



# CITY OF PLYMOUTH

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NORTHVILLE-PLYMOUTH FIRE ADVISORY BOARD MEETING MINUTES  
Tuesday, January 22, 2019 - 4:00 p.m.  
Plymouth City Hall

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## ROLL CALL

Present: -Chair Ken Roth, Vice-Chair Colleen Pobur, Members Pat Sullivan, Paul Sincock

Others Present: Chief Steve Ott

## APPROVAL OF MEETING MINUTES –

The minutes of the October 1, 2018 meeting were distributed in advance of the meeting. It was moved by Vice-Chair Pobur and seconded by Chair Roth to approve these minutes. **MOTION PASSED**

## FY 2020 GOALS

Chief Ott presented the department's goals for FY 2020, noting that he is seeking a replacement for former member Al Smolen. After reviewing the goals, it was moved by Vice-Chair Pobur and seconded by Chair Roth to accept the goals. **MOTION PASSED**

## PERSONNEL STAFFING REPORT

Chief Ott reported that there are 49 members of the Department with 25 assigned to Station 2 in Plymouth and 23 assigned to Station 1 in Northville, plus the Chief.

## RUN VOLUME REPORT

Chief Ott provided the NPFAB with the 2018 full year run volume report. Station 1 had 41.3% of the total runs and Station 2 had 58.7% of the runs. In 2018, there were 1,595 total runs, with 1105 of those being medical.

## ROUTINE FIRE INSPECTIONS REPORT

Chief Ott reported that Station 1 performed 198 routine fire inspections in 2018, and Station 2 performed 81. He noted a disparity in number of fire inspectors between the two stations and his plan to remedy the situation.

## TRAINING REPORT

Chief Ott presented the 2019 calendar of trainings and a report of third quarter training, which included 21 sessions for 935 personnel hours of regular training, four sessions for 14 personnel hours of individualized training and 16 sessions for 412 personnel hours of outside training.

## SIX MONTH FINANCIAL REPORT

The Board reviewed the financial report from July 1-December 31, 2018 financial report from the City of Northville.

THE CITY OF HOMES

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### REVIEW OF NORTHVILLE STATION RESPONSE TIMES

Chief Ott reported that the average response time for the NCFD Northville Station was 7:27 (minutes/seconds) from the time of the call to the arrival of the first fire unit on scene in October, 6:37 in November and 6:05 in December.

### REVIEW OF HURON VALLEY AMBULANCE PLYMOUTH RESPONSE TIMES

Member Sincock reported that the response time for Huron Valley Ambulance was 5:26 (minutes/seconds) in November. Response time is measured from time that the call was received in the Dispatch Center to the arrival of the HVA unit at the scene. This was well within the established guidelines per the contract with the City of Plymouth and HVA.

### REVIEW OF PLYMOUTH STATION RESPONSE TIMES

After a discussion on CLEMIS software and the lack of available data, Member Sincock provided a review of the Plymouth Station response times for the year 2018. The average for response from the time of the call to the arrival of the first fire unit on scene was 8:00 (minutes/seconds) for emergent calls and 9:43 for all calls.

### INFORMATIONAL ITEMS

The Board was presented with a number of published articles including:

- a. Metro Detroit communities are suffering a firefighter shortage
- b. More firefighter are burning themselves while cooking
- c. Rising concern for Minnesota firefighters: Calling 911 for help standing up

### OTHER BUSINESS

1. Chief Ott explained a new probationary employee program.

### NEXT MEETING DATE

The next meeting will be at 4:00 p.m. April 15, 2019 at Northville City Hall, 215 W. Main St.

### ADJOURNMENT

There being no further business to come before the NPFAB it was moved by Member Sincock and seconded by Vice Chair Pobur to adjourn the meeting.

**MOTION PASSED**

Respectfully submitted,

Paul J. Sincock, Recording Secretary

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