

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



Tuesday, March 12, 2024

LOWELL AREA FIRE AND EMERGENCY  
SERVICES AUTHORITY  
MEETING NOTICE

**Thursday, March 14th 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 March 14th, 2024 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 February 15th, 2024.
4. FINANCIAL REPORTS
  - A. FINANCIAL REPORT February, 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 Deputy Chief Corwin Velzen to the position of Fire Chief
9. COMMITTEE REPORTS
  - A. Capital Appropriations
  - B. Financial
  - C. Member Liaison
  - D. Personnel Review
10. FIRE CHIEF'S REPORT AND UPDATES
11. MEMBER COMMENTS
12. DATE FOR NEXT MEETING(S)  
April 11th, 2024 at 7:00 PM
13. ADJOURNMENT

**Lowell Fire Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the One and Eight Months Ended February 2024**

	Current Month	General Fund Year to date	Budget	Available Balance	% of the budget used
<b>Revenues</b>					
Lowell Township	\$	173,031.03	230,708.05	\$ 57,677.02	75.00%
Vergennes Township		131,003.26	174,671.01	43,667.75	75.00%
City of Lowell		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	317.96	1,564.04	-	(1,564.04)	#DIV/0!
Misc. Income	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>\$ 317.96</b>	<b>\$ 518,389.27</b>	<b>\$ 586,920.00</b>	<b>\$ 68,530.73</b>	<b>88.32%</b>
<b>Expenditures</b>					
Salaries--Permanent	131.00	46,249.07	\$ 127,660.00	\$ 81,410.93	36.23%
Salaries--Temporary	31,542.50	186,998.50	198,860.00	11,861.50	94.04%
Payroll Taxes	2,423.01	17,843.42	30,000.00	12,156.58	59.48%
Worker's Compensation	2,189.00	10,649.00	20,000.00	9,351.00	53.25%
Office Supplies	21.19	1,255.77	1,200.00	(55.77)	104.65%
Operating Supplies	30,683.57	74,625.02	45,000.00	(29,625.02)	165.83%
Fuel	356.67	8,954.89	15,000.00	6,045.11	59.70%
Professional Services					
Legal	-	10,430.56	3,000.00	(7,430.56)	347.69%
Accounting	600.00	4,985.00	9,600.00	4,615.00	51.93%
Auditing	-	5,150.00	5,400.00	250.00	95.37%
Biocare	-	10,144.00	13,100.00	2,956.00	77.44%
Kent County Fire Assessment	-	16,134.07	18,000.00	1,865.93	89.63%
Other Memberships	75.00	594.30	2,300.00	1,705.70	25.84%
Communications	250.00	15,626.59	17,200.00	1,573.41	90.85%
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	1,911.07	15,186.66	16,000.00	813.34	94.92%
Repair and Maintenance--Buildings	-	5,102.33	8,600.00	3,497.67	59.33%
Repair and Maintenance--Vehicles	-	18,488.03	12,000.00	(6,488.03)	154.07%
Repair and Maintenance--Other	620.00	3,158.00	4,000.00	842.00	78.95%
Miscellaneous	9.00	1,855.46	1,500.00	(355.46)	123.70%
Public Education	-	746.95	2,000.00	1,253.05	37.35%
Training	375.00	9,899.06	21,000.00	11,100.94	47.14%
Capital Expenses	-	-			
Building Upgrades	-	-		-	
Fire & Rescue Vehicle Equipment	-	-	-	-	#DIV/0!
Fire Vehicles	-	-		-	#DIV/0!
Capital Expense - Other	-	-		-	
<b>TOTAL Expenditures</b>	<b>\$ 71,187.01</b>	<b>\$ 478,019.21</b>	<b>\$ 586,920.00</b>	<b>\$ 108,900.79</b>	<b>81.45%</b>
INCREASE/DECREASE IN NET ASSETS	(70,869.05)	40,370.06	-	(40,370.06)	
Beginning Net Assets	\$	4,529.87	\$ 4,529.87		
Ending Net Assets	\$	44,899.93	\$ 4,529.87		

