

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**February 27, 2012**

1. ROLL CALL

The meeting was called to order at 4:05 p.m.

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

Members Absent: Jake Callier.

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

2. APPROVAL OF THE AGENDA

Moved by Blough, supported by Bonn, to approve the agenda as presented. Yes – all. Motion carried.

3. APPROVAL OF THE JANUARY 23, 2011 MEETING MINUTES

Moved by Bonn, supported by Blough, to approve the minutes as presented. Yes – all. Motion carried.

4. TREASURER'S REPORT

City Treasurer Sue Olin presented the Treasurer's Report for the Authority. Moved by Blough, supported by Bonn, 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

A. REPORT FROM TOWNSHIP/CITY MEETING

Township Supervisors Jerry Hale and Tim Wittenbach and City Manager Mark Howe reported on a recent meeting with the townships and the city to discuss Fire Authority issues. The meeting was summarized in a handout distributed to the members and dated January 30, 2012.

7. NEW BUSINESS

A. STRATEGIC PLANNING SESSION

Chairman Herb suggested that the Authority take up the Budget Adoption item prior to the strategic planning session. By consensus the Authority agreed to delay the agenda item until after the Budget Adoption.

B. BUDGET ADOPTION

Fire Chief Martin presented a recommended budget and supporting material for consideration. The total budget presented was balanced and reflected \$250,290 in total revenues and expenditures. Olin stated that the formula would need to be updated with current property values and fire runs in order to determine each local units share. Based on conversations from the Township/City Meeting, each local unit would also be billed

an additional \$1,000 per quarter to assist the Authority in building Fund Balance. Moved by Wittenbach, supported by Valentine, to approve the budget of \$250,290 to be submitted to the local units for review and comment.

A. STRATEGIC PLANNING

The Authority Board returned to the issue of strategic planning. Howe led the group through an exercise in which all aspects of operating the Authority and the Fire Department were listed. As each item was considered, the Authority assigned who would have primary or secondary responsibility and who would need to be kept informed. The assignments were given for the Authority Board, Fire Chief, Firefighters, Local Units, Contract Staff and Others. Once the exercise was completed, Howe stated he would compile the data into a single report and submit it to the Authority Board for review at its next meeting.

8. FIRE CHIEF'S REPORT AND UPDATES

Fire Chief Martin presented his written report.

9. MEMBER COMMENTS

There were no member comments.

10. DATE FOR NEXT MEETING(S)

The next meeting will be March 26, 2012, 4 p.m., at the Look Memorial Fire Station.

11. ADJOURNMENT

Moved by Blough, supported by Wittenbach, to adjourn. Yes – all. Motion carried.

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Jim Herb, Chairman

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Mark Howe, Recording Secretary