



# Powell Township Fire Department Minutes of Regular Meeting January 30<sup>th</sup> 2020



Meeting called to order at 1900hrs, by Chief Sutter, at Station 1

Approval of Minutes: Motion to approve January 9<sup>th</sup> (December 2019) minutes (Anderson, Ochylski) motion carried.

Monthly Pager Test was completed at: 1910hrs Both towers working normally.

#### Review of Calls / Events:

- 1/19 Lantern Walk Event – Bakker and Weber assisted with Traffic Control, 75 people attended
- 1/21 Township Mtg – FD Ordinance & By-Law Amendment passed, New Fire Chief selected
- 1/29 Electrical Fire on Schneider – Fire was out upon arrival, ventilated house, 5 members responded

Station Report #1: 2101 ½ qt high on oil, Hurst tool was not run.

Station Report #2: Station door found unsecured, 2102 sight glass oil low, SCBA Batteries changed out.

Committee Reports: None at this time

#### Chief Engineer's Report:

- Will be working on vehicle compartment inventory lists and laminated photos/sheets for inside the compartment doors, so members can better locate where items are and where they need to be returned to. This will help us all on-scenes and with our station checks.
- Recommend we replace our battery jump pack as its no longer functioning. Ochylski advised we need to go with a more commercial version this time as a lot of our vehicles run on a dual battery setup. Recommend Northern Tool Part # 167750-2054 Truck Pac 3000 Amp Professional 2 in 1 Powerpack and Jump Starter \$ 579.99

#### Unfinished Business:

1. Township has selected a new Fire Chief – Christopher Sutter
2. Township has approved the Fire Department Ordinance and the modification to our By-Laws we voted on in December. Great Job everyone in working together to get these documents passed!
3. We still need to gather info for the x2 combination nozzles for st2 and x2 caff nozzles for st1. Chief Engineer will be looking into it.

#### New Business:

1. Chief Roell advised Adrian Bakker has resigned and Bakker has turned in his FD issued items
2. Motion to reinstate Greg Ochylski as the Training Officer until we re-establish a new training program and create new SOP's. Ochylski has accepted but only as the Interim Training Officer with 1 stipulation, we will need to find another volunteer to go with any new Trainees for FF Academy.
3. Updated the Fire Departments Numbering System with Central Dispatch to be more NIMS compliant and added numbers to fill in the gaps for the following; Chief 2100, Assist Chief 2110, HMC Engine

2108, Polaris Rescue ATV 2111, Yamaha Wildland ATV 2112, Rescue Snowmobile 2113, Fire/Ems Pontoon Boat 2114. Some of these vehicles are primarily used on the EMS side but the numbering Central has for EMS is used for ambulances. Now when a Chief arrives on scene and establishes command he/she can establish command as 2100 or 2110, and not be associated with a specific engine or vehicle and Central and Incident Command can better track our other support vehicles.

