

**REGULAR MEETING**  
**March 21, 2022**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, March 21, 2022. Chairman, Tammy Kapraun, called the meeting to order at 6:00 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, Brian Lipe  
Clayton Representative, Tom Spillane  
Clayton Representative, Tammy Kapraun

**Board Members Absent:**

**Staff Present:**

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

**Staff Absent:**

**Others Present:**

See sign in sheet

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

• **Resolution 032122-01**

Motion by John Knickerbocker  
Second by Rob Olsen

The SCAFB does hereby approve the March 21, 2022 agenda, as amended  
Motion Carried

**5. APPROVAL OF MINUTES**

• **Resolution 032122-02**

Motion by Brian Lipe  
Second by John Gilbert

The SCAFB does hereby approve the February 21, 2022, minutes, as presented  
Motion Carried

**CORRESPONDENCE:**

**6. FIRE INCIDENT SUMMARY REPORT**

• **Resolution 032122-03**

Motion by John Knickerbocker  
Second by Brian Lipe

The SCAFB does hereby approve the February 2022 Fire Incident Summary, as presented  
Motion Carried

**7. EMS INCIDENT SUMMARY REPORT**

• **Resolution 032122-04**

Motion by John Knickerbocker  
Second by Raelynn Hicks

The SCAFB does hereby approve the February 2022 EMS Incident Summary, as presented  
Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

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

9. **FINANCIAL REPORT**

- **Resolution 032122-05**

Motion by John Knickerbocker

Second by John Gilbert

The SCAFB does hereby approve the February 2022 Financial Report, as presented

Yes: Gilbert, Hicks, Knickerbocker, Lipe, Olsen, Spillane, Kapraun

Motion Carried

10. **BILLS LIST**

- **Resolution 032122-06**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the February 2022 Bills List, as presented

Yes: Gilbert, Hicks, Knickerbocker, Lipe, Olsen, Spillane, Kapraun

Motion Carried

11. **PAYROLL**

- **Resolution 032122-07**

Motion by John Knickerbocker

Second by John Gilbert

The SCAFB does hereby approve the February 2022 Payroll, as presented

Yes: Gilbert, Hicks, Knickerbocker, Lipe, Olsen, Spillane, Kapraun

Motion Carried

**COMMITTEE REPORTS:**

12. By-Laws-Lipe

13. Health & Safety-Hicks

14. Personnel-Kapraun

**OLD BUSINESS:**

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

16. **1992 INTERNATIONAL TANKER:** winning bid is \$34,600

17. **OFFICER PROMOTION PROCESS**

- **Resolution 032122-08**

Motion by John Knickerbocker

Second by John Gilbert

The SCAFB does hereby approve the promotions of Sawyer Tabit, Jacob Adams, and Sedrick Fornari to the rank of Sergeant, with a 1-year probationary period

Yes: Gilbert, Hicks, Knickerbocker, Lipe, Olsen, Spillane, Kapraun

Motion Carried

18. **ADMINISTRATIVE ASSISTANT POSITION**

- **Resolution 032122-09**

Motion by John Knickerbocker

Second by John Gilbert

The SCAFB does hereby approve the hiring of Madison Warning for the position of administrative assistant, with a training wage of \$14/hr and \$18/hr after training is complete

Yes: Gilbert, Hicks, Knickerbocker, Lipe, Olsen, Spillane, Kapraun

Motion Carried

19. **GRASS TRUCK PURCHASE**

**NEW BUSINESS:**

**20. SALE OF 3 TRUCKS**

**21. RESIGNATION**

- **Resolution 032122-10**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby accept the resignation of Dave Myers, effective March 3,2022, with regret.

Motion Carried

**GENERAL INFORMATION:**

**22. MUNICIPAL BILLINGS-FEBRUARY**

**23. FLOWER FUND BALANCE: \$142.00**

**24. CLIA CERTIFICATE**

**25. UPDATED COUNTY WAGE STUDY**

**26. OPEN TO PUBLIC**

**27. COMMENTS OF FIRE DEPT PERSONNEL**

**28. CHAIN OF COMMAND APPEALS**

**29. COMMENTS FROM FIREBOARD MEMBERS**

**30. MEETING ADJOURNMENT**

Meeting adjourned at 6:34 p.m. The next regular meeting will be 04/18/2022 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 03/21/2022 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