

REGULAR MEETING
April 15, 2024
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held April 15, 2024. Chairman, Tammy Kapraun, called the meeting to order at 6:00 p.m. The meeting was held at Swartz Creek Area Fire Department, Station 1 – 8100 Civic Dr, Swartz Creek, MI 48473.

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

Clayton Township Elected Representative, Tammy Kapraun
City of Swartz Creek Elected Representative, Rae Lynn Hicks
City of Swartz Creek Elected Representative, John Gilbert
Clayton Township Elected Representative, Tom Spillane
Clayton Township Citizen Representative, Brian Lipe
City of Swartz Creek Citizen Representative, Ken Brill
City of Swartz Creek Citizen Swing Representative, Rod Gardner

Board Members Absent:

Staff Present:

Fire Chief, Dave Plumb

Others Present:

Nate Henry
Assistant Chief Steve Tabit

- **Election of Officers**

Tammy Kapraun was nominated as **Chairperson**. Tammy Kapraun accepts the nomination.

- **Resolution 041524-01**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby elect Tammy Kapraun as the Fireboard Chairperson at term through April 21, 2025.

Motion Carried Unanimously

John Gilbert was nominated as **Vice-Chairperson**. John Gilbert accepts the nomination.

- **Resolution 041524-02**

Motion by Ken Brill

Second by Tom Spillane

The SCAFB does hereby elect John Gilbert as the Fireboard Vice-Chairperson at term through April 21, 2025.

Motion Carried Unanimously

Raelynn Hicks was nominated as Secretary/Treasurer. Raelynn Hicks accepts the nomination.

- **Resolution 041524-03**

Motion by John Gilbert

Second by Ken Brill

The SCAFB does hereby elect Raelynn Hicks as the Fireboard Secretary/Treasurer at term through April 21, 2025.

Motion Carried Unanimously

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

- **Resolution 041524-04**

Motion by Brian Lipe

Second by John Gilbert

The SCAFB does hereby accept the agenda as presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 041524-05**

Motion by Tom Spillane

Second by Ken Brill

The SCAFB does hereby approve the January 15, 2024, minutes.

Motion Carried

CORRESPONDENCE:

- **FIRE INCIDENT SUMMARY REPORT**

- **Resolution 041524-06**

Motion by Tom Spillane

Second by Ken Brill

Member Hicks inquired about incident 24-35 for a Lift Assist that resulted in the Fire Department being dispatched instead of the EMS Team. Chief Plumb explained that due to most of the EMS team being out of town for the inspection of the new fire truck and the need for more than one person to assist the department, the fire department was needed.

Chief Plumb also advised the board that for run #24-43 the correct address is 3398 Dye Rd.

The SCAFB does hereby accepts the March Fire Incident Summary, as presented.

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

Motion Carried

- **EMS INCIDENT SUMMARY REPORT**

- **Resolution 041524-07**

Motion by Rae Lynn Hick

Second by John Gilbert

The SCAFB does hereby accepts the March EMS Incident Summary, as presented.

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

Motion Carried

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

Discussion took place with reference to Chief Plumb being out of town for the May and July Meeting. It is the board's preference to still hold the meetings with Chief Plumb attending remotely.

- **FINANCIAL REPORT**

- **Resolution 041524-08**

Motion by Brian Lipe

Second by Ken Brill

The SCAFB does hereby accept the March 2024 Financial Report, as presented.

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

Motion Carried

- **BILLS LIST**

- **Resolution 041524-09**

- Motion by Rae Lynn Hicks

- Second by Ken Brill

- The SCAFB does hereby accept the March 2024 Bills List, as presented.

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

- Motion Carried

- **PAYROLL**

- **Resolution 041524-10**

- Motion by Tom Spillane

- Second by Rae Lynn Hicks

- The SCAFB does hereby accept the January 2024 Payroll, as presented.

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

- Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Lipe, Kapraun, Brill – Nothing to report.
- **HEALTH & SAFETY** – Chairperson Hicks, Kapraun, Plumb, Tabit, Cole, J. Diekman, Herr
The committee met and reviewed all the department SOG’s. The recommended changes will be submitted for the May meeting and will be discussed at the June meeting.
- **PERSONNEL** – Chairperson Gardner, Kapraun, Hicks – With Chuck Lee’s term being up as the Swing Board member, there is now a vacancy for the chair of the personnel committee. Rod Garnder accepted the position as the personnel committee chair.

OLD BUSINESS:

- **APPARATUS STATUS** – Chief Plumb report expected delivery is the end of May and require time at the vender’s shop to add the radio, computer and other services that were cheaper than using the manufacturer. Member Gardner inquired where the truck was purchased from. The vendor is R&R in Northville Michigan, the cab and chassis was built in Charlotte and final assembly in Bradnon South Dakota.
- **MI- TREASURY GRANT AWARD** – Chief Plumb stated that the \$20,000 grant award was received and \$10,000 returned to each municipality.

NEW BUSINESS

- **ACCOUNTANT POSITION** – Chief Plumb reported that he has been taking care of the accountant responsibilities since May 6. This includes paying the bills, payroll, journal entries, taxes and reconciling the accounts. Chief Plumb felt that it would be difficult to find someone to train for the limited amount of time the job requires. Chief Plumb also stated that former Accountant Kim Borse was a tremendous help during the financial audit and assisted our staff at no cost to meet the audit requirements and requests and has offered to help when needed during this transition. Chief Plumb advised he did not make any former offers or discussion with Mrs. Borse but felt that due to her knowledge and expertise she should be compensated for her time. Chief Plumb stated he felt \$35.00 an hour was appropriate like the as needed wage provided to the Fire Truck Maintenance Supervisor.

Mr. Lipe asked if it was appropriate to pay her back pay for time, and Chief Plumb felt that was appropriate.

- **Resolution 041524-11**

- Motion by: Ken Brill

- Second by John Gilbert

The SCAFB does hereby approve that Chief Plumb continue with the responsibility of the Accountant responsibilities and to pay a wage of \$35.00 an hour to Kim Borse on an as needed basis moving forward and to pay back pay wages for services rendered during the financial audit.

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

- **ATTORNEY VACANCY** – At the recommendation of Attorney Bill Cavanaugh Chief Plumb reached out to Mark Newman. Attorney Newman expressed interest and provided a hourly rate of \$225.00. Attorney Newman states he has represented municipalities before but not fire departments but would still be interested. Since the Chief will be out of town at the May meeting, it was recommended that Mr. Newman come to the June meeting to introduce himself and answer questions the board may have.

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – March**
- **FLOWER FUND BALANCE: \$(5.42)**
 - **Flowers were sent on the behalf of the SCAFB for Jack Kings funeral.**
- **OPEN TO PUBLIC**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**
- **MEETING ADJOURNMENT**

Meeting adjourned at 6:28 pm. The next regular meeting will be 05/20/2024 at Station 1 at 6:00 pm.

Dave Plumb
Fire Chief
Swartz Creek Area Fire Board

I certify these minutes to be a true and accurate account of the 04/27/2024 Swartz Creek Area Fire Board meeting:

Tammy Kapraun
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board