

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



Thursday, September 05, 2024

LOWELL AREA FIRE AND EMERGENCY  
SERVICES AUTHORITY  
SPECIAL WORKSHOP MEETING NOTICE

**Tuesday, September 10th AT 8:30 A.M.**

AT

LOWELL FIRE DEPARTMENT  
315 S. HUDSON  
LOWELL, MI 49331

Join Zoom Meeting

<https://us06web.zoom.us/j/89691325309?pwd=skbk9ZmFQHMbqQryfdJzssogbSr0SK.1>

Meeting ID: 896 9132 5309

Passcode: 161477

Lowell Area Fire and  
Emergency Services Authority  
Agenda for the work session of  
Tuesday September 10, 2024, at 8:30 AM  
@ Lowell Fire Department

AGENDA

1. Roll call of members
2. Approval of the agenda and exhibits
3. Public comment (maximum of 2 minutes per speaker)
4. Strategic priority schedule review (Exhibit A)

Recommendation: *The recommendation is to switch priority #6 capital fund budget review with #5 staffing model. This allows for more time to publish and tally a fire department survey in advance of staffing discussions.*

5. Master plan length: Confirm the Authority has determined the master plan will be for ten (10) years and include a 20-year capital fund forecast.
6. Survey development: Proposed distribution (Exhibit B) & draft questions (Exhibit C)

Exhibit B is a list (sorted by population highest to lowest) of Allegan, Ionia, Kalamazoo, Kent, and Ottawa County Fire Departments between 10,000 and 50,000 population and Michigan Fire Authorities). The data is taken from the LARA Fire Service Directory MI Dept. of Licensing and Regulatory Affairs website (August 23, 2024). Exhibit C is a proposed list of questions drafted by Chief Velzen and Cal Brinks.

Recommendation: *The recommendation is to survey the (18) highlighted departments on Exhibit B. Cal Brinks will draft the survey from questions finalized at today's meeting (see Exhibit C). Chief Velzen will distribute the survey by email. Authority members will contact and encourage participation of fire departments that do not respond.*

*Timeline: Finalize survey by 9/14, test survey 9/14-21 by committee volunteers, distribute 9/21, due 10/3, preliminary review 10/8, contact non-respondents 10/9-18, close survey 10/25, tally, review/discuss at 11/12 at strategic planning meeting.*

7. PowerPoint presentation & responsibilities (Exhibit D)

Recommendation: *The PowerPoint presentation will be educational/informative materials that include pictures, graphs, reports, and other strategic information. A strategic planning subcommittee will develop the presentation. The primary audience is elected/appointed officials, and secondarily the public. The materials are from the strategic planning committee meeting findings with the completion goal of 6-12 months and to be presented at a future joint agency public meeting.*

Objectives:

- *Present current fire department operations, direction and priority list.*
- *Describe how the fire department will meet the needs of the communities with a strategic goal of getting to financial stability.*
- *Support the goals of our plan/mission/long range needs by helping educate/inform the (various) audiences.*
- *Present the important need for Internal and External stakeholders to support and have input/feedback on direction of department.*
- *Target (and often reuse) material as appropriate to each phase of the project.*

8. Capital fund budget review (i.e. fire truck purchases) objectives preliminary discussion for preparation of next meeting.

9. Member comments

10. Next strategic planning meeting: October 8, 2024, at 8:30 am

11. Adjournment

# Lowell Area Fire and Emergency Services Authority

## Exhibit A – Strategic Priority Schedule Review

- ~~1. Okay process recommendation, priority & meeting schedule~~
- ~~2. Determine master plan length~~
3. Develop and survey other fire departments to better understand their budgets and how their services are funded.
4. Development of presentation materials
5. Staffing model (i.e. 24/7 full time)
6. Capital fund budget review (i.e. fire truck purchases)
7. Benefits & risks to expanding coverage or merging departments
8. Recommend ways to finance capital equipment
9. Revenue alternatives
10. Cost Allocation Formula
11. Joint Services Agreement
12. Inspection and Administrative Services
13. Fire Station upgrades (existing)
14. Fire Station addition (2nd fire station)
15. Ambulance services considerations?
16. Other considerations & documentation

Fire Department	Chief	County	Telephone	Email	Not Paid Firefighter	Paid Firefighters	Part Paid Firefighters	Population	Sq. Miles
Portage DPS	Nick Arnold	Kalamazoo	269-329-4560	armoldn@portagemi.gov	0	39	2	50,000	35
Howell Area Fire Authority*	Ronald Hicks Jr	Livingston	517-546-0560	rhicks@howellfire.net	0	5	63	43,000	155
Holland Twp FD	James Kohsel	Ottawa	616-395-0196		0	0	43	35,000	28
Holland FD	Matt Messer	Ottawa	616-355-1020	Matt Messer	0	21	24	34,024	17
Plainfield FD	Steven J. McKellar	Kent	616-361-2895	mckellar@plainfieldmi.org	0	33	0	33,535	36
Allendale FD	Michael Keefe	Ottawa	616-892-3121	mikekeefe@allendale-twp.org	0	5	28	30,000	32
Cutlerville FD	Ken Van Hall	Kent	616-455-7670	kvanhall@cutlervillefire.com	0	6	6	27,724	17
Walker FD	David Pelton	Kent	616-791-6840	dpelton@walker.city	0	9	40	26,000	27
Kalamazoo Twp FD	Jairus Baird	Kalamazoo	269-888-2170	jdbaird@ktwp.org	0	14	44	23,000	12
Hartland Deerfield Fire Authority*	Adam Carroll	Livingston	810-632-7676	mail@hartlandareafire.com	0	4	42	22,000	84
<b>Lowell Area FD</b>	<b>Corwin Veizen</b>	<b>Kent</b>	<b>616-723-1618</b>	<b>cveizen@lowellfire.org</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>22,000</b>	<b>60</b>
Oshtemo Twp FD	Mark Barnes	Kalamazoo	269-375-0487	mbarnes@oshtemo.org	0	16	40	22,000	36
South Kalamazoo County Fire Authority*	Tracy McMillan	Kalamazoo	269-207-1039	tmcmillan@skcfire.org	0	1	34	20,000	144
Byron Township FD	Bryan Looman	Kent	616-878-9174	info@byrontwpfire.com	0	6	18	20,000	30
Texas Twp FD	Chad Tackett	Kalamazoo	269-375-4610	ctackett@texasfire.org	2	5	23	19,000	36
Cascade Twp FD	Adam Magers	Kent	616-949-1320	amagers@cascadetwp.com	0	15	9	19,000	36
Park Twp FD	Scott Gamby	Ottawa	616-399-7388	s.gamby@parkTwpfire.org	0	0	36	18,000	36
Ionia DPS	Troy Thomas	Ionia	616-527-4431		0	20	13	18,000	64
Grand Rapids Twp FD	Luke Werdon	Kent	616-361-7391	lwerdon@grandrapidsfire.org	0	3	16	17,000	15

Source: LARA Fire Service Directory MI Dept. of Licensing and Regulatory Affairs (August 23, 2024)

\* Fire Authority

Fire Department	Chief	County	Telephone	Email	Not Paid Firefighter	Paid Firefighters	Part Paid Firefighters	Population	Sq. Miles
Grand Haven Twp Fire & Rescue	Shawn Schrader - Interim	Ottawa	616-842-5988		0	7	26	16,600	28
Caledonia FD	Scott Siler	Kent	616-891-0140	ssiler@caledoniatownship.org	0	8	17	16,500	36
Grandville FD	Michael May	Kent	616-530-6211	MayM@cityofgrandville.com	0	11	22	16,083	8
Comstock Twp Fire & Rescue	Matt Beauchamp	Kalamazoo	269-345-9244	mbeauchamp@comstockmi.gov	0	16	25	15,858	35
Chelsea Area Fire Authority*	Robert Arbini	Washtenaw	734-475-8755	chiefarbini@chelseafire.org	0	13	1	15,384	106
Spring Lake FD	John Stalzer	Ottawa	616-215-1590	bsipe@springlaketwp.org	0	1	20	15,047	20
Ada Twp FD	David Murray	Kent	616-676-2376	dmurray@adatownshipmi.com	0	4	18	15,000	37
Cannon Twp FD	James Morris	Kent	616-874-9725	chief@cannontwp.org	0	3	23	14,000	36
Alpine Twp FD	Dave Klomprens	Kent	616-784-5750	d.klomprens@alpinetwp.org	0	2	23	13,531	36
Gratiot Emergency Services Authority*	David B. Nelson III	Gratiot	989-875-3968	dnelson@gratiotesa.com	0	1	34	12,572	257
Zeeland Twp FD	Brock Bruce	Ottawa	616-886-6666	brock.bruce@zctfd.org	0	2	34	12,200	40
North Oakland County Fire Authority*	Jeremy Lintz	Oakland	248-634-4511	jlintz@nocfa.com	0	40	0	12,000	69
Dutton FD	Ken Van Hall	Kent	616-541-0119	ken.vanhall@gainestownship.org	0	6	13	11,446	25
Marine City Fire Authority*	Joseph Slankster	St. Clair	810-765-8840	chief@mcafa.org	0	0	21	11,000	44
Cooper Twp FD	Jerry Emig	Kalamazoo	269-385-3322	chief2902001@yahoo.com	0	0	30	11,000	36
Grand Haven DPS	Jeffrey Hawke	Ottawa	616-842-3460	jhawke@grandhaven.org	0	36	7	11,000	7

