

DATE: SEPTEMBER 19, 2016
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:

- I. APPROVAL OF MINUTES
 - A. JULY 18, 2016 MEETING
 - B. AUGUST 15, 2016 MEETING

- III. CORRESPONDENCE:
 - A. JULY INCIDENT SUMMARY REPORT
 - B. AUGUST INCIDENT SUMMARY REPORT

- IV. PROFESSIONAL SERVICE REPORTS:
 - A. JULY FINANCIAL REPORT
 - B. AUGUST FINANCIAL REPORT

 - C. JULY BILLS LIST
 - D. AUGUST BILLS LIST

- V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Rick Clolinger, Tammy Kapraun, Ted Henry and Bill Cavanaugh:
 - 1. Fire Chief Compensation

 - B. HEALTH AND SAFETY COMMITTEE: Chairman Ted Henry (Members Chief Cole, Assistant Chief Merriam, Association Station 1 Trustee Todd Beedy and Association Station 2 Trustee Lori McKerracher)

 - C. PERSONNEL COMMITTEE: Chairman Rick Clolinger, Tammy Kapraun and John Knickerbocker.

 - D. FIRE AGREEMENT COMPLIANCY COMMITTEE: Chairman Richard Abrams, Ted Henry, John Knickerbocker and Attorney Bill Cavanaugh.
 - 1. Attached as a separate document is the 2016-19 Fire Agreement

- VI. OLD BUSINESS:
 - A. APPARATUS UPDATE from Honorary Battalion Chief Jack King-
 - 1. Apparatus status report attached
 - B. AUDIT SERVICES BIDS: Bids are due by Friday, September 13, 2016.
 - C. GENERAL LIABILITY INSURANCE: Bids will be submitted in September for Fireboard review in November, 2016.
 - D. 2016 FEMA GRANT STATUS REPORT:

- VII. NEW BUSINESS:
 - A. MEMBERS FOR PLACEMENT ON PROBATION:
 - 1. Sedrick Fornari, for station 1. Sedrick has been with the Explorers since July 2012. He has passed his background and physical.
Chief Cole recommends placing Sedrick Fornari on one year probation with the Swartz Creek Area Fire Department.

- B. MEMBERS ELIGIBLE TO COME OFF PROBATION:
 - 1. Lonnie Harper III, assigned to station, hired September 21, 2015, previously certified Firefighter I/II, has completed his probationary period.
Chief Cole recommends placing Lonnie Harper III on permanent status with the Swartz Creek Area Fire Department.

Oath of office

- C. MEMBERS RESIGNING/TERMINATING:
 - 1. Michael Whitcomb, hired at the last Fireboard meeting, for station 2. His resignation email is attached.
Chief Cole recommends accepting Michael Whitcomb's resignation effective August 9, 2016.

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

- E. TURN OUT GEAR (TOG) SPECIFICATION: Attached (as a separate 15 page document) is the TOG specification for Fireboard approval to request sealed bids for 3 sets (coats and pants).

Chief Cole request permission to distribute the presented TOG specification for Fireboard consideration.

- F. PURCHASE OF 10 PAIRS OF LEATHER FIREFIGHTER BOOTS: This is an on going replacement process. Below are 3 quotes with a budgeted amount of \$3,600.00.

Vendor	Amount
Douglass Safety Systems	\$3,280.00
Chief Supply	\$4,090.00
Gall's	\$3,432.00

Chief Cole requests permission to purchase 10 pairs of leather boots from Douglass Safety Systems in the amount of \$3,280.00 plus

shipping.

G. 2017 BUDGET PRESENTATION: Please find attached the 2017 budget previously discussed with Clayton Township and Swartz Creek municipal leadership.

Chief Cole requests permission to forward the presented 2017 SCAFD budget to our municipalities for consideration.

H. SAGE 50 accounting software renewal notification (attached) is over budget by \$24.00. A line item adjust will be made at the end of the year.

Chief Cole requests permission to purchase SAGE 50 accounting software in the amount of \$924.00.

Add
On

VIII. GENERAL INFORMATION:

A. MUNICIPAL BILLINGS for JULY & AUGUST

B. Flowers fund balance \$124.00.

C. Monthly Fire Prevention Activity Report: attached

D. SOG 402 update to include non-discrimination hire and drug free work place.
SOG 216 (new) Cost Recovery Data Retrieval

E. Michigan Township Participating Plan July 22 letter indicating compliance with their recommendations.

F. Station open houses are scheduled for Sunday, October 9, 1300-1600.

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE: none

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD: none

XII. COMMENTS FROM FIRE BOARD MEMBERS:

XIII. MEETING ADJOURNMENT: