

**REGULAR MEETING**  
**January 20, 2020**  
**SWARTZ CREEK AREA FIRE BOARD**

A regular meeting of the Swartz Creek Area Fire Board was held at Station #1, January 20, 2020. Chairman, John Knickerbocker, called the meeting to order at 6:00 p.m.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Clayton Representative, Ken Engel *arrived 6:02*

Clayton Representative, Celeste Bell

City Representative, Rae Lynn Hicks

City Representative, John Knickerbocker

City Representative, John Gilbert

Clayton Representative, Tom Spillane

Clayton Representative, Tammy Kapraun

**Board Members Absent**

**Staff Present:**

Attorney, Bill Cavanaugh

Fire Chief, Dave Plumb

Acct./Clerical, Kim Borse

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

• **Resolution 012020-01**

Motion by Tammy Kapraun

Second by Tom Spillane

The SCAFB does hereby approve the January 2020 agenda, as presented  
Motion Carried

**5. APPROVAL OF MINUTES**

• **Resolution 012020-02**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby approve the December 2019 minutes, as presented  
Motion Carried

**CORRESPONDENCE:**

**6. INCIDENT SUMMARY REPORT**

• **Resolution 012020-03**

Motion by John Gilbert

Second by Tom Spillane

The SCAFB does hereby approve the December 2019 Incident Summary, as presented  
Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

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

**8. FINANCIAL REPORT**

• **Resolution 012020-04**

Motion by Celeste Bell

Second by Tom Spillane

The SCAFB does hereby approve the December 2019 Financial Report, as presented  
Yes: Bell, Engel, Gilbert, Hicks, Kapraun, Spillane, Knickerbocker  
Motion Carried

**9. BILLS LIST**

• **Resolution 012020-05**

Motion by Tammy Kapraun

Second by Tom Spillane

The SCAFB does hereby approve the December 2019 Bills List, as presented

Yes: Bell, Engel, Gilbert, Hicks, Kapraun, Spillane, Knickerbocker

Motion Carried

**10. PAYROLL**

• **Resolution 012020-06**

Motion by Celeste Bell

Second by Tammy Kapraun

The SCAFB does hereby approve the December 2019 Payroll, as presented

Yes: Bell, Engel, Gilbert, Hicks, Kapraun, Spillane, Knickerbocker

Motion Carried

**COMMITTEE REPORTS:**

Health & Safety-Engel

Personnel-Kapraun

By-Laws-Hicks

**OLD BUSINESS:**

**11. APPARATUS STATUS**-report presented by Fire Chief D. Plumb

**12. RULES/POLICIES RELATED TO PHYSICALS**

**13. CONSUMER ENERGY FOLLOW UP:**

Check in the amount of \$5800 was received from Consumers Energy for run #19-169.

**NEW BUSINESS:**

**14. IRS MATTER**

Notice from IRS stating late fees have been incurred for the following months: March 2018, June 2018, October 2018, December 2018, April 2019. Late fees were also incurred for late quarterly returns from 4<sup>th</sup> qtr 2018 and 3<sup>rd</sup> qtr 2019. As it stands, fine is \$1876.32. IRS agent will work with Chief Plumb on getting the fines abated.

**GENERAL INFORMATION:**

**15. MUNICIPAL BILLINGS**

**16. FLOWER FUND BALANCE: \$173.00**

**17. OPEN TO PUBLIC**

**18. COMMENTS OF FIRE DEPT PERSONNEL**

**19. CHAIN OF COMMAND APPEALS**

**20. COMMENTS FROM FIREBOARD MEMBERS**

**21. MEETING ADJOURNMENT**

Meeting adjourned at 6:41 p.m. The next regular meeting will be 02/17/2020 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 11/18/2019 Swartz Creek Area Fire Board meeting:

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John Knickerbocker  
Chairman  
Swartz Creek Area Fire Board

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Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board