

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held January 19, 2023  
Fire Station #1 911 W. Main St. DeWitt, MI 48820

- Call To Order           The meeting was called to order at 7:00 pm by Chair Landgraf with all in attendance reciting the pledge of allegiance.
- Roll Call                Roll call revealed Chair Sheryl Landgraf, Vice Chair Brad Boron, Member Kevin Garvey, Member Hunsaker, and Member Ryan Cressman. A quorum was reported. There were seven others present. Secretary/Treasurer Potts was excused due to personal reasons.
- Election of Officers    Chair Landgraf nominated Kevin Garvey as Board Chair, Sheryl Landgraf as Vice Chair, and Brad Boron as Secretary/Treasurer of the Board. Member Hunsaker made a motion to approve the nomination and appoint Kevin Garvey as Chair, Sheryl Landgraf as Vice Chair, and Brad Boron as Secretary/Treasurer. Motion was seconded by Member Boron. MOTION CARRIED
- Approval of Agenda    A motion to accept the January 19, 2023 agenda was made by Member Hunsaker, seconded by Member Cressman. MOTION CARRIED.
- Approval of minutes   A motion was made by Chair Garvey, seconded by Member Cressman to approve the December 15, 2022 board meeting minutes. MOTION CARRIED.
- Treasurer's Report    General Fund           \$266,065.00  
                              Special Donations     \$4,825.42  
  
                              A motion was made by Member Hunsaker, seconded by Member Cressman to accept and place on file the Treasurer's Report. MOTION CARRIED
- Approval of Payment   A motion was made by Secretary/Treasurer Boron, seconded by Chair Garvey to approve the payment of invoices in the amount of \$37,842.31 for Check #'s 9038-9058 & Electronic bills, Direct Deposited Payroll (DD3888-DD3912) & STUB153. MOTION CARRIED. For additional information, see enclosed check register.
- Fire Chief's Report
- Chief Joe Spagnuolo asked Assistant Chief Braska to demonstrate the Lucas Device the department purchased. Assistant Chief Braska gave a demonstration, and answered all questions. The department personnel will be trained on the new device, and it will be placed on the new truck for use on calls.

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held January 19, 2023  
Fire Station #1 911 W. Main St. DeWitt, MI 48820

- Chief Spagnuolo reported the prior training/staff meeting revealed plans for department personnel to create committees for awards, IT planning, and future department goals. The meeting revealed commitment levels were not as high as expected. A similar meeting may be scheduled yearly. Chair Garvey spoke encouraging unity, and in favor of an awards committee, as recognition is needed for the men and women who are passionate, and they should be shown what they are doing is validated.
- Chief Spagnuolo reported a leak was found on the new truck and it is in for service. All equipment has been mounted.
- Chief reported the department participated in the Santa package delivery on Christmas Eve. There were 93 stops and some packages were larger than expected. The deliveries took longer time than originally expected.
- Volunteer hours are attached
- Run totals - the department finished the year 2022 with a total of 603 runs. 2 runs less than 2021.
- Chief announced that firefighter Sam Irrer has successfully completed his department probation.
- Chief reported the sale of hose to Maple Rapids fire department for \$2,000.00 was completed.

Public Comments           None

Discussion Items

- a) Westphalia Agreement—Chief explained that Westphalia township did not sign the agreement as their Board did not have the Westphalia Fire Department Chief's approval. Chief Spagnuolo discussed the possibility of having a meeting with the Westphalia to explain the agreement or invite them to attend a DAESA board meeting. Westphalia did agree to sign a six month agreement. A motion to allow the Agreement to be administratively changed to a six month term and sent to Westphalia for signatures was made by Member Hunsaker, seconded by Chair Garvey. **MOTION CARRIED.**
- b) Appreciation Dinner. Dates and locations were discussed for the department Appreciation Dinner. **Chief Spagnuolo will discuss dates with department personnel at the next training, and bring dates to the next meeting.**
- c) Chief Evaluation Schedule—The last evaluation was done in January 2022. **The planning committee will meet and create a plan. Board will wait for the committee to report a plan at the February or March 2023 meeting.**

Committee Updates       Budget: Don Potts, Brad Boron, and Sheryl Landgraf. **The budget committee will schedule a date to meet by next week.** Chair Garvey may attend the meeting if Member Potts cannot so a quorum is present.

Truck Equipment and Personnel: Don Potts, Dave Hunsaker, and Ryan Cressman. See discussion item c above.

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held January 19, 2023  
Fire Station #1 911 W. Main St. DeWitt, MI 48820

Old Business                None

New Business              a) Cost Recovery Ordinance. Member Hunsaker questioned why the schedule was titled as an Ordinance. A motion was made by Chair Garvey, seconded by Secretary/Treasurer Boron to change the title to **Fee Schedule for Cost Recovery Outlay** and accept the schedule. MOTION CARRIED.

Board Member Comments:

- Chair Garvey stated he will get his new email address to everyone
- Member Hunsaker spoke in appreciation to Vice-Chair Landgraf for her commitment and dedication as Chair person .
- Chair Garvey was thanked for taking his new position

Adjournment              A motion was made by Chair Garvey, seconded by Secretary/Treasurer Boron to adjourn the meeting at 8:11pm. MOTION CARRIED.

Respectfully recorded and submitted by,

Lisa Braska, Recording Secretary

DeWitt Area Emergency Services Authority

Enclosed – Check Register

Note: These minutes are subject to approval at the February 16, 2023 meeting.