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**BERRIEN COUNTY**  
**FIRE CHIEF'S ASSOCIATION**  
**BERRIEN COUNTY, MICHIGAN**

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**Call to Order:** By President Myers @ 0830hrs

**Date:** June 18<sup>th</sup>, 2025

**Presentation(s):**

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**Old minutes:**

- Old minutes emailed out by Secretary/Treasurer Kazmierzak
- Motion to accept old minutes by: Chief Weich
- Seconded by: Chief D. Flick
- Motion passed: None opposed.

**Treasurer's Report:**

May Starting Balance: \$6176.14, May Ending Balance: \$5676.14

- Motion to accept treasurer's report by: Chief Weich
- Seconded by: DeLatorre
- Motion passed: None opposed.
- The following departments still owe their 2025 Dues:
  - DC Cook Drill at North Berrien this coming Monday, July in Berrien Springs, contact Chief Myers if interested in helping.

**Bills:**

- None

**Communications:**

- Berrien 5K is doing a Firefighter portion of their 5K this year. July 28<sup>th</sup> – will try to get a flyer

**New Chief/Visitor:**

- Mike Phelps – SJDPs Interim Deputy Director
- Tyler Knisley – is now the Assistant Fire Chief at Bertrand Twp. Bill will be stepping down April 1<sup>st</sup> and Tyler will move to the Fire Chief position.

**Dispatch/911:**

- Simulcast up and running – Contact the NCC if you have coverage issues and Caitlin

**Communication Committee:**

- High-Incident Protocol discussion – will be working on High Incident Protocol
- Shed Fires are still structure fires, they will be dispatched as such, agency can downgrade
- Discussion why Firegrounds are rotated – to prevent people always going to FG1
- Discussion why separate Fireground was assigned to a second fire in SJ – can request to stay on the Fireground
- MCI/Active Assailant – forming a sub-committee
- Radio Checks are not to be done on F911 use proprietary
- **FIREGROUND TALKGROUPS ARE NOT USED FOR POWER LINES DOWN, TREES DOWN, TRAINING, ETC! THOSE TALKGROUPS ARE FOR WORKING INCIDENTS!**

**CAD Committee:**



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# ***BERRIEN COUNTY FIRE CHIEF'S ASSOCIATION BERRIEN COUNTY, MICHIGAN***

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- Meeting with County Commissioners Executive Committee – they have agreed to fund half, but pending funding from the State.

## **SOG Committee:**

- **Mutual Aid Agreement** – still needs legal review
- **MCI** – ASIM Training
- **High-Incident Policy** – will use Blake Ertman's draft to develop policy

## **BCFA:**

- **Next Meeting** – August 6<sup>th</sup> at the Fair
- Time to start signing up for Fire Education Center at the fair
- **Car Show** – June 28<sup>th</sup> – Fire truck bounce house for the kids
- Three departments don't want to be part of the association.

## **Training:**

- **Training Update** – See attached flyers
- 16 Departments of 26 responded

## **Emergency Management/Sheriff's Office:**

- EOC/Nuclear Drill Discussions – Palisades vs. Cook Drills
- Had Haz-Mat Ops training over the weekend

## **MABAS:**

- 41 divisions
- 617 fire departments
- Need for ambulance strike teams
- MABAS 101 and 201 Class discussion

## **Other Communications:**

- Chief Chris Huston is retiring next Friday, 46 years with the City of New Buffalo – city will be doing something in July.
- Celebrate Bridgman Parade – Saturday, July 12, 2025 – See flyer

## **Old Business:**

- **Scene Watcher App:**
  - **Doug spoke about all the changes that have been made and did a presentation**
  - Android has launched in the AppStore finally – working on getting codes – Do NOT pay for the app – Doug will get the codes for departments!
  - Log all app issues on this Google Doc:  
<https://docs.google.com/spreadsheets/d/1JaXuz6lbnKh1PRJuWx1sG0SMcrEs3uFTbMazjbbBd14/edit?usp=sharing>

## **New Business:**

- High Incident Protocol assigned to Policy Committee.

## **Next Meeting:**

- Wednesday July 16<sup>th</sup>, 2025, 0830hrs, Lake Twp. FD



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**Adjourn:**

- Motion to adjourn by Chief Weich
- Seconded by Chief Steinke
- None opposed. Meeting adjourned @ 0905hrs

**DATE:** 6/18/25

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6/18/25

[illegible]

# CELEBRATE BRIDGMAN PARADE

Lake St. Bridgman, MI

Saturday July 12, 2025

WE WANT YOU!

We want **YOU** to join us for the celebration of our beautiful community. The Miss Bridgman Scholarship Organization along with our Greater Bridgman Area Chamber and Growth Alliance is presenting a parade down Lake St. in Bridgman to show celebration for our great community. Our celebration parade will be held on Saturday July 12th, 2025 at 2pm. We would love for you to join in our parade of celebration by promoting your business, sports team, dance team, and down-home family fun team. We are looking for, but not limited to, animals/animal groups, walking groups, floats of all kinds, classic cars, Tractors, Police, Fire, motorcades, bands and more for the parade. How do you get to be involved in this wonderful parade? It's simple... fill out our entry form in full and send it back to reserve your spot. The deadline for entry is June 30, 2025. The parade is scheduled for July 12, 2025 and will start at 2pm (EST). Please arrive **absolutely no earlier** than 12:00pm., and no later than 1:30pm for staging at Bridgman High School. Bridgman High School is located at 9964 Gast Rd. Bridgman, MI 49106. The parade route will be as follows: Starting from Bridgman High School, north on Gast Rd. to Lake St., west down Lake St. passing the Bridgman Elementary School and through the downtown/social district and will end by turning south onto Toth St. I am enclosing your parade entry form to complete and return by June 30, 2025. Thank you for your time, and we look forward to having you help us celebrate by participating in the 2025 Celebrate Bridgman parade! For any questions, please feel free to contact me at the following, and send entry forms to the email or postal address below:

