



# Northville Plymouth Fire Advisory Board Meeting Agenda

Monday, April 21, 2025 - 4:00 p.m.

Northville City Hall, 215 W. Main Street, Northville

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1. Roll Call: Chair Brian Turnbull, Members Commissioner Linda Filipczak, Jim Rachwal, Paul Sincock
2. Approval of Meeting Minutes for January 6, 2025
3. Special Event Support
  - a. LIV Golf Tournament – August 22-24, 2025 at St. John's Resort
4. Training Report
5. Personnel Staffing Report
  - a. Interviewing for Assistant Fire Chief – Update
6. Responder Percentages
7. Station Run Volume Report
8. Dept Run Volume Report
9. Review Response Times
10. Mutual Aid Report
11. Financial Report
  - a. Aerial Truck Reserves
12. Next Meeting Date
13. Adjournment



# Northville Plymouth Fire Advisory Board

## Meeting Minutes

Monday, January 6, 2025 - 4:00 p.m.

Plymouth City Hall – 201 S. Main, Plymouth

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### 1. ROLL CALL

PRESENT: Chair Brian Turnbull, Members Commissioner Linda Filipczak, George Lahanas, Jim Rachwal, Paul Sincok.

- a. Also present was Plymouth Public Safety Director Al Cox

### 2. APPROVAL OF MEETING MINUTES OF OCTOBER 21, 2024

Moved by Sincok and seconded by Rachwal. No comments. MOTION PASSED

### 3. REVIEW OF FINANCIAL REPORTS FROM THE CITY OF NORTHVILLE

Reports show that the budget is less than 50% expended, six months into the fiscal year.

### 4. OTHER MATTERS FOR REVIEW BY THE NPFAB

Fire Chief Matt Samhat distributed a number of reports to the Board at the meeting.

- a. Fire Inspections – the report showed over two hundred new fire inspections in 2024. The chief indicated that he is increasing the number of inspectors to hopefully cover more inspections, especially in Northville. Member Filipczak asked for some year-to-year information to make a comparison of our activity.
- b. Training – The Chief's report indicated a nearly equal number of training hours for both stations of just over 1,000 hours. The biggest number of training hours is a result of the Thursday night sessions.
- c. Staffing Report – It was reported that Station 1 has 22 members listed at that station and Station 2 has 23 members assigned to that station. Between the two stations there are a total of 20 members who respond to calls at a rate higher than 20%. There are 21 members between the two stations that respond at a rate of less than 10%. Station staffing has made a difference in response times and both stations have average emergency response times of less than six minutes from the time of call to dispatch to arrival of the first unit on scene.
- d. Station Run Volume – nearly 2,000 calls for service were reported between the two stations. Plymouth had 59.7% of the total runs with 1,160 calls for service. Northville has 40.3% of the run volume for the year with 783 calls.
- e. Mutual Aid – The Chief explained that the Department provides more Mutual Aid than it receives, simply because we are two small cities. The Department received a total of seven mutual aids in 2024, while providing mutual aid to other communities a total of eighty-four times. Northville Township received the most mutual aid, followed by Plymouth Township.

## **5. NEXT MEETING DATE**

Monday, April 21, 2024, at 4:00 p.m. at Northville City Hall, 215 W. Main, Northville.

## **6. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Rachwal and seconded by Sincock to adjourn the meeting.

MOTION PASSED

DRAFT

[illegible]



# Northville City Fire Department

Serving the cities of Northville and Plymouth

## Staffing Report

Total Staffing				
	2025	2024	2023	2022
FF/Paramedic	5	6	4	4
FF/Specialist	0	0	0	1
FF/EMT	20	28	19	24
FF/MFR	5	4	4	5
FF	10	12	8	11
Paramedic	1	1	1	1
EMT	5	3	4	3
Cadet	1	2	3	1
Total Personnel	47	56	43	50

Admin				
	2025	2024	2023	2022
FF/EMT	1	1	1	1
Total	1	1	1	1

Station 1				
	2025	2024	2023	2022
FF/Paramedic	2	4	2	2
FF/Specialist	0	0	0	0
FF/EMT	11	14	11	11
FF/MFR	0	0	0	0
FF	3	5	3	7
Paramedic	1	1	1	1
EMT	4	2	2	1
Cadet	1	2	3	1
Total	22	28	22	23

Station 2				
	2024	2024	2023	2022
FF/Paramedic	3	2	2	2
FF/Specialist	0	0	0	1
FF/EMT	8	13	7	12
FF/MFR	5	4	4	5
FF	7	7	5	4
Paramedic	0	0	0	0
EMT	1	1	2	2
Cadet	0	0	0	0
Total	24	27	20	26

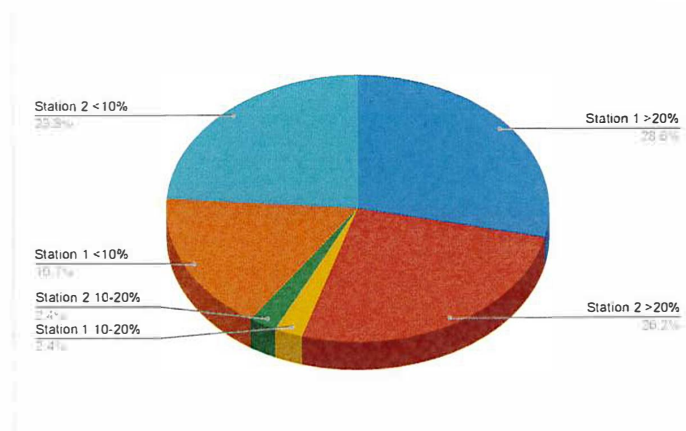


# Northville City Fire Department

Serving the cities of Northville and Plymouth

## Responder Percentages

	Jan %	Feb %	Mar %	1st Q	Apr %	May %	Jun %	2nd Q	Jul %	Aug %	Sept %	3rd Q	Oct %	Nov %	Dec %	4th Q
Station 1 >20%	14	11	13	12												
Station 2 >20%	11	9	9	11												
Station 1 10-20%	1	4	2	1												
Station 2 10-20%	5	3	2	1												
Station 1 <10%	5	7	7	7												
Station 2 <10%	6	10	12	10												









# Northville City Fire Department

Serving the cities of Northville and Plymouth

## Dept Run Volume

2025	January	February	March	Q 1	April	May	June	Q 2	July	August	September	Q 3	October	November	December	Q 4	Year
Department Totals	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q 4	Year
Medical - Dept Total	121	115	123	359	66			66									425
Fire/Other (Including MA) - Dept Total	34	33	43	110	22			22									132
Medical Standby - Dept Total	0	0	0	0	1			1									
Car Seat Assists - Dept Total	3	3	4	10	3			3									13
Fire Alarm Install	4	2	3	9	4												
Mutual Aid Given - Dept Total	9	9	5	23	4			4									27
Mutual Aid Received - Dept Total	1	0	1	2	0			0									2
Transports - Dept Total	10	11	11	32	10			10									42
# Of Calls - Dept Total	162	154	173	489	96			96									585

Dept Totals	1st Q Runs	1st Q %	2nd Q Runs	2nd Q %	3rd Q Runs	3rd Q %	4th Q Runs	4th Q %
Medical	359	73.6%						
Fire/Other	110	22.5%						
Medical Standby	0	0.0%						
Car Seat Assist	10	2.0%						
Fire Alarm Install	9	1.8%						
<b>Total</b>	<b>488</b>	<b>100.0%</b>						
St.1	179	36.7%						
St.2	309	63.3%						





# Northville City Fire Department

Serving the cities of Northville and Plymouth

## Response Times

2025	January	February	March	Q 1	April	May	June	Q 2	July	August	September	Q 3	October	November	December	Q 4	Year
Avg Run Times (Metrics)																	
Alarm Processing Time	0:00:40	0:00:44	0:00:33	0:00:39	0:00:30			0:00:30									0:00:37
Turnout Time	0:02:14	0:02:00	0:02:00	0:02:04	0:01:52			0:01:52									0:02:01
Travel Time	0:03:43	0:03:42	0:04:13	0:03:53	0:03:43			0:03:43									0:03:50
Call-Arrival Repose Time	0:06:32	0:06:21	0:06:45	0:06:33	0:06:08			0:06:08									0:06:26
Disp-Arrival Response Time	0:05:52	0:05:36	0:06:11	0:05:53	0:05:36			0:05:36									0:05:49
Emergent Time (D-A)	0:05:26	0:05:27	0:05:36	0:05:30	0:05:48			0:05:48									0:05:34
Non-Emergent Time (D-A)	0:06:43	0:05:51	0:06:51	0:06:29	0:05:19			0:05:19									0:06:11
Northville Emergent Time	0:05:34	0:05:59	0:05:59	0:05:50	0:06:19			0:06:19									0:05:58
Plymouth Emergent Time	0:05:21	0:05:05	0:05:25	0:05:17	0:05:33			0:05:33									0:05:21

Dept Times	% Change	2022	% Change	2023	% Change	2024	% Change	2025
Alarm Processing Time	-9.70%	0:01:01	7.40%	0:01:05	-44.62%	0:00:36	8.32%	0:00:39
Turnout Time	-10.40%	0:04:52	-42.00%	0:02:50	-33.53%	0:01:53	11.32%	0:02:06
Travel Time	17.20%	0:02:40	24.70%	0:03:20	31.50%	0:04:23	-10.16%	0:03:56
Call-Arrival Repose Time	2.90%	0:08:34	-15.40%	0:07:15	-5.75%	0:06:50	-2.66%	0:06:39
Disp-Arrival Response Time	-2.10%	0:07:32	-18.30%	0:06:10	1.35%	0:06:15	-4.16%	0:05:59

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## Matthew Samhat

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**From:** Sandi Wiktorowski  
**Sent:** Wednesday, April 16, 2025 9:01 AM  
**To:** Matthew Samhat; Sincok, Paul; George Lahanas; Scanlon, John  
**Subject:** Aerial Truck Reserves

Funds have been set aside for a replacement aerial truck each year. Since the truck was sold to Northville Township, those funds are no longer needed. There is \$300,000 that I would propose using to offset future contributions by both communities over the next 5 years. I would propose leaving some of it in contingency just in case something new comes up or equipment is higher than expected. Then I would propose that we reduce the annual contributions required by \$50,000 each year for 5 years. Depending upon the share each year, that would lower the City's contribution by approximately \$20K each year and Plymouth by \$30K each year. I would propose that it begin with FY26.

I am requesting that this be a topic of discussion at the next NPFAB meeting.

Sandi Wiktorowski, CPFO, MiCPT, CPFIM  
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