

REGULAR MEETING
August 12, 2023
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, August 12, 2023. Chairman, Tammy Kapraun, called the meeting to order at 6:00 p.m.

- **CALL TO ORDER**

- **PLEDGE OF ALLEGIANCE**

- **ROLL CALL**

Clayton Representative, Brian Lipe
Clayton Representative, Tom Spillane
Clayton Representative, Tammy Kapraun
City Representative, Rae Lynn Hicks
City Representative, Ken Brill

Board Members Absent:

City Representative, John Gilbert
Township Representative, Chuck Lee

Staff Present:

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

Others Present:

See sign in sheet

- **ADDITIONS/CHANGES/DELETIONS-AGENDA APPROVAL** – Chief Plumb requested that Agenda Item 18 (Members to be taken off probation and Swearing in) be moved up after the Approval of Minutes due to staff training. Ken stated the date on the Agenda stated August 12, 2023 rather than August 21, 2023.

- **Resolution 082123-01**

- Motion by Brian Lipe
Second by Ken Brill

The SCAFB does hereby accept the August 21, 2023 agenda as amended.
Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 082123-02**

- Motion by Tom Spillane
Second by Brian Lipe

The SCAFB does hereby approve the July 19, 2023, minutes as presented.
Motion Carried

CORRESPONDENCE:

- **MEMBERS TO BE TAKEN OFF PROBATION** – Chief Plumb recommended three members be taken off probation. Chief Plumb reported that Christian Thrushman successfully completed his probationary period, completed the Fire Academy and is a licensed EMT. He requested he be taken off probation and that his pay be moved to \$18 per hour. Chief Plumb reported that Jacob Villareal successfully completed his probationary period. He stated that Jacob was already certified graduating from the GCI Academy. He requested that he be taken off probation and pay be moved to \$17 per hour. He stated the difference in his Villareal and Thrushman's pay is the EMT license which

Villareal just enrolled into and Thrushman enrolled into Paramedic school. Chief Plumb reported that Abigail Bowen is coming to us fully certified from Corunna-Caledonia Fire. He stated that she has completed all of her probationary period even though she hasn't been here quite a year. Chief Plumb stated he is recommending her be taken off probation two months early because of her commitment. He also recommended that her pay be moved to \$17 per hour.

- **Resolution 082123-03**

Motion by Ken Brill

Second by Tom Spillane

The SCAFB does here by accept the recommendation to remove these three members off of probation, as presented by Chief Plumb.

Yes: Spillane, Lipe, Hicks, Kapraun, Brill

Motion Carried

- **SWEARING IN** – Christian Thrushman, Jacob Villareal and Abigail Bowen were all sworn in by Chief Plumb.

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 082123-04**

Motion by Brian Lipe

Second by Ken Brill

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

Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 082123-05**

Motion by Ken Brill

Second by Brian Lipe

Tom Spillane stated that for Clayton Township, it seemed high.

Chief Plumb stated that they have Twin Township. He also stated that MMR is starting to move their base out of the northern part of the county which is affecting Clayton Township. Chief Plumb stated that there are times that it is also being affected by ambulance availability.

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

Motion Carried

PROFESSIONAL SERVICE REPORTS:

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

- **FINANCIAL REPORT**

- **Resolution 082123-06**

Motion by Brian Lipe

Second by Ken Brill

Tammy Kapraun asked Chief Plumb how the outlook is by looking at percentages on the report.

Chief Plumb reported that the insurance is a little over due to Workman's Comp. He stated that when all of the SCBA equipment is received then that will be adjusted. Chief Plumb ran through some of the numbers and stated he thinks we'll be in good shape.

The SCAFB does hereby accept the July 2023 Financial Report, as presented.

Yes: Lipe, Hicks, Kapraun, Spillane, Brill

Motion Carried

- **BILLS LIST**

- **Resolution 082123-07**

- Motion by Ken Brill

- Second by Brian Lipe

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

Yes: Lipe, Hicks, Kapraun, Spillane, Brill

Motion Carried

- **PAYROLL**

- **Resolution 082123-08**

- Motion by Tom Spillane

- Second by Rae Lynn Hicks

The SCAFB does hereby accept the July 2023 Payroll, as presented.

Yes: Spillane, Lipe, Hicks, Kapraun, Brill

Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Lipe, Kapraun, Brill – Chief Plumb stated that he and the attorney have not been able to meet. He stated they will try to meet next week to discuss the hiring requirements and will be back before the board to discuss this. Brill
- **HEALTH & SAFETY** – Hicks, Spillane, Gilbert – Rae Lynn Hicks reported on the NFPA magazine and suggested to sign up and receive this, as there is information within there that discusses volunteer firefighting.
- **PERSONNEL** – Lee, Kapraun, Hicks – Nothing to report

OLD BUSINESS:

- **APPARATUS STATUS** – Chief Plumb reported that there is still one truck out of service. He stated it has not affected response capabilities.

