

# REGULAR MEETING

August 21, 2017

## SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, August 21, 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 Cloinger
- City Representative, Curt Porath
- Clayton Representative, Ted Henry
- Clayton Representative, Ken Engel
- Clayton Representative, Bill Tucker
- Clayton Representative, Tammy Kapraun
- City Representative, John Knickerbocker

#### Staff Present:

- Attorney, Bill Cavanaugh
- Fire Chief, Brent Cole
- 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
- Ryan Spillane, Firefighter
- Rob Fitzpatrick, Firefighter
- Marlene Cole, Clayton Township
- Sedrick Fornari, Firefighter
- Todd Beedy, Firefighter
- Jeff Kelley, Firefighter
- Dominic Fornari, Firefighter
- Dan Merriam, Firefighter
- Scott Martin, Firefighter
- Rick Castano, Swartz Creek
- David Jones, Firefighter
- Walt Melen, Firefighter
- Karen Merriam, Clayton Township
- Josh Hect, Firefighter
- Andrew Martin, Firefighter
- Laura Baker, Swartz Creek
- Seth Baker, Swartz Creek
- Jesse Pellarin, Firefighter

### ***AGENDA: ADDITIONS/CHANGES/DELETIONS: CORRESPONDENCE –***

C. Motion by KAPRAUN

Second by HENRY

B. The Fire Board runs the Fire Department through the Fire Chief who serves at the pleasure of the Board. There have been questions about whether the Fire Board has continued confidence in the

Chief of the Department and for this reason a resolution is placed upon the agenda.  
Motion: Be it resolved that the Fire Board continues to have confidence in the Chief of the Fire Department.

- C. There having been a vote of no confidence in the Chief of the Fire Department. I hereby move that the Fire Department Chief be immediately release from his employment with the Swartz Creek Area Fire Department.

D. SPECIAL PRESENTATION: NONE

**II. APPROVAL OF MINUTES**

A. July 17, 2017 BOARD MEETING

- **Resolution 082117-01**  
Motion by HENRY  
Second by KAPRAUN

The SCAFD Board does hereby approve the minutes of the July 17, 2017 Board Meeting, as presented.

YES: CLOLINGER, HENRY, PORATH, TUCKER, KNICKERBOCKER, KAPRAUN, ENGEL  
NO: None Motion declared carried

**III. CORRESPONDENCE:**

A. JULY INCIDENT SUMMARY REPORT:

- **Resolution 082117-02**  
Motion by KAPRAUN  
Second by KNICKERBOCKER

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

YES: CLOLINGER, KNICKERBOCKER, KAPRAUN, HENRY, PORATH, TUCKER, ENGEL  
NO: None Motion declared carried

- B. The Fire Board runs the Fire Department through the Fire Chief who serves at the pleasure of the Board. There have been questions about whether the Fire Board has continued confidence in the Chief of the Department and for this reason a resolution is placed upon the agenda. Motion: Be it resolved that the Fire Board continues to have confidence in the Chief of the Fire Department.

- **Motion to Table until September 18, 2017 Meeting**  
Motion by TUCKER  
Second by CLOLINGER  
YES: CLOLINGER, KNICKERBOCKER, KAPRAUN, TUCKER, ENGEL  
NO: HENRY, PORATH, Motion declared tabled

**IV. PROFESSIONAL SERVICE REPORTS:**

A. JULY FINANCIAL STATEMENT:

- **Resolution 082117-03**  
Motion by KAPRAUN  
Second by CLOLINGER

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

YES: CLOLINGER, HENRY, KNICKERBOCKER, KAPRAUN, PORATH, TUCKER, ENGEL  
NO: None Motion declared carried

B. JULY BILLS LIST:

- **Resolution 082117-04**  
Motion by HENRY  
Second by KAPRAUN

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

YES: CLOLINGER, HENRY, KNICKERBOCKER, KAPRAUN, PORATH, TUCKER, ENGEL  
NO: None Motion declared carried

