

REGULAR MEETING
August 17, 2020
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, August 17, 2020, at Station 2. Chairman, John Knickerbocker, called the meeting to order at 6:03 p.m.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Clayton Representative, Brian Lipe *virtually*
City Representative, John Knickerbocker
City Representative, Rae Lynn Hicks
City Representative, Dave Spillane *arrived 6:19*
Clayton Representative, Tom Spillane
Clayton Representative, Tammy Kapraun

Board Members Absent:

City Representative, John Gilbert

Staff Present:

Attorney, Bill Cavanaugh
Fire Chief, Dave Plumb
Acct./Clerical, Kim Borse

Staff Absent: None

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

Add "Approval of the Agenda"

- **Resolution 081720-01**

Motion by Tammy Kapraun
Second by Tom Spillane

The SCAFB does hereby approve the August 2020 agenda, as presented
Motion Carried

- 5. APPROVAL OF MINUTES**

- **Resolution 081720-02**

Motion by Tammy Kapraun
Second by Rae Lynn Hicks

The SCAFB does hereby approve the July 2020 minutes, as presented
Motion Carried

CORRESPONDENCE:

- 6. INCIDENT SUMMARY REPORT**

- **Resolution 081720-03**

Motion by Tammy Kapraun
Second by Rae Lynn Hicks

The SCAFB does hereby approve the July 2020 Incident Summary, as presented
Motion Carried

PROFESSIONAL SERVICE REPORTS:

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

- **Resolution 081720-04**

Motion by Rae Lynn Hicks
Second by Tammy Kapraun

The SCAFB does hereby approve the July 2020 Financial Report, as presented
Yes: Hicks, Kapraun, Lipe, T. Spillane, Knickerbocker
Abstain: D. Spillane
Motion Carried

9. BILLS LIST

• **Resolution 081720-05**

Motion by Tammy Kapraun
Second by Tom Spillane

The SCAFB does hereby approve the July 2020 Bills List, as presented
Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

10. PAYROLL

• **Resolution 081720-06**

Motion by Brian Lipe
Second by Tammy Kapraun

The SCAFB does hereby approve the July 2020 Payroll, as presented
Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

COMMITTEE REPORTS:

Health & Safety-
Personnel-Kapraun

11. By-Laws-Lipe

• **Resolution 081720-07**

Motion by Rae Lynn Hicks
Second by Brian Lipe

The SCAFB does hereby approve the By-Laws changes and directs the Chief to forward them to the Municipalities for response within 30 days.

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

OLD BUSINESS:

12. APPARATUS STATUS-report presented by Fire Chief D. Plumb

13. PAYROLL TAXES

• **Resolution 081720-08**

Motion by Tammy Kapraun
Second by Rae Lynn Hicks

The SCAFB does hereby direct staff to pay the \$3200.88 tax owed and request fines/fees be forgiven. Staff is allowed to pay up to \$2000 in fines/fees, if not forgiven.

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

• **Resolution 081720-09**

Motion by Tammy Kapraun
Second by Tom Spillane

The SCAFB does hereby allows staff to pay up to \$2000 in fines/fees, if not forgiven.

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

NEW BUSINESS:

14. TURN OUT GEAR BID LANGUAGE

• **Resolution 081720-10**

Motion by Tammy Kapraun
Second by Tom Spillane

The SCAFB does hereby direct the Chief to obtain bids for up to 12 sets of Turn Out Gear

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker
Motion Carried

15. END OF YEAR FUND BALANCE (2017-2019)

16. ELECTRONIC PAYMENT POLICY

• **Resolution 081720-11**

Motion by Tammy Kapraun

Second by Brian Lipe

The SCAFB does hereby approve Policy 122, Electronic Payments

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker

Motion Carried

17. EMPLOYEES TO PLACE ON PROBATION: *T. Herr*

• **Resolution 081720-12**

Motion by Dave Spillane

Second by Tammy Kapraun

The SCAFB does hereby place Tyler Herr, on 1-year probation, pending completion of stipulations presented by the Chief.

Yes: Hicks, Kapraun, Lipe, D. Spillane, T. Spillane, Knickerbocker

Motion Carried

GENERAL INFORMATION:

18. MUNICIPAL BILLINGS

19. FLOWER FUND BALANCE: \$173.00

20. OPEN TO PUBLIC

21. COMMENTS OF FIRE DEPT PERSONNEL

22. CHAIN OF COMMAND APPEALS

23. COMMENTS FROM FIREBOARD MEMBERS

24. MEETING ADJOURNMENT

Meeting adjourned at 7:02 p.m. The next regular meeting will be 09/21/2020 at Station 2 at 6:00 pm

Kim Borse

Accounting/Clerical Specialist,

Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 08/17/2020 Swartz Creek Area Fire Board meeting:

John Knickerbocker
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board