NEW BUSINESS

- **2024 BUDGET** – Chief Plumb reported he met with the Township Supervisor and City Manager and went over the budget. He stated that there is showing an increase in the budget of over 22%. He stated this is due to equipment costs. Chief Plumb stated that he is confident with previous apparatus sales that once the truck that is being replaced in April or May is sold, it will help offset that, but for budget purposes, he still has to account for that increase. He stated he has applied for two grants that will go towards fire equipment which would be around \$10,000 to offset that increase. He stated that he has two opportunities for a grant for the Jaws which would offset the budget around \$39,000. Chief Plumb stated that based on the truck alone, he feels comfortable passing the increase on to the municipalities. He stated that we have three sets of Jaws that are all over 20 years old and are all hydraulic which they experience problems with on a regular basis. The ones that they are looking at are battery operated. This would allow easy use if needing to use them a distance from the trucks, as well as easier to handle. Once they receive one set of Jaws, they can look at replacing the others. Chief Plumb reported that the budget included two bottles for the cascade system. He stated the 4500 bottles for the SCBAs they take more air to fill up the bottles. He stated they can fill them up with the ones they have now but they run out of air faster. He reported they will need to replace the foam on the new truck due to whatever being on the truck now, will go with it when it is sold.
Rae Lynn Hicks asked if with the grants and selling of the truck if the increase would still be at 22%.

Chief Plumb responded that hopefully there would only be a minimal increase, if at all. He stated he is still waiting to hear on the Rural Development grant. He reiterated that if they were not to receive any grants or sell the truck, the budget increase would be the 22%.

Tammy Kapraun asked where Chief Plumb is applying for the grants.

Chief Plumb stated that for the Jaws, he is applying for the grant through Firehouse Subs. He stated they will cost around 70%, or up to \$25,000. Chief Plumb stated he will apply for this grant in October and again in February. He stated that the Rural Development Fire Service grant is one that he has applied for. Chief Plumb reported he'll be looking at a FEMA grant for a future fire truck.

Tammy Kapraun asked if we are looking at hiring someone to apply for the grants.

Chief Plumb responded that he thinks we should for the fire truck. He stated that he has reached out to some fire Chiefs in the county and see who they have used.

Tom Spillane asked how soon this will be presented.

Chief Plumb stated the September meeting.

- **Resolution 082123-09**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby approve presenting the proposed budget to the municipalities for approval.

Yes: Kapraun, Spillane, Lipe, Hicks, Brill

Motion Carried

- **RECOMMENDED APPARATUS REPLACEMENT SCHEDULE** – Chief Plumb said when he met with the municipality leaders, they discussed trying to put out an idea at where we are with trucks. He stated that after this next truck being recommended, it'll be around ten years before we will need to purchase another truck. After that it should be on a five-year rotation. He stated that at the meeting it was suggested that the Fire Board review this and pass this onto the municipalities as a guide for future purchases. Chief Plumb reported this does not have to be locked in, it is only a guide to help with budget purposes. He stated that the only other suggestion he would have would be for the next purchase, a ladder truck, to sign a contract and have the order in by September 2024. We could expect delivery by late 2027.

- **Resolution 082123-10**

Motion by Ken Brill

Second by Tom Spillane

The SCAFB does hereby accept the recommendation to present the Recommended Apparatus Replacement Schedule to the municipalities, as presented.

Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS-July**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC** – Nate Henry asked Chief Plumb if he knew what the insurance policy covers the trucks for.

Chief Plumb stated that after the incident at Flint Township, he increased it to replacement value. He stated that it was 2023 replacement value. He stated that all trucks are currently listed at \$800,000 for replacement.

Rae Lynn Hicks asked if that covers the equipment on the truck.

Chief Plumb responded that it does not since equipment can be transferred. That would be replacement value for just the truck.

- **COMMENTS OF FIRE DEPT PERSONNEL**
- **CHAIN OF COMMAND APPEALS**
- **COMMENTS FROM FIREBOARD MEMBERS** – Congratulations were given to those individuals taken off probation.

Ken Brill asked Chief Plumb, with the condos on Morrish Road and other changes being made on Fortino Drive, if emergency lights warning the public of trucks leaving the fire station would be something to look into.

Chief Plumb stated that it would be something to look into.

- **MEETING ADJOURNMENT**

Meeting adjourned at 6:40 pm. The next regular meeting will be 9/18/2023 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 8/21/2023 Swartz Creek Area Fire Board meeting:

Tammy Kapraun
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board