

AGENDA 8a2
DATE 9-6-16

city of
Norton Shores
fire department

FISCAL YEAR 2016 REPORT



Proudly Serving



Protecting Your Future



YEAR END REPORT FY - 2016

TABLE OF CONTENTS

Table of Contents	2-3
Fire Chief’s Message	4-6
Department Administration.....	7
Program Descriptions	7-8
Call Statistics.....	9
Emergency Response Analysis.....	10
Incident Type Breakdown	11-13
Medical Response Statistics.....	14
Response Statistics (Roosevelt Park)	15
Roosevelt Park Incident Type Breakdown.....	16-17
Roosevelt Park Medical Response Statistics.....	18
Automatic / Mutual Aid Summary.....	19
Capital Purchases	20
Emergency Services Division.....	21
Apparatus.....	21
Apparatus Fleet Status.....	22-23
Apparatus Repair Summary	24
Facilities	25
Facility Repair Summary	26
Equipment.....	27
Firefighter Training	28
Training Statistics.....	29
Cadet/Recruit Training.....	30
Norton Shores Underwater Recovery Team.....	31
Fire Prevention Bureau.....	32
Inspections	32
Inspection Activity and History	33



YEAR END REPORT FY - 2016

TABLE OF CONTENTS

New Construction Activity.....	34
Ordinance Enforcement.....	35-37
Public Safety Education/Community Involvement	38-40
Fire Investigations	41
Business Information Management.....	42
Smoke Detector Program.....	43
Building Division	44
Current Code List.....	45
Current Staff	45
Top Ten Commercial Projects	46
Cumulative New Housing Starts.....	46
Cumulative Construction Value.....	46
Building Division Historical Data	47
Inter-Governmental Cooperation	48
Hazardous Materials Team	48
Muskegon County Fire Investigation Team	49
Muskegon County USAR Team.....	50
Canteen Report.....	51
Report of Activities.....	51
Financial Report.....	52
Department Staff	53
Department Roster	53-54
Organizational Chart.....	55



CHIEF'S MESSAGE

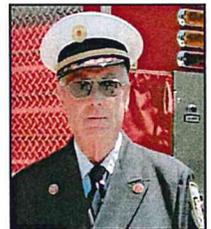


Fire Chief Robert Gagnon

On behalf of the men and women of Norton Shores Fire Department, I would like to say what a privilege and honor it is to serve our great Community. Our staff continues to adapt to the changing demands of the community in our efforts to provide a safe place for all who live, work and visit the City of Norton Shores. We are dedicated to providing and improving our services while at the same time providing the best possible value for the community's ongoing investment to the Norton Shores Fire Department.

The services provided today by the Norton Shores Fire Department are essential in terms of our focus on fire prevention and education efforts and our preparedness to respond to emergency incidents quickly and efficiently as they occur. Over the last few decades the role of the Norton Shores Fire Department has changed. Our role now involves taking on new threats such as technical rescue incidents, hazardous material releases, active shooter situations and increase severity of natural disasters (i.e. several thunderstorms, high straight line wind events). In addition, new areas of responsibility have also been added which include ordinance enforcement and property maintenance enforcement.

As we enter into each new fiscal year, I reflect on the changes /events that took place in the previous year. In FY 2016, the Department learned of the passing of former Fire Chief Harold Wheeler. Like many who are still serving the department today, I also worked under the leadership of Chief Wheeler. The word of the Chief's passing hit hard to so many of us. He was a great leader and one who was well respected among the ranks of the Department. Chief Wheeler will be sadly missed, however, we all know he is still there watching over and protecting each and every one of us.



Also in FY 2016, longtime firefighter driver Don Medema announced his plans to retire effective May of 2016. Don served the Department proudly for over 32 years and was responsible for training several firefighters during his career. The Department wishes Don the best as he begins his retirement.

FY 2016 also brought along some exciting changes in personnel which are detailed in the following pages. These changes continue to work towards our ultimate goal of building an effective team. A team whose mission has been and always will be that of *Protecting your Future.*



CHIEF'S MESSAGE

In FY 2016, we experienced several promotions within our full-time staff as well as the hiring of four new additions to our part-time firefighter ranks. I am proud to introduce these employees to you below.

PROMOTIONS



Fire Prevention Clerk
Paula Adkins

Paula was promoted from part-time Fire Prevention Clerk to full-time in July of 2015.



Fire Inspector
Joe Munson

Inspector Munson was promoted from Ordinance Enforcement Officer to Fire Inspector in August of 2015.



Ordinance /FFD

Ordinance / FFD Don Vanderkooi was promoted to fill the vacant Ordinance Enforcement Officer position in September of 2015.



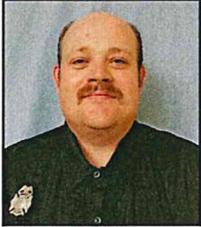
Firefighter-Driver
Adam Langlois

Adam was promoted from part-time to full-time firefighter in March of 2016.



CHIEF'S MESSAGE

New Additions to our Part-Time Staff



Part-time Firefighter
Noel Elder

Noel was hired as a part-time firefighter in October of 2015.



Part-time Firefighter
Mark Schmiedeknecht

Mark was hired as a part-time firefighter in June of 2016.



Part-time Firefighter
Gabriel Lundgren

Gabriel was hired as a part-time firefighter in June of 2016.



Part-time Firefighter
Rob Kumpf

Rob was hired as a part-time firefighter in June of 2016.



DEPARTMENT ADMINISTRATION

Program Descriptions

The operation of the Fire Department is managed through six distinct divisions. Operational funds are appropriated through the annual budget process for each of these areas. Each of the divisions is identified below along with a description of its area of responsibility.

Fire Management Division – The Fire Management division provides funding for the position of Fire Chief and Department Clerk. It is the Chief’s responsibility to administer all policies, programs and resources for the City’s fire service. The Fire Chief serves as the City’s Emergency Manager responsible for updating response plans and maintaining the City’s Area Command Center along with managing the City’s ordinance enforcement and building divisions.

Emergency Services Division – The Emergency Services division provides funding for our firefighting personnel, apparatus and facilities. The City maintains three fire stations as well as staffing a fourth, located at the Airport, under contract with the County of Muskegon. Current funding allows for staffing levels of 14 full-time firefighters and five full-time equivalent (FTE) positions utilizing part-time personnel. Actual part-time staffing levels vary as availability of personnel allows and is presently at 20. Under the current airport contract agreement, NSFD is required to provide three hours of ARFF coverage during normally scheduled commercial flight operations. Currently, there are only two arrivals and two departures scheduled. If additional flights are scheduled, NSFD will provide coverage and the invoicing for staffing will be adjusted accordingly.

Firefighter/drivers staff each of the City response stations and our on shift lieutenants are assigned to each station as well. Lieutenants are primarily responsible for maintaining the Department’s training program. The Captains have been assigned to station #3 and serve as the shift supervisor. Captains, Lieutenants and Firefighter/Drivers work a 24 hour shift schedule. In addition to the four FTE positions, part-time firefighters are also used to supplement staffing of the City response stations. Supervision of firefighting personnel activities and responses is accomplished using a three platoon 24/7 staffing system with each shift assigned a captain who acts as the shift supervisor. Lieutenants are asked to fill in as the shift supervisor in the captain’s absence.

Fire Prevention & Investigation Division – The Fire Prevention and Investigation division funds the Fire Marshal, Fire Inspector and a Department Clerk. The Fire Prevention Bureau is responsible for inspections of new and existing occupancies, plan reviews, public safety education programs, Juvenile Firematch program, fire investigations, Haz-Mat Right-to-Know compliance and coordination with the City Clerk on business registration information. The Fire Marshal also coordinates the Department’s Lock Box program which provides firefighters with emergency access to City businesses. Our Lock Box program also provides residential property owners the ability to obtain a lock box for use on their private dwelling. A part-time clerical position is budgeted within the Bureau to assist with solicitation, collection and maintenance of our business Right-to-Know files (MIOSHA requirement) and assists with notification procedures generated as part of our ordinance enforcement activities. The City’s business registration program provides funding for the part-time clerk position.



DEPARTMENT ADMINISTRATION

Fire Training Division – The Fire Training division funds the position of Deputy Fire Chief and all of the firefighter training activities. Maintaining competent firefighters is critical to our response capabilities. The Department’s training program covers a wide range of subjects relating to firefighting, medical response, rescue, hazardous materials, firefighter safety, terrorism and related services. The Deputy Chief also retains responsibilities within the Emergency Services division and assists with purchasing and supervision of maintenance activities.

Building Division – The Building Division consists of one full-time Building Official, three specialty independent contract inspectors (electrical, mechanical and plumbing) and a Department Clerk and part-time Clerk. The Building Division is responsible for monitoring and inspection of all residential, commercial and industrial construction projects. Inspection activities include new construction, remodel, maintenance projects such as roofing, siding and windows, property maintenance and pools. Our Building Official also tracks and maintains a listing of the City’s vacant structures. This list is shared with other City departments which is used to assist staff in maintaining these properties’ compliance with all City codes.

Ordinance Enforcement Division – The Ordinance Enforcement division is staffed through the utilization of one of the Fire Department’s firefighter-driver positions (Ordinance/FFD). The use of a full-time employee with firefighting capability for this activity provides the City with the flexibility of responding to our residents’ property maintenance concerns, while still having the position available for emergency response or daily shift staffing needs if necessary. The Ordinance Enforcement Officer responds to property maintenance concerns including unlicensed vehicles, junk and debris, tall grass and illegal off-premise signage issues. This program also handles the permitting process for portable storage units and temporary signage for garage sales, elections, non-profit and special events.

Contracted Services – The Department has a long history of providing services to other municipal entities. Currently fire protection is provided to the City of Roosevelt Park and the Muskegon County Airport under agreements with each agency.



Roosevelt Park – Norton Shores Fire Department has served the City of Roosevelt Park since 1946. Fire services are currently provided under an agreement term running from December 31, 2011 until December 31, 2020. The cost of the service was set at \$200,000 for the first five years of the agreement with the amount increasing to \$225,000 for the last five years of the contract.

Beginning May 14, 2015, Norton Shores entered into an agreement with the City Roosevelt Park to provide building inspection services, which will continue through December 31, 2020.

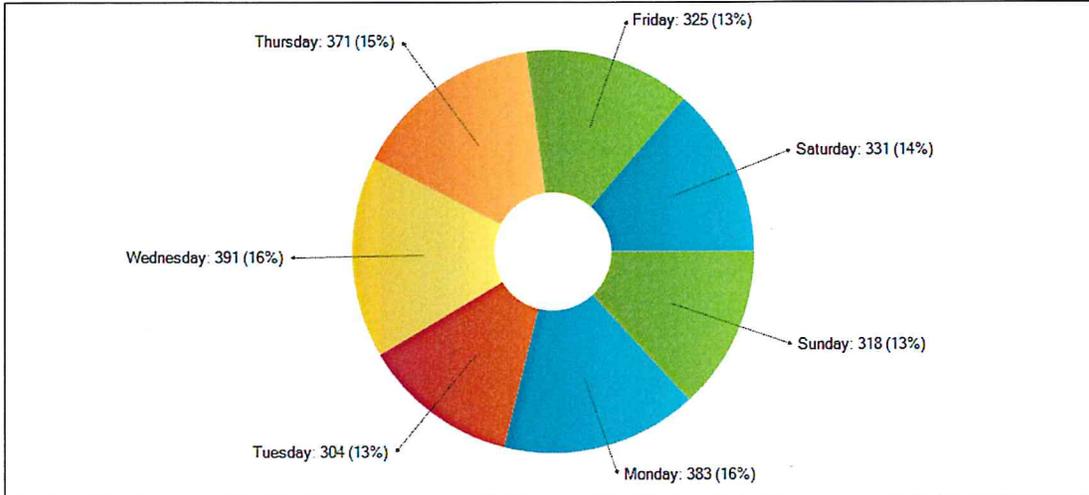


Muskegon County – Operating out of the County airport fire station department personnel provide airport fire protection services, meeting FAA requirements, under contract with the County. The current agreement was executed on July 26, 2011 and runs for a 10 year term. Under terms of the agreement the County is responsible for all costs associated with the annual required live fire training and the triennial full scale exercise. The Department also is reimbursed \$13,500 for training expenses and \$30,000 for commercial ARFF station standby service, while the City receives a \$50,000 Payment in Lieu of Taxes (PILOT).

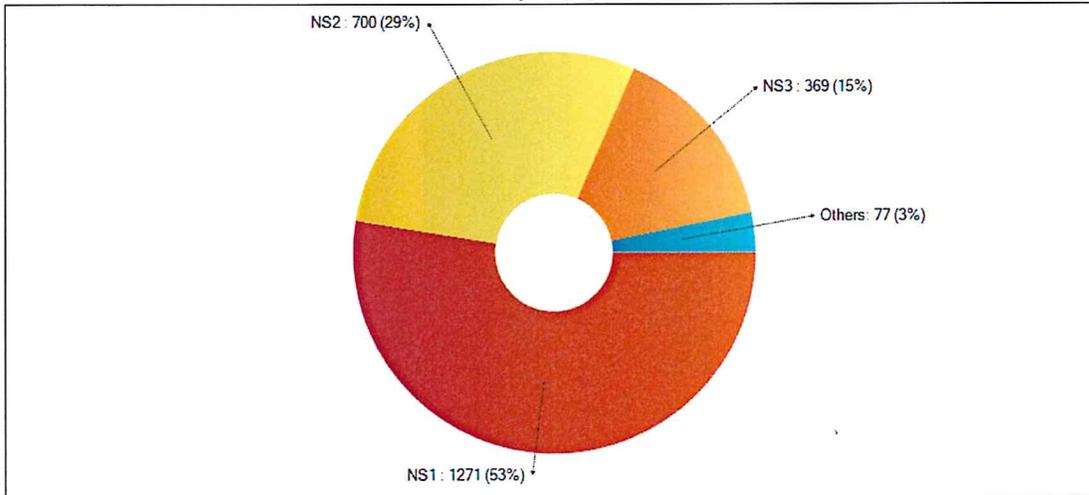


DEPARTMENT ADMINISTRATION

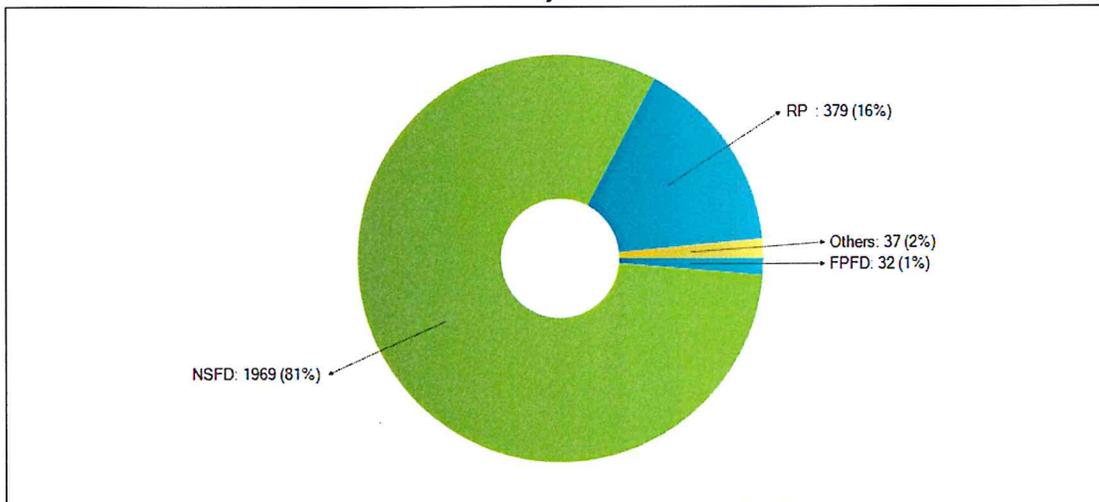
Calls by day of week



Calls by Fire Station

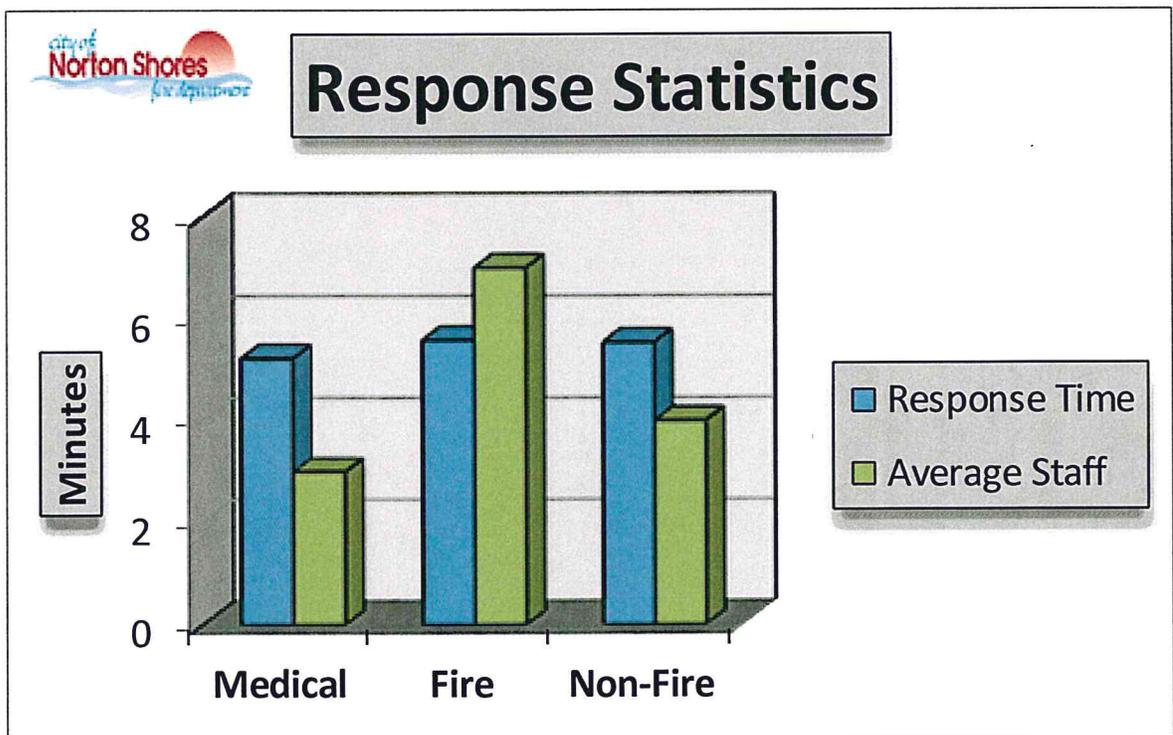
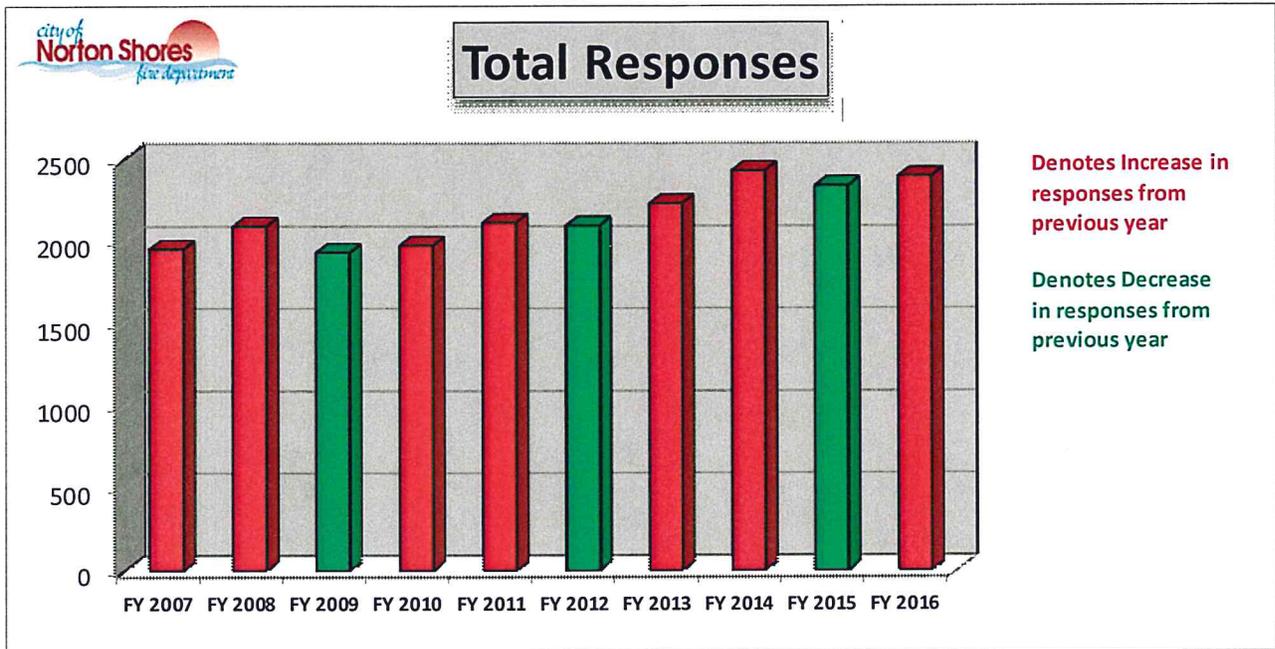


Calls by District





DEPARTMENT ADMINISTRATION





DEPARTMENT ADMINISTRATION

Incident Type/Group	No. of Incidents	Percent
FIRE		
100 Fire, Other	6	0.25
111 Building Fire	32	1.33
112 Fires in structure other than in a building	1	0.04
113 Cooking fire, confined to container	8	0.33
114 Chimney or flue fire, confined to chimney	3	0.12
118 Trash or Rubbish fire, contained	1	0.04
121 Fire in mobile home used as fixed residence	1	0.04
130 Mobile property (vehicle) fire, other	2	0.08
131 Passenger vehicle fire	10	0.41
132 Road freight or transport vehicle fire	3	0.12
141 Forest, woods or wildland fire	1	0.04
142 Brush or brush and grass mixture fire	4	0.16
143 Grass fire	4	0.16
150 Outside rubbish fire, other	4	0.16
151 Outside rubbish, trash or waste fire	3	0.12
154 Dumpster or other outside trash receptacle	2	0.08
155 Outside stationary compactor/compacted	1	0.04
160 Special outside fire other	1	0.04
162 Outside equipment fire	2	0.08
	89	3.72
Overpressure Rupture, Explosion, Overheat (no fire)		
261 Excessive heat, scorch burns with no fire	4	0.16
	4	0.16
Rescue & Emergency Medical Service Incident		
300 Rescue, EMS incident, other	4	0.16
3001 EMS False Alarm – No Medical Incident	21	0.87
311 Medical assist, assist EMS crew	64	2.67
320 Emergency medical service, other	43	1.79
321 EMS call, excluding vehicle accident with injuries	1,351	56.47
322 Motor vehicle accident with injuries	80	3.34
323 Motor vehicle/pedestrian accident (MV Ped)	10	0.41
324 Motor vehicle accident with no injuries	10	0.41
341 Search for person on land	1	0.04
342 Search for person in water	1	0.04
350 Extrication, rescue, other	3	0.12
352 Extrication of victim(s) from vehicle	2	0.08
353 Removal of victim(s) from stalled elevator	1	0.04
354 Trench/below-grade rescue	1	0.04
362 Ice rescue	1	0.04
	1,593	66.59



DEPARTMENT ADMINISTRATION

Incident Type/Group	No. of Incidents	Percent
Hazardous Condition (No Fire)		
400 Hazardous condition, other	4	0.16
411 Gasoline or other flammable liquid spill	3	0.12
412 Gas leak (natural gas or LPG)	10	0.41
413 Oil or other combustibile liquid spill	1	0.04
424 Carbon monoxide incident	1	0.04
440 Electrical wiring/equipment problem, other	8	0.33
441 Heat from short circuit (wiring),	3	0.12
442 Overheated motor	2	0.08
443 Breakdown of light ballast	1	0.04
444 Power line down	96	4.01
4441 Cable line down	33	1.37
4442 Phone line down	10	0.41
445 Arcing, shorted electrical equipment	11	0.45
4451 Arcing line in tree	13	0.54
450 Accident, potential accident, other	1	0.04
452 Aircraft standby	1	0.04
453 Vehicle accident, general cleanup	2	0.08
480 Attempted burning, illegal action, other	1	0.04
	201	8.4
Service Call		
500 Service Call, other	2	0.08
510 Person in distress, other	20	0.83
520 Water problem, other	1	0.04
531 Smoke or odor removal	1	0.04
540 Animal problem, other	1	0.04
542 Animal rescue	4	0.16
550 Public service assistance, other	3	0.12
5501 Smoke Detector Installation Program	2	0.08
551 Assist Police or other governmental agency	10	0.41
553 Public service	2	0.08
554 Assist invalid	132	5.51
561 Unauthorized burning	27	1.12
571 Cover assignment, standby, moveup	2	0.08
	207	8.65



DEPARTMENT ADMINISTRATION

Incident Type/Group	No. of Incidents	Percent
Good Intent Call		
600 Good Intent call, other	49	2.04
611 Dispatched & cancelled enroute	61	2.55
6111 Cleared upon arrival on scene	14	0.58
621 Wrong Location	1	0.04
622 No Incident found on arrival at dispatch	8	0.33
631 Authorized controlled burning	13	0.54
660 Steam, other gas mistaken for smoke, other	2	0.08
661 Smoke Scare, odor of smoke	6	0.25
662 Steam, vapor, fog or dust thought to be	3	0.12
663 Smoke from barbecue, tar kettle	3	0.12
671 HazMat release investigation w/no HazMat	3	0.12
	163	6.81
False Alarm & False Call		
700 False alarm or false call, other	37	1.54
710 Malicious, mischievous false call, other	9	0.37
711 Municipal alarm system, malicious false	1	0.04
714 Central station, malicious false alarm	1	0.04
715 Local alarm system, malicious false alarm	2	0.08
730 System malfunction, other	6	0.25
731 Sprinkler activation due to malfunction	1	0.04
733 Smoke detector activation due to	12	0.5
734 Heat detector activation due to malfunction	2	0.08
735 Alarm system sounded due to malfunction	2	0.08
736 CO detector activation due to malfunction	1	0.04
740 Unintentional transmission of alarm, other	2	0.08
741 Sprinkler activation, no fire	7	0.29
743 Smoke detector activation, no fire	15	0.62
744 Detector activation, no fire	2	0.08
745 Alarm system activation, no fire	27	1.12
	127	5.3
Special Incident Type		
800 Special type of incident, other	2	0.08
811 Citizen complaint	5	0.2
	7	0.29

Total Incident Count: 2392



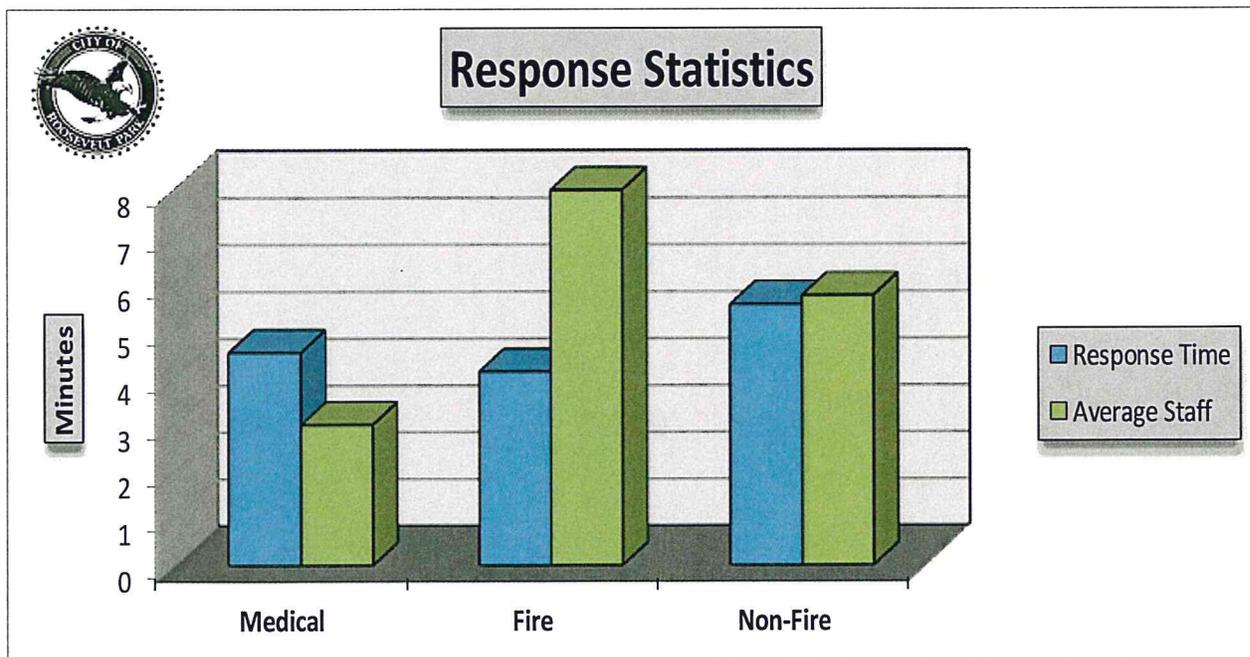
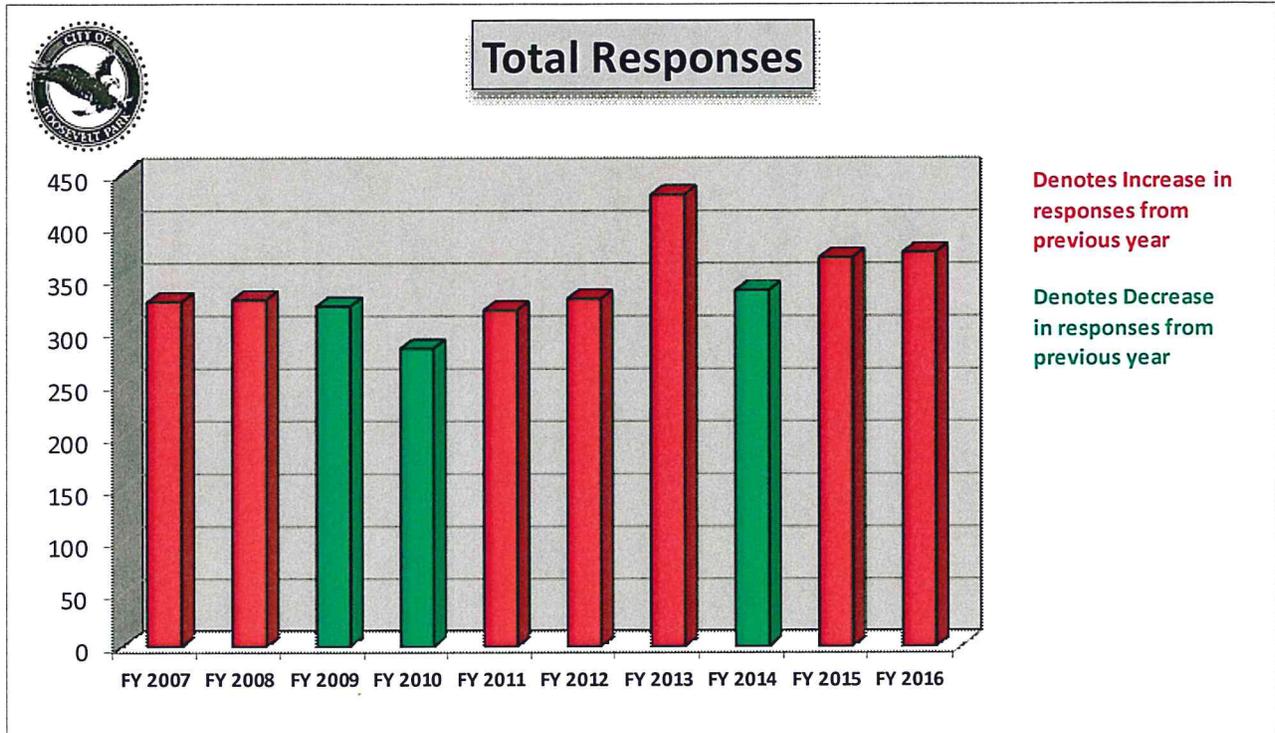
DEPARTMENT ADMINISTRATION

Medical Response Statistics

<u>Reported Symptom</u>	<u>Number of Patients</u>
Not Specified	1
Abdominal Pain	43
Allergies	6
Animal Bite	0
Assault	7
Attempted Suicide	12
Back Pain	20
Breathing Problem	173
Burns	1
Cardiac Arrest	17
Chest Pain	78
Choking	5
Convulsions/Seizure	77
CO Poisoning/Hazmat	0
Decreased Level of Consciousness	106
Diabetic Problem	39
Drowning	0
Drug Overdose	19
Eye Problem	0
Fall Victim	198
Headache	5
Heart Problems	12
Heat/Cold Exposure	1
Hemorrhage/Laceration	16
Industrial Accident/Inaccessible Incident/Other Entrapment	0
Ingestion/Poisoning	1
Pregnancy/Childbirth	5
Psychiatric Problems	6
Sick Person	108
Stab/Gunshot Wound	3
Stroke/CVA	37
Traffic Accident	81
Traumatic Injury	32
Unconscious/Fainting	53
Unknown Problem/Man Down	47
Total Patients	1209



DEPARTMENT ADMINISTRATION





DEPARTMENT ADMINISTRATION



Roosevelt Park Response Statistics

Incident Type/Group	No. of Incidents	Percent
Fire		
111 Building Fire	1	.26
113 Cooking fire, confined to container	1	.26
131 Passenger vehicle fire	3	.80
	5	1.33
Overpressure Rupture, Explosion, Overheat (no fire)		
261 Excessive heat, scorch burns with no fire	2	.53
	2	.53
Rescue & Emergency Medical Service Incident		
300 Rescue, EMS incident, other	1	.26
3001 EMS False alarm – No medical incident	1	.26
311 Medical assist, assist EMS crew	25	6.66
320 Emergency medical service, other	12	3.20
321 EMS call, excluding vehicle accident with injuries	226	60.26
322 Motor vehicle accident with injuries	7	1.86
323 Motor vehicle/pedestrian accident (MV Ped)	2	.53
324 Motor vehicle Accident with no injuries	2	.53
353 Removal of victim(s) from stalled elevator	1	.26
	277	73.86
Hazardous Condition (no fire)		
412 Gas leak (natural gas or LPG)	2	.53
440 Electrical wiring/equipment problem, Other	2	.53
441 Heat from short circuit (wiring)	2	.53
444 Power line down	7	1.86
4441 Cable line down	3	.80
445 Arcing, shorted electrical equipment	2	.53
4451 Arcing line in tree	2	.53
	20	5.33
Service Call		
500 Service call, other	1	.26
5501 Smoke detector installation program	1	.26
551 Assist police or other governmental agency	1	.26
554 Assist invalid	22	5.86
561 Unauthorized burning	1	.26
	26	6.93



DEPARTMENT ADMINISTRATION

Incident Type/Group	No. of Incidents	Percent
Good Intent Call		
600 Good intent call, other	6	1.60
611 Dispatched & cancelled enroute	4	1.06
6111 Cleared upon arrival on scene	2	.53
631 Authorized controlled burning	2	.53
661 Smoke scare, odor of smoke	3	.80
663 Smoke from barbecue, tar kettle	1	.26
671 HazMat release investigation w/no HazMat	1	.26
	<hr/>	
	19	5.06
False Alarm & False Call		
700 False alarm or false call, Other	10	2.66
710 Malicious, mischievous false call, Other	4	1.06
715 Local alarm system, malicious false alarm	2	.53
733 Smoke detector activation due to malfunction	3	.80
745 Alarm system activation, no fire	7	1.86
	<hr/>	
	26	6.93

Total Incident Count: 375



DEPARTMENT ADMINISTRATION



Roosevelt Park Medical Responses

<u>Reported Symptom</u>	<u>Number of Patients</u>
Abdominal Pain	1
Allergies	2
Assault	3
Attempted Suicide	2
Back Pain	5
Breathing Problem	28
Cardiac Arrest	2
Chest Pain	9
Choking	0
Convulsions/Seizure	18
Decreased Level of Consciousness	18
Diabetic Problem	12
Drug Overdose	5
Eye Problem	0
Fall Victim	23
Headache	1
Heart Problems	2
Heat/Cold Exposure	0
Hemorrhage/Laceration	4
Industrial Accident/Inaccessible Incident/Other	0
Psychiatric Problem	1
Pregnancy/Childbirth	0
Sick Person	26
Stab/Gunshot Wound	0
Stroke/CVA	10
Traffic Accident	4
Traumatic Injury	4
Unconscious/Fainting	12
Unknown Problem/Man Down	11
Total Patients	213



DEPARTMENT ADMINISTRATION

Automatic/Mutual Aid Summary

The Fire Department takes part in a mutual aid fire agreement with all Muskegon County and northern Ottawa County fire departments. The Department also provides automatic aid on structure fires to Fruitport Township fire department. The use of automatic and mutual aid remain a proven and effective means of delivering services to all of our customers through the sharing of area wide resources in times of need.

							FY 16
<u>Aid Received</u>	<u>FY 16</u>	<u>FY 15</u>	<u>FY 14</u>	<u>FY 13</u>	<u>FY 12</u>	<u>FY 11</u>	<u>% of Total Responses</u>
Total Aid Received*	52	45	79	55	72	66	2.17%

							FY 16
<u>Aid Given</u>	<u>FY16</u>	<u>FY 15</u>	<u>FY 14</u>	<u>FY 13</u>	<u>FY 12</u>	<u>FY 11</u>	<u>% of Total Responses</u>
Total Aid Given *	47	66	74	82	81	60	1.96%

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Fruitport Township Fire	4	8	11	19
Muskegon Fire Department	2			
Muskegon Heights Fire Department	15	2	6	21
Muskegon Charter Township Fire	1	2		
Egelston Township Fire Department	2			
Ferrysburg Fire Department	3			
Spring Lake Fire Department	1			
Other, Assist to Outside Agency	4		1	



DEPARTMENT ADMINISTRATION

Capital Purchases

The Department continues to be grateful for the attention shown by City leaders in regards to capital purchases and planning. The fire service is predicated on being prepared for any emergency and as such, is recognized as a very capital driven department. Our capital improvement plan helps maintain our facilities, enhances our response capability and maintains existing resources.

Listed below are some of the capital projects completed during this fiscal year.

<u>Description</u>	<u>Cost</u>
Fire Pager (Replacement)	\$ 27,000
Fire Officer Room Renovations	\$ 5,000
Hose (Replacement)	\$ 3,000
Inspection Tablets (Replacement)	\$ 2,970
Air Compressor (Replacement) Station #1 & #2	\$ 2,800



EMERGENCY SERVICES DIVISION

Deputy Chief Joe Kinnucan

Apparatus

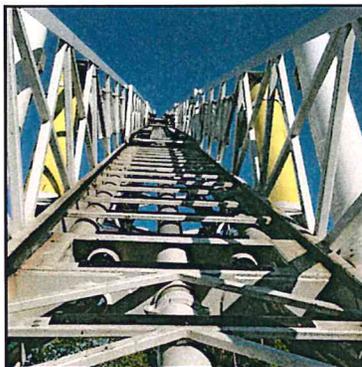
Captain Andy Casperson provides oversight for the department apparatus inspection and maintenance program. The program includes processes developed, in conjunction with the City garage, intended to keep all the vehicles operating at optimum capacity and extend their useful life as far as possible. The processes include everything from daily operation checks, to semi annual, and annual fluid changes, and operational certifications. We also continue to save thousands of dollars by having very capable staff handling many of the repair needs that are discovered.

Along with maintenance the City, Fire and City garage personnel provide, we also utilize several outside vendors to provide specialty maintenance services, such as heavy duty spring work for larger vehicles and proper winterizing of the Departments Boston Whaler rescue boat. These are two examples of vehicle needs that are beyond the capability of our City staff, but we're fortunate to have West Michigan companies to partner with to get it accomplished.

FY 2016 was exciting from the standpoint of completing the plans for our replacement of Rescue 473. The current rescue is now approximately 14 years old. Being one of the most utilized apparatus in our fleet, it is beginning to show its age, both in appearance and in maintenance costs. Thanks to the vehicle replacement fund, funds have been appropriated each year for the past several years for this purchase. Estimated delivery for this unit is December 2016.



Above: 473, our heavy rescue, due to be retired upon delivery of its replacement in FY 17



Above: A view looking upward from the base of the ladder on Aerial 442

Apparatus on Display



Above: Several of our vehicles during pump operator training at Lake Harbor Park



EMERGENCY SERVICES DIVISION

Primary Department Apparatus

Station Assign.	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Number of Calls		
								FY 14	FY 15	FY 16
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	6	In	2020	1050	981	929
Station #1	421	Engine	1st line Structure Fires Citywide	2005	11	In	2020	139	134	270
Station #1	481	Brush Unit	Brush Fires Citywide	2005	11	Not In	****	53	31	51
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	5	In	2020	685	662	583
Station #2	422	Engine	1st line Structure Fires Citywide	2014	6	In	2034	282	210	290
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	13	In	2023	20	15	18
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	20	Not In	****	14	18	9
Station #3	489	Command Pick-up	Shift Command Responses	2012	4	In	TBD	1072	982	743
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	6	In	2020	359	357	317
Station #3	423	Engine	1st line Structure Fires Citywide	2008	8	In	2023	202	210	133
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2002	14	In	2022	145	149	193
Station #3	424	Engine	Reserve Engine Citywide	2001	15	In	TBD	39	38	81
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	26	In	TBD	36	0	6



EMERGENCY SERVICES DIVISION

Watercraft, Equipment Trailers, and Utility Vehicles

Station Assignment	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Number of Calls		
								FY 14	FY 15	FY 16
Station #2	483	Utility Cruiser	Utility	2007	9	Not In	TBD	62	56	55
Station #3/ Dock	470	Watercraft	Water Related Emergencies	1989	27	In	TBD	8	0	3
Station #3	475	Watercraft	Water Related Emergencies	2013	3	Not In	TBD	2	1	0
Station #3	485	Dive Trailer	Dive Team Equipment	2002	14	Not In	TBD	4	2	1
Training Center	487	Ext. Trailer	Extinguisher Education	2005	11	Not In	TBD	0	0	0
Training Center	488	Decon Trailer	Decontamination Equipment	1985	31	Not In	TBD	0	0	0
Training Center	LTW6	Light Tower	Scene Lighting	2012	4	Not In	TBD	0	0	0
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	***	Not In	TBD	0	0	0
Sta. #3	480	Utility Pickup	Utility	2013	3	In	TBD	-	147	108



EMERGENCY SERVICES DIVISION

FY 16 Significant Vehicle Repairs

Vehicle	Description of Repairs	Repaired by
422	Transmission issues	Valley Truck (Grand Rapids), Alexis Fire Equipment
442	Waterway seal, ladder controls	Department staff, Ken DeWitt
442	Hydraulic leak	Aerial Hydraulics (Casnovia)
421	Pump packing, pressure relief valve	Department staff
423	Generator repair	Cummins Bridgeway (Grand Rapids)
412	Defective telescoping scene lighting	Department staff
470	Broken weld on light bar	City Garage
473	SCBA cascade filling system regulator	Department staff
473	Wiper arm assembly	Department staff
481	Defective pump valve	Department staff
413	Defective suspension springs	State Spring (Grand Rapids)



Pictured left : Department staff are shown installing protective hose bed covers, purchased in FY 2016. These abilities and skills shown by staff have saved the Department an untold amount of money each and every day.



EMERGENCY SERVICES DIVISION

Facilities

Fire Department facilities, overseen by Captain Michael Healey, house all the essential equipment and training space needed to maintain our readiness as a department. With operation and cleanliness a high priority, our staff take great pride in maintaining and cleaning our facilities.

The community continues to benefit from our very capable facilities as well. Events such as the annual Public Safety Open House and the monthly SafeKids car seat inspections operate with success within our facility walls. It is events like these that give us the opportunity to open our doors and give back to the community that helps support us.

The past few years have also seen some development at the Public Safety Training Center. This year however, progress has slowed to nearly a halt. The two biggest reasons are the increase in workload of our regularly staffed personnel, which does not allow for adequate time to work on the training props and structures which were designed and intended for future use. Second, the flood we experienced during the cold weather months in the future classroom building slowed progress dramatically. For these reasons and others, we are now reassessing our approach to it's development and use for FY 2017.



Above: Water damage is shown in the classroom portion of the Public Safety Training Center. This was a difficult setback, and is partly responsible for the halting of progress on the project.



Above: Fire Marshal Karnitz demonstrates proper techniques of using a fire extinguisher during the Public Safety Open House, located at our Station #3. This and many other events fill the building and grounds for an entire day of public interaction.



EMERGENCY SERVICES DIVISION

SUMMARY OF SIGNIFICANT FACILITY ACTIVITIES/IMPROVEMENTS

Station	Description of Activity/Improvement
Station #1	Garage door opener and sensor replaced.
	Defective rear station entry door security keypad replaced.
	New air compressor installed.
Station #2	Several leaks and regulator issues on the SCBA cascade system repaired.
	The diesel exhaust control system needed the electro-magnet repaired.
	New air compressor installed.
Station #3	Several garage door springs broke this year, and were replaced.
	Several parking lot and building entry light bulbs were in need of replacement.
	Roof leaks due to holes in the rubber membrane had to be repaired.
Training Center	Strategic planning begun for Training Prop completion.
	Water damage mitigated due to broken pipe in classroom area.
	Security gate became inoperable and was repaired.
Miscellaneous	TruGreen Lawn Services.
	Department Electronic Bulletin Boards fully operational at each station.
	New grills were purchased to replace the aging ones.
	Mona Lake water levels created a need for longer dock legs to keep it attached to the shore.
	Several plumbing repairs were needed at each station, including replacing toilets, backflow preventers, vacuum breakers, and flush valves.



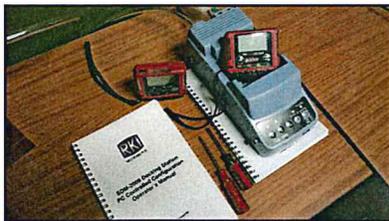
EMERGENCY SERVICES DIVISION

Equipment

Captain Chris Healey coordinates the upkeep and improvements to the department equipment. The equipment provided to us allows us to accomplish the overall goals and objectives of the department and the City. Items that fall under this category include everything from firefighting and personal safety to facility and grounds keeping equipment. Each piece of equipment, in it's own way, is essential to making things go in the right operational direction.

The majority of maintenance and upkeep of our equipment is handled by department personnel. Like our vehicles, there are stringent regular maintenance checks performed on a daily, weekly, monthly, and annual basis. These checks reduce the chances of major defects occurring, and keep all items working at an optimum level. Some of these inspections are also required by laws or standards. These include ladder, hose, and firefighting pump testing, as well as SCBA annual Posi-Check certification.

Our department and its staff have always taken the responsibility for maintaining its own equipment very seriously. The equipment that is in use in the public is a display of pride and capability. If it is not in great shape, it's not only a poor representation of the department, it can compromise the safety and lives of our staff and the community we serve. To that end, we will continue to service our equipment as if our (and your) life depends on it.



Above: 4-gas detector and its calibration station, used to detect harmful and explosive gases



Above: New Unication fire pagers, used to notify on and off-duty staff of emergencies



Above: Pediatric AED pads, used for a life-saving electrical shock in our youngest patients



Above: The Rhyno windshield cutter, used for gaining entry through automobile safety glass, now required on all windows of new vehicles



Above: The Ultimate Hurt mannequin, used for training personnel on close to real-life serious traumatic injuries.



Above: Dive equipment, used for underwater recovery of items and victims. This year many items required significant repairs.



EMERGENCY SERVICES DIVISION

Firefighter Training

The training committee is comprised of Deputy Chief Joseph Kinnucan, Fire Inspector Joe Munson, Lt. Ben Chartier, Lt. Jerry Ferrier, and Lt. Casey Rosenberg. Collectively, this group is tasked with the design and implementation of the department's training objectives. These objectives include improving proficiencies in structural firefighting, medical care, rescue, hazardous materials, and required employee safety training. The continued effort from this group to ready the department staff for what they may face continues to improve the services we offer and keep our staff safe while doing it.

This year we experienced a vast improvement in our training program, as three of our Department staff members completed the new State Instructor-Coordinator licensing requirements. Deputy Chief Joe Kinnucan, Firefighter-Driver Marc Topping, and Ordinance Enforcement Officer Don Vanderkooi are now licensed to write for and deliver medical education needed for maintaining required medical licenses. They too will now have additional recertification every three years to maintain these new licenses as well.

The department is also proud to be part of continued cooperation with several other agencies throughout the region. This cooperation includes involvement on the Urban Search and Rescue Team (USAR), and Hazardous Materials Team (Haz Mat). Along with these specialized teams, we train with our neighboring departments in order to more efficiently work together when the need arises.



Above: A sling and swath is properly applied during a monthly medical training.



Above: Ice rescue techniques are exercised at Lake Harbor Park.



Above: Firefighters practice Airport Rescue and Firefighting skills.



Right: Firefighters breach a wall and escape dangerous conditions during firefighter survival skill training.



Left: The window bailout drill is put to use during the firefighter survival skill training.



EMERGENCY SERVICES DIVISION

FY 2016 Training Statistics

Course Area	Classes Given	Subjects Covered	Students Attending	Class Hours
Medical Training	68	16	337	128
Airport Training	36	5	195	71.25
Fire Training	84	21	467	191.75
Employee Safety Training	13	6	46	17
Officers Training	16	4	106	49.25
Haz-Mat Training	6	1	42	17.5
TOTALS	223	53	1193	474.75



EMERGENCY SERVICES DIVISION

Cadet Training

The Cadet Program is the period of training for new hires that require initial certification as a firefighter and/or medical first responder. The majority of the personnel we hire typically fit into this category. This year, we added three personnel. Gabriel Lundgren and Robert Kumpf are both currently in the MFR class. Mark Schmiedeknecht, who is currently licensed as a paramedic, will join them in the Muskegon County Fire Academy in October 2016.

Recruit Training

FY 2016 brought us one new firefighter who had already successfully completed his State of Michigan Fire Fighter I and II certificate. Noel Elder, who previously worked for Shelby-Benona Fire Department, had only to reapply for his Medical First Responder license before beginning his recruit process. He has been steadily progressing ever since.

The recruit training process includes an extensive street and mapping program, required MIOSHA employee safety training, and then pairs each recruit firefighter with a designated recruit training officer (RTO). The RTO's responsibility is to work a number of regular shifts one-on-one with the recruit, studying all aspects of the knowledge, skills, and abilities each one will need to be safe and successful as a firefighter. Once this training portion is complete, our department Captains provide an evaluation checkout on each one of our apparatus and stations.

Once all the required components are successfully evaluated, the recruits are moved to a six month probationary status, where they officially become eligible for station duty and other assignments. They also now must meet all other regular annual department training requirements. This final phase of the process allows us the opportunity to fully evaluate their progress and dedication.

The following Department members have either entered or completed the recruit process in FY 2016:

Current Recruits

<u>Employee</u>	<u>Recruit Training</u>	<u>Probation</u>
Arik Abdullah	Completed	Completed
Andrew Hunt	Completed	Completed
Zach Boterenbrood	Completed	In Progress
Noel Elder	In Progress	



EMERGENCY SERVICES DIVISION

Norton Shores Underwater Recovery Team

FY 2016 saw a restructuring of the Norton Shores Underwater Recovery Team. Providing co-leadership for the team are Deputy Chief Joe Kinnucan and Lieutenant Brandon Poel. Due to several members on the team being at various levels of certification, it was decided to contract Moby's Dive Shop in Grand Rapids to hold a current Rescue Diver Certification class. This ensured all personnel were brought up to the most current capabilities and expectations.

In addition to the certification training, the team held regular training events throughout the year. These training opportunities included night diving, compass and navigation work, grid pattern searches, evidence recovery, and diver safety. These regularly scheduled trainings provide for team cohesiveness and proficiency building necessary for optimal capability.

During FY 2016, the team began a thorough equipment assessment and inventory. This assessment was designed to get a better handle on preparing for future improvement and replacement needs, such as the aging side scan sonar unit, dry suits and buoyancy control devices. These items are essential to safety and successful operations of the team.



Dive Team Training FY 2016





FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

The Fire Prevention Bureau is responsible for the following areas: Fire Code plan reviews, fire inspections, public safety education, ordinance enforcement, community involvement activities, managing the Firefighter Right to Know (FFRTK)/MIOSHA requirements, fire investigation and business registration files.

Plan Reviews

The Fire Marshal reviews all construction plans for Fire Code and City ordinance compliance. Identifying code issues prior to construction makes the construction process smoother, keeps costs down, and eliminates unforeseen delays.

Inspections

Used car dealerships and liquor establishments are required by city ordinance to be inspected each year. The Fire Prevention Bureau performs these inspections from January through March.

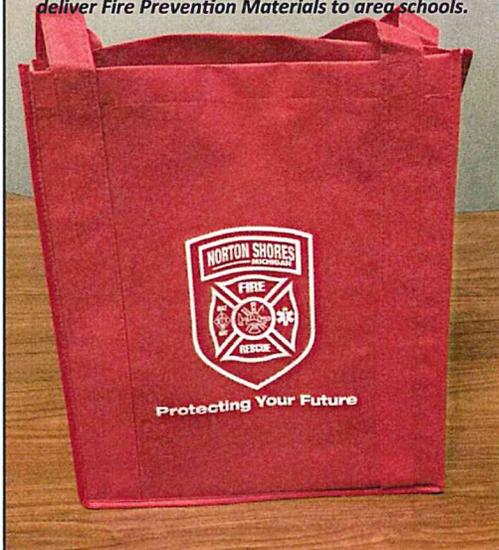
Existing occupancies are inspected on a rotational basis and continues to be an ongoing goal of the Bureau staff. An inspection program has proven to be the best way to prevent both fires and blight. With the ever increasing job responsibilities the existing occupancy inspections is an area that has been targeted for improvement.



Above: Elsa's at the Cinema Carousel,

Above: Annual liquor license inspection completed at Cinema Carousel — 4289 Grand Haven Rd.

Specialty designed bags ,with the Norton Shores Fire Department logo , were ordered as a means to deliver Fire Prevention Materials to area schools.



Above: Illegal signs picked up from the Ordinance Enforcement Division



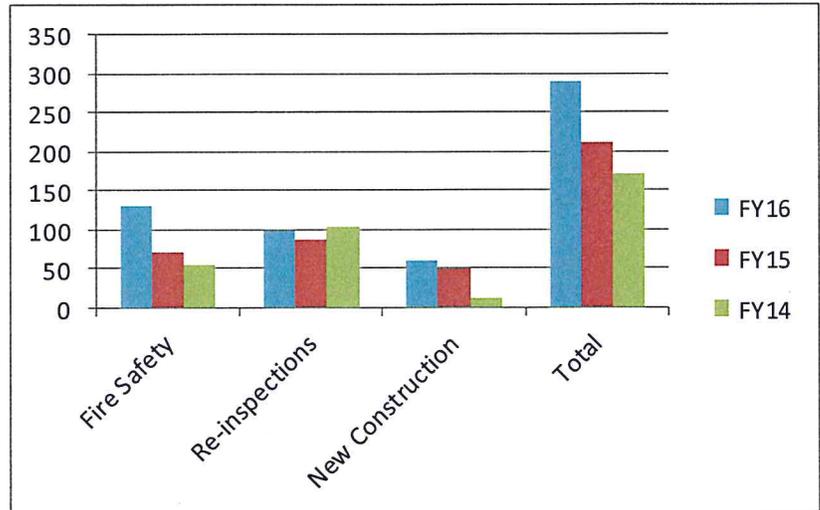
FIRE PREVENTION BUREAU

Inspection Activities

The FY16 inspection activities for Norton Shores and Roosevelt Park are as follows:

Norton Shores/Roosevelt Park

	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>
Fire Safety	130	72	55
Re-inspections	99	88	103
New Construction	61	51	12

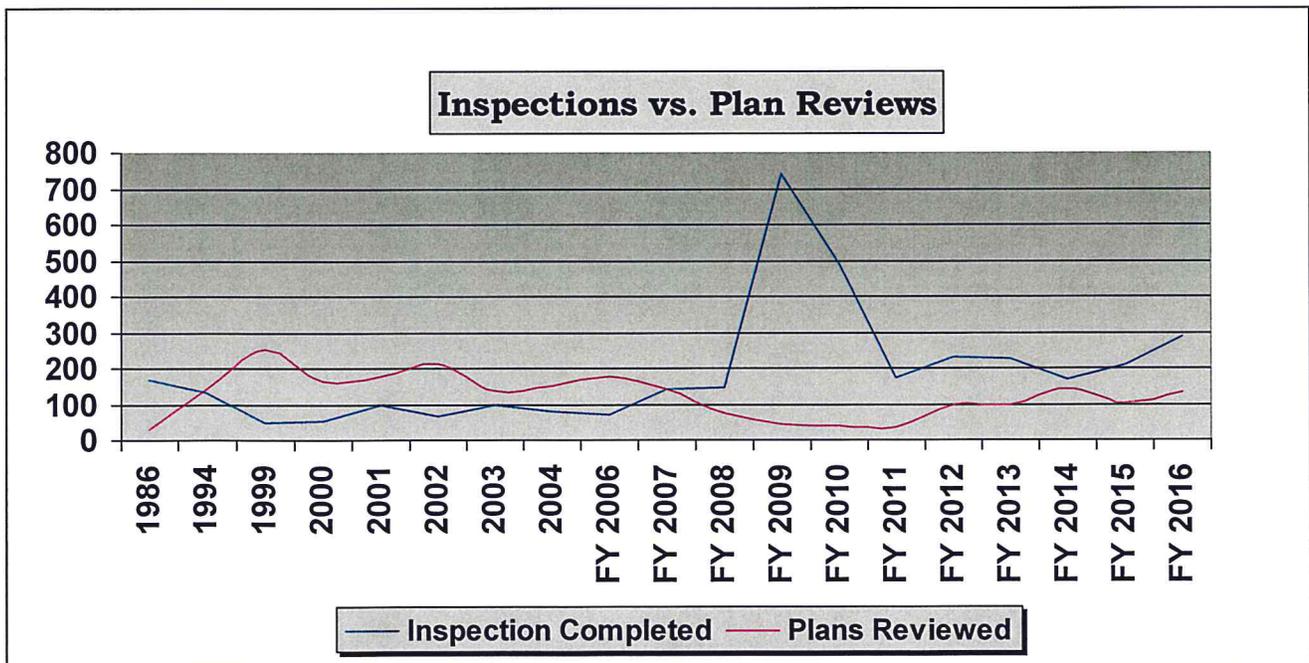


Inspection Program History

	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>	<u>FY07</u>	<u>2005</u>
Inspections Completed:	290	211	170	225	231	173	495*	867*	148	142	72
Plans Reviewed:	133	104	143	96	97	35	41	43	74	143	177

2006 does not exist in the table above due to the switch from calendar year in 2005 to FY07.

*FY09 and FY10 Increase due to apartment complex inspections in Roosevelt Park and Norton Shores





FIRE PREVENTION BUREAU

New Construction Activity

Below is a list of new construction activities that the Fire Marshal has worked on in FY 2016. The following projects involved site plan reviews, fire protection plans, construction visits and system testing.

Norton Shores and Roosevelt Park

Firehouse Subs	Home Goods	Prein & Newhof
Air Master Systems Corp.	Kaydon Corp.	R.W. Bakers
Applied Industrial Technologies	Kent Record Management	Robert Grooters
RP — Arby's	Knoll Inc.	Salon 297
Art Van Furniture	Lake Michigan Endodontics	ScentLok
Bay Logistics Warehouse	Lakeshore Dermatology	Seabrook Plastics Inc.
Blended Furniture Market	Laser & Medical SPA	Seminole Shores Living Center
Bob-Hi Lanes	Maranatha Bible & Conference	Speedway Super America
Chili's Grill and Bar	Grounds – Lakeside Condos	St. Francis De Sales Church
CWC Textron Inc.	4718 & 4796 Lake Harbor Rd.	Star Nails
Dollar General	Maranatha Bible & Conference	Structural Concepts
Employee Benefit Services	Grounds – Main Lodge	Tanglewood Park
Essentra Components	Lakeside Surfaces	T-Mobile/Metro PCS
Executive Air Transport	Langlois Stores	Toys R Us
RP — Explorers Preschool/Daycare	Little Black Lake Baptist Church	Verdoni's
Fed Ex	Mona Shores Middle School	RP — Victory Inn & Suites
G&S Partners	Monarch Powder Coating	Wesco, Inc.
Goober's Bakery	No More Sidelines-Folkert	Western Michigan Teen Challenge
Harbor Steel	Community Hub	Whippi Dip
	Non-Ferrous Cast Alloys	



Above: Before and after pictures of Wesco — 1025 W. Pontaluna Rd.



FIRE PREVENTION BUREAU

Ordinance Enforcement

Enforcement Officer Don VanderKooi conducts our department's ordinance enforcement activities. The department continues to staff the ordinance officer position on a full-time basis; however, the position is also utilized to provide emergency station fill and emergency response as needed. This year the department received a total of 247 complaints resulting in a total of 412 ordinance violations, up 35 violations from FY 2015.

