

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, February 11th, 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: Fire Chief Shannon Witherell.

2) **APPROVAL OF THE AGENDA:**

IT WAS MOVED BY DEVORE and seconded by PASQUALE 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 PASQUALE to approve the minutes from the January 14th regular meeting as presented. Yes-Marks, Blough, Wittenbach, Dernocoeur, Pasquale, DeVore. Motion carried.

4) **FINANCIAL REPORTS:**

IT WAS MOVED BY DERNOCOEUR and seconded by DEVORE 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:**

A) KCEMS Awards Presentation: Chief Witherell, Firefighter Oswald and Lieutenant Kelley were presented Life Saver Awards from Lance Corey of KCEMS for their Class 1 save from Arrowhead Golf Course. No motion was necessary.

B) 2021/2022 Budget: The preliminary budget was presented to all three municipalities for review. IT WAS MOVED BY BLOUGH and seconded by DERNOCOEUR to approve the 2021/2022 budget for adoption. Yes-Marks, Blough, Dernocoeur, Wittenbach, Pasquale, DeVore. Motion carried.

C) Cost Recovery Ordinance: The ordinance was discussed and will head to municipalities for addition. No motion was necessary.

D) Updated Administrative Policy Handbook: Chief Witherell will distribute PDF copies (or printed copies on request) to the all board members for review. Item was tabled to March meeting. No motion was necessary.

7) NEW BUSINESS:

A) Lew Bender: Board Member DeVore presented possible dates in April for a facilitation from Dr. Lew Bender. Costs will be gathered and brought before the board, based on interest. No motion was necessary.

B) Employee Retirements: Chief Witherell has discussed multiple retirement account options. The only account available was through ICMARC. It will also allow for retirement options for all employees, including the on-call personnel. IT WAS MOVED BY DEVORE and seconded by PASQUALE to use ICMARC for department retirement accounts. Yes-Blough, Wittenbach, Dernocoeur, DeVore, Pasquale, Blough. Motion carried.

C) 2020 Annual Report: Chief Witherell presented the 2020 annual report and provided the highlights. Copies will be made available to all municipalities for their websites and will be presented at public meeting for any municipalities interested. No motion was necessary.

D) Promotion of Department Firefighters: Firefighters Ashley Putney, Don Shaffer and Jordan Lambert were promoted from probationary members to firefighters and were administered their oath by Chief Witherell. IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to accept the promotions. Yes-DeVore, Pasquale, Wittenbach, Dernocoeur, Blough, Marks. Motion carried.

8) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

- i) County Truck: Community Fund grant application has been moved to next grant cycle.
- ii) Fire Chief Vehicle: Has been delivered and is in service.

B) FINANCIAL:

-None.

9) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with is report. Included were January response numbers, updates on training and new hires. IT WAS MOVED BY PASQUALE and seconded by DEVORE to approve \$7800 in spending on gear for new members. Yes-Marks, Pasquale, DeVore, Blough, Wittenbach, Dernocoeur. Motion carried.

10) MEMBER COMMENTS:

-WITTENBACH stated that Chief Witherell is doing a great job.
-DERNOCOEUR congratulated the newly promoted firefighters and asked Chief Witherell for a different call response breakdown.

11) **DATE FOR NEXT MEETING:**

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

12) **ADJOURNMENT:**

-IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 8:15pm. Yes-Marks, DeVore, Wittenbach, Dernocoeur, Pasquale, Blough.
Meeting adjourned.