

REGULAR MEETING

December 18, 2017

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, December 18, 2017. Chairman, Ken Engel, called the meeting to order at 6:02 p.m.

I. CALL TO ORDER:

- PLEDGE OF ALLEGIANCE
- ROLL CALL

Board Members Present:

- Clayton Representative, Ken Engel
- Clayton Representative, Tammy Kapraun
- City Representative, Curt Porath
- City Representative, John Knickerbocker
- Clayton Representative, Ted Henry

Board Members Absent:

- City Representative, Rick Clolinger
- Clayton Representative, Robert Widigan

Staff Present:

- Attorney, Bill Cavanaugh
- Interim Fire Chief, Dave Plumb
- Acct./Clerical, Shelley Thompson

Staff Absent: None

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

NONE –
 Motion by HENRY
 Second by KAPRAUN

The SCAFD Board does hereby approve the agenda for the December 18, 2017 meeting as presented

YES: HENRY, KAPRAUN, PORATH, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS / ANNOUNCEMENTS

1. NONE

II. APPROVAL OF MINUTES

A. November 20th, 2017 BOARD MEETING and December 5th, 2017 SPECIAL BOARD MEETING

- * **Resolution 121817-01**
 Motion by KAPRAUN
 Second by PORATH

The SCAFD Board does hereby approve the minutes of the November 20, 2017 Board Meeting AND December 5, 2017 Special Board Meeting, as presented.

YES: PORATH, HENRY, KAPRAUN, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

III. CORRESPONDENCE:

A. NOVEMBER INCIDENT SUMMARY REPORT:

- **Resolution 121817-02**
 Motion by KNICKERBOCKER
 Second by HENRY

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

YES: HENRY, PORATH, KNICKERBOCKER, KAPRAUN, ENGLE

NO: None Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. NOVEMBER FINANCIAL STATEMENT:

- **Resolution 121817-03**
 Motion by KNICKERBOCKER
 Second by HENRY

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

YES: PORATH, KNICKERBOCKER, KAPRAUN, HENRY, ENGEL

NO: None Motion declared carried

B. NOVEMBER BILLS LIST:

- **Resolution 121817-04**

Motion by HENRY
Second by KAPRAUN

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

YES: KAPRAUN, PORATH, KNICKERBOCKER, HENRY, ENGEL
NO: None Motion declared carried

C. NOVEMBER PAYROLL LIST:

- **Resolution 121817-05**

Motion by KNICKERBOCKER
Second by HENRY

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

YES: KAPRAUN, HENRY, KNICKERBOCKER, PORATH, ENGEL
NO: None Motion declared carried

V. OLD BUSINESS

A. PERSONNEL COMMITTEE UPDATE:

POSTING FOR PROMOTIONS Requested guidance from Atty. Cavanaugh regarding changing or waiving processes and regulations regarding posting requirements for promotions and appointments, Atty. Cavanaugh advised as long as it is only procedural changes and not stated in By-laws, then can be waived.

Motion by KNICKERBOCKER
Second by KAPRAUN

The SCAFD Board does hereby approve waiving the policy for posting requirements for internal promotions and asks Chief Plumb to bring recommendations to January 2019 meeting

YES: KAPRAUN, HENRY, KNICKERBOCKER, PORATH, ENGEL
NO: None Motion declared carried

B. APPARATUS UPDATE:

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

C. BREATHING AIR COMPRESSOR MAINTENANCE QUOTE:

Recommendation is made for permission to contract with North Breathing Air, for the air compressor maintenance in the amount of \$1270.00 per year through December 2019

Motion by HENRY
Second by KAPRAUN

The SCAFD Board does hereby approve contract with North Breathing Air, for the air compressor maintenance in the amount of \$1270.00 per year through December 2019

YES: KAPRAUN, PORATH, HENRY, KNICKERBOCKER, ENGEL
NO: None Motion declared carried

D. BUILDING ACCESS AND ACCESS SYSTEM: Chief Plumb advised he has received quote from Sonitrol and is waiting for one from Guardian Alarms. Will present at January meeting.

VI. NEW BUSINESS

A. PERSONNEL NOTIFICATIONS OR RECOMMENDATIONS

1. NEW HIRES

Motion by KNICKERBOCKER
Second by HENRY

The SCAFD Board does hereby approve Christopher Samon be placed on one year probation after January 1st, 2018 with the Swartz Creek Area Fire Department pending physical results.

YES: KNICKERBOCKER, KAPRAUN, PORATH, HENRY, ENGEL
NO: None Motion declared carried

B. INVENTORY REMOVAL

Motion by KAPRAUN
Second by HENRY

The SCAFD Board does hereby approve permission to remove 16 pagers from our inventory and return them to

SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING

December 18, 2017

the Genesee County OEM

YES: PORATH, KNICKERBOCKER, KAPRAUN, HENRY, ENGEL

NO: None

Motion declared carried

VIII. GENERAL INFORMATION

- A. MUNICIPAL BILLINGS FOR NOVEMBER
- B. FLOWERS FUND BALANCE IS \$89.00
- C. MONTHLY FIRE PREVENTION REPORT: None

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL:

NONE

XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD:

NONE

XII. COMMENTS OF THE FIREBOARD:

KNICKERBOCKER – Sorry for being late. Welcome to Chris. Merry Christmas

HENRY – Merry Christmas and Happy New Year

PORATH – Merry Christmas, nice turnout

KAPRAUN – Merry Christmas, nice turnout at parade

ENGLE – Congrats to Chris, Merry Christmas and Happy New Year

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 12/18/2017 Swartz Creek Area Fire Board meeting:

Ken Engel

Chairman

Swartz Creek Area Fire Board

Rick Clolinger

Secretary/Treasurer

Swartz Creek Area Fire Board