In an ongoing attempt to limit the City's expenses, our ordinance enforcement officer continues to work diligently with property owners at coming to peaceful resolutions. These efforts significantly reduced the need for legal action with three cases going to court in FY 2016.

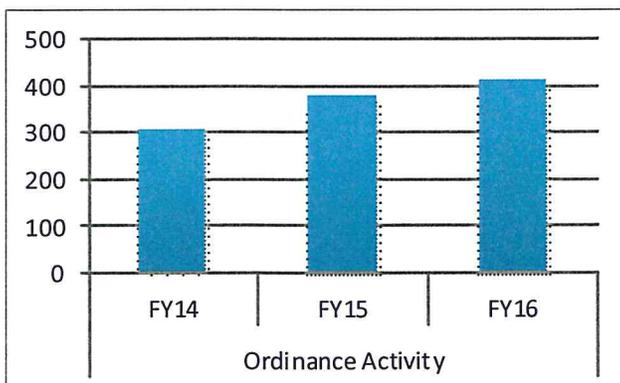
Education continues to be as much a part of the department's ordinance enforcement activities as enforcement itself. Don VanderKooi's duties include educating local business owners and event organizers on current City ordinances regarding approved use of signage. In addition to the ordinance complaints, the ordinance enforcement division dealt with maintenance code violations of vacant residential structures and 165 illegal sign issues in FY 2016.

Below are stats covering activity over the past three years from the ordinance enforcement division.

Ordinance Violation Activity

Yard Maintenance	FY16	FY15	FY14	Signs	FY16	FY15	FY14
Junk/Debris	102	106	96	Illegal Sign – Business	97	***104	10
Vehicle	68	48	40	Illegal Sign – Temporary	66	27	271
Grass/Weeds	122	116	53	Illegal Sign – Political	<u>2</u>	<u>39</u>	<u>35</u>
Hydrant Blocked	1	0	35	Total	165	170	326
Leaves	26	33	**29				
Other	90	74	52				
Snow – Exit Blocked	2	1	8				
Pods (included in FY16)	<u>1</u>	<u>0</u>	<u>2</u>				
Total Violations	412	377	305				

Permit Activity	FY16	FY15	FY14
Temporary Storage	0	0	8
Special Sale Event	12	9	9
Non-Profit Event	10	8	<u>8</u>
Grand Openings	<u>2</u>	<u>2</u>	
Total Permits	24	19	25
Total Permit Fees	\$1,275	\$1,000	\$1,180



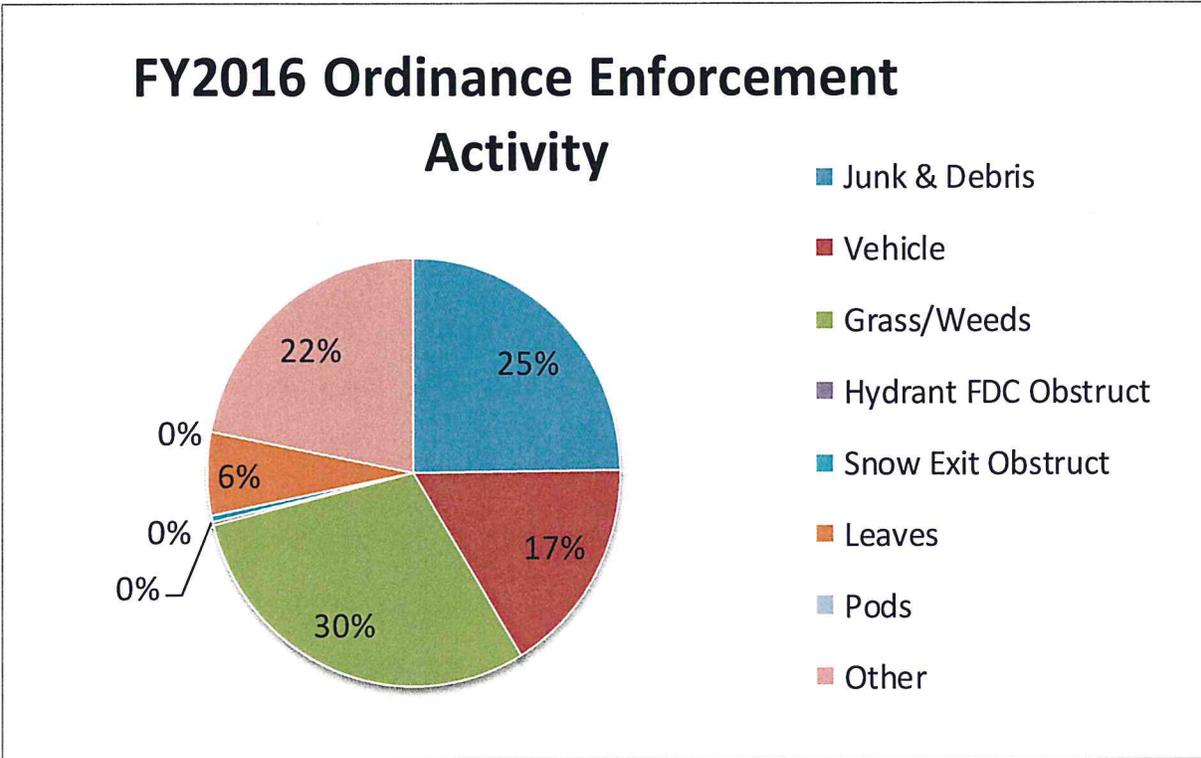
** Leaf ordinance adopted in FY14

*** Advertisement signs are reclassified



FIRE PREVENTION BUREAU

Ordinance Enforcement



We continue to develop materials that will give residents the knowledge they need to follow ordinances in the Norton Shores. The Ordinance Enforcement Division developed a yard/garage sale flyer to assist residents with compliance.

We have customized the Ordinance database to track rentals, vacant properties, and illegal signs. We have also created a temporary sign permit database for more efficient tracking.

YARD SALE AND GARAGE SALE ADVERTISING

Dear Resident,

Please find the following information pertaining to advertising for a residential yard and garage sale within the City of Norton Shores. Signs may be placed according to the following conditions.

DON'T place on utility poles.
No sign may be affixed, attached or otherwise placed on any utility pole or traffic control sign, signal or device.



Signs placed on utility poles will be removed by the City and discarded.

DON'T interfere with public right-of-way.
Don't place signs an area within ten feet of the edge of a public right-of-way or dedicated public easement.

In general keeping signs behind utilities such as power poles, fire hydrants, and sidewalks can be used as a rule of thumb for proper placement.



The majority of the road easements within the City are 33 feet from the centerline of the road with exception of the attached list. (See City of Norton Shores Road Easements – on back)

Confusion with traffic signs – DON'T use the terms:
"Stop," "Look," "Turn," "Danger" or any other word, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.



DON'T forget to remove when done.

Signs may be placed only for the duration of the event and must be immediately removed at the conclusion of the event advertised.



FIRE PREVENTION BUREAU

Ordinance Enforcement Success Story: Before and after photos show significant clean up of junk and debris.

BEFORE



AFTER





FIRE PREVENTION BUREAU

A look at public events throughout the year.

Tim Horton's Children's Foundation Camp Day



Maranda Party in the Park



Shopping with Heroes Target



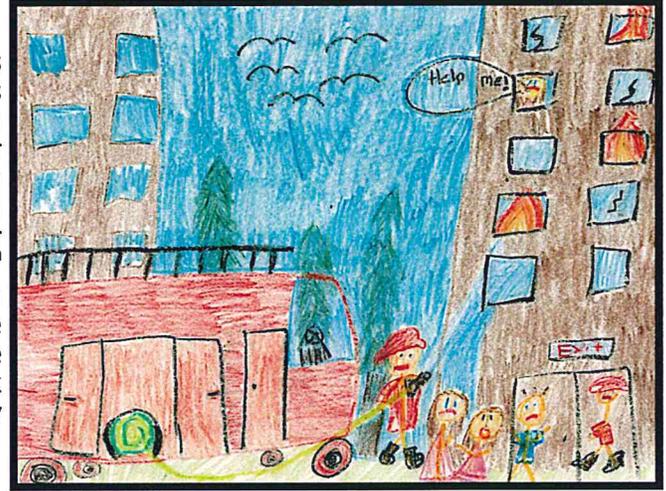


FIRE PREVENTION BUREAU

Public Safety Education

Once again the fire and police departments joined forces at our Public Safety Open House. It was another successful event. With nearly 500 children in attendance, the theme of fire prevention was the order of the day. The Fire Prevention Bureau also worked with every school in Norton Shores (excluding Grand Haven School district) to further the message of safety in our homes. Reaching over 1,800 kindergarten through 5th grade kids, each child received a fire prevention coloring book, crayons and Halloween bag. The fire department also conducted our annual second grade fire safety poster contest. Sophie Mettler from Lincoln Park Elementary won the event and her poster is now proudly displayed with past winners at Norton Shores Station 3.

Lastly, I would also like to thank the many area businesses that donate to the Norton Shores Fire Prevention Fund. Without their generosity the educational materials we use would not be possible.



Above: Norton Shores and Roosevelt Park 2nd Grade Poster Contest Winner 2015 — Sophie Mettler (Lincoln Park Elementary).

FY 2016 Open House Stats

Fire Truck Rides	678	Physical Agility Test	250
Smoke House	331	Bounce House	480
Seat Belt Convincer	243	Fire Extinguisher	350
Full Attendance		1300	
Total Children Registered		530	

Open House Snapshots





FIRE PREVENTION BUREAU

Community Involvement

The following are some of the events that department personnel participated in during this fiscal year.

- August: Muskegon Family Fun Fest
- September: Muskegon County Fire Prevention Day, Nicholas Wypa Kickball Tourney, Old Navy Safety Day
- October: Children’s Harvest Festival Hoffmaster, Lakeside Solid Surface Fire Extinguisher training, eight school visits, two fire station tours
- November: Ross Park and Lincoln Park tours with the City and Fire Department, Turkey Trot Hoffmaster State Park, Trinkets & Treasures NSFD pizza party, Red Cross smoke alarm install, one fire station tour
- December: One fire station tour
- January: MOKA fire station tour
- March: Girl Scout Respect Authority/First Aid Badge visit, March Reading/Every Day Heroes—Churchill Elementary
- April: Flag raising for Guns and Hoses, Hunter’s Safety First Aid, Churchill Cub Scout tour,
- May: Fire Academy hang the flag, Camp 911 Mona Lake Park, Ross Park Elementary Walk-a-thon, Scolnik—Boys/Girls Club event, Seminole Shores safety event
- June: Tim Horton’s Children Foundation Camp Day, Wings of Mercy 5k Run and Wings of Mercy Pancake Breakfast, Campbell School 5k Fun Run, Joni and Friends—Maranatha, Muskegon Heights Festival in the Park parade, Seminole Shores Community Picnic, Fundraising event at No More Sidelines, Maranda Party in the Park

Education Program Totals

Car Seat Inspections	144
Car Seats Distributed	124
Car Seat Value Distributed	\$6,220.00
Fire Station Tours	6
Total School Visits	9



Lakeside Surfaces—Fire Extinguisher Training



Walmart Plaque from a Public Event



Firefighter Rosenberg at a School Visit



FIRE PREVENTION BUREAU

Fire Investigation

Fire Marshal Karnitz and Fire Inspector Munson attended the Michigan Association of Arson Investigators in May 2016. Fire Marshal Karnitz and Fire Inspector Joe Munson are responsible for fire cause and origin investigation. Fire Inspector Munson is a member of the Muskegon County Fire Investigation Team and offers his assistance to surrounding departments with their fire investigation needs.



Fires Investigated

Norton Shores	5
Roosevelt Park	0
County Investigation	1





FIRE PREVENTION BUREAU

Business Information Management

In partnership with the City Clerk's offices of Norton Shores and Roosevelt Park the Fire Prevention Bureau maintains fire and hazardous materials records within our response area. Using information collected from both cities' business registrations, over 921 files are continually being updated. To maintain our department's compliance with MIOSHA's Firefighter Right-to-Know Act, Fire Prevention Administrative Assistant Paula Adkins further analyzes the registrations for emergency contacts, site surveys, and hazardous materials use.

The ability to obtain accurate information on emergency scenes is critical to safe response and mitigation. Mobile Eyes inspection and responder software, maintained by the Fire Prevention Bureau, allows command personnel access to updated information on fire hydrant and lock box locations, utilities, site plans, floor plans, and other vital information.

