



Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, May 6, 2024 4:00 p.m.
Northville City Hall 215 W. Main St.

1. Roll Call: Chair Brian Turnbull, Members Linda Filipczak, George Lahanas, Rim Rachwal, Paul Sincock
2. Approval of Meeting Minutes for February 5, 2024
3. Fire Inspection Report
4. Training Report
5. Personnel Staffing Report
 - a. New Position
6. Run Volume Report
7. Review Response Times
8. Financial Report
9. SCBA Purchase
10. Next Meeting Date
11. Adjournment



Northville Plymouth Fire Advisory Board

Meeting Minutes

Monday, February 5, 2024 4:00 p.m.

Plymouth City Hall

1. ROLL CALL

Present: Chair Brian Turnbull, Members Linda Filipczak, George Lahanas, Jim Rachwal, Paul Sincok
Also Present: Plymouth Public Safety Director Al Cox, Fire Chief Matt Samhat

2. APPROVAL OF MEETING MINUTES

Sincok made a motion, seconded by Rachwal, to approve the minutes of the November 6, 2023 meeting.
MOTION PASSED

3. FIRE INSPECTION REPORT

Samhat provided an update and said downturn in inspections was due to Lt. Rice being on vacation.

4. TRAINING REPORT

Samhat indicated that some outside training took a break during the holidays.

5. PERSONNEL STAFFING REPORT

Samhat presented a report and discussed future recruitment plans.

6. RUN VOLUME REPORT

Samhat reviewed the overall runs between the two stations.

7. REVIEW OF RESPONSE TIMES

Samhat showed response times for both stations, using the daytime, nights, and weekend staffing is having a positive impact on response times. There was a short discussion on the use of the I am Responding board to let everyone know who is on duty and responding to calls.

8. FINANCIAL REPORT

The group reviewed the financial report provided by the City of Northville. The cost of staffing is impacting the overall budget, but Samhat indicated that everything seems to be in line with projections.

10: NEXT MEETING DATE

The next meeting will be on Monday, May 6, 2024, at 4:00 p.m. at Northville City Hall.

12. ADJOURNMENT

Rachwal offered a motion, seconded by Sincok, to adjourn the meeting.

MOTION PASSED



Northville City Fire Department

Serving the cities of Northville and Plymouth

Fire Inspection Report

2024		Jan	Feb	Mar	Q 1
<u>Inspections By City</u>					
Northville		3	9	2	14
Plymouth		13	40	84	137
<u>Inspections By Type</u>					
New Inspection		2	22	29	53
Re-Inspection		10	15	55	80
Complaint		0	3	0	3
Occupancy Measurement		0	0	0	0
Other		3	6	1	10
Plan Review		0	2	1	3
Internal Site Plan Review		0	1	0	1
Hydro		0	0	0	0
Fire Suppression System		1	0	0	1



Northville City Fire Department

Serving the cities of Northville and Plymouth

Training Report

2024		<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Q 1</u>
Thurs Training Hrs		202	159	159	520
	Sessions	8	8	6	22
	Station 1 Hrs	98	62	74	234
	Station 2 Hrs	104	97	85	286
Probationary Training Hrs		27	11	42	80
	Sessions	2	4	7	13
Outside Training Hrs		0	0	0	0
	Sessions	0	0	0	0
USAR Training Hrs		8	16	8	32
	Sessions	1	1	1	3
HazMat Training Hrs		7	6	16	29
	Sessions	1	1	2	4
Total Training Hrs		244	192	225	661



Northville City Fire Department

Serving the cities of Northville and Plymouth

Staffing Report

2024									
Total Staffing	2024	2023	2022	2021	Admin	2024	2023	2022	2021
FF/Paramedic	5	5	4	3	FF/EMT	1	1	1	1
FF/Specialist	0	0	1	1					
FF/EMT	19	19	24	28	Total	1	1	1	1
FF/MFR	4	4	5	6					
FF	8	8	11	11					
Paramedic	1	1	1	2					
EMT	5	5	3	3					
Cadet	3	3	1	1					
Total Personnel	45	43	50	55					
Station 1									
Station 1	2024	2023	2022	2021	Station 2	2024	2023	2022	2021
FF/Paramedic	2	2	2	2	FF/Paramedic	3	2	2	1
FF/Specialist	0	0	0	0	FF/Specialist	0	0	1	1
FF/EMT	11	11	11	12	FF/EMT	7	7	12	15
FF/MFR	0	0	0	0	FF/MFR	4	4	5	6
FF	3	3	7	5	FF	5	5	4	6
Paramedic	1	1	1	2	Paramedic	0	0	0	0
EMT	3	2	1	3	EMT	2	2	2	0
Cadet	3	3	1	1	Cadet	0	0	0	0
Total	23	22	23	25	Total	21	20	26	29



Northville City Fire Department

Serving the cities of Northville and Plymouth

Run Volume Report - Detailed

	Jan	Feb	March	Q 1
Station 1				
Medical - St. 1	39	44	42	125
Fire/Other (Including MA) - St. 1	35	9	13	57
Medical Standby - St. 1	0	0	0	0
Mutual Aid Given - St. 1	14	3	3	20
Mutual Aid Received - St. 1	0	0	0	0
Transports - St. 1	14	8	6	28
# Of Calls - St. 1	74	53	55	182
Station 2				
Medical - St. 2	68	76	56	200
Fire/Other (Including MA) - St. 2	28	19	20	67
Medical Standby - St. 2	0	0	0	0
Mutual Aid Given - St. 2	1	4	1	6
Mutual Aid Received - St. 2	0	0	0	0
Transports - St. 2	8	13	13	34
# Of Calls - St. 2	96	95	76	267
HazMat	0	0	0	0
USAR	0	0	1	1



Northville City Fire Department

Serving the cities of Northville and Plymouth

Run Volume Report

Department Totals					Q 1
	Jan	Feb	March		
Medical - Dept Total	107	120	98		325
Fire/Other (Including MA) - Dept Total	63	28	33		124
Medical Standby - Dept Total	0	0	0		0
Mutual Aid Given - Dept Total	15	7	4		26
Mutual Aid Received - Dept Total	0	0	0		0
Transports - Dept Total	22	21	19		62
# Of Calls - Dept Total	170	148	131		449



Northville City Fire Department

Serving the cities of Northville and Plymouth

Response Times

2024	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Q 1</u>
<u>Avg Run Times (Metrics)</u>				
Alarm Processing Time	0:00:44	0:00:52	0:00:45	0:00:47
Turnout Time	0:01:55	0:01:38	0:01:40	0:01:44
Travel Time	0:04:19	0:04:09	0:04:10	0:04:13
Call-Arrival Repose Time	0:06:58	0:06:39	0:06:34	0:06:44
Disp-Arrival Response Time	0:06:14	0:05:47	0:05:49	0:05:57
Emergent Time (D-A)	0:06:12	0:05:27	0:05:56	0:05:52
<u>Non-Emergent Time (D-A)</u>				
Northville Emergent Time	0:06:05	0:05:27	0:05:55	0:05:49
Plymouth Emergent Time	0:06:07	0:05:06	0:05:53	0:05:42



Northville City Fire Department

Serving the cities of Northville and Plymouth

Response Times – Yearly Comparison

Dept Times	2021	% Change	2022	% Change	2023	% Change	2024
Alarm Processing Time	0:01:07	-9.7%	0:01:01	7.4%	0:01:05	-27.6%	0:00:47
Turnout Time	0:05:26	-10.4%	0:04:52	-42.0%	0:02:50	-38.5%	0:01:44
Travel Time	0:02:17	17.2%	0:02:40	24.7%	0:03:20	26.6%	0:04:13
Call-Arrival Repose Time	0:08:19	2.9%	0:08:34	-15.4%	0:07:15	-7.1%	0:06:44
Disp-Arrival Response Time	0:07:42	-2.1%	0:07:32	-18.3%	0:06:10	-3.4%	0:05:57

City of Northville
Fire Department Budget
FY2024

	Projected Budget FY2023-24			Proposed Budget FY2024-25			\$ Change	% Change
	Budget	Northville 37%	Plymouth 63%	Budget	Northville 41%	Plymouth 59%		
Administrative								
Vehicle Allowance	6,000	2,220	3,780	6,000	2,460	3,540	-	0.0%
Wages - Adminstrative	118,760	43,941	74,819	198,775	81,498	117,277	80,015	67.4%
Training Wages	70,800	26,196	44,604	117,050	47,991	69,059	46,250	65.3%
Disability Insurance	6,500	2,405	4,095	6,500	2,665	3,835	-	0.0%
Fringe Benefits	73,890	27,339	46,551	106,660	43,731	62,929	32,770	44.3%
Uniforms & Clothing	10,500	3,885	6,615	10,500	4,305	6,195	-	0.0%
Contractual Services	29,260	10,826	18,434	-	-	-	(29,260)	-100.0%
IT Support & Software Maintenance	16,845	6,233	10,612	16,755	6,870	9,885	(90)	-0.5%
Legal Services	5,250	1,943	3,307	500	205	295	(4,750)	-90.5%
Employee Physicals & Drug Tests	15,000	5,550	9,450	15,000	6,150	8,850	-	0.0%
Medical/Certificate Renewals	760	281	479	640	262	378	(120)	-15.8%
Phone & Internet Service	3,600	1,332	2,268	3,600	1,476	2,124	-	0.0%
Cleaning Allowance	550	204	346	550	226	324	-	0.0%
Memberships & Dues	1,975	731	1,244	2,215	908	1,307	240	12.2%
Education & Training	9,600	3,552	6,048	11,600	4,756	6,844	2,000	20.8%
Conferences & Meetings	300	111	189	300	123	177	-	0.0%
Liability & Property Insurance	3,210	1,188	2,022	3,300	1,353	1,947	90	2.8%
Contingency	-	-	-	31,010	12,714	18,296	31,010	0.0%
Operations & Maintenance								
Wages - Runs	470,085	173,931	296,154	474,045	194,358	279,687	3,960	0.8%
Wages - Mutual Aid	20,000	7,400	12,600	32,740	13,423	19,317	12,740	63.7%
Wages - Shift Staffing	120,686	44,654	76,032	229,955	94,282	135,673	109,269	90.5%
Fringe Benefits	70,605	26,124	44,481	85,170	34,920	50,250	14,565	20.6%
Supplies	45,850	16,965	28,885	45,850	18,799	27,051	-	0.0%
Automotive Parts	3,000	1,110	1,890	3,000	1,230	1,770	-	0.0%
Fuel & Oil - Equipment	250	93	157	250	103	147	-	0.0%
Automotive Service	21,000	7,770	13,230	21,000	8,610	12,390	-	0.0%
Radio Maintenance	3,500	1,295	2,205	3,500	1,435	2,065	-	0.0%
Vehicle Insurance	7,400	2,738	4,662	7,620	3,124	4,496	220	3.0%
		Northville 100%	Plymouth 0%		Northville 100%	Plymouth 0%		
Northville Only - Admin & Operations								
Wages - Northville Special Events	5,355	5,355	-	8,850	8,850	-	3,495	65.3%
Fringe Benefits	620	620	-	1,025	1,025	-	405	65.3%
Operating Supplies	1,050	1,050	-	-	-	-	(1,050)	-100.0%
Fuel & Oil - Vehicles	4,300	4,300	-	4,300	4,300	-	-	0.0%
Contractual Services	5,000	5,000	-	5,000	5,000	-	-	0.0%
Mutual Aid/EMS Participation Fees	3,955	3,955	-	3,955	3,955	-	-	0.0%
Unfunded Pension Contribution	15,705	15,705	-	-	-	-	(15,705)	-100.0%
Hydrant Rental	10,145	10,145	-	10,145	10,145	-	-	0.0%
Vehicle Insurance	18,730	18,730	-	19,290	19,290	-	560	3.0%
		Northville 0%	Plymouth 100%		Northville 0%	Plymouth 100%		
Plymouth Only - Admin & Operations								
Wages - Plymouth Special Events	13,175	-	13,175	21,780	-	21,780	8,605	65.3%
Fringe Benefits	1,525	-	1,525	2,520	-	2,520	995	65.2%
Mutual Aid/EMS Participation Fees	4,465	-	4,465	4,465	-	4,465	-	0.0%
Unfunded Pension Contribution	2,245	-	2,245	-	-	-	(2,245)	-100.0%
Liability & Property Insurance	520	-	520	540	-	540	20	3.8%
Total Operations	1,221,966	484,879	737,090	1,515,955	640,544	875,414	293,989	24.1%
5% Overhead	61,098	-	61,098	75,798	-	75,798	14,699	24.1%
Equipment Reserve	147,276	54,492	92,784	148,276	60,793	87,483	1,000	0.7%
Debt Service Payments	52,277	19,342	32,935	52,992	21,727	31,265	715	1.4%
Total Contribution	1,430,340	539,371	890,972	1,740,029	701,337	1,038,695	309,688	21.7%
				21.7%	30.0%	16.6%		

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QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE
Year Ended 06/30/2024
Department: Multiple
3RD QUARTER BUDGET AMENDMENTS
Fund 101 GENERAL FUND

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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	5,000	83.33
101-337-706.140	WAGE/SAL - ADMINISTRATION	10,805	0	0	(10)	0	10,795	8,812	81.63
101-337-707.000	WAGES - REGULAR OVERTIME	0	0	15	0	0	15	12	81.13
101-337-708.010	WAGES - CHIEF & OFFICERS	84,030	0	0	10,940	0	94,970	68,311	71.93
101-337-708.030	WAGES - TRAINING AND OTHER	90,560	0	0	(19,760)	0	70,800	49,239	69.55
101-337-716.000	DISABILITY INCOME INSURANCE	6,500	0	0	0	0	6,500	6,153	94.66
101-337-725.000	FRINGE BENEFITS	59,225	0	0	7,015	0	66,240	54,999	83.03
101-337-744.000	UNIFORMS & CLOTHING	10,500	0	0	0	0	10,500	(1,784)	(16.99)
101-337-801.000	CONTRACTUAL SERVICES	2,500	0	0	26,760	0	29,260	29,256	99.99
101-337-801.190	TECHNOLOGY SUPPORT & SERVICES	20,000	0	0	(3,155)	0	16,845	14,574	86.52
101-337-802.010	LEGAL SERVICES - GENERAL	250	0	0	0	0	250	208	83.20
101-337-802.030	LEGAL SERVICES - LABOR	250	0	4,750	0	0	5,000	5,072	101.44
101-337-804.010	EMPLOYEE PHYSICALS & DRUG TEST	15,000	0	0	0	0	15,000	10,114	67.43
101-337-828.000	MEDICAL/CERT RENEWALS	460	0	0	300	0	760	892	117.39
101-337-853.000	TELEPHONE/COMMUNICATIONS	3,600	0	0	0	0	3,600	2,773	77.04
101-337-938.000	LAUNDRY & CLEANING	550	0	0	0	0	550	550	100.00
101-337-956.000	CONTINGENCIES	10,000	0	(4,005)	4,005	0	10,000	0	0.00
101-337-958.000	MEMBERSHIP & DUES	1,975	0	0	0	0	1,975	1,523	77.09
101-337-960.000	EDUCATION & TRAINING	9,600	0	0	0	0	9,600	8,440	87.92
101-337-960.030	CONFERENCES & MEETINGS	300	0	0	0	0	300	0	0.00
101-337-962.000	LIABILITY & PROPERTY INSURANCE	3,000	0	210	0	0	3,210	3,208	99.94
TOTALS FOR DEPT 337-FIRE ADMINISTRATION - NV & PL		335,105	0	970	26,095	0	362,170	267,352	73.82
DEPT: 339-FIRE OPERATIONS & MAINTENANCE - NV & PL									
101-339-706.000	WAGES - REGULAR FULL TIME	0	0	0	100	0	100	229	229.31
101-339-706.070	HOLIDAY PAY	0	0	0	20,000	0	20,000	14,176	70.88
101-339-708.000	WAGES - FIRE/MEDICAL RUNS	440,085	0	0	(100)	0	439,985	342,555	77.86
101-339-708.020	WAGES - MUTUAL AID	30,000	0	0	0	0	30,000	13,792	45.97
101-339-708.040	WAGES - STATION COVERAGE/INSPE	94,280	0	0	(94,280)	0	0	0	0.00
101-339-708.060	WAGES - SHIFT STAFFING	140,690	0	0	(20,000)	0	120,690	118,193	97.93
101-339-725.000	FRINGE BENEFITS	80,025	0	0	(9,420)	0	70,605	57,970	82.10
101-339-726.000	SUPPLIES	45,850	0	0	0	0	45,850	26,230	57.21
101-339-775.800	AUTOMOTIVE PARTS	3,000	0	0	0	0	3,000	307	10.25
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	24,070	114.62
101-339-934.000	RADIO MAINTENANCE	3,500	0	0	0	0	3,500	0	0.00
101-339-962.500	VEHICLE INSURANCE	8,230	0	(830)	0	0	7,400	7,399	99.99
TOTALS FOR DEPT 339-FIRE OPERATIONS & MAINTENANCE		866,910	0	(830)	(103,700)	0	762,380	604,921	79.35
DEPT: 344-NORTHVILLE STATION ADMIN & OPERATIONS									
101-344-708.080	WAGES - SPECIAL EVENT COVERAGE	3,705	0	0	1,650	0	5,355	3,142	58.67
101-344-725.000	FRINGE BENEFITS	420	0	0	200	0	620	363	58.59
101-344-726.000	SUPPLIES	0	0	1,050	0	0	1,050	1,047	99.75
101-344-775.900	FUEL & OIL	4,300	0	0	0	0	4,300	4,587	106.67
101-344-801.000	CONTRACTUAL SERVICES	4,000	0	0	1,000	0	5,000	4,233	84.65
101-344-829.000	MUTUAL AID/EMS PARTICIP. FEES	3,980	0	(25)	0	0	3,955	3,955	100.01
101-344-874.000	UNFUNDED PENSION CONTRIBUTIONS	15,705	0	0	0	0	15,705	15,702	99.98
101-344-943.080	HYDRANT RENTAL	10,145	0	0	0	0	10,145	6,743	66.46
101-344-962.500	VEHICLE INSURANCE	19,930	0	(1,200)	0	0	18,730	18,273	97.56
TOTALS FOR DEPT 344-NORTHVILLE STATION ADMIN & OP		62,185	0	(175)	2,850	0	64,860	58,045	89.49
DEPT: 347-PLYMOUTH STATION ADMIN & OPERATIONS									
101-347-708.080	WAGES - SPECIAL EVENT COVERAGE	13,175	0	0	0	0	13,175	11,740	89.11

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QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE
 Year Ended 06/30/2024
 Department: Multiple

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3RD 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
101-347-725.000	FRINGE BENEFITS	1,495	0	0	30	0	1,525	1,357	88.99
101-347-829.000	MUTUAL AID/EMS PARTICIP. FEES	4,500	0	(35)	0	0	4,465	4,461	99.91
101-347-874.000	UNFUNDED PENSION CONTRIBUTIONS	2,245	0	0	0	0	2,245	2,243	99.92
101-347-962.000	LIABILITY & PROPERTY INSURANCE	450	0	70	0	0	520	520	100.00
TOTALS FOR DEPT 347-PLYMOUTH STATION ADMIN & OPER		21,865	0	35	30	0	21,930	20,321	92.66
TOTAL Expenditures		1,286,065	0	0	(74,725)	0	1,211,340	950,639	78.48
TOTAL FOR FUND 101									
REVENUES:		0	0	0	0	0	0	0	0.00
EXPENDITURES		1,286,065	0	0	(74,725)	0	1,211,340	950,641	0.00
NET OF REVENUES vs. EXPENDITURES		(1,286,065)	0	0	74,725	0	(1,211,340)	(950,641)	0.00