

DeWitt Area Emergency Services Authority
Minutes of Regular Meeting Held June 20, 2024
Fire Station #1 911 W Main St, DeWitt

- Call to Order The meeting was called to order at 7:01pm by Chair Garvey.
- 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 for personal reasons. A quorum was reported. There were 9 others present.
- Approval of Agenda A motion was made by Hunsaker, seconded by Boron to approve the June 20, 2024 Agenda. MOTION CARRIED
- Approval of Minutes A motion was made by Boron, seconded by Hunsaker to approve the April 18, 2024 amended minutes. MOTION CARRIED
- Approval of Minutes A motion was made by Boron, seconded Hunsaker to approve the May 16, 2024 minutes. Landgraf requested time review of email received by the attorney received late afternoon. After Board discussion, MOTION CARRIED
- Financial Report General Fund \$328,736.588
Special Donations Fund \$1691.42
- Approval of Payment A motion was made by Landgraf, seconded by Young to approve the payment of the invoices in the amount of \$37,452.53 for Check #'s 9284-9301 & Electronic (bills), & Direct Deposited Payroll (DD4290-DD4312). For additional information, see enclosed check register. MOTION CARRIED.
- Fire Chief's Report Interim Fire Chief John Braska reported the following:
- Reviewed Monthly calls for May 2024
 - Truck Maintenance - updates
 - Technology Purchase – Met with technology committee, updates are needed.
 - Smoke Detector Program-Chief presented a free smoke detector program he would like to implement
 - Missed Call on 02/28/24—Chief Braska addressed missed call complaint with tri-county and the State of Michigan. Both agencies requested to be informed if there are any further missed calls.
 - Re-Appointment of current Fire Officers. Chief Braska recommended all command staff stay in their current roles. Dave Barnett, Captain of Fire Prevention and Maintenance;

Kyle Hansbarger, Captain of the Training Division; Scott Irrer, Lieutenant of Fire Prevention and Maintenance; Andrew Braska, Lieutenant of the Training Division; and Fred Render, Lieutenant of Administration and Supplies.

- Fire Fighter Job Description. Chief Braska is working on a position description for a full time Firefighter. Personnel committee will meet to discuss the position.

Public Comments Captain Hansbarger spoke about the positive changes in the membership of the fire department and the DAESA board members. Stated what has happened is “nothing short of amazing”.

Discussion Items None

Committee Updates Budget Committee: Landgraf, Boron, Powell—none
Truck/Equipment & Personnel: Powell, Hunsaker, and Young:
The committee presented a draft of the Fire Chief job description. Missing from the document is that vacation time will be paid out at the end of the fiscal year, with the option to roll over 40 hours. Also, the board requested information from Chief Braska about the full-time fire fighter position. The position is still being looked at to see what is best for the department needs. Chief Braska will put together a position description and present to the committee.

Old Business a.) Letter to Attorney. The board discussed the draft letter written to the Attorney. Landgraf presented a second letter option. Boron made a motion to allow Chair Garvey to revise the letter, and add a request that the Attorney will give feedback at least 24 hours prior to the meeting. Motion was seconded by Hunsaker, MOTION CARRIED.

b.) Board meeting recordings retention. A motion was made by Young seconded by Hunsaker to change the policy to keep the audio recordings of the meetings until after the meeting minutes are approved. MOTION CARRIED

New Business a.) Professional Services Agreement- The City of DeWitt manager Dan Coss updated the Professional Services Agreement. A copy was provided to Board Members for review. Landgraf made a motion to allow the Chair and Secretary Treasurer to sign the Agreement and send to the City of DeWitt for signatures seconded by Boron. MOTION PASSED.

b.) Budget Amendments. Board members were given a copy of the proposed Budget Amendments. Hunsaker made a motion

approve the Budget Amendments as presented and the calculations as of 6-30-2024 document for Budget Amendments seconded by Boron. MOTION CARRIED

c.) Fire Chief Job Description. Hunsaker made a motion to adopt the Fire Chief Job Description presented with the amendment discussed to add the vacation payout discussed with the opportunity to withhold 40 hours seconded by Boron. Landgraf commented that she is grateful to the personnel committee for their work, and will vote in favor, although she is still opposed to a 35-hour Fire Chief, and believes it should be full time. MOTION CARRIED

d.) Fire Chief Recommendation. Garvey recommended Chief Braska stay in his position. After discussion, the personnel committee agreed to do a 6-month evaluation if needed, and a formal evaluation will be done in a year. Landgraf made a motion to appoint John Braska as Fire Chief seconded by Boron. MOTION CARRIED.

e.) Hunsaker made a motion to reappoint all the current fire officers as recommended by Chief Braska, seconded by Landgraf. MOTION CARRIED.

Board Member Comments None

Adjournment A motion was made by Young seconded by to adjourn the meeting at 9:06p.m. MOTION CARRIED.

Respectfully recorded and submitted by,

Lisa Braska

Lisa Braska, Recording Secretary
DeWitt Area Emergency Services Authority

Enclosed – Check Register