



# ***FISCAL YEAR 2018 REPORT***



**Proudly Serving**



**Muskegon County Airport**



***Protecting Your Future***



# YEAR END REPORT FY - 2018

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# YEAR END REPORT FY - 2018

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# CHIEF'S MESSAGE

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*Fire Chief Robert Gagnon*

The fiscal year 2018 was an exciting year for the Norton Shores Fire Department. The Norton Shores City Council made a decision to increase the number of full-time firefighters by converting hours previously worked by our part-time firefighters, into nine full-time equivalent positions which took effect on November 13, 2017.

The decision to do so was a result of our increase in calls for service and our decreasing availability of part-time personnel to work the scheduled hours needed. The

nine recruits have completed their training in response district, facilities, apparatus, and administrative training. During that time, they were assigned a recruit training officer (RTO) that worked side by side with them in the field assisting them through all aspects of our department's operations. All of the recruits have completed their training process before January 22, 2018.



**Steve Andrews, Firefighter-Driver**

Mr. Andrews came from Ferrysburg where he was a Lieutenant Firefighter before joining our station. Besides firefighting, he has worked the majority of his career in management. In addition to his passion for firefighting his interests are: his faith, camping with his wife and three children, duck and deer hunting, fishing and working out.



**Zach Boterenbrood, Firefighter-Driver**

Mr. Boterenbrood has been training and working for the Norton Shores Fire Department since September 2014 while also working for Professional Med Team Ambulance. When he is not at the station he likes to hunt, snowmobile and hike.



**Ryan Bronkema, Firefighter-Driver**

Mr. Bronkema is joining us from Grand Haven where he worked as a Firefighter for Grand Haven Township. He was an electrical apprentice for Direct Electric after getting married to his wife, Heather. They are expecting their first child, a girl. He enjoys anything outside, vacations, skeet/target shooting, scuba diving, and likes working on cars, trucks and tractors.



# CHIEF'S MESSAGE



**Jonathon Dora, Firefighter-Driver**

Mr. Dora, aka Jack, has worked for Ferrysburg Fire Department, Muskegon Fire Department, and Grand Haven Fire Department, as well as being a Technical Rescue Operator for the Ottawa County Technician Rescue Team. Jack is married with three children and his interests include anything that involves being outdoors, physical and/or competitive like: weightlifting/working out, climbing, mountain biking, hunting, camping, ice hockey, & playing rugby.



**Mark Konecny, Firefighter-Driver**

Mr. Konecny, originally from Norton Shores, relocated from Highlands Ranch, CO where he worked as a Firefighter/Engineer with the City of Littleton for 24 years. His favorite activities include: athletic events, water activities, camping, and hiking with his wife and son.



**Jesse May, Firefighter-Driver**

Mr. May has worked for the Muskegon Fire Department, Glen Lake Fire Department, and also worked at the Racine Fire Department in Wisconsin. His hobbies are hunting, fishing, building things and enjoying the outdoors with his wife and three children.



**Benjamin Novak, Firefighter-Driver**

Mr. Novak worked for the North Muskegon Fire Department, White Lake Ambulance Authority and was the Fire Marshal/Lieutenant for White Lake Fire Authority. He also worked for Cofessco Fire Protection. For fun Ben likes to cook, camp, be outdoors and do family activities with his wife and two children.



*1352 Wilson Rd - January 10, 2018*



# CHIEF'S MESSAGE



**Mark Schmiedeknecht, Firefighter-Driver**

Mr. Schmiedeknecht joined the Norton Shores Fire Department in June 2016 through our Part Time Firefighter Cadet Program. In April 2017 he completed the Cadet process and started his Recruit Training. During this process he worked as a Paramedic for Professional Med Team Ambulance. In his spare time he likes scuba diving, sports and anything outdoors.



**Eric Wentzloff, Firefighter-Driver**

Mr. Wentzloff was a Science Teacher for nine (9) years at Whitehall Public Schools, previously worked for the Norton Shores Fire Department as a Part Time employee and is also the founder and President of the veteran fly fishing outreach program, Flyin' Heroes. In his free time he likes to be with his wife and two daughters, hunt and fish.

