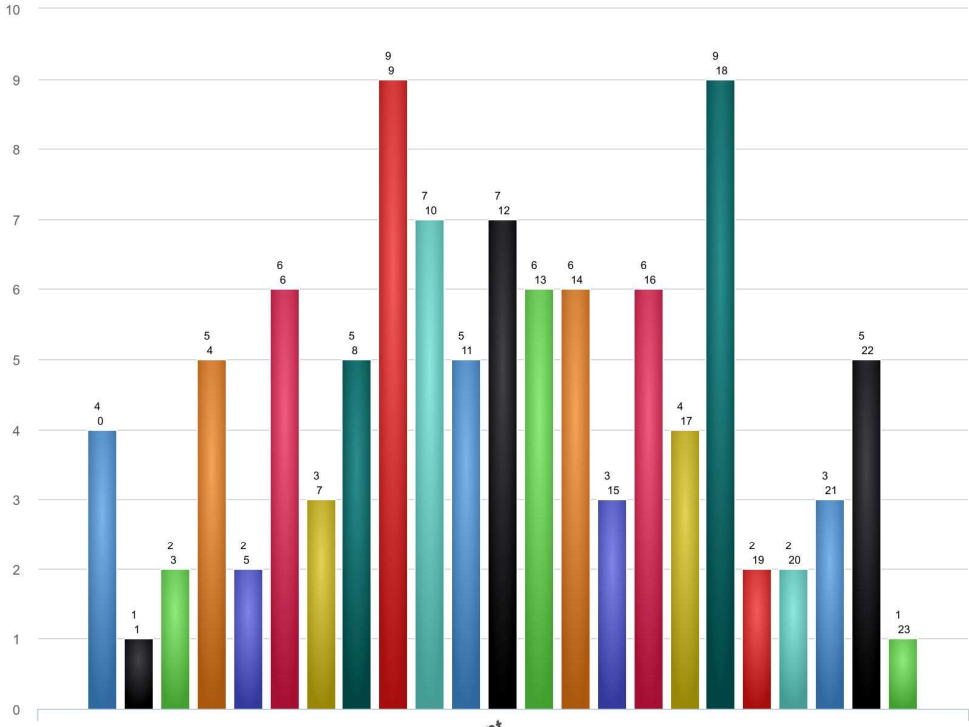
Interim Fire Chief
Corwin Velzen
Lowell Area Fire Department

Zone	IncidentCount	ManHours
Cascade Township	1	01:06:51
City of Lowell	42	66:26:27
Lowell Township	46	88:42:37
Vergennes Township	14	30:29:52



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- 23

Incidents By Hour of Day
01/01/2024-01/31/2024



Total of Hour: 103



Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

Breakdown by Incident Type

Report Period: 01/01/24 - 01/31/24 23:59:59

Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	51	0
311 Medical assist, assist EMS crew	13	0
444 Power line down	12	0
611 Dispatched & canceled en route	8	0
320 Emergency medical service incident, other	5	0
600 Good intent call, other	3	0
550 Public service assistance, other	2	0
551 Assist police or other governmental agency	2	0
322 Motor vehicle accident with injuries	2	0
324 Motor vehicle accident with no injuries.	1	0
412 Gas leak (natural gas or LPG)	1	0
531 Smoke or odor removal	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0
740 Unintentional transmission of alarm, other	1	0

	Incidents	Exposures
Total	103	0