

Odessa Township Fire Department Needs Assessment

Table of Contents

- I. Community Description
- II. Funding Source
- III. Department Description
- IV. Current Personnel
- V. Current Equipment
- VI. Facilities
- VII. EMS – Ambulance Service
- VIII. Proposed timelines and strategic planning opportunities for the Odessa Township Fire Department

Odessa Township Fire Department Needs Assessment October, 2024

I. Community Description

Odessa Township is located in Central Michigan conveniently between Grand Rapids and Lansing, and Ionia and Hastings. Grand Rapids 38 miles, Lansing 35 miles, Kalamazoo 50 miles, Fort Custer 40 miles, Jackson 60 miles, Toledo 131 miles, Detroit 120 miles, Chicago 202 miles. Seven (7) miles from the center of the Village of Lake Odessa is Interstate 96, traffic from the expressway must travel down Jordan Lake Avenue to get into the Village and Township.

The population of Odessa Township is 4,015 residents and covers 36.1 square miles. The Odessa Township Fire Department serves the residents of Odessa Township. Our rural/agricultural community serves a diverse array of industrial businesses including our community's largest employers:

- Cargill (300 employees) Cargill's Lake Odessa facility has been an important part of Cargill's Egg business since 1994 (formerly a part of Herbruck's Farms, a facility built in the late 1980s). The facility is one of Cargill's four egg processing facilities and processes more than a half-million pounds of liquid egg product each day.
- Twin City Foods (130 employees) For over 60 years, Twin City Foods, Inc. has been committed to growing, harvesting, processing, freezing, packaging, and distributing the highest quality quick frozen vegetable products.
- APEC (40 employees) Since 1992, APEC has been setting industry standards through specialized design and manufacturing of ingredient automation equipment and controls for weighing, dosing, mixing, continuous blending and coating. Our team of expert engineers provides comprehensive solutions for a variety of industries with diverse needs.
- Caledonia Farmers Elevator (40 employees) Caledonia Farmers Elevator Company (CFE) is a progressive, producer-owned cooperative. CFE specializes in custom animal feed manufacturing, has full-service agronomy facilities providing seed recommendations, custom plant food and crop protection programs using GPS applications, grain handling facilities with specialized marketing programs and retail stores to reach the local communities.
- Franklin Metals (25 employees) specializes in industrial scrap recycling services for businesses and tradesmen. We offer high quality and reliable services that consistently exceed customers' expectations.

The agricultural and manufacturing base of Odessa Township brings a high volume of traffic to our main thoroughfares (Jordan Lake Road/Jordan Lake Avenue and M50) and increases the potential of not only vehicle accidents, but also accidents with agricultural equipment on our roads through the planting and harvest seasons.

The Odessa Township Fire Department's service area includes the Village of Lake Odessa and Odessa Township as well as mutual aid agreements with the following neighboring communities: Clarksville; Woodland; Sunfield; and Berlin Orange. Additionally, because of the location of Odessa Township, our fire department is often called upon for mutual aid in other townships and villages in Ionia, Barry or Eaton Counties.

II. Funding Sources

Funding of the LOFD is obtained through a fire/ambulance millage in Odessa Township with limited General Operating Fund support provided by the Township. Of the total departmental budget 9.1% of this budget is allocated to pay the professional service contract to Life EMS for ambulance services.

Fiscal Year 2024-2025 Odessa Township Fire Department Budget

Lake Odessa Fire Department Budget

Revenue

210-000-402.000	General Allocation (1.8965 Millage for Fire and Ambulance	\$270,000.00
210-000-413.000	Delinquent Property Taxes	\$ 2,000.00
210-000-603.000	Misc. Revenue	\$ 300.00
210-000-665.000	Interest	\$ 1,000.00
Total Revenue		\$273,300.00

Expenditures

210-000-702.000	Wages	\$ 42,400.00
210-000-703.000	Part-time Wages	\$120,000.00
210-000-715.000	Social Security	\$ 12,000.00
210-000-718.002\0	Retirement Contribution Fund	\$ 4,240.00
210-000-740.000	Operating Supplies	\$ 10,000.00
210-000-776.000	Computer Support and Upgrades	\$ 500.00
210-000-801.000	Professional and Contractual - Ambulance	\$ 24,500.00
210-000-803.000	Professional and Contractual - Fire	\$ 4,000.00
210-000-910.000	Insurance	\$ 33,000.00
210-000-920.000	Utilities	\$ 7,500.00
210-000-930.000	Repairs and Maintenance	\$ 5,000.00
210-000-965.000	Education and Training	\$ 2,000.00
210-000-970.000	Capital Outlay	\$ 7,000.00
Total Expenses		\$272,140.00

Revenue less Expenses \$ 1,160.00

To augment our budget, the Odessa Township Fire Department actively applies for various federal, state and local grant funding for equipment. Odessa Township has been fortunate to receive funding from some of our major employers for various equipment. Odessa Township Fire Department also is supported by the Odessa Township Fire Department Association for small purchases and support for our fire fighters.

