

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, January 8, 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, David Pasquale and Mike DeVore.

Member Absent: Susan Reister. Also present: Peter Letzmann, Chief van Overbeek, Captain Witherell and Chief Bukala.

2. APPROVAL OF THE AGENDA

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

3. ELECTION OF 2018 BOARD OFFICERS

IT WAS MOVED BY PASQUALE and seconded by BLOUGH to reappoint Jim Herb as Board Chair. Yes-Wittenbach, Herb, Blough, Pasquale. No-DeVore. Absent-Reister. Motion carried.

IT WAS MOVED BY DEVORE and seconded by HERB to appoint Dave Pasquale as Vice Chair. Yes-Herb, Wittenbach, Pasquale, Blough, DeVore. Absent-Reister. Motion carried.

IT WAS MOVED BY HERB and seconded by WITTENBACH to reappoint Carl Blough as Board Treasurer. Yes-Wittenbach, herb, Blough, Pasquale, DeVore. Absent-Reister. Motion carried.

4. APPROVAL OF THE MINUTES

A. Approval of the regular meeting minutes from December 11th, 2017.

BLOUGH requested change to the voting record on item 8D to add Pasquale vote.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to approve the minutes with requested change. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore. Absent-Reister. Motion carried.

5. FINANCIAL REPORTS

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

6. PUBLIC COMMENT

None. Public comment was closed.

7. OLD BUSINESS

A. Fire Station Lease-

Letzmann advised the MOU should be ready by the next scheduled meeting. No motion was necessary.

B. New Fire Tender Truck Update-

Chief van Overbeek provided the board with an update on the build of the new Tender, the sale of the old Engine 6 and the progress on the new Brush Unit. No motion was necessary.

C. Fund Balance Document Review-

Letzmann advised he had not completed the final draft, but would have it prepared by the next scheduled meeting. No motion was necessary.

D. Update and Review of Accounting and Record Keeping-

Herb provided an update on the new Mercantile Bank account and the online Bill-Pay system. Chief van Overbeek suggested installing a mailbox and adjusting the entry doors to allow for mail and deliveries to come directly to the Fire Station as opposed to City Hall or the Authority PO Box. Board gave consensus for him to proceed. No additional motions were necessary.

8. **NEW BUSINESS**

None.

9. **COMMITTEE REPORTS**

- A. Capital Appropriations
- B. Financial

10. **FIRE CHIEF REPORT AND UPDATES**

Chief van Overbeek provided the Board with his report. Included were the year end numbers, an update on the Adopt-A-Family, his upcoming vacation, the building punch list, a King Milling joint meeting and training opportunity, an update on the new Tender and striping for the new Brush Truck.

11. **MEMBER COMMENTS**

None.

12. **DATE FOR NEXT MEETING**

The next meeting is scheduled for February 12th, 2018 at 3:30pm.

13. **ADJOURNMENT**

IT WAS MOVED BY PASQUALE and seconded by DEVORE to adjourn to closed session at 4:16pm. Yes-Wittenbach, Herb, Blough, Pasquale, DeVore. Absent-Reister.. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary