

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING MINUTES**

**Monday, June 25, 2012, 4 p.m.**

**Look Memorial Fire Station**

1. ROLL CALL

The meeting was called to order at 4:06 p.m. by Chairman Herb.

Members Present: Jim Herb, Tim Wittenbach, Carlton Blough, Susan Reister

Members Absent: Jake Callier, Jim Valentine

Others Present: Frank Martin, Sue Olin, Mark Howe

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

Moved by Blough, supported by Reister, to approve the minutes of the May 29, 2012, meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORTS

City Treasurer Sue Olin reviewed the financial reports. Moved by Wittenbach, supported by Blough, to approve the financial reports. Yes – all. Motion carried.

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

There was no public comment.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

A. 2011-2012 Budget Amendments

Olin presented a proposed budget amendment for consideration. A modification was made to the Repair and Maintenance Building line item. There was discussion about whether or not fund balance would be sufficient to cover the difference. In addition, there was discussion about whether or not there would be sufficient cash flow to

cover expenses through the end of the fiscal year. Moved by Wittenbach, supported by Blough, to approve the budget amendments as presented and modified showing an increase in revenue of \$14,572.36 and increase in appropriations of \$32,000.72. Yes – all. Motion carried.

## 8. COMMITTEE REPORTS

### A. Personnel Evaluation and Compensation

There was no report.

### B. Capital Appropriations

There was no report.

### C. Financial

There was no report.

## 9. FIRE CHIEF'S REPORT AND UPDATES

Martin presented his report. He also proposed that the Fire Authority continue to use staff from the City of Lowell for mowing and plowing services, but that he contract with Terra Verde Landscaping for landscape work. Moved by Herb, supported by Blough, to approve the continued use of city staff for mowing and plowing and to contract with Terra Verde Landscaping for landscape work. Yes – all. Motion carried.

## 10. MEMBER COMMENTS

Blough suggested that the strategic plan discussed at previous meetings should be more formalized and that perhaps this should be a discussion at a future meeting.

## 11. DATE FOR NEXT MEETING(S)

Next meeting will be August 27, 2012, 4 p.m.

## 12. 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