

REGULAR MEETING

December 19, 2016

SWARTZ CREEK AREA FIRE DEPARTMENT

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, December 19, 2016. Vice-Chairman, Tammy Kapraun, called the meeting to order at 6:00p.m.

I. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Board Members Present:

- City Representative, Joel McRee
- City Representative, Curt Porath
- Clayton Representative, Ted Henry
- Clayton Representative, Tammy Kapraun
- Clayton Representative, Ken Engel *arrived 6:08pm*
- City Representative, Rick Clolinger

Board Members Absent:

- City Representative, John Knickerbocker

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
- Karin Plumb, Swartz Creek
- Dave Plumb, Asst. Chief
- Rob Fitzpatrick, Lt.
- Sedrick Fornari, Firefighter
- Steve Tabit, Capt
- Donna Tabit, Swartz Creek
- Greg Warning, Firefighter
- Matt Lewicki, Firefighter
- Sedrick Fornari, Firefighter
- Sawyer Tabit, Explorer
- Dominic Fornari, Explorer
- Carrie Warning, Swartz Creek
- Becky Tabit, Swartz Creek

C. AGENDA: ADDITIONS/CHANGES/DELETIONS:

- **Resolution 121916-01**

Motion by Joel McRee

Second by Ted Henry

The SCAFD Board does hereby add VII.K and L to the agenda and approve the agenda as amended.

YES: Clolinger, Henry, McRee, Porath, Kapraun

NO: None

Motion declared carried

D. SPECIAL PRESENTATION:

1. *Pinning of badges for newly appointed Asst. Chief Dave Plumb and Lieutenant Rob Fitzpatrick.*

II. APPROVAL OF MINUTES

A. *NOVEMBER 21, 2016 BOARD MEETING*

J. McRee's name is listed in error

- **Resolution 121916-02**

Motion by Rick Clolinger

Second by Joel McRee

The SCAFD Board does hereby approve the minutes of November 21, 2016 board meeting, as corrected.

YES: Clolinger, Henry, McRee, Porath, Kapraun

NO: None

Motion declared carried

III. CORRESPONDENCE:

A. NOVEMBER INCIDENT SUMMARY REPORT:

- **Resolution 121916-03**
 Motion by Rick Clolinger
 Second by Ted Henry

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

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

IV. PROFESSIONAL SERVICE REPORTS:

A. NOVEMBER FINANCIAL STATEMENT:

- **Resolution 121916-04**
 Motion by Joel McRee
 Second by Rick Clolinger

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

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

B. NOVEMBER BILLS LIST:

- **Resolution 121916-05**
 Motion by Ted Henry
 Second by Joel McRee

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

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

V. COMMITTEE REPORTS:

- A. *BY-LAWS COMMITTEE MEETING: NONE*
- B. *HEALTH & SAFETY COMMITTEE: NONE*
- C. *PERSONNEL COMMITTEE: Meeting with Chief to be set.*
- D. *FIRE AGREEMENT COMPLIANCY COMMITTEE: NONE*

VI. OLD BUSINESS

A. APPARATUS UPDATE:

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

B. GENERAL LIABILITY INSURANCE:

- **Resolution 121916-06**
 Motion by Ted Henry
 Second by Joel McRee

The SCAFD Board does hereby approve purchasing liability coverage through the Michigan Township Participating Plan (The Stevenson Company) in the amount of \$13,392.00 for the years 2017, 2018, 2019, not withstanding changes in coverage or apparatus purchases or disposal

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

C. 2016 FEMA GRANT STATUS REPORT: None

D. 2017 BUDGET:

- 1. *City of Swartz Creek approved their portion at their November 24, 2016 meeting*
- 2. *Clayton Twp approved the budget as presented.*

E. ANNUAL INVENTORY: Requirements outlined in the agreement will be followed.

VII. NEW BUSINESS

A. MEMBERS TO BE PLACED ON PROBATION: J. Klamert

- **Resolution 121916-07**
 Motion by Ted Henry
 Second by Rick Clolinger

The SCAFD Board does hereby place Joshua Klamert on one year probation with the SCAFD.

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

B. MEMBER TO COME OFF PROBATION: NONE

C. MEMBERS RESIGNING/TERMINATING: NONE

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE

E. STATION 1 SERGEANT PROMOTION:

• Resolution 121916-08

Motion by Joel McRee
Second by Ted Henry

The SCAFD Board does hereby promote Greg Warning to Station 1 Sergeant, effective January 1, 2017.

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

F. BATTALION CHIEF PROMOTION:

• Resolution 121916-09

Motion by Rick Clolinger
Second by Joel McRee

The SCAFD Board does hereby promote Captain Steve Tabit to the Battalion Chief's position, effective January 1, 2017.

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

G. MABAS AGREEMENT APPROVAL:

• Resolution 121916-10

Motion by Joel McRee
Second by Rick Clolinger

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, Engel, Henry, McRee, Kapraun
NO: None Motion declared carried

H. 2017 MEETING DATES:

• Resolution 121916-11

Motion by Ted Henry
Second by Joel McRee

The SCAFD Board does hereby approve the 2017 meeting dates, as amended.

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

I. TURN OUT GEAR PURCHASE:

• Resolution 121916-12

Motion by Rick Clolinger
Second by Joel McRee

The SCAFD Board does hereby approve the purchase of 1 set of turn out gear from Douglass Safety Systems in the amount of \$2075.00 including shipping.

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

J. Acct/Clerical Specialist job posting status:

• Resolution 121916-13

Motion by Joel McRee
Second by Rick Clolinger

The SCAFD Board does hereby allow the Chief to proceed with interviewing candidates for the Acct/Clerical Specialist position and to forward his recommendation to the fire board for approval.

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

K. WIRES RESPONSES:

• Resolution 121916-14

Motion by Rick Clolinger
Second by Joel McRee

The SCAFD Board does hereby allow the Chief to discontinue the new wires protocol and revert back to sending trucks and personnel to wires calls.

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

L. OFFICER POSITIONS POSTINGS:

• Resolution 121916-15

Motion by Joel McRee
Second by Rick Clolinger

The SCAFD Board does hereby allow the Chief to post for the open Captain's position and to develop a two-year eligibility list for future promotions

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

VIII. GENERAL INFORMATION

- A. MUNICIPAL BILLINGS FOR NOVEMBER
- B. FLOWERS FUND BALANCE IS \$124.00
- C. MONTHLY FIRE PREVENTION REPORT: None

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 G. Warning and S. Tabit.
Would like the applicants' resumes forwarded to him for review
- Porath: Congratulations to G. Warning and S. Tabit.
Doesn't think providing the applicants' resumes is a good idea
- McRee: Congratulations to all on their promotions
- Henry: Ditto
Happy Holidays
Would like to see the calculation used to charge utilities as Station 1
- Clolinger: Congratulations to Plumb, Tabit, Fitzpatrick, Warning, and Klamert
- Kapraun: Parade was great

Meeting adjourned at 7:23 p.m. Due to the holiday the next regular meeting will be 01/24/16 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 12/19/2016 Swartz Creek Area Fire Board meeting:

Tammy Kapraun
Vice Chairman
Swartz Creek Area Fire Board

Rick Clolinger
Secretary/Treasurer
Swartz Creek Area Fire Board