

**Minutes**

**Penn Township Advisory Board Meeting**

**& Fire Territory Meeting**

**09 September 2024**

**Penn Township Office**

**210 East Russ Avenue**

**Mishawaka, IN 46545**

**In Attendance**

- Kent Hizer, Board President [via phone]
- 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 5 August 2024 Township Board Meeting Minutes.

-Kris moved

-Save seconded

Handwritten signatures in blue and black ink. The blue ink signature appears to be 'Kris Verash' and the black ink signature appears to be 'Kent Hizer'.

--Approved 3-0

B. Resolution 2024-12: 2025 Budget Adoption

-Dave moved

-Kent seconded

--Approved 3-0

C. Resolution 2024-09: Special Fire Protection Territory Salary

-Kent moved

-Dave seconded

--Approved 3-0

D. Resolution 2024-10: 2025 General Township Salary

-Kent moved

-Kris seconded

--Approved 3-0

E. Resolution 2024-11: 77 Pension Fund (Paperwork)

-Kent moved

-Kris seconded

--Approved 3-0

**4. Old Business**

A. None.

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

- A. Paul Keyes has been promoted to Battalion Chief.
  
- B. New firefighters—Agility tests complete, next step will be interviews.
  
- C. The Wellness Initiative is in draft form. Completion is expected by December 2024.
  
- D. Active Shooter Initiative.
  - Safe Schools meeting will be on Tuesday at Penn High School
  - The various police departments have not yet matched our progress. Word is that Mishawaka will soon be naming its new Chief of Police.

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

- A. Submitted a clean copy of Resolution 2024-08 for Board member signatures.
  - NOTE: Resolution 2024-08 was approved at the 05 August 2024 Board Meeting.
  
- B. The Trustee reports that there has been a slight uptick in requests for assistance.

## **7. The meeting was adjourned at 6:02.**

- Kent moved
  
- Dave seconded
  
- Approved 3-0

**The next Board Meeting**

**07 October 2024**

**5:30 PM**

**Penn Fire Station #14**

**13960 Jackson Rd.**

**Mishawaka, IN 46544**

 [2024.09.09 Minutes Penn Township Advisory Board .docx](#)