

**REGULAR MEETING
December 15, 2025
SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held on December 15, 2025. Chair Tom Spillane called the meeting to order at 6:00 p.m. The meeting was held at Swartz Creek Area Fire Department, Station 1 – 8100-B Civic Dr, Swartz Creek Mi 48473

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

Clayton Twp Swing Representative, Tammy Kapraun
Clayton Township Elected Representative, Tom Spillane
Clayton Township Citizen Representative, Tim McKnight
City of Swartz Creek Elected Representative, Rae Lynn Hicks
City of Swartz Creek Citizen Representative, Ken Brill
Clayton Township Elected Representative, Ken Engel

Board Members Absent:

City of Swartz Creek Elected Representative, John Gilbert

Staff Present:

Chief Plumb

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

- **Resolution 121525-01**
Motion by Ken Brill
Second by Tammy Kapraun

The SCAFB does hereby accept the agenda with the addition of New Business 19.
Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 121525-02**
Motion by Tammy Kapraun
Second by Ken Brill

The SCAFB does hereby approve the November 17,2025, minutes.
Motion Carried Unanimously

CORRESPONDENCE:

- **NOVEMBER FIRE INCIDENT SUMMARY REPORT**

- **Resolution 121525-03**
Motion by Rae Lynn Hicks
Second by Ken Brill

The SCAFB does hereby accept the November Fire Incident Summary, as presented.
Motion Carried Unanimously

- **NOVEMBER EMS INCIDENT SUMMARY REPORT**

- **Resolution 121525-04**
Motion by Ken Brill
Second by Tim McKnight

The SCAFB does hereby accept the November EMS Incident Summary, as presented.
Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 121525-05**
Motion by Tim McKnight
Second by Ken Brill

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

- **NOVEMBER FINANCIAL REPORT**

- **Resolution 121525-06**
Motion by Tammy Kapraun
Second by Tim McKnight

The SCAFB does hereby accept the November 2025 Financial Report, as presented.
Yes: Spillane, Hicks, Brill, Kapraun, Engel, McKnight

Motion Carried

- **NOVEMBER BILLS LIST**

- **Resolution 121525-07**

Motion by Tammy Kaprain
Second by Ken Brill

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

Yes: Engel, Hicks, McKnight, Brill, Kapraun, Spillane

Motion Carried

- **DECEMBER PAYROLL (For November Calls)**

- **Resolution 121525-08**

Motion by Ken Engel
Second by, Tammy Kapraun

The SCAFB does hereby accept the December 2025 Payroll, as presented.

Yes: Hicks, Brill, McKnight, Engel, Kapraun, Spillane

Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Brill, Vacant, Spillane –No report
- **HEALTH & SAFETY** – Chairperson Hicks, Gilbert, Plumb, Tabit, Cole, J. Diekman, Herr -No report
- **PERSONNEL** – Chairperson Kapraun, Gilbert, Hicks No Report

OLD BUSINESS:

- **APPARATUS STATUS** – As presented

NEW BUSINESS

- **Resignation**

Chief Plumb presented the board with the resignation of Firefighter Angela Lopez

Resolution 121525-09

Motion by Ken Engel
Second by, Tammy Kapraun
The SCAFB does hereby accept Angies Lopez's resignation with regrets.
Motion Carried Unanimously

- **Firefighter Personal Protective Equipment (Gear) Purchase**

Chief Plumb requested the board approve the purchase of Firefighter Personal Protective Equipment (Gear), from Municipal Emergency Services (MES) in the amount of \$3808.00, which includes shipping to be expended from account 4976.

Resolution 121525-10

Motion by Ken Brill
Second by, Ken Engel
The SCAFB does hereby approves the purchase of Gear from MES in the amount of \$3808.00
Yes: Hicks, Brill, McKnight, Engel, Kapraun, Spillane
Motion Carried

- **2026 Meeting Dates**

Chief Plumb presented the proposed 2026 Fireboard Meeting Dates.

Resolution 121525-11

Motion by Tammy Kapruan
Second by, Ken Brill
The SCAFB does hereby accept the 2026 Fireboard Meeting dates, with a change of location of the June 15 from station 1 to station 2, in order to provide an equal number of dates in each municipality.
Yes: Brill, McKnight, Engel, Kapraun, Spillane, Hicks,

Motion Carried

- **Removal of items from the department inventory**

Chief Plumb presented the board with a list of items to be removed from the department's inventory.

These items were either donated to a department in upper Michigan or are beyond life or do not work and cannot be repaired.

Resolution 121525-12

Motion by Ken Brill

Second by, Rae Lynn Hicks

The SCAFB approved the removal of the items presented.

Yes: McKnight, Engel, Kapraun, Spillane, Hicks, Brill

Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – November**
- **FLOWER FUND BALANCE: \$(125.42)**
- **OPEN TO PUBLIC – None**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**

Hicks- Merry Christmas

Brill- Merry Christmas, Happy New Year – Be safe

Kapraun- Merry Christmas, bring on the snow

Engel- Merry Christmas

McKnight- Merry Christmas, sorry for missing the last meeting. I had to pick up my father from the airport, wishing Lopez the best.

Spillane- Merry and Safe Christmas

MEETING ADJOURNMENT

The meeting was adjourned at 6:24 pm. The next regular meeting will be on 1/19/2026 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 12/15/2025 Swartz Creek Area Fire Board meeting:

Tom Spillane
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board