

**REGULAR MEETING**  
**March 18, 2024**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held March 18, 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, Chuck Lee  
Clayton Representative, Tammy Kapraun  
City Representative, Rae Lynn Hicks  
Clayton Representative, Tom Spillane

**Board Members Absent:**

City Representative, Ken Brill

**Staff Present:**

Fire Chief, Dave Plumb

**Others Present:**

See sign in sheet.

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

Additional Information to agenda items presented in reference to the Fire Chiefs Report for the Attorney, Items to be removed from inventory and Firehouse Sub News release.

- **Resolution 031824-01**

Motion by John Gilbert  
Second by Tom Spillane

The SCAFB does hereby accept the amended March 18, 2024, Agenda.

Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 031824-02**

Motion by Brian Lipe  
Second by John Gilbert

The SCAFB does hereby approve the February 19, 2024, minutes.

Motion Carried

- **APPROVAL OF THE 2023 AUDIT**

- **Resolution 031824-03**

Motion by Rae Lynn Hicks  
Second by Tom Spillane

The SCAFB does hereby accept the Swartz Creek Area Fire Departments 2023 Audit as presented and direct the Chief to forward it to the municipalities.

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

Motion Carried

**CORRESPONDENCE:**

• **FIRE INCIDENT SUMMARY REPORT**

• **Resolution 031824-04**

Motion by Brian Lipe

Second by John Gilbert

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

Motion Carried

• **EMS INCIDENT SUMMARY REPORT**

• **Resolution 031824-05**

Motion by Brian Lipe

Second by Tom Spillane

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

Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

• **FIRE CHIEF REPORT-** Nothing to add

• **FINANCIAL REPORT**

• **Resolution 021924-06**

Motion by Chuck Lee

Second by Brian Lipe

The SCAFB does hereby accept the February 2024 Financial Report, as presented.

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

Motion Carried

• **BILLS LIST**

• **Resolution 021924-07**

Motion by Brian Lipe

Second by Chuck Lee

The SCAFB does hereby accept the February 2024 Bills List, as presented.

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

Motion Carried

• **PAYROLL**

• **Resolution 021924-08**

Motion by Rae Lynn Hicks

Second by Tom Spillane

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

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

Motion Carried

**COMMITTEE REPORTS:**

- **BY-LAWS** – Lipe, Kapraun, Brill – Nothing to report.
- **HEALTH & SAFETY** – Hicks, Kapraun, Plumb, Tabit, Cole, J. Diekman, Herr – All comments have been submitted and Chief Plumb has sent them to the committee. We will be scheduling a meeting in the coming weeks.
- **PERSONNEL** – Lee, Kapraun, Hicks – Nothing to report.

**OLD BUSINESS:**

- **APPARATUS STATUS** – One issue with E21 has been resolved. The truck was out of service this past weekend but is back in service.

- **MI- TREASURY GRANT AWARD** – Chief Plumb was notified by the Department of Treasury all documents have been received and the state is in the process of issuing payments for the \$20,000 grant award this month. Once received, each municipality will receive \$10,000.
- **FIREHOUSE SUB GRANT** – Chief Plumb presented the equipment to the board for viewing. Chief Plumb also presented the board with a new release reference receiving the grant award.
- **OFFICER PROMOTIONS** – Chief Plumb reported that all testing and interviews have been completed. Chief Plumb explained the importance of officers promoting through the ranks and not skip promoting. Chief Plumb provided a update on all of the candidates’ training they have completed or are in the process of completing to prepare for these promotions. Chief Plumb recommends the promotion of Sergeants Sawyer Tabit and Sedrick Fornari with a month stipend of \$142. Chief Plumb also recommends the promotion of Firefighters James Diekman and Tyler Herr to the position of Sergeant with a monthly stipend of \$100.
  - **Resolution 031824-09**  
 Motion by Tom Spillane  
 Second by Chuck Lee  
 The SCAFB does hereby approve the promotion of Sgt Sawyer Tabit and Sgt Sedrick Fornari to the rank of Lieutenant and the promotion of Firefighters James Diekman and Tyler Herr to the rank of Sergeant with the associated pays.  
 Yes: Hicks, Kapraun, Gilbert, Lipe, Lee, Spillane  
 Motion Carried

**NEW BUSINESS**

- **ITEMS TO REMOVE ITEMS FROM INVENTORY** - Chief Plumb provided a list of items to be removed from the department’s inventory. Equipment included a positive pressure fan, a hydraulic pump with a jaws of life spreader/cutter combination and a hydraulic pump, jaws of life, cutters, spreaders ram and associated appliances.
  - **Resolution 031824-10**  
 Motion by Thomas Spillane  
 Second by John Gilbert  
 The SCAFB does hereby approve the removal of the list equipment from the departments inventory.  
 Yes: Hicks, Kapraun, Gilbert, Lipe, Lee, Spillane  
 Motion Carried
- **APPROVE THE SALE OF REMOVED ITEMS** - Chief Plumb requested permission to proceed with the posting and sale of the positive pressure fan, a hydraulic pump with a jaws of life spreader/cutter combination and a hydraulic pump, jaws of life, cutters, spreaders ram and associated appliances.
  - **Resolution 031824-11**  
 Motion by Brian Lipe  
 Second by Chuck Lee  
 The SCAFB does hereby direct the Chief to post and sell the above listed items.  
 Yes: Hicks, Kapraun, Gilbert, Lipe, Lee, Spillane  
 Motion Carried

**GENERAL INFORMATION:**

- **MUNICIPAL BILLINGS – February**
- **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 6:44 pm. The next regular meeting will be 04/15/2024 at Station 1 at 6:00 pm.

Dave Plumb  
Fire Chief,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 03/18/2024 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