



PORTAGE FIRE DISTRICT

FIRE CHIEF BARRETT A. DORNER



Report of the Chief

Portage Fire District Board Meeting

February 14, 2022

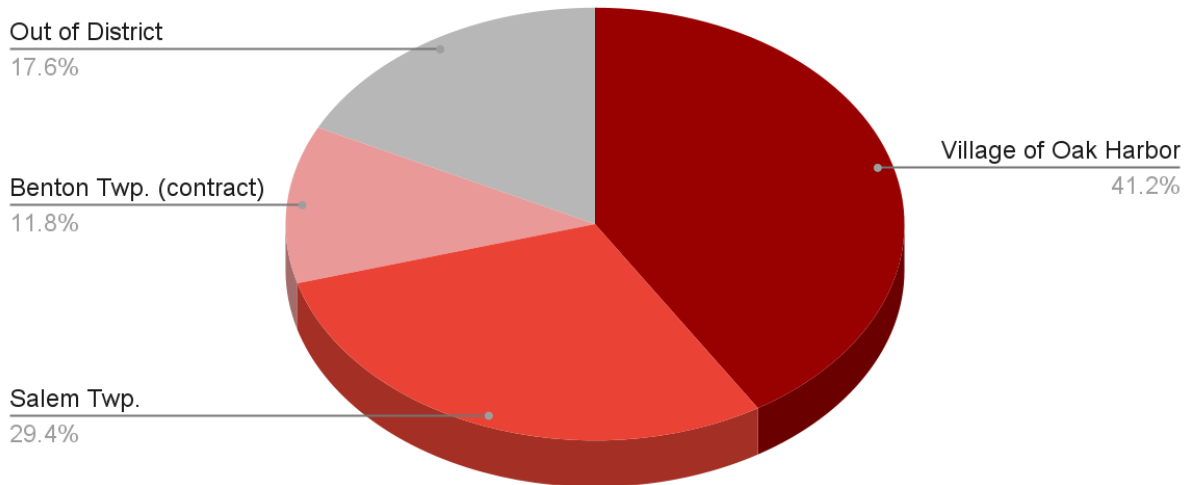
- Insurance Renewal (Guest: Zach Stewart/UIS)
- **Apparatus**
 - Rescue 37 sale (executive session)
 - New Tanker 37 expected Thursday
- **Personnel**
 - **Status Updates**
 - Resignation: Jason Ribby as of February 1, 2022
 - Return from Leave: Mike Claussen
 - Leaves of Absence Extended: DC Culver extended through 3/1
 - EAP Program: \$1,124
- **Facility**
 - New phone System
 - Upfront: \$4,481
 - Recurring: \$1,315 annually
 - Current: Frontier: \$3,159.96/yr
 - Cost/Benefit
 - Year 1: Increase of \$2,636.04
 - Year 2+: \$1,315/yr (savings of \$1,844.96)
 - Pays for itself in a little under 2.5 years
- **2022 Goals by Unit** (See Attachment 1)
- **Uniforms**
 - Uniform reward system: \$1,196 (See Attachment 2)
- **Major Event:** Winter Storm (274 staff-hours)

Respectfully submitted,

Barrett A. Dorner
Chief

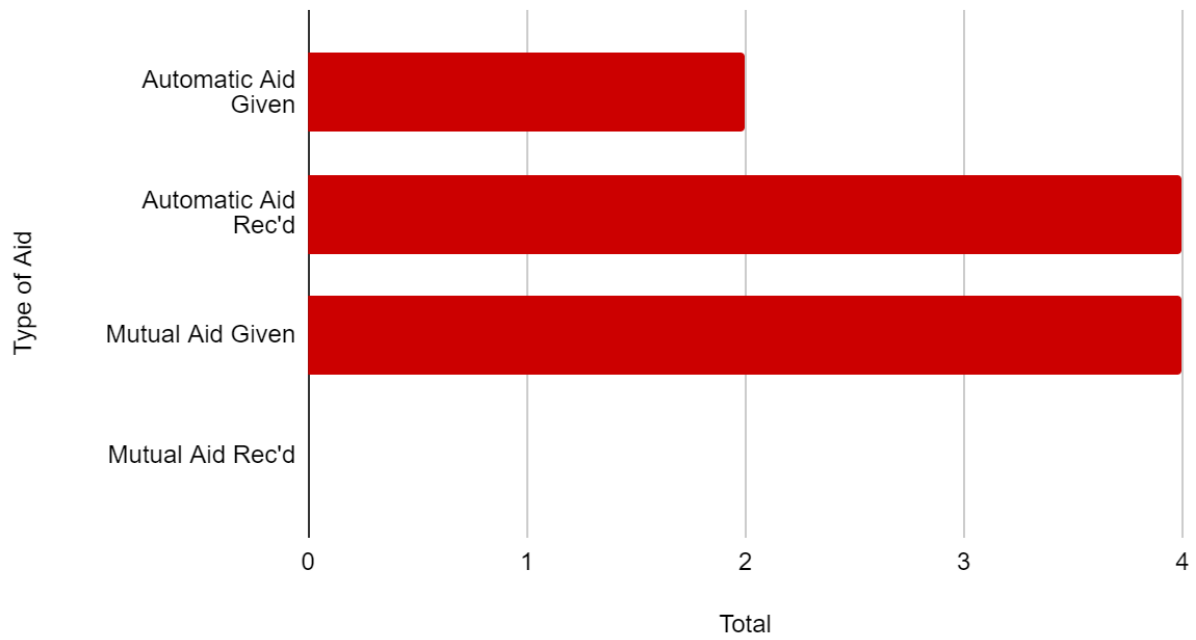
OPERATIONS REPORT

Responses by Coverage Area 2022



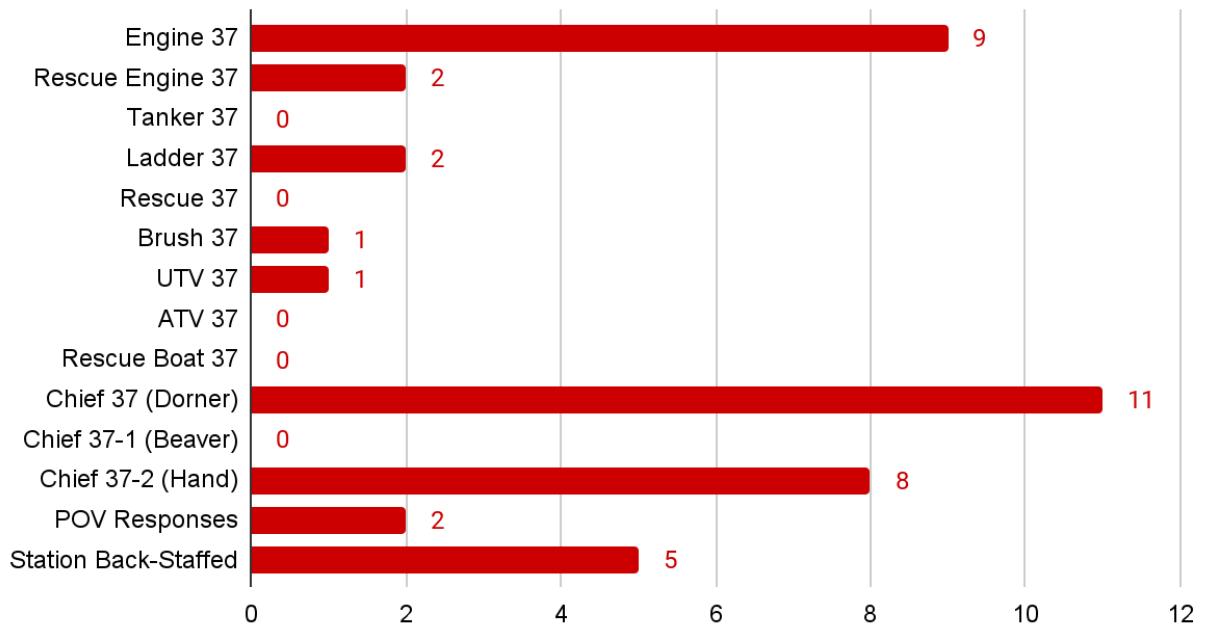
Responses by Coverage Area													
Coverage Area	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Village of Oak Harbor	7												7
Salem Twp.	5												5
Benton Twp. (contract)	2												2
Out of District	3												3
Total	17	0	0	0	0	0	0	0	0	0	0	0	17

Automatic & Mutual Aid 2022



Aid Given & Received													
Type of Aid	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Automatic Aid Given	2												2
Automatic Aid Rec'd	4												4
Mutual Aid Given	4												4
Mutual Aid Rec'd	0												0

Unit Responses 2022



Unit Responses													
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Engine 37	9												9
Rescue Engine 37	2												2
Tanker 37	0												0
Ladder 37	2												2
Rescue 37	0												0
Brush 37	1												1
UTV 37	1												1
ATV 37	0												0
Rescue Boat 37	0												0
Chief 37 (Dorner)	11												11
Chief 37-1 (Beaver)	0												0
Chief 37-2 (Hand)	8												8
POV Responses	2												2
Station Back-Staffed	5												5
Total	41	0	0	0	0	0	0	0	0	0	0	0	41

Responses by Incident Type

		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Structure Fire	3											
	Vehicle Fire	0											
	Outside Fire	0											
	Brush Fire	0											
	Fire Alarm	1											
	Odor Invest	3											
	Nat'l Gas In	1											
	Nat'l Gas Out	3											
	Smoke Invest	0											
	CO Alarm	0											
	MVC	2											
	Extrication	0											
	Off-Road Resc	1											
	Water Rescue	0											
	Ice Rescue	0											
	Tech Rescue	0											
	Assist Public	0											
	Assist EMS	1											
	Assist PD	0											
	IMAT: StructFire	1											
	IMAT: MVC	0											
	IMAT: Medical	1											
	IMAT: Other	0											
	Other	0											
	TOTAL	17	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATION REPORT

Fire Chief Hours - January 2022	
Year-to-Date	223.5
Weekly Avg.	32

Chief's Expenditure Report - January 2022				
Date	Vendor	Amount	Line Item	Notes
01/31/22	Amazon	\$20.00	6080 Station Expense	New elevator key
01/27/22	Oak Harbor Hardware	\$95.94	6070 SCBA Expense	C-Batteries for SCBA - backstock
01/27/22	Oak Harbor Hardware	\$84.91	6080 Station Expense	(4) snow shovels
01/27/22	Oak Harbor Hardware		6070 SCBA Expense	C batteries for SCBAs
01/24/22	Community Markets	\$48.71	6080 Station Expense	Reimbursement -- 45.52 before tax. Salt for drives. Was not pre-approved.
01/05/22	Get Hosed Apparel	\$120.00	6095 Uniforms	Digitizing new uniform designs
01/04/22	IAFC	\$215.00	6020 Dues/Subscriptions	Membership
01/04/22	OSFSI	\$40.00	6020 Dues/Subscriptions	Membership
	TOTAL	\$624.56		

Purchase Requests - February 2022				
Item	Amount	Line Item	Priority	Notes
Employee Assistance Program	\$1,124	Dues/Subscriptions	High	
Phone System	\$4,481	6100.04 Phone	Medium	
Uniform Allowance	\$1,200	6095 Uniforms	Medium	
Total	\$6,805			

Attachment 1: 2022 Goals by Unit

Overall

Chief Barrett Dorner

1. Bring together members of the district and external stakeholders to develop a 5-year strategic plan.
2. Finalize the long-term capital improvement plan to better prepare to pay for large purchases without financing, loans, or increasing taxes.
3. Implement new policies and procedures through Lexipol and have this complete by July 1, 2022.

Administration & Planning

Asst. Chief Tony Hand

1. Implement a points-based system of tracking firefighter activities in a uniform way to enhance accountability and encourage participation and have it implemented by the end of Q1.
2. Develop an on-boarding plan for new members to ensure an easy transition into the fire service and have it in place by the end of Q2.
3. Oversee recruitment and hiring of four single-role engineers by the end of Q2, pending fire board approval.

Logistics

Capt. John Foust

1. Work with CE Striker to update the inventory system to include issued equipment, backstock, and equipment on the rigs by April 1, 2022.
2. Create an operational manual for each rig to include use, inspection, and maintenance of the equipment and apparatus by Q3 2022.
3. Work with A/Capt. Barry Witt to determine major medium- and long-term building maintenance priorities by the end of Q1 to properly budget these into capital improvements.

Apparatus

Chief Engineer Paul Striker

1. Receive, equip, and train members on Tanker 37 to have it in service a month after delivery.
2. Develop an acting engineer/engineer training program to include job performance requirements (JPRs) and drive-time requirements by June 2022.

Facilities**A/Capt. Barry Witt**

1. Obtain a quote and develop a plan to fix the floor under Brush 37 as it is caving in.
2. Obtain a quote and develop a plan to repair the kitchen floor as it is caving in.
3. Build a room in the upstairs day hall to house chairs and tables so they are out of sight by December 2022.
4. Weld the roof to make the water drain properly by August 2022.
5. Install new trackable, keyless door locks by December 2022.

Quartermaster**Lt. Mike Cover**

1. Work with CE Striker to learn the current inventory system and ensure its long-term effectiveness and reliability.
2. Update the inventory system with individually-issued equipment.
3. Teach others the inventory system to ensure operational redundancy and contribute to long-term succession planning.
4. Determine a storage area for gear and equipment that is more secure, easier to access, and generally more functional than the current storage area.

Attachment 2: Uniform Stipend Proposal

Last Name	First Name	2nd Half Hrs	Uniform Stipend @ \$.25
Beaver	Shawn	133.75	\$67
Buderer	Andrew	106	\$53
Cover	Mike	165	\$83
Darr	Kevin	239.25	\$120
Eckel	Ryan	69.25	\$35
Foust	John	138	\$69
Gates	Tom	117.5	\$59
Hensley	Mark	134.5	\$67
Johannsen	Trent	229.75	\$115
McClanahan	Christopher	159.25	\$80
Polm	Jack	145.25	\$73
Stiger	Dillon	163	\$82
Striker	Paul	245	\$123
Wisler	Aaron	151	\$76
Witt	Barry	196	\$98
			\$1,196



115 West 2nd Street, Port Clinton, OH 43452
Phone: (419) 734-2369

Quotation

Date **2/9/2022**
Expires **3/11/2022**

Prepared For: Portage Fire District
Barrett Dörner
240 Water Street
Oak Harbor, OH 43449
419-898-3109

Prepared By: Ohio Telecom
Brooke Kelly
115 W 2nd Street
Port Clinton, OH 43452
419-734-2369 ext 2002

Commercial Hosted VoIP Phone System

Recurring Fees - Monthly

Description	Qty	Price	Total
SIP Trunk - Unlimited Calling to US & Canada - per call path*	1	\$ 50.00	\$ 50.00
Analog POTS line (elevator/fax shared) - Discounted w/ Internet Bundle	1	\$ 19.95	\$ 19.95
Analog POTS line (fax)	1	\$ 29.95	\$ 29.95

*Phone service includes unlimited calling in the US & Canada as well as calling number. Minimum monthly fee is \$50.00 per month for this service. Additional call paths are available at \$29.95 each per month. Calling name may be purchased for an additional \$2.95 per month per phone number. All directory listing fees will be passed on to customer.

Total Recurring Monthly \$ 99.90

Recurring Fees - Annual

Description	Qty	Price	Total
Basic Phone Server License*	1	\$ 100.00	\$ 100.00
Endpoint Manager License (Free with Sangoma devices)	1	\$ 27.00	\$ 27.00

*This fee is included in the initial installation and configuration fee but would be billed each year after the initial phone system installation.

Total Recurring Annual \$ 127.00

One Time Fees

Description	Qty	Price	Total
Endpoint Manager License	1	\$ 149.00	\$ 149.00
Sangoma S505 Mid Level Phone	4	\$ 198.00	\$ 792.00
Sangoma Wall Mount Bracket for S50X Phones	1	\$ 10.00	\$ 10.00
Phone Server Setup, Call Flow Config, Training*	1	\$ 500.00	\$ 500.00
Patch Cable - up to 18 inches	10	\$ 1.00	\$ 10.00
Refurbished Cisco 3750 48-port Gig PoE Switch**	1	\$ 300.00	\$ 300.00
Yealink W59R Ruggedized DECT Handset	1	\$ 219.00	\$ 219.00
Yealink W80B DECT IP Multi-Cell Base Station	1	\$ 399.00	\$ 399.00

* Training is included only on day of installation at one location.

