

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Tuesday, May 29, 2012, 4 p.m.
Look Memorial Fire Station

1. ROLL CALL

Chairman Jim Herb called the meeting to order at 4:03 p.m.

Members Present: Jake Callier, Jim Valentine, Jim Herb, Susan Reister, Carlton Blough and Tim Wittenbach.

Members Absent: None.

Others Present: Roger Reed, Frank Martin, Sue Olin and Mark Howe.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

Moved by Callier, supported by Valentine, to approve the minutes of the April 23, 2012, meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORTS

Sue Olin presented the financial reports. There is about \$41,000 in cash to get through the rest of the fiscal year. Moved by Valentine, supported by Callier, to approve the financial reports as presented. Yes – all. Motion carried.

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

There was no public comment.

6. OLD BUSINESS

A. Committee Discussion

Herb presented a proposal for three committees to be established: Personnel Evaluation and Compensation; Capital Appropriations; and Financial. It was proposed that two members serve on one committee each. There was discussion on compliance with the Open Meetings Act and the evaluation of the Fire Chief. It was agreed that committee members would be responsible for posting meetings, taking minutes and all aspects of compliance with the Open Meetings Act. Moved by Wittenbach, supported by Callier, that the committees as presented be adopted. Yes – all. Motion carried. Committee assignments will be (first name listed is the chair) Personnel Evaluation and Compensation: Callier and Blough; Capital Appropriations: Valentine and Wittenbach; Financial: Reister and Herb.

B. Strategic Planning Report

The report has been reviewed with no further action necessary.

C. Discussion of Secretary/Treasurer Position

The authority reviewed a worksheet presented by City Manager Mark Howe outlining actual expenses for various functions performed by the city for the authority. These functions include all financial/accounting responsibilities, including payroll, as well as clerical duties such as preparing and distributing agendas and minutes. Moved by Wittenbach, supported by Callier, that the authority reimburse the city during the 2012-13 fiscal year \$6,000 for financial operations and \$250 per meeting for clerical duties relating to the meetings. Yes – all. Motion carried.

D. Capital Plan, Vehicle Replacement

A list of vehicles and potential replacement values was presented to the authority for review. The item was deferred to the Capital Appropriations Committee for further review.

7. NEW BUSINESS

A. DNR Grant Availability

Fire Chief Frank Martin discussed with the authority the Volunteer Fire Grant Assistance Program offered by the Department of Natural Resources. The deadline for the grant is June 15 and there is a 50 percent match requirement. The total grant cannot exceed \$5,000 and it is offered to organizations with a population of 10,000 or less. Martin was not sure if the population of the entire boundary of the fire authority was counted or if single municipalities would be used to meet the population criteria. He would like to use the grant to replace some wild land gear. Moved by Blough, supported by Valentine, to authorize the Fire Chief to apply for the grant if the eligibility criteria could be met.

The authority returned to Old Business and added agenda item E, Fire Code, by consensus.

6. OLD BUSINESS

E. Fire Code

Roger Reed presented a letter to be distributed to the municipalities outlining why the 2012 code should be adopted. Moved by Valentine, supported by Blough, to request the respective boards to consider adoption of the 2012 NFPA 1 and that each body make time for Roger Reed to make a presentation. Yes – all. Motion carried.

The authority returned to New Business.

B. Wage and Compensation Survey

This item was referred to the Personnel Evaluation and Compensation Committee.

8. FIRE CHIEF'S REPORT AND UPDATES

Martin presented and discussed his monthly written report (attached).

9. MEMBER COMMENTS

There were no member comments.

10. DATE FOR NEXT MEETING(S)

The next meeting will be Monday, June 25, 2012.

11. ADJOURNMENT

Moved by Callier, supported by Valentine, to adjourn at 5:55 p.m. Yes – all. Motion carried.

Jim Herb, Chairman

Mark Howe, Recording Secretary