III. Department Description

The Odessa Township Fire Department is established under Odessa Township Ordinance 28 which states:

ODESSA TOWNSHIP, IONIA COUNTY, MICHIGAN
AMENDMENT TO THE ODESSA FIRE DEPARTMENT
Ordinance No. 28

At a regular meeting of the Odessa Township Board, Ionia County, Michigan, held at the Odessa Township Hall 11/06/2023 at 7:00 p.m. . Board member Secor moved to amend Ordinance 21, Fire Department Ordinance, which motion was seconded by Board Member Caudill.

An Ordinance to establish within Odessa Township a fire department to be known as the Lake Odessa Fire Department; to provide for the basic organizational structure the Fire Department; to delegate broad management authority and responsibility to the Fire Chief; to provide standards of accountability of the Fire Chief and other Fire Department personnel to the Township Board; and repeal any parts or portions of inconsistent ordinances.

THE TOWNSHIP OF ODESSA, IONIA COUNTY, MICHIGAN ORDAINS:

Section 1: Scope, Purpose and Intent. This Ordinance is adopted by the Odessa Township Board (the "Township Board") under MCL 41.801 et seq. The purpose of the Ordinance is to establish the Lake Odessa Fire Department (the "Fire Department"); to establish jurisdiction and authority of the Township Board over Fire Department personnel; to establish authority to adopt Rules, Regulations, Policies and Standard Operating Guidelines for the operation of the Fire Department and the conduct of Fire Department personnel; to employ and appoint a Fire Chief, Command Officers and Firefighters; and to prescribe the powers and duties of Fire Department personnel.

Section 2: Coverage Area. The Fire Department shall be responsible for providing services to the entire geographic boundaries of Odessa Township, including without limitation, the Village of Lake Odessa (the "Village"). The Fire Department shall restrict its delivery of services to the geographic area described in this section, and to other jurisdictions with which the Township Board has negotiated and entered into contracts for fire service or mutual aid agreements.

Section 3: Services. Consistent with appropriations and budget authorization, the Fire Department is authorized to provide to the citizens of the Township, including the Village, the following programs and services:

- a. Fire Suppression
- b. Fire Education
- c. Fire Prevention and Fire Code Enforcement
- d. Basic Emergency Medical Services

- e. Emergency Rescue

Section 4: Organization.

- a. The Fire Department shall be actively supervised and managed by a Fire Chief appointed by the Township Board. To ensure continuity of command and appropriate incident supervision, the Township Board authorizes the following positions, which shall be subordinate to the Fire Chief, and creates the following Chain of Command in descending order of authority:

Chain of Command: Command Officers

Assistant Fire Chief

Fire Captain

Fire Lieutenants

Firefighters (On-Call)

- b. With the advice and assistance of the Fire Chief, the Township Board may develop and approve job descriptions for each or any of the above positions. The Township Board, with the advice of the Fire Chief, shall fill these positions as the Township Board and Chief determine operational needs of the Fire Department require. Officers and firefighters shall be selected based on experience, training and qualifications and be persons who would, in the Township Board's discretion, best perform the duties associated with providing fire protection to the citizens of Odessa Township. Temporary officers may be appointed by the senior Command Officer present at any emergency to ensure the continuity of the chain of command. Such temporary appointments shall terminate when the officer with the given responsibility becomes available. Each Officer in the Chain of Command shall be responsible for assuring that their subordinates carry out orders.

Section 5: Finances. The Township Board shall approve an annual budget and appropriations for the operation and maintenance of the Fire Department and its equipment, and for that purpose shall have the authority to use general funds, tax millage funds, initiate the creation of a special assessment district and levy assessments, sell bonds, establish and collect user fees authorized by Township Board resolution, or raise revenues in any other manner provided for under law for the operation and maintenance of the Fire Department. The Township Board shall provide for payment of any debts incurred incidental to the Fire Department's continued operation. The Township Board shall purchase necessary equipment and construct or lease public buildings for uses incidental to the maintenance and operation of the Fire Department.

Section 6: Rules, Regulations and Policies. The Township Board shall establish Rules, Regulations and Policies for the operations of the Fire Department, the conduct of its personnel and the care of the equipment, and the Fire Chief shall prepare and enforce Standard Operating Guidelines consistent with such Rules, Regulations and Policies.

Section 7: Fire Chief Duties and Qualifications.

- a. The Township Board shall appoint a Fire Chief who shall be the chief administrative officer of the Fire Department. The Fire Chief shall be accountable to the Township Board for the efficient and effective operation of the Fire Department, and for the Fire Department's compliance with all state laws and administrative rules, and with Township Ordinances, Rules, Regulations, Policies and Standard Operating Guidelines. The Fire Chief shall serve at the pleasure of the Township Board.
- b. The Fire Chief shall develop written Standard Operating Guidelines to increase the efficiency and effectiveness of the Fire Department, including without limitation preplanning and post-incident critiques, emergency response procedures, assigning and scheduling of personnel, and safety or other training policies and procedures. The Fire Chief shall submit the Standard Operating Guidelines to the Township Board to enable the Township Board to plan for the long-range needs of the Fire Department.
- c. The Fire Chief shall be familiar with state and federal laws that affect Fire Department operations, and issue orders consistent with applicable federal and state laws and administrative rules. Noncompliance with applicable state and federal laws and regulations shall be promptly reported to the Township Board.
- d. The Fire Chief shall review unresolved personnel and operating problems that are not resolved at the Fire Department level with the Township Supervisor in compliance with the Employee Personnel Manual, if effective; shall report Fire Department activities monthly to the Township Board; and shall prepare and file a written report on Fire Department activities annually with the Township Board.
- e. As needed, the Fire Chief shall notify the Township Supervisor of major problems or issues that require action. When such problems must be resolved immediately and it is impractical or will endanger the health, safety or welfare of the Township to wait until the next Township Board meeting to resolve the issue, the Township Supervisor shall be empowered to resolve the issue or problem, subject to the subsequent report of the action to and the ratification by the Township Board.
- f. The Fire Chief shall hold regular Fire Department informational and training meetings.
- g. The Fire Chief may incur expenditures against the Fire Department budget as appropriated by the Township Board. The Fire Chief will monitor the unencumbered balances remaining in the Fire Department budget and shall make timely recommendations for budget amendments at such time as the need for such amendments becomes known, The Fire Department's expenditures shall not exceed the amounts appropriated.
- h. The Fire Chief shall also be responsible for the following:
 1. Supervise the extinguishment of all fires that endanger the health, safety and welfare of Odessa Township.
 2. Enforce Township burning ordinances.
 3. Ensure that all personnel are trained and qualified tbr the duties that they are expected to fulfill.
 4. Ensure that fire prevention programs are conducted.

5. Ensure that qualified personnel conduct fire inspections and that the Fire Prevention Code adopted by the Township Board is fairly and effectively enforced.
6. Ensure that all Fire Department equipment and buildings are properly maintained and in good working order.
7. Ensure that all Fire Department personnel comply with Fire Department and Township Board Rules, Regulations, Policies and Standard Operating Guidelines.

Section 8: Firefighters.

- a. Applicants for vacant firefighter positions shall be of good character, possess a good driving record, and shall be screened by a physician of the Township Board's choice and at Township expense. The physician's examination shall determine if the applicant is physically fit and able to perform assigned emergency operations. In accordance with national standards, the physician must identify any pre-existing conditions that may preclude the applicant from performing the duties associated with firefighting.
- b. All firefighters shall serve an initial probationary period of not less than six months. At the discretion of the Fire Chief, the probationary period may be extended. Probationary status shall continue, at a minimum, until the firefighter successfully completes the State of Michigan's Firefighter I examination. At the conclusion of the minimum probationary period, the Fire Chief shall determine whether a probationary firefighter has met all of the qualifications contained in the firefighter job description as required to be offered permanent firefighter status by the Township Board.
- c. A probationary firefighter shall be entitled to all compensation and benefits afforded to permanent firefighters but shall be restricted to performing only those duties for which he/she has been specifically trained and qualified. A probationary firefighter shall not be issued a Fire Department insignia or badges. Probationary firefighters shall not use emergency signal devices on their private vehicles.
- d. The Fire Chief shall recommend to the Township Board the dismissal of any firefighter (probationary or permanent) who does not or cannot meet the qualifications to be a firefighter and reasons for such a recommendation.

Section 9: Training. The Fire Chief shall develop a regular schedule of in-house training classes, including an attendance requirement for all Fire Department personnel. The schedule shall specify the type, amount and frequency of training to be provided to Fire Department personnel necessary to assure that all personnel are adequately trained to properly handle the inherent risks of firefighting and other emergency incidents. The Fire Chief shall ensure that a record of each firefighter's participation and skill maintenance is maintained. Employees shall be trained before they are permitted to perform emergency operations. The Fire Chief shall ensure that qualified individuals deliver in-house instruction. The Fire Chief shall require that all firefighters have achieved and maintained all certifications required by state or federal law or rule to perform fire suppression, emergency medical services, or other services performed by the Fire Department.

- Section 10: Safety.** The Fire Chief shall maintain a current copy of MIOSHA (Michigan Occupational Safety and Health Act) General Industry Safety Standards and shall develop written policies and procedures to ensure compliance. The Fire Chief shall promptly inform the Township Board of any procedures or equipment that are not in compliance with any MIOSHA General Industry Safety Standard and shall recommend Township Board actions to achieve compliance. The Fire Chief shall be familiar with the provisions of federal and state laws and administrative rules related to employee safety and health regulations, and shall develop written procedures to ensure compliance, which procedures shall include all the following:
- a. Compliance with a nationally recognized incident management system that will be implemented at each emergency.
 - b. A personnel accountability system that will be implemented at each emergency.
 - c. Applicability to all employees who are operating at the emergency.
 - d. Initial training and annual refresher training in emergency operations and the incident management system.
 - e. Procedures that are in accordance with the "two in/two out" rules as found in the provisions of current MIOSHA standards.
 - f. A trained employee shall function as the incident commander at each emergency,

Section 11: Discipline.

- a. Violations of any this Ordinance, Township or Department Rules, Regulations or Policies, or Standard Operating Guidelines, or convictions of a felony shall subject any personnel involved to disciplinary proceedings up to and including termination. The Fire Chief is responsible for maintaining records of disciplinary action and personnel matters in the Fire Department.
- b. The Fire Chief shall provide a copy of a written notice of disciplinary action, which shall identify the violations, the nature of any disciplinary action taken, and the consequences of any further recurrences. Disciplinary action may range from a warning to a reprimand to a suspension, demotion or termination, or a combination. depending on the circumstances, considering, at a minimum:
 1. Seriousness of the violation.
 2. Consequences to the safety of others by the violation.
 3. Potential harm to the Fire Department or the Township.
 4. Prior record of the individual.
 5. The degree of wantonness, if any, of the act.
- c. The Township Board shall determine whether to terminate a firefighter, upon the recommendation of the Fire Chief. The firefighter may request a hearing before the Board.
- d. Any disciplinary action taken by the Fire Chief other than termination may be appealed to the Township Board, filed in accordance with the complaint procedure contained in the Employee Personnel Manual, if effective. The Township Board may, on its own initiative, bring disciplinary charges against any Fire Department personnel in accordance with Michigan law.
- e. Firefighters shall not respond to emergencies, meetings or training sessions while under the influence of alcohol or any controlled substances.

Section 12: Compensation. Compensation to firefighters shall be in such amounts as may be determined from time to time by the Township Board. Employees must maintain and submit accurate time records to the Fire Chief, who shall submit the time records monthly to the Township Board for payment.

Section 13: Public Contact.

- a. Only the Fire Chief or his/her designee may release facts regarding fires or other emergencies to the news media. The Fire Chief or his/her designee may speak to the media on behalf of the Fire Department. All other Fire Department personnel shall refer media inquiries requesting a statement on behalf of the Fire Department to the Fire Chief or his/her designee.
- b. Fire Department personnel shall not, in connection with Fire Department activities or functions, make statements or writings that constitute libel or slander; impede a law enforcement investigation or compromise the presumption of innocence until proven guilty; or deny any person due process of law.
- c. Members of the public will be allowed in the fire station only when accompanied by a member of the Fire Department. All Fire Department personnel must treat the public courteously and professionally.

Section 14: Emergency Responses.

- a. When responding to emergencies, all Fire Department personnel will drive emergency vehicles with appropriate concern for the safety of the public and defensive driving. Use of emergency signals on vehicles shall be considered a request for the right of way from other drivers.
- b. Use of emergency signal equipment shall be permitted only when the Fire Department has been officially dispatched to an emergency.
- c. The Fire Chief shall establish written Standard Operating Guidelines regarding the use of emergency signal equipment on Township-owned and personal vehicles.

Section 15: Equipment.

- a. Protective equipment shall be worn when engaged in firefighting in any enclosed structure, or outdoors when warranted.
- b. Lost or damaged equipment shall be reported as soon as possible to a Command Officer. Township property shall be disposed of only with the prior approval of the Township Board. All Fire Department-issued equipment shall be returned to the Fire Chief upon terminating employment with the Fire Department.

Section 16: Use of Fire Station and Vehicles. Only Township-owned vehicles and equipment may be kept at the fire station. Fire Department equipment shall not be borrowed for private use. Private vehicles must be parked in designated areas only. Alcohol and controlled substances shall not be brought into or kept in the fire station.

Section 17: Donations and Grants.

- a. Township Donations: Fire Department donations shall have the prior approval of the Township Board, and all revenues solicited in the name of the Township or the

Fire Department shall be deposited with the Township Treasurer. Such funds will be disbursed by the Township Treasurer, upon receiving a warrant signed by the Township Clerk, following audit and approval by the Township Board. Donations intended for the Fire Department shall be referred to and accepted by the Township Treasurer and be added to the general appropriation of the Fire Department and expended in compliance with appropriate budgeting guidelines of the Township.

- b. Township Grants: Fire Department grant applications shall have the prior approval of the Township Board, and all revenues solicited in the name of Odessa Township or the Lake Odessa Fire Department shall be deposited with the Township Treasurer. Such funds will be dispersed by the Township Treasurer, upon receiving a warrant signed by the Township Clerk, following audit and approval by the Township Board. Grants awarded to the Lake Odessa Township Fire Department shall be incorporated into the general appropriation of the Lake Odessa Fire Department and expended in compliance with the requirements of the grant(s) received.

Section 18: Savings Clause. If a court of competent jurisdiction declares any portion of this Ordinance unenforceable, the remainder of this Ordinance shall be in full force and effect.

Section 19: Effective Date. This Ordinance shall take effect upon publication of a notice of adoption.

Section 20: Conflict. All portions of any ordinances in conflict with this Ordinance are hereby repealed, to the extent of such conflict.

Upon a roll call vote, the Township Board voted as follows upon the adoption of the Ordinance:

Roll Call Vote:

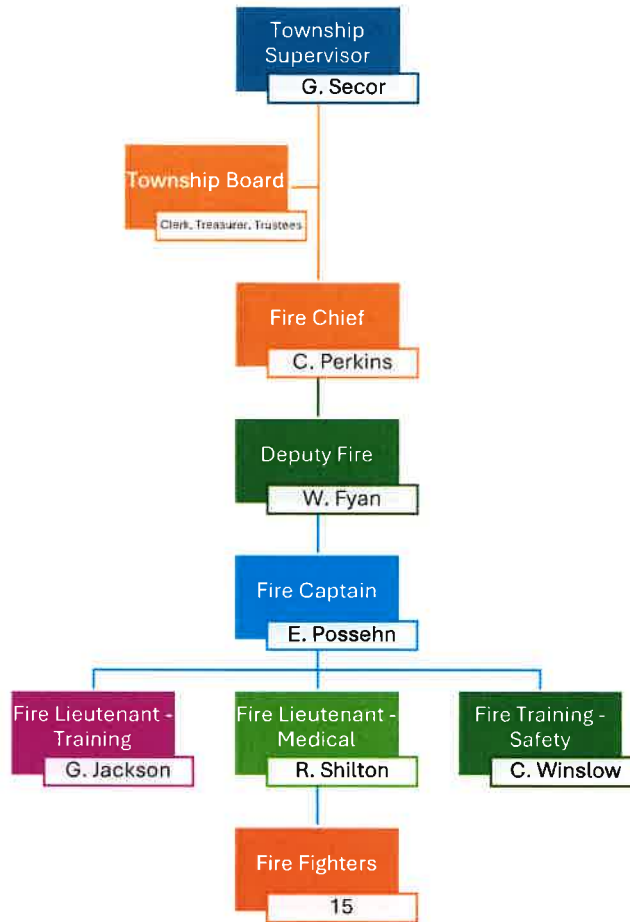
YEAS: Williams, Rohrbacher, Barrone, Caudill and Secor

NAYS: None

ORDINANCE DECLARED ADOPTED.

s/s Gary P. Secor
Gary P. Secor, Township Supervisor

IV. Current Personnel



Certification Levels

Fire Fighter	15
Hazmat	21
EMR (MFR)	18
EMT	2
Paramedic	1

Current Certifications: Current certification levels and requirements also include continuing education requirements that are annually required in order for members to maintain their licensure. This continuing education is not shown on this chart.

Training Requirement	Type	Current staff	Timeline	Projected cost
Firefighter I	MI Requirement	All Staff	Complete	
Firefighter II	Mi Requirement	All Staff	Complete	
Hazmat Awareness	MI Requirement	All Staff	Complete	
Hazmat Operation	MI Requirement	All Staff		
Hazmat Technician	Mi Recommendation	7 Current	FY 25-26	Staff Time required for a week long class (loss of wages for staff)
EMR – Emergency Medical Responder	MI Recommendation	18 current	FY 24 – 25	\$500 - \$1,000/ individual
EMT	No Recommendation			
Paramedic	No Recommendation			
Fire Officer I	MI Requirement for Officer	1	5 Officers required	\$600/person plus staff time (40 Hours)
Fire Officer II	MI Requirement for Officer	1	5 Officers	\$600/person plus staff time (40 Hours)
Fire Officer III	MI Recommended	0	6 Officers	\$1,000/person plus staff time (40 hours)
Fire Officer IV	MI Recommended	0	6 Officers	\$1,000/person plus staff time (40 hours)
Fire Instructor	MI Required for Officers	1	5 Officers	\$600/person plus staff time and teaching under another instructor
Ice Water Technician	Not required	12	Winter 2025	\$1,000 per class (often collaborate with neighboring departments)
Hi Angle & Confined Space Technicians	Not required	7	Summer 2025	Staff time for 40 hours of training

Training Requirement	Type	Current staff	Timeline	Projected cost
Open and swift water rescue technician	Not required	1		
Water Rescue and Dive Team	Not Required			

V. **Current Equipment**

The Odessa Township Fire Department purchases and maintains various equipment, apparatus and firefighting equipment.

Apparatus DNR Trucks

Vehicle Title	Capacity	Date of Purchase	Projected/ Recommended Replacement	Cost at Purchase	Projected Replacement Cost (New)
1977 Dodge – Grass Rig	50 GPM Pump 250 Gallon Capacity	2023 (DNR Rig)	DNR Truck	\$5,000 – Equipment (Skid Unit)	\$85,000
1984 Chevy – Grass Rig	30 GPM Pump 100 Gallon Capacity	1998	DNR Truck	Free	\$100,000

Apparatus LOFD Purchased

Vehicle Title	Capacity	Date of Purchase	Projected/ Recommended Replacement	Cost at Purchase	Projected Replacement Cost (New)
2006 – GMC Mini-Pumper Rescue 1	500 GPM 300 Gallon Capacity	2006	2016	\$185,124	\$350,000
1996 – Ford Tanker	1500 GPM 3000 Gallon Capacity	2000	2013	\$91,550	\$600,000
1995 HME Pumper	1500 GPM 1200 Gallon Capacity	1995	2015	\$185,565	\$1,000,000
2017 – Ford F250 Rescue		2017	2037	\$50,000	\$50,000
2022 – Spencer Pumper	1500 GPM 1850 Gallon Capacity	2022	2042	\$630,000	\$1,000,000

Equipment

Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Facility Non Fire Rescue Equipment						
Electrical Work Fire Barn	Facility non-fire/rescue Equipment	NA	2016	NA	\$2,235	NA
80,000 BTU Furnace	Facility non-fire/rescue Equipment	NA	2018	2033	\$2,800	\$5,000

Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Facility Non Fire Rescue Equipment						
Commercial Washing Machine(s)	Facility non-fire/rescue Equipment	NA	2016	2036	\$2,178	\$3,000
Tables and Chairs	Facility non-fire/rescue Equipment	NA	2016	2036	\$3,335	\$4,000
Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Fire Suppression Equipment						
16' Hose	Fire Suppression Equipment	NA	2009	2019	\$768	\$1,000
Brush Truck & Skid Unit	Fire Suppression Equipment	NA	2024	2044	\$5,000	\$10,000
Dry Hydrant	Fire Suppression Equipment	NA	1996		\$758	
2016 Hoses	Fire Suppression Equipment	NA	2016	2036	\$2,296	\$3,000
Pick Up lights	Fire Suppression Equipment	NA	2018		\$4,757	
Pick up Truck Cover	Fire Suppression Equipment	NA			\$1,018	
Regulator & Hose	Fire Suppression Equipment	NA	2010		\$503	
Tray & Support Shelf (Fire Truck)	Fire Suppression Equipment	NA	2009		\$883	

Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Fire Suppression Equipment						
Truck Cabinets	Fire Suppression Equipment	NA	2016		\$2,650.00	
Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Fixed Station Equipment						
3-Way Hydrant Manifold	Fixed Station Equipment	NA	2016		\$1,473	
Cascade Breathing System	Fixed Station Equipment	24000	2016		\$10,175	\$17,500
Fire Station Compressor	Fixed Station Equipment		2017		\$28,352	
FIT Testing Equipment	Fixed Station Equipment		2016		\$744	
Generator	Fixed Station Equipment		2016		\$2,305	
Generator	Fixed Station Equipment		2022		\$8,650	
Hose Washer	Fixed Station Equipment		1980		\$3,150	
Manikins	Fixed Station Equipment		2016		\$2,209	
Monitor & Butterfly Valve	Fixed Station Equipment		2016		\$1,602	
Oxygen Manifold	Fixed Station Equipment		2016		\$864	

Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Fixed Station Equipment						
Phase Converter	Fixed Station Equipment		2016		\$1,592	
Video Camera Equipment (Facility)	Fixed Station Equipment	6 fixed cameras – software	2022	2030	\$2,500	\$4,000
Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Rescue Equipment						
2 Defibrillators	Rescue Equipment	NA	2016		\$744	
AED x2	Rescue Equipment	NA	2024		\$5,000	
Air Bags	Rescue Equipment	NA	2024			
Blitzfire Monitor	Rescue Equipment	NA	2016		\$3,402	
Cen 528 Spreader, cutters, Ram	Rescue Equipment	NA	2003		\$21,321	
Chain Saw	Rescue Equipment	NA	2023		\$1,568	
Electric Jaws	Rescue Equipment	NA	2022	2033	\$36,574	\$45,000
Firetruck Cameras	Rescue Equipment	NA	2023		\$9,782	
Genesis Rescue Combi Tool	Rescue Equipment	NA	2023		\$9,000	
Hydraulic Jaws of Life	Rescue Equipment	NA	2006	2026		\$60,000
Jaws	Rescue Equipment					

Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Rescue Equipment						
Rescue Jacks	Rescue Equipment	NA	2024	2029	\$2,600	\$2,600
Saw-Rescue Truck	Rescue Equipment	NA	2007		\$1,166	
Thermal Imaging Cameras	Rescue Equipment	8 Cameras	2023	2033	\$10,000	\$15,000
Tool Set	Rescue Equipment	NA	2007		\$656.44	
Fixed /Capital Equipment						
Fixed /Capital Equipment	Type	Capacity	Date of Purchase	Projected/ Recommended Replacement Date	Cost at Purchase	Replacement Cost
Firefighter Equipment						
Fire Helmets	FF Equipment					
Harness & Lanyards	FF Equipment					
Pagers & Amplifiers	FF Equipment					
Radios	FF Equipment					
Rexxation Turnout Gear	FF Equipment					
SCBA Tanks	FF Equipment					
Scott Tanks	FF Equipment					

VI. Facility



The Odessa Township Fire Department leases for \$1/per year the facility located at 1050 1st St, Lake Odessa, MI 48849 from the Village of Lake Odessa in 2016. The Odessa Township Fire Station continues to be a Village owned building.

