

# **Northville Plymouth Fire Advisory Board**

## **Meeting Agenda**

**Monday, October 21, 2024**

**4:00 p.m.**

**Northville City Hall 215 W. Main Street, Northville, MI**

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- 1) Roll Call: Chair Brian Turnbull, Members Commissioner Linda Filipczak, George Lahanas, Jim Rachwal, Paul Sincock.
- 2) Approval of Meeting Minutes of July 15, 2024
- 3) Review of Job Description related to the hiring of a Full Time Assistant Fire Chief.
- 4) Other Matters for review by the NPFAB
- 5) Adjournment

# **Northville Plymouth Fire Advisory Board (NPFAB)**

## **Meeting Minutes**

**Monday, July 18, 2024 4:00 p.m.**

**Plymouth City Hall**

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- 1) Roll Call – All members present – Turnbull, Filipczak, Lahanas, Rachwal, Sincock
- 2) Approval of Meeting Minutes for May 6, 2024 – Motion to approve by Turnbull and seconded by Sincock. Motion carried.
- 3) Discussion on Assistant Fire Chief Position – Chief Samhat presented a draft job description for the full time Assistant Fire Chief position. The Board members had several questions related to the position and it was the consensus of the group to either hold a special meeting of the Board or hold this matter until the next regular meeting of the Board. Chief Samhat also indicated that there were some new pay scales to be implemented soon, but there was no formal report at this time.
- 4) Fire Inspection Report – Chief Samhat indicated that the department would begin company inspections soon.
- 5) Training Report – Chief Samhat reported that during the second quarter of the year there were 615 hours of documented training that took place.
- 6) Personnel Staffing Report – The report submitted by the Fire Chief shows that the department has a total of 45 members on the roster. There are 23 people on the roster for Station 1 and an additional 21 persons on the roster for Station 2. Member Sincock noted that while there may be 45 people on the roster that very few are regular responders.
- 7) Run Volume Report – Medical response still holds most of the run volume for the Department with 652 runs through the second quarter of the year. In the second quarter Station 2 had 258 total runs, while Station 1 had 197 runs.

- 8) Review of Response Times – Overall response times look good according to the Chief's report. Both stations report a less than six minute response time to emergent calls. There was some discussion that this is in part due to the work of a dedicated small group of responders and the station staffing.
- 9) Next Meeting Date – October 21 at the Northville City Hall at 4:00 p.m.

City of Northville, Michigan  
215 West Main Street  
Northville, Michigan 48167

JOB DESCRIPTION – ASSISTANT FIRE CHIEF

*Description of Service Area*

The City of Northville Fire Department provides fire suppression, fire prevention/inspection, public safety education and BLS level emergency medical services to the cities of Northville and Plymouth, located in Wayne and Oakland Counties, Michigan. The department also contributes personnel to regional special operations teams which provide hazardous materials and technical rescue response. The two cities are non-contiguous, with approximately three miles between their borders. The two cities have a combined area of approximately 4.5 square miles, and a combined residential population of approximately 15,000. This service area includes residential (single and multi-family), commercial, industrial and institutional occupancies, as well as major rail transportation lines, roadways and places of public assembly.

The department is operated by the City of Northville, with significant input from both cities through the Northville Plymouth Fire Advisory Board (“NPFAB”), consisting of elected and appointed officials from each community and an outside Fire Department expert.

The department works in concert with private ALS providers. Each city has a contract with an ALS provider. The department also has automatic mutual aid agreements with the City of Novi and Plymouth Township for structural fire response, and participates in the Western Wayne Fire Department Mutual Aid Association (consisting of 22 communities in western Wayne and southwestern Oakland Counties, and the HEMS medical control authority).

*General Purpose and Role of the Assistant Fire Chief*

Under the direction of the Fire Chief, the Assistant Fire Chief serves as the second in command of the Fire Department. The Assistant Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing the fire suppression, fire prevention/inspection, public safety education and BLS level emergency medical services provided by the Department.

### Essential Duties and Responsibilities

- Assist the Fire Chief in the overall management and administration of the fire department, including planning, coordinating, supervising and evaluating department operations;
- Assume command of the fire department in the absence of the Fire Chief;
- Assist with establishment of policies and procedures for department operations;
- Supervise and direct the activities of officers and evaluate their performance;
- Provide for the recruitment and retention of personnel, and together with the appointed officers, supervise, direct and evaluate their performance;
- Oversee the Training Officer in the operation of a department training program designed to develop and maintain the skills and abilities of department personnel;
- Enforce city and department policies and procedures;
- Provide leadership and supervision to fire department personnel ensuring effective team performance and adherence to department policies and procedures;
- Handle grievances, maintain discipline, and supervise the conduct and the general behavior of department personnel;
- Administer disciplinary action as may be necessary and appropriate;
- Provide for the receipt and reply to inquiries, requests for assistance, concerns and complaints from the public regarding matters within the scope of the department's operations;
- Respond to calls for service as necessary and assume command of incidents when appropriate;
- Provide for and implement appropriate incident command system procedures for use at major incidents;
- Provide for the investigation of fire cause and origin as may be appropriate;
- Assist with the evaluation and acquisition of apparatus, equipment and supplies necessary to the support of department activities, consistent with budget allocations;
- Under the direction of the Fire Chief, attend meetings of the Northville City Council, Plymouth City Commission, other meetings with the staff and elected officials of each city and the Northville-Plymouth Fire Advisory Board (NPFAB);
- Attend and participate in the meetings of department committees as may be necessary and appropriate;
- Participate as needed and otherwise provide for department representation in connection with the activities of the Western Wayne County Fire Department Mutual Aid Association and HEMS, Inc.;
- As appropriate, attend meetings with officials from neighboring communities or other governmental agencies;
- Under the direction of the Fire Chief, attend civic and community meetings and events to explain and promote the activities and functions of the department and to establish and maintain positive public relations;
- Maintain relationships with, and oversee the department's interaction with the private ALS providers contracted by each city;
- Assist with review and implementation of changes to department policies and practices as directed by the fire chief, based on recommendations from organized evaluations and studies (e.g., NPFAB, ISO and ICMA)
- Perform other duties and responsibilities, as assigned by the Fire Chief, to support the goals and objectives of the fire department and the City of Northville.

### Desired Minimum Qualifications

- State of Michigan Firefighter I and II certification;
- HazMat Ops level or above;
- ICS 100, 200, 300, 400, 700, 800, or able to obtain within 1 year;
- Possess a minimum of a State of Michigan Basic Emergency Medical Technician License (EMT);
- Fire Officer I, II, & III (or equivalent) or able to obtain within 2 years;
- Current Michigan Drivers' License;
- Ten years of service on an organized Fire Department, with at least five years or more of progressive administration/supervisory experience in fire department operations;
- Associate's or Bachelor's Degree from an accredited college or university is preferred;
- Current knowledge of issues, techniques and practices affecting the Fire and EMS services;
- English language usage, spelling, grammar and punctuation;
- Modern office practices, including the use of computers for word and data processing;
- Ability to supervise the work of others;
- Physically able to perform the essential duties and responsibilities of a firefighter/EMT;

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will ordinarily work a 40 hour work week and, in addition, may be required to attend meetings and respond to calls for service outside of ordinary working hours. Work locations will include office, fire scene and EMS scene environments, driving department and personal vehicles, as well as meeting rooms and public locations both inside and outside. The employee may be exposed to hazards associated with the response to fire and EMS emergencies.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.