

REGULAR MEETING

MARCH 19, 2018

**SWARTZ CREEK AREA FIRE DEPARTMENT**

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, March 19, 2018. Chairman, Ken Engel, called the meeting to order at 6:11 p.m.

**I. CALL TO ORDER:**

- PLEDGE OF ALLEGIANCE
- ROLL CALL

Board Members Present:

- Clayton Representative, Ken Engel
- City Representative, Rae Lynn Hicks
- Clayton Representative, Tammy Kapraun
- City Representative, John Knickerbocker
- Clayton Representative, Robert Widigan

Board Members Absent:

- Clayton Representative, Chris Gehringer
- City Representative, Curt Porath

Staff Present:

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

Staff Absent: None

• **AGENDA: ADDITIONS/CHANGES/DELETIONS: NONE**

Motion by KNICKERBOCKER

Second by KAPRAUN

The SCAFD Board does hereby approve the agenda for the March 19, 2018 meeting as presented;

YES: WIDIGAN, KAPRAUN, HICKS, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS / ANNOUNCEMENTS

NONE

**II. APPROVAL OF MINUTES**

A. FEBRUARY 20, 2018 BOARD MEETING

\* **Resolution 031918-01**

Motion by WIDIGAN

Second by KNICKERBOCKER

The SCAFD Board does hereby approve the minutes of the FEBRUARY 20, 2018 Board Meeting, as presented.

YES: WIDIGAN, HICKS, KAPRAUN, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

**III. CORRESPONDENCE:**

A. FEBRUARY INCIDENT SUMMARY REPORT:

A. **Resolution 031918-02**

Motion by WIDIGAN

Second by KNICKERBOCKER

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

YES: WIDIGAN, KNICKERBOCKER, KAPRAUN, HICKS, ENGEL

NO: None Motion declared carried

**IV. PROFESSIONAL SERVICE REPORTS:**

A. FEBRUARY FINANCIAL REPORT

**Resolution 031918-03**

Motion by WIDIGAN

Second by KNICKERBOCKER

The SCAFD Board does hereby accept the February Financial Reports as presented.

YES: HICKS, KAPRAUN, WIDIGAN, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

**B. FEBRUARY BILLS LIST:**

**Resolution 031918-04**

Motion by WIDIGAN

Second by KAPRAUN

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

YES: KAPRAUN, KNICKERBOCKER, WIDIGAN, HICKS, ENGEL

NO: None Motion declared carried

**C. FEBRUARY PAYROLL LIST:**

**Resolution 031918-05**

Motion by WIDIGAN

Second by KNICKERBOCKER

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

YES: WIDIGAN, HICKS, KAPRAUN, KNICKERBOCKER, ENGEL

NO: None Motion declared carried

**V. COMMITTEE REPORTS:**

**A. POLICY REVIEW COMMITTEE**

- Policy 112
- Policy 120

Motion by WIDIGAN

Second by KAPRAUN

The SCAFD Board does hereby approve Policy 112 and Policy 120 with corrections

YES: KAPRAUN, KNICKERBOCKER, WIDIGAN, HICKS, ENGEL

NO: None Motion declared carried

**VI. OLD BUSINESS**

**C. APPARATUS STATUS**

1. Honorary Battalion Chief Jack King, As Presented

**VII. NEW BUSINESS**

A. May's Fireboard Meeting – Chief Plumb will not be in attendance

B. Workers Compensation Insurance Specifications:

1. Bids specifications will be sent to vendors for return by May 4, 2018 and will be presented at the May 21, 2018 Board Meeting.

C. Accountant/Clerical Specialist – Timesheet - discussion

**VIII. GENERAL INFORMATION**

A. MUNICIPAL BILLINGS FOR FEBRUARY

B. FLOWERS FUND BALANCE IS \$89.00

C. MONTHLY FIRE PREVENTION REPORT: As presented

**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:**

NONE

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING**

**March 19, 2018**

Meeting adjourned at 6:30 p.m. The next regular meeting will be 04/16/17 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