



1401 W. Herbison Road, DeWitt, MI 48820
January 25, 2021 Board of Trustees Meeting Minutes

The Regular Meeting of the DeWitt Charter Township Board of Trustees was called to order by Supervisor Galardi at 7:01 PM with the Pledge of Allegiance.

MEMBERS PRESENT Supervisor Rick Galardi (Charleston, WV), Clerk Adam Cramton (DeWitt Twp, MI), (call-in only) Treasurer Sandy Stump (DeWitt Twp, MI), and Trustees David Seeger (DeWitt Twp, MI), Brian Ross (DeWitt Twp, MI), David Fedewa (DeWitt Twp, MI), and Steven Smith (DeWitt Twp, MI).

MEMBERS ABSENT None.

ALSO PRESENT Fire Chief Dave DeKorte, Police Chief Mike Gute, Manager Andrew Dymczyk, and (call-in only) Public Safety Committee Chair Steve Musselman.

AGENDA **Cramton moved, Galardi seconded, to approve the Agenda.**

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Seeger moved, Smith seconded, to approve the Consent Agenda, which included the following: approval of the Board of Trustees Regular Meeting Draft Minutes, January 11, 2021; approval of the Board of Trustees Fire Department Workshop Draft Minutes, January 11, 2021; acceptance of the Planning Commission Draft Minutes, January 4, 2021; and approval of 2020/2021 General Vouchers 72524-72577, Tax Vouchers 9181-9194.**

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT None.

PUBLIC HEARING None.

PRESENTATION None.

**COUNTY
COMMISSIONER
REPORT** None.

CORRESPONDENCE Correspondence included the following: Q4 2020 Cash and Investments; DeWitt Township Fire Department December 2020 Activity Report; and Clinton County Sheriff's Office December 2020 Jail Billing.

Trustees Ross and Fedewa, as well as Supervisor Galardi, were complimentary of the Cash and Investment report presented by Treasurer Stump.

UNFINISHED
BUSINESS

NEW BUSINESS

DeWitt Township
Public Meeting Policy
Update

Two days after the last Board meeting, the state updated the Michigan Department of Health and Human Services (MDHHS) Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order. The new version is dated January 22, 2021, and extends the virtual meeting requirement for public meetings until February 21, 2021. The DeWitt Charter Township Open Meeting Policy & Procedure Manual has been updated to reflect these changes.

Additionally, Senate Bill 1246, amending the Open Meetings Act (OMA) to allow for virtual meetings until March 31, 2021, is still in effect.

Galardi moved, Stump seconded, to adopt the DeWitt Charter Township Open Meeting Policy & Procedure effective January 25, 2021.

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Full Time Firefighters
Position

Many concepts and details of current and future fire operations were discussed at the January 11, 2021 Board workshop. One of the takeaways from that meeting was the determination that the three permanent part time firefighter positions should be brought to full-time status to better address run volume, response times and response by department staff.

Since 2009, the Fire Department has operated with three permanent part-time firefighters. These positions were created at the time to provide additional coverage after a full-time employee moved on to other opportunities. The Fire Department has maintained this level of staffing since 2009. Currently, Fire Department staffing includes: one full-time Chief, three permanent part-time firefighters, 26 paid-on-call firefighters, one part-time administrative assistant, one half-time fire inspector, one photographer and two auxiliary members.

The 2021 Budget does include full-time status for the three permanent part-time firefighter positions and a \$150,243 revenue allocation for receipt of a SAFER grant for the promotion of the three permanent part-time firefighter positions to full-time status. The Township received news late in 2020 that we were not awarded the grant. The SAFER grant is a program to assist fire departments with financial assistance to hire full time firefighters. The goal of the grant is to improve fire department staffing levels to ensure that an adequate number of personnel respond and perform safely at incident scenes. Moving forward with full-time status without the receiving the SAFER grant would reduce the year end projected 2021 General Fund Budget surplus from \$170,701 to \$20,458.

Manager Dymczyk recommends offering Engineer Chris Dick, Capt. Tom Stone and Lt. Mike Bush a promotion from the position of permanent part-time firefighter to full-time

firefighter with a tentative start date of February 1, 2021. He also recommends approval of the changes to the firefighter job description.

Manager Dymczyk provided a copy of the firefighter job description and 2021 wage scale.

Trustee Smith was complimentary of the three Firefighters who are being offered the full-time positions.

Fedewa moved, Seeger seconded, to approve the following actions:

- 1. Adopt the job description for the position of Firefighter**
- 2. Authorize the Manager's Office to offer Chris Dick, Tom Stone, and Mike Bush a promotion to the position of full-time firefighter at their current wage step and grade with a tentative start date February 1, 2021.**

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Authorize Purchase of
a New Command
Vehicle

The current Fire Department Command Vehicle was taken out of service due to mechanical issues. The replacement vehicle was approved in the 2021 Budget.

The Fire Department has evaluated replacement options and has decided to go with a Chevrolet Traverse. This option allows the Fire Department to have the appropriate room for personnel and equipment.

Adhering to the purchasing policy, the MiDEAL State of Michigan Vehicle Purchasing was utilized. The 2021 Model Year pricing indicated that Berger Chevrolet was the awarded dealer for this type and make of vehicle. Berger Chevrolet in Grand Rapids provided a bid to DeWitt Township for a 2021 Chevrolet Traverse LS in the amount of \$24,557 based on the Oakland County Contract #006164.

The Fire Department also asked for bids from local dealers. Sawyers Chevrolet submitted a bid of \$25,968 and Glenn Buege submitted a bid of \$28,200.

Ross moved, Stump seconded, to approve the purchase and authorize the Township Manager and Clerk to execute such purchase with Berger Chevrolet for a 2021 Chevrolet Traverse LS in the amount not to exceed \$24,557.

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Mutual Aid and
Indemnity Agreement

The Clinton County Sheriff's Office has requested an updated Mutual Aid and Indemnity Agreement to be signed effective January 1, 2021. This agreement would be valid

through December 31, 2021. This agreement is to provide mutual police assistance and services to one another in a time of need.

Smith moved, Seeger seconded, to enter into a Mutual Aid and Indemnity Agreement with the Clinton County Sheriff's Office to provide mutual police assistance and services to each department in a time of need.

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Fire Station 1 Ad-hoc
Committee

The Board is desirous of creating a committee to explore options for replacing DeWitt Township Fire Station #1. A workshop of the Board was held on January 11, 2021, and the replacement of the station was identified as a long-term goal. The Committee will be tasked with assembling the design criteria, location, comparisons, and rough costs of a replacement for the Station.

The entirety of the Public Safety Committee will be appointed to the ad-hoc committee. At the Public Safety organizational meeting, it was approved that the Public Safety Committee will be meeting on the third Tuesday of each month for the balance of 2021. Trustee Fedewa commented that this would be a good opportunity for the ad-hoc committee to meet at the same time.

Trustee, and Public Safety Committee Member Seeger, asked if the Board is required to approve the schedule of meetings that the Public Safety Committee approved at their first meeting. Clerk Cramton responded that the Public Safety Committee bylaws state that there is a single organizational meeting in January and any other meetings are held on an as-needed basis. The committee voted to hold meetings on the third Tuesday of every month for the remainder of 2021 and it does not require Board approval.

Public Safety Committee Chair Musselman stated that the Public Safety Committee will be happy to support this effort. He also added that the Public Safety Committee is looking expand the committee by adding two members who reside in the southern half of the Township, as this area would be best served by a Fire Station.

Trustee Fedewa commented that there are not pre-conceived notions about what a new Fire Station will look like. He feels that, rather than merely a Fire Station, the vision could be a DeWitt Township Municipal building that includes multiple services for the residents.

Trustee Seeger added that the desire of the Public Safety Committee is to add two more members to improve the diversity of the Committee. Supervisor Galardi agreed with Trustee Seeger on this point.

Clerk Cramton thanked everyone in attendance for their patience as this business item was addressed as a late addition. He reassured membership that this is not a model that will be utilized moving forward. The expectation is always that the Board will have a well-thought-out and prepared agenda.

Ross moved, Smith seconded, to appoint Trustee Fedewa as Chair, Fire Chief DeKorte, Police Chief Gute, and Public Safety Committee Members Mussleman, Shepard, Ogar, Reed, and Trustee Seeger to an ad-hoc committee to evaluate the potential of replacement of DeWitt Township Fire Station #1.

AYES: Seeger, Ross, Fedewa, Smith, Stump, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

**EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS**

Fire Chief Dave DeKorte thanked the Board and Managers Office for their support with personnel and equipment. Chief DeKorte presented that the new rescue truck has been delivered. Chief DeKorte also commend Firefighters Rogers and Schott for a recent call and assistance to a resident.

Police Chief Mike Gute was complimentary of the new Public Safety Committee members. Chief Gute has rewritten the DeWitt Township use-of-force policy and it has been forwarded to the Department of Justice. Chief Gute also complimented Officer Rennaker on a recent arrest.

Manager Andrew Dymczyk provided updates on the following:

- Bid award update
- Port Lansing update
- 2021 Road Construction
- MIOSHA complaint resolution
- Arbitrator update
- Grievance arbitration update
- Website training

Trustee Smith complimented the DeWitt High School football team on their State Championship win over the weekend.

Clerk Cramton presented that DARA has started taking registrations for multiple activities as a result of the lessening of COVID restrictions.

Trustee Fedewa thanked the Board for their support in the formation of the ad-hoc Committee. He feels that this support is in the best interest of the residents of the Township.

ADJOURNMENT

Seeger moved, Ross seconded, to adjourn at 7:55 PM.

Motion voted and carried.

Respectfully submitted,

Adam Cramton, Clerk

Rick Galardi, Supervisor