



Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, April 19, 2021 4:00 p.m.

This meeting will take place online via Zoom.

<https://us02web.zoom.us/j/84721191013>

Phone in 1-312-626-6799

Meeting ID: 847 2119 1013 Passcode: 136731

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1) Roll Call

Chair Marques Thomey, Vice Chair Brian Turnbull, Jim Rachwal, Paul Sincock, Pat Sullivan

2) Approval of Meeting Minutes for January 19, 2021

3) Fire Prevention

4) Training Report

5) Personnel Staffing Report

6) Run Volume Report

7) Review of Northville Station Response Times

8) Review of Plymouth Station Response Times

9) Financial Report

10) Other Business

11) Next Meeting Date

12) Adjournment



Northville Plymouth Fire Advisory Board Meeting Minutes Tuesday, January 19, 2021 4:00 p.m. Zoom Meeting

1. ROLL CALL

Present: Chair Marques Thomey, Vice Chair Brian Turnbull, Member Paul Sincock, Member Pat Sullivan

Others Present: Chief Steve Ott, Director Al Cox

2. APPROVAL OF MEETING MINUTES

Turnbull made a motion, seconded by Sincock, to approve the minutes of the September 21, 2020 and the December 2, 2020 minutes.

There was a roll call vote.

Yes: Sincock, Sullivan, Thomey, Turnbull

MOTION PASSED 4-0

3. FIRE PREVENTION

Ott reported that from September through December 2020 the department conducted 5 new inspections at Station One (Northville) and 16 new inspections at Station Two (Plymouth). The department has interviewed candidates in order to hire at least two new fire inspectors.

4. TRAINING REPORT

Ott reported that the department conducted or participated in 74 training sessions, devoting approximately 1490 personnel hours to training activities.

5. PERSONNEL STAFFING REPORT

Ott reported that there are currently 59 staff members, including 25 at Station One, 33 at Station Two and one unassigned. Eight firefighters are enrolled in or preparing to start EMT training.

6. RUN VOLUME REPORT

Ott reported for the calendar year 2020, there was total of 1,467 runs, a decrease of 10.4% from 2019. Station One in Northville accounted for 42.9% of all runs, and Station Two in Plymouth accounted for 57.1%.

7. REVIEW OF NORTHVILLE STATION RESPONSE TIMES

Ott reported that the average response time in calendar year 2020 from the time of the call to the arrival of the first fire unit on scene 8:23 (minutes: seconds) at Station One (Northville).

8. REVIEW OF PLYMOUTH STATION RESPONSE TIMES

Ott reported that the average response time in calendar year 2020 from the time of the call to the arrival of the first fire unit on scene was 9:22 (minutes: seconds) at Station Two (Plymouth).

9. OTHER BUSINESS THAT MAY COME BEFORE THE NORTHVILLE-PLYMOUTH FIRE ADVISORY BOARD

There was a discussion about performance measures that were requested by Plymouth. Ott said he is still gathering data for metrics and he expects to have it ready by the next meeting.

10. NEXT MEETING DATE

The next meeting will be on Monday, April 19, 2021. The meeting will be hosted by Northville.

11. ADJOURNMENT

Turnbull made a motion, seconded by Sincock to adjourn the meeting at 4:38 p.m.
There was a roll call vote.

Yes: Sincock, Sullivan, Thomey, Turnbull

MOTION PASSED 4-0

Respectfully submitted,

Paul J. Sincock, Recording Secretary



Northville City Fire Department

Serving the cities of Northville and Plymouth

Fire Inspection Report

Inspections						
<u>Inspector</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Quarterly 1</u>	<u>April</u>	<u>Total</u>
Prieur	44	7	19	70	8	78
O'Donnell	4	1	5	10	0	10
M. Davison	0	1	0	1	0	1
Lt Rice	0	28	76	104	35	139
Perchman	0	0	5	5	1	6
Total Inspections	48	37	105	190	44	234
Inspections By City						
<u>City</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Quarterly 1</u>	<u>April</u>	<u>Total</u>
Northville	4	1	10	15	1	16
Plymouth	44	36	95	175	43	218
Inspections By Type						
	<u>January</u>	<u>February</u>	<u>March</u>	<u>Quarterly 1</u>	<u>April</u>	<u>Total</u>
New Inspections	45	33	67	145	7	152
Re-Inspections	2	4	37	43	40	83

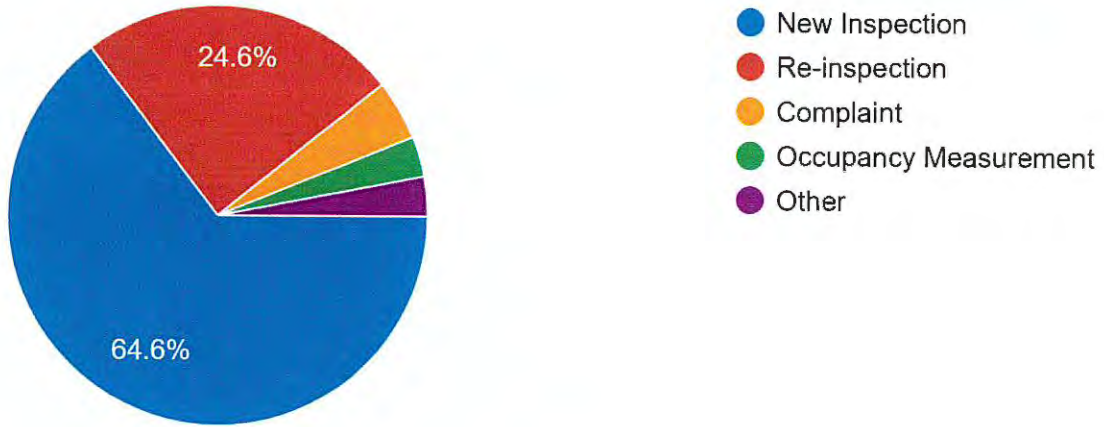


Northville City Fire Department

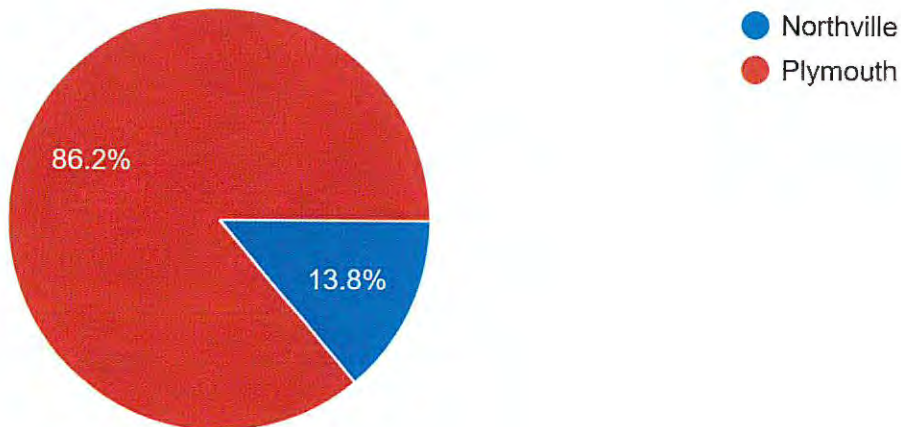
Serving the cities of Northville and Plymouth

Fire Inspection Report

Inspection Categories



Inspections By City



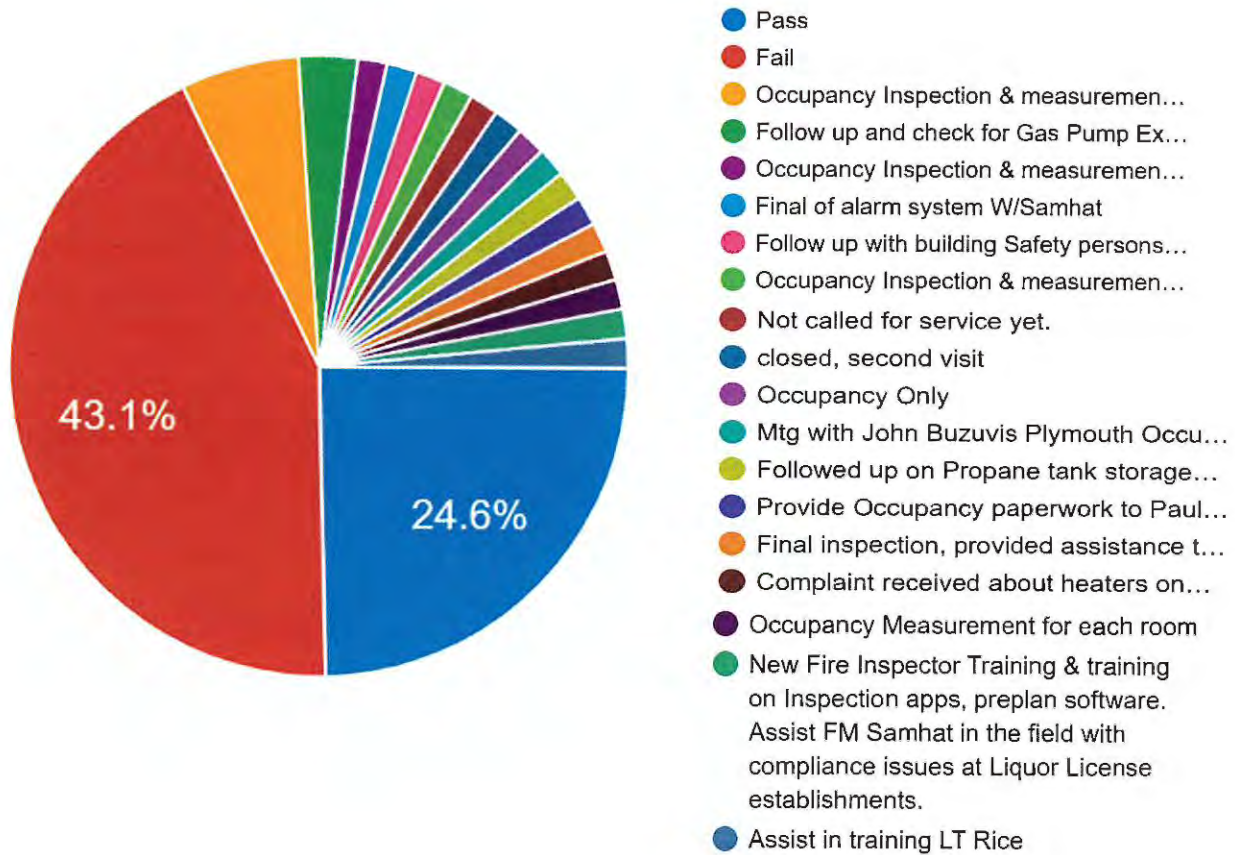


Northville City Fire Department

Serving the cities of Northville and Plymouth

Fire Inspection Report

Inspection Outcome





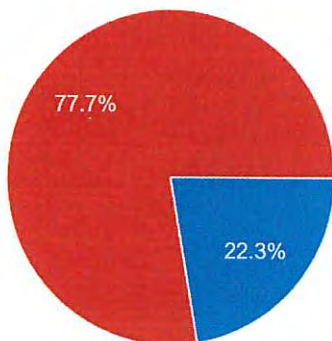
Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report

Training Sessions:

107 Total



Regular Dept Training -Thursday (23)

Individual / Outside Training (84)

	<u>January</u>	<u>February</u>	<u>March</u>	<u>Quarterly 1</u>	<u>April</u>	<u>YTD</u>
Thurs Training Hrs	375	377	318	1070	150	1220
Sessions	5	7	7	19	4	23
Individual Training Hrs	56	429	278	763	67	830
Sessions	6	9	16	31	4	35
Outside Training Hrs	103	81	199	383	47	430
Sessions	9	11	24	44	5	49



Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report

Training Topics

Regular Dept Training

- EMS and Fire Report Writing
- CPR Classroom
- Drivers Training
- Hems radio/ water supply/ roles on scene
- Basic Skill Drills (Drive Time, Vital Signs, and Hazard Mitigation)
- Machine Training, water supply, FDC, Hydrants
- CPR Training Videos
- SLICERS/Scene control
- Physical agility course and class room discussion about committing to improve physical fitness of our members
- Local Option: Confidence course, Hand line advancement, search and rescue.
- Hose advance and search/ Rescue
- Line in, Ladders up
- Elevator Rescue
- Evolutions, Search and Rescue, Fire Attack, Pump Operations
- Lecture on scene responses
- RIT/Hose Advancement/Search Rescue
- RIT Evolutions/FDC Connections
- Hose advancement, overhaul, wall breaching
- EMS Ce's/Blood Borne Pathogens
- Transport and reports
- EMS Training
- Tools of the trade
- Fire Ground Operations and Bunker gear tools.
- Walk through of Tonquish Creek
- SCBA Familiarization
- American CME Hems - 2020 Michigan EMS Protocols Knowledge Assessment
- RIT Functions/Fire Fighter Rescue Techniques
- RIT activation and RIT tools
- House Practical Exercise



Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report

Individual Training

- Probationary Binder
- Probationary Drivers Training
- Probationary Binder - Gear Donning, Truck Checks, and Equipment Startup
- House Practical Exercise
- Roof operations

Outside Training

- WWUSAR Monthly Training
- Hazmat Training
- On-Scene OSHA Compliance (ML-MLHS-04)
- Propane Forklift Cylinder (ML-CNPV-07)
- EPA Reimbursement for Hazmat (ML-MLAA-01)
- Reading a Tank Truck Specification Plate (ML-CNTT-10)
- Tank Car Identification (ML-CNRC-08)
- Understanding Distillation (ML-CLAA-01)
- Tank Car Valves and Fittings (ML-CNRC-09)
- Illegal Fuel Theft and Transport Vehicles (ML-CLOI-06),
- Facility Pipe Marking Systems (ML-CNFF-01)
- How It's Made - 20lb Propane Cylinder (ML-CNPV-05)
- Risk-Based Response to Dry Ice OSHA TECHNICIAN 1910
- Thermal Imaging for Hazmat (ML-STAD-06)
- Ebola (ML-MABW-07)
- CBD vs THC (ML-MAID-15)
- Rail Car and Rail Head training
- MFIS Conference - Virtual
- Social Media Challenges for the Fire Service
- ICC Training
- Trench rescue and Pt. Extraction
- A & B Chlorine kit, Grounding & Bonding
- Fire Inspector 1
- Plan Examiner
- Paradigm Pipeline Safety Program
- Instructor 1
- ICS 300
- Flashover Training



Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report

-
- Distance learning on Zoom; Discussion on Youth Fire setter program. Presented by: State FM



Northville City Fire Department

Serving the Cities of Northville & Plymouth

PERSONNEL STAFFING REPORT

April 13, 2021

Total Staffing

FF/Paramedic	4
FF/Specialist	1
FF/EMT	28
FF/MFR	6
FF	12
Paramedic	2
EMT	2
Cadet	1
 Total Personnel	 56

Unassigned

FF/EMT	1
 Total Unassigned	 1

Station 1

FF/Paramedic	2
FF/Specialist	0
FF/EMT	13
FF/MFR	0
FF	6
Paramedic	1
EMT	2
Cadet	1
 Total Station 1	 25

Station 2

FF/Paramedic	2
FF/Specialist	1
FF/EMT	14
FF/MFR	6
FF	6
Paramedic	1
EMT	0
Cadet	0
 Total Station 2	 30



Northville City Fire Department

Serving the Cities of Northville & Plymouth

2021 FIRST QUARTER RUN VOLUME REPORT

FULL DEPT.	2021	2020	% CHANGE (2021/2020)	2019	% CHANGE (2020/2019)
TOTAL RUNS	311	375	--17.1%	424	--11.6%
MEDICAL	229	276	--17%	289	--4.4%
FIRE/OTHER	82	99	--17.2%	135	--26.7%

FULL DEPT.	2021	2020	2019
PERCENT MEDICAL	73.6%	73.6%	68.2%
PERCENT OTHER	26.4%	26.4%	31.8%

STATION 1	2021	2020	% CHANGE (2021/2020)	2019	% CHANGE (2020/2019)
TOTAL RUNS	116 (37.3%)	155 (41.3%)	--25.2%	167 (39.4%)	--7.2%
MEDICAL	79	100	--21%	102	--2%
FIRE/OTHER	37	55	--32.7%	65	--15.4%

STATION 1	2021	2020	2019
PERCENT MEDICAL	68.1%	64.5%	61.1%
PERCENT OTHER	31.9%	35.5%	38.9%

STATION 2	2021	2020	% CHANGE (2021/2020)	2019	% CHANGE (2020/2019)
TOTAL RUNS	195 (62.7%)	220 (58.7%)	--11.4%	257 (60.6%)	--14.4%
MEDICAL	150	176	--14.8%	187	--5.9%
FIRE/OTHER	45	44	2.3%	70	--37.1%

