

REGULAR MEETING
November 17, 2025
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held on November 17, 2025. Vice-Chair Tammera Kapraun called the meeting to order at 6:00 p.m. The meeting was held at Swartz Creek Area Fire Department, Station 2 – 1494 Seymour Rd, Flint

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

Clayton Twp Swing Representative, Tammy Kapraun
City of Swartz Creek Elected Representative, Rae Lynn Hicks
City of Swartz Creek Elected Representative, John Gilbert
City of Swartz Creek Citizen Representative, Ken Brill
Clayton Township Elected Representative, Ken Engel

Board Members Absent:

Clayton Township Elected Representative, Tom Spillane
Clayton Township Citizen Representative, Tim McKnight

Staff Present:

Chief Plumb

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

- **Resolution 111725-01**

Motion by Ken Brill

Second by Ken Engel

The SCAFB does hereby accept the agenda as presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 111725-02**

Motion by Ken Brill

Second by John Gilbert

The SCAFB does hereby approve the October 20,2025, minutes.

Motion Carried Unanimously

CORRESPONDENCE:

- **OCTOBER FIRE INCIDENT SUMMARY REPORT**

- **Resolution 111725-03**

Motion by Rae Lynn Hicks

Second by Ken Brill

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

Motion Carried Unanimously

- **OCTOBER EMS INCIDENT SUMMARY REPORT**

- **Resolution 111725-04**

Motion by Ken Brill

Second by Ken Engel

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

Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 111725-05**

Motion by Ken Engel

Second by Rae Lynn Hicks

The SCAFB does hereby accept the Fire Chiefs Report as presented.

Motion Carried Unanimously

- **OCTOBER FINANCIAL REPORT**

- **Resolution 111725-06**

- Motion by Ken Engel

- Second by Ken Brill

- The SCAFB does hereby accept the November 2025 Financial Report, as presented.

- Yes: Gilbert, Hicks, Brill, Kapraun, Engel

- Motion Carried

- **OCTOBER BILLS LIST**

- **Resolution 111725-07**

- Motion by Ken Brill

- Second by Ken Engel

- The SCAFB does hereby accepts the November 2025 Bills List, as presented.

- Yes: Engel, Hicks, Gilbert, Brill, Kapraun

- Motion Carried

- **NOVEMBER PAYROLL (For October Calls)**

- **Resolution 111725-08**

- Motion by Rae Lynn Hicks

- Second by, Ken Engel

- The SCAFB does hereby accepts the November 2025 Payroll, as presented.

- Yes: Hicks, Brill, Gilbert, Engel, Kapraun

- Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Brill, Vacant, Spillane –Nothing to report
- **HEALTH & SAFETY** – Chairperson Hicks, Gilbert, Plumb, Tabit, Cole, J. Diekman, Herr -Nothing to report
- **PERSONNEL** – Chairperson Kapraun, Gilbert, Hicks – Chair Kapraun advised the board the committee would be meeting after tonight's meeting to discuss.

Chair Kapraun presented the proposed officer stipends from the personnel committee.

- **Resolution 111725-09**

- Motion by Ken Engel

- Second by, Ken Brill

- The SCAFB does hereby approve the monthly officer wage proposal as presented

- Assistant Chief to \$300

- Battalion Chief to \$255

- Captain to \$190 each

- Lieutenant to \$175 each

- Sargeant to \$130 each

- Yes: Hicks, Brill, Gilbert, Kapraun, Engel

- Motion Carried

- *As part of discussion, Member Engel recommended further conversations take place for wages and non-covered costs associated with the current and future fire truck purchases related to time and travel.*

OLD BUSINESS:

- **APPARATUS STATUS** – As presented

NEW BUSINESS

- **ANNUAL EMS REPORT/RECOMMENDATION**

- Chief Plumb presented the board with detailed information regarding the current EMS program. Chief Plumb requested approval to present his findings to the municipalities and consideration of the recommendation to continue providing the EMS program services.

- **Resolution 111725-10**

- Motion by Ken Brill

- Second by, Rae Lynn Hicks

- The SCAFB does authorize the Chief to make a presentation to the municipalities

- Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – October**
- **FLOWER FUND BALANCE: \$(125.42)**
- **OPEN TO PUBLIC – Mayor Nate Henry mentioned a possible conflict with the December Fireboard, after some dialog, the meeting will stay as posted and approved.**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**

MEETING ADJOURNMENT

The meeting was adjourned at 6:37 pm. The next regular meeting will be on 11/17/2025 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 10/20/2025 Swartz Creek Area Fire Board meeting:

Tom Spillane
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board