

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, October 12, 2015

1. ROLL CALL

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

Members Present: Jim Herb, David Pasquale, Susan Reister, Tim Wittenbach, Matt Mayer

2. APPROVAL OF THE AGENDA

Pasquale questioned whether the fire chief position could be added to the agenda. Herb said this has been discussed and everything is staying the same.

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the agenda. Yes – all. Motion Carried.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY PASQUALE and supported by WITTENBACH to approve the minutes of the September 14, 2015 meeting as corrected. Yes – all. Motion Carried.

4. FINANCIAL REPORT

Herb noted the insurance line item has been spent for the year. Olin responded our premium is paid in full at the beginning of the fiscal year. Wittenbach asked for clarification on the revenue and expenditure report that was provided.

IT WAS MOVED BY MAYER and supported by REISTER to approve the financial reports as presented. Yes – all. Motion Carried.

5. PUBLIC COMMENT

Mayor Hodges said it has been a few years since he has been in attendance and hears great reports from Matt Mayer in regard to the Fire Authority.

6. OLD BUSINESS

A. Status of New Technology Hardware. Witherell said he is still waiting on pricing from the county. The hardware no longer meets specifications and he is waiting for an upgraded price on their bulk set up. Herb questioned purchasing from Best Buy. Witherell said the department may not purchase a standard laptop.

7. NEW BUSINESS

A. Board Legal Counsel Opportunity

Herb said he was invited to a workshop held at Lowell City hall where attorney Mr. Peter Letzmann discussed conducting meetings and Roberts Rules of Law. Herb questioned having Mr. Letzmann serve as legal counsel for the Fire Authority. Letzmann explained he is a former resident of Vergennes Township. He stated he has worked as an attorney for the city of Detroit, Pontiac and Troy. Letzmann stated Troy has the second largest SEV in the state and the largest volunteer fire department. Letzmann said the Authority can avoid problems by having a legal counsel, and added if FOIA requests are not done properly, there may be civil penalties. In addition, Letzmann said he would like to review the Authority's current documents. He said he lives only 15 minutes away. Pasquale questioned if Letzmann required a retainer? Letzmann stated he would bill quarterly, and there is no retainer required. Letzmann would like to talk to the board members and see what their legal concerns are. Pasquale questioned if his contract would have a point of review. Letzmann said he would have an "at will" arrangement. If the Board were unsatisfied, he would walk away and turn the files over.

IT WAS MOVED BY PASQUALE and supported by MAYER to approve Peter Letzmann as attorney for the Lowell Area Fire Authority on an at will basis with a yearly review of his services under scope of work. Yes – all. Motion Carried

Mayor thought it was a great idea and Letzmann would be a great addition.

Resister questioned if Letzmann was semi-retired or worked full time? Letzmann said this is the only agency that would be consistent for him. Otherwise, he does various other things including mediation for courts. Wittenbach mentioned the first steps of getting started. Letzmann responded it would be to meet with everyone.

8. COMMITTEE REPORTS

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORTS AND UPDATES. Martin said we had 19 fire incidents and 42 medical responses for the month of September or 582 for the year. He added five of the trucks are having annual maintenance and the Garage of Lowell is taking care of the other three. Martin stated Harding Enterprises completed the striping of the parking lot for \$75.00.

Martin said he is looking at the upcoming Look Meeting for a possible grant for a washer. Martin added the department has a dryer and only needs a washer. He said recently, four positions have been filled on the department. He mentioned at the Fallasburg Festival, a profit of \$3,800 was made selling 710 ½ chickens. He added VanOverbeck is completing medical reports and Witherell is completing inspections and site plans along with Velez. Training is still being held at Lowell Lanes. He added Velzen is taking the fire instruction training in Muskegon. Martin said he will be gone 10/17 until 10/25 for a fall color tour.

Martin mentioned the Cable Fund and possibly seeking a grant for a utility task vehicle. He said a demo vehicle is available to his department. He added the unit is 4 years old, costs \$42,000 new and his department could obtain for \$15,000. Herb suggested preparing a proposal for the Cable Fund. Martin said these vehicles are desirable to departments to get to places trucks cannot.

10. Herb said the next meeting will be held Monday, November 9 at 3:30 p.m. at the fire station.

IT WAS MOVED BY PASQUALE and supported by REISTER to adjourn at 4:20 P.m. Yes – all.
Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary