

Penn Township Advisory Board Meeting

6 February 2023

Fire Station 14

13960 Jackson Road Mishawaka, Indiana

In Attendance

Kent Hizer  
Dave Schmidt  
Khris Verash  
Chief Keith Witt  
Doris Portolese, Trustee

1. Pledge of Allegiance led by Chief Witt

2. Call to Order – Kent Hizer, President

3. New Business

A. Swearing in of Becky Hershberger as EMS Chief

B. Approval of the 03 January 2023 Township Board Minutes

Moved by Kent Hizer

Seconded by Khris Verash

Approved 3-0

C. Approval of Resolution 2023-03 Standards and Guidelines

Moved by Dave Schmidt

Seconded by Khrish Verash

Approved 3-0

D. Approval of 2022 Annual Financial Report Resolution 2023-2024

Moved by Dave Schmidt

Seconded by Khris Verash

Approved 3-0

E. Revised Annual Board of Finance Report—Distributed

4. Old Business

A. Trustee Portolese reported that the discussion regarding 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. Trustee Portolese stated that the Township may contract for the application of epoxy on the apparatus floor and deduct the cost from the final payment.

#### 5. Fire Chief's Report

A. Chief Witt reported on the current initiatives on the Active-Shooter training and drill. He is in regular contact with Dr. Joyce. The next step is to arrange a meeting between Dr. Joyce and local first responder policy makers. Chief Witt is working with Buddy Kirsits on advanced command for active shooter scenarios.

#### 6. Trustee's Report

A. Mishawaka Food Pantry. Doris deferred to Board President Kent Hizer. Mr. Hizer attended a recent Food Pantry Board meeting. He reported that there have been several significant improvements in the organization and governance of the Food Pantry. He noted that current needs include securing qualified paid staff and the acquisition of warehouse style racks for inventory.

The meeting was adjourned at 7:20

#### The next Board Meeting

6 March 2023

5:30 PM

Trustee's Office

210 East Russ Ave

Mishawaka, Indiana 46545

Three handwritten signatures are present. The top signature is in blue ink and appears to be 'Kent Hizer'. Below it are two signatures in black ink, which are more stylized and difficult to decipher.