

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**Monday, February 8, 2016**

1. ROLL CALL

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

Members Present: Jim Herb, Matt Mayer, Susan Reister, Tim Wittenbach, Jeff Altoft and Carlton Blough

Herb mentioned we have a new member Matt Mayer to serve during the time City Manager Pasquale is acting city manager.

2. APPROVAL OF THE AGENDA

Blough asked we add an agenda item to recognize retired Chief Frank Martin.

IT WAS MOVED BY BLOUGH and supported by REISTER to approve the agenda as corrected. Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

Special meeting January 5<sup>th</sup>, 2016

IT WAS MOVED BY WITTENBACH and seconded by BLOUGH to approve the minutes of the January 5, 2016 special meeting. Yes - all. Motion carried.

Regular meeting January 11<sup>th</sup>, 2016.

IT WAS MOVED BY WITTENBACH and seconded by BLOUGH to approve the minutes of the January 11, 2016 regular meeting. Yes – all. Motion carried.

Special meeting January 20<sup>th</sup>, 2016. Wittenbach felt the minutes should not read “proceedings of the Lowell and Fire and Emergency Services Board.” Wittenbach felt the name should be the “Statistic Review Committee.”

IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the minutes of the January 20 special meeting as corrected. Yes – all. Motion carried.

4. APPROVAL OF THE FINANCIAL REPORTS.

Olin mentioned everyone had made their third quarter payments. Blough requested to see the check written to Peter Letzmann.

IT WAS MOVED BY MAYER seconded by BLOUGH to approve the financial reports as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT.

No public comments were received.

6. OLD BUSINESS

A. Election of Vacant Vice Chairman Position. Herb mentioned with Dave Pasquale off the board, we need a new vice chairman.

IT WAS MOVED BY WITTENBACH and supported by HERB to nominate Susan Reister as Vice Chairman. Yes – all. Motion carried.

B. Restated Authority Agreement Review. Atoft questioned if the Authority still had the Seagrave truck or if it should be eliminated from the agreement. Pasquale mentioned it was a part of the original contribution in 2007.

IT WAS MOVED BY BLOUGH and supported by REISTER that the restated Joint Fire and Emergency Services Agreement of the Lowell Area Fire and Emergency Services Authority City of Lowell and Lowell Charter and Vergennes Townships County of Kent, Michigan is hereby approved by this Board and transmitted to the respective municipalities for their approval. Yes – all. Motion carried.

C. Restated Bylaws Review. Blough mentioned section 5 did not read correctly. Letzman responded a month's notice will be added to the verbage.

IT WAS MOVED BY REISTER and seconded by MAYER to approve the restated bylaws as amended. Yes – all. Motion carried.

D. Meeting Rules Review and Approval. Letzman said the rules of procedure are consistent with how the board has been operating. Reister felt page 1 should read "the second Monday." Blough questioned page 6 #3, which reads "may state their name." The meeting rules review was tabled until the March meeting.

E. Fire Chief Hiring Checklist. Herb mentioned a job description needs to be put together along with a check list for hiring. He also mentioned full time vs part time. The initial interview should be a panel or someone from the outside, and the board has the final interview. Also, Herb mentioned full time exempt vs non exempt, no limit what you pay. Altoft suggested we fill the fire chief position, then come back and recreate it. Letzman stated we need to know the duties of the Fire Chief. VanOverbeek mentioned Frank Martin and himself have written down their duties and he will forward this to the board.

## 7. NEW BUSINESS

A. Five Year Capital Presentation – C. Blough. Blough distributed a 6 year capital list that included turnout gear, wildland gear, and an apparatus replacement schedule. Witherell said he will prepare a revised page with the appropriate calculations.

B. Data Committed Presentation – Wittenbach mentioned the average response times is 5 minutes for most calls. Noon is the peak time. He further mentioned 68% of the calls were medical last year. Witherell added this data came from the dispatch center. He said our current system will now generate this data starting last August. Wittenbach mentioned the department will also keep track of the equipment costs on a call.

C. Future Budget Status. Herb suggested the board address capital purchases. Altoft added the jurisdictions need to know how much money to set aside in our budgets for this. Witherell said he will update the yearly amounts on the capital equipment presentation.

D. Fire Department Survey. Herb mentioned sending a letter and survey to all firefighters and obtaining a post office box for the firefighters to fill it out and return to the box anonymously. He said he would then tally and look at the overall feelings of the department. This will help to determine actions and tentative scheduling for hiring of a Fire Chief.

E. Grant status. Shannon mentioned Chief Bukala and the Fire Department were applying for a 2016 Cable Grant to purchase portable radios to unify portable radio communications between these two departments. Witherell added the need for letters of support. Herb questioned if Witherell was comfortable filling out grants. Witherell mentioned he does have help and that the Fema grants are more labor intensive. He added a DNR grant will be coming up soon.

F. Recognition of Frank Martin. Blough suggested having something engraved for Frank Martin in recognition of his years of service. Herb mentioned presenting the gift in March or a Saturday meeting. The Saturday meeting in March will be held March 12.

8. COMMITTEE REPORTS

- A. Capital appropriations. No reports were received.
- B. Financial. No reports were received.

9. FIRE CHIEF REPORTS AND UPDATES

Ron VanOverbeek said there were 16 fire and 42 medical in January 2016 or 133 for the year. He said new tools are in the process of being mounted. He said they have tested the tools, and the axe will go through anything. Witherell is overseeing the medical and fire reports that are sent to NFIRS. Witherell is also doing the inspections and site plans along with Corey Velzen. He added two members passed the national registry for emergency medical responder, Chuck Putney and Jordan Lambert.

10. MEMBER COMMENTS.

No comments were received.

11. DATE FOR NEXT MEETING

A special meeting will be held Monday, February 29 at 3:30. The next regularly scheduled meeting will be March 14.

IT WAS MOVED BY REISTER and supported by Mayer to adjourn at 5:58 p.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary