

Call to Order                      The meeting was called to order at 7:00 p.m. by Chair Kevin Garvey with all in attendance reciting the pledge of allegiance.

Roll Call                              Roll call revealed Chair Kevin Garvey, Vice Chair Sheryl Landgraf, Secretary/Treasurer Brad Boron, Member Dave Hunsaker, Member Charlie Young, and Member Terry Powell. A quorum was reported. There were 10 others present.

Election of Officers                Dave Hunsaker made a motion that nominated Sheryl Landgraf as Board Chair, Kevin Garvey as Vice Chair, and Brad Born as Secretary/Treasurer. This was seconded by Sheryl Landgraf. A role call vote was requested for this motion.

Terry Powell- NO  
Dave Hunsaker- YES  
Sheryl Landgraf – YES  
Brad Boron- NO  
Charlie Young – NO  
Kevin Garvey – NO  
Motion did not pass

Terry Powell made a motion that nominated Kevin Garvey as Chair, Sheryl Landgraf as Vice Chair, and Brad Boron as Secretary Treasurer. A roll call vote for this motion was:

Brad Boron-YES  
Charlie Young- YES  
Sheryl Landgraf- NO  
Dave Hunsaker – NO  
Terry Powell- YES  
Kevin Garvey – YES  
MOTION CARRIED

Committee assignments were also updated. Member Hunsaker made a motion, seconded by Vice Chair Landgraf that the committees are as follows

Budget Committee: Sheryl Landgraf, Brad Boron, Terry Powell  
Truck/Personnel Committee: Dave Hunsaker, Charlie Young, Terry Powell  
MOTION CARRIED.

Approval of Agenda                Member Hunsaker made a motion to approve the Agenda as presented with the updated committee representatives, seconded by Member Young. Vice Chair Landgraf requested additions, under new business “B”, digital recording policy, under discussion items, item “C” unemployment insurance, and add a new “18” Personnel

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Issues. Member Hunsaker added that adjournment would then be #19. Member Hunsaker made a motion to accept the amended agenda, seconded by Secretary/Treasurer Boron. MOTION CARRIED.

Approval of Minutes

For the December 21, 2023 minutes, Secretary/Treasurer Boron stated the minutes needed to be amended for the budget increase amounts. He confirmed with Chief that both budgets presented at the budget meeting were with a 4.5% increase. *After review of the recording of those minutes, it was found that the minutes were correct in stating that the 2 budgets that were to be presented at the January budget meeting that one should be with the full time chief with a 3.2% budget increase, and the other budget should be a 4.5% increase.*

Also for the December 21, 2023 minutes, Vice Chair Landgraf stated she would like the minutes to reflect more of the discussion from Member Hunsaker regarding the need for a full time chief. Member Hunsaker spoke supporting Vice Chair Landgraf and stated the City's position was not clearly stated. Member Hunsaker stated he has notes, and would work with anyone to get them the information. *No definite information was given as to what exactly was desired to be added or amended on the December 21, 2023 minutes.*

Approval of Minutes

For the January 10, 2024 minutes, Vice Chair Landgraf stated she had the same problem with these minutes. She would like some clarity in the minutes as to what was presented why each budget was rejected. *No definite information was given as to what was to be added or amended.*

Financial Report

General Fund	\$303,071.01
Special Donations	\$ 1641.42

A motion was made by Vice Chair Landgraf, seconded by Member Hunsaker to accept and place on file the Financial Report. MOTION CARRIED.

Approval of Payment

A motion was made by Member Young, seconded by Vice Chair Landgraf to approve the payment of the invoices in the amount of \$48,007.78 Check #'s 9215-9231 & Electronic (bills), Direct Deposited Payroll (DD4178-DD4199 and STUB159). For additional information, see enclosed check register. MOTION CARRIED.

Promotion Ceremony            Firefighter Andrew Braska was promoted to Lieutenant of the training division. His mom and girlfriend were present and pinned his new brass collar and badge.

Fire Chief's Report            Fire Chief Joe Spagnuolo reported the following:  
a.) Santa present delivery. Firefighters Zischke, Irrer, and Friesorger participated, it took 7 hours for the deliveries.  
b.) Squad 41 and Engine 43 update. Squad 41 will be going in for repair on the 24<sup>th</sup>. Engine 43 is still having issues and will also be going in to D&K for repair on the 24<sup>th</sup>.  
c.) Chief attended the Clinton County 911 Advisory board meeting. 911 is still working on a new CAD system.  
d.) Attended the Clinton County Fire Chiefs meeting  
e.) Officers Meeting is attached  
f.) Volunteer Hours are attached  
Additionally, Chief reported that previous Board member Roy Thelen's wife passed away. Chief sent flowers on behalf of the board and the department.  
Chief also reported that there were power outages at both stations. There is only one power cord for the generators at the stations. He is working on getting a second power cord.  
Previous Department member Brian Tingay's wife passed away, and part of their wishes was to donate to the fire department. There was a \$50.00 donation to the department.  
Uniform update, Chief is working on getting uniforms. He is going to use the special donations, and line item in operating supplies, a bulk amount for uniforms. All members will have shirt, pants, and tie.  
Chief requested an additional command staff position be created. Member Powell made a motion to approve an additional Lieutenant Position be created, and both new Lieutenant's be paid at the current Lieutenant wage, and make an amendment to the policies to create the position. Motion was seconded by Member Hunsaker. MOTION CARRIED.  
Chief requested information on the possibility of changing the pay structure of the department. He would like to know if it is possible to pay department members biweekly instead of monthly. Member Hunsaker made a motion approve biweekly payment to department members after Chief Spagnuolo consults with staff and gets a majority vote to be paid biweekly. Member Powell seconded the motion. MOTION CARRIED.

Public Comments            Dave Barnett spoke about the inappropriate and unacceptable behavior of a couple board members at the previous meeting.

- Discussion Items
- a.) Appreciation Dinner- The board discussed dates for the next Appreciation dinner dates. April 27<sup>th</sup> was suggested, with possible other dates being April 20<sup>th</sup>, March 16<sup>th</sup> or March 9<sup>th</sup>. Royal Scot is the desired venue. Chief will check with Royal Scot to see if the dates are available.
  - b.) Westphalia Agreement Contract Services discussion. The board discussed options of being refunded partially or fully for calls in which the Authority has paid Westphalia Fire department for per the Westphalia Agreement, and Riley township has collected money from its residents for. It was concluded that the Riley township representatives will discuss the subject at the next Riley Township Board meeting.
  - c.) Unemployment insurance. There was a discussion between the board and Chief Spagnuolo about the need for Unemployment insurance. It was decided there is no need for Unemployment insurance at this time.

Committee Updates

Budget Committee: Sheryl Landgraf, Brad Boron, Kevin Garvey  
NEW Budget Committee: Sheryl Landgraf, Brad Boron, Terry Powell

Kevin Garvey presented the response letter to the missed calls complaint. The authority had met the obligations suggested in that letter. Members discussed needed materials to put a budget together. They requested Chief provide the supporting documents that he used to get Full time benefits for his position, and a Capital Outlay projection for the next 5 years.

The next budget meeting will be January 29, 2024 at 6:00pm

b.) Truck/Equipment & Personnel: Terry Powell, Dave Hunsaker, and Charlie Young: None

Old Business None

- New Business
- a.) Fee Schedule for Cost Recovery Outlay. Vice Chair Sheryl Landgraf made a motion to approve the Fee Schedule, seconded by Member Hunsaker. MOTION CARRIED
  - b.) Digital Recording Policy- Vice Chair Landgraf requested a motion that any digital recording by this authority be preserved until after the approval of the minutes from that meeting. This motion was supported by Member Hunsaker. Chief stated all FOIA requests must go through him. Board members also agreed

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that any requests for amendments to written minutes will be specific. The request will state what the amendment should be.

Board Member Comments    None

Personnel Issues:            Member Hunsaker informed Chief Spagnuolo that he has the right to request a closed session. Chief asked for a closed session. The meeting was opened back up to the public at 11:20pm

Adjournment                 A motion was made by Vice Chair Landgraf, seconded by Member Young to adjourn the meeting at 11:22p.m. MOTION CARRIED.

Respectfully recorded and submitted by,

Lisa Braska, Recording Secretary  
DeWitt Area Emergency Services Authority

Enclosed – Check Register