

## REGULAR MEETING

October 16, 2017

### SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, October 16, 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, Ted Henry
- Clayton Representative, Ken Engel
- Clayton Representative, Robert Widigan
- Clayton Representative, Tammy Kapraun
- City Representative, Curt Porath
- City Representative, John Knickerbocker

#### **Board Members Absent:**

- None

#### **Staff Present:**

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

#### **Staff Absent:** None

- **AGENDA: ADDITIONS/CHANGES/DELETIONS: CORRESPONDENCE – ADDITION**  
ADDITION NEW BUSINESS –  
6E1. Severance  
6E2. Hiring Process  
6E3. Interim Chief Pay

Motion by CLOLINGER  
Second by HENRY

The SCAFD Board does hereby approve the agenda for the October 16, 2017 meeting with the addition of New Business Items 6E1, 6E2 AND 6E3.

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

#### **II. APPROVAL OF MINUTES**

##### **A. September 18, 2017 BOARD MEETING**

- \* **Resolution 101617-01**  
Motion by WIDIGAN  
Second by CLOLINGER

The SCAFD Board does hereby approve the minutes of the September 18, 2017 Board Meeting, as presented.

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

##### **B. October 02, 2017 BOARD MEETING**

- \* **Resolution 101617-02**  
Motion by HENRY  
Second by KAPRAUN

The SCAFD Board does hereby approve the minutes of the October 02, 2017 Special Board Meeting, as presented.

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

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

- **Resolution 101617-03**  
Motion by WIDIGAN  
Second by KAPRAUN

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

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

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

- **Resolution 10167-04**  
Motion by WIDIGAN  
Second by KAPRAUN

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

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

**B. SEPTEMBER BILLS LIST:**

- **Resolution 101617-05**  
Motion by HENRY  
Second by KAPRAUN

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

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

**C. SEPTEMBER PAYROLL LIST:**

- **Resolution 101617-06**  
Motion by WIDIGAN  
Second by KNICKERBOCKER

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

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

**V. OLD BUSINESS****A. APPARATUS UPDATE:**

1. *Monthly report from Batt. Chief King – As Presented*
- B. *2016 FEMA GRANT STATUS REPORT: Interim Chief Plumb reported the SCAFD Grant Submission has been rejected. Interim Chief Plumb will speak with grant writer to determine if we should re-submit.*
- C. *PUBLIC SAFETY BUILDING (PSB) - Interim Chief Plumb reported he has been advised the Metro PD will be removing the remainder of their equipment. The computers and phones will be ordered in the next 4 to 6 weeks. Once the equipment has been removed, the entire facility will be rekeyed. Interim Chief Plumb is looking into cost regarding swipe cards for building access to potentially save time and money as personnel changes.*
- D. **SERVICE TECHNICIAN TRAINING:** Due to work schedule issues, Lt Melen is unable to attend the approved training. We are currently looking for a different class to attend. (Ref: Resolution 041717-14)

**VI. NEW BUSINESS****A. PURCHASE OF 10 PAIRS OF LEATHER FIREFIGHTER BOOTS:**

- **Resolution 101617-07**  
Motion by KAPRAUN  
Second by WIDIGAN

The SCAFD Board does hereby approve the purchase of 10 pairs of leather boots from Douglas Safety Systems in the amount of \$3,400.

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

B. 2018 BUDGET PRESENTATION

**Resolution 101617-08**

Motion by WIDIGAN

Second by HENRY

The SCAFD Board does hereby approve the forwarding the presented 2018 SCAFD Budget to the municipalities for consideration

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

NO: None Motion declared carried

C. ICMA CONTACT CHANGES

**Resolution 101617-09**

Motion by WIDIGAN

Second by CLOLINGER

The SCAFD Board does The SCAFD Board does hereby direct staff to remove Brent Cole and install Dave Plumb, as the plan coordinator and main contact. The board also directs staff to remove Kim Borse as secondary contact, and install Accounting/Clerical Specialist Shelley Thompson. Dave Plumb shall receive reports, notices, etc., from ICMA Retirement Corporation or VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and, execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

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

NO: None Motion declared carried

D. PERSONNEL NOTIFICATIONS OR RECOMMENDATIONS:

Stephen Juno, Station 2, has submitted his resignation (attached) effective October 12, 2017.

**Resolution 101617-10**

Motion by WIDIGAN

Second by HENRY

The SCAFD Board does hereby accept the resignation of Stephen Juno, effective October 12, 2017 with regrets.

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

NO: None Motion declared carried

E. PERSONNEL COMMITTEE INFORMATION:

1. SEVERANCE: Clolinger advised he has spoken with Brent Cole regarding a possible severance agreement and Mr. Cole advised he had no desire to discuss the matter or talk with the personnel committee.
2. HIRING PROCESS: Kapraun advised there has been some discussion regarding the rules and regulations. The committee needs to meet again to look at the job description. There are also plans to bring back recommended changes in the process to the Fireboard in November. There have also been some questions as to waivers regarding education. The Rules and Regulations will be reviewed.
3. INTERIM CHIEF PAY – Discussion regarding Interim Chief Plumb. Previous payrate was \$19.03. Previous Fire Chief payrate was \$25.60

• **Resolution 101617-11**

Motion by HENRY

Second by WIDIGAN

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

NO: None Motion declared carried

The SCAFD Board does hereby approve a pay increase to \$22.50 for Interim Fire Chief David Plumb effective September 18, 2017.

**VIII. GENERAL INFORMATION**

A. MUNICIPAL BILLINGS FOR SEPTEMBER

B. FLOWERS FUND BALANCE IS \$89.00

C. MONTHLY FIRE PREVENTION REPORT: As presented

**IX. OPEN TO THE PUBLIC:**

NONE

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

NONE

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

NONE

**XII. COMMENTS OF THE FIREBOARD:**

CLOLINGER – Sorry about Juno – Glad as a board we’re moving forward

KNICKERBOCKER – Great job with the Fire Trailer – To Dave Plumb, Great job! Was thrown into the fire and he’s doing a great job.

HENRY – Had questions regarding the billing process and wondered why we couldn’t have one department and could we start reviewing that. Also questioned if we are participating in the Christmas parade?

- Was advised the Chamber and Women’s Association are making plans

PORATH – Looking at amending the Fire Agreement. Also, Christmas parade will be a great day.

KAPRAUN – Station reports have been addressing issues.

WIDIGAN – Dave is doing a fantastic job

ENGLE – Thanks to Rick and Robbie

Meeting adjourned at 6:51 p.m. The next regular meeting will be 11/20/17 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 10/16/2017 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