

# REGULAR MEETING

July 17, 2017

## SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, July 17, 2017. Chairman, Ken Engel, called the meeting to order at 6:00 p.m.

### **I. CALL TO ORDER:**

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

#### Board Members Present:

- City Representative, Rick Clolinger (6:02 p.m.)
- City Representative, Curt Porath
- Clayton Representative, Ted Henry
- Clayton Representative, Ken Engel
- Clayton Representative, Bill Tucker (6:01 p.m.)
- Clayton Representative, Tammy Kapraun
- City Representative, John Knickerbocker

#### Staff Present:

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

Staff Absent: None

#### Others Present:

- Lania Rocha, Swartz Creek View
- Jack King, Batt. Chief
- Dave Plumb, Asst. Chief
- David Myers, Firefighter
- Bob Plumb, Firefighter
- Angela Myers, Firefighter
- Tim McKnight, Captain
- Ryan Spillane, Firefighter
- Rob Fitzpatrick, Firefighter
- James Diekman, Firefighter
- Rae Lynn Hicks, Swartz Creek Council Member
- Joel McRee, Swartz Creek
- Steve Shumaker, Swartz Creek

### ***C. AGENDA: ADDITIONS/CHANGES/DELETIONS: NEW BUSINESS – VI-D COUNSEL ATTENDANCE AT BOARD MEETINGS***

Motion by Tammy Kapraun

Second by Curt Porath

D. SPECIAL PRESENTATION: NONE

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

A. June 19, 2017 BOARD MEETING

- **Resolution 071717-01**

Motion by Curt Porath

Second by Tammy Kapraun

The SCAFD Board does hereby approve the minutes of the June 19, 2017 Board Meeting, as presented.

YES: Clolinger, Henry, Porath, Tucker, Knickerbocker, Kapraun, Engel

NO: None

Motion declared carried

### **III. CORRESPONDENCE:**

A. JUNE INCIDENT SUMMARY REPORT:

- **Resolution 071717-02**

Motion by Tammy Kapraun

Second by Rick Clolinger

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

YES: Clolinger, Knickerbocker, Kapraun, Henry, Porath, Tucker, Engel

NO: None

Motion declared carried

### **IV. PROFESSIONAL SERVICE REPORTS:**

A. JUNE FINANCIAL STATEMENT:

- **Resolution 071717-03**

Motion by Rick Clolinger  
Second by John Knickerbocker

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

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

**B. JUNE BILLS LIST:**

• **Resolution 071717-04**

Motion by Tammy Kappraun  
Second by Rick Clolinger

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

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

**V. OLD BUSINESS**

**A. APPARATUS UPDATE:**

1. *Monthly report from Batt. Chief King – See attached*
2. *Station 1 report from Captain Cole – As Presented*
3. *Station 2 report from Captain McKnight –As Presented – issues presented will be addressed with Clayton Township Board*
4. *Chief Cole advised the Board that he had been talking with Adam Zittle and Dan Atkinson regarding the Fire Department taking over a larger amount of office space. This would require the Fire Dept to pay 90% of the utility costs. Chief Cole said he will gather previous year’s data to provide a more accurate representation of cost.*

**B. 2016 FEMA GRANT STATUS REPORT: Nothing new to report**

**C. HEALTH CARE SAVINGS PLAN:**

1. **Resolution 071717-05**

Motion by Rick Clolinger  
Second by John Knickerbocker

Chief Cole recommends approval of the ICMA-RC Healthcare Savings Plan, for the Fire Chief only, as indicated in the provided documents with signatures as required by the Fireboard Chairman.

YES: Clolinger, Porath, Knickerbocker  
NO: Henry, Kapraun, Tucker, Engel Motion declared failed

**VI. NEW BUSINESS**

**A. PERSONNEL NOTIFICATIONS OF RECOMMENDATIONS:**

1. *David Myers*

• **Resolution 071717-06**

Motion by Rick Clolinger  
Second by Ted Henry

The SCAFD Board does hereby place David Myers on regular status with the SCAFD.

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

2. **NEW HIRE LIST:**

a. *Angela Lopez-Station 2*

• **Resolution 071717-07**

Motion by Tammy Kappraun  
Second by Ted Henry

The SCAFD Board does hereby place Angela Lopez on one-year probation with the SCAFD.

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

**B. EXTRICATION TOOLS BI-ANNUAL MAINTENANCE:**

• **Resolution 071717-08**

Motion by Tammy Kappraun  
Second by Rick Clolinger

Chief Cole requests permission to proceed with maintenance of the Amkus extrication tools with Time Emeergency in the amount of \$1,260.00 plus repairs or parts replacement not indicated in the quote.

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

**C. DONATION OF FIRE SAFETY TRAILER:**

• **Resolution 071717-09**

Motion by Tammy Kappraun  
Second by Rick Clolinger

The SCAFD Board does hereby accept the donation from the Swartz Creek Area Firefighters Association of a fire safety trailer with the understanding that SCAFD will be responsible for providing insurance.

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING**

*July 17, 2017*

YES: Clolinger, Knickerbocker, Kapraun, Henry, Porath, Tucker, Engel

NO: None Motion declared carried

**D. LEAGAL COUNSEL AT BOARD MEETINGS :**

Question was raised as to the cost of having legal counsel present at board meetings. Attorney Cavanaugh advised that he charges \$80.00 per hour.

**VIII. GENERAL INFORMATION**

A. MUNICIPAL BILLINGS FOR JUNE

B. FLOWERS FUND BALANCE IS \$124.00

C. MONTHLY FIRE PREVENTION REPORT: As presented

**IX. OPEN TO THE PUBLIC:** Joel McRee – Expressed his displeasure with the Clayton Township Members of the Fire Board regarding their votes about Chief Cole’s Health Savings Plan.

Steve Shumaker - Expressed his displeasure with the Clayton Township Members of the Fire Board regarding their votes about Chief Cole’s Health Savings Plan as well.

**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:**

Knickerbocker: Congrats to Dave Myers and Angie Lopez

To Rob Fitzpatrick regarding the Fire Prevention Trailer – Great Job

Tucker: Congratulations to all three

Henry: Congrats to Dave Myers and Angie Lopez

To Rob Fitzpatrick regarding the Fire Prevention Trailer – Great Job

Clolinger: Congrats to Dave Myers and Angie Lopez

To Rob Fitzpatrick regarding the Fire Prevention Trailer – Great Job.

Porath: Great job to all.

Kapraun: Great job to Rob Fitzpatrick and Welcome to all the new firefighters

Engel: Asked Chief Cole to provide details regarding how many firefighters could fit on a truck if 100% showed up for a call. Discussion ensued with Chief Cole and it was determined that Chairman Engel would email specific questions he would like answered regarding personnel allocation.

Meeting adjourned at 7:10 p.m. The next regular meeting will be 08/21/17 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 06/17/2017 Swartz Creek Area Fire Board meeting:

\_\_\_\_\_  
Ken Engel  
Chairman  
Swartz Creek Area Fire Board

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Rick Clolinger  
Secretary/Treasurer  
Swartz Creek Area Fire Board