

REGULAR MEETING

January 24, 2017

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, January 24, 2017. Chairman, John Knickerbocker, called the meeting to order at 6:04p.m.

I. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Board Members Present:

- City Representative, John Knickerbocker
- City Representative, Joel McRee
- City Representative, Curt Porath
- Clayton Representative, Ted Henry
- Clayton Representative, Ken Engel *arrived 6:08pm*
- City Representative, Rick Clolinger

Board Members Absent:

- Clayton Representative, Tammy Kapraun

Staff Present:

- Attorney, Bill Cavanaugh
- Fire Chief, Brent Cole
- Acct./Clerical, Kim Borse

Staff Absent: None

Others Present:

- Lania Rocha, Swartz Creek View
- Jack King, Batt. Chief
- Bob Plumb, Firefighter
- Dave Plumb, Asst. Chief
- Rob Fitzpatrick, Lt.
- Steve Tabit, Batt. Chief
- Greg Warning, Sergeant
- Walt Melen, Firefighter
- Kelli Melen Swartz Creek
- Scott Martin, Sergeant
- Dan Merriam, Firefighter
- Jeff Kelley, Firefighter
- Tim McKnight, Captain
- Brendt J. Cole, Lieutenant
- Tyler Cole, Swartz Creek
- Laynett Cole, Swartz Creek
- Mel Maynard, Swartz Creek
- Caitlin Melen, Swartz Creek
- David Myers, Firefighter

C. AGENDA: ADDITIONS/CHANGES/DELETIONS:

- **Resolution 012417-01**

Motion by Joel McRee

Second by Rick Clolinger

The SCAFD Board does hereby add VI.D, VII.C. and G, and VIII.G. to the agenda and approve the agenda as amended.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker

NO: None

Motion declared carried

D. SPECIAL PRESENTATION: NONE

II. APPROVAL OF MINUTES

A. **DECEMBER 19, 2016 BOARD MEETING**

J. McRee's name is listed in error

- **Resolution 012417-02**

Motion by Ted Henry

Second by Joel McRee

The SCAFD Board does hereby approve the minutes of December 19, 2016 board meeting, as corrected.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker

NO: None

Motion declared carried

III. CORRESPONDENCE:

A. DECEMBER INCIDENT SUMMARY REPORT:

- **Resolution 012417-03**

Motion by Rick Clolinger
Second by Joel McRee

The SCAFD Board does hereby accept the December 2016 Incident Summary, as presented.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. DECEMBER FINANCIAL STATEMENT:

1. Financial report before adjustments
2. 2016 Year End budget adjustment recommendations
3. Financial report after adjustments

- **Resolution 012417-04**

Motion by Joel McRee
Second by Curt Porath

The SCAFD Board does hereby approve the December 2016 financial statement, as adjusted

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

B. DECEMBER BILLS LIST:

- **Resolution 012417-05**

Motion by Ted Henry
Second by Rick Clolinger

The SCAFD Board does hereby approve the December 2016 bills list, as presented

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

V. COMMITTEE REPORTS:

- A. BY-LAWS COMMITTEE MEETING: NONE
- B. HEALTH & SAFETY COMMITTEE: NONE
- C. PERSONNEL COMMITTEE: T. Kapraun drafting agreement.
- D. FIRE AGREEMENT COMPLIANCY COMMITTEE: NONE

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. Monthly report from Batt. Chief King
- B. 2016 FEMA GRANT STATUS REPORT: None
- C. ANNUAL INVENTORY: To be presented at the February 28 meeting
- D. Accounting/Clerical Specialist job status report: The candidate selected, declined the position.

VII. NEW BUSINESS

- A. MEMBERS TO BE PLACED ON PROBATION: NONE
- B. MEMBER TO COME OFF PROBATION: NONE
- C. MEMBERS RESIGNING/TERMINATING: J. Yambrick, J. Barr II

- **Resolution 012417-06**

Motion by Rick Clolinger
Second by Joel McRee

The SCAFD Board does hereby accept the resignations of Joe Yambrick and James Barr II, with regret.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE

E. STATION 1 PROMOTIONS:

- **Resolution 012417-07**

Motion by Joel McRee
Second by Curt Porath

The SCAFD Board does hereby promote Brendt J. Cole to Captain and Walt Melen to Lieutenant.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

F. DISPOSAL OF OLD COPIER:

- **Resolution 012417-08**

Motion by Joel McRee
Second by Curt Porath

The SCAFD Board does hereby allow the Chief to dispose of the old copier which has no value.

YES: Clolinger, Engel, Henry, McRee, Porath, Knickerbocker
NO: None Motion declared carried

G. OFFICER POSITIONS POSTING:

• Resolution 012417-09

Motion by Joel McRee

Second by Ted Henry

The SCAFD Board does hereby approve the posting of a Lieutenant's position and developing an eligibility list for future positions.

YES: Clolinger, Engel, Henry, McRee, Kapraun

NO: None

Motion declared carried

VIII. GENERAL INFORMATION

- A. MUNICIPAL BILLINGS FOR DECEMBER
- B. FLOWERS FUND BALANCE IS \$124.00
- C. MONTHLY FIRE PREVENTION REPORT: None
- D. CITY MANAGER, ZETTEL'S EMAIL
- E. NEW COPIER DELIVERED JANUARY 11, 2017
- F. STATION 1 PROMOTIONAL ELIGIBILITY LIST
- G. MML LOSS CONTROL FINDINGS

IX. OPEN TO THE PUBLIC: NONE

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE

XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE

XII. COMMENTS OF THE FIREBOARD:

- Clolinger: Sorry to see Yambrick & Barr II leave
 Congratulations to Capt. Cole & Lt. Melen
 Kudos to the Chief & Fire Department for instilling the willingness to serve
- Henry: Congratulations on promotions
 Asked City Representatives about if it was stated at a Council meeting that the Fire Department is next to merge with Mundy Twp. C. Porath said the statement was not made.
- Engel: Congratulations to Capt. Cole & Lt. Melen.
- McRee: Congratulations to Capt. Cole & Lt. Melen
 Sorry to see resignations...a lot of talent is leaving
- Porath: Congratulations to Capt. Cole & Lt. Melen.
 Thinks the SCAFD is a really good department
- Knickerbocker: Congratulations to Capt. Cole & Lt. Melen

Meeting adjourned at 6:44 p.m. Due to the holiday the next regular meeting will be 02/28/16 at Station 1 at 6:00 pm

Kim Borse
Accounting/Clerical Specialist
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 01/24/2017 Swartz Creek Area Fire Board meeting:

John Knickerbocker
Chairman
Swartz Creek Area Fire Board

Rick Clolinger
Secretary/Treasurer
Swartz Creek Area Fire Board