

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 8, 2019, at 6:00 p.m. in the Council Chambers, on the second floor of the City Building, 124 N. Michigan Street, Plymouth, Indiana.

Mayor Pro Tempore Ecker presided for Board Members Culp, Houin, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Mayor Senter was absent; but arrived a few minutes before the end of the meeting.

Board Members Culp and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on March 25, 2019. The motion carried.

Utility Superintendent Davidson made a last call for sealed quotes for the Wastewater Pickup Truck with Service Body. The following sealed quotes were opened and read aloud:

- Oliver Ford, Plymouth, IN
 - Truck Price = \$59,207.00
 - Less trade for 2002 F250 = \$500.00
 - Total = \$58,707.00

Davidson said he requested quotes from Country Auto and Auto Park.

Members Houin and Walters moved and seconded to authorize Superintendent Davidson to award the quote to Oliver Ford if it meets all the required specifications. The motion carried.

Fire Chief Miller presented the following monthly reports:

**Plymouth Fire Dept
Departmental Activity Report**

Current Period: 03/01/2019 to 03/31/2019, Prior Period: 01/01/2019 to 03/31/2019
00:00 to 24:00
All Stations
All Shifts
All Units
Fire Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	1	101.12
Combustible/flammable spills & leaks	0	0.00	2	20.96
Dispatched and cancelled en route	14	65.22	45	92.48
Electrical wiring/equipment problem	0	0.00	4	9.14
Emergency medical service (EMS) Incident	158	220.80	448	966.35
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	2	5.96	8	22.68
Fire, Other	0	0.00	2	9.04
Good intent call, Other	0	0.00	2	6.54
Medical assist	4	3.32	19	20.01
Mobile property (vehicle) fire	1	8.44	3	12.83
Natural vegetation fire	1	4.05	1	4.05
Outside rubbish fire	0	0.00	2	2.93
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Smoke, odor problem	2	10.27	2	10.27
Steam, Other gas mistaken for smoke	0	0.00	2	8.75
Structure Fire	2	67.80	4	128.16
System or detector malfunction	0	0.00	2	1.71
Unintentional system/detector operation	0	0.00	5	8.71
Wrong location, no emergency found	0	0.00	1	1.55
	184	385.86	556	1,431.65

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Training				
Advanced Cardiac Life Support	7	18.00	7	18.00
Airway Management	11	17.00	11	17.00
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Blood Bourne Pathogens	0	0.00	5	5.00
Cardiology	8	8.00	19	47.00
Communications Equipment	0	0.00	1	1.00
CPR Recert	0	0.00	37	148.00
EMS Audit & Review	8	8.17	27	43.17
EMS Skills	1	3.00	15	6.00
EMT-B	2	4.00	9	25.00
Epi Pens	0	0.00	1	1.00

Training				
ESO	18	27.00	35	44.00
FF I-II	4	9.00	28	75.50
FF I-II SKILLS	0	0.00	36	191.00
Gas Pipe line Safety	19	38.00	24	50.50
General Building Construction	0	0.00	4	8.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	0	0.00	1	2.00
Hazmat Awareness and Operations	0	0.00	1	8.00
Ice Rescure	13	39.00	13	39.00
Infection Control	0	0.00	1	1.00
Instructor Training	9	44.00	9	44.00
Mega Code	1	1.00	14	24.00
P H T L S	12	96.00	12	96.00
Paramedic School	2	14.00	7	46.00
Pediatric Emergencies	0	0.00	7	7.00
PEPP & PALS Hybrid Coarse	3	12.00	3	12.00
Protocol Review	2	1.00	5	6.00
Ropes & Knots	0	0.00	22	44.00
Sepsis	12	12.00	12	12.00
Shock	1	1.00	1	1.00
Solar Power Safety	12	24.00	12	24.00
Strategic and Tactical Operations	0	0.00	3	3.00
Suicide Prevention	0	0.00	1	1.00
Toxicology	0	0.00	5	10.00
Volunteer Fire Business Mtg.	18	27.00	68	114.50
	<u>163</u>	<u>403.17</u>	<u>461</u>	<u>1,179.67</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {03/01/2019} And {03/31/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.54 %	\$0	0.00 %
006 Lapaz	1	0.54 %	\$0	0.00 %
007 Plymouth	134	72.82 %	\$0	0.00 %
011 Center Twp	27	14.67 %	\$15,000	9.09 %
019 West Twp	14	7.60 %	\$150,000	90.91 %
12 Argos Paramedic Assist	1	0.54 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.08 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.17 %	\$0	0.00 %
Total Incident Count:	184		Total Est Losses:	\$165,000

Miller requested the board's approval for reimbursement for registration and parking for six firefighters to attend FDIC this week in Indianapolis. The cost for registration is \$50 each.

Board Members Houin and Milner moved and seconded to approve the reimbursement. The motion carried.

Miller also requested the board's approval for Erik Cox to attend an Indiana EMS Director's Conference in Indianapolis on April 16th. The cost is \$50.

Board Members Milner and Walters moved and seconded to approve the request for Erik Cox's training.

Miller presented the following proposed Agreement to Sponsor Marshall County Area Emergency Medical Services with Saint Joseph Regional Medical Center – Plymouth:

Agreement to Sponsor

Marshall County Area Emergency Medical Services

Saint Joseph Regional Medical Center-Plymouth Campus, Inc. (SJPMC-Plymouth) agrees to act as supervising hospital and to provide medical directors and direction as defined in the Rules and Regulations of the Indiana Department of Homeland Security. The Emergency Medical Services (EMS) provider organizations affected by this agreement includes:

Culver-Union Township EMS

Plymouth Fire Department

The hospital agrees to provide continuing education; audit and review, medical control and direction, liaison and direction for the supply of medications, fluids, and other items utilized by the EMS providers; and to allow EMS to function within the appropriate hospital departments to maintain continuing education for their skills. The hospital will provide chart review by qualified members of their hospital staff and quality assurance audits will be held monthly to review EMS records. The hospital will strive to have reviewers work with each other to seek consistency with audit and review. The audit will be reviewed with EMS personnel from the above services, emergency physicians as applicable, and the EMS coordinator from SJPMC-Plymouth.

The participating EMS provider organizations agree to utilize a physician designated by SJPMC-Plymouth Campus, Inc. who is acting on behalf of the community at large.

The EMS provider organizations agree to abide by the agreements with the supervising hospital indicating training, in-services, continuing education, audit and review procedures the supervising hospital has developed to help ensure consistency in quality improvement.

The EMS provider organizations agree to designate a representative within their organization who will be responsible for in-services, quality control, internal review of continuing education, maintenance of appropriate certification for the State of Indiana, maintenance of records, and adherence to the SJPMC-Plymouth Guidelines.

The hospital will receive emergency patients from the ambulance services. The hospital will provide for two-way communication between EM personnel who are providing emergency care and emergency department personnel at the hospital by telephone and the Indiana Hospital Emergency Radio Network as licensed by the Federal Communications Commission. The hospital will provide licensed physicians who may issue orders to EMS personnel, appropriate to their level of certification.

The EMS provider organizations will make available full patient care reports (PCR's) including all documented charts, ekg strips, test results, etc to the Supervising hospital within 24 hours of the delivery of the patient to hospital. It will provide all patient care reports to the Supervising hospital of any patient transferred to another hospital, emergency air transport service, refusal, or any other treatment record of patients cared for by the service for audit and review purposes within seventy-two (72) hours of care being provided.

The hospital reserves the right as medical director and sponsoring hospital to refuse anyone not providing what it deems as adequate care. The process will include 3 steps. The order in which discipline is carried out is to be determined

by the supervising hospital and the medical director, based on the seriousness of the infraction.

1. A written reprimand sent to the individual EMS provider and their provider organization noting the incorrect action taken, correct action required, and issues involved. The individual is welcome to provide a letter in rebuttal stating their reasoning for their actions and it will be attached in their file.

2. A requirement for remedial training as decided by the Medical Director and EMS Coordinator. This can incorporate protocol review, hands on training, remedial skills testing, etc. It is the responsibility of the EMS provider organization to pay their employee for the required remedial training time and ensure that it is completed satisfactorily. This can include temporary suspension of clinical privileges while remedial training is being completed.

3. Recommendation from Medical Director for dismissal and loss of sponsorship from medical director and the hospital. This is a "worst case scenario" and will only be following all other avenues attempted to ensure individual providers are functioning as the hospital and medical director believe is necessary.

This agreement shall be in effect for one (1) year, commencing on the date of approval by the signed parties. Further this agreement shall automatically renew for successive one-year terms. Either party may choose to terminate this agreement at any point with a ninety day (90) written notice.

Any disputes arising from this agreement must be submitted thirty days (30) prior to any legal action by parties.

Miller noted that the agreement verbiage remains the same as it has always been in the past.

Board Members Walters and Houin moved and seconded to approve the agreement as presented. The motion carried.

Street Superintendent Marquardt updated the board on the current street projects. The light project in Lincoln Park/Highland Court area has been completed. The street department is conducting some concrete work at the airport. He is anticipating that the city's concrete / sidewalk work will begin at the end of April.

City Engineer Gaul requested the board's approval for a "No Parking" request for street project PW-18-035. Closures include:

Street	Between	Start Date	End Date
N Walnut St	Jefferson St & W Monroe St	4/15/19	5/2/19
W Madison St	N Plum St & N Center St	4/17/19	5/3/19
Kingston Rd	Pennsylvania & E Jefferson	4/19/19	5/10/19
Randolph Dr	E Jefferson & Baker St	4/24/19	5/2/19
Stanley Dr	Hehr Ln & Jim Neu Dr	4/26/19	5/3/19
Lemler Ln	S Michigan & Bayless St	4/30/19	5/6/19
Chester St	Clinton St & Oakhill Ave	4/30/19	5/8/19

Board Members Houin and Walters moved and seconded to enforce no parking under the stipulations of the contract as outlined in PW-18-035. The motion carried.

City Engineer Rick Gaul reviewed UT-19-013, the request from Comcast to conduct work in the right of way at 900 Lincolnway East. There will be a \$5,000 financial guarantee.

Gaul also presented UT-19-014, a request from CenturyLink for work in the right of way at 2680 Miller Drive. This also includes a financial guarantee of \$5,000.

Lastly, Gaul presented UT-19-015, another request from Comcast to conduct work in the right of way at 1301 Flora Street and includes a \$5,000 financial guarantee.

Board Members Culp and Walters moved and seconded to approve the work in the right of way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

City Attorney Surrisi presented the Small Cell Facility Forms for the Board's approval:

- Small Cell Facility Application
- Small Wireless / Cell Facility Application
- Small Cell Facility Work in the Right-of-Way Application
- Small Cell Facility Completion Affidavit

Members Walters and Houin moved and seconded to approve the forms as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

First United Church of Christ requests permission to park a truck or trailer in the alley between Adams and Washington Streets for roofing materials and debris. This will be April 11, 2019 weather permitting. 1-2 days. 321 N Center St. Thank you. S/ Robert Manuwal, Council VP, 1013 W LaPorte St, Plymouth, 574-360-7742

Xaver noted that the applicant advised that they would not be able to attend this meeting.

Street Superintendent Marquardt said he spoke with the applicant about this request. The church is unsure of the dates – they are currently working with the contractor and trying to figure out the best dates to conduct the work. Marquardt said their request will likely take place in the month of April and will take 1 to 2 days. The trailer would be parked in the alley, which Marquardt said is not a high-traffic area, so he has no issues with the request.

Police Chief Bacon and Fire Chief Miller had no concerns with the request.

Members Walters and Milner moved and seconded to approve the request. The motion carried.

Clerk-Treasurer Xaver presented the following request for a utility bill payment plan:

I am requesting a payment plan for my water bill for 1170 Ferndale Street, Account number 10327337. Sometime in February the bypass valve on my unused water conditioner failed resulting in water freely flowing in the furnace area and then into the ground. I was notified of an issue on 6 March by the Water Department (thank you!) and directed the service to be shut off. Before this my bill has averaged just over \$45.00 a month. I have never missed a payment, paying through automatic debit from my bank. The amount currently owing, as well as the amount due in April, will cause significant hardship. I request a payment plan of \$250.00/month in addition to my normal bill of approximately \$46.00. I further request a waiver of penalties and interest while I am paying this off. Thank you for your attention and assistance. S/ Jean Sparks, Owner, PO Box 602, Delavan, IL 61734, 404-862-0172

Ms. Sparks was unable to attend the meeting. Clerk-Treasurer Xaver reviewed her request and said she feels the payment plan of \$250.00/month towards this large bill is reasonable.

Board Members Houin and Walters moved and seconded to approve the request as presented. The motion carried.

Brad Serf, representative for the Aquatic Center's capital campaign, address the board. Jerry Chavez reviewed the current status of the project. Serf said the Aquatic Center project is requesting additional funding from the Board of Public Works and Safety to help with some of the costs that were not part of the funds that are already in place: New Tax Market Credit, Regional Cities funding, and bonds. Chavez reviewed some of the project's items that still need funding.

City Attorney Surrisi explained that the amount being requested from the board is roughly \$142,000, which are the funds leftover in the City's Monetary Gift Fund from the sale of land in the TechFarm.

Ecker asked about the funds in relation to the original quote. Chavez said the original quote of \$8.5 million was guaranteed maximum price for the pool itself. With the current funding in place, the aquatic center can be built, but without additional funds in place, the building would not be able to open and operate.

Councilman Cook asked for the total being requested. Chavez said \$142,654.61.

Citizen, Dave Miller, said he is torn because he is supportive of the aquatic center, but would rather these funds be used as they were intended, for infrastructure in the TechFarm area.

Cook asked if the city or Redevelopment Commission would be approached for additional funding beyond this if the capital campaign does not reach its goal. Chavez and Serf both said they feel the capital campaign will be successful. City Attorney Surrisi noted that the Redevelopment Commission has already pledged to cover the cost of the water and sewer tap fees should the campaign need help funding those items at the end of construction.

Board Members Walters and Culp moved and seconded to approve the request for \$142,654.61 from the City Monetary Gift Fund. It passed by roll call vote.

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AYES: Senter, Culp, Milner, Walters
NAYS: None
ABSTAIN: Houin

Board Members Houin and Walters moved and seconded to allow the payroll for April 15, 2019 and the claims for April 8, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Walters and Houin moved and seconded to approve the following communications:

- Fire Reports – March 2019

The motion carried.

There being no further business to discuss, Mayor Pro Tempore Ecker declared the meeting adjourned at 6:39 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor