

Penn Township Advisory Board Meeting  
3 January 2023  
Fire Station 14  
13960 Jackson Road Mishawaka, Indiana

In Attendance

Kent Hizer  
Dave Schmidt  
Khris Verash  
Chief Witt  
Doris Portolese

1. Pledge of Allegiance led by Chief Witt
2. Call to Order – Doris Portolese, Trustee
3. Swearing in of members of the Penn Township Fire Department
  - Phil Keyes-Lieutenant
  - Justin Jones-Firefighter
  - Adam Van Bruaene -Captain
4. Election of new Board officers
  - Dave Schmidt nominated Kent Hizer for President
  - Approved 3-0
  - Kent Hizer nominated Dave Schmidt for Secretary
  - Approved 3-0
  - Ken presided for the remainder of the meeting.
5. New Business
  - A. Approval of the 05 December 2022 Township Board Minutes
    - Moved by Kent Hizer
    - Seconded by Dave Schmidt
    - Approved 3-0

## 6. Old Business

A. Trustee Portolese reported that the discussion on the resolution of defects of the apparatus floor in the new fire station [Station 13] is on-going. Chief Witt also reported that the surface of the concrete apron is unsatisfactory.

B. Trustee Portolese reported on negotiations regarding the revenue due to the Township from the billboard located on Township property.

C. Trustee Portolese gave an update on the Mishawaka Food Pantry. She reported that Joe Grabill is serving as Interim Director and that the MFP and that they had made significant progress in revising its programming and management. The Township Board continued its request for a member of the Township Board be named to the MFP Board.

## 7. Fire Chief's Report

A. Bids are out on the Training Facility to be located to the read of Station 13.

B. The Department is working on a health incentive plan for Fire Department personnel.

C. On 19 January 2022 there will be an "all-hands meeting" on Department goals.

D. The Chief reported on the active shooter training held on 28 November 2022. The Chief will receive additional "train-the-trainer" training in the near future.

E. Becky Hershberger has been promoted to EMS Chief.

## The next Board Meeting

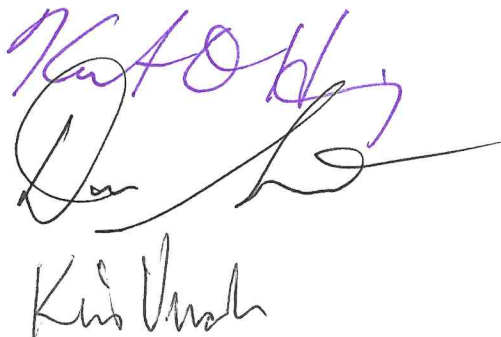
06 February 2023

Station 14

13960 Jackson Road

Mishawaka, Indiana

At 5.30pm.



Handwritten signatures in purple and black ink. The purple signature appears to be 'Kathy' and the black signature appears to be 'Dan R'. Below them is a signature that appears to be 'Kris Vlach'.