

REGULAR MEETING

November 21, 2016

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, November 21, 2016. Chairman, John Knickerbocker, called the meeting to order at 6:11p.m.

I. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Board Members Present:

- City Representative, John Knickerbocker
- City Representative, Curt Porath
- Clayton Representative, Ted Henry
- Clayton Representative, Tammy Kapraun
- Clayton Representative, Ken Engel
- City Representative, Rick Clolinger

Board Members Absent:

- City Representative, Joel McRee

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
- Bob Plumb, Firefighter
- Fay Porath, City of Swartz Creek
- Angela Williams Ricoh
- Jeff Kelley, Firefighter
- Walt Melen, Firefighter
- Karin Plumb, City of Swartz Creek
- Dave Plumb, Batt. Chief
- Rob Fitzpatrick, Sergeant
- Karen Merriam, Clayton Twp
- Joe Yambrick, Firefighter
- Sedrick Fornari, Firefighter
- Dan Merriam, Firefighter

C. AGENDA: ADDITIONS/CHANGES/DELETIONS:

- **Resolution 112116-01**
Motion by Ted Henry
Second by Tammy Kapraun

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

YES: Clolinger, Henry, Kapraun, Porath, Knickerbocker

NO: Engel Motion declared carried

D. SPECIAL PRESENTATION:

1. *Mutual Aid Box Alarm System (MABAS): Presentation by Fenton City Fire Chief, Bob Cairnduff*
2. *Ricoh copier: Presentation by Commercial Account Executive, Angela Williams*

- **Resolution 112116-02**
Motion by Ted Henry
Second by Curt Porath

The SCAFD Board does hereby approve the purchase of the Ricoh copier with the two year agreement, as presented.

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

NO: None Motion declared carried

II. APPROVAL OF MINUTES

A. OCTOBER 17, 2016 BOARD MEETING

- **Resolution 112116-03**
Motion by Rick Clolinger
Second by Tammy Kapraun

The SCAFD Board does hereby approve the minutes of October 17, 2016 board meeting, as presented.

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

NO: None Motion declared carried

III. CORRESPONDENCE:

A. OCTOBER INCIDENT SUMMARY REPORT:

- **Resolution 112116-04**

Motion by Tammy Kapraun
Second by Ted Henry

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

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

IV. PROFESSIONAL SERVICE REPORTS:

A. OCTOBER FINANCIAL STATEMENT:

- **Resolution 112116-05**

Motion by Tammy Kapraun
Second by Joel McRee

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

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

B. OCTOBER BILLS LIST:

- **Resolution 112116-05**

Motion by Curt Porath
Second by Tammy Kapraun

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

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

V. COMMITTEE REPORTS:

- A. *BY-LAWS COMMITTEE MEETING: NONE*
- B. *HEALTH & SAFETY COMMITTEE: NONE*
- C. *PERSONNEL COMMITTEE: Report to be given at next regular board meeting.*
- D. *FIRE AGREEMENT COMPLIANCY COMMITTEE: Curt Porath to be chairman*

10 Minute Break

VI. OLD BUSINESS

A. APPARATUS UPDATE:

- 1. *Monthly report from Batt. Chief King*

B. GENERAL LIABILITY INSURANCE: *Two bids received. Staff to review for compliancy and return a recommendation at the next regular board meeting.*

C. 2016 FEMA GRANT STATUS REPORT: *Report attached*

D. TURN OUT GEAR BID OPENING: *email sent to Board regarding purchase*

E. 2017 BUDGET:

- 1. *City of Swartz Creek approved their portion at their October 24, 2016 meeting*
- 2. *Clayton Twp postponed approval until the Fire Chief's work agreement has been resolved.*

VII. NEW BUSINESS

A. MEMBERS TO BE PLACED ON PROBATION: *NONE*

B. MEMBER TO COME OFF PROBATION: *NONE*

C. MEMBERS RESIGNING/TERMINATING: *NONE*

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: *NONE*

E. STATION 1 LIEUTENANT PROMOTION:

- **Resolution 112116-07**

Motion by Tammy Kapraun
Second by Rick Clolinger

The SCAFD Board does hereby promote Sgt. Rob Fitzpatrick to Station 1 Lieutenant, effective December 1, 2016.

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

F. ASSISTANT CHIEF PROMOTION:

- **Resolution 112116-08**

Motion by Rick Clolinger
Second by Tammy Kapraun

The SCAFD Board does hereby promote B.C. Dave Plumb to the Assistant Chief's position, effective December 1, 2016.

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

G. HOSE PURCHASE:

• Resolution 112116-09

Motion by Ted Henry
Second by Curt Porath

The SCAFD Board does hereby approve the purchase of 50 pieces of 1 3/4" x 50' fire hose from Douglass Safety in the amount of \$5250.00 with payment made after January 1, 2017.

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

H. ANNUAL INVENTORY: Email from Clayton Twp Supervisor, Chris Gehringer, attached

I. POSTING OF BATTALION CHIEF AND SERGEANT POSITIONS:

• Resolution 112116-10

Motion by Rick Clolinger
Second by Curt Porath

The SCAFD Board does hereby approve the posting of the Battalion Chief and Station 1 Lieutenant positions. Postings will close December 12, 2016 with interviews to be held before December 19th. Results will be presented at the December 19th fire board meeting.

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

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS FOR OCTOBER

B. FLOWERS FUND BALANCE IS \$124.00

C. MONTHLY FIRE PREVENTION REPORT: Report from Sgt. Fitzpatrick

D. ACCOUNTING/CLERICAL SPECIALIST POSITION: The position has been posted at the following locations:

1. Craig's List
2. Swartz Creek Area Firefighters' Facebook page
3. Swartz Creek Area Fire Department index page

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:

Clolinger:

Would like to see more of a ceremony for promotions.

Engel: Congratulations to R. Fitzpatrick and D. Plumb.

Henry: Congratulations to R. Fitzpatrick and D. Plumb
Feels Board was circumvented as to the interviews for the Asst. Chief and Lieutenant positions

Porath: Congratulations to R. Fitzpatrick and D. Plumb

Kapraun: Congratulations to R. Fitzpatrick and D. Plumb.
Confirmed parade will be December 10th at 6pm

Knickerbocker: Congratulations to R. Fitzpatrick and D. Plumb

Meeting adjourned at 7:51 p.m. The next regular meeting will be 12/19/16 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 11/21/2016 Swartz Creek Area Fire Board meeting:

John Knickerbocker
Chairman
Swartz Creek Area Fire Board

Tammy Kapraun
Vice Chairman
Swartz Creek Area Fire Board