



*Michael Cederholm, Fire Chief*  
Cell: 231-357-2654  
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1223 James Street · P.O. Box 351 · Frankfort, MI 49635

**To: The Honorable Mayor, Members of the City Council, and participating Governmental Authorities**

**Re: Frankfort Fire & Rescue Department Report for the Month of August/September 2023.**

**I. Administrative**

**a. Fire Department**

**i. Membership – There are currently 25 members on the roster.**

1. In accordance with PA 291 each member must have at least 12 hours of in-house training within a 12-month period.
  - a. All members are currently being evaluated based on this law for reporting purposes to the state.
2. We have received two applications that are currently under review.

**b. Team meetings**

**i. August 8, 2023 – Minutes**

1. Chainsaw (Sawyer) Training with the National Park Service in October.
2. David R. Gum (Dr.) promoted to Safety Officer by unanimous consent
3. Jumping Runs (Freelancing) unacceptable.
4. Scene accountability
5. Scene Communications
6. Station Work Bee on Tuesday, September 12, 2023
7. Visioning Session
  - i. How are we doing? The consensus was Good Overall, and on the right road, but always room for improvement.
  - ii. Where do we want to be? Have a Capital Improvement Plan (CIP) for replacing equipment, Full-Time Department, better improved PR (Community Relations), and higher wages.
  - iii. A vote was taken by the members if an opportunity was given to increase wages or higher another full-time employee. What would they prefer? 11 to 4 was to bring on 1 new full-time employee.
8. It was decided by the membership to do a door-to-door campaign in the city to get out the vote and answer any questions the citizens may have about the Fire Department. A handout is in the works.
9. An Open House has been put on hold at this time, but a pancake benefit breakfast at Hotel Frankfort is in the works for Saturday, October 14, 2023 (Frankfort Fall Festival and the last day of the National Fire Prevention Week).



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- ii. A team breakfast get-together on Saturday, August 12, 2023, at 9:30 AM. We had eggs (donated by Harvey & Linda Thomas) and bacon, biscuits, and gravy all donated by Family Fare.
- c. Cadet Firefighter Program for the Frankfort City Fire Department
  - 1. Resolution to approve.
    - a. We currently have 2 interested participants with the potential for one more.
      - i. Next Steps if approved:
        - Parental approval slips and packets distributed with a deadline of receipt.
        - Develop a syllabus
        - Set dates and times to meet.

## II. Training

- i. On August 11<sup>th</sup> and 18<sup>th</sup> from 9:00 AM – 5:00 PM Tony Sauerbrey from UAS Program Manager from NMC came to take us through the 2023 Test Prep for the UAS FAA Exam. There were seven in the class.
- ii. On August 22, 2023, we conducted water supply, hydrant dressing, pump operations, hoses, nozzles, fire stream, and ladder truck hands-on sessions with members. We had 10 members in attendance.
  - 1. On-Line Training requirements - EMS Driving Safety
- iii. Continuing Education Requirements as outlined under PA 291, Part 5.R29.418.
  - 1. A webinar was attended on August 22, 2023, and a certificate was obtained on the topic of - The Engine Company's Guide to Large Handlines.

## III. Run Report for the Month of August 2023.

### Fire # / % Responded

23 / 100%

### EMS # / % Responded

59 / 100%

Average Response Times: **Fire:15 Minutes EMS:08 Minutes**

**Year-to-date totals as of August 31, 2023:**

**Fire Runs: 134 EMS Runs: 382 TOTAL: 516**

Attached is a comparative summary covering all of 2022 through August 2023.

This month's Community Risk Reduction (CRR) spreadsheet is attached. This outlines the type of calls received, frequency, and severity.

#### **IV. Equipment / Building Updates**

- i. 4 Engine 1 – The front suction has been repaired and is functioning for the first time since the truck was purchased in 2001. There are leaking valves that still need to be replaced when all the parts come in.
- ii. 4 Brush 1 – The rear backup camera is functioning again.
- iii. Last month the Fleet ran a total of 992.9 Miles and used a total of 74 gallons of gasoline and 20.8 gallons of diesel.

#### **V. Inspections / Pre-Plans / Insurance requests**

- i. On August 18, 2023, met with Erich Dittmar from Sylvan Rd. Association regarding fire department access on Sylvan Rd.
- ii. On August 24, 2023, checked on a Fire Pit Permit in Elberta.
- iii. On August 28, 2023 met with David Belkamp and Joe Buzzell at the CSA to review their fire prevention plans, including fire department access, and toured the pump house.

#### **VI. Grants / Donations / Agenda Requests and Resolutions**

- i. Grant Status
  1. Closed the EGLE Community Energy Management Program Grant. A check should be coming to the city for all the expenses of replacing the lights at the Fire Station with LED's.

#### **VII. Meetings Attended**

1. Crystal Lake Township on Tuesday, August 15, 2023
2. Village of Elberta, Thursday, August 17, 2023.
3. Local Emergency Planning Committee (LEPC) / Local Planning Team (LPT) meeting, August 21, 2023.
4. Benzie County Fire Chiefs/Fire & EMS Association meeting, August 23, 2023.
5. Airport Authority meeting to show the drone, August 24, 2023.

#### **VIII. Community Relations / Special Events**

- i. Received a copy of the scheduled drills dates from Mrs. Gwaltney at the Elementary School. I will be meeting with her after the first drill on the 14<sup>th</sup> of September to discuss class trip dates to the Fire Station with the Elementary School.
- ii. Contacting businesses that have purchased and installed a Knox Box.
- iii. Attend the American Legion 911 tribute on Monday, September 11<sup>th</sup>
- iv. Coffee hour and Fire Extinguisher Training at Michigan Shores on Monday, September 11<sup>th</sup>
- v. Ironman – Station 4 will be present with four on-duty members on through the swim event and then two members will remain after that.