



Powell Township Fire Department
Minutes of Regular Meeting
August 28th 2020
Draft Version



Meeting called to order at: 1910hrs, by Chief Sutter at Station 1

Members Present: Capt Matt Anderson, Capt Chauncey Moran, Chief Engineer Greg Ochylski, Jack Cram, Josh Boudreaux, Sam Desmet, Chad Demay

Excused Absences: Assist Chief Brian Roell, Capt Dustin Taylor, David Weber

Guests Present: Township Fire Liaison Samantha Morin

Approval of Minutes: July 30th Meeting Minutes *Moran/Anderson*

Monthly Pager Test: completed at 1850hrs All working ok

Review of Calls / Events:

- 08/01/2020 – Assist EMS Big Bay Harbor: Fire canceled upon arrival at the hall they had a full crew
- 08/06/2020 – Fire Alarm at 510 Cell Tower: Nothing showing, upon return/followup with tech it appeared to be set off from the generator running / its heat activated the sensors inside.
- 08/24/2020 – Water Rescue at Big Bay Harbor: Distressed Paddlers, located west of the beach outside of the harbor, no emergency found.

County Firefighter's Report: August 18th Powell was unable to attend the meeting. Awaiting mtg minutes.

Station Report #1: August – Anderson: Batteries were changed on the air packs, pack 01-03 had a low scba bottle, air compressor for the foam system on 2101 needed to be drained, 2101 has no high idle and the pump light is showing its engaged when its not, starter on 2105 stuck and needed intervention to make it stop turning over, the cascade bottles need to be swapped around and a new full bottle rotated into the mix.

Station Report #2: August – Boudreaux: All was found good at station 2

Committee Reports:

- None

Chief Engineer's Report:

- None

Unfinished Business:

1. **Fire Station Guest Restrictions are still in place for both Fire and EMS personnel.**
2. **Station 2 garage door trim:** Spoke with Pete on 08/19/20 he has another piece to patch the last couple feet at the top, he no longer has his assistant, but he will address it soon.
2. **Locksmith Quotes:** UP Lock and Key quote is in, still waiting to meet with the other 2 locksmiths that would like to come up and see the doors. After I have their quotes I will present everything to the membership for review.
3. **Contractor Quotes** for station 1 building issues that need to be addressed – Cherry Creek Construction came up on 08/18/20 just received an email they will not be submitted a quote as they are now booked

through 2021. Still awaiting Premeau Constructions Quote, I will followup with them next week to check the status of their quote. Thunderbay Construction will also have a quote for us to review soon. I will present all the quotes for the membership to review once I have received 3 of them.

4. **Old Horton Ambulance 2104** Will be reviewed after the next vehicle maintenance is completed so we can get a baseline on where the vehicle is mechanically.
5. Update on **2102's foam overflow vent pipe**: Roell advised me on the phone this has been completed
6. Still waiting on a quote from 906 for **internet options at Station 2**. I will call Troy and ask for status
7. **SCBA Fit-Testing** w/Mqt Twp: I will inquire but have a feeling due to covid 19 restrictions will be delayed for awhile still.
8. **Display Cabinet Maintenance**: Still awaiting a coat of poly for the inside of the cabinet.
9. **Map Books/Fire Number binders**: I have requested a copy of HMC's Preplan/Map Book
10. **Easy Pup hose attachment** Still awaiting item info/price to review
11. **PPE /Turnout Gear Cleaner & Sanitizer** has arrived. I will create an instruction sheet for its use soon
12. **Station 2 Lockout Tool**: The lockout tool has arrived and has been placed into service. Training will be scheduled to review our lockout tools, new lockout waiver's and our lockout SOP's, when the waiver's come back from review with the township attorney.
13. **Wildland Gear Tool Inventory** Status: Boudreaux – Inventory has been completed. Discussion followed. We will not need any shovels for awhile, we have 13 of them. Boudreaux would like to donate 2 Pulaski heads they just need new handles. Boudreaux made a recommendation for 2 Wildland Mcloud's. I made a recommendation for 2 Wildland Fire Swatters to help with grass & brush fires.
 - Motion to purchase 2 Mcleod's @ \$80 each plus shipping. *Boudreaux/Anderson, motion passed*
 - Motion to purchase 2 Pulaski Handles from Lowes or Menards. *Anderson/Boudreaux , motion passed*
 - Motion to purchase 2 Fire Swatters @ 50 each plus shipping. *Moran/Anderson, motion passed*
14. The updated **Lockout and Chimney Brush Waivers** reviewed by the Twp Attorney, awaiting the updated version back from the Township. Fire Liaison Samantha Moran advised she will print them out
15. **Lammi Fire Protection ref Annual Fire Extinguisher Inspections**: The items have been picked up and placed into service. Still need to wall mount the extinguisher for the back door at Station 1.
16. **Traffic Cones**: Approved by the board on 08/18/20 and were picked up by Pete last friday. The Cone mounts were approved by the board and will be ordered. I purchased 1 can of spray paint and stencil letters to mark the cones before being put into service.
17. **Inventory of our radio's, pagers, chargers, and batteries**: We have a stock of spare batteries for both our pagers and radios if anyone has any issues with theirs please let me know. Desmet advised he could use a new radio battery, I will make sure I set one aside for you. We currently have 6 pagers that need repairs. It costs \$143 to repair each Minitor V pager, \$426.40 for a new Minitor VI. As long as we have a few spares available, I recommend these repairs be tabled until there is a need for the additional fire pagers or we take on more members. To be reviewed again at the end of the budget year for avail funds.
18. **Status of King and King**: I spoke with Alex King on 08/27/20 and he advised me they are resigning from the fire department. King stated he had an injury to his head last year and due to medical issues related to that injury would be unable to safely perform his duties. King will be submitting his notice in writing for the twp board. I would like to thank the King's for their many years of service and will make arrangements to pickup their gear.
19. **SCBA Bottle - Hydro Testing** has been approved by the Board on 08/18/20 and contact was made with Lammi to begin the process. There will be a couple day turn around for the bottles as epoxy has to set when they affix the new testing labels. I will be taking one vehicle's bottles OOS at a time starting with 2101 and transporting them down to Lammi. I will only take half of 2101's bottles each trip as we have twice as many packs on that veh then the others. I will try and make sure we have at least 8 bottles on each vehicle during this process. I will need to make contact with Mqt Twp next week as Lammi tests bottles but does not have the ability to refill them with air. So I will need to take them to Mqt Twp to be refilled. Lammi condemned x4 MSA Bottles which will reduce testing costs by \$100. I will be

dropping off the remaining x4 MSA Bottles to see if they also will need to be condemned.

20. **Hurst Tool Maintenance:** I have requested a service quote from 5 Alarm out of Wis for the Hurst Power Unit and Tools as R&R does not work on Hurst Equipment directly. Their quote came back at \$830 which includes travel. Discussion followed. The hoses for our tools are sloppy and are overdue to be serviced. Last service on the extrication equipment on 2101 was 2017. Our backup Extrication Unit and tools on 2104 need to be looked at as well. Ochylski advised the hoses for the secondary unit currently on 2104 maybe damaged and should be replaced before they fail. Ochylski also advised the hydraulic cutter is weak. I will see if 5Alarm can evaluate the other set while they are here to maintain our primary unit and tools. This secondary set should be placed into service at station 2 that way we have extrication equipment coming out of both stations. Motion to service the Hurst equipment on 2101 for \$830.00 *Moran/Ochylski, motion passed*
21. **Fleet Maintenance & Pump Testing:** R&R has submitted their quote for the required pump testing and service on the vehicles. Grand total ends up being **\$8102.04 plus \$508.59 Travel expenses = \$8610.57** and this does not include any issues they may find that needs onsite repair. See below
 1. **2101-\$2,903.55** for Oil & Filter change, pump service, dot/maintenance inspection, air dryer service, pump testing, transmission service, air filter, & generator service
 2. **2102-\$2166.82** for Oil & Filter change, pump service, dot/maintenance inspection, air dryer service, pump testing, transmission service, air filter, & generator service
 3. **2103-\$1983.67** for Oil & Filter change, pump service, dot/maintenance inspection, air dryer service, pump testing, transmission service, & air filter.
 4. **2104-\$253.50** for Oil & Filter change, dot/maintenance inspection, & air filter. (trans service?)
 5. **2105-\$472.25** for Oil & Filter change, pump service, dot/maintenance inspection, pump testing, & air filter. (trans service to be done elsewhere?)
 6. **2106-\$322.25** for Oil & Filter change, pump service?, dot/maintenance inspection, & air filter. (trans service to be done elsewhere? Pump service is for portable pumps?)
 7. **2111** ATV Status Pending – Mqt Powersports did not want to work on this due to its age
 8. **2114** Boat Status Pending – Mqt Powersports did not want to work on this due to its age
 9. **2112, 2113, & 161** maintained by EMS
 10. **2107, 2108, 2109** maintained by HMC

