

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JANUARY 9, 2017

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 9, 2017, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Fonseca, Grobe and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Culp and Fonseca moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 27, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Clerk-Treasurer Xaver administered the Oath of Office to Duane Culp as a newly appointed member of the Board of Public Works and Safety.

Board Members Houin and Culp moved and seconded to retain the second and fourth Mondays of each month at 6:00 pm as the meeting dates and times for the Board of Works meeting, except for the second meeting in December, which will be Wednesday, December 27th, following the Christmas holiday observations of December 25th and 26th. The motion carried.

Utility Superintendent Davidson discussed a grant opportunity with Indiana Public Employers Plan (IPEP), who is the city's worker's compensation insurer. Two applications were submitted; one for the water department to aide with inflatable trench shoring equipment and the other for the sewer department for a multi-gas monitoring system to aide with confined space protection.

IPEP awarded both grants to the City of Plymouth at the full 80% funding, with the city being responsible for the remaining 20%. IPEP will be covering \$6,540.80 of the multi-gas monitoring equipment and the city will fund \$1,635.20. The inflatable trench shoring equipment will be split \$2064.49 and \$516.13.

To complete the grant process, the city must enter into an agreement with IPEP to monitor the use of the equipment and ensure the funding is being used as intended.

Board Members Houin and Grobe moved and seconded to authorize Superintendent Davidson to enter into the grant agreement. The motion carried.

Davidson also notified the board that the secretary at the Water Department will be retiring and he is posting the position internally first and then to the public should the position still be open.

Building Commissioner Hammonds presented the 2016 Year End Report:

**Building Commissioners
2016 Year End Report**

..TYPE OF CONSTRUCTION		ESTIMATED COST
Accessory	33	\$41,840,271.35
Comm. Addition	4	
Commercial New	9	
Commercial Renovation	22	
Demolition	5	
Fence	32	
Plumbing	2	
Porch/Deck	26	
Residential Addition	11	
Residential Double wide	3	
Residential Mobil Home	1	
Residential New single family	9	
Residential Renovation	24	
Residential Roofing	6	
Sign	27	
Swimming Pool	3	
Total	217	

Fire Chief Miller presented the fire department monthly report for December 2016.

Plymouth Fire Department
Departmental Activity Report

Current Period: 12/01/2016 to 12/31/2016, Prior Period: 01/01/2016 to 12/31/2016

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
EMS Alarm Situations				
No Location Provided	195	540.23	2,198	8,960.02
	195	540.23	2,198	8,960.02
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic	2	0.00	8	0.00
Citizen complaint	0	0.00	1	0.00
Combustible/flammable spills & leaks	2	0.00	11	0.00
Controlled burning	0	0.00	2	0.00
Dispatched and cancelled en route	21	0.00	154	0.00
Electrical wiring/equipment problem	1	0.00	10	0.00
Emergency medical service (EMS) Incident	140	0.00	1,655	0.00
Excessive heat, scorch burns with no	0	0.00	1	0.00
Extrication, rescue	1	0.00	1	0.00
False alarm and false call, Other	2	0.00	52	0.00
Fire, Other	1	0.00	7	0.00
Good intent call, Other	2	0.00	15	0.00
Hazardous condition, Other	0	0.00	3	0.00
Medical assist	14	0.00	142	0.00
Mobile property (vehicle) fire	2	0.00	15	0.00
Natural vegetation fire	0	0.00	20	0.00
Outside rubbish fire	0	0.00	9	0.00
Overpressure rupture from air or gas (no	0	0.00	1	0.00
Public service assistance	0	0.00	5	0.00
Service call, Other	0	0.00	7	0.00
Severe Weather & Natural Disaster -	0	0.00	2	0.00
Smoke, odor problem	0	0.00	4	0.00
Special outside fire	0	0.00	3	0.00
Special type of incident, other	0	0.00	2	0.00
Steam, Other gas mistaken for smoke	1	0.00	5	0.00
Structure Fire	4	0.00	26	0.00
System or detector malfunction	2	0.00	15	0.00
Unintentional system/detector operation	0	0.00	19	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	195	0.00	2,198	0.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
12 lead Acquisition/transmission	0	0.00	4	2.00
Abulance Opps	0	0.00	29	29.00
Active Shooter	0	0.00	1	3.00
Administrative Procedures	25	25.00	25	25.00
Advanced Cardiac Life Support	0	0.00	5	40.00
Airway Management	3	12.00	6	24.00
Alternative Fuel	0	0.00	2	20.00
Apparatus / Equipment	0	0.00	35	85.00
Cardiac Assessment	5	20.00	11	32.00
Chest and Abdominal Injuries	0	0.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	0	0.00	32	69.25
Crude by Rail	0	0.00	2	11.00
Diabetics	0	0.00	2	8.00
Drug Addiction	0	0.00	1	1.00
Emergency Medical Services	0	0.00	1	4.00
EMS Audit & Review	0	0.00	37	36.75
EMS Skills	3	12.00	17	38.00
EMT-B	0	0.00	24	90.00
ENvironmental Emergencies	0	0.00	2	8.00
EOC OPERATIONS	0	0.00	3	25.00
Extrication	0	0.00	26	65.00
FF I-II	0	0.00	22	45.00
Fire Behavior	0	0.00	21	165.50
Fire Dept Inventory	0	0.00	18	36.00
Fire Investigation	0	0.00	5	12.00
FIRE OFFICER 1	0	0.00	2	8.00
Fire Preplan	0	0.00	2	1.50
Forceable Entry	0	0.00	24	48.00
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	0	0.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hazardous Materials Overview	0	0.00	1	4.00
Hazmat Awareness and Operations	31	62.00	31	62.00
Hose Lays	0	0.00	6	6.00
Hose Test	0	0.00	51	102.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Human Body A&P	0	0.00	3	12.00
Infants & Children	0	0.00	1	1.00
Instructor Training	2	8.00	8	34.00
Instructor's Meeting	6	9.00	6	9.00
IV Therapy	0	0.00	2	1.00
Knowing Your Smoke	0	0.00	8	64.00
Leadership	12	15.50	20	49.00
Marshall County Fire Association Mtg.	0	0.00	22	44.50
Medical on-going Assessment	3	12.00	3	12.00
Medication Review for Protocols	0	0.00	18	18.00
Meical-legal-Ethical issues	0	0.00	4	12.00
Narcan Training	0	0.00	40	54.50
Nervous System	4	16.00	4	16.00
Obstetrics	0	0.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	3	12.00	9	29.00
Pediatric Emergencies	0	0.00	2	8.00
Pension Board Meeting	0	0.00	28	4.04
PEPP & PALS Hybrid Coarse	0	0.00	5	747.50
Pharmacology	2	8.00	2	8.00
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Public Education	0	0.00	31	163.00
Public Fire Ed	0	0.00	2	11.00
Public Relations	7	24.50	97	295.15
Pump Operations	0	0.00	16	32.00
Respiratory System	3	12.00	3	12.00
Risk Managment	0	0.00	1	9.00
Ropes & Knots	0	0.00	8	24.00
Scene Size-up	3	12.00	3	12.00
SEARCH & RESCUE	0	0.00	45	115.00
Self Rescue	0	0.00	28	112.00
Smart Triage	0	0.00	8	18.00
Stroke Training	0	0.00	33	33.00
Test and Skills	2	8.00	5	20.00
Thermal Imaging Camera	0	0.00	26	52.00

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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Trauma	0	0.00	4	16.00
Trauma Symposium	0	0.00	1	8.75
Venting the fire	0	0.00	5	20.00
Virtual Dementia Tour	0	0.00	13	26.00
Vital Signs	0	0.00	5	20.00
Volunteer Fire Business Mtg.	18	27.00	306	404.92
Water Supply	0	0.00	4	13.00
Well-Being of EMT	0	0.00	4	8.00
	132	295.00	1,360	3,933.86

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {12/01/2016} And {12/31/2016}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.51 %	\$0	0.00 %
007 Plymouth	124	63.58 %	\$35,000	23.18 %
011 Center Twp	27	13.84 %	\$56,000	37.09 %
019 West Twp	29	14.87 %	\$60,000	39.74 %
12 Argos Paramedic Assist	3	1.53 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	1	0.51 %	\$0	0.00 %
15 Culver Paramedic Assist	5	2.56 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.02 %	\$0	0.00 %
18 Walkerton Paramedic Assist	3	1.53 %	\$0	0.00 %
Total Incident Count:	195		Total Est Losses:	\$151,000

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	2	0.09 %	\$0	0.00 %
002 Bourbon	2	0.09 %	\$0	0.00 %
004 Culver	7	0.31 %	\$0	0.00 %
006 Lapaz	9	0.40 %	\$0	0.00 %
007 Plymouth	1,418	64.51 %	\$321,900	36.46 %
008 Polk	4	0.18 %	\$0	0.00 %
009 Tippecanoe	1	0.04 %	\$0	0.00 %
011 Center Twp	310	14.10 %	\$242,000	27.41 %
019 West Twp	317	14.42 %	\$319,000	36.13 %
12 Argos Paramedic Assist	29	1.31 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	7	0.31 %	\$0	0.00 %
15 Culver Paramedic Assist	31	1.41 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	19	0.86 %	\$0	0.00 %
18 Walkerton Paramedic Assist	41	1.86 %	\$0	0.00 %
21 Walkerton Patient Transport	1	0.04 %	\$0	0.00 %
Total Incident Count: 2198			Total Est Losses: \$882,900	

Police Chief Bacon presented the police department monthly report for December 2016.

PLYMOUTH POLICE DEPARTMENT

Activity Report Summary 2016

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	451	470	568	559	524	634	550	635	675	469	397	332	6,264
Complaint	446	460	427	508	594	469	652	566	650	558	607	577	6,514
911 Calls	76	108	130	141	173	140	138	179	147	107	102	115	1,556
Residential Security Checks	139	102	128	91	34	10	4	2	2	4	72	94	682
Alarms	67	77	70	71	82	54	79	58	96	91	65	69	879
Vehicle Checks	34	22	28	29	41	39	36	34	32	30	22	14	361
Assist Other Agencies	10	9	22	18	16	13	10	17	17	8	11	13	164
Animal Complaints	18	16	27	21	30	37	49	48	30	14	17	12	319
Code Enforcement	40	23	28	58	100	65	69	34	43	16	1	1	478
Traffic Stops	281	294	383	322	367	290	218	359	304	209	303	236	3,566
Citations Issued	174	196	209	184	247	185	126	261	239	134	242	163	2,360
Accident Reports	39	42	37	38	48	42	38	53	45	55	53	54	544
Case Reports	106	99	136	141	131	123	151	143	169	106	155	124	1,584
Arrests	46	38	55	80	51	40	37	56	46	43	57	53	602
Arrests (Adult)	38	29	35	72	40	34	28	49	36	36	53	47	497
Arrests (Juvenile)	8	9	20	8	11	6	9	7	10	7	4	6	105

Street Superintendent Marquardt requested permission to solicit quotes for a 4500 series dump truck to replace a 1990 F series dump truck. This is budgeted for 2017.

Board Members Culp and Houin moved and seconded to allow Marquardt to begin soliciting quotes. The motion carried.

Marquardt also told the board that the street department will be purchasing a skid steer loader in 2017 to replace a 20-year old model. After looking for the replacement and speaking with other street departments in the area, Marquardt and City Attorney Surrisi have researched a different option through the National Joint Power Alliance.

Surrisi said that it is under the interlocal agreement statutes in the state code. The city used this option in the past on a smaller scale and works by utilizing a contract that another municipality legally bid. The company that sells the product honors the same price and then the city would piggyback off of the work and advertising that the first municipality did, without having to bid the equipment separately.

Surrisi explained that the company is based out of Minnesota and runs this program nation-wide, so there are lists of distributors and sales companies from across the country that participate in this bidding process. He said that if the city cannot find a contract that has already been bid out, then the company will request solicitations for you to seek another bid. He feels this process could save time and expense.

Member Houin asked if the company receives lower bids because they are nationwide or is the savings just in the bid process.

Marquardt said that some of the equipment that the street department requires is difficult to find in this area, so expanding beyond the local area would be beneficial.

Member Grobe asked if we would send in the requirements and then the company would try to match it to a contract that has already been bid.

Marquardt said yes and that they would give exceptions should something be different.

Board Members Grobe and Culp moved and seconded to approve the request to solicit the skid steer loader through this service. The motion carried.

City Engineer Gaul presented PW 16-081:

United Telephone Company of Indiana (CenturyLink) – ElectriCom is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the city's right of way to install directional bored fiber optic line adjacent to and parallel with the West right-of-way line of Stanley Drive approximately 150 feet thence East under Stanley Drive adjacent to and parallel with the South right-of-way line of PIDCO Drive approximately 1330 feet to a power pole located on the South-West corner of Oak Drive and PIDCO Drive. From the power pole the board fiber option will be aerial to the HEHR International property.

Various city department superintendents have reviewed the above installation. It was particularly noted that CentryLink installation will be crossing a water main, City of

Plymouth fiber optic conduit and a sanitary sewer line at the Stanley Drive and the PIDCO Drive crossing. Also noted was the proposed bored fiber optic line will need to be installed adjacent to the right-of-way.

Gaul said the contract includes a \$5,000 financial guarantee and a series of notes by which the company needs to abide. The full letter is on file in the Engineering Office and the Clerk-Treasurer's Office.

Board Members Culp and Grobe moved and seconded to approve the request as presented. The motion carried.

Gaul also presented PW 16-082:

PirTano Construction Company on behalf of Comcast is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the City's Right of Way to install 2" diameter conduit with coax from an existing power pole located along the north right-of-way line of Hoham Drive thence east approximately 20 feet. The installation will cross Hoham Drive on the west right-of-way line of Western Avenue and continue south approximately 625 feet thence west to the building at 2525 Wester Avenue.

Various city department superintendents have reviewed the above installation. It was particularly noted that Comast installation will be crossing a water main, City of Plymouth fiber optic conduits and a sanitary sewer line at the Hoham Drive and the Western Avenue crossing. Also noted was the proposed bored line will need to be installed adjacent to the right-of-way.

Gaul said the contract includes a \$5,000 financial guarantee and a series of notes by which the company needs to abide. The full letter is on file in the Engineering Office and the Clerk-Treasurer's Office.

Board Members Grobe and Fonseca moved and seconded to approve the request as presented. The motion carried.

Gaul presented PW 16-083:

BCA Environmental Consultants is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the City's right of way to place three soil / groundwater probes above the sanitary sewer line (in the right of way & within the street pavement) south of the Jefferson Street and Beerenbrook Street intersection east of 1101 West Jefferson Street as shown on the attached map.

Various city department superintendents have reviewed the above installation. It was particularly noted that BCA Environmental Consultants limit their probe depth to a maximum of 15 feet deep and offset their probes a minimum of 1.5 feet from the centerline of the sanitary sewer line to avoid any disturbance of the sanitary sewer line. Potholing the existing utilities is emphasized.

Gaul said the contract includes a \$15,000 financial guarantee because they are working near a 30-inch sewer main that is 20 feet deep and should something go wrong it will be expensive to repair. There is also a series of notes by which the company needs to abide. The full letter is on file in the Engineering Office and the Clerk-Treasurer's Office.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JANUARY 9, 2017

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

Board Members Fonseca and Grobe moved and seconded to allow the payroll for January 13, 2017 and the claims for January 9, 2017 as entered in Claim Register #2017. The motion carried.

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:25 p.m.

Jeanine M. Xaver, IAMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor