DeWitt Area Emergency Services Authority Minutes of Regular Meeting Held February 24, 2022 Fire Station #1 – 911 W. Main Street, DeWitt Page 1

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 four others present.

Approval of Agenda A motion was made by Member Hunsaker, seconded by

Secretary/Treasurer Potts to approve the February 24, 2022

agenda. MOTION CARRIED.

Approval of Minutes A motion was made by Member Garvey, seconded by Member

Boron to approve the January 20, 2022, board meeting minutes as

presented. MOTION CARRIED.

Treasurer's Report General Fund \$172,630.33

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 Garvey, seconded by Member

Boron to approve the payment of the invoices in the amount of \$25,344.64. Check #'s 8869-8889 & Electronic (bills), Direct Deposited Payroll (DD3615-DD3638) & STUB142. MOTION CARRIED. For additional information, see enclosed check

register.

Fire Chief's Report

a.) Attended Clinton County Fire Chiefs Meeting

- b.) Attended 911 Administrative Policy Board Meeting
- c.) Four firefighters have completed Medical First Responder **Training**
- d.) Two Fire Fighters are enrolled in Fire Fighter 1 & 2 training
- e.) New Radio "Go Live: date is March 8
- f.) Attended DAESA Officers' Meeting
- g.) Volunteer Hours
- h.) One missed priority four call while on a mutual aid fire with Delta Township

DeWitt Area Emergency Services Authority Minutes of Regular Meeting Held February 24, 2022 Fire Station #1 – 911 W. Main Street, DeWitt Page 2

- i.) Drain in Station 2 needs to be addressed.
- j.) Lt. Powell has been on medical leave so outside instructors have been utilized
- k.) Found a company to print id cards for \$95 setup fee and \$7 per id

Public Comments

None.

Discussion Items

None

Committee Updates

a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf.

Budget Committee has competed the budget and the funding formula has been corrected. Budget will now be submitted for review to the municipalities prior to the approval of the budget at our April 2022 meeting. Notice of public hearing has to be posted 6 days prior to the meeting.

The funding formula has been audited by the City of DeWitt (requested by member Hunsaker). City Clerk-Treasurer and City Administrator has completed the review of the last 12 years of funding formula. Riley Township and City of DeWitt have over paid and Olive Township has underpaid. By an unanimous consensus of the board members, the previous errors will not be refunded/repaid, the 2022-2023 funding formula has been corrected and the funding formula will be calculated by staff for all future years.

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

A meeting will be needed in the near future to discuss the rotation/disposal of vehicles. The committee went over the Fire Chief's evaluation.

A motion was made by Member Garvey, seconded by Member Boron to receive and place of file and authorize the chair to sign the evaluation. MOTION CARRIED.

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.

DeWitt Area Emergency Services Authority Minutes of Regular Meeting Held February 24, 2022 Fire Station #1 – 911 W. Main Street, DeWitt Page 3

Board Member Comments Secretary/Treasurer Potts attended a virtual meeting regarding the

Tri-County Hazzard Mitigation Plan.

Fire Chief Spagnuolo reported that the recording secretary/administrative assistant will return to her duties on

Monday.

Member Boron asked who takes care of the Olive Township burn

permits. Township Clerk should keep them on file.

Adjournment A motion was made by Vice Chair Greenfield, seconded by

Member Garvey to adjourn the meeting at 8:14 p.m. MOTION

CARRIED.

Respectfully recorded and submitted by,

Lisa Grysen, Acting Recording Secretary DeWitt Area Emergency Services Authority

Enclosed – Check Register

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