

1. Agenda

Documents:

[PUB SAF AGENDA 051821 FINAL.PDF](#)

2. Meeting Materials

Documents:

[20210420 PUB SAFETY MINUTES DRAFT.PDF](#)
[ACTIVITY REPORT - POLICE.PDF](#)
[ACTIVITY REPORT - FIRE.PDF](#)
[DCT POLICE AND FIRE BOT REPORTING POLICY DRAFT.PDF](#)



PUBLIC SAFETY COMMITTEE REGULAR MEETING
Tuesday, May 18, 2021 6:00 PM
1401 W. Herbison Rd.
DeWitt, MI 48820

Per the State of Michigan Department of Health and Human Services (MDHHS) Emergency Order – Gatherings and Face Mask Order dated April 16, 2021, this meeting will be held both in-person, up to a limit of 64 persons, and virtually by phone conference. Per the MDHHS order, mask usage is mandatory when attending in-person, if medically tolerated. Per the Open Meetings Act (OMA) 1976 PA 267, Board members and public may choose to listen and participate at the phone number below.

Meeting Dial-in: (623) 600-3750, PIN: 457968

The call will be muted to reduce interference with proceedings. The public will be invited to make comments during the public comment sections of the meeting as well as before any vote. If you desire to comment, you will be invited to dial 5* so the Clerk can unmute your line. Please contact the Clerk's Office at (517) 668-0270 with any additional questions.

AGENDA

CALL TO ORDER – REGULAR BOARD MEETING 6:00 PM

PLEDGE OF ALLEGIANCE

*Verbal roll of members present and on conference call

APPROVAL OF AGENDA Tuesday, May 18, 2021

APPROVAL OF MINUTES [Tuesday, April 20, 2021](#)

BRIEF PUBLIC COMMENTS ON AGENDA ITEMS*

PUBLIC HEARING – None

PRESENTATIONS – None

CORRESPONDENCE – None

UNFINISHED BUSINESS

1. National Night Out – Sara Shepard
2. HOA contact list – Sara Shepard
3. PD/FD monthly reporting format – Steve Musselman and David Seeger
[Police Department Sample Report](#) - [Fire Department Sample Report](#) - [DRAFT Policy](#)
4. Public Relations plan for police and fire departments

5. Tabled item - Bylaws change

NEW BUSINESS

1. Municipal Building South (MBS)
2. Set next meeting

PUBLIC & STAFF COMMENTS**

BOARD MEMBER COMMENTS

ADJOURNMENT

Note: Public Participation Policy adopted 9/11/89 provides:

***Public Comments on agenda items shall be limited to three (3) minutes.** Any citizen may address the Board regarding any agenda item at this time, or they may reserve the right to address the Board when the agenda item is discussed. Each citizen is limited to a total of 3 minutes on any one issue.

****Extended Public Comments - limited to five (5) minutes.** Any topic of Township interest can be addressed.

DeWitt Charter Township will provide to individuals with disabilities, reasonable auxiliary aids and services which are needed to fully participate in any Township meeting, providing a 72-hour notice is received by phone or in writing. Contact DeWitt Charter Township, Clerk's office, 1401 W. Herbison Road, DeWitt, MI 48820, or phone (517) 668-0270 to request the necessary assistance.

Board policy prohibits the use of cellular phones, pagers, and the noise emitted from the same. Please disengage ringers on cell phones and pagers, and leave the meeting room if you need to have a phone conversation.



Fire Station #1, 1080 E. Wieland Road, DeWitt, MI 48820
April 20, 2021 Public Safety Committee Meeting Minutes

The regular meeting of the DeWitt Charter Township Public Safety Committee was called to order by Chair Steve Musselman at 6:03 p.m. with the Pledge of Allegiance.

MEMBERS PRESENT Steve Musselman, Jon Ogar, Ed Reed, David Seeger, Sara Shepard.

MEMBERS ABSENT None.

ALSO PRESENT Trustee David Fedewa, Clerk Adam Cramton, Fire Chief Dave DeKorte, Police Chief Mike Gute.

AGENDA **Seeger moved to approve the agenda as presented. Shepard seconded the motion. The motion was approved unanimously on a voice vote.**

MINUTES **Seeger moved to approve the March 16 minutes as presented. Shepard seconded the motion. The motion was approved unanimously on a voice vote.**

PUBLIC COMMENT None.

PRESENTATION DeWitt Charter Township Fire Department – Chief Dave DeKorte
DeWitt Charter Township Fire Department – Chief Dave DeKorte
DeWitt Charter Township Fire Department – Chief Dave DeKorte

DeWitt Charter Township Fire Chief Dave DeKorte gave committee members a tour of Fire Station #1 following adjournment of the committee's business meeting.

CORRESPONDENCE None.

UNFINISHED BUSINESS National Night Out — Shepard handed out a project schedule for National Night Out, which will take place Saturday, Oct. 9, 2021, in the Township Hall parking lot. She has met with team leads to discuss the project's kickoff.

HOA contact list — Shepard said compiling a list of HOA officers continues to be difficult. Some subdivisions still have the developer or a management company conducting the subdivision's business affairs. The first HOA officer list will be submitted to the Township clerk on July 1, 2021, and then once every year thereafter.

