



**CITY OF PLYMOUTH
MEETING MINUTES**

201 S Main, Plymouth, MI 48170
Ph (734) 453-1234 Fax (734) 455-1892
<http://www.ci.plymouth.mi.us>



**NORTHVILLE – PLYMOUTH FIRE ADVISORY BOARD
MEETING MINUTES -
Monday, June 6, 2016 - Plymouth City Hall**

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

Others present were Fire Chief Steve Ott, Fire Capt. Jim Davison, Plymouth Public Safety Director Al Cox, City Police Lt./Fire Investigator Jamie Grabowski, Lt. Weiland, Lt. Bohnet, Lt. Lapenta, Lt. Samhat and Don Howard.

APPROVALS OF MEETING MINUTES – The Meeting Minutes of the Meeting of March 1, 2016 were distributed in advance of the meeting. It was moved by Member Smolen and seconded by Member Sincock to approve the Minutes as presented.

MOTION PASSED

PERSONNEL STAFFING REPORT - Chief Ott reported that there were a total of 54 Department Staff as of May 23, 2016. 24 of those are assigned to Station 1 in Northville and 29 are assigned in Plymouth at Stations 2 & 3. The Chief remains an unassigned member of the Department. This was informational only and no action was taken.

FIRST QUARTER RUN VOLUME REPORT - Through the end of the first quarter of the year the Department had made a total of 369 Runs, with 244 of them being medical and the remaining 125 were fire or other. The Chief mentioned that Station 1 had 45.8% of the call volume to date and Station 2 had 54.2% of the call volume. There was a brief discussion related to Mutual Aid and it is counted as a run for the station closest to the Mutual Aid request. Novi Mutual Aid calls are "charged" to the Northville Station, while Plymouth Township Mutual Aid calls for service are "charged" to the Plymouth Station. This was informational and no action was taken.

TRAINING REPORT - Chief Ott presented the Training Report which indicated that Department Staff participated in a total of 53 training sessions in the First Quarter of the Year for a total of 1,143 staff hours. This included training for the Department's Haz-Mat and USAR team members. This was an informational item and no formal action was taken.

FIRE INSPECTION REPORT - Chief Ott reported that the Fire Inspectors completed 37 routine Fire Inspections during the first quarter of the year. There were also a total of 15 company level inspections completed in the first quarter, with 3 being completed in Northville and 12 being completed in Plymouth. This was an informational item and no formal action was taken.

PROMOTIONAL ANNOUNCEMENT - Chief Ott indicated that he has promoted four people to the rank of Lieutenant in the Fire Department. The Chief indicated that Lt. Brian Bohnet has served for 13 years with the Department and will work as the Training Officer. Lt. John Lapenta has been with the Department since 2001 and heads up the Department's Public Education activities. He is also on the Multi-jurisdictional USAR Team. Lt. Matt Samhat has been with the Department since 2012 and hold a degree in Criminal Justice. He will have charge of the Department's information technology and will act as the Public Information Officer. Lt. Bob Weiland is a Firefighter/Paramedic with over 37 years of experience and a background in electrical engineering. He will serve the Department as Quartermaster, with responsibility for the Department's equipment and supplies.

It was moved by Member Smolen and Seconded by Member Roth to offer the NPFAB's congratulations on the new promotions.

MOTION PASSED

HURON VALLEY AMBULANCE RESPONSE TIMES - It was reported by Paul Sincock that the April response time for Huron Valley Ambulance in the City of Plymouth was 5:57 (minutes/seconds) from time of call to the arrival of the HVA unit at the scene. This was well within the established guidelines per the contract with the City of Plymouth and HVA. This was an informational item and no action was taken.

REVIEW OF PLYMOUTH STATION RESPONSE TIMES - It was reported that the average Year to Date response time for Emergent Calls for the Plymouth Station was 8:07 (minutes/seconds) from the time of the call to the arrival of the first Fire Unit on scene. There was a brief discussion related to this matter and Sincoc noted that in Plymouth, usually the Fire Department is third into a scene. He went on to explain that for a number of reasons Plymouth has a three pronged approach to medical runs. Police are medically trained and have first aid equipment in their vehicles, including AED's. Police are there to primarily secure the scene and insure the safety of the HVA Paramedics and Fire Department Staff, but will use their medical training to assist in the event that they are presented in the normal course of their duties with a citizen that needs life saving help. HVA Paramedics are usually second into the scene and provide primary patient care. The Fire Department usually arrives last and is there to assist our partners from HVA with patient care and loading as needed. Occasionally, Fire Fighters drive the HVA unit to the hospital in critical situations. No action was taken on this item as it was informational.

CAPITAL PURCHASES NEXT FIVE YEARS - Chief Ott reported to the NPFAB that there are no capital purchases expected in the next three fiscal years. However, in Fiscal 19 - 20 there are planned purchases of \$120,000 for Turn Out Gear, \$30,000 in Pagers, \$39,000 for helmets and boots and \$300,000 for radios. There are also no purchases planned for Fiscal 20 - 21. There was no action needed on this item as it was informational only.

BUDGET REPORT - Chief Ott presented the Budget Report thru May 31, 2016. The report showed that the operations of the Department had expended 79.9% of the budget, pending some payroll items that will still need to be posted. Overall the Department Operations Budget is \$875,301 and to date they have expended \$707,964. There was no action on this item as it was informational only.

FIRE OFFICER ADMINISTRATIVE DUTIES - As a follow up to the February NPFAB Meeting Chief Ott presented the duties of each of the Fire Officers:

Captain Greg Westfall - Fire Inspection Division, Pre-Plans, Plan Review and Station 1 Day to Day Operations.

Captain Brad Westfall - Responsible for Yearly hose and ladder testing programs.

Captain Jim Davison - Responsible for Stations 2 & 3 Operations, Statistical Analysis, Special Event scheduling, equipment maintenance. Lead Operations at Plymouth Stations.

Lieutenant Scott Rice - Apparatus and Power Equipment Training and Maintenance.

Lieutenant Brian Bohnet - Training Officer, serves as chair of the Training Committee and maintains all training records.

Lieutenant John Lapenta - EMS Coordinator and represents the Department on the HEMS.

Lieutenant Matt Samhat - Computer Systems and electronic reporting systems. Also, serves as the Public Information Officer (PIO).

Lieutenant Bob Weiland - Quartermaster (Q) and is responsible for the maintenance of turn out gear, uniforms and inventories.

FIRE OFFICER COMPENSATION STUDY - Chief Ott presented his Fire Officer Compensation Study. Based on the report the Chief indicates that he is not recommending any changes at this time.

INFORMATIONAL ITEMS - The Board was presented with a number of published articles including one on a house fire in Plymouth on Farmer Street. Another article was on Quick Response Vehicles and how fire destroyed three ambulances operated by the Sullivan County Ambulance Service.

NEXT MEETING DATE – It was determined that the next meeting of the NPFAB would be on Monday, September 19, 2016 at 4:00 p.m. at Northville City Hall.

ADJOURNMENT – There being no further business to come before the NPFAB it was moved by Member Smolen and seconded by Member Sullivan to adjourn the meeting.

MOTION PASSED

Respectfully Submitted,

Paul J. Sincock
Recording Secretary