** Each location must have either a power-over-ethernet (POE) switch, power adapters or some combination of these to power the phones.

Total Due \$ 2,379.00

Cost Breakdown

Type	One Time Fees	Monthly Recurring Fees	Annual Recurring Fees
Product	\$ 1,879.00	\$ -	\$ 127.00
Service	\$ 500.00	\$ 99.90	
Total	\$ 2,379.00	\$ 99.90	\$ 127.00

NOTES/COMMENTS

This quote is for a dedicated hosted phone server. Hardware purchase with 1 year limited warranty. Service month-to-month. Wiring not included in quote.

DISCLAIMER

This quote is for estimation purposes and is not a guarantee of costs for services. Quote is based on current information from client about the project requirements. Actual cost may change once project elements are finalized or negotiated. Client will be notified of any changes in cost prior to them being incurred.

Quote is only valid for 30 days. Payment terms: A 50% deposit is required for quotes greater than \$1,000 to start the work. Accepted payment methods are cash, check, credit card (MasterCard, Visa, American Express, Discover).



02/09/2022

Chief Barrett Dorner
Portage Fire District
240 W Water St
Oak Harbor OH 43449

Thank you for the opportunity to quote this project. Ohio Telecom will provide materials and labor to install a total of 6 CAT6 UTP network lines from an upstairs location to various locations around the fire station for installation of new VOIP telephones. One (1) of those lines will be installed to the outdoor telephone NID on the NW corner of the building to facilitate connections of the FAX and ELEVATOR analog lines. Installation will be done in accordance with industry standards for Class 2 wiring and where cables can not be installed inside a wall, will be surface mounted using approved clamps down to the telephone location. Lines will be terminated both ends and tested & certified to CAT6 networking standards. Installation of actual cables will be done by you, and Ohio Telecom techs will terminate and test, with cable being provided by Ohio Telecom.

Ohio Telecom also proposes to install a new 15U wall rack with shelves for current computer and Video Recorder. Once rack is installed, we will move existing equipment from the Chief's office to the Officer's office where the rack is installed. This move should not require any additional wiring but if it does, that will be at additional cost for materials and labor. This proposal is for wiring only. Telephone system will be quoted separately.

MATERIALS	954.50
1 15u Open Frame Hinged Wall Rack	
2 2u x 14 Shelf	
1 1u OR500 Battery Backup UPS	
1 24pt Blank Patch Panel w/keystones	
5 RJ45 Crimp Connectors	
1 800 Ft Cat6 UTP Network Cable	
1 Misc Materials	
1 Freight on materials	
LABOR	1147.50
Install Rack. Terminate & Test new cabling. Move NVR to new rack.	

Total Project \$2102.00

Prepared by Bud Chasteen
Technical Engineer

Quote is valid for 30 days. Payment terms: A 50% deposit is required for quotes greater than \$1000 to start the work. Accepted payment methods are cash, check, credit card (MasterCard, Visa, Amex, Discover).

CONTRACTUAL PROPOSAL

ProMedica EAP proposes a full-service program for Portage Fire District that offers a five-session model. The fees associated with this model are:

Sessions per issue	Cost per approximately 26 covered employees per month
5 Sessions	\$2.00
Annual Administrative Fee	\$500.00
Total Annual Program Fee	\$1124
Promotional Materials-wallet cards, brochures, orientation video, posters etc.	Included
Available for Employee and Eligible Dependents	Included
Website	Included
Critical Incident Stress Management Services	Included
Formal EAP Referrals and Case Management	Included
Telephonic or Face to Face Financial Counseling	Included
Virtual Sessions	Included
Unlimited Supervisor/Organizational Consultation	Included
Toll free, 24/7 Phone Crisis Support with Master's Level Counselors	Included
30 Minute Quarterly Virtual Wellness Series	Included
Training onsite or online	\$250 per hour

The assessment and referral services are provided to employee, spouse or significant other and dependents up to the age of 26 years of age. The sessions afforded are per issue and not per calendar year. For example, if a client presents for five sessions dealing with work stress and then accesses services later in the same year with grief issues over the death of a parent, this employee will be given additional sessions for the second issue. We provide interpreters for the hearing impaired and non-English speaking clients at no additional charge. Our clinical team is committed to providing customized workshops for supervisors and managers, in addition to the orientations provided.

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