C. JULY PAYROLL LIST:

- **Resolution 082117-05**

Motion by KAPRAUN

Second by HENRY

The SCAFD Board does hereby approve the July 2017 Payroll, 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 – As Presented and discussed – Engine 22 repairs discussed
2. Station 1 report from Captain Cole – As Presented – report emailed
3. Station 2 report from Captain McKnight –As Presented

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

**C. PUBLIC SAFETY BUILDING (PSB) UTILITIES: Attached is a drawing of the Public Safety Building indicating potential assigned areas. Attached is a spread sheet indicating the Consumers Energy utilities paid by Swartz Creek from August 2016 through July 2017. The current distribution for electricity and gas is broken down separately since the bay area is not air conditioned. The water bill for the SCAFD is currently being billed at 33%. Swartz Creek proposes 73.9% be paid by the SCAFD for electricity, gas & water going forward if the additional space is approved for occupancy by the SCAFD.**

Some additional expenses to be considered include:

1. Additional phones, installation, network switch and accessories that would cost less than \$1,000.
2. The cost to re-key the locks would be for 8 locks for less than \$200.
3. Any office furniture that can't be acquired (left over from previous tenant or Genesee County).

WILL CONTINUE DISCUSSION DURING SEPTEMBER MEETING

**VI. NEW BUSINESS**

**A. PERSONNEL NOTIFICATIONS OF RECOMMENDATIONS:**

- Kim Borse, after 22 years as the Accounting Clerical Specialist, has submitted her resignation (attached) effective August 15, 2017.

Chief Cole recommends accepting Kim Borse's resignation effective August 15, 2017 with regrets.

**Resolution 082117-06**

Motion by KNICKERBOCKER

Second by KAPRAUN

YES: KNICKERBOCKER, KAPRAUN, CLOLINGER, HENRY, PORATH, TUCKER, ENGEL

NO: None

Motion declared carried

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

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. Issue was resolved through an alternate vendor – NO BOARD ACTION NEEDED

**C. TURN-OUT GEAR BID SPECIFICATION: Sent to the Fireboard members as a separate document is a 16 page specifications for turn out gear. The gear that may be purchased would be for those that have gear that is expiring.**

- **Resolution 082117-07**

Motion by KAPRAUN

Second by HENRY

YES: CLOLINGER, KNICKERBOCKER, KAPRAUN, HENRY, PORATH, TUCKER, ENGEL

NO: None

Motion declared carried

The SCAFD Board does hereby request Chief Cole requests permission to submit the turn-out gear specification to applicable vendors to received sealed bids by the September 18, 2017 Fireboard meeting

**VIII. GENERAL INFORMATION**

**A. MUNICIPAL BILLINGS FOR JULY**

**B. FLOWERS FUND BALANCE IS \$124.00**

**C. MONTHLY FIRE PREVENTION REPORT: As presented**

**D. SOG 217, Fire Safety Trailer (new) – As Presented**

E. SOG 302, Personal Protective Equipment Usage (update) – As Presented

**IX. OPEN TO THE PUBLIC:**

Laura Baker – Stated she is the wife of a former firefighter, her son was an explorer – she fully supports Chief Cole, he is an excellent leader and she questions if there have been evaluations  
Greg Baker – Former Firefighter – this is a witch-hunt, Chief is an awesome man  
Karen Merriam – Hope as a Board there is communication with Chief, and would like issues in writing for public

**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:**

Discussion regarding a plaque for Kim Borse in appreciation of her many years of service with the Fire Department. Also, thanks to Firefighter Fitzpatrick and all of those who assist with community events and Fire Prevention.

Meeting adjourned at 7:20 p.m. The next regular meeting will be 09/18/17 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 08/21/2017 Swartz Creek Area Fire Board meeting:

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

\_\_\_\_\_  
Rick Clolinger  
Secretary/Treasurer  
Swartz Creek Area Fire Board