

DeWitt Area Emergency Services Authority
Minutes of Regular Meeting Held February 18, 2021
Teleconference Meeting
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Call to Order The teleconference meeting was called to order at 7 p.m. by Chair Landgraf.

Roll Call Roll call revealed Chair Sheryl Landgraf (Clinton, City of DeWitt, Michigan), Vice-Chair Chris Greenfield (Clinton, St. Johns, Michigan), Secretary/Treasurer Don Potts (Clinton, Riley Township, Michigan), Member Brad Boron (Clinton, DeWitt, Michigan), Member Kevin Garvey (Clinton, Riley Township, Michigan), and Member Dave Hunsaker (Clinton, City of DeWitt, Michigan). A quorum was reported. There were five others on the conference call.

Approval of Agenda A motion was made by Secretary/Treasurer Potts, seconded by Vice-Chair Greenfield, to approve the February 18, 2021, agenda as presented. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

Approval of Minutes A motion was made by Secretary/Treasurer Potts, seconded by Member Hunsaker to approve the January 26, 2021, board meeting minutes as presented. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

Treasurer's Report General Fund \$262,899.23
Special Donations \$ 4,210.42

A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to accept and place on file the Treasurer's Report. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

Approval of Payment A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to approve the payment of the invoices in the amount of \$30,594.29, Check #'s 8680-8696 (bills), Direct Deposited Payroll (DD3339-DD3354). Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED. For additional information, see enclosed check register.

Fire Chief's Report

Fire Chief Joe Spagnuolo reported the following:

- a.) Fire Station 1 carpet installation is complete. The cost was higher due to time and equipment needed to remove old carpet from offices.
- b.) The Department participated in the send off and return parade of the DeWitt High School football team.
- c.) The Department participated in a birthday parade for a DAESA Association Member on February 12, 2021.
- d.) Officer's meeting was held January 26, 2021. Details were included in packet.
- e.) Anticipate staffing issues as 2 firefighters move out of area and 3 on leave of absence. Discussions regarding recruitment, daytime shift work, and one-on-one meetings with firefighters.
- f.) The Emergency Planning Coordinator is working on creating a manual to include the following: Emergency management areas for interstate mutual aid, use of social media, contact numbers for Red Cross, and transportation numbers for group home evacuation.
- g.) Safety vest purchase for increased visibility on scene.
- h.) The Department currently has an adequate supply of PPE. Staff health has been good as well.

Public Comments

None.

Discussion Items

None.

Committee Updates

- a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf. Budget approval later in the agenda.
Truck/Equipment & Personnel: Don Potts, Dave Hunsaker, and Chris Greenfield.
Plan to meet when COVID meeting restrictions are lifted.

Old Business

- a.) A motion was made by Member Hunsaker, seconded by Member Garvey to approve the 2021-2022 DAESA Budget as presented. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

New Business

- a.) A motion was made by Member Hunsaker, seconded by Member Garvey to approve the Department Photographer job description at \$14/hour as presented. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

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Board Member Comments For the next 30 days or so, use supervisordonpotts@hotmail.com for Don Potts.

Adjournment A motion was made by Secretary/Treasurer Potts, seconded by Vice-Chair Greenfield to adjourn the meeting at 7:40 p.m. Roll call: Ayes: Potts, Greenfield, Garvey, Hunsaker, Boron, and Landgraf. Nays: none. MOTION CARRIED.

Respectfully recorded and submitted by,

Sandra June, Recording Secretary
DeWitt Area Emergency Services Authority

Enclosed – Check Register

NOTE: These minutes are subject to approval at the March 18, 2021, board meeting.