

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, January 14th, 2021 at 7:00pm.
Held virtually via the Zoom Platform.

1) **ROLL CALL:**

Board Chair Marks called the meeting to order at 7:00pm.

Members present: Jessica Marks, Carlton Blough, Tim Wittenbach, Kate Dernocoeur, Dave Pasquale, Mike DeVore

Also present: Township Supervisor Jerry Hale, Tim Armstrong, Fire Chief Shannon Witherell, Fire Department Command Staff and families.

2) **APPROVAL OF THE AGENDA:**

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

3) **APPROVAL OF THE MINUTES:**

A) IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the minutes from the November 12th regular meeting as presented. Yes-Marks, Blough, Wittenbach, Dernocoeur, Pasquale DeVore. Motion carried.

B) IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to approve the minutes from the November 18th special meeting as presented. Yes-Marks, Blough, Wittenbach, Dernocoeur, Pasquale, DeVore. Motion carried.

4) **FINANCIAL REPORTS:**

IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept the Financial Reports from November and December as presented. Yes-DeVore, Pasquale, Marks, Blough, Dernocoeur, Wittenbach. Motion carried.

5) **PUBLIC COMMENT:**

-None. Public Comment was closed.

6) **OLD BUSINESS:**

-None.

7) **NEW BUSINESS:**

A) Elections of 2021 Board Officers:

i) Board Chair: IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to appoint Jessica Marks as Board Chair for 2021. IT WAS

MOVED BY WITTENBACH and seconded by DEVORE to close nominations. With no objections, Jessica Marks was named Board Chair for 2021.

ii) Vice Chair: IT WAS MOVED BY PASQUALE and seconded by BLOUGH to nominate Tim Wittenbach as Vice Chair for 2021. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to close nominations. With no objections, Tim Wittenbach was named Vice Chair for 2021.

iii) Secretary Treasurer: IT WAS MOVED BY WITTENBACH and seconded by PASQUALE to nominate Carl Blough as Secretary Treasurer for 2021. IT WAS MOVED BY DERNOCOEUR and seconded by PASQUALE to close nominations. With no objections, Carl Blough was named Secretary Treasurer for 2021.

B) Rockford Ambulance Review: Tim Armstrong presented the board with Rockford Ambulance's responses, times and updates for 2020. No motion was necessary.

C) 2021/2022 Budget: Chief Witherell presented the Board with a preliminary budget for the next fiscal year to bring to the municipalities for review. No motion was necessary.

D) Cost Recovery Ordinance: Chief Witherell presented the Board with a preliminary ordinance for cost recovery related to calls. It will go to each municipality for adoption as ordinances. No motion was necessary.

E) Updated Administrative Policy Handbook: Chief Witherell presented the Board with updates to the Administrative Policy Handbook. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to send the policies to the attorney for official review and return to Board for adoption. Yes-Marks, Blough, Wittenbach, Dernocoeur, Pasquale, DeVore. Motion carried.

F) Promotion of Department Officers: Chief Witherell thanked Board members DeVore and Dernocoeur for assisting with the interviews for promotion and presented his recommendations for the vacant officer positions.

i) Firefighters Kevin Jones, Erik Kelley and Chuck Johnson to be promoted to the position of Lieutenant. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to promote Firefighters Jones, Kelley and Johnson to Lieutenant. Yes-DeVore, Marks, Blough, Dernocoeur, Wittenbach, Pasquale. Motion Carried.

ii) Lieutenants Justin Soyka and Sean Donahue to be promoted to the position of Captain. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to promote Lieutenants Soyka and Donahue to Captain. Yes-DeVore, Pasquale, Wittenbach, Dernocoeur, Marks, Blough. Motion carried.

iii) Lieutenant Corwin Velzen to be promoted to the position of Deputy Chief. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to promote Lieutenant Velzen to Deputy Chief. Yes-DeVore, Pasquale, Marks, Blough, Dernocoeur, Wittenbach. Motion carried.

iv) Chief Witherell issued an oath of office to all the newly promoted officers.

8) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

- i) County Truck: IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to have Chief Witherell apply for a FEMA grant to help with funding and applying with a 5% Authority match. Yes-DeVore, Marks, Dernocoeur, Pasquale, Blough, Wittenbach. Motion carried.
- ii) Fire Chief Vehicle: No updated delivery date is available. The vehicle is complete and in Canada waiting to be delivered.

B) FINANCIAL:

-None.

9) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with is report. Included were December and year end response numbers, updates on training and new hires.

10) MEMBER COMMENTS:

- WITTENBACH thanked Chief Witherell for all the work he has done.
- DEVORE congratulated the newly promoted officers and thanked Chief Witherell for allowing the Board to be involved in the process.

11) DATE FOR NEXT MEETING:

-The next regular meeting will take place on Thursday, February 11th, 2021 at 7pm. In person or on the Zoom platform to be discussed at a later date pending executive order updates.

12) ADJOURNMENT:

-IT WAS MOVED BY DEVORE and seconded by MARKS to adjourn at 8:16pm. Yes-Marks, DeVore, Wittenbach, Dernocoeur, Pasquale, Blough. Meeting adjourned.