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

		<u>ASSETS</u>
		Unrestricted
<b>Current Assets</b>	Cash	\$ 95,553.65
	Due from Lowell Township	-
	Due from Vergennes Township	-
	Due from City of Lowell	-
	<b>TOTAL Current Assets</b>	<u>95,553.65</u>
<b>Fixed Assets</b>	Furniture and Equipment	-
	<b>TOTAL ASSETS</b>	<u>\$ 95,553.65</u>
<b>Current Liabilities</b>		<u>LIABILITIES AND NET ASSETS</u>
	Payroll Clearing	-
	Deferred Revenue	-
	Accounts Payable	\$ 50,653.72
	Accrued Payroll	-
	Payroll liabilities	-
<b>Long-Term Liabilities</b>	<b>TOTAL Current Liabilities</b>	<u>50,653.72</u>
<b>Net Assets</b>	<b>TOTAL Long-Term liabilities</b>	<u>-</u>
	Beginning Net Assets	4,529.87
	Increase (Decrease) Net Assets	<u>40,370.06</u>
	<b>TOTAL Net Assets</b>	44,899.93
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 95,553.65</u>

LOWELL FIRE AUTHORITY  
Profit & Loss Detail  
February 2024

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>Interest Income</b>								
Deposit	02/29/2024			Deposit	2 · Checking Mercantile	17.74		17.74
Deposit	02/29/2024			Deposit	Michigan CLASS		300.22	317.96
Total Interest Income						0.00	317.96	317.96
Total Income						0.00	317.96	317.96
Gross Profit						0.00	317.96	317.96
<b>Expense</b>								
<b>7 · Salaries-full time</b>								
General Journal	02/09/2024	235		Period: 01/01/2024 to 01/31/2024	8 · Wages-Part Time	131.00		131.00
Total 7 · Salaries-full time						131.00	0.00	131.00
<b>8 · Wages-Part Time</b>								
General Journal	02/09/2024	235		Period: 01/01/2024 to 01/31/2024	-SPLIT-	31,542.50		31,542.50
General Journal	02/09/2024	235		Period: 01/01/2024 to 01/31/2024	8 · Wages-Part Time		1,090.65	30,451.85
Check	02/09/2024	EFT	MissionSquare	Robert Hults Contribution 02.09.2024	2 · Checking Mercantile	1,090.65		31,542.50
Total 8 · Wages-Part Time						32,633.15	1,090.65	31,542.50
<b>9 · Payroll Taxes</b>								
General Journal	02/09/2024	235		Period: 01/01/2024 to 01/31/2024	8 · Wages-Part Time	2,423.01		2,423.01
Total 9 · Payroll Taxes						2,423.01	0.00	2,423.01
<b>64200 · Workers Compensation Insurance</b>								
Bill	02/06/2024	10687206-4	Michigan Municipal League	Invoice 10687206 (4th Installment)	20000 · Accounts Payable	2,189.00		2,189.00
Total 64200 · Workers Compensation Insurance						2,189.00	0.00	2,189.00
<b>64900 · Office Supplies</b>								
Bill	02/08/2024	2677388032	Adobe	Invoice 2677388032	20000 · Accounts Payable	21.19		21.19
Total 64900 · Office Supplies						21.19	0.00	21.19
<b>68000 · Operating Supplies</b>								
Bill	02/19/2024	2040243	J&B Medical Supply	Invoice 2040243	20000 · Accounts Payable	38.09		38.09
Bill	02/20/2024	9450623	Amazon.com	Invoice 9450623	20000 · Accounts Payable	123.56		161.65
Bill	02/22/2024	1985304-1	Municipal Emergency Services	Invoice 1985304-1	20000 · Accounts Payable	30,260.00		30,421.65
Bill	02/24/2024	0434605	Amazon.com	Order 0434605	20000 · Accounts Payable	66.70		30,488.35
Bill	02/24/2024	2032232	Amazon.com	Invoice 2032232	20000 · Accounts Payable	47.35		30,535.70
Bill	02/29/2024	02.29.24	Bernard's Ace Hardware	-MULTIPLE-	20000 · Accounts Payable	147.87		30,683.57
Total 68000 · Operating Supplies						30,683.57	0.00	30,683.57
<b>62300 · Fuel</b>								
Bill	02/15/2024	3749487	Flyers Energy LLC	Invoice 3749487	20000 · Accounts Payable	356.67		356.67
Total 62300 · Fuel						356.67	0.00	356.67
<b>67000 · Professional Services</b>								
<b>67006 · Other Memberships</b>								
Bill	02/22/2024	2024	Michigan State Firemen's Association	2024 Membership	20000 · Accounts Payable	75.00		75.00
Total 67006 · Other Memberships						75.00	0.00	75.00
<b>67002 · Accounting</b>								
Check	02/05/2024	EFT	Billing EFT Payment		2 · Checking Mercantile	600.00		600.00
Total 67002 · Accounting						600.00	0.00	600.00
Total 67000 · Professional Services						675.00	0.00	675.00
<b>61600 · Communications</b>								
Bill	02/10/2024	31904	Kore/Hi Com, Inc.	Invoice 31904	20000 · Accounts Payable	250.00		250.00
Total 61600 · Communications						250.00	0.00	250.00
<b>68600 · Public Utilities</b>								
Bill	02/06/2024	01.07.24 to 02.06.24	Consumers Energy	Services from 01.07.2024 to 02.06.2024	20000 · Accounts Payable	909.75		909.75
Bill	02/11/2024	02192024	AT&T	Invoice 02192024	20000 · Accounts Payable	236.46		1,146.21
Bill	02/14/2024	02.23.24-03.22.24	Comcast Business	Service dates 02.23.24 to 03.22.24	20000 · Accounts Payable	35.16		1,181.37
Bill	02/20/2024	KR63855548	GFL Environmental	KR63855548	20000 · Accounts Payable	40.24		1,221.61
Bill	02/27/2024	3781	Lowell Light and Power	Invoice 3781	20000 · Accounts Payable	133.81		1,355.42