Sarah Buist

269-208-1222

Email: [bridgmanparadecelebration.75@yahoo.com](mailto:bridgmanparadecelebration.75@yahoo.com)

9487 Jericho Rd. Bridgman, MI 49106

# **CELEBRATE BRIDGMAN PARADE ENTRY FORM**

## **2025**

**July 12, 2025 at 2:00PM**

\*\*\*\*\*

Unit Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Required Fee, (IF applicable): \_\_\_\_\_

Describe type of unit; (ie: this is necessary for placement in  
lineup): \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### **Please return the form to:**

Sarah Buist; (Miss Bridgman Scholarship Organization and  
Greater Bridgman Chamber and Growth Alliance Member:

Bridgman Parade Celebration

9487 Jericho Rd. Bridgman, MI 49106

Email: [bridgmanparadecelebration.75@yahoo.com](mailto:bridgmanparadecelebration.75@yahoo.com)

# Standard Operating Procedure (SOP)

**Subject:** High Call Volume/Storm Protocol

**Department:** Berrien County Fire Chiefs Association

**Effective Date:** 12/4/24

**Approved By:** [Insert Authority]

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## Purpose

To establish guidelines for handling high call volumes or all-call situations initiated by Berrien County Dispatch or Benton Charter Township Fire Department Officer in Charge during high call volume, severe weather events, or other emergencies, ensuring efficient communication, accountability, and resource deployment.

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## Scope

This SOP applies to all Benton Charter Township Fire Department personnel during the High Call Volume/Storm Protocol activation.

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## Procedure

### 1. Activation

- **Authority:**
  - The Fire Chief, Lieutenant on Duty, or the highest-ranking firefighter responding to an off-duty call-in can activate High Call Volume/ Storm Protocol.
- **Triggering Events:**
  - High call volumes.
  - All-call request from Berrien County Dispatch.

### 2. Communication Protocols

- **Primary Channels:**
  - **11F249:** All Benton Charter Township Fire Department units will operate on this channel and direct all radio traffic exclusively to Benton Charter Township Fire Station 1.
  - **11F911:** Station 1 Dispatch will maintain contact with Berrien County Dispatch.
  - **11METN:** A third radio will monitor this channel in scan mode to maintain situational awareness.
- **Radio Requirements:**

- Station 1 Dispatch must operate a minimum of three radios:
  - **11F911:** For communication with Berrien County Dispatch (not in scan).
  - **11F249:** For contact with Benton Charter Township Fire units (not in scan).
  - **11METN:** In scan mode to monitor additional channels.
- **Paging:**
  - A pager must remain active to receive tones from Berrien County Dispatch for emergency notifications, including mutual aid responses.

### 3. **Dispatch Operations at Station 1**

- Maintain a sterile environment in the radio room to ensure uninterrupted communication.
- Assign at least one additional aid to monitor the 11METN scan radio and support operations as needed.
- Dispatch units to assigned locations, keeping accurate times and accountability for all department units.
- Accountability and communication must be maintained at a minimum of every hour that a unit is assigned. If Station 1 Dispatch has not had contact with a unit for 1 hour, Station 1 Dispatch will initiate a Personnel Accountability Report (PAR) check with all assigned units on 11F249 (Ex. Benton Charter Township Fire For a PAR, Engine 322, Engine 323, Engine 325...Ext). Documentation of this PAR will be recorded within the station.

### 4. **Emergency Traffic and FireGround Channels**

- **Emergency Traffic:**
  - Units may contact Berrien County Dispatch on 11F911 or the designated fire ground channel in emergencies.
  - Emergency traffic can be relayed via 11F249, and Station 1 Dispatch will coordinate with Berrien County Dispatch to simulate the channels used.
- **Mayday Traffic**
  - In the event of a Mayday situation, if called out on 11F249, Station 1 Dispatch shall immediately acknowledge the Mayday and initiate Mayday procedures.
  - Station 1 dispatch shall then advise Berrien County Dispatch of the active Mayday, Request all additional resources, and Request Berrien County Dispatch to Monitor 11F249 for assistance.
  - An additional dispatcher will be added to Station 1 Dispatch, which will take over the Dispatch of all other incidents. The Station 1 Dispatcher who acknowledged the Mayday will stay with the Mayday Channel throughout the operation.
- **FireGround Channels:**
  - During structure fires, mass casualty incidents, or other emergencies, a fire ground channel (e.g., 11FFG1) will be assigned by Berrien County Dispatch or requested by Station 1 Dispatch.



- Station 1 Dispatch must allocate an additional radio off-scan for each assigned fire ground channel.

#### **5. Prohibited Actions**

- Units should only contact Berrien County Dispatch directly for emergency traffic, as outlined above. In this case, emergency traffic will begin with a channel break of “Benton Charter Township Fire Department with Emergency Traffic.”
- No congregating in the Station 1 radio room during High Call Volume/ Storm Protocol activation.

#### **6. Termination of Storm Protocol**

- Once all calls are cleared and the all-call event is resolved, Station 1 Dispatch will:
    - Notify Berrien County Dispatch of the High Call Volume/ Storm Protocol termination.
    - Request department tones for any subsequent emergency requests.
    - Return operations to routine procedures.
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### **Accountability**

Failure to adhere to this SOP may result in disciplinary action per department policies.

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### **Review and Revision**

This SOP will be reviewed annually to remain current and effective.

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### **Approved By:**

[Name and Title]

[Date]