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Dexter Township Resolution # 10-289

A resolution to establish a Public Safety Advisory Committee, adopt a committee charter, provide committee charges and duties and to appoint regular and ex-officio committee members.

Whereas, Dexter Township residents receive fire protection services from three fire departments as follows:

1. By membership in the Dexter Area Fire Department (DAFD)
2. By contract with the Chelsea Area Fire Authority (CAFA)
3. By contract with the Putnam Township Fire Department (PTFD)

and;

Whereas, Dexter Township residents receive police services by contract with the Washtenaw County Sheriff's Department as part of a consortium including Dexter and Webster townships and the Village of Dexter, and;

Whereas, Dexter Township finances fire protection services through a five-year, 1.5 mil, extra-voted millage approved in 2006 and expiring in 2010, and;

Whereas, Dexter Township finances police protection services through a five-year, 1.5 mil, extra-voted millage approved in 2006 and expiring in 2010, and;

Whereas, demographic changes caused by growth and development trends have significantly changed the required level and delivery of public safety services to the township, and;

Whereas, the response time capacity of DAFD, CAFA and PTFD has improved, in varying degrees, because the departments have converted from all volunteer, paid-on-call fire departments to "combination" fire departments that employ a mix of full-time and paid-on-call staff, and;

Whereas, the township's contract (extension) with CAFA expires on June 30, 2010 and CAFA's proposed method of cost allocation for future contracts will increase the township's costs by more than 310%, and;

Whereas, Dexter Area Fire Authority communities are actively engaged in negotiations to regionalize fire services with the Scio Township Fire Department for the purpose of providing better, more cost effective services, and;

Whereas, the township's contract with the Washtenaw County Sheriff expires on December 31, 2010 and Washtenaw County budget constraints will likely raise the cost of contracted police services, and;

Whereas, the Dexter Township Board desires a comprehensive review of fire and police protection services to provide the Board guidance in making decisions regarding the provision of high quality, cost effective public safety services,

Now, therefore be it resolved, the Dexter Township Board establishes a **Public Safety Advisory (PSA) Committee**.

Be it further resolved, the Dexter Township Board adopts the Public Safety Advisory Committee Charter attached to this resolution as Appendix A.

Be it further resolved, in accordance with the PSA committee charter, the Dexter Township Board appoints the following township residents to serve on the PSA committee for two year terms, ending December 31, 2011:

1. Steve Burch
2. Brent Courson
3. Janis Miller
4. Dominic Treglia
5. David VanderYacht
6. David Waymann
7. Derek Wiseley
8. Adam Zemke
9. Ryan Cavanaugh

Be it further resolved, in accordance with the PSA committee charter, the Dexter Township Board appoints the following township board members to serve on the PSA committee in an ex-officio capacity:

1. Supervisor Pat Kelly
2. Trustee Jason Maciejewski

Be it further resolved, in addition to objectives outlined in the Committee Charter, the Dexter Township Board provides the following objectives, charges and duties for the members of the PSA committee:

1. Complete an initial report to the township board no later than **October 15, 2010**. The report should include, at a minimum, recommendations on the following items:
 - a. The fire departments that should provide service to the township and the service area boundaries for each department, if more than one.
 - b. The need for and optimum location for a fire substation in the township.
 - c. Funding level and source(s) for the construction and operation of a fire substation, if recommended.
 - d. Funding level and source for fire protection services in the township for the next five years.
 - e. The level of required police services for the township.
 - f. Funding level and source for police services in the township for the next five years.

Resolution offered by Board Member: Maciejewski

Resolution supported by Board member: Brushaber

Roll call vote:

Yeas: Maciejewski, Rider, Kooyers, Lesser, Knight, Kelly, Brushaber

Nays: None

Abstain: None

Absent: None

Tally Y = 7; N = 0; Abstain = 0; Absent = 0

The Supervisor declared the resolution adopted.

DATE: 20th day of April, 2010

Harley B. Rider, Clerk

Appendix A

Dexter Township Public Safety Advisory Committee Committee Charter

Section I General

1.1 Committee Name

Dexter Township Public Safety Advisory (PSA) Committee

1.2 Authorization

Dexter Township Board of Trustees Resolution (10-289) April 20, 2010

1.3 Background

Dexter Township residents receive fire protection services from three fire departments – by membership in the Dexter Area Fire Department (DAFD) and by contract with the Chelsea Area Fire Authority (CAFA) and the Putnam Township Fire Department (PTFD); police services are provided by contract with the Washtenaw County Sheriff Department to a consortium including Dexter and Webster townships and the Village of Dexter; ambulance transport services are provided by Huron Valley Ambulance. The current revenue source for these public safety services is through two extra-voted millages: a 1.5 mil fire services millage and a 1.5 mil police services millage.

Demographic changes caused by growth and development trends have significantly changed the required level and delivery of public safety services to the township. In response, all three fire departments used have converted from all volunteer, paid-on-call departments to “combination” departments that employ a mix of full-time and paid-on-call staff. CAFA has recently changed the terms of its contract services resulting in over a 300% increase in costs to Dexter Township. DAFD communities are actively involved in negotiations to regionalize fire services with the Scio Township Fire Department. Washtenaw County budget constraints may raise the cost of contracted police services 10% or more beginning in 2011. Additionally, the millages that fund public safety services expire in 2010.

The Dexter Township Board desires a continuous advisory resource to review, research and provide recommendations on any public safety issue, program, goal or other item as assigned by the Township Board.

1.4 Purpose

The purpose of the Dexter Township Public Safety Advisory Committee is to provide an assessment of the overall structure, service levels and funding requirements for the provision of fire, police and emergency medical services to Dexter Township and, further, to provide recommendations to the Dexter Township Board to support and promote the delivery of high quality, cost effective public safety services.

1.5 Objectives

- Act as a conduit between Dexter Township residents, the public service agencies servicing the township and the Township Board by soliciting and conveying information regarding community needs and expectations, long range visions and goals, and any problems and/or specific incidents that may arise.
- Be an active participant in the continuous process of advising the Township Board regarding the designing and implementing of public safety policies, plans and programs.
- Functional areas include, but are not limited to:
 - Review of public safety services including contract performance/cost and the possible expansion of public safety programs and services.
 - Fiscal soundness for public trust.
 - Review of service providers to ensure top quality service.
 - Opportunities for new or improved joint programs with other local public agencies.
 - Other duties assigned by the Township Board.
- Make a presentation to the Township Board at least once a year which will include but not necessarily be limited to discussions and descriptions of community needs and expectations in the public safety area, activities being carried out to address these needs and expectations, and recommendations for further progress.

1.6 Amendment of Committee Charter

This charter may be amended, added to or repealed by the affirmative vote of a majority of the members of the Committee at any regular or special meeting, provided written notice of the amendment is given and subject to the approval of the Dexter Township Board of Trustees and conformance to such guidelines and policies as may be from time to time established by said Board of Trustees.

Section II Membership

2.1 Membership

The Committee shall be comprised of nine (9) members of the public and (2) members of the township board. Members of the township board shall serve in an ex-officio capacity and be non-voting members. To the extent possible, public membership will be representative of the major population centers and geographic areas within the township. In addition, it is preferable that at least 2 public members have professional experience in fire protection services and police services provided, however, that their current employer does not provide service to Dexter Township.

2.2 Oath of Office

Members of the Committee will take an oath of office to be administered by the Township Clerk or qualified representative of the Township Clerk.

2.3 Term of Member

Members of this committee serve for a two year term beginning at the time of appointment and expiring on December 31 of the odd calendar years.

2.4 Vacancies

When a vacancy occurs on this committee the vacancy shall be filled by the Dexter Township Board of Trustees for the unexpired term in the same manner as the original appointment.

2.5 Compensation

Members of the committee, excluding ex-officio township board representatives, shall be eligible for per diem compensation as established by the township board.

2.6 Communication Responsibilities

Members of the Committee may also be members of other organizations and groups. As such there may be opportunities to share the work of the committee with others. This is conducted in an informal way and is not a formal expectation of the committee members. Any communication that is expected to go out to a broader audience will be written and approved by the committee and sent from the Township Board on behalf of the committee to the intended audience.

Section III Meetings

3.1 Regular Meeting Date/Time/Location

Business meetings of the Public Services Advisory Committee shall be held at least quarterly on a day and time mutually agreeable to all members at the Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130. The Committee shall inform the Township Clerk of their meeting schedule and the Clerk shall be responsible for posting notice of the meetings. The Public Services Advisory Committee shall comply with the Michigan Open Meetings Act (MCLA 267 of 1976).

3.2 Special Meetings

Special meetings of the Board may be called by the Chairperson with three (3) days notice by telephone or mail. Email may be used for notice provided that confirmation of members' receipt of the email is required. The business transacted at a Special Meeting shall be limited to the items announced in the notice. The Chairperson shall inform the Township Clerk or designated staff of a special meeting and the Clerk shall be responsible for posting notice of the meeting.

3.3 Quorum

A majority of the appointed regular members (five) shall constitute a quorum for the transaction of the business of the Committee. If a quorum is not present at a meeting, the Committee may hear reports and exchange information but shall not take action on behalf of the Committee.

3.4 Voting

Each appointed regular member shall have the right to one (1) vote. All questions shall be determined by the vote of at least five (5) voting members. Members shall be present at a meeting in order to vote.

3.5 Attendance

Members shall attend regular business meetings. If circumstances require a member to miss a meeting, he or she shall notify the Chairperson or township staff of a planned absence prior to the meeting. An excused absence shall be granted by the Chairperson upon such notification. Unexcused absences shall be recorded by the Chairperson and reported to the township board for any member that has two consecutive unexcused absences.

3.6 Officers

There are currently no officers for this committee. The Township Board will name a Committee Chairperson who will act as the communication contact for the committee and be responsible for facilitating the meetings and reporting to the Township Board. A Recording Secretary will be selected by the Committee from among Committee members. The Recording Secretary will record the proceedings of meetings in conformance with Section 3.7. Township staff will be available to assist the Chairperson and Recording Secretary in the performance of their duties.

3.7 Record of Meetings

Minutes of meetings will be taken at each meeting and draft minutes will be made available to committee members and the Township Clerk within 8 days of the meeting date. Approved minutes shall be forwarded to the Township Clerk within one week of the approval date.

3.8 Agendas

The order of business on the agenda for regular business meetings shall be as follows:

- A. Call to order and roll call
- B. Approval of the minutes of the previous meeting
- C. Approval of the Agenda
- D. Public Comment
- E. Report of the Chair
- F. Report of the Township Board representative(s)
- G. Old Business
- H. New Business
- I. Committee Reports
- J. Future Agenda Items
- K. Public Comment
- L. Adjourn

3.9 Norms for Operating

- Attend all meetings and be on time
- Keep the discussion focused
- Members are expected to participate, within and outside of meetings
- Opinions of all members should be expressed openly
- Share all relevant information

3.10 Citizen Participation

Any citizen may comment upon Agenda items prior to the taking of a vote thereon. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation to 3 minutes, unless time is extended by the Chairperson or by a vote of the Committee.

Dexter Township Public Safety Advisory Committee
Monday September 13, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Brent Courson, Adam Zemke, Ryan Cavanaugh, Steve Burch, Dominic Treglia,
Dave VanderYacht, Janis Miller, Jason Maciejewski (ex-officio),
Pat Kelly (ex-officio)

Absent: David Waymann, Derek Wiseley

Public: none

Guests: Andrea and Brett Clement

Meeting called to order at 7:08PM

Review/Approval of Minutes

Motion by Burch, second by Cavanaugh, to approve minutes of September 8 meeting.
All ayes, motion carried.

Approval of Agenda

Add to new business a discussion with guest Andrea Clement regarding her first hand knowledge of emergency rescue.

Motion by Courson, second by Zemke, to approve agenda with addition.
All ayes, motion carried.

Public Comment

none

Report of the Township Board Representatives

- Kelly reported she has spoken with the owner of the North Territorial/Dexter Townhall property and a new sale price was discussed.

- Kelly reported, word is out that Dexter Township is possibly looking to build a new fire station and she has been contacted by two architectural firms who would like to submit ideas.

New Business

- Memo from Patrick Sloan, Director of Planning and Zoning for Dexter Township
 - A. Outline of administrative steps to get a site plan for "Special Land Use" for the temporary structure at Multi-Lakes.
 - B. Can we get zoning/planning approval so trenching for water and sewer can be completed before the ground freezes?
 - C. What does the PSAC need in a recommendation (for above) to the Township Board which meets next week?

- Review of Report Outline
 - A. Basic outline presented, we need to fill in comparisons for CAFA and DAFD.
 - B. Questions posed by Andrea: 1. What is the liability when HVA is too far away to respond in a timely manner?, 2. Who pays for outreach education?, 3. What services benefit the township the most?
- Discussion of how much time elapsed to respond to each incidence in the township, also how many emergency personnel responded to each incident. Suggestion by Cavanaugh that we could get that data from each fire department and HVA as they must document each incident in writing.
- Update on “run data” – Courson
 - Handout of the CAFA Runs (averages between 2005 – 2009) broken down by runs per section of township, types of runs by frequency, runs per time of day, and types of runs per section.

Meeting Wrap-Up

Saturday, October 2, 2010, 9am placed on calendar as a work session of the PSAC to work on the recommendation due to the Township Board on October 15, 2010.

Meetings Monday, October 4th, 7pm and Monday, October 11th, 7pm added to calendar.

Next meeting is Monday, September 20th, 7pm at the Township Hall.

Motion by Burch, second by Zemke to adjourn.

All ayes, motion carried.

Meeting adjourned 8:46pm

Respectfully submitted,

Janis Miller
PSAC Secretary

Dexter Township Public Safety Advisory Committee
Wednesday September 8, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Steve Burch, Dominic Treglia, David Waymann, Dave VanderYacht, Brent Courson, Derek Wiseley, Pat Kelly (ex-officio), Jason Maciejewski (ex-officio)

Absent: Adam Zemke, Ryan Cavanaugh, Janis Miller

Public: none

Meeting called to order at 7:50PM. (Meeting delayed due to brief attendance by 4 PSAC members at Multi-Lakes Sewer Authority Board meeting at 7PM.)

Review/Approval of Minutes

Motion by VanderYacht, seconded by Burch to accept August 30th minutes with changes.
All ayes, motion carried.

Approval of Agenda

- Changes to New Business:
 - Remove discussion re CAFA's by laws
 - Add discussion of CAFA's proposal on a single firefighter
 - Discuss concept of mixing full-time and POC personnel for staffing
 - Review questions for Steve Burch's daughter, when she attends next meeting

Motion by Waymann, seconded by Wiseley, to approve Agenda with additions.
All ayes, motion carried.

Public Comment

None

Report of the Chair

Treglia handed out a transcribed version of the study topics and sub-topics we brain-stormed at the last meeting. He also reported for Zemke that the person at OHM with whom Zemke tried to meet was on vacation; he will meet with him next week, to learn more about a fire station site plan. He will also meet with Chief Payeur about a standard sub-station design. Treglia also reported that Cavanaugh has spoken with Mr Gilbert about previous fire station plans, which he will obtain for the committee's review.

Report of Township Representative

None

New Business

- Attendance at Multi-Lakes Sewer Authority Board meeting reviewed by VanderYacht, Waymann, and Burch

- The “Report to the MLSA” was provided to them.
- The Board indicated their support for the plan, and that Dexter Township should continue to pursue re-opening the sub-station.
- Co-use of the garage floor space is a critical issue, and could prevent desired usage; VanderYacht will contact MLSA to set up a meeting between fire departments and sewer personnel to work this out together, asap. If successfully worked out, the Sewer Board will formally address the lease of garage and trailer space to the Township. They may need to schedule a special meeting for this.
- We will look further at run data to try to predict how often Lyndon or Webster Twps might need services from the MLSA sub-station, versus services within Dexter Twp.
- In the MLSA Board meeting, the Lyndon Twp supervisor noted his concern about new costs the township might experience if DAFD becomes our fire services provider and Automatic Mutual Aid is the method used to service his township. Waymann will contact him and try to meet with him further.
- CAFA proposal memo of 8/30/10 was discussed; it responds to our request for a 1-person staffing option.
 - Has the CAFA Board reviewed and approved this? Treglia to get answer.
 - We discussed whether CAFA is willing to actually implement a 1-person plan. Treglia to get clarification.
 - The attached information recommends against 1 person and cites a problem experienced with transporting a patient to the hospital with HVA, while leaving a truck stranded, as well as a fireman stranded at the hospital. We discussed this and don’t believe it is a common situation.
- Wiseley discussed the practice of reduction of staffing costs in some fire departments by using some part-time (POC) people for staffing during idle or standby times. The fire fighters would revert to a premium rate of pay during active service times. Treglia will approach the DAFD about the cost benefit and acceptability of this.

Meeting Wrap-Up

- Steve Burch’s daughter, Andrea, will attend the next meeting to answer questions based on her experiences as a first-responder med-tech and public relations. The PSAC members are encouraged to post questions they’d like her to address.
- Next meeting is Monday, September 13th, 7PM at the Township Hall.

Motion by Burch, seconded by Wiseley to adjourn.

All ayes, motion carried.

Adjourned at 9:30PM

Respectfully submitted,

David VanderYacht
(In PSAC Secretary’s absence)

Dexter Township Public Safety Advisory Committee
Monday August 30, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

PSAC members gathered 6pm at Multi-Lakes Sewer Authority for a facility tour and question/answer discussion with Libby Brushaber, Director of Multi-Lakes Sewer Authority. Committee moved to township hall for regularly scheduled meeting at 7pm.

Members Present: Adam Zemke, Ryan Cavanaugh, Steve Burch, Dominic Treglia, David Waymann, Dave VanderYacht, Janis Miller, Brent Courson, Derek Wiseley, Pat Kelly (ex-officio)

Absent: Jason Maciejewski (ex-officio)

Public: none

Meeting called to order at 7:00PM

Review/Approval of Minutes

Motion by Burch, seconded by Waymann to accept August 16th minutes with changes.

All ayes, motion carried.

Motion by Waymann, seconded by Burch to accept August 23rd minutes with changes.

All ayes, motion carried.

Approval of Agenda

- Changes to New Business:
 - Schedule Cavanaugh's report first
 - Add discussion of Chicago report on foam fire suppression
 - Add funding and grants
 - Add discussion of items missing from the CAFA proposal
 - Add township resident survey
- Notes:
 - September 12th Steve Burch's daughter will be visiting and can attend the PSAC meeting to give first hand perspective on emergency rescue. Treglia suggested an outline of questions.

EJ Gilbert had previously worked on a site plan for a permanent fire station at Multi-Lakes Sewer. Kelly suggested CAFA might have a copy they would share with the Public Safety Advisory Committee.

Motion by Zemke seconded by VanderYacht to approve Agenda with additions.

All ayes, motion carried.

Public Comment

None

Report of the Chair

Don Dettling, Dexter Area Fire, provided detailed documentation (i.e. training/equipment/etc) to Treglia at the DAFD Regional Meeting on Wednesday, August 18th. The CD is available to any PSAC member who wants a copy.

Report of Township Representative

- Wednesday, September 29th, 7PM, at the Scio Township Hall there will be a joint meeting of all the township boards plus the Dexter Village Council. Dr. Harvey will be the guest speaker.
- Dr. Harvey is the consultant that assisted the formation of Chelsea Area Fire Authority (CAFA).
- Peter Flintoft, township attorney, said that CAFA could dissolve. The fire millage levied under CAFA would go away as there would be no one to file the paperwork required for a millage.
- Kelly contacted the North Territorial/Dexter Townhall property owner regarding purchase of the property by the township. Asking price has not changed.

New Business

- Fire comparison chart, Cavanaugh – handout: *Spreadsheet comparison of DAFD and CAFA*
Committee brainstorm of key topics and sub-topics to include in our study and report: i.e. paid-on-call vs. platoon, fire chief philosophy of managing, differences in governing bodies, scope of service, interface with the community, facility needs, etc. Cavanaugh will rework the spreadsheet to include more information.
- Police protection update, Cavanaugh – handout: *Police Services Evaluation*
Discussion of coverage by State Police.
Discussion of police force hired by the township and the implications.
Discussion of current coverage by Washtenaw County Police Department.
- Preparation of Multi-Lakes Sewer Board meeting, VanderYacht – handout: *Re-Opening the Fire Sub-Station at MLSA Facility*, considerations and talking points for the Sept. 8th MLSA Board meeting.
Multi-Lakes should only be considered a temporary site for the fire sub-station.
Possibly place trailer living quarters across the driveway from the Multi-Lakes building.
Co-use of the garage area by grinder pump repair personnel and fire trucks.
Infrastructure (electric, gas, sewer, water, telephone, cable TV/internet) planning
- Discussion of August 31st joint meeting of Dexter Township Board, Zoning Board of Appeals, and Planning Commission.
No PSAC members plan to attend this meeting.
- September 8th Multi-Lakes Sewer Board meeting will be attended by VanderYacht, Burch, and Waymann.
- New Business moved to next meeting:
Discussion of Multi-Lakes Sewer Tour
Fire station site plan update – Zemke

Discussion of Chicago report on foam fire suppression
Funding and grants - Treglia
Discussion of items missing from the CAFA proposal
Township resident survey

Meeting Wrap-Up

- Suggestion was made that the PSAC could meet with the Dexter Township Board at their scheduled meeting on September 21st. Kelly suggested requesting a start time of 6pm so the board would have time to conduct regular business after talking with the PSAC.
- Next meeting is Wednesday, September 8th, 7PM at the Township Hall.

Motion by Waymann seconded by Zemke to adjourn.

All ayes, motion carried.

Adjourned at 9:52PM

Respectfully submitted,

Janis Miller
PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday August 23, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Ryan Cavanaugh, Steve Burch, David Waymann, Brent Courson, Dave VanderYacht, Adam Zemke, Janis Miller, Pat Kelly (ex-officio)

Absent: Dominic Treglia, Derek Wiseley, Jason Maciejewski (ex-officio)

Public: none

Meeting called to order at 7:00PM

Review/Approval of Minutes

Changes need to be made prior to approval of August 16th minutes.

Motion by Burch seconded by Zemke to defer approval until August 30th meeting.

All ayes, motion carried.

Approval of Agenda

Add to New Business: Deadlines

Motion by Burch seconded by VanderYacht to approve meeting agenda with addition.

All ayes, motion carried.

Public Comment

None

Report of Chair

Joint meeting of Township Board, Planning Commission, and Zoning Board of Appeals is Tuesday, August 31st. Discussion of who on the PSAC will attend.

Report of Township Board Representative

None

Old Business

Wrapped into new business as we review the information gathered by committee members.

New Business

- Fire Station site plan update, Zemke – handout: *Proposed Dexter Township Fire Station* professional appraisal of N. Territorial/Dexter Townhall property a\$175,000. township engineers (OHM) could do a “stock” design of a fire station proposed DTE sub-station at Multi-Lakes will probably be similar in size to the sub-station on Dexter/Chelsea Road near Lima Center Road
- Multi-Lakes update, VanderYacht – handouts: *Site Plan* with infrastructure labeled (courtesy of Libby Brushaber, Director of Multi-Lakes Sewer Authority), *Site Plan* showing

topography (courtesy of Patrick Sloan, Director of Planning and Zoning) , and two aerial photographic overviews of Multi-Lakes showing DTE property to east and sewer pumping station to the north (courtesy of Patrick Sloan, Director of Planning and Zoning).

Question on what it would take to prepare the site for temporary living

Quarters (trailer) – OHM has visited the site and is familiar

Site contains two different wells

Should committee look at Multi-Lakes as a long term temporary substation or permanent substation?

VanderYacht will research scope of proposed infrastructure for temporary living quarters and inquire about a possible permanent structure.

Multi-Lakes Sewer Authority Board will meet on Wednesday, September 8th. This is the same time as the PSAC meeting, discussion about who from PSAC would attend the Sewer Board meeting. Suggestion was made to schedule the PSAC meeting to start at the Multi-Lakes Board meeting to answer question and then move to the township hall. VanderYacht will inquire/confirm with Libby Brushaber that the PSAC can attend the Multi-Lakes Board meeting.

- Financial and Run Data, Courson
Still gathering data. Working on plotting run data for each individual section in Dexter Township.
- Fire Protection Service Standards Review, Wiseley
To be presented a next meeting – deliverables comparison of each fire department
- Police Protection update, Cavanaugh
Will present breakdown of incidents by type at next meeting
- Generator update, Burch – handout: *Standby Generator for Fire Substation*
Question on what's required for qualifying as a FEMA shelter?
Possibly look for a grant to purchase generator
- Regionalization for Fire Services, Waymann
Treglia is speaking with officials in each township
Union/non-Union and dispatch "styles" could be issues
- CAFA's by-laws dissolution, Kelly
Question needs to be answered by township attorney Peter Flintoft
- Committee deadlines, Waymann
August 31st talking points for joint Township Board, Planning Commission, and Zoning Board of Appeals. Discussion of who from PSAC will attend.
September 8th Multi-Lakes Sewer Board meeting, PSAC to inform and answer question.
September 20th draft of document with executive summary supported with report's and table's in preparation of final document to present to township board in October.

Committee Reports

None

Meeting Wrap-Up

Monday, August 30th PSAC will meet at Multi-Lakes for 6PM Multi-Lakes Board meeting.

Following PSAC presentation/question & answer session the committee will move to township hall for remainder of meeting.

Wednesday, September 8th is the Multi-Lakes Board meeting at 7PM.

Cavanaugh will present fire protection service, expertise and standards next week.

Zemke will present cost comparisons of temporary and permanent sites next week.

Burch, Cavanaugh and Wiseley will prepare/present spreadsheet comparisons of CAFA and DFAD at next meeting.

Motion by Cavanaugh seconded by Courson to adjourn. All ayes, motion carried.

Adjourned at 9:39PM

Respectfully submitted,

Janis Miller
PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday August 16, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Janis Miller, Dave VanderYacht, Brent Coursron, Dominic Treglia, Steve Burch, Ryan Cavanaugh, Adam Zemke, Jason Maciejewski (ex-officio)

Absent: Derek Wiseley, David Waymann, Pat Kelly (ex-officio)

Public: none

Meeting called to order at 7:12PM

Review/Approval of Minutes

Motion by VanderYacht seconded by Burch to approve August 4, 2010 minutes.

All ayes, motion carried.

Motion by VanderYacht seconded by Zemke to approve August 9, 2010 minutes.

All ayes, motion carried.

Review/Approval of Agenda

Add items under New Business “Survey of Residents” and “Deadline for Report to Board”.

Motion by Burch to accept agenda with amendments, second by Miller. All ayes, motion carried.

Public Comment

none

Report of Chair

Map handout: *Location of CAPT/DART Region Current (DAFD & CAFA) and Potential (Multi-Lakes) Fire Station Locations*

After tour of Chelsea Area Fire Station and Dispatch Center:

- A. PSAC needs a copy of the Chicago Study regarding ineffectiveness of foam – as mentioned by Chief Payeur.
- B. discussion of the benefits of “foam” fire suppression and whether Dexter Township needs it.
- C. what are the “real” training needs for a substation – DAFD training mandated by the union contract? What would be the training benefits for a “joint department substation”?

Report of Township Board Rep

Invitation by Maciejewski for PSAC members to attend the 7:00pm, August 31st joint meeting of the Zoning Board of Appeals (ZBA), Planning Commission, and the Township Board at the Dexter Township Hall.

The Dexter Township Board needs to hear what the “goal” is of the Public Safety Advisory Committee – Treglia will attend tomorrow’s (Aug 17th) board meeting and present.

New Business

- VanderYacht report on meeting and tour of Multi-Lakes Sewer Authority
 1. Did not discuss the idea of a “permanent” substation with Libby Brushaber.
 2. There is no problem with fire trucks using the 2 existing garages.
 3. Discussion as to where the living quarters (trailer) would go on the property as there is a concern with the drainage ditch on the north side of the building. There is flat ground across the drive, discussion on placing the trailer across the drive.
 4. Multi-Lakes does not have a permanent generator. Purchase of a large enough generator (20kw capacity) to service temporary as well as permanent substation was discussed.
 5. Who was/is/will be paying rent to Multi-Lakes for the substation?
 6. Discussion of where to park firefighters personal vehicles.
 7. PSAC would like to see a history (last 2 years) of electric usage at Multi-Lakes.
 8. Topography of site includes a pole barn and a fence at rear of property with a gate.
 9. Group tour of Multi-Lakes possibly next Monday at 6:00pm?
 10. Multi-Lakes Sewer Board will meet on September 8, 2010. They will hold a special meeting if we have a proposal for them to consider.

- Courson report¹ on rework of cost’s between CAFA and DAFD
 1. Would CAFA take over the Putnam covered area (Portage Lake region) in 2012? DAFD stated that they would use mutual aid for that area.
 2. CAFA pays incremental cost for extra firefighter?
 3. There are no cost guarantees after the CAFA Safer Grant expires.
 4. Currently Dexter Township has 3 representatives on the DAFD Board.
 5. Current township fire levy is 1.5 mils, \$441,000 collected. CAFA request for 1.8 mils would be \$529,000 collected.
 6. Township money for a substation startup could come from the current “Fire Fund”. The township board has not discussed how to fund a fire station.

- Survey of township residents
 1. With any survey conducted, we need an educational component so residents are informed about the reasons for a substation. There also should be a comment/feedback area on a survey.
 2. Considered a survey in the next township newsletter but that doesn’t go out until December, too late for this committees purpose.
 3. There are about half a dozen residential associations in the township: a suggestion was made to a) present our data at their meetings, b) glean more useful & reliable data from these groups, and c) use the associations as focus groups.

- Deadline for report to Dexter Township Board
 Treglia will work out a timeline for what needs to be accomplished at each of the next 7 PSAC meetings to meet the October deadline for our report to the Dexter Township Board.

Committee Reports

None

¹ Three options for staffing Multi-Lakes Station

Wrap-Up

- Treglia will add to the August 30th agenda a discussion item regarding the joint ZBA, Planning Commission & Township Board meeting for the following night, August 31st.
- Courson is working on a composite of the CAFA & DAFD runs in each township section.
- Zemke will put together the costs of a temporary substation at Multi-Lakes and the costs of a permanent substation at North Territorial/Dexter Townhall.
- VanderYacht will talk to Libby Brushaber about a group tour of the Multi-Lake facility – possibly next Monday (Aug 23rd) prior to our 7pm meeting.

Motion by Courson seconded by VanderYacht to adjourn.

All ayes, motion carried.

Adjourned at 9:55 PM

Respectfully submitted,

Janis Miller
PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday August 9, 2010 6:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members present: Brent Courson, Janis Miller, Dave VanderYacht, David Waymann, Dominic Treglia, Steve Burch, Derek Wiseley, Pat Kelly (ex-officio), Jason Maciejewski (ex-officio)

Absent: Adam Zemke, Ryan Cavanaugh

Public: none

Guest: Chief Jim Payeur, Chelsea Fire Department

Meeting called to order: 6:10pm

Review/Approval of Minutes

Motion by VanderYacht, second by Burch to approve meeting minutes of July 26, 2010 minutes.
All ayes, motion carried.

Agenda Review

Add to New Business:

- Review of notes taken by VanderYacht at sewer authority meeting with Libby Brushaber
- Review of joint meeting by Treglia and Waymann with both CAFA and DAFD Fire Chiefs
- Review and revise future PSAC meeting schedule
- Handout by Courson comparing CAFA and DAFD numbers.

Motion by Burch, second by Waymann to approve agenda with additions. All ayes, motion carried.

Public Comment

None

Discussion of CAFA response to RFP

- Handout by Courson:
Set-up costs based on “runs”
CAFA currently covers about 40% of Dexter Township
Not as many vehicle accidents in CAFA covered area due to lack of major roads
Many homes along the lake in CAFA covered area are seasonal homes
Are CAFA’s proposed numbers sustainable?
- If Dexter Township contracts with CAFA for the entire township then CAFA would have to contract with DAFD for Sections 23-25 and 35-36 which are closer to DAFD – approximately 45-60 runs history in those 6 sections.
- Neither fire department has a long range strategic plan.
- Re: CAFA Proposal, tab #6, 2012 wages based on 5 months w/Safer Grant
- Is it fair for Dexter Township to bear the entire cost of personnel & entire cost of substation?
- Proposal is for 2 staff @ substation to match 2 staff @ Chelsea station.
- If Dexter Township contracts with CAFA, what will our voice be at the table?

- Putnam Township is planning to build a new fire station – further away from our area.
- Can CAFA cover sections 1 & 2 from the substation?
- Ask Chief Payeur to provide costs for 1 firefighter @ substation
- Operation of substation – will it support other townships (Waterloo/Lyndon)?
- Re; CAFA Proposal, tab #13, Incident Type – note CAFA only covers 40% of township – DAFD’s proposal combined EMS & MVA calls.
- Why do we need a hovercraft in the township? Will Dexter Township be responsible for maintenance costs on hovercraft?
- Only 6% of 1,300 emergency calls need a full department response (1 vs. 2 or more firefighters from substation).
- Current 1.5 mills for fire protection in township will be sufficient for 2011 budget but will not cover 6 sections of township (DAFD coverage) and building new fire station.

CAFA Proposal presentation by Fire Chief Jim Payeur

- Cost “per call” for the entire department is \$830.
- Multi Lakes will be an independent budget “substation” with 2 firefighters 24/7 and used as back up for Chelsea’s Station 1.
- Dexter Township substation will:
 - be interactive in community – education of local residents
 - be supported by and supportive of Station 1 in Chelsea City
 - have EMS trained staff at all times
 - be backfilled by other fire fighters (mutual aid if needed) for long term emergencies
 - have staff assigned duties within organization: A. communication B. apparatus C. training
- CAFA will use DAFD for mutual-aid (also uses Livingston County for mutual-aid)
- Sections 1 & 2 currently covered by Putnam – Chief Payeur states mutual aid is best for those areas
- On-duty staff handles 85% of the calls; paid-on-call (part timers) can sign up for 12 hr “stand-by” shift with full time staff which allows coverage of station if 2 firefighters leave on a call.
- “Two firefighters at the substation is the safest and most efficient” re: one monitoring water and one assessing fire or one hauling medical equipment and one attending to patient.
- Hovercraft was donated to CAFA in 2006 – used for water and ice rescue (approximately used 6 times).
- Fire truck to be placed at substation is a short wheel base, 1200 gal capacity, containing basic EMS equipment and Jaws of Life. “Fire truck is the office on wheels”
- One fire engine is transport capable (located @ Station 1) the substation engine would not be transport capable. The substation would have assigned a Paramedic each shift along with an EMT trained fire fighter.
- Regarding the “type” of emergency calls in Dexter Township, Chief Payeur sees it as an opportunity to plan for the future.
- Regarding justification of cost for 2 fire fighter staffing: Chief Payeur sites fire fighter safety, maybe use of an alternative staff (thereby not paying for benefits) to cut costs.
- Station 1 will cover Dexter Township if substation is out on a call.
- NFPA is a standard not a requirement so the substation could be staffed by 1 firefighter – Chief Payeur will provide cost analysis for 1 person coverage.

- Risk with each call determines resources needed; full department is activated for structure fires, vehicle extrication, and car/train collisions. CAFA consists of three Captains each with 8 firefighters in their platoon.
- With a Dexter Township substation: A. Lyndon Twp will see service improvement, B. when needed there will be 4 firefighters with 2 trucks on the road immediately (vs. 2 firefighters with 1 truck currently), C. wear and tear on trucks will be reduced, and D. improved response time especially for EMS – life threatening calls.
- Problem with 1 firefighter on EMS calls is lugging the equipment and then assessing the patient.
- A win/win for both sides as the maintenance line item includes fuel and apparatus on the trucks, Chelsea is covering the overhead, and there is \$150,000 budget line item per year for truck replacement.
- The CAFA Board is 100% behind the opening of a substation and all the board members want to see it happen.
- Dexter Township will not have a “voice” on the CAFA Board unless the township signs the CAFA Articles of Incorporation.
- The number of calls would go up because of absorbing the area currently serviced by DAFD. Lyndon has 60-70 calls per year, anticipate 120-130 for Dexter Township, for a total of about 200-230 calls from Multi Lakes substation per year.
- Chelsea will upgrade to the county 800 mghz but keep their current radio frequency for communication with other entities.
- Chief Payeur is not a fan of central dispatch as they are not trained regarding each township specifically.
- Chief Payeur would like to look at other dispatch systems that aren’t so taxed (i.e. covering all of South East Michigan) but give more personal service. Pittsfield has a great dispatch system.
- Clarification of *Incident Type in Dexter Township* – tab #13. Based on 60-70 calls.
 - 29% Fire covers car/brush/structure
 - 13% Motor Vehicle Accident covers any call related to a vehicle
 - 38% EMS includes heart attacks and slip and falls
 - 20% Other is power lines down, gas line leaks, outside odor investigation
 These figures vary a little with Chelsea City as the EMS goes up to 48-49% with less than 5% structure fires
- Chelsea charges residents a \$25 fee for false alarms after the third call. Chelsea also charges non-residents for vehicle extrication.

Tour of Chelsea Fire Station set for Wednesday, August 11th ant 8:30am.

Open Discussion after Chief Payeur left

Union vs. Non-Union

Regional fire service

Win/Win vs. Win/Lose

Everything included? Chelsea \$65,000 per firefighter, Dexter \$70,000 per firefighter

Chelsea has promotions to Captain whereas Dexter doesn’t have intermediate positions.

Feedback from the Dexter Township Board regarding regionalization of fire protection?

Bring into a discussion Ken Uterbrink, Sylvan Supervisor and Bob Lang, Lima Supervisor?

PSAC has to accomplish actionable items.

More info is needed on millage.

Pat will contact owner of North Territorial/Dexter Townhall property this week.

PSAC needs a more aggressive meeting schedule if we will meet the October deadline.

New Business

- Summary of Treglia & Waymann meeting with Fire Chiefs
Both chiefs:
 - A. are on the same page as to a regional fire service with joint staffs and regional authority.
 - B. see the need for fire department transportation to the hospital.
 - C. would like to see response times reduced to 5 minutes
 - D. continue a partnership with HVA (Huron Valley Ambulance)
 - E. would be willing to consolidate staff and equipment
 - F. see that the union and non-union employment would be an issue
 - G. see that the politics and boards could be an obstacle to costs and service.
- Handout by Courson on the comparison of CAFA and DAFD numbers
 - Option A – Status Quo Coverage Area
 - Option B – DAFD Staffed Multi Lakes Station
 - Option C – CAFA Staffed Multi lakes StationBrent will revise the numbers on his handout & email to everyone.
- VanderYacht notes from meeting with Libby Brushaber @ Multi Lakes Sewer Authority.
Moved to next meeting
- Review of PSAC meeting schedule – need more aggressive schedule with start at 7pm wrap at 9pm. Schedule of future meetings:
 - Mondays August 16, 23, 30
 - Wednesday September 8
 - Mondays September 13, 20, 27.

Motion by Waymann second by Burch to adjourn meeting.

All ayes, motion passed

Meeting adjourned 10:00PM

Respectfully submitted,

Janis Miller, PSAC Secretary

Dexter Township Public Safety Advisory Committee
Wednesday August 4, 2010 6:30PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Derek Wiseley, Brent Courson, Janis Miller, Dave VanderYacht, David Waymann, Dominic Treglia, Steve Burch, Ryan Cavanaugh, Adam Zemke, Pat Kelly (ex-officio), Jason Maciejewski (ex-officio)

Absent: none

Public: Vicki Kooyers

Guests: Chief Loren Yates, Dexter Fire Department,
Doug Armstrong, Firefighter/Paramedic & Assistant Chief Scio Fire Department

Informal agenda as this meeting was called for the purpose of allowing Dexter Fire Department to present to the committee their proposal for fire coverage of Dexter Township.

Prep Questions for DAFD

Q: In your opinion is there a need for a substation in Dexter Township at this time?

Q: What is the status of a substation in Webster Township?

Q: What would be your criteria for a substation (facility)?

Q: Would there have been a time when DAFD would have approached Dexter Township about the substation?

Q: Will the fire truck stationed at the substation be foam suppression enabled?

Q: Where do you foresee other sub-stations within your fire district?

Q: When the new DAFD fire station is built: 1. where will it be located? 2. in what way will it affect the substation in Dexter Township?

Q: Will the Dexter Township substation assist other townships?

Q: How will the Webster Township substation be handled/staffed?

Q: If Dexter Township does not choose DAFD to staff the substation, how will DAFD be affected?
(note: Pat Kelly, Julie Knight, and Harley Rider serve on the DAFD Board)

Chair Treglia says that he and Waymann will meet jointly with Chief Loren Yates, DAFD and Chief Jim Payeur, CAFA tomorrow morning, Aug. 5th, 11:00am – 1:00pm.

DAFD Proposal presentation by Doug Armstrong

Doug handed out revised pages 1-12 of the DAFD Proposal. He reviewed clarifications:

- Page 8: bottom of page change “costs will be *equally* shared” to “costs will be *proportionately* shared”.
- Page 9: ambiguous as to number of firefighters that need to respond to a fire. Clarification is that the National Fire Protection Association Standard 1710 is just that, a standard not a requirement.

- Page 11: clarification as to DAFD board sharing cost of additional fire fighter (per day) and future allocation of current *department* (not all) costs to Dexter Twp and Webster Twp.
- Page 12: clarification that Dexter Twp would remain a member of the DAFD Fire Board.
- The sub-station would be staffed by 1 firefighter. This means three fulltime firefighters for the substation with each serving a 24hr shift. If the township wants to staff with 2 firefighters that would mean six fulltime firefighters – two each 24hr shift.
- Estimated cost for furnishings is \$9,000.
- Staffing/service would be A. Fire truck with a water/compressed air foam suppression system, B. Medical trained staff, Basic Life Support (1 level above an EMT) with onboard defibrillator, C. Rescue with Jaws of Life and Ice/Water certification.
- Additionally DAFD would station the Life Safety Education trailer on substation site. This trailer is capable of simulating a real structure fire, props to simulate different types of fires, and practice fire extinguishers.
- Average seniority @ DAFD is 12.5 years with 2 firefighters having less than 10 yrs. EMS trained personnel averages 23 years of training with ongoing training daily/weekly/monthly.
- Response/coverage: 72% of the township would be 3 min. or less (a 92% improvement). Sections 31 & 32 would not be impacted by the sub-station.
- Cost for 2 on duty 24/7 (6 firefighters) is \$420,000, including all fringe benefits and personnel costs. One firefighter 24/7 (3 firefighters) would cost \$210,000. Wages will stay stable but costs could rise due to healthcare insurance.
- Page 8: bottom of page change “costs will be *equally* shared” to “costs will be *proportionately* shared”.
- Page 9: ambiguous as to number of firefighters that need to respond to a fire. Clarification is that the National Fire Protection Association Standard 1710 is just that, a standard not a requirement.
- Page 11: clarification as to DAFD board sharing cost of additional fire fighter (per day) and future allocation of current *department* (not all) costs to Dexter Twp and Webster Twp.
- Page 12: clarification that Dexter Twp would remain a member of the DAFD Fire Board.
- With Public Safety as their commitment the advantages of DAFD manning the Dexter Twp substation would be: A. added personnel would improve response times thereby reducing insurance rates, B. current assets would be maintained, C. Dexter Township would maintain a voice on the DAFD Board, D.able to provide stability in costs for a vital service.

Questions and Answers

Q: With the type of runs in Dexter Twp, is a sub-station needed and what are your long term projections?

LY: Lack of service in the north west of township justifies a substation; North Territorial is a good location and long-term most calls can be handled with 1 firefighter (backup from Station 1 in Dexter Village).

Q: At what point would DAFD pay for a substation?

DA: Originally fire fighters lived in the local area so it was easy to staff the Dexter Twp substation, the municipality would provide the infrastructure.

Q: Are there economic gains with staffing a substation now vs. waiting until Dexter Twp reaches a larger call volume?

LY: Paid-on-call (100% of the time) is not reliable or effective.

Q: How have the dynamics changed with the combination of full time and paid-on-call?

LY: DAFD keeps the paid-on-call active within the station so it works out. Due to training and time commitment it is difficult to recruit as we have in the past.

DA: Paid-on-call stay around about 2 years and then they move on to full time employment (somewhere else). The benefit to full time staff is they are more effective.

Q: What is the best ratio of full time to paid-on-call?

LY: Three on call to one full time.

DA: Depends on the type of call. Most businesses will not let an employee out of work. We staff in the middle of 80% medical calls and 20% fire calls.

Q: Paid full time when DAFD absorbs the cost?

LY: The key is for Webster Twp to pay for full time firefighters and then everything can be absorbed into one budget.

Q: What is Webster Twp's plan in regards to Dexter Twp's plan?

LY: Webster pays for half the costs.

DA: Webster has put money aside for 4-5 years with the goal to have the money in hand before building a substation.

Q: Will Dexter Twp pay for the firefighter (from substation) if he responds to a call in Webster Twp?

LY: Dexter Twp will still pay the \$105,000 surcharge until Webster Twp staffs a substation.

Q: Will the primary focus (of emergency/fire calls) be Dexter Township?

DA: We estimate an additional 50 calls to cover what Chelsea Fire currently covers.

LY: DAFD Board sees the benefit to a substation in Dexter Twp the fairness test is with Webster Twp.

Q: How many calls come from Dexter Twp and where are those calls located?

DA: Has info and will provide it.

LY: One third of our calls are in Dexter Village. The most venerable sections are NW Dexter Twp and NE Webster Twp but all will benefit from the substation in Dexter Township.

Q: Who would negotiate between DAFD and CAFA (coverage for those areas outside of reasonable response time)?

PK: The fire departments would negotiate between themselves.

LY: We prefer to do the negotiating as we would not cover an area that another fire department can cover faster. We're not interested in expanding our coverage (beyond our limits).

Q: How did you arrive at current costs? Cost by personnel or by the number of calls?

LY: Sharing of cost was compromise of the board.

DA: Historically one municipality is charged for service. Board was not approached instead Dexter Twp presented a solution.

Q: Will Webster Twp and Dexter Village same money by cost sharing with a substation in Dexter Township?

DA: The cost per run goes down when the number of runs goes up.

Q: How many calls, last year (projected), would have gone into Webster Twp from the Dexter Twp substation?

DA: Dexter Twp substation would have responded to Webster.

LY: Has data on a grid but not with him. Dexter substation is not a stand alone station, backup from Station 1 would be sent. Dexter substation would not respond to medical calls in Webster Twp. Surcharge would go away when Webster has a substation and costs would be proportional.

Q: Will the substation be equipped with compressed air/foam fire truck?

LY: The truck will have foam – we plan to purchase a new truck.

DA: We will equip the substation with 1 foam fire truck. DAFD will order a new truck with a smaller wheel base to place at the substation.

Q: Is the village of Dexter building a new fire station?

DA: Researching.

LY: We've looked into upgrading the existing fire station. Last spring the village purchased property and they've asked us to design a fire station.

Q: How would your fire department change if Dexter Twp does not choose you to staff a substation?

LY: Don't know, might reduce personnel. Scio is in talks to merge with DAFD.

Q: Merging Scio and Dexter fire departments, would the overall costs come down?

DA: Costs would be similar to what they are now.

Q: Advanced Life Support is provided through Huron Valley Ambulance – do they respond to all medical calls and do they respond to Chelsea medical calls?

LY: The HVA echo vehicle located on Joy Road is non-transport.

DA: HVA has a car in Chelsea (stationed @ Chelsea Hospital) that can respond to Dexter Twp.

Q: Do you investigate suspected arson fires?

LY: Due to liability we use the state fire marshal. Fireman Don Dettling does most of our investigations.

Q: If Scio merges with Dexter Fire and both Webster Twp and Dexter Twp build substations, will you have enough personnel?

LY: Scio already is staffed.

Q: What about the equipment between Scio and Dexter Fire Departments?

LY: We both have equipment each could use. We will be contracted by CAFA to cover the six eastern sections of Lima Township. CAFA will cover the freeway (through Sylvan and Lima) so DAFD won't have to.

Questions for Pat Kelly

Q: Webster Twp was planning for a substation, was Dexter Twp making plans for a substation?

A: Dexter Twp has not set aside money specifically for a substation. The new township master plan plots the corner of North Territorial and Dexter Townhall as public land (in preparation for a permanent fire station).

Q: What about the temporary substation?

A: Two years max. The Multi Lakes Sewer Authority has 67 acres and are in negotiations with DTE to build a substation (upgrade their electrical grid).

Q: How will our recommendation impact the property at North Territorial and Dexter Townhall?

A: The township board needs a recommendation. In view of current conditions, the Multi Lakes location is temporary so this committee needs to submit a recommendation for long term.

Q: Safety of locating a fire station on corner of North Territorial and Dexter Townhall?

A: Advantage of this location is two paved roads intersect. Possibly place signage or flashing light at top of hill on North Territorial.

Q: Would the substation cover the Portage Lake area/

A: Township board is in complete control of service area.

Chelsea will be presenting their proposal Monday, August 9th @ 7:00pm. Committee will meet @ 6:00pm for discussion and formulation of questions.

Motion by Waymann, second by Cavanaugh to adjourn meeting. All ayes, motion supported

Adjourned at 9:08pm

Respectfully submitted

Janis Miller, PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday July 26, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members present: Dominic Treglia, David Waymann, Dave VanderYacht, Brent Courson, Derek Wiseley, Adam Zemke, Ryan Cavanaugh, Steve Burch, Janis Miller, Jason Maciejewski (ex-officio)

Absent: Pat Kelly (ex-officio)

Public: none

Meeting called to order: 7:04pm

Review/Approval of Minutes

Motion by Waymann, second by Zemke to approve June 7, 2010 minutes.

All ayes, motion carried

Motion by Waymann, second by Zemke to approve June 16, 2010 minutes.

All ayes, motion carried

Motion by Burch, second by Waymann to approve July 12 minutes.

All ayes, motion carried

Discussion of DAFD proposal in response to PSAC request

- Covered facilities @ sub-station (Multi-Lakes)?
- DAFD currently paying rent on Multi-Lakes sub-station location (\$450 per month, does not include cable, water and sewer)
- VanderYacht will follow-up with sewer authority to see what is available:
 - Contact is Libby Brushaber, Director of the Sewer Authority
 - Check condition of driveway – adequate for fire trucks?
 - Who would do additional snow removal in winter?
 - What would be Multi-Lakes Sewer Authority's expectations if Dexter Township put a fire sub-station on that location?
- Need to ask County Road Commission: Will Dexter Township need a flashing light on North Territorial when fire trucks roll?
- Chelsea School District section of township gets 2-3 fire (emergency) calls/month
- Do we assume that a sub-station is needed for the number of (emergency/fire) calls from within Dexter Township?
- Fire/emergency response times and reduced insurance rates for homeowners are major factors in sub-station decision.

Discussions

- The RFP's to Chelsea Area Fire and Dexter Area Fire were structured open-ended to get more input.

- Does the PSAC need a survey of township residents regarding a fire/emergency sub-station?
- PSAC needs to compile comparison numbers, i.e. actual costs of sub-station which would include building and facility needs of each (CAFA & DAFD).
- Why is it necessary to build a fire station? Are both fire chiefs expecting a stand alone structure for equipment and personnel?
- Wisely supported the benefit to having one firefighter on duty at the sub-station.
- Chief Payeur voiced concern for safety with only one firefighter at sub-station.
- Dexter will staff sub-station firefighter with minimum of EMT-B (basic) training.
- PSAC needs clarification of when DAFD will institute their new billing rates.
- PSAC should review history of each fire station.
- Both CAFA and DAFD exceed the basic training needs for a firefighter (CAFA includes rope & trench rescue whereas DAFD includes ice rescue).
- When thinking about joint coverage, PSAC needs to look at geography and how to balance the two departments.
- Treglia and Waymann will try to meet simultaneously with the two fire chiefs, DAFD's Yates and CAFA's Payeur, for a discussion (instead of having them come before the full committee).
- Treglia will schedule HVA tour for Thursday August 5th, 9:00AM.
- Tour of Chelsea Fire Department and Dispatch Center is 9:00AM August 4th.
- Treglia will schedule DAFD presentation of proposal for August 4th, meeting @ 6:30pm DAFD presentation/questions @ 7:00pm.

Police Report

- Washtenaw County is going to a different radio frequency.
- Chelsea Police contact is Chief Toth.
- Cavanaugh will request data from CLEMIS regarding total police runs/total time spent in 2009 for Dexter Village, Webster Twp. and Dexter Twp.
- Queue for police response is: Sheriff, State Trooper, Chelsea Police with Metro-Parks as backup.
- PSAC should spec out the cost of adding police staff at township sub-station.

Motion by Waymann, second by Zemke to adjourn meeting.

All ayes, motion carried

Meeting adjourned at 9:27pm

Next meeting August 4th, 6:30pm

Respectfully submitted

Janis Miller, PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday July 12, 2010 7:00 PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Special Meeting called by Chair Treglia to review proposals from Dexter Fire Department and Chelsea Area Fire Authority. No formal agenda as the meeting was informative with discussion.

Members present: Steve Burch, Dominic Treglia, David Waymann, Dave VanderYacht, Janis Miller, Pat Kelly (ex-officio)

Absent: Brent Courson, Ryan Cavanaugh, Derek Wisley, Adam Zemke, Jason Maciejewski (ex-officio)

Public: none

Meeting called to order: 7:08pm

Handout : Dexter Fire Department response to RFP

Treglia and Waymann met with Chief Loren Yates and reports:

- 70-80% of DAFD calls in Dexter Township are medical calls
- Chief Yates suggests 1 firefighter to man a substation as that firefighter can initially respond to a call, access the situation and then call for backup from the main station (suggests using the money saved from hiring a second firefighter to invest in a facility)
- The firefighter manning a substation would have EMT training/certification
- DAFD has two fire trucks that use foam thereby using less water – something that may be inaccessible/difficult to acquire in our rural area
- Chief Yates said it would take 2-3 weeks to get personnel in place for a substation and a call to their equipment leasing company for immediate delivery of fire truck
- DAFD would like to meet with the PSAC and present their proposal and answer questions - committee discussion and decision that next meeting, July 26th would be best – Treglia will talk to Chief Yates and schedule
- DAFD is open to a firehouse tour for the PSAC members – committee discussion and possible dates suggested. Treglia will schedule and email committee members of date and time
- There is a baseline commitment with Scio Township to combine DAFD and Scio Fire Department – this could impact a substation in Dexter Township
- Chief Yates questions the accuracy of the benefits costs in the FEMA Grant CAFA received
- Kelly reported that DAFD just instituted a new method of hiring firefighters

Handout : Chelsea Area Fire Authority response to RFP

Treglia met with Chief Jim Payeur and reports:

- CAFA is organized under Act 57 for fire protection – it is an incorporated agreement vs. an area wide agreement like DAFD
- CAFA is going forward with the FEMA Grant
- CAFA has hired 6 new firefighters
- CAFA does not have a fire truck with foam fire suppression
- CAFA would man a substation with 2 firefighters
- CAFA is open to a firehouse tour for the PSAC members – committee discussion and possible dates suggested. Treglia will schedule and email committee members of date and time
- The CAFA proposal is incomplete - Chief Payeur said he had to request the budget information (#2a in the RFP submitted to CAFA) from the CAFA Board and then he would forward the information to the PSAC committee
- RFP question #1 (facility, equipment, and utility needs for a substation) was missing from the CAFA proposal – no reason given – Treglia will see if this information is forthcoming

Discussions and Comments

Question was raised regarding DAFD's response to medical calls instead of HVA (Huron Valley Ambulance) as first responder. HVA is locally stationed on Joy Road. Response was that the DAFD firefighter dispatched to the scene is EMT trained and would assess the situation, calling for HVA if needed. It was mentioned that HVA is dispatched at the same time as the fire department and the EMT firefighter could cancel the call if HVA was not needed.

Waymann noticed the fire response maps in the DAFD proposal were different than the ones the committee previously received. Kelly said the DAFD maps were produced by the International Firefighters Union.

Discussion on “dry hydrants” in the township: We need research on where more dry hydrants should be placed in the township. Kelly suggested talking to Patrick Sloan, Dexter Township Director of Planning and Zoning (Burch will do this as he Chair of the Zoning Board of Appeals). A suggestion was made that maybe new sub-divisions should be required to have dry hydrants (John Shea, Chair of the Planning Commission would be the one to talk to). Kelly said it costs about \$3,000-\$5,000 for each dry hydrant.

Treglia has been researching grants and found one we might consider as our remote/rural location qualifies. The grant is for a Homeland Security Storage Facility where Homeland Security would pay rent, to the township, to store security items.

Kelly stated that DTE is planning a facility on the Multi-Lakes Sewer Authority property located on North Territorial Road.

PSAC email address was mentioned for public contact in the township newsletter article introducing the Public Safety Advisory Committee. As this is a Google Groups email address, Treglia opened the email up to non-members and said the emails would go into a queue and be distributed to PSAC members for responding.

Summary

Committee members are to read through the two proposals (DAFD and CAFA) and come up with general/specific questions to ask during the firehouse tours and ask when the representatives present their proposals in person.

Future meeting dates

July 26th, meet at 5:00pm for discussion, 6:00pm for DFAD presentation

August 9th, meet at 6:30pm for discussion, 7:00pm for CAFA presentation (not confirmed yet)

August 23rd, 7:00pm

September 13th, 7:00pm

September 27th, 7:00pm

Adjourned at 9:48pm

Next meeting Monday, July 26th, 5:00pm

Respectfully submitted,

Janis Miller, PSAC Secretary

Meeting Minutes
Dexter Township Public Safety Advisory Committee
Wednesday, June 16, 2010 7:00 p.m.
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members present: Brent Courson, Adam Zemke, Steve Burch, Dominic Treglia, David Waymann, Dave VanderYacht, Janis Miller, Ryan Cavanaugh, Jason Maciejewski (ex-officio), Pat Kelly (ex-officio)

Absent: Derek Wisley

Guests: John Edwards, CAFA Board member and Lima Township resident
Mike Grissom, DAFD Firefighter and township resident
Don Dettling, DAFD Firefighter and township resident

Meeting called to order at 7:00 PM.

Agenda

Informal agenda as this emergency meeting called by Chair Treglia is to discuss and expedite the gathering of information in light of the pending CAFA acceptance of a grant awarded to Chelsea Area Fire Authority (CAFA). This meeting is to build a structure for research in order to present a recommendation to the Dexter Township Board, regarding direction of fire protection for the township, before the expiration of the grant (Sept 4?).

Public Comment

John, Mike, and Don introduced themselves and stated their interest in attending the meeting.

Meeting Notes

- Terms of CAFA Grant
3 years pay/benefits for 6 firefighters with CAFA covering cost of 6 personnel in the 3rd year
Per CAFA rep, Fire Chief Payeur is looking long range, not just 3 years of grant
What happens when grant expires?
CAFA Act 57 states the whole township would be covered by Chelsea Area Fire Authority
- How do we approach use of sub-station (Multi-Lakes) for CAFA??
Do we want a sub-station in the township?
Would a sub-station be cost effective?
Response times from sub-station and ISO insurance ratings
Cost of sub-station facilities/infrastructure and staff (firefighters)
Joint sub-station share by CAFA and DAFD?

What equipment would be positioned at sub-station?

- What type of service/coverage does Dexter Township want?
Personnel coverage 24 hours 7 days a week?
Personnel coverage just during daylight (2 shifts)?
One (1) firefighter on duty or (2) firefighters on duty at same time?
By law 4 firefighters are required at structure fires (2 in – 2 out).
Would sub-station be required to respond to Lyndon Township?
What service boundaries would change if Dexter Township contracted solely with CAFA?
Where does “mutual-aid” come in?
Paid on-call staffing?
- Current coverage notes:
CAFA covers 1,115 developed properties
DAFD covers 1,171 developed properties w/60% more land area coverage than CAFA
Putnam Fire Department covers 406 developed properties
Current investment by Dexter Township: \$70,000 CAFA, \$200,000 DAFD, \$30,000 Putnam
- CAFA notes:
Lima Township will join CAFA as of August 17, 2010
CAFA would serve Lyndon Twp. and Lima Twp. out of Dexter Township sub-station
Dexter Township would not join CAFA board (not meet CAFA funding requirements)
Dexter Township would be required to pay 1.8 mils (or in-kind) plus a truck charge
Response times not an issue – back-up from main station in city of Chelsea
CAFA current costs are less than DAFD because of major roads requiring DAFD respond to road accidents in eastern part of township
Projected revenue down approx 5% (\$300,000 - \$350,000) in next 3 years
- DAFD notes:
DAFD is working on a new cost allocation model
DAFD would secure same personnel/equipment coverage of sub-station as CAFA offer
DAFD would not regularly serve Lyndon Twp. out of sub-station (mutual-aid not an issue)
DAFD has indicated they would welcome the shared staffing of sub-station with CAFA
DAFD is open to a discussion of a Regional Fire Authority
- Insurance Services Organization (ISO) notes:
ISO sets the benchmark for when more fire coverage (sub-station) is needed in a district
ISO fire protection rating is 1 – 10, with 10 being the best rate
If you live within 5 miles of a fire department your fire rating is an 8 (lowers insurance)
Top 3 items used in fire insurance ratings: 1. Fire department itself, 2. Water supply (fire hydrants) and 3. Dispatching capability (911 service)

Wrap-up

Request proposals from both CAFA and DAFD:

- A. What would be your long term/short term goals for fire coverage in Dexter Township?
- B. What would you require for sub-station structure/infrastructure?
- C. What would you require for number of firefighter staffing for sub-station?
- D. What would be an estimated cost per year to the township for your services?
- E. What would be the dispatching capabilities of your service?
- F. What class of equipment would you position at the sub-station?
- G. What are your qualifications for a new-hire firefighter?
- H. What training is required of your firefighters (both for new-hires and legacy/continuing)?

Motion to adjourn by Waymann, second by VanderYacht. Meeting adjourned 9:40 PM
All ayes, motion carried.

Meeting previously scheduled for Monday June 21, 2010 cancelled. Next meeting will be called when the proposal information from CAFA and DAFD is received.

Meeting Minutes
Dexter Township Public Safety Advisory Committee
Monday, June 7, 2010, 7:00 p.m.
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members present: Steve Burch, Dominic Treglia, Dave VanderYacht, Janis Miller, Ryan Cavanaugh, Jason Maciejewski (ex-officio) and Pat Kelly (ex-officio)

Absent: Brent Courson, David Waymann, Derek Wisely, Adam Zemke

Introduction of new committee member Ryan Cavanaugh

Review/Approval of Minutes

Motion by Burch, second by VanderYacht to approve May 17, 2010 minutes with minor change.
All ayes, motion carried

Approval of Agenda

Question on CAFA meeting June 8th and whether Kelly can elaborate on it's significance (ie: the grant to CAFA for firefighters and strings attached to such grant)

Motion by Miller, second by Burch to approve the agenda. All ayes, motion carried.

Public Comment

none

Report of Chair

- CAFA Meeting
- A. CAFA voted to extend contract to Dexter Township through Dec. 31, 2010
 - B. Kelly reported the new fire rate to township will be higher for the extension (the township board had already budgeted for this).
 - C. Suggestion was made from a CAFA Board member that a sub-station in Lima Township @ Jackson and Parker Road could be possible.
 - D. Question: If Dexter Township provides the building for a sub-station, would that influence CAFA in regards to staffing it? A: yes
 - E. Question: If CAFA accepts the grant will they be able to pay salaries for 6 firefighters in year 3 (grant is for 2 years)? A: yes

Cost Allocation Discussion

- A. Dr. L.R. Harvey's cost allocation model is:
30% population 30% SEV 40% usage (service runs)
- B. CAFA is based on 100% millage (1.8 mills)
- C. DAFD is currently based on 100% usage - a new model will be implemented by end of 2010 or early 2011.

Township Growth Discussion

- A. Projection from Dexter Township Master Plan is population growth of 12,000 – 14,000 more residents in the next 20-30 years.
- B. Kelly suggested Patrick Sloan, Dexter Township Planning and Zoning Director, come talk to the committee about potential township growth.

Fire Station Meeting/Visits

Scio? Dexter? Chelsea?

Chair recommends breaking into two sub-committees (Fire and Police) to facilitate productiveness of advisory committee.

Survey Information \$1,500 - \$2,500 cost for phone survey (does not include writing questions)
Survey sample would be about 2,700 people

Report of the Township Board Representative

CAFA meeting to discuss grant: June 8, 2010 8:00 a.m. at the Sylvan Township Hall

Discussion with DAFD regarding bringing in a trailer to house sub-station at Multi-Lakes Sewer on North Territorial

CAFA is currently not unionized.

Old Business

SEMCOG (Southeast Michigan Council of Governments) Kelly reported township board would vote on June 15 to join SEMCOG. With membership we have access to a SEMCOG speaker.

New Business

Police – Dexter Township contracts 3 officers, Dexter Village contracts 3 officers, and Webster Township contracts 3 officers from Washtenaw County Sheriff.

“Mutual Aid” – contact State Police and if they cannot send officer they will use Chelsea Village or Metro Parks officers for back-up.

CLEMIS (Washtenaw County Sheriff database) contains standardized reports which Kelly says we can access.

Should advisory committee have Ed Toth, Chelsea Police Chief, come talk to us?

Police water patrol is separate from Police road patrol. There is not a separate charge to township for water patrol as Washtenaw County is obligated to provide water patrol.

Dexter Townhall/North Territorial property: appraisal approx 3 months ago \$175,000, current market value approx \$195,000, current owner looking for almost double market value.

Committee Reports

No reports. Committee assignments as follows:

Police: Courson, Cavanaugh, Miller

Fire: Burch, VanderYacht, Wisley

Survey: Waymann, Zemke, Treglia

June 21st meeting the group will break into committee's and then come back together to end meeting.

Meeting Wrap-Up

Break into sub group's next meeting.

Survey plan – timing and approach (late August?)

Wisley will have report on fire contracts

Motion by VanderYacht, second by Cavanaugh to adjourn. All ayes, motion carried.

Adjourn at 8:59PM

Respectfully submitted

Janis Miller, PSAC Secretary

Meeting Minutes
Dexter Township Public Safety Advisory Committee
Monday, May 17, 2010, 7:00 p.m.

Members present: Adam Zemke, Derek Wiseley, Steve Burch, David Waymann, Dominic Treglia, Dave VanderYacht, Janis Miller, Jason Maciejewski (ex-officio)

Absent: Brent Courson, Pat Kelly (ex-officio)

Public: none

Call to order 7:10pm

Introduction of Jason Maciejewski

Review/Approval of minutes

Motion by Waymann, second by Burch to approve April 23, 2010 minutes with suggested changes. All ayes, motion carried.

Motion by VanderYacht, second by Waymann to approve May 3, 2010 minutes. All ayes, motion carried.

Approval of Agenda

Wiseley deferred his (New Business) presentation until June 7th meeting.

Motion by Zemke, second by Burch to approve agenda. All ayes, motion carried.

Public Comment

None

Report of the Chair

Waymann (vice-chair) summarized that at this time there wasn't enough information to assign tasks to sub-committees.

Treglia (chair) will start a search for possible grants and/or funding to support any recommendation the Public Safety Committee makes to the Dexter Township Board.

Report of the Township Board Representative

Jason Maciejewski shared with the committee that CAFA would be meeting on Thursday, May 20th. CAFA would be considering the request to extend Dexter Township's contract through Dec 31, 2010. Libby Brushaber from the Dexter Township Board would attend that meeting. Treglia said he would attend also and report back to the committee at the June 7th meeting.

Old Business

None

New Business

A. Document review of 5-03-2010

2007 Master Plan Survey of Township Residents may be re-surveyed in 2011
Maybe the PSAC should put together a survey
Survey in a quarterly newsletter?
Survey posted online (on the township website)?
Higher response from a phone survey of township residents?
Must work survey into township budget.

B. Additional documentation

DAFD Interlocal Agreement – must understand union agreement whatever
direction the township goes
Legacy costs of what it would cost to have our own firehouse?
Scio Township ran some basic numbers (Derek may be able to get them)
Invite representative from DAFD to speak to committee in July or August?

C. SEMCOG Data

Regional Planning Commission hosted speaker – How to locate a fire department.
Maybe SEMCOG can act as a consultant?

D. Other discussions

Are Fire and Police generally housed in one station?
CAFA and DAFD have similar fire fighting equipment
PSAC dedicate a meeting to visit area fire departments
Committee needs information on contract & funding of Police for township

Committee Reports

None

Wrap-Up

Wisely will present fire contract next meeting
Kelly will provide documents on Police Protection for Dexter Township
SEMCOG membership?
New survey mechanisms
Treglia will share what he has found in the area of funding
Treglia will report on May 20th CAFA decision regarding extending Dexter Township's
Contract

Public Comment

None

Motion by VanderYacht, second by Miller to adjourn meeting. All ayes, motion carried.

Adjourn at 8:30PM

Next meeting June 7, 2010 7:00PM Dexter Township Hall

Respectfully submitted,

Janis Miller, PSAC Secretary

Dexter Township Public Safety Advisory Committee
Monday, May 3, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members present: Derek Wiseley, Steve Burch, David Waymann, Dave VanderYacht, Janis Miller, Adam Zemke, Pat Kelly (ex-officio)

Absent: DominicTreglia, Brent Courson, Jason Maciejewski (ex-officio)

Public: none

Review of Minutes

Changes to April 23 minutes – will present at next meeting for approval

Agenda

Motion by Waymann, seconded by Burch to accept agenda. All ayes, motion carried.

Public Comment

Dr. Harvey is scheduled to speak in the area, Pat K. will email date, time, and location

Question on survey of residents – what the township population needs

There was a Master Plan survey done in 2007. Pat will get the advisory committee a copy of the results for the next meeting.

Report of the Chair

None

Report of the Township Board Representatives

Letter to CAFA requesting extension of contract to December 31, 2010 has been drafted.

Old Business

None

New Business

Discussion of *Buying and Selling Fire Protection* by Dr. Harvey

- o Dexter Fire Department looking to go to a similar Dr. Harvey formula allocation
- o Currently DAFD charges per run
- o Sylvan & Lyndon not talking a regional fire department

Summary of Dr. Harvey's recommendations

- o Cost allocation's that rely on a single factor are not the best
- o 30-30-40 (population-usage-3 year usage average)

Review of one page map that shows coverage of each fire department (Chelsea – Dexter – Putman)

Suggested recommendation for consideration of new fire contract

- Target of response should not be greater than x
- Fire coverage should fit the requisite needs of Dexter Township residents
DAFD is unionized
- Optimal coverage cost would be average response time + benchmark fees
Pat will supply Central Dispatch info

Wrap-Up

Need time in next meeting to discuss other two documents Pat gave us at first meeting
Advisory committee needs to look at union documents from other counties (Pat said she could procure these)

Next meeting Derek will report on DAFD labor agreement and how they supplement full-time with part-time fire fighters

Do we need photo identification for Advisory Committee members when talking to township residents?

Public Comment

None

Adjournment

Motion by VanderYacht, seconded by Miller to adjourn meeting. All ayes, motion carried.

Adjourned at 9:40PM

Next meeting May 17, 2010 7:00PM Dexter Township Hall

Respectfully submitted,

Janis Miller PSAC Secretary

Dexter Township Public Safety Advisory Committee
Friday, April 23, 2010 7:30 PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Oath of office administered to those present by Pat Kelly, Township Supervisor

Members present: Steve Burch, Brent Courson, Janis Miller, Dave VanderYacht, David Waymann, Derek Wiseley, Adam Zemke, Pat Kelly (ex-officio)

Absent: Dominic Treglia (work commitment), Jason Maciejewski (ex-officio)

Public: none

Welcome and call to order

David Waymann, alternate chair, called meeting to order at 7:40 PM. David distributed a sample agenda and asked if it would be possible to follow the format for our meetings. David mentioned he added a critique and meeting wrap-up to the Section III, 3.8 Agendas as stated in the PSCA Charter. All agreed that we could try it and then make an assessment later.

Appointing Secretary

After a suggestion by Kelly, Burch recommended Miller be appointed PSCA secretary. VanderYacht made the motion, seconded by Burch All ayes, the motion carried..

Regarding Charter and Meetings

Burch asked Kelly if this committee was subject to the Open Meeting Act. Pat responded that we were. VanderYacht asked about the two times during our meeting that are set aside for public comment. Kelly responded that other township bodies use the first public comment period for comments on what had transpired at the meeting but there is no hard and fast rule other than the public must be given an opportunity to comment. Waymann said our meetings should be very open ended so anyone on the committee could comment. Burch mentioned if it gets too off track we could defer the issue to later in the meeting or a different meeting.

Courson then asked if we could hear from Kelly as to what she would like the committee to focus on and what she expected the committee to deliver. Kelly distributed township board Resolution #10-289 a resolution to create the PSAC, appoint members and adopt a committee charter) and directed attention to page two, the paragraph on objectives, charges, and duties of the PSAC Committee.

Advisory Report

Pat – three points (1) Township fire contract with Chelsea Area Fire Authority (CAFA) expired on February 28, 2010 but has been extended until June 30, 2010. CAFA has proposed new contract terms that will significantly raise the price of contracted fire protection services, (2) The township millage for fire coverage expires at the end of the year so we need to determine the level of fire service required and the cost of the service to calculate the millage rate that will go to the voters, and (3) the township police contract expires at the end of the year so we also need

to determine the level of police service required. The cost of the service is likely to go up but the township has little control of how much.

In response to a question by Burch, Kelly stated that the contract of all municipalities that use the Washtenaw County Sheriff expire at the same time.

In a response to a question by Waymann, Kelly stated that the terms of the contracts for all municipalities are basically the same. However, the cost allocation model used is complicated and a matter of great controversy between contacting jurisdictions and jurisdictions with their own police departments (e.g. Ann Arbor and Chelsea)

Burch asked if there were alternatives to using the Washtenaw County Sheriff. Kelly replied that the township has explored other options including a contract with Chelsea and a new (joint) department with Dexter Village and possibly others. Kelly also stated that the current informal collaboration with Dexter Village and Webster Township is working quite well and provides 24/7 coverage to all three communities at a much lower cost than any of the entities could do on their own.

Courson asked why CAFA rates are going up. Kelly explained that member municipalities of CAFA (Chelsea, Lima, Lyndon and Sylvan townships) have passed a 5-year, 1.8 mil levy to fund fire service in 2009. The millage is really a cost allocation model which differs sharply from the previous service-based cost allocation method whereby municipalities were charged based on the number of calls (average over a 5-year period). The service-based allocation method was advantageous to Dexter Township since calls to the DAFA service area are low, primarily due to the low incidence of vehicular accidents (no high traffic roads) and to the seasonal use of many properties. In contrast, a millage-based allocation method applied to the high-value property of the lakes area significantly raises the contract cost.

Waymann stated we need to establish what's going well/what's not going well/where we want to go and the mechanics of how to get there; break it down by region and what to contract.

In response to a question by Burch and Waymann, Kelly explained that there are big difference in per-call charges from the three township fire departments. However, one must examine many factors in depth, including demographics and traffic counts, to gain a complete understanding of the differences in cost.

Kelly stated that the township will be requesting CAFA to extend the current contract (under the service-based cost allocation) for an additional six months (December 31, 2010) to ensure that we have time to adequately study the issue and enable a smooth transition if fire service boundaries are adjusted.

Burch asked Kelly to explain "mutual aid". Kelly stated that there are several "types" of mutual aid and that area department fire chiefs usually set up agreements based on the best service to the residents. In spite of occasional jurisdictional spats, firefighters will respond to fires.

VanderYacht asked how "911" knows which fire department to contact. Burch replied that with "Enhanced notification", the 911 operator's computer screen displays all the relevant information

from the phone (land line) being used. Kelly suggested that committee members may want to tour the Huron Valley Ambulance Center to see a 911 call center in action.

Burch asked if expansion of Putnam Township Fire Department service boundaries would be considered to service some to the northern area of the township. Kelly replied that Putnam does not currently utilize as many full time personnel, making their average response time longer. Putnam is also actively planning to move their fire station a couple of miles west on M-36 which would further increase response time to the areas now served by Putnam. Lastly, 911 calls made in Washtenaw County must be transferred from a Washtenaw to a Livingston dispatch center which also adds to response times.

Miller asked how “911” calls from a cell phone are handled. Wisely stated that cell phones are not part of “enhanced notification” so the caller must know where they are and be able to communicate the location of the incident to the 911 dispatcher. Kelly added that the cost of dispatching has gone up in recent years because most people have cell phones. A single accident on the freeway can result in a lot of 911 calls from cell phone users that witness the event. Since dispatch costs are based on the number of calls and not the number of incidents, cell phone usage has increased dispatch costs. VanderYacht stated that voice-over-IP (VoIP) phone lines also lack the “enhanced notification” capability of land lines.

Burch asked if CAFA charges homeowners for fire runs. Kelly responded that in some cases CAFA charges for the runs, the costs of which are generally paid by insurance companies. DAFD does not charge for runs. Waymann commented that CAFA’s run charges seem like double dipping since homeowners already pay for the service with millage and then they pay again if they use the service. Kelly noted that the idea behind the per-run charges is that the millage, or base rate, is the equivalent of paying for insurance or the capacity of the fire department (apparatus and personnel) to be “ready” to serve. If the service is actually “used”, then there is an additional charge.

Waymann stated we need to look at what’s working/what’s not working, what’s cost effective and should we go other places for our fire protection. Biggest hurdle seems to be political.

Waymann asked if it might be workable to establish a temporary set-up (at sewer authority) and set up a 2-5 year plan that would increase functionality by building a sub-station later. Kelly responded that a manned sub-station at the Dexter-Townhall/North Territorial intersection would have an added benefit of improving response time to the Portage Lake area and perhaps negate their need to contract with Putnam.

Burch asked if DAFD would be willing to man a station at Dexter-Townhall and North Territorial. Kelly stated that it was possible, but that the needs of Dexter Township would need to be balanced against the needs of the of the DAFA member municipalities. Some areas of Webster Township also have high response times and Webster owns land on Webster Church Road (by their township hall) for a fire station. DAFD may not have the resources to man both stations.

Waymann asked how important is it to consider other townships (when building a sub-station). Kelly answered that we’re all in this together so it is very important.

Waymann asked how many more meeting would be require to get through the fire info. Kelly guessed that it would take two more meetings. Waymann then suggested that the committee consider setting meeting dates for May and June.

VanderYacht asked how the Open Meetings Act affected online or email discussions. Kelly responded that information and ideas can be shared on-line, but not opinions or discussions. Polling of members and/or voting online are also not allowed.

Waymann suggested setting May and June meetings for the 1st and 3rd Mondays, (May 3rd and 17th, June 7th and 21st) at 7:00 p.m. The committee members agreed and Kelly noted she appreciated the aggressive meeting schedule.

Motion by Waymann, seconded by Wisely to adjourn the meeting. All ayes, the motion carried.

Adjourned: 9:50 PM

Respectfully submitted,

Janis Miller, PSAC Secretary

Handouts distributed at meeting:

1. Dexter Township utilizes the services of three fire departments
2. Dexter Township Fire Protection: Developed and Undeveloped Parcels, State Equalized and Taxable Values, Percent Developed Parcels & Total Fire Budget, Cost Per Household
3. Buying and Selling Fire Protection
4. Dexter Area Fire Department Interlocal Agreement
5. Proposed 2010 CAFA Fire Emergency Service Contract
6. Approved 2009-10 CAFA Contract (expires June 30, 2010)
7. Agreement between the Dexter Area Fire Department and the Dexter Area Fire Fighters Local 4090

Dexter Township Public Safety Advisory Committee
Monday September 20, 2010 7:00PM
Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130

Members Present: Ryan Cavanaugh, Derek Wiseley, Steve Burch, Dominic Treglia, David Waymann, Dave VanderYacht, Janis Miller, Brent Courson, Pat Kelly (ex-officio)

Absent: Adam Zemke, Jason Maciejewski (ex-officio)

Public: none

Meeting called to order at 7:08PM

Review/Approval of Minutes

Motion by Burch, second by Waymann, to approve minutes of September 13th meeting.
All ayes, motion carried.

Approval of Agenda

Motion by VanderYacht, second by Burch to approve agenda. All ayes, motion carried.

Public Comment

None

Report of Chair

To prepare for our October 2nd meeting we need to assign tasks and deadlines tonight.

Report of Township Board Representative

- Pat Kelly, Township Supervisor and Patrick Sloan, Director of Planning and Zoning for Dexter Township, met with township attorney recently. The current “substation” is legal and conforming to township zoning.
- The initial approval of the temporary substation is submitted to Patrick Sloan first and does not come before the Zoning Board until later.
- The permit for trenching should be made before the ground freezes. This will be brought up at the township board meeting on September 21st.
- In order to get quotes for trenching we need to know “set backs”, VanderYacht will get measurements. It was suggested we contact the agent from the Brighton Trailer Sales, where we will rent the temporary firefighter dwelling, to ask if they do trenching.

New Business

- Discussion of Patrick Sloan’s September 17th clarification memo
- Fire/Police comparison chart – Cavanaugh – handout of outline
Projected 2012 increase in service is 20%
MICR (Michigan Incident Crime Reporting) rates each Michigan Police Department and is issued by the Michigan State Police.

The township board will want to know if the level of protection is enough and is it adequate for our residents?

Chelsea Police Department expanding to cover Dexter Township is not an option.

The State of Michigan mandates the sheriff department maintain water rescue resources in Dexter Township.

To fully understand police coverage in township we need to evaluate the population, types of incidents, call volume and square mileage. Cavanaugh will work to get some data from Troy.

- Update on cost/run data – Courson

Handout: color coded percentage of runs by each of the three fire departments covering Dexter Township.

Handout: spreadsheet on Runs by Sections and Run % by Section.

Notes: some of the data includes runs to other townships; Putnam Fire Department run times will change if the new Fire Station is built.

Handout: Automatic Mutual Aid Guidelines by section of Dexter Township

Meeting Wrap-Up

Assignments for organizing info in preparation for the October 2nd work session.

Facilities – Treglia and Zemke

Equipment/Apparatus - Burch

Staff – Burch and Wiseley

Cost/Budget – VanderYacht and Courson

Service/Scope – Wiseley, Courson and Kelly

Governance – Miller and Kelly

History - Courson

Leadership – VanderYacht and Wiseley

Ability to handle growth/population – Treglia and Kelly

Dispatch communication – Cavanaugh

Future regional consolidation – Treglia and Waymann

Inter-Agency Communication - Courson

Insurance Rates – Treglia and Kelly

Grants and Funding – Treglia

Waymann has offered to edit the document when it is completed.

Next meeting is Monday, September 27th, 7pm at the Township Hall.

Motion by Cavanaugh, second by Courson to adjourn.

All ayes, motion carried.

Meeting adjourned 9:45pm

Respectfully submitted,

Janis Miller

PSAC Secretary

June 16, 2010

Subject: Dexter Township Fire Protection

Request from: Dexter Township Public Safety Advisory Committee

Purpose: Request for Proposal (RFP)

Background information and RFP:

- 1) Dexter Township is prepared to commit start-up funds and to support the ongoing infrastructure/operating costs of a fire substation on North Territorial Road in Dexter Township. For the purpose of this request, the substation will be located at the Multi-Lakes Sewer Authority. If [CAFA or DAFD] was to operate and staff this substation, the Dexter Township Public Safety Advisory Committee is interested in learning about what [CAFA or DAFD] would request/recommend in the way of a trailer, amenities, beds, office furniture and equipment, utilities, etc. that will provide for a fully staffed and functional substation. Please provide a complete and detailed list of any and all requisite needs.
- 2) The Dexter Township Public Safety Advisory Committee is interested in learning about what [CAFA or DAFD] will charge Dexter Township to provide fire protection coverage as follows:
 - a. Provide annualized total charges for each year from 2011 through 2026. Please note we request that the substation be staffed with 2 fire personnel at all times.
 - b. In as much detail as possible, please provide the following charge break outs:
 - i. Type of staffing model and qualifications (Fire 1 and 2, HASMAT, EMT, etc.)
 - ii. What vehicle/apparatus will be included (list all)
 - iii. What short and long-term goals does [CAFA or DAFD] have to enhance/grow service over time
 - iv. What are your dispatching capabilities and plans to enhance them over time
 - v. What ongoing training is required of personnel (firefighters and dispatchers)
 - vi. What travel/response time standard(s) or improvements will you provide to Dexter Township residents
 - vii. Existing charges (current service area) vs. incremental charges (new service area)

- viii. Provide detail on charges and fee structure. Includes but is not limited to millage rates and related charges, cost allocation model and related charges, run charges, and any line-item charges for which Dexter Township will be responsible.
- 3) Since time is of the essence, please provide the earliest possible date when this information will be made available to the Dexter Township Public Safety Advisory Committee.
- 4) Please provide your thoughts/input on staffing and operating this substation as a coordinated, joint effort through both CAFA and DAFD.