

REGULAR MEETING
June 19, 2023
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, June 19, 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, Raelynn Hicks
City Representative, John Gilbert
Clayton Representative, Tammy Kapraun
City Representative, Ken Brill
Clayton Representative, Brian Lipe
Township Representative, Chuck Lee

Board Members Absent:

Clayton Representative, Tom Spillane

Staff Present:

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

Staff Absent:

Others Present:

See sign in sheet

4. ADDITIONS/CHANGES/DELETIONS-AGENDA APPROVAL

• **Resolution 061923-01**

Motion by John Gilbert

Second by Ken Brill

The SCAFB does hereby approve June 19, 2023 agenda as presented.

Motion Carried

5. APPROVAL OF MINUTES

• **Resolution 061923-02**

Motion by Ken Brill

Second Raelynn Hicks

The SCAFB does hereby approve the May 15, 2023, minutes as presented.

Motion Carried

CORRESPONDENCE:

6. FIRE INCIDENT SUMMARY REPORT

• **Resolution 061923-03**

Motion by Brian Lipe

Second by John Gilbert

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

Motion Carried

7. EMS INCIDENT SUMMARY REPORT

• **Resolution 061923-04**

Motion by Ken Brill

Second by Brian Lipe

The SCAFB does hereby approve the May 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 061923-05**

Motion by Ken Brill

Second by Chuck Lee

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

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

Motion Carried

10. **BILLS LIST**

- **Resolution 061923-06**

Motion by Brian Lipe

Second by Ken Brill

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

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

Motion Carried

11. **PAYROLL**

- **Resolution 061923-07**

Motion by Raelynn Hicks

Second by John Gilbert

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

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

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 provided by Chief Plumb

16. **SCBA Status**- Chief Plumb reported that the representative provided spare SCBA bottles. If there are any problems, they will replace those spares since they cannot be refilled. Training will tentatively be planned for end of June and beginning of July, then units will be placed in service the second week of July, dependent on arrival of units.

17. **WORKMAN'S COMP SPECIFICATIONS APPROVAL** – Policy expires the end of June. Chief Plumb reported that there were two claims in the 7/1/2022-6/30/2023 coverage period but they were not much.

- **Resolution 061923-08**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does hereby accept the Workman's Comp Specifications Opening and approves Fire Chief, D. Plumb to spend \$12,569 on Workman's Comp coverage.

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

Motion Carried

NEW BUSINESS

18. **MML – Workman's Comp Risk Report** – Chief Plumb shared that it was recommended that the fire department look into installing a fire apparatus exhaust control system, as well as an Employee Assistance Program. Chief Plumb said he will do more investigating into these two recommendations.

- **Resolution – 061923-09**

Motion by Raelynn Hicks

Second by Ken Brill

The SCAFB does hereby accept the Workman's Comp Risk Report

Motion Carried

19. Members to come off probation – It was requested by Chief Plumb to take Collin Diekman off of probation.

- **Resolution 061923-10**

Motion by Chuck Lee

Second by John Gilbert

The SCAFB does hereby accept Collin Diekman being taken off of probation.

Motion Carried

- Collin Diekman was sworn in by Chief Plumb

20. Applicants to be considered for employment – Three candidates were recommended for hire by Chief Plumb. These three would be put on probation pending physicals.

- **Resolution 061923-11**

Motion by Ken Brill

Second by Chuck Lee

The SCAFB does hereby accept the recommendation to hire the three new candidates pending physicals.

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

Motion Carried

GENERAL INFORMATION:

21. MUNICIPAL BILLINGS-May

22. FLOWER FUND BALANCE: \$(105.42)

23. RECOMMENDED APPARATUS REPLACEMENT SCHEDULE UPDATED

24. OPEN TO PUBLIC

25. COMMENTS OF FIRE DEPT PERSONNEL

26. CHAIN OF COMMAND APPEALS

27. COMMENTS FROM FIREBOARD MEMBERS – “Congratulations” were given to Collin Diekman for his swearing in.

28. MEETING ADJOURNMENT

Meeting adjourned at 6.26 p.m. The next regular meeting will be 7/17/2023 at Station 2 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