Motion for pump testing, generator testing, foam service, dot inspections, vehicle service and fluid changes. This is required pump testing and some of our vehicles have not been maintained or had fluids changed in many years. Discussion followed. Ochylski: the oil in 2105 is black. Boudreaux: Would it be better to do a few at a time? No, then we will have multiple travel fees at it costs over \$500 each trip in travel expenses. Cram: Can a local shop do this work? No, pump testing needs to be done by mechanics trained to work on fire apparatus and certified to pump test them. There are only 2 close by, and by close by I mean one is in Lower Michigan and the other in northern Wisconsin, none are located in the UP. *Desmet/Ochylski, motion passed.* This has been discussed with the Twp Supv already as this exceeds our Vehicle Maintenance budget so we will need to work on a solution, as this pump testing & long overdue maint. needs to be done.

New Business:

1. Oct 4th to 10th is **Fire Prevention Week:** I am not sure what the school plans to do yet this year but I suspect we will not be hosting a large group of children at the firehall due to covid and gathering restrictions. We should at least purchase some fire prevention materials that can be distributed to the students at the school. Discussion followed. Dollar amount recommended by the group to be \$300 plus \$40 for shipping costs from Donated Funds. *Anderson/Demay, motion passed.* Anderson suggested perhaps we do a School Fire Drill for Fire Prevention Week. I will followup with the School, that is a great idea and something we should be doing annually anyways.

2. **Cooler and Ice:** Last month Roell asked if we could look into a better cooler and keep some bags of ice at the ready for calls. Roell suggested during our phone conversation on Monday that we look into a Coleman Max Cooler. Ochylski advised we have a new cooler up in the loft that's a plug in. We will dig it out and take a look at it. I will purchase some bags of ice at Crams and store them in the freezer at St1 in case they are needed.
3. **Station 1 refrigerator:** Before tonight's meeting Moran advised me there maybe an issue with the refrigerator. Ochylski advised he is defrosting it now, he also thinks there maybe something wrong.
4. **Covid 19 Equipment:** I would like to purchase a **Non-Contact Forehead IR Thermometer** for \$149.99. If these Executive orders from the governor continue I can foresee the need/requirement coming for Covid Screening to check temps and symptoms prior to any meeting, training, duty, or gathering. I would like to be ahead of this and not behind it, as it may take weeks to get items like this in if they are even able to be sourced right now. Some Fire Departments, Government agencies, and employers are already requiring these measures to enter firehalls, first responder buildings, and government facilities. Discussion followed. Liaison Samantha Morin advised she may have one for us to use, if needed, that was given to the Township for use during the elections. Ochylski recommended we also purchase an SPO2 monitor as Covid affects the lungs and a decreased SPO2 reading may reveal possible symptoms. Anderson (who is also the EMS Assist Coordinator) advised we can use one of the SPO2 monitors from the Ambulance if needed. This is great, we were able to find a solution to this without having to purchase anything, good job everyone!
5. **Motion to permanently take Boat 2114 OOS,** Discussion followed. *Anderson/Desmet, motion passed*
6. **Sale of the Pontoon:** Do I have a motion to sell and be done with it? *Demay/Moran, motion passed.* Members would like to see the department at least recover the cost of the pontoon trailer when sold.
7. **2114 Fire/Rescue Boat Replacement Options:** We currently have no means to provide water rescue services within the township without borrowing a residents boat if avail or waiting for the Sheriff's Department to haul their boat up from the Negaunee State Police Post 35 plus miles away, or 45min for a coast guard vessel for Lake Superior. I would like to see if we can replace or start setting aside money for its replacement. We need a water rescue boat that is light weight, able to be carried by minimum manpower, is able to be rapidly deployed from anywhere, can be used without a boat launch, for use not just in Lake Independence but also Bear Lake, Saux Head Lake, Conway Lake, Ives Lake, shoreline or near shore rescues on Lake Superior, Big Bay Harbor, and the numerous lakes and rivers within the Huron Mountain Club. One that can also be utilized for Ice Rescue and Open water rescue during the winter ice fishing and snowmobile seasons.

I have spoken with the Mqt Coast guard and have narrowed down a few options - see binder on the table. Inflatable Zodiac Style Boats specifically designed for water rescue are our best and most affordable option. Coast Guard recommends at least a 15'5 boat. INMAR and OneBoat are at the top of the list for a suitable replacement. **Preliminary Replacement costs would be between \$11-14,000** with the most expensive part of it being the motor which runs between \$4500-\$6200 and currently Merc has a 6-8 week lead time as they have cut back production due to covid and economy. The boat itself with no motor, trailer, or transom wheels runs between \$2800-\$3800. A similar sized aluminum Lund Boat runs about \$7000 for just the boat. Most dealerships up here also have very limited to no stock of new motors due to the downturn in production and purchases, however Dan from Marquette Powersports has offered to knock about \$500 off the purchase of a new motor if we would like to order one from them.

I have spoken with a couple of the HMC Charity Committee Members. They thought this would be a great project to help us with and advised me letters will be going out this week and they will be making a donation very soon through the Community Fund to assist us with its replacement.

Do I have a motion to replace 2114 with a new boat, one designed for water rescue, cost to be no more than \$14,000? *All in favor, motion passed.*

8. Updates to our Command Staff and Organizational Chart:

- Capt Dustin Taylor will be closing on the sale of his house in Sept and is unsure where he will be living after that. Due to his current medical issues and living situation I am **opening up Taylor's Captains position for another** to fill. I would like to thank Dustin for all of his years of service as a leader within this department and dedication to our community and helping others. If his situation changes this year I would gladly welcome him back into that role.
- With that vacancy I would like to **promote our Chief Engineer Greg Ochlyski to the rank of Captain** assigned to station 1. *All in favor, no objections.* Captain Greg Ochlyski will remain as the Chief Engineer in charge of our Fleet of Vehicles and for now will also remain as the Interim Training Officer.
- I would like to leave the now vacant **Lieutenant position empty for the foreseeable future** as it adds an additional command level that is not currently needed.
- Our By-laws/rules and regulations has the Captain listed as the (second assistant chief) and I would like to separate that sub title from the Captain's spot and **promote Captain Matt Anderson to the rank of Assistant Chief of Station 1.** *All in favor, no objections.*
- **Brian Roell will be the Assistant Chief of Station 2.**
- To fill Anderson's Captains position I would like to **promote Josh Boudreaux to the rank of Captain**, assigned to station 2. *All in favor, no objections.*

These updates are necessary to help share some of the responsibilities of fire department operations and administrative tasks spanning our two fire stations. Pending final Township Board Approval on the promotions, each station will then have an Assistant Chief and each Assistant Chief will have a Captain assigned to them. Each Assist Chief will have a different role as far as what they will be assisting the Chief with. This will basically create an Assist Chief of Administration and an Assist Chief of Operations. Each Captain will also have a role in things and be in charge of different responsibilities and will be the first people go to for issues related to those responsibilities. Now that the new officer's have been selected, we will meet and discuss roles and responsibilities next month.

9. Fire Department Ordinance, our old By-laws/Rules and Regulations, and our new SOP's:

Currently we have 3 places to go for things related to employment, discipline, and rules and regulations to follow. FD Ordinances are not usually as detailed as our new one currently is, this is the core document that allows us to form a fire department, and overrules all other fire department documents in conflict. As we discovered last fall there is a lot of items in those old bylaws that are broken, some even against current federal law, many against previous Risk Control Department recommendations, or no longer relevant or recommended. Is there a way we can locate/salvage any necessary items from those outdated bylaws that is worth keeping and not in conflict to possibly be added to the FD Ordinance to eliminate this extra document and any confusion it may create? Or does it make more sense to strip everything in conflict and redo it as a basic set of rules and regulations to be added to the beginning of our SOP's? The ordinance sets the requirements and basic guidelines to follow and our SOP's should further define them. This new ordinance is pretty much our basic rules and regulations as it goes above and beyond just stating that the township has the authority to create a fire department. Discussion followed. This will be presented to our SOP Committee formed in February of this year, just wanted to touch on it tonight as there are issues there that still need to be addressed with this.

Correspondence/Donations:

- Josh Boudreaux donated x2 Pulaski heads
- Brian Roell donated \$5-6 in parts to extend the overflow pipe on 2102

Public/Open Comment:

- Anderson mentioned Boudreaux has received his MI EMT LIC! Congratulations to Josh Boudreaux on this accomplishment as our newest Michigan EMT!!!
- Ochylski requested an update ref the Private Labor Day Fireworks Display on Lighthouse road, and requested another volunteer to be on standby for the event with him. Discussion followed. I will send out an email/text message looking for another to assist and will get him a copy of the fireworks info.
- It was asked what is the status of David Weber's Firefighter Exam? I will look into this as he is not here tonight and let everyone know.

Equipment and supplies recently purchased:

- \$18.01 at Meijer Papertowels for Station 2
- \$16.37 at Lowes for Spray Paint and Letter Stencils for the new traffic cones
- \$819.00 for x35 Traffic Cones
- \$68.72 Bumper mounts for the new Traffic Cones
- \$800.00 for required SCBA Bottle Hydro Testing (was \$900 originally)

Equipment and supplies requested:

- \$8611 for Fleet Maintenance, Required DOT Inspections and Required Pump Testing
- \$830 Hurst Tool Maintenance
- \$160+\$40 shipping for x2 Wildland Fire - McLeod Tools
- \$100 for x2 Wildland Fire - Fire Swatters
- \$300+\$40 shipping for Educational materials - Fire Prevention Week Oct 4th to 10th -

Building repairs requested:

- Awaiting quotes still

General Funds Balance: \$59,558.20

Donated Funds Balance: \$34,772.09

Next Meeting / Upcoming Training / Upcoming Events:

Next Meeting September 24th Station 1 @ 1900hrs

September's Online Training: FF106 Personal Protective Clothing Instructor/s: Ochylski to followup

County FF Meeting October 20th 1930hrs at Negaunee City

Township Meeting September 15th 1900hrs in person or Online www.Freeconferencecall.com

Free Conference Call Meeting ID: *powelltownshipboard*

Station Duty for September is: Station 1 – Pelto/Demay Station 2 - Weber

Tonight's Training: Business Meeting / August's Online Training FF105 SCBA Maintenance & Use

Business Meeting Adjourned at: 1840hrs *Anderson/Desmet*

Minutes Prepared by: Chief Sutter

Chief's Notes:

I am very excited to be working with the HMC to hopefully fund a large portion of a new rescue boat. We have started the SCBA Hydro Testing with Lammi in Mqt and I will do my best to rotate bottles out in a way that will minimally effect our operational readiness. The recent reorganization of our command structure, roles and responsibilities, and organization chart will make us a stronger and a more efficient fire department moving forward. I am humbled to see so many willing to step up and help the department and the community. Once we have final Township Board Approval on the promotions we will need to work to define those new

roles and put them to paper, updating our SOP's, Rules and Regulations to reflect these new changes.

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	Anderson	Boudreaux
September	Pelto/Demay	Weber
October	Moran/Desmet	Roell
November	_____/_____	Boudreaux
December	Cram/Pelto	Taylor