We have the business registrations in our Business Hazardous Materials database and work with the administration, along with assessing, to compile business registrations from the previous year that we may not have received.

Business Files Maintained

Norton Shores	776
Roosevelt Park	<u>145</u>
Total Files	921



Comerica — 875 W. Norton Ave.





FIRE PREVENTION BUREAU

Smoke Alarm Program

Norton Shores Fire is a lead agency in connecting Operation Save A Life with Muskegon County. Operation Save A Life is a national award-winning public awareness campaign targeting fire safety and fire prevention. Program sponsors include Kidde Corporation, Home Depot and WOOD TV8/WOTV 4. Muskegon County was chosen for the largest distribution (800 smoke alarms) in West Michigan due to the extremely high fire deaths rate.

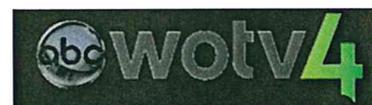
In financial terms that's \$28,000 retail value Muskegon County received in smoke/CO alarms. Norton Shores received approximately \$9,500 of that value. Additionally, the American Red Cross directly donated 85 smoke alarms to Norton Shores (retail value of \$2,500) and the Women's Division Chamber of Commerce gave a \$500 cash donation to purchase additional alarms (50 were purchased). The breakdown of alarm installs by Norton Shores Fire in both Norton Shores and Roosevelt Park was as follows:



Fire Marshal Karnitz, Norton Shores Fire Department and Fire Inspector Mark Nicolaj, Muskegon Charter Township Fire Department

	Homes	Alarms
Operation Save A Life Grant	20	78
American Red Cross	15	85
Women's Division	11	50
TOTALS	46	213

The data collected for both Norton Shores and Roosevelt Park installations speaks volumes of the challenges that face us. 65% of the homes installations that took place had only one working smoke alarm (average installs were 5 per home). Add this to 65% of the homes that had alarms older than 10 years (NFPA recommends replacement at 10 years) it's easy to see the risk our community faces. We have also received a monetary donation of \$8500 from the Women's Division Chamber of Commerce.





BUILDING DIVISION

Building Official Steven Sheldon

General Information

The Building Division operates under the direction of the Fire Chief. The department staff includes: one full-time Building Official, one full-time Administrative Assistant, one part-time clerk and three independent contractors.

The Building Division is responsible for enforcing building, electrical, mechanical and plumbing codes as well as the Property Maintenance Code, to ensure building safety and quality of construction for both residential and commercial construction. The Building Division is contracted to provide building plan reviews and inspections to the City of Roosevelt Park.

Our mission goes well beyond just the description of our functions. All of the staff participate in assuring the safe construction of all the City's structures, respond to property maintenance concerns, dangerous buildings and emergency repair needs. The Building Official and Construction Inspector continue to take a lead role by providing education courses to contractors and inspectors. The Building Official graduated from Grand Valley with a Master's in Public Administration and teaches various construction/code classes at Baker College.

There are many reasons to take great care in the work performed by the Building Division. Safety is a fundamental key and of utmost importance in what we do. However, I'd like to focus your attention to elements of our work that makes a significant difference to our residents as well as contractors – professionalism and efficiency. We continue to look for more improved and productive methods to accomplish the City' goals and objectives. We will maintain our proactive approach to code education, enforcement and public safety.

Building Division Current Code List

The following Codes have been adopted by City Council and are currently being enforced by Division personnel:

- 2015 Michigan Residential Code
- 2012 Michigan Building Code, Rehabilitation Codes
- 2012 Michigan Mechanical Code
- 2012 Michigan Plumbing Code
- 2014 Michigan Electrical Code N. E. C.
- 2009 International Fire Code
- 2015 International Property Maintenance Code
- 2012 Michigan Barrier Free Rules (ICC/ANSI A117.1)
- 2015 Michigan Uniform Energy Code Part 10 (Residential)
- 2012 Michigan Uniform Energy Code Part 10a ANSI/ASHRAE/IESNA
Standard 90.1 – 2007 (Commercial)



BUILDING DIVISION

Current Staff

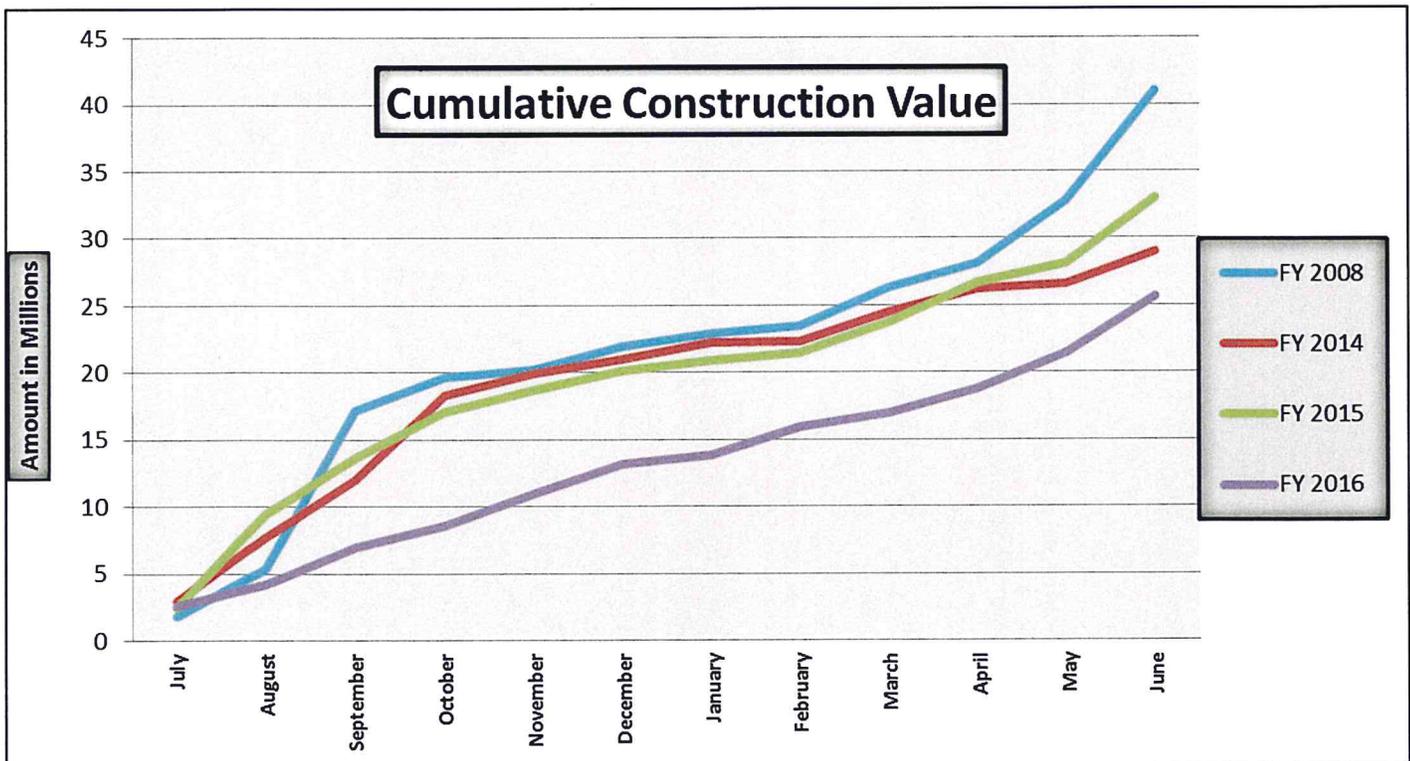
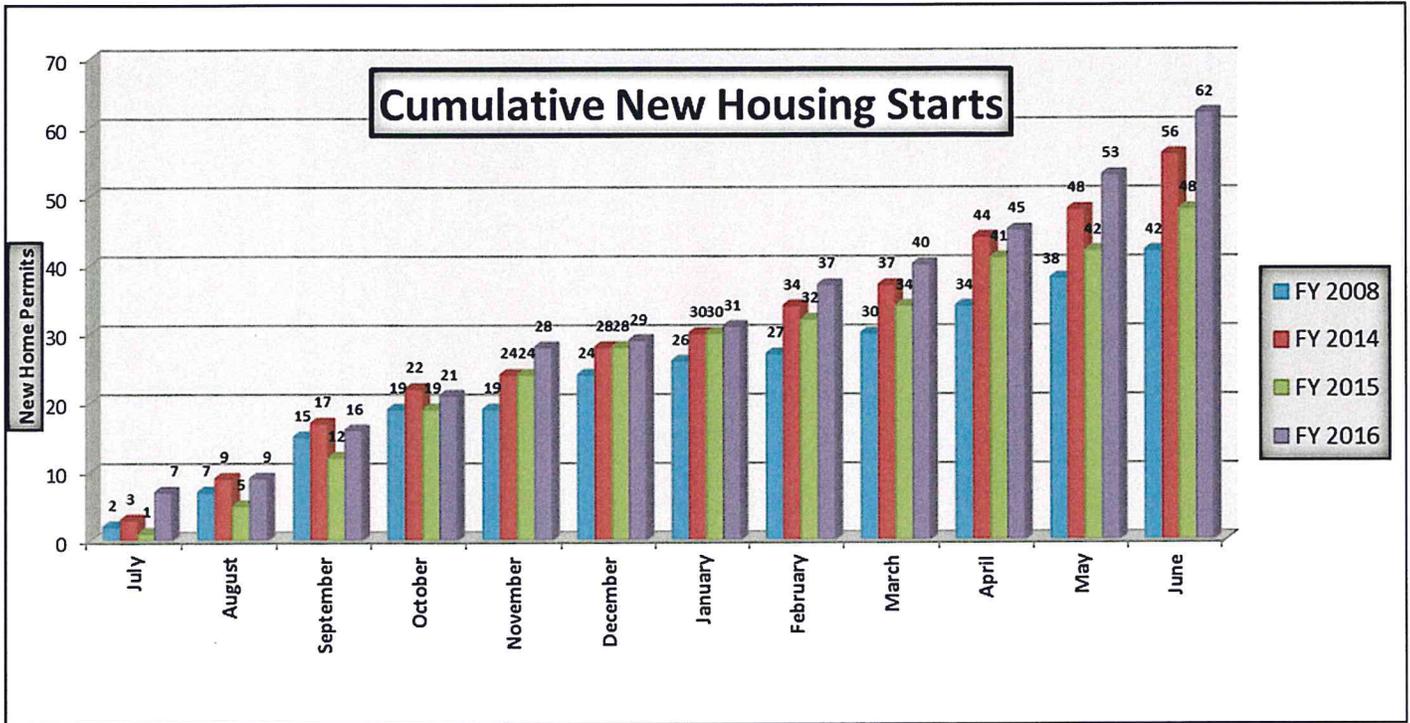
Building Official.....	Steven Sheldon	Full-Time Staff
Mechanical/Construction Inspector.....	Michael Reagan	Independent Contractor
Electrical Inspector.....	Ken Murar	Independent Contractor
Plumbing Inspector.....	Jim Callender	Independent Contractor
Division Clerk.....	Nichole Schaner	Full-Time Staff
Division Clerk.....	Lora Edson	Part-Time Staff

Top Ten Commercial and Industrial Projects

1.	Maranatha Bible Conference	4759 Lake Harbor Road	\$999,600
2.	Air Master Systems	6480 Norton Center Drive	\$950,000
3.	Huntington Bank	3580 Henry Street	\$691,000
4.	Home Goods: Addition	5133 Harvey Street	\$580,000
5.	Air Master Systems	6480 Norton Center Drive	\$426,000
6.	Essentra Components	1269 E. Mt. Garfield Road Ste. E	\$390,000
7.	St. Francis Church	2947 McCracken Street	\$269,770
8.	Bay Logistics	1202 E. Pontaluna Road	\$170,000
9.	Executive Air	103 Sinclair Dr.	\$131,516
10.	R. W. Bakers	1129 E. Mt. Garfield Rd.	\$125,000
TOTAL VALUE			\$4,732,886



