

- Call to Order                      The meeting was called to order at 7:02 p.m. by Chair Landgraf with all in attendance reciting the pledge of allegiance.
- Roll Call                              Roll call revealed Chair Sheryl Landgraf, Member Brad Boron, Member Kevin Garvey, and Member Dave Hunsaker. A quorum was reported. There were three others present.
- Welcome New Member              The Board welcomed new member Ryan Cressman, representative of Olive Township who is replacing Vice-Chair Chris Greenfield. Board members introduced themselves.
- Approval of Agenda                A motion was made by Member Hunsaker, seconded by Member Boron to approve the June 16, 2022 amended agenda with Fire Appointment of Officers added to New Business Item C. MOTION CARRIED.
- Approval of Minutes                A motion was made by Member Garvey, seconded by Member Hunsaker to approve the May 26, 2022, board meeting minutes as presented. MOTION CARRIED.
- Treasurer’s Report                General Fund                \$201,091.92  
Special Donations            \$ 4,310.42
- 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 Member Garvey, seconded by Member Hunsaker to approve the payment of the invoices in the amount of \$34,862.83 Check #'s 8925-8939 & Electronic (bills), Direct Deposited Payroll (DD3707-DD3734) & STUB146. MOTION CARRIED. For additional information, see enclosed check register.
- Fire Chief’s Report                 Fire Chief Joe Spagnuolo reported the following:
- a.) The new fire truck’s VIN number was sent. The Department cannot receive the 400 gallon tank anymore so the Department is getting the 300 gallon tank instead and getting \$8,470 back for the smaller tank. It is still the hope to put the new truck into service by the end of the year.
  - b.) The Department attended the Dewitt Showcase which had a great turnout.
  - c.) The Department attended several end of year school programs including St. Peters in Riley Township which was coordinated by Clinton County Emergency Management. There were

several trucks for the students to look at. Assistant Chief Braska also attended end of year school programs for Scott School, Herbison Woods, and Schavey School in the City of Dewitt. Assistant Chief Braska did a great job with the kids.

- d.) Fire Chief attended the Tri-County Emergency Medical Control Authority Meeting. There were only four people total that attended, all from Clinton County.
- e.) Fire Chief attended the Clinton County Fire Chiefs Meeting.
- f.) Fire Chief went through the five-year plan of issues to address in the next five years, which was included in the packet.
- g.) Officers Meeting (command staff) was included in the packet. Officers take a break from training for June, July, and August.
- h.) Volunteer Hours were included in the packet.

Fire Chief advised the Department missed a priority 2 seizure call in the city of DeWitt.

There are three new job applications, two of which are trained in fire and one just graduated high school.

City of Dewitt Police Department offered the Department their old police car which has been approved through the police chief/city administrator. This vehicle has had issues in the past, but those issues have been resolved. The vehicle will be used as a daily vehicle/training vehicle/support staff vehicle. Fire Chief wants to sit down with the Truck Committee to lay out the transition, license the Tahoe, and put graphics on it. Chair Landgraf wants to thank the City of Dewitt.

Public Comments

None.

Discussion Items

a.) Member Hunsaker advised the City of DeWitt Mayor wants the 2022 Santa Delivery to happen. The City advised they will take care of the cost of liability insurance if the Fire Department if needed. Fire Chief Spagnuolo spoke to an MML representative who advised the Department just needs a waiver of liability form that has to be approved by the Department's attorney. The event needs two drivers and two fire trucks every year. There is concern about what to do if no firefighter wants to volunteer for the event in the future, however the Department will deal with that issue if it arises.

Committee Updates

a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf.  
Nothing new to report.

b.) Truck/Equipment & Personnel: Don Potts, Dave Hunsaker, and Ryan Cressman.

Fire Chief Employment Terms includes an increase in hours, pay, and time off, as well as a flexible schedule. A motion was made by Member Hunsaker, seconded by Member Garvey to approve the amended employment agreement with Paid Time Off (PTO) increase. MOTION CARRIED.

Old Business

None.

New Business

a.) Vice-Chair Greenfield stepped down from his position on the Board. Member Garvey nominated Member Boron as Vice-Chair of the DeWitt Area Emergency Services Authority Board.

Vice-Chair Boron will need authorization to sign checks. **Chair Landgraf will bring the official minutes from this meeting to the bank to remove former Vice-Chair Greenfield and add new Vice-Chair Boron to sign the checks.**

A motion was made by Member Hunsaker, seconded by Member Garvey to have authorized signers as Chair Landgraf, Vice-Chair Boron, and Secretary/Treasurer Potts and to remove any others currently on the account. MOTION CARRIED.

b.) There were multiple budget amendments that were included in the packet. A motion was made by Member Hunsaker, seconded by Member Garvey to approve budget amendments as presented by City of DeWitt Clerk/Treasurer Lisa Grysen. MOTION CARRIED.

c.) Command staff is reappointed every two years. Fire Chief recommended the current staff to be reappointed through June 30, 2024 with John Braska as Assistant Chief, Terry Powell as Captain/Training Division, Dave Barnett as Captain/Fire Prevention and Maintenance Division, Kyle Hansbarger as Lieutenant/Training Division, and Scott Irrer as Lieutenant/Fire Prevention and Maintenance Division. Fire Chief has met with command staff and set goals and they have always met their goals. Goals include maintaining equipment, getting floor plans of buildings/schools, completing fire officer training, getting everyone up to uniform standards, and inspecting turnout gear/replacement.

A Motion was made by Chair Landgraf, seconded by Vice-Chair Boron to accept Fire Chief's appointments. MOTION CARRIED.

Board Member Comments     There are two applicants for the Recording Secretary's replacement. Both applicants will be interviewed by the Personnel Committee at a later date.

Member Garvey may have a training burn in Riley Township. He will get further information on that.

Adjournment                     A motion was made by Member Hunsaker, seconded by Member Garvey to adjourn the meeting at 8:29 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 July 20, 2022 meeting.