PD/FD monthly reporting format — At its last meeting, the Township board discussed information they'd like to receive from the Township police and fire departments on a regular basis. Musselman and Seeger presented a summary of the board's comments to the committee and said they would meet with Chief DeKorte and Chief Gute to work on a standardized reporting format to be used by both departments.

Public relations plan for police and fire departments — Musselman asked Ogar to serve as lead on developing a public relations plan for the police and fire departments focusing on Municipal Building South and the 2026 public safety millage.

Bylaws change regarding additional committee members — Still tabled.

DeWitt Charter Township Public Safety Committee

April 20, 2021

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NEW BUSINESS Municipal Building South (MBS) — Musselman asked Reed to serve as the committee's representative on the MBS project.

Set Next Meeting **The next meeting of the Public Safety Committee will be at 6 p.m. on Tuesday, May 18, 2021, at the Township Hall.**

TRUSTEE'S REPORT None.
Trustee David Seeger

EXTENDED PUBLIC None.
COMMENTS

COMMITTEE None.
MEMBER
COMMENTS

ADJOURNMENT **Shepard moved to adjourn. Seeger seconded the motion. The motion was approved unanimously on a voice vote and the meeting adjourned at 6:57 p.m.**

Respectfully submitted,

Jon Ogar, Secretary

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ACTIVITY REPORT

JULY 2021



Type of Incident	July 2021	July 2020	2021 YTD	2020 YTD

TRAINING / WORK DETAILS <ul style="list-style-type: none">••••••••	TOWNSHIP BOARD FOCUS ITEMS <ul style="list-style-type: none">••••••••
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Monthly Safety Tips

DEWITT TOWNSHIP POLICE DEPARTMENT

Insert Narratives of Major Incidents and/or Recognize Exceptional Staff Performance

DEWITT TOWNSHIP FIRE DEPARTMENT



ACTIVITY REPORT

JULY 2021



Type of Incident	July 2021	July 2020	2021 YTD	2020 YTD	2021 AVG Response Time	2020 AVG Response Time
FIRE						
MEDICAL						
AUTO ACCIDENT						
PUBLIC ASSISTANCE						
TOTAL						

Mutual Aid / Auto Aid Summary			
Date	Type of Aid	Type of Incident	Department

<p style="text-align: center;">TRAINING / WORK DETAILS</p> <ul style="list-style-type: none"> • • • • • • • 	<p style="text-align: center;">TOWNSHIP BOARD FOCUS ITEMS</p> <ul style="list-style-type: none"> • • • • • • •
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Monthly Safety Tips

DEWITT TOWNSHIP FIRE DEPARTMENT

Insert Narratives of Major Incidents and/or Recognize Exceptional Staff Performance

DeWitt Charter Township
Fire Department & Police Department
Board of Trustees Reporting Policy

Adopted by the DeWitt Township Public Safety Committee
at a regular meeting held on **May 18, 2021**

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1. Introduction

This policy is designed to serve as a guide for DeWitt Township's Police and Fire Departments, and to assist the departments with their monthly reporting of activities to the Board of Trustees.

2. Purpose

This policy has been created to ensure that members of the DeWitt Township Board of Trustees are informed of the details of Fire and Police operations.

3. Definitions

- a. **Departments:** understood to be the DeWitt Charter Township Fire Department, and the DeWitt Charter Township Police Department.
- b. **Board:** understood to be the DeWitt Charter Township Board of Trustees.
- c. **Chief:** understood to be the Chief of the Fire Department, or the Chief of the Police Department.
- d. **Meeting:** MCL 15.262(b) defines a "meeting" as "the convening of a public body at which a quorum is present for the purpose of **deliberating toward** or **rendering a decision** on a public policy ..."
- e. **Regular meetings:** MCL 15.265 effectively defines a "regular meeting" of a public body as a meeting that is on the schedule of meetings adopted by the body and posted within 10 days after the first meeting of the public body's year (fiscal or calendar).

4. Report Contents

- a. Each report shall include:
 - i. Monthly fire and police responses, calls, and events; including a comparison with the same month of the previous year, and a year-to-date comparison with the previous year. The fire report shall also include the average response times in the same format.
 - ii. Training activities conducted by each department during the reporting period.
 - iii. Focus: This area is reserved to highlight any subject that the Department Chief has determined requires additional attention or discussion from the members of the Board.
 - iv. Safety Tips: Helpful suggestions to improve community safety.

- v. Narrative description of major events that highlight department activities or outstanding performance of department members. Photographs may be included to enhance the event description. Please be aware that these reports are public documents and care should be taken with sensitive information.
- b. The attached report formats are provided to outline the information deemed necessary to keep the Board members abreast of Public Safety Departments activities. The presented data shall be arranged to offer comparisons with previous reporting periods.
- c. The attached report formats are suggested as minimum requirements, and may be altered to solicit increased focus on particular subjects.

5. Report Delivery

- a. The monthly activities reports shall be submitted to the Township Manager and Clerk no later than 12:00 PM on the Wednesday preceding the second regularly scheduled monthly Board meeting.
- b. The reports will be included on the Agenda as correspondence provided to the Board of Trustees prior to their second regularly scheduled monthly Board meeting.

6. Effectivity and Term

- a. The effective date of this policy is July 1, 2021
- b. This policy will be reviewed annually by the Public Safety Committee to ensure the desired effectiveness.