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

**Re: Frankfort Fire & Rescue Department 2023 Calander Year Summary Report.**

The Frankfort Fire Department continues to evolve as we work towards the goals and objectives established back in February of 2021. These goals and objectives were developed as the result of a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis conducted by the membership.

**Following are some of the accomplishments that the Team has made this past year.**

**Membership growth** - On January 1, 2023, the Frankfort Fire Department had 22 Members. Today it has 27 Members and three cadets.

**Membership Involvement** - The following committees were established within the department:

- Personnel Committee to review and recommend applicants to the Chief.
- Bylaws / SOPs & SOGs
- Community Action (Fundraising, Public Relations and Awareness)

**Monthly Business Meetings** – This is when we perform and document our equipment checks, discuss policies and procedures, and get reports from the committees.

**Cadet Program** – The Frankfort Fire Department Cadet Program was approved by resolution number 09.19 of 2023.

- Currently there are three cadets enrolled from the High School into the program. One of the students is also enrolled in this year's fire academy.

**Training** – in 2023 the Frankfort Fire Department performed over 52 hours of documented NFPA 1001 Fire training as required under PA 291.

- Hazardous Materials (Communications, Right-to-Know, Site Safety & Health Plans, Donning/Doffing/Decontamination Techniques)
- Personal Protective Equipment including Self-Contained Breathing Apparatus (SCBA)
- Apparatus Operations including Pump Operations, Hoses, Appliances, Water Supply, and Fire Streams.
- Ladder Truck Operations
- CPR Refresher
- Incident Command System (ICS)
- Rescue Types including (EMS with the ladder truck and Ice Water)
- Pre-Incident Planning of Key Facilities within our district.
- Annual Title IX and MIOSHA State Required Courses.

***This does not include the required Continuing Education (CE) Credits that are required of each medically licensed member at the department, or the Medical Control mandated courses such as Pre-Hospital Trauma Life Support classes (40 Hours) and Protocol Update Training.***

**Run/Call Volumes** – In 2022 the Frankfort Fire Department responded to 674 calls (510 – EMS and 164 – Fire). In 2023 that number spiked to 801 total calls for service (619 - EMS and 182 – Fire). The breakdown of those calls is as follows:

<b>2023</b>	<b>City</b>	<b>Elberta</b>	<b>Lake Twp.</b>	<b>Crystal Lake Twp.</b>	<b>Gilmore Twp.</b>	<b>Blaine Twp.</b>	<b>Mutual Aid*</b>
EMS	280	44	81	132	44	37	1
FIRE	<u>54</u>	<u>9</u>	<u>34</u>	<u>40</u>	<u>13</u>	<u>16</u>	<u>16</u>
<b>Totals</b>	<b>334</b>	<b>53</b>	<b>115</b>	<b>172</b>	<b>57</b>	<b>53</b>	<b>17</b>

<b>2022</b>	<b>City</b>	<b>Elberta</b>	<b>Lake Twp.</b>	<b>Crystal Lake Twp.</b>	<b>Gilmore Twp.</b>	<b>Blaine Twp.</b>	<b>Mutual Aid*</b>
EMS	242	22	76	109	31	30	0
FIRE	<u>41</u>	<u>12</u>	<u>34</u>	<u>46</u>	<u>9</u>	<u>22</u>	<u>0</u>
<b>Totals</b>	<b>283</b>	<b>34</b>	<b>110</b>	<b>155</b>	<b>40</b>	<b>52</b>	<b>11</b>

**(\*) Mutual Aid is automatically activated for all structure fires, vehicle accidents, or when another department requests additional personnel or a specialized piece of equipment.**

**Response times\* –**

- In 2022, we responded to 80.7% of the EMS calls received spending an average on-scene time of 28.8 minutes per call. Our Fire call response rate was 93.8% with an average on-scene time of 2 hours and 51 minutes per call.
- In 2023, we responded to 99% of the EMS calls received spending an average on-scene time of 12 minutes per call. Our Fire call response rate was 100% with an average response time of 9 minutes to the scene. The time we spend on-scene averages around 50 minutes per call.
  - The Frankfort Fire Department has made 100% of all its EMS and fire calls since May of 2023.

(\*) Fire Response time is used by Verisk (ISO) to establish insurance ratings for the community.

*The December Community Risk Reduction (CRR) spreadsheet is attached. This outlines the type of calls received, frequency, and severity.*

**Safety Message** - Attached are flyers for the community on

- Freeze Winter Fires, CO Safety, and Walk Like a Penguin (ice safety)

**Fire Advisory Board** – Now that the numbers are in, a meeting was set up with the Clerk/Treasurer to discuss next year's projected fiscal budget so that we can determine, based on the formula, what the cost distribution will be to our contracting governmental partners. **Tentatively, this is scheduled to be held at the Frankfort Fire Department on Thursday, January 25, 2023, at 6:00 PM.**

**Fire Recovery USA (FRUSA)** – In 2023 the Frankfort Fire Department submitted claims totaling \$15,314.12. Payments received from FRUSA totaled \$4,308.00 after their 28% fee was deducted.

- We found that it may be better to bill ourselves or seek a donation instead of billing.

### **Equipment / Building Updates –**

- **Repairs**
  - Recently 4-Ladder experienced a complete brake failure. While inspecting this problem, the large oil leak was addressed, this is caused by a leaking valve cover gasket and there is an exhaust leak that needs to be fixed. Parts are on order and the truck is out of service at this time.
  - 4-Engine-1 – the valve kits have been received and we are waiting for installation.
  - The Preventive Maintenance (PM) on all the equipment has been completed. This includes oil changes and lubrication.
  - All the trucks have gone through and passed their annual pump, ladder, hose, and DOT inspections (this was completed before the brake failure on the Ladder Truck). The ladder truck also had its 5-year ladder inspection on the platform and arial. It passed inspection as well.
  - The parts have come in for 4-Medical's deer damage and will be scheduled for repair shortly.
  - The Preventive Maintenance (PM) on all the equipment has been completed. This includes oil changes and lubrication.
  - The running boards on 4-Brush-1 have been installed.
  - 4-Medical had new tires and an Oil Change performed on 12-22.
  - In December the fleet put 923.5 miles on and used 53.1 gallons of gasoline and 117.6 gallons of diesel fuel.
    - For the year, the fleet logged 12,867.9 miles and consumed a total of 737.24 gallons of gasoline and 781.04 gallons of diesel fuel.

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

- In 2023 the Frankfort Fire Department applied for 9 grant opportunities and received a total of \$58,175.00 in grant funding from the following:
  - Grand Traverse Band 2% Match - \$7,875.00 for new fire helmets
  - EGLE – Community Energy Management Program - \$10,300.00 to switch out all the lights and fixtures at the Fire Department to LED.
  - MI-Fire Equipment Grant - \$40,000.00 – Purchased Combination and regular turnout gear, new particle filtering hoods, new boots and gloves.

**Community Involvement** – In 2023 the Frankfort Fire Department was involved with the following:

- Schools through all of their drills (fire, inclement weather, and lockdown), career days, fire/safety prevention activities, health fairs, parades, and the lunch buddy program sponsored through the Frankfort Rotary Club.
- Parades and special events, Coffee hour with the Michigan Shores community.
- Partnership development with members of the CSA and the Sylvan Road Association.
- Attending Township and Village meetings with our Fire Board Community members, providing monthly reports with community risk-reduction analysis information and prevention materials for distribution.

## **December in a nutshell –**

- Attended the Northwest Regional Medical Control Authority teams meeting on 12-12.
- Attended a Fire Engineering Webinar on Decision Making for the IC on 12-13.
- Attended a mandatory Northwest Regional Medical Control Authority Teams meeting on Protocol updates on 12-20.
- Met KC the new Gateway Village Apartments manager on 12-20.
- Attended the Village of Elberta meeting on 12-21.
- Training for December was canceled since it fell the day after Christmas.

**Continuous Improvement** - In our efforts to continually improve ourselves we will continue to utilize Crew Resource Management (CRM) techniques on our performance and from there develop best practices for the future. We will be conducting another S.W.O.T. analysis in early 2024. The data collected from this analysis will be used to develop a five-year strategic plan for the Frankfort Fire Department.

## **Goals and Objectives for 2024-2025 -**

- Complete the draft version of the SOPs/SOPs for the membership to review.
  - Once reviewed submit this to City Council for approval.
- Complete a SWOT analysis and build a strategic plan for the Frankfort Fire Department.
- Continue to build and develop the Cadet Program through school involvement.
- Conduct more pre-planning
- Increase proficiency in our knowledge, skills, and abilities (KSA's)
- Utilize the run/call data collected to develop a community risk reduction program.