

REGULAR MEETING

November 20, 2017

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, November 20, 2017. Chairman, Ken Engel, called the meeting to order at 6:00 p.m.

**I. CALL TO ORDER:**

- PLEDGE OF ALLEGIANCE
- ROLL CALL

Board Members Present:

- City Representative, Rick Clolinger
- Clayton Representative, Ken Engel
- Clayton Representative, Robert Widigan
- Clayton Representative, Tammy Kapraun
- City Representative, Curt Porath
- City Representative, John

Knickerbocker Board Members Absent:

- Clayton Representative, Ted Henry

Staff Present:

- Attorney, Bill Cavanaugh
- Interim Fire Chief, Dave Plumb
- Acct./Clerical, Shelley Thompson
- Staff Absent: None

• **AGENDA: ADDITIONS/CHANGES/DELETIONS: CORRESPONDENCE – ADDITION**

ADDITION PRESENTATIONS –

- 1D1. Air Compressor Grant
- 1D2. Move Fire Prevention Report

ADDITION NEW BUSINESS –

- 6B. Unusable Equipment
- 6C. Accounting Software – Shelley Thompson

Motion by KNICKERBOCKER  
Second by KAPRAUN

The SCAFD Board does hereby approve the agenda for the November 20, 2017 meeting with the addition of Presentations 1D1, 1D2 AND New Business Items 6B AND 6C.

YES: CLOLINGER, KAPRAUN, PORATH, WIDIGAN, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS / ANNOUNCEMENTS

1. **PRESENTATION – BREENE SERVICES**

Motion by KAPRAUN  
Second by CLOLINGER

The SCAFD Board does hereby approve the resubmission of Air Compressor FEMA Grant for a fee of \$1000, with the line item for funding to be determined after budget review.

YES: CLOLINGER, WIDIGAN, PORATH, KNICKERBOCKER, KAPRAUN, ENGEL

NO: None Motion declared carried

2. **FIRE PREVENTION AND SAFETY TRAILER PRESENTATION**

Motion by PORATH  
Second by WIDIGAN

The SCAFD Board does hereby accept the submission of Fire Safety Trailer Presentation.

YES: CLOLINGER, KNICKERBOCKER, WIDIGAN, KAPRAUN, PORATH, ENGEL

NO: None Motion declared carried

**II. APPROVAL OF MINUTES**

A. **OCTOBER 23, 2017 BOARD MEETING**

\* **Resolution 112017-01**

Motion by PORATH  
Second by WIDIGAN

The SCAFD Board does hereby approve the minutes of the October 23, 2017 Board Meeting, as presented.

YES: CLOLINGER, KNICKERBOCKER, KAPRAUN, PORATH, WIDIGAN, ENGEL

NO: None Motion declared carried

**III. CORRESPONDENCE:****A. OCTOBER INCIDENT SUMMARY REPORT:**

- **Resolution 112017-02**

Motion by KNICKERBOCKER

Second by KAPRAUN

The SCAFD Board does hereby accept the October 2017 Incident Summary, as presented.

YES: KAPRAUN, CLOLINGER, PORATH, KNICKERBOCKER, WIDIGAN, ENGEL

NO: None

Motion declared carried

**IV. PROFESSIONAL SERVICE REPORTS:****A. OCTOBER FINANCIAL STATEMENT:**

- **Resolution 11207-03**

Motion by WIDIGAN

Second by KAPRAUN

The SCAFD Board does hereby approve the October 2017 Financial Statement, as presented.

YES: CLOLINGER, PORATH, KNICKERBOCKER, KAPRAUN, WIDIGAN, ENGEL

NO: None

Motion declared carried

**B. OCTOBER BILLS LIST:**

- **Resolution 112017-04**

Motion by WIDIGAN

Second by CLOLINGER

The SCAFD Board does hereby approve the October 2017 Bills List, as presented

YES: CLOLINGER, KAPRAUN, PORATH, KNICKERBOCKER, WIDIGAN, ENGEL

NO: None

Motion declared carried

**C. OCTOBER PAYROLL LIST:**

- **Resolution 112017-05**

Motion by CLOLINGER

Second by KNICKERBOCKER

The SCAFD Board does hereby approve the October 2017 Payroll, as presented

YES: KAPRAUN, CLOLINGER, KNICKERBOCKER, PORATH, WIDIGAN, ENGEL

NO: None

Motion declared carried

**V. OLD BUSINESS****A. PERSONNEL COMMITTEE UPDATE:**

1. *CLOLINGER presented the following; The Fire Board has directed the personnel committee to make recommendations on a process for filling the position of Fire Chief.*

