

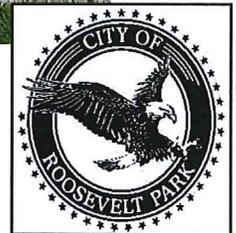
AGENDA 8a2  
DATE 9.1.15



# FY 2015 Annual Report



Proudly Serving



*"Protecting Your Future"*



# CHIEF'S MESSAGE

## FY-2015

Fire Chief Robert L. Gagnon



Fire Chief Robert Gagnon

### *"Reflections on Progress Made"*

As I close my second year as Fire Chief for the City of Norton Shores (NSFD), I reflect on progress achieved as well as new innovation realized along the way. The NSFD remains a progressive department in Muskegon County and the men and women of the department take great pride in their work and enjoy serving the City as committed professionals. This FY 2015 annual report highlights the statistics in typical categories such as incident types, response times, budget figures, personnel appointments and promotions, inter-governmental cooperation as well as providing information into our special (team) operations, and into our divisions, working very hard behind the scenes.

The information provided in this year's report makes up the framework of the Norton Shores Fire Department; the culmination of the dedicated front-line and behind-the-scenes work performed by our members. This report will provide a brief glimpse into the everyday challenges and responsibilities our men and women of the department undertake with skill, compassion, and professionalism.

Beyond the Department's commitment to fire prevention and public education, the Norton Shores Fire Department places a great deal of emphasis in training our firefighters to be the best they can be. We achieve this by continually improving on our comprehensive training program. Our program provides our firefighters on average 933 hours per year of training time, preparing them to respond to various types of emergencies. It is this level of commitment shown by our firefighters that helps to strengthen our mission which has been and will always be that of ***"Protecting Your Future"***.

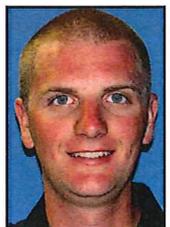
I am proud to introduce below, the new additions to our department in FY 2015.



Clerk Typist III Nichole Schaner  
Building Division.



FF Andy Hunt  
(Recruit)



FF Zach Boterenbrood  
(Cadet)



# ***YEAR END REPORT***

## ***FY-2015***

**Fire Chief Robert L. Gagnon**

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# ***YEAR END REPORT*** ***FY-2015***

**Fire Chief Robert L. Gagnon**

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# **DEPARTMENT ADMINISTRATION**

**Fire Chief Robert L. Gagnon**

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## **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. Current funding allows for staffing levels of 13 full-time firefighters and five FTE positions utilizing part-time personnel. Actual part-time staffing levels vary as availability of personnel allows and is presently at 28.

Firefighter/drivers staff each of the City's response stations and our on-shift lieutenants currently work out of station #3 and are primarily responsible for maintaining the Department's training program. The 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's 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.

In addition to the City staffing three of its own fire stations, the City is also under contract with Muskegon County to staff the fire station located at the Muskegon County Airport. 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.

***Fire Prevention Bureau*** – The Fire Prevention and Investigation Bureau funds the Fire Marshal and a part-time clerical position. The Fire Prevention Bureau is responsible for inspections of new and existing occupancies, plan reviews, public safety education programs, Juvenile Fire-match 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 Chief Robert L. Gagnon**

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**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 one full-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 Lieutenant positions. 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.

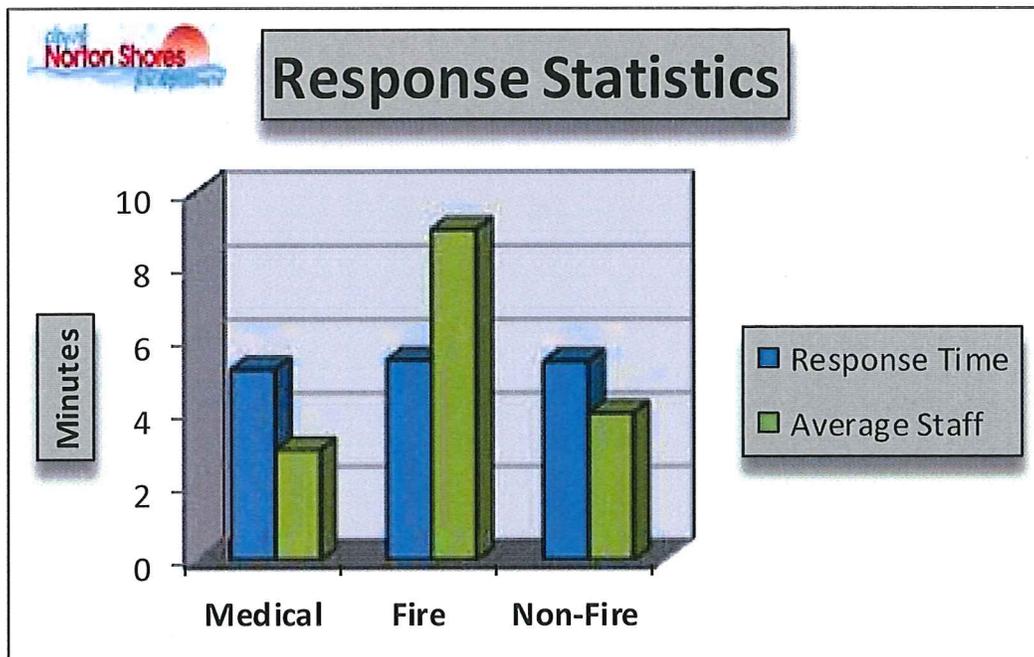
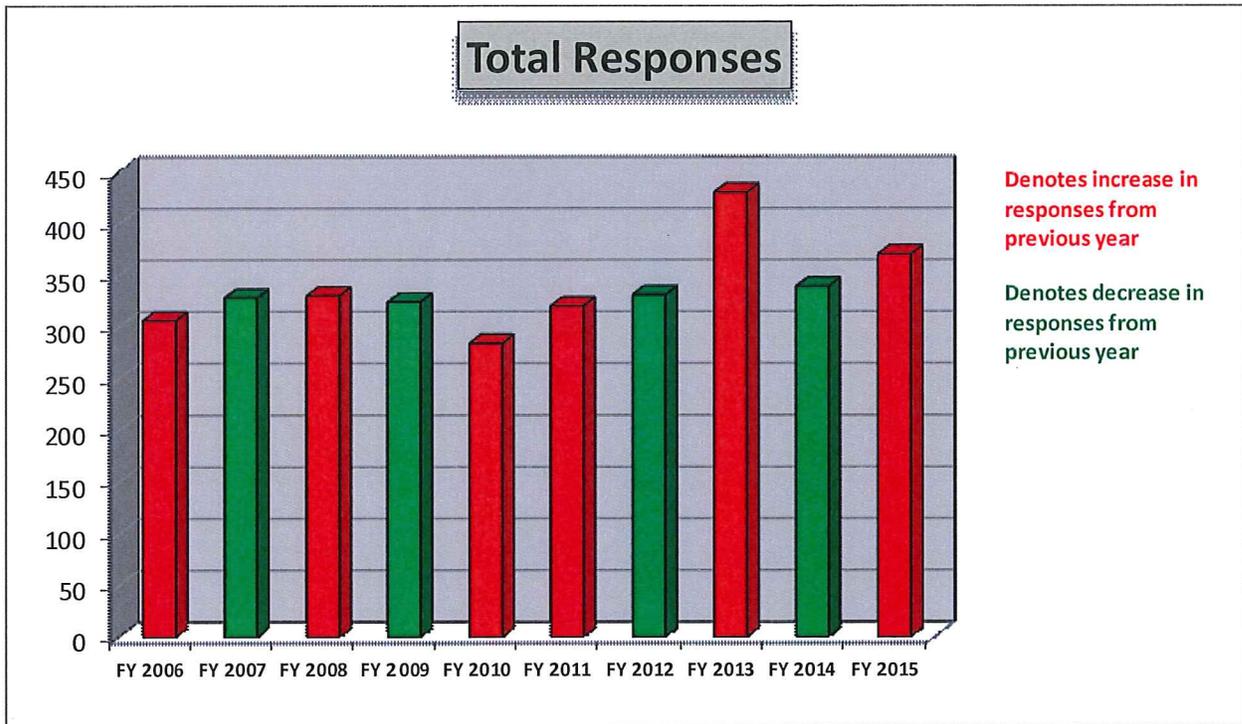
Beginning May 4, 2015, Norton Shores entered into an agreement with the City Roosevelt Park to provide building inspection services, which will continue through December 31, 2020.

**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

Fire Chief Robert L. Gagnon





# DEPARTMENT ADMINISTRATION

Fire Chief Robert L. Gagnon

## 1 Fire

100 Fire, Other	7	0.30	%
111 Building fire	29	1.24	%
112 Fires in structure other than in a building	1	0.04	%
113 Cooking fire, confined to container	5	0.21	%
114 Chimney or flue fire, confined to chimney or flue	4	0.17	%
121 Fire in mobile home used as fixed residence	1	0.04	%
130 Mobile property (vehicle) fire, Other	2	0.09	%
131 Passenger vehicle fire	17	0.73	%
132 Road freight or transport vehicle fire	1	0.04	%
141 Forest, woods or wildland fire	2	0.09	%
142 Brush or brush-and-grass mixture fire	3	0.13	%
143 Grass fire	4	0.17	%
151 Outside rubbish, trash or waste fire	6	0.26	%
154 Dumpster or other outside trash receptacle fire	1	0.04	%
162 Outside equipment fire	3	0.13	%
	<b>86</b>	<b>3.68</b>	<b>%</b>

## 2 Overpressure Rupture, Explosion, Overheat(no fire)

200 Overpressure rupture, explosion, overheat other	1	0.04	%
251 Excessive heat, scorch burns with no ignition	5	0.21	%
	<b>6</b>	<b>0.26</b>	<b>%</b>

## 3 Rescue & Emergency Medical Service Incident

300 Rescue, EMS incident, other	13	0.56	%
3001 EMS False Alarm - No Medical Incident	16	0.69	%
311 Medical assist, assist EMS crew	173	7.41	%
320 Emergency medical service, other	43	1.84	%
321 EMS call, excluding vehicle accident with injury	1,318	56.45	%
322 Motor vehicle accident with injuries	71	3.04	%
323 Motor vehicle/pedestrian accident (MV Ped)	4	0.17	%
324 Motor Vehicle Accident with no injuries	11	0.47	%
342 Search for person in water	2	0.09	%
352 Extrication of victim(s) from vehicle	3	0.13	%
365 Watercraft rescue	1	0.04	%
381 Rescue or EMS standby	2	0.09	%
	<b>1,657</b>	<b>70.96</b>	<b>%</b>



# DEPARTMENT ADMINISTRATION

Fire Chief Robert L. Gagnon

## 4 Hazardous Condition (No Fire)

400 Hazardous condition, Other	2	0.09	⊘
411 Gasoline or other flammable liquid spill	6	0.26	⊘
424 Carbon monoxide incident	3	0.13	⊘
440 Electrical wiring/equipment problem, Other	6	0.26	⊘
441 Heat from short circuit (wiring), defective/worn	1	0.04	⊘
442 Overheated motor	4	0.17	⊘
444 Power line down	20	0.86	⊘
4441 Cable Line Down	18	0.77	⊘
4442 Phone Line Down	13	0.56	⊘
445 Arcing, shorted electrical equipment	7	0.30	⊘
4451 Arcing Line in Tree	4	0.17	⊘
	<b>100</b>	<b>4.28</b>	⊘

## 5 Service Call

500 Service Call, other	10	0.43	⊘
510 Person in distress, Other	20	0.86	⊘
511 Lock-out	1	0.04	⊘
512 Ring or jewelry removal	1	0.04	⊘
522 Water or steam leak	1	0.04	⊘
531 Smoke or odor removal	2	0.09	⊘
542 Animal rescue	1	0.04	⊘
550 Public service assistance, Other	6	0.26	⊘
551 Assist police or other governmental agency	12	0.51	⊘
552 Police matter	1	0.04	⊘
553 Public service	6	0.26	⊘
554 Assist invalid	106	4.54	⊘
561 Unauthorized burning	31	1.33	⊘
571 Cover assignment, standby, move up	2	0.09	⊘
	<b>200</b>	<b>8.57</b>	⊘



# DEPARTMENT ADMINISTRATION

Fire Chief Robert L. Gagnon

## 6 Good Intent Call

600 Good intent call, Other	49	2.10	%
611 Dispatched & cancelled en route	52	2.23	%
6111 Cleared upon arrival on scene	21	0.90	%
621 Wrong location	1	0.04	%
622 No Incident found on arrival at dispatch address	11	0.47	%
631 Authorized controlled burning	11	0.47	%
650 Steam, Other gas mistaken for smoke, Other	1	0.04	%
651 Smoke scare, odor of smoke	9	0.39	%
652 Steam, vapor, fog or dust thought to be smoke	3	0.13	%
653 Smoke from barbecue, tar kettle	1	0.04	%
	<b>159</b>	<b>6.81</b>	<b>%</b>

## 7 False Alarm & False Call

700 False alarm or false call, Other	39	1.67	%
710 Malicious, mischievous false call, Other	4	0.17	%
715 Local alarm system, malicious false alarm	1	0.04	%
730 System malfunction, Other	7	0.30	%
731 Sprinkler activation due to malfunction	5	0.21	%
733 Smoke detector activation due to malfunction	8	0.34	%
735 Alarm system sounded due to malfunction	6	0.26	%
736 CO detector activation due to malfunction	1	0.04	%
740 Unintentional transmission of alarm, Other	7	0.30	%
741 Sprinkler activation, no fire - unintentional	5	0.21	%
743 Smoke detector activation, no fire - unintentional	15	0.64	%
744 Detector activation, no fire - unintentional	3	0.13	%
745 Alarm system activation, no fire - unintentional	19	0.81	%
746 Carbon monoxide detector activation, no CO	1	0.04	%
	<b>121</b>	<b>5.18</b>	<b>%</b>

## 9 Special Incident Type

900 Special type of incident, Other	3	0.13	%
911 Citizen complaint	3	0.13	%
	<b>6</b>	<b>0.26</b>	<b>%</b>

**Total Incident Count: 2335**



# ***DEPARTMENT ADMINISTRATION***

**Fire Chief Robert L. Gagnon**

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## **Total Medical Response Statistics**

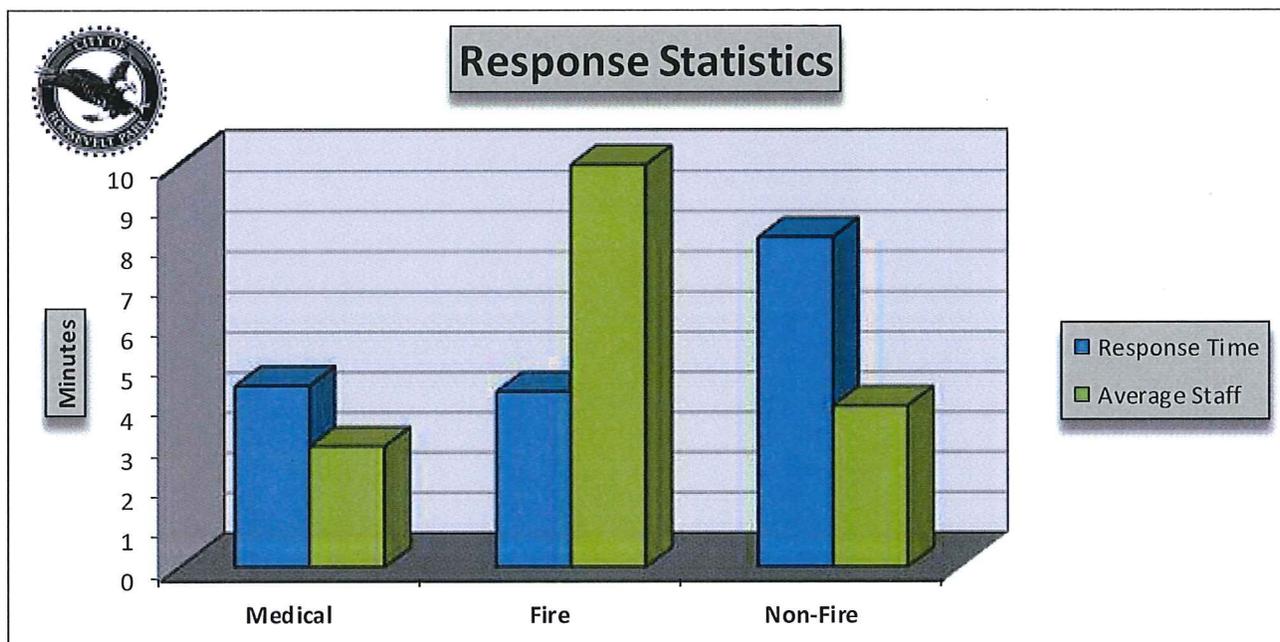
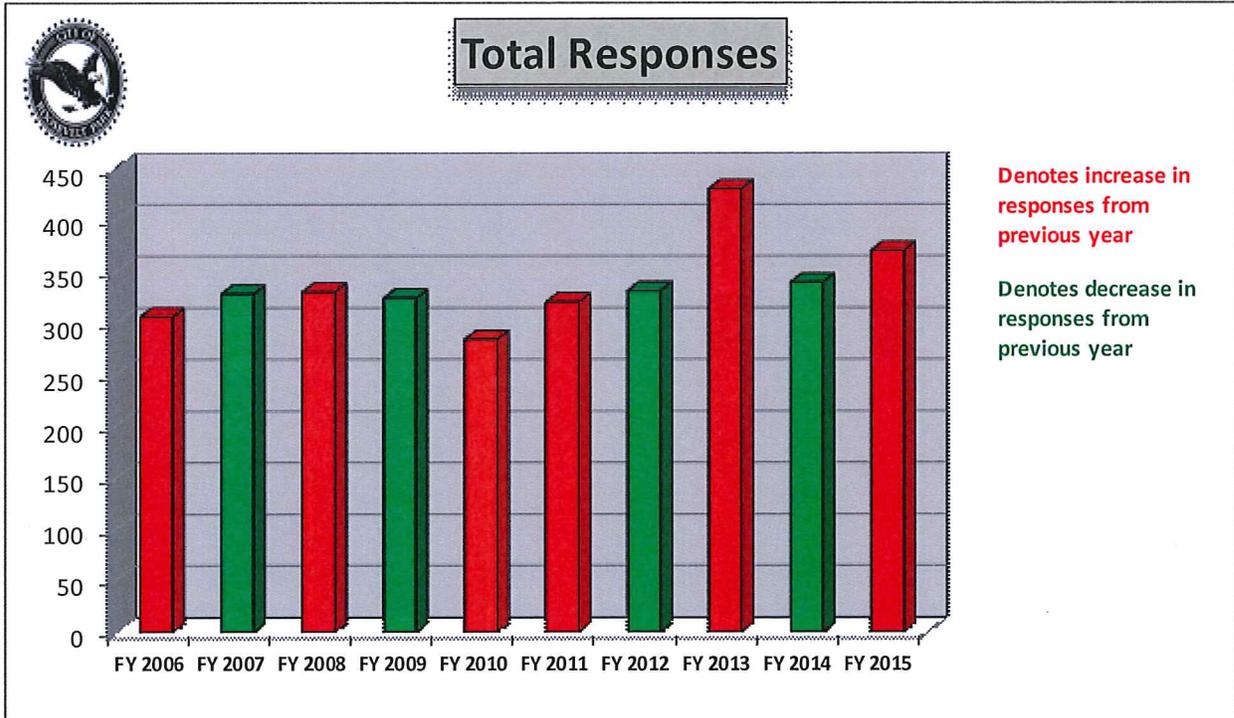
<b><u>Reported Symptom</u></b>	<b><u>Number of Patients</u></b>
Not Specified	7
Abdominal Pain	49
Allergies	4
Animal Bite	0
Assault	6
Attempted Suicide	9
Back Pain	23
Breathing Problem	192
Burns	1
Cardiac Arrest	26
Chest Pain	74
Choking	5
Convulsions/Seizure	66
CO Poisoning/Hazmat	1
Decreased Level of Consciousness	91
Diabetic Problem	58
Drowning	2
Drug Overdose	32
Eye Problem	1
Fall Victim	184
Headache	4
Heart Problems	16
Heat/Cold Exposure	4
Hemorrhage/Laceration	17
Industrial Accident/Inaccessible Incident/Other Entrapment	0
Ingestion/Poisoning	3
Pregnancy/Childbirth	4
Psychiatric Problems	7
Sick Person	113
Stab/Gunshot Wound	1
Stroke/CVA	34
Traffic Accident	81
Traumatic Injury	34
Unconscious/Fainting	52
Unknown Problem/Man Down	37
<b>Total Patients</b>	<b><u>1238</u></b>



# DEPARTMENT ADMINISTRATION



Fire Chief Robert L. Gagnon





# DEPARTMENT ADMINISTRATION



Fire Chief Robert L. Gagnon

## Roosevelt Park Response Statistics

### 1 Fire

100 Fire, Other	1	0.27 %
111 Building fire	1	0.27 %
113 Cooking fire, confined to container	1	0.27 %
131 Passenger vehicle fire	4	1.08 %
151 Outside rubbish, trash or waste fire	1	0.27 %
162 Outside equipment fire	<u>1</u>	<u>0.27 %</u>
<b>Total</b>	<b>9</b>	<b>2.43 %</b>

### 2 Overpressure Rupture, Explosion, Overheat no fire

251 Excessive heat, scorch burns with no fire	<u>2</u>	<u>0.54 %</u>
<b>Total</b>	<b>2</b>	<b>0.54 %</b>

### 3 Rescue & Emergency Medical Service Incident

300 Rescue, EMS Incident, other	3	0.81 %
3001 EMS False Alarm - No Medical Incident	3	0.81 %
311 Medical assist, assist EMS crew	31	8.37 %
320 Emergency medical service, other	3	0.81 %
321 EMS call, excluding vehicle accident with injury	225	60.81 %
322 Motor vehicle accident with injuries	<u>8</u>	<u>2.16 %</u>
<b>Total</b>	<b>273</b>	<b>73.78 %</b>

### 4 Hazardous Condition (No Fire)

412 Gas leak (natural gas or LPG)	2	0.54 %
444 Power line down	3	0.81 %
4441 Cable Line Down	1	0.27 %
4442 Phone Line Down	<u>3</u>	<u>0.81 %</u>
<b>Total</b>	<b>9</b>	<b>2.43 %</b>

### 5 Service Call

510 Person in distress, Other	3	0.81 %
550 Public service assistance, other	2	0.54 %
551 Assist police or other governmental agency	1	0.27 %
553 Public Service	1	0.27 %
554 Assist invalid	33	8.91 %
561 Unauthorized burning	<u>1</u>	<u>0.27 %</u>
<b>Total</b>	<b>41</b>	<b>11.08%</b>



# DEPARTMENT ADMINISTRATION



Fire Chief Robert L. Gagnon

## 6 Good Intent Call

600 Good intent call, Other	6	1.62 %
611 Dispatched & cancelled en route	10	2.70 %
6111 Cleared upon arrival on scene	4	1.08 %
631 Authorized controlled burning	2	0.54 %
651 Smoke scare, odor of smoke	1	0.27 %
652 Steam, vapor or fog or dust thought to be	<u>1</u>	<u>0.27 %</u>
<b>Total</b>	<b>12</b>	<b>6.48 %</b>

## 7 False Alarm & False Call

700 False alarm or false call, Other	4	1.08 %
710 Malicious, mischievous false call, Other	1	0.27 %
730 System malfunction, Other	2	0.54 %
731 Sprinkler activation due to malfunction	1	0.27 %
735 Alarm system sounded due to malfunction	1	0.27 %
741 Sprinkler activation, no fire -	1	0.27 %
743 Smoke detector activation, no fire - unintentional	1	0.27 %
745 Alarm system activation, no fire - unintentional	<u>1</u>	<u>0.27 %</u>
<b>Total</b>	<b>12</b>	<b>3.24 %</b>

**Total Incident Count:**

**370**

**Total Estimated Loss:**

**\$37,400**



# DEPARTMENT ADMINISTRATION



Fire Chief Robert L. Gagnon

## Roosevelt Park Medical Responses

<u>Reported Symptom</u>	<u>Number of Patients</u>
Abdominal Pain	9
Allergies	0
Assault	0
Attempted Suicide	0
Back Pain	5
Breathing Problem	23
Cardiac Arrest	4
Chest Pain	11
Choking	1
Convulsions/Seizure	10
Decreased Level of Consciousness	24
Diabetic Problem	12
Drug Overdose	4
Eye Problem	1
Fall Victim	35
Headache	0
Heart Problems	1
Heat/Cold Exposure	1
Hemorrhage/Laceration	0
Ingestion/Poisoning	0
Psychiatric Problem	3
Pregnancy/Childbirth	0
Sick Person	22
Stab/Gunshot Wound	0
Stroke/CVA	7
Traffic Accident	11
Traumatic Injury	11
Unconscious/Fainting	15
Unknown Problem/Man Down	3
<b>Total Patients</b>	<b><u>213</u></b>



# DEPARTMENT ADMINISTRATION

Fire Chief Robert L. Gagnon

## 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 both the City of Muskegon Heights and Fruitport Township fire departments. 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 15
<u>Aid Received</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>% of Total Responses</u>
<b>Total Aid Received*</b>	<b>45</b>	<b>79</b>	<b>55</b>	<b>72</b>	<b>66</b>	<b>33</b>	<b>1.93%</b>
							FY 15
<u>Aid Given</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>% of Total Responses</u>
<b>Total Aid Given*</b>	<b>66</b>	<b>74</b>	<b>82</b>	<b>81</b>	<b>60</b>	<b>57</b>	<b>2.83%</b>

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Fruitport Township Fire	9	8	13	14
Muskegon Fire Department	6			
Muskegon Heights Fire Department	16	4	2	16
Muskegon Charter Township Fire	1	1		
North Muskegon Fire Department				
White Lake Fire Authority				
Ferrysburg Fire Department				
Spring Lake Fire Department				
Other, Assist to Outside Agency	4		1	



# **DEPARTMENT ADMINISTRATION**

**Fire Chief Robert L. Gagnon**

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## **Capital Purchases**

The Department is grateful for the foresight shown by our past and present 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.

The Department has continued to make incremental improvements to our technical rescue capability as we work with other fire agencies throughout West Michigan on development of this very important asset.

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

<b><u>Description</u></b>	<b><u>Cost</u></b>
Turnout Gear (Replacement)	\$ 111,900.00
AED (Replacement)	\$ 25,000.00
Thermal Imager (Replacement)	\$ 9,325.00
Dive Team Equipment (Replacement)	\$ 9,000.00
Zero Turn Lawn Tractor (Replacement)	\$ 5,655.00



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Apparatus**

As calls for service increase, the need for reliable apparatus becomes even more evident. As the managing officer, Captain Andy Casperson provides oversight to the apparatus readiness and regular maintenance. Captain Casperson, along with the entire staff, provides a great first line inspection regiment aimed at reducing high cost repairs.

Even with a detailed inspection and maintenance program, the fire department saw a much higher than normal amount of major repairs and regular maintenance needs. These include such items as tires, brakes, and batteries. Even though the majority of these repairs were considered normal wear and tear items, it resulted in the need to secure a mid-year budget revision to sustain our vehicle maintenance needs throughout the fiscal year.

The extensive amount of maintenance costs in FY 2015 highlights the continued value of the vehicle replacement schedule. At the end of the FY 2015 , the specifications and the budget approval for the replacement of our heavy rescue was set in motion, as part of this schedule. Without this schedule and the consideration to stay true to it, costs could potentially be much higher.



# EMERGENCY SERVICES DIVISION

Deputy Chief Joseph Kinnucan

## Primary Department Apparatus

Station Assign.	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Repl. Date	Number of Calls		
								FY 13	FY 14	FY 15
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	5	In	2021	923	1050	981
Station #1	421	Engine	1st line Structure Fires Citywide	2008	7	In	2023	214	202	210
Station #1	481	Brush Unit	Brush Fires Citywide	2005	10	Not In	****	32	53	31
Station #1	489	Command Pick-up	Shift Command Responses	2012	3	In	2016	1005	1072	982
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	4	In	2021	724	685	662
Station #2	422	Engine	1st line Structure Fires Citywide	2014	1	In	2034	N/A	282	210
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	12	In	2023	10	20	15
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	19	Not In	****	12	14	18
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	5	In	2021	369	359	357
Station #3	423	Engine	1st line Structure Fires Citywide	2005	10	In	2020	98	139	134
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2002	13	In	2016	151	145	149
Station #3	424	Engine	Reserve Engine Citywide	2001	14	In	2023	381	39	38
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	25	In	2020	15	36	0



# **EMERGENCY SERVICES DIVISION**

Deputy Chief Joseph Kinnucan

## Watercraft, Equipment Trailers, and Utility Vehicles

Station Assignment	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Number of Calls		
								FY 13	FY 14	FY 15
Station #2	483	Utility Cruiser	Utility	2007	8	Not In	TBD	249	62	56
Station #3/ Dock	470	Watercraft	Water Related Emergencies	1989	26	In	TBT	5	8	0
Station #3	475	Watercraft	Water Related Emergencies	2013	2	Not In	TBT	0*	2	1
Station #3	485	Dive Trailer	Dive Team Equipment	2002	13	Not In	TBT	5	4	2
Training Center	487	Ext. Trailer	Extinguisher Education	2005	10	Not In	TBT	0	0	0
Training Center	488	Decon Trailer	Decontamination Equipment	1985	30	Not In	TBT	0	0	0
Training Center	LTW6	Light Tower	Scene Lighting	2012	3	Not In	TBT	0	0	0
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	***	Not In	TBT	0	0	0
Sta. #3	480	Utility Pickup	Utility	2013	3	In	TBT	-	-	147



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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<u>Vehicle</u>	<u>Description of Repairs</u>	<u>Cost</u>
462, 412, 423, 421	Tires and mounting	\$6,089.02
412, 473, 423, 421	Brakes	\$5,055.53
442, 411, 473	Spring repair	\$4,933.83
423	Generator repair	\$2,348.41
421	Air tank replacement	\$843.45
442	Starter repair	\$1,398.23



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Facilities**

Fire department facilities provide the equipment protection and the training environment needed to succeed in the fire service. Handling the management of the facilities is Captain Michael Healey. Continually operating at a high standard, the stations are maintained by department staff. Our three stations are always in top condition and provide a base for community interaction.

Station One saw the replacement of the rear exterior station lighting. New LED style lighting now adorns the building and provides safe lighting for the parking area. Station One also saw new HVAC cold air returns added. This addition will allow for more efficient heating and cooling.

Station Three received a zero turn lawn mower to replace its current aging one. The mower purchased will allow for more efficient and expedient mowing. Also purchased at Station Three was a replacement door lock system, intended to replace another original lock from 2005.

The Public Safety Training Center continues to see development. FY 2015 saw the replacement of two garage door openers and classroom building roof repairs. The indoor training house foundation cement work was completed, and additional supplies for structural build were purchased. The classroom was used several times over the year by both fire and police for various training activities. FY 2016 will continue to see additional developments.



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

## SUMMARY OF LARGER FACILITY COSTS

<b>Station</b>	<b>Description of Repairs</b>	<b>Cost</b>
Station #1	Rear Station Lighting	\$2,140.71
	HVAC Cold Air Return	\$1,600.00
	Faucet Replacement	\$188.00
Station #2	Interior Door Closers	\$1,700.00
	Garage Door Repairs	\$897.00
Station #3	Garage Door Repairs	\$685.53
	Recliners	\$1,600.00
	Refrigerator Replacement	\$1,511.54
Training Center	Classroom Roof Repair	\$3,800.00
	Garage Door Opener Replacement	\$948.00
	Cement Work for Training House	\$1,350.00
Miscellaneous	TruGreen Lawn Services	\$725.00
	Department Electronic Bulletin Boards	\$6,690.90
	Backflow Preventor Testing	\$480.00



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Equipment**

Overseeing the department equipment is Captain Christopher Healey. General maintenance and repair is accomplished by the department staff. Additional repairs and required certification testing is accomplished through the use of outside vendors. Annually, we are required to complete certifications such as fire pump testing, ladder testing and hose testing. Additionally, we must certify the equipment we use for administering tests of our own, such as air monitoring equipment, fit testing equipment, and the breathing air cascade system. Collectively, this cache of equipment, coupled with the knowledge and desire of our staff, saves us untold amounts of money over the life of the equipment.

FY 2015 saw the repair and replacement of several important pieces of equipment. Equipment replacements include pulse oximeters, automated external defibrillators, dive team dry suits, and station recliners, to name a few. The largest of replacements was the firefighting turnout gear. These items were all part of the FY 2015 capital improvement process, designed to keep great equipment in the hands of great employees, doing great things for the community.

<b>Description of Repairs</b>	<b>Cost</b>
Breathing Air system Maintenance	\$1,303.87
Fire Extinguisher Maintenance	\$846.05
Gas Detector Maintenance	\$242.80
Cascade Hose Repair	\$439.29
Annual NFPA Pump Testing	\$2,050.00
Extrication Equipment Annual Maintenance	\$1,503.85
PosiCheck Repairs	\$600.00
SCBA Bottle Inspections/Maintenance	\$3,615.75
Fit Tester Calibration	\$1,107.06





# Training Division

**Deputy Chief Joseph Kinnucan**

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## Firefighter Training

The training committee is comprised of Deputy Chief Joseph Kinnucan, Lt. 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.

We are also adding three new State of Michigan licensed EMS instructor-Coordinators to the mix. Deputy Chief Kinnucan, Firefighter-Driver Marc Topping, and Firefighter Don VanderKooi began attending the 18 week course to become licensed to write for initial and continuing education credits for EMS providers. They will be completing the process around mid-fiscal year 2016. For years now, the only person capable of writing for the approvals to provide training has been Lieutenant Joseph Munson. Having the additional IC's will lessen the burden.

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), Hazardous Materials Team (Haz Mat), and the now disbanded Emergency Response Team (ERT). Along with these specialized teams, we train with our neighboring departments in order to more efficiently work together when the need arises.

## FY-2015 Training Statistics

<u>Course Area</u>	<u>Classes Given</u>	<u>Subjects Covered</u>	<u>Students Attending</u>	<u>Class Hours</u>
Medical Training	28	6	180	61
Airport Training	22	5	135	38.08
Fire Training	80	15	486	191.05
Employee Safety	8	3	82	12.25
Officers Training	12	5	110	37.75
<b>Total</b>	<b>150</b>	<b>34</b>	<b>993</b>	<b>340.13</b>



# *Training Division*

**Deputy Chief Joseph Kinnucan**

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## **Cadet Training**

FY15 brought us one new firefighter who successfully completed the State of Michigan Firefighter Training Academy. Zach Boterenbrood will soon begin his Medical First Responder training, then proceed into the department internal recruit training program.

## **Recruit Training**

The recruit training process entails an extensive street and mapping program, required MIOSHA employee safety training, and pairs each recruit firefighter with a designated recruit training officer, or 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 FY15:

### **Current Recruits**

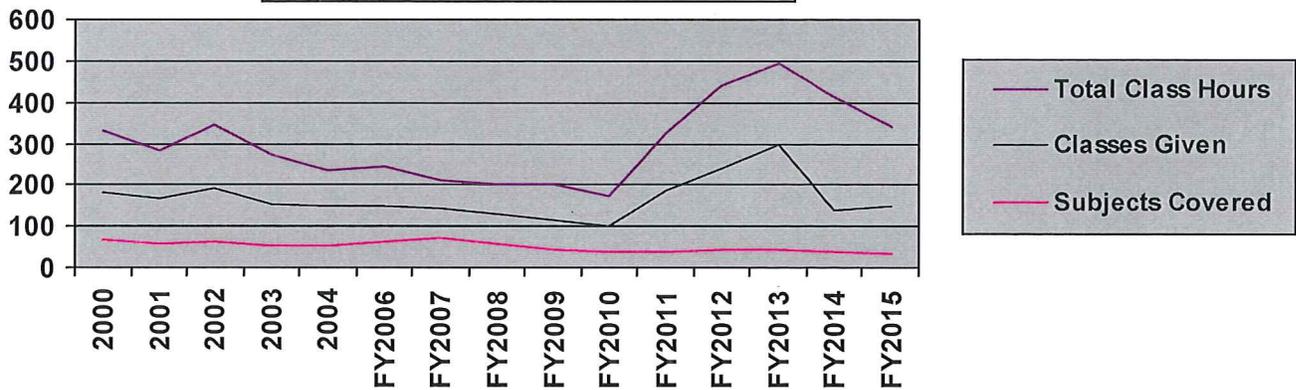
<u>Employee</u>	<u>Recruit Training</u>	<u>Probation</u>
Arik Abdullah	In Process	
Andrew Hunt	In Process	
Ryan Mylenek	Completed	Completed
Matt Boros	Completed	In Process



# Training Division

Deputy Chief Joseph Kinnucan

## Training Activity History



The training statistics listed above reflect not only trainings which were instructed by members of our department, but trainings that were conducted as part of a cooperative effort with the other Muskegon area fire departments as well.

In addition, the statistics include any make-up trainings conducted.



Firefighters conduct foam training at the new Public Safety Training Center.



# ***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 and fire investigation.

## **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 completes 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 have been an area that has been targeted for improvement.



*Annual liquor license inspection completed at Chili's — 3583 Henry Street in FY15.*



*Annual car lot license inspection completed at Preferred Chrysler Dodge Jeep — 3146 Henry Street in FY15.*



# FIRE PREVENTION BUREAU

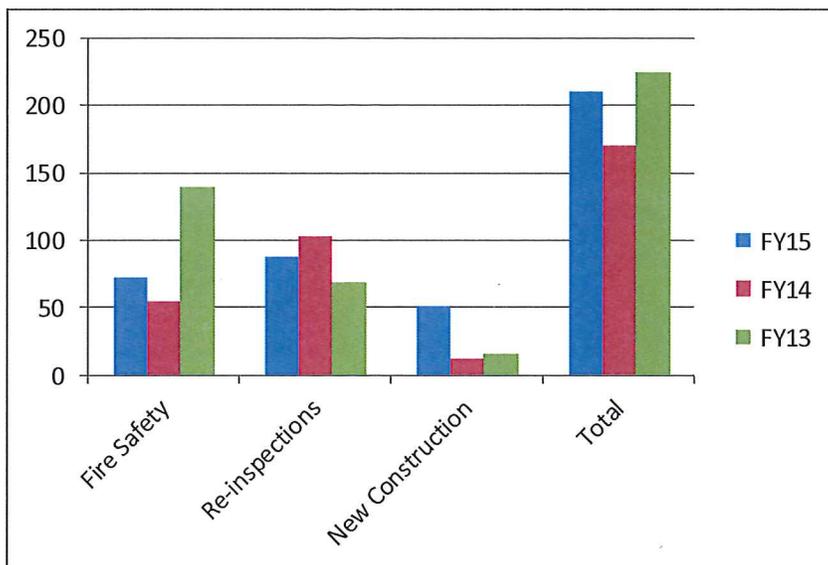
Fire Marshal Ted Karnitz

## Inspection Activities

The FY15 Inspection Activities for Norton Shores and Roosevelt Park are as follows:

### Norton Shores/Roosevelt Park

	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>
Fire Safety	72	55	140
Re-inspections	88	103	69
New Construction	51	12	16

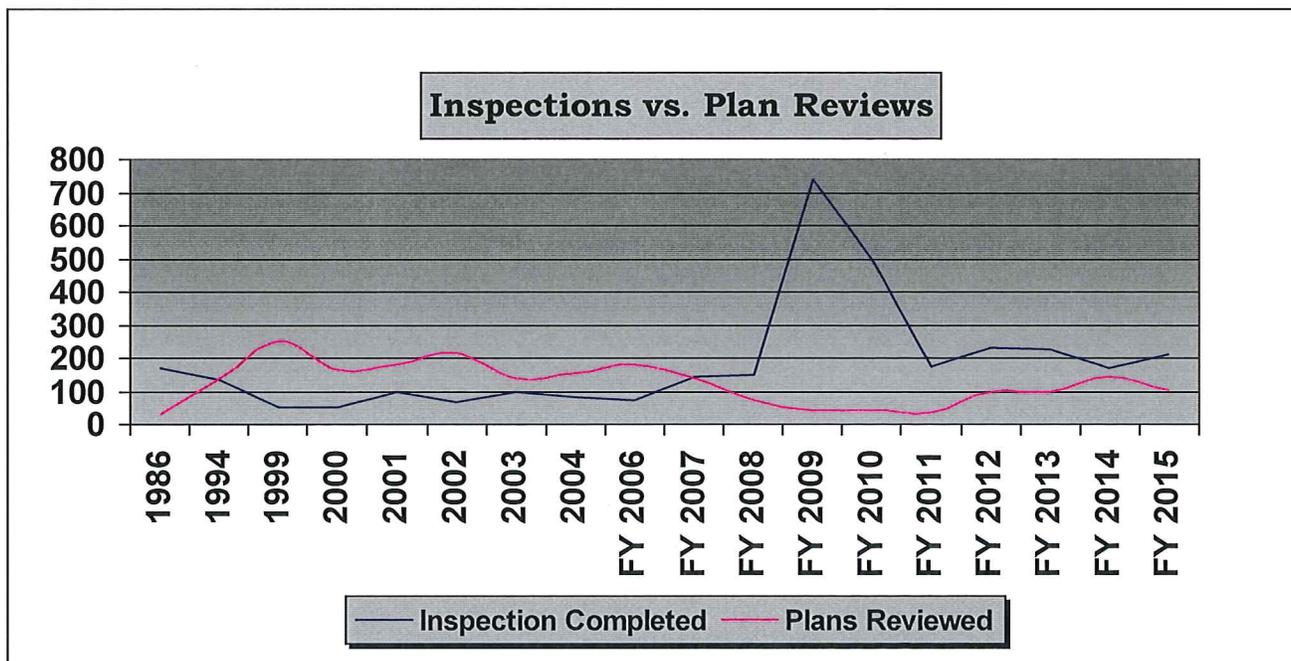


## Inspection Program History

	<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>	<u>2004</u>
Inspections Completed:	211	170	225	231	173	495*	867*	148	142	72	80
Plans Reviewed:	104	143	96	97	35	41	43	74	143	177	153

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***

**Fire Marshal Ted Karnitz**

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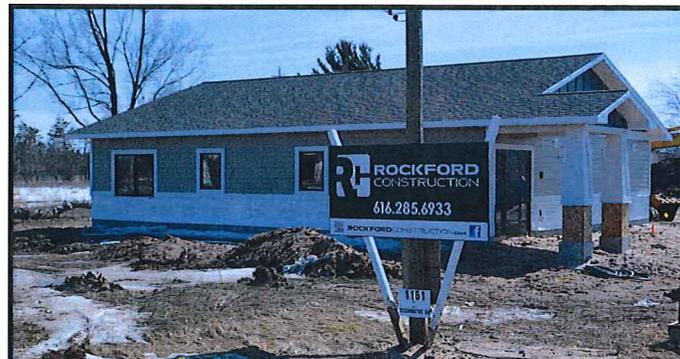
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## **New Construction Activity**

Below is a list of new construction activities that the Fire Marshal has worked on in FY15. The following projects involved site plan reviews, fire protection plans, construction visits and system testing.

### **Norton Shores and Roosevelt Park**

99 Bottles of Beer	Kaydon Corp.
Alzheimer's Unit	Kohls Department Store
Art Van Furniture	Lakeside Surfaces Inc.
Atrium Centers	Muskegon Elks Lodge #274
Biggby Coffee	No More Sidelines-Folkert Community Hub
Cannon-Muskegon	Non-Ferrous Cast Alloys
Cato Fashions	Nuvo College of Cosmetology
Cinema Carousel	Salon 297
City Building (New Garage)	Shoreline Soccer Club
Comcast	Soils and Structures
Comerica Bank	Source One Digital
Concept Metal Products	St. Francis De Sales Church
Denny's Restaurant	Sternberg Exxon
Dollar General	Attic Kids
Dunstan Animal Clinic	TJ Maxx
Electronic Entertainment Exchange	Wesco
Employee Benefit Services	West Michigan Office Complex
G.E. Aviation	Foot and Ankle Specialists of West Michigan, LLC
Grand Traverse Pie Company	West Michigan Eye and Laser
Home Depot	West Michigan ENT & Allergy
Huntington National Bank	



*New Construction — Dunstan Animal Clinic — 1161 E. Sternberg Rd.*



# FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

## Ordinance Enforcement

Enforcement officer, Lieutenant Joe Munson, manages our Department's ordinance enforcement efforts. The Department continues to staff the ordinance officer position on a full-time basis; however, the position is also used to provide emergency station fill, shift command and emergency response as needed. This year the Department received a total of 377 violations, up 72 from FY-2014. Of the 377 violations, 317 were successfully resolved during FY-2015. An improving housing market and consistent enforcement efforts are continuing to pay dividends in reducing citizen complaints.

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 one case going to court in FY-2015. In addition to the property complaints, the ordinance enforcement division dealt with 170 illegal sign issues in FY-2015.

Education continues to be as much a part of the Department's ordinance enforcement activities as is enforcement itself. Lieutenant Munson's duties include educating local business owners and event organizers on current City ordinances regarding approved use of signage.

The 336 complaints received in FY-2015 generated 377 violations. Below are stats covering activity over the past three years from the ordinance enforcement division.

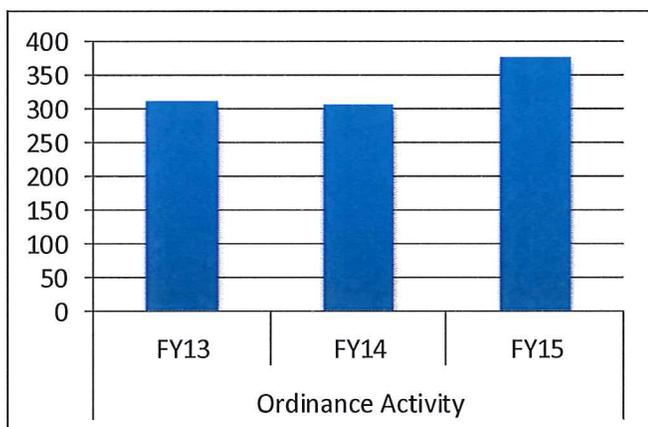
## Ordinance Violation Activity

Yard Maintenance	FY15	FY14	FY13
Junk/Debris	106	96	123
Vehicle	48	40	47
Grass/Weeds	116	53	107
Hydrant Blocked	0	35	5
Leaves	33	**29	0
Other	<u>74</u>	<u>52</u>	<u>30</u>
<b>Total</b>	<b>377</b>	<b>305</b>	<b>312</b>

## Signs and Safety

Violations	FY15	FY14	FY13
Snow – Exit Blocked	1	8	0
Snow Removal Streets	0	0	0
Pods	0	2	0
Illegal Sign – Business	***104	10	55
Illegal Sign – Temporary	27	271	206
Illegal Sign – Political	<u>39</u>	<u>35</u>	<u>*122</u>
<b>Total</b>	<b>171</b>	<b>326</b>	<b>383</b>

Graph is represented by 336 complaints received in FY-2015



## Permit Activity

	FY15	FY14	FY13
Temporary Storage	0	8	1
Special Sale Event	9	9	2
Non-Profit Event	8	<u>8</u>	<u>8</u>
Grand Openings	<u>2</u>		
<b>Total Permits</b>	<b>19</b>	<b>25</b>	<b>11</b>
<b>Total Permit Fees</b>	<b>\$1,000</b>	<b>\$1,180</b>	<b>\$410</b>

\* Indicates an election year

\*\* Leaf ordinance adopted in FY14

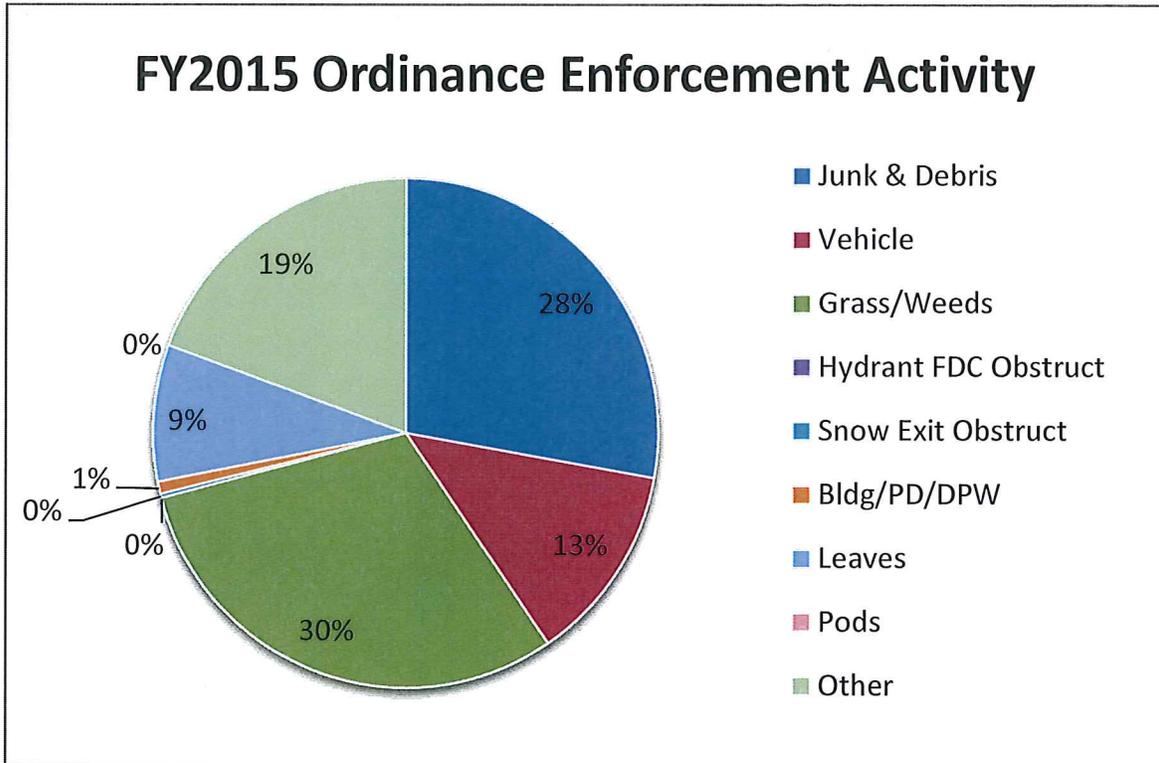
\*\*\* Advertisement signs are reclassified



# FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

## Ordinance Enforcement



We designed an Ordinance brochure for frequently asked questions that has been a request from customers.

<p><b>RECREATIONAL FIRES</b></p> <p>Recreational Fires are enjoyable for all of our citizens. However, we want them to be safe for everyone, so please follow these requirements.</p> <ul style="list-style-type: none"> <li>Natural cut wood, log size can be 3 feet long and no larger than 12 inches in diameter (bush, pine needles, processed lumber, grass, painted materials, etc. are prohibited from being burned)</li> <li>Excessive trees and rubbish materials cannot be burned</li> <li>Fire size should be less than 3 feet with a flame no higher than 2 feet</li> <li>Must be more than 25 feet from any structure or combustible material</li> <li>Must be constantly attended</li> <li>Extinguishing agent must be readily available (such as hose and/or sand)</li> </ul> <p><b>Portable Fire Pits</b></p> <ul style="list-style-type: none"> <li>Must be more than 15 feet from any structure or combustible material</li> <li>Extinguishing agent must be readily available (such as hose and/or sand)</li> </ul> <p>Businesses require prior approval from a Fire Official.</p> <p><b>Reporting Burning Complaints</b></p> <p>If an illegal burn is occurring contact 911 and inform the dispatch that this is a non-emergency nature of a call.</p>	<p><b>CITY ORDINANCE CONTACT INFO.</b></p> <p>4814 Henry St., Norton Shores, MI 49441          Phone: 231.799.6811      Ordinance Enforcement          Phone: 231.799.6809      Fire Prevention Bureau          Phone: 231.799.6801      Building Department          Phone: 231.799.6800      Zoning Department          Fax: 231.798.7302  <a href="http://Nortonshores.org">Nortonshores.org</a></p> <p style="text-align: center;"><b>General Ordinance Information</b></p> <p style="text-align: center;">Part of understanding your community means learning about local rules that impact your quality of life.</p> <p style="text-align: center;">Quality neighborhoods benefit everyone by keeping our City an attractive, clean and safe place to live and raise a family. This brochure is provided to help you with frequently asked questions regarding ordinances, complaints and the corresponding departments.</p> <p style="text-align: center;"></p>	<p><b>MISCELLANEOUS ISSUES</b></p> <p><b>Animals</b> For barking dogs, feces clean up, and dogs with no leashes contact the Police Department 733.2691.</p> <p><b>Junk and Debris</b> Appliances, tires, batteries are all considered junk and debris. No indoor furniture is allowed outside.</p> <p><b>Vehicles/Trailers</b> Vehicles must be licensed, operable and in good repair. The Police Department may tow inoperable or unlicensed vehicles to report junk vehicles, call 733.2691.</p> <p><b>Mowing and Yard Upkeep</b> During the growing season, which is generally April through October, the City rules require that the grass be maintained and not exceed six inches in height. Grass clippings may not be in the roadway or ditch. The terrace (the area between the curb and sidewalk) and alley areas must also be maintained. Additionally, shrubs and trees must be trimmed back and away at corners to prevent traffic hazards and from sidewalks for pedestrian safety. No yard waste can be disposed in the roadways.</p> <p><b>Yard Waste</b> Yard waste items cannot be stored in yards. This includes, but not limited to:          Building materials      Car parts          Household items      Tires          Disassembled machinery      Trash          Domestic wastes      Furniture</p>	<p><b>LEAVES</b></p> <p>Leaf enforcement begins May 1st and ends August 30th. Once leaf season has concluded, unbagged leaves on a property with a principal structure must be removed.</p> <p><b>Leaf Disposal Sites</b> Leaves must be transported by a truck or trailer with tarps covering the leaves.</p> <ol style="list-style-type: none"> <li><b>Wood Road</b> Wood Road south of Pontoluna Road. Paper bagged, loose leaves, and small brush (less than 3 inches in diameter)              Summer hours:              Saturday/Sunday 11:00 am - 7:00 pm              Spring/fall hours:              7 days a week 11:00 am - 7:00 pm</li> <li><b>Ross Park</b> Wellesley Road at Randall Road, east side of Ross Park.              Paper bagged leaves only.              Summer hours:              Closed              Spring/fall hours:              7 days a week 11:00 am - 7:00 pm              Contact 798.2156 or 799.6903 for more information.</li> </ol> <p>An Ordinance Enforcement Officer will take action on properties that are not maintained. You may receive letters for any ordinance violations. Subsequent violations will result in the City cleaning up the property at the property owner's expense.</p>	<p><b>TEMPORARY SIGNS AND STORAGE</b></p> <p><b>Temporary Signs</b> Special event signs can be used in Norton Shores twice a year for 14 consecutive days. Permit fee: Business - \$100, Non-Profit - \$25</p> <p><b>Restrictions:</b></p> <ul style="list-style-type: none"> <li>Cannot be air operated</li> <li>Must not obstruct pedestrian and vehicular visibility</li> <li>Must not be placed on any public right-of-way</li> <li>Must be kept on the property</li> </ul> <p><i>This information is based on a permitted temporary sign.</i></p> <p><b>Temporary Storage Units</b> Units can be placed for 30 days. A person or supplier must register the placement of a temporary storage unit with the Fire Department 798.2255.</p> <p><b>Temporary Signs Online</b> Go to <a href="http://Nortonshores.org/Departments/FireDepartment/Permits">Nortonshores.org/Departments/FireDepartment/Permits</a> and Applicants fill out all required fields, save to your desktop and submit form.</p>
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*Thank you for keeping Norton Shores clean!*



# FIRE PREVENTION BUREAU

**Fire Marshal Ted Karnitz**

## Public Safety Education

Last year the fire and police departments once again 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 1,700 Kindergarten through 5<sup>th</sup> 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. Gracey Bollin from Ross 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.



*Norton Shores and Roosevelt Park 2nd Grade Poster Contest Winner 2014— Gracey Bollin (Ross Park Elementary).*



*Junior Firefighter at Muskegon County Fairgrounds.*



*Honor guard presents colors on Fire Prevention Day at Muskegon County Fairgrounds.*



*Firefighter Don Vanderkooi and friends at the Norton Shores Hometown Heros Reading event.*



*The children at the Norton Shores Library get a close look and short lesson on fire extinguishers.*

<b>FY 2015 Open House Stats</b>			
Truck Rides	710	Water Spray	267
Smoke House	178	Bounce House	311
Full Attendance	1200		
<b>Total Children Registered</b>	<b>472</b>		



# FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

## Community Involvement

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

- July: Seminole Shores Summer Picnic and Westwood Church Community Day
- August: Norton Shores Estates National Night Out, Windflower Bay National Night Out, North Muskegon Parade, Barnes & Noble Hometown Heros, Roosevelt Park Day Parade, Roosevelt Park Fish Pond Fill
- September: Sportsmen for Youth Day, Norton Shores Public Safety Open House
- October: Home Depot Safety Day, Westshore Lutheran School Cancer Walk-a-Thon, Campbell School—Walk to School Safety Fair, Children’s Harvest Festival Hoffmaster
- November: Turkey Trot 5k Hoffmaster, Lincoln Park 2nd Grade Station Tour, and Lincoln Park Campbell Tiger Cubs
- December: Christmas Card Picture at Station 2
- March: Pheasant Run Condos
- April: Churchill Cub Scout Station 3 Tour
- May: Wings of Mercy 5k Run and Wings of Mercy Pancake Breakfast
- June: Campbell 5k Walk-Run, Jonnie and Friends, Muskegon Heights Parade, Seminole Shores Summer Picnic, and Norton Shores Library Hometown Hero’s Reading Event

## Education Program Totals

Fire Safety Display	17
Car Seat Inspections	148
Car Seats Distributed	125
Car Seat Value Distributed	\$6,790.00
Fire Station Tours	3



Firefighters Marc Topping, Eric Wentzloff assist a citizen during a snow storm in FY 15



The children at the Norton Shores Library get a close look and short lesson on fire extinguishers.



# ***FIRE PREVENTION BUREAU***

**Fire Marshal Ted Karnitz**

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## **Fire Investigation**

Fire Marshal Karnitz attended the Michigan State Police 69th Fire Investigation School in October 2014. Fire Marshal Karnitz and Lieutenant Joe Munson are responsible for fire cause and origin investigation. Lieutenant Munson is a member of the Muskegon County Fire Investigation Team and offers his assistance to surrounding departments with their fire investigation needs.



**Fire located at 208 W. Hile Rd.**

**Photo taken January 16, 2015**

### **Fires Investigated**

Norton Shores	8
Roosevelt Park	2
County Investigation	1



# ***FIRE PREVENTION BUREAU***

**Fire Marshal Ted Karnitz**

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## **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 and non-profit organizations over 952 files are continually being updated. To maintain our department's compliance with MIOSHA's Firefighter Right-to-Know Act, Fire Prevention Clerk 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. Maintained by the Fire Prevention Bureau, Mobile Eyes inspection and responder software 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 Administration along with Assessing to compile business registrations from the previous year that we may not have received.

### **Business Files Maintained**

Norton Shores	792
Roosevelt Park	<u>160</u>
<b>Total Files</b>	<b>952</b>



**West Michigan Office Complex — 1450 E. Farr Rd.**



# FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

## 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 (1,000 smoke alarms) in West Michigan due to the extremely high fire deaths through the early part of 2015. The eligibility requirements for the free alarms were simple - the home must be owned by the resident.

The Norton Shores Fire and our partnering county departments are a state model in both installs and data recording. In the period of April through June 2015, 953 alarms in 196 homes were installed county wide. This effort was recognized both at the state level by the State Fire Marshal and mentioned as a model program at the National Fire Academy. The breakdown of alarm installs by Norton Shores Fire in both Norton Shores and Roosevelt Park was as follows:

	Homes	Alarms
Operation Save A Life Grant	58	249
Kidde Grant November 2014	15	50
<b>TOTALS</b>	<b>73</b>	<b>299</b>

The data collected on both Norton Shores and Roosevelt Park installs speaks volumes of the challenges that face us. 50% of the home installs that took place had only 1 working smoke alarm (average installs were 5 per home). Add this to 81% 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.

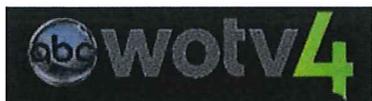


**Muskegon County Fire Departments receive smoke alarms to be installed in homes**

By WOTV 4 Women Staff  
Published: March 10, 2015, 4:34 am | Updated: March 10, 2015, 4:34 am



(left: Fire Marshal Ted Karnitz, Norton Shores Fire Department right: Fire Inspector Mark Nicolai, Muskegon Charter Township Fire Department)





# *Building Division*

**Building Official Steven Sheldon**

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## **General Information**

Operating under the direction of the Fire Chief, the Building Division consists of two full-time employees, a Building Official and Clerk, one part-time clerk and four independent contractors providing administration, mechanical, electrical and plumbing inspection services. Mechanical Inspector, Michael Reagan, continues to serve as a Construction Inspector under contract.

The Building Division has obtained a five (5) year contract to provide building plan review and inspections for the City of Roosevelt Park. Michael Reagan serves as the Construction Inspector under contract.

During this year's continued growth in construction, the Building Division team has worked extremely well together responding to our customers' needs. It is estimated that the City will see continued growth in construction as the economy continues to expand.

Both our Building Official and Inspector continue to take a lead role in the training and education of inspectors and contractors in West Michigan. They both carry certifications from the State to instruct Act 54 classes. The Building Official is an adjunct professor for Baker College teaching various construction & code classes.

All of our Division staff makes it their mission to assure the safe construction of all city structures and to respond to the numerous property maintenance concerns, dangerous buildings and emergency repair needs of the community.

The Building Division staff continues to look for more improved and productive ways to accomplish the City's goals and objectives. As in the past, the staff will maintain their 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:

- 2009 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
- 2012 International Property Maintenance Code
- 2009 Michigan Barrier Free Rules (ICC/ANSI A117.1)
- 2009 Michigan Uniform Energy Code Part 10 (Residential)
- 2009 Michigan Uniform Energy Code Part 10a ANSI/ASHRAE/IESNA  
Standard 90.1 – 2007 (Commercial)



# *Building Division*

**Building Official Steven Sheldon**

**Current Staff**

Building Official.....	Steven Sheldon	Full-Time Staff
Mechanical/Construction Inspector.....	Michael Reagan	Independent Contractor
Electrical Inspector.....	Ken Murar	Independent Contractor
Plumbing Inspector.....	Art Haase	Independent Contractor
Division Clerk.....	Nichole Schaner	Full-Time Staff

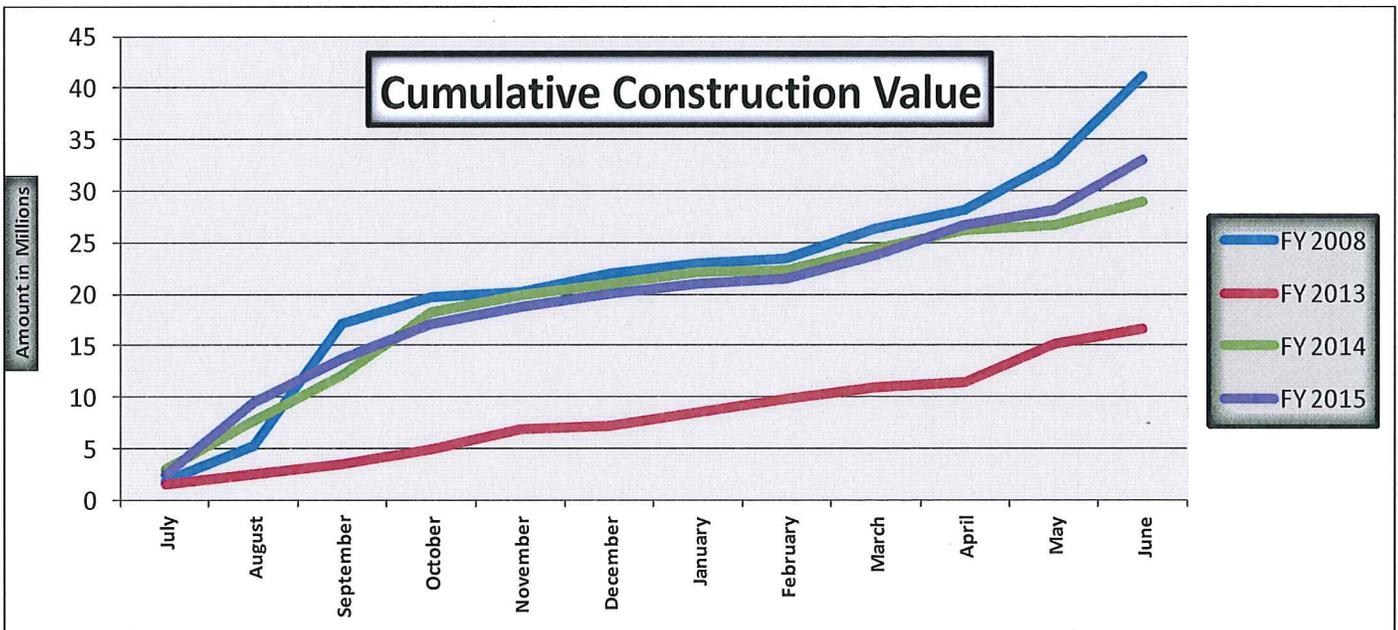
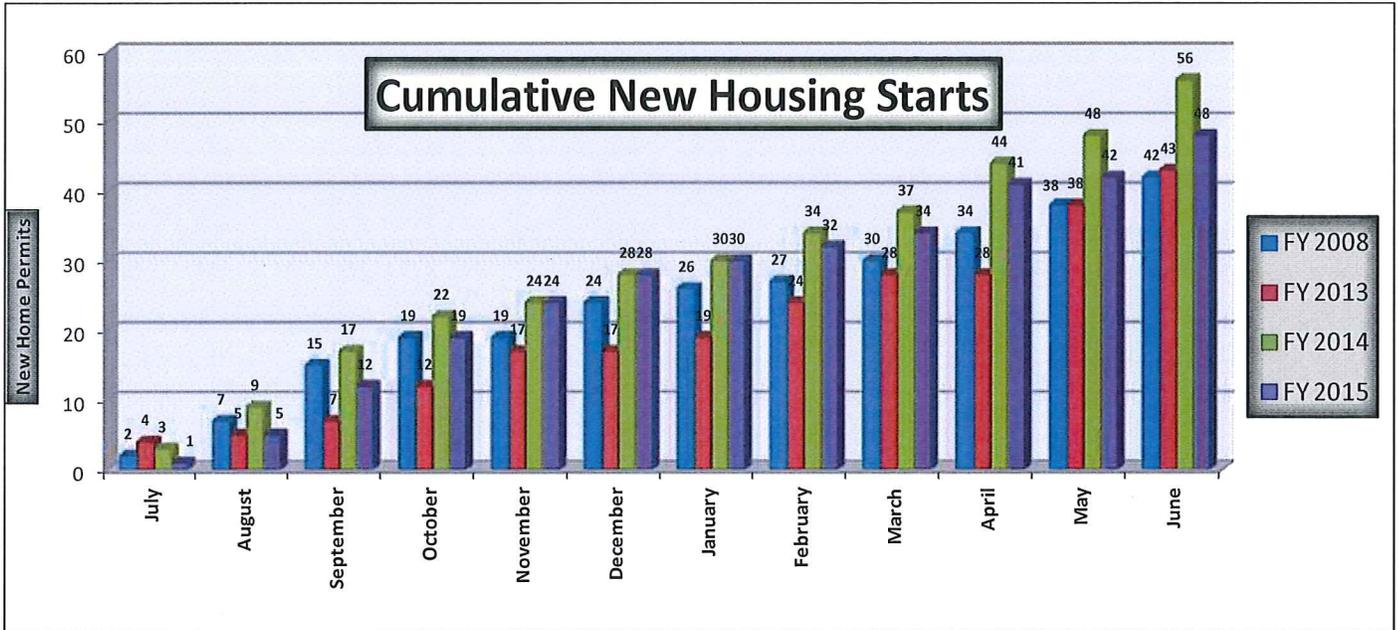
### **Top Ten Commercial and Industrial Projects**

1.	Tanglewood	560 Seminole Road	\$4,800,000
2.	Comerica Bank	801 W. Norton Avenue	\$1,564,697
3.	Cinema Carousel	4289 Grand Haven Road	\$1,500,000
4.	West Michigan Eye & Laser	1450 E. Farr Road	\$1,440,000
5.	Norton Shores Police Garage	4814 Henry Street	\$926,000
6.	Wesco	1025 E. Pontaluna Road	\$810,300
7.	Dollar General	1781 W. Sherman Boulevard	\$769,000
8.	West Michigan ENT	1450 E. Farr Road	\$550,000
9.	American Glass Mosaics	7103 Enterprise Drive	\$500,000
10.	Salon 297	4915 S. Harvey Street	\$450,000
		<b>TOTAL VALUE</b>	<b>\$13,309,997</b>



# Building Division

Building Official Steven Sheldon



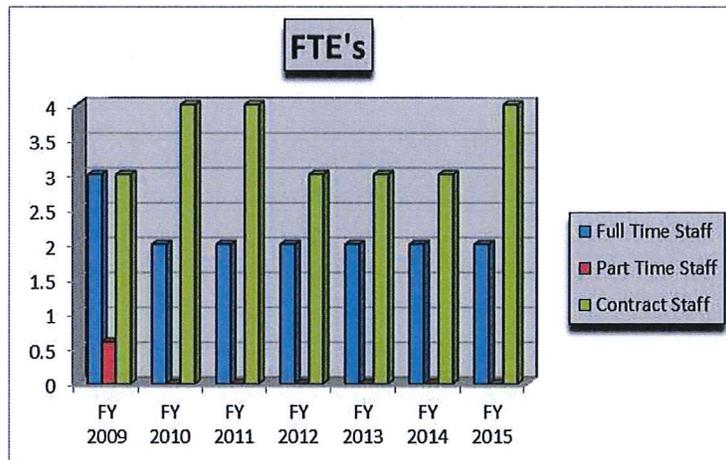
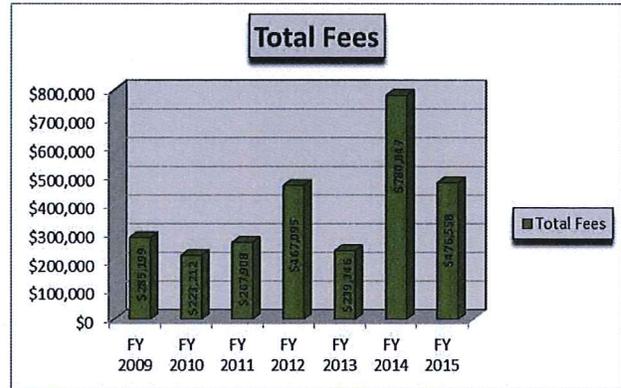
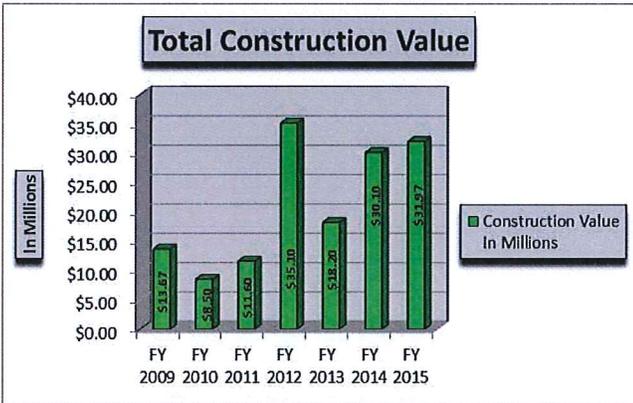
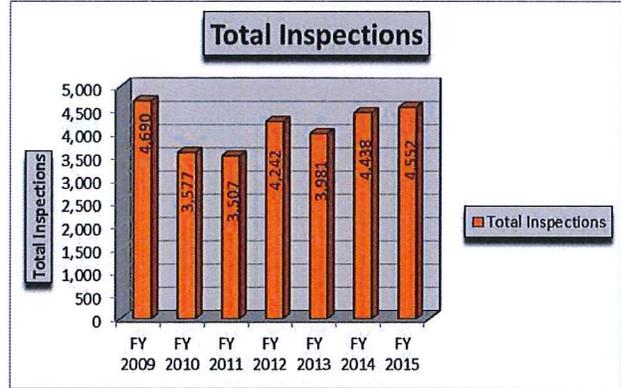


# Building Division

Building Official Steven Sheldon

## Building Division Historical Data

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





# *Inter-Governmental Cooperation*

## Cooperative Efforts

Our State's Governor continues to place much value on cooperative efforts between local municipalities, while State Shared Revenue has been tied to such efforts through the actions of our State legislators. Local media has also played a role in educating the public on the need to work more closely together. Throughout all these discussions what must be understood is that the fire service, not only in Muskegon County but around West Michigan, understands the need for joint operations. What sometimes goes unnoticed and, therefore, unmentioned are the efforts that have already been put in place. These joint operations allow many of us to provide important emergency services at a reduced financial impact to our individual communities. These services survive solely because of the combined commitment of the departments involved and the support of their elected leaders. Without these efforts many specialized responses, like Haz-Mat, technical rescue and law enforcement tactical response would be nearly impossible to provide due to the large commitment of personnel, training, and equipment. In order to meet these needs, communities have looked for ways to form cooperative relationships in order to reduce the burden of maintaining individualized special response capabilities.

The following pages outline the efforts undertaken by not only our department but the departments of many surrounding communities who, like us, have realized the need for collaborative efforts. The services outlined here can only be provided through the joint efforts and financial resources of all team members. As a department heavily involved in these activities we pledge to continue the cooperative spirit that is represented by the efforts of those dedicated to providing joint services.





# ***Muskegon County***

## ***Muskegon County USAR Team***

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### **Mission Statement**

*The Muskegon County Urban Search & Rescue Team is a specialized group of individuals from area departments committed to providing support and aid in advanced rescue situations at elevated and below grade environments that **exceed** the training and response of the local fire department. These environments are commonly found in confined spaces, building collapses, trenches and a variety of natural, industrial or construction-related incidents.*

*Our team's mission and purpose has not changed..... Its requirements, needs and function have not changed..... Technical Rescue beyond the normal response of our local fire departments is a **"Low Frequency"** – **"High Risk"** type of incident.*

*The lack of commitment from area departments to enlist and support personnel on the County Team has hindered and prohibits development of the team. During the past year the team has lost Steve Leatherman who has accepted employment with Louisville Kentucky Fire Department. Andy Casperson has resigned from the team and Team Leader position. Brian Michelli has stepped up and taken over as the Team Leader since. Without trained personnel that can maintain their skills, we are leading a false sense of security of our abilities to perform. The team is in a state of uncertainty at its current position.*

***We need personnel and the commitment to attend trainings on a monthly basis.***

#### **Team Members**

***The Muskegon County USAR Team currently has 10 members.***

***Let me introduce to you those that have made the "Commitment"***

Andy Casperson  
Ben Chartier  
Brian Fethke  
Brian Marek  
Brian Michelli  
Jerry Ferrier  
Jon Mink  
Nate Morgan  
Nick Martin  
Ray Chartier  
Paul Carter  
Steve Leatherman

Norton Shores Fire Department  
Norton Shores Fire Department  
Muskegon Twp. Fire Department  
Muskegon Fire Department  
Fruitport Fire Department  
Norton Shores Fire Department  
Norton Shores Fire Department  
Muskegon Twp. Fire Department  
Norton Shores Fire Department  
Fruitport Fire Department  
Dalton Fire Department  
Norton Shores Fire Department



# ***Muskegon County Muskegon County USAR Team***

### **Team Activity:**

Emergency responses	0
Open Houses attended	1
Training events	0
Public events	

### **Regional Participation**

*Team Leader Andy Casperson represents Muskegon County on the Region 6 Urban Search and Rescue Capabilities Improvement Task Force Committee. The regional committee is made up of the involved participants from Fire and EMS throughout the 13 counties. The mission of the Committee is to develop a response capability for collapse rescue in Region 6. Funds from Homeland Security support the equipment, training, and personnel development.*

*Andy Casperson, Ben Chartier, and Brian Marek are also members of the Region 6 USAR Task Force. Andy is a Rescue Team Manager and Ben and Brian are Rescue Specialists, with the Task Force. The Task Force is a developing FEMA Type II response team for the Region and state.*

### **Team Assets**

*To date, the team has **\$700,000** in vehicle and equipment assets. For the past few years, the team has received additional assets from involvement in Region 6 Capabilities Improvement Task Force and participation in the Region 6 USAR Strike Team. We have received close to **\$156,000** in equipment that can be used in local and regional training and response.*

- USAR - 1**     A 10 bay truck garage with roll up doors that houses our rope equipment and hardware
- USAR – 2**     An 18ft. 7000lb. G.V.W enclosed trailer that houses the majority of our trench rescue equipment and shore/cut tools
- USAR – 3**     A 16ft. 7000lb. 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.

### **Team Leader**

***Captain Andy Casperson***

***Norton Shores Fire Department***



# ***Muskegon County Dive Services***

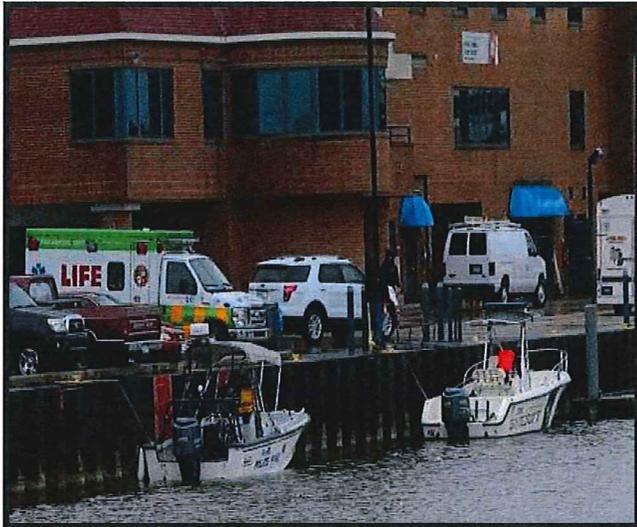
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## **Norton Shores Underwater Recovery Team**

Under the direction of Lt. Ben Chartier the Norton Shores Underwater Recovery Team (NSURT) has served the City of Norton Shores and surrounding communities for 28 years. NSURT works cooperatively with the City of Muskegon and Muskegon County Sheriff's dive teams.

The Norton Shores Underwater Recovery Team (NSURT) was excited for the opportunity to replace several pieces of outdated equipment. First, the Department was granted approval to purchase one hardwired communication device with two additional communication ropes. This equipment is vital in providing the necessary communications between divers and the line handler on shore. Second, the team replaced all of its underwater flashlights that provide for higher visibility. Third, the team replaced their rescue knives which are used to free a diver in distress who may become entangled. Additionally, inflatable rescue buoys were purchased to help in aiding a diver in distress or for marking the location of a missing person.



*Docked at the Grand Haven Coast Guard Station*



*Location: On Mona Lake near the Lake Harbor Rd Bridge*



# Muskegon County Dive Services

Muskegon County Sheriff's Department and NSURT continue to strengthen their collaborative relationship, emphasizing both working and training together. For any dive call received within Muskegon County both teams respond together. We purchased some new dive gear this year. This will get all of the divers using the same gear. Last year the joint team responded to two incidents. The location of the emergency and the total man and unit hour for NSFD divers is listed below.

Legend: **Red Fire Member** – **Blue Police Member** – **Green Mutual Aid Member** \*Fruitport Fire Department

The following is a list of members participating on the recovery team.

<u>Divers</u>		<u>Support</u>	
Lt. Joe Munson	Lt. Ben Chartier	FF Don Medema	FF Ray Chartier
FF Leon Conklin	FF James Hagenbuch	Chief Brian Michelli*	
FF Nick Martin	Lt. Casey Rosenberg	FF Steve Smith	
FF Don VanderKooi	FF Jon Mink	FF Bill Featherstone	
FFD Brett Harris	Cpl. Dan Hibler	Officer Ben Visser	
Cpl. Jake Fulton			

New Divers to the team this year.

Administrative Liaison: Lt. Brandon Poel

Legend: **Red Fire Member** – **Blue Police Member** – **Green Mutual Aid Member** \*Fruitport Fire Department

## INCIDENT RESPONSES

<u>Incident#</u>	<u>Alarm Date</u>	<u>Alarm Time</u>	<u>Location</u>	<u>Description</u>	<u>Unit Hours</u>	<u>Man Hours</u>
14-0001207	7/01/14	21:50:22	2098 Lakeshore	Dive Search	2	12
14-0001641	9/5/14	17:32:12	1 Scenic Dr.	Dive Search	5	25

Total NSFD Man Hours- 37

Total NSFD Unit Hours- 7



# ***Muskegon County Hazardous Materials Team***

The Muskegon County Hazardous Material 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: Lieutenant Joe Munson, Firefighters Jon Mink and Anthony Gutierrez.

## **FY 2015 Callouts**

There were a total of four 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
Bill Mastenbrook	Muskegon Heights Fire
Larry Radtke	Blue Lake Fire
Chris Dean	Muskegon Heights Fire
Brian Harris	County Sheriff
Chad Wilson	Muskegon Police
Heather Stevens	Private Contractor
Tim Wolffis	Private Contractor
April Bauman	Haz-Mat Medic



# ***Muskegon County Emergency Response Team***

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The Muskegon County Emergency Response Team is a combination of Law Enforcement agencies and Fire Service Representatives that respond to potentially hostile situations that would rise to a level beyond typical law enforcement capabilities. In responding to these types of callouts, the members of this team put themselves at great risk of potential injury. The Tactical Emergency Medical Services, or TEMS unit, on the team provides a specialized response to such injuries, as well as provide a rapid response to civilians suffering illness or injury during these incidents.

Deputy Chief Joe Kinnucan and Lieutenant Casey Rosenberg served as the only tactical medics on the team. Regrettably, the ERT Team disbanded in late FY15. The knowledge, experience, and training achieved during their involvement will continue to be utilized on any operations the Norton Shores Police department may encounter.



# ***Muskegon County Fire Investigation Team***

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## **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, White Lake Fire Authority

Bob Grabinski, Muskegon Twp. Fire

Scott Hemmelsbach, Muskegon Fire

Ben Novak, White Lake Fire Authority

Brian Michelli, Fruitport Twp. Fire

Joe Munson, Norton Shores Fire

Major Metcalf, Muskegon Fire

Trever Slater, Michigan State Police – K9

## **Team Response**

Over the last year, the MCFIT has responded to various fire investigation requests to the outlying departments in Muskegon County. Collectively, Fire Marshal Ted Karnitz and Lt. Munson investigated ten fires in Norton Shores as well as to other agencies.



# ***Norton Shores Fire Canteen 450***

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## **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 63 emergency calls this past year, an increase of six calls from last year, and provided the following departments with food and beverages during FY-2015:

<u><b>Responses Made</b></u>		<u><b>Items Served</b></u>	
Norton Shores	14	Coffee Cups	1,708
Muskegon Fire	12	Bottled Water	990
Muskegon Heights	8	Gator Aid	570
North Muskegon	3	Hot Chocolate Cups	205
Egelston	5	Gatorade	570
Fruitport Fire	4	BBQ	133
Muskegon Twp. Fire	8		
White Lake	2		
Holton	0		
Casnovia Twp.	1		
Dalton	1		
Spring Lake Twp.	0		
Grand Haven Twp.	1		
Grant Twp./Oceana	2		
Montague	1		
Ravenna	1		
<b>Total Responses</b>	<b>63</b>		

***Total Man Hours – 971      Total Unit Hours – 179***



# *Norton Shores Fire Canteen 450*

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## Financial Report FY- 2015

Beginning Balance July 1, 2014 \$13,652.42

### Donation Income

Betty Yonkers	\$	50.00
Open House	\$	527.00
Muskegon Twp Open House Donations	\$	16.00
Muskegon County Adjusters Association	\$	1,250.00
Muskegon Firefighters Local 370	\$	150.00
Lisa Kemp	\$	225.00
Idabelle		
Volkman	\$	200.00
James Koster	\$	200.00
City of Ferrysburg	\$	150.00
City of Norton Shores	\$	100.00
Montague Fire Fighters	\$	100.00
Muskegon Twp IAFF Local 4132	\$	100.00
North Muskegon Fireman's Benov. Assn.	\$	250.00
Vic Purchase Memorial Donations	\$	1,305.00
Grant Township Fire Department	\$	600.00
<b>Total Income</b>	<b>\$</b>	<b>5,223.00</b>

### Expenditures

Sam's Club	\$	517.04
Meijer	\$	149.29
GFS	\$	204.34
State of Michigan	\$	20.00
Cummings Bridgeway	\$	5,970.63
Harbor Hospice	\$	50.00
Menards	\$	67.18
Aldi's	\$	9.40
Home Depot	\$	5.24
Trophy House	\$	300.50
Tony's Pizza	\$	50.00
Nye Uniform	\$	224.00



# ***Norton Shores Fire Canteen 450***

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## **Expenditures Cont.**

Lowes	\$	22.16
Jolman Fleet and Service	\$	1,886.67
Lowes	\$	8.78
SAFETY Products	\$	70.81
Postage Stamps	\$	9.80
Menards	\$	0.87
Ginman Tire Service	\$	1,948.26
Classic Stamp	\$	9.50
VanRiten's	\$	48.24
Total Expenditures	\$	11,572.71
<b>BAL. June 30, 2015</b>	<b>\$</b>	<b>7,302.71</b>



# ***Norton Shores Fire Department Roster***

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<u>Administrative Staff</u>	<u>Position</u>	<u>Years of Service</u>
Robert L. Gagnon	Fire Chief	23
Joseph J. Kinnucan	Deputy Chief	22
Theodore J. Karnitz	Fire Marshal	20
Marla D. Crawford	Clerk-Typist III	35
Paula Adkins	Part-Time Clerk	1
Steven Sheldon	Building Official	9
Nichole Schaner	Clerk -Typist III	0
<u>Full-time Personnel</u>		
Michael A. Healey	Captain	33
Christopher J. Healey	Captain	27
Andrew P. Casperson	Captain	17
Benjamin L. Chartier	Lieutenant	23
Jerry D. Ferrier	Lieutenant	11
Joseph L. Munson	Lieutenant	18
Casey M. Rosenberg	Lieutenant	9
Francis Attig III	Firefighter/Driver	12
Donald L. Medema	Firefighter/Driver	30
Marc Topping	Firefighter/Driver	13
Rebecca A. Walachovic	Firefighter/Driver	16
Brett M. Harris	Firefighter/Driver	4
Scott R. Steinhauer	Firefighter/Driver	16
<u>Part-time Personnel</u>		
Jeremy Greene	Firefighter	13
Arik Abdullah	Cadet	1
Jason Berghuis	Firefighter	10
Matt Boros	Recruit	2
Leon C. Conklin Jr.	Firefighter	17
Lon C. Cross	Firefighter	6
Craig DeCatur	Firefighter	4
William Featherstone	Firefighter	4



# ***Norton Shores Fire Department Roster***

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<u>Part-time Position Cont.</u>	<u>Position</u>	<u>Years of Service</u>
Antonio C. Gutierrez	Firefighter	16
James Hagenbuch	Firefighter	8
Justin Hall	Firefighter	10
Jason Hruskach	Firefighter	10
Adam Langlois	Firefighter	9
Steve Leatherman	Firefighter	4
Nicholas Martin	Firefighter	10
Jon J. Mink	Firefighter	17
Ryan Mylenek	Firefighter	2
Andrea Robinson	Cadet	0
Steve Kruzel	Cadet	0
Antonio D. Romanelli	Firefighter	17
Rachel Scott	Firefighter	1
Steve Smith	Firefighter	5
Donald L. VanderKooi	Firefighter	17
Eric Wentzloff	Firefighter	6
Scott Wieman	Firefighter	7
Zack Boterenbrood	Cadet	0
Andrew Hunt	Recruit	0



# FY15 Organizational Chart

