

**REGULAR MEETING**  
**December 20, 2021**  
**SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held, December 20, 2021. Chairman, Tammy Kapraun, called the meeting to order at 6:01 p.m.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

City Representative, Rae Lynn Hicks  
City Representative, John Knickerbocker  
Clayton Representative, Rob Olsen  
Clayton Representative, Tom Spillane  
Clayton Representative, Tammy Kapraun

**Board Members Absent:**

City Representative, John Gilbert  
Clayton Representative, Brian Lipe

**Staff Present:**

Fire Chief, Dave Plumb  
Acct./Clerical, Kim Borse  
Attorney, Bill Cavanaugh

**Staff Absent:** None

**Others Present:**

Asst. Chief Steve Tabit  
Lt. Scott Martin  
Sgt Austin Bower  
Firefighter Ryan Spillane

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

- **Resolution 122021-01**

Motion by John Knickerbocker  
Second by Tom Spillane

The SCAFB does hereby approve the December 20, 2021 agenda, as amended  
Motion Carried

- 5. APPROVAL OF MINUTES**

- **Resolution 122021-02**

Motion by John Knickerbocker  
Second by Raelynn Hicks

The SCAFB does hereby approve the October 18, 2021 minutes, as presented  
Motion Carried

**CORRESPONDENCE:**

- 6. FIRE INCIDENT SUMMARY REPORT**

- **Resolution 122021-03**

Motion by John Knickerbocker  
Second by Raelynn Hicks

The SCAFB does hereby approve the October 2021 Fire Incident Summary, as presented  
Motion Carried

- 7. EMS INCIDENT SUMMARY REPORT**

- **Resolution 122021-04**

Motion by John Knickerbocker  
Second by Tom Spillane

The SCAFB does hereby approve the October 2021 EMS Incident Summary, as presented  
Motion Carried

**8. FIRE INCIDENT SUMMARY REPORT**

• **Resolution 122021-05**

Motion by Tom Spillane

Second by John Knickerbocker

The SCAFB does hereby approve the November 2021 Fire Incident Summary, as presented

Motion Carried

**9. EMS INCIDENT SUMMARY REPORT**

• **Resolution 122021-06**

Motion by Tom Spillane

Second by Raelynn Hicks

The SCAFB does hereby approve the November 2021 EMS Incident Summary, as presented

Motion Carried

**PROFESSIONAL SERVICE REPORTS:**

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

**11. FINANCIAL REPORT**

• **Resolution 122021-07**

Motion by John Knickerbocker

Second by Tom Spillane

The SCAFB does hereby approve the October 2021 Financial Report, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**12. BILLS LIST**

• **Resolution 122021-08**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the October 2021 Bills List, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**13. PAYROLL**

• **Resolution 122021-09**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the October 2021 Payroll, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**14. FINANCIAL REPORT**

• **Resolution 122021-10**

Motion by John Knickerbocker

Second by Tom Spillane

*Staff asked to look into Office Supply Amount*

The SCAFB does hereby approve the November 2021 Financial Report, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**15. BILLS LIST**

• **Resolution 122021-11**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the November 2021 Bills List, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**16. PAYROLL**

• **Resolution 122021-12**

Motion by John Knickerbocker

Second by Raelynn Hicks

The SCAFB does hereby approve the November 2021 Payroll, as presented

Yes: Hicks, Knickerbocker, Olsen, Spillane, Kapraun

Motion Carried

**COMMITTEE REPORTS:**

17. By-Laws-Lipe

18. Health & Safety-Hicks

19. Personnel-Kapraun

**OLD BUSINESS:**

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

**21. EMS UPDATE:** Chief very pleased with program

**22. 1992 International Tanker**

**23. FEMA Denial Letter**

**NEW BUSINESS:**

**24. 2022 MEETING DATES**

• **Resolution 122021-13**

Motion by Raelynn Hicks

Second by John Knickerbocker

The SCAFB does hereby approve the 2022 meeting dates, as presented

Motion Carried

**25. RESIGNATIONS**

• **Resolution 122021-14**

Motion by John Knickerbocker

Second by Tom Spillane

The SCAFB does hereby accept the resignations of FF Chris Samon and Lt Walt Melen, with regret

Motion Carried

**26. OFFICER PROMOTION**

• **Resolution 122021-15**

Motion by Tom Spillane

Second by John Knickerbocker

The SCAFB does hereby promote Sgt Austin Bower to the position of Lt

Motion Carried

**27. NON-MEDICAL LIFT ASSIST**-cost study presented to the Board

**GENERAL INFORMATION:**

**28. MUNICIPAL BILLINGS-OCTOBER**

**29. MUNICIPAL BILLINGS-NOVEMBER**

**30. FIRE SURVEY**

**31. FLOWER FUND BALANCE: \$142.00**

**32. OPEN TO PUBLIC**

**33. COMMENTS OF FIRE DEPT PERSONNEL**

**34. CHAIN OF COMMAND APPEALS**

**35. COMMENTS FROM FIREBOARD MEMBERS**

**36. MEETING ADJOURNMENT**

**December 20, 2021**

Meeting adjourned at 7:56 p.m. The next regular meeting will be 01/17/2021 at Station 1 at 6:00 pm

Kim Borse  
Accounting/Clerical Specialist,  
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 12/20/2021 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