

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held November 17, 2022  
Fire Station #1 911 W. Main St. DeWitt, MI 48820

- Call To Order            The meeting was called to order at 7:00 pm by Chair Landgraf with all in attendance reciting the pledge of allegiance.
- Roll Call                 Roll call revealed Chair Sheryl Landgraf, Vice Chair Brad Boron, Secretary/Treasurer Don Potts, Member Kevin Garvey, Member Hunsaker, and Member Ryan Cressman. A quorum was reported. There were seven others present
- Approval of Agenda     Chair Landgraf requested an amended agenda. Request was to add line 13d to include discussion of MML insurance. A motion to accept Agenda with amended line was made by Secretary/Treasurer Potts, seconded by Member Garvey. MOTION CARRIED.
- Approval of minutes     A motion was made by Member Cressman, seconded by Vice Chair Boron to approve the October 20, 2022 board meeting minutes as presented. MOTION CARRIED.
- Treasurer’s Report     General Fund            \$380,678.58 (includes \$100,000.00 previously invested in Mercantile Bank CD)  
Special Donations       \$4,810.42  
  
A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to accept and place on file the Treasurer’s Report. MOTION CARRIED
- Approval of Payment    A motion was made by Secretary/Treasurer Potts, seconded by Member Boron to approve the payment of invoices in the amount of \$30,663.95 for Check #'s 9006-9020 & Electronic bills, Direct Deposited Payroll (DD3836-DD3861) & STUB151. MOTION CARRIED. For additional information, see enclosed check register.
- Fire Chief’s Report     Fire Chief Joe Spagnuolo reported the following:
- The new truck has an updated delivery date of December 8<sup>th</sup>. The current main rescue truck will be moved to station 3. New Equipment purchase to be discussed in CD discussion.
  - One training burn has been cancelled due to Clinton County Sherriff’s office selling the structure. The other structure is delayed due to asbestos presence. Homeowner is checking into getting asbestos tile removed, and Chief will follow up in the spring.

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- Firefighter, Fire Officer, and Fire Instructors all have new state requirements as of October 1<sup>st</sup>.
- Chief attended and spoke at the Lion’s Club meeting November 3<sup>rd</sup>.
- Several department members handed out candy at the fire station for Halloween.
- The department hosted its annual pancake breakfast November 6<sup>th</sup>. 614 supporters came for breakfast, and it is estimated \$4,400.00 was raised.
- Volunteer hours are attached
- Chief will be on vacation November 26<sup>th</sup> – December 6<sup>th</sup>.

Public Comments        None

Discussion Items        None

Committee Updates     Budget: Don Potts, Brad Boron, and Sheryl Landgraf.

Personnel wages discussion. Volunteers for station daytime staffing has been limited, possibly due to low wages. Inflation is currently at 7.7%, and the budget has been increased in previous years at 2.5%. Member Hunsaker spoke in favor of adjusting the budget as needed to compensate personnel to ensure proper coverage. Secretary/Treasurer Potts suggested a 4% increase in the 2023-2024 budget. Chief will ask other local fire department Chief’s what they are paying their staff and report findings at the next meeting.

Truck Equipment and Personnel: Don Potts, Dave Hunsaker, and Ryan Cressman. Truck equipment will be discussed in CD discussion under old business

Old Business            a) Santa Delivery Program. Lisa Grysen will confirm with the City of DeWitt that they will get the hold harmless agreement for the Santa Delivery Program. Chief will check for volunteer firetruck drivers at the next department training.

b) Updated Professional Services Agreement. A motion was made by Secretary/Treasurer Potts, seconded by Member Garvey to approve the Professional Services Agreement. MOTION CARRIED

c) CD discussion. Lisa Grysen presented the best rates available, which were at Consumer’s Credit Union. The rates are 4.15% APY for a 6 month term CD, and 4.25% for a 12 month term CD. A motion was made by Secretary/Treasurer Potts to invest \$100,000.00 in a 12 month CD, seconded by Member Hunsaker. MOTION CARRIED. A motion was made by Member Hunsaker, to authorize Chief Spagnuolo to spend \$90,000.00 to purchase the needed hose, medical equipment, SCBA equipment and extrication equipment out of General Fund. Motion was seconded by Member Cressman. MOTION CARRIED.

New Business            a) The presented meeting schedule consisted of a Board Meeting scheduled every 3<sup>rd</sup> Thursday of every month in 2023. Member Hunsaker made a motion to

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approve the meeting schedule, giving discretion to Chair Landgraf to cancel meetings if needed due to lack of Agenda. Member Cressman seconded the motion. MOTION CARRIED

b) The Westphalia Agreement will be sent to Westphalia for signatures, and if they approve, it will be discussed at a future meeting. Secretary/Treasurer Potts would like to take a look at taking over the area in one year.

c) 4 bids were submitted for the vehicle bid. The first bid was for the Dodge pickup for \$2,000.00. The second bid was for the Dodge pickup as currently outfitted, other than the loose equipment for \$18,000.00. The third bid was for the Dodge pickup for \$5,125.00. The fourth bid was for the 1988 Spartan Pumper for \$2,025.00. A motion was made by Member Hunsaker, seconded by Secretary Treasurer Potts to accept the bid of \$18,000.00 for the 1996 Dodge Pickup as currently outfitted, other than the loose equipment from the City of St. Johns. MOTION CARRIED. A motion was made to accept the bid of \$2,025.00 from Sam Irrer for the 1988 Spartan Pumper, from Vice Chair Boron, seconded by Member Garvey. MOTION CARRIED.

d) MML insurance discussion. The Renewal Proposal packet was distributed to the Board Members. A motion was made to accept the Proposal from Member Cressman, seconded by Secretary/Treasurer Potts to accept the Proposal. MOTION CARRIED.

#### Board Member Comments

Secretary/Treasurer Potts stated the Pancake breakfast was terrific. Dave Hunsaker announced the Mayor will be holding a Christmas Party December 10<sup>th</sup>, and all board members will be receiving invites.

Adjournment      A motion was made by Secretary/Treasurer Potts, seconded by Vice Chair Boron to adjourn the meeting at 8:00pm. 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 15, 2022 meeting.