DeWitt Area Emergency Services Authority Minutes of Regular Meeting Held November 19, 2020 Teleconference Meeting

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Call to Order The teleconference meeting was called to order at 6:00 p.m. by

Chair Sheryl Landgraf.

Roll Call Roll call revealed Chair Sheryl Landgraf, Vice-Chair Chris

Greenfield, Secretary/Treasurer Don Potts, Member Brad Boron, Member Kevin Garvey, and Member Dave Hunsaker. A quorum was reported. There were three others on the conference call.

Approval of Agenda With the addition of 10. Discussion Items b.) Insurance Quote, a

motion was made by Secretary/Treasurer Don Potts, seconded by Vice-Chair Chris Greenfield, to approve the November 19, 2020,

agenda as amended. MOTION CARRIED.

Approval of Minutes A motion was made by Member Dave Hunsaker, seconded by

Member Kevin Garvey to approve the October 15, 2020, board

meeting minutes as presented. MOTION CARRIED.

Treasurer's Report General Fund \$343,050.94

Special Donations \$ 1,710.42

A motion was made by Secretary/Treasurer Don Potts, seconded by Member Dave Hunsaker to accept and place on file the

Treasurer's Report. MOTION CARRIED.

Approval of Payment A motion was made by Secretary/Treasurer Don Potts, seconded

by Chair Sheryl Landgraf to approve the payment of the invoices in the amount of \$18,818.83, Check #'s 8637-8651 (bills), Direct Deposited Payroll (DD3263-DD3286. MOTION CARRIED. For

additional information, see enclosed check register.

Fire Chief's Report Fire Chief Joe Spagnuolo reported the following:

Station 1 and fire vehicles have been spray sanitized with a 5-gallon bottle of solution. Firefighters have been issued their own washable mask with replaceable filters. Temperature log in the training room for daily staff, training attendees, and those

responding to the radio room for calls.

a.) Light/Air 47 cylinder 2 was leaking/bad valve; three other

cylinders were working.

b.) Fire Chief met with Mercy Ambulance regarding not

responding to Priority 3 & 4 in the City of DeWitt. The City of DeWitt Council meeting has been scheduled for December 14,

2020, to discuss.

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c.) Working on maintaining our PPE supplies through various vendors. Department Policy on supplies that can be decontaminated or those to be disposed of.

d.) Work is continuing on budget items.

Fire Tools Software will no longer be supported after March 2021. The paperwork contains a list of 115 potential vendors.

The Radio Equipment and Subscriber Lease Agreement will be emailed to the Board. The County will pay 90% with a 10% cost share to the Department.

Two quotes for flooring at Station 1 have been received. Offices only \$2,519.70 or entire carpeted area \$6,906. Another quote is being sought.

**Public Comments** 

Chair Sheryl Landgraf shared the addition of limit of public comment language to five (5) minutes.

**Discussion Items** 

- a.) Christmas present distribution may be drive through at Station
- 1. Plans will be discussed when COVID guidelines for that time frame are known.
- b.) Michigan Municipal League insurance quote was received \$20,041.

Committee Updates

a.) <u>Budget</u>: Don Potts, Brad Boron, and Sheryl Landgraf.

Plans to meet in December.

<u>Truck/Equipment & Personnel</u>: Don Potts, Dave Hunsaker, and Chris Greenfield.

Plan to meet after the first of the new year.

**Old Business** 

None.

**New Business** 

a.) A motion was made by Member Dave Hunsaker, seconded by Member Kevin Garvey to approve the 2021 Westphalia Agreement for the period stated in the Agreement and giving Chair Sheryl Landgraf and Secretary/Treasurer Don Potts authorization to sign. MOTION CARRIED. Recording Secretary Sandra June to forward both originals to Westphalia Township for their signature.

b.) A motion was made by Member Dave Hunsaker, seconded by Member Brad Boron to approve the Electronic Participation Procedure as presented. MOTION CARRIED.

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c.) A motion was made by Member Dave Hunsaker, seconded by Secretary/Treasurer Don Potts to approve the snow removal contract of Chant Landscape & Mowing for \$60/3" plow + cost of salt/application. MOTION CARRIED.

Board Member Comments None.

Adjournment A motion was made by Secretary/Treasurer Don Potts, seconded

by Member Dave Hunsaker to adjourn the meeting at 6:54 p.m.

MOTION CARRIED.

Respectfully recorded and submitted by,

Sandra June, Recording Secretary DeWitt Area Emergency Services Authority

Enclosed – Check Register

NOTE: These minutes are subject to approval at the December 17, 2020, board meeting.