

REGULAR MEETING
May 19, 2025
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held on May 19, 2025. Chair Tom Spillane 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
City of Swartz Creek Elected Representative, Rae Lynn Hicks
City of Swartz Creek Citizen Representative, Ken Brill
Clayton Township Elected Representative, Tom Spillane
Clayton Twp Swing Representative, Tammy Kapraun

Board Members Absent:

Clayton Township Elected Representative, Ken Engel
Clayton Township Citizen Representative, Brian Lipe

Staff Present:

Batt Chief, Brednt Cole

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

- **Resolution 051925-01**

- Motion by Tammy Kapraun

- Second by Rae Ken Brill

The SCAFB does hereby accepts the agenda presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 051925-02**

- Motion by Ken Brill

- Second by John Gilbert

The SCAFB does hereby approves the April 21, 2025, minutes.

Motion Carried Unanimously

SPECIAL PRESENTATION:

Unfortunately, former Attorney Cavanaugh is not able to make the meetings and asked the plaque to be sent to his house. The board requests that the plaque be delivered in person to his home.

CORRESPONDENCE:

- **MARCH FIRE INCIDENT SUMMARY REPORT**

- **Resolution 051925-03**

- Motion by Tammy Kapraun

- Second by Ken Lipe

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

Motion Carried Unanimously

- **MARCH EMS INCIDENT SUMMARY REPORT**

- **Resolution 051925-04**

- 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 accept the April WMS Incident Summary, as presented.

Motion Carried Unanimously

- **The Fire Chief Attended the Cooking with Chiefs event for voices with children. Discussion took place.**

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 051925-05**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accepts the Fire Chiefs Report

Motion Carried

- **APRIL FINANCIAL REPORT**

- **Resolution 051925-06**

Motion by Tammy Kapraun

Second by Ken Brill

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

Yes: Gilbert, Hicks, Brill, Spillane, Kapraun

Motion Carried

- **APRIL BILLS LIST**

- **Resolution 051925-07**

Motion by Ken Brill

Second by Tammy Kapraun

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

Yes: Hicks, Gilbert, Spillane, Brill, Kapraun

Motion Carried

- **MAY PAYROLL (For April Calls)**

- **Resolution 051925-08**

Motion by Tammy Kapraun

Second by, John Gilbert

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

Yes: Hicks, Brill, Gilbert, Spillane, Kapraun

Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Lipe, Gilbert, Brill – The committee requested discussion and approval of Policy 112 & 120. Due to the chair and the chief not in attendance, the board moved to table this item until next month.

- **Resolution 051925-09**

Motion by Tammy Kapraun

Seconds by Jo

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

Motion Carried Unanimously

- **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

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – APRIL**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC -**
 - **Mayor Nate Henry spoke about the American Legion Memorial Day event at the Veterans Park at 1pm on Memorial Day**
 - **Asked about the negative minutes for EMS25-045**
 - **Asked about the abundance of Alarms hours paid for calls to the School District buildings.**

- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**

MEETING ADJOURNMENT

The meeting adjourned at 6:47 pm. The next regular meeting will be 6/16/2025 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 5/19/2025 Swartz Creek Area Fire Board meeting:

Tom Spillane
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board