**LOWELL FIRE AUTHORITY**  
**Profit & Loss Detail**  
 February 2024

	Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Total 68600 · Public Utilities	Bill	02/29/2024	01.25.24-02.24.24	Lowell Light and Power	Services 01.25.24-02.24.24	20000 · Accounts Payable	555.65		1,911.07
<b>67200 · Repairs and Maintenance</b>							1,911.07	0.00	1,911.07
<b>67203 · R&amp;M Other</b>									
	Bill	02/22/2024	0166677	Fire Pros	Invoice 0166677	20000 · Accounts Payable	440.00		440.00
	Bill	02/27/2024	2513	North Breathing Air, LLC	Invoice 2513	20000 · Accounts Payable	180.00		620.00
Total 67203 · R&M Other							620.00	0.00	620.00
Total 67200 · Repairs and Maintenance							620.00	0.00	620.00
<b>64800 · Miscellaneous</b>									
	Check	02/15/2024	EFT	Mercantile Bank		2 · Checking Mercantile	9.00		9.00
Total 64800 · Miscellaneous							9.00	0.00	9.00
<b>68300 · Training</b>									
	Bill	02/23/2024	121435	River Valley Construction LLC	Invoice121435	20000 · Accounts Payable	375.00		375.00
Total 68300 · Training							375.00	0.00	375.00
Total Expense							<u>72,277.66</u>	<u>1,090.65</u>	<u>71,187.01</u>
Net Ordinary Income							<u>72,277.66</u>	<u>1,408.61</u>	<u>-70,869.05</u>
<b>Net Income</b>							<u><b>72,277.66</b></u>	<u><b>1,408.61</b></u>	<u><b>-70,869.05</b></u>

**Custom Account Statement Michigan CLASS**

<b>Entity Name</b>	<b>Investor ID</b>	<b>Report Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Average Yield for the Period</b>
Lowell Area Fire and Emergency Services Authority	MI-01-0882		2/1/2024	2/29/2024	5.4533%

<b>Account Number</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Contributions</b>	<b>Withdrawals</b>	<b>Ending Balance</b>	<b>Income Earned for Period</b>
MI-01-0882-0001	General Fund	120,469.95	0.00	98,000.00	22,770.17	300.22
	<b>Total</b>	120,469.95	0.00	98,000.00	22,770.17	300.22

**Transactional Activity**

**MI-01-0882-0001   General Fund**

<b>Date</b>	<b>Transaction Description</b>	<b>Contributions &amp; Income Earned</b>	<b>Withdrawals</b>	<b>Balance</b>	<b>Confirmation Number</b>
02/01/2024	Beginning Balance			120,469.95	
02/05/2024	Withdrawal	0.00	32,000.00		3190365
02/06/2024	Withdrawal	0.00	26,000.00		3190444
02/26/2024	Withdrawal	0.00	40,000.00		3225372
02/29/2024	Income Dividend Reinvestment	300.22	0.00		
02/29/2024	Ending Balance			22,770.17	

