

REGULAR MEETING
December 19, 2022
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held, December 19, 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
City Representative, Mike Treiger

Board Members Absent:

Staff Present:

Fire Chief, Dave Plumb
Attorney, Bill Cavanaugh

Staff Absent:

Acct./Clerical, Madison Warning

Others Present:

See sign in sheet

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

- **Resolution 121922-01**

Motion by Tammy Kapraun

Second by Tom Spillane

The SCAFB does hereby approve December 19, 2022 agenda, with the addition of #22 2023 Turn out gear purchase an #23 Tahoe disposition.

Motion Carried

5. **APPROVAL OF MINUTES**

- **Resolution 1201622-02**

Motion by John Gilbert

Second by Tammy Kapraun

The SCAFB does hereby approve the November 19, 2022, minutes, as presented

Motion Carried

CORRESPONDENCE:

6. **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 121922-03**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby approve the November 2022 Fire Incident Summary, as presented.

Motion Carried

7. **EMS INCIDENT SUMMARY REPORT**

- **Resolution 121922-04**

Motion by Brian Lipe

Second by John Gilbert

The SCAFB does hereby approve the November 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 121922-05**

Motion by Mike Treiger

Second by Brian Lipe

The SCAFB does hereby accept the November 2022 Financial Report, as presented with explanation of line item adjustments.

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

Motion Carried

10. **BILLS LIST**

- **Resolution 121922-06**

Motion by Brian Lipe

Second by John Gilbert

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

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

Motion Carried

11. **PAYROLL**

- **Resolution 121922-07**

Motion by Tammy Kapraun

Second by Rae Lynn Hicks

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

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

Motion Carried

COMMITTEE REPORTS:

12. By-Laws-Lipe – No Report

13. Health & Safety-Hicks - No Report

14. Personnel-Kapraun - No Report

OLD BUSINESS:

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

16. **SCBA Status**- Chief Plumb reported that the SCBA units should arrive in January of 2023.

17. **2023 Apparatus Purchase Status**

- **Resolution 121922-08**

Motion by Rae Lynn Hicks

Second by John Gilbert

Discussion: Chief Plumb gave a report on the proposed 2023 Spartan Fire Pumper. Original cost came in at \$947,911. Chief Plumb will be meeting with his staff get the cost down as low as possible. Further discussion was made on concerns of skipping the bid process and just ordering a piece of equipment, specifically one at this high of a cost.

The SCAFB approves the Fire Chief, D. Plumb, to work on getting the cost as low as possible and to present a recommendation to the municipalities to purchase a Fire Engine from Spartan Manufacturing, providing justification for skipping the bid process.

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

Motion Carried

18. Liability Insurance

• **Resolution 121922-09**

Motion by Mike Treiger

Second by Tammy Kapraun

Chief Plumb provided an update on the review of the bids received. One bidder (MML) did not receive the updated list of equipment and resubmitted for a total of \$14,860. The bid was for a three-year service and MML only submitted for one year. The Shanic Group bid was for \$21,325. Further clarification was made to MML to confirm that the insurance would be for the agreed upon replacement cost, not depreciated value.

The SCAFB does hereby accept the bid from MML for one year of coverage in the amount of \$14,860.
Yes: Gilbert, Hicks, Kapraun, Lipe, T. Spillane, Treiger, Knickerbocker
Motion Carried

19. EMS Update

Chief Plumb advised the SCAFB that both municipalities approved the Fire Department running medical calls for 2023, with a written report to be presented back to them in December of 2024.

20. Accountant/Bookkeeper Position

Michelle Wheatley submitted her resignation December 12, 2022

• **Resolution 121922-09**

Motion by Tom Spillane

Second by John Gilbert

Discussion ensued about possible options, hiring, interviewing as well as looking at an outside source to do twice a month billings and once a month Payroll. The Fire Chief will report back in January.

The SCAFB does hereby accept the resignation of Michelle Wheatley.

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

21. Line-Item Transfers.

Chief Plumb reported that, due to the price of fuel as well as computer/software issues this year, we will need to ask the municipalities to approve we do more than 10%-line-item transfers. A recommendation will be brought back in January to send to the municipalities.

22. Turn Out Gear Purchase

• **Resolution 121922-10**

Chief Plumb requested the purchase of turn out gear for Abigail Bowen. There is nothing in the departments inventory that will fit her. With her being a certified firefighter, the department rented gear for her. Since she has been on she has displayed a good work ethic and there is nothing that indicates she will be going anywhere. MES, the lowest vender in August, has agreed to maintain the same price as their August pricing.

The SCAFB does hereby accept the quote from MES in the amount of \$3,051 for the purchase of turn out gear to be billed and paid from the 2023 fire budget.

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

23. 2006 Tahoe

Chief Plumb reported that due to already high maintenance costs and not knowing what additional issues may be found with the Tahoe, he would be returning to the township.

GENERAL INFORMATION:

24. CLAYTON MILLAGE PASS ARTICLE

25. MUNICIPAL BILLINGS-November

26. FLOWER FUND BALANCE: \$(85.42)

- 27. OPEN TO PUBLIC
- 28. COMMENTS OF FIRE DEPT PERSONNEL
- 29. CHAIN OF COMMAND APPEALS
- 30. COMMENTS FROM FIREBOARD MEMBERS

Spillane: Asked about possibly going through the school to find someone to do bookwork.

Lipe: Nothing

Hicks: Nothing

Kapraun: Merry Christmas

Gilbert: Merry Christmas, stay warm

Treiger: Thank you for the welcome and Merry Christmas

Knickerbocker: Merry Christmas.

31. MEETING ADJOURNMENT

Meeting adjourned at 6:42 p.m. The next regular meeting will be 1/16/2023 at Station 1 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:

John Knickerbocker
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board