

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**SPECIAL MEETING**  
**Monday, January 5, 2016**

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, Jeff Altoft and Carlton Blough

2. APPROVAL OF THE AGENDA

3. PUBLIC COMMENTS

No comments were received.

4. NEW BUSINESS

A. Hiring of New Fire Chief

Chairman Herb stated Ron VanOverbeek is the current acting fire chief. Reister handed out a fire chief job description to the board. Altoft mentioned the importance of having a fire chief that was active and had the same training as his men. Herb mentioned the impact of where the chief resides. Wittenbach was not in favor of limiting to residing 5 miles from the station. Rogers mentioned MIOSHA needs to be incorporated into the training requirements of the chief, specifically part 74. Wittenbach mentioned having Mike Devries assist with the hiring of a new chief. He felt without assistance, the authority would be "spinning our wheels". He questioned the possibility of Mike Devries helping the authority work through this process. Reister mentioned her former chief may be helpful. Jerry Hale mentioned Phil Dougherty of Bowne Township and Dave Murray of Ada Township to assist. Herb presented the authority with payroll background of the current chief and questioned a proposed pay scale for the new position. Altoft said the board should not address pay at this time. Reister also mentioned a fire vehicle is a nice benefit to the chief position. Herb added having a presence at the fire station is important. Blough felt more information on the chief monthly reports could be beneficial. Vanoverbeek said the new software recently purchased for reporting, has more capabilities for reporting to the board. However, there is a concern with releasing private information. Pasquale had no problem if the chief resided within the district. Reister felt anyone on the current department should be allowed an interview. Herb mentioned another resource is Michigan township association. Herb said he would see if the chiefs mentioned, would be available at the next meeting. Wittenbach felt our next agenda should be condensed with the chief's position the first item. Altoft mentioned gathering expected qualifications from the firefighters as well. He felt the current fire department may have ideas on hiring a new chief.

5. DATE FOR NEXT MEETING

A. The next meeting will be held Monday, January 11, 2016 at the Lowell Fire Barn.

IT WAS MOVED BY PASQUALE to adjourn at 4:50 P.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary