

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES

Monday, September 11, 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, Carlton Blough, Tim Wittenbach and David Pasquale

Member Absent: Jim Hodges. Also present: Peter Letzmann

2. APPROVAL OF THE AGENDA

Herb presented an additional item to the agenda to enter into closed meeting after the conclusion of today's meeting.

IT WAS MOVED BY HERB and seconded by WHITTENBACH that the Authority Board go into a closed meeting after the conclusion of today's meeting, to discuss the Attorney's confidential opinion, as is provided by section 8(h) of the Open Meetings Act. And that the Attorney be designated to act as the Authority's secretary for purpose of preparing the minutes of this closed session. Yes - all. Motion carried.

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

3. APPROVAL OF THE MINUTES

A. Approval of the Regular meeting minutes – August 14, 2017. Herb questioned if the tape from the last meeting had worked? Olin responded no.

Wittenbach provided Olin the changes he had proposed to the June 12 meeting minutes.

Blough mentioned adding a comment that the minutes are being done by recollection.

IT WAS MOVED BY BLOUGH and seconded by REISTER to approve the minutes of the September 11 meeting with the addition they were completed by recollection. Yes – all. Motion carried.

4. FINANCIAL REPORTS. Olin presented the financial reports. Herb questioned the workers compensation line item. Olin said the Authority is billed quarterly for workers comp. Herb also questioned the miscellaneous expense line item. Olin said it is for subscriptions to organizations including emergency reporting. Reister questioned a check written to Nigel Heftye. van Overbeek said he is a fireman. Herb mentioned Biocare paid out of professional services, felt it should be a separate line item designation next year. Blough questioned a check to Light and Power. Olin said that was for the VOIP phone project.

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

5. PUBLIC COMMENT – Katie Rademacher stated she read a statement at a previous meeting, and as a former firefighter, is looking for an answer to a question. Herb responded the board will be going into closed session to formally discuss this so there will be a response shortly.

6. OLD BUSINESS

- A. Fire Station Lease – Letzmann said he presented the fire station lease to the City attorney and Mr Burns, but has not had a formal response. This item was tabled until the next meeting.
- B. Fund Balance(s) Procedures & Investments. Olin said the audit has not yet begun. She also suggested the board adopt an investment policy. Herb requested this item be tabled until next month.
- C. Status of Fire Station Repairs. Van Overbeek stated Batchelor has completed the repairs to the fire station including tuck pointing and pillar repairs. Herb questioned if anything was found out of the ordinary? Van Overbeek responded no.
- D. #6 Engine Replacement Options. Van Overbeek stated Velzen, who is also the purchasing agent, has prepared specs for a new tender. He said the brokering company will offer \$50,000 for the current engine #6 sight onseen. He said bids are due the 25th of September with a public bid opening at 4:30 p.m. at the fire station.
- E. Meeting Room Furniture Status. van Overbeek stated Lowell light and Power has received their 20 new chairs and assembly was easy. He added the chairs are durable, comfortable and have been used for board meetings. Reister questioned how necessary the new chairs were? van Overbeek said the current chairs have served a good purpose. He added the community room is used frequently for training and various entities' meetings and felt it was time to improve the chairs. van Overbeek said he would try to sell the old chairs on Craigslist.

IT WAS MOVED BY PASQUALE and seconded by REISTER to purchase 25 chairs from Marsmoda at \$148.00/chair not to exceed \$3,725.00. Yes - all. Motion Carried.

7. NEW BUSINESS

- A. Fire Department Pickup Grant Status – Herb stated the department received \$10,000 from the Grand Rapids Foundation for the department pick up truck for wildfires. van Overbeek said the transaction was done through Mideal, so individual bids were not necessary. van Overbeek said the spec included a Chevy 2500 Silverado with trailer tow package for \$29,187. With equipment, the base price for the skid unit was \$5,950. However, an electric hose rewind was added, a different nozzle and a foam system. van Overbeek said after including the \$350 for shipping, the skid price is \$7,665. Also, a light bar was added for \$1200. van Overbeek said given the \$10,000 grant and the \$4,300 from the sale of the ambulance and suburban, brings the total to \$23,753 out of pocket. Herb questioned if there was a skid on the old pickup. van Overbeek responded yes, and that the old truck should stay in service as a brush truck. Velzen added the skid unit is a plug and play and can be removed in the winter.

IT WAS MOVED BY BLOUGH and seconded by PASQUALE to purchase a Chevy 2500 Silverado to be utilized as a department brush truck out of fund balance not to exceed \$23,000. Yes - all. Motion carried.

8. COMMITTEE REPORTS.

- A. Capital Appropriations
- B. Financial

9. FIRE CHIEF REPORT AND UPDATES. van Overbeek explained he decided to cancel the pancake breakfast scheduled for October 14 during the Harvest Festival. He said instead, the Fire Department will hold their annual open house that day from 11a.m – 1p.m. He added representatives

from Servpro will also be in attendance. He added the Fallasburg festival is coming up and the department will be cooking their chicken dinners.

van Overbeek mentioned last month there were 68 calls. He also mentioned the tuck point on the building is complete and the department physicals. He added the participation at the summer concerts by the department is complete. However, there will be representation at the JV and Freshman football games on a volunteer basis. He mentioned Platinum motorsports will be contacting him when the 2018 UTV's are in and they will provide a red UTV for one year. Wittenbach questioned if the UTV had much use. van Overbeek responded it was used to transport a patient out of the woods and it was there when needed. van Overbeek added this Christmas, the department will be sponsoring two local families. He added the department is continuing to work on the building punch list.

10. MEMBER COMMENTS

11. DATE FOR NEXT MEETING.

The next meeting is scheduled for October 9.

IT WAS MOVED BY PASQUALE to adjourn to closed session at 4:23 p.m.

Yes all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary