



Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, July 18, 2022 4:00 p.m.
Plymouth City Hall 201 S. Main St.

1. Roll Call: Chair Brian Turnbull, Vice Chair Tony Sebastian, Jim Rachwal, Paul Sincock, Pat Sullivan
2. Approval of Meeting Minutes for April 4, 2022
3. Fire Inspection Report
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. Budget Report
10. Next Meeting Date
11. Adjournment



Northville Plymouth Fire Advisory Board

Meeting Minutes

Monday, April 4 2022 4:00 p.m.
Northville City Hall

1. ROLL CALL

Present: Chair Brian Turnbull, Vice Chair Tony Sebastian, Member Jim Rachwal, Member Paul Sincok, Member Pat Sullivan

Others Present: Chief Matt Samhat, Plymouth Mayor Nick Moroz

2. APPROVAL OF MEETING MINUTES

Sincok made a motion, seconded by Sullivan, to approve the minutes of the January 3, 2022 meeting.

MOTION PASSED 5-0

3. FIRE INSPECTION REPORT

Samhat distributed a revised document and reported a total of 164 fire inspections had been completed in the first quarter of 2022: 8 in Northville and 71 in Plymouth. Of those, 9 were new inspections and 171 were re-inspections. Rachwal suggested sharing this information with the police departments.

4. TRAINING REPORT

Samhat said department members attended a total of 241 training sessions for a total of 799 hours of department training in the first quarter of 2022.

5. PERSONNEL STAFFING REPORT

Samhat reported that there are currently 54 staff members, including 24 at station one and 29 at station two. He said he was still in the process of removing members who are underperforming.

6. RUN VOLUME REPORT

Samhat reported that in the first quarter of 2022, there were 150 runs at station one and 268 at station two. There was also a discussion on a community paramedic program.

7. REVIEW OF NORTHVILLE STATION RESPONSE TIMES

The group reviewed Northville (station one) response times provided by Samhat. This quarter, the average call-to-arrival response time was 8:37, with a dispatch to arrival time of 7:26 for emergent calls and 7:06 for non-emergent.

8. REVIEW OF PLYMOUTH STATION RESPONSE TIMES

The group reviewed Plymouth (station two) response times. This quarter, the average call-to-arrival response time was 8:24, with a dispatch to arrival time for 6:54 for emergent calls and 8:09 for non-emergent calls.

9. REVIEW OF INCIDENT MAPS

Samhat provided a document mapping run locations in both communities.

10. FINANCIAL REPORT

Sullivan offered a motion, seconded by Sincock, to recommend the proposed budget provided.

MOTION PASSED 5-0

11. OTHER BUSINESS

The group reviewed articles on home visit programs, leadership lessons and cardiac arrest survival rates.

11. NEXT MEETING DATE

The next meeting will be on Monday, July 18, 2022 at Plymouth City Hall.

12. ADJOURNMENT

Sincock offered a motion, seconded by Sullivan, to adjourn the meeting.

MOTION PASSED 5-0

Respectfully submitted,

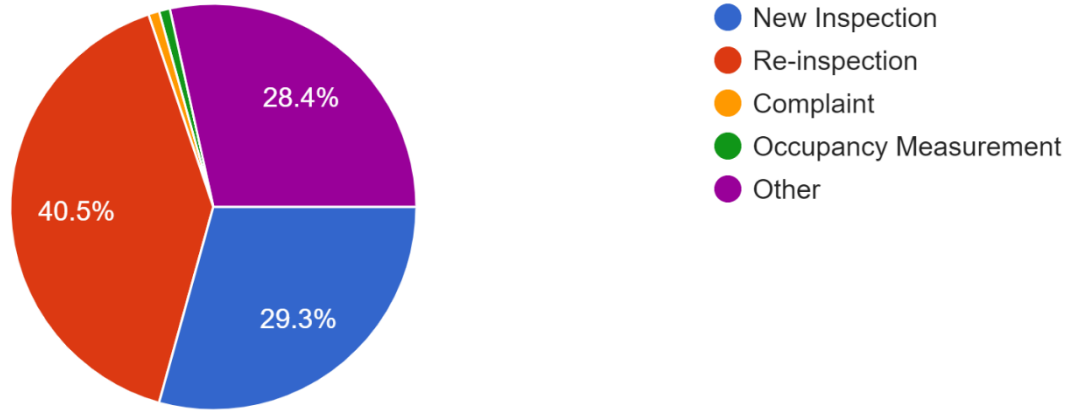
Paul J. Sincock, Recording Secretary



Northville City Fire Department

Serving the cities of Northville and Plymouth

Fire Inspection Report 2022



2022 Inspections By Inspector									
Inspector	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	
Prieur	8	7	8	23	4	0	2	6	
O'Donnell	0	11	10	21	5	4	5	14	
Lt Rice	63	26	23	112	49	33	42	124	
Perchman	8	0	0	8	0	1	0	1	
Total Inspections	79	44	41	164	58	38	49	145	
Inspections By City									
City	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	
Northville	8	11	10	29	5	5	6	16	
Plymouth	71	33	34	138	53	33	44	130	
Inspection Types									
Inspection Type	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	
New Inspections	5	25	19	49	3	3	3	9	
Re-Inspections	80	18	25	123	57	57	57	171	



Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report 2022

<u>2022</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Q 1</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Q 2</u>
Thurs Training Hrs	270	265	264	799	238	267	245	750
Sessions	8	8	9	25	8	8	8	24
Individual Training Hrs	45	9	75	129	124	84	77	285
Sessions	4	1	10	15	16	6	6	28
Outside Training Hrs	4	12	28	44	32	26	2	60
Sessions	1	1	3	5	1	2	1	4
USAR Training Hrs	16	16	16	48	16	40	18	74
Sessions	1	1	1	3	1	2	1	4
HazMat Training Hrs	14	9	14	37	73	8	65	146
Sessions	1	1	1	3	9	1	5	15



Northville City Fire Department

Serving the cities of Northville and Plymouth

Staffing 2022 – 2nd Quarter

Total Staffing			Chief		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
FF/Paramedic	4	3	FF/EMT	1	1
FF/Specialist	1	1			
FF/EMT	23	28	Total	1	1
FF/MFR	6	6			
FF	10	11			
Paramedic	1	2			
EMT	1	3			
Cadet	1	1			
Total Personnel	47	55			
Station 1			Station 2		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
FF/Paramedic	2	2	FF/Paramedic	2	1
FF/Specialist	0	0	FF/Specialist	1	1
FF/EMT	10	12	FF/EMT	12	15
FF/MFR	1	0	FF/MFR	5	6
FF	6	5	FF	4	6
Paramedic	1	2	Paramedic	0	0
EMT	1	3	EMT	0	0
Cadet	1	1	Cadet	0	0
Total	22	25	Total	24	29



Northville City Fire Department

Serving the cities of Northville and Plymouth

Run Volume Report 2022

2022	Jan	Feb	Mar	Q 1	Q1 %	Apr	May	Jun	Q 2	Q2 %
St. 1										
Medical	36	27	43	106	67.5%	29	32	47	108	63.2%
Fire/Other (Including MA)	7	23	21	51	32.5%	19	20	24	63	36.8%
Station 2 Runs - Fire	3	4	9	16		3	6	2	11	
Generated In Error	2	1	0	3		1	0	10	11	
# Of Calls	43	50	64	157		48	52	71	171	
St. 2										
Medical	72	66	75	213	77.5%	79	80	71	230	74.4%
Fire/Other (Including MA)	19	16	27	62	22.5%	19	36	24	79	25.6%
Station 1 Runs - Fire	1	2	1	4		3	6	4	13	
Generated In Error	0	2	3	5		3	1	2	6	
# Of Calls	91	82	102	275		98	116	95	309	
HazMat	0	0	0	0		0	0	1	1	
USAR	0	0	0	0		0	0	0	0	
Dept Totals										
Medical	108	93	118	319	73.8%	108	112	118	338	70.4%
Fire/Other	26	39	48	113	26.2%	38	56	48	142	29.6%
Total	134	132	166	432		146	168	166	480	
St. 1 %	32.1%	37.9%	38.6%		36.3%	32.9%	31.0%	42.8%		35.6%
St. 2 %	67.9%	62.1%	61.4%		63.7%	67.1%	69.0%	57.2%		64.4%



Northville City Fire Department

Serving the cities of Northville and Plymouth

Run Volume Comparison Report 2022 (2nd Q)

Dept Totals	2022	% Change	2021
Medical	338	6.3%	318
Fire/Other	142	54.3%	92
Total Runs	480	17.1%	410
Percent Medical	70.4%	-7.1%	77.6%
Percent Fire/Other	29.6%	7.1%	22.4%
St. 1	2022	% Change	2021
Medical	108	-6.9%	116
Fire/Other	63	31.3%	48
Total Runs	171	4.3%	164
% Of Dept Total	35.6%	-4.4%	40.0%
Percent Medical	63.2%	-7.6%	70.7%
Percent Fire/Other	36.8%	7.6%	29.3%
St. 2	2022	% Change	2021
Medical	230	13.9%	202
Fire/Other	79	79.5%	44
Total Runs	309	25.6%	246
% Of Dept Total	64.4%	4.4%	60.0%
Percent Medical	74.4%	-7.7%	82.1%
Percent Fire/Other	25.6%	7.7%	17.9%
Special Teams			
HazMat	1		3
USAR	0		0



Northville City Fire Department

Serving the cities of Northville and Plymouth

Times & Personnel 2022

St.1

2022	<u>January</u>	<u>February</u>	<u>March</u>	<u>Q 1</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Q 2</u>
<u>Avg Run Times (Metrics)</u>	43	50	64	157	48	52	71	171
Alarm Processing Time	0:01:18	0:00:53	0:00:58	0:01:03	0:00:49	0:00:56	0:00:50	0:00:52
Turnout Time	0:05:26	0:04:10	0:05:22	0:04:59	0:04:09	0:05:04	0:04:44	0:04:39
Travel Time	0:03:25	0:01:54	0:02:24	0:02:34	0:02:08	0:01:52	0:02:15	0:02:05
Call-Arrival Repose Time	0:10:09	0:06:56	0:08:44	0:08:37	0:07:07	0:07:52	0:07:49	0:07:36
Disp-Arrival Response Time	0:08:51	0:06:04	0:07:46	0:07:34	0:06:17	0:06:56	0:06:59	0:06:44
Emergent Time (D-A)	0:07:21	0:06:50	0:07:58	0:07:23	0:06:14	0:06:23	0:06:37	0:06:25
Non-Emergent Time (D-A)	0:10:35	0:03:43	0:07:13	0:07:11	0:06:23	0:08:42	0:08:46	0:07:57

<u>Avg Personnel Response</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Q 1</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Q 2</u>
Avg Personnel Response/Call	6	6	6	6	6	5	5	5
00:00 - 07:00	4	5	4	4	5	5	4	4
07:00-17:00	6	5	6	6	6	5	5	5
17:00-00:00	7	7	8	7	7	6	6	6



Northville City Fire Department

Serving the cities of Northville and Plymouth

Times & Personnel 2022

St. 2

2022	<u>January</u>	<u>February</u>	<u>March</u>	<u>Q 1</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Q 2</u>
<u>Avg Run Times (Metrics)</u>	91	82	102	275	98	116	95	309
Alarm Processing Time	0:01:02	0:01:02	0:01:01	0:01:01	0:00:58	0:00:49	0:01:04	0:00:57
Turnout Time	0:05:32	0:04:13	0:04:14	0:04:40	0:05:43	0:04:34	0:04:40	0:04:59
Travel Time	0:02:37	0:02:38	0:02:52	0:02:42	0:02:35	0:02:48	0:02:53	0:02:45
Call-Arrival Repose Time	0:09:11	0:07:53	0:08:06	0:08:23	0:09:16	0:08:13	0:08:33	0:08:41
Disp-Arrival Response Time	0:08:10	0:06:51	0:07:05	0:07:22	0:08:18	0:07:24	0:07:29	0:07:44
Emergent Time (D-A)	0:07:21	0:06:23	0:06:50	0:06:51	0:07:56	0:07:18	0:07:08	0:07:28
Non-Emergent Time (D-A)	0:09:17	0:07:41	0:07:28	0:08:09	0:09:00	0:07:56	0:08:10	0:08:22

<u>Avg Personnel Response</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Q 1</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Q 2</u>
Avg Personnel Response/Call	7	7	7	7	6	7	6	6
00:00 - 07:00	5	5	5	5	4	4	4	4
07:00-17:00	8	8	8	8	6	7	6	6
17:00-00:00	9	7	8	8	7	8	8	8



Northville City Fire Department

Serving the cities of Northville and Plymouth

Times & Personnel 2022

<u>St.1</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>
Alarm Processing Time	0:00:52	-8.4%	0:01:04
Turnout Time	0:04:39	-4.1%	0:05:20
Travel Time	0:02:05	23.0%	0:02:01
Call-Arrival Repose Time	0:07:36	15.3%	0:07:47
Disp-Arrival Response Time	0:06:44	3.2%	0:07:25
<u>St.2</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>
Alarm Processing Time	0:00:57	-10.6%	0:01:03
Turnout Time	0:10:40	-16.2%	0:05:31
Travel Time	0:02:45	12.3%	0:02:20
Call-Arrival Repose Time	0:08:41	-7.3%	0:08:51
Disp-Arrival Response Time	0:07:44	-6.8%	0:07:46



Incident Type	Num of Incidents	Avg Create -> Disp	Avg Dispatch -> Arrive
AC - ASSIST CITIZEN	1	00:00:00	00:00:04
AF - ALARM	9	00:00:24	00:07:44
DW - DOWN WIRE	4	00:01:06	00:05:45
FIRE - STRUCTURE	4	00:01:11	00:08:27
ME1 - MEDICAL PRIORITY 1	46	00:14:32	00:07:18
ME3 - MEDICAL PRIORITY 3	4	00:00:21	00:03:12
MET - HOSP TRANSFER	1	00:00:38	00:15:09
MUTAID - MUTAID	2	00:00:07	00:03:05
OI - ODOR INVESTIGATION	1	00:00:28	00:00:36
PA - POLICE ASSIST	7	00:18:53	00:06:13
PI - PIA	5	00:00:13	00:03:47
Average:		00:09:23	00:06:35

City of Northville Fire Department
 FY 2022
 (Not Final - does not include June Payroll)

	Original Budget	1st Qtr Amendment	2nd Qtr Amendment	3rd Qtr Amendment	4th Qtr Amendment	Amended Budget	Actual thru 6/30/22	% of Budget Used	Actual thru 6/30/22	Plymouth Allocation	Plymouth Cost
Administrative											
Vehicle Allowance	6,000	-	-	-	-	6,000	6,000	100.0%			
Wages - Clerical	10,250	-	-	(20)	-	10,230	10,162	99.3%			
Wages - Chief & Officers	82,575	-	-	(2,290)	(8,785)	71,500	71,174	99.5%			
Training Wages	86,365	-	-	(205)	(12,160)	74,000	57,042	77.1%			
Disability Insurance	6,500	-	-	-	(415)	6,085	6,084	100.0%			
Fringe Benefits	61,870	-	-	(2,310)	-	59,560	58,772	98.7%			
Uniforms & Clothing	9,000	-	-	-	6,000	15,000	5,341	35.6%			
Contractual Services	2,800	-	-	-	-	2,800	-	0.0%			
Technology Support & Services	6,845	2,175	-	3,880	-	12,900	10,357	80.3%			
Legal Services	200	-	-	-	-	200	-	0.0%			
Employee Physicals & Drug Tests	17,000	(5,500)	-	-	-	11,500	10,224	88.9%			
Medical/Certificate Renewals	320	125	-	-	-	445	346	77.8%			
Telephone & Internet Service	2,820	-	-	-	900	3,720	3,299	88.7%			
Cleaning Allowance	550	-	-	-	-	550	550	100.0%			
Memberships & Dues	2,090	-	-	(115)	-	1,975	980	49.6%			
Education & Training	12,100	-	-	-	-	12,100	3,194	26.4%			
Conferences & Meetings	150	-	-	-	-	150	82	55.0%			
Liability & Property Insurance	3,460	120	-	-	-	3,580	3,576	99.9%			
Unemployment Compensation	-	-	-	-	-	-	-		247,183.23	57%	140,894.44
Operations											
Wages - Runs	457,840	-	-	(285)	(25,000)	432,555	383,308	88.6%			
Wages - Overtime	-	-	-	-	150	150	150	100.0%			
Wages - Mutual Aid	30,900	-	-	(900)	-	30,000	17,529	58.4%			
Wages - Inspections & Station Covera	82,255	-	-	-	(25,000)	57,255	44,025	76.9%			
Fringe Benefits	70,085	-	-	(3,470)	(7,615)	59,000	51,823	87.8%			
Supplies	46,650	7,420	-	-	-	54,070	29,012	53.7%			
Automotive Parts	3,000	-	-	-	-	3,000	2,098	69.9%			
Fuel for Power Tools	250	-	-	-	-	250	-	0.0%			
Automotive Service	21,000	-	-	-	-	21,000	6,809	32.4%			
Radio Maintenance	3,000	2,500	-	-	-	5,500	2,957	53.8%			
Vehicle Insurance - Aerial	7,440	2,985	-	-	-	10,425	10,422	100.0%	548,133.08	57%	312,435.86
Northville Only - Admin & Operations											
Wages - Special Events	3,535	-	-	-	1,000	4,535	2,614	57.7%			
Fringe Benefits	435	-	-	(25)	120	530	302	56.9%			
Fuel & Oil	3,550	-	-	750	700	5,000	4,170	83.4%			
Contractual Services	2,400	-	-	-	1,100	3,500	1,370	39.1%			
Mutual Aid/EMS Participation Fees	3,960	-	-	-	-	3,960	3,955	99.9%			
Unfunded Pension Contribution	14,755	-	-	-	-	14,755	14,754	100.0%			
Retiree Healthcare	14,500	-	-	(7,485)	-	7,015	7,011	99.9%			
Hydrant Rental	10,145	-	-	-	-	10,145	10,144	100.0%			
Vehicle Insurance	19,360	(2,715)	-	-	-	16,645	16,643	100.0%	60,963.64	0%	-

City of Northville Fire Department
 FY 2022
 (Not Final - does not include June Payroll)

	Original Budget	1st Qtr Amendment	2nd Qtr Amendment	3rd Qtr Amendment	4th Qtr Amendment	Amended Budget	Actual thru 6/30/22	% of Budget Used	Actual thru 6/30/22	Plymouth Allocation	Plymouth Cost
Plymouth Only - Admin & Operations											
Wages - Special Events	12,565	-	-	(30)	2,000	14,535	10,568	72.7%			
Fringe Benefits	1,545	-	-	(95)	240	1,690	1,219	72.2%			
Mutual Aid/EMS Participation Fees	4,465	-	-	-	-	4,465	4,461	99.9%			
Unfunded Pension Contribution	2,110	-	-	-	-	2,110	2,108	99.9%			
Retiree Healthcare	2,060	-	-	(1,010)	-	1,050	1,048	99.8%			
Liability & Property Insurance	90	280	-	-	-	370	369	99.7%	19,772.78	100%	19,772.78
Contingency											
Contingency	10,000	(7,390)	-	13,610	(16,220)	-	-	100.0%	-	57%	-
Total Operations	<u>1,138,790</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(82,985)</u>	<u>1,055,805</u>	<u>876,053</u>	<u>83.0%</u>			
5% Overhead (per agreement)							<u>43,803</u>		<u>43,802.64</u>	100%	<u>43,802.64</u>
Total Operations							<u>919,855</u>		<u>919,855.37</u>		<u>516,905.71</u>
Debt Service - Aerial Truck	52,744	-	-	-	-	52,744	52,744	100.0%	52,743.95	57%	30,064.05
Equipment Fund Contribution	154,250	-	-	-	-	154,250	154,250.00	100.0%	<u>154,250.00</u>	57%	<u>87,924.00</u>
									<u>1,126,849.32</u>		<u>634,893.76</u>