

REGULAR MEETING
March 16, 2026
SWARTZ CREEK AREA FIRE BOARD

The regular meeting of the Swartz Creek Area Fire Board was held on March 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
City of Swartz Creek Elected Representative, Rae Lynn Hicks
Clayton Twp Swing Representative, Tammy Kapraun
Clayton Township Elected Representative, Tom Spillane
Clayton Township Elected Representative, Ken Engel

Board Members Absent:

City of Swartz Creek Citizen Representative, Ken Brill

Staff Present:

Chief Plumb

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

- **Resolution 031626-01**

Motion by Tammy Kapraun

Second by John Gilbert

The SCAFB does hereby accept the agenda as presented.

Motion Carried Unanimously

- **APPROVAL OF MINUTES**

- **Resolution 031626-02**

Motion by Tammy Kapraun

Second by Tim McKnight

The SCAFB does hereby approve the February 16,2026, minutes.

Motion Carried Unanimously

CORRESPONDENCE:

- **FEBRUARY FIRE INCIDENT SUMMARY REPORT**

- **Resolution 031626-03**

Motion by Ken Engel

Second by Rae Lynn Hicks

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

Motion Carried Unanimously

- **FEBRUARY EMS INCIDENT SUMMARY REPORT**

- **Resolution 031626-04**

Motion by Ken Engel

Second by Tim McKnight

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

Motion Carried Unanimously

PROFESSIONAL SERVICE REPORTS:

- **FIRE CHIEF REPORT**

- **Resolution 031626-05**

Motion by Tim McKnight

Second by John Gilbert

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

Motion Carried Unanimously

- **FEBRUARY FINANCIAL REPORT**

- **Resolution 031626-06**

Motion by Rae Lynn Hicks

Second by Ken Engel

The SCAFB does hereby accept the February 2026 Financial Report as presented.

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

Motion Carried

- **FEBRUARY BILLS LIST**

- **Resolution 031626-07**

Motion by Rae Lynn Hicks

Second by Tammy Kapraun

The SCAFB does hereby accept the February 2026 Bills List, as presented.

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

Motion Carried

- **MARCH PAYROLL (For February Calls)**

- **Resolution 031626-08**

Motion by Ken Engel

Second by Tim McKnight

The SCAFB does hereby accept the March payroll, as presented.

Yes: Spillane, Gilbert, Kapraun, Hicks, 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

- **Michigan Mutual Aid Box Alarm System (MABAS) Agreement**
Chief Plumb presented the board with a copy of the MABAS agreement required for State mutual aid activation.

Resolution 031626-09

Motion by Tammy Kapraun

Second by, Tim McKnight

The SCAFB does hereby direct the Fire Chief to submit a copy of the agreement, with the correct to the word “baard” with “board, to the appropriate agency.

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

Motion Carried

- **Workman's Comp Insurance.**

Chief Plumb presented the board with a copy of the annual Workman's Compensation bid request proposal, noting the only change being the wages and dates.

Resolution 031626-12

Motion by Tim McKnight

Second by, Tammy Kapraun

The SCAFB does hereby direct the chief to seek bids for the July 2026-June 2027, Workman's Compensation coverage year.

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

Motion Carried

GENERAL INFORMATION:

- **MUNICIPAL BILLINGS – February**
- **FLOWER FUND BALANCE: \$(125.42)**
- **OPEN TO PUBLIC – Nate Henry inquired about Michigan Par plan noted in the audit. Chief Plumb will contact the auditors to advise them that the department uses MML.**
- **COMMENTS OF FIRE DEPT PERSONNEL - None**
- **CHAIN OF COMMAND APPEALS - None**
- **COMMENTS FROM FIREBOARD MEMBERS**

Hicks - None

Kapraun: Last meeting, may see her again, asked about a lawncare bill that comes to the city but is for the township fire station.

Gilbert: Think Spring “really hard”

Engel: Nothing

McKnight: Thank you Tammy for your years of service

Spillane: Thank you Tammy

MEETING ADJOURNMENT

The meeting was adjourned at 6:25 pm. The next regular meeting will be on 4/20/2026 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 03/16/2026 Swartz Creek Area Fire Board meeting:

Tom Spillane

Chairman

Swartz Creek Area Fire Board

Rae Lynn Hicks

Secretary/Treasurer

Swartz Creek Area Fire Board