

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, Secretary/Treasurer Don Potts, Member Brad Boron, Member Kevin Garvey, and Member Dave Hunsaker. A quorum was reported. There were four others present.

Approval of Agenda                         A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to approve the November 18, 2021 amended agenda with Ice Water Rescue Automatic Aid Agreement added under New Business Item D. MOTION CARRIED.

Approval of Minutes                         A motion was made by Member Hunsaker, seconded by Member Garvey to approve the October 21, 2021, board meeting minutes as presented. MOTION CARRIED.

Treasurer’s Report                         General Fund                     \$173,414.64  
    Special Donations             \$ 4,210.42

A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to accept and place on file the Treasurer’s Report. MOTION CARRIED.

Approval of Payment                         A motion was made by Member Hunsaker, seconded by Secretary/Treasurer Potts to approve the payment of the invoices in the amount of \$23,993.17 Check #'s 8820-8835 (Voided Check #8832), & Electronic (bills), Direct Deposited Payroll (DD3547-DD3568) & STUB139. MOTION CARRIED. For additional information, see enclosed check register.

Fire Chief’s Report                         Fire Chief Joe Spagnuolo reported the following:

Fire Chief participated in a disaster exercise at the Airport in October.

- a.) At the end of October, the Department run total was 87 calls higher than last year at that time.
- b.) The Olive Township training burn has been put on hold at the request of the property owner. The Riley Township/Lehman Road training burn samples came back, we will be moving forward with that burn. There was a request for another training burn in Riley Township; Fire Chief is in the process of evaluating the property along with obtaining legal documentation of ownership. Once that is completed and a decision to burn is made then the property will be inspected.

- c.) The department participated in the Trunk or Treat at Riley Elementary along with handing out candy at the fire station on Halloween night.
- d.) The department visited East Olive Preschool two days for a fire truck tour.
- e.) The department escorted the DeWitt High School Band back to the High School after their return from Ford Field and winning the State band competition.
- f.) Fire Chief attended two committee meetings regarding Priority 3s and 4s within the City.
- g.) Circle K performed annual maintenance/DOT Inspections on our apparatus. Engine 42 did not pass the pump testing phase of the maintenance. Engine 42 is scheduled to be replaced when the new truck comes in so it will be used as personnel transport for now.
- h.) There was an Officers Meeting regarding report writing. A report writing PowerPoint was reviewed and thumb drives were passed out to each command staff.
- i.) Volunteer hour log was included in the packet.
- j.) MML Insurance was renewed. The insurance amount was bumped up to \$600,000 a piece for the big trucks. The premium will be going up \$1,200 a year for bumping up the truck amounts.
- k.) Starting January 1<sup>st</sup> Dewitt City Hall will not issue burn permits anymore. Future burn permits are going to be on a duplicate form, one copy for the Township and one copy for the homeowner.

Public Comments

None.

Discussion Items

- a.) Monthly Run Packet Distribution could possibly be streamlined. It will be put on the agenda for next month. **Each municipality representative to come back next meeting to specify who to send the packets to.**
- b.) Christmas Present Distribution will be put on like normal this year, but Santa is not going into houses. Fire Chief is to let the Board know what he thinks the Department should do for next year's Christmas Present Distribution by June 2022.

Committee Updates

- a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf. Nothing new to report. Next meeting will be held sometime in mid-December to discuss next year's budget.
- b.) Truck/Equipment & Personnel: Don Potts, Dave Hunsaker, and Chris Greenfield. Next meeting will be held soon.
  - i. Fire Chief evaluation is pending completion.

Old Business                      a.) Recording Secretary ordered and received a Lenovo laptop through New Look Computer in St. Johns. The total cost of the laptop was \$699.99 along with a Microsoft Office purchase of \$159.99 for a total of \$859.98.

New Business                      a.) Mercantile CD matured in early November and it is believed it automatically renews for 6 months. Budget Committee will meet and discuss what to do with the CD at this time.  
b.) 2022 DAESA Meeting Schedule was presented. A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to accept meeting schedule. MOTION CARRIED.  
c.) A motion was made by Member Garvey, seconded by Member Boron to approve the 2022 Westphalia Agreement for the period stated in the agreement and to send the agreement to Westphalia for signatures. MOTION CARRIED. **Recording Secretary to send two original agreements to Westphalia for signatures.**  
d.) St. Johns Fire Department has requested an Ice Water Rescue Automatic Aid Agreement be signed between St. Johns Fire Department and DeWitt Area Emergency Services Authority for the coverage area south of M-21. DeWitt Area Emergency Services Authority will be taking no action at this time, pending recertifications.

Board Member Comments      None.

Adjournment                      A motion was made by Member Garvey, seconded by Member Hunsaker to adjourn the meeting at 8:49 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 December 16th meeting.