



Rochester Hills Minutes - Draft

1000 Rochester Hills Dr
Rochester Hills, MI 48309
(248) 656-4600
Home Page:
www.rochesterhills.org

Public Safety and Infrastructure Technical Review Committee

Thomas Blackstone, Jason Carlock, Dane Fons, Walter Johnson, Donald Price, LeAnne Rogers, Scott Struzik
Council Members: Dale A. Hetrick, Greg Hooper
Youth Representatives: Ali Ahmed, Ramona Johnson

Wednesday, May 13, 2015

6:00 PM

1000 Rochester Hills Drive

CALL TO ORDER

Chairperson Blackstone called the Public Safety and Infrastructure Technical Review Committee to order at 6:00 p.m. Chairperson Blackstone explained briefly the agenda and legislative file procedures for the benefit of the new Committee Members.

ROLL CALL

Present 6 - Thomas Blackstone, Jason Carlock, Dane Fons, Greg Hooper, Walter Johnson and LeAnne Rogers
Excused 3 - Dale Hetrick, Donald Price and Scott Struzik

Others Present:

Sean Canto, Fire Chief
Scott Cope, Director of Building/Ordinance Compliance
Keith Sawdon, City Finance Director

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

2015-0204 Approval of Meeting Minutes - March 25, 2015

Attachments: [03252015 Minutes.pdf](#)
[Resolution \(Draft\).pdf](#)

A motion was made by Johnson, seconded by Rogers, that this matter be Approved as Presented. The motion carried by the following vote:

Aye 6 - Blackstone, Carlock, Fons, Hooper, Johnson and Rogers
Excused 3 - Hetrick, Price and Struzik

Resolved, that the Minutes of the Public Safety and Infrastructure Technical Review Committee meeting held on March 25, 2015 be approved as presented.

UNFINISHED BUSINESS

2014-0242 Discussion and review of the Rochester Hills Fire Facilities Improvement Personnel Staffing Report

Attachments: [2015 CIP - Fire Vehicle Replacement Schedule.pdf](#)
[402 - Fire Capital Fund \(2014-07-01\) LT Forecast \(Hire Over 2-Years\).pdf](#)
[206 - Fire Operating Fund \(2014-07-01\) LT Forecast \(Hire Over 2-Years\).pdf](#)

[402 - Fire Capital Fund \(2014-07-01\) LT Forecast.pdf](#)
[206 - Fire Operating Fund \(2014-07-01\) LT Forecast.pdf](#)
[Supp Questions part 2.pdf](#)
[Supp Fire Department Staffing Questions for 061114 Meeting.pdf](#)
[Supp ISO PPC Analysis.pdf](#)
[Supp Survey Monkey.pdf](#)
[Supp ISO PPC Info.pdf](#)
[Supp 2011 MFS.pdf](#)
[Supp TV Change Stats 2014.pdf](#)
[Rochester Hills Population Projections.pdf](#)
[Fire Station Building Report.pdf](#)
[Comparison of Local Municipal Fire Departments.pdf](#)
[Supp - Average Start Up Cost.pdf](#)
[Supp. Facilities Improvement and Personnel Staffing Report.pdf](#)

Chairperson Blackstone briefly summarized that the Committee had worked the previous year on a proposed millage issue for the November 2014 ballot. The purpose of the proposed millage was to increase the number of professional fire fighters employed by the City as well as implementation of necessary renovations of the City's five (5) fire stations and the funding thereof. He introduced Fire Chief Sean Canto to update the Committee as to both the hiring of fire fighters and the fire station renovations.

Chief Canto stated that he had brought Scott Cope, Director of Building/Ordinance Compliance to address the fire station renovation status for the Committee Members. He described the testing process and the use of a screening process through EMPCO, a testing company located in Troy, Michigan, which bears no cost to the City - applicants pay a fee to test. He proceeded to update the Committee Members with the following schedule:

- Approximately 98 applicants for the nine (9) positions;
- The City takes the top 30 applicants which included six (6) internal applicants;
- May 14, 2015 is the due date for the applicants to submit documentation packets - fire fighter certificates, driver's license, paramedic card, CPACK card and application;
- Near the end of June, the interview process, medical/physical exams and in-depth background checks commence;
- Job offers will begin;
- Goal is to have nine (9) fire fighters begin training by approximately August 10, 2015.

Discussion ensued by the Committee Members as to the candidates' testing scores, application process, manuals and required reading, the management

structure of the fire station operation process, day-to-day operations, the history of the Paid-On-Call ('POCs') fire fighters and personnel coverage of the City's five (5) fire stations.

Chief Canto briefly described the Insurance Service Organization (ISO) evaluation system of fire and emergency services in cities. He stated that the areas of focus by the ISO are dispatch/alarm, water systems and the fire department, equipment and trained personnel.

He then discussed how the fire station structures were originally designed for POCs and not designed to house both men and women fire fighter personnel for round-the-clock staffing. He asked Mr. Cope to discuss the fire station structure renovation updates.

Mr. Cope gave a status report on the renovation of the five (5) fire stations. He described the renovation as two (2) phases: the pre-construction phase and the second phase, which would be presented to City Council. He continued that a construction manager had been hired due to the complexity of five (5) simultaneous projects, review has begun on design development drawings for four (4) of the fire stations and new building designs for Fire Station 4. He stated that they would like to have most of the fire stations completed by February or March and that Fire Station 4 may take longer because it will be a new building.

The Committee Members discussed with Chief Canto and Mr. Cope the minimal impact on fire services because temporary trailer housing will be in place for use by the fire fighters during the renovation process.

DISCUSSION ITEM

2015-0116 2015/2016 Priorities Discussion

Attachments: [Suppl Allan Schneck E-mail 5-13-2015.pdf](#)
[Purpose and Charge 2015.pdf](#)
[Supp Purpose and Charge.pdf](#)
[Police Road Recom 030711\(1\)\(1\) \(5\) \(1\).pdf](#)
[Purpose and Charge \(1\).pdf](#)

Chairperson Blackstone stated that the Committee had received a revised Purpose and Charge ('Charge') at City Council's Meeting on April 20, 2015 (attached). He asked Member Hooper if he would discuss the Charge with the Committee Members.

Member Hooper responded that he would give a brief overview of the discussion at the City Council Meeting. He explained that based on the Committee's March 25, 2015 meeting discussions, that the Charge tasks the Committee with the review and analysis of the City's storm drain funding and street lighting policy ('policy'). He commented that the November 2015 date is a suggested deadline but that it is not set in stone. He stated that he looks forward to what the Committee can do

with the two (2) issues and what kind of recommendations can be brought before City Council.

Chairperson Blackstone stated that Allan Schneck, Director of DPS/Engineering was unable to attend the Committee's meeting but had sent a memo (attached) to the Committee. He proceeded to read the memo into the meeting minutes.

The Committee Members discussed special assessment district ('SAD') practices in other local communities.

Mr. Keith Sawdon, City Finance Director, discussed the City's SADs and stated that DTE will not contract with homeowner associations ('HOA's). He stated that the City contracts with DTE and the HOAs have to pay the City four (4) times a year which results in an extra administrative fees and HOA Treasurers writing four (4) check payments per year.

The Committee Members discussed approaching the HOAs to discuss implementation of a City policy and SADs.

Mr. Sawdon suggested that he would need to contact the City Attorney to begin the process and discuss:

- The legal process of creating a SAD and policy;
- The status of the City's current SADs;
- Proper steps and procedures required to get current SADs on the tax roll in regard to contracting with DTE;
- Future SAD procedures.

Discussion ensued by Committee Members as to when the effective date for implementation of the policy and SAD would be.

Chairperson Blackstone requested Mr. Sawdon to provide policy language for subdivisions for the Committee to review.

Mr. Sawdon responded that he would meet with the City Attorney and in spite of Fiscal's Budget Meeting preparations, he would try to report back to the Committee with a rough policy plan.

Member Hooper commented that another portion of the Committee's policy recommendation would be to have the City adopt or set a uniform standard as to the design, look and fixture for the City's street lighting. He also suggested that part of the Committee's recommendation to City Council might be to have research into cost effectiveness of contracting out the City's street light maintenance to private vendor or vendors vs. contracting street light maintenance with DTE.

The Committee Members discussed the City's street lighting as being different than the subdivision street lighting.

Chairperson Blackstone suggested that the Committee discuss storm water funding and read the paragraph from Mr. Schneck's memo (attached) pertaining to storm water funding.

The Committee Members discussed the funding need of the City for storm water drain maintenance by fiscal year 2018.

Mr. Sawdon commented that there is currently no legislation to allow for a storm water utility. He gave his personal opinion that the alternatives would be to fund it from the General Fund to be transferred to the Drain Fund or to have a dedicated millage which would require a vote of the City's residents.

Discussion ensued as to the proposed number of mills that would be necessary to fund storm water maintenance; whether it would be better to have a dedicated drain millage or to propose the increase to the General Fund. The Committee Members will continue to brainstorm for a solution to funding costs for storm water maintenance.

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

- Tuesday, June 23, 2015 - 6:00 p.m.

ADJOURNMENT

There being no further business before the Public Safety and Infrastructure Technical Review Committee, Chairperson Blackstone adjourned the meeting at 7:41 p.m.

Thomas Blackstone, Chairperson

Prepared by Christine A. Wissbrun
Recording Secretary, City Clerk's Office