

DeWitt Area Emergency Services Authority  
Minutes of Regular Meeting Held October 17, 2024  
DeWitt Fire Station 911 W Main St. DeWitt

- Call to Order                      The meeting was called to order at 6:00pm 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 Dave Hunsaker, Member Charlie Young and Member Terry Powell. A quorum was reported. There were 6 others present.
- Approval of Agenda                Vice Chair Landgraf requested an Amendment to the Agenda. She requested that under new business Request for Proposal for Legal Services be added. A motion was made by Hunsaker seconded by Powell to approve the October 17, 2024 Agenda with the Amendment. MOTION CARRIED
- Approval of Minutes                A motion was made by Young, seconded by Boron to approve the September 19, 2024 minutes. MOTION CARRIED
- Financial Report                    General Fund                      \$350,666.86  
Special Donations Fund \$1,691.42
- Member Hunsaker made a motion to accept the financials as presented, seconded by Boron. MOTION CARRIED
- Approval of Payment                Payroll and electronic payments were not available. Vice Chair Landgraf requested they be added to next month's packet. A motion was made by Boron, seconded by Powell to approve the payment of the invoices presented in the amount of \$17,253.60 for Check #'s 9329-9337 & Electronic (bills), & Direct Deposited Payroll which will be available next month. For additional information, see enclosed check register. MOTION CARRIED.
- Fire Chief's Report                Fire Chief John Braska reported the following:
- 86 Calls for Service in September. 101 total calls over last year.
    - Assisted DeWitt Township with structure fire on Clark Rd.
    - Assisted Bath Township with structure fire on Culver Dr.
    - Tractor and several bales of hay on fire on DeWitt Rd.
  - DAESA audit had been completed. Auditors will be present at the next meeting.
  - Assisted with Medical Standby at Freshman-JV games
  - Truck Issues updates
    - 45 is ongoing.

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- Truck 43 needs valve replacements. Estimate is just under \$2,000.00 and parts will be ordered and repairs will be made.
- Technology update: iPad, Laptops, and Desktops are all in service
- Pancake Breakfast is November 3, 2024 8am to Noon

Public Comments None.

Discussion Items November 21, 2024 meeting will be at Riley Township Hall

Committee Updates Budget Committee: Landgraf, Boron, Powell – Landgraf presented highlights of the last budget meeting, including discussion of possibly COLA increases, absence of Westphalia Agreement, and the potential full time Chief position. Also, discussion of Chief Braska’s upcoming 6 month evaluation. Evaluation and utilization of Chief’s hours and mutual understanding of expectations were discussed. The Personnel committee was tasked to set a meeting with Chief to discuss these items. Boron added that there was a discussion about adding line items to the Budget for Technology.

Truck/Equipment & Personnel: Powell, Hunsaker, and Young: the committee scheduled a meeting at 3pm on the 31<sup>st</sup> to meet with Chief Braska.

Old Business None

New Business: Request for Proposal for Legal Services: Vice Chair Landgraf presented a Request for Proposal for Legal Services. A motion was made by Landgraf that Hunsaker will confer with Dan Coss at the City of DeWitt and the proposal be submitted by the Chair according to the process as outlined by Dan Coss, seconded by Young.

Board Member Comments: Chair Garvey requested that all board questions and concerns about the department be directed to the Chief vs. the secretary.

Young requested information about the smoke detector and reflective sign programs.

Adjournment A motion was made by Powell, seconded by Young to adjourn the meeting at 6:39p.m. MOTION CARRIED.

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Respectfully recorded and submitted by,

*Lisa Braska*

Lisa Braska, Recording Secretary  
DeWitt Area Emergency Services Authority

Enclosed – Check Register