BUILDING DIVISION

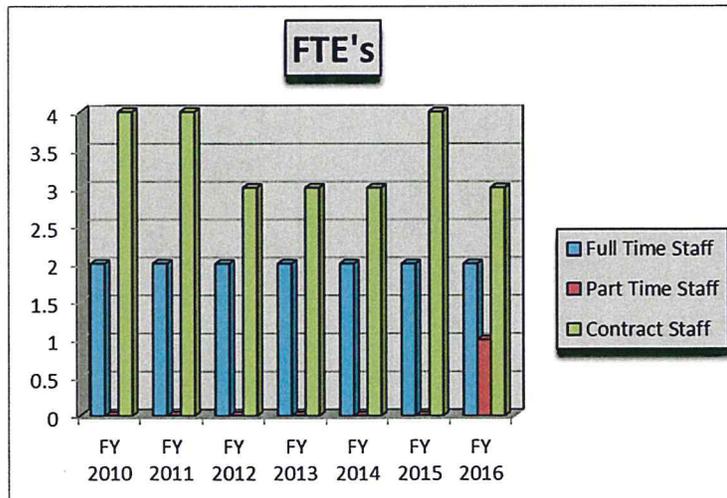
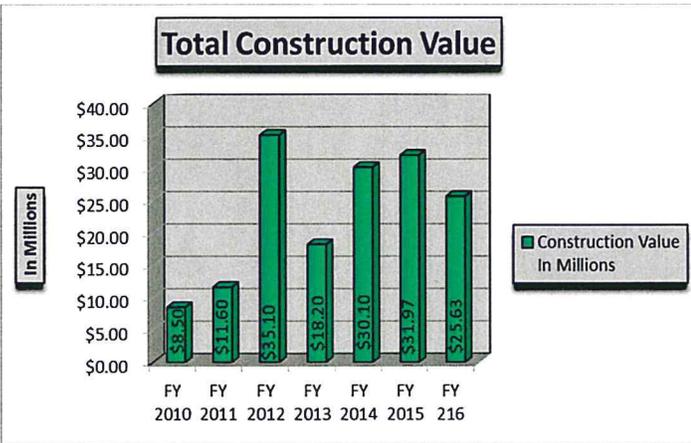
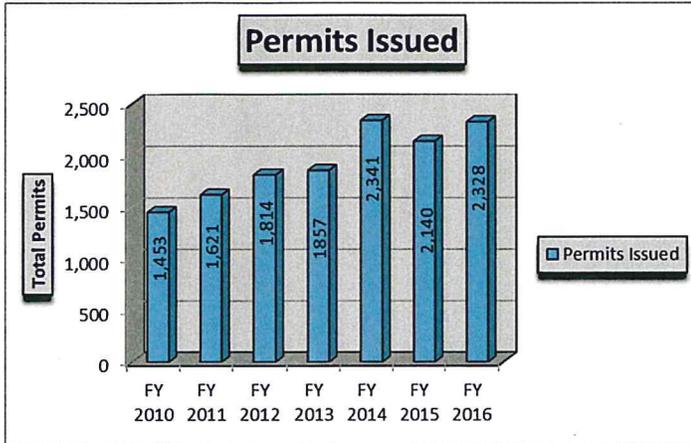




BUILDING DIVISION

Building Division Historical Data

The charts below show a six year history of our Building Division activities.





MUSKEGON COUNTY HAZARDOUS MATERIAL TEAM

The Muskegon County Hazardous Materials Team is one of sixteen State recognized Regional Response Haz-Mat Teams. Strategically placed around the State, the regional response team network is designed to provide hazardous materials response anywhere it is needed. The Muskegon team is one of two teams covering the 13 counties in Region 6. The second team is located in Grand Rapids. Each of the teams is supported through Homeland Security grant funding for needed apparatus, equipment, exercising and training.

Contracted through the County of Muskegon, the team is made up of 15 members from area fire departments, Muskegon Police Department and the Sheriff's Department. In addition, six paramedics from Professional Med Team have completed training and are certified as Haz-Mat medics. Equipment and apparatus maintained by the team is housed in a hangar located at the Muskegon County Airport. Three of the team's members are Norton Shores Firefighters and include: Fire Inspector Joe Munson, Firefighters Jon Mink and Anthony Gutierrez.

FY 2016 Callouts

There were a total of five calls for assistance. These calls consisted of full team response and telephone consultation to active incidents that did not warrant a full team response.

Training

24 regular scheduled trainings covering various issues and refresher topics

Team Members

Steve Lague	North Muskegon Fire
Joe Munson	Norton Shores Fire
Jon Mink	Norton Shores Fire
Jacob Grabinski	Muskegon Township Fire
Anthony Gutierrez	Norton Shores Fire
Paul Christiansen	Muskegon Fire
Mike Wolffis	Fruitport Fire
Chris Dean	Muskegon Heights Fire
Brian Harris	County Sheriff
Chad Wilson	Muskegon Police
Heather Stevens	Private Contractor
Tim Wolffis	Private Contractor



MUSKEGON COUNTY FIRE INVESTIGATION TEAM

Team Description

The Muskegon County Fire Investigation Team (MCFIT) is comprised of 10 members from area fire departments throughout Muskegon County. The team holds bi-monthly meetings to go over the current trends of fire incidents both within and outside of the county. When available, guest speakers present investigation related topics in their specialty areas that pertain to our continuing education requirements.

The MCFIT requires that all departments on the team participate in the Bomb Arson Tracking System (BATS). BATS assists investigators in the gathering, reporting, and accessing of case information for any explosives, fire or arson incident quickly and efficiently. BATS can be used to document any fire, arson, explosion, bombing, or explosives case regardless of cause; including attempted incidents and related threats is maintained by the US Bureau of Alcohol, Tobacco and Firearms.

Team Members

Each member of the MCFIT must have two years fire investigation experience, authored at least five fire investigation reports and certified to a minimum requirement of 80 hours of origin and cause investigation. Annual continuing education is required of all team members. Current team members are listed below.

Steve Lague, North Muskegon Fire

Christopher Dean, Muskegon Heights Fire

James Petrie, Blue Lake Twp. Fire

Bob Grabinski, Muskegon Twp. Fire

Scott Hemmelsbach, Muskegon Fire

Brian Michelli, Fruitport Twp. Fire

Joe Munson, Norton Shores Fire

Major Metcalf, Muskegon Fire

Dave Glotzbach, Muskegon Twp. Fire

Team Response

Over the last year, the MCFIT has responded to various fire investigation requests to the outlying departments in Muskegon County. Collectively, Fire Inspector Munson investigated six fires in Norton Shores as well.



MUSKEGON COUNTY USAR TEAM

The Muskegon County Urban Search and Rescue (USAR) Team is charged with the response to technical rescue situations. These would include such incidents as confined space, high angle, building collapse, and entrapment type rescue. Most fire department staff, including most our own, do not have the highly technical training required to perform these types of calls for service. In a cooperate effort to make these services readily available when needed, the USAR team utilizes several local fire departments to provide both personnel and equipment. This focused effort makes this resource available at a moments notice.

The need for this expertise is fortunately not needed often. Although this is a good thing, it does create a significant need for good training and other activities to exercise the skills needed. Regular training, team meetings, and open house demonstrations are utilized to provide these opportunities. The following is a total of such team events.

Emergency responses this past year have been	0
Open Houses attended	2
Training events	7

Team Assets

- USAR - 1** A 10-bay truck with roll up doors that houses our rope equipment and hardware.
- USAR – 2** An 18 ft. 7,000 lb. G.V.W enclosed trailer that houses the majority of our trench rescue equipment and shore/cut tools.
- USAR – 3** A 16 ft. 7,000 lb. G.V.W trailer that houses the collapse shoring materials.

They are currently housed and maintained at the Norton Shores Fire Department Training Center on Mount Garfield Road.



Left: Technical rigging and equipment on display at the annual Norton Shores Public Safety Open House



CANTEEN 450

Report of Activities

Canteen 450 is a volunteer organization which provides a valuable service to members of our local fire service. The Canteen operates mainly on donations from area fire departments and private citizens while our City provides members with fire pagers for alerting members of needed responses and assistance in the form of vehicle maintenance and fuel. The City of Muskegon provides Canteen members with alpha numeric pagers as an alternative means to alerting members of needed responses.

Canteen 450 responded to 45 emergency calls this past year, a decrease of 18 calls from last year, and provided the following departments with food and beverages during FY 2016:

<u>Responses Made</u>		<u>Items Served</u>	
Norton Shores	9	Coffee Cups	1,600
Muskegon Fire	13	Bottled Water	1,058
Muskegon Heights	7	Gatorade	501
Egelston	2	Hot Chocolate Cups	260
Fruitport Fire	3	Sandwiches	450
Muskegon Twp. Fire	3	Snacks/Cakes	39
Crockery Twp. Fire	1		
White Lake	1		
Ferrysburg Fire	1		
Casnovia Twp.	1		
Spring Lake Twp.	1		
Grand Haven Twp.	2		
Ravenna	1		
Total Responses	45		

Total Man Hours – 849 Total Unit Hours – 129



CANTEEN 450

Financial Report FY- 2015

	Beginning Balance July 1, 2015	\$7,302.71
Donation Income		
Open House	\$	605.26
Purchase Foundation	\$	2,000.00
Muskegon County Adjusters Association	\$	1,000.00
Muskegon Firefighters Local 370	\$	150.00
Lisa Kemp	\$	200.00
Lisa Medendorp	\$	25.00
James Koster	\$	200.00
Mr. & Mrs. Tom Luttrull	\$	25.00
Meijer	\$	500.00
Muskegon Twn IAFF Local 4132	\$	100.00
Mrs. Dale Glotzbach	\$	50.00
Anonomus Donations	\$	44.28
	Total Income	\$ 4,894.54
Expenditures		
Sam's Club	\$	750.54
Meijer	\$	51.20
GFS	\$	36.78
State of Michigan	\$	20.00
Walmart	\$	11.28
Pic-n-Pac	\$	5.29
Dominos	\$	75.00
Nye Uniforms	\$	35.68
Safety Products	\$	75.46
King Keys	\$	12.68
Gundy Memorial Gift	\$	50.00
Classic Stamp	\$	10.00
LeFleur	\$	43.05
	Total Expenditures	\$ 1,176.96
BAL. June 30, 2016		\$ 11,020.29



DEPARTMENT ROSTER

<u>Administrative Staff</u>	<u>Position</u>	<u>Years of Service</u>
Robert L. Gagnon	Fire Chief	24
Joseph J. Kinnucan	Deputy Chief	23
Theodore J. Karnitz	Fire Marshal	21
Marla D. Crawford	Clerk-Typist III	36
Paula Adkins	Clerk-Typist III	2
Steven Sheldon	Building Official	10
Nichole Schaner	Clerk-Typist III	1
Lora Edson	Part-time Clerk	1
<u>Full-time Personnel</u>		
Michael A. Healey	Captain	34
Christopher J. Healey	Captain	28
Andrew P. Casperson	Captain	18
Joseph L. Munson	Fire Inspector	19
Benjamin L Chartier	Lieutenant	24
Jerry D. Ferrier	Lieutenant	12
Casey M. Rosenberg	Lieutenant	10
Francis Attig III	Firefighter/Driver	13
Donald L. Medema	Firefighter/Driver	31
Marc Topping	Firefighter/Driver	14
Rebecca A. Walachovic	Firefighter/Driver	17
Brett M. Harris	Firefighter/Driver	5
Scott R. Steinhauer	Firefighter/Driver	17
Donald VanderKooi	Ordinance Officer/FFD	18
Adam Langlois	Firefighter/Driver	10
<u>Part-time Personnel</u>		
Jeremy Greene	Firefighter	14
Arik Abdullah	Firefighter	2
Jason Berghuis	Firefighter	11
Matt Boros	Firefighter	3
Leon C. Conklin Jr.	Firefighter	18
Lon C. Cross	Firefighter	7



DEPARTMENT ROSTER

<u>Part-time Personnel</u>	<u>Position</u>	<u>Years of Service</u>
Craig DeCatur	Firefighter	5
William Featherstone	Firefighter	5
Antonio C. Gutierrez	Firefighter	17
James Hagenbuch	Firefighter	9
Justin Hall	Firefighter	11
Jason Hruskach	Firefighter	11
Nicholas Martin	Firefighter	11
Jon J. Mink	Firefighter	18
Ryan Mylenek	Firefighter	3
Antonio Romanelli	Firefighter	18
Steve Smith	Firefighter	6
Eric Wentzloff	Firefighter	7
Scott Wieman	Firefighter	8
Zack Boterenbrood	Firefighter	1
Andrew Hunt	Firefighter	1
Noel Elder	Recruit	0
Gabriel Lundgren	Cadet	0
Mark Schmiedeknecht	Cadet	0
Robert Kumpf	Cadet	0



FY16 Organizational Chart

