

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**SPECIAL MEETING MINUTES**  
**Tuesday, November 17, 2015**  
**LOWELL CITY HALL**

1. ROLL CALL

Jim Herb called the meeting to order at 7:00 p.m.

Members Present: Jim Herb, David Pasquale, Susan Reister, Tim Wittenbach (arrived 7:05 p.m.), Jeff Altoft and Carlton Blough

2. APPROVAL OF THE AGENDA

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

3. PUBLIC COMMENT. Mayor Hodges said he was glad to be in attendance.

4. SERVICES AGREEMENT – The board reviewed the document. Letzmann pointed out the following changes: conflicts of interest, insurance – no less than \$2,000,000.00 (p. 8) article 6 arbitration (typo) pursuant, change Susan Ullery city clerk, reformatting – make it a more workable document.

IT WAS MOVED BY PASQUALE and supported by REISTER to have the three governing bodies with the above changes, approve the services agreement. Yes – all. Motion Carried.

5. BYLAWS REVIEWED. Section 4, conflict of interest was discussed and the addition of page numbers. Section 5 will be reviewed at the December 14, meeting.

6. RULES OF PROCEDURE – REVIEW. Sample rules from the Michigan Municipal League were provided. Peter Letzmann will provide a document ready for consideration at the December 14 meeting.

IT WAS MOVED BY PASQUALE and supported by REISTER to adjourn at 10:00 P.M. Yes – all. Motion Carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary