

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held February 15, 2024  
Fire Station #1 911 W Main St, DeWitt

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, and Member Charlie Young. Member Terry Powell was excused. A quorum was reported. There were 21 others present.

Approval of Agenda              The following amendments were requested to the Agenda:  
Under discussion items, letter b) Administrative Assistant laptop status. Under Old Business, letter a) Closed meeting minutes. Under New Business, item b) Memo from member Powell, c) Summary of comments from the December 21, 2023 minutes from member Hunsaker.

A motion was made to approve the Agenda with the above amendments was made by Hunsaker, seconded by Boron. MOTION CARRIED.

Approval of Minutes              A motion was made by Landgraf, seconded by Hunsaker to approve the December 21, 2023 minutes. MOTION CARRIED

Approval of Minutes              A motion was made by Landgraf, seconded by Hunsaker to approve the January 10, 2024 minutes. MOTION CARRIED

Approval of Minutes              A motion was made by Young, seconded by Landgraf to approve the January 18, 2024 minutes. MOTION CARRIED

Approval of Minutes              A motion was made by Landgraf, seconded by Hunsaker to approve the January 29, 2024 minutes. MOTION CARRIED

Approval of Minutes              A motion was made by Young, seconded by Boron to approve the January 31, 2024 minutes

Financial Report	General Fund	\$306,764.29
	Special Donations	\$ 1691.42

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

Approval of Payment              A motion was made by Boron, seconded by Young to approve the payment of the invoices in the amount of \$34,634.68 Check #'s 9234-9246 & Electronic (bills), Direct Deposited Payroll

(DD4200-DD4223.). For additional information, see enclosed check register. MOTION CARRIED.

Promotion Ceremony Firefighter Fred Render was promoted to an Administrative Lieutenant. His 2 sons and his father in law were present to pin his new badge and collar brass.

Fire Chief's Report Fire Chief Joe Spagnuolo reported the following:  
a.) Admin. Policy—Admin. Lt. job description. Chief presented a job description for the new Lieutenant position. There were no objections to the description, and Chief will add them to the Administrative Policies.  
b.) MML meeting/bond recommendation. There was a recommendation to add a position fidelity bond for \$25 a year in premium to cover the position at the City of DeWitt that executes the financial obligations which are outlined in the agreement.  
c.) Attended the Clinton County Fire Chiefs meeting  
d.) W. Jason Rd barn fire. The resident is requesting the fire department repair damage due to fire trucks getting stuck on scene.  
d.) Officers Meeting is attached  
f.) Volunteer Hours are attached  
Additionally, Chief reported engine 43 is back in the station. It is currently 48 days from delivery of parts.  
The department has responded to 110 calls to date, which is 30 calls ahead of last year.

Public Comments Previous board member and Riley Township resident Roy Thelen expressed appreciation to the board and department for the plant that was sent to his wife's services.  
  
Riley Township supervisor Don Potts was present and announced he plans on attending DAESA meetings.

Discussion Items a.) Appreciation Dinner—Royal Scot does not have available rooms on the dates originally desired for the Appreciation dinner, but does have May 4<sup>th</sup> available. Board members agreed that May 4<sup>th</sup> will work for the dinner.  
b.) Laptop discussion- Garvey asked about the laptop that was purchased for the previous secretary. Chief transitioned the position to be an in-office position only and the laptop was given to the training division. Chief will get with secretary to discuss the need for an additional laptop.

\*Closed meeting minutes. Boron handed out the sealed, closed meeting minutes. It was decided there would be a discussion in a closed session before approval.

Committee Updates

Budget Committee: Landgraf, Boron, Powell—2 budgets will be presented for vote tonight.

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

Old Business

a.) \*See note above under Discussion Items

New Business

a.) Budget—2 budgets were presented. The board voted on the budget presented by Boron. There was a role call vote as follows.

Boron-YES

Young-YES

Landgraf-NO

Hunsaker-NO

Garvey-YES

MOTION CARRIED

b.) Memo from member Powell. Boron handed out memo from Powell dated February 12, 2024 with a statement regarding his position on the budget. The memo will be included in the packet.

c.) Summary of comments from the December 21, 2023 minutes from member Hunsaker. Hunsaker read the following statement regarding the City of DeWitt's representatives outlook on staffing.