4. We have a couple OSHA violations/building issues with our station #1 that need to be addressed:
  - 4a. No Flammable Storage Cabinet MIOSHA Part 75 1910.106(c)(ii)(a). Recommend Uline #H1564M in Yellow 43"x18"x65" Cost \$770 plus recommend additional shelf Uline#H1563-ADD 43x18 Cost \$48 for a total cost of \$818 plus shipping. (Anderson, Ochylski) All yes, motion carried
  - 4b. No guard rail in the loft. OSHA 1910.29(b) requires guardrails if its over 6' to a lower level with 42" rails and a 200lb top load. Recommend acquiring bids to frame and drywall upper area to resolve OSHA Violation and gain more wall storage space. Roell recommended looking into the option of including a window or 2 in the loft for training purposes if we enclose the loft. (Roell, Anderson) All yes, motion carried
  - 4c. Loft Stairs not up to code with stair rise and depth. Recommend acquiring quotes to address it. (Anderson, Boudraux) All yes, motion carried
  - 4d. There is a hole in the drywall going to the outside in the loft that is plugged with a towel that needs to be patched inside and out. Recommend acquiring quotes for the repair work. Ochylski advised that hole was from the old Internet Antenna that is no longer there. Discussion followed and this repair item will be included with the loft quote to look into.
5. Motion to purchase vehicle log books to better track vehicle milage/usage. Officemax #943142 \$45.99, can be found routinely on sale for \$26.99. Discussion followed. (Anderson, Boudraux) All yes, motion carried. Roell stated we do not need one for #4 and Roell would like to add this in the 2020 budget.
6. To comply with FOIA mandates, protect members personal email addresses from FOIA requests and increase inter-dept communications Motion to recommend email addresses for all dept members to help with document collaboration, revamping of our SOP's, Rules and Regs, pass on important inter dept business and organize events etc. This will help facilitate better communication within the dept, township, and any others we may communicate with on a professional level ref FD business as we go forward. Discussion followed. Anderson and Boudraux advised if the Township pays for it, Roell and Ochylski were a no. Roell advised he uses his DNR work email for dept communications. Item tabled for now.
7. Motion to purchase Fire Dept ID Cards. Homeland Security 2004 Presidential Order #12 discusses First Responders ID requirements and use with Mutual Aid. Alphacard.com and Instantcard.net have similar prices and quality. Instandcard.net is about \$12 per ID Card – color, two sided, laminated and with security features. 1 can be ordered at a time. Example ID card and flyer was passed around from Instantcard.net. Discussion followed. (Boudraux, Ochylski) All yes, motion carried. Ochylski asked if the ID cards have to be smart complaint like the new Driver's Lic requirements? Boudraux and Sutter will collaborate and look into the requirements and layout options.
8. A new desk and workspace has been requested. Current desk is an old typewriter desk from the 1950-60's, is not secureable, and has very little usable workspace. Recommending a new desk and chair similar to what the township uses. Discussion followed, bookshelf suggested to store required binders and training materials to make them easily available and accessible to everyone for use or reference. A setup has been found at Officemax for about \$1700 not sure yet if the Township wants to use same vendor as the current township desks/workstations.

9. RMS Software – Emergency Reporting is the top contender to fit our needs going forward, it will help fix our current paperwork issues, allow us to go green “paperless” for the majority of our admin tasks, manage personnel records, vehicles, equipment, preplans, maintenance for apparatus and equipment, truck checks, training, certifications, hydrants, dept inventory, events, calendar, payroll, call tracking, NFIRS reports and more. ER is cloud based and easily accessible from any internet capable device. So there is no extra cost for a home server, server maintenance, or having to worry about redundant backups. ER takes care of it all. This software will also allow the Township to easily access any needed files, records, or department reports so they can keep up with things on their end. Will be talking with EMS about this as well as there is a discount for both. ER has been around since 2003 and is currently used by over 6,765 of 27,228 Fire Departments in the US and manages 484,488 first responders with over 36 million reports filed through their system. This software will help us comply with NFPA 1500, 1300, and may help improve our ISO rating which benefits our whole community, not just our dept.
- 9a. Fire Only package \$1680 a year + 1 time setup fee 720 = \$2400 1<sup>st</sup> year.
  - 9b. Fire & EMS package \$2640 a year (1320 each) + 1 time setup fee 960 = \$3600 1<sup>st</sup> yr.
- For fire package (Roell, Anderson) All yes, motion carried.
10. Motion to reduce our “Failure to Train Liability” Recommend Training software: Action Training Systems and FireRescue1 are top options. Both are comparable in price. We have ordered and used ATS DVD's in the past. ATS now offers an online interactive training option which is cheaper then a full set of DVD's. DVD's run \$7743.50 for FFI & II Basic that doesn't include any hazmat, pump ops, etc. A full set of DVD's run \$18,993.50. The online option is a better overall value. We can incorporate parts of this online software into our dept training nights before the on hands portion, individually assign specific classes that are required annually, track progress, at the end of each class there is a test and a certificate that you can print out. New state requirements coming out will require more training and this may help us fill the need of some of those requirements and keep members up to date with current training trends as they become available. ATS works with the State of MI already and I will be bringing this up to EMS as well as there is a discount for combined catalogs. This will also help us fill the gap between now and when we have our new SOP's up and running to train off of. ATS can break it down and bill monthly if we would like and have offered to provide their training for free until April 1<sup>st</sup> to stay on par with Township Software Renewals with the new budget year. MFFTC Training Grant paperwork has been submitted to MFFTC
- 9a. Complete Online Fire Catalog - \$90 per member
  - 9b. Complete Online EMS Catalog - \$70 per member
  - 9c. Complete Online Fire & EMS Catalog - \$140 per member
- (Anderson, Ochylski) All yes, motion carried
11. SOP/SOG's – I will be meeting with the Marquette Township Fire Chief next week to chat and will be picking up a copy of their current SOG's and Rules & Regulations. They are our largest neighboring Fire Department that responds Mutual Aid to Powell. If we can modify Marquette Township SOG's to suit our needs then both agencies can be on the same page on the fire ground.
12. County Fire Fighters Meeting – Feb 18<sup>th</sup> at 1900hrs MQT Township FD Do we have a volunteer to represent PTFD? Sutter will attempt to make every other meeting because they fall on township meeting nights but will be unable to make the next one as there is a lot of township business to attend to these first few months. Anderson maybe tentatively avail, Boudraux 90%, Ochylski volunteered if no one else is available. Anderson and Boudraux advised they will work it out and someone will be at the county firefighter meeting.
13. Working with the Township on the topic of member retention and incentives. One suggestion that has

come up (from Ochylski) and the Township has already showed positive interest in, is receiving a meeting stipend for the monthly station duty assignments. We currently check vehicles monthly, NFPA recommends at minimum once a week. Will look into interest for bi-weekly checks to meet in the middle with NFPA recommendations. Would like to open the floor to everyone's input and suggestions. Discussion followed. Ochylski asked about gift certificates for a local restaurant as a possible incentive.

14. Website and Social Media: Sutter will be looking to finish up the website [www.PowellTownshipFire.org](http://www.PowellTownshipFire.org) and reactivating the Facebook Social Media page for the FD. Will need to look into creating a social media useage SOP for its use. Still looking for input and suggestions for the website. Boudraux volunteered to assist with updating the Social Media page.
15. Roell talked about our SCBA pack batteries and the 3 month cycle we currently change them out on and recommends we look into changing it to every 6 months instead. With old batteries to be donated back to Township, Red Cross, or similar organization as they are not all necessarily used or drained but are changed out so they do not leak and cause further damage to our packs. We have switched to Rayovac batteries as they have a 10yr leak warranty.
16. Roell advised there is a possible door issue at station 2 with the door being found unsecured a lot. Is it the lock or a person? Currently unknown. Ochylski advised these number pad door locks we currently have easily become damaged and do not work properly in freezing temps.
17. Roell advised a section of garage door trim at station 2 is damaged and needs to be repaired/replaced.
18. Ochylski advised we have unmarked unlabeled keys everywhere that need to be addressed. We need to locate the locks they belong to and label them and remove any old keys that no longer go to any locks. Sutter suggested once keys are identified they should be stamped not labeled with tape or ink. Recommend we look into lock boxes for the vehicles to store any needed access keys rather than have them all over or loose in the station. Example: Lowes #478570 \$34.48
19. Sutter asked when the door codes were last changed. Anderson advised they have not changed since he has started on the department. Possibly 6-8 years ago. We should look into at minimum changing the codes as we have had a lot of people come and go from the department during that time and our buildings and equipment needs to be secure.
20. Will be looking into proximity card access and if its something that's financially feasible. Proximity cards can be incorporated into the new ID Cards as the ID's can be laminated to the credit card sized HID proximity cards. This would allow for more secure facilities, and are easily deactivated if lost or misplaced. There may also be Homeland Security Grants avail for this. This may resolve the issues we have with the current number coded locks failing and doors being found unsecured as proximity style locks resecure after a predefined amount of time.
21. Roell advised Dave Maggidance has cleared around the Saw Mill Creek Dry Hydrant for us at Saux Head.
22. Roell would like to remove the Blitz gas cans from service. Ochylski advised those types of cans are prone to electrical discharges. Roell recommends SureCans if we need to replace any of them but most of our SuperFuel gas already comes in their own cans both straight and mixed gas. Discussion followed. (Roell, Ochylski) to remove Blitz cans from service. All yes, motion carried.
23. Brush trucks: Ochylski if we replace our old brush truck recommend keeping 2105 as a parade or

special event piece as its an antique and very unique. Roell would like to see 2103 replaced with a brush truck at station 2. Roell advised we may qualify for a Federal Vehicle option since we respond to sections of the McCormick track and the Harbor of Safe Refuge which are federal properties. We can also look into DNR options. Discussion followed.

24. Roell recommends the old horton ambulance 2104 be removed from service as its a hazard and is unsafe. Discussion followed. Service records, repair and maintenance costs need to be reviewed.

25. Motion to donate Retired Chief Thoma's old helmet to him, it is a time honored firefighter tradition when one retires. Also the helmet is over 10yrs old which NFPA 1851 recommends replacement after 10yrs so it would not be reissued to another anyways. All agreed, motion carried.

Correspondence/Donations:

- Letter from Janice McLean with a \$500 donation thanking us for responding to her propane tank emergency this past summer while her tank was “spewing gas”. Chief Stephenson and Sutter responded on that call.

Equipment and supplies purchased:

- Our new Fire rated file cabinet has arrived that the Township purchased for Fire and EMS to use to keep up with state file storage requirements.

Equipment and supplies requested:

- New computer workstation is on order still, 906 is waiting on a part?
- OSHA Violation Yellow Flammable Storage Cabinet is needed Uline #H1564M \$770 + extra shelf #H1563-ADD \$48=\$818+shipping
- Fire Dept ID's Instantcard.net estimated \$12 per ID Card x 20 members = \$240 max
- Officemax new desk, chair, and a bookshelf = \$1705.95
- Record Management Software - Emergency Reporting \$1680 a year + 720 one time setup fee = \$2400
- Action Training Systems Online Interactive Training - \$1800 for 20 fire only members. Estimated total for both services is about \$2190 which is being discussed with ems.

Building Repairs requested:

- OSHA Violation – No guard rail in loft, drywall and enclose the loft at station 1 – waiting on quotes
- Repair hole to outside in the loft – waiting on quotes
- Loft stairs brought up to code– waiting on quotes
- Station 1&2 doors - possible issues with the locks not securing in cold temps
- Station 2 garage door trim – needs to be addressed

Next Meeting / Upcoming Training / Upcoming Events:

Training February 27<sup>th</sup> – Ice Rescue gear, Rescue ATV & Snowmobile use Instructor/s: Anderson & Ochylski

County FF Meeting Feb 18<sup>th</sup> 1900hrs Mqt Twp

Township Meeting Feb 18<sup>th</sup>

Station Duty for February is: Station 1 \_\_\_\_\_ & \_\_\_\_\_ Station 2 \_\_\_\_\_

Tonight's Training: Business Meeting and Compliance Training Instructor: Sutter

Business Meeting Adjourned at: 2115hrs Minutes Prepared by: Sutter

Chief's Notes:

I am looking forward to working closely with all of our department members and the township board to set new departmental goals; bring our department into compliance with state mandates, and help provide the best care and services to the best of our abilities and funding. I believe working together we can address our current issues, work on our recruiting, increase the quality and amount of our available training to be better prepared for emergencies and in turn improve the quality of our services, reduce our liability, and improve our iso rating for the community. With the department and current boards backing, full support, and collaboration going forward we will start to see big improvements within this department by years end.

I know there is a lot we discussed in this meeting but I would like to get things moving in the right direction and see what we can use from our current budget year's funds before April 1<sup>st</sup>. That leaves us with a very narrow window. If anyone else has items to propose for either this budget year or next please present them to me asap.

I would like to see if we can use a portion of the HMC Community Fund's recent donation of \$7500 for some of the items listed above. The HMC Community Fund Committee has been in contact with me and they would like to know what their donations are being used for. They are looking to see a return on their investment in their local FD. There are some really important items here. I would like one of our biggest benefactors the "Huron Mountain Club" to be a part of these updates.