

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, March 9, 2015

1. ROLL CALL

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

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

Others Present: Frank Martin, Bob Rogers, Paul Roderick, Chris Hurst, Mark Howe and Suzanne Olin

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

It was moved by Pasquale, supported by Reister to approve the minutes of the January 12, 2015 meeting as amended. Yes – all. Motion carried.

4. FINANCIAL REPORT.

Olin presented the financial reports. She mentioned the Fire Authority had a cash balance of \$123,000 and that all third quarter payments had been received from the municipalities. She mentioned copies of the audit were available for anyone that would like one. Reister questioned payments to 5 Alarm. Olin mentioned one invoice was for face piece bags and Olin will let the board know what was purchased on the other.

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

5. PUBLIC COMMENT.

No comments were received.

6. OLD BUSINESS

A. None.

B.

7. NEW BUSINESS

A. Purchase Order Guidelines. Herb explained a purchasing policy will be provided to the Fire Authority at a future meeting to review guidelines for purchasing and borrowing of the Fire Authority.

B. Review of Capital Equipment and Future Needs. Herb presented a capital improvement list prepared by board member Blough and fire fighter Shannon Witherell which indicates potential future equipment needs and the dates when they may be need to be replaced. Reister questioned if the department had looked into purchasing 30 year air tanks? Howe questioned what year the Fire Authority is eligible for the next County truck? Martin said he would let the board know. Herb questioned when the deadline was for the application the Grand Rapids Foundation for air paks. Martin responded applications should be turned in by April 15. Martin questioned the board if he should request the entire balance. It was the consensus that Martin should request \$75,000 from the Grand Rapids Foundation toward the purchase of air paks. Herb further questioned the invoice for the air paks will be due. Martin responded he will have thirty days to pay in full.

8. COMMITTEE REPORTS.

- A. None.
- B.

9. FIRE CHIEF'S REPORT AND UPDATES

Chief Martin mentioned we have had 125 fire and medical responses for 2015. He added maintenance on the trucks is good with only one repair to engine#5, which needed a new antenna and is now working fine. Martin explained fit testing will be done in February for masks. He mentioned the pancake breakfast will be held March 28 from 7a.m. to 11 a.m.

10. MEMBER COMMENTS

Wittenbach said he has been aware of the department's need for equipment since serving on the Fire Authority from the very beginning. He also questioned why the Fire Authority was utilizing Attorney Richard Wendt to prepare purchase order guidelines? Wittenbach suggested the board review the document themselves to see if there is a way to save money. He also questioned Wendt's hourly rate. Pasquale questioned if the Fire Authority needs an attorney, who they should utilize?

11. DATE FOR NEXT MEETING

Herb stated the next meeting has been scheduled for April 13, 2015 at the fire barn.

12. ADJOURNMENT.

It was moved by Pasquale and supported by Reister to adjourn at 4:10 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Mark Howe, Recording Secretary

