

**REGULAR MEETING
February 16, 2026
SWARTZ CREEK AREA FIRE BOARD**

The regular meeting of the Swartz Creek Area Fire Board was held on February 16, 2026. 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**

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

Board Members Absent:

City of Swartz Creek Elected Representative, Rae Lynn Hicks

Staff Present:

Chief Plumb

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

- **Resolution 021626-01**

Motion by Tammy Kapraun

Second by Ken Brill

The SCAFB does hereby accept the agenda with the addition of 20 under new business, Members to be taken off probation

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 021626-02**

Motion by Ken Brill

Second by Tammy Kapraun

The SCAFB does hereby approve the January 19,2026, minutes.

Motion Carried Unanimously

PRESENTATION:

Ken Berthiaume from Berthiaume & Co. joined the meeting via. MS Teams to present the 2025 Audit,

- **2025 Financial Audit Approval**

- **Resolution 021626-03**

Motion by Tammy Kapraun

Second by Tim McKnight

The SCAFB does hereby accept the 2025 Financial Audit as presented.

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

Motion Carries

CORRESPONDENCE:

- **JANUARY FIRE INCIDENT SUMMARY REPORT**

- **Resolution 021626-04**

Motion by Ken Engel

Second by Tammy Kapraun

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

- **JANUARY EMS INCIDENT SUMMARY REPORT**

- **Resolution 021626-05**

- Motion by Ken Brill
Second by John Gilbert

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

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 021626-06**

- Motion by Ken Brill
Second by Tammy Kapraun

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

- **DECEMBER FINANCIAL REPORT (With adjustments)**

- **Resolution 021626-07**

- Motion by Tammy Kapraun
Second by Tim McKnight

- The SCAFB does hereby accept the December 2025 Financial Report with end of year adjustments, as presented.

- Yes: Brill, McKnight, Engel, Spillane, Gilbert, Kapraun
Motion Carried

- **JANUARY FINANCIAL REPORT**

- **Resolution 021626-08**

- Motion by Tammy Kapraun
Second by Ken Engel

- The SCAFB does hereby accept the January 2026 Financial Report as presented.
Yes: Kapraun, Brill, McKnight, Engel, Spillane, Gilbert
Motion Carried

- **JANUARY BILLS LIST**

- **Resolution 021626-09**

- Motion by Ken Brill
Second by Tammy Kapraun

- The SCAFB does hereby accept the January 2026 Bills List, as presented.
Yes: Gilbert, Kapraun, Brill, McKnight, Engel, Spillane
Motion Carried

- **FEBRUARY PAYROLL (For January Calls)**

- **Resolution 021626-10**

- Motion by Ken Engel
Second by Tim McKnight

- The SCAFB does hereby accept the February payroll, as presented.
Yes: Spillane, Gilbert, Kapraun, Brill, McKnight, Engel
Motion Carried

COMMITTEE REPORTS:

- **BY-LAWS** – Chairperson Brill, McKnight, 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

- **ANNUAL INVENTORY**
Chief Plumb presented the board with annual inventory of items over \$500 per the fire agreement.
Resolution 021626-11
 Motion by Ken Brill
 Second by, Ken Engel
 The SCAFB does hereby accept the 2026 Department Inventory and direct the Fire Chief to distribute it to the municipalizes.
 Yes: Engel, Spillane, Gilbert, Kapraun, Brill, McKnight
 Motion Carried
- **RESIGNATIONS**
Chief Plumb presented the board with 2 resignations, Noah Jackson and Donovan Ross, due to time restraints.
Resolution 021626-12
 Motion by Ken Brill
 Second by, Ken Engel
 The SCAFB does hereby accept the resignation of Noah Jackson and Donovan Ross with regrets
 Motion Carried Unanimously
- **FIRE GEAR (PPE) PURCHASE**
Chief Plumb presented the board with a quote from MES for the purchase of 2 sets of PPE (Coat & Pants) in the amount of \$7566 plus \$45 for shipping for a total of \$7611. Chief Plumb also requested that we continue to use MES without the need for 3 bids due to the interchangeability of the current Morning Pride gear and with MES being a sole distributor of the product.
Resolution 021626-13
 Motion by Ken Brill
 Second by, Ken Engel
 The SCAFB does hereby approve the purchase of 2 sets of PPE (Coat & Pants) in the amount of \$7566 plus \$45 for shipping for a total of \$7611 and further allows the Chief to purchase the PPE from MES, the sole supplier with continuous monitoring of price increases.
 Yes: McKnight, Engel, Spillane, Gilbert, Kapraun, Brill
 Motion Carried
- **MEMEBERS TO BE REMOVED FROM PROBATION**
Chief Plumb presented the board with the recommendation to remove Rob Fitzpatrick from probation to regular status, having completed all the necessary tasks associated with probation.
Resolution 021626-14
 Motion by Tammy Kapraun
 Second by, Ken Engel
 The SCAFB does hereby approve the purchase of 2 sets of PPE (Coat & Pants) in the amount of \$7566 plus \$45 for shipping for a total of \$7611 and further allows the Chief to purchase the PPE from MES, the sole supplier with continuous monitoring of price increases.
 Motion Carried Unanimously

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – January**
- **FLOWER FUND BALANCE: \$(125.42)**
- **OPEN TO PUBLIC – None**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**
Kapraun: Congrats to Rob
Brill: Congrats to Rob
Gilbert: Congrats to Rob
Engel: Congrats to Rob
McKnight: Congrats to Rob and apologies for missing the last meeting
Spillane: Congrats to Rob

MEETING ADJOURNMENT

The meeting was adjourned at 6:33 pm. The next regular meeting will be on 3/16/2026 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 01/19/2026 Swartz Creek Area Fire Board meeting:

Tom Spillane
Chairman
Swartz Creek Area Fire Board

Rae Lynn Hicks
Secretary/Treasurer
Swartz Creek Area Fire Board