

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD**  
**MEETING MINUTES**  
**Monday, December 14, 2015**

1. ROLL CALL

- A. 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

- A. IT WAS MOVED BY PASQUALE and seconded by BLOUGH to approve the agenda as presented.  
Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

- A. November 9, 2015 regular meeting.

IT WAS MOVED BY BLOUGH and seconded by REISTER to approve the minutes of the November 9, 2015 regular meeting. Yes – all. Motion Carried.

- B. November 17, 2015 Special meeting.

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve the minutes of the November 17, 2015 special meeting. Yes – all. Motion Carried.

4. FINANCIAL REPORT

- A. Olin presented the financial reports. She noted a special line item in the revenue/expenditure report was created for the monies received from the municipalities for the air pack purchase. She mentioned she paid for the air packs out of the operating supply line item. Jim Herb questioned the cash balance of the authority. Olin responded approximately \$150,000.

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

- B. 2014/2015 Auditor's Review and Report. Steve Thompson, of Biggs, Hausserman, Thompson and Dickinson presented the audit report for the Lowell Area Fire Authority. He said it has a clean opinion, no exceptions, the best opinion you can get. He added the current fund balance is \$106,266. He mentioned there are no problems with internal controls. Blough questioned how much of a fund balance the authority should carry. Thompson responded the rule of thumb is 15 percent of your total expenditures.

5. PUBLIC COMMENT

- A. No comments were received.

6. OLD BUSINESS

- A. Computer Hardware Status. Witherell said all of the equipment has been ordered except for one more laptop. He added Chrouch Communications will be here on Thursday and then everything will be complete. He added the equipment was under budget by \$196.91.
- B. Look Grand Approval. It was mentioned that some of the tools purchased with the grant had been received.

- C. Revised "Authority" Agreement status. Letzmann stated the agreement was reviewed and rewritten. He added there were no major changes from what was written prior. Wittenbach stated Vergennes Township was holding off on the agreement until their attorney had a chance to review. Altoft requested a copy for the City attorney to review. Letzmann said he would send out the revised agreement two or three weeks prior to the next meeting.

## 7. NEW BUSINESS

- A. Fire Authority Insurance Presentation and Review. Judie Miljan, of Berends Hendricks Stuit was present. She said the Authority's current policy carries 5 million liability – bodily injury and property damage per occurrence/unlimited policy period maximum's no cap on it. She further mentioned the comp and collision coverage has deductibles of \$1000 each. In regard to auxiliary equipment, you are compensated in the event of loss by like kind and quality. Whatever value you provide is what you will be compensated up to that value. She added the insured at the time of loss has the option to purchase at the current rate up to 25% more limit on the Fire or Emergency Vehicle covered under this policy. She added 50% additional can be purchased for fire emergency equipment. Wittenbach questioned if anyone purchased more than 5 million per occurrence. Judie responded no, not to date.
- B. Revised "Bylaw's" presentation and Review. Letzmann stated the bylaws will be revised to make them read easier. He said a provision will be added on the sale or disposal of assets. He stated rules of procedure will be discussed at the next meeting.
- C. Fire Chief's retirement – Herb stated Chief Martins' retirement is effective January 31. Herb stated until such time, Ron VanOverbeek will be the acting fire chief.

IT WAS MOVED BY PASQUALE and seconded by WITTENBACH to accept the resignation of Fire Chief Frank Martin. Yes – all. Motion carried.

- D. Discussion of new Fire Chief's Selection Procedures. Letzmann said a job analysis of the fire chief position and a job description should be put together. He further mentioned having procedures in place for advertising, receiving applications and conducting interviews. Wittenbach mentioned Mike Devries assisted Grand Rapids Township in the selection of a new Fire Chief. He questioned the possibility of Mike Devries helping the authority work through this process. Reister felt the current fire department may have ideas on hiring a new chief. Herb said a special meeting will be held Tuesday, January 5 at the fire barn for the process of hiring a new fire chief.

## 8. COMMITTEE REPORTS

- A. Capital Appropriations – Blough said he would like to put the capital plan into a more readable format.
- B. Financial – No comments were received.

## 9. FIRE CHIEF REPORTS AND UPDATES

- A. VanOverbeek reported there were 24 fire incidents and 32 medical responses for the month of November. The total for the first eleven months was 696 calls. He stated all pumpers passed their tests and all vehicles passed the MDOT inspection. He added the Look Fund granted \$4,000 for tools and the remainder will come from the fire department fund raiser monies. He said Witherell is doing the inspections and site plans along with Corey Velzen. Dean Kruger has taken the fire instructor course at the airport in January.

10. MEMBER COMMENTS

- A. Chief Steve Bukala mentioned the Lowell Police Department was collecting winter jackets, hats and boots through a program entitled "cold weather warriors".

11. DATE FOR NEXT MEETING

- A. Date for next meeting. Herb said a special meeting will be held Tuesday, January 5, 2016 at the fire barn to discuss the process for hiring a new fire chief. The next regular scheduled Fire Authority meeting is Monday, January 11, 2016 at the Lowell Fire station at 3:30 p.m.

IT WAS MOVED BY RESITER and seconded by PASQUALE to adjourn at 4:45 P.m. Yes – all. Motion carried.

Respectfully submitted,

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Jim Herb, Chairman

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Suzanne Olin, Recording Secretary