

**REGULAR MEETING**  
**February 19, 2024**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held February 19, 2024. Chairman, Tammy Kapraun, called the meeting to order at 6:00 p.m. The meeting was held at Swartz Creek Area Fire Department, Station 1 – 8100 Civic Dr, Swartz Creek, MI 48473.

- **CALL TO ORDER**

- **PLEDGE OF ALLEGIANCE**

- **ROLL CALL**

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

**Board Members Absent:**

Township Representative, Chuck Lee  
Clayton Representative, Tom Spillane

**Staff Present:**

Fire Chief, Dave Plumb (via phone)  
Administrative Assistant, Corissa Hull

**Others Present:**

See sign in sheet

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

We will be adding 10. December Financial Report – Before Adjustments, After Adjustments, and 2023 Final Budget Adjustments and 20. Officer Posting

- **Resolution 021924-01**

Motion by Ken Brill  
Second by John Gilbert

The SCAFB does hereby accept the amended February 19, 2024 Agenda.

Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 021924-02**

Motion by Brian Lipe  
Second by John Gilbert

The SCAFB does hereby approve the January 15, 2024 minutes.

Motion Carried

**CORRESPONDENCE:**

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 021924-03**

Motion by Rae Lynn Hicks  
Second by Brian Lipe

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

Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 021924-04**

Motion by Brian Lipe  
Second by Rae Lynn Hicks

The SCAFB does hereby accept the January EMS Incident Summary, as presented.  
Motion Carried

- **FIXED ASSET SHEET FOR 2024**

- **Resolution 021924-05**  
Motion by Ken Brill  
Second by Rae Lynn Hicks

The SCAFB does hereby accept the Fixed Asset Sheet for 2024, as presented.  
Hicks asked what this Asset Sheet shows. Chief Plumb stated anything over \$500 is inventoried and on the Fixed Asset Sheet.  
Yes: Lipe, Hicks, Kapraun, Gilbert, Brill  
Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

- **FIRE CHIEF REPORT**- Nothing to add  
Hicks stated that the report states there isn't a scheduled Community and Public Service Partnership. She noted that there is one scheduled for March 21, 2024 at the Senior Center at 1:30pm called Steps to Safety. She stated she would like to find a physical therapist to attend if anyone knows of one.

- **DECEMBER FINANCIAL REPORT** – Chief Plumb stated that we were able to do everything, keeping it under the 10% line item. The fund balance ended up being \$16,141.64. He noted that we have to account for the purchase of the ISI air packs. Part of that purchased included training and tools. Due to the fact that we haven't had the training yet, we cannot purchase the tools. Out of the balance, we need to carry over \$6,054.28 into 2024's budget so we can pay for the tools once training is completed. Chief Plumb stated that everything was paid out of the 2023 Budget except for the tools due to not being able to have training yet. This will not affect the budget. He noted that we will have to make a 2024 budget adjustment. Chief Plumb noted that the municipalities did approve this purchase.

- **Resolution 021924-06**  
Motion by Brian Lipe  
Second by Ken Brill

The SCAFB does hereby accept the 2023 final budget adjustments, as presented.  
Yes: Gilbert, Lipe, Hicks, Kapraun, Brill  
Motion Carried

- **FINANCIAL REPORT**

- **Resolution 021924-07**  
Motion by Ken Brill  
Second by Rae Lynn Hicks

The SCAFB does hereby accept the January 2024 Financial Report, as presented.  
Yes: Hicks, Kapraun, Gilbert, Lipe, Brill  
Motion Carried

- **BILLS LIST**

- **Resolution 021924-08**  
Motion by Rae Lynn Hicks  
Second by Brian Lipe

The SCAFB does hereby accept the January 2024 Bills List, as presented.  
Yes: Lipe, Hicks, Kapraun, Gilbert, Brill

Motion Carried

- **PAYROLL**

- **Resolution 021924-09**

Motion by Brian Lipe

Second by Ken Brill

The SCAFB does hereby accept the January 2024 Payroll, as presented.

Yes: Lipe, Hicks, Kapraun, Gilbert, Brill

Motion Carried

### **COMMITTEE REPORTS:**

- **BY-LAWS** – Lipe, Kapraun, Brill – Nothing to report
- **HEALTH & SAFETY** – Hicks, Kapraun, Plumb, Tabit, Cole, J. Dickman, Herr – Lipe asked if we use a service to keep the policies up to date. Chief Plumb stated that we don't but that he has heard that a lot of people are starting to go to a service. He stated that it is something he will look into.
- **PERSONNEL** – Lee, Kapraun, Hicks – Nothing to report

### **OLD BUSINESS:**

- **EMS UPDATE** – Chief Plumb nothing new to report. We have nine members and just had one more graduate. There is mandatory county protocol training next month which has no cost associated with it.
- **APPARATUS STATUS** – No changes
- **MI- TREASURY GRANT AWARD** – Chief Plumb stated that the \$20,000 grant award is still pending and will be issuing the award soon but do not have a date.
- **FIREHOUSE SUB GRANT** – Chief Plumb reported that the equipment has been ordered and that we are just waiting for delivery. They will direct bill Firehouse Sub so we will not have to worry about any payments or requesting reimbursement.
- **OFFICER POSTING** – Chief Plumb reported that we completed the testing and interviews. He noted that he had a Battalion Chief from Gaines Fire, Battalion Chief from Mundy Township Fire, and Captain from Davison Fire. Both candidates did well in their scoring. Chief Plumb stated that it will be his recommendation next month that we move these two individuals to the rank of Sergeant. That would then promote two of our current Sergeants to Lieutenant. The Sergeant position is usually a training position. The two candidates that he's looking to promote have good communication and good involvement.

### **NEW BUSINESS**

- **RESIGNATION** – Chief Plumb reported that Christian Thrushman has submitted his Letter of Resignation. He had been a part of the department for just over a year and was a part of both Fire and EMS. We did send this individual through the Academy.
  - **Resolution 021924-10**  
Motion by Brian Lipe  
Second by Ken BrillThe SCAFB does hereby accept Thrushman's resignation.  
Yes: Hicks, Kapraun, Gilbert, Lipe, Brill  
Motion Carried

### **GENERAL INFORMATION:**

- **MUNICIPAL BILLINGS** – January

- **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 6:32 pm. The next regular meeting will be 03/18/2024 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 02/19/2024 Swartz Creek Area Fire Board meeting:

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Tammy Kapraun  
Chairman  
Swartz Creek Area Fire Board

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Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board