STATION 2	2021	2020	2019
PERCENT MEDICAL	76.9%	80%	72.8%
PERCENT OTHER	23.1%	20%	27.2



CAD-130 Average Response Time By Type - NCFD Monthly Report
CCAD-130

2/1/21



Incident Type	Num of Incidents	Avg Create -> Disp	Avg Dispatch -> Arrive
AC - ASSIST CITIZEN	4	00:01:15	00:08:31
AF - ALARM	4	00:01:29	00:10:08
BURNIN - BURNING COMPLAINT	2	00:00:26	00:09:55
FIRE - STRUCTURE	1	00:00:04	00:00:00
ME1 - MEDICAL PRIORITY 1	20	00:01:23	00:08:16
ME3 - MEDICAL PRIORITY 3	3	00:01:20	00:06:34
MUTAID - MUTAID	1	00:00:04	00:00:00
PA - POLICE ASSIST	1	00:00:03	00:07:04
	Average:	00:01:12	00:07:57



CAD-130 Average Response Time By Type - NCFD Monthly Report CCAD-130

3/1/21



Incident Type	Num of Incidents	Avg Create -> Disp	Avg Dispatch -> Arrive
AF - ALARM	11	00:00:36	00:07:59
DW - DOWN WIRE	2	00:00:29	00:20:50
FIRE - STRUCTURE	1	00:01:45	00:05:54
ME1 - MEDICAL PRIORITY 1	16	00:01:13	00:07:43
ME3 - MEDICAL PRIORITY 3	2	00:00:54	00:09:58
MUTAID - MUTAID	2	00:00:26	00:11:56
OI - ODOR INVESTIGATION	2	00:00:51	00:06:51
PI - PIA	2	00:00:40	00:04:58
Average:		00:00:54	00:08:35



CAD-130 Average Response Time By Type - NCFD Monthly Report
CCAD-130

4/1/21



Incident Type	Num of Incidents	Avg Create -> Disp	Avg Dispatch -> Arrive
AC - ASSIST CITIZEN	2	00:00:28	00:03:13
AF - ALARM	2	00:00:12	00:04:19
BURNIN - BURNING COMPLAINT	1	00:00:03	00:00:11
DW - DOWN WIRE	2	00:01:49	00:04:29
ME1 - MEDICAL PRIORITY 1	28	00:01:06	00:06:00
ME3 - MEDICAL PRIORITY 3	4	00:01:11	00:06:08
OI - ODOR INVESTIGATION	2	00:00:33	00:05:22
PA - POLICE ASSIST	3	00:00:06	00:06:40
Average:		00:00:56	00:05:37

NORTHVILLE FIRE DEPARTMENT / PLYMOUTH STATION - RUN TIMES

4/16/2021 9:46 AM

2021 NCFD RUN #	DATE	LOCATION OF CALL	TYPE OF CALL	PCC TIME OF CALL	FIRE DISPATCH TIME	FIRE ENROUTE TIME	FIRE ARRIVAL TIME	CLEAR TIME	E / NE	FIRE RESPONSE TIME	NOTES	AVERAGE RESPONSE TIMES
177	3/19/2021	S. Union	Wire Down	15:57:48	15:58:10	15:58:55	15:58:55	16:04:47	NE	0:01:07		
178	3/20/2021	Cassady Place	Medical	8:52:23	8:52:50	8:56:21	8:58:31	8:58:46	E	0:06:00		
179	3/20/2021	Haggerty	Medical	10:07:19	10:09:18	10:12:49	10:15:01	10:38:56	NE	0:07:42		
180	3/20/2021	Glennview	AMA To Ply.Twp.	11:30:08	11:30:34	11:33:25	11:36:46	12:22:09	E	0:06:38		
181	3/20/2021	W. Pearl	Open Burn	15:03:58	15:04:18	15:13:32	15:15:03	15:29:00	E	0:11:05		
182	3/21/2021	N. Mill	Odor Investigation	21:38:24	21:39:36	21:47:58	21:49:50	22:12:11	NE	0:11:26	Non Emergent	
183	3/22/2021	N. Mill	Medical	1:45:49	1:50:18	2:06:41	2:08:02	2:08:02	NE	0:22:13	Train Delay/Incoming to station	
184	3/22/2021	N. Mill	Odor Investigation	2:19:36	2:19:51	2:21:01	2:21:58	2:46:30	NE	0:02:22		
185	3/22/2021	S. Mill	AMA to Ply. Twp.	11:59:58	11:56:12	12:01:47	12:04:12	12:51:01	E	0:08:14		
186	3/22/2021	Penniman	Mulch fire	15:01:48	15:02:48	15:07:48	15:09:21	15:17:27	E	0:07:33		
187	3/23/2021	N. Harvey	Odor Investigation	17:46:13	17:46:29	17:58:48	17:59:29	18:11:06	E	0:13:16		
188	3/24/2021	Haggerty	Medical	10:32:49	10:32:52	10:35:26	10:39:14	10:50:26	NE	0:06:25		
189	3/26/2021	Herald	Medical	6:55:30	6:57:49	7:12:32	7:14:53	7:20:05	NE	0:19:23	Non Emergent	
190	3/26/2021	W. Ann Arbor Rd.	Fire Alarm	9:11:36	9:11:38	9:16:40	9:18:54	9:21:08	E	0:07:18		
191	3/27/2021	Farmer	House Fire	13:46:52	13:48:28	13:51:48	13:54:37	14:15:16	E	0:07:45		
192	3/27/2021	N. Sheldon	Fire Alarm	17:52:42	17:53:10	17:58:42	18:01:36	18:16:52	NE	0:08:54		
193	3/27/2021	Sheridan	Medical	19:07:37	19:09:17	19:11:33	19:14:29	19:32:02	E	0:06:52		
194	3/29/2021	S. Main	Medical	8:36:48	8:38:49	8:46:58	8:49:18	8:59:22	NE	0:12:30	2 min delay/Non Emergent	
195	3/29/2021	N. Sheldon	Fire Alarm	10:21:15	10:21:29	10:24:08	10:24:10	10:35:44	NE	0:02:55		
196	3/30/2021	Farmer	House Fire	16:59:57	17:00:51	17:03:24	17:05:14	17:30:07	E	0:05:17		
197	3/30/2021	Pacific	Medical	18:16:42	18:17:50	18:19:20	18:21:21	18:37:44	E	0:04:39		
198	3/31/2021	Arthur	Medical	0:20:08	0:20:47	Cancel	Cancel	0:31:41				

City of Northville Fire Department
FY 2021

	Original Budget	1st Qtr Amendment	2nd Qtr Amendment	3rd Qtr Amendment	4th Qtr Amendment	Amended Budget	Actual thru 3/31/21	% of Budget Used	Actual thru 3/31/21	Plymouth Allocation	Plymouth Cost
Administrative											
Wages - Clerical	9,855	-	-	145	-	10,000	7,086	70.9%			
Wages - Clerical OT	145	-	-	(145)	-	-	-	100.0%			
Wages - Chief & Officers	78,880	-	-	1,290	-	80,170	51,504	64.2%			
Training Wages	82,610	-	-	1,240	-	83,850	51,953	62.0%			
Disability Insurance	6,095	-	-	-	-	6,095	6,092	100.0%			
Uniforms & Clothing	9,500	-	-	2,500	-	12,000	10,973	91.4%			
Cleaning Allowance	550	-	-	-	-	550	275	50.0%			
Contractual Services	2,500	-	-	-	-	2,500	30	1.2%			
Technology Support & Services	4,985	(1,140)	-	1,655	-	5,500	3,935	71.5%			
Legal Services	200	-	-	-	-	200	-	0.0%			
Employee Physicals & Drug Tests	17,400	-	-	-	-	17,400	15,679	90.1%			
Medical/Certificate Renewals	450	-	-	-	-	450	442	98.3%			
Telephone & Internet Service	520	-	-	2,300	-	2,820	630	22.3%			
Vehicle Allowance	6,000	-	-	-	-	6,000	4,500	75.0%			
Conferences & Meetings	500	-	-	-	-	500	-	0.0%			
Liability & Property Insurance	3,490	(130)	-	-	-	3,360	3,356	99.9%			
Memberships & Dues	1,980	-	-	-	-	1,980	1,223	61.8%			
Education & Training	13,700	-	-	(1,000)	-	12,700	10,240	80.6%			
Fringe Benefits	60,800	-	-	(440)	-	60,360	43,730	72.4%			
Unemployment Compensation	-	-	-	-	-	-	-		211,648.29	58%	122,756.01
Operations											
Wages - Runs	447,485	-	-	(2,980)	-	444,505	222,275	50.0%			
Wages - Mutual Aid	20,000	-	-	10,000	-	30,000	30,792	102.6%			
Wages - Inspections & Station Coverage	78,675	-	-	1,180	-	79,855	60,452	75.7%			
Supplies	48,885	-	-	-	-	48,885	36,055	73.8%			
Fuel for Power Tools	250	-	-	-	-	250	83	33.1%			
Automotive Parts	2,000	-	-	-	-	2,000	1,517	75.9%			
Radio Maintenance	1,700	-	2,000	-	-	3,700	3,504	94.7%			
Vehicle Insurance - Aerial	6,840	390	-	-	-	7,230	7,228	100.0%			
Automotive Service	21,000	-	-	-	-	21,000	12,756	60.7%			
Fringe Benefits	72,490	1,205	-	(4,190)	-	69,505	40,717	58.6%	415,379.21	58%	240,919.94
Northville Only - Admin & Operations											
Covid Hazard Pay	-	15,743	-	-	-	15,743	15,743	100.0%			
Wages - Special Events	3,380	-	-	(2,530)	-	850	-	0.0%			
Supplies	-	-	1,930	-	-	1,930	1,928	99.9%			
Fuel & Oil	3,500	-	-	-	-	3,500	2,049	58.6%			
Contractual Services	2,325	-	-	-	-	2,325	428	18.4%			
Mutual Aid/EMS Participation Fees	2,660	1,300	-	-	-	3,960	3,955	99.9%			
Vehicle Insurance	18,620	180	-	-	-	18,800	18,798	100.0%			
Equipment Rental	-	-	-	30	-	30	30	100.0%			
Hydrant Rental	10,145	-	-	-	-	10,145	6,763	66.7%			
Fringe Benefits	425	-	-	(275)	-	150	-	0.0%			
Unfunded Pension Contribution	12,880	-	-	-	-	12,880	12,878	100.0%			
Retiree Healthcare	14,110	-	-	(1,210)	-	12,900	9,579	74.3%	72,150.89	0%	-

City of Northville Fire Department
FY 2021

	Original Budget	1st Qtr Amendment	2nd Qtr Amendment	3rd Qtr Amendment	4th Qtr Amendment	Amended Budget	Actual thru 3/31/21	% of Budget Used	Actual thru 3/31/21	Plymouth Allocation	Plymouth Cost
Plymouth Only - Admin & Operations											
Wages - Special Events	20,280	-	-	(15,280)	-	5,000	1,006	20.1%			
Mutual Aid/EMS Participation Fees	3,005	1,460	-	-	-	4,465	4,461	99.9%			
Liability & Property Insurance	120	(30)	-	-	-	90	89	98.9%			
Fringe Benefits	2,535	-	-	(2,475)	-	60	124	206.5%			
Unfunded Pension Contribution	1,840	-	-	-	-	1,840	1,840	100.0%			
Retiree Healthcare	2,010	-	-	(30)	-	1,980	1,239	62.6%	8,757.83	100%	8,757.83
Fire Academy											
Wages - Instructors	-	2,390	-	-	-	2,390	2,388	99.9%			
Fringe Benefits	-	295	-	-	-	295	294	99.8%	2,682.48	0%	-
Contingency											
Contingency	21,120	(4,715)	(3,930)	(7,323)	-	5,152	-	100.0%	-	58%	-
Total Operations	1,118,440	16,948	-	(17,538)	-	1,117,850	710,619	63.6%			
5% Overhead (per agreement)							35,531		35,530.94	100%	35,530.94
Total Operations							746,150		746,149.64		407,964.72
Debt Service - Aerial Truck	52,939	-	-	-	-	52,939	49,765	94.0%	49,765.05	58%	28,863.73
Equipment Fund Contribution	133,675	-	-	(225)	-	133,450	100,087.50	75.0%	100,087.50	58%	58,051.00
									896,002.19		494,879.44