

- Call to Order                      The meeting was called to order at 7 p.m. by Chair Landgraf with all in attendance reciting the pledge of allegiance.
- Roll Call                              Roll call revealed Chair Sheryl Landgraf, Vice-Chair Chris Greenfield, Secretary/Treasurer Don Potts, Member Brad Boron, Member Kevin Garvey, and Member Dave Hunsaker. A quorum was reported. There were five others present.
- Election of Officers                A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to re-appoint Sheryl Landgraf as Chair. MOTION CARRIED.
- A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to re-appoint Chris Greenfield as Vice-Chair. MOTION CARRIED.
- A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to re-appoint Don Potts as Secretary/Treasurer. MOTION CARRIED.
- Approval of Agenda                A motion was made by Secretary/Treasurer Potts, seconded by Member Hunsaker to approve the January 20, 2022 agenda. MOTION CARRIED.
- Approval of Minutes                A motion was made by Vice-Chair Greenfield, seconded by Member Hunsaker to approve the December 16, 2021, board meeting minutes as presented. MOTION CARRIED.
- Treasurer's Report                General Fund                      \$104,409.71  
   Special Donations                \$ 4,210.42
- A motion was made by Member Hunsaker, seconded by Member Garvey to accept and place on file the Treasurer's Report. MOTION CARRIED.
- Approval of Payment                A motion was made by Secretary/Treasurer Potts, seconded by Member Hunsaker to approve the payment of the invoices in the amount of \$27,007.94 Check #'s 8849-8868 & Electronic (bills), Direct Deposited Payroll (DD3591-DD3614) & STUB141. MOTION CARRIED. For additional information, see enclosed check register.
- Fire Chief's Report                a.) Fire Chief apologizes for not having a Fire Chief's Report for the December meeting due to being out for most of December.

- b.) The department responded to 508 calls in 2020 and 605 calls in 2021.
- c.) The department participated in a sendoff parade in November for the DeWitt High School football team.
- d.) The department assisted with set-up for the Christmas Market which was the 1<sup>st</sup> Saturday of December by filling up water barrels for the tents.
- e.) The department needs to start replacing/updating AEDs. There is difficulty getting replacement pads with the brand we currently have. Fire Chief would like to get 2 AEDS this budget year and 3 additional AEDS the next budget year. Reconditioned AEDs run \$1,800 to \$1,900 each with new AEDs running an additional \$1,000 to \$1,200 more. Fire Chief would like to take the older AEDS and offer them to the municipalities and keep 1 for our station. All new fire trucks come with AEDs so we'll start getting them on all trucks.
- f.) Department staff attended the funeral service for Paramedic/Firefighter James Swindlehurst. A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to authorize the purchase of uniforms using special donation funds to get uniforms up to date for all of our firefighters. MOTION CARRIED.
- g.) The new radio system has been pushed back to go live the first week in February. The State has to reprogram all of the radios including law enforcement. Portable radios have all been programmed and the department will be training on radios on Tuesday, January 25, 2022.
- h.) Ice Water Rescue Automatic Aid Agreement was revamped and sent back to St. Johns Fire Department. Their attorney approved the upgraded language which is based on one of our agreements. The department is just waiting to receive it back from them. A motion was made by Vice-Chair Greenfield, seconded by Secretary/Treasurer Potts to sign the agreement as presented by Fire Chief Spagnuolo. MOTION CARRIED.
- i.) There were 2 missed calls, 1 in November and 1 in December. November's missed call was a priority 1 in the city of DeWitt on a Friday at 7:11 AM. December's missed call was a priority 4 lift assist mutual aid request from an ambulance service in Olive Township on a Wednesday at 12:30 AM.
- j.) Volunteer hours included the Christmas Market and Christmas Delivery.

Public Comments

None.

Discussion Items

a.) Adjustments are still being made to monthly report deliveries to municipalities. **Fire Chief to follow up on end of year stats requested by municipalities.**

b.) The Christmas Eve Distribution event was a big success with 73 stops and a lot of positive feedback. Fire Chief to sit down with the Dewitt board members, Mayor, and City Administrator regarding next year's Christmas distribution and the wear and tear on trucks as well as liability concerns. Member Hunsaker advised the City is willing to provide liability coverage to continue this program.

City of DeWitt Clerk/Treasurer Lisa Grysen greatly appreciates all of the help with the Christmas Distribution by Firefighters Ron Zischke and Chris Grewe.

Member Hunsaker orchestrated the publicity regarding the Santa delivery. Reporter Lauren Shields from FOX 47 covered this event with photos of the gifts.

Committee Updates

a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf. Budget Committee met last week and worked on the budget, however the SEV numbers were not out until after the meeting. **Budget Committee to re-configure the budget with the updated SEV numbers.** Budget needs to be submitted for review to the municipalities prior to the approval of the budget Notice of public hearing has to be posted 6 days prior to the meeting.

Municipalities can recommend adjustments until April 15<sup>th</sup>. Member Hunsaker advised of concern by the City of DeWitt that the public hearing cannot be before April 15<sup>th</sup>. The Budget Committee needs to recommend the budget, have it approved by municipalities, and then hold the public hearing before officially adopting it.

A motion was made by Secretary/Treasurer Potts, seconded by Member Hunsaker to approve the proposed budget by the Budget Committee and send the proposed budget to the municipalities as a draft. MOTION CARRIED.

b.) Truck/Equipment & Personnel: Don Potts, Dave Hunsaker, and Chris Greenfield.

A meeting was held tonight with Fire Chief Spagnuolo. The committee went over priorities and Fire Chief's evaluation.

**Member Hunsaker to write up evaluation as a document, email to board members, and submit as agenda item for next meeting.**

Fire Chief waiting on confirmation delivery date from Ford for the new fire truck, possibly looking at summer or fall 2022.

Old Business

None.

New Business

Fire Chief recommends Cost Recovery Ordinance as is. A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to accept the Fee Schedule for Cost Recovery Ordinance at the Fire Chief's Recommendation. MOTION CARRIED.

Board Member Comments

None.

Adjournment

A motion was made by Member Garvey, seconded by Vice-Chair Greenfield to adjourn the meeting at 8:17 p.m. MOTION CARRIED.

Respectfully recorded and submitted by,

Hillary Naert, Recording Secretary  
DeWitt Area Emergency Services Authority

Enclosed – Check Register

NOTE: These minutes are subject to approval at the February 17, 2022 meeting.