

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

**Monday, October 22, 2012, 4 p.m.
Look Memorial Fire Station**

1. ROLL CALL

The meeting was called to order at 4:05 p.m. by Chairman Jim Herb.

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

Members Absent: Jim Valentine

Others Present: Frank Martin, Mark Howe

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

Moved by Wittenbach, supported by Callier, to approve the minutes of the August 27, 2012, meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORTS

Howe presented the financial reports for review. As a result of the audit, there will be a deficit of \$13,550.52 for the prior fiscal year. It was discussed that this would be billed to the local units based on the formula. There was also some discussion on changing the fiscal year. Moved by Callier, supported by Wittenbach, 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

There was no Old Business.

7. NEW BUSINESS

A. Truck tires for Unit #10

Fire Chief Frank Martin presented two quotes for replacing truck tires on Unit #10. The bids were:

D& D Trucking, \$2,200
Kent County Fire Commission, \$2,100.56

It was moved by Wittenbach, supported by Callier, to approve \$2,100.56 for the purchase of new tires, but to allow the Fire Chief to give D&D an opportunity to meet that price since they are a local vendor. Yes – all. Motion carried.

B. Crack Sealing of the Fire Department Parking Lot

The City of Lowell is conducting its annual crack sealing project and has worked with its contractor to provide a unit price for crack sealing public parking lots. The lot at the fire station can be done for \$1,615. The authority left it to the Fire Chief to make a recommendation as to whether or not to have all or part of the crack sealing done this fall or wait until next spring.

C. County Narrow Band

Fire Chief Martin asked to have this item added to the agenda. There are seven mobile radios that are not narrow band compliant. Making them compliant will cost about \$375 each while new radios will cost around \$425. Martin felt this would be a good project to apply for funding through the Lowell Area Community Fund. Moved by Herb, supported by Callier, to apply to the Lowell Area Community Fund to purchase new narrow band compliant mobile radios. 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

The report is attached.

10. MEMBER COMMENTS

There were no member reports.

11. DATE FOR NEXT MEETING(S)

Next meeting is set for December 17, 2012, at 4 p.m.

12. ADJOURNMENT

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

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary