

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD  
MEETING MINUTES  
Monday, August 14, 2017  
At the Look Memorial Fire Station

1. ROLL CALL

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

Members Present: Jim Herb, Susan Reister, Tim Wittenbach, Carlton Blough, David Pasquale and Jim Hodges. Also present: Peter Letzmann

The tape for this meeting failed and the minutes were done by recollection.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES

A. There was a request to modify the presented minutes before approval of the Regular meeting minutes – June 12, 2017

IT WAS MOVED BY REISTER and seconded by HODGES to approve the minutes as modified.  
Yes – all. Motion carried.

4. FINANCIAL REPORTS. Financial reports were presented and discussion followed on them.

IT WAS MOVED BY HODGES and seconded by REISTER to approve the financial report as presented. Yes – all. Motion carried.

5. PUBLIC COMMENT – Katie Rademacher shared dissatisfaction of Fire Chief handling of her leaving the Fire Authority and questioned why she was not rehired.

6. OLD BUSINESS

A. FIRE STATION LEASE REVIEW Attorney Letzmann provided a modified copy of the lease agreement based on his review. Discussion occurred and item will be forwarded to the Lowell City Attorney for his review.

B. FUND BALANCE DISCUSSION. Discussion continued on the Fund Balance topic.

It was moved by WITTENBACH and seconded by HODGES to set an operation fund balance policy of no more than \$50,000.

Discussion then continued on the excess fund balance over the recommended operational fund balance being designated to a capital fund.

It was moved by BLOUGH and supported by HODGES to establish a policy to develop a Capital Fund for funds that exceed the operational fund balance amount directed by the Authority. Yes all – Motion carried.

The Authority requested that City Treasurer Olin bring recommended investment options to them for consideration.

- C. FIRE ENGINE #6 OPTIONS Van Overbeek led discussion about the scheduled 2018 purchase to replace the #6 Engine Truck. Van Overbeek provided different options for the Authority to consider. Discussion occurred also on how the current engine could be sold and those proceeds be used to for a portion of the new purchase costs.

Motion by BLOUGH and seconded by PASQUALE to evaluate the sale of Engine #6 and proceed with a RFP for a new Engine #6. Yes all – motion carried.

D. STATUS OF FIRE STATION REPAIRS. There was a request to table this matter until September.

- D. PERFORMANCE APPRAISAL OF VOIP. Van Overbeek informed the Authority that the new system is working well.

#### 7. NEW BUSINESS

- A. DISCUSSION ON NEW FURNITURE FOR FIRE STATION. It was requested to table this matter until next meeting.
- B. FIRE DEPARTMENT PARTICIPATION WITH FROSH/JV FOOTBALL. Lowell High School asked if the Fire Department would continue to provide staff to the home Freshman and JV Football games. Van Overbeek agreed to utilize staff for this.
- C. NEW FIRE STATION LANDSCAPING RECOGNITION. Van Overbeek stated that he would like to provide Mark Anderson with a Challenge Coin for recognizing his efforts in improving the landscaping around the station.

#### 8. COMMITTEE REPORTS

- A. Capital appropriations
- B. Financial

No Committee reports.

#### 9. FIRE CHIEF REPORT AND UPDATES.

Chief Van Overbeek provided his monthly update to the board.

#### 10. MEMBER COMMENTS

Blough discussed the upcoming Michigan Township Association Session. He also discussed how he enjoyed watching the recent training at his property.

11. DATE FOR NEXT MEETING(s)

Herb said the next meeting will be held September 11, 2017.

IT WAS MOVED BY PASQUALE TO adjourn at 5:26 p.m. Yes – all. Motion carried.

Respectfully submitted,

---

Jim Herb, Chairman

---

Suzanne Olin, Recording Secretary