

## 1. Meeting Materials

### Documents:

[MIN 20210316 PUB SAFETY MINUTES DRAFT.PDF](#)  
[UB 03 FIRE AND POLICE REPORT FORMATS.PDF](#)



1401 W. Herbison Road, DeWitt, MI 48820  
March 16, 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 7:02 p.m. with the Pledge of Allegiance.

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

MEMBERS ABSENT None.

ALSO PRESENT Clerk Adam Cramton, Fire Chief Dave DeKorte.

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

MINUTES **Reed moved to approve the Jan. 19 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 spoke about possible sites, designs and features for a new Municipal Building South that would replace the old fire station in the southern part of the Township.

CORRESPONDENCE None.

UNFINISHED BUSINESS National Night Out — Shepard gave a progress report on National Night Out, which will take place Saturday, Oct. 9, 2021, in the Township Hall parking lot.

HOA contact list — Shepard handed out a preliminary list of the Township's homeowner association officers.

**Shepard moved that the first list of HOA officers be submitted to the Township clerk on July 1, 2021, and then once every year thereafter. Musselman seconded the motion. The motion was approved unanimously on a voice vote.**

PD/FD monthly reporting format — At its next meeting, the Township board will discuss what information they'd like to receive from the Township police and fire departments on a regular basis. Once the content is decided, the committee can proceed with developing a standardized format to be used by both departments.

NEW BUSINESS Bylaws change — Before the committee contemplates amending the bylaws to allow additional members, Musselman asked Clerk Cramton to first check the Township's committee applications to see if anyone else is interested in serving on the committee.  
**Shepard moved to table a bylaws change to allow additional committee members. Reed seconded the motion. The motion was approved unanimously on a voice vote.**

PR plan for police/fire departments — The committee will work on highlighting the Township police and fire departments with an eye toward a potential 2024 ribbon cutting for Municipal Building South and the 2026 public safety millage.

Set Next Meeting **Shepard moved to set the next meeting of the Public Safety Committee for Tuesday, April 20, 2021 at 6 p.m. Seeger seconded the motion. The motion was approved unanimously on a voice vote.**

TRUSTEE’S REPORT None.  
Trustee David Seeger

EXTENDED PUBLIC None.  
COMMENTS

COMMITTEE None.  
MEMBER  
COMMENTS

ADJOURNMENT **Seeger moved to adjourn. Shepard seconded the motion. The motion was approved unanimously on a voice vote and the meeting adjourned at 8:12 p.m.**

Respectfully submitted,

Jon Ogar, Secretary

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## **FIRE AND POLICE REPORT FORMATS**

The Public Safety Committee has been tasked to develop a report format with information to meet the needs of the Board. The following summary of items were discussed by members of the DeWitt Township of Trustees concerning fire and police reports on March 28, 2021.

1. The current reports provide the necessary information and should not be changed.
2. The case summaries provided by the Police Chief are informative and entertaining. They are read in their entirety, each month. These narratives bring out the real texture of the job. This item does take an additional effort and time to produce and is dependent on the writing ability of the individual chief.
3. Would enjoy member profiles and pictures of the fire fighters and police officers. This could assist in getting to know the department's personnel. Hesitant about the personal nature of such an item. This information would only be distributed to the Board in their meeting packets but available through FOIA requests.
4. There should be more statistical data on each event, ie: types of calls, response times, number of personnel responding, etc. this information should be readily available. Pictures of the event, if available, would be helpful.
5. What is the personnel status: Authorized vs. available, efforts and any problems in recruiting, etc.
6. Is the department equipment appropriate? What items are missing and what action is being taken to secure the proper equipment and have it on hand? Status of new equipment inbound.
7. What can the Board do to assist in solving problems within the departments?