

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 16, 2013

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 16, 2013, 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, Ecker and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present. Board Member Grobe was absent.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 24, 2013, as presented since they have been reviewed and found to be correct. The motion carried.

Fire Chief Miller addressed the board regarding the bid that was opened at the last meeting for the ambulance. Miller said that because there was only one bid, Indiana Code allows for the parties to enter into negotiations. He said that the original proposed price of \$251,405 has been negotiated down to \$237,711 by deleting some of the options that were included in the original specifications. Miller requested that the board allow him to place an order for the ambulance.

City Engineer Gaul presented a bid tabulation for the Bauer Parking Lot Improvements Project.

CITY OF PLYMOUTH, INDIANA PW-12-022 BAUER PARKING LOT BID TABULATION BIDS RECEIVED: September 23, 2013 BIDS TABULATED: September 25, 2013						
	E&B PAVING 310 Blacketor Dr Rochester, IN 46975	MICHIANA 7943-Lilae-Road PO-Box-929 Plymouth--IN 46563	NIBLOCK 1080 Spartan Drive Columbia City, IN 46725	PHEND & BROWN 367 E 1250N PO Box 150 Milford, IN 46542	RIETH-RILEY PO Box 1775 25200 S.R. 23 South Bend, IN 46614	WALSH & KELLY 24358 S.R. 23 South Bend, IN 46614
PARKING LOT, DRIVE, DRY WELL, CURBS, ETC	\$ 95,988.00	----	\$ 68,000.00	\$ 91,000.00	\$ 65,000.00	\$ 104,451.84
PARKING LOT LIGHTING	\$ 12,099.11	----	\$ 10,775.00	\$ 12,545.00	\$ 13,000.00	\$ 10,775.00
PARKING LOT LANDSCAPING	\$ 13,495.95	----	\$ 15,420.00	\$ 14,170.00	\$ 15,500.00	\$ 19,225.00
ANCILLARY R/W WORK	\$ 16,528.05	----	\$ 13,500.00	\$ 14,700.00	\$ 12,250.00	\$ 5,000.00
SUB-TOTAL BAUER PARKING LOT	\$ 138,111.11	----	\$ 107,695.00	\$ 132,415.00	\$ 105,750.00	\$ 139,451.84
UNDERCUT/BACKFILL #2	\$ 5,506.00	----	\$ 1,989.50	\$ 2,250.00	\$ 1,250.00	\$ 2,500.00
UNDERCUT/BACKFILL #53	\$ 5,508.50	----	\$ 1,550.00	\$ 2,100.00	\$ 1,150.00	\$ 2,500.00
SUT-TOTAL UNDERCUT BACKFILL	\$ 11,014.50	----	\$ 3,539.50	\$ 4,350.00	\$ 2,400.00	\$ 5,000.00
TOTAL PRICE (ADDITION)	\$ 149,125.61	----	\$ 111,234.50	\$ 136,765.00	\$ 108,150.00	\$ 144,451.84
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
TOTAL PRICE (BID SCHEDULE)	\$149,125.61	----	\$111,234.50	\$136,795.00	\$108,150.00	\$144,451.84

Recommended to award to: Rieth-Riley Construction Co., Inc. for \$ 108,150.00

Gaul recommended awarding the project to Rieth-Riley Construction of South Bend, Indiana, in the amount of \$108,150.00.

Board Members Smith and Culp moved and seconded to award the project to Rieth-Riley Construction of South Bend, Indiana, in the amount of \$108,150.00. The motion carried.

City Engineer Gaul presented a bid tabulation for the 2013 Mill and Fill Street Project.

CITY OF PLYMOUTH, INDIANA PW-13-014 2013 MILL & FILL PROJECTS BID TABULATION BIDS RECEIVED: September 23, 2013 BIDS TABULATED: September 24, 2013						
	E&B PAVING 310 Blacketor Dr Rochester, IN 46975	MICHIANA 7843-Lilac-Road PO-Box-929 Plymouth, IN 46563	NIBLOCK 1080 Spartan Drive Columbia City, IN 46725	PHEND & BROWN 367 E 1250N PO Box 150 Milford, IN 46542	RIETH-RILEY PO Box 1775 25200 S.R. 23 South Bend, IN 46614	WALSH & KELLY 24358 S.R. 23 South Bend, IN 46614
THIRD STREET	\$ 8,520.00	-----	\$ 9,300.00	\$ 14,700.00	\$ 12,000.00	\$ 20,500.00
FELIX PLACE	\$ 17,605.00	-----	\$ 17,300.00	\$ 23,900.00	\$ 20,400.00	\$ 30,500.00
GARRO STREET (PHASE 1)	\$ 40,085.00	-----	\$ 35,900.00	\$ 48,650.00	\$ 39,200.00	\$ 50,800.00
GARRO STREET (PHASE 2)	\$ 13,250.00	-----	\$ 12,100.00	\$ 18,400.00	\$ 14,750.00	\$ 19,500.00
GARRO STREET (PHASE 3)	\$ 13,575.00	-----	\$ 11,600.00	\$ 18,200.00	\$ 13,000.00	\$ 19,500.00
GIBSON STREET	\$ 13,660.00	-----	\$ 13,600.00	\$ 25,350.00	\$ 16,000.00	\$ 20,000.00
LAPORTE STREET	\$ 16,870.00	-----	\$ 11,800.00	\$ 21,450.00	\$ 17,500.00	\$ 23,600.00
LINCOLNWAY BERM & INTERSECTION	\$ 12,060.00	-----	\$ 11,700.00	\$ 22,850.00	\$ 16,000.00	\$ 23,500.00
MEADOW LANE	\$ 34,345.00	-----	\$ 30,700.00	\$ 37,900.00	\$ 31,750.00	\$ 42,100.00
PEARL STREET	\$ 20,615.00	-----	\$ 19,200.00	\$ 34,450.00	\$ 20,750.00	\$ 27,000.00
SUB-TOTAL FOR PROJECTS	\$ 190,585.00	-----	\$ 173,200.00	\$ 265,850.00	\$ 201,350.00	\$ 277,000.00
UNDERCUT/BACKFILL #2	\$ 3,500.00	-----	\$ 3,979.00	\$ 3,000.00	\$ 2,500.00	\$ 5,000.00
UNDERCUT/BACKFILL #53	\$ 2,800.00	-----	\$ 2,480.00	\$ 2,240.00	\$ 1,840.00	\$ 4,000.00
SUB-TOTAL UNDERCUT BACKFILL	\$ 6,300.00	-----	\$ 6,459.00	\$ 5,240.00	\$ 4,340.00	\$ 9,000.00
TOTAL PRICE (ADDITION)	\$ 196,885.00	-----	\$ 179,659.00	\$ 271,090.00	\$ 205,690.00	\$ 286,000.00
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
TOTAL PRICE (BID)	\$ 196,855.00	-----	\$ 179,659.00	\$ 271,090.00	\$ 205,690.00	\$ 282,500.00
						BID SCHEDULE \$ 273,500.00

Recommend to award bid to: Niblock Excavating Inc. for \$ 179,659.00

Gaul asked the board members to ratify awarding the project to Niblock of Columbia City, Indiana, in the amount of \$179,659.00.

Board Members Ecker and Smith moved and seconded to ratify the award as requested.

The motion carried.

Utility Superintendent Davidson presented his monthly reports to the board:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
SEPTEMBER 2013 Monthly Report**

PLANT OPERATIONS

Water Treated September– Ledyard Water Treatment Plant	32,136,932 gallons
Water Treated September – Pine Water Treatment Plant	<u>18,499,100 gallons</u>
Water Treated Total	50,636,032 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	1,071,231 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>660,682 gallons</u>
Water Treated – Daily Average - Combined	1,731,913 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 792,000 gallons
- Backwashed filters at Pine Water Treatment Plant 11 times for a total of 710,100 gallons
- Total backwash usage for the month was 1,502,100 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 21 - Ledyard Water Treatment Plant Maintenance
 - Prepared and painted outside of buildings
 - Evaluated potassium permanganate feed system and detention tanks
 - Replaced PSI valve on well #1
 - Installed new overhead height sign on electric room for delivery trucks
 - Installing conduit in plant for filter #4
 - Cleaned and inspected chlorine injectors
 - Repaired leak on pre-chlorinator injector
 - Peerless Midwest completed preventative maintenance on well 1A, 2B and 3C and four high service pumps
 - high service pumps
 - Soffits and fascia on electrical building covered with aluminum
 - Garage door, vertical steel on pole barn and well house #2 completed
 - New furnace, A/C and thermostats installed as part of the “Common Cents” energy efficiency program
- 11 – Pine Water Treatment Plant Maintenance
 - Cleaned A/C unit and inspected

- Cleaned chlorine analyzer and flushed supply lines
- Installed life ring at detention tanks
- Cleaned chlorine injectors and flushed supply lines
- Replaced chemical feed lines from chemical rooms to injection pit
- Peerless Midwest completed preventative maintenance on well 4D and two high service pumps
- Restored the detention pond east of plant

- 14 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 2 Bacteria samples for new water main on Lincolnway East
- 60 Distribution system chlorine residual, IDEM required
- 2 Special purpose samples for the new main located on Lincolnway East – IDEM
- 8 Fluoride samples, ISDH required
- 2 SOC Samples for both plants (1 set for each plant)
- 2 Sets of THM Samples
- 2 Sets of HAA5 Samples
- 300 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 450 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine

SERVICE

Locates	129
Total Number of Work Orders	121
Service Disconnects	30
Service Disconnects for non-pay	34
Service Reconnects for non-pay	27
“Service Notice” left on door (Blue Tags)	2
“Insufficient Funds Notice” left on door (Pink Tags)	4
New Radio Read / Meter Installations	3
Accuracy checks	23
After Hours Call Outs	0
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(1) Curb Stops Replaced/Installed

09-12-13 830 Lincolnway East – Replaced 2” curb stop

(3) Old Curb Stops Found and Capped Off at Valve

09-04-13 1050 Warana Dr. – Retired ¾” old service line at corporation stop that came from 1065 Lincolnway East

09-09-13 742 S. Michigan St. - Retired old ¾” corporation stop

09-13-13 Centennial Park – Replaced (4) four 1” gate valves in pits

(7) New Taps Installed

09 09-13 742 S. Michigan St. – installed new 1” tap w/meter pit, curb stop, box, and rod

09-10-13 824 N. Plum St. – installed new 1” tap w/meter pit, curb stop, box and rod

09-11-13 1130 Richter Dr. – installed new 1” tap w/meter pit, curb stop, box and rod

09-16-13 2420 Hillcrest Ave. – Installed new 1” tap w/meter pit

09-16-13 289 Juniper Ln. – Installed new 1” tap w/meter pit

09-18-13 1711 Ritter St. – Installed new 1” tap w/meter pit

09-19-13 1000 and 900 block of N. Plum St. – Installed two (2) 1 ½” taps w/service lines for new CMD Condo’s

(6) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

09-05-13 1005 Lincolnway East – Replace service box

09-03-13 Oakhill Villas service box (K8046) Damaged – Replaced box

09-04-13 722 W. Jackson St. – Service box – cut down rethread NW Lid

09-04-13 809 Broadway St. - Lowered telescopic box

09-17-13 101 S. Michigan St. – Replaced buffalo box

09-17-13 707 W. Lake Ave. – Replaced telescopic box

(2) Hydrants Repaired or Replaced

09-03-13 Nursery St. and Pearl St. – Replaced bonnet body of hydrant damaged by car

09-25-13 Hoham Dr. – Repaired Hydrant - 477 – Replaced seat

(0) Main Breaks Repaired

(2) Service Lines Repaired, Replaced or Retired

- 09-24-13 130 Shalley Dr. – Replaced ¾” service line/corporation stop with all copper from main corporation stop
- 09-25-13 401 Lynn St. – Repaired leak on service line with new box and rod

MISCELLANEOUS

- Pine Rd. cleanup of debris
- Leak detection by M.E. Simpson Co., Inc. completed in the NW section of the city
- Installed water trees (services) for the Blueberry Festival and the Barbeque Cook-off
- Installed bollards around Hydrant - 173 at 921 W. Jefferson St.
- Cleaned out backwash tanks at Ledyard and Pine Rd. plants
- Every Thursday in September three (3) employees Eric Keilman, Ryan Lunetta and Chris Bittinger attended water certification school hosted at the WWTP
- GPS northwest section of Plymouth.
- Hosted training class for “Backflow Prevention/Cross Connection” for Alliance of Indiana Rural Water
- Hosted training class for “Disinfection By-Products – Stage 2” for IDEM
- Attended AWWA Northwest Section fall meeting in Schererville, IN

PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE

- ❖ Punch list items continuing
 - Painting complete
 - Buildings cleaned
 - Electrical fault on high service pump VFD #4 corrected

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
SEPTEMBER 2013 Monthly Report**

PLANT OPERATIONS:

- | | |
|---|------------|
| 1. Total flow in gallons | 52,414,872 |
| 2. Average daily flow in gallons | 1,747,162 |
| 3. Rainfall | 0.84” |
| 4. Monthly average in BOD removal | 99.4% |
| 5. Monthly average in TSS removal | 96.3% |
| 6. Monthly average in Ammonia removal | 98.5% |
| 7. General plant maintenance | |
| 8. WWTP’s backflow devices tested | |
| 9. Work orders completed: | |
| • <u>327 – Wastewater Treatment Plant</u> | |
| ➤ Completed installing return sludge chlorination system | |
| ➤ Completed ultra violet disinfection bulb repair/replacement | |
| ➤ Installed potable water seal water system | |
| • <u>70 – Vehicle/Mobile Equipment</u> | |
| • <u>43 – Lift Stations</u> | |
| • <u>151 – Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| ➤ 9 – Replaced structures | |
| ➤ 94 – Replaced/adjusted castings | |
| ➤ 48 – GIS data collection points | |
| ➤ 0 – Point repair | |
| ➤ 0 – New structure | |
| ➤ 0 – Mainline sewer replacement | |

MEETINGS ATTENDED:

- 09-05 River Park Square Progress Meeting
- 09-09 Board of Public Works and Safety
- 09-13 Street Projects
- 09-17 Redevelopment Commission
- 09-17 TRC
 - 1. 863 LWE – Drainage requirements for proposed parking
 - 2. 222 Parkview St. – Lee Nagi -construction requirements for building addition
 - 3. Oak Dr. – Mark Bardwell – property development
- 09-19 River Park Square Progress Meeting
- 09-23 Board of Public Works and Safety
- 09-24 Hosted Alliance of Indiana Rural Water meeting on Backflow Prevention/Cross Connection Control

COLLECTION SYSTEM:

- 1. Cleaned 15,189 feet of sewer lines
 - 335 feet during service calls
 - 14,854 feet during preventive maintenance
- 2. Televised 8,693 feet of sewer lines
- 3. Mechanically removed roots from 0 feet of sewer lines
- 4. Removed approximately 7.59 tons of silt and debris during cleaning and inspections of sewers lines

5. Used approximately 53,500 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Pioneer Dr. Lift Station Improvement Project has begun, the force main on the east end of the project has been installed and passed testing
8. GPS construction projects
9. Cleaned all lift station force main air release valves
10. Cleaned all lift station wet wells

Davidson reviewed a First Amendment To Elevated Storage Tank Space Lease as requested by Fortune Wireless, Inc., regarding the AT&T Agreement for the north water tower. He explained that the current agreement for the use of the water towers for communications for the cell phone service is for nine antennas on the tower; AT&T would like to amend that and replace one antenna with a different style and add an additional antenna. He said that the original agreement with AT&T is from 2003; he said he has asked for some additions to the agreement, including the placement of financial guarantees prior to any work being completed, a third party inspection after the work is completed to make sure the construction was complete according to plans, and to limit the number of antennas to ten. He said that the prior agreement was open ended, and the city needs to make sure that they don't add extra antennas without gaining proper permission. Davidson said that in the amended agreement, they are proposing to pay an additional \$200/month for the additional antenna to be installed. He said the water department currently receives about \$22,000 per year with the current lease agreement. He said that there is a 4% annual increase in the rent payable to the water department built into the agreement. Davidson said that the city's engineering firm reviewed AT&T's proposed installations and they have agreed to install it structurally according to our tower maintenance provider so that the water tower can be properly painted and maintained.

Board Members Smith and Culp moved and seconded to enter into the agreement with AT&T as presented.

Board Member Ecker asked Superintendent Davidson to clarify why he had changed his position on the placement of antennas on the tower.

Davidson said that he believes that AT&T is a large enough company with the financial backing to pay the necessary leases. He said that he thinks the city is getting a fair value for the services we are providing in terms of the use of the tower. Davidson explained that he is very hesitant of other companies and in getting the tower so cluttered that it would make it extremely expensive to sandblast, paint and maintain. He said that security of the tower is always a concern. He said that AT&T has honored everything they have committed to at this point; but he didn't think the city would want to put much more on the tower.

Davidson said that as the third party inspector, the city could either use Utility Services, who does the tower maintenance program, or Commonwealth Engineers. He said that last week Commonwealth inspected the west tower after Utility Service cleaned and inspected it.

The motion to enter into the agreement with AT&T as presented carried.

Davidson referred to the Commonwealth Engineers, Inc. General Service Agreement that was listed on the agenda. He said that there are some items that City Attorney Surrisi will

renegotiate with Commonwealth from how it was presented. He asked that the item be tabled.

Board Members Ecker and Culp moved and seconded to table the matter. The motion carried.

Davidson reported that the Pine Water Treatment Facility is essentially complete; there are a few punch list items remaining, including receiving the operation and maintenance manuals and some as-built drawings. He said the city is still in possession of \$86,000 in retainage. He expects those items to be completed in the next month.

Davidson reported on the Pioneer Drive Lift Station, stating that the force main project on the east end by Martin's auto sales is complete, the infrastructure has been installed, tested and the area has been restored. The piping, pumps and control panels have started arriving for the lift station itself which is located at the corner of Pioneer Drive and US 30; installation is scheduled to begin in the next two or three weeks. He referred to Change Order #1 in the amount of \$4,250, having to do with some additional valving with the lift station. He said after the contractor uncovered the piping and valving arrangement at the lift station it was discovered that there was no way of isolating both force mains. He explained that there are two force mains that cut across the Pioneer property and without the addition of these valves they would be limited to using only one of the force mains. He said that is a long range concern of his because if there is ever damage to one of the force mains, they wouldn't have the ability to use the other force main in an emergency situation. He said that last night the redevelopment commission approved the change order in the amount of \$4,250. He explained that the project would realize a savings of \$4,850 due to decreasing quantities of the force main. He asked for the board's permission to allow Mayor Senter, as the owner, to authorize the change order.

Board Members Culp and Smith moved and seconded to authorize Mayor Senter to sign Change Order #1 as presented. The motion carried.

Davidson said they have had delivery of the valve exercising trailer. They received training today and the trailer will continue to be in operation for about another month until the weather changes and gets too cold. He said that it was a \$77,290 purchase which is estimated to have a payback within about three and a half years.

Davidson said that he wanted the ratepayers to be aware that he has received a courtesy notice from American Water Resources stating that they would be distributing some literature to residents within the City of Plymouth, informing them of their services, which include water line and sewer line insurance. Davidson said that buildings have a certain section of sewer and water lines for which the repair and replacement is the owner's responsibility. Davidson said that the insurance that the company is offering offers the opportunity to make a claim on the insurance if there is a line break or blockage. Davidson stressed that the City of Plymouth is not participating

in or promoting this service. He said that he has researched the company and they are a very reputable company and they have a high rating with the Better Business Bureau. He said that this is the second company that has distributed notices in the City of Plymouth, the first company was Home Serve and that took place earlier this year. He said that these are unsolicited by the city administration and utility departments; it is simply an insurance company offering a policy. Davidson said that the homeowner is responsible for the sewer line from their home to the sewer main, including the section of main under the road if the sewer main is on the other side of the road; the homeowner is responsible for the water line from their home to the curb stop, which is usually located at the sidewalk or property line.

Davidson mentioned that the county will be beginning the reconstruction of the Logan Drain. He said that this is a legal drain and there have been assessments on it; the contract has been awarded to a contractor; he believes that they have already started work, including clearing. He said that this will affect some of the residents of the City of Plymouth, as the contractor will come up from State Road 17 / Dixon Lake through the older part of Tall Oaks Subdivision and jog in through some of the retention ponds in Fairfield Farms and Tall Oaks Subdivision. He said that this is a county project and any questions should be directed to County Surveyor Larry Fisher.

City Attorney Surrisi presented the following for the board's approval:

**BEFORE THE
PLYMOUTH BOARD OF PUBLIC WORKS AND SAFETY
WRITTEN DETERMINATION AWARDING AMBULANCE BID**

The Plymouth Board of Public Works and Safety now makes its Written Determination Awarding Ambulance Bid, and states as follows:

1. In accordance with all applicable laws, the City of Plymouth, by and through its purchasing agency, the Board of Public Works and Safety, solicited bids for the purchase of a new ambulance.
2. At the Board's September 23, 2013 meeting, it received bids for the new ambulance as solicited.
3. Only one bid was received from Donley Safety of 5546 Elmwood Court, Indianapolis, Indiana 46203, in the amount of \$251,405.00.
4. Since that time, Donley Safety has proposed an addition to its ambulance bid, a copy of which is attached hereto, which removes several features from the ambulance and which reduces the price of the ambulance to \$237,711.00.
5. Pursuant to Indiana Code § 5-22-18-2, Indiana Code § 5-22-7-12(3), and Indiana Code § 5-22-7-13(b), and for the reasons set forth below, the Board now determines that it is in the best interest of the City of Plymouth to reject in part Donley Safety's initial offer of an ambulance bid and determines to accept Donley Safety's attached proposed addition to its ambulance bid. Because the proposed addition to the ambulance bid reflects a lower purchase price, it is not prejudicial to the interest of the City of Plymouth, and because Donley Safety was the sole bidder in this instance, the proposed addition is not prejudicial to fair competition, all of which is in compliance with Indiana Code § 5-22-7-11 and Indiana Code § 5-22-7-13(a).
6. Pursuant to Indiana Code § 5-22-18-2, this document is made a part of the contract file in this matter.

So determined by the Board of Public Works and Safety on this 16th day of October, 2013.

Surrisi said it is not the common practice to have further activity after bids are opened, but Indiana Code addresses certain circumstances; he asked that the board approve the written determination.

Board Members Smith and Ecker moved and seconded to approve the written determination as presented and award the ambulance bid to Donley Safety. The motion carried.

