

Lowell Area Fire & Emergency Services Authority

Meeting Minutes

Thursday, June 10th, 2021 at 7:00pm.
Look Memorial Fire Station.

1) ROLL CALL:

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

Members present: Jessica Marks, Carlton Blough, Kate Dernocoeur (arrived after roll call), Dave Pasquale, Mike DeVore.

Members Absent: Tim Wittenbach.

Also present: Fire Chief Shannon Witherell, Captain Sean Donahue, Lieutenant Kevin Jones, Lieutenant Erik Kelley, Firefighter James Bolan.

2) APPROVAL OF THE AGENDA:

IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the agenda with items added under Financial Reports and New Business. Yes-Pasquale, Blough, Marks, DeVore. Absent:-Dernocoeur, Wittenbach. Motion carried.

3) APPROVAL OF THE MINUTES:

A) IT WAS MOVED BY DEVORE and seconded by MARKS to approve the minutes from the April 15th regular meeting as presented. Yes-Marks, Blough, Pasquale, DeVore. Absent-Dernocoeur, Wittenbach. Motion carried.

4) FINANCIAL REPORTS:

A) Financial Reports for April 2021-IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept the financial report from April as presented. Yes-Marks, DeVore, Blough, Pasquale. Absent-Dernocoeur, Wittenbach. Motion carried.

B) Financial Reports for May 2021-IT WAS MOVED BY DEVORE and seconded by PASQUALE to accept the financial report from May as presented. Yes-Marks, DeVore, Pasquale, Blough. Absent-Dernocoeur, Wittenbach. Motion carried.

C) 2021 Budget Amendments-IT WAS MOVED BY DEVORE and seconded by MARKS to amend the 2021 budget. Yes-Marks, DeVore, Blough, Pasquale. Dernocoeur. Absent-Wittenbach. Motion carried.

D) Final 2021-2022 Budget Approval-IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve the budget for the 2021-2022 fiscal year as presented. Yes-Marks, DeVore, Dernocoeur, Pasquale, Blough. Absent-Wittenbach. Motion carried.

5) PUBLIC COMMENT:

-None. Public Comment was closed.

6) OLD BUSINESS:

A) Cost Recovery Ordinance-Neither Township has voted on approving the cost recovery ordinance. No motion was necessary.

7) NEW BUSINESS:

A) Joint Workshop Conversation-Findings from the Lew Bender facilitation were discussed. Included in the recommendations were a joint workshop between the three municipalities and the command staff. Dates and options were discussed and the conversation will be ongoing. No motion was necessary.

B) County Engine Recommendation for Purchase- All applicable bids were received and reviewed. The Spencer bid met all specs and requirements. It will be roughly a 400 day build. IT WAS MOVED BY BLOUGH and seconded by DEVORE to accept Spencer Manufacturing's bid for \$657,823 and include an additional \$15,000 to outfit the truck for a total not to exceed \$672,823. Yes-Marks, DeVore, Dernocoeur, Pasquale, Blough. Absent-Wittenbach. Motion carried.

C) HIPAA Authorization Form- Chief Witherell provided the board with a copy of the HIPAA authorization form the department would like to use for patient information release. IT WAS MOVED BY DEVORE and seconded by BLOUGH to approve us of the form as presented. Yes-Marks, DeVore, Blough, Dernocoeur, Pasquale. Absent-Wittenbach. Motion carried.

D) Priority 3 Medical Response-Chief Witherell presented the board his plan to begin responding to Priority 3 medical calls with a chief complaint of medical alarm or falls. Responding to these calls will be less strain on the ALS response in most cases. No motion was necessary.

8) COMMITTEE REPORTS:

A) CAPITAL APPROPRIATIONS:

-Provided under Item B above.

B) FINANCIAL:

-None.

9) FIRE CHIEF REPORT AND UPDATES:

-Chief Witherell provided the Board with his report for May and a recap of the report from April. There were no major incidents in May and year-to-date calls are up over both 2019 2020.

10) **MEMBER COMMENTS:**

-None.

11) **CLOSED SESSION FOR FIRE CHIEF 6 MONTH REVIEW:**

-IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to move to a closed session for the purpose of an employee review at 8:12pm. Yes-Marks, DeVore, Pasquale, Dernocoeur, Blough. Absent-Wittenbach. Meeting closed.

-IT WAS MOVED BY DEVORE and seconded by MARKS to return to open session at 9:18pm. Yes-DeVore, Dernocoeur, Marks, Blough, Pasquale. Absent-Wittenbach. Meeting opened.

12) **DATE FOR NEXT MEETING:**

-The next regular meeting will take place on Thursday, July 8th, 2021 at 7pm at the Look Memorial Fire Station. A Zoom option will also be available.

13) **ADJOURNMENT:**

-IT WAS MOVED BY DEVORE and seconded by DERNOCOEUR to adjourn at 9:22pm. Yes-Marks, DeVore, Dernocoeur, Pasquale, Blough. Absent-Wittenbach. Meeting adjourned.