Source: LARA Fire Service Directory MI Dept. of Licensing and Regulatory Affairs (August 23, 2024)

\* Fire Authority

**Exhibit B**

Data Range: Allegan, Ionia, Kalamazoo, Kent, Ottawa County Fire Departments MI Fire Authorities Population 10,000 to 50,000

9/1/2024

Fire Department	Chief	County	Telephone	Email	Not Paid Firefighter	Paid Firefighters	Part Paid Firefighters	Population	Sq. Miles
Otsego FD	Brandon P Weber	Allegan	269-694-4390	bweber@cityofotsego.org	0	4	13	10,050	36
St. Clair Area Fire Authority*	David Westrick	St. Clair	810-329-5283	stclairchief1@gmail.com	0	0	32	10,000	54
Allegan FD	Nick Brink	Allegan	269-673-4459	nbrink@alleganfiredistrict.org	0	1	26	10,000	42
Portland Area Fire Authority*	Tim Krizov	Ionia	517-647-4111	firechief@portlandfiremi.com	0	0	18	10,000	42
Jamestown Twp FD	Duane Miedema	Ottawa	616-896-8448	jfd1490@djssl.us	0	1	28	10,000	36
Sparta Twp FD	Daniel Olney	Kent	616-887-0900	danolney@spartafire.com	0	0	22	10,000	36
City of East Grand Rapids DPS	Mark Herald	Kent	616-949-7010	bwilliam@eastgr.org	0	28	0	10,000	5
Portland Area Fire Authority	Tim Krizov	Ionia	517-647-4111	firechief@portlandfiremi.com	0	0	18	10,000	42

# Lowell Area Fire and Emergency Services Authority

## Exhibit C: Proposed Survey Outline

### Section 1 – Introduction (survey first page)

1. Name, Fire Department, and Email Address.
  - a. Your name: \_\_\_\_\_
  - b. Email address: \_\_\_\_\_
  - c. Fire department name: \_\_\_\_\_

### Section 2 – Equipment & Facilities

2. How many fire engines does the fire department have?  
Answer options: 1, 2, 3, 4 or more
3. How many tenders does the fire department have?  
Answer options: none, 1, 2, 3 or more
4. How many brush trucks does the fire department have?  
Answer options: none, 1, 2, 3 or more
5. How many medic trucks does the fire department have?  
Answer options: none, 1, 2, 3 or more
6. How many fire stations are in your coverage district?  
Answer options: 1, 2, 3, 4 or more

### Section 3 - Staffing

7. On average how many hours of training per month does each firefighter takes?  
Answer options: >2 hours, 2-3 hours, 4-5 hours, 6 or more hours
8. Does your department have paid full-time employees?  
Answer options: Yes or No. If yes, ask how many staff per shift?
9. Does your department have paid part-time employees?  
Answer options: Yes or No. If yes, ask how many?
10. Does your department have a paid fire inspector?  
Answer options, Yes or No, If yes, ask full-time, part-time or volunteer.
11. Does your department have dedicated administrative position?  
Answer options, Yes or No. If yes, ask full-time paid, part-time paid or volunteer.

