



# ROSSFORD FIRE AND RESCUE DEPARTMENT

## SAFETY COMMITTEE MEETING MINUTES

**Meeting Description** Safety Committee Meeting

**Results Desired** Better communication, Pass on information

**Date** October 21<sup>st</sup>, 2020 **Time** 1300 hours **Location** Zoom

Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
1300	1400	1.0			
<b>Personnel Attending</b>					
1	Caroline Zuchowski, Chairwoman		(X) present	( ) absent	
2	Larry Oberdorf		(X) present	( ) absent	
3	Chris Heban		(X) present	( ) absent	
4	Josh Drouard Fire Chief		(X) present	( ) absent	
5	Ryan Stautzenbach Asst. Fire Chief		( ) present	(X) absent	
6	Todd Kitzler Police Chief		(X) present	( ) absent	
7	Allyson Murray City Administrator		(X) present	( ) absent	
8	Mayor MacKinnon		( ) present	(X) absent	
9	Gina Schell Finance Director absent		( ) present	(X)	
10					
<b>Items To Be Discussed</b>					✓
1	<p><b>The status of 24 Hour Staffing in 2021</b> The Committee discusses the continuation of the 24 hour staffing program in the new year. The Chief reported that they are almost always staffed. They did experience issues with Staffing overnight Saturday the 17<sup>th</sup> into Sunday the 18<sup>th</sup>. We had 4 calls and 3 calls no one responded to. Northwood covered us. That is a rare occurrence. Those were the only two days out of 31 this month that are not staffed. The Committee would like to try to find the funding to continue the program.</p> <p>Allyson would like to look at the calls and put some solid data together to bring to council mid to late November.</p> <p>As an update to the current status of mutual aid with Northwood, since last reported we've gone to a few of their calls. We were at 26ish at last report (June 2020) and now we are at 34.</p>				
2	<p><b>Hiring more part time staffing</b> – As a department they are trying to beef up the part time staff so that they have the people to cover it the over night shifts. They are currently hiring 3 more people.</p>				

3	<p><b>Tower 29</b> – The Chief would like the committee’s support in performing no more repairs on it. In the last 2 months we put about \$12,000 into it, including a power steering pump, electrical issue, a steering gear box and a belting fuel line. We are at \$450,000 between the cost to purchase and all of the repairs that have been put into it. That is half of the cost to purchase a new one.</p> <p>It was \$287,000 to purchase and we spent \$30,000 for the motor. Repairs are on average, that is tens of thousands of dollars per year. The Department would like to sell it, and put it into a vehicle replacement fund instead of the general fund. Before it got refurbished, we were offered 100-125 K for it out right. We could likely get around \$100,000 for it from the .gov DEALS auction site. Chief Drouard does not want to purchase a giant ladder truck. He would like a more compact one. Currently, Demo trucks are between \$750,000 and \$950,000.</p> <p>With the savings that it is realized from purchasing the Ambulance with the CARES Act Grant and the savings recognized by the grant for the SCBA and Compressor plus what we are able to sell the current ladder truck for (approximately \$100,000), we could have a sizeable down payment on a new one.</p> <p>The Chief and Allyson are looking into a lease to purchase vehicles. Mr. Oberdorf would like more information on leasing.</p> <p>There are all kinds of leasing options. You can defer payments for a year.</p> <p>The life of a ladder truck is 20 years for Front line service and no more than 5 years in reserve. Our current one is 26 years old</p> <p>The Safety Committee asks that Finance Committee to review the Safety Committee’s request to set \$75,000 to \$100,000 in reserve per year for use on new fire apparatus.</p>	
4	<p><b>EMS only certified people</b> – There are 3 people right now that are only EMS certified but would like to be fire certified. They do not live in town and they work full time for private ambulance companies. It will take a while to get them fire certified, because they don’t run the classes often. It is a 36 hour requirement. It is about \$400. Chief Drouard thinks that we can get it reimbursed from the State.</p>	
5	<p><b>3 vs. 2 Ambulances</b> The CARES act funding allowed us to purchase our first new ambulance since 2007. It is equipped with HEPA filtration, continuous air flow in the patient compartment and climate control, disinfection lighting and enhanced warning lighting.</p> <p>It also has the following infectious disease specialties:</p> <ol style="list-style-type: none"> <li>1. The countertops are solid surface Corian material. This material is antimicrobial throughout the entirety of the product. So if it’s nicked or scratched the safety is not compromised. They are smooth, without cracks/bumps/etc. which make them easy to clean and disinfect and prevent germs from harboring in nooks and crannies.</li> </ol>	

	<p>2. The upholstery is a thick, seamless vinyl from EVS built specifically for EMS applications. They are designed to keep blood borne pathogens from entering crevices, and naturally make them easy to disinfect.</p> <p>3. The flooring is EMS specific LonSeal. Not only is it a thick vinyl that has the same properties as our upholstery, it creates a sealed floor cover that, if necessary, can be hosed out without leaking. The diamond plate flooring not only creates an anti-skid surface, it also makes a one-way flow to wash dirt, germs, etc. out the back of the unit.</p> <p>4. Any stainless trim or handles used in our mods is made of surgical grade stainless steel. This makes it easy to clean and has antimicrobial properties.</p> <p>5. The all-aluminum construction is plated with a Kydex finish. This, much like the countertops, is antimicrobial throughout the product, so nicks or scratches won't compromise its safety. It is also smooth and easy to wipe down.</p> <p>6. The exhaust system is one of the biggest by standard in the industry. This, along with the HVAC system, creates continuous fresh air flow inside the mod. On this truck specifically, they have added HEPA filters in the HVAC system for added protection</p> <p>The committee discussed the need for a reserve ambulance and decided that due to the age and the condition of the ambulance we should keep it. If the development in the Crossroads continues at the pace it is going, we will need another ambulance much sooner than later. They recommend to keep all three of the ambulances. The Department will move one to the reserve for back up or in case of a mechanical issue. Allyson will work with Josh for a place to store it.</p>	
6	<p><b>Additional CARES act funding.</b> Allyson is going to meet with all the Departments to discuss the remaining funds available. Chief Drouard will get Allyson the cost for a new autoloader to add to the new ambulance.</p>	
7	<p><b>SCBA &amp; Compressor Bids</b> –Only one bid was received for each. They have been opened and they are from the preferred vendors. The Department is happy because it has been a great pleasure working with these vendors.</p>	
8		
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<p><b>Materials Needed</b></p>		<p><b>Person Responsible</b></p>

**Safety Committee Meeting**  
**October 21, 2020**  
**Police Department Meeting Minutes**

1. **Race for Recovery (10/24/2020) update.** They were out today hanging door hangers out. Chief Kitzler and Allyson will be there to help people needing to get out of their neighborhoods and to their cars during the shutdown of the roads. There are ODOT message boards are up, but there is only so much room on those boards. Chief Kitzler will send out Code Red alerts too.
2. **Code Red** – It currently goes out to about 4,000 subscribers, but only about 1900 messages make connections. There are probably a lot of bad numbers. Chief got in touch with Beth Church to put an article out about getting signed up for Code Red. He would like us to share the importance of signing up by Word of mouth. Mr. Heban asked that it gets shared on the City Web and Facebook Pages. Chief Kitzler would like to see literature available at City events. The Chief intends to lead a campaign to get the word out and get people signed up.

Along those lines, Allyson would like to send out a City calendar to everyone at the beginning of the year. We can put the information in that to join code red.

Call or Email Chief Kitzler if you want a general message sent out.

Chief Drouard has the ability to send out code reds too.

3. **Temporary Holding Facility upgrades** The Department used CARES act funds to upgrade the temporary holding facility at the police station. It is 99% done, the heat and AC units are in. The plumbing is being finished today. They are just waiting on the electrician from IPS to get it all wired. Total cost was \$17,000.
4. **Future CARES act requests** – These include range maintenance and message boards. He will review at the meeting with Allyson Tomorrow and they will be taken to Council for approval on Monday
5. **Surplus auction updates / future requests** There are two more weeks left on the auction for the Motorcycle and Tahoe. There are no bids so far. The Department has a lot of other things to surplus, light bars, and other equipment that is taking up space. He will pull a list together.
6. **Major Purchases for the 2021 Budget** (MDTs, Fleet Vehicle(s), Axon BWC storage) The replacement of the Mobile Data Terminals in the Police cars, will be a major expense for 2021. The ones that we have now will be out of warranty and replacement and repair will become an issue. The quote that Chief Kitzler has from Panasonic includes tablets, keyboards, and power supplies. For 6 units with installation it is \$32,552. Just the 6 units are \$19,000, plus a bundle for all of the software.

When we have used our body worn cameras, it's been invaluable to reviewing complaints. We need to increase our cloud storage. It is \$2000 to \$3000 depending on the amount of storage. We purchased 1.5 GB and we only have 441 Gigs left. Some items purge out. It is all dependent on what they are, felony 6 years, use of force 4 to 6 years. Traffic tickets stay in for 90 days.

For fleet vehicles we have been getting 1 new Tahoe/year. We currently have 8 vehicles. But that is a long time for a vehicle to be in the rotations. The Committee discussed if we should get

more than one at a time or if we are going to lease. Allyson is experienced with leases. Leasing would allow us to plan on costs and budgets and would eliminate all of the unknown costs. The Committee unanimously agrees to continue investigating the leasing route.

7. **Part time officer(s)** – By contract there are currently 2 slots available. Over the past few years we have lost a lot of the young officers through the parttime program and it has been discouraging and costly. Currently the Chief has two retired officers that would like to work part time. The Committee is in favor of hiring them.
8. **Bulldog Foundation Polar Bear Plunge** (assistance from the City) Chief Kitzler met with them last night and they want to do it again. Due to COVID, they have to submit a plan to the Health Department.

#### **Other Business**

Allyson informed the Committee that Ben Robinson with Wood county health commissioner will be at the meeting on Monday night. And that the O'Brien Group will be at the Council meeting on Nov. the 9<sup>th</sup>.