

**REGULAR MEETING**  
**November 21, 2022**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, November 21, 2022. Chairman, John Knickerbocker, called the meeting to order at 6:00 p.m.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**Board Members Absent:**

**Staff Present:**

Fire Chief, Dave Plumb  
Acct./Clerical, Madison Warning  
Attorney, Bill Cavanaugh

**Staff Absent:**

**Others Present:**

See sign in sheet

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

• **Resolution 112122-01**

Motion by Tammy Kapraun  
Second by Raelynn

The SCAFB does hereby approve November 21, 2022 agenda, with the addition of #22 2023 Schedule of Board Meetings to New Business  
Motion Carried

**5. APPROVAL OF MINUTES**

• **Resolution 112122-02**

Motion by Tom Spillane  
Second by John Gilbert

The SCAFB does hereby approve the October 17, 2022, minutes, as presented  
Motion Carried

**CORRESPONDENCE:**

**6. FIRE INCIDENT SUMMARY REPORT**

• **Resolution 112122-03**

Motion by Tammy Kapraun  
Second by Brian Lipe

The SCAFB does hereby approve the October 2022 Fire Incident Summary, as presented  
Motion Carried

**7. EMS INCIDENT SUMMARY REPORT**

• **Resolution 112122-04**

Motion by Tammy Kapraun  
Second by Raelynn Hicks

The SCAFB does hereby approve the October 2022 EMS Incident Summary, as presented  
Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

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

9. **FINANCIAL REPORT**

• **Resolution 112122-05**

Motion by Tammy Kapraun

Second by Brian Lipe

The SCAFB does hereby accept the October 2022 Financial Report, as presented

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

Motion Carried

10. **BILLS LIST**

• **Resolution 112122-06**

Motion by Raelynn Hicks

Second by John Gilbert

The SCAFB does hereby accept the October 2022 Bills List, as presented

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

Motion Carried

11. **PAYROLL**

• **Resolution 112122-07**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the October 2022 Payroll, as presented

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

Motion Carried

**COMMITTEE REPORTS:**

12. By-Laws-Lipe

13. Health & Safety-Hicks

14. Personnel-Kapraun

**OLD BUSINESS:**

15. **APPARATUS STATUS**-report presented by Fire Chief D. Plumb

16. **Utility Vehicle Status**

17. **SCBA Status**

18. **2023-2025 Fire Agreement Status**

19. **2023 Apparatus Purchase Status**

• **Resolution 112122-08**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB approves the Fire Chief, D. Plumb, to present specs from Spartan Manufacturing to the municipalities for informational purposes

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

Motion Carried

20. **Liability Insurance**

21. **Accountant/Bookkeeper Position**

• **Resolution 112122-09**

Motion by Tammy Kapraun

Second by Tom Spillane

The SCAFB does hereby authorize the Fire Chief, D. Plumb, to hire Michelle Wheatley Accountant/Bookkeeper at \$18.00 per hour

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

Motion Carried

November 21, 2022

**22. 2023 Schedule of Board Meetings**

• **Resolution 112122-10**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the 2023 Schedule of Board Meetings

Motion Carried

**GENERAL INFORMATION:**

**23. CLAYTON MILLAGE PASS ARTICLE**

**24. MUNICIPAL BILLINGS-October**

**25. FLOWER FUND BALANCE: \$(85.42)**

**26. OPEN TO PUBLIC**

**27. COMMENTS OF FIRE DEPT PERSONNEL**

**28. CHAIN OF COMMAND APPEALS**

**29. COMMENTS FROM FIREBOARD MEMBERS**

**30. MEETING ADJOURNMENT**

Meeting adjourned at 6:40 p.m. The next regular meeting will be 12/19/2022 at Station 2 at 6:00 pm

Madison Warning  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 11/21/2022 Swartz Creek Area Fire Board meeting:

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John Knickerbocker  
Chairman  
Swartz Creek Area Fire Board

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Rae Lynn Hicks  
Secretary/Treasurer  
Swartz Creek Area Fire Board