

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, April 9th, 2018. 3:30pm.
At the Look Memorial Fire Station

1. ROLL CALL

Board Chair Jim Herb called the meeting to order at 3:30 p.m.

Members Present: Jim Herb, Carlton Blough, Tim Wittenbach, Susan Reister, David Pasquale and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek and Chief Bukala.

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the agenda as presented. Yes-Herb, Wittenbach, Pasquale, Reister, Blough, DeVore. Motion carried.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the minutes as presented. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Motion carried.

4. FINANCIAL REPORTS

IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve Financial Reports as presented. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Motion carried.

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Fire Station Lease-

Letzmann presented the MOU. DeVore advised he would take the updated MOU to the City Council for approval and return signed copies at the next regular meeting. No motion was necessary.

7. NEW BUSINESS

A. Fire Station Door Repair-

Van Overbeek presented bids for the overhead door repairs. IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve Raynor's bid, not to exceed \$46,250. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

B. Fire Station HVAC Update and Repairs-

Van Overbeek presented bids for HVAC repairs. IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept a Capital Outlay for HVAC, not to exceed \$16,956, pending a quote from Progressive. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

C. Annual Overhead Door Inspection-

Van Overbeek presented bids for an overhead door annual maintenance plan. IT WAS MOVED BY DEVORE and seconded by BLOUGH to accept Raynor's bid, not to exceed \$900. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

D. Authority Auditor for 2017/2018-

Blough recommended Graybridge and Co. to do the Authority audit. IT WAS MOVED BY DEVORE and seconded by WITTENBACH to approve Graybridge and Co.'s bid for a 3 year contract, not to exceed \$2740. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

E. 2018/2019 Budget-

IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the budget as amended. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

F. Chief's Fire Station Hours-

IT WAS MOVED BY DEVORE and seconded by WITTENBACH to eliminate the Chief's Saturday hours. Yes-Wittenbach, Herb, Blough, Reister, DeVore, Pasquale. Motion carried.

8. COMMITTEE REPORTS

A. Capital Appropriations-None.

B. Financial-DeVore volunteered to bring in a wage study for neighboring departments.

C. Personnel-None.

9. FIRE CHIEF REPORT AND UPDATES

Chief van Overbeek provided the Board with his report for both February and March.

10. MEMBER COMMENTS

None.

11. DATE FOR NEXT MEETING

The next meeting is scheduled for May 14th, 2018 at 3:30pm.

12. ADJOURNMENT

IT WAS MOVED BY PASQUALE and seconded by DEVORE to adjourn. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary