

REGULAR MEETING
April 21, 2025
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held on April 21, 2025. Vice-Chair John Gilbert called the meeting to order at 6:00 p.m. The meeting was held at Swartz Creek Area Fire Department, Station 1 – 8100-B Civic Dr, Swartz Creek.

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**

City of Swartz Creek Elected Representative, John Gilbert
Clayton Township Elected Representative, Ken Engel
City of Swartz Creek Elected Representative, Rae Lynn Hicks
Clayton Township Citizen Representative, Brian Lipe
City of Swartz Creek Citizen Representative, Ken Brill
Clayton Township Elected Representative, Tom Spillane
Clayton Twp Swing Representative, Tammy Kapraun

Board Members Absent:

Staff Present:

Fire Chief, Dave Plumb

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

- **Resolution 042125-01**

- Motion by Tammy Kapraun

- Second by Rae Ken Brill

The SCAFB does hereby accepts the agenda presented.

Motion Carried Unanimously

- **ELECTION OF OFFICERS**

For the position of Chair

- **Resolution 042125-02**

- Motion by Tom Spillane

- Seconds by Ken Brill

The SCAFB does hereby appoint Tom Spillane as Fireboard Chair

Motion Carried Unanimously

For the position of Vice Chair

- **Resolution 042125-03**

- Motion by Rae Lynn Hicks

- Seconds by Ken Engel

The SCAFB does hereby appoint Tammy Kapaun as Fireboard Vice Chair

Motion Carried Unanimously

For the position of Sec/Treasure

- **Resolution 042125-04**

- Motion by Tom Spillane

- Seconds by Tammy Kapraun

The SCAFB does hereby appoint Rae Lynn Hicks as Fireboard Sec/Tres

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 042125-05**

- Motion by Brian Lipe

- Second by Ken Engel

The SCAFB does hereby approves the March 17, 2025, minutes.

Motion Carried Unanimously

SPECIAL PRESENTATION:

CORRESPONDENCE:

- **MARCH FIRE INCIDENT SUMMARY REPORT**

- **Resolution 042125-05**

- Motion by Tammy Kapraun

- Second by Ken Lipe

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

Motion Carried Unanimously

- **MARCH EMS INCIDENT SUMMARY REPORT**

- **Resolution 042125-06**

- Motion by Ken Engel

- Second by Ken Brill

Discussion ensued over full address not being displayed for the public record. Chief Plumb advised the board he would provide the information that states it is a HIPPA violation

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

Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 042125-07**

- Motion by Ken Engel

- Second by Tammy Kapraun

The SCAFB does hereby accepts the Fire Chiefs Report

Motion Carried

- **MARCH FINANCIAL REPORT**

- **Resolution 042125-08**

- Motion by Brian Lipe

- Second by Ken Engel

The SCAFB does hereby accept the March 2025 Financial Report, as presented.

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

Motion Carried

- **MARCH BILLS LIST**

- **Resolution 042125-09**

- Motion by Tammy Kapraun

- Second by Ken Engel

The SCAFB does hereby accept the March 2025 Bills List, as presented.

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

Motion Carried

- **MARCH PAYROLL**

- **Resolution 042125-010**

- Motion by Tammy Kapraun

- Second by, Ken Brill

The SCAFB does hereby accepts the March 2025 Payroll, as presented.

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

Motion Carried

COMMITTEE REPORTS:

- **Board Chair Spillane will assume a position on all committees.**

- **Resolution 042125-11**

- Motion by Tammy Kapraun

- Seconds by Ken Brill

The SCAFB does hereby appoint Tammy Kapaun as Chair of the personnel committee

Motion Carried Unanimously

- **BY-LAWS** – Chairperson Lipe, Gilbert, Brill – The committee met before todays meeting to discuss Policy 112 & 120. A proposal will be sent to the committee for approval at the next meeting.

- **HEALTH & SAFETY** – Chairperson Hicks, Gilbert, Plumb, Tabit, Cole, J. Diekman, Herr -Nothing to report
- **PERSONNEL** – Chairperson Kapraun, Gilbert, Hicks – No report

OLD BUSINESS:

- **APPARATUS STATUS** – As presented

NEW BUSINESS

- **ACCEPTANCE OF THE 100 CLUB GRANT**

- **Resolution 042125-12**

Motion by Tammy Kapraun

Second by Brian Lipe

The SCAFB does hereby accepts the 100 Club Grant for the purchases of a thermal imaging camara and direct the chiefs to order the camara from Municipal Emergency Services in the amount of \$2,576.00 and submit the receipt to the 100 club for reimbursement.

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

Motion Carried

- **WORKMAN'S COMP INSURANCE PROPOSAL**

- **Resolution 042125-13**

Motion by Ken Engel

Second by, Tom Spillane

The SCAFB does hereby direct the Chief to solicit workman's compensation proposals to be presented at the June 16, 2025 for consideration.

Yes: Hicks, Engel, Lipe, Brill, Gilbert, Spillane

Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – MARCH**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC -**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS –**

Brill – Asked if Hydrants would be painted, caps identify the pater pressure.

Currently, the city is only painting them yellow.

Gilbert – Thank you to the board for allowing me to serve as chair for the past few months.

Ken – Asked the status of E21, Chief Plumb advised that it is still for sale and may be considered as a trade credit for the new truck.

Tammy – Asked about the wires still down on Corunna Rd, Chief Plumb explained the phone company is very slow and putting them back up and they are not a danger.

MEETING ADJOURNMENT

The meeting adjourned at 6:37 pm. The next regular meeting will be 5/19/2025 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 4/21/2025 Swartz Creek Area Fire Board meeting:

John Gilbert
Vice Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board