

REGULAR MEETING
July 17, 2023
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, July 17, 2023. Chairman, Tammy Kapraun, called the meeting to order at 6:00 p.m.

- **CALL TO ORDER**

- **PLEDGE OF ALLEGIANCE**

- **ROLL CALL**

City Representative, John Gilbert
Clayton Representative, Brian Lipe
Township Representative, Chuck Lee
Clayton Representative, Tom Spillane
Clayton Representative, Tammy Kapraun
City Representative, Rae Lynn Hicks
City Representative, Ken Brill

Board Members Absent:

Staff Present:

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

Staff Absent:

Others Present:

See sign in sheet

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

- **Resolution 071723-01**

- Motion by John Gilbert

- Second by Tom Spillane

- The SCAFB does hereby accept the July 17, 2023 agenda as amended.

- Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 071723-02**

- Motion by Brian Lipe

- Second John Gilbert

- The SCAFB does hereby approve the June 19, 2023, minutes as presented.

- Motion Carried

CORRESPONDENCE:

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 071723-03**

- Motion by Ken Brill

- Second by John Gilbert

- The SCAFB does hereby accept the June Fire Incident Summary, as presented.

- Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 071723-04**

- Motion by John Gilbert

- Second by Ken Brill

- The SCAFB does hereby accept the June EMS Incident Summary, as presented.

- Motion Carried

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**-report presented by Fire Chief D. Plumb
- **FINANCIAL REPORT**
 - **Resolution 071723-05**
Motion by Brian Lipe
Second by Rae Lynn Hicks
The SCAFB does hereby accept the June 2023 Financial Report, as presented.
Yes: Lipe, Hicks, Kapraun, Spillane, Gilbert, Lee, Brill
Motion Carried
- **BILLS LIST**
 - **Resolution 071723-06**
Motion by Chuck Lee
Second by Brian Lipe
The SCAFB does hereby accept the June 2023 Bills List, as presented.
Yes: Lee, Lipe, Hicks, Kapraun, Spillane, Gilbert, Brill
Motion Carried
- **PAYROLL**
 - **Resolution 071723-07**
Motion by Ken Brill
Second by John Gilbert
The SCAFB does hereby accept the June 2023 Payroll, as presented.
Yes: Gilbert, Lee, Lipe, Hicks, Kapraun, Spillane, Brill
Motion Carried

COMMITTEE REPORTS:

- **By-Laws - Lipe** – Tammy Kapraun reported that an update to the By-Laws Committee needed to be made and that there needed to be three members. The three members who volunteered were Tammy Kapraun, Brian Lipe and Ken Brill.
 - **Resolution 071723-08**
Motion by Ken Brill
Second by Tom Spillane
The SCAFB does hereby accept the By-Laws Committee to consist of Brian Lipe as Chair, as well as Ken Brill and Tammy Kapraun as members.
Motion Carried
- **Health & Safety-Hicks** – Tammy Kapraun reported that an update to the Health & Safety Committee needed to be made and that there needed to be three members. The three members who volunteered were Rae Lynn Hicks, Tom Spillane and John Gilbert.
 - **Resolution 071723-09**
Motion by Brian Lipe
Second by Ken Brill
The SCAFB does hereby accept the Health & Safety Committee to consist of Rae Lynn Hicks as Chair, as well as Tom Spillane and John Gilbert as members.
Motion Carried
- **Personnel-Kapraun** – Tammy Kapraun reported that an update to the Personnel Committee needed to be made and that there needed to be three members. The three members who volunteered were Tammy Kapraun, Chuck Lee and Rae Lynn Hicks.
 - **Resolution 071723-10**
Motion by Brian Lipe
Second by Tom Spillane
The SCAFB does hereby accept the Personnel Committee to consist of Chuck Lee as Chair, as well as Tammy Kapraun and Rae Lynn Hicks as members.
Motion Carried

OLD BUSINESS:

- **APPARATUS STATUS** – Chief Plumb reported that he sent an email update in regards to potential repairs to Engine 21 that is stationed at Station 2. The Maintenance Supervisor is looking the damage over to see if it is something he can repair or if it is something that will need to be sent out. Chief Plumb reported this will need to be done before winter. The update on the new engine that was ordered is that it is expected to be completed as early as April or as late as June. The third topic the Chief addressed was the next apparatus purchase. Chief Plumb reported that the next truck to be purchased he will suggest be a ladder truck. The Chief shared details as to why he would suggest this purchase and how it could benefit the community.
Chief Tabit reported on the purchase of Chief Plumb's recommendation of a ladder truck and the benefits to the department and community.
- **SCBA Status-** Chief Plumb reported that 90% of the equipment is in, they're just missing some masks and software. The department has other tanks they can use in the meantime. Chief Plumb expects the remaining should be arriving the end of July, beginning of August, and have everything in service.
- **WORKMAN'S COMP SPECIFICATIONS APPROVAL** – Chief Plumb reported that the Workman's Comp invoice came in under budget from what the Board approved.

NEW BUSINESS

- **Resignation** – Chief Plumb reported that Erik Jamison has moved out of state and has officially resigned.
 - **Resolution 071723-11**
Motion by Tom Spillane
Second by Ken Brill
The SCAFB does hereby accept the resignation of Erik Jamison from the SCAFD.
Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS-June**
- **FLOWER FUND BALANCE: \$(105.42)**
- **RECOMMENDED APPARATUS REPLACEMENT SCHEDULE UPDATED**
- **UPDATED TELEPHONE LIST**
- **ORGANIZATIONAL CHART**
- **OPEN TO PUBLIC**
- **COMMENTS OF FIRE DEPT PERSONNEL**
- **CHAIN OF COMMAND APPEALS**
- **COMMENTS FROM FIREBOARD MEMBERS –**
Rae Lynn Hicks requested a list of duties for the different committees. Chief Plumb will send the By-Laws out and verify if there is a list of duties for each committee.
Many compliments were made for a busy June.
- **MEETING ADJOURNMENT**

Meeting adjourned at 6:36 p.m. The next regular meeting will be 8/21/2023 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:

July 17, 2023

Tammy Kapraun
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board