

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**Monday, September 16, 2013, 3:30 p.m.**  
**Look Memorial Fire Station**

1. ROLL CALL

Chairman Herb called the meeting to order at 3:38 p.m.

Members Present: Jim Herb, Carlton Blough, Susan Reister, Dave Pasquale, Chris Schwab, Tim Wittenbach.

Members Absent: None.

Others Present: John Cross, Shannon Witherell, Bob Ford, Frank Martin, Sue Olin, Mark Howe.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

Moved by Pasquale, supported by Reister, to approve the minutes of the July 15, 2013, meeting as presented. Yes – all. Motion carried.

4. FINANCIAL REPORTS

Olin reviewed the financial reports with the board. Howe presented and reviewed historical information on expenses. Moved by Pasquale, supported by Blough, to accept 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. Present Fire Truck Bids – Fire Chief Frank Martin

Bids for a new fire truck were presented by Shannon Witherell for review:

Alexis Fire Equipment	\$646,816
Alternate	\$562,022
R&R Fire Truck Repair	\$576,057
Front Line Services	\$565,471

The low bid from Front Line Services was recommended for approval. Front Line identified a Rosenbauer truck with a Spartan Chassis. There were options for a reduced price if the chassis was paid for in December, with the total being due upon delivery of the vehicle. In addition, since a chassis meeting our specifications was currently available, they would need confirmation of the purchase by September 20 otherwise the price would increase by \$2,950. It will take approximately 325 days to complete the truck. Moved by Herb, supported by Blough, to accept the recommendation that the bid from Front Line Services is the preferred bid. Yes – all. Motion carried.

B. Review Financing Option for New Fire Truck

Options for financing the new fire truck were discussed. It was noted that Lowell Township and the City of Lowell would likely pay for their share out of their own funds without the need

to borrow. It was also noted that capital purchases have typically been split equally among the three municipalities. Payment on the chassis in December would amount to approximately \$191,000 and would reduce the overall cost of the truck. Moved by Wittenbach, supported by Reister, to recommend to all three municipalities that they accept the low bid from Front Line Services and authorize the purchase. Yes- all. Motion carried.

Moved by Schwab, supported by Blough, to authorize the board chair and fire chief, or his designee, to sign the purchase agreement by September 20 if all three municipalities approve the purchase. Yes – all. Motion carried.

C. Timetable for New Fire Truck

There was no discussion on this item as it was covered under the first two old business items.

7. NEW BUSINESS

There was no new business.

8. COMMITTEE REPORTS

A. Personnel Evaluation and Compensation

The committee was asked to have an outline for a fire chief evaluation completed by the next meeting.

B. Capital Appropriations

The committee stated its next goal would be to complete a plan for replacement of other capital items.

C. Financial

The committee will meet to discuss the budget and finances.

9. FIRE CHIEF'S REPORT AND UPDATES

The fire chief's report was presented for discussion.

10. MEMBER COMMENTS

There were no member comments.

11. DATE FOR NEXT MEETING(S)

Next meeting is scheduled for October 21, at 3:30 p.m.

12. ADJOURNMENT

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

Respectfully submitted,

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Jim Herb, Chairman

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Mark Howe, Recording Secretary