



**PONTIAC CITY COUNCIL  
STUDY SESSION  
April 24, 2018  
6:00 p.m.  
19<sup>th</sup> Session of the 10<sup>th</sup> Council**

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

Call to order

Roll Call

Authorization to excuse councilmembers

Amendments to and approve the agenda

Approval of Minutes

1. Meeting of April 17, 2018.

Special Presentation – Attorney Darryl Segars, General Counsel for Pontiac School Board

Closed Session

2. Resolution to go into Closed Session regarding complaints/charges against a public officer and marihuana facilities licensing ordinance.

Public Hearing

3. Sale of vacant land (Oriole Road) Parcel #14-30-354-013.
  - a. Resolution to accept offer from Rushmore Loan Management Services, LLC for \$300.00 to purchase parcel #14-30-354-013.
4. Sale of vacant land (Elm Street) Parcel #14-33-257-002.
  - b. Resolution to accept offer from Horace Woodson for \$150.00 to purchase parcel #14-33-257-002.

Public Comment

**Agenda Items for Council Consideration**

5. Resolution to enter into a lease agreement with Great Lakes Auto Superstore, LLC for a base amount of \$5,833.33 monthly, plus utilities for a term of forty-eight (48) months.
6. Resolution to approve the creation of one Code Enforcement Manager and four Code Enforcement officers at an estimated cost of \$366,353.30. (includes salary and benefits) (**Tabled from last week**)

Adjournment

April 17, 2018

**Official Proceedings  
Pontiac City Council  
17<sup>th</sup> Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday, April 17, 2018 at 5:58 p.m. by President Kermit Williams.

Call to Order at 5:58 p.m.

Invocation – Pastor LaPage

Pledge of Allegiance

Roll Call

Members Present: Carter, Miller, Taylor-Burks, Waterman, Williams and Woodward.

Members Absent: Pietila.

Mayor Waterman was present.

Clerk announced a quorum.

18-114        **Excuse Councilperson Pietila for personal reasons.** Moved by Councilperson Woodward and second by Councilperson Waterman.

Ayes: Miller, Taylor-Burks, Waterman, Williams, Woodward and Carter

No: None

**Motion Carried.**

18-115        **Approval of the agenda with a motion by President Williams to move item #4 (resolution to create advisory committee for youth recreational center) after close session.** Moved by Councilperson Taylor-Burks and second by Councilperson Woodward.

Ayes: Taylor-Burks, Waterman, Williams, Woodward, Carter and Miller

No: None

**Motion Carried.**

18-116        **Journal of April 10, 2018.** Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.

Ayes: Taylor-Burks, Waterman, Williams, Woodward, Carter and Miller

No: None

**Motion Carried**

18-117        **Resolution to go into closed session.** Moved by Councilperson Taylor-Burks and second by Councilperson Woodward.

Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and,

April 17, 2018

Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City.

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding settlement strategy in the litigation case for CPREA/OPEB.

Ayes: Waterman, Williams, Woodward, Carter, Miller and Taylor-Burks

No: None

**Resolution Passed.**

18-118      **Motion to come out of Closed Session.** Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.

Ayes: Williams, Woodward, Carter, Miller, Taylor-Burks and Waterman

No: Carter

**Motion Carried.**

18-119      **Resolution to create an Advisory Committee to submit a location for a Youth Recreational Center.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

WHEREAS, Pontiac residents approved a Youth Recreation millage on November 8, 2016; and, WHEREAS, the purpose of the Youth Recreation millage is to restore youth recreation activities for the children of Pontiac; and, WHEREAS, on June 8, 2017, the Pontiac City Council did not pass a resolution to levy the tax rate for the Youth Recreation millage as the City did not have a site in which to designate as the Youth Recreation Center; and, WHEREAS, in an effort to provide recreational activities for the children, the Pontiac City Council allocated \$400,000 to be used for youth recreation activities; and, WHEREAS, there was a need for a facility to be used; so the administration and the Pontiac Public Schools tentatively agreed to use WHRC for two months (July and August 2017) in order to assist in running the youth and recreation programs; and, WHEREAS, the community, the Executive and the Pontiac City Council are all desirous of securing an ideal location that will accommodate and administer the youth and recreation programs; and, WHEREAS, it is imperative that collaborative efforts continue until a site is established and secured; however, time is of the essence and mandates that an all-inclusive and detailed plan be presented. NOW, THEREFORE BE IT RESOLVED, the Pontiac City Council hereby creates an Advisory Committee consisting of a total of nine members; three members will be selected by the Council, three members will be selected by the Mayor, 2 clergy members, one including Minister Kathalee James, and the other clergy member to be selected by the Mayor and the final member, the Youth Recreation Manager; the Advisory Committee is to be formed no later than Friday April 20, 2018 and shall meet at least weekly in the Council's Conference room, commencing the week of April 23, 2018, (meeting dates and times to be determined by the Advisory Committee) for the purpose of reviewing all site plans, detailed programming, staffing, actual and real costs (all documents to be provided by the Executive), and all documentation is to be thoroughly compiled, reviewed, analyzed and detailed, in a comprehensive recommendation to be submitted to the Council by Monday, May 21, 2018.

Ayes: Carter, Miller, Taylor-Burks, and Waterman

No: None

**Resolution Passed.**

Councilman Woodward was absent during the vote.

April 17, 2018

Deputy Mayor Report or Departmental Head Report

Recognition of Elected Officials – County Commissioner David Bowman

Councilperson Waterman opened up discussion regarding appointments to the GERS Board. There were 4 individuals who expressed an interest in serving as a Citizen Trustee, Kone Bowman, Mark Holland, James Walker, and Kevin Williams, which were interviewed except Mark Holland. **Nominations open:** Councilperson Taylor-Burks moved for James Walker and second by Councilperson Miller. Councilperson Woodward moved for Kone Bowman but no support, motion dies. Councilperson Waterman moved for Kevin Williams and second by Councilperson Taylor-Burks. **Nominations closed.**

**18-120         Appoint James Walker to the General Employee Retirement System Board.**  
Moved by Councilperson Taylor-Burks and second by Councilperson Miller.

Ayes: Carter, Miller, Taylor-Burks, Waterman, Williams and Woodward  
No: None  
**Motion Carried.**

**18-121         Appoint Kevin Williams to the General Employee Retirement System Board.**  
Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: Carter, Miller, Taylor-Burks, Waterman and Williams  
No: Woodward  
**Motion Carried.**

**18-122         Resolution to appoint James Walker and Kevin Williams to the General Employee Retirement System.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, the Retirement System Ordinance vests with the Pontiac City Council the authority to appoint Citizen Trustees to the Retirement Board; and,  
Whereas, the terms of two appointees, Kone Bowman and Kevin Williams expired on March 31, 2018; and,  
Now, Therefore, Be It Resolved, that the Pontiac City Council selected James Walker and Kevin Williams that will be the two individuals to serve as Citizen Trustees to the GERS Board.

Ayes: Miller, Taylor-Burks, Waterman, Williams, Woodward and Carter  
No: None  
**Resolution Passed.**

**18-123         Resolution to schedule public hearing for sale of vacant land; Parcel #14-30-354-013. (Oriole Road)** Moved by Councilperson Woodward and second by Councilperson Waterman.

Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot #14-30-354-013 for April 24, 2018.

Ayes: Taylor-Burks, Waterman, Williams, Woodward, Carter and Miller  
No: None  
**Motion Carried.**

April 17, 2018

**18-124 Resolution to schedule public hearing for sale of vacant land; Parcel #14-33-257-002. (Elm Street)** Moved by Councilperson Waterman and second by Councilperson Woodward.

Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot #14-33-257-002 for April 24, 2018.

Ayes: Taylor-Burks, Waterman, Williams, Woodard, Carter and Miller

No: None

**Motion Carried.**

**18-125 Resolution to change job title of the approved Customer Service Representation for the Planning Division, to Planning Technician; and to increase the hourly rate from \$16.00 to \$17.00.** Moved by Councilperson Woodward and second by Councilperson Waterman.

Whereas, to better reflect the duties and responsibilities of the newly created Customer Service Representative position, it should be reclassified to a Planning Technician; and

Whereas, in order to compete with salary market wage rates, the hourly wage be increased from \$16 to \$17;

Now, Therefore, it is hereby approved that the job title for the newly created Customer Service Representative position be reclassified to Planning Technician position, and that its hourly pay rate be increased from \$16 to \$17.

Ayes: Waterman, Williams and Woodward

No: Carter, Miller and Taylor-Burks

**Resolution Failed.**

**18-126 Council President ask for a motion to table for one week the Resolution to approve the creation of one Code Enforcement Manager and four Code Enforcement officers at an estimated cost of \$366,353.30. (includes salary and benefits)** Move by Councilperson Taylor-Burks and second by Councilperson Woodward.

Ayes: Williams, Woodward, Carter, Miller, Taylor-Burks and Waterman

No: None

**Motion Carried.**

**18-127 Resolution to approve Waiver Application and Plan as presented for submission to the State of Michigan Treasury Department.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, the State of Michigan Department of Treasury has determined that our GERS VEBA obligation has an underfunded status; and,

Whereas, the PA 202 of 2017 allows any local governmental unit that has such status to approve a Waiver Application with an action plan to adequately address the underfunded status; and,

Whereas, the Mayor and Finance Director have completed the Waiver Application and plan as outlined by PA 202 of 2017; and,

Now Therefore, Be It Resolved, that the City Council approves the Waiver Application and plan as presented to them.

Ayes: Woodard, Carter, Miller, Taylor-Burks, Waterman and Williams

No: None

April 17, 2018

**Resolution Passed.**

There were eight individuals who addressed the body during public comment.

18-129      **Council President ask for a motion to suspend the rules to limit closing comments to 5 minutes.** Moved by Councilperson Miller and second by Councilperson Taylor-Burks.

Ayes: Carter, Miller, Taylor-Burks, Waterman, Williams and Woodward

No: None

**Motion Carried.**

Honorable Mayor Deirdre Waterman Reported

Acting City Clerk Sheila Grandison, Councilwoman Miller, Councilwoman Waterman, Councilwoman Taylor-Burks, Councilman Woodward, President Pro-Tem Carter and President Kermit Williams made closing comments. City Attorney Anthony Chubb had no closing comments.

President Kermit Williams adjourned the meeting at 8:58

---

SHEILA R. GRANDISON  
ACTING CITY CLERK

## FINANCE SUBCOMMITTEE NOTES

April 10, 2018

In attendance:

Council members: Chair Patrice Waterman and Council President Kermit Williams

Mayor: Deirdre Waterman

Finance Director: Nevrus Nazarko

Deputy Mayor: Jane Bais-DiSessa

Start time: 4:10 pm

### AGENDA

#### **1. Financial Report**

- The total investments in all funds for the City as of 2-28-2018 was \$53,253,706. The general fund portion is \$21,957,416. The additional funds are attributed to the Oakland County Sheriff's Office payment not being made until March 1, 2018, State Revenue Sharing, in the amount of 1.6 million dollars coming in during February and the PFRS (fire department and police and fire) contribution of 2.41 million dollars not being made until the end of March. There was a spike in the payment to the Sheriff's Office, due to overtime in February as compared to the last two years.
- Based on the latest report on the general fund balance as of 6-30-2017, the accumulated amount is \$17.073 million dollars, 3 million has been assigned to be transferred to other funds this fiscal year for various other capital projects; therefore, the un-assigned fund balance is approximately 14 million dollars.
- Income tax reports reflect that for FY 2017 from July 1, 2017 to February 28, 2018, the City has collected \$8,422,517 in income tax revenue vs \$8,722,585 in 2016-2017, \$300,066 less than the previous fiscal year, which can be attributed to HP moving out of the City.
- Property tax collections for the first 8 months of the fiscal year ending February 28, 2018 were 87.5 percent of total amount to be collected for the year. At the same time last year, 87.4 percent of the total billed amount had been collected.
- Unadjusted expenditures for the first 8 months of fiscal year ending 2-28-2018 are tracking within the budget, with the exception of the Cemetery Fund; however, there are no expected budget overruns on any major funds for the fiscal year.
- There is a possibility of paying off early the outstanding bonds for TIFA 2, that can possibly save the City \$306,000 and by paying off the principal of \$1,830,000, the savings can be significant.

#### **2. Budget Timeline**

- The new fiscal year 2017-2018 begins July 1, 2018.
- The Finance Director will submit all departmental reports to the Mayor by April 15, 2018.
- The Mayor will return a copy of the balanced budget to the Finance Director on May 1, 2018.
- On May 15, 2018 the Mayor will submit to the City Council the balanced budget and appropriations ordinance.
- Council will have a public hearing to discuss the budget on June 2, 2018.
- On June 9, 2018, the Council will adopt the appropriations ordinance and tax rate for the new year.

3. **Credit Card Policy**

- There are state law requirements in addition to other requirements that are in place.
- The GERS Board has a different credit card policy
- PNC is no longer an option as the bank issues 10 cards and the City does not want 10 cards.

4. **Fund Balances Question-Budget Amendment for VEBA**

- The amount of \$1,250,000 was transferred to the VEBA
- \$4,250,000 will have to be put into an account for the VEBA once the IRS gives an approval

5. **Contract Compliance Officer**

- Looking into the possibility of creating the position, but not ready to give a job description.
- Currently, there is a lot of paperwork that needs to be reviewed as it relates to REDICO and Williams International. Therefore, there is a physical component.

6. **OPEB Waiver letter State of Michigan**

- The City has to explain funding
- There are possibly 2 requirements, a waiver and or a correction plan.
- The waiver must be approved by the Council and the correction plan would indicate that the matter is currently in litigation.

7. **Youth Recreation Plan and Draft Budget**

- The Mayor presented a mock budget as it relates to Youth Recreation.

Adjourned: 5:04 p.m.



## Public Safety Meeting of April 13, 2018

Meeting was called to order at 9:40

Fire Chief and Deputy Fire Chief arrived at 9:40

High Risk Manager Brian Long of Starr arrived at 10:00 due to unavoidable issues at the office. Sgt Dooley was not in attendance, as he was scheduled to be at 38E on this day.

Present was Mayor Waterman, Deputy Mayor Disessa, Councilmen Carter and Woodward as well as myself.

Fire Chief explained the Annual Report which all will receive an electronic copy in the next week. While all of the Annual report pertains to all 3 communities of the Department, Additional Pages of interest relating to Pontiac are Page 9, 49, and 55.

We also went over the monthly report to which the response time of 7 min. 32 sec was explained as that engine was on the other side of town for training at another station when that call came out a copy of the monthly report is attached to this report as well.

The current ISO for the City is a 3, I have included a link if you would not have an understanding of what or how important the ISO is\_ [www.fireserviceinfo.com/iso.htm](http://www.fireserviceinfo.com/iso.htm)

CNN Railroad will be cutting the trees away from the Fire Hydrants on their property which is that, that abuts the RR tracks.

The new Quint Truck is being prepared for placement in the fleet; the Chiefs will be inspecting progress the last week of April.

A note of Interest Waterford TWP will be placing a millage for Police and Fire on the Upcoming ballot for 4 mils

As always if there are any questions, please feel free to contact the fire Chief at 248-673-0405.

Mr. Long reported the RSVP program is expanding their hours due to a higher patient ratio on the program and they are now accepting diabetic Patients for after care once being discharged from ST Joseph Mercy Oakland.

Car seat checks continue the 2<sup>nd</sup> Thursday of the month with appointments made at the Health Department.

Herion overdoses are on an uprise, the only plausible excuse would be the inexpensive cost

Starr has EMT training ongoing at this time, which is free on completion of the course. Out of the 18 currently in class 6 are Pontiac Residents.

Meeting adjourned at 11:00 a.m.

DISPATCH	18-Jan	Feb-18	Mar-18			
Abdominal Pain	45	19	31			
ALLergies	3	4	13			
ALTERED MENTAL STATUS		1	6			
Animal bites	1	0	0			
Assault	21	14	17			
Invalid assist	2	0	0			
Pedestrian struck by Auto		0	0			
Back Pain	16	12	6			
Breathing Problems	113	94	107			
Burns	3	0	2			
Cardiac Arrest	14	14	13			
Chest pain	77	60	72			
Choking	4	1	4			
CO poisoning	2	0	0			
Seizures	37	43	46			
Diabetic Issues	18	22	23			
Electrocution	0	0	0			
Eye issues	0	0	1			
Fainting	0	0	0			
Fall Victim	71	68	72			
Fever	0	0	0			
Fire	0	0	1			
Headache	4	1	2			
Heart Problems	9	14	10			
Heat/Cold Exposures	3	2	0			
Hemorrhage from Laceration	22	15	14			
Industrial Accident	0	0	0			
Medical alarms	19	21	7			
MCI	0	0	0			
Ingested Poison	0	0	0			
Non Emergent requests	13	0	5			
Overdose	48	39	36			
Pregnancy/Childbirth	1	7	8			
Psychiatric Problems	38	29	24			
Respiratory Arrest	0	0	0			
"Sick" Person	192	153	157			
Standby	1	1	1			
stab/Gunshot Wound	8	3	2			
Stroke/CVA	15	14	21			
Traffic Accidents	37	30	29			
Palliative care	22	19	13			
Traumatic Injury	7	12	6			
Unconscious/unknown cause	54	57	52			
UNKNOWN	37	14	17			
"Man DOWN"	0	26	8			
Sexual Assault	0	0	0			

Well Person Ck	0	1	1			
total	957	810	827			



# WATERFORD REGIONAL FIRE DEPARTMENT

2495 Crescent Lake Road • Waterford, MI 48329

Phone: 248.673.0405 • Fax: 248.674.4095

[www.waterfordmi.gov](http://www.waterfordmi.gov)

John H. Lyman, *Fire Chief* • Matthew J. Covey, *Deputy Fire Chief* • Carl J. Wallace, *Fire Marshal*

## MONTHLY FIRE DEPARTMENT REPORT

For the City of Pontiac

March 2018

Total calls - month: 315      Fires: 16      EMS: 203      Other: 96

Total calls - YTD: 1,044      Fires: 58      EMS: 613      Other: 373

Month	Count	Response Times	YTD Count	Response Times
FS-6	Fires – 3	7.32	20	5.56
	EMS – 44	5.08	122	5.20
FS-7:	Fires – 6	6.21	22	5.15
	EMS – 77	4.55	251	5.00
FS-8:	Fires – 2	5.07	4	4.57
	EMS – 40	4.56	138	5.10
FS-9:	Fires – 5	4.13	12	4.39
	EMS – 42	4.11	102	4.06

Fire Injuries to personnel: 2

Fire Injuries to civilian: 2

### Notable events/incidents for month:

New Command Truck arrived. Lighting, slide-out command tray, cap, graphics being installed

Assist to Auburn Hills for large residential building fire.

Apartment fire at 30 Cadillac displaced several residents.

OAKWAY training for several firefighters.

## Table of Contents

---

Fire Department Administration	2
Mission Statement	3
From the Fire Chief	4
Deputy Chief	5
Promotions & Retirements	9
Grant Writing	10
Recognitions and Honors	11
Public Events	13
Mutual Aid	17
Apparatus Division	18
EMS Coordinator & EMS Academy	19
Fire Radio Equipment	21
Fire Gear	24
Fire Prevention	25
Fire Prevention Education	28
Fire Training Division	33
Hazmat Team	38
Information & Technology	41
SCBA Equipment	43
Station Maintenance Report	44
Tech Rescue Team	45
Statistics and Tables	47
City of Lake Angelus	54
City of Pontiac	55



### Fire Department Administration

Fire Chief: John Lyman  
Deputy Fire Chief: Matthew Covey  
Administrative Assistant: Ann Ostrom  
Office Clerk: Diane Beedle



### Fire Prevention Division

Fire Marshal: Assistant Chief Carl Wallace  
Fire Inspector: Captain John Phebus  
Fire Inspector: Lt. Mark Trager  
Fire Inspector: Lt. Wayne Peruski



### Fire Suppression and EMS Operations

Battalion Chief Steve Bridger  
Battalion Chief Blake Nelson  
Battalion Chief Josh Dorman



### Training Division

EMS Coordinator/EMS Academy: Captain Jim Cooper  
Training Officer: Battalion Chief Joshua Dorman



### Fire Department Operational Support

Information Technology: Don Claeys  
Station Maintenance: Battalion Chief Steve Bridger  
Station Supplies: Todd Holmes,  
Radio Maintenance: Chris Petres  
Operational Assistant: Tom Rayner  
Fire Gear: Lt. Eric Steinhebel

SCBA Maintenance: Kevin Fletcher  
Public Education: Kurt Vine  
Hazmat Team: Paul Dallas  
Tech Rescue Team: Mike Moshier  
Apparatus Division: Lee Warden

### Chaplains

Linda Living Hawley  
Ron Rayner





### **Waterford Regional Fire Department Mission Statement**

The mission of the Waterford Regional Fire Department is to protect the lives and property of the residents and visitors of **Waterford Township**, the **City of Pontiac** and the **City of Lake Angelus** through:

Public education in fire safety and hazard recognition

Aggressive fire suppression and rescue

Professional emergency medical treatment of the sick and injured

Efficient pre-incident planning and emergency management

Hazardous materials control and mitigation





### From the Fire Chief's Office...

It is my honor and privilege to serve as Fire Chief, working together with over 140 well-trained and highly skilled professional firefighters, paramedics, fire officers, inspectors, chiefs and office staff. Together, we provide incredible emergency services in a regional, multi-jurisdictional manner covering 60 square miles, which includes Waterford Township, the City of Pontiac and the City of Lake Angelus. This 2017 annual report is full of pages of important information, statistics and photos highlighting the diverse aspects that make up the Waterford Regional Fire Department. The service and dedication on display each and every day by all our fire department personnel is represented in this annual report.

Several retirements took place followed by promotions during 2017. Two new fire trucks were ordered; one being a Quint Aerial and the other a pumper/engine. We will take delivery of those trucks during the 2<sup>nd</sup> quarter of 2018.

The Fire Department maintained staffing during 2017 thanks to the 2015 SAFER grant through the United States Department of Homeland Security. This grant does expire in 2018, but we are hopeful to extend the grant at least one year, going into 2019.

I had the pleasure of participating in two charitable causes as Fire Chief. I was called on to dance for Faith in Action, which provides assistance to seniors in our area. It took several dance lessons over a three month period that culminated in a "Dancing with the Stars" event in Troy on January 21. My professional dance partner made that dance a positive experience. I was also asked to be one of the "Real Men Wear Pink" for the American Cancer Society. Shirts were sold and a Taco Night was held at Shark's Club. Melissa Kellenberger was my campaign manager helping us to raise over \$3,000 for ACS.

2017 calls for service totaled 13,094 an 8.2% increase over 2015. 8,928 or 68% of those calls were for EMS, traffic accidents and other rescue calls. Fires, hazardous situations, and other calls accounted for 32%. Fire calls as a whole were down 11%, with structure fires seeing a decrease of nearly 6% from 2016. 222 structure fire calls were residential and multi-residential structures. EMS calls were up 4.5% from 2016. EMS Transports for 2017 was at 5,070, up over 2% from 2016.

Our fire units responded nearly 24,000 times during the year. Response times for priority calls were at 5 minutes and 53 seconds for 2017. Our busiest fire station was station #3 with 3,037 calls. The busiest fire engine and rescue were both out of Fire Station #3 with Engine 3 responding to 2,950 calls and Rescue 3 responding to 2,368 calls.

This document as it does every year serves as a historical account of our department. We hope everyone who reads this will find it informative and enlightening to the diverse responsibilities that we handle every day.

John H. Lyman  
Fire Chief







## Operations – Deputy Chief Matt Covey

### Promotional Testing for Line Captain and Battalion Chief

Testing and promotional lists were established for Line Captain and Battalion Chief. The testing procedure involves a written test and oral boards. We thank Arlene Ward at HR for her assistance and to retired Fire Chief Dennis Storrs for their assistance in completing this process.

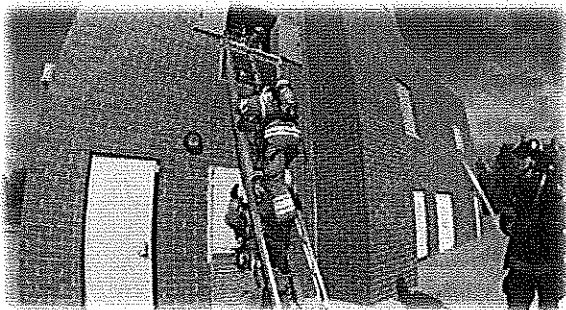
### Fire Cadet Program

During the mid 1970's, the Waterford Regional Fire Department initiated a cadet program intended to offer local area high school seniors the opportunity to experience first-hand what a career in the fire service was like. It was designed to prepare young, ambitious students for a career as a fire fighter. Since then many of the cadets that have participated in the program have gone on to become professional fire fighters with fire departments around the country. One former cadet became a smoke jumper battling the enormous wildfires in the western United States while others have chosen to enter the EMS field or the medical profession. Several fire fighters currently employed with the Waterford Regional Fire Department are former cadets.

During 2017 the Waterford Regional Fire Department had 7 High School students from within Oakland County attend our program. These students work with our firefighters and training division on a daily basis. The program goal is upon successful completion of the cadet program that they leave with the knowledge, skills and experience necessary to pursue a career as a professional fire fighter and give them an advantage in becoming a success in whatever their life's endeavor.

### Fire Academy Sponsorship

The Waterford Regional Fire Department sponsored 6 students to the 2017 Oakland Community College Fire Academy. These individuals were supplied personnel protective clothing (turnout gear) and self contained breathing apparatus (air packs). This option had zero out of pocket expense to the fire department but offered a huge discounted rate for these 4 individuals.



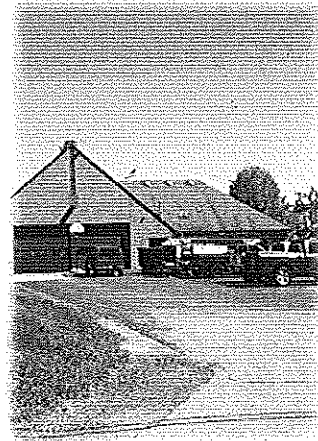
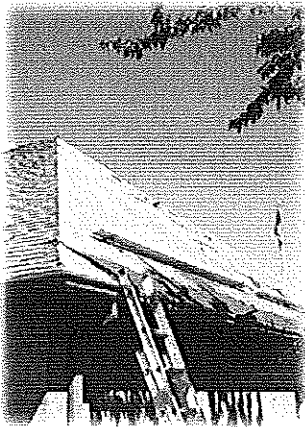
### Capital Improvements:

#### Fire Headquarters, 2495 Crescent Lake Rd

Fire Headquarters received an HVAC control system upgrade through a company called control-net. This upgrade replaced the antiquated control system that would not allow control of the boiler system and in and outside air temperatures. With this upgrade we will have better control of our HVAC system. This system should be a cost savings to the department and pay for itself over the next 3 to 5 years. We are continuing to become more energy efficient and cost saving fire department.

#### Fire Station 3, Elizabeth Lake Rd, Waterford

Fire station 3 was built in 1988 and its roof was in need of replacement. The roof age was approximately 29 yrs old. With the help of supervisor Gary Wall the Fire Department was able to find a good contractor to replace the roof.



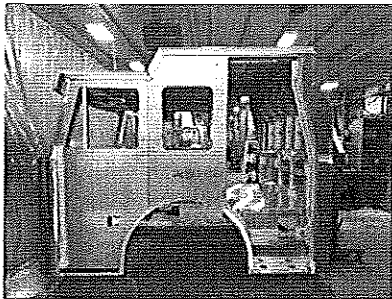
#### Purchase of two Staff Vehicle

The fire department added two 2017 Ford Interceptors to vehicle Fleet. These two new Interceptors replaced two early 2000 vehicles.

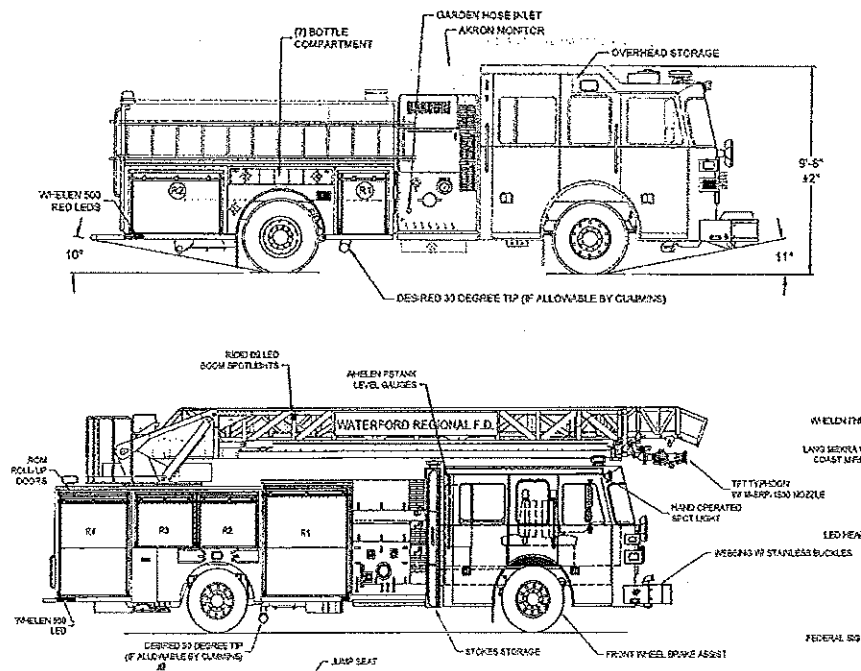


### Finalization of our Fire Engine and Quint Purchase

With assistance of the Township board the Fire Department has ordered and finalized the purchase of a fire engine and a Quint from Stuphen Corp. We expect delivery of these 2 new vehicles in early to mid 2018. The pictures below are from the assembly plant in Ohio. Our new Trucks are built from the ground up.



These drawing are our actual trucks being built



### Future Projects 2018

Fire Station 1 Headquarters - Update IT equipment in our large and small training room including paint and carpet. Repair concrete issues parking lot.

Fire Station 4 - Upgrade all flooring and carpeting, repave front drive and update minor electrical items.

Purchase a new rescue truck (ambulance) through EVP+ a Michigan based company.



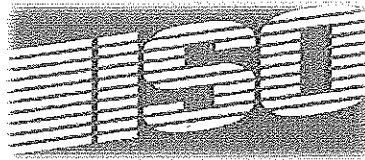
### **Purchase a new command truck**

This truck is a specialized truck that our fire command officer drives to all major incidents. The purpose of the truck is a mobile command center, accountability center and communications center.

In 2017 our labor agreement was settled except for one portion health care. Arbitration is scheduled for early 2018.

### **ISO Fire Protection Class Review**

In early 2017 the fire department was approached by ISO to conduct a review of our fire protection class. Chief Lyman met with ISO (to provide them the information they requested. This also included meetings with Waterford DPW, Oakland County Water Resources and Waterford Police Dispatch. We patiently wait for our classification.



### **What is ISO?**

ISO collects information on municipal fire-protection efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data using our Fire Suppression Rating Schedule (FSRS). We then assign a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

How do Insurers use PPC information in many ways. PPC can help determine how much to charge for coverage: If a community has a lower PPC, its property owners, both commercial and residential, usually pay lower premiums, assuming everything else is equal. Insurers can manage the quality of fire protection across their book of business and even identify opportunities for writing new business.

### **Some factors considered when determining an ISO rating.**

- Municipal water supply system water flow rates
- Communication system and alerting (911 Dispatch Center)
- Aerial trucks capability based on number of commercial buildings
- Gallon per minute capabilities of a fire engine
- Mutual aid agreements
- Fire training hours
- Response times to fire runs
- Number of personnel a fire department averages on a fire call
- Number and Location of fire stations to community need

### **Current ISO ratings**

The Township of Waterford's current ISO Rating is currently a 4.

The City of Pontiac current ISO Rating is currently a 3.

The City of Lake Angelus current ISO Rating is currently a 4.



## Promotions

---

Josh Dorman promoted to Battalion Chief



John Phebus promoted to Captain Inspector



Jim Cooper promoted to Captain



Dan Dumas promoted to Captain



Paul Dallas promoted to Lieutenant

(No picture available)

Paul Holmes promoted to Lieutenant



## Retirements

---

Battalion Chief Jim Runyan (31 years), Captain Dave Hensel (28 years), Ryan Gross (28 years), Dennis Rederstorf (26 years) and Ron Fritz (26 years).



We thank them for their years of dedicated service to this department.



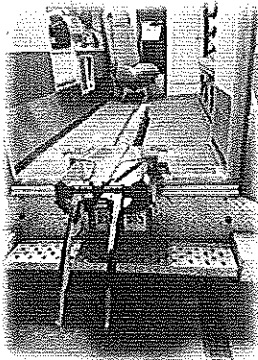
## Grant Writing

---

The Fire Department has been awarded nearly \$21.5 million in grant awards since 2003, for needed equipment and personnel.

### Assistance to Firefighters Grant

Waterford Regional Fire Department was awarded a grant in 2017 from the Assistance to Firefighters Grant Program. The grant project total was over \$275,000 with a cost match of 10% for the Fire Department. This was an EMS project, to which we purchased 7 CPR Compression Devices and 7 Power Lift Stretcher Systems for our rescue trucks.



New CPR Devices



Power Lift Stretcher Systems.



### SAFER Grant

Waterford Regional Fire Department was awarded this grant in 2016. It has allowed us to hire 39 personnel for our fire trucks. We completed the first year in September 2017, and the Period of Performance will end in September of 2018. We will be asking for an extension of hopefully 1 year in Q1 of 2018. This grant award is for more than \$8.5 million. The additional personnel hired through this grant do keep our communities and firefighters "SAFER" from fire and the hazards associated with fire.

Grant awards such as these allow the Fire Department to better serve the residents in the three communities we serve, and saves Waterford Township millions of taxpayer dollars. The Fire Department has seen nearly \$21.5 million in grant awards since 2003, for equipment and personnel. Unfortunately in 2017 we were turned down on the replacement of our 25 year old Tower 1. We will review the previous grant application and work to submit another application during 2018 to replace that truck.

The 2017 AFG application period did not open up until late December of 2017. Therefore in 2018 we will be looking to apply to the AFG program to replace nozzles and foam eductors, in addition to the Tower 1 replacement.

We also applied to the Firehouse Subs Public Safety Foundation to replace obsolete thermal imaging cameras.



## Recognition and Honors

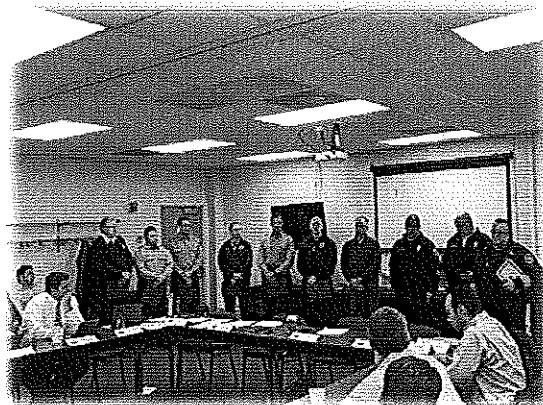
Our firefighters and paramedics were recognized by two organizations for their efforts in a Technical Rescue incident involving two seriously injured patients trapped in a large water tower in Pontiac. We thank them for recognizing the efforts of our personnel.



April 2017 the Waterford American Legion Post #24 honors our crews.



January 2017 Oakland County Medical Control Authority recognition included our OAKWAY partners and Dr. Tressa Gardner, our project medical director.



An early December house fire trapped a resident in his home. Our firefighters entered the home, located the victim, carried him out and handed him off to our paramedics for emergency care and transport to the Hospital. December 19<sup>th</sup> he paid a visit to the Fire Department and those firefighters and paramedics were awarded Life Saving awards. Fox2 News was on hand to report on this event.





Angela Corliss from Farmer's Insurance honored the fire department by her contribution of station supplies to four of our fire stations



In November, Waterford Firefighters honored Oakland County Deputy Eric Overall who was killed in the line of duty. We proudly flew the American flag over the middle Walton Blvd. Our personnel stood at attention for the funeral procession passed as it passed by Fire Station #6.





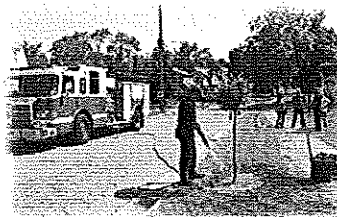
## Public Events

The Waterford Regional Fire Department proudly participated in multiple public events in Waterford and Pontiac.

**Hometown Hero Party with Waterford Parks and Recreation and Waterford Police Department.**



**Tree planting in a Pontiac neighborhood**



**Woodward Dream Cruise and the RoadKill Nights**  
Fire and EMS standby in Pontiac



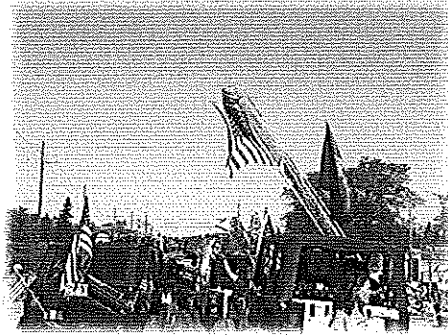
Proudly participated in the **Holiday Extravaganza Parade** in Pontiac this parade is a multi-community event.

**Smoke Detector Giveaway with the Red Cross**



## Public Events continued...

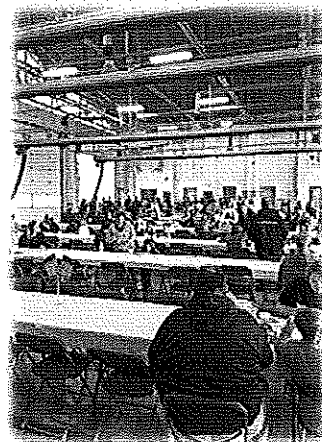
### Memorial Day Parade in Waterford.



### Bike Helmets giveaway in our schools partnered with McLaren Oakland

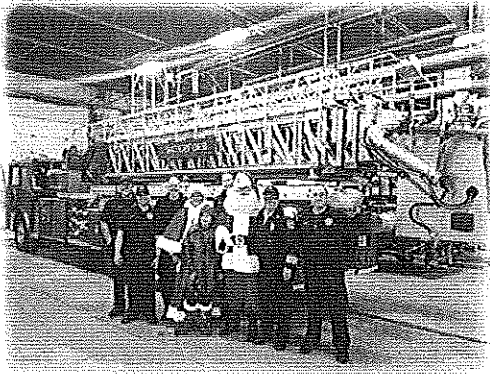


**Longest Breakfast Table** Charity event, this annual event was started after 9/11. The proceeds support the Waterford Police and the Waterford Fire Department Charity funds. LifePointe Church of Waterford proudly sponsors and partners with the Police and Fire Departments on this event. They have raised over \$100,000 for the Fire and Police Charity funds.



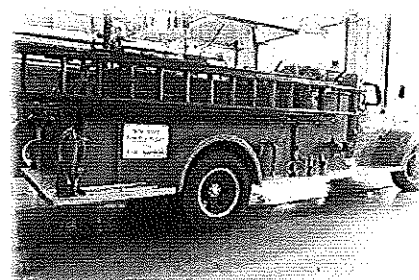
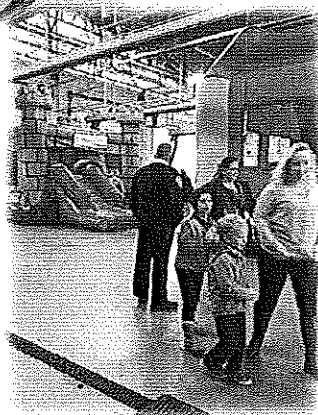
## Public Events continued...

### Transporting Santa to the Waterford Township Christmas Tree Lighting



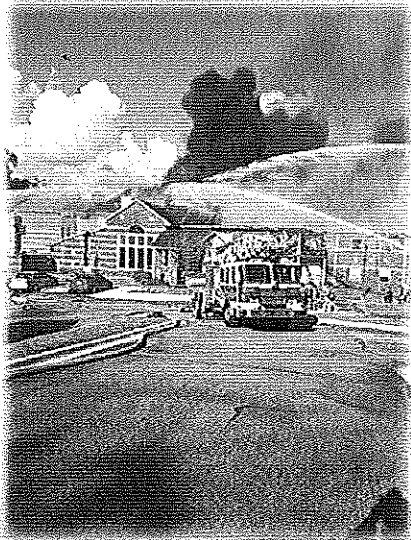
### Fire Department Open House at Fire Department Headquarters

Jim Christopher from Leo's Coney doing his annual serving up coney dogs to our visitors. Many thanks to him for his commitment to the Fire Department.



## Waterford Regional Firefighters in Action in 2017

### South Paddock Fire in Pontiac



## Mutual Aid

---

Mutual Aid is an essential component of any fire department in keeping its residents and firefighter safe from all hazards. Waterford Regional has been a member of the OAKWAY Mutual Aid Organization since 1999. OAKWAY is comprised of 8 fire departments working together to provide the best in emergency services to over 450,000 residents. Together we have nearly 400 career firefighters that train together to be ready when an OAKWAY Fire Department is overwhelmed and resources exhausted. OAKWAY also serves to provide hazardous materials and technical rescue teams in a collaborative manner. The OAKWAY Chiefs meet monthly at Waterford Regional's Headquarters to discuss matters important to the entire group and to continue to improve relationships between all of our departments, which in turn enhances the emergency services provided to all our communities in Oakway.



In 2017, our OAKWAY partners assisted Waterford Regional Fire Department on structure fires, and EMS mutual aid. OAKWAY provided station coverage during large incidents in our first response area as well.

OAKWAY was a tremendous help to WRFD during the July 1 building fire in Pontiac in which 40 residents were rescued. Independence Fire Department also helped with station coverage during that fire.

We do respond outside of OAKWAY to neighboring fire departments for Mutual Aid as requested. In total for 2017, Waterford Regional received mutual aid 17 times and responded to mutual aid calls 42 times.

Mutual Aid has developed nationally in the last 10 years to what is referred to now as the Mutual Aid Box Alarm System (MABAS). OAKWAY and its 8 fire departments, including Waterford Regional are designated by the State as MABAS 3202.





## Apparatus Division – Lee Warden

2017 proved to be another challenging year for the Apparatus Division. With an aging fleet and obsolete parts becoming unavailable, we had to find creative ways to keep trucks on the road. We are responsible for the repair and maintenance of an incredibly large and aging fleet including 12 fire engines, three 100'-aerial trucks, seven rescues/ambulances, three specialized equipment trucks, seven trailers, 14 staff cars, 3 command trucks, a 6x6 Ranger and the rescue boat.

At the end of 2016 we decided to send the entire fire apparatus fleet out for a third-party serviceability inspection to LTM. This inspection identified some serious repair issues. Most were suspension, drive line and oil leak issues. Over 2017 we had most of these issues addressed at a substantial cost to the fire department.

We continue to take advantage of the many resources available to us to create cost-savings for our division. For example, researching the most cost-effective way to purchase parts that are no longer available through the dealer. These parts were purchased through Amazon, eBay and other private retailers. We continue to use Eastern Oil Corporation as our primary oil provider, which continues to result in substantial cost savings to the department. We also continue to use O'Reilly's auto parts government pricing which also brings continued cost savings. Bostick, LTM and Clyde's Frame and Wheel are still our primary repair sources for repairs that the mechanics division is unable to make in-house.

In late 2017 we were happy to see an order placed with Sutphen Corp. for a new Quint and Pumper and we are anxiously awaiting the arrival of the new apparatus in mid-2018. Going forward 2018 will again be a challenging year with the aging condition of our fleet. Parts continue to become obsolete and become more and more difficult to find in the market place. Although we have found creative ways to cut costs, the fact that the average age of our fleet is 17.7 years old has a significant impact on the price that we pay for repairs and maintenance, not to mention significant downtime. In 2018 we are still working to find a better way to track parts and maintenance. We also plan to continue our education efforts which will lead to additional EVT certified mechanics on the team. Despite these challenges, we will continue our pursuit of excellence in the maintenance of our fleet and all apparatus needed to protect the citizens and property of Waterford Township and the City of Pontiac.







## EMS Coordinators Report – Captain Jim Cooper

Waterford Regional Fire responded to over 13,000 calls in 2017. Of that nearly 9,000 were EMS related calls. That equates to 68.2% of all runs for the Waterford Regional Fire Department in 2017 were EMS related. As EMS is such a large share of the functions in Emergency Services, Captain Jim Cooper our EMS Coordinator and Instructor Coordinator works to manage licensures, trainings, academies, certifications, etc. to ensure our EMS capabilities are first rate. Life and Death decisions are made all the time by the men and women of this department; they must be well-trained and ready when that station tone sounds and our units are dispatched to a resident in need. Captain Cooper has several EMT's that assist him in providing continuing education for our personnel, public education and our EMS Academy programs.



All WRFD personnel are licensed with the Michigan Department of Community Health – Emergency Medical Services and Trauma System Section, as a Medical First Responder, Basic EMT or Paramedic. There are 99 paramedics, 33 Basic EMTs and 3 Medical First Responders.

There are many requirements to become licensed and remain licensed in the EMS field. Many trainings, certifications and continuing education credits are conducted throughout the year to maintain the excellence in pre-hospital medical care that our residents have become accustomed to and truly do deserve. All career personnel are licensed with the American Heart Association in CPR/AED as a Basic Life Support Healthcare Provider (BLS). All paramedics are licensed with the American Heart Association in Advanced Cardiac Life Support (ACLS) and have completed mandatory Oakland County Medical Control Authority protocol training and testing. The EMS Training Division conducted a total of 46 Continuing Education (CE) classes for our personnel.

McLaren Regional Medical Center continues to serve as our base hospital, with Dr. Tressa Gardner serving as the Physician Medical Director for the Waterford Regional Fire Department and Waterford EMS Academy. We are again grateful for their dedication and commitment to EMS.

The Assistance to Firefighters Grant program allowed us to purchase new CPR devices and Stretcher Power Load systems. This equipment is a welcome addition and will serve our residents in tremendous ways for many years to come.



In 2018 we are looking forward to adding a new rescue to our fleet. We are operating with 7 rescues, 5 are in-service every day.

The table below shows the Hospitals we transport to and the number of times to each.

EMS Transport Hospitals	Number of transports
Beaumont - Royal Oak	71
Beaumont - Troy	13
Crittenton - Rochester	16
Henry Ford - Detroit	1
Henry Ford West Bloomfield	57
Hurley - Flint	2
Huron Valley - Commerce	341
Mclaren - Clarkston	57
Mclaren - Pontiac	1304
St. John - Macomb	5
St. Joseph - Pontiac	3195
University of MI - Ann Arbor	1

## **Waterford EMS Academy**

The Waterford EMS Academy conducted 14 Basic Life Support classes, 23 CPR classes, 17 First-aid classes and 12 Bloodborne Pathogen classes provided to the public, Waterford Township employees and the Waterford School district teachers. Many of these classes are held at Fire Department Headquarters, while many times we take our show on the road to meet the needs of the public and local agencies.

A total of 151 people attended BLS classes, 307 people attended the CPR classes, 186 people attended the First-aid classes and 13 people attended the Bloodborne Pathogens classes for a total of 657 people.

We conducted one paramedic course in 2017, which would be the last Paramedic class held by the Waterford EMS Academy, as the State of MI has changed its policies that affected our EMS Academy and many others across the State. Seven students graduated from this Paramedic course. We are hoping that the State will review their policy and make changes to allow us to once again hold these needed classes in our area.

Three Basic EMT classes were conducted in 2017. 26 students graduated from our Basic Academy.







## Fire Radios – Chris Petres

The Waterford Regional Fire Department has a total of 153 in-service Harris OpenSky portable and mobile radios, 7 VHF hospital / state MEDCOM radios in our ALS rescues, 9 station alert systems that include Federal Signal Informers (Plectrons), OpenSky radios, power supply and audio amplifiers and speakers. Dispatch equipment includes 2 VHF base stations, and 1 back up radio with mini-console at sta.1 with tone capabilities. Additional VHF and OpenSky radios are held in reserve for backup and repair 'loaners'. Police dispatch operates our radios via a private phone line link between their consoles and the radio tower site.

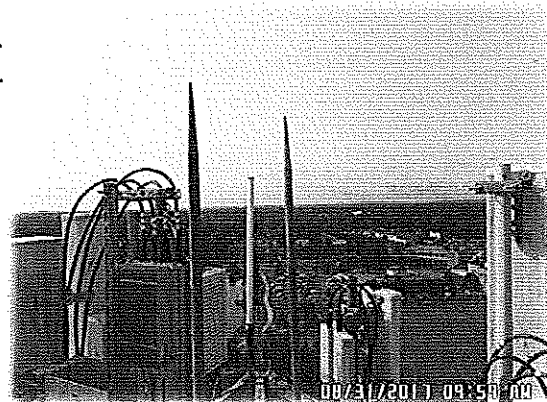
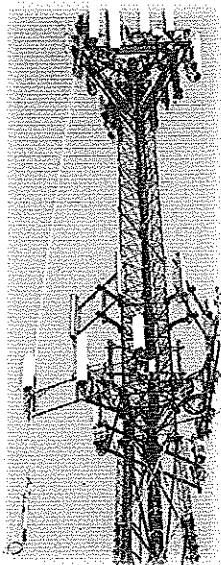
Our radios allow us to communicate on different talk-groups or channels in situations of fires or other larger scale incidents. For multiple alarm incidents, we also have the ability to communicate with OAKWAY and other Mutual Aid partners through this advanced system.

We logged 68 repairs in 2017, plus other smaller undocumented repairs. These include replace or repair of damaged radios, lapel microphones, antennas, station alert systems, and other miscellaneous parts. We are also responsible for training new hires how to use our radios, refresher training for existing personnel, tower site radio updates, conferences and meetings.

All batteries have been tested / conditioned to ensure acceptable runtime and performance. As a result of testing, 108 batteries were deemed substandard and replaced. We exchange faulty batteries with the county at no cost to the department.

Dennis Rederstorf handled the repair and maintenance of fire department radios for many years and retired. Chris Petres had been shadowing Dennis for over a year and is now responsible for our radios.

New antenna (white stick) on top of 150' tower.  
Also shown is AT&T cellular and lighting rods.



New VHF antenna being hoisted by tower climbers.



### **Notable Accomplishments in Radio System**

This year we accomplished several projects. A new base station radio and antenna was installed at the main dispatch radio tower. This project provides a complete redundant backup system for dispatch. The old system design shared several components creating multiple single points of potential failure; an undesirable condition. The existing radios were at the end of supported life. This new design is built around NFPA 1221 and is eligible for full ISO points. Competitive bids were solicited from several vendors and the winning bid came below standard state contract pricing. The new radio and antenna became primary and the originals were moved to 'hot' standby. The old backup base station will be moved in the future to Headquarters to further strengthen the system. An old police antenna was removed from the tower and replaced with our new one. This allowed us to place it higher on the tower; increasing signal strength and reliability. The existing antenna lines were tested and re-used. Creative engineering and system testing allowed a cost savings of around \$1500 plus climber fees. Costly additional tower lease fees were avoided by re-using this abandoned vertical real estate space. A Knox padlock was obtained from inspection division and placed on the access gate; crews found the tower owner has changed the security gate access codes in the past without notice. This lock will allow the FD continued rapid access to its equipment in the event of emergency.

Staff attended several Oakland County CLEMIS radio / 911 advisory board meetings. Additionally we attended the Association of Public Safety Communications Officials (APCO) tradeshow in Windsor, ON. Information was gathered on new communication products including station alert systems, and mobile data.

The department had some old non-compliant radios lingering. They were removed from service or modified for FCC compliance. Obsolete and non-serviceable equipment was given to Oakland County Amateur Radio Public Service Corps, a division of Oakland County Homeland Security. While it no longer has any value or use to police/fire, gear has been recycled and is still serving the community. Uses include SkyWarn weather spotters, disaster hospital communications, outdoor siren testing and Woodward Dream Cruise communications.

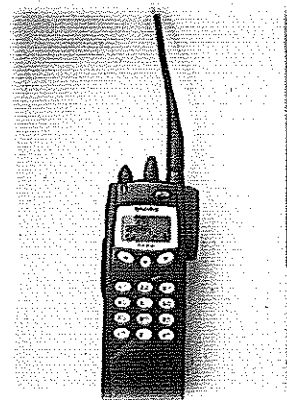
FCC radio station licensing was corrected and updated. Cost savings were realized doing this in-house.

State EMS inspection revealed a VHF communication failure. Staff determined department equipment was fully functional and in compliance. Staff investigated further and found a problem with hospital equipment. We were able to quickly rectify the issues for them. We have also aided in testing and making repairs to hospital's radios at other times as well.

**Opensky Radio in a Fire Vehicle**



**OpenSky Portable Radio**



### Future Plans and Goals

The County is currently in the beginning phases of replacing the OpenSky radio system. Staff will continue to watch this progress closely and advocate for the department's needs and expectations. Current estimate of project completion is 2020. We can expect significant man-hours to be devoted to planning, installation, training, and testing of the new system. There may also be incidental costs such as accessories and options not covered by the scope of the project.

Radios are not just a radio anymore. Many new communication systems are really an IT / IP device with an RF (radio) component. We expect to need to work closely with IT staff on future projects.

Michigan has 'opted in' to FirstNet, the future public safety wireless broadband system. We will watch for developments on this.

As our OpenSky system ages, we can expect an increase in repair and labor costs. Harris has stopped supporting our portable radios on 12-31-2017. We will continue to work with the county to repair, however a shortage may be possible as radios become non-repairable.

Staff will continue to look at station alerting systems, with an emphasis on 'heart-saver' features such as ramped tones and lighting. These systems, especially when CAD-integrated, may have the added benefit of reduced 'received to dispatch' times, free up radio airtime, allow dispatch to focus on other tasks, provide crews with additional information, mobile apps, and aid in NFPA 1221 and ISO compliance. Staff is beginning to have conversations with vendors and develop plans. It may be prudent to watch the development of the county's new radio system before committing to a vendor or design.

Staff is creating a preventive maintenance program. The goal is to have scheduled quarterly inspections and tests of critical dispatch system components, including tower sites, station alerting equipment, and backup power systems. While this may initially cause slightly higher costs, it should improve system reliability, reduce unexpected downtime, and lower costs and hassle associated with unexpected failures. Quarterly inspection and testing is required for full ISO credits.

Back up radio/dispatch console at Fire Station #1





## Fire Gear – Lt. Eric Steinhebel

The WRFD has 183 sets of turnout fire fighting coats and pants in service. There are also 34 new & used different size coats and 37 new & used different size pants in inventory.

In 2017, 117 of our 217 total sets of gear were NFPA inspected, repaired and approved for use.

We were able to get most of our gear that needed inspection and re-certification in 2017 done. All the gear can never get done in a year's time. This is because the majority of our personnel only have 1 set of gear and our work schedules don't allow it to happen. Most of our gear gets done every 1.5 years, which is really good.

14 new sets of gear were ordered in 2017. 8 sets were to replace in-service gear that was over 10 years old or older. 4 sets were for new hires that we didn't have the correct size for them when they were hired. 2 sets were put into stock.

### Future Requirements:

- Both 2017 R&M account numbers should be able to work in 2018. This will help us continue on our NFPA approved safety inspection, cleaning and repair services needed.
- Due to a 10 year age requirement. 10 front line sets of gear will be getting replaced in 2018. There will also need to be 6 new sets ordered for our stock to replace aging gear we have. The estimated cost will be around \$1,700 per set for new bunker gear orders in 2018.
- Also, we have 44 sets of in-service gear that was purchased in 2012. Forward thinking suggest that instead of replacing all 44 sets at the same time in 2022. 10 new sets should be ordered per year up until 2022. This would keep the future safety of our personnel in check and up to date without adding a big drain on the department's future budgets. The added cost for this will be \$16,500 in 2018 with the cost going up every year after that.

Dennis Rederstorf did a tremendous job managing the purchasing, cleaning, repairs, NFPA standards for fire gear for this department for so many years. He retired at the end of 2017 and Lt. Eric Steinhebel has picked up this responsibility.





## Fire Prevention Division – Asst. Chief Carl Wallace

The Fire Prevention Division currently consists of two Fire Inspector Lieutenants, one Fire Inspector Captain and the Fire Marshal. All four employees are certified Fire Investigators and State of Michigan Certified Fire Inspectors. The Fire Marshal and Captain are also a State of Michigan Public Act 54 Registered Code Official for inspecting Fire Protection Systems and reviewing Fire Protection System Plans.

The Fire Prevention Division continues to conduct fire inspections, site plan reviews, fire alarm system plan reviews, fire suppression system plan reviews, fire safety inspections, fire investigations, assigns addresses and performs other activities as required. We continue to make our priority assembly occupancies, commercial buildings that have special fire systems, high hazards occupancies, new construction and buildings with occupancies changes.

2017 was a busy year for Fire Prevention with an increase in new building projects in both the Township and the City of Pontiac which in turn increased the number of man hours dedicated to plan reviews and new construction inspections conducted by our Inspectors. This is a good sign for the economy of both communities. However, at current staffing levels day to day operations limit our ability to be proactive with our Annual Life Safety Inspections. Easing the stress of the increased work load is a good working relationship with both the Waterford Township Department of Development Services and The City of Pontiac Building and Safety Department.

2017 also came with several unique challenges, like the 245 South Paddock Fire which devastatingly compromised the building structure and displaced all residents. The Pontiac Silverdome partial implosion and subsequent demolition was also unique working with the City of Pontiac and the demolition company. The first implosion date did not go as planned. The next day they tried again and it was successful.



### Inspections and Plan Review:

The Fire Prevention Division performed 709 fire inspections, processed and reviewed 304 plans in 2017. The number of fire inspections conducted saw a slight decrease. The number of plan reviews completed in 2017 has seen an increase of 78 reviews compared to 2016. This year 168 plan submittals were completed in the Township and 136 in the City. These plans include site plans, hood system plans, fire alarm plans, fire suppression (sprinkler) plans and special suppression agent plans. We reviewed and



verified inspection reports on various fire safety systems throughout Waterford Township and The City of Pontiac. All acceptance tests are done cooperatively with the building department inspectors. The Waterford Regional Fire Department continues to handle all reviews for fire suppression and fire alarm systems in the Township and reviews/assists in the review process with the City of Pontiac Building Department. The building departments and fire department continue to work well together in the best interest of the citizens of Waterford Township and the City of Pontiac.

#### **Fire Investigation:**

Fire Prevention Division personnel was called upon for 93 Origin and Cause Investigations throughout Waterford and Pontiac. Each member is on call one week out of the month for "after hour's investigations" and is backed up by a second investigator on each fire scene. The Waterford Township Police Department has assigned Detective Greg Allen to assist with fires within Waterford Township when the work of a detective is needed. The Oakland County Sheriff's Office Fire Investigation Unit is used to assist in both the City of Pontiac and Waterford Township as needed.



#### **Addresses:**

The Fire Prevention Division assigned 92 addresses in Waterford Township in 2017, a slight increase from 2016.

#### **Freedom of Information Act: (FOIA)**

The Fire Prevention Division processed 216 FOIA requests in 2017, an increase of 52 requests from 2016. Most of these were for information regarding underground storage tanks or hazardous materials at commercial businesses. This also included requests for information regarding fire reports and fire investigation reports/ files.

#### **Training:**

Training has always been a large part of the Fire Prevention Division as it is in all aspects of the fire services. The Division must remain current in all disciplines of the fire service in case we are needed for firefighting and EMS activities in addition to our fire inspections and fire investigations work load. All division members are required to attend continuing education classes throughout the year to maintain certifications in the disciplines of Fire Inspection, Fire Investigation, Firefighting and EMS.

#### **Pre Fire Surveys:**

Pre Fire Surveys are being conducted by our on duty fire suppression crews when time allows. This is a very important part of protecting not only our citizens and businesses but also allows our personnel to familiarize themselves with building to ensure their personal safety.



### **302 Sites:**

Waterford Township and the City of Pontiac currently have a number of sites designated as 302 sites. These are occupancies that store or use hazardous materials over a specified amount. These facilities must file an annual report to the Local Emergency Planning Committee (LEPC) which is Oakland County in our jurisdiction. These reports are compiled and are carried on each fire apparatus. This "book" (tablet information) is updated when we receive the reports from the LEPC. All fire department personnel have been given "site specific" training. Training is coordinated with our Hazardous Material Team Leader and the Training Division. The Fire Department Operations Assistant also assists with the 302 site program within our communities.

### **Smoke Detector Program:**

When it is discovered that a residence has no working smoke detector, the fire department will provide and install a free smoke detector. These detectors are installed by on-duty personnel or a Fire Inspector. Statistics have shown that having one working smoke alarm in a home will reduce the risk of death in a fire by 50%. We feel this program is a cheap investment for the protection of our residents in both the Waterford and Pontiac Districts. All eight fire station have smoke detectors on their front line fire engine and tools to install them. Some of the Smoke detectors have been donated to our department by local businesses after hearing of our detector program.

### **Fireworks:**

The Fire Prevention Division reviewed, inspected and supervised all fireworks displays conducted in Waterford Township and a display in Pontiac. All of the shows were conducted following NFPA 1123 standards. The majority of the shows were conducted from the water on barges. This significantly reduced the fallout and danger for the spectators. We also had two displays that was ground fired at Waterford Kettering High School and M1 in Pontiac. In 2017 we issued 5 permits with standby in Waterford and 2 in the City of Pontiac.





## **Fire Prevention Education – Kurt Vine**

We continue to work hard for the Waterford Regional Fire Department as we represent the department to the schools and community groups in our area. Five firefighters work hard to schedule and create and conduct the fire prevention education program. They are: Kurt Vine, Greg Mathiak, Matt Blom, Aron Lewis, and Jamie Todd.

Fire Chief Lyman has allowed us to be very aggressive and creative in our efforts to educate the citizens about the fire hazards that they can encounter in their daily lives. We are very pleased with the relationships we have cultivated with parents, students and school staff in our communities. Our program is in cooperation with the citizens and school districts of Waterford and Pontiac and numerous private and charter schools within our jurisdiction. It is estimated that over ten thousand children and adults were exposed to our Fire Prevention Education Programs during 2017.

### **THE FIRE SAFETY HOUSE**



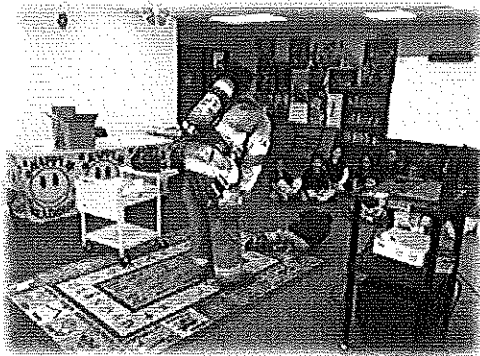
The Fire Safety House was involved in numerous events this past year and was seen continually and consistently all over the community. This portable training tool made an appearance at every elementary school in both Waterford and Pontiac School Districts this past year. This program is focused toward third and fourth grade students. Written reports are documented for each Fire Safety House use. Weather permitting, we use the months of April, May, June, September, October, November to get this unit to each school. Within the Fire Department, a team of firefighters are trained and responsible for the instruction of our students in both Waterford and Pontiac communities. The Fire Safety House was used in two parades in 2017. Pontiac – Winter Extravaganza and in Waterford – Memorial Day Parade.





### FIRE SAFETY CLASSROOM PRESENTATIONS

Fire safety presentations are done during the winter months while the fire safety house is in storage. Throughout the winter months Kurt Vine and Greg Mathiak visited every elementary school in Pontiac and Waterford. These presentations deal specifically with kindergarten through second grade. Children are taught about smoke detectors, the dangers of matches and lighters, escape plans and who to call when they have an emergency. These presentations instill knowledge at an early age how to handle an emergency and teach life safety skills they can share with their parents when they return home from school.

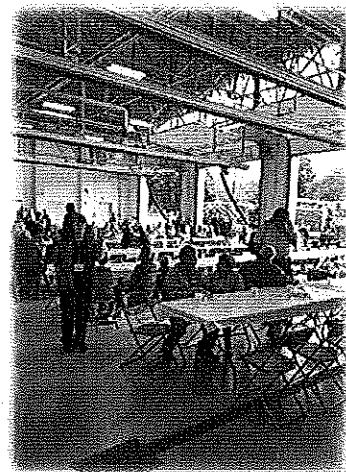


### FIRE DEPARTMENT OPEN HOUSE

The Fire Prevention Week Open House was held this year at Station #1. This is an annual event for the communities. Literature, station tours, fire safety presentations, live burn demonstration and the Smoke House were used to educate our citizens. Waterford firefighters come together to talk with citizens and discuss the message of fire safety to young and old. Our community event was augmented by local businesses: Leo's Coney Island provided food. Stars and Stripes provided mats for Stop, Drop and Roll activities. Genisys Credit Union sponsored face painting and McLaren Oakland provided a bicycle safety station to fit and donate hundreds of bike helmets as well as a distracted driving simulator.

### LONGEST BREAKFAST TABLE

This annual event occurs at Fire Station #1. Station tours were given, breakfast is provided and the Smoke House was available for presentations. This event is very popular with the citizens and is a good representation for the Township, Police and Fire Departments. Funds raised are donated to both Departments' respective Benevolent Funds.



### **HOME DEPOT OPEN HOUSE**

In creating stronger partnerships with local businesses, the Fire Safety Team committed several fire trucks and personnel to interact with the public at this event. Fire Safety literature was distributed and tours of the apparatuses were given.

### **OAKLAND COUNTY SHERIFF'S OFFICE'S 4TH ANNUAL HARVEST FESTIVAL ANGELS NIGHT**

This is the fifth year for this event and the Pontiac School District added the "Lights On: Trunk or Treat" portion. The Waterford Regional Fire Safety team provided a number of fire trucks, including Engine 7 and Tower 8. On duty personnel provided tours of the trucks and a demonstration of the aerial truck in addition to providing Fire Safety materials to children. This event is attended by hundreds of families in the area and is one of the larger events that fire safety staffs.

### **AIRPORT OPEN HOUSE**

This annual event is the largest attended by the fire safety team. We provide the event with a "display" engine as well as an on duty rescue. Fire Safety literature was distributed and tours of the fire engine were given to the public. The fire engine provided for display remains one of the most popular attractions at the show. It is estimated that near 1,000 people tour the fire engine. Families are allowed to climb into the cab of the truck and take family photos. Attendees are able to ask questions and receive fire safety tips from personnel.



### **FIRE STATION TOURS**

We have hosted numerous tours of Station #1 throughout the year with many area scouting, school and other citizen groups. Kurt Vine, Greg Mathiak and on duty personnel were utilized to handle tours from the schools, scouts and other contacts. Other tours of the fire station are coordinated between Fire Department Administration and the Battalion Chief on duty.

### **SCOUT GROUPS**

Numerous scouting groups came to the Fire Department for station tours and fire safety presentations to earn first aid and fire safety merit badges.

### **PONTIAC NIGHT OUT EVENT**

This was our fifth year in attendance at this event which was held at the Oakland County Sheriff's Department substation in Pontiac. On duty personnel attended this event with a variety of fire trucks. Fire Safety informational literature was passed out at this event.



#### **HARVEST HAPPENINGS AT HESS HATHAWAY**

This was a large community event to which the Fire Department supplied a Fire Engine for community education on fire safety and to answer any questions the public may have about the fire service or equipment.

#### **VARIOUS COMMUNITY EVENTS**

The fire safety team attended numerous church events as well as local neighborhood outreach programs. The team spent time at the Salvation Army summer camp answering questions about fire safety as well as teaching them how you can become a firefighter.

#### **SENIOR CITIZEN FIRE SAFETY**

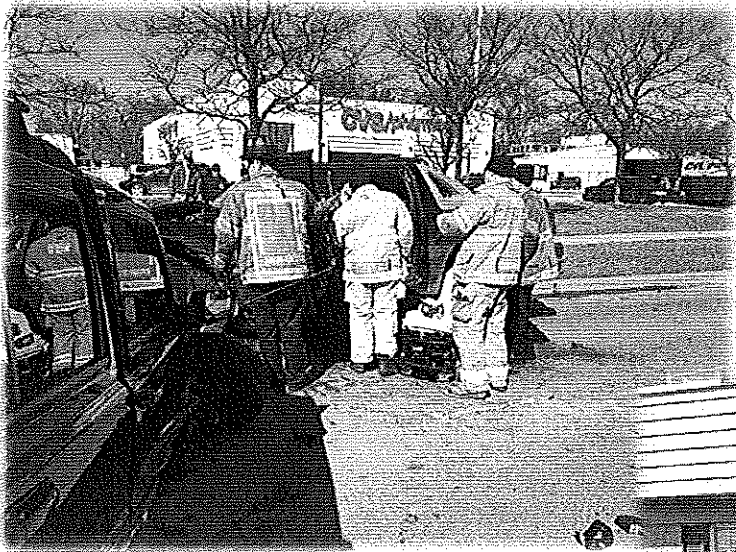
Numerous events were held at local assisted care and independent living facilities for senior citizens. The seniors who attended these events were given literature on fire safety. A question and answer session was held to discuss how to handle different emergencies weather related as well as medical.

#### **SPECIAL THANKS**

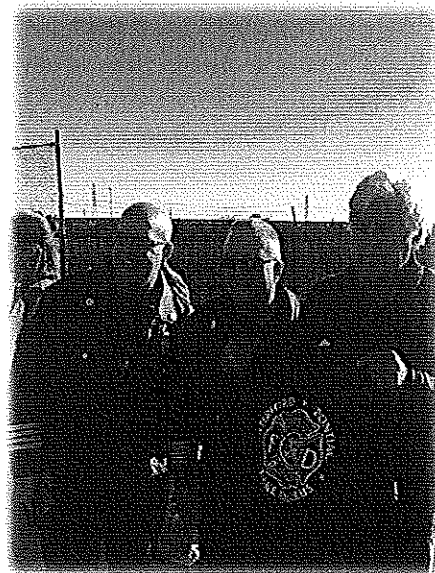
It is truly a pleasure for all of us to be a part of the education program. We are on the "front line" of fire prevention and public relations in these communities. We are so very appreciative of the commitment that Genisys Credit union has made to this program. Genisys graciously donated \$2,000.00 for supplies. With their help we were able to hand out supplies with the Genisys sponsored logo to approx 5,000 children. Events for the smoke house totaled at 17 schools as well as 4 community events. We also provided the K-2 portion for 17 schools between the city of Pontiac and Waterford Township. We would like to give very special thanks to Genisys Credit Union and Chief John Lyman. Without their support we would not be able to have this positive impact on over 10,000 citizens and we are sure that our 2017 programs achieved what the Chief and Genisys had envisioned.



## Waterford Regional Fire Department in Action in 2017



Meeting Jay Leno and Tim Allen as they raced  
Model T's on Woodward in October





## **Training Division – Battalion Chief Josh Dorman**

The main purpose of the Waterford Regional Fire Department, Training Division is to provide a system of regular structured training programs of sufficient content and duration, designed to keep personnel informed of and proficient in performing the duties associated with job and to provide training that is required by the state of Michigan. The efficient operation of this department depends on a high degree of skill that can only be maintained by constant practice and professional effort.

Additionally, we are graded by the Insurance Service Office for our ability to put out a fire. The grading has an impact on the insurance rates in the communities that we serve. There are three main categories on which we are graded, of which, training is a large component.

Further, we are required to fulfill state and federal training requirements to ensure our readiness to serve the public. It is imperative that our personnel are trained to a degree of proficiency that keeps them and the public safe. Many lives are riding on our ability to respond to emergencies and there are many requirements that we must meet.

### **RESPONSIBILITIES**

The Training Officer and/or Chief are responsible for monthly on-going educational training programs involving subjects required by law and recognized as national standards, including but, not limited to: fire suppression, rescue, hazardous material, driver training, fire fighter safety & survival, professional development, post-incident debriefings, department SOP's/SOG's, and new equipment in-services.



### **2017 GOALS**

In 2017 the Waterford Regional Fire Department began with keeping our goals from the 2016 annual training report in mind. We continued to work to identify training needs and goals for the future. A recap of the goals for 2017 includes: legally mandated topics, local need topics such as ice rescue, active assailant, Lake Angelus water supply, hazardous material incidents, emphasis on SAFER grant personnel, and emphasis on our training plan.

### **SUCCESES**

The goals that we had great success in meeting were all of the following: high risk/low frequency events, disaster preparedness, active assailant, driver training, educating driver/engineers, continuing education for leadership, and adjusting to accommodate unforeseen training needs. It is challenging to provide training for a full time professional fire department. We continue to adjust, at times, by the minute and



certainly hourly and daily to accomplish our training needs. Our personnel do an amazing job of working to be involved and complete all necessary training; specifically, the training we attempt to plan that is required by the state.

The details of our 2017 goals are as follows; we have been following our 36 month training plan based upon MIOSHA part 74 as required by law. The plan will be utilized to guide us in making our annual training plan that is based off of the needs of our personnel and the communities we serve. We will also focus on other incidents that we refer to as high risk/low frequency events.

Recognizing our stated goals, continuing education for our leadership continues to be of major importance for us. In 2017 we did an audit of our officer's training records and found a need to complete state and federally mandated training. The classes include ICS 300 and ICS 400 where officers learn how to handle escalating and large scale incidents. To help with their development we also hosted training in association with CN Rail and Oakland County International Airport.

High risk/low frequency events that needed special attention in 2017 were joint response active assailant, hazardous materials response, and terrorist events. Our greatest success in these areas has been in disaster preparedness. We hosted Oakland County fire departments and law enforcement at our CN Rail Yard training, one in which multiple resources and our MABAS response systems were utilized to mitigate a hazardous event. We were also able to practice skills that were learned in the ICS 300 and ICS 400 escalating and large scale event classes.

The success we enjoyed in 2017 has come via highly dedicated personnel that have volunteered their time for love of the service we provide. Without the knowledge, skills, and time of dedicated personnel we would consistently fail. The best way to thank these personnel will be to continue to support them by finding and providing training specific to our dynamic environment.

#### **CHALLENGES**

In 2017 we recognized that we must keep our commitment to City of Lake Angelus in the forefront of our minds so, we practiced drafting at their dry hydrant. While we practiced water supply drills, we also recognized that our water supply plan needs to be updated to include Pontiac resources. The way we decided to address this challenge has been to review and change the L.A. response plan; a fourth engine has been added to the response guideline. We will also be adding a practical training event for 2018.

#### **EFFECTIVENESS**

The true effectiveness of our training is measured by our performance during emergency response. However, another method to measure our effectiveness is to track our training hours. The total hours of training captured in 2017 are 5,810 hours. This is an increase that doubles the hours we were able to capture in 2016. The dramatic increase is due to our emphasis on apparatus truck checks and tracking their documentation. This has been a tremendous effort by WRFD personnel to ensure public safety. Additionally, we have hired 39 more personnel with the SAFER grant; we emphasize the need to train new personnel and to document the effort. As stated, the true effectiveness of our training is that of our performance.

Ultimately our goal is not to increase training hours but, to increase our performance during an emergency response. We will do that by encouraging company level officer involvement, building annual training plans, encouraging post-incident analysis, providing high quality training for high risk/low



frequency events, training thoroughly on safety, and by educating more instructors to assist the training needs of the department. Our proficiency in our response relies on knowledge, practice, and safety. Our effectiveness is improved immeasurably when we are able to do live evolutions which make training more realistic. Many of the live training events that we put on this year were documented with pictures and are included in this report.

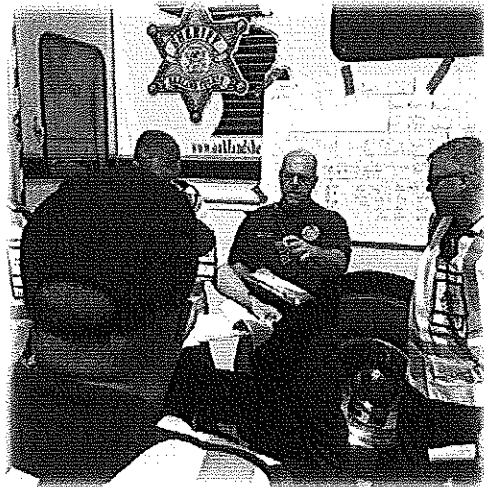
### FIRE CADETS

Fire cadets were again part of our public education program. We helped students at several local schools learn about our profession. The program is focused on providing exposure to our profession not necessarily teaching them how to perform it. As personnel are available to assist the program we try to meet the higher standard of providing fundamental firefighter and EMS training. Some of the fundamental training cadets have been part of in 2017 includes: donning and doffing, search and rescue, air emergencies, fire extinguisher use, and emergency response.

Cadets are required to be self starters and follow an agenda created by the training officer when our personnel are not available to interact with them. Each semester their performance is reviewed according to documentation provided by the school they attend. We also require them to become CPR, First Aid, and Blood borne pathogen certified, all the certifications are provided free by WRFD. The 2017/2018 school year has included up to 7 cadets that are participating in the program. It is our goal to continue to provide young adults an opportunity to be exposed to the emergency services profession. Some of their efforts will be seen in pictures included in this report.

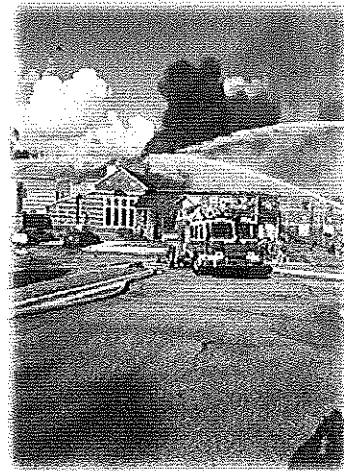
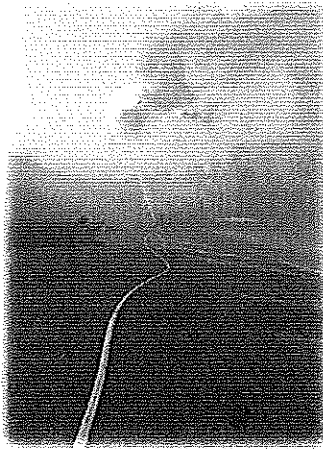
### 2017 TRAINING TOPICS

- Driver training
- Driver Training TtT (Train The Trainer)
- Large scale disaster table tops
- Large scale disaster H.O.T. (hands on training)
  - Pontiac: Train derailment with a hazardous materials component
  - Waterford: Plane crash
  - Lourdes Nursing home mock disaster
- Forcible entry
- High energy
- Active assailant preparation
  - Tactical emergency critical care (TECC)
  - Rescue Task Force
  - Active assailant conferences
- Pump operations
- Lake Angelus water supply
- Officer development
- High rise firefighting
- Fire Scenarios (H.O.T.)
  - First due company operations
  - Saving our own
- Rapid Intervention Training
- Fire ground communications





- Fire command
- FEMA/MIOSHA required officer courses
- After action reviews
  - 120 N. Edith
  - 245 S. Paddock
- Hose Testing



### 2018 Goal

The WRFD Training Division will continue to work to plan and provide high quality training that includes hands on training topics, classroom preparation, and required training. We will continue to make it a collaborative effort that benefits our personnel as well as the communities we serve.

### 2018 PROJECTED TRAINING TOPICS

- Ice Rescue
- Active assailant
- Officer development
- Station 4 area water supply
- Lake Angelus water supply practical evolution
- Fire Officer Education (FEMA/MIOSHA required)
- Extrication
- Driver Training Refresher
- Traditional Forcible Entry
- SARA TITLE III Occupancy walk-through
- Lock Out/Tag Out
- Hose Testing
- Pump Engineer Class
- Emphasis on SAFER Grant Personnel
- Emphasis on our 36 month training plan
- Truck work
- Water treatment plant walk through
- Air management
- Elevators
- Fire pre planning

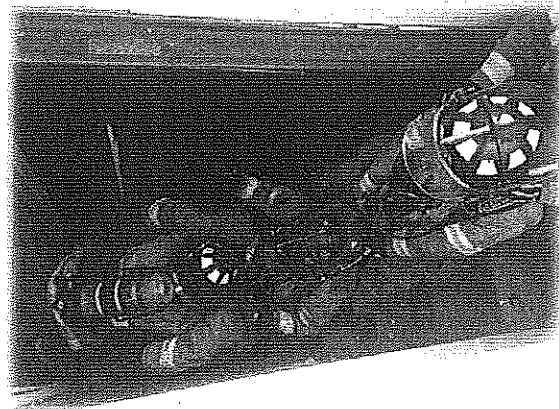




## Waterford Regional Fire Department in Action in 2017

---

### TRAININGS – Saving Our Own



### TRAININGS – Hands on training in a vacant commercial building



## Hazardous Materials Team Report – Paul Dallas

---

The Waterford Regional Hazmat team is responsible for providing life safety and emergency mitigation of hazardous material situations. The team is responsible for Waterford Township, City of Lake Angelus, and the City of Pontiac. The hazmat team is part of the Oakland County Hazardous Materials Team South. The South team is comprised of the 8 Oakway departments and relies on mutual aid with each other for large scale responses. The first response area for the Waterford Regional Hazmat team handles smaller scale incidents on their own, in which the coverage area consists of highways, railways, an international airport, residential, commercial, and industrial areas. There are also several SARA Title III sites that have hazardous materials on site at all times. With the volume of truck traffic, rail traffic, and air traffic there is always a high potential for an emergency.



For the year 2017, the Hazmat team has experienced some changes for the positive thus improving both our local hazmat team and adding more experience and resources for the Oakway team as well. In the year 2016 we addressed issues for lack of participation from our members attending the Oakway training events thus putting a stop to the concerns of Oakway about our department's participation and commitment. In 2017 the team has continued to stay fresh with new training systems, such as continued attendance to newer programs like "Hazmat IQ", which is designed to help first arriving companies with size up of a hazardous materials incident. We also sent existing technicians to rail car classes involving hazardous material mitigation as well as many other classes involving homeland security type issues offered by FEMA and Oakland County. The team has continued to attend in better numbers the 4 quarterly Oakway training sessions as well as special trainings like the one WRFD assisted McLaren with outside the their ER in October involving decontamination for large scale events. The Oakway team has also changed for 2018 the training times. Instead of the 4 quarterly 6hour trainings, they will be doing 3hr monthly trainings. This will increase the hours individuals will have the ability to attend from 24 to 36 per year. In addition to all this, in 2016 WRFD sent 6 of our hazmat team members that were operations level members to hazmat technician school in Anniston Alabama. This has greatly increased our team's capabilities and making us by far the largest team in Oakway. In 2017 we again had 5 more of our Operations level team members scheduled to attend Technician school in Alabama, however due to the 2 large hurricanes in Texas and Florida in the fall of 2107 FEMA cancelled the school due to needing all their resources. We are currently working with FEMA to get those 5 members



registered into a tech school in 2018. After those five, we will be working on getting the last six of our Operations Level personnel on the team into Tech school while our SAFER manpower grant is in place making it possible to send our personnel out of state for Technician school. With some small changes to the WRFD hazmat team our roster currently has 14-Hazmat Technicians, and 11-Operations Level members bringing our team to a total of 25-members. We are continuing to evaluate the needs of the team and the levels of training that the personnel are involved.

Team leader is tasked with scheduling trainings, motivation, recruitment of members, finding grants, coordinating with the Oakway hazmat team leaders, and other related duties.

The goals of the 2018 WRFD Hazmat team are to:

- Protect the citizens and responders in Waterford, Lake Angelus, and the City of Pontiac.
- Provide team members with adequate training, and maintain minimum training required for members under OSHA 29 CFR 1910.120.
- Maintain participation with mutual aid agreement, OAKWAY.
- Assist the WRFD Training Division with yearly training for the fire department.
- Properly use allocated funds to maximize objectives of the Hazmat Team.

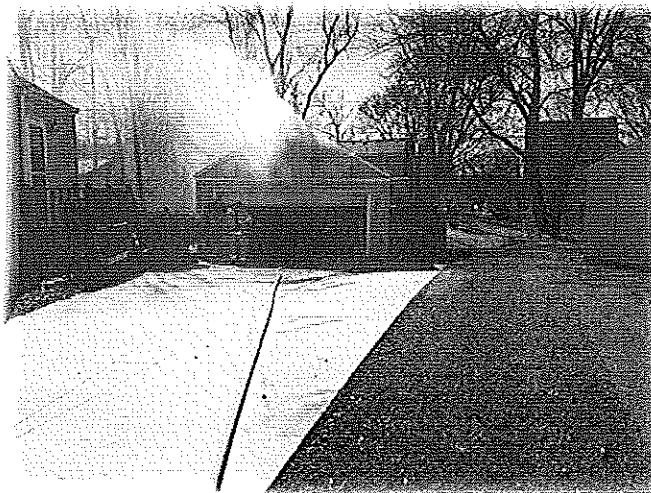


The objectives of the WRFD Hazmat team are to:

- Increase participation among team members.
- Continued search for grants that allow for training, or needed materials.
- Increase participation with Oakway by attending monthly trainings.
- Provide hazmat training once every few months to the WRFD personnel to improve first response awareness and efficiency.
- Educate members to a higher level of training as needed.
- Get all existing team members into Technician school.



## Waterford Regional Fire Department in Action in 2017

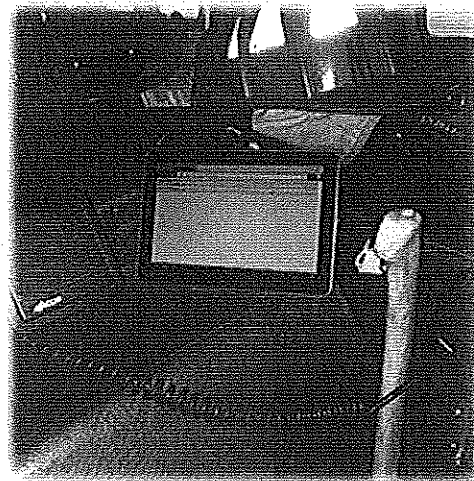




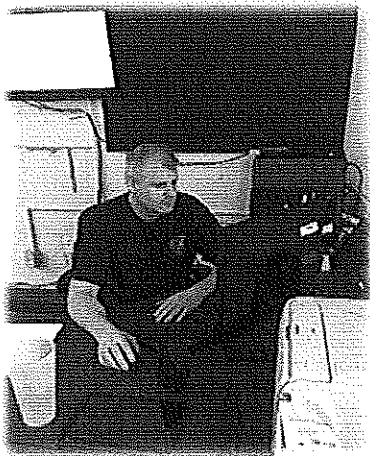
## Information & Technology – Don Claeyes

With the rapid growth of technology, coordinating Information Services for the Waterford Regional Fire Department continues to present challenges in keeping the department's 140 employees connected and functioning in their positions to efficiently serve the residents of the township. With the demands and expectations that face the fire service and its community, information is in a greater demand than ever. As with any government entity or public business, functionality in our network is paramount. That stability is the result of a team of professionals in the Township's Information Services department. With our network being the primary means of information transfer or communication, its maintenance is our number one concern. Whether it's one of nearly 50 PCs or 30 mobile devices, security, availability and effectiveness are priority one.

The department has established a 1<sup>st</sup> Class Advance Life Support/EMS Program, and improved upon a reporting system that safeguards the information that is gathered in the streets. This past year the department upgraded its mobile device fleet with iPad devices that provide better connectivity and functionality for the personnel in the field. We began using a mobile data management program (Meraki) that aids in the tracking or inventory control, maintenance and deployment of these devices and expect additional benefits in 2018.



The desktop fleet of PCs had its annual 25% upgrade performed and had a behind the scenes maintenance program started that aids in the elimination of a great many slowdowns that we experienced in past years. A gigabit switch was added to the network that not only improves its speed but provides a backup system in the event of equipment failures. True commercial WiFi devices were placed within Station 1 with improved connectivity and range.



A large project was undertaken at the beginning of 2017 in the Apparatus Division for improved accountability and expenditure tracking of the repair and maintenance costs of our apparatus. This program allows us to better provide numbers to the supervisors of the department in making decisions about repairs versus replacement of equipment and apparatus. While it is in its first year of use the



rewards should be apparent in the upcoming years when we have the ability to compare and anticipate different expenses.

As our network equipment ages new pieces will be introduced and improvements will be made. Software updates will continue and upgrades to a new operating system should come this year. ESO Solutions has been providing us with a great product for a few years and provides a great means of revenue recovery for our EMS division while providing a web based system with improved functionality and stability, as CLEMIS remains our cornerstone for our reporting to the different government agencies.

The efficiency of the department hinges upon the timely completion of many different types of behind the scene tasks such as installing new equipment and/or systems, reconnection of printers, updating informational files on our command vehicles, replacing equipment that is not functioning properly, and performing updates on the different software systems that are used.

Every day presents a different challenge that we look forward to addressing in order to keep the department technology functioning at the level needed to provide thorough and efficient emergency services to the citizens of our community. The leadership of the department has facilitated the various improvements and upgrades needed this year and we appreciate and look forward to that continued support.





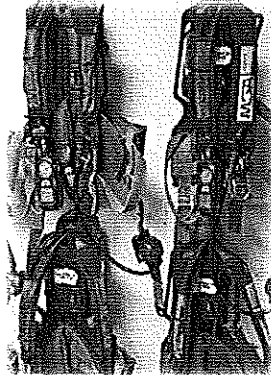
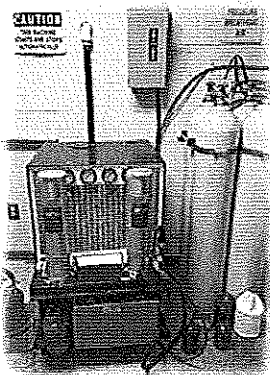
## SCBA Equipment – Kevin Fletcher

81 SCBA's were flow tested and repaired (as needed) in order to meet NIOSH and NFPA standards.

All Firefighters and Waterford Water Department employees were FIT tested to determine proper SCBA mask sizing as required per NIOSH and NFPA standards.

The Posi-Check test equipment received a required upgrade and new software to keep the NIOSH certification. This equipment is used for flow and function testing.

Air quality tests were done quarterly on the air compressor systems at Station 1 and 7 as required by NFPA standards. Compressor maintenance was performed as needed on both compressors.



Cylinder Hydro Testing was performed on SCBA and Oxygen cylinders as required by NIOSH.

PortaCount FIT Testing machine was tested by TSI, allowing our department to FIT test our employees in a much more efficient way.

Provided training on SCBA for all new hires. New hire Fit Testing also

All 8 of our Four Gas Monitors were serviced, including the replacement of oxygen sensors. Two new Four Gas Monitor were purchased.

All fire extinguishers were serviced and inspected. Three CO2 extinguishers were replaced do to the age.

Eng. Ron Fritz served many years as a SCBA technician for us and retired in December. Lt. Jon Johnson is filling his position.

### Future Requirements:

- Replacing the supplied air system on the Technical Rescue truck for confined space.
- Bauer compressor class that will allow us to provide service on station 7's compressor
- Start replacing Four Gas Monitors due to their age.
- Lt. Jon Johnson training and certified for SCBA repair, fit testing, etc.







## **Station Maintenance – Battalion Chief Steve Bridger**

Fire Station 1- Major overhaul was performed on the HVAC system to help it operate more efficiently in the summer and winter months. The new upgrade allows the system to be remotely monitored and controlled. New carpet was installed in the main training, large conference room and one of the fire inspector offices. Commercial grade 2x2 carpet tiles were installed. New lazy boy chairs were purchased to replace the old worn out ones after many years of use on the 24 hour suppression side.

Fire Station 2- No major repairs or renovations at station 2 this year, just general maintenance. Some of the exterior trim had fallen off the building and had to be replaced with new wood and aluminum wrap.

Fire station 3- After nearly 30 years since being built, station 3 was in need a new roof. We had the shingles replaced with a 30 year shingle, we should be all set for many years to come with the roof. We had a urinal overflow this year that caused significant damage to the dorm room. All of the existing carpet had to be pulled out along with some of the drywall. We replaced the flooring with a commercial grade laminate flooring, had all the drywall repaired and the entire room was repainted.

Station 4- No major repairs or maintenance, just routine station care.

Station 5- No major maintenance or repairs. We added a water softening system to station 5 due to the nature of the hard water. We had numerous issues with the hard water damaging the appliances and the fixtures, so far it seems to have made a nice improvement.

Station 6- General Maintenance to the building, there were a couple of roof leaks that had to be addressed.

Station 7- General maintenance to the building for the most part, the boiler system in the lower level had major damage to the vent pipes caused by corrosion. The corrosion caused large holes to form in the vent pipes. All was repaired and is in good working order now. We continue to have problems with the roof leaking, we have them repaired as they appear.

Station 8- General station maintenance for station 8. There were a couple plumbing issues over the year that were addressed.

Every year we have numerous bay door issues, most commonly broken door springs and other miscellaneous hardware repairs throughout both districts.



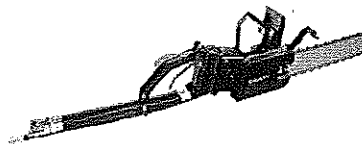
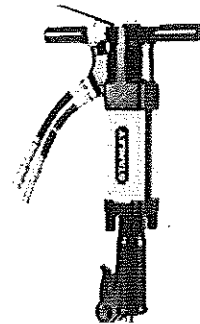
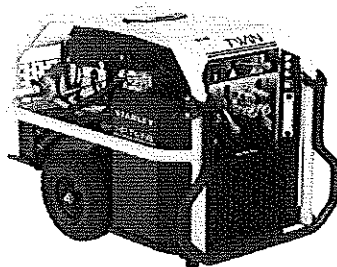
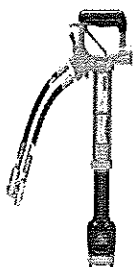




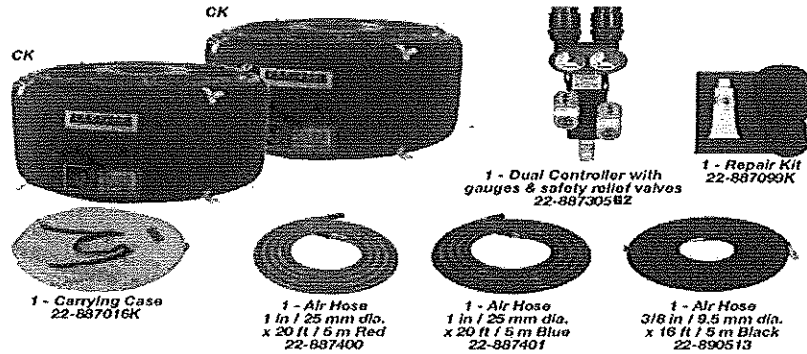
## Technical Rescue Team Report – Mike Moshier

The Waterford Regional Fire Department's Technical Rescue Team (TRT), is responsible for responding to and mitigating dangerous incidents of the following nature: confined space rescue, trench rescue, rope or high angle rescue, structural collapse, and machine rescue. Any incident involving one of these extremely dangerous elements will require a highly trained team of personnel with a large cache of specialized equipment that is not typically found on your standard front line fire apparatus. WRFD's TRT responds in Waterford, Pontiac, and Lake Angelus. The TRT is also part of OAKWAY and can and will respond anywhere in Oakland County as well as throughout the state of Michigan if needed. OAKWAY consists of eight fire departments in Oakland County, two of which are responsible for maintaining the Heavy Rescues. Those two departments are Southfield and Waterford Regional. With that comes a greater responsibility to maintain a larger cache of equipment as well as maintain a larger number of highly trained personnel. In the event of an incident needing a response from the TRT a small group of qualified personnel from each department in OAKWAY responds and works together to mitigate the hazard and attempt anyone in danger. The work of the TRT may be low frequency but, is of high risk to the rescuers and high reward to those involved or injured.

The goals for 2017 remained the same as previous years, train as many team members as possible and have a good turnout for the four training deployments. 2017 was an overall success from a standpoint of the goal that was set. We had 16 personnel attend 17 classes totaling 536 hours of new training. For the training deployments in 2017 we had a total of 7 attend building collapse, 8 attend rope rescue, 7 attend confined space rescue, and 6 attend trench rescue, totaling about 224 hours of refresher training. We had a representative attend all 12 of the monthly Tech Rescue Board meetings in 2017 as well. In 2017 Mike Moshier submitted two grant requests to Oakland County's GAC funding and both were approved. The first was for a Stanley power unit with 4 tools that operate off the hydraulics from the Stanley power unit (see pictures below) totaling approximately \$25,000. This will be housed on the Waterford Heavy Rescue and we should see this equipment mid 2018.

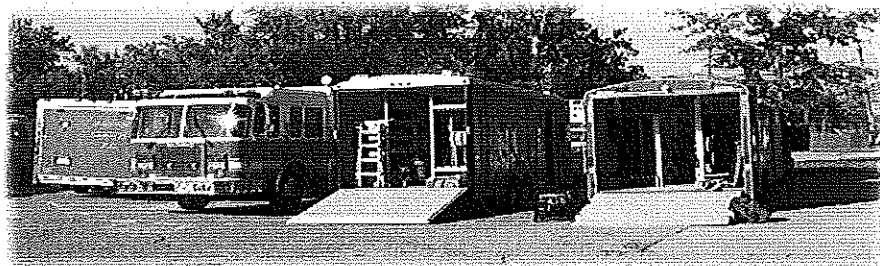
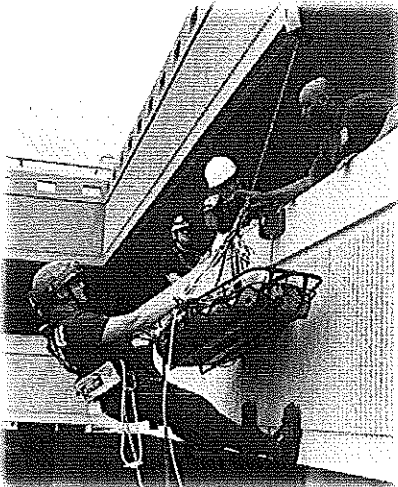


The second was for a new set of medium pressure airbags. This included two sets of air bags, one that will be housed on Waterford's heavy and the other will be placed after a needs assessment of the other OAKWAY departments. Each set includes all regulators and hoses needed and 3 airbags 1 BK, 1 CK, and 1 DK, totaling approximately \$24,000. We should see this equipment late 2018 or early 2019 (see picture below)



In 2017 we did not respond to any technical rescue incidents. However we were put on standby for two different incidents. Both were trench rescues, one in Chesterfield Township and the other in Farmington Hills.

As we look forward to 2018, we, as a team are still trying to play catch up from the last 4-5 years where we have seen a number of new members but yet little training prior to 2017. Most of the new team members and many of the previous team members have little to no gear which is a problem I would like to start correcting in 2018. Our goal for 2018 will be to see better attendance in the 4 or 5 training deployments in 2018. We would also like to see us increase the number of Rescue Specialists (a rescuer trained to Technician level in all disciplines) this year. This would mean sending team members to various different classes. I have begun compiling a list of what classes are needed for what personnel so we can start enrolling in the 2018 classes. We also have a lot of equipment that either needs to be replace or updated. One of the primary needs for equipment is to replace our trench panels. The current panels are not up to the new standards recommended. We hope to start reconfiguring the tech rescue truck in preparation for the new equipment and make better use of space for the current equipment. 2018 looks very promising as we are seeing more and more interest in the TRT.



## 2017 Calls by Incident Type

### FIRES

	Incident Count	
100 - Fire, other	32	
111 - Building fire	107	
112 - Fires in structures other than in a building	5	
113 - Cooking fire, confined to container	94	
114 - Chimney or flue fire, confined to chimney or flue	2	
115 - Incinerator overload or malfunction, fire confined	1	
118 - Trash or rubbish fire, contained	32	
130 - Mobile property (vehicle) fire, other	1	
131 - Passenger vehicle fire	61	
132 - Road freight or transport vehicle fire	2	
134 - Water vehicle fire	2	
140 - Natural vegetation fire, other	2	
142 - Brush, or brush and grass mixture fire	57	
143 - Grass fire	2	
150 - Outside rubbish fire, other	17	
151 - Outside rubbish, trash or waste fire	24	
152 - Garbage dump or sanitary landfill fire	1	
154 - Dumpster or other outside trash receptacle fire	14	
160 - Special outside fire, other	1	
161 - Outside storage fire	1	
162 - Outside equipment fire	2	
	460	3.5%

### EMS / Rescue Calls

3 - Rescue & Emergency Medical Service Incidents	6	
300 - Rescue, emergency medical call (EMS) call, other	7	
311 - Medical assist, assist EMS crew	458	
32 - Emergency medical service (EMS)	13	
320 - Emergency medical service, other	38	
321 - EMS call, excluding vehicle accident with injury	7,605	
322 - Vehicle accident with injuries	629	
3221 - Vehicle accident with injuries and extrication	12	
323 - Motor vehicle/pedestrian accident (MV Ped)	27	
324 - Motor vehicle accident with no injuries	109	
3241 - Vehicle accident with no injuries, with extrication	1	
340 - Search, other	1	
350 - Extrication, rescue, other	1	
351 - Extrication of victim(s) from building/structure	1	
352 - Extrication of victim(s) from vehicle	1	
353 - Removal of victim(s) from stalled elevator	11	
361 - Swimming/recreational water areas rescue	1	
362 - Ice rescue	1	
381 - Rescue or EMS standby	6	
	8,928	68.2%



**HAZARDOUS CONDITIONS**

400 - Hazardous condition, other	3	
410 - Flammable gas or liquid condition, other	1	
411 - Gasoline or other flammable liquid spill	6	
412 - Gas leak (natural gas or LPG)	88	
413 - Oil or other combustible liquid spill	4	
421 - Chemical hazard (no spill or leak)	2	
422 - Chemical spill or leak	1	
423 - Refrigeration leak	1	
424 - Carbon monoxide incident	57	
440 - Electrical wiring/equipment problem, other	20	
441 - Heat from short circuit (wiring), defective/worn	6	
442 - Overheated motor	4	
443 - Light ballast breakdown	1	
444 - Power line down	361	
445 - Arcing, shorted electrical equipment	25	
451 - Biological hazard, confirmed or suspected	1	
461 - Building or structure weakened or collapsed	1	
462 - Aircraft standby	1	
463 - Vehicle accident, general cleanup	4	
471 - Explosive, bomb removal (for bomb scare, use 721)	1	
480 - Attempted burning, illegal action, other	1	
481 - Attempt to burn	1	
	<b>590</b>	<b>4.5%</b>

**SERVICE CALLS**

500 - Service Call, other	21	
510 - Person in distress, other	16	
511 - Lock-out	4	
512 - Ring or jewelry removal	1	
520 - Water problem, other	3	
522 - Water or steam leak	1	
531 - Smoke or odor removal	23	
540 - Animal problem, other	1	
541 - Animal problem	1	
542 - Animal rescue	1	
55 - Public service assistance	1	
550 - Public service assistance, other	97	
551 - Assist police or other governmental agency	71	
552 - Police matter	6	
553 - Public service	41	
554 - Assist invalid	361	
555 - Defective elevator, no occupants	1	
561 - Unauthorized burning	337	
571 - Cover assignment, standby, moveup	3	
	<b>990</b>	<b>7.6%</b>



**GOOD INTENT CALLS**

600 - Good intent call, other	202	
611 - Dispatched & cancelled en route	564	
6111 - Cancelled Prior to Dispatch	254	
611E - EMS: Dispatched & cancelled en route	48	
621 - Wrong location	2	
622 - No incident found on arrival at dispatch address	128	
631 - Authorized controlled burning	16	
641 - Vicinity alarm (incident in other location)	1	
650 - Steam, other gas mistaken for smoke, other	3	
651 - Smoke scare, odor of smoke	88	
652 - Steam, vapor, fog or dust thought to be smoke	7	
653 - Barbecue, tar kettle	2	
661 - EMS call, party transported by non-fire agency	5	
671 - Hazmat release investigation w/ no hazmat	2	
	<b>1,322</b>	<b>10.1%</b>

**FALSE ALARMS**

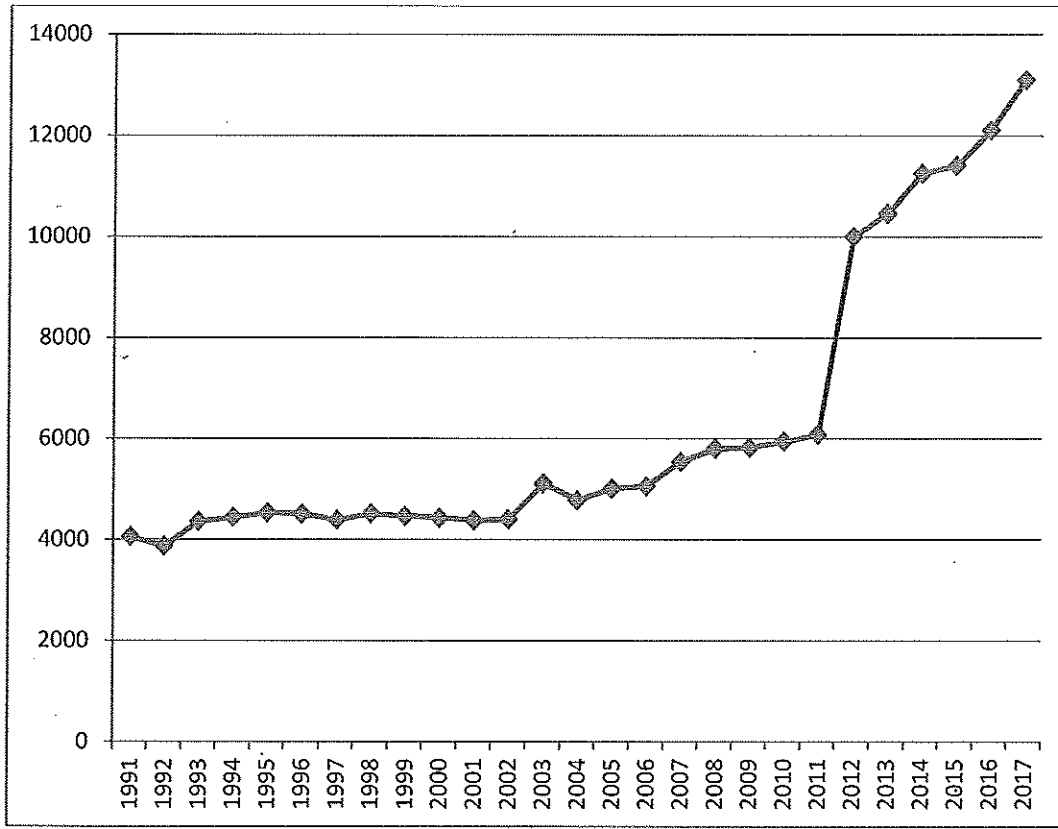
700 - False alarm or false call, other	63	
710 - Malicious, mischievous false call, other	3	
714 - Central station, malicious false alarm	1	
721 - Bomb scare - no bomb	1	
730 - System malfunction, other	2	
731 - Sprinkler activation due to malfunction	4	
733 - Smoke detector activation due to malfunction	15	
734 - Heat detector activation due to malfunction	2	
735 - Alarm system sounded due to malfunction	38	
736 - CO detector activation due to malfunction	45	
740 - Unintentional transmission of alarm, other	7	
742 - Extinguishing system activation	15	
743 - Smoke detector activation, no fire - unintentional	18	
744 - Detector activation, no fire - unintentional	54	
745 - Alarm system sounded, no fire - unintentional	482	
7451 - EMS Alarm system sounded, unintentional	39	
746 - Carbon monoxide detector activation, no CO	16	
	<b>805</b>	<b>6.2%</b>

**13,095****CASUALTIES**

Civilian Injuries	2
Civilian Deaths - Pontiac	3
Civilian Deaths - Waterford	1
Firefighter Injuries	1

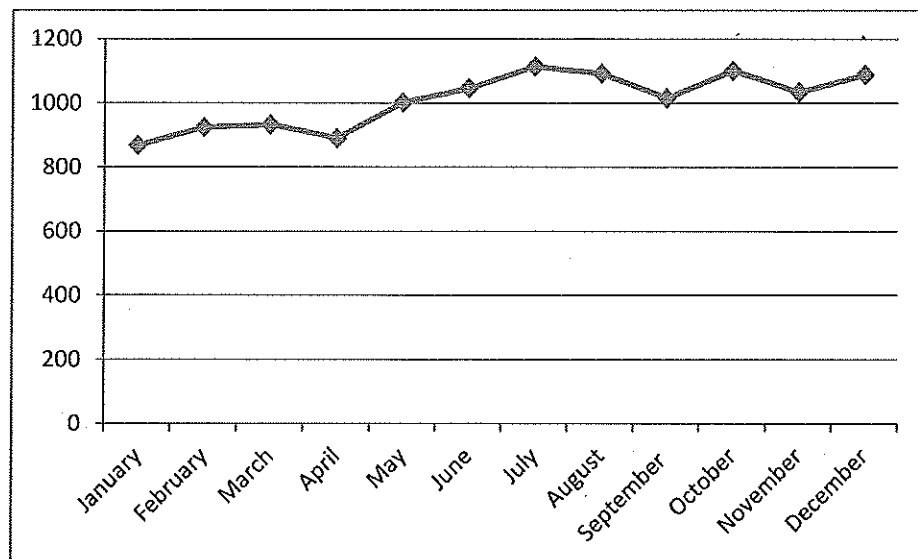


### Calls by the Year 1990-2017



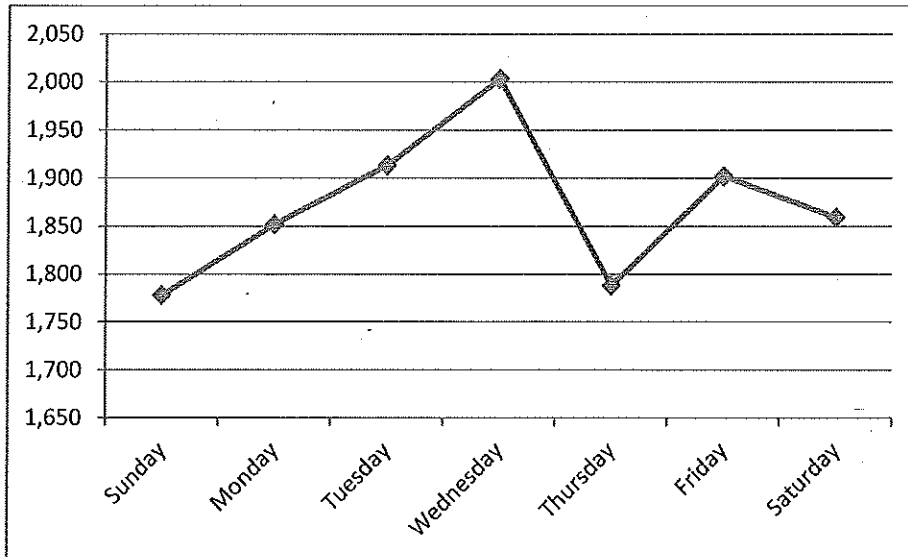
### Calls by the Month

July was the busiest month. January was the slowest.



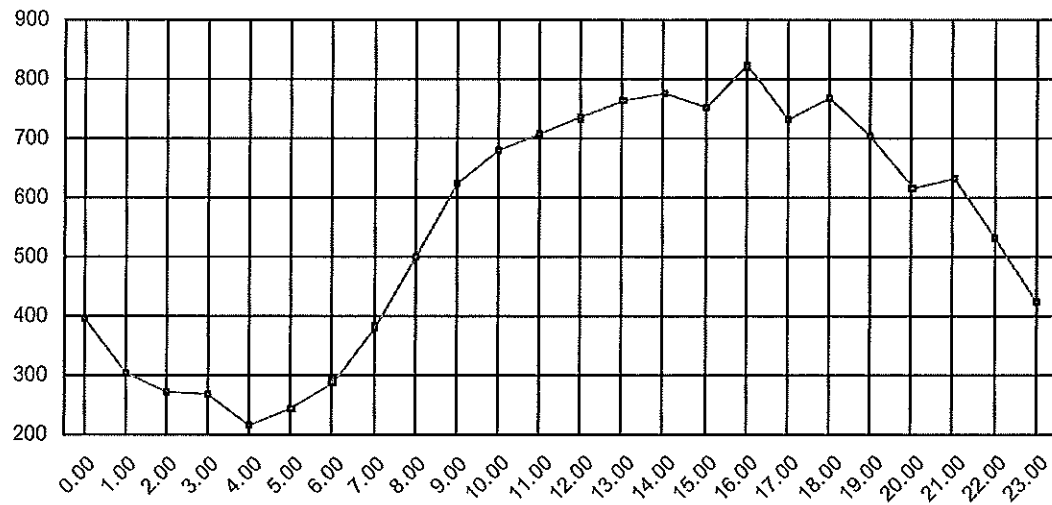
### Calls by Day of the Week

Wednesday is the busiest day of the week. Sunday is the slowest.



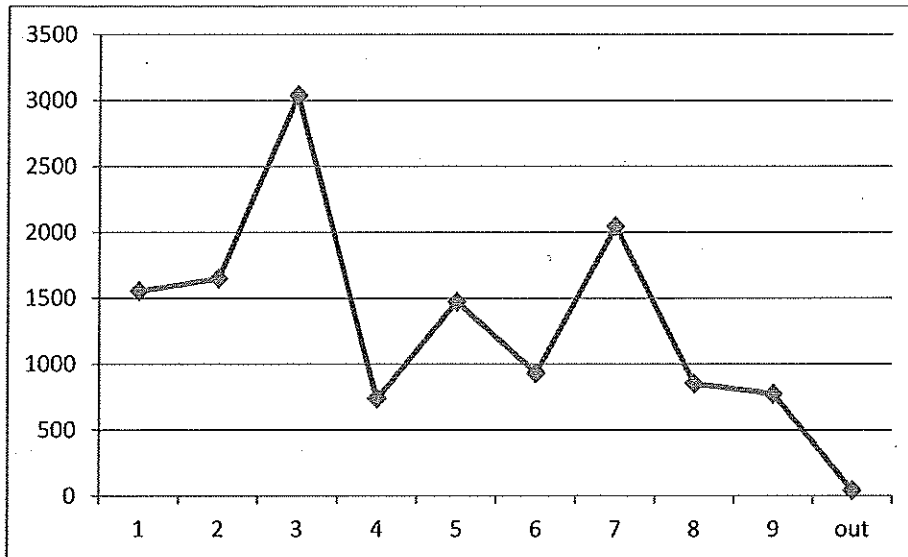
### Calls by time of day

4 pm is the busiest times during the day, while 4am is the slowest.

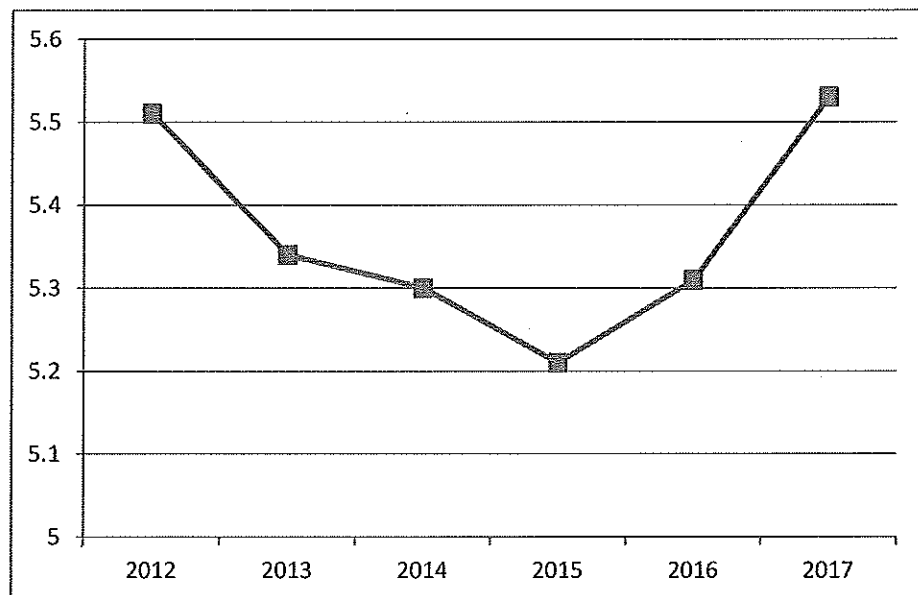


### Calls by Fire Station

Station #3 is the busiest. Station #4 is the slowest.



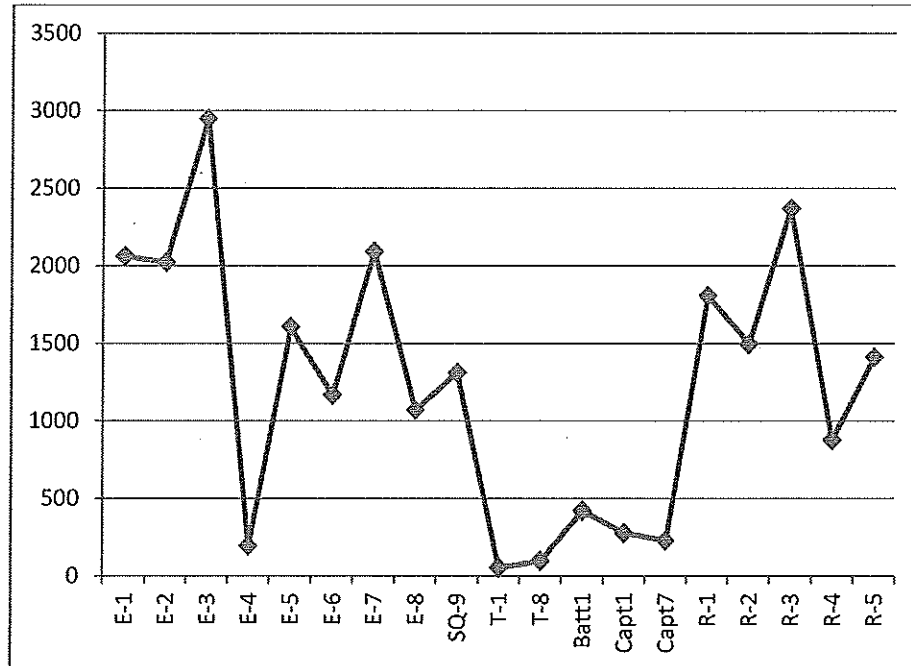
### Average Response Times by Year



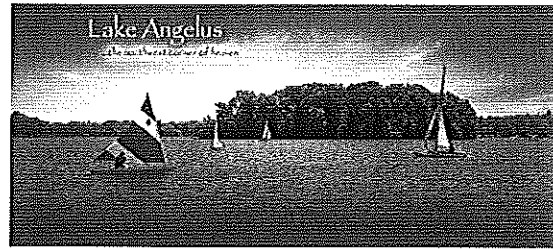


### Calls by Fire Department Unit

Engine 3 is the busiest Engine. Rescue 3 is the busiest Rescue.



## City of Lake Angelus



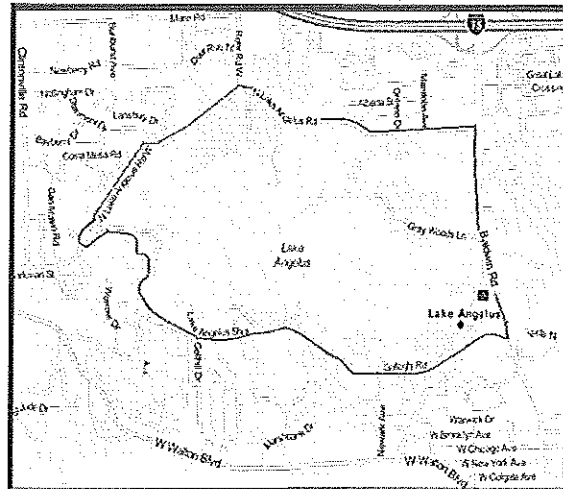
The Waterford Regional Fire Department provides fire and paramedic emergency services to the entire City of Lake Angelus. Fire Station 2 serves the West portion and Station 6 for the East portion. However, any of our nine fire stations are capable of providing back up coverage and do so as necessary.

Chief Lyman attended a Lake Angelus City Council meeting during the year. The annual report was presented including a review of the services provided and our commitment to the City of Lake Angelus and its residents.

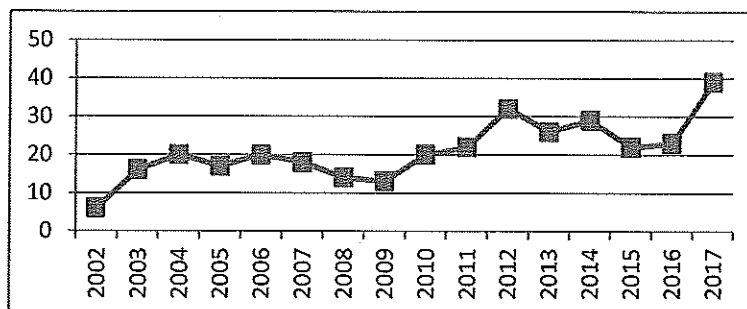
Fire Department Command Staff conducted a review of the water supply plan for the City of Lake Angelus and made changes to it as appropriate.

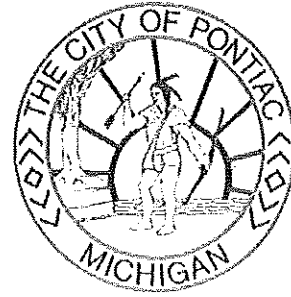
### 2017 Call Volume for Lake Angelus

House Fire	1
Other Fires	4
EMS Calls	15
Gas Leak	1
Power Line Down	2
Smoke Investigation	1
Carbon Monoxide Alarm	1
Smoke Detector Alarm	2
Fire Alarm	2
Cancelled Enroute	7
False Alarm	1
<b>TOTAL</b>	<b>39</b>



### Lake Angelus Calls by Year





## City of Pontiac

Waterford Fire Department began providing emergency services to the City of Pontiac on February 1, 2012. Four fire stations are staffed 24/7/365 in Pontiac with 13 firefighters. We continue to provide basic life support to the Pontiac residents for EMS calls, working alongside Star EMS and the Oakland County Sheriff's Office.

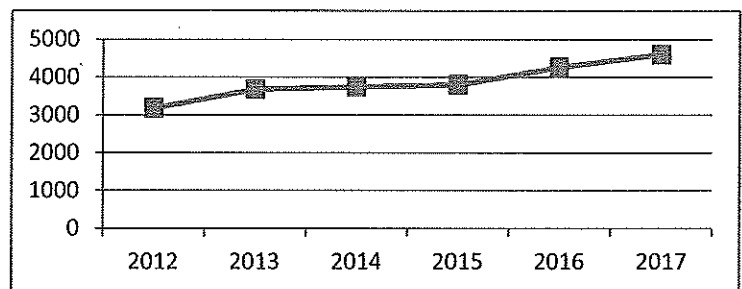
Total alarms for 2017 were at 4,605, which is up by 8% in Pontiac; fire calls declined by nearly 20%. 87 fires were single family homes, and 60 were apartment fires. We had 3 fire deaths in Pontiac for 2017.

Chief Lyman and Deputy Chief Covey meet with the City Administrator and the Mayor on a quarterly basis and the Public Safety Sub-committee for City council on a monthly basis.

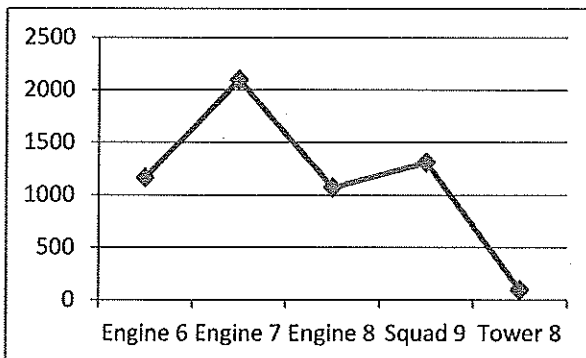
### 2017 Incident Types in Pontiac

Fires	313
Overpressure/Explosion	0
EMS calls	2469
Hazrdous Conditions	306
Public Service	300
Good Intent	751
False Alarms	426
System Malfunctions	39
Other - Non Fires	1
<b>Total</b>	<b>4605</b>

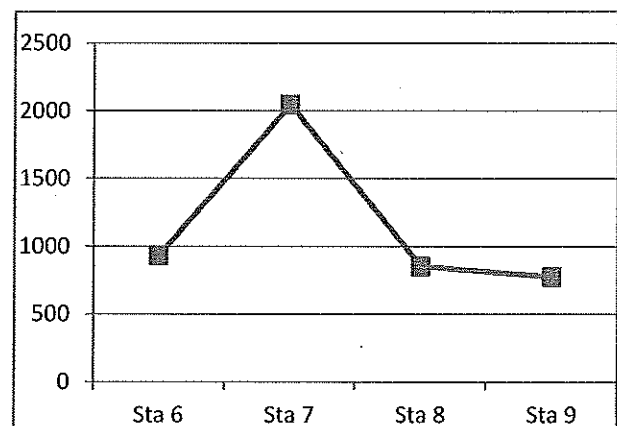
### Call Volume in Pontiac by the year



### 2016 Pontiac Fire Units Response Chart



### 2017 Calls by Pontiac Fire Stations Area



**COMMUNITY DEVELOPMENT SUB-COMMITTEE NOTES**  
**April 17, 2018**

In attendance:

Council members: Chairman Don Woodward and Gloria Miller

Mayor: Deirdre Waterman

Deputy Mayor: Jane Bais-DiSessa

Wade Trim : Mike Wilson

Community Development Deputy Director: Garland Doyle

City Attorney: Anthony Chubb

Attorney Maurice Morton

Start time: 9:35 a.m.

**I. Proposed Ballot Initiative Presentation by Attorney Maurice Morton**

- MMA was the first medical marihuana act passed in 2008.
- A draft of the Initiation of Medical Marihuana Facilities Licensing Ordinance was presented. The ordinance would allow Pontiac to opt-in to the MMLA.
- This would not address the issue of zoning, just opting in or opting out.
- A required number of signatures are needed by May 1, 2018 in order for the issue to be placed on the August 2018 ballot.

**II. Review of New Code Enforcement Job Descriptions**

- Transitioning from Wade Trim.
- City of Pontiac Code Enforcement Personnel Costs 2018 was presented, the total cost is \$366,535.30 and this includes a Code Enforcement Supervisor and four other Code Enforcement Officers.
- A task force was created consisting of Jeff Bowdell, the Deputy Mayor, the DPW Director, Charles Chip Smith and Mike Wilson, to address issues related to the transition, including how long will it take to train the inspectors.
- Administrative issues are a concern, who will answer the phones and address scheduling while inspectors are out in the field.
- Additional preferences to be included in the job requirements/description.
- There was some discussion regarding designating an inspector to just deal with business compliance. Currently, Tami is the person from Wade Trim that handles “cross-over enforcement” as she deals with both residential and commercial enforcement.

**III. Proposed Ordinance Review**

- a. Building Demolition and Moving, Chapter 22, Article 7  
(An amended draft and original draft provided)
- b. Parking Standing and Stopping, Chapter 4  
(An amended draft and original draft provided)
  - **Section 114-73 Special Event Parking** amended to include:
    - (a) The Mayor, with the approval of the City Council, may designate certain events as Special Events, which shall include the date, duration and geographic boundaries thereof.
- c. Blight Court Ordinance (Update)
  - The idea of implementing Blight Court has been received favorably by 50th District Court.

- A draft should be available soon.
- Some concern as to whether Blight Court will work with a high rental population.

**IV. Upcoming City Events-Update**

- a. Dream Cruise is the 3<sup>rd</sup> week in August
- b. M1 Road Kill. The City is meeting with businesses to address concerns and how the businesses can be a part of the event.
  - It was suggested that possibly signs could be posted along Woodward addressing the Dream Cruise and the Mayor could do a PSA on cable to feature local businesses.
- c. Pontiac Earth Day is the weekend of April 21<sup>st</sup>. Huron clean-up to Franklin. Perfect Pontiac Parks Day, Aaron Perry Park and Art Heaton Park.

**V. Historic District-New Brochure**

- The Planner, Arthur Mullen is working with the Historic District to update the current rules.
- Looking for new membership as terms have expired
- The Planner has also reached out to the American Institute of Architects in Detroit to assist with finding an architect that would like to possibly become a member, no response as of yet.

Adjourned: 11:03 a.m.

## DEPARTMENT OF PUBLIC WORKS SUB-COMMITTEE NOTES

April 18, 2018

In attendance:

Council members: Chairperson Doris Taylor- Burks, and Don Woodward

Deputy Mayor: Jane Bais-DiSessa

DPW Director: John Balint

Start time: 4:00 p.m.

### AGENDA

#### **I. Road Projects**

##### **A. Orchard Lake Road**

- A contractor will begin saw cutting Thursday, April 19, 2018, which will entail interior lanes first, then the exterior lanes.
- No lane closures yet.
- There has been a three-day delay, due to weather conditions.
- The cost to do repairs from Voorheis to Telegraph would be \$3million dollars which is too costly to repair at this time.
- The roadway will be open throughout the length of the project.
- \* City wide street striping will begin mid-August.

##### **B. Joslyn Road**

- The project bid was awarded.
- The estimate was \$3.1 million and the winning bid was \$2.3 million
- MDOT is funding the project and the contract was approved by the Council.
- MDOT has to go through the process.
- The project should start early June and should take approximately 3-4 months, so by August/ September the project should be completed.

\* The chair requested that the DPW Director attend a community meeting next month from 5:00pm-6:00pm at Ruth Peterson to explain what's going on in district 6.

\* The light at Kennett will be removed as the light has been in flash mode for over a year.

\* It is unclear as to what will happen to the light at Madison, possibly a push button system maybe designed. Currently the light flashes yellow, then yellow, to red, back to flashing yellow.

##### **C. Local Streets**

- Kettering and Jessie, an RFP will be advertised in early May to start in June.

##### **D. Hill Street**

- A bid will be in late May or early June. Construction cannot begin until the end of June when school is out and currently confirming if any changes need to be made.
- On Pike and Hill, there is a fence post in concrete with a chain in between which is not good anymore and will be removed and substituted with a railing.

- Mill, University and Perry, U-Shaped project will commence with grant funding.

## II. Street Sweeping

- Street sweeping started Monday, April 16, 2018.
- The weather caused delays.
- Major roads will be first then transitioning to local streets.
- The project will take approximately two months.

## III. Upcoming Council Agenda Items

1. Security System for City Hall and Sherriff's Department
2. Contract with Precision Concrete Cutting-No Bid Work is proprietary (Patented)
3. MDOT Resolution form 2207B
4. Joslyn Building Lease for DPW
5. West Nile Virus Grant from Oakland County

\*On Paddock, the North side of Oak Hill Cemetery, there has been a problem with dumping, so the question was presented, whether a light pole or sign could be placed there.

\*The cost of replacing light poles that are knocked down by drivers that leave the scene are extremely expensive. An inquiry will be made about the City's insurance covering the cost though the cost of the City's insurance may increase.

\* Replacing the elevator in City Hall would cost roughly \$250,000, so budgeting would be necessary.

\* Structural repairs will be made outside of City Hall including, extreme tuck-pointing, joints will be filled, new windows as some current windows are from 1953 and others from the 1960's, the stairwell to the basement and the front of the building, the fire exit.

\* A consultant was hired to assess the Court and City Hall, approximately \$2million dollars would be needed to improve City Hall.

\* A capital improvement plan may be needed to determine the cost of each City Building.

\* The bathroom at Oakland Park needs to be torn down and replaced.

\* \$10,000 was spent on Hawthorne Park and after improvements were made, the Park was vandalized the next day.

\* Consideration given to locking all parks every night as Hawthorne Park closes around 8pm or 9pm.

\* Beaudette Park is going to have to be closed each week to accommodate the recreation programs (cleaning and re-stocking).

\* In celebrating Trinity Missionary Baptist Church's 100<sup>th</sup> Anniversary, a request was made to change/dedicate street signs, MDOT provided a letter of support along with Consumers Energy.

Adjourned: 5:00 p.m.

## Pontiac City Council Resolution



**WHEREAS,** the Michigan Open Meetings Act Section 8(a), MCL 15.268(a) allows a public body to go into closed session to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting; and,

**WHEREAS,** the Michigan Open Meetings Act Section 8(h), MCL 15.268(h) allows a public body to go into closed session to consider material exempt from discussion or disclosure by state or federal statute; and,

**WHEREAS,** the Michigan Freedom of Information Act Section 13(g) exempts from disclosure records subject to the attorney client privilege.

**NOW, THEREFORE BE IT RESOLVED,** by the Pontiac City Council, that it recess into closed session for the reasons authorized in the Open Meetings Act, to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting and to discuss an attorney-client privileged memorandum regarding the marijuana facilities licensing ordinance ballot initiative.





## DEPARTMENT OF COMMUNITY DEVELOPMENT

### Memorandum

To: Honorable City Council

From: Garland S. Doyle, M.P.A., CNP, Deputy Director, Community Development Department

Thru: Jane Bais-DiSessa, Deputy Mayor

Date: April 5, 2018

Re: Sale of Vacant Land Parcel 14-30-354-013

RECEIVED  
2018 APR -6 PM 12:08  
PONTIAC CITY CLERK

The City has received an offer from Rushmore Loan Management Services, LLC to purchase a vacant lot for \$300.00. Parcel #14-30-354-013 is 0.05 acres of land located on Oriole Rd. The company owns the house on the lot in front of the property. They want to purchase the lot so they can sell the home and lot to the new homeowner.

In accordance with Chapter 3.1113 of the City Charter, we are requesting that your Honorable Body schedule a public hearing on the offer to purchase vacant land.

Subsequently, City Council may consider Rushmore Loan Management Loan Services, LLC offer to purchase parcel #14-30-354-013.

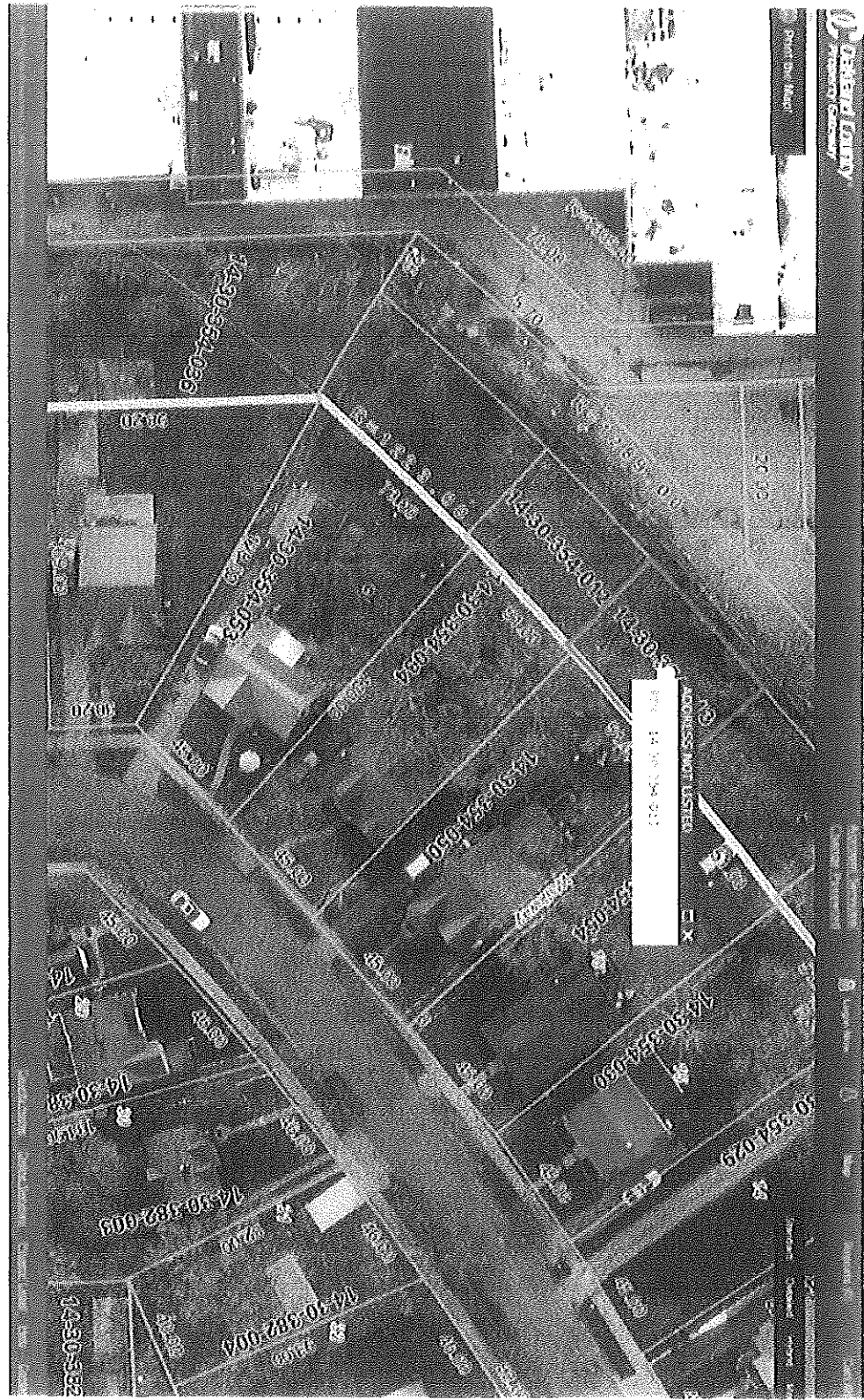
Since this Agreement will have a benefit to the City, I am recommending that the City Council pass the following two resolutions:

*Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot for April 24, 2018*

After the City Council public hearing:

*City Council accepts the offer from Rushmore Loan Management Services, LLC for \$300.00 to purchase parcel #14-30-354-013.*

*Be it further resolved that the Pontiac City Council authorizes the Mayor and Clerk to execute the sell.*





## DEPARTMENT OF COMMUNITY DEVELOPMENT

### Memorandum

To: Honorable City Council

From: Garland S. Doyle, M.P.A., CNP, Deputy Director, Community Development Department

Thru: Jane Bais-DiSessa, Deputy Mayor

Date: April 5, 2018

Re: Sale of Vacant Land Parcel 14-33-257-002

---

RECEIVED  
2018 APR -6 PM 12:08  
PONTIAC CITY CLERK

The City has received an offer from Horace Woodson to purchase a vacant lot for \$150.00. Parcel #14-33-257-002 is 0.14 acres of land located on Elm Street. Mr. Woodson is an adjacent property owner.

In accordance with Chapter 3.1113 of the City Charter, we are requesting that your Honorable Body schedule a public hearing on the offer to purchase vacant land.

Subsequently, City Council may consider Horace Woodson offer to purchase parcel #14-33-257-002.

Since this Agreement will have a benefit to the City, I am recommending that the City Council pass the following two resolutions:

*Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot for April 24, 2018*

After the City Council public hearing:

*City Council accepts the offer from Horace Woodson for \$150.00 to purchase parcel #14-33-257-002.*

*Be it further resolved that the Pontiac City Council authorizes the Mayor and Clerk to execute the sell.*



545

**POWELL**

PS S



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

Executive Branch

RECEIVED  
2018 APR 13 PM 12:59  
PONTIAC CITY CLERK

**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor

**DATE:** April 6, 2018

**Cc:** Nevrus Nazarko, Finance Director, Anthony Chubb, City Attorney, and Sheila Grandison, City Clerk

**RE:** **Agenda Item Request: Resolution to change the job title of the approved Customer Service Representative for the Planning Division to Planning Technician; and to increase the hourly rate from \$16.00 to \$17.00.**

After much review, it is recommended that the job title for the Customer Service Representative position for the newly reinstated Planning Division, be reclassified as a Planning Technician. This new job title best reflects the responsibilities needed for this position.

A copy of the proposed job description is attached. In addition, in an effort to offer competitive wages, it is recommended that the hourly rate be increased from \$16.00 to \$17.00.

The following resolution is recommended for your consideration:

*Whereas, to better reflect the duties and responsibilities of the newly created Customer Service Representative position, it should be reclassified to a Planning Technician; and*

*Whereas, in order to compete with salary market wage rates, the hourly wage be increased from \$16 to \$17;*

*Now therefore, it is hereby approved that the job title for the newly created Customer Service Representative position be reclassified to a Planning Technician position, and that its hourly pay rate be increased from \$16 to \$17.*

I will be attending the City Council meeting to address any questions.

JBD

Attachment



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

---

**TO:** Pontiac City Council

**FROM:** Jane Bais-DiSessa, Deputy Mayor, at the request of  
John V. Balint, City Engineer

**DATE:** April 20, 2018

**RE:** 1399 Joslyn Road Lease

RECEIVED  
2018 APR 20 PM 12:27  
PONTIAC CITY CLERK

The City of Pontiac Department of Public works has been looking for a garage and yard to house equipment and staff. In the upcoming budget, the Department is looking to in-source snow plowing and pothole patching. In order to do this, we need a garage large enough to house the plow trucks and patching equipment, as well as additional personnel and equipment for future expansion. After searching for a while, we found the right size structure at 1399 Joslyn Road. The lease space is 10,000 SF which is the correct size for our needs as well as adequate area outside the building for personal vehicles of staff and other City vehicles that do not need to be stored in-doors.

The City has negotiated a lease with through the broker for the property for 48 months at \$5,833.33 per month. This totals \$70,000 per year. In addition to the base lease price, the City will be responsible for 35.7% of the utilities to the building and 35.7% of any taxable value increases for the term of the lease. The estimated utility expense is estimated to be \$1,700 per month.

It is the recommendation of the Department of Public Works that the City Council approve the attached lease with Great Lakes Auto Superstore, LLC for 48 months starting May 1, 2018 for a base fee of \$70,000 annually (\$5,833.33/month) plus utilities. This lease has been reviewed and approved by the City Attorney.



WHEREAS, The City of Pontiac negotiated a lease agreement with Great Lakes Auto Superstore, LLC, and;

WHEREAS, The Department of Public Works is in need of a garage and yard for the insourcing of work, and;

WHEREAS, The 48 month lease will provide the Department of Public Works adequate time to assess future needs and work demands.

NOW, THEREFORE,  
BE IT RESOLVED, The Pontiac City Council authorized the Mayor to enter into a lease with Great Lakes Auto Superstore, LLC for a base amount of \$5,833.33 per month plus utilities for a term of 48 months.

JVB

Attachments

## **BUSINESS PROPERTY LEASE**

	1. THIS LEASE made this _____, 2018 (the "Commencement Date"), by and between Great Lakes Auto Superstore LLC, the Lessor (the "Landlord"), and City of Pontiac, a Michigan municipal corporation, the Lessee, (the "Tenant").
DESCRIPTION	2. <b>WITNESSETH:</b> The Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by the Tenant, does hereby lease unto the Tenant the following described premises situated in the City of Pontiac, Michigan, County of Oakland, State of Michigan, to wit: an industrial facility containing approximately 28,000 square feet, of which Tenant shall occupy 10,000 square feet, being more commonly known as 1399 Joslyn Avenue, Suite B, Pontiac, Michigan 48340, and as further set forth in Exhibit A (the "Premises").
TERM	3. For a term of 48 months from the Commencement Date, with one (1) renewal option of one (1) year.
RENT	For the rent of said premises for said term, the sum of Seventy Thousand and 00/100 (\$ 70,000.00) Dollars per year, payable in monthly installments in advance, upon the 1st day of each and every month as follows:  \$ 5,833.33 on or before representing payment of rental for the first month of lease term and a like sum, in advance, on the first (1 <sup>st</sup> ) day of each month thereafter for the next (48) consecutive months. Failure to remit payment timely will result in a fee of \$100.00.
Modified Taxes	3.1. The Tenant hereby hires the said premises for the said term as above mentioned and covenants well and truly to pay or cause to be paid unto the Landlord at the dates and times mentioned, the rent above reserved. Tenant also agrees that any property tax increase for 2018 through 2022 or later shall be a "shared expense" and paid back to landlord based on a 35.7% of the overall increase to the tax bill.
ASSIGNMENT	4. The Tenant covenants not to assign or transfer this lease or hypothecate or mortgage the sum or sublet said premises or any part thereof without the written consent of the Landlord. Any assignment, transfer, hypothecation, mortgage or subletting without said written consent shall give the Landlord the right to terminate his lease and to reenter and repossess the leased premises.
BANKRUPTCY and INSOLVENCY	5. The Tenant agrees that if the estate created hereby shall be taken in execution, or by other process of law, or if the Tenant shall be declared bankrupt or insolvent, according to law, or any receiver be appointed for the business and property of the Tenant, or if any assignment shall be made of the Tenant's property for the benefit of creditors, then and in such event this lease may be canceled at the option of the Landlord.
RIGHT TO MORTGAGE	6. The Landlord reserves the right to subject and subordinate this lease at all times to the lien of any mortgage or mortgages now or hereafter placed upon the Landlord's interest in the said premises and on the land and building of which the said premises are a part or upon any buildings hereafter placed upon the land of which the leased premises form a part. And the Tenant covenants and agrees to execute and deliver upon reasonable demand such further instrument or instruments subordinating this lease to the lien of any such mortgage or mortgages as shall be desired by the Landlord and any mortgagees or proposed mortgagees.
USE and OCCUPANCY	7. It is understood and agreed between parties hereto that said premises during the continuance of this lease shall be used and occupied for generally city-owned or operated Public Works Vehicle and Materials Storage and Maintenance and for no other purpose or purposes without the written consent of the Landlord, and that the Tenant will not use the premises for any purpose in violation of any law, municipal ordinance or regulation, and that on any breach of this agreement the Landlord may at his option terminate this lease forthwith and reenter and repossess the leased premises.
FIRE	8. It is understood and agreed that if the premises hereby leased be damaged or destroyed in whole or in part by fire or other casualty during the term hereof, the Landlord will repair and restore the same to good tenantable condition with reasonable dispatch, and that the rent



herein provided for shall abate entirely in case the entire premises are untenable. Further in case the leased premises, or the building of which it is a part, shall be destroyed to the extent of more than one-half of the use thereof, the Landlord or Tenant may at their option terminate this lease forthwith by a written notice to the other party.

**REPAIRS**

9. The Landlord after receiving written notice from Tenant, and having reasonable opportunity thereafter to obtain the necessary equipment and personnel necessary, agrees to keep in good order and repair the Premises. Tenant shall be responsible for, and repair, all damage caused by actions of the Tenant.

**INSURANCE**

10. The Tenant and Landlord agree to maintain not less than \$2,000,000.00 general liability and property damage insurance throughout the term of this Lease. The policies shall provide thirty (30) days advanced-written notice to all parties prior to termination.

**INDEMNITY**

- 11A. To the extent permitted by law, Tenant shall indemnify Landlord and save it harmless from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorneys' fees, in connection with all losses, including loss of life, personal injury and/or damage to property, arising from (a) any occurrence arising out of the use of the Premises by the Tenant, (b) Tenant's failure to comply with the terms of this Lease, or (c) any negligent act or omission of Tenant, its agents, contractors, suppliers, employees, servants, or business invitees.
- 11B. To the extent permitted by law, Landlord shall indemnify Tenant and save it harmless from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorneys' fees, in connection with all losses, including loss of life, personal injury and/or damage to property, arising from (a) any occurrence arising out of the use of the Premises by the Landlord or its lessors, (b) Landlord's failure to comply with the terms of this Lease, or (c) any negligent act or omission of Landlord, its agents, contractors, suppliers, employees, servants, business invitees, or other lessors.

**REPAIRS and ALTERATIONS**

12. Except as provided in Paragraph 13 hereof, the Tenant further covenants and agrees that he will, at his own expense, during the continuation of this lease, keep the said premises and every part thereof in broom clean condition, and the expiration of the term yield and deliver up the same in a like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The Tenant shall not make any alterations, additions or improvements to said premises without the Landlord's written consent, and all alterations, additions or improvements made by either of the parties hereto upon the premises, except movable office furniture and trade fixtures put in at the expense of the Tenant, shall remain the property of the Tenant.

The Tenant covenants and agrees that if the demised premises consists of only a part of a structure owned or controlled by the Landlord, the Landlord may enter the premises at reasonable times and install or repair pipes, wires and other appliances or make any repairs reasonably deemed by the Landlord essential to the use and occupancy of the other parts of the Landlord's building.

**EMINENT DOMAIN**

13. If the whole or any substantial part of the premises hereby leased shall be taken by any public authority under the power of eminent domain, then the term of this lease shall cease on the part so taken from the day of the possession of that part shall be required for any public purpose and the rent shall be paid up to that day, and from that day the Tenant shall have the right either to cancel this lease and declare the same null and void or to continue in possession of the remainder of same under the terms herein provided, except that the rent shall be reduced in proportion to the amount of the premises taken. All damages awarded for such taking shall belong to and be the property of the Landlord whether such damages shall be awarded as compensation for diminution in value to the leasehold or to the fee of the premises herein leased, provided, however, that the Landlord shall not be entitled to any portion of the award made to the Tenant for loss of business.

**RESERVATION**

14. The Landlord reserves the right of free access at all times to the roof of said leased premises and reserves the right to rent said roof for advertising purposes. The Tenant shall not erect any structures for storage or any aerial, or use the roof for any purpose without the consent in writing of the Landlord.

**CARE of PREMISES**

15. The Tenant shall not perform any acts or carry on any practices which may injure the building or be a nuisance or menace to other Tenants in the building and shall keep premises under his control clean and free from rubbish and dirt at all times.
16. The Tenant and Landlord shall at his own expense under penalty of forfeiture and damages

promptly comply with all lawful laws, orders, regulations or ordinances of all municipal, County and State authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of same.

**CONDITION  
OF PREMISES**

17. The Tenant further acknowledges that he has examined the said leased premises prior to the making of this lease, and knows the condition thereof, and that no representations as to the condition or state of repairs thereof have been made by the Landlord, or his agent, which are not herein expressed, and the Tenant hereby accepts the leased premises in their present condition at the date of the execution of this lease.
18. The Landlord shall not be responsible or liable to the Tenant for any loss or damage resulting to the Tenant or his property from bursting, stoppage or leakage of water, gas, sewer or steam pipes.
19. The Landlord shall be responsible for all exterior maintenance, including but not limited to snow removal and lawn maintenance.

**RE-RENTING**

20. The Tenant hereby agrees that for a period commencing ninety (90) days prior to the termination of this lease, the Landlord may show the premises to prospective Tenants, and sixty (60) days prior to the termination of this lease, may display in and about said premises and in the windows thereof, the usual and ordinary "TO RENT" signs.

**HOLDING OVER**

21. It is hereby agreed that in the event of the Tenant herein holding over after the termination of this lease, thereafter the tenancy shall be from month to month in the absence of a written agreement to the contrary.

**GAS, WATER,  
HEAT,  
ELECTRICITY**

22. The Tenant will pay exactly 35.7% of all charges made against said leased premises for gas, water, and electricity only during the continuance of this lease, as the same shall become due and noticed to the tenant monthly.

**ADVERTISING  
DISPLAY**

23. It is further agreed that all signs and advertising displayed in and about the premises shall be such only as advertise the business carried on upon said premises, and that the Landlord shall control the character and size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the Landlord, and that no awning shall be installed or used on the exterior of said building unless approved in writing by the Landlord.

**ACCESS TO  
PREMISES**

24. The Landlord shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. If the Landlord deems any repairs necessary he may demand that the Tenant make the same and if the Tenant refuses or neglects forthwith to commence such repairs and complete the same with reasonable dispatch the Landlord may make or cause to be made such repairs and shall not be responsible to the Tenant for any loss or damage that may accrue to his stock or business by reason thereof, and if the Landlord makes or causes to be made such repairs the Tenant agrees that he will forthwith on demand pay to the Landlord the cost thereof with interest at 0 per annum, and if he shall make default in such payment the Landlord shall have the remedies provided in Paragraph 6 hereof.

**REENTRY**

25. In case any rent shall be due and unpaid or if default be made in any of the covenants herein contained, or if said leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, his certain attorney, heirs, representatives and assigns, to reenter into, repossess the said premises and the Tenant and each and every occupant to remove and put out.

**QUIET ENJOYMENT**

26. The Landlord covenants that the said Tenant, on payment of all of the aforesaid installments and performing all the covenants aforesaid, shall and may peacefully and quietly have, hold and enjoy the said demised premises for the term aforesaid.

**EXPENSES,  
DAMAGES,  
REENTRY**

27. In the event that the Landlord shall, during the period covered by this lease, obtain possession of said premises by reentry, summary proceedings, or otherwise, the Tenant hereby agrees to pay the Landlord the expense incurred in obtaining possession of said premises, and also all expenses and commissions which may be paid in and about the letting of the same, and all other damages.

**REMEDIES  
Not EXCLUSIVE**

28. It is agreed that each and every of the rights, remedies and benefits provided by this lease to the parties shall be cumulative and shall not be exclusive of any other of said rights, remedies and benefits, or any other rights, remedies and benefits allowed by law.

**WAIVER**

29. One or more waivers of any covenant or condition by the parties shall not be construed as a

waiver of a further breach of the same covenant or condition.

**DELAY of  
POSSESSION**

30. It is understood that if the Tenant shall be unable to enter into and occupy the premises hereby leased at the time above provided, by reason of the said premises not being ready for occupancy, or by reason of the holding over of any previous occupant of said premises, or as a result of any cause or reason beyond the direct control of the Landlord, the Landlord shall not be liable in damages to the Tenant before, but during the period the Tenant shall be unable to occupy said premises as hereinbefore provided, the rental therefore shall be abated and the Landlord's reasonable judgment as to when the premises are ready for occupancy.

**NOTICES**

31. Whenever under this lease a provision is made for notice of any kind it shall be deemed sufficient notice and service thereof if such notice to the party is in writing addressed to the parties at the below addresses:

Tenant's Address:

CITY OF PONTIAC  
ATTN: DEPUTY MAYOR  
47450 Woodward Avenue  
Pontiac, Michigan 48352

Landlord's Address:

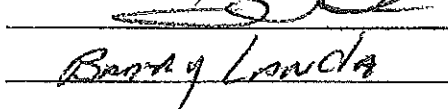
XXXXXXX 1399 JOSLYN AVE SUITE A  
PONTIAC, MICHIGAN, 48340

**GENERAL**

32. It is agreed that in this lease the word "he" shall be used as synonymous with the words "she", "it" and "they," and the word "his" synonymous with the words "her," "its" and "their".
33. The covenants, conditions and agreements made and entered into by the parties hereto are declared binding on their respective heirs, successors, representatives and assigns.
34. The Tenant shall not be required to provide a security deposit to the Landlord as part of this Lease.
35. Nothing herein shall be construed as a waiver by the Tenant of statutory or common law governmental immunity.

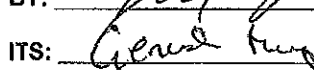
IN WITNESS WHEREOF, The parties have hereunto set their hands and seals the day and year first above written.

WITNESSED BY:

  
Barry Louche

LANDLORD

BY:  (L.S.)

ITS:  (L.S.)

TENANT:

BY: \_\_\_\_\_ (L.S.)

ITS: \_\_\_\_\_ (L.S.)



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor

**DATE:** April 20, 2018

**Cc:** Nevrus Nazarko, Finance Director, Anthony Chubb, City Attorney, and Heila Grandison, City Clerk

**RE:** **Agenda Item Request: Resolution to approve the creation of One Code Enforcement Manager and four Code Enforcement Officers at an estimated cost of \$366,353.30 (includes salary and benefits).**

RECEIVED  
2018 APR 20 PM 1:03  
PONTIAC CITY CLERK

In an effort to reinstate the City's Code Enforcement function, it is recommended that the following positions be created: One (1) Code Enforcement Manager and Four (4) Code Enforcement Officers. The total cost for these positions is estimated at \$366,353.30, however, this amount may change based on City Council's approved budget. Please note that this figure includes salary and benefits. Copies of the job descriptions and total personnel costs for these positions are attached for your information.

This request is based on the report presented by the Finance Director Nevrus Nazarko (See attached Memo dated October 2, 2017), and the Wade Trim for Code Enforcement services contract as approved by the City Council on December 7, 2017.

In addition, attached are the latest job descriptions that incorporate the changes recommended by the Community Development Committee. The following changes were recommended:

- desire ability to be bi-lingual (Spanish preferred);
- have experience working with a multi-cultural community; and
- clarify the term "modern techniques."

Lastly, please note that City Staff also reviewed these job descriptions.

The following resolution is recommended:

Whereas, the reinstatement of the Code Enforcement function will help to improve services provided to the residents of the City of Pontiac; and

Whereas, the reinstatement of the Code Enforcement function will ensure that the City's Ordinances are properly enforced; and

**Memorandum – Agenda Request Reinstatement of Code Enforcement Officers**  
**April 20, 2018**  
**Page 2 of 2.**

*Now therefore, the Mayor is hereby authorized to reinstate the City's Code Enforcement function and that the following full-time positions be created and funded at the following annual salary rates: 4- Code Enforcement Officers (\$40,000 Annual Salary) and 1 Code Enforcement Manager (\$65,000 – Annual Salary). The total annual estimated cost (including benefits) for these positions is \$366,353.30.*

JBD

Attachments



## CITY OF PONTIAC

### **Code Enforcement Manager**

*FLSA:* Executive exemption

*Summary:* The Code Enforcement Manager will be responsible for planning, managing, and overseeing Zoning and Code Enforcement projects; overseeing enforcement of commercial and residential inspections and determining and enforcing compliance with city ordinances.

### **Supervision**

*Supervision Received:* Works under broad supervision of the Community Development Director.

*Supervision Given:* Will supervise Code Enforcement Officer and support staff.

### **Job Environment**

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment, exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- While performing duties of this position, the Code Enforcement Manager is regularly exposed to outside weather conditions, which can vary from extreme heat to extreme cold. The noise level is usually moderate but may be elevated.
- Operates PC-based computer system and other office equipment.
- When representing the City at events outside of the office or conducting monitoring visits, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.
- Daily interaction with diverse population.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:*

- Recommends and implements policies and procedures to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- Prepares recommendations for amendments and additions to codes or regulations.
- Plans, prioritizes, assigns, reviews work progress and quality, and participates in the work of staff who provide code compliance services.
- Recommends and assists in the implementation of departmental goals and objectives.
- Participates in preparing and administering the code enforcement division budget.
- Monitors expenditures and recommend budgetary adjustments as necessary.
- Reviews site plans for residential and commercial buildings along with all permit applications.
- Conducts field investigations, gathers and analyses information, makes findings and takes appropriate action.

- Coordinates the City's response or directly responds to and investigate citizen complaints concerning alleged or potential code violations.
- Enforces city codes and zoning ordinances.
- Oversees blight court administration

### **Typical Assignments**

#### *Administration*

- Develops, maintains and update records, inspections and plan reviews.
- Provides technical assistance to developers, staff and the public.
- Prepares forms, statistics, letters, citations and reports.

#### *Communication*

- Explains code and ordinance standards to residents, answer questions, assist in correcting problems and aid residents' efforts to comply with standards.
- Oversees enforcement activities with other agencies.

#### *Research*

- Gathers and prepares evidence related to dangerous buildings attend and testify at hearings and meetings.
- Researches, investigates and resolves complaints.

#### *Public Relations*

- Appears in court or other judicial or quasi-judicial proceedings.
- May serve as an advisor to the Zoning Board of Appeals.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* Bachelor's degree in a related field; five years' progressive experience in relevant code and/or enforcement activities, sufficient to produce knowledge of governmental operations, court procedures, and inspections.

A desired ability to speak a second language, preferably Spanish or Arabic.

An employee in this classification must possess upon hire and maintain a valid Michigan operator's license.

### **Knowledge, Ability, and Skill:**

#### *Knowledge:*

- Working knowledge of budgeting and cost estimating procedures.
- Thorough knowledge of methods, materials, tools and equipment involved in building design.
- Considerable knowledge of laws, codes and ordinances and regulations relating to building construction, safety, workmanship standards, zoning and general public nuisances, electrical and heating installations and maintenance.
- Familiarity with the organizational structure and operations of the City.

#### *Ability:*

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.

- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to develop and maintain programs, strategies, and procedures to provide effective code compliance services.
- Ability to interpret City ordinances.
- Ability to follow complex instructions.
- Ability to prepare and document code violations.
- Ability to detect and locate defective workmanship and materials and other hazards and ascertain corrective measures
- Ability to read and interpret blueprints, working diagrams and specifications and compare them with construction in progress recognizing deviations in plans.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to facilitate productive discussions, diffuse arguments, resolve conflict, to arbitrate and/or negotiate solutions.
- Ability to work with sensitivity with a diverse population.

*Skills:*

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software
- Skill in reviewing and interpreting site plans, specifications and complex construction drawings

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; walk on uneven terrain, climb stairs, bend, stoop and kneel; must regularly lift and or move items up to 25 pounds, frequently lift items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*





# CITY OF PONTIAC

## **Code Enforcement Officer**

*FLSA:* Hourly

*Summary:* The Code Enforcement Officer will be responsible for performing commercial and residential inspections throughout the City of Pontiac to determine and enforce compliance with city ordinances.

## **Supervision**

*Supervision Received:* Works under supervision of the Code Enforcement Manager

*Supervision Given:* None.

## **Job Environment**

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment, exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- While performing duties of this position, the Code Enforcement Officer is regularly exposed to outside weather conditions, which can vary from extreme heat to extreme cold. The noise level is usually moderate but may be elevated.
- Operates PC-based computer system and other office equipment.
- When representing the City at events outside of the office or conducting monitoring visits, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.
- Daily interaction with diverse population.

## **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:*

- Reviews site plans for residential and commercial buildings along with all permit applications.
- Inspects demolition sites to ensure proper safety methods are being used for the protection of adjacent property and public.
- Receives complaints regarding violation of City ordinances; investigate and determine proper course of action.
- Reads and studies city codes and zoning ordinances to become familiar with requirements and standards.
- Attends to citizen complaints regarding rodents, with prevention techniques, extermination procedures and related safety measures.
- Assists with and enforces blight court ordinance.

## **Typical Assignments**

*Administration*  
January 2018

- Develops, maintains and update records, inspections and plan reviews.
- Reviews site and building plans for zoning and city code compliance inspections
- Provides technical assistance to developers, staff and the public.
- Prepares forms, statistics, letters, citations and reports.

#### *Communication*

- Explains code and ordinance standards to residents, answer questions, assist in correcting problems and aid residents' efforts to comply with standards.
- Coordinates enforcement activities with other agencies and departments.

#### *Research*

- Gathers and prepares evidence related to dangerous buildings attend and testify at hearings and meetings and at both Circuit and District Court, when necessary.
- Researches, investigates and resolves complaints.

#### *Public Relations*

- Appears in court or other judicial or quasi-judicial proceedings.
- May serve as an advisor to the Board of Appeals and the Hearing Officer.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* High School Diploma or equivalent; three years' experience in relevant code and/or enforcement activities, sufficient to produce knowledge of governmental operations, court procedures, and inspections.

A desired ability to speak a second language preferably Spanish or Arabic.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license.

### **Knowledge, Ability, and Skill:**

#### *Knowledge:*

- Thorough knowledge of methods, materials, tools and equipment involved in building design.
- Considerable knowledge of laws, codes and ordinances and regulations relating to building construction, safety, workmanship standards, zoning and general public nuisances, electrical and heating installations and maintenance.
- Familiarity with the organizational structure and operations of the City.

#### *Ability:*

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to interpret City ordinances.
- Ability to follow complex instructions.
- Ability to prepare and document code violations.

- Ability to read and interpret blueprints, working diagrams and specifications and compare them with construction in progress recognizing deviations in plans.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to deal tactfully with the public
- Ability to work with sensitivity with a diverse population.

*Skills:*

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software
- Skill in reviewing and interpreting site plans, specifications and complex construction drawings

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; walk on uneven terrain, climb stairs, bend, stoop and kneel; must regularly lift and or move items up to 25 pounds, frequently lift items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

City of Pontiac  
Code Enforcement Personnel Costs 2018

**CODE ENFORCEMENT**

<u>Position</u>	<u>Salary</u>	<u>FICA</u>	<u>WC</u>	<u>Health Insurance</u>	<u>Dental</u>	<u>Pension</u>	<u>Life</u>	<u>AD&amp;D</u>	<u>STD</u>	<u>LTD</u>	<u>Total Per Position</u>
Code Enforcement supervisor	\$ 65,000.00	\$ 4,972.50	\$ 4,478.50	17304.02	869.04	\$ 4,550.00	\$ 129.35	\$ 17.55	\$ 259.35	\$ 230.75	\$ 97,811.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
<b>Totals</b>	<b>\$ 225,000.00</b>	<b>\$ 17,212.50</b>	<b>\$ 15,502.50</b>	<b>\$ 86,520.10</b>	<b>\$ 4,345.20</b>	<b>\$ 15,750.00</b>	<b>\$ 447.75</b>	<b>\$ 60.75</b>	<b>\$ 897.75</b>	<b>\$ 798.75</b>	<b>\$ 366,535.30</b>