

**REGULAR MEETING**  
**September 18, 2023**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, September 18, 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  
Township Representative, Chuck Lee  
Clayton Representative, Tammy Kapraun  
City Representative, Rae Lynn Hicks  
City Representative, Ken Brill

**Board Members Absent:**

Clayton Representative, Brian Lipe  
Clayton Representative, Tom Spillane

**Staff Present:**

Fire Chief, Dave Plumb (via phone)  
Attorney, Bill Cavanaugh  
Acct./Clerical, Corissa Hull

**Others Present:**

See sign in sheet

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

- **Resolution 091823-01**

- Motion by John Gilbert  
Second by Ken Brill

The SCAFB does hereby accept the September 18, 2023 agenda as presented.  
Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 091823-02**

- Motion by Ken Brill  
Second by John Gilbert

The SCAFB does hereby accept the August 21, 2023 amended minutes with the date change.  
Motion Carried

**CORRESPONDENCE:**

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 091823-03**

- Motion by Ken Brill  
Second by John Gilbert

The SCAFB does hereby accept the August Fire Incident Summary, as presented.  
Yes: Gilbert, Lee, Hicks, Kapraun, Brill  
Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 091823-04**

- Motion by Ken Brill

- Second by Chuck Lee

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

Yes: Kapraun, Gilbert, Lee, Hicks, Brill

Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

- **FIRE CHIEF REPORT**-report presented by Fire Chief D. Plumb – Nothing to add
- **FINANCIAL REPORT** – Chief Plumb reported that lines 4704 (Salaries – Chief and Salaries – Staff) and 4705 (Salaries – Maintenance) will be looked into. Salaries – Chief and Salaries – Staff include the Chief’s salary, as well as Madison Warning and Corissa Hull’s pay. It appears that M. Warning, C. Hull, truck checks and maintenance work by Brian Scott appears to be going to 4707 (Salaries – Firefighters). Chief Plumb reported that this was a problem last year and adjustments had to be made. He stated that three line items are over but he doesn’t expect it to exceed that. Everything else is at or below the 75% mark so Chief Plumb thinks we’ll be on track for the rest of the budget. For line 4709 (Medical – Firefighters), that included the physicals. When the two firefighters were recently hired, that is why that went over. Chief Plumb reported that there is enough in other line items that an adjustment can be made for that. Workman’s Comp did increase, that is why Insurance is over. Chief Plumb reiterated that the Computer Software/Upgrade line item, like discussed in the past, didn’t pick up the Microsoft portion of that line item. For the Fire Equipment Budget, the check was sent out for the air packs, so that will come back into line. We will have to make a line item adjustment to account for the SCBA. Chief Plumb stated that he thinks the budget will be ok.

- **Resolution 091823-05**

- Motion by RaeLyn Hicks

- Second by Ken Brill

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

Yes: Hicks, Kapraun, Gilbert, Lee, Brill

Motion Carried

- **BILLS LIST**

- **Resolution 091823-06**

- Motion by RaeLyn Hicks

- Second by Ken Brill

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

Kapraun asked what Mission Square was.

Hull answered that it is ICMA.

Yes: Lee, Hicks, Kapraun, Gilbert, Brill

Motion Carried

- **PAYROLL**

- **Resolution 091823-07**

- Motion by Ken Brill

- Second by Chuck Lee

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

Yes: Gilbert, Lee, Hicks, Kapraun, Brill

Motion Carried

## COMMITTEE REPORTS:

- **BY-LAWS** – Lipe, Kapraun, Brill – Nothing to report
- **HEALTH & SAFETY** – Hicks, Spillane, Gilbert – Chief Plumb reported that Policy 108 states the Health & Safety Committee is to meet once every three years. Chief Plumb stated he will be looking for a volunteer to attend Sunday's Fire Association Meeting. The Chief reported that himself, the Chair, Assistant Chief Tabit to review the policies and see if there is anything that needs to be updated or corrected in Policy 108.
- **PERSONNEL** – Lee, Kapraun, Hicks – Nothing to report

## OLD BUSINESS:

- **APPARATUS STATUS** – Nothing to add

## NEW BUSINESS

- **2024 BUDGET** – Chief Plumb reported that both municipalities approved the 2024 Budget in the draft form.
- **RECOMMENDED APPARATUS REPLACEMENT SCHEDULE** – Chief Plumb reported that he presented to the municipalities a recommendation for the next purchase to be a ladder truck. He stated that no action was taken by either board, but he stated this was an early conversation piece. Chief Plumb stated that we can discuss more next year to start planning and seeing if we can obtain approval.
- **MI – TREASURY GRANT AWARD** – Chief Plumb reported we were awarded \$20,000. This won't come in until October or November. He stated this will be returned to the municipalities with the budget year-end balance. He stated it is specific, \$10,000 per municipality. Chief Plumb reported that it qualifies for reimbursement of any type of equipment (pants, coats, boots, helmets, gloves, hoods, radio equipment, batteries, microphones, SCBA). He stated he gathered all of the receipts from the last year and submitted it for reimbursement and that is how we'll receive the funds. Again, it will be dispersed with the year-end balance.

## GENERAL INFORMATION:

- **MUNICIPAL BILLINGS-August**
- **FLOWER FUND BALANCE: \$(105.42)**
- **OPEN TO PUBLIC** – None
- **COMMENTS OF FIRE DEPT PERSONNEL** - None
- **CHAIN OF COMMAND APPEALS** - None
- **COMMENTS FROM FIREBOARD MEMBERS** – Hicks reported on the NFPA magazine and information within the magazine.

Kapraun asked regarding the first Sunday in October usually being the Open House. She asked if there is a date for that.

Chief Plumb stated that it will be discussed at this Sunday's meeting. He stated when the last Fire Prevention Officer left, it got dropped. Chief Plumb expressed his disappointment with the association. He said that it is usually the first Sunday of October. Kapraun asked if they will be doing the Open House or not?

Chief Plumb said that he doesn't see any reason why they're not. He stated it should be October 8, 2023.

Kapraun asked if the Christmas Parade will be happening?

Chief Plumb stated that the Chairman has the paperwork to submit. He also stated he gave them Hick's information to get with the Women's group because we partnered with them the last few years to do the tree lighting. Chief Plumb said that is on the agenda to be discussed.

- **MEETING ADJOURNMENT**

Meeting adjourned at 6:27 pm. The next regular meeting will be 10/16/2023 at Station 2 at 6:00 pm.

Motion by John Gilbert

Support by Chuck Lee

Corissa Hull  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 9/18/2023 Swartz Creek Area Fire Board meeting:

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Tammy Kapraun  
Chairman  
Swartz Creek Area Fire Board

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Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board