- *The Fire Department rules and regulations set forth the duties of the Department Chief, in addition a document entitled "Guidelines for Succession" sets forth what are labeled as minimum requirements for the position of Fire Chief. The guideline specifically reserves to the Fire Board the right to waive specific requirements.*
- *As it is a function of the entire Board to waive specific requirements, the personnel committee seeks further direction as to whether or not the committee is authorized to recommend process, procedures and or candidates, which require the Fire Board to waive such requirements.*

- **Resolution 112017-06**

Motion by CLOLINGER

Second by KAPRAUN

Be is resolved that the personnel committee is authorized to forward to the Fire Board recommendation for replacement process, procedures or candidates that requires the fire Board to waive requirements contained in the Guideline for Succession of the Fire Chief.

YES: CLOLINGER, KNICKERBOCKER, KAPRAUN, PORATH, WIDIGAN, ENGEL

NO: None

Motion declared carried

2. *CHAIRMAN Engel asked Interim Chief David Plumb if he would be interested in submitting his resume for review.*

- **Resolution 112017-07**

Motion by KAPRAUN

Second by WIDIGAN

Be is resolved that the personnel committee has requested Interim Fire Chief David Plumb submit his resume for consideration as the Swartz Creek Area Fire Chief by November 27, 2017 with interview to follow on a date to be determined.

YES: PORATH, CLOLINGER, KNICKERBOCKER, KAPRAUN, WIDIGAN, ENGEL

NO: None

Motion declared carried

**B. PUBLIC SAFETY BUILDING:**

1. INTERIM CHIEF PLUMB provided an updated status regarding the additional building space

**C. APPARATUS UPDATE:**

1. Monthly report from Batt. Chief King – As Presented

- D. 2018 BUDGET: City of Swartz Creek approved the budget on October 23<sup>rd</sup> and Clayton Township approved on November 9<sup>th</sup>.

**VI. NEW BUSINESS**

**A. BREATHING AIR COMPRESSOR MAINTENANCE QUOTE:**

Motion by KAPRAUN

Second by CLOLINGER

The SCAFD Board does hereby approve a request for quote be sent for return date by December 6, 2017.

YES: KNICKERBOCKER, KAPRAUN, PORATH, CLOLINGER, WIDIGAN, ENGEL

NO: None

Motion declared carried

**B. UNUSABLE EQUIPMENT**

Motion by WIDIGAN

Second by PORATH

The SCAFD Board does hereby approve the disposal of equipment, which has been deemed useless in accordance with policy and procedures.

YES: PORATH, CLOLINGER, KNICKERBOCKER, KAPRAUN, WIDIGAN, ENGEL

NO: None

Motion declared carried

**C. PAYROLL SOFTWARE**

**Resolution 112017-08**

Motion by KAPRAUN

Second by WIDIGAN

The SCAFD Board does approve the accounting and payroll software to be changed to QuickBooks with a total annual cost not to exceed \$2,500

YES: KNICKERBOCKER, KAPRAUN, CLOLINGER, PORATH, TUCKER, ENGEL

NO: None

Motion declared carried

**VIII. GENERAL INFORMATION**

A. MUNICIPAL BILLINGS FOR OCTOBER

B. FLOWERS FUND BALANCE IS \$89.00

C. MONTHLY FIRE PREVENTION REPORT: As presented

**IX. OPEN TO THE PUBLIC:**

Tom Spillane – wants to note that current guidelines have specific requirements but the resolution says that doesn't matter anymore. He is all for hiring in house but past practice says it should be open to the public, and is there any precedence that says it must be posted? Also would like to remind the board to look to military surplus for equipment such as the air compressor.

Steve Shumaker – This is Equal Opportunity Employment and the Fire Chief position should be open to the public and if we waive all the requirements anyone can apply. We need to change the guidelines.

Bob Plumb – Don't forget the Christmas Parade

**X. COMMENTS OF FIRE DEPARTMENT PERSONNEL:**

NONE

**XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD:**

NONE

**XII. COMMENTS OF THE FIREBOARD:**

KNICKERBOCKER – Happy Thanksgiving

PORATH – Happy Thanksgiving, he has some concerns about Chief's hiring process

KAPRAUN – Happy Thanksgiving

WIDIGAN – Happy Thanksgiving

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING**

*November 20, 2017*

Meeting adjourned at 7:54 p.m. The next regular meeting will be 12/18/17 at Station 1 at 6:00 pm

Shelley Thompson

Accounting/Clerical Specialist

Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 11/20/2017 Swartz Creek Area Fire Board meeting:

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Ken Engel

Chairman

Swartz Creek Area Fire Board

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Rick Clolinger

Secretary/Treasurer

Swartz Creek Area Fire Board