



# Powell Township Fire Department Minutes of Regular Meeting June 25<sup>th</sup> 2020



Draft Version  
Approved 07/30/2020

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

**Members Present:** Assistant Chief Brian Roell, Captain Matt Anderson, LT Tyler Vargo, Chief Engineer Greg Ochylski, FF David Weber, FF Josh Boudreaux

**Guests Present:** Township Fire Liaison Samantha Morin, Emergency Management/EMS Kim Bourgeois

**Approval of Minutes:** May 28<sup>th</sup> Meeting Minutes Boudreaux/Anderson

**Monthly Pager Test:** completed at 1855hrs All working ok

**Review of Calls / Events:**

- June 17<sup>th</sup> 2020-008 Fire Alarm at 304 Schenk the ATT Building, nothing found, ATT tech enroute
- June 19<sup>th</sup> 2020-009 Lockout on AAA after mine before Ford Road, entry was gained

**County Firefighter's Report:** Anderson attended advised training requests for 2021 are due in by August of this year, FF exams are coming up – we currently have no one in FF Classes.

**Station Report #1:** June – Ochylski/Cram 2101 Hurst Generator hard start will check plugs may need service, gas needs to be run out of 2105 as its a few years old now.

**Station Report #2:** June – Roell Both trucks needed fuel 2103 was unnecessarily low (missing 17 1/2gallons) and has not been run on a call in months, discussion followed. SCBA Pack #107 was at 1500 and needs to be filled, Station 2 doors were found unsecured again both today before the meeting and on several previous days this month found by Roell, Boudreaux and Weber. During St2 Checks don't forget to pull the primer on 2103. Primer Oil is really full and leaking on the running boards. Anderson advised he may have an item to help remove the access fluid to prevent the leaking. Screens on the strainer should be changed out soon. St2 requests a new garden hose nozzle as the current one is not working right and leaks all over the place, please do not buy the cheapest one this time. 2102 needs a new hose reel nozzle soon. We have a bunch of old damaged and unusable equipment at st2, we would like to dispose of these items. Sutter suggested bringing those items up to St1 to be looked at and addressed for disposal if warranted.

**Committee Reports:**

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

**Chief Engineer's Report:**

- I have recommendations to update vehicle forms, the generator is not on the check list for 2101

**Unfinished Business:**

1. Awaiting free time to work on the **Department ID Cards**
2. **MGH Office items for Station 2** have been dropped off. Will need to setup a time to go down there

and install them soon.

3. **MGH Office items for Station 1** awaiting time to meet with contractors for quotes to install.
4. Still seeking estimates ref **loft and stair work** (OSHA Violation No Guard Rails, stairs not up to code)
5. **Station 2 garage door trim** Still waiting on Pete for a good time to put it up. Will followup with him.
6. Waiting on free time to **update the door codes**.
7. Awaiting estimates for **Proximity Card Access options** from 906 – Still waiting on Troy from 906
8. **Loose Keys Update** - it has not been addressed yet but it is still on the list to look into.
9. **Old Horton Ambulance Service Status Update** still needs to be addressed.
10. Update on **2102's foam overflow vent pipe**: Roell - I still need to pickup the PVC parts needed to extend the vent pipe.
11. Still waiting on a quote from 906 for **internet options at Station 2**. Waiting on Troy from 906
12. Township is still awaiting updated **emergency contact forms** from members still.
13. **SCBA Fit-Testing** will be setup soon as MQT TWP starts scheduling them again.
14. **Department Photo** still pending for a later date
15. **Fire Station Guest Restrictions** are still in place for both Fire and EMS personnel
16. **Display Cabinet Maintenance**: 1<sup>st</sup> coat of polyurethane has been applied. Discussion followed. A coat of stain should also be applied to the inside of the cabinet in lieu of the doors that we currently do not have for it.
17. I have not heard anything about the May 15<sup>th</sup> order request for **Map Books/Fire Number binders & Sheets** from the Twp. Samantha Morin stated she will look into it.
18. Awaiting quotes for **door repair and threshold repairs** at Station 1.
19. A PO for **PPE / Turnout Gear Cleaner** will be submitted to Twp that was voted on last month by FD.
20. Awaiting a quote for a **kitchen door** for station 1
21. A PO for the **Cemetery Fire Service Grave Markers** will be submitted to Twp that was voted on by FD in May.
22. **Wildland Gear Inventory** Status: Boudreaux - Wildland Gear Inventory still in progress
23. **Traffic Cones and Vest Inventory** Status: Sutter - Traffic Cones have all been counted and I confirmed we do not have the minimum amount of items required by OSHA/DOT & NFPA for size and type needed per vehicle.

#### **New Business:**

1. **Lockout Waivers** – After review of our lockout waiver this form has been significantly revamped and these new forms will be kept with the lockout equipment. These will need to be completed prior to attempting access. We will schedule a training for this equipment soon as I wrap up some policy work for its use. We are no longer lending out vehicle lockout equipment but will respond if available non-emergency. If a child or animal is locked inside the vehicle, there is a medical emergency or risk of injury or death with an occupant then an emergency response maybe warranted. I will be addressing this in a **Lockout Policy** which we currently do not have in place. This new form has everything needed from the caller to properly document the lockout. It is not a good idea to lend out lockout equipment even if we have a release, as we have no idea what they may use that equipment for in our absence and I would prefer to save the department that liability risk. We should have a lockout tool for each stations response area. I would like to recommend a matching lockout tool set for station 2 to cut down on response times to the south end of our coverage area and save a st2 member from having to drive up to st1 to gather our 1 lockout tool then back down to st2 area to respond (will save a 25-30min addition to our lockout response times for st2). If we get a call for a lockout we should be contacting Central and requesting an incident #. If you receive a call personally for this and are not avail please call Central and have them tone it out as a Citizen Assist for a Lockout so it gets properly documented. Motion to purchase a matching lockout tool “Big Easy” for Station 2. Roell/Anderson, motion passed.
2. **Chimney Brush Agreement & Waiver of Liability** – Reviewed our current form and found it in need of updating. So I have significantly revamped this form, it is worded similar to the new lockout liability

waiver form. We need to create a **Chimney Brush Policy** for this which we currently do not have in place. This new form should have everything needed to properly document the lending out of this equipment. We should be calling Central and creating an incident for this so it gets properly documented.

3. **Bay Cliff** and the TWP has asked if we could make a short **parade video for the Bay Cliff Kids** for the 4<sup>th</sup> of July. I think this is a good thing to do and in lieu of regular training tonight that will be the plan. EMS will also be joining us tonight and I will volunteer to take the video. The video needs to be submitted no later than June 28<sup>th</sup>.
4. **Oshkosh Fire Equip** called about **Flow Testing on our SCBA Packs**, they said they have no record of it ever being done after purchase and they recommend it be done every 2 years. They will be up doing MQT Twp's Packs soon, cost is \$45 per pack. NFPA 1852 Chapter's 6 and 7 - Every new SCBA, any repaired or rebuilt SCBA pack should be flow tested. Discussion followed. Almost all of our packs have been rebuilt due to the battery issues/insurance claim for the damaged boards so this testing does need to be completed. Roell - What is our replacement schedule for the air bottles and has money been set aside by the twp for cycling them out from last years budget? Sutter-Full Inventory on bottles still need to be completed and we will be due to start replacing them within the next year or so. Morin-advised status and amounts in our budget available for this.
5. **Generator Issue** found during the last power outage by Pete TenEyck 6/17/20. Spoke with Brian from UP Energy Systems 6/19/20 (Brian was the Superior Electric employee that worked on our generators in the past, Brian is also the one that Superior Electric advised I call for their service when I spoke to them on 6/17/20) Brian said the last service was about 4yrs ago and they should be serviced annually. Will call back to setup a date/time. Generator is not turning on in auto mode. It just starts stops resets starts stops resets. Manual mode still appears to be working properly.
6. **Lami Fire Protection** - Waiting on a tech to call back to setup **Fire Extinguisher Inspections** our annual tags expire this June. Contacted Lami – Dustin 6/19/20 Ochylski suggested J.F.Ahern as an option for extinguisher service.
7. **Red Power Diesel - Pump Testing** needs to be done soon. I will contact them to check details. Ochylski advised we should add the Hurst power unit to their list to look at and service.

#### **Correspondence/Donations:**

- Gerald and Marsha Stein (Sutter's Parents) donated 2 older LCD monitors to the fire department. They hope one may work out for the secondary workstation needs and if not can be discarded.

#### **Public/Open Comment:**

- Anderson said he tried to use some of the cycled **used batteries from the packs** in some items at home but they are too drawn down to be useful for anything.
- Roell would like an **Easy Pup hose attachment** like we have for 2101 for station 2's 2102. I advised Roell or Ochylski to submit the item info, part number, and price for review.

#### **Equipment and supplies recently purchased:**

- Lowes \$48.58 for Station Cleaning Supplies, Trash Bags, Bleach, Windex etc

#### **Equipment and supplies requested:**

- Office Depot - In May - 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 & Service Flags - for 3 members identified at the Cemetery by Pete TenEyck and Mike Thoma \$75.75 (not a priority purchase)
- Edarley - Vehicle Shammy x4 @ 12.95 each = \$51.80
- Galls.com - Lockout Tool for St2 - Big Easy Wedge Kit and Case \$105.00

- Garden Hose Nozzle for station 2 – Will pick one up from Lowes

**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 July 30<sup>th</sup> Station 1 @ 1900hrs

July Training Online - TBD \_\_\_\_\_ Instructor/s: \_\_\_\_\_

County FF Meeting August 18<sup>th</sup> 1930hrs at Skandia/WB Township

Township Meeting July 21<sup>st</sup> 1900hrs in person & Online [www.Freeconferencecall.com](http://www.Freeconferencecall.com)

Free Conference Call Meeting ID: *powelltownshipboard*

July 11<sup>th</sup> is the annual Fire on the Bay – Cancelled by the Township

Station Duty for July is: Station 1 – Anderson/Sutter      Station 2 - Taylor

Tonight's Business Meeting / BayCliff Video Parade / June ATS Online Training is Firefighter Safety Part 2

**Business Meeting Adjourned at:** 1955hrs for a Parade detail

**Minutes Prepared by:** Chief Sutter

**Chief's Notes:**

I am a bit behind with items to address from last month due to a couple last minute out of state trips to address some family matters so I will hopefully be catching up with those items in the next few weeks here.

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