



**Powell Township Fire Department**  
**Minutes of Regular Meeting**  
**October 29<sup>th</sup> 2020**  
Draft Version



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

**Members Present:** Assist Chief Matt Anderson, Capt. Chauncey Moran, Capt. Greg Ochylski, FF Jack Cram  
**Excused Absences:** Dustin Taylor, Assist Chief Brian Roell, Capt. Josh Boudreaux

**Guests Present:** Township Fire Liaison Samantha Morin

**Approval of Minutes:** September 24<sup>th</sup> Meeting Minutes *Anderson / Ochylski*

**Monthly Pager Test:** completed at 1842hrs                      All working ok

**Review of Calls / Events:**

- 09/26/20 – Smoke Investigation West of the Water Tower
- 10/04/20 – Explosion Investigation CR 550 & Granot Loma Area
- 10/09/20 – SAR x2 Lost Elderly Subjs in wooded area of Thomas Rock / CR510 / Blind 35
- 10/17/20 – Accident with Injuries Co Rd KF & Squaw Beach Road
- 10/28/20 – Kitchen Fire @ LumberJack Tavern

**County Firefighter's Report:** October Meeting Canceled by MCFFA.

**Station Report #1:** October – Moran: 2105's Draft lever needs to be cleaned its hard to pull. The Porta Tank on 2106 was used by R&R for the pump testing it was put away dirty and needs to be cleaned out.

**Station Report #2:** October – Roell: Both Station 2 Officers were unable to make the meeting tonight, no updates available on Station 2.

**Committee Reports:**

- SOP Committee: Nothing to report

**Chief Engineer's Report:**

- Nothing to report

**Unfinished Business:**

1. **Fire Station Guest Restrictions are still in place for both Fire and EMS personnel.**
2. **Locksmith Quotes:** Still waiting on Locksmith Quotes
3. **Contractor Quotes** for station 1 building issues that need to be addressed –Anderson and myself met with Andy Richards who is an independent contractor that lives at halfway a couple of weeks ago. Quote to be sent soon.
4. **Old Horton Ambulance 2104** Has been taken out of service by R&R Fire Truck Repair. I was advised it was unsafe to drive and did not pass the DOT Inspection. I am awaiting the detailed report. Board has been advised. Please do not drive this vehicle in the meantime.
5. **SCBA Fit-Testing** still on hold due to COVID19
6. **Display Cabinet Maintenance:** Still awaiting a coat of poly for the inside of the cabinet. Where can

we place this large cabinet? We need the wall space over there for the Flammable Liquids Cabinet. Short discussion followed.

7. **Map Books/Fire Number binders:** Kim B. from Emergency Management has updated our fire number excel sheet and is still working on updating the maps.
8. **Easy Pup hose attachment:** Its been months and I have not received any info on this item that was requested. Can we table this for next years budget review? Tabled until November *Moran/Anderson*
9. **Wildland Tools:** They have arrived from eDarley and are in 2106. Still need to stop at Menards or Lowes for the 2 Pulaski replacement handles unless someone else wants to volunteer to pick them up? Discussion followed. Moran advised you will need the heads to make sure you get the correct handles as there are more then one type. Will ask Boudreaux to look into this as he donated the heads.
10. The **Policy for Lockout's and Chimney Brush Use** is nearing completion, once done it will be submitted to membership for review/revision.
11. **Traffic Cone Mounts:** Mounts are in, they still need to be installed. I just picked up the SS bolts and washers last week. 2105's has been installed by R&R so it could pass its DOT Inspection. We will need 1 possibly 2 more straight mounts as the 1 side mount is not working out as planned. \$24.36 each. Tabled until November as Station 2 Officers are not present and it involves Station 2 vehicles. *Sutter/Anderson*
12. **Inventory of our radio's, pagers, chargers, and batteries:** Still waiting on a few serial numbers to update our inventory list. I will contact each person individually if I have not gotten the numbers from you yet.
13. **Jenny Park Burns and the King's** – Is someone avail to schedule a time to pickup their gear? Discussion followed. I will contact them and see if they can stop by the firehall to drop their equipment off. If not, Anderson volunteered.
14. **SCBA Bottles** – We still need to take 16 bottles to Mqt Twp to refill. They are currently in the racks at station 1. Short discussion followed.
15. **Hurst Tool Maintenance:** Awaiting a date from 5Alarm for the service apt. Will ask if they can take a look at the backup set of hoses to see if they need to be replaced or repaired when they visit.
16. **Fleet Maintenance & Pump Testing:** R&R Fire Truck Repair was up last week. Maintenance, service, inspections, and pumps testing was completed. I think it took him alot longer then he expected as he was here for a solid 5 days working on our fleet to get them to pass the inspections. I would like to thank Mark from R&R, Assist Chief Brian Roell and Captain Chauncey Moran for taking time out of their sat to help with the pump testing, and Pete TenEyck for helping with a town run for some needed parts. Awaiting the full report and final bill from R&R. Discussion followed.
17. **Fire Prevention Week:** All but one item arrived in time for the Fire Prevention Week. Thanks go out to FF Brad Pelto, FF Sam Desmet, and the EMS Coordinator Tyler Vargo for coming out and being a part of the Fire Drill with Powell Twp School. We had 2101, 2106 and 161 out at the school. The event went smoothly and was well received. I was told this is the first time this has been done jointly with the school in a long time. I think we should do this at least twice a year so we can all be familiar with the plan. Speaking of that this winter I will be working on a Pre-Plan for the School so we can put something to paper for what we need to do on scene there. Samantha Morin advised the last item from the Fire Prevention Materials ordered just arrived and is next door.
18. **Cooler and Ice:** 2 bags of ice were purchased and are in the st1 freezer for calls. Also the Gatorade that was requested by the membership has been purchased and is in the fridge at st1 for calls. New Cooler is in the kitchen where it can be quickly loaded when needed.
19. **Sale of the Pontoon Boat 2114 update:** Samantha Morin is working on drafting the sale notice. Thank you Samantha for working on this.
20. **Chief's Helmet for Assistant Chief Matt Anderson:** Passed at the last twp mtg and has been ordered.
21. **Ear Plugs:** Passed at the last twp meeting and has been ordered.
22. **Electrical Issues at Station 1:** Code Electric came out and restored power to the north wall, and replaced a bad GFI by the pop machine. This is the same GFI that also powers the washer and dryer it

piggy backs the Boiler Room GFI outlet. Perhaps there is an issue with the amount of load on the same GFI causing it to pop so often or there is an issue with the pop machine? We should relocate the pop machine to another outlet/area to? Believed to be a short in the pop machine causing it to trip the GFI. We still do not know who owns the pop machine, if it was donated, or on loan to the fire department. More digging is required. Discussion followed.

23. **Station 1 No Heat:** Trudell came out and worked on our heating system. Last week while I was at the Hall with Anderson, noticed an odour of gas coming from the rear of the left boiler. So the left boiler was shut down again last week. TenEyck and the board was advised. Trudell came out this week and located the source of the gas leak and has made the needed repairs, no charge for the repair.
24. **Cordless tools for station 1 / 2101:** See options found. Requesting \$550 for the tools, \$30 for a set of bits, and \$40 for the sawzall blades. Discussion followed. *Anderson / Moran*, motion passed
25. **Destruction of old radio equipment:** Approved by the board for destruction, just need to dispose of them now after disabling the radios.
26. **Destruction of the condemned MSA Air Bottles:** Approved by the board, will set them aside for now while I look into the best way to dispose of them.
27. We owe **Moran \$28.60 for soda pop** that was purchased to refill the pop machine last month. I will swap some of the quarters out from the machine and pay him with the pop machine money. I have the receipt and have not forgotten.

#### **New Business:**

1. **Lammi Fire Protection ref Annual Fire Extinguisher Inspections:** Finished updating the inventory sheets from the Lammi inspections. I had relocated the extinguisher from the back door of st2 to the garage door entrance for now as we never had one there before and should have. We should replace that extinguisher from the rear door of st2. Cost for a 5lb for rear st2 door is \$71.50. *Moran/Anderson*, motion passed.
2. **Helmet Labels:** We need to order Assist Chief labels for Anderson's new helmet, and Captain labels for Boudreaux and Ochylski's helmets. *Anderson, Moran*, motion passed.
3. The new **2020 DOT Emergency Response Guide Books (ERG's)** have arrived and all of the Station 1 vehicles have had theirs swapped out already. I have 3 that will be going down to Station 2. Every vehicle should have a 2020 ERG issued to it and 1 for each fire station.
4. **Station 1 hot water heater:** Trustee Stanley recommended we look into having a regular water heater installed at station 1 so we can shut the boilers down during the summer months. I asked Trudell for a quote while they were here this week. Currently we have a hot water reservoir tank that is fed by the boilers. So if the boilers go down so does the hot water. Trudell advised what we have is the best option but the piping is not correct on our boilers as the hot water recirculating pump runs 24/7 as do the boilers, instead of just turning on when there is a call for heat or hot water. Trudell advised they will return to quote on the hot water heater and option to correctly pipe those boilers if we decide to keep the current setup when it slows down as they are backed up right now.
5. **Request for plastic clipboard pk of 12:** From Amazon for \$30. Standard Hardboard clipboards can absorb fluids and cannot be easily cleaned/decontaminated to stay in line with COVID cleaning. I will be issued to each vehicle to hold some basic/necessary paperwork for calls which we currently do not have in all our vehicles and the others will help with station, vehicle, and equipment maintenance checks. *Ochylski, Moran*, motion passed.
6. **Portable Radio Mounts for our vehicles:** I find it hard to believe that we do not have at least 1 in each vehicle. I would also like to assign a spare portable radio/battery to each vehicle if we have enough. At least get one in our primary engines and the pickup to keep a radio / spare battery charged so we don't run into issues with dead batteries on calls searching for lost hikers/snowmobilers etc. Amazon \$41 each for the charger/mount/cigarette style dc plug. I would like to see us get 3 this year and 3 next year to outfit our fleet. \$123 for 3 vehicle chargers. Discussion followed. *Moran, Ochylski*,

motion passed.

7. **Portable lantern / hand-light for 2106:** I would like to request we mount a hand-light in 2106. I have been on a few calls already and could have really used a hand light on a couple of those calls at night. Surprised we have never had one dedicated to this vehicle as this is a safety issue. Streamlight Firebox with vehicle Mount Edarley \$152.95 plus shipping. *Ochylski, Anderson*, motion passed. Ochylski advised we will need a shoreline and inverter for 2106. Discussion followed. 2104 has one it is not using. Ochylski questioned whether or not we can modify a DNR vehicle. I advised him we should be able to equip these vehicles to suit our needs but I will confirm with our DNR contact and get it in writing before we mount any inverters and shorelines on the vehicle.
8. **Tire Gauge for the Dually's** so we can properly check the inner tires. Do we have extension kits on all our dual tires? Anderson advised Pomp's sells them. Members recommended a truck tire guage with 2 ends. *Anderson, Moran*, motion passed.
9. Working on Updating our **Vehicle Station Maintenance Policy:** Please take a look at the rough drafts and tell me what you think? Suggestions/Ideas?
10. **Updated Station and Vehicle Check forms** to better document all that's required of us for the state. I have also created a weekly / monthly category in case our checks evolve into a more proactive attempt to keep our vehicles and equipment running more smoothly. Reduced the amount of boxes to check. It used to be around 36 boxes we had to check off, now its about 13. It may appear like there is more, but some items were expanded to detail the steps needed - example running the pumps or generator. I placed them out for this months station duty to see how they would work out.
11. **Vehicle Repair Ticket/OOS Forms:** I am working on creating a repair ticket as we have to better track what breaks and who/how it gets fixed for vehicle maintenance records required by the state we have to maintain for the life of the vehicle. This also helps us keep better tabs on what still needs to be fixed or purchased. OOS Forms will be created so we can better document that all relevant parties have been notified (like central dispatch, the chief, etc) that a vehicle has been taken out of service and that needed equipment is removed from the vehicle if it goes in for a service repair so we are not out a veh but also any critical equipment it maybe carrying.
12. **New Cable Cutters:** The cable cutters from 2101 were damaged on the last car accident incident #2020-023 and need to be replaced. Est \$35 at Lowes for a pair of Southwire Cable Cutters Item #471894. *Moran, Anderson*, motion passed.
13. **Station Duty** for November. This was King's month but they are no longer on the department. Anderson volunteered to do the November Station 1 Duty.
14. **NFPA Code Books and IFSTA Training Books:** Since most state / county training has been canceled for most of this year and we have no one going to any classes I would like to take this opportunity to use training funds to rebuild our training library for this budget year. I would like to request we purchase code books covering maintenance and inspections of critical/core items as we have little to nothing at the station for the NFPA standards we are expected to meet and a few other core code books we should have readily available. This ties in with educational materials and training.

I would also like to recommend we purchase an updated set of IFSTA Training Books from our training fund. Our entire library of training & educational materials is significantly outdated and no where near up to current codes and best practices. I opened up the cabinet and found books from the 70's still in there. This is a costly upfront expense to update but necessary to help our members stay current with today's standards and best safety practices. I am also hoping that these books will help us in developing and training our members and officers. A short discussion followed. Moran and Ochylski advised they would like these on DVD or digital. I advised them a paper version would be our best option as the digital NFPA Books can only be accessed and printed while online and on the account that purchased them. Ochylski stated he believed the digital IFSTA books include free updates for a set time frame. Moran would like to table this so he can do more research. Motion to table made by Moran, *Moran/Ochylski*, tabled until November's Meeting.

**Correspondence/Donations:**

- Received a quote 09/29/20 from Code Electric to isolate 2 lights then add a switch and outlet in the loft
- Received a quote 10/13/20 from Lammi Fire Protection for Hose Testing
- Received a quote 10/26/20 from Lammi Fire Protection for an extinguisher for station 2

**Public/Open Comment:**

- Jack Cram asked about the Compressor we had talked about last year. It was discussed but do not believe it was ever voted on to replace. Will need make/model/price info to bring it to a vote.

**Equipment and supplies recently purchased:**

- \$240.99 plus delivery for 1 White Chief's Helmet for Assist Chief Anderson
- \$4.00 for 2 Bags of Ice from Crams to be used for extended calls/stored in the Station1 freezer
- \$60 plus delivery for PPE Hearing Protection – Ear plugs
- \$36 for x2 No Parking Signs at Station 2
- \$61.76 Lowes for Gatorade, new colored tape for equipment, outlet testers for monthly station duty
- \$40.66 Lowes for SS nuts, bolts, washers to attach cone mounts, cleaning & sanitation supplies St 2
- \$20.10 Toilet Paper, Washing machine detergent & Paper Plates for St1

**Equipment and supplies requested:**

- \$620 Cordless Tools, Drill Bit Set, Sazwall Blades for Station 1 / Engine 2101
- \$24 plus shipping for new Officer Helmet Decals
- \$30 for plastic Clipboards
- \$123 for 3 of 6 needed portable radio chargers for the vehicles
- \$153 plus shipping for a Handlight and mount for 2106
- \$10 for a Truck Tire Gauge for st1
- \$71.50 for 5lb Extinguisher for back door of station 2

**Building repairs requested:**

- Awaiting quotes still

**General Funds Balance:** \$52,950.35 / 23.15% used

**Donated Funds Balance:** \$38,445.13 / 0.21% used

**Next Meeting / Upcoming Training / Upcoming Events:**

Next Meeting November 19<sup>th</sup> Station 1 @ 1900hrs (changed due to Thanksgiving)

December's Meeting date has been changed to December 17<sup>th</sup> (changed due to Christmas)

**Novemeber's Online Training: FF119 Fire Detection Alarms, and Communications**

County FF Meeting December 15<sup>th</sup> 1930hrs at Richmond Township FD

Township Meeting November 17<sup>th</sup> 1900hrs in person or Online [www.Freeconferencecall.com](http://www.Freeconferencecall.com)

Free Conference Call Meeting ID: *powelltownshipboard*

Station Duty for November is: Station 1 - Anderson

Station 2 - Boudreaux

Tonight's Training: **Business Meeting / October's Online Training FF107 Fire Extinguishers**

**Business Meeting Adjourned at:** 2110hrs *Anderson/Moran*

**Minutes Prepared by:** Chief Sutter

**Chief's Notes:**

I just wanted to take a moment to thank everyone that came to last weeks township meeting. It meant a lot to me to see so many members and residents there to show their support.

Next month we will need to iron out our 2021 Duty Rotations and start thinking about Capital Outlay Items for next years budget.

Our remaining 2020 Station Duty Rotation is as follows:

<u>Month</u>	<u>Station 1</u>	<u>Station 2</u>
November	Anderson	Boudreaux
December	Cram/Pelto	Taylor