

Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, January 6, 2025

4:00 p.m.

Plymouth City Hall – 201 S. Main, Plymouth, MI 48170

- 1) Roll Call: Chair Brian Turnbull, Members Commissioner Linda Filipczak, George Lahanas, Jim Rachwal, Paul Sincock.
- 2) Approval of Meeting Minutes of October 21, 2024
- 3) Review of Financial Reports from the City of Northville
- 4) Other Matters for review by the NPFAB
- 5) Adjournment

Northville Plymouth Fire Advisory Board (NPFAB)

Meeting Minutes

Monday, October 21, 2024 4:00 p.m.

City Hall

- 1) Roll Call – All members present – Turnbull, Filipczak, Lahanas, Rachwal, Sincok
- 2) Approval of Meeting Minutes for July 15, 2024 – Motion to approve by Filipczak and seconded by Sincok. Motion carried.
- 3) Discussion on Assistant Fire Chief Position – Chief Samhat presented a revised draft job description for the full time Assistant Fire Chief position. The Board members had several questions related to the position including salary range, how many hours, is it an exempt position. City Manager Lahanas indicated that the salary range would be made a part of the posting. A question was asked if this needed to go before the Northville City Council, Lahanas indicated that the position is in the budget and so it is already approved. The Chief indicated that they would be moving to post the position as soon as possible and hire someone as soon as possible. Mayor Turnbull stated that he would like to have someone on board by the end of the first quarter of 2025. There was a motion to approve the position as presented made by Lahanas and seconded by Rachwal. Motion carried.
- 4) The Fire Chief presented a number of statistical reports for the Board to review. Fire Inspection Report – Showed that the Department has begun some Company Level Inspections and a total of eight were completed in the third quarter.

The Training Report showed that 701 hours of training were completed in the 3rd quarter. This includes 295 hours of Thursday night training.

The Staffing Report showed a total of 46 members in the Department. This is down from 55 in 2021, but up from 43 in 2023. Station 1 has 23 people assigned to that station and Station 2 has 22 people assigned there.

Run Volume Report continues to show that the Department is handling mainly medical runs with a total of 366 medical runs and 175 fire or other runs in the 3rdquarter.

Response times shows that the Department is on average well within the limits of the national standard for response times. Chief Rachwal stated that he was amazed at the excellent response times. Chief Samhat did indicate that station staffing has helped keep the average response times at lower numbers. The Northville emergent response time was listed at 5:33, while the Plymouth emergent response time was 5:29.

The Responder Percentages report showed that a number of members of the Department have response rates of less than 10% response rates. There was a discussion on the response of these members. Chief Samhat also indicated that there were six new prospective members in the interview process at this time.

- 5) Other Information – Chief Rachwal indicated that we should be aware of a potential battery storage issue that is coming from the State that will allow DTE to have large battery storage facilities at their sub-stations. He also talked about having blocking screens for fatal traffic accidents and the need for vehicle fire blankets for electric cars involved in an accident.
- 6) Next Meeting Date – January 6, 2025, at 4:00 p.m. at Plymouth City Hall.

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 12/31/2024

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 12/31/2024	Available Balance 12/31/2024	% Bdg't Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 337 FIRE ADMINISTRATION - NV & PLY						
Unclassified						
101-337-702.000	VEHICLE ALLOWANCE	6,000.00	6,000.00	3,000.00	3,000.00	50.00
101-337-706.140	WAGE/SAL - ADMINISTRATION	5,470.00	5,575.00	2,679.08	2,895.92	48.06
101-337-708.010	WAGES - CHIEF & OFFICERS	193,305.00	138,405.00	49,212.30	89,192.70	35.56
101-337-708.030	WAGES - TRAINING AND OTHER	117,050.00	0.00	0.00	0.00	0.00
101-337-716.000	DISABILITY INCOME INSURANCE	6,500.00	6,125.00	6,125.00	0.00	100.00
101-337-725.000	FRINGE BENEFITS	106,660.00	77,375.00	29,389.86	47,985.14	37.98
101-337-744.000	UNIFORMS & CLOTHING	10,500.00	10,500.00	6,732.67	3,767.33	64.12
101-337-801.190	TECHNOLOGY SUPPORT & SERVICES	16,755.00	16,755.00	9,358.32	7,396.68	55.85
101-337-802.010	LEGAL SERVICES - GENERAL	250.00	250.00	0.00	250.00	0.00
101-337-802.030	LEGAL SERVICES - LABOR	250.00	250.00	0.00	250.00	0.00
101-337-804.010	EMPLOYEE PHYSICALS & DRUG TESTS	15,000.00	15,000.00	4,600.00	10,400.00	30.67
101-337-828.000	MEDICAL/CERT RENEWALS	640.00	640.00	764.54	(124.54)	119.46
101-337-853.000	TELEPHONE/COMMUNICATIONS	3,600.00	3,600.00	1,107.14	2,492.86	30.75
101-337-938.000	LAUNDRY & CLEANING	550.00	550.00	275.00	275.00	50.00
101-337-956.000	CONTINGENCIES	31,010.00	8,128.00	0.00	8,128.00	0.00
101-337-958.000	MEMBERSHIP & DUES	2,215.00	2,215.00	340.00	1,875.00	15.35
101-337-960.000	EDUCATION & TRAINING	11,600.00	11,600.00	4,009.47	7,590.53	34.56
101-337-960.030	CONFERENCES & MEETINGS	300.00	300.00	0.00	300.00	0.00
101-337-962.000	LIABILITY & PROPERTY INSURANCE PREMI	3,300.00	4,137.00	4,137.00	0.00	100.00
Unclassified		530,955.00	307,405.00	121,730.38	185,674.62	39.60
Total Dept 337 - FIRE ADMINISTRATION - NV & PLY		530,955.00	307,405.00	121,730.38	185,674.62	39.60
Department: 339 FIRE OPERATIONS & MAINTENANCE - NV & PLY						
Unclassified						
101-339-706.070	HOLIDAY PAY	32,740.00	32,400.00	11,567.25	20,832.75	35.70
101-339-707.000	WAGES - REGULAR OVERTIME	0.00	12,600.00	5,362.50	7,237.50	42.56
101-339-708.000	WAGES - FIRE/MEDICAL RUNS	444,045.00	720,000.00	301,419.23	418,580.77	41.86
101-339-708.020	WAGES - MUTUAL AID	30,000.00	0.00	0.00	0.00	0.00
101-339-708.060	WAGES - SHIFT STAFFING	229,955.00	0.00	0.00	0.00	0.00
101-339-708.090	BONUS	0.00	22,800.00	22,799.00	1.00	100.00
101-339-725.000	FRINGE BENEFITS	85,170.00	88,785.00	38,298.97	50,486.03	43.14
101-339-726.000	SUPPLIES	45,850.00	45,850.00	19,570.69	26,279.31	42.68
101-339-775.800	AUTOMOTIVE PARTS	3,000.00	3,000.00	1,741.39	1,258.61	58.05
101-339-775.900	FUEL & OIL	250.00	250.00	0.00	250.00	0.00
101-339-801.020	AUTOMOTIVE SERVICE	21,000.00	21,000.00	19,284.76	1,715.24	91.83
101-339-934.000	RADIO MAINTENANCE	3,500.00	3,500.00	0.00	3,500.00	0.00
101-339-962.500	VEHICLE INSURANCE	7,620.00	9,245.00	9,241.00	4.00	99.96
Unclassified		903,130.00	959,430.00	429,284.79	530,145.21	44.74
Total Dept 339 - FIRE OPERATIONS & MAINTENANCE - NV & PLY		903,130.00	959,430.00	429,284.79	530,145.21	44.74
Department: 344 NORTHVILLE STATION ADMIN & OPERATIONS						
Unclassified						
101-344-708.080	WAGES - SPECIAL EVENT COVERAGE	8,850.00	7,800.00	1,790.00	6,010.00	22.95
101-344-725.000	FRINGE BENEFITS	1,025.00	880.00	201.71	678.29	22.92
101-344-775.900	FUEL & OIL	4,300.00	4,300.00	2,643.13	1,656.87	61.47
101-344-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	940.19	4,059.81	18.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance AS of 12/31/2024

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 12/31/2024	Available Balance 12/31/2024	% Bdgt Used
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Fund: 101 GENERAL FUND
Account Category: Expenditures
Department: 344 NORTHVILLE STATION ADMIN & OPERATIONS

Unclassified						
101-344-829.000	MUTUAL AID/EMS PARTICIP. FEES	3,955.00	3,955.00	3,955.20	(0.20)	100.01
101-344-943.080	HYDRANT RENTAL	10,145.00	10,145.00	5,072.10	5,072.90	50.00
101-344-962.500	VEHICLE INSURANCE	19,290.00	18,745.00	18,744.00	1.00	99.99
	Unclassified	52,565.00	50,825.00	33,346.33	17,478.67	65.61
	Total Dept 344 - NORTHVILLE STATION ADMIN & OPERATIONS	52,565.00	50,825.00	33,346.33	17,478.67	65.61

Department: 347 PLYMOUTH STATION ADMIN & OPERATIONS

Unclassified						
101-347-708.080	WAGES - SPECIAL EVENT COVERAGE	21,780.00	19,200.00	9,654.11	9,545.89	50.28
101-347-725.000	FRINGE BENEFITS	2,520.00	2,165.00	1,088.01	1,076.99	50.25
101-347-829.000	MUTUAL AID/EMS PARTICIP. FEES	4,465.00	4,465.00	4,461.12	3.88	99.91
101-347-962.000	LIABILITY & PROPERTY INSURANCE PREMI	540.00	495.00	495.00	0.00	100.00
	Unclassified	29,305.00	26,325.00	15,698.24	10,626.76	59.63
	Total Dept 347 - PLYMOUTH STATION ADMIN & OPERATIONS	29,305.00	26,325.00	15,698.24	10,626.76	59.63

Fund 101 - GENERAL FUND:

Expenditures						
		1,515,955.00	1,343,985.00	600,059.74	743,925.26	44.65
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		1,515,955.00	1,343,985.00	600,059.74	743,925.26	
NET OF REVENUES & EXPENDITURES:		(1,515,955.00)	(1,343,985.00)	(600,059.74)	(743,925.26)	

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Fund: 402 FIRE EQUIPMENT REPLACEMENT FUND

Account Category: Revenues

Department: 000

GRANTS & OTHER LOCAL SOURCES

402-000-502.000 FEDERAL GRANTS - GENERAL GOVERNMENT GRANTS & OTHER LOCAL SOURCES

CONTRIBUTIONS

402-000-589.060 CONTRIBUTION FROM PLYMOUTH CITY CONTRIBUTIONS

INTEREST

402-000-665.000 INTEREST - INVESTMENT POOL
 402-000-665.190 INTEREST - MI CLASS 1 DISTRIBUTED
 402-000-665.200 LONG TERM INVESTMENT EARNINGS
 402-000-665.400 INVESTMENT POOL BANK FEES
 402-000-665.500 INVESTMENT MANAGEMENT FEES
 402-000-665.700 CUSTODIAL FEES
 402-000-669.000 UNREALIZED MARKET CHANGE IN INVESTME

INTEREST

OTHER FINANCING SOURCES

402-000-673.000 GAIN ON DISPOSAL OF ASSETS
 OTHER FINANCING SOURCES

TRANSFERS IN FROM OTHER FUNDS

402-000-699.101 TRANSFER IN FROM GENERAL FUND
 TRANSFERS IN FROM OTHER FUNDS

Total Dept 000

Revenues

Account Category: Expenditures

Department: 901 CAPITAL OUTLAY

Unclassified

402-901-959.020 CONTRIBUTION REFUND
 402-901-977.000 CAPITAL OUTLAY-EQUIP > \$5,000
 Unclassified

Total Dept 901 - CAPITAL OUTLAY

Department: 999 RESERVE ACCOUNTS

Unclassified

402-999-999.000 UNALLOCATED RESERVE
 Unclassified

Total Dept 999 - RESERVE ACCOUNTS

Expenditures

Fund 402 - FIRE EQUIPMENT REPLACEMENT FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

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Fund: 402 FIRE EQUIPMENT REPLACEMENT FUND
NET OF REVENUES & EXPENDITURES:

0.00	0.00	166,186.41	(166,186.41)		
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