

**REGULAR MEETING**  
**August 15, 2022**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, August 15, 2022. Chairman, John Knickerbocker, 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  
City Representative, John Gilbert  
Clayton Representative, Tom Spillane  
Clayton Representative, Tammy Kapraun  
City Representative, John Knickerbocker

**Board Members Absent:**

City Representative, Dave Spillane  
Clayton Representative, Brian Lipe

**Staff Present:**

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

**Staff Absent:**

**Others Present:**

See sign in sheet

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

• **Resolution 081522-01**

Motion by Tammy Kapraun  
Second by Tom Spillane

The SCAFB does hereby approve the August 15, 2022 agenda, as amended  
Motion Carried

**5. APPROVAL OF MINUTES**

• **Resolution 081522-02**

Motion by Raelynn Hicks  
Second by Tammy Kapraun

The SCAFB does hereby approve the June 20, 2022, minutes, as amended  
Motion Carried

**CORRESPONDENCE:**

**6. JUNE FIRE INCIDENT SUMMARY REPORT**

• **Resolution 081522-03**

Motion by Tammy Kapraun  
Second by John Gilbert

The SCAFB does hereby accept the June 2022 Fire Incident Summary, as presented  
Motion Carried

**7. JUNE EMS INCIDENT SUMMARY REPORT**

• **Resolution 081522-04**

Motion by Tammy Kapraun  
Second by John Gilbert

The SCAFB does hereby accept the June 2022 EMS Incident Summary, as presented  
Motion Carried

**8. JULY FIRE INCIDENT SUMMARY REPORT**

- **Resolution 081522-05**

Motion by Tammy Kapraun

Second by Raelynn Hicks

The SCAFB does hereby accept the July 2022 Fire Incident Summary, as presented  
Motion Carried

**9. JULY EMS INCIDENT SUMMARY REPORT**

- **Resolution 081522-06**

Motion by John Gilbert

Second by Tammy Kapraun

The SCAFB does hereby accept the July 2022 EMS Incident Summary, as presented  
Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

**10. FIRE CHIEF REPORT**-report presented by Fire Chief D. Plumb

**11. JUNE FINANCIAL REPORT**

- **Resolution 081522-07**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the June 2022 Financial Report, as presented  
Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker  
Motion Carried

**12. JULY FINANCIAL REPORT**

- **Resolution 081522-08**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the July 2022 Financial Report, as presented  
Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker  
Motion Carried

**13. JUNE BILLS LIST**

- **Resolution 081522-09**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the June 2022 Bills Report, as presented  
Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker  
Motion Carried

**14. JULY BILLS LIST**

- **Resolution 081522-10**

Motion by Tammy Kapraun

Second by Raelynn Hicks

The SCAFB does hereby accept the July 2022 Bills Report, as presented  
Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker  
Motion Carried

**15. JUNE PAYROLL**

- **Resolution 081522-11**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the June 2022 Payroll, as presented

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**16. JULY PAYROLL**

• **Resolution 081522-12**

Motion by Raelynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the July 2022 Payroll, as presented

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**COMMITTEE REPORTS:**

17. By-Laws-Lipe

18. Health & Safety-Hicks

19. Personnel-Kapraun

**OLD BUSINESS:**

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

**21. SCBA Evaluation**

a. **Evaluations**

b. **RFP Proposal Approval**

• **Resolution 081522-13**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby authorize the Fire Chief D. Plumb to submit RFP Proposal as amended

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**22. Utility Vehicle Status**

**23. 2023 Wage Recommendation**

• **Resolution 081522-14**

Motion by Tammy Kapraun

Second by Raelynn Hicks

The SCAFB does hereby approve of the 2023 Wage Recommendation as presented by Fire Chief D. Plumb.

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**NEW BUSINESS:**

**24. Members to be placed on probation**

• **Resolution 081522-15**

Motion by Tammy Kapraun

Second by Tom Spillane

The SCAFB does hereby approve Christian Thrushman to be placed on probation, with Fire Chief D. Plumb's recommendation.

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

• **Resolution 081522-16**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby approve Jacob Villarreal to be placed on probation, with Fire Chief D. Plumb's recommendation.

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**25. Purchase of 1 set of Fire Gear**

- **Resolution 081522-17**

Motion by Raelynn Hicks

Second by Tom Spillane

The SCAFB does hereby approve the purchase of fire gear for Collin Diekman.

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**26. 2023 Budget**

- **Resolution 081522-18**

Motion by John Gilbert

Second by Tammy Kapraun

The SCAFB does hereby approve the Fire Chief, D. Plumb to take the 2023 Budget as presented to the municipalities.

Yes: Gilbert, Hicks, T. Spillane, Kapraun, Knickerbocker

Motion Carried

**27. Fire Agreement**

**28. Firefighters Association Presentation**

Jeff Kelley

**GENERAL INFORMATION:**

**29. MUNICIPAL BILLINGS-June**

**30. FLOWER FUND BALANCE: \$78.41**

**31. OPEN TO PUBLIC**

**32. COMMENTS OF FIRE DEPT PERSONNEL**

**33. CHAIN OF COMMAND APPEALS**

**34. COMMENTS FROM FIREBOARD MEMBERS**

**35. MEETING ADJOURNMENT**

Meeting adjourned at 6:47 p.m. The next regular meeting will be 09/19/2022 at Station 2 at 6:00 pm

Madison Warning  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 08/15/2022 Swartz Creek Area Fire Board meeting:

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John Knickerbocker  
Chairman  
Swartz Creek Area Fire Board

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Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board