

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, January 12, 2015

1. ROLL CALL

Jim Herb called the meeting to order at 3:30 p.m.

Members Present: Jim Herb, Matt Mayer, Susan Reister, David Pasquale, Carlton Blough

Others Present: Frank Martin, Bob Rogers, Cory Velzen, Steve Bukala, Jim Oswald, Jeff Altoft, Paul Roderick, Mark Howe and Suzanne Olin

2. APPROVAL OF THE AGENDA

IT WAS Moved by Pasquale, and supported by Reister to approve the agenda. Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

It was moved by Reister, supported by Mayer to approve the minutes of the December 15, 2014 meeting as amended. Yes – all. Motion carried.

4. FINANCIAL REPORT.

Olin presented the financial reports. She mentioned the audit was complete but has not received copies from Biggs Hausserman. She added it was a clean audit and there were no audit adjustments to be made. Olin mentioned the Fire Authority fund balance had increased. Blough mentioned the fire authority temporary salaries line item was currently at 37 percent. Martin mentioned mainly because the department is down on their number of fire runs.

IT WAS Moved by Mayer and supported by Pasquale to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT

No Comments were received.

6. OLD BUSINESS

A. Discussion of the ordering and funding for the SCBA Air Paks. Herb mentioned the air paks have been tabled and the Lowell Area Fire Authority will be applying to the Englehardt Fund for a grant. Pasquale mentioned the deadline for applying is April and grants are generally awarded in June. Martin added “5 Alarm” will most likely honor their price saving the department \$25,000. Wittenbach mentioned the County reverse auction program. Martin said he doubts if it can compete with “5 Alarm’s” price. He added they are donating the cost of the bottles. Martin said he will prepare the grant. Martin added it might be good to have the Fire Authority board prepare a letter of recommendation. Herb questioned if there were other high capital items needed. Martin said the trucks are doing well and have new batteries and tires. Martin questioned what process he should utilize for selling the old truck. Wittenbach questioned what the truck weighed. Martin responded 34000 lbs. Howe suggested listing the truck with an auction service. Martin said he expected to receive at least \$5,000 for the truck. Herb questioned resale of the old air paks. Martin responded they will sell, but not to another fire department.

- A. Fund Raising/Grants from Lowell Area Businesses. Herb suggested the three municipalities possibly send a letter to local businesses for possible donations. Martin felt the local businesses receive these types of requests too often. Martin felt the letter needs to be worded properly and not be too forceful.

7. NEW BUSINESS

A. CHAIRMAN

Moved by Pasquale, supported by Wittenbach, to nominate Jim Herb as chairman. Yes – all. Motion carried.

VICE-CHAIRMAN

Moved by Reister, supported by Herb to nominate Pasquale as vice-chairman. Yes – all. Motion carried.

SECRETARY TREASURER

Moved by Wittenbach, supported by Pasquale to nominate Blough as secretary/treasurer. Yes – all. Motion carried.

- B. MEETING DATES. It was the consensus of the Board that the 2nd Monday of the month at 3:30 works for everyone.

Moved by Pasquale, seconded by Mayer to approve the second meeting of the month at 3:30 for the 2015 fire authority meetings. Yes – all. Motion carried.

C. THOROUGH REVIEW OF SHORT AND LONG TERM CAPITAL/EQUIPMENT REQUIREMENTS FOR THE FIRE DEPARTMENT.

Herb mentioned Blough has worked on the capital plan as well as Shannon. He mentioned he would like the two of them to put their plans together. Howe mentioned he has an excel spreadsheet set up for setting up a capital improvement plan. Herb suggested targeting the March meeting to have a plan put together. Carton said he will get with Shannon to complete the capital improvement plan. Herb added Shannon had indicated a need for more technology within the department including the need for iPad's for inspections. Martin mentioned Shannon had applied for an FM global grant for these. Martin added the iPad is useful for inspections and site plans.

8. COMMITTEE REPORTS.

- A. Capital
- B. Financial

9. FIRE CHIEF'S REPORT AND UPDATES

Chief Martin presented his monthly report which stated this past year calls were down 100 over the previous year. He added a valve was replaced on truck #4. Also, Ron VanOverbeek is overseeing fire and medical reports and Shannon inspections.

Chief Bukala provided information on 318 Lincoln Lake.

It was moved by Mayer and supported by Blough to adjourn at 4:02 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

DRAFT

DRAFT