Under the lease agreement, the following is identified for Maintenance:

6. Maintenance and Repair, Without cost or expense to the Village, the Township shall maintain the Premises, including without limitation, the buildings and other improvements, in good condition and appearance, reasonable wear and tear excepted. The Township, without cost to the Village, shall replace any parts, equipment, building systems or components that reasonably need to be replaced during the Lease term. *(Emphasis added)* The Township, without cost to the Village, shall provide all cleaning and janitorial services. The Township shall be responsible for all damage to the buildings or structures caused by the negligence or willful acts of the Township, its agents, employees, and invitees and by any use of or activities within the Premises, except as may be the sole result of the Village, or the Village's agents, employees, or invitees. The Township shall provide any needed grass cutting or other lawn maintenance or landscaping maintenance. The Village shall provide all snow removal. If the Township fails to properly maintain or repair the Premises, the Village may, after 30 days' notice to the Township, undertake such maintenance or repairs and the Township shall promptly reimburse the Village for the costs incurred by the Village to do so. Provided, however, the Village may (but shall not be required to) act with only immediate notice or without notice if the condition poses an *imminent threat to the health or safety of any persons or poses the imminent threat of more extensive property damage if action is delayed*. Notwithstanding the above, the cost of any major structural repair to the building or property, defined to be any individual structural or major repair with a cost of \$3,000 or more, shall be paid by the Village and the Township in such proportion

as may be mutually agreed to by the Village and the Township.

7. Alterations and Improvements. The Township shall not undertake any alterations to or improvements of the Premises without the Village's prior consent which shall not be unreasonably withheld, conditioned or delayed. All alterations and improvements shall comply with all applicable construction codes and with the Village zoning ordinance. The Township shall comply with all applicable Village procedures to get such approvals including, without limitation, filing site and building plans, obtaining administrative and Planning Commission approvals, and because the Premises is owned by the Village, Village Council approval shall be needed for any structural changes or alterations to the footprints of any buildings, structures or other improvements or to the site's layout. *Alterations or improvements shall be the property of the Village. The Village may, but is not required to, make alterations and improvements to the Premises, but shall consult with the Township before doing so.*

The Odessa Township Fire Station was built in 1976 and contains 4 garage bays. The office area of the Odessa Township Fire Department contains the following:

- Office area for command staff
- Kitchen area
- Meeting space
- Laundry/restroom facility
- Work out room
- Shower area

The Odessa Township Fire Station has a forced air furnace and a single window air conditioning in the office area of the building. Following is an assessment of the facility and concerns that need to be addressed.

Areas of Concern with Facility

Building Amenities/Upgrades needed	Type	Issue	Cost for upgrade
Garage Bay(s)			
Floor	Concrete	Space, Cracking, Recoating	Concrete upgrades: \$150,000
Drains	Floor Drains	Inadequate drainage system	See above
Doors	Overhead doors	Not wide enough for equipment, Garage Door Openers are failing	New Overhead doors Estimate: \$40,000 (\$10,000/door)
Exhaust	No Ventilation in the apparatus bay	Per OSHA need ventilation	\$15 - \$30/ Sq Ft (Estimate 4500 sq ft in the bays) Estimate: \$67,500 - \$135,000
Lighting	LED Lighting -	Not enough lighting in the apparatus bay - Inadequate	\$3.20 - \$4.00 Sq Ft (Estimate 4500 sq ft in bays) Estimate: \$14,400 - \$18,000
Gear Racks	Apex made racks – Open racks without ventilation per OSHA	Not compliant with OSHA and Federal Regulations	Estimate: \$5,000
HVAC	Natural Gas	Incorrectly Oriented – Insufficient – original to the building. No AC in the Equipment Bays.	Furnace/AC Upgrade total building \$22 - \$47/ sq ft. Estimate: \$132,000 - \$282,000
Electrical	With the addition of LED lighting, HVAC updates and Exhaust equipment, an upgrade to the electrical panel will be required.	Upgrades will require an upgrade to the electrical panel	\$7 - \$15 sq ft. Estimate: \$42,000 - \$90,000
Roof	Metal Roof for entire facility	The current roof for the facility leaks and will need to be replaced	\$80,000

Building Amenities/Upgrades needed	Type	Issue	Cost for upgrade
HVAC – Non Equipment Bay			
Furnace	Natural Gas	Replaced 17 years ago. Thermostats need to be replaced.	Furnace/AC Upgrade total building \$22 - \$47/ sq ft. Estimate: \$132,000 - \$282,000 Identified above
AC Unit	Wall unit – 12000 BTU Electric	One Window unit for the entire office and meeting room area – no air flow outside of the bay areas.	Furnace/AC Upgrade total building \$22 - \$47/ sq ft. Estimate: \$132,000 - \$282,000 Identified above
Structure			
Equipment Bay			
Room	Steel Roof	Leaking	Estimate: \$80,000
Walls	Steel Frame Construction w/4 foot brick	Insulation – asbestos – not adequately insulated.	Asbestos abatement (\$5 - \$20/ sq ft) Estimate \$30,000 - \$120,000 Identified above
Ceiling	Steel Frame	Leaks, Asbestos, Insulation, Inadequate ventilation.	Identified above
Entrance Door	Steel Door	Non-ADA Compliant	Estimate: \$5,000 - \$7,000
New Entrance to Equipment Bay for Laundry Facilities	Reconfigure bay area to locate laundry facility in bay area	NFPA Compliant Laundry Facilities in bay area	Estimate: \$5,000 - \$10,000
Decontaminate area – Showers (x 2)	Shower(s) for decontamination exterior from quarters	NFPA Compliant Shower Facilities in bay area	Estimate: \$5,000 - \$10,000

Building Amenities/Upgrades needed	Type	Issue	Cost for upgrade
Structure			
Non-Equipment Bay			
Walls	Steel, Drywall and Wood	Insulation, mold, inadequate HVAC and Ventilation One window in the entire main area.	Drywall \$1.50 - \$3.00/ sq ft. Insulation \$0.30 - \$0.60 / sq ft (Fiberglass) \$2.00 - \$4.00 / sq ft (Spray Foam) Estimate: Drywall: \$2,250 - \$4,500; Insulation: Fiberglass: \$450 - \$900 Spray Foam: \$3,000 - \$6,000
Ceiling	Drywall, Wood Structure	Leaks, cracking, insulation	Ceiling \$9 - \$13 / sq ft (1,500 sq ft non bay area) Estimate: \$13,500 - \$19,500
ADA Compliant restroom	Restroom x 2	Update restrooms to new ADA compliant restrooms	Estimate: \$1,000 - \$2,200
ADA Compliance	Entrance/Exit – Slope and Grade	Re-grade entrance to comply with ADA standards – remove steps and add switchback ramps	Estimate: \$5,000 - \$20,000
Flooring	Replace Flooring in all Non Bay Areas		Estimate: Linoleum: \$3.00 - \$11.00/ sq ft LVP Flooring \$1.00 - \$6.00/ sq ft Tile: \$15 - \$20/sqft Estimate: Linoleum: \$4,500 - \$16,500 LVP: \$1,500 - \$9,000 Tile: \$22,500 - \$30,000

Building Amenities/Upgrades needed	Type	Issue	Cost for upgrade
Structure			
Non-Equipment Bay			
Meeting Room			
Flooring	Replace flooring in facility	Replace flooring	See above
Technology <ul style="list-style-type: none"> • Television – Display • Screen 	Open Area	Currently None	Estimate: \$5,000
Seating	Meeting Room	New Chairs	Estimate: \$7,000
Tables	Meeting Room	New Tables	Estimate: \$7,000
Kitchen			
Full kitchen	Full Kitchen	Needs Complete Remodel	Estimate: \$30,000 - \$60,000
Refrigerator	Full Kitchen	Needs Complete Remodel	
Stove	Full Kitchen	Needs Complete Remodel	
Counters	Full Kitchen	Needs Complete Remodel	
Sink	Full Kitchen	Needs Complete Remodel	
Cabinets	Full Kitchen	Needs Complete Remodel	
Electrical	Full Kitchen	Needs Complete Remodel	
Flooring	Full Kitchen	Needs Complete Remodel	
Workout Room			
Flooring			See above
Walls			See above
Equipment			Current equipment is donated to the department by community members

Averaging out the assessments, the cost of renovations to bring this building to NFPA and OSHA standards to protect the health and safety of the firefighters and to provide the best service for Odessa Township and the Village of Lake Odessa is **\$947,651**.

According to the Ionia County Equalization the estimated TCV is **\$415,035**.

VII. EMS – Ambulance Service

Since 2009, Odessa Township contracts with Life EMS for ambulance service within our township boundaries.

This contract with Life EMS indicates the following services to be provided for Odessa Township:

- Life EMS shall provide, subject to agreed upon exclusions, continuous twenty four (24) hour, seven (7) day a week Advanced Life Support Emergency Service. All ambulance vehicles will have communication capability for access to Ionia County Central Dispatch, Medical First Responders, Ionia County Memorial Hospital, Pennock Hospital and Life EMS Dispatch.
- Life EMS shall use its best efforts to respond, or ensure a response, to all requests by Emergency Patients in need of Emergency Service within First Party's area, including 9-1-1 dispatches, police calls, fire department calls, and calls from private citizens in accordance with adopted standards of response time guidelines.

VIII. Proposed timelines and strategic planning opportunities for the Odessa Township Fire Department

Summary and Timeline of Odessa Township Fire Department Assessment follow:

Issue/Opportunity	Cost	Priority	Timeline
Equipment			
Replacement SCBA	\$252,240	1	Current Gary Sinise Foundation Grant Applied. Future – depending on outcome of grant – FEMA Grant request
Replacement Turnout Gear		2	Search Grant Opportunities for replacement of Turnout Gear
AED Replacements to comply with new OSHA Standards (x2)	\$10,000	2	Search Grant Opportunities for additional AEDs
Training			
Fire Officer I x5	\$600/person plus staff time (40 Hours) Total: \$3,000	1	ASAP

Fire Officer II x5	\$600/person plus staff time (40 Hours) Total: \$3,000	2	
Fire Instructor x6	\$600/person plus staff time (40 Hours) Total: \$3,600	3	
Facility			
Cost/Benefit Analysis of new facility vs remodel of current facility	\$20,000 - \$30,000 Consultant Costs	1	RFP for Consultant Services to be released in November with Selection in December
Review of Consultant/Architect Report			
Identify Priorities of Report			