

REGULAR MEETING
November 20, 2023
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held November 20, 2023. Chairman, Tammy Kapraun, called the meeting to order at 6:00 pm.

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**

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

Board Members Absent:

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**

- **Resolution 112023-01**

Motion by Ken Brill

Second by Tom Spillane

The SCAFB does hereby approve the November 20, 2023 amended agenda to add December 18, 2023 meeting and Additional Purchases.

Motion Carried

- **APPROVAL OF MINUTES**

- **Resolution 112023-02**

Motion by John Gilbert

Second by Brian Lipe

The SCAFB does hereby accept the September 18, 2023 minutes as presented.

Motion Carried

CORRESPONDENCE:

- **SEPTEMBER FIRE INCIDENT SUMMARY REPORT**

- **Resolution 112023-03**

Motion by John Gilbert

Second by Rae Lynn Hicks

The SCAFB does hereby accept the September Fire Incident Summary, as presented. Kapraun asked regarding Ingalls Street address. She mentioned three calls to this address.

Chief Plumb stated that this was turned over to the City. He noted they were sent notice due to the fire alarm going off numerous times. Chief Plumb stated that since he spoke with them the last time, they haven't been back since.

Motion Carried.

- **SEPTEMBER EMS INCIDENT SUMMARY REPORT**

- **Resolution 112023-04**

Motion by Tom Spillane

Second by Brian Lipe

The SCAFB does here by accept the September EMS Incident Summary Report, as presented.

Hicks asked if there are any problems.

Chief Plumb reported the only thing they're starting to see is the availability of people. He stated that are three that are available consistently. As far as medical calls themselves, nothing has changed. Chief Plumb noted that on the 911 side, they are looking at changing the tier system.

Hicks asked if Flushing is still doing their own.

Chief Plumb answered that they are. He stated that they are 24/7. He noted that there are one, sometimes two people that they're paying around the clock.

Kapraun asked how many we have certified and if we are rotating them.

Chief Plumb stated that we have ten. He reported they are trying to rotate them but that it is complicated. He stated that Monday, Tuesday and Wednesday are no problem.

Thursday through the weekend, it's a rotation of people taking it when they're available.

He noted that cardiac arrest calls within the city, MedStar is usually on scene first. He noted the fire department is automatically dispatched because of the type of call.

Kapraun noted that it was said the fire department would only be dispatched if the ambulance was eight minutes away.

Chief Plumb stated that that is correct on every call except cardiac arrest. Any cardiac arrest is automatic. He noted that there was an incident at Kroger a couple of weeks ago where the fire department arrived before the ambulance, did CPR and the individual survived. Chief Plumb noted that he will have a report next month on where we go from here. He will make a recommendation on what we should do, especially with trying to get this staffed. Chief Plumb noted that he'll meet with the EMS group, then he'll make a recommendation. From there, it will go to municipalities for a decision. He reiterated the concern regarding the staffing portion of it. Chief Plumb said there is a truck at each station. He noted that there is staff that live close to the stations. They may not take the truck, but if a call is dispatched, they are close enough to get there. He noted that it is outside of the parameters of what they had originally set of having the car with them at all times. This has just been within the last 30 days that this has been the case.

Motion Carried

- **OCTOBER FIRE INCIDENT SUMMARY REPORT**

- **Resolution 112023-05**

Motion by Ken Brill

Second by Tom Spillane

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

Motion Carried

- **OCTOBER EMS INCIDENT SUMMARY REPORT**

- **Resolution 112023-06**

Motion by Rae Lynn Hicks

Second by John Gilbert

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

Motion Carried

PROFESSIONAL SERVICE REPORTS:

- **SEPTEMBER FINANCIAL REPORT**

- **Resolution 112023-07**

Motion by Brian Lipe

Second by Ken Brill

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

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

Motion Carried

- **SEPTEMBER BILLS LIST**

- **Resolution 112023-08**

Motion Brian Lipe

Second Ken Brill

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

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

Motion Carried

- **SEPTEMBER PAYROLL**

- **Resolution 112023-09**

Motion by Rae Lynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the September Payroll, as presented.

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

Motion Carried

- **OCTOBER FINANCIAL REPORT**

- **Resolution 112023-10**

Motion by Brian Lipe

Second by Rae Lynn Hicks

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

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

Motion Carried

- **OCTOBER BILLS LIST**

- **Resolution 112023-11**

Motion by Rae Lynn Hicks

Second by Ken Brill

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

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

Motion Carried

- **OCTOBER PAYROLL**
 - **Resolution 112023-12**

Motion by Rae Lynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the October Payroll, as presented.

Yes: Gilbert, Lipe, Hicks, Kapraun, Spillane, Gilbert

Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** - Lipe, Kapraun, Brill - Nothing to report
- **HEALTH & SAFETY** - Hicks, Spillane, Gilbert - Nothing to report
- **PERSONNEL COMMITTEE** - Lee, Kapraun, Hicks - Nothing to report

OLD BUSINESS:

- - **APPARATUS STATUS** - Chief Plumb reported that 22 is back in service. He noted the door mechanism was replaced on 21. He reported that after the pump testing was done and the maintenance supervisor looked the truck over, he is satisfied that the truck can go back in service. Chief Plumb noted that originally they were expecting approximately \$8,000 in repairs due to wiring issues. The maintenance supervisor is recommending we don't worry about that at this time as we are expecting a new truck in a couple of months and then we can reevaluate. He reported that it is safe and there are no problems with it. Hicks asked if that is written down.
Chief Plumb stated that it is documented and he received the official reports.
- **MI-TREASURY GRAND AWARD** - Chief Plumb reported that we have not heard anything yet. He stated that in December we should receive a check or more information.

NEW BUSINESS:

- **OFFICER POSTING** - Chief Plumb noted that earlier this year we lost a Captain and a Lieutenant. At that time, he chose not to fill the positions. Chief Plumb stated that he believes we need to start preparing for long term replacement. He stated that he would like to use what we've used in the past to post the position. He stated he will need the Board approval to post the position for a Sergeant's position. Once that is certified, he will bring it back to the board for recommendation for promotions. Chief Plumb stated that would lead to our current Sergeant's being promoted and the new individuals replacing the Sergeants.
Hicks asked how many positions.
Chief Plumb reported that there are four Lieutenant positions that are vacant and a vacant Captain position. He doesn't see filling the Captain position right away. He stated that he would likely promote the three to Lieutenant and then fill three additional Sergeant positions. He noted we still have an EMS Sergeant.
Hicks asked how many openings there are.
Chief Plumb stated we are budgeted for two Sergeants and we have four we are budgeted for four Lieutenants and we have zero, and we are budgeted for two Captains and we have one. Even if you move the Sergeants up to Lieutenants, we'd still have two vacancies there and a vacant Captain.

Hicks asked if the budget is set for this.

Chief Plumb confirmed that the budget does include this.

- **Resolution 112023-13**

Motion by Rae Lynn Hicks

Second by Ken Brill

The SCAFB does hereby approve to allow Chief Plumb to post for Officer positions.

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

Motion Carried

- **PPE PURCHASE APPROVAL** - Chief Plumb noted that back in the summer we brought before the Board approval for new PPE. He stated that the vendor is holding the price until December 31, 2023, which is \$3,175. He noted that we budgeted for two but only purchased one. Chief Plumb reported that we will have a budget surplus this year. He is asking to buy two more sets of gear this year because two people are in expired gear. He noted that those two are in the fire academy so they are not exposed to fire suppression. The vendor stated it will take about six weeks to receive the equipment. He stated that each set is \$3,175 but there could be a lower price if we do a bulk purchase with other departments for end of year pricing.

Kapraun asked if we are over in any other areas of the budget.

Chief Plumb stated that we will have to do line item adjustments in a couple different places but that we will be under budget.

- **Resolution 112023-14**

Motion by Rae Lynn Hicks

Second by Ken Brill

The SCAFB does hereby approve to allow Chief Plumb to make a purchase for new PPE.

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

Motion Carried

- **DECEMBER 18, 2023 MEETING** - Chief Plumb reported that the City is holding their meeting on December 18, 2023. He is asking that the December 18, 2023 be moved to Station 1.

- **Resolution 112023-15**

Motion by Ken Brill

Second Brian Lipe

The SCAFB does hereby approve to move the December 18, 2023 meeting to Station 1.

Motion Carried

- **2023 ADDITIONAL PURCHASES** - Chief Plumb reported that for multiple reasons we are under budget. He stated that there is some equipment that we keep putting off and didn't budget for for next year. Chief Plumb stated that he would like to come back next month with an estimated fund balance and recommendations. At that meeting, make a decision on whether we make any purchases with the 2023 budget so that we can purchase the equipment.

Hicks asked if the municipalities must approve these purchases.

Chief Plumb stated the only thing that would have to be done is anything above the 10% transfers would have to be approved by the municipalities. He noted that we'll have to make line item adjustments but he isn't sure whether it will come to the 10%. He stated he would like to reconcile November, figure out December and then come back with recommendations with possible purchases next month.

Kapraun asked what purchases he is thinking about.

Chief Plumb noted that he's looking at a couple of saws and a set of JAWS for Station 1. He stated he doesn't have a complete list but wanted to get permission from the Board before he started researching.

Hicks asked if the purchases aren't made, will money go back to the municipalities.

Chief Plumb stated that it would.

Spillane stated that when the budget was set that it wasn't with the mindset of getting money back.

Hicks asked if this stuff is budgeted for next year.

Chief Plumb stated that it is but isn't. He noted that we need two sets of JAWS but we only budgeted for one. Chief Plumb stated that if he can't get another set of JAWS, but get a set of spreaders, then the following year it would be less equipment to purchase.

- **Resolution 112023-16**

Motion by Tom Spillane

Second by John Gilbert

The SCAFB does hereby approve to allow Chief Plumb to bring additional purchase requests to the December 2023 meeting to be presented.

Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS**
- **FLOWER FUND BALANCE: (\$105.42)**
- **OPEN TO PUBLIC** - Henry asked if individuals could be hired for EMS and not do fire.

Chief Plumb stated that is something we have discussed before. Right now, being that they're on-call firefighters we don't have to pay them to be on-call. If he is requiring them to take a unit home and be available for the EMS unit, that is where we have to pay them for shifts. Attorney Cavanaugh suggested amending the bylaws, deal directly with it and then address the concerns.

Kapraun asked about the insurance.

Attorney Cavanaugh stated that is one thing to look at. He noted that fires would be more hazardous than EMS.

Kapraun asked if we should be paying the EMS in a separate paycheck than the fire paycheck.

Attorney Cavanaugh suggested looking at everything at the same time.

- **COMMENTS OF THE FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF OR HIS DESIGNEE)**
- **CHAIN OF COMMAND APPEALS TO THE FIREBOARD**
- **COMMENTS FROM FIREBOARD MEMBERS** - Lipe asked when the parade is.

Chief Plumb stated that it is December 2, 2023.

Lipe asked if there will be judges.

Chief Plumb stated that he was unsure as it was all handed over to the Association.

Lipe stated that if there was, he was suggesting a list of what awards were being given.

Hicks asked where the winners would be announced and who would be setting up microphones.

Chief Plumb reported that was turned over to the Association.

- **MEETING ADJOURNMENT**

Meeting adjourned at 6:43pm. The next regular meeting will be 12/18/2023 at Station 1 at 6:00pm

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

I certify these minutes to be a true and accurate account of the 11/20/2023 Swartz Creek Area Fire Board Meeting:

Tammy Kapraun
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board