

**REGULAR MEETING**  
**January 15, 2024**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held January 15, 2024. Chairman, Tammy Kapraun, called the meeting to order at 6:00 p.m.

- **CALL TO ORDER**

- **PLEDGE OF ALLEGIANCE**

- **ROLL CALL**

City Representative, John Gilbert  
Clayton Representative, Brian Lipe  
Clayton Representative, Tom Spillane  
Clayton Representative, Tammy Kapraun  
City Representative, Rae Lynn Hicks  
City Representative, Ken Brill

**Board Members Absent:**

Township Representative, Chuck Lee

**Staff Present:**

Fire Chief, Dave Plumb

**Others Present:**

See sign in sheet

- **ADDITIONS/CHANGES/DELETIONS-AGENDA APPROVAL**

We will be adding 12. Firehouse Sub Update, 14. EMS Update, and 15. 2024 FDIC Attendance to the Agenda.

- **Resolution 011524-01**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does hereby accept the amended January 15, 2024 Agenda.

Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 011524-02**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby approve the December 18, 2023 minutes as presented.

Motion Carried

**CORRESPONDENCE:**

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 011524-03**

Motion by Ken Brill

Second by Brian Lipe

The SCAFB does hereby accept the December Fire Incident Summary, as presented.

Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 011524-04**

Motion by Rae Lynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the December EMS Incident Summary, as presented.

Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

- **FIRE CHIEF REPORT**- Nothing to add
- **FINANCIAL REPORT** – Chief Plumb noted that Kim Borse will be assisting Corissa with line item adjustments.

- **Resolution 011524-05**

- Motion by Brian Lipe

- Second by Ken Brill

The SCAFB does hereby accept the December 2023 Financial Report, as presented, with the understanding there will be adjustments next month.

Yes: Hicks, Kapraun, Spillane, Gilbert, Lipe, Brill

Motion Carried

- **BILLS LIST** – Hicks asked if making many purchases in December is normal, as she noticed there were a lot of purchases. Chief Plumb noted that a lot of the stuff was presented to the Board, but some stuff is for the new truck and some is to replace equipment that is expiring. He stated it is within the budget.

Kapraun questioned the backpay to Sedrick Fornari. Chief Plumb reported that he is our Fire Prevention officer. He receives \$100/month for that position.

- **Resolution 011524-06**

- Motion by Tom Spillane

- Second by John Gilbert

The SCAFB does hereby accept the December 2023 Bills List, as presented.

Yes: Lipe, Hicks, Kapraun, Spillane, Gilbert, Brill

Motion Carried

- **PAYROLL**

- **Resolution 011524-07**

- Motion by Rae Lynn Hicks

- Second by Ken Brill

The SCAFB does hereby accept the December 2023 Payroll, as presented.

Yes: Gilbert, Lipe, Hicks, Kapraun, Spillane, Brill

Motion Carried

**COMMITTEE REPORTS:**

- **BY-LAWS** – Lipe, Kapraun, Brill – Nothing to report
- **HEALTH & SAFETY** – Hicks, Spillane, Gilbert, Plumb, Tabit, Cole, J Diekman, Herr  
Chief Plumb reported that he will be sending out another Doodle or an email to try and schedule a meeting.
- **PERSONNEL** – Lee, Kapraun, Hicks – Nothing to report

**OLD BUSINESS:**

- **APPARATUS STATUS** – No changes
- **MI- TREASURY GRANT AWARD** – Chief Plumb stated that we were are still awaiting the funding.
- **FIREHOUSE SUB GRANT** – Chief Plumb stated that we were awarded \$30,490 for the purchase of a second set of Jaws. They will either pay for it and have it shipped or ACH the money to us. Chief Plumb stated that he would prefer they order it and have it shipped to us. Chief Plumb stated that he needs a motion from the Board to accept the second set of Jaws so

that we can proceed with Firehouse Subs. Once we receive this set, then we will set the three sets of hydraulics we have.

- **Resolution 011524-08**

Motion by Ken Brill

Second by Brian Lipe

The SCAFB does hereby accept the grant from Firehouse Subs in the amount of \$30,490.

Yes: Gilbert, Lipe, Hicks, Kapraun, Spillane, Brill

Motion Carried

- **OFFICER POSTING** – Chief Plumb stated that the testing was done on Saturday. They both passed the test. As soon as there is a panel is obtained then we'll be doing the interviews. Chief Plumb noted that he should have a recommendation by February or March.
- **EMS UPDATE** – Chief Plumb reported that both municipalities received a report this month on EMS services. Both municipalities agreed to continue services through 2024.
- **2024 FDIC ATTENDANCE** – Chief Plumb noted that last year they sent a group down for the shorter training process. A one-week class for FDIC is \$1,300. This is live fire training and other training that we don't have access to. By sending firefighters to this training, they can bring information back to us. Chief Plumb requested that the Board allow up to \$6,000 to send four firefighters to this conference. He stated that he would be looking to send two people to the full conference and two people to the two/three day like last year. This would include lodging and meals.

- **Resolution 011524-09**

Motion by Ken Brill

Second by Brian Lipe

The SCAFB does hereby approve Chief Plumb to spend up to \$6,000 to send up to four department members to the 2024 FDIC Conference.

Yes: Spillane, Gilbert, Lipe, Hicks, Kapraun, Brill

Motion Carried

## **NEW BUSINESS**

### **GENERAL INFORMATION:**

- **MUNICIPAL BILLINGS – December**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**
- **MEETING ADJOURNMENT**

Meeting adjourned at 6:24 pm. The next regular meeting will be 02/19/2024 at Station 1 at 6:00 pm.

Corissa Hull  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 12/18/2023 Swartz Creek Area Fire Board meeting: