

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, October 14, 2019 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. Approval of the Regular Meeting Minutes from September 9, 2019
4. FINANCIAL REPORTS
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Station Lawn Mower Status – van Overbeek
 - B. Mini-Medic & UTV Replacement Status - van Overbeek
 - C. Consultant Proposal Review – DeVore/Blough
 - D. Bylaws & Service Agreement Status Update – Letzmann
7. NEW BUSINESS

None.
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
9. FIRE CHIEF'S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
12. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, September 9th, 2019 at 3:30pm.

At the Look Memorial Fire Station

1. ROLL CALL

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

Members Present: Jim Herb, Carlton Blough, Tim Wittenbach, Jessica Marks, David Pasquale and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek, Bob Hults, Erik Kelly, Chuck Johnson, Maryalene LaPonsie, Mayor Pro-Tem Greg Canfield, Sue Reister, and Heather Hoffman.

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the agenda as presented. Yes-Herb, Wittenbach, Pasquale, Marks, Blough, DeVore. Motion carried.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY BLOUGH and seconded by DEVORE to approve the minutes from the July 18th special meeting as presented. Yes-Wittenbach, Herb, Blough, Marks, Pasquale, DeVore. Motion carried.

IT WAS MOVED BY DEVORE and seconded by PASQUALE to approve the minutes from the Augusta 12th regular meeting as presented. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

4. FINANCIAL REPORTS

IT WAS MOVED BY DEVORE and seconded by BLOUGH to accept the Financial Reports as presented. Yes-Wittenbach, Herb, Blough, Marks, Pasquale, DeVore. Motion carried.

5. PUBLIC COMMENT

None. Public comment was closed.

6. OLD BUSINESS

A. Station House Lawn Maintenance-Chief has gotten a quote for a new mower for the station from Tractor Supply. IT WAS MOVED BY DEVORE and seconded by MARKS to approve purchase of the mower for \$1500. Yes-Herb, Wittenbach, Marks, Blough, Pasquale, DeVore. Motion carried.

B. Lowell Community Grant Submittal-No update on this item.

C. Authority Consultant-There was further discussion on utilizing a consultant. Multiple public comments were allowed. IT WAS MOVED BY WITTENBACH and seconded by HERB to bring the McGrath proposal as-is to each municipality for vote. It will be enacted if 2/3 or more of the municipalities vote in favor. Yes-Wittenbach, Herb, Marks, Blough, Pasquale. No-DeVore. Motion carried.

D. Status of Mini-Medic Sale-Sealed bids are due on September 23rd.

E. UTV Replacement Status-No update was given.

F. Full-Time Staffing Presentation-Chief presented a pay scale for positions and hours. Included were also the savings as opposed to current. IT WAS MOVED BY PASQUALE and seconded by DEVORE to accept the presentation as an informational item. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

7. NEW BUSINESS

A. Review of Bylaws and Service Agreements-Letzmann presented the board with preliminary copies of the Authority Bylaws and the Service Agreement. The board discussed changes and updates. IT WAS MOVED BY DEVORE and seconded by WITTENBACH to direct the attorney to present the updated agreements for approval. Yes-Wittenbach, Herb, Marks, Blough, DeVore, Pasquale. Motion carried.

8. COMMITTEE REPORTS

A. Capital Appropriations-None.
B. Financial-None.

9. FIRE CHIEF REPORT AND UPDATES

Chief van Overbeek provided the Board with his report. In the discussion, the new station windows were discussed. IT WAS MOVED BY DEVORE and seconded by MARKS to authorize Chief van Overbeek to spend \$5000 on windows as previously budgeted. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

10. MEMBER COMMENTS

None.

11. DATE FOR NEXT MEETING

The next meeting is scheduled for Monday, October 14th, 2019 at 3:30pm.

12. ADJOURNMENT

IT WAS MOVED BY DEVORE and seconded by MARKS to adjourn at 4:56pm. Yes-Wittenbach, Herb, Blough, Marks, Pasquale, DeVore. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary

Lowell Area Fire and Emergency Services Authority
Statement of Net Position
September 30, 2019

ASSETS

Unrestricted

Current Assets

Cash	\$	51,369.57
Due from Lowell Township		-
Due from Vergennes Township		-
Due from City of Lowell		-
TOTAL Current Assets		51,369.57

TOTAL ASSETS

\$ 51,369.57

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable	\$	-
Payroll liabilities		3,867.08
American Family Life Insurance		(263.90)
TOTAL Current Liabilities		3,603.18

Long-Term Liabilities

TOTAL Long-Term liabilities		-
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Net Assets

Beginning Net Assets		35,197.63
Increase (Decrease) Net Assets		12,568.76
TOTAL Net Assets		47,766.39

TOTAL LIABILITIES AND NET ASSETS \$ 51,369.57