

January 15, 2008

**Special points of interest:**

- Station 1 Update
- Changes within GT Metro Fire Dept
- Training News
- Upcoming Training
- Security Management System—Proximately Cards
- Tips for Organizing Your Time

**Phone Extensions:**

Chief Pat Parker 1235  
 Asst Chief Flynn 1228  
 Asst Chief Schnaidt 1226

Brian Belcher 1232  
 Robert Casey 1233  
 Mike Lince 1238  
 Kathy Fordyce 1236

Robin Ehardt 1227  
 Mary Griggs 1222  
 Marcia Schwind 1221  
 Troy Holliday 1231

Dave Lather 1229  
 Randy Agruda vm 1240  
 Mike Vaughn 1225

Brian Bloom vm 1241  
 Tony Posey vm 1242  
 Tom Henkel vm 1243

Admin Fire Office 3000  
 Station One 3814  
 Station Eight \*\*\*\*  
 Station Nine 0299  
 Station Eleven 7682

# The Metro Insider...



## Station 1 to Open Soon

**Chief Pat Parker**

The final punch list is being worked on and Station 1 should be ready to open by February 1<sup>st</sup>.

This meeting will be scheduled for Monday, January 21<sup>st</sup> for 19:00 at Station 1. If you plan on responding with Station 1, please try to attend.

Central Dispatch and will be tested in the next couple of weeks.

Mike Lince has accepted the position of interim Captain until the Safer Grant comes through and a full time Captain is hired. As many of you may know, Mike was the Battalion Chief for the old Station 1 before it was closed.



Mike has been working diligently the past month getting the station prepared for its opening. We are at the point that we need to get an organizational meeting together for those who would like to respond with Station 1.

If you would like Station 1's tones put into your pager, please come to the Admin office and see Troy Holliday. The new boundaries are being put into the computer at

The gear washer and dryer are operational. Please see Chief Flynn or Captain Lince for operation instructions. When you come down for the pager tones, also pick up a proximity

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## Changes within GT Metro Fire Department

As many of you aware, we have undergone a few changes in the Fire Administrative Office. To start, we have a new face in the office and new voice on the phone. Mary Griggs, Administrative Assistant comes to us from GT Construction Codes office. Mary was also a former 911 Dispatcher when Asst Chief Flynn was dispatching. Please welcome Mary to our family.

The GT Rural Fire Department has a new home located at 4123 Vance Rd, TC near Station 5. We would like to wish them good luck in their new office.

New phone number is active. (231) 947-3000. The phones are now automated, and you may press extensions (left side) for the person you would like to contact. We also may dial between stations by dialing just the last 4 digits, including fax lines.

With the move of Rural Fire, we have also implemented new phone numbers, new website address and new e-mail addresses for our Administrative Office. Check out [www.gtmetrofire.org](http://www.gtmetrofire.org).

## Station 1 to Open Soon... continued

card for access to the station. The only way into the station will be by a proximity card.

The department was awarded a \$49,000 grant from the Assistance to Firefighter Grant Program. This grant will go towards a health and wellness program. Some of these funds will purchase fitness equipment for the new station and the rest will be used to develop a wellness program. All firefighters will be encouraged to participate in this program.

We will be taking Engine 13, Rescue 9, the Hose Truck and 8 Air to the new station. Once this station gets up and running and everyone is comfortable, we will expand its mission to being a ladder company.

We have budgeted for some part-time shift work at the station. There will be a 10pm-6am shift during the night for the entire year as well as 2 shifts on Saturday & Sunday. We hope to implement these shifts early in February.

An open house for the new Station is being planned for early summer.



**Station 1—843 Industrial Circle located off 3 Mile Rd in East Bay Township. 231-947-3814**



## Compensation Checks will be out by the end of NEXT WEEK .



## January—February Training Topics

**Jan 15th** — Sara Lee Pre-Incident Survey (Sta. 11)

**Jan 23rd** — Medical (Sta. 9)  
*Combi-tube / Pharm-Basic (.5L .5P)*

**Jan 24th** — ICS Practices (Sta. 1)

**Jan 26th** — Medical (Alpha Center)  
*Disaster Planning (1L)*

**Jan 29th** — Hydraulics, Pumping Practices, Friction Loss (Sta. 1)

**Feb 4th** — Medical (Sta. 8)  
*IV Therapy (1L 1P)*

**Feb 5th** — Disaster Planning / Building Size-Up (Sta. 9)

**Feb 6th** — Medical (Sta. 11)  
*Anatomy & Physiology (2L)*

**Feb 12th** — Disaster Planning / Building Size-Up (Sta. 11)

**Feb 16th** — Medical (Alpha Center)

**NOTE:** Jan 29th training can take the place of the required training in August.

**Reminder:** Trainings are open to all members. Prior approval is needed from your officers to attend trainings outside our jurisdiction.

**Fight the Way you Train...  
Train the Way you Fight!!!**

## Training News from Asst Chief Terry Flynn...

There will be a department wide training on Tuesday, January 29<sup>th</sup> at 1830 hrs at GT Metro Station One. This training will include fire hydraulic theory and some hands-on practical evolutions. Jim Olson will instruct on water supply theory and basic apparatus pumping practices. Any member who wants to

review their skills on practical apparatus evolutions should attend. This training may be substituted for the required apparatus pumping training scheduled in October.

**Reminder**—Every member shall attend at least one pre-plan during the year. We have completed 47 pre-plans and anticipate another 70-75

needed to be done. Preplan dates are set up in the training outline and additional ones will be scheduled and announced periodically throughout the year. Tuesday January 15 at 1830 hrs. will be the Sara Lee pre-plan and a tentative date for K-mart and Tom's in Acme will be Monday night on January 28 at 1830 hrs.

## Security Management System

A new security system has been installed and is now in operation at the Fire Administration Office and Station One. A proximity card with your picture ID will be required to gain access throughout areas in Station One and the Administrative Office. New ID cards can be issued out to members by contacting Troy Holliday. Access may be restricted at

times and can be changed for special events.

Access to secured areas will be authorized by the Chief Officers or your Station Captain.

Security is very important to this organization and must be taken seriously.



Security badges must be with you at all times. If a security badge is lost or stolen, contact the Admin Office immediately. Your card will be deactivated and a new card may be issued.



**Contact the Fire Administration Office if you have a new mailing address, need to update your W-4 information, or renew your vehicle insurance information.**

## Tips for Organizing Your Time

If you find your work tasks getting out of control, here are some tips to stay on track:

**Keep a list of tasks to complete.** You will have your next day planned out for you and crossing items off as they get done will give you a sense of accomplishment.

**Set your priorities.** Work first on the tasks that are the highest priority or that have the closest deadlines.

**Keep distractions to minimum.** Only check email a few times a day, instead of interrupting your work to check it. If you are subject to constant interruptions, go to a vacant conference room to get some work done, or, if you have an office, close the door. Forward your phone to voicemail to eliminate phone interruptions as you're working.

**Keep the mess under control.** Try to schedule time at the end of the day to file papers away so you don't return the next day to a messy desk. If you keep your files organized, you will waste less time looking things you know you have somewhere, but you're not quite sure where.



**Touch It Once Policy.** Touch papers once. Act on it, file it, or toss it!



I first of all want to thank everyone for an excellent 2007. Our runs increased 24% to a new record of 2904. All members completed their mandatory training and I feel that we raised the bar in our readiness to serve. I am also proud of our safety record in this past year. We lowered our incidences of crashes and workplace injuries. Thanks for all of your dedication.

2008 brings with it some challenges, but challenges that we can overcome. We are still working on our reorganization. The three townships continue to meet in order to put together an Act 57 Fire Authority. Starting January 1<sup>st</sup>, Metro will be paying all expenses as they relate to the FD. All of the townships fire budgets have been rolled over into the Metro budget. That means all staffing, utilities, capital improvements, and supplies are all paid for by Metro. Please look for cost saving opportunities. Money saved can be used towards staffing and equipment.

Compensation checks will be out next week when approved by the Metro Board.

Here are some reminders for the New Year:

Please check the website for the 2008 training schedule. You are welcome at any training at any station. There will no longer be pagers set for training reminders. Pay special attention to the mandatory trainings offered around the Metro system.

We are going to put together an Honor Guard. Firefighter Rob Harvey has agreed to be the Honor Guard leader. If you are interested in being on this team, see Rob.

If you have not signed the medical protocol form, please do so immediately.

Remember to wear your seatbelts and have a spotter when backing. We are only one out of seven fire departments in the State to have 100% of our members sign the seat belt pledge. Thank You!

Our phone numbers have changed at the Administration Office. It is 231-947-3000. Fax number is 231-947-8728.

Our department website and e-mail has changed to [www.gtmetrofire.org](http://www.gtmetrofire.org)

I look forward to a safe and productive New Year. Be smart, be safe and we will all go home!

*Chief Patrick J. Parker*

