

# REGULAR MEETING

July 18, 2016

## SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, July 18, 2016. Chairman, John Knickerbocker, called the meeting to order at 6:01p.m.

### I. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Board Members Present:

- City Representative, Richard Abrams
- City Representative, John Knickerbocker
- City Representative, Joel McRee
- Clayton Representative, Tammy Kapraun
- Clayton Representative, Ken Engel
- City Representative, Rick Clolinger

Board Members Absent: Clayton Representative, Ted Henry

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
- Todd Beedy, Firefighter
- Jeff Kelley, Firefighter
- Austin McKenzie, Firefighter
- Rob Fitzpatrick, Sergeant
- Bob Plumb, Firefighter
- Matt Lewicki, Firefighter
- Dave Myers, Swartz Creek
- Rick Breen
- Barb Breen

C. AGENDA: ADDITIONS/CHANGES/DELETIONS:

- **Resolution 071816-01**  
Motion by Rick Clolinger  
Second by Joel McRee

The SCAFD Board does hereby add VII. A.1 and VII.A.2 to the agenda and approve the agenda as amended.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker

NO: None Motion declared carried

D. SPECIAL PRESENTATION: BREEN'S PROFESSIONAL & PERSONAL SERVICES

- **Resolution 071816-02**  
Motion by Joel McRee  
Second by Rick Clolinger

The SCAFD Board does hereby hire Breen's Professional & Personal Services to write a FEMA grant for a new SCBA air compressor in the amount of \$1500.00.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker

NO: None Motion declared carried

### II. APPROVAL OF MINUTES

A. JUNE 20, 2016 BOARD MEETING

- **Resolution 071816-03**  
Motion by Tammy Kapraun  
Second by Rick Clolinger

The SCAFD Board does hereby approve the minutes of June 20, 2016 board meeting, as presented.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker

NO: None Motion declared carried

### III. CORRESPONDENCE:

A. JUNE INCIDENT SUMMARY REPORT:

- **Resolution 071816-04**  
Motion by Tammy Kapraun  
Second by Joel McRee

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING**

July 18, 2016

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

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**IV. PROFESSIONAL SERVICE REPORTS:**

**A. JUNE FINANCIAL STATEMENT:**

- **Resolution 071816-05**  
Motion by Rick Clolinger  
Second by Tammy Kapraun

The SCAFD Board does hereby approve the June 2016 financial statement, as presented

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**B. APRIL BILLS LIST:**

- **Resolution 071816-06**  
Motion by Joel McRee  
Second by Richard Abrams

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

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**V. COMMITTEE REPORTS:**

**A. BY-LAWS COMMITTEE MEETING:**

1. Fire Chief Compensation: Chairman Clolinger will report at next meeting

**B. HEALTH & SAFETY COMMITTEE: NONE**

**C. PERSONNEL COMMITTEE:**

1. Accounting/Clerical Specialist:

- **Resolution 071816-07**  
Motion by Rick Clolinger  
Second by Tammy Kapraun

The SCAFD Board does hereby direct the Chief to post the position of Administrative Assistant for 10 hours per week at an hourly wage not to exceed \$12 per hour.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**D. FIRE AGREEMENT COMPLIANCY COMMITTEE: NONE**

**VI. OLD BUSINESS**

**A. APPARATUS UPDATE:**

1. Monthly report from Batt. Chief King

**B. GENERAL LIABILITY INSURANCE: Bid requests will be sent out n September**

**VII. NEW BUSINESS**

**A. MEMBERS TO BE PLACED ON PROBATION: D. Myers, M. Whitcomb**

- **Resolution 071816-08**  
Motion by Rick Clolinger  
Second by Richard Abrams

The SCAFD Board does hereby place David Myers and Michael Whitcomb on 1-year probation with the SCAFD, pending their physical results.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**B. MEMBER TO COME OFF PROBATION: M. Lewicki**

- **Resolution 071816-09**  
Motion by Joel McRee  
Second by Tammy Kapraun

The SCAFD Board does hereby place Matthew Lewicki on regular status with the Swartz Creek Area Fire Department.

YES: Abrams, Clolinger, Engel, Kapraun, McRee, Knickerbocker  
NO: None Motion declared carried

**C. MEMBERS RESIGNING/TERMINATING: NONE**

**D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE**

**E. DISPOSAL OF OBSOLETE WITH ZERO VALUE INVENTORY ITEMS:**

- **Resolution 071816-10**  
Motion by Richard Abrams  
Second by Rick Clolinger

The SCAFD Board does hereby approve the disposal of obsolete, with zero value, turnout gear, as listed.

YES: Abrams, Clolinger, McRee, Knickerbocker  
NO: Engel, Kapraun Motion declared carried

**VIII. GENERAL INFORMATION**

A. MUNICIPAL BILLINGS FOR JUNE

B. FLOWERS FUND BALANCE IS \$124.00

C. MONTHLY FIRE PREVENTION REPORT: Chief Cole submitted the monthly report

**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:**

Engel: Congratulations to Matt Lewicki.

Abrams: Congratulations to Matt Lewicki.

Cloinger: Congratulations to Matt Lewicki, David Myers, and Michael Whitcomb.  
Apologized for the delay regarding Chief Cole's compensation package.

McRee: Congratulations to Matt Lewicki, David Myers, and Michael Whitcomb.

Kapraun: Congratulations to Matt Lewicki, David Myers, and Michael Whitcomb  
Thank you for the invite to the picnic. It was a lot of fun.

Knickerbocker: Congratulations to Matt Lewicki, David Myers, and Michael Whitcomb  
Thank you to Barb & Rick Breen for their presentation.

Meeting adjourned at 6:55 p.m. The next regular meeting will be 08/10/16 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 07/18/2016 Swartz Creek Area Fire Board meeting:

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John Knickerbocker  
Chairman  
Swartz Creek Area Fire Board

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Tammy Kapraun  
Vice Chairman  
Swartz Creek Area Fire Board