

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD

Draft Minutes of Board Meeting on

Monday, February 12, 2018

At Look Memorial Fire Station, Lowell, MI

1. CALL TO ORDER: The meeting was called to order by the Chair at 3:30 PM
2. ROLL CALL Members present: James Herb, Chair, Carlton Blough, Timothy Wittenbach, David Pasquale, and Susan Reister.
Members absent: Michael DeVore
Also present: Peter A. Letzmann, Authority Attorney, Fire Chief Ron van Overbeek, Capt. Shannon L. Witherell, Lt. Corwin Velzen, Police Chief Steve Bukala
3. APPROVAL OF THE AGENDA: The Chair suggested addition of item "c," Personnel evaluation and compensation to Committees Reports and addition of report regarding 911 meeting from Wittenbach. Without objection the proposed agenda was amended.
Motion to approve the agenda, as amended by Pasquale, seconded by Blough
Yeas – All, motion was passed.
4. APPROVAL OF THE MINUTES: Reister noted the misspelling of her name and asked for correction. Without objection the Minutes were corrected accordingly.
Motion to approve the Minutes, as corrected by Wittenback, seconded by Blough
Yeas – All, motion was passed.
5. FINANCIAL REPORTS: Treasurer Blough gave the financial report.
Motion of accept the Financial Report as presented by Pasquale, seconded by Reister.
Yeas – All, motion was passed.
6. PUBLIC COMMENT: No public comment was requested.
7. OLD BUSINESS:
 - a. FIRE STATION LEASE / Memorandum of Understanding:
Without objection the item was tabled to the next meeting.
 - b. FUND BALANCE DOCUMENT APPROVAL: Letzmann presented a Fund Balance Document for the Authority's review and approval.
 - c. NEW TENDER STATUS: Fire Chief van Overbeek reported status of the manufacturing the new Tender; no need for action.
8. NEW BUSINESS:
 - a. APPOINTMENT OF COMMITTEE POSITIONS: The Chair made the following committee appointments;
 - i. Finance Committee: Members Blough and Herb
 - ii. Capital Appropriations: Members Wittenback and DeVore
 - iii. Personnel, Evaluation and Compensation: Members Reister and Pasquale

- b. 2018/2019 BUDGET PREPARATION: The Authority discussed preparation of the next year's budget and evaluation of the Fire Chief.
9. COMMITTEE REPORTS:
- a. CAPITAL APPROPRIATIONS: No additional report was made.
 - b. FINANCIAL: No additional report was made.
 - c. Member Whittenback reported the activities and progress of the 911 system.
10. FIRE CHIEF'S REPORT AND UPDATES: The Fire Chief submitted his report, provide additional details and answered questions of the Authority Members.
11. MEMBER COMMENTS: No additional member comments were made.
12. DATE FOR THE NEXT MEETING(S): Without objection, the next meeting was set for 3:30 PM on Monday, March 12, 2018 at the Look Memorial Fire Station, Lowell, MI
13. ADJOURNMENT: Motion to adjourn the meeting by Wittenback, seconded by Blough.
Yeas – All, motion was passed.

Meeting adjourned at 4:38 PM

Authority Secretary

James Herb, Chair

/pal