

**REGULAR MEETING
October 20, 2025
SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held on October 20, 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**

Clayton Township Elected Representative, Tom Spillane
Clayton Twp Swing Representative, Tammy Kapraun
City of Swartz Creek Elected Representative, Rae Lynn Hicks
City of Swartz Creek Elected Representative, John Gilbert
City of Swartz Creek Citizen Representative, Ken Brill
Clayton Township Citizen Representative, Tim McKnight
Clayton Township Elected Representative, Ken Engel

Board Members Absent:

Staff Present:

Chief Plumb

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

- **Resolution 102025-01**

Motion by Tammy Kapraun

Second by Ken Brill

The SCAFB does hereby accept the agenda as presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 102025-02**

Motion by Ken Brill

Second by Rae Lynn Hicks

The SCAFB does hereby approve the September 15, 2025, minutes.

Motion Carried Unanimously

CORRESPONDENCE:

- **SEPTEMBER FIRE INCIDENT SUMMARY REPORT**

- **Resolution 102025-03**

Motion by John Gilbert

Second by Ken Brill

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

Motion Carried Unanimously

- **SEPTEMBER EMS INCIDENT SUMMARY REPORT**

- **Resolution 102025-04**

Motion by Ken Brill

Second by Tammy Kapraun

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

Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 102025-05**

Motion by Tim McKnight

Second by Tammy Kapraun

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

Motion Carried Unanimously

- **SEPTEMBER FINANCIAL REPORT**

- **Resolution 102025-06**

Motion by Tammy Kapraun

Second by John Gilbert
The SCAFB does hereby accept the September 2025 Financial Report, as presented.
Yes: Gilbert, Spillane, Hicks, Brill, Kapraun, McKnight, Engel
Motion Carried

- **SEPTEMBER BILLS LIST**

- **Resolution 102025-07**

- Motion by Tim McKnight

- Second by Rae Lynn Hicks

Ms Kapraun inquired on the bill for R

The SCAFB does hereby accepts the September 2025 Bills List, as presented.

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

Motion Carried

- **OCTOBER PAYROLL (For September Calls)**

- **Resolution 102025-08**

- Motion by Ken Engle

- Second by, Ken Brill

The SCAFB does hereby accepts the October 2025 Payroll, as presented.

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

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 – Chair Kapraun advised the board the committee would be meeting after tonight's meeting to discuss.

OLD BUSINESS:

- **APPARATUS STATUS** – As presented

NEW BUSINESS

- **AUDITOR BOD OPENINGS**

Chief Plumb advised the board he sent out 4 requests for bids. Those included Roy Noy, Berthiame and Co., Plate Moran, and Taylor Morgan. No response was received from Roy Noy, a decline email was sent from Plante Moran, and we received two proposals, one from Berthiame and the other from Taylor Morgan.

Chair Spillane opened the sealed bids as follows:

Taylor Morgan – 2025 =\$8500, 2026=\$9000, 2027=\$9500

Berthiame and Co. – 2025 = 5\$825, 2026= \$6000, 2027 =\$6200

Resolution 102025-09

Motion by Tammy Kapraun

Seconds by Rae Lynn Hicks

To accept the low bid from **Berthiame** and Co. as proposed.

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

- **RESIGNATION**

Firefighter Dan Merriam submitted his resignation citing time constraints.

Resolution 102025-10

Motion by Tammy Kapraun

Seconds by Rae Lynn Hicks

The SCAFB does hereby accept the resignation of Dan Merriam with regrets.

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

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – August**
- **FLOWER FUND BALANCE: \$(125.42)**
- **OPEN TO PUBLIC - Mayor Henry advised that the City Council will be presenting a proclamation to the Fire**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**
 - **McKnight – Expressed disappointment that those who attended the state memorial were not aware that a former member was being added to the wall. Mr. McKnight suggested in the future this be made aware of the department and board to consider doing something. Chief Plumb took ownership of failing to communicate this and was aware and approved of the addition to the memorial wall.**

MEETING ADJOURNMENT

The meeting was adjourned at 6:40 pm. The next regular meeting will be on 11/17/2025 at Station 2 at 6:00 pm.

Dave Plumb

Fire Chief

Swartz Creek Area Fire Board

**At the conclusion of the meeting, Chief Plumb informed the board that on Sunday October 19, 2025, he delivered surplus equipment including 2 sets of Jaws of Life and 3 fans to the Newton Fire Department in the Upper Peninsula. The department was in need of one set of jaws and will disrepute the other equipment to departments that may need it.

I certify these minutes to be a true and accurate account of the 10/20/2025 Swartz Creek Area Fire Board meeting:

Tom Spillane

Chairman

Swartz Creek Area Fire Board

Rae Lynn Hicks

Secretary/Treasurer

Swartz Creek Area Fire Board