

**REGULAR MEETING**  
**May 15, 2023**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, May 15, 2023. 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  
Clayton Representative, Tom Spillane  
City Representative, John Gilbert  
Clayton Representative, Tammy Kapraun  
City Representative, Ken Brill

**Board Members Absent:**

Clayton Representative, Brian Lipe  
Township Representative, Chuck Lee

**Staff Present:**

Fire Chief, Dave Plumb  
Attorney, Bill Cavanaugh  
Acct./Clerical, Madison Warning  
Acct./Clerical, Corissa Hull

**Staff Absent:**

**Others Present:**

See sign in sheet

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

• **Resolution 051523-01**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does hereby approve May 15, 2023 agenda, with additions 19-22  
Motion Carried

**5. APPROVAL OF MINUTES**

• **Resolution 051523-02**

Motion by Tom Spillane

Second John Gilbert

The SCAFB does hereby approve the April 17, 2023, minutes, with changes  
Motion Carried

**CORRESPONDENCE:**

**6. FIRE INCIDENT SUMMARY REPORT**

• **Resolution 051523-03**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby approve the April Fire Incident Summary, as presented.  
Motion Carried

**7. EMS INCIDENT SUMMARY REPORT**

• **Resolution 051523-04**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does hereby approve the April 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 051523-05**

Motion by Raelynn Hicks

Second by Ken Brill

The SCAFB did accept the April 2023 Financial Report, as presented

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

10. **BILLS LIST**

- **Resolution 051523-06**

Motion by Raelynn Hicks

Second by Ken Brill

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

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

11. **PAYROLL**

- **Resolution 051523-07**

Motion by Ken Brill

Second by John Gilbert

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

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

**COMMITTEE REPORTS:**

12. By-Laws-Lipe – No Report

13. Health & Safety-Hicks - No Report

14. Personnel-Kapraun – No Report

**OLD BUSINESS:**

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

16. **SCBA Status**- Chief Plumb reported that the SCBA units should be arriving in May

17. **WORKMAN'S COMP SPECIFICATIONS APPROVAL** – No bids were made. Chief Dave Plumb is following up.

18. **MARCH FINANCIAL REPORT**

- **Resolution 051523-08**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby accept the March 2023 Financial Report, as presented

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

**NEW BUSINESS**

19. **100 CLUB GRANT**

- **Resolution 051523-09**

Motion by Tom Spillane

Second by John Gilbert

The SCAFB does hereby approve of the purchase \$3,450 for five Thermal Imagers and two chargers, which will be reimbursed by the grant

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

20. **RESIGNATION**

- **Resolution 051523-10**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby accept the resignation of Walt Melen

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

**21. PAY INCREASE**

• **Resolution 051523-11**

Motion by Raelynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the pay increase for Brian Scott from \$30.00/hr to \$35.00/hr for the promotion to Maintenance Supervisor

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

**22. DONATION**

• **Resolution 051523-12**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does here by accept the \$200 donation from the GFWC and will be used at the Chief's discretion. Send a formal thank you.

Yes: Brill, Gilbert, Hicks, Kapraun, Spillane

Motion Carried

**GENERAL INFORMATION:**

**23. MUNICIPAL BILLINGS-April**

**24. FLOWER FUND BALANCE: xxx**

**25. RECOMMENDED APPARATUS REPLACEMENT SCHEDULE UPDATED**

**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 6.28 p.m. The next regular meeting will be 6/19/2023 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 6/19/2023 Swartz Creek Area Fire Board meeting:

---

Tammy Kapraun

Chairman

Swartz Creek Area Fire Board

---

Rae Lynn Hicks

Secretary/Treasurer

Swartz Creek Area Fire Board