

**REGULAR MEETING**  
**April 17, 2023**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, April 17, 2023. Chairman, Tammy Kapraun, called the meeting to order at 6:04 p.m.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

City Representative, Rae Lynn Hicks  
City Representative, Chuck Lee  
Clayton Representative, Tom Spillane  
City Representative, John Gilbert  
Clayton Representative, Tammy Kapraun  
Clayton Representative, Brian Lipe  
City Representative, Ken Brill

**Board Members Absent:**

**Staff Present:**

Fire Chief, Dave Plumb (via phone)  
Attorney, Bill Cavanaugh  
Acct./Clerical, Madison Warning

**Staff Absent:**

**Others Present:**

See sign in sheet

**4. ELECTION OF OFFICERS**

**a. Chairman**

**a. Resolution 041723-01**

Motion by Rae Lynn Hicks  
Second by Tom Spillane

The SCAFB does hereby nominate Tammy Kapraun as the SCAFD Chairman.  
Motion Carried

**b. Resolution 041723-02**

Motion by Rae Lynn Hicks  
Second by Tom Spillane

The SCAFB does hereby nominate John Gilbert as the SCAFD Vice Chairman.  
Motion Carried

**c. Resolution 041723-03**

Motion by Brian Lipe  
Second by John Gilbert

The SCAFB does hereby nominate Rae Lynn Hicks as the SCAFD Secretary/Treasurer.  
Motion Carried

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

**• Resolution 041723-04**

Motion by Ken Brill  
Second by John Gilbert

The SCAFB does hereby approve April 17, 2023 agenda, as presented  
Motion Carried

**6. APPROVAL OF MINUTES**

**• Resolution 041723-05**

Motion by Ken Brill  
Second John Gilbert

The SCAFB does hereby approve the March 20, 2023, minutes, as presented  
Motion Carried

**CORRESPONDENCE:**

**7. FIRE INCIDENT SUMMARY REPORT**

- **Resolution 041723-06**

Motion by Ken Brill

Second by Rae Lynn Hicks

The SCAFB does hereby approve the March Fire Incident Summary, as presented.

Motion Carried

**8. EMS INCIDENT SUMMARY REPORT**

- **Resolution 041723-07**

Motion by Brian Lipe

Second by Ken Brill

The SCAFB does hereby approve the March EMS Incident Summary, as presented

Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

**9. CHECK FRAUD FOLLOW-UP 14<sup>TH</sup> CIRCUIT COURT FLORIDA**

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

**11. FINANCIAL REPORT**

- **Resolution 041723-08**

Motion by Raelynn Hicks

Second by Brian Lipe

The SCAFB did receive the March 2023 Financial Report, as presented

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

Motion Carried

**12. BILLS LIST**

- **Resolution 041723-09**

Motion by Tom Spillane

Second by Chuck Lee

The SCAFB does hereby accept the March 2023 Bills List, as presented

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

Motion Carried

**13. PAYROLL**

- **Resolution 041723-10**

Motion by Ken Brill

Second by Tom Spillane

The SCAFB does hereby accept the February 2023 Payroll, as presented

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

Motion Carried

**COMMITTEE REPORTS:**

**14. By-Laws-Lipe – No Report**

**15. Health & Safety-Hicks - No Report**

**16. Personnel-Kapraun – No Report**

**OLD BUSINESS:**

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

**a. 2024 Apparatus Purchase status**

**18. SCBA Status- Chief Plumb reported that the SCBA units should be arriving soon**

**19. WORKMAN'S COMP SPECIFICATIONS APPROVAL**

- **Resolution 041723-11**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby accept the Workman's Comp Specifications and approves Fire Chief, D.

Plumb, to send it out for bids once the numbers have been added to it.

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

April 17, 2023

Motion Carried

**GENERAL INFORMATION:**

- 20. MUNICIPAL BILLINGS-March**
- 21. FLOWER FUND BALANCE: \$(105.42)**
- 22. RECOMMENDED APPARATUS REPLACEMENT SCHEDULE UPDATED**
- 23. OPEN TO PUBLIC**
- 24. COMMENTS OF FIRE DEPT PERSONNEL**
- 25. CHAIN OF COMMAND APPEALS**
- 26. COMMENTS FROM FIREBOARD MEMBERS**
- 27. MEETING ADJOURNMENT**

Meeting adjourned at 6:34 p.m. The next regular meeting will be 5/15/2023 at Station 1 at 6:00 pm

Madison Warning  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 5/15/2023 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