



Powell Township Fire Department

Minutes of Regular Meeting

May 28th 2020



Draft Version
Approved 06/25/2020

Meeting called to order at 1905hrs, by Chief Sutter at Station 1 and streamed live online using Zoom

Members Present: Assistant Chief Brian Roell, Captain Matt Anderson, Chief Engineer Greg Ochylski, FF Josh Boudreaux, FF Jack Cram, FF Dave Weber

Guests Present: Township Fire Liaison Samantha Morin & Township Supervisor Darlene Turner

Approval of Minutes: February 27th Meeting Minutes Boudreaux/Anderson
April 30th Meeting Minutes Boudreaux/Roell

Monthly Pager Test was completed at 1902hrs All working ok

Review of Calls / Events:

- May 26th 2020-007 Tree down on arching power lines on KCB/Lighthouse Road

County Firefighter's Report: No County FF Meeting, canceled due to Covid19 Pandemic

Station Report #1: May – Burns/Sutter All vehicles ok

Station Report #2: May – Weber 2102 at ¾ tank of gas, No water bottles or Gatorade on 2102

Committee Reports:

- SOP Committee: Nothing to report at this time
- PTFFA Committee: Nothing to report at this time

Chief Engineer's Report:

- Still working on vehicle compartment inventory lists and photos/sheets for inside the compartments.
- Still working on vehicle assessments of the fleet and identifying any major issues or concerns

Unfinished Business:

1. **Nozzles requested** – the last part of our order has arrived and all nozzles should be ready for service
2. Awaiting presentation of Retired Chief **Thoma's fire helmet** but due to current COVID19 events we will have to present it to him at a later date. Would we like to have a wall plaque made to hang the helmet on or just present it to him as is? Wall Plaque was the consensus and adding his Last Call date to the plaque. Last Call was made at his ThunderBay Inn Party in 2018. Ochylski/Anderson, motion carried.
3. I have paid for the **Department ID Cards** myself for \$201, awaiting time to work with the card designer to work out the layout options.
4. Awaiting township approval for a new **Fire Desk** setup, it failed in March & April. In the meantime I have met with Sven (MGH Maintenance) reference leftover items from their auction that have not been picked up. They did have some items leftover but they are mostly wall mounted office items that mount on vertical rail systems. Sven, Weber, and myself went down to MGH on 05/27 with 2 trucks and spent

4hrs disassembling items from the hospital walls and they are now sitting in a pile at station 1 to be sorted. We picked up items for both station 1 and station 2 to see if they will work out. Our station 1 walls are not flush. The lower 48" are block and the rest of the wall is drywall. These surfaces are off between 3/4" to 7/8" and the rails will not be flush without shimming or ripping lumber to match depth of the upper walls. I highly recommend if this option is decided upon that a licensed, insured, and bonded contractor install them. If these are not installed correctly into the block walls and drywall and they become loose if someone mistakenly leans on them, it could bring both the countertops, upper cabinets and contents down on them and cause an avoidable injury and workers comp insurance claim. Once the items are sorted I will contact local contractors for a quote to install. I also met with Pete to take a look at a couple **donated wood bookshelves** sitting over in the township garage, we will pass on these items right now as MGH has a couple commercial grade metal bookshelves available if needed.

5. Still seeking estimates ref **loft and stair work** (OSHA Violation No Guard Rails, stairs not up to code) there has been a bit of delay as most companies have furloughed their employees during this shut down Confirmed with the members that they still wanted window openings in the loft to be used for training purposes. Roell/Anderson
6. **Station 2 garage door trim.** Pete said he has the trim, just waiting for a good time to install them.
7. Awaiting instructions to **update the door codes**, Its still on my list I just have not gotten to it yet.
8. Awaiting estimates for **Proximity Card Access options** from 906 – I have been in contact with Troy and will be meeting with them this week or next week to see what options they can provide.
9. **Loose Keys Update** - it has not been addressed yet but it is still on the list to look into.
10. **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.
11. The new **Jump pack** is in and fully charged. Ochylski advised he has had to use it recently and it is working well.
12. **ICS Passport items** have been ordered
13. **Mail Center** has arrived and its put together, except for the name tags. Need to locate a good place for it now, that's agreeable for both fire and ems.
14. Update on **2102's foam overflow vent pipe?** Taylor update:NA Roell advised he is going to take this task on as Taylor is still at camp avoiding COVID19.
15. Still waiting on a quote from 906 for **internet options at Station 2**. Troy called me and said they have a proposal they would like to make I am just awaiting the proposal.
16. The search for **missing personnel file items** is still on my list, awaiting a good time to dig in the township archives to look for missing items.
17. Township is still awaiting updated **emergency contact forms** from members still. Once completed please turn them into me so we can add a copy to your personnel file. Morin asked if any have been turned in already and I advised her yes we have a few and will be turning them in soon
18. **SCBA Fit-Testing** this is still delayed with this COVID19 Pandemic to minimize exposure risks with other departments.
19. **Department Photo** will be delayed until after this COVID19 event passes
20. **Fire Station Guest Restrictions** are still in place for both Fire and EMS personnel while government facilities and schools are still on lock down across the state under this declared National Emergency with the COVID19 Virus.
21. **Station Duty** – The Board is discussing offering members compensation for completing these station duties and would like input on the amount and frequency of checks. They would like input on members responsibilities for not just checking the vehicles once a month but being responsible for checking on them for their entire designed month or assigned time frame. I have been told in the past station 1 duties were at one time assigned to 1 person for a 2 week period and we now have 2 people assigned the entire month at st1. Can it be re-split to every 2 weeks someone would be checking them and the station? This was tabled in April. A short discussion followed. Topic to be discussed by group email.
22. **Display Cabinet Maintenance:** Stain and brushes are in, now for the fun part. Roell & Anderson

advised they will get together and coordinate a time to stain the cabinet. We will pull the cabinet out from the wall after tonight's meeting to make staining easier.

New Business:

1. **EMS Week** - I would like to take a moment to recognize all the EMT's and MFR's of Powell Township for their awesome job that they continue to do everyday for the citizens and visitors that live in and come to enjoy our beautiful township. Especially during these difficult times for many during this National Pandemic Event. I want to thank you and your families for all that you sacrifice and do for our community.
2. **COVID19 Supplies** – Submitted a PO Request for PPE items and decon supplies for \$299.94, Board approved in May's Township Meeting.
3. **COVID19 / CPR Supplies** – Submitted a PO Request for single use CPR Masks \$179, Board approved in May's Township Meeting. These items arrived today and every member will be issued their own CPR Rescue Mask. These masks can either be kept in your personal vehicle if you respond to the scene for an assist or in your turnout gear, your choice.
4. In the process of creating an account with **Medline Industries** to try and source our PPE from the manufacturer to save us some money vs using a middleman like Edarley or Grainger.
5. Submitted a PO Request for Office Depot \$27.39 x2 1” Binders and sheet protectors to start working on **Fire Number / Map Books for each station**. Once we get these setup then we will make one to place in each vehicle.
6. **Old Computer Workstation** – 906 has completed the setup for a general user so it can now be used by anyone once its setup. We are still short an LCD monitor for it. This workstation will help with access to Online Training options and internet access for anyone with limited to no access to internet services at home to utilize our online training options. Before using any department computer everyone needs to read and sign the **Technology and Social Media Policy #119**. A copy of this policy will be placed next to the workstations with a **Sign Off sheet** showing that you have read and understand the Fire Department's computer usage policy.
7. **Station Maintenance** – I have noticed some growing gaps in the concrete around both entry doors at station 1, and damaged bottom door molding that is allowing elements and critters to enter. This needs to be addressed soon. I actually watched field mice play and enter the firehall through these gaps over the weekend.
8. **Vehicle Insurance Cards** – New 2020 Insurance cards have been placed in all vehicles at both stations. While reviewing these new insurance cards I have noticed discrepancies with incorrect vin numbers listed on them. I will be making notification to the twp so these can be corrected with the insurance carrier.
9. **Vehicle Registrations** - I have not been able to locate the registration info for the plates on 2106 and it has a state government plate and not a plate like the rest of our vehicles Lic130838. The rest of our fleet has 046X001-5 plates. I also have not been able to locate any plate or registration info for any of the trailers. I will be looking into this to make sure they are all legal and properly registered. Ochylski advised 2106 was part of the DNR Surplus Program that gets inspected by the DNR that's why it has different plates.
10. Recommend the purchase of **vehicle shammy's** to assist with vehicle cleaning/maintenance \$12.95ea Discussion followed. Shamwow items were purchased in the past and did not work well with the wax we use. Look into different vehicle wax options. Roell advised he brings towels from home to clean the vehicles at st2. Ochylski advised there are some towels at st1 in a cabinet to look at.
11. Recommend **PPE/Turnout Gear Cleaner** - Citro-Squeeze comes in a case of 4-1 Gallon containers for \$133.95 or 1-5 Gallon Pail for \$165.95 specifically designed for cleaning turnout gear and removing harmful hydrocarbons and soils without effecting the integrity of the turnout gear. The updated NFPA Standard 1851 is now recommending that turnout gear be washed at minimum every 6 months now and after every fire to help reduce the risks of exposure to cancer causing by products we are exposed to

during fires. This new standard went into effect August 25th 2019 with the release of the 4th edition of NFPA 1851. Boudreaux advised he has used these products in the past and they worked well.

Discussion followed. Ochylski/Boudreaux, motion carried

12. **Kitchen Door for Station 1** - I will be looking into this further but I am certain there is a NFPA Standard for fire stations that requires a door on a kitchen when adjoined to the fire bays and bunker gear as we have vehicles that run leaded diesel fuel and bunker gear that could be contaminated with carcinogens and toxic chemicals. I am also aware that there are standards for the training room and office space to also be enclosed from the bays and possible contaminated gear but that's for another day. Discussion followed. Types of doors were discussed for the kitchen. Consensus was to find a door that matches the bathroom door.
13. **Cemetery Fire Service Flags** – I know this does not effect our operations and we can postpone the purchase of these items until a later time if approved, but it goes to respecting those that have served their community, honor, and pride in our department. I would like to suggest we look into purchasing a few Mini FD Flags and FD Memorial Markers for the 3 fire department members currently buried at the township cemetery. Mike Thoma and Pete TenEyck have identified 3 so far and Thoma will be contacting next of kin to make sure they are ok with us honoring them during certain holidays with placement of these flags/fd markers. Its a bit late for this years Memorial Day Service but I would like us to be prepared for the next one where they could be used. Showing honor and respect for those that have come before us here at the fire department and that have proudly served their fellow man and community is a reflection of our ability to come together for common goals and good. And it lets others in the community know while they visit loved ones at the cemetery that a local firefighter is resting there. These items would be placed prior to memorial day or their birth/passing day and removed the next day. Mini FD Flag \$3.50ea / FD Grave Markers \$21.75ea @ \$25.25 per pair = \$75.75 for 3 of them. Discussion followed. All agreed this was a good idea. Ochylski/Anderson, motion carried
14. **Wildland Gear** – Wildland inventory checks are needed. Are there any wildland tools we are short or in need of? Fire Rakes, Fire Swatters, Fire Brooms, Pulaski, McLeods, Indian Pump Cans? Discussion followed, items discussed that we are in need of were Fire rakes, Pulaski's, and Fire Swatters. Looking for a volunteer to help do an inventory of our wildland gear. Boudreaux volunteered to complete a wildland gear inventory.
15. **Traffic Cones and Vests** – Department of Transportation and OSHA require min 28” high cones with a double reflective stripe for roadways with speeds of 45mpg or greater and for night time use. NFPA 1901 says the min requirement per vehicle is 5 cones and 5 flares for the downstream side behind a vehicle and this does not include any needed cones for securing a scene or work area on a roadway. 1 traffic cone per 20' of a scene is required to protect the work area. Edarley \$23.95ea #AK265. We also need to make sure we have a couple of boxes of road flares to keep at the stations for use on extended calls, and we should have flare containers for each vehicle \$14.95 that can safely contain the flares. Alternatively we can purchase Cone Lights that fit into the top of the cones that run on AA batteries and last about 300hrs per set of batteries for \$10.75ea light that would meet the flare requirements. If anyone does not have a traffic safety vest please let me know so we can order you one, they run \$32.95ea. Grainger Box of 36-30min flares=135.50case/3.76 per flare/12.5c per min burn rate or case of 72-20min flares=209case/2.90 per flare/14.5c per min burn rate. Edarley sells flares but does not list prices online for them, will have to call. Discussion followed. A traffic cone inventory will be completed to determine what we have in each vehicle and if any meet dot/osha requirements.
16. **Camping Areas on Yellow Dog Plains/510** - Captain Moran advised he has been checking campsites in the plains since 1995 but is unable to this year. He wanted to make us aware / remind us of the campsites and ask if anyone would be avail to check on them periodically to reduce the risks of unattended campfires causing wildfires in the plains/510 area. Discussion followed. Boudreaux volunteered to check on them.
17. **Officer's Meeting** – We will try and have one in June once we coordinate a date with every ones schedules.

18. **Tmobile/Sprint** has just unveiled a new program geared towards helping first responders called **“Connecting Heros”** They have pledged to provide **FREE unlimited talk,text,data with 1GB of 4G LTE Mobil hotspot with 3G speeds thereafter for a period of 10 years.** If you know of any members not at this meeting that maybe interested please let them know to contact me so I can add them to the list of interested parties. Way to go T-Mobile!!! This sounds to be an awesome program that may be quite beneficial to first responders everywhere. Participation in this program will require yearly verification to T-Mobile of active membership with the Fire Department.

Correspondence/Donations:

- Mary Healy “Mother of FF David Weber” donated – x17 N95 Masks, a box of gloves, and \$20 in Hand Sanitizer and Office Supplies which David Weber selected and picked up for the department. Items to be split between both stations.
- Tina Fortin donated enough hand made masks for our entire department.
- Letters will be going out to all 3 of them for their kind & generous donations.

Public/Open Comment:

- Roell – DNR has a work share program going on right now and there are only 3 employees working out of the Gwin Office. Caution is needed as there is still a good 2-3 weeks of the spring wildland fire season to go and a DNR response to assist maybe very limited.
- Darlene Turner – Twp Supervisor Spoke reference the fire department budget and budget requests.
- Sutter – I wanted to thank Sven Gonstead for coordinating with Marquette General Hospital and helping the fire dept pickup needed office items from the old MGH building, Supervisor Darlene Turner & Pete TenEyck for allowing the Fire Dept to use the township pickup, and Sven and David Weber for spending 4hrs of their time to help me break those items down and load them in the pickups in 90deg heat. We were able to pickup office items for both fire stations. Without the help and cooperation of these people this would not have been possible.

Equipment and supplies recently purchased:

- COVID19 PPE Supplies \$299.94
- COVID19 / CPR Masks \$179
- Lowes: Clear Polyurethane, 2 stain brushes, and a replacement 3 prong plug end \$34.91
- Meijer: Ziplocks and hand soap for St1 Bathroom \$11.94

Equipment and supplies requested:

- Office Depot – Supplies to make a Map/Fire Number book for each fire station for \$27.39
- Edarley - PPE Turnout Gear Cleaner - \$133.95
- Cemetery Fire Service Grave Markers w/Mini FD Service Flags - for 3 members identified at the Cemetery by Pete TenEyck and Mike Thoma \$75.75
- Edarley - Vehicle Shammy x4 @ 12.95 each = \$51.80

Building repairs requested:

- Door bottom weatherstripping and concrete areas under both doors at station 1
- Door for the Kitchen \$ TBD

Donated Funds Balance: \$34,713.24

General Funds Balance: \$64,165.13

Next Meeting / Upcoming Training / Upcoming Events:

Next Meeting June 25th Station 1 @ 1900hrs

June Training Online - Firefighter Safety Part 2 Instructor/s: Action Training Systems

County FF Meeting June 23rd 1930hrs at Chocolay Township FD – Temp Fire Hall across US41 from Station

Township Meeting June 16th 1900hrs Online www.Freeconferencecall.com Meeting ID: powelltownshipboard

July 11th is the annual Fire on the Bay – Cancelled by the Township

Station Duty for June is: Station 1 - Ochylski/Cram Station 2 - Roell

Tonight's Business Meeting / COVID19 updates / May ATS Online Training is Firefighter Safety Part 1

Business Meeting Adjourned at: 2030hrs Minutes Prepared by: Chief Sutter

Chief's Notes:

This month I started focusing on insurance discrepancies and registration issues with our vehicles. Many issues were found and are in the process of being corrected. A Wildland Fire Gear Inventory will be completed and a check on our department's traffic safety equipment is needed. Summer is here and with it increased traffic on 550/510/AAA is sure to follow. I want to make sure every one has the proper safety items required by the State, OSHA, MI DOT & NFPA needed to protect our scenes, patients, and firefighters.

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