

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING MINUTES  
January 23, 2012**

1. ROLL CALL

The meeting was called to order at 4:16 p.m.

Members Present: Clifford Bonn, Carlton Blough, Tim Wittenbach,, Jim Herb.

Members Absent: Jake Callier, Jim Valentine.

Others Present: Jerry Hale, Frank Martin, Sue Olin, Mark Howe.

2. ELECTION OF OFFICERS FOR 2012

A. CHAIRMAN

Moved by Blough, supported by Bonn, to nominate Jim Herb and cast a unanimous ballot. Yes – all. Motion carried.

B. VICE-CHAIRMAN

Moved by Wittenbach, supported by Herb, to nominate Carlton Blough and cast a unanimous ballot. Yes – all. Motion carried.

C. SECRETARY/TREASURER

Moved by Bonn, supported by Herb, to combine the positions of Secretary and Treasurer. Yes – all. Motion carried.

Moved by Herb, supported by Bonn, to nominate Tim Wittenbach and cast a unanimous ballot. Yes – all. Motion carried.

3. APPROVAL OF THE DECEMBER 12, 2011 MEETING MINUTES

The date of the next meeting was corrected to state January 23, 2012. Moved by Blough, supported by Bonn, to approve the minutes as corrected. Yes – all. Motion carried.

4. TREASURER'S REPORT

City Treasurer Sue Olin presented the Treasurer's Report for the Authority. She also submitted copies of the audit and had additional copies available for members who wanted them. Moved by Bonn, supported by Wittenbach, to approve the Treasurer's Report. Yes – all. Motion carried.

5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)

There was no public comment.

6. OLD BUSINESS

Blough suggested that Approval of the Agenda should be a regular item at the top of each agenda. Members agreed. In addition, Herb stated that the current agenda should be approved by the Authority. Moved by Wittenbach, supported by Blough, to approve the agenda as presented. Yes – all. Motion carried.

Herb distributed a schedule of meetings for the Authority to consider. There was discussion on the need for monthly, bi-monthly or quarterly meetings. There was a general consensus that the Authority should publish monthly meetings then cancel when there is no business. There was also consensus that the meetings should continue to begin at 4 p.m. Moved by Wittenbach, supported Bonn, to approve the meeting schedule as presented. Yes – all. Motion carried.

The meeting schedule for the Authority for 2012 will be:

January 23

February 27

March 26

April 23

May 29 (Tuesday because of Memorial Day)

June 25

July 23

August 27

September 24

October 22

November 26

December 17 (one week early because of Christmas Eve)

7. NEW BUSINESS

A. INPUT FROM CITY AND TOWNSHIP SUPERVISORS/MANAGER REGARDING EXPECTATIONS, PROBLEMS, AND CURRENT STATUS

Vergennes Township Supervisor Tim Wittenbach and Lowell Charter Township Supervisor Jerry Hale reported that they felt things were going well with the Authority. City Manager Mark Howe reported that he felt the Authority was a positive move for the community. He also stated he was still trying to identify his role and what the expectations of the Authority were relative to his role as City Manager.

## B. DISCUSSION OF MTA MEETING

A group of Authority members met with the Michigan Township Association to discuss various issues relating to the Authority. The MTA was able to give good feedback to the members in various areas that could be improved. The comments were summarized in a two-page document entitled "MTA COMMENTS From Meeting on January 9, 2012." (Attached)

## C. BY-LAWS/SERVICES AGREEMENT IMPROVEMENTS AND UPGRADES

There was discussion on the issue of updating the Bylaws and making sure that they were consistent with the Services Agreement adopted by the municipalities creating the Authority. This came out of a suggestion from the meeting with the Michigan Townships Association. It was suggested that a committee tasked with focusing on this issue might be a way to accomplish this.

## D. FORMATION OF KEY COMMITTEES (PERSONNEL EVALUATIONS, FUTURE CAPITAL EQUIPMENT NEEDS, ETC.)

A list of Potential Committees was distributed identifying a Finance, Planning & Strategy Committee, a Fire Operations Committee, and a Bylaws Committee. There was discussion on the merits of using committees for Authority work, on the role of the Authority in managing the operations of the Fire Department, and the role of the Fire Chief in managing the day-to-day operations. It was suggested that a list of the various areas of responsibility could be created then the Authority could walk through a planning session at its next meeting to determine who has primary responsibility for each item, who has secondary responsibility for each item, and who had to be informed about the activities of each item. By consensus, the Authority felt that the Martin could prepare the list, with input from Authority members, and bring it to the next meeting for discussion. Howe offered to assist Martin in developing the list and facilitating the discussion at the next meeting.

## E. DEVELOPMENT OF AN EXPECTED LIFE CYCLE OF CURRENT CAPITAL EQUIPMENT AND BUILDINGS

This item was discussed as part of Item D above.

## F. LIABILITY INSURANCE PROPOSAL

A proposal has been received from Berends, Hendricks & Stuit Agency for liability insurance for the Authority and the Fire Department. The total for the proposal was \$7,835. The agency currently works with the City of Lowell and has informed the city that since the Authority is a separate legal entity it

cannot continue to be insured through the city's policy. There were some questions regarding whether or not vehicles were being double-insured as they are currently insured through a county-wide program. Members felt the proposal could be approved, but asked that the Fire Chief and appropriate staff work with the company to be sure that there was no double coverage. Moved by Wittenbach, supported by Blough, to approve the liability insurance coverage as proposed. Yes – all. Motion carried.

G. 2012 BUDGET DISCUSSION & PLANNING  
i. FUND BALANCE DISCUSSION FOR 2012

It was noted that the townships and city would be meeting to discuss upcoming budget issues and fund balance. A report will be made back to the Authority following this meeting.

8. FIRE CHIEF'S REPORT AND UPDATES

Fire Chief Frank Martin reported that it has been relatively quiet and that there have been no break downs since the last meeting.

9. MEMBER COMMENTS

There were no member comments.

10. DATE FOR NEXT MEETING(S)

The next meeting will be February 27, 2012, 4 p.m., at the Look Memorial Fire Station.

11. ADJOURNMENT

Moved by Blough, supported by Bonn, to adjourn at 5:57 p.m. Yes – all. Motion carried.

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Jim Herb, Chairman

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Mark Howe, Recording Secretary