### Section 4 - Activities

12. How many calls does your department average per month?



# Lowell Area Fire and Emergency Services Authority

## Section 5 - Funding

13. What is your total annual budget (i.e. including operating, equipment, capital, etc.)?
14. What is your total capital fund budget to finance equipment purchases (i.e. fire/emergency vehicles)?
15. How are the fire department operations funded (check all that apply).  
Answer options: If millage is checked ask what kind (check all that apply): Options: equipment/capital millage (dedicated), fire millage (dedicated), general fund, grants, other.
16. Does the fire department manage all the finances internally (i.e. budget, accounting including revenue, and expenses)?  
Answer options: Yes or No. If no – Please describe how finances are handled (i.e by who, etcetera)

## Section 6 - Misc

17. What level of medical license does the fire department provide (check all that apply)?  
Answer: Fire Response, EMT Basic, Medial First Responder, Paramedics, Other
18. Does the fire department have a written strategic (i.e. master) plan?  
Answer options: Yes or No. If yes – ask 1-5 years, 6-10 years, 11-15 years, 16-20 years, or 20 or more years.

## Section 7 - Submit

19. Submit (complete survey)  
Click submit icon to complete the survey!

### DRAFT SURVEY



# Lowell Area Fire and Emergency Services Authority

## Exhibit D: PowerPoint Materials

1. Do you recommend developing PowerPoint materials to better inform agency leadership (i.e. elected/appointed officials) of fire department operations?

Answer:

Yes	4 of 4
No	None

2. Who is the target audience for the PowerPoint materials?

Answer:

Elected officials	4 of 4
Joint meeting (i.e. w/agencies)	3 of 4
Appointed officials	2 of 4
Fire Department (i.e. staff)	2 of 4
Public	2 of 4
Other	None

3. What type of materials do you recommend be included?

Answer:

Educational/Informative (share information)	4 of 4
Reports/data	4 of 4
Interactive (audience input/feedback)	3 of 4
Pictures/graphs	3 of 4
Videos	None
Other	None

4. When should the PowerPoint materials be finished?

Answer:

4-6 months	3 of 4
Other	1 of 4
1-3 months	None
+ 6 months	None

5. Do you have specific objectives or desired outcomes of the PowerPoint materials?

Answer:

Yes	3 of 4
No	1 of 4

# Lowell Area Fire and Emergency Services Authority

6. What are the specific objectives or desired outcomes of the PowerPoint materials?

Answer:

Present defined role and direction for the long planning committee. Present strategic priority list. Describe how the fire department will meet the needs of the communities with a strategic goal of getting to financial stability. Present the important need for Internal and External stakeholders to support and have input on direction of department. Ask for feedback on current tasks and concerns.
Must help support the goals of our plan/mission/long range needs by helping educate/inform the (various) audiences. These will not necessary be one-and-done PowerPoints. We'd want to target (and often reuse) material as appropriate to each phase of the project.
Educate municipality officials and general public on the role of the fire department, expenses of operating the department, costs involved in training, repair, maintenance of capital equipment, how the department is currently funded, and what a different funding model looks like.

7. Who do you want to assign responsibility of leading a small subcommittee to development the PowerPoint materials?

Answer:

Cal Brinks	4 of 4
Chief Velzen	None
Fire Authority Board Member	None
Other	None

8. Are you willing to participate in a small subcommittee to develop PowerPoint materials?

Answer:

Yes	4 of 4
No	None

9. Are you willing to lead a small subcommittee to the development of PowerPoint materials?

Answer:

Yes	4 of 4
No	None

10. Provide additional comments, or suggestions regarding PowerPoint materials (optional)

Answer:

Power point material can be a lot of just starring at a screen. Be sure to have a handout that engages the audience and especially the stakeholders.
My opinion is that this PowerPoint is to help the leaders decide what direction we want our department to head and how to get there. We may need options.
I believe the PowerPoint needs to "tug at the heartstrings" while being educational. I think everyone knows how essential the Fire Department is but we really need to highlight the importance. I think we also need to stress the services we don't currently have but should like an inspector, office administrator, etc. and the benefits of having positions such as these in our department.