

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, August 12th, 2019. 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, Tim Wittenbach, David Pasquale, Jessica Marks, Carl Blough and Mike DeVore. Also present: Peter Letzmann, Chief van Overbeek, Lieutenant Velzen, and Jerry Hale.

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY DEVORE and seconded by MARKS to approve the agenda with the addition of "Full Time Staffing Discussion" under Old Business, Item F. Yes-Herb, Wittenbach, Marks, Blough, Pasquale and DeVore. Motion carried.

3. APPROVAL OF THE MINUTES

A. Approval of the regular meeting minutes from the July 8th, 2019 meeting.

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

Blough also requested a signed paper copy of all minutes be kept on site at the Fire Station. A consensus was reached.

4. FINANCIAL REPORTS

A. IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept the Financial Reports as presented. Yes-Herb, Pasquale, DeVore, Marks, Wittenbach, Blough. Motion carried. Also, a consensus was reached to renew the contract of accountant Chris Brown for the 2019-2020 fiscal year.

5. PUBLIC COMMENT

None. Public comment was closed.

6. BOARD MEMBER ACKNOWLEDGEMENT-

Herb had an award prepared recognizing Sue Reister's time on the board.

7. OLD BUSINESS

A. Review of Consultant Candidate Credentials- Letzmann presented a report card of the consultant options from departments they had worked with. No motion was necessary.

B. Discussion on Merits of Utilizing Consultant- There was much discussion on the consultant topic. IT WAS MOVED BY MARKS and seconded by Wittenbach to table the discussion until the next meeting. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

C. County Truck Replacement Update- DeVore and Wittenbach will still meet in the fall to discuss. No motion was necessary.

D. SAFER Grant Update- No update was given.

E. Status of UTV Replacement- van Overbeek presented pricing and options for purchase. IT WAS MOVED BY DEVORE and seconded by MARKS to allow sealed bids for the sale of the existing mini-medic. Yes-Herb, Wittenbach, DeVore, Pasquale, Marks, Blough. Motion carried.

F. Full-Time Staffing Discussion- Staffing options were discussed, Blough mentioned a budget surplus that could be used to address the problem. IT WAS MOVED BY DEVORE and seconded by MARKS to allow Lowell Fire to present a plan for use between \$80,000 and \$100,000 for the

beginning stages of full time staff. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

8. NEW BUSINESS

A. Fire Station Lawn Maintenance- van Overbeek commented that with the purchase of a department owned mower, existing staff could provide the service at no charge. IT WAS MOVED BY DEVORE and seconded by MARKS to direct van Overbeek to put together purchase plans for a mower. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

B. Review of Near Term Grant Opportunities- A grant is being submitted to the Community Fund for purchase of a second LUCAS Device and maintenance on both machines. Staff will be looking into opportunities for the Look Fund grant as well. IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve application to the Community Fund. Yes-Herb, Wittenbach, Blough, Marks, Pasquale, DeVore. Motion carried.

9. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

10. FIRE CHIEF REPORT AND UPDATES

Chief van Overbeek provided the board with his July Report. 109 calls were responded to in July. A weld repair is being made on the new tender. Hose and Ladder testing will be taking place in September.

11. MEMBER COMMENTS

None.

12. DATES FOR NEXT MEETINGS

The next regular meeting is scheduled for September 9th, 2019 at 3:30pm.

13. ADJOURNMENT

IT WAS MOVED BY DEVORE and seconded by MARKS to adjourn at 5:04pm. Yes-Herb, Pasquale, DeVore, Marks, Wittenbach, Blough. Meeting adjourned.

Respectfully submitted,

Jim Herb, Chairman

Mike DeVore, Recording Secretary