

REGULAR MEETING
January 17, 2022
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, January 17, 2022. Chairman, Tammy Kapraun, called the meeting to order at 6:01 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

City Representative, Rae Lynn Hicks
City Representative, John Knickerbocker
City Representative, John Gilbert
Clayton Representative, Rob Olsen
Clayton Representative, Tammy Kapraun

Board Members Absent:

Clayton Representative, Tom Spillane
Clayton Representative, Brian Lipe

Staff Present:

Fire Chief, Dave Plumb
Acct./Clerical, Kim Borse
Attorney, Bill Cavanaugh

Staff Absent: None

Others Present:

Asst. Chief Steve Tabit
Lt. Scott Martin
Sgt Austin Bower
Firefighter Ryan Spillane

4. ADDITIONS/CHANGES/DELETIONS-AGENDA APPROVAL

• **Resolution 011722-01**

Motion by John Knickerbocker
Second by John Gilbert

The SCAFB does hereby approve the January 17, 2022 agenda, as amended
Motion Carried

5. APPROVAL OF MINUTES

• **Resolution 011722-02**

Motion by John Knickerbocker
Second by Rob Olsen

The SCAFB does hereby approve the December 20, 2021 minutes, as presented
Motion Carried

CORRESPONDENCE:

6. FIRE INCIDENT SUMMARY REPORT

• **Resolution 011722-03**

Motion by John Knickerbocker
Second by Raelynn Hicks

The SCAFB does hereby approve the December 2021 Fire Incident Summary, as presented
Motion Carried

7. EMS INCIDENT SUMMARY REPORT

• **Resolution 011722-04**

Motion by John Knickerbocker
Second by John Gilbert

The SCAFB does hereby approve the December 2021 EMS Incident Summary, as presented
Motion Carried

8. ORGANIATIONAL CHART

9. SENIORITY LIST

PROFESSIONAL SERVICE REPORTS:

10. FIRE CHIEF REPORT-report presented by Fire Chief D. Plumb

11. FINANCIAL REPORT

- **Resolution 011722-05**

Motion by Raelynn Hicks

Second by John Knickerbocker

The SCAFB does hereby approve the December 2021 Financial Report, as presented

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

12. BILLS LIST

- **Resolution 011722-06**

Motion by John Knickerbocker

Second by Rob Olsen

The SCAFB does hereby approve the December 2021 Bills List, as presented

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

13. PAYROLL

- **Resolution 011722-07**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the December 2021 Payroll, as presented

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

COMMITTEE REPORTS:

14. By-Laws-Lipe

15. Health & Safety-Hicks

16. Personnel-Kapraun

OLD BUSINESS:

17. APPARATUS STATUS-report presented by Fire Chief D. Plumb

18. EMS UPDATE: Chief very pleased with program

19. 1992 INTERNATIONAL TANKER

20. OFFICER PROMOTION PROCESS

21. MAINTENANCE SUPERVISOR POSITION

- **Resolution 011722-08**

Motion by John Knickerbocker

Second by Rob Olsen

The SCAFB does hereby revoke Walt Melen's resignation and appoint him to the maintenance supervisor position at \$35/hour

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

NEW BUSINESS:

22. ADMINISTRATIVE POSITION

- **Resolution 011722-09**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve posting for the administrative position

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

23. LINE ITEM TRANSFER REQUEST TO MUNICIPALITIES: request not needed

24. GRASS TRUCK PURCHASE

• **Resolution 011722-10**

Motion by John Knickerbocker

Second by John Gilbert

The SCAFB does hereby direct the Chief to invoice the municipalities \$60,000/each for the purchase of 2 grass trucks.

Yes: Gilbert, Hicks, Knickerbocker, Olsen, Kapraun

Motion Carried

GENERAL INFORMATION:

25. MUNICIPAL BILLINGS-DECEMBER

26. FLOWER FUND BALANCE: \$142.00

27. OPEN TO PUBLIC

28. COMMENTS OF FIRE DEPT PERSONNEL

29. CHAIN OF COMMAND APPEALS

30. COMMENTS FROM FIREBOARD MEMBERS

31. MEETING ADJOURNMENT

Meeting adjourned at 6:32 p.m. The next regular meeting will be 02/21/2021 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 01/17/2022 Swartz Creek Area Fire Board meeting:

Tammy Kapraun
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board