I hope you find the information included in this report to be helpful. A significant amount of time has been placed into gathering information for this report in hopes it will give the reader an insight into the Norton Shores Fire Department staff and the hard work our men and women do each and every day to make our community a safer place.

The goal of the entire staff at the Norton Shores Fire Department has been and always will be to continually strive to make a difference in the communities we serve, while keeping in mind our ultimate goal of *"Protecting Your Future"*.



1875 Channel Road

July 13, 2017





# CHIEF'S MESSAGE

Chief Eagon,  
Thanks to you & your staff for another amazing event. You all put in countless hours of hard work preparing, and its very much appreciated. We are always thrilled to be a part of helping to educate our community.

Sincerely,  
Walter Eibson

always grateful for such a wonderful department you have!  
Thanks again!  
Dorjelle Poitt

# Thank You!

NSFD,

Thank you doesn't seem sufficient but I'll use those lacking words anyway. Towards the end of my mom's life she was in Hospice care and would unfortunately have a fall or two. We were beyond grateful to receive the help by NSFD when we called for a lift & assist. You treated her with compassion & dignity & respect. Thank you does not cover the kindness you bestowed upon someone in their last leg of their journey on this earth - nevertheless  
THANK YOU!! Love

Jennifer Ral Family

Thank you for your assistance at the July 3rd Cider processing plant.

This incident was a great example of how mutual aid and professionalism benefit our communities.

Thank you

AGFD

Station 13





# DEPARTMENT ADMINISTRATION

## Safe Kids West Michigan—Car Seat Program

FY-2018



Year	Month	# of Inspections	Seats Distributed	Value of Seats
2017	JULY	18	16	\$880.00
	AUG	9	9	\$495.00
	SEPT	8	7	\$385.00
	OCT	8	6	\$330.00
	NOV	10	10	\$550.00
	DEC	22	20	\$2,475.00 *
2018	JAN	10	7	\$385.00
	FEB	12	11	\$795.00
	MAR	10	10	\$550.00
	APR	8	3	\$165.00
	MAY	9	7	\$385.00
	JUNE	7	4	\$220.00
			<b>131</b>	<b>110</b>

\* Graco seats were distributed on 12/18 and were more expensive

## FOIA Requests—Fire Reports

FY-2018

Year	Month	# of Requests	No Report on File
2017	JULY	5	-
	AUG	2	1
	SEPT	5	1
	OCT	5	2
	NOV	5	3
	DEC	-	-
2018	JAN	2	-
	FEB	2	1
	MAR	6	2
	APR	5	1
	MAY	10	3
	JUNE	8	3
		<b>55</b>	<b>17</b>



# DEPARTMENT ADMINISTRATION

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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 Administrative Assistant. 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 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 23 full-time firefighters and approximately 15 part-time firefighters. Actual part-time staffing levels vary as availability of personnel allows and is presently at 15. 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. 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 an Administrative Assistant. 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. In addition, 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

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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 two Administrative Assistants. 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. In addition, the Building Division oversees the rental inspection program which is currently subcontracted out to a third party. 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 Airport**

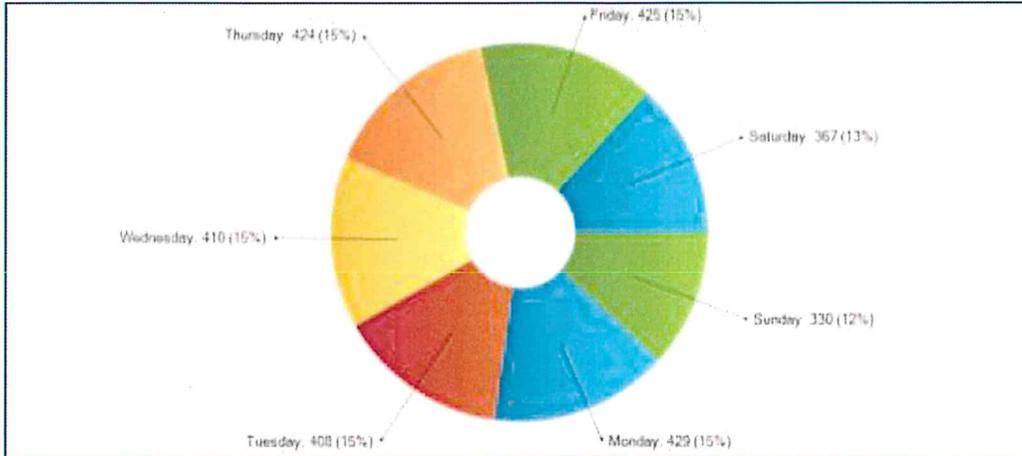
**Muskegon County** – Operating out of the County airport, fire station department personnel provide airport fire protection services, meeting FAA requirements, under contract with the County. The current agreement was executed on July 26, 2011 and runs for a 10 year term. Under terms of the agreement 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).



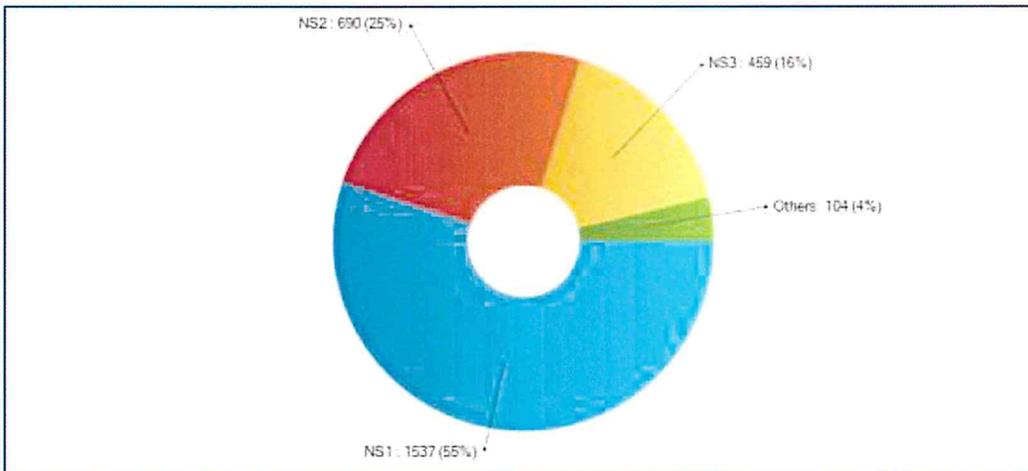
# DEPARTMENT ADMINISTRATION

Below are figures representing the Departments calls for service in FY 2018

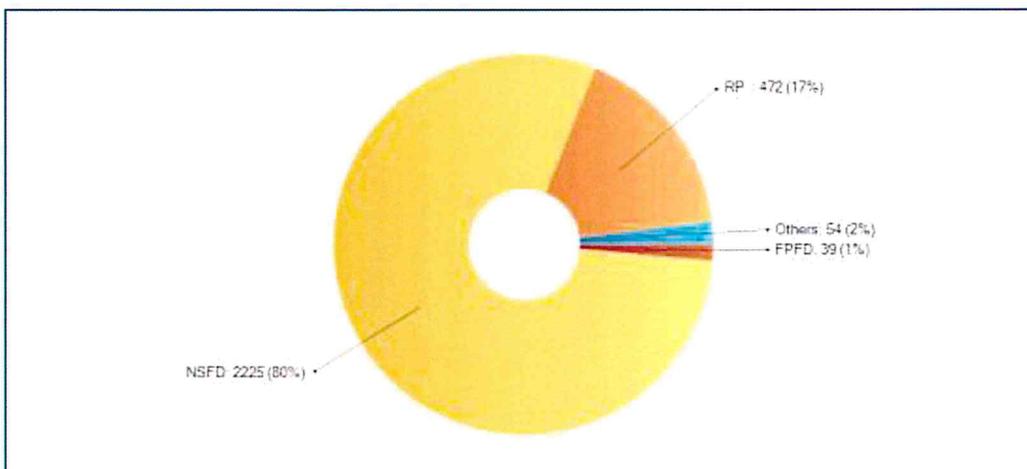
**Calls for Service By Day Of Week**



**Calls For Service By Fire Station**



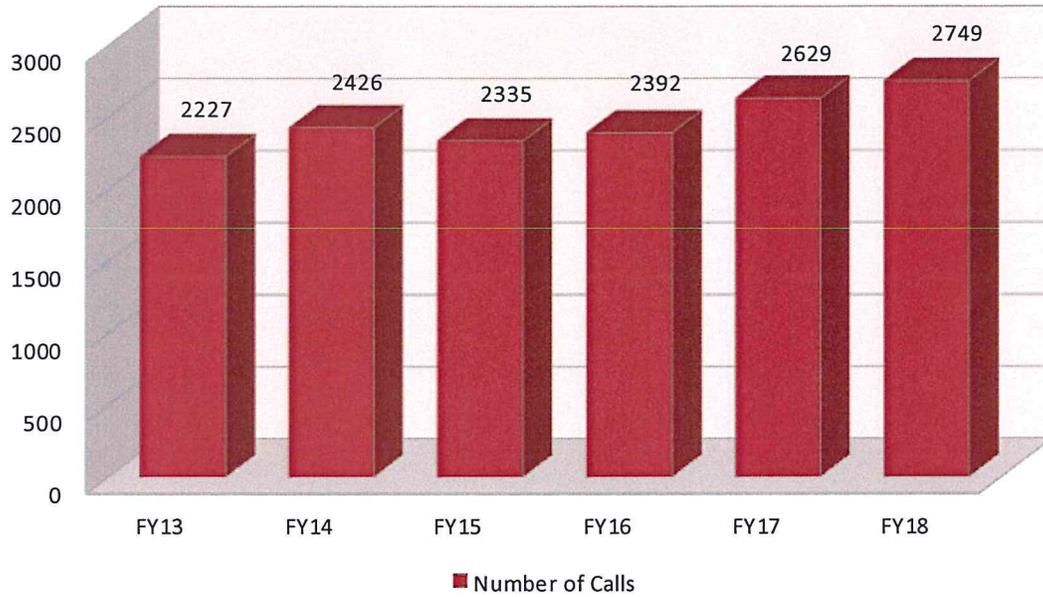
**Calls For Service By District**



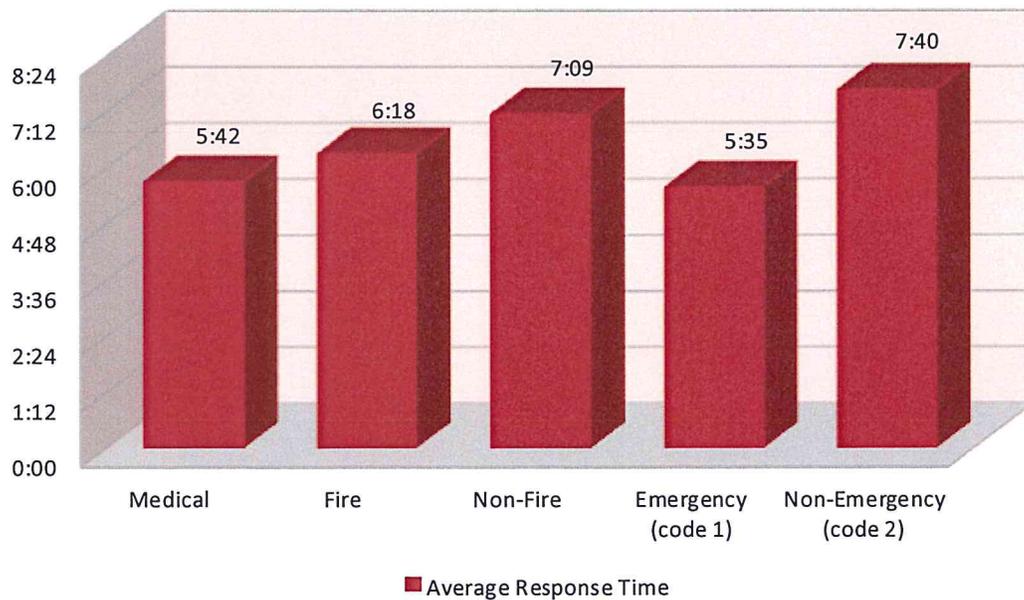


# DEPARTMENT ADMINISTRATION

## Norton Shores Calls for Service