Fire Chief Miller presented his monthly reports:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2013 to 09/30/2013, Prior Period: 01/01/2013 to 09/30/2013
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	186	986.12	1,588	8,834.81
	186	986.12	1,588	8,834.81
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	0	0.00	7	0.00
Combustible/flammable spills & leaks	0	0.00	9	0.00
Controlled burning	0	0.00	1	0.00
Cover assignment, standby at fire station, move-up	0	0.00	1	0.00
Dispatched and cancelled en route	7	0.00	88	0.00
Electrical wiring/equipment problem	0	0.00	3	0.00
Emergency medical service (EMS) Incident	142	0.00	1,213	0.00
Excessive heat, scorch burns with no ignition	0	0.00	2	0.00
False alarm and false call, Other	9	0.00	48	0.00
Fire in mobile property used as a fixed structure	0	0.00	1	0.00
Fire, Other	2	0.00	6	0.00
Good intent call, Other	2	0.00	4	0.00
Medical assist	11	2.77	104	2.77
Mobile property (vehicle) fire	2	0.00	17	0.00
Natural vegetation fire	2	0.00	12	0.00
Outside rubbish fire	1	0.00	3	0.00
Person in distress	0	0.00	5	0.00
Public service assistance	0	0.00	1	0.00
Rescue, emergency medical call (EMS), other	0	0.00	1	0.00
Service call, Other	0	0.00	1	0.00
Severe Weather & Natural Disaster - Specified	0	0.00	1	0.00
Smoke, odor problem	0	0.00	2	0.00
Special outside fire	0	0.00	5	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	3	0.00
Structure Fire	4	0.00	21	0.00
System or detector malfunction	3	0.00	11	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation (no fire)	1	0.00	13	0.00
Water problem	0	0.00	1	0.00
Wrong location, no emergency found	0	0.00	1	0.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2013 to 09/30/2013, Prior Period: 01/01/2013 to 09/30/2013

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
Fire Alarm Situations				
	186	2.77	1,587	2.77
Training				
Administrative Procedures	0	0.00	2	16.00
Airway Skills	0	0.00	4	28.00
Allergies	0	0.00	1	3.00
Ambulance Strike Team	0	0.00	2	15.00
Apparatus / Equipment	0	0.00	4	4.50
Apparatus Drafting	0	0.00	2	2.00
Ariel Operations	0	0.00	3	6.00
Burns	0	0.00	7	7.00
Cardiac Assessment	0	0.00	9	18.00
Clinical Ride Time	0	0.00	3	24.50
Communications Equipment	0	0.00	30	72.00
CPR	0	0.00	37	105.00
Disaster MGMT	0	0.00	7	18.00
Electrical Safety	0	0.00	2	14.00
Emergency Medical Services	0	0.00	34	68.00
EMS Audit & Review	0	0.00	196	254.00
EMS Skills	0	0.00	20	76.00
EMT-B	0	0.00	86	325.00
Extrication	0	0.00	6	9.00
FF I-II	14	49.00	76	244.50
FF I-II SKILLS	12	45.00	19	70.50
Fire Behavior	0	0.00	16	101.50
Fire Department Organization	0	0.00	10	50.00
Fire Ground Safety	0	0.00	8	64.00
Fire Hose	0	0.00	32	62.00
Fire Investigation Class	2	8.00	2	8.00
Fire Streams	0	0.00	1	1.00
Hazardous Materials Overview	0	0.00	2	3.00
Heart Monitor, 12 lead, defib, cardioversion	2	2.00	14	26.00
HIGHWAY SAFETY	0	0.00	1	4.50
Hose Lays	2	18.00	24	85.00
Hose Loads	2	20.00	6	23.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Plymouth Fire Department
 Departmental Activity Report

Current Period: 09/01/2013 to 09/30/2013, Prior Period: 01/01/2013 to 09/30/2013
 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
Training				
ICS 100	1	1.00	3	3.00
ICS 200	0	0.00	2	2.00
ICS 700	2	2.00	3	2.00
ICS 800	0	0.00	2	4.00
Incident Command System	0	0.00	1	7.00
Instructor Training	0	0.00	98	340.00
Ladders	0	0.00	6	24.00
Leadership	0	0.00	8	57.00
Marshall County Fire Association Mtg.	0	0.00	5	9.00
MCI	0	0.00	3	23.00
Mega Code	0	0.00	2	3.00
Mock Disaster	0	0.00	2	2.00
Nervous System	0	0.00	6	12.00
Officers Meeting	0	0.00	5	2.50
OSHA	0	0.00	35	83.00
Paramedic School	5	20.00	64	261.00
Patient Assessment	0	0.00	4	8.00
Ped. Adv. Life Support	0	0.00	2	4.00
Pension Board Meeting	0	0.00	7	7.00
Physical Ability Test	0	0.00	15	45.00
PI Course	0	0.00	6	54.00
Preplan	0	0.00	29	87.00
Public Education	4	19.50	21	86.50
Pump Operations	0	0.00	43	97.00
Respiratory System	0	0.00	13	26.00
SCBA	0	0.00	39	85.00
SCBA Donning Methods	6	3.00	12	6.00
SCBA Inspection, Care, and Cleaning	2	1.00	13	12.00
SCBA Testing and Filling Procedures	0	0.00	27	54.00
Self Rescue	0	0.00	18	54.00
Staff Meeting	0	0.00	8	10.00
Strategic and Tactical Operations	0	0.00	8	48.00
Training Lecture	0	0.00	37	74.00
Ventilation	0	0.00	2	6.00
Vol. EMS Bus. Mtg	5	5.00	5	5.00
Volunteer Fire Business Mtg	0	0.00	246	556.50

Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Plymouth Fire Department
 Departmental Activity Report

Current Period: 09/01/2013 to 09/30/2013, Prior Period: 01/01/2013 to 09/30/2013
 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
Training				
	95	283.50	1,470	3,971.50

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {09/01/2013} And {09/30/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	2	1.08 %	\$0	0.00 %
007 Plymouth	124	66.67 %	\$76,105	42.97 %
011 Center Twp	27	14.52 %	\$1,000	0.56 %
019 West Twp	28	15.05 %	\$100,000	56.46 %
12 Argos Paramedic Assist	3	1.61 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.08 %	\$0	0.00 %
Total Incident Count: 186			Total Est Losses: \$177,105	

Fire Chief Miller reported that the building remodel project began last Tuesday.

Miller said that he had requested permission for five firefighters to attend the National Fire Academy, but that has been cancelled. He said that due to the government shutdown, the National Fire Administration is closed.

Police Chief Bacon presented his monthly report:

TYPE OF CALL	September 2013
Information	745
Traffic Stop	332
Complaint	268
911	177
Investigation	109
Civil Matter	61
Charges Signed	59
Service	50
Alarm	46
Animal	46
Security Check	40
Vehicle Check	37
Accident PD	31
Assist	30
Juvenile Complaint	26
Criminal Arrest	26
Dispatch	23
Traffic Arrest	23
Disabled Vehicle	22
Theft	21
K9 Use	21
Suspicious Vehicle	21
Welfare Check	21
Suspicious Person	16
Extra Patrol	15
Warrant Service	15
DARE Detail	15
Escort	15
Local Ordinance	8
Traffic Warning	7
Merchant Pro Plan	6
Court Detail	5
Training Detail	5
Restraining Order	5
Parking Enforcement	4
Lockout	3
Open Doors/Window	2
Battery	1
\$10 Parking Ticket	1

Bacon asked permission to begin the hiring process to replace Officer Pippenger.

Board Members Ecker and Culp moved and seconded to approve the request. The motion carried.

Street Superintendent Marquardt said that there have been some problems with sand settling from underneath the sidewalk causing voids in the walk at 100 N. Michigan Street, which is the current site of the Rees Theatre. He said this started this summer and that the new owners have fixed some spots in the basement that had rotted wood. He said that this goes back to the mid 80's when open areas under the sidewalks were closed up. He said that everything on the building is fixed so that sand cannot enter the building. He suggested removing an 8' x 30' section of the existing sidewalk in front of the building to fill the area with flowable fill. He said that it could be paid from his budget. The project will not include the corner or the crosswalks and he plans to be addressing handicap ramps next year. He might be contracting the work out based on the need to get the project done this year.

Board Members Smith and Culp moved and seconded to move forward with the project. The motion carried.

Mike Delp voiced concern about the recently finished railroad track project.

City Engineer Gaul presented a request from Century Link to work in the city's right-of-way to install fiber optic infrastructure starting north of Weirs International; south across and east along the south side of Jim Neu Drive to Stanley Drive; then south along the east side of Stanley Drive to PIDCO Drive; then west along the north side of PIDCO Drive and south across the street to AK Industries. The line will be trenched and then bored under driveways and streets.

Board Members Ecker and Culp moved and seconded to approve the request. The motion carried.

Gaul presented a request from Century Link to work in the city's right-of-way to install copper distribution cable infrastructure on Pioneer Drive and on Jim Neu Drive.

Board Members Smith and Culp moved and seconded to approve the request. The motion carried.

Gaul requested permission to prohibit parking on the following streets on the days of milling and asphalt placement during the week of October 21st. The contractor will place no parking signs the night prior to the no parking enforcement; the press will be notified.

- Felix Place – Hillcrest to south traffic bulb (cul-de-sac)
- Garro Street – Michigan to Yellow River bridge
- Garro Street – Center St to Michigan
- Garro Street – Yellow River bridge to Liberty
- Gibson – Lincolnway to Kingston
- LaPorte St – Michigan to Water St
- Lincolnway berm – Gibson to Leslie
- Meadow – Lake (SR #17) to Hillcrest
- Pearl – Dickson to Conger
- Third – railroad viaduct area

Board Members Culp and Ecker moved and seconded to approve the request. The motion carried.

Gaul presented possible changes on the Mill and Fill Project. He said that the project was

bid so the contractor could go in and cover all of the patches in the area of River Park Square. Because the River Park Square Project is not complete, there will be minor changes to the plans this year and the area will be finished next year. He said he met with the contractor yesterday and they have not had time to put the numbers together for the change order. He asked that the board approve the change order if the deductions seem to fall in line. The change order could be ratified on the 28th.

Board Members Smith and Ecker moved and seconded to approve the request as presented. The motion carried.

City Attorney Surrisi presented Resolution No. 2013-584, A Resolution of the Board of Public Works and Safety Designating a Motor Vehicle as Surplus Property of the Plymouth Fire Department and Authorizing its Transfer to the Plymouth Street Department.

Street Superintendent Marquardt said that they would use this vehicle for the sidewalk crew, replacing the old ambulance that is currently being used.

Board Members Ecker and Smith moved and seconded to adopt Resolution No. 2013-584, A Resolution of the Board of Public Works and Safety Designating a Motor Vehicle as Surplus Property of the Plymouth Fire Department and Authorizing its Transfer to the Plymouth Street Department. It passed by roll call vote.

AYES: Senter, Culp, Ecker and Smith
NAYS: None
ABSENT: Grobe

Clerk-Treasurer Hutchings read the following request:

9/26/13 – We are requesting to be allowed to tie red ribbons on the trees downtown for drug awareness for the month of October. We would only do this on the trees downtown. This is for the families who have been touched by drugs in our community and also to raise awareness. S/ Linda Clevenger, founder of Meth Watch, 11028 Hawthorn Rd. Plymouth, 574-281-2722

Linda Clevenger was present and said that they would place ribbons from the Rees Theatre to Adams Street on Tuesday, October 22nd at 6:30, at which time they would walk to the courthouse where Jim Irwin will be speaking. She will take the ribbons down.

Board Members Smith and Culp moved and seconded to approve the request. The motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for September 16-31, 2013 and the claims for October 16, 2013, as entered in Claim Register #2013. The motion carried.

Shelley Heiden of Artistic Blueberry Sculptures, Jeff Stillson and Ed Pullan of Heartland Artists addressed the board. She asked permission for Artistic Blueberry Sculptures to be placed in downtown locations. Blueberries were chosen because of the Marshall County Blueberry Festival reputation. They will be 36" high x 36" wide resin sculptures with auto acrylic coating secured on concrete pads. Area businesses purchase and artists paint them as art pieces. They will serve to showcase local artists, to build community partnerships, and to be an attraction for residents and visitors. The intent is to sell them county wide, starting with the Plymouth area for placement in the spring of 2014. There will be a plaque on the blueberry, stating who sponsored

or purchased it as well as artist and the title of the blueberry. Groups supporting the project include the Marshall County Blueberry Festival, Heartland Artist, Marshall County Tourism and the Chamber of Commerce.

Board Member Ecker asked who would assume liability if one were to become damaged.

Stillson said that probably the owner of the sculpture would be liable, although that issue has not been raised.

Ecker said that he wants to make sure that it is clear that the owner/sponsor of the art would be responsible.

Board Members Smith and Culp moved and seconded to approve the request. The motion carried.

There being no further business to discuss, Board Members Ecker and Culp moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:57 p.m.

S/Toni L. Hutchings, IAMC, CMC, CPFA, CMO
Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor

The following requests were presented to the proper committee to act:

9/30/13 – I have a tree that has branches that hit the power lines. I would like you to trim the top part and around it because winter is almost here and the branches are going to freeze and I don't want them to freeze with the power lines. Then I would lose my power. Thank you. Tree is located on Rose Street at the corner of Clark and Rose. S/ Jesus Baca, 433 Clark St., Plymouth, IN 574-323-7886

10/1/13 – Cut down and remove 3 ash trees on the south side of Ewing St. They are the last 3 on that side before Miner St. S/ Michael Pearson, 136 Ewing St., 574-540-2413

10/16/13 – Tree planted at 210 Ewing St. S/ Jamie Albright, 210 Ewing St., Plymouth 678-794-4954