



guidelines. After testing it was discovered that a section of hose that had burst on a fire scene prior to testing was falsely reported as being tested. Additional inspection of the report revealed FireCat had tested and passed hose should not have been tested due to the age of the hose. Chief asked for direction from the board members what they would prefer be done with the hose that had passed inspection but is out of guidelines. Board recommendation was to remove the hose from the trucks, but keep it for use if needed before replacement hose arrives.

- b.) Chief presented an updated Administrative Policy. Changes were made to hiring process, and to the job description for the emergency services coordinator and photographer. A motion to accept the new administrative policy was made by Secretary/Treasurer Potts, seconded by Member Cressman to approve the changes, and accept the new administrative policy. MOTION CARRIED.
- c.) Chief presented the Updated Professional Services Agreement. Secretary/Treasurer Potts requested time get the township board's approval. Request was granted, and this will be placed on the November 2022 agenda for approval
- d.) Quotes for Equipment and new hose including 4 SCBA airpacks, a new combination cutter and spreader, extrication ram, and a Lucas device totaled for the new truck totaled \$88,000. The truck is expected to be done November 4<sup>th</sup>, and should arrive the following week. The command vehicle repairs came in under budget at \$2800. This is due to department members completing some of the work including removing the cage from the vehicle.
- e.) Chief recommended re-arranging the current truck assigned station placements, and recommended placing Engine 42 and the brush truck in station 2 for sale by a sealed bid auction. He presented a bid form, bill of sale form, and a bid language form. A motion was made to approve Chief to use the forms and modify the forms as needed to include mileage and hours by Secretary/Treasurer Potts and seconded by member Boron. Forms will be presented at the next meeting. Advertising was discussed and decided that advertisement on social media and on the Fire Department website was appropriate. Vehicles will be listed for sale, and bidding shall end November 16, 2022. Modified forms and bids will be submitted at the next meeting. Motion to sell the 1988 Spartan Pumper aka Engine 42 and the 1996 Dodge Pickup currently in use as a brush truck for sale was made by Secretary/Treasurer Potts, seconded by Vice Chair Boron. MOTION CARRIED.

- f.) The fire department held an open house October 11<sup>th</sup>. At the open house was the smoke trailer. Sunrise assembled 2 burn cells to demonstrate house fires and the benefits of home sprinkler systems. There as an extrication demonstration, and kids games as well as local business vendors and Clinton county 911 central dispatch.
- g.) Firefighters have had 4 AVI trainings. DeWitt Area has trained with other departments, and is using color coded personnel tags for easier licensure recognition.
- h.) Captain Powell and Lieutenant Irrer completed Fire Instructor 1 and Fire Officer 1 training.
- i.) The department is looking to schedule 2 training burns.
- j.) Fire Chief attended the Clinton County Fire Chief's meeting and has been asked to speak at a DeWitt PTA meeting, and a Lion's club meeting.
- k.) The department participated in the DeWitt Homecoming Parade.
- l.) Volunteer hours are attached.

Public Comments

None.

Discussion Items

A quote has been received for a new copier. Circle K has done their annual vehicle inspection. Engine 43 is in for brake work.

Committee Updates

- a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf.  
Chief requested municipalities have a pre-budget discussion and provide input for the budget before the budget meeting.
- b.) Truck/Equipment & Personnel: Don Potts, Dave Hunsaker, and Ryan Cressman. Discussion included in Chief's report, section e.

Old Business

Santa Delivery Program. Chief recommended the City of DeWitt obtain the hold harmless agreement for liability. Treasurer Gysen suggested Chair Landgraf send a request letter to Dan Coss, and city will get the hold harmless agreement.

New Business

The current CD at Mercantile Bank is up for renewal November 11<sup>th</sup>. It was discussed whether the money should be withdrawn to use for the new equipment on the new engine, or rolled over, or moved to another bank. Secretary/Treasurer Potts made a motion to withdraw the money from Mercantile Bank and move it another financial institution, seconded by Member Cressman. MOTION CARRIED. It was decided Chair Sheryl Landgraf and Secretary/Treasurer Don Potts will withdraw the funds via check

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from the CD. Treasurer Grysen will search rates, and bring to the next meeting.

Board Member Comments Secretary/Treasurer Potts stated he felt all meetings put on the calendar should be held. He stated it was a good example for the firefighters and an obligation to the township residents.

Adjournment A motion was made by Secretary/Treasurer Potts, seconded by member Boron to adjourn the meeting at 8:29p.m. MOTION CARRIED.

Respectfully recorded and submitted by,

Lisa Braska, Recording Secretary  
DeWitt Area Emergency Services Authority

Enclosed – Check Register

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