

DATE: JUNE 19, 2017  
TIME: 6:00 PM  
LOCATION: STATION 1  
SUBJECT: SWARTZ CREEK AREA FIRE FIREBOARD AGENDA



- I. CALL TO ORDER
  - A. PLEDGE OF ALLEGIANCE
  - B. ROLL CALL
  - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
  - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
  
- II. APPROVAL OF MINUTES
  - A. MAY 15, 2017 MEETING
  
- III. CORRESPONDENCE:
  - A. MAY INCIDENT SUMMARY REPORT
  
- IV. PROFESSIONAL SERVICE REPORTS:
  - A. MAY FINANCIAL REPORT
  
  - B. MAY BILLS LIST
    - 1. Public Safety Building Utility Apportionment (attached) received from City Manager Zettel on June 1, 2017
  
- V. OLD BUSINESS:
  - A. APPARATUS AND STATION STATUS -
    - 1. Honorary Battalion Chief Jack King, (attached)
    - 2. Captain Brendt Cole, Station 1
    - 3. Captain Tim McKnight, Station 2
  
  - B. 2016 FEMA GRANT STATUS REPORT: nothing new to report.
  
  - C. HEALTHCARE SAVINGS PLAN (HSP): On May 11, 2017, distribution of the most recent HSP documents were provided to all Fireboard members, Supervisor Gehringer and City Manager Zettel to allow for any research and/or investigation of the plan.
    - Chef Cole recommends approval of the ICMA-RC Healthcare Savings Plan, for the Fire Chief only, as indicated in the provided documents with signatures as required by the Fireboard Chairman.**
  
  - D. STATUS OR ACCOUNTING CLERICAL SPECIALIST EMPLOYMENT: The job posting ran in the View newspapers for Swartz Creek, Flushing, Flint Township and Grand Blanc, Craig's List, MLive online and the Owosso Argus Press. Resume submissions were due by June 12 at 0900. All responses

were forwarded to Fireboard members. Interviews were held on Thursday, June 15.

**Chief Cole recommends hiring \_\_\_\_\_ as an Accounting Clerical Specialist at a starting amount of \$\_\_\_\_\_ on a one year probationary status with the Swartz Creek Area Fire Department.**

E.

VI. NEW BUSINESS:

A. PERSONNEL NOTIFICATIONS OR RECOMMENDATIONS:

1. Austin McKenzie, assigned to station 2, hired June 20, 2016, has completed his one year probation period and passed his Firefighter I/II final exam.

**Chief Cole recommends placing Austin McKenzie on regular status with the Swartz Creek Area Fire Department.**

*Badge pinning*

2. NEW HIRE LIST:

- a. Jesse Pellarin, has passed his physical and back ground check. The Pre-Employment Panel has recommended he be hired. He would be assigned to station 1.
- b. James Diekman, has passed his physical and back ground check. The Pre-Employment Panel has recommended he be hired. He would be assigned to station 2.
- c. Joshua Hect, has passed his physical and back ground check. The Pre-Employment Panel has recommended he be hired. He would be assigned to station 1.

**Chief Cole recommends Jesse Pellarin, James Diekman and Joshua Hect be placed on one year probation with the Swartz Creek Area Fire Department.**

3. Greg Baker, originally hired June 16, 2018, submitted his resignation on June 8, 2017 (attached).

**Chief Cole recommends accepting Greg Baker's resignation with regrets.**

B. ANNUAL PUMP MAINTENANCE AND TESTING: Quotes were requested via email to six vendors on Monday, May 15, 2017 with replies due on or before June 12, 2017. The follow are the responses received:

| Vendor                | Amount     |
|-----------------------|------------|
| Circle K Service      | \$1,711.79 |
| Apollo Fire Apparatus | \$2,752.00 |
| Halt Fire             | \$3,851.00 |

**Chief Cole recommends accepting the bid from Circle K Service in the amount of \$1,711.79 for fleet pump maintenance and testing.**

C. HUNDRED CLUB GRANT APPROVAL: (attached) The grant approval notification was received on May 22 for 54 Nomex hoods in the amount of

\$1,539.00. Once proof of purchase has been provided to the Hundred Club, they will reimburse the SCAFD. Quotes for hoods were gathered by Battalion Chief/Quarter Master Steve Tabit as follows:

| Vendor:         | Amount     |
|-----------------|------------|
| First Due       | \$1,443.26 |
| Douglass Safety | \$1,462.90 |
| The Fire Store  | \$1,467.82 |

**Chief Cole recommends accepting the Hundred Club grant and purchasing 54 Nomex hoods from First Due in the amount of \$1,443.26 including shipping.**

- D. OHD FITTING TEST EQUIPMENT ANNUAL CALIBRATION: The annual calibration amount is \$790.00 plus shipping. Firefighters are required to fit test to be properly fitted for their SCBA facemask. This cost was previously shared with 3 other departments if they choose.

**Chief Cole requests permission to have the OHD fit testing equipment annual calibration performed in the amount of \$790.00 plus shipping.**

- E. POSI-CHEK TESTING EQUIPMENT ANNUAL CALIBRATION: The equipment used to test the SCBA air packs requires annual calibration. This amount is shared with Gaines Township if they choose.

**Chief Cole requests permission to have the Posi-Chek SCBA test equipment annual calibration performed in the amount of \$680.00 plus shipping.**

- F. DISPOSAL OF USED FIRE HOSE: Attached is an email from Battalion Chief/Quartermaster Tabit requesting disposal of 55 pieces of 1 3/4" fire hose. In the past fire hose was listed with Bid Corp for sale by on line bidding. Previous discussions have indicating a potential of donating to other fire departments.

Discussion:

VII. GENERAL INFORMATION:

- A. Municipal billings for May.
- B. Flower fund balance is \$124.00
- C. Monthly Fire Prevention Report: attached
- D.

VIII. OPEN TO THE PUBLIC:

- IX. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE: none
- X. CHAIN OF COMMAND APPEAL TO THE FIREBOARD: none
- XI. COMMENTS FROM FIREBOARD MEMBERS
- XII. MEETING ADJOURNMENT