



Powell Township Fire Department

Minutes of Regular Meeting

February 27th 2020



Draft Version

Meeting called to order at 1905hrs, by Chief Sutter, at Station 1

Members Present: FF Josh Boudreaux, FF Jack Cram, FF Brad Pelto, Chief Engineer Greg Ochylski, Capt Dustin Taylor, Capt. Chauncey Moran, Capt. Matt Anderson, Assist Chief Brian Roell, Chief Chris Sutter.

Guests Present: Township Fire Liaison Samantha Morin

Approval of Minutes: Motion to approve January 30th minutes Anderson, Boudreaux motion carried.

Monthly Pager Test was completed at 1630hrs

Review of Calls / Events:

- 2/14 Snowmobile Accident – 1 at crams, 1 7miles down 14. Side by side OOS-overheat, 4 responded
- 2/14 Snowmobile Accident – Sheriff located another accident on his way back from 1st call
- 2/15 Snowmobile Accident – EMS canceled Fire response pt's at crams already
- 2/18 Township Mtg – Submitted PO's for items voted on during the Jan 30th Meeting, upcoming event at Bay Cliff all members welcome to attend \$20 for guests.
- 2/18 County FF Meeting – Anderson Represented PTFD see report below

County Firefighter's Report: Meeting was on Feb 18th at Mqt Twp. Pigs n Heat game is March 11th, FF of the year nominated, bill received for annual dues plus 2 missed meetings \$80 due.

Station Report #1: Was not completed or turned in by King & King. Ochylski advised he checked 2101, all ok

Station Report #2: Garage door seals need to be looked at, there is ice build up outside the bay doors that will cause an issue soon as it builds up causing a large bump for vehicles to drive over, the outside garage door trim needs to be addressed elements are getting into the wall. Roell advised he spoke to Pete about this before and thought a piece of trim was going to be purchased to fix it. 2102 Foam indicator gauge is showing $\frac{3}{4}$ but its actually full. It maybe the gauge is just sticking from sitting unused for so long. The foam vent on 2102 needs to be extended to avert overflow from spilling onto the surrounding painted surfaces as the foam is caustic and will damage paint.

Committee Reports: None

Chief Engineer's Report:

- Still working on vehicle compartment inventory lists and photos/sheets for inside the compartments.
- Sorting out all the vehicle related paperwork from the file cabinet.
- I have gathered the information for the needed nozzles and will relay details for a PO

Unfinished Business:

1. Awaiting nozzle info from Chief Engineer
2. Awaiting township approval to donate Retired Chief Thoma's helmet to him.
3. Awaiting township approval for RMS Software from Emergency Reporting. ER has also agreed to offer

the rest of March for free if we sign their 1yr contract in the beginning of March. So it will align with Township Software Renewal Schedules and we will get a free month out of it.

4. Awaiting township approval for Training Software from Action Training Systems. ATS called on 02/24/20 to advise they would like to offer March for free to help with our costs and not start the 1yr agreement until April to align with Township Software Renewal Schedules, as soon as ATS receives our approval letter.
5. Awaiting township approval for Fire Dept ID Cards
6. Awaiting township approval for a new fire desk setup
7. Awaiting township approval for a Flammable Storage Cabinet for st1 (OSHA Violation)
8. Awaiting township approval for February Office Supplies Request
9. Still seeking estimates ref loft and stair work (OSHA Violation No Guard Rails, stairs not up to code)
10. Still seeking estimates for St2 garage door trim repair
11. Awaiting township instructions to update the door codes
12. Awaiting estimates for Proximity Card Access options from 906 – 906 advised it maybe awhile they are dealing with manpower shortages but we are on their list.
13. New Computer Workstation at St#1 has been installed by 906
14. Social Media Page has been rebooted – Boudreaux has volunteered to manage it for now
15. Loose Keys Update - it has not been addressed yet but it is still on the list to look into
16. Last month info was submitted and a discussion was held ref a new jump pack as the current one is dead but it was never officially voted on. Northern Tool part # 1677503 Truck Pac 12/24V 3000 Peak Amps / 750 Cranking Amps in 12v mode \$579.99. Roell, Anderson motion carried.
17. Old Horton Ambulance Service Status Update? It is still on the list to look into. Veh service records and maintenance costs are still being sorted from the old file cabinet by the Chief Engineer.
18. Any Budget Amendment Updates? Nothing new was presented but it was discussed again that we should make sure we budget for pump testing this year.

***It should be noted items/po's were submitted to the township before the last meeting but was not aware until that night that items needed to be submitted the Thursday before the week of the township meeting. So going forward from here items/po's will be submitted the week before the actual meeting so they have ample time to review our requests. That is why items are listed as awaiting township approval.

New Business:

1. Taylor requested permission to purchase the needed items from Menards or Lowes to extend the foam overflow vent on 2102 before it causes anymore damage to the vehicle's paint and submit the receipt when completed. Roell, Anderson motion carried.
2. Request to order needed passports and passport collectors for the new ICS/NIMS numbers 2100,2110, 2108, 2111,2112,2113,and 2114. x3 per individual passport id at \$1.50 each and its \$5.45 per passport id collector for the vehicles that need them. It was mentioned that Cram and Boudreaux still need their passports. A quick survey of helmets will be done to make sure no one else also needs passports before a final order is placed. Roell Anderson, motion carried.
3. Old workstation will be wiped clean in-house. We will look into Windows 10 compatibility and fresh ram options to retain this workstation for online training use or as a backup.
4. Awaiting quotes from 906 for internet options for St2
5. Reference last months discussion on email addresses for members – Alt option is a Mail Center so all members will have their own physical mailbox slot at St1 for communications, memos, policy updates, upcoming events and training's. Grainger #5CRY2 \$199.48+28.65 delivery = \$228.13 It is not as green/eco friendly as emails but it is significantly cheaper then setting up and managing email addresses for all dept. members. Roell,Anderson motion carried.
6. Sutter would like reimbursement for 2 ez-label tape cartridges for the departments label maker needed

to label files in the new file cabinet \$39.20 Roell,Anderson motion carried.

7. Have been looking into options for outside sources of SOP's and Lexipol has submitted a proposal for creating all of our SOP's for us. However, it is very costly \$10,888 for year 1 covering their tier I and II risk categories with a \$2,992 subscription fee each year after that. And up to \$22,411 for a complete package for year 1 all risk categories with a \$2,992 subscription fee each year after. I do not feel this is an option worth exploring further. Discussion followed and all agreed.
8. Recommend we adopt the MTA standard SOP policies so we have something in place while we explore and decide on which direction to go with creating our own more specific and tailored SOP's/SOG's. Roell, Taylor motion carried.
9. Recommend we form an SOP Committee to look into creating our own more relevant/tailored SOP's. Roell, Boudreaux, Anderson, and Sutter volunteered to form the new SOP Committee
10. After sorting through and reviewing personnel files, discovered there is a lot of missing core documents. Would like everyone to complete/update their employee forms so all current employees can have complete personnel files going forward. Some of the forms were handed out during the meeting. There was a brief discussion on why they were needed, some stated they never had to fill them out before. These are the core forms/agreements that allow for us to check your criminal history, backgrounds, driver's records, and medicals. They are a requirement as part of employment. The file cabinet was left open and members were advised if they wished to review their employee files tonight they are available for review.
11. Township has requested members update their Emergency Contact Forms, forms were handed out and extras will be left on the fire desk.
12. Township wanted to let us know April 5th is the last day to turn in any 2019 time sheets or reimbursements and that we should make sure we update our direct deposit and w4's if needed.
13. We need to schedule Annual SCBA Fit-Testing that is required by the state, last year it was during the Feb meeting. Discussion followed. Will look into the possible availability for Fit Testing to be done at our next department meeting in March or April.
14. Township has requested a new department photo, perhaps on Fit Testing night once that's scheduled
15. The new FD Ordinance calls for the creation of a Firefighter's Association. Basic By-Laws will need to be created, Not for profit paperwork needs to be submitted to state for tax exempt status, and a Bank account would need to be setup. Looking for volunteers to look into requirements and bylaws for establishing a PTFFA? Discussion followed. Moran was nominated by a majority vote of members present to look into it. Majority also felt 1 person would be enough for this task. Moran advised he would look into it. Sutter will assist if needed.
16. Reviewed the station duty rooster for 2020 and updates were made to fill in vacancies at station 1, and Boudreaux was added into the rotation for station 2. Question was posed during this time if King and King are still active members they have not been seen in awhile nor submitted the Feb Station 1 Duty Report. Sutter will followup on this.
17. Submitted paperwork to ISO Mitigation for our complimentary copy of the Fire Suppression Rating Schedule and a copy of our last ISO review and ratings.
18. Monthly meeting minutes for the township, fire dept, and county ff's association will be posted on the cork board each month going forward for all to review.

Correspondence/Donations:

- Marquette County Firefighter's Association – 2020 Association dues and 2019 meeting fines \$80.00

Equipment and supplies purchased:

- 2 ez-label tape cartridges for the departments label maker. Meijer's receipt for \$39.20

Equipment and supplies requested:

- Northern Tool part # 1677503 Jump Starter Pac for 12v and 24v systems \$579.99

- Repair/extension of 2102's foam vent overflow pipe (items and cost to be determined still)

Building repairs requested:

- Station 2 Garage door trim

Next Meeting / Upcoming Training / Upcoming Events:

Training March 26th Exposure Control Policy #306 & the Corona Virus Instructor/s: Chris Sutter, Brian Roell

County FF Meeting April 21st 1900hrs at Wells Twp

Township Meeting March 17th 1900hrs

Station Duty for March is: Station 1 Anderson, Moran Station 2 Taylor

Tonight's Training: Fire Dept Business Meeting / Housekeeping

Business Meeting Adjourned at: 2100hrs Minutes Prepared by: Chief Sutter

Chief's Notes:

I am still sorting through the files, it is slow going but progress is being made. I am awaiting additional office supplies now. I will see if we can get the most current version of the MTA's Par-Plan Fire Department Policies to adopt in the Interim while we form our new SOP Committee to look into creating more relevant and specific department SOP's. Creating an SOP Committee tonight was a great first step. Once we get these MTA Policies in place we will need to create a training plan to train on them. I will also be looking into scheduling our SCBA Fit-Testing, CPR recert and Blood Borne Pathogen training very soon as almost everyone is currently overdue.

Our 2020 Station Duty Rotation is as follows:

<u>Month</u>	<u>Station 1</u>	<u>Station 2</u>
January	Moran/Desmet	Roell
February	A.King/K.King	Boudreaux
March	Anderson/Moran	Taylor
April	Vargo/Wilcox	Boudreaux
May	Burns/Sutter	Weber
June	Ochylski/Cram	Roell
July	Anderson/Sutter	Taylor
August	Vargo/Wilcox	Boudreaux
September	Pelto/Demay	Weber
October	Moran/Desmet	Roell
November	A.King/K.King	Boudreaux
December	Cram/Pelto	Taylor