

REGULAR MEETING

February 20, 2018

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, February 20, 2018. 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:

- Clayton Representative, Ken Engel
- Clayton Representative, Chris Gehringer
- City Representative, Rae Lynn Hicks
- Clayton Representative, Tammy Kapraun
- City Representative, Curt Porath
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Board Members Absent:

- City Representative, John Knickerbocker
- 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**

ADDITION PRESENTATIONS –

- 1E – Secretary / Treasurer Positions
- VII – A) Resignations
- VII – B) Policy 112 – Operating Expenses

Motion by KAPRAUN

Second by GEHRINGER

The SCAFD Board does hereby approve the agenda for the February 20, 2018 meeting with the additions above;

YES: GEHRINGER, KAPRAUN, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**D. SPECIAL PRESENTATIONS / ANNOUNCEMENTS**

NONE

**E. ELECTIONS / POSITIONS:**

Motion by GEHRINGER

Second by KAPRAUN

The SCAFD Board does hereby approve PORATH to serve as Secretary / Treasurer until April 2018 Meeting.

YES: KAPRAUN, GEHRINGER, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**II. APPROVAL OF MINUTES**

**A. JANUARY 16, 2018 BOARD MEETING**

\* **Resolution 022018-01**

Motion by KAPRAUN

Second by PORATH

The SCAFD Board does hereby approve the minutes of the January 16, 2018 Board Meeting, as presented.

YES: GEHRINGER, HICKS, KAPRAUN, PORATH, ENGEL

NO: None Motion declared carried

**III. CORRESPONDENCE:**

**A. JANUARY INCIDENT SUMMARY REPORT:**

**A. Resolution 022018-02**

Motion by GEHRINGER

Second by KAPRAUN

The SCAFD Board does hereby accept the January 2018 Incident Summary, as presented.

YES: KAPRAUN, GEHRINGER, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**IV. PROFESSIONAL SERVICE REPORTS:**

**A. DECEMBER FINANCIAL REPORT**

1. 2017 Financial report before adjustments
2. 2017 Year End Budget Adjustment recommendations
  - a. Municipalities approved transfers above 10% at their January meetings
3. 2017 Financial report after adjustments

**Resolution 022018-03**

Motion by GEHRINGER

Second by KAPRAUN

The SCAFD Board does hereby accept the December Financial Reports and Budget Adjustments, as presented.

YES: KAPRAUN, GEHRINGER, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**B. JANUARY FINANCIALS REPORT:**

**Resolution 022018-04**

Motion by PORATH

Second by GEHRINGER

The SCAFD Board does hereby approve the January 2018 Financial Report, as presented

YES: GEHRINGER, KAPRAUN, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**C. JANUARY BILLS LIST:**

**Resolution 022018-05**

Motion by GEHRINGER

Second by KAPRAUN

The SCAFD Board does hereby approve the January 2018 Bills List, as presented

YES: GEHRINGER, KAPRAUN, PORATH, HICKS, ENGEL

NO: None Motion declared carried

**D. JANUARY PAYROLL LIST:**

**Resolution 022018-05**

Motion by KAPRAUN

Second by GEHRINGER

The SCAFD Board does hereby approve the January 2018 Payroll, as presented

YES: KAPRAUN, GEHRINGER, HICKS, PORATH, ENGEL

NO: None Motion declared carried

**V. COMMITTEE REPORTS:**

- A. FIRE AGREEMENT COMPLIANCY COMMITTEE – Informational update only

**VI. OLD BUSINESS**

- A. FIRE CHIEF EMPLOYMENT AGREEMENT

Motion by KAPRAUN

Second by GEHRINGER

The SCAFD Board does hereby approve the Fire Chief Employment Contract as presented with the annual salary to be \$30,000 per year per employment agreement effective January 1, 2018

YES: KAPRAUN, GEHRINGER, PORATH, HICKS, ENGEL

NO: None Motion declared carried

- B. ANNUAL INVENTORY

Motion by PORATH

Second by KAPRAUN

The SCAFD Board does hereby approve the annual inventory as presented

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD**

*February 20, 2018*

YES: GEHRINGER, PORATH, KAPRAUN, HICKS, ENGEL  
NO: None Motion declared carried

**C. APPARATUS STATUS**

1. Honorary Battalion Chief Jack King, As Presented

**VII. NEW BUSINESS**

**A. RESIGNATION OF ANDREW MARTIN:**

Motion by PORATH  
Second by KAPRAUN

The SCAFD Board does hereby accept the resignation of Andrew Martin with regrets.

YES: HICKS, KAPRAUN, PORATH, GEHRINGER, ENGEL  
NO: None Motion declared carried

**B. POLICY 112**

Motion by GEHRINGER  
Second by KAPRAUN

The SCAFD Board does hereby approve the update of Policy 112 to increase Fire Chief's Discretionary Spending Limit to \$1,500.

YES: PORATH, GEHRINGER, HICKS, KAPRAUN, ENGEL  
NO: None Motion declared carried

**VIII. GENERAL INFORMATION**

- A. MUNICIPAL BILLINGS FOR JANUARY
- B. FLOWERS FUND BALANCE IS \$89.00
- C. MONTHLY FIRE PREVENTION REPORT: As presented

**IX. OPEN TO THE PUBLIC:**

Sandi Brill – Chief should be allowed to spend what is in the budget. Need to review the definition for discretionary.

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

NONE

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

NONE

**XII. COMMENTS OF THE FIREBOARD:**

HICKS – Glad to be here  
 PORATH – Training in the city today. We host other cities.  
 Chief Plumb explained by hosting we earn a couple of points in ISO rating  
 GEHRINGER – Thanks to Battalion Chief King for the repairs at Station 2. Station 2 is set to be repaved  
 KAPRAUN – Welcome to HICKS and GEHRINGER  
 ENGEL – Welcome

Meeting adjourned at 7:02 p.m. The next regular meeting will be 03/19/17 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 01/16/2018 Swartz Creek Area Fire Board meeting:

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Ken Engel  
Chairman  
Swartz Creek Area Fire Board

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Curt Porath  
Secretary/Treasurer  
Swartz Creek Area Fire Board