# FIRE AUTHORITY BUDGET 23-24 with PROPOSED AMENDMENT

	<u>Budget</u>	<u>Amendment</u>
Salaries - Permanent	\$ 127,660.00	\$ -
Salaries - Temporary	\$ 198,860.00	\$ 30,000.00
Social Security	\$ 30,000.00	\$ -
Workers Compensation	\$ 20,000.00	\$ -
Health Insurance	\$ -	\$ 7,500.00
Deferred Compensation	\$ -	\$ 4,500.00
<b>PERSONNEL SERVICES</b>	<b>\$ 376,520.00</b>	<b>\$ 42,000.00</b>
Communications	\$ 17,200.00	\$ -
Fuel	\$ 15,000.00	\$ -
Miscellaneous Expense	\$ 1,500.00	\$ -
Office Supplies	\$ 1,200.00	\$ -
Operating Supplies	\$ 45,000.00	\$ -
Training	\$ 21,000.00	\$ -
Travel Expenses	\$ 3,500.00	\$ -
Public Utilities	\$ 16,000.00	\$ -
Public Education	\$ 2,000.00	\$ -
<b>SUPPLIES</b>	<b>\$ 122,400.00</b>	<b>\$ -</b>
Repair & Maintenance Building	\$ 8,600.00	\$ -
R&M Vehicles	\$ 12,000.00	\$ 10,000.00
R&M Other	\$ 4,000.00	\$ -
Contingency Fund	\$ -	\$ 5,000.00
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 24,600.00</b>	<b>\$ 15,000.00</b>
Legal	\$ 3,000.00	\$ 8,000.00
Accounting	\$ 9,600.00	\$ -
Auditing	\$ 5,400.00	\$ -
Biocare	\$ 13,100.00	\$ -
Kent County Fire	\$ 18,000.00	\$ -
Other	\$ 2,300.00	\$ -
Insurance	\$ 12,000.00	\$ -
<b>PROFESSIONAL SEVICES</b>	<b>\$ 63,400.00</b>	<b>\$ 8,000.00</b>
<b>TOTAL OPERATING (LESS CAPITAL)</b>	<b><u>Budget</u> \$ 586,920.00</b>	<b>\$ 65,000.00</b>
Fire & Rescue Vehicles		
Equipment		
<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>	<b>\$ 586,920.00</b>	<b>\$ 65,000.00</b>



# FIRE AUTHORITY BUDGET 23-24 with PROPOSED AMENDMENT

SEV = 40%	Amount			Budget	Amendment
Lowell Township	\$ 312,249,600.00	37%	0.15	\$ 86,002.57	\$ 9,524.58
Vergennes	\$ 333,047,300.00	39%	0.16	\$ 91,730.85	\$ 10,158.97
City	\$ 207,075,500.00	24%	0.10	\$ 57,034.58	\$ 6,316.44
<b>TOTAL</b>	<b>\$ 852,372,400.00</b>	<b>100%</b>			

POPULATION = 20%					
Lowell Township	6276	42.6%	0.09	\$ 49,996.74	\$ 5,537.02
Vergennes	4189	28.4%	0.06	\$ 33,370.99	\$ 3,695.76
City	4270	29.0%	0.06	\$ 34,016.27	\$ 3,767.22
<b>TOTAL</b>	<b>14735</b>	<b>100%</b>			

NUMBER OF RUNS = 40%	2022 Call Data				
Lowell Township	449	40.3%	0.16	\$ 94,708.74	\$ 10,488.77
Vergennes	235	21.1%	0.08	\$ 49,569.16	\$ 5,489.67
City	429	38.5%	0.15	\$ 90,490.09	\$ 10,021.56
<b>TOTAL</b>	<b>1113</b>	<b>100%</b>			

<u>GRAND TOTAL OWING</u>	Total	Quarterly Payments	Amendment
Lowell Township	\$ 230,708.05	\$ 57,677.01	\$ 25,550.37
Vergennes	\$ 174,671.01	\$ 43,667.75	\$ 19,344.40
City	\$ 181,540.94	\$ 45,385.23	\$ 20,105.23
	<b>\$ 586,920.00</b>	<b>\$ 146,730.00</b>	<b>\$ 65,000.00</b>

**Total Budget \$ 651,920.00**

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



Friday, March 08, 2024

Fire Authority Board:

During the month of February, we ran a total of 74 calls. Currently we are trending similar to last year's total call volume. For the year we have run 178 call for service.

The team responded to a few brush fires which was outside of the normal during this time of year. We also responded to one fire within a manufacturing building and received auto aid from Ada Township FD. Fire was contained to machine of origin where it initially started within the building. The building did require the team to assist with ventilating the building for employees to return to work.

Team training for the month of February was a confidence course. Course was setup in the shipping containers behind the station and taught by LAFD instructors. The team also completed annual fit testing and hazmat training. Another training that took place was ice rescue training. Members were able to practice swimming in department dry suits and proper rescue techniques. Large team training event for the month completed the live fire house burn on Segwun Ave. This house has been used multiple times over the past few months for a wide amount of training scenarios. Event went very well and the amount of knowledge gained was invaluable for the team.

Engine 1 still has a few outstanding issue that we are working with county to correct. Engine 2 did hit a garage door and bent the bottom panel. Truck is fine, but door will require a new bottom panel.

Upcoming trainings and events include

- Pancake breakfast
- Lowell Expo,
- King milling tour, Switch grass burn, Live fire burn, Electrical safety

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



# Lowell Area Fire Department

315 S. Hudson, Lowell, MI 49331

Phone: 616-897-7354

## Breakdown by Incident Type

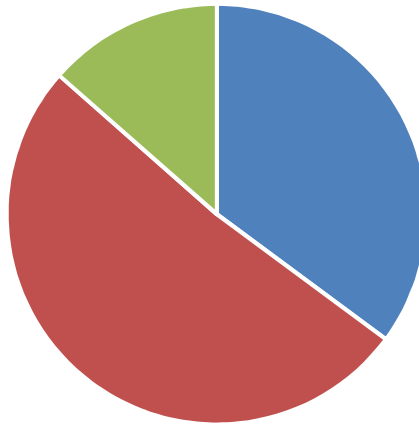
Report Period: 02/01/24 - 02/29/24 23:59:59

Incident Type	Incidents	Exposures
321 EMS call, excluding vehicle accident with injury	27	0
311 Medical assist, assist EMS crew	16	0
611 Dispatched & canceled en route	10	0
320 Emergency medical service incident, other	4	0
322 Motor vehicle accident with injuries	3	0
700 False alarm or false call, other	3	0
142 Brush or brush-and-grass mixture fire	2	0
736 CO detector activation due to malfunction	1	0
651 Smoke scare, odor of smoke	1	0
331 Lock-in (if lock out , use 511 )	1	0
400 Hazardous condition, other	1	0
412 Gas leak (natural gas or LPG)	1	0
440 Electrical wiring/equipment problem, other	1	0
444 Power line down	1	0
111 Building fire	1	0
140 Natural vegetation fire, other	1	0

	Incidents	Exposures
<b>Total</b>	<b>74</b>	<b>0</b>

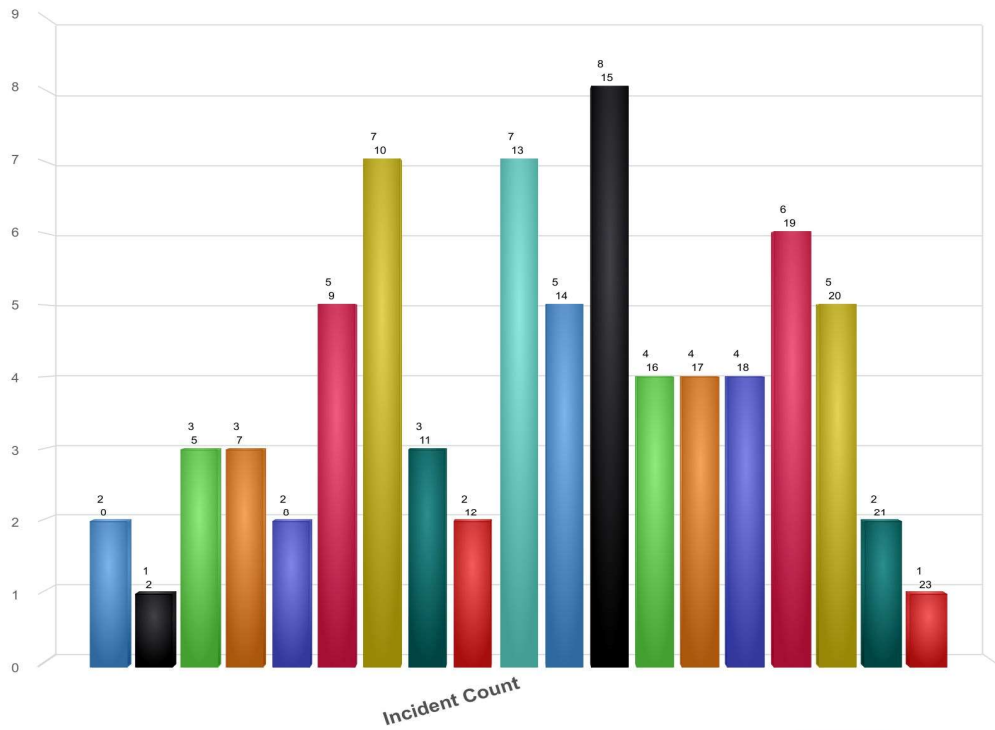
Zone	IncidentCount	ManHours
City of Lowell	26	35:43:19
Lowell Township	38	70:55:44
Vergennes Township	10	26:30:51

IncidentCount



■ City of Lowell ■ Lowell Township ■ Vergennes Township

Incidents By Hour of Day  
02/01/2024-02/29/2024



Total of Hour: 74