

**REGULAR MEETING**  
**June 16, 2025**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held on June 16, 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
  - Clayton Township Elected Representative, Ken Engel
  - Clayton Township Citizen Representative, Tim McKnight

**Board Members Absent:**

**Staff Present:**

Chief Dave Plumb

- **ADDITIONS/CHANGES/DELETIONS-AGENDA APPROVAL**
  - **Resolution 061625-01**
    - Motion by Tammy Kapraun
    - Second by John Gilbert

The SCAFB does hereby accept the agenda presented.  
Motion Carried Unanimously
- **APPROVAL OF MINUTES**
  - **Resolution 061625-02**
    - Motion by Ken Brill
    - Second by Tammy Kapraun

The SCAFB does hereby approve the June 16, 2025, minutes.  
Motion Carried Unanimously

**CORRESPONDENCE:**

- **JUNE FIRE INCIDENT SUMMARY REPORT**
  - **Resolution 061625-03**
    - Motion by Tammy Kapraun
    - Second by John Gilbert

The SCAFB does hereby accept the June Fire Incident Summary, as presented.  
Motion Carried Unanimously
- **JUNE EMS INCIDENT SUMMARY REPORT**
  - **Resolution 061625-04**
    - Motion by Ken Brill
    - Second by Rae Lynn Hicks

The SCAFB does hereby accept the June EMS Incident Summary, as presented.  
Motion Carried Unanimously

**PROFESSIONAL SERVICE REPORTS:**

- **FIRE CHIEF REPORT**
  - Accepted
- **JUNE FINANCIAL REPORT**
  - **Resolution 061625-06**
    - Motion by Tammy Kapraun
    - Second by Ken Brill

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

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

Motion Carried

- **JUNE BILLS LIST**

- **Resolution 061625-07**

- Motion by Ken Engel

- Second by Ken Brill

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

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

Motion Carried

- **July PAYROLL (For June Calls)**

- **Resolution 061625-08**

- Motion by Ken Engel

- Second by, Rae Lynn Hicks

The SCAFB does hereby accept the July 2025 Payroll, as presented.

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

Motion Carried

### **COMMITTEE REPORTS:**

- **BY-LAWS** – Chairperson Brill, Vacant, Spillane – 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 061625-09**

- Motion by Ken Brill

- Seconds by Tammy Kapraun

The SCAFB does hereby table action on these policies until the July Fireboard meeting

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

Motion Carried

- **Resolution 061625-10**

- Motion by Tammy Kapraun

- Seconds by Ken Brill

The SCAFB does hereby appoint Tim McKnight to the By-Laws Committee

Motion Carried Unanimously

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

### **OLD BUSINESS:**

- **APPARATUS STATUS** – As presented
- **Workman's Comp Bid Request** – Chief Plumb sent out 3 requests for bids for the 2025-2026 Workmans Compensation Insurance. One Insurance Company inquired but never submitted. Michigan Municipal League was the only carrier to submit a coverage proposal.

- **Resolution 061625-10**

- Motion by Ken Engel

- Seconds by Tammy Kapraun

- The SCAFB does hereby accept the sole bid of Workmans Compensation Converge from for the period of July 1, 2025, thru June 30, 2026 in the amount of \$4,558.00 from Michigan Municipal League.

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

Motion Carried

### **NEW BUSINESS**

- **City of Swartz Creek Inspection Program Request -**

The City of Swartz Creek has requested that the fire department staff assist with city rental inspections, utilizing the fire personnel and vehicles with the purpose of utilizing the positive image of the firefighters. The city would provide training as well as the costs associated with the

program. City Manager Zettle was on hand for the discussion and to answer questions. After much discussion and Q&A

- **Resolution 061625-11**
- Motion by Tammy Kapraun
- Seconds by John Gilbert
- The SCAFB does hereby request additional information on this proposal and tables this topic until the July 21, 2025, Fireboard

The SCAFB does hereby tables this topic until July accepts the June EMS Incident Summary, as presented.

Motion Carried Unanimously

#### **GENERAL INFORMATION:**

- **MUNICIPAL BILLINGS – June**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC -**
  - **None**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**
  - **Hicks – Reminded the board that there will be a LEPC meeting on June 24 @2p at the new 9-1-1 building, welcome Tim.**
  - **McKnight – Thank you for the welcoming**
  - **Brill - Welcome Tim, thinks the firefighters' doing inspections is a good thing, see's both sides.**
  - **Kapraun - Welcome Tim**
  - **Gilbert - Welcome Tim**
  - **Engel – Welcome Tim sorry I missed the last month**
  -

#### **MEETING ADJOURNMENT**

The meeting adjourned at 7:18 pm. The next regular meeting will be 7/21/2025 at Station 2 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 6/16/2025 Swartz Creek Area Fire Board meeting:

---

Tom Spillane  
Chairman  
Swartz Creek Area Fire Board

---

Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board