

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING MINUTES

Monday, June 11th, 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: Jerry Hale, Chief van Overbeek, Lieutenant Velzen 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 REISTER to approve the minutes as presented. Yes-Wittenbach, Herb, Blough, Reister, Pasquale, DeVore. Motion carried.

**4. FINANCIAL REPORTS**

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

**5. PUBLIC COMMENT**

None. Public comment was closed.

**6. OLD BUSINESS**

A. Status of Fire Station projects-

Chief van Overbeek presented updates on the HVAC repairs, door replacements and annual inspections. Siemen's will be used for HVAC and Raynor for the doors.

B. Ground maintenance contracts-

Chief van Overbeek updated the board on the arrangements for ground maintenance And snow plowing this winter. He also updated on the light fixture replacements.

C. Tender schedule and payments-

Chief van Overbeek stated that everything for the new Tender is on schedule and delivery is still on for November.

**7. NEW BUSINESS**

A. 2017/2018 Budget Adjustments-

Carl presented necessary changes and adjustments to balance the budget.

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

B. Fire Chief performance review--

Dave and Sue presented the review for the Fire Chief. They discussed the increase in Morale, the improvements in training and equipment. Ron stated that it was an effort of the department as a whole.

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

C. Discussions on manpower and staffing-

Chief van Overbeek and Mike presented a wage study and discussed the needs for full time staffing. No motion was necessary as discussion will continue at future meetings.

**8. COMMITTEE REPORTS**

- A. Capital Appropriations-None.
- B. Financial-None.
- C. Personnel-None.

**9. FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report. The department ran 97 calls, made updates around the station and hired some new people.

**10. MEMBER COMMENTS**

None.

**11. DATE FOR NEXT MEETING**

The next meeting is scheduled for July 9th, 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,

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Jim Herb, Chairman

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Mike DeVore, Recording Secretary