

**Penn Township Advisory Board Meeting**

**Minutes**

1 July 2024

210 East Russ Avenue

Mishawaka, IN

In Attendance

Kent Hizer, Board President

Dave Schmidt

Kris Verash

Doris Portolese, Trustee

Chief Keith Witt, Penn Township Fire Department

**1. Pledge of Allegiance led by Chief Witt**

**2. Call to Order – Kent Hizer (5.30 PM)**

**3. New Business**

A. Approval of the 3 June 2024 Township Board Meeting Minutes

Kris moved

Dave seconded

Approved 3-0

B. Resolution 2024-06: 77 Retirement Fund. Tabled to August 2024 Board Meeting.

Kent moved

Dave seconded

Approved 3-0

C. Resolution 2024-07: Merit. Tabled to August 2024 Board Meeting.

Handwritten signatures in blue ink. The top signature is 'Kent Hizer'. Below it are two larger, more stylized signatures, one of which appears to be 'Dave Schmidt'. The signatures are written over the text of the meeting minutes.

Kent moved

Kris seconded

Approved 3-0

D. Resolution 2024-08: Additional Appropriation (Longevity pay/Retirement pay). Tabled to August 2024 Board Meeting.

Kent moved

Kris seconded

Approved 3-0

#### **4. Old Business**

A. None.

#### **5. Fire Chief's Report**

A. The Chief reported that the Active Shooter Training went well. The plan is to have the Standard Operating Procedure Manual in place by the beginning of the school year. There is some discussion about having a drill in the near future.

B. The Chief reported on the progress on the acquisition of the next truck. The finalization of the design and selection of components is near completion. The delivery is expected in February or March 2025. The timing of our order has put us in a favorable position both in terms of cost and delivery time.

C. The Chief reported that the Department is researching the specifications for a new ambulance and looking into the requirements for the updating existing equipment.

D. The Chief reported that several members of the TFPF are making progress in their paramedic training. This should help the FD meet the ongoing need for paramedics.

#### **6. Trustee's Report**

A. Trustee Portolese reported the Township received its Tax Distribution.

B. Trustee Portolese reported that the local Knights of Columbus would like to promote the availability of the Baby Box. She also noted that there is a need to reconcile the accounts for the Baby Box in the near future. That should not be too difficult.

**7. The meeting was adjourned at 6:15.**

Kris moved

Kent seconded

Approved 3-0

The next Board Meeting

5 August 2024

5:30 PM

Penn Township Trustee's Office

210 East Russ Avenue

Mishawaka, IN

This will include a formal hearing on next year's Penn