*The City became concerned about staffing related missed calls when a complaint was filed for a missed call with the Tri-County Emergency Medical Control Authority on April 25, 2018. In response to this missed call, the Authority implemented and budgeted for part time staffing during the daytime hours on weekdays, and increased the chief's hours from 20 to 30 hours per week.*

*Since this missed call complaint, the City's representatives to the DAESA board have repeatedly advocated for the need for full time staffing to address missed calls, beginning with increasing the chief's hours to full time. Based on comments made during discussions pertaining to full time staffing, two years ago the City of DeWitt increased their budget line item for DAESA funding to accommodate a full-time staff member, based on the funding formula and an FTE of \$75,000.*

*The City's DAESA board representatives believe the plain language of the Joint Emergency Services Agreement between the City of DeWitt, Riley Township, and Olive Township and the Authority's license with the Tri-County Emergency Medical Control Authority compels the*

*Authority to stand in the place of the city, and respond to all calls for emergency services in the Authority's service area. The Mayor and DeWitt City Council requested that the City's DAESA board representatives report all missed calls each month and thus are aware of a consistent pattern of missed calls.*

*In general, the city's DAESA board representatives recognize that the residents of Riley and Olive Townships and City residents may have different expectations pertaining to government services and taxes, and this is reasonable. However, the Authority is compelled by the Joint Emergency Services Agreement and the Authority's license to respond to all calls.*

*The City's DAESA board representatives note that the substations in Riley and Olive Townships which were constructed with DAESA funds are in conflict with the plain language of the Joint Emergency Services Agreement and are underutilized. This financial burden is impeding the Authority from having the necessary resources to fund full time staff which contributes to missed calls. The City's DAESA representatives question the original purpose for the construction of the substations. If constructed to reduce insurance costs to township residents as has been stated, while this may be a noble cause, these substations should not be subsidized by the tax payers of the City of DeWitt.*

*The City's expectation is that the Authority will recognize the severity of its responsibility to respond to all calls in the DAESA service area. The City's representatives view a budget increase for a full time chief as a long overdue first step pursuant to this obligation, and that this additional administrative time is necessary to address staffing shortfalls that result in missed calls. The City is mindful of the dispute resolution procedure as specified in the Joint Emergency Services Agreement, as well as the term of the agreement which expires in approximately eight years if not terminated prior to that date.*

Board Member Comments     Young and Garvey asked about the recording policy. Garvey stated his opinion that recordings should be destroyed after minutes have been posted. Hunsaker stated his opinion that minutes should be generalized statements of what was presented by all members. Landgraf apologized to the recoding secretary, stating the minutes that were previously not approved were not due to anything that the secretary did wrong. Hunsaker stated why he created the summary New Business item C, that he thought it was important that the position of City of DeWitt be recorded in the minutes. Garvey requested that the recorder discussion be put on the agenda for the March meeting.

Chair Garvey stated that the Consumer's Credit Union CD was transferred to a new 12-month CD at a minimum 4.85% APY. The

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signers on the account were also updated to Kevin Garvey, Sheryl Landgraf, and Brad Boron.

Hunsaker, with the help of Chief Spagnuolo, presented the option of having PNC bank process the department payroll to save money. This needs a resolution from the Authority, and the City Administrator will ask the Chair to put on the agenda, saying the City of DeWitt is trying to consolidate bank accounts to minimize costs.

Closed Session:

Hunsaker made a motion to go into closed session at 8:36pm.

A role call vote was requested.

Boron YES

Young YES

Garvey YES

Landgraf YES

Hunsaker YES

MOTION CARRIED.

Meeting resumed with open session at 8:48pm

Adjournment

A motion was made by Hunsaker seconded by Member Young to adjourn the meeting at 8:48p.m. MOTION CARRIED.

Respectfully recorded and submitted by,

Lisa Braska, Recording Secretary  
DeWitt Area Emergency Services Authority

Enclosed – Check Register