

REGULAR MEETING

August 18, 2025 SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held on August 18, 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 2 – 1494 Seymour Rd, Flint

- **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 Citizen Representative, Tim McKnight
Clayton Township Elected Representative, Ken Engel

Board Members Absent:

Staff Present:

Chief Dave Plumb

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

- **Resolution 081825-01**

Motion by John Gilbert

Second by Tammy Kapraun

The SCAFB does hereby accept the agenda as presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 081825-02**

Motion by Ken Brill

Second by Rae Lynn Hicks

The SCAFB does hereby approve the July 21, 2025, minutes.

Motion Carried Unanimously

CORRESPONDENCE:

- **JULY FIRE INCIDENT SUMMARY REPORT**

- **Resolution 081825-03**

Motion by Tammy Kapraun

Second by June Gilbert

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

Motion Carried Unanimously

- **JULY EMS INCIDENT SUMMARY REPORT**

- **Resolution 081825-04**

Motion by Ken Brill

Second by Tammy Kapraun

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

Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 081825-05**

Motion by Tammy Kapraun

Second by Rae Lynn

Chief Plumb advised the board he would be absent from the September meeting and that Assistant Chief Tabit would be at the meeting in his place.

The SCAFB does hereby accept the Fire Chiefs Report as presented.

Motion Carried Unanimously

- **JULY FINANCIAL REPORT**

- **Resolution 081825-06**

- Motion by Rae Lynn Hicks

- Second by Ken Brill

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

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

Motion Carried

- **JULY BILLS LIST**

- **Resolution 081825-07**

- Motion by Tammy Kapraun

- Second by John Gilbert

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

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

Motion Carried

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

- **Resolution 081825-08**

- Motion by Tammy Kapraun

- Second by, Ken Engel

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

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

Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Brill, Vacant, Spillane –Nothing to report
- **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

- **2026 Budget**

Chief Plumb provided an updated copy of the 2026 budget proposal. Chief Plumb answered questions related to specific to Officer Salaries. Chief Plumb requests the approval of the 2026 Budget Draft to be sent to the municipalities for consideration and approval.

- **Resolution 081825-09**

- Motion by Tammy Kapraun (Discussion)

- Seconds by Ken Brill

Final motion is to send the budget to the municipalities with the proposed amount set, with the understanding that the Officer Salaries would be reviewed by the Personnel Committee with the amount not to exceed the proposed amount.

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

NEW BUSINESS

- **Audit Bid Approval**

Chief Plumb presented the proposed Audit bid proposal that is required to be renewed every 3 years.

- **Resolution 081825-10**

- Motion by Tammy Kapraun

- Seconds by Tim McKnight

The SCAFB does hereby approve the Audit Bid approval and directs the Fire Chief to seek proposals.

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

Motion Carries

- **MEMBERS TO BE PLACED ON PROBATION**

Chief Plumb recommends the histing of Noah Jackson pending the verification of proper documentation, physical and background results.

- **Resolution 081825-11**

- Motion by Ken Brill

- Seconds by Rae Lynn Hicks

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

Motion Carries

- **MEMBERS TO BE SWORN IN**

Since he was unable to attend the July meeting, Chief Plumb sworn in Firefighter Jackson Bondie.

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – July**

- **FLOWER FUND BALANCE: \$(125.42)**

- **OPEN TO PUBLIC -**

- **COMMENTS OF FIRE DEPT PERSONNEL - None**

- **CHAIN OF COMMAND APPEALS - None**

- **COMMENTS FROM FIREBOARD MEMBERS**

- Brill – Nothing

- Engle – Nothing

- Hick- Congrats to Jackson

- McKnight – Congrats to Jackson

- Kapraun – Congrats to Jackson

- Gilbert - Congrats to Jackson

- Spillane -Congrats to Jackson

MEETING ADJOURNMENT

The meeting adjourned at 6:49 pm. The next regular meeting will be 9/15/2025 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 8/18/2025 Swartz Creek Area Fire Board meeting:

Tom Spillane

Chairman

Swartz Creek Area Fire Board

Rae Lynn Hicks

Secretary/Treasurer

Swartz Creek Area Fire Board