



**CITY OF PLYMOUTH
MEETING MINUTES**

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**NORTHVILLE – PLYMOUTH FIRE ADVISORY BOARD
MEETING MINUTES -
Monday, February 1, 2016 – Plymouth City Hall**

ROLL CALL – Chairperson Colleen Pobur, Vice-Chair Ken Roth, Members Pat Sullivan, Paul Sincok and Al Smolen.

Others present were Fire Chief Steve Ott, Fire Capt. Jim Davison, Plymouth Director of Public Safety Al Cox, Police Lt. & Fire Investigator Jamie Gabrowski, six Fire Fighters and one Plymouth Township resident.

APPROVALS OF MEETING MINUTES – The Meeting Minutes of the Meeting of November 18, 2015 were distributed in advance of the meeting. It was moved by Member Smolen and seconded by Vice-Chair Roth to approve the Minutes as presented.

MOTION PASSED

FINANCIAL REPORTS – Chairperson Pobur called upon Chief Ott to make the presentation of the Fiscal Year 15 – 16 Financial Reports. The Chief indicated that expenses are on target for the six month point in the fiscal year. Chairperson Pobur asked about Capital Items in the budget and what was budgeted for the current fiscal year and did we already purchase that equipment. The Chief explained that they have a 20 year schedule for equipment replacement and money is set aside to meet future needs of the Department. The Chief also indicated that the Department is scheduled to purchase two thermal imaging cameras in the next 30 to 60 days as they have to go out for bids on these items. There was a brief discussion related to the possibility of grants for this type of purchase. City Manager Sullivan suggested that they could have a five year report of capital purchases for future reports. There was no action on this item as it was informational only.

PERSONNEL STAFFING REPORT – Chief Ott reviewed the Staffing Report which indicated that the Department currently has a total of 51 members, 28 are assigned to Station #2 in Plymouth and an additional 22 are assigned to Station #1 in Northville, plus the Chief who rotates between the two stations. The Chief indicated that there are four people currently going through the hiring process and should be on board in the next 30 days.

FOURTH QUARTER & 2015 RUN VOLUME REPORT – Chief Ott reported to the NPFAB that the Department had 4th Quarter run volume split of 46.7% Northville and 53.2% Plymouth. Despite the 4th Quarter results the year end total for the Department showed 1,048 with only 454 being Fire or other, while 1,502 were medical runs. The split between the two stations was Northville had 41% of the run volume, while Plymouth had 59% of the run volume. The year end run volume report determines the cost sharing for the year between the two Cities, which means that Plymouth will pay 59% of the Department cost, while Northville will pay 41% of the costs. The Chief noted that for the month of January the Department had a total of 60 runs for the Northville Station and 58 runs for the Plymouth Station. Chief Ott also noted that the total number of runs for the Department in 2015 was 4.6% less than it was in 2014.

TRAINING REPORT – As a result of questions at the last NPFAB meeting Chief Ott has begun to provide a training report to the Board. The Chief provided a written report which outlined the various aspects of the training programs offered by the Department. In addition, he provided a copy of the training calendar for December 2015 through early March 2016. He also indicated that he is continuing to work on the format of the report. Upon questioning related to the documentation of the training the Chief stated that training that results in a certificate is placed into the Fire Fighter’s personnel file. He also stated that the Plymouth Station has the training logged in by individual through the I Am Responding software program. This allows the Plymouth Station to immediately pull up all training that this person attended while working for the Department. There was also a question related to Passport Accountability and what that was, the Chief explained that this is the method of being able to account for all fire fighters on a scene. It was also noted that the Mutual Aid group is going to a new program for Passport Accountability and there will be training on this program soon. This program is a MIOSHA requirement of all fire departments.

FIRE DEPARTMENT GOALS – Chief Ott presented the Fire Department Goals and Action Steps for the New Year. He indicated that the listing of Department Goals is a part of the overall Budget Process in Northville. He also indicated that the Goals are nearly the same as last year, except the Objectives and Action Steps have changed from last year. There was no action on this as this was informational only.

SOCIAL MEDIA POLICY – Chief Ott presented the proposed Fire Department Policy related to photographs, video, sound recordings and Social Media Policy. He indicated that he reviewed approximately 10 different policies from other Departments before developing the current proposed plan. The proposed policy was also reviewed by the Northville City Labor Attorney. Mayor Roth asked a question related to the use of Department Logos, the Chief said that the policy should cover that issue. After a brief discussion it was moved by Vice-Chair Roth and seconded by Chairman Pobur to approve the policy as presented.

MOTION TO ADOPT POLICY PASSED

FIRE PREVENTION DIVISION ACTIVITY REPORT – The NPFAB received a report from the Chief which indicated that a total of 21 routine fire inspections took place in the 4th quarter of October through December. In addition, there were 15 return or follow up inspections and a total of 33 Company level site visits. The Chief also indicated that there was a meeting earlier in the week to help stimulate activity and to get the information uploaded into the Command Scope Program.

PROMOTIONAL ANNOUNCEMENT FOR THREE POSITIONS – Chief Ott indicated that the current budget calls for two additional Fire Officers and they also recently had a retirement of one officer, so there are a total of three open officer positions on the Department. The Chief also indicated that the number of officers is one of the issues that were listed in the ICMA reports that were completed for the City of Plymouth. There was a lot of discussion on this issue with the Board. Questions were asked related to what are the job responsibilities of the current officers. Chief Ott stated that he would intend to redo the job descriptions of the current officers to help divide all of the responsibilities among all of the officers. The Chief stated that he would have this completed within the next 60 days. The NPFAB also had a brief discussion related to the question of are the current officers meeting the response requirements of the new positions. The Chief indicated that a couple of the current officers did not meet the requirements of run response, but there were some extenuating circumstances in those cases. He would be working with the officers to increase their responses.

There was also a discussion of the Officer Stipend versus perhaps an increase in the hourly rate for the officers. When asked if changing the pay process to allow for an increase in the hourly rate for the officers and not pay a stipend. Chief Ott indicated that the current system has been the way they have always done it since he was a member of the Department and probably for many years before that. Mayor Roth stated that the current program provides budget stability as we will know what the expense is and there is no variation in the cost. The Chief indicated that the cost might vary somewhat, although a current study showed the cost of converting to an hourly rate might be about the same. He also stated that the current officers have not talked about switching systems to an hourly rate. Chairperson Pobur indicated that she would like to know what the consensus of the officers is on this issue. She felt that if the officers received a higher rate of hourly pay, they may be more inclined to come in and lead the younger members of the Department. She went on to say that with the type of Department that we operate it is critical that we have officers as leaders on the various runs.

There was no action on this item as the Chief stated that unless there were objections from the NPFAB that he would be posting the positions tomorrow.

HURON VALLEY AMBULANCE PLYMOUTH RESPONSE TIMES – Paul Sincock presented December response time averages for Huron Valley Ambulance (HVA) for their responses in Plymouth. He noted that HVA was well within the contractual requirements for response times in Plymouth. The average response time was 6:16 in December. Mayor Ken Roth requested additional information on the Plymouth Contract with HVA.

REVIEW OF PLYMOUTH STATION RESPONSE TIMES – The Board was presented with the 2015 response times report for all runs for the Plymouth Station. Paul Sincock discussed the report with the Board and indicated that there are a number of metrics that can be reviewed in this report. He noted that the all calls for service average response time are 8:07 from the time the call is received in the dispatch center to the arrival of the first fire unit. The emergent calls for service average are 7:07 and the non-emergent calls for service average response time is 9:01. The printed report showed all calls for service from January 1 through December 31st of 2015. Mayor Roth asked a question related to Dispatch Delay and it was discussed that it is the opinion of the Plymouth City Staff that this is a process issue, not a delay issue as from the customer stand point it is the total length of time from phone call to arrival of the first unit that counts. Mr. Sincock indicated that sometimes when the processes make it difficult to measure any individual component of the total response time metric.

OTHER BUSINESS THAT MAY COME BEFORE THE NPFAB:

- **Novi Structure Fire** – Chief Ott indicated that the City of Novi requested mutual aid to assist at a house fire. The Department sent an engine and staff to Novi to assist as requested and per Departmental Policy the entire Department staffed up putting additional manpower at both the Plymouth and Northville Stations in the event of a run in our area and to assist Novi in the event of a second run in their area. A total of 28 Fire Fighters responded to the call to the stations.

The Chief indicated that upon arrival that Novi FD assigned the NCFD with the task of completing a secondary search of the structure. Their search led them to discover the five victims of the fire in the basement of the structure. The Chief indicated that the members of the Northville Department have provided statements to the Novi Police and they are working with the Novi Fire Department on the reports. Chairperson Pobur asked Plymouth Public Safety Director Al Cox about what his recent training at the FBI would indicate as necessary in a case like this. Director Cox indicated that documentation is extremely critical as these documents will be used in the future. He also indicated that a critical incident debrief is also a very necessary component of this call, using outside professionals who specialize in this type of incident.

Chief Ott indicated that Novi was heading up a Critical Incident debrief meeting for everyone involved next week at Novi. The Chief further indicated that they are working with outside professional teams who will be helping our crews as a result of this incident.

- Chairperson Pobur asked Chief Ott a question related to the possibility of Northville Township providing Northville City with Advanced Life Support Ambulance Service to replace the CEMS, which is the private ambulance service providing service in Northville City. Mayor Roth indicated that Northville Township has suggested that they take on the current role that CEMS provides in Northville. The Mayor indicated that they do not want to say “no” without taking a look at the situation. This issue has not gone to the “hard look stage”; according to the Mayor.

NEXT MEETING DATE – It was determined that the next meeting of the NPFAB would be on Tuesday, March 1, 2016 at 10:00 a.m. at Northville City Hall.

ADJOURNMENT – There being no further business to come before the NPFAB it was moved by Vice-Chair Roth and seconded by Member Sincock to adjourn the meeting.

MOTION PASSED

Respectfully Submitted,

Paul J. Sincock
Recording Secretary