

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, June 13, 2016, 3:30 p.m.

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, Jeff Altoft and Carlton Blough

Absent: Matt Mayer

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. Approval of the Regular Meeting – minutes May 9, 2016 meeting.

IT WAS MOVED BY ALTOFT and seconded by REISTER to approve the minutes of the MAY 9, 2016 meeting. Yes - all. Motion carried.

4. FINANCIAL REPORT

Olin presented the financial reports. Olin mentioned the authority had \$154,000.00 in cash.

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

A. Budget Amendments. The board reviewed the 2015-2016 budget amendments. IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the budget amendments as presented. Yes-all. Motion carried.

5. PUBLIC COMMENT. No comments were received

6. OLD BUSINESS

A. Frank Martin's Retirement Reception. Herb mentioned the reception will be held on June 15, Wednesday at 5 p.m. Blough questioned the presentation for Frank. Herb said the presentation will be held at 6:30p.m.

B. Fire Chief's Contract. Van Overbeek's contract was discussed and how the 16 hours allotted per week are measured. Herb said we should be flexible having a couple calls a day. Altoft said he will eventually know the pattern for his hours. Van Overbeek mentioned Witherell and himself are at the fire station on Sunday evenings 2 – 2 1/2 hours. Saturdays are spent doing inspections with the businesses. Herb called around to other fire departments, and the public rarely comes into the station. IT WAS MOVED BY BLOUGH and seconded by ALTOFT to approve the Fire Chief contract as written. Yes – all. Motion carried

C. Status of the Fire Budget with Municipalities. Jerry Hale mentioned the fire budget will be presented at Monday's meeting.

D. Repair to the fire house. Interim DPW Director Ron Woods was present and DPW Director Rich LaBombard. Herb stated both met with the Chief and Witherell to inspect the station for building issues. It was discovered the ceiling tiles need attention. Also the main window seals are broken, tuck pointing is needed and the station's caulking is deteriorating and moisture is getting inside. Woods added, once you tuckpoint seal and stain, almost 15 years is added to the life of the masonry. Woods also mentioned having Honeywell come and do an analysis of the heating and cooling at zero

cost to the city. Woods added in the short term, the station is much better than the Public Works building. Woods mentioned adding building system controls to Rich's computer in order to monitor the building. Herb suggested taking care of the ADA items needing completion on Saturday. Van Overbeek said some of the building issues have already been addressed. He added the department will need to order ceiling tiles to replace damaged tiles caused by the old roof leaking. Reister suggested walking the board through the building at next month's meeting. Woods said Honeywell will come in, do an evaluation of all of the bills at no cost to the city. Herb questioned if the Fire Department can be added to the Honeywell evaluation of the city. Herb felt it is a win-win to have the evaluation completed. Pasquale added the department can't lose.

7. NEW BUSINESS

A. New Fire Department hiring efforts. Van Overbeek mentioned two recruits attended the open house, and one was a trained firefighter. He said they will have an application process as well as a written and physical test. There are eight different stations, and vitals are taken before and after. Herb questioned if all the candidates were viable. Van Overbeek said it is hard to judge, if we retain 50%, we are doing well.

8. COMMITTEE REPORTS

- A. Capital Appropriations. None
- B. Financial. None

9. FIRE CHIEF'S REPORTS AND UPDATES – The fire chief contract start day was discussed. It was suggested the start date be June 19, or this Sunday. Van Overbeek mentioned the safety trailer will be at the Riverwalk this year. He added he is working with Liz Baker to attend more events. Van Overbeek also mentioned possibly changing the date of the pancake breakfast. He added the Mayor Exchange date with the City of Portland went well and 24 people were fed at the station. He also mentioned 4 scubas were sold for \$1000. It was mentioned two try-outs will be held this Thursday. He added he may be doing something different with the Fire station cleaning. Herb mentioned it was Ron's discretion on the cleaning.

10. MEMBER COMMENTS

Police Chief Steve Bukala mentioned the City may be going to a new voice over phone system which would affect the fire station phone as well. He said the current phones do not comply with E911.

11. Herb said the next meeting would be held July 11. He said if the agenda is light, we would postpone until August 8.

IT WAS MOVED BY REISTER and seconded by ALTOFT to adjourn at 4:35 p.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary