



Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, October 17, 2022 4:00 p.m.
Northville City Hall 215 W. Main St.

1. Roll Call: Chair Brian Turnbull, Jim Rachwal, Paul Sincock, Pat Sullivan
2. Approval of Meeting Minutes for July 18, 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

- *** Reports will be distributed by the Fire Chief at the NPFAB meeting.**



Northville Plymouth Fire Advisory Board

Meeting Minutes

Monday, July 18, 2022 4:00 p.m.
Northville City Hall

1. ROLL CALL

Present: Chair Brian Turnbull, Member Paul Sincock, Member Pat Sullivan

Excused: Vice Chair Tony Sebastian, Member Jim Rachwal

Also Present: Chief Matt Samhat

2. APPROVAL OF MEETING MINUTES

Sincock made a motion, seconded by Sullivan, to approve the minutes of the April 4, 2022, meeting.

MOTION PASSED 3-0

3. FIRE INSPECTION REPORT

Samhat reported a total of 171 fire inspections had been completed in the second quarter of 2022: 16 in Northville and 130 in Plymouth. Plymouth has a high number of inspections due to work on pre-incident surveys.

4. TRAINING REPORT

Samhat said department members attended a total of 750 hours of Thursday night department training during the second quarter of 2022

5. PERSONNEL STAFFING REPORT

Samhat reported that there are currently 47 staff members, including 22 at station one and 24 at station two. These numbers are down slightly from last year.

6. RUN VOLUME REPORT

Station one received 171 calls for service in the second quarter, and station two received 309.

7. REVIEW OF NORTHVILLE STATION RESPONSE TIMES

The group reviewed Northville (station one) response times provided by Samhat. For the year-to-date, the average call-to-arrival response time was 7:36, with a dispatch to arrival time of 6:44. This represents a 9.2% improvement over 2021.

8. REVIEW OF PLYMOUTH STATION RESPONSE TIMES

The group reviewed Plymouth (station two) response times. For the year-to-date, the average call-to-arrival response time was 8:41, with a dispatch to arrival time of 7:44, representing a .5% improvement from 2021.

Samhat reported that an average of five personnel responded to calls in the second quarter in Northville, and 6 personnel responded in Plymouth.

9. FINANCIAL REPORT

A review of the year-to-date budget showed that the department is currently running slightly under-budget.

11. OTHER BUSINESS

There was a discussion about response expectations and concerns that the policy on staffing for events was not working because personnel are not using the I Am Responding board.

11. NEXT MEETING DATE

The next meeting will be on Monday, October 17, 2022, at Northville City Hall.

12. ADJOURNMENT

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

MOTION PASSED 3-0

Respectfully submitted,

Paul J. Sincock, Recording Secretary

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2023

Department: Multiple

1ST QUARTER BUDGET AMENDMENTS

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 337-FIRE ADMINISTRATION - NV & PLY									
101-337-702.000	VEHICLE ALLOWANCE	6,000	0	0	0	0	6,000	1,500	25.00
101-337-706.140	WAGE/SAL - ADMINISTRATION	10,485	0	0	0	0	10,485	2,319	22.12
101-337-708.010	WAGES - CHIEF & OFFICERS	82,295	0	0	0	0	82,295	14,913	18.12
101-337-708.030	WAGES - TRAINING AND OTHER	88,315	0	0	0	0	88,315	10,533	11.93
101-337-716.000	DISABILITY INCOME INSURANCE	6,500	0	0	0	0	6,500	6,119	94.13
101-337-725.000	FRINGE BENEFITS	60,200	0	0	0	0	60,200	13,111	21.78
101-337-744.000	UNIFORMS & CLOTHING	10,000	0	0	0	0	10,000	76	0.76
101-337-801.000	CONTRACTUAL SERVICES	2,800	0	0	0	0	2,800	0	0.00
101-337-801.190	TECHNOLOGY SUPPORT & SERVICES	13,510	0	0	0	0	13,510	4,370	32.35
101-337-802.010	LEGAL SERVICES - GENERAL	200	0	0	0	0	200	0	0.00
101-337-804.010	EMPLOYEE PHYSICALS & DRUG TEST	17,000	0	0	0	0	17,000	0	0.00
101-337-828.000	MEDICAL/CERT RENEWALS	600	0	0	0	0	600	218	36.31
101-337-853.000	TELEPHONE/COMMUNICATIONS	2,820	0	0	0	0	2,820	910	32.25
101-337-938.000	LAUNDRY & CLEANING	550	0	0	0	0	550	0	0.00
101-337-956.000	CONTINGENCIES	10,000	0	0	0	0	10,000	0	0.00
101-337-958.000	MEMBERSHIP & DUES	1,975	1,235	0	0	0	11,235	0	3.04
101-337-960.000	EDUCATION & TRAINING	12,100	0	0	0	0	1,975	60	3.04
101-337-960.030	CONFERENCES & MEETINGS	500	0	0	0	0	12,100	1,700	14.05
101-337-962.000	LIABILITY & PROPERTY INSURANCE	3,680	(765)	0	0	0	500	0	0.00
TOTALS FOR DEPT 337-FIRE ADMINISTRATION - NV & PL		329,530	470	0	0	0	330,000	2,186	74.97
DEPT: 339-FIRE OPERATIONS & MAINTENANCE - NV & PL									
101-339-706.000	WAGES - REGULAR FULL TIME	0	3,075	0	0	0	3,075	175	5.68
101-339-708.000	WAGES - FIRE/MEDICAL RUNS	468,995	(24,075)	0	0	0	444,920	73,923	16.62
101-339-708.020	WAGES - MUTUAL AID	30,750	0	0	0	0	30,750	1,809	5.88
101-339-708.040	WAGES - STATION COVERAGE/INSEPE	91,990	0	0	0	0	91,990	9,822	10.68
101-339-708.060	WAGES - SHIFT STAFFING	0	21,000	0	0	0	21,000	6,931	33.00
101-339-725.000	FRINGE BENEFITS	67,500	0	0	0	0	67,500	10,517	15.58
101-339-726.000	SUPPLIES	45,850	0	0	0	0	45,850	9,711	21.18
101-339-775.800	AUTOMOTIVE PARTS	3,000	0	0	0	0	3,000	(290)	(9.66)
101-339-775.900	FUEL & OIL	250	0	0	0	0	250	0	0.00
101-339-801.020	AUTOMOTIVE SERVICE	21,000	0	0	0	0	21,000	3,800	18.10
101-339-934.000	RADIO MAINTENANCE	3,000	0	0	0	0	3,000	577	19.25
101-339-962.500	VEHICLE INSURANCE	10,730	(2,740)	0	0	0	7,990	5,991	74.98
TOTALS FOR DEPT 339-FIRE OPERATIONS & MAINTENANCE		743,065	(2,740)	0	0	0	740,325	122,966	16.61
DEPT: 344-NORTHVILLE STATION ADMIN & OPERATIONS									
101-344-708.080	WAGES - SPECIAL EVENT COVERAGE	3,615	0	0	0	0	3,615	159	4.39
101-344-725.000	FRINGE BENEFITS	415	0	0	0	0	415	18	4.34
101-344-775.900	FUEL & OIL	4,300	0	0	0	0	4,300	2,110	49.07
101-344-801.000	CONTRACTUAL SERVICES	2,400	0	0	0	0	2,400	425	17.69
101-344-829.000	MUTUAL AID/EMS PARTICIP. FEES	3,980	0	0	0	0	3,980	3,955	99.38
101-344-874.000	UNFUNDED PENSION CONTRIBUTIONS	16,090	0	0	0	0	16,090	16,087	99.98
101-344-943.080	HYDRANT RENTAL	10,145	0	0	0	0	10,145	3,381	33.33
101-344-962.500	VEHICLE INSURANCE	17,140	2,215	0	0	0	19,355	14,514	74.99
TOTALS FOR DEPT 344-NORTHVILLE STATION ADMIN & OP		58,085	2,215	0	0	0	60,300	40,649	67.41
DEPT: 347-PLYMOUTH STATION ADMIN & OPERATIONS									
101-347-708.080	WAGES - SPECIAL EVENT COVERAGE	12,845	0	0	0	0	12,845	3,129	24.36
101-347-725.000	FRINGE BENEFITS	1,465	0	0	0	0	1,465	355	24.24
101-347-829.000	MUTUAL AID/EMS PARTICIP. FEES	4,500	0	0	0	0	4,500	4,461	99.14
101-347-874.000	UNFUNDED PENSION CONTRIBUTIONS	2,300	0	0	0	0	2,300	2,298	99.92
101-347-962.000	LIABILITY & PROPERTY INSURANCE	380	55	0	0	0	435	327	75.17

