

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 Don Potts, Member Dave Hunsaker, and Member Charlie Young. Member. A quorum was reported. There were 17 others present.

Approval of Agenda Chair Kevin Garvey requested an amended November 16, 2023 Agenda add member appreciation as 9a in the fire chief's report, and move adjust other topics accordingly. He also requested 14c be changed from Station 3 sign to Introduction of new Member. Member Dave Hunsaker made a motion to approve the amended agenda, seconded by Secretary/Treasurer Brad Boron. MOTION CARRIED.

Approval of Minutes A motion was made by Member Don Potts, seconded by Vice Chair Sheryl Landgraf to approve the October 19, 2023 board meeting minutes as presented. MOTION CARRIED.

Approval of Special Meeting Minutes A motion was made by Member Don Potts, seconded by Member Charlie Young to accept and place on file the October 25, 2025 special meeting minutes. MOTION CARRIED.

Treasurer's Report	General Fund	\$269,719.38
	Special Donations	\$ 641.42

A motion was made by Vice Chair Sheryl Landgraf, seconded by Secretary/Treasurer Brad Boron to accept and place on file the Treasurer's Report. MOTION CARRIED.

Approval of Payment A motion was made by Vice Chair Sheryl Landgraf, seconded by Secretary/Treasurer Brad Boron to approve the payment of the invoices in the amount of \$ 36,633.24. Check #'s 9183-9197 & Electronic (bills), Direct Deposited Payroll (DD4135-DD4156). For additional information, see enclosed check register. MOTION CARRIED.

Fire Chief's Report Fire Chief Joe Spagnuolo reported the following:
a.) Member Appreciation. Chief Spagnuolo gave the floor to Chair Kevin Garvey who requested a Motion to rename the Riley Township station to the Donald E Potts building. Vice Chair Sheryl Langraf made the motion, seconded by Secretary/Treasurer Brad Boron. MOTION CARRIED.

DeWitt Area Emergency Services Authority
Minutes of Regular Meeting Held November 16, 2023
Fire Station #1 911 W Main St, DeWitt

- b.) Unemployment Insurance. Chief will get a quote.
- c.) Engine 43 update. D and K fixed the intake injector problem.
- d.) Chief Spagnuolo and and Firefighter Ingleright attended the RESA Career Expo
- e.) DeWitt Band/Cross Country teams sendoff/return. Firefighters Ball and Zischke escorted the teams.
- f.) MML policy review. Chief Spagnuolo recommended changes to the current policy. He will get a quote with the recommended changes.
- g.) IRS underpayment. There was previously an approved amendment that was charged back. The balance of the original payment amount will need to be paid.
- h.) Officers meeting is attached
- i.) Volunteer Hours are attached.
- j.) Command Vehicle has a possible transmission issue
Chief added the following items to his report:
- k.) Chief will be on vacation December 6-16.
- l.) There was a missed call in the City, a priority 4, which the ambulance service handled.
- m.) Two valves and a new strainer base are needed for the new truck. Total is approximately \$2700.00 plus shipping and Chief would like to use funds from the miscellaneous line item which is usually used for hand tools. Board approved with no objections.
- n.) The Merchantile credit card is in the process of being replaced with a PNC bank credit card.
- o.) Chief attended the Clinton County Policy Board meeting.
- p.) Tanker 44 is still out of service, expected back next week. Approximate repair cost with be \$8000.00.

Public Comments

None.

Discussion Items

None.

Committee Updates

a.) Budget: Don Potts, Brad Boron, and Sheryl Landgraf. Budget meeting was held 10-25-23. Will be meet again 12-4-24. Kevin Garvey will replace Don Potts on this committee next month.

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

Old Business

None

New Business

a.) Updated Administrative Policies Member Dave Hunsaker made a motion to adopt the amendments the Chief proposed in the

document provided, seconded by Vice Chair Sheryl Landgraf.
MOTION CARRIED.

b.) Meeting Schedule Member Dave Hunsaker made a motion to adopt the meeting schedule presented, seconded by Secretary/Treasurer Brad Boron. MOTION CARRIED.

c.) Introduction of New Member. Member Don Potts introduced Terry Powell as his replacement on the DAESA board effective December 1, 2023.

Board Member Comments Vice Chair Sheryl Landgraf, Secretary Treasurer Brad Boron, Chair Kevin Garvey, and Member Dave Hunsaker, thanked Member Don Potts for everything he has done for the board, and wished him and his wife Nancy the best.

Member Dave Hunsaker updated the Board that the previous Clerk/Treasurer for the City of DeWitt Lisa Grysen was arraigned and is was charged with two felonies for embezzlement. No funds from the fire authority were mis-appropriated. The City of DeWitt has hired a financial director, whom will start December 5, 2023.

Adjournment A motion was made by Member Don Potts, seconded by Member Charlie Young to adjourn the meeting at 8:15p.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 December 21, 2023 meeting.