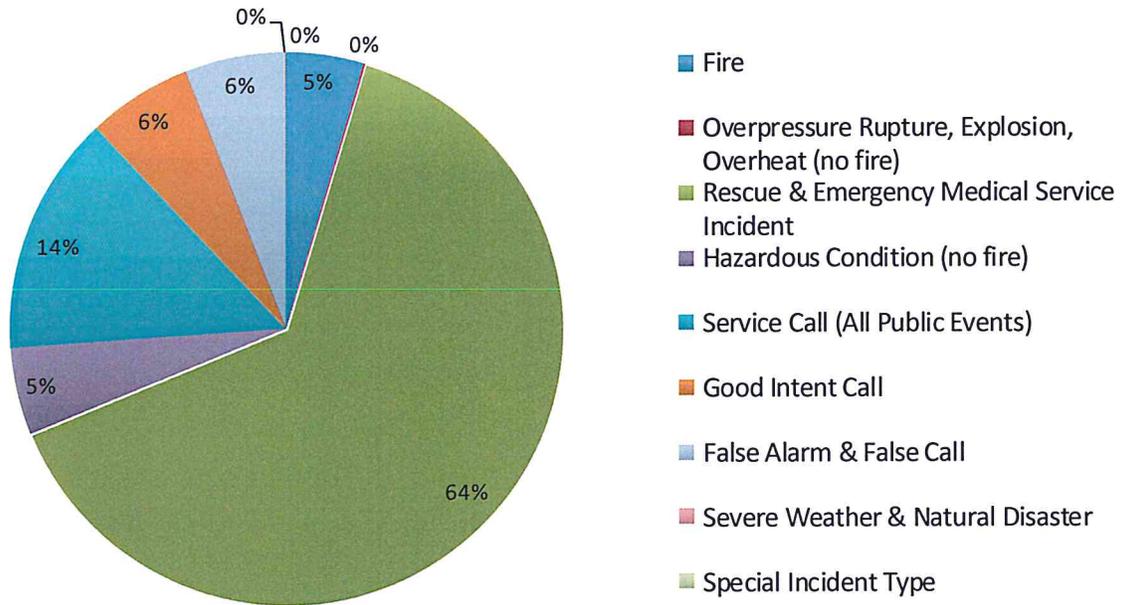
## Norton Shores Average Response Time





# DEPARTMENT ADMINISTRATION

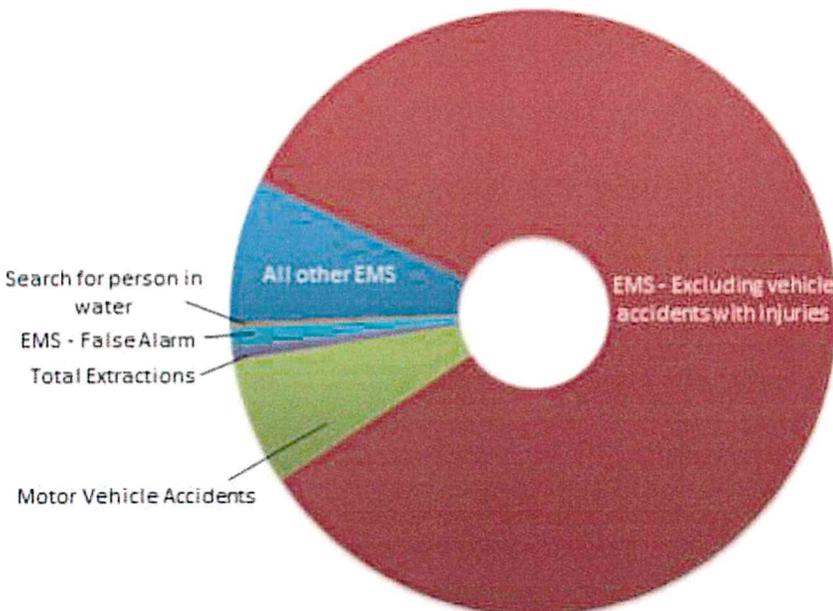
## FY 18 Types of Incidents



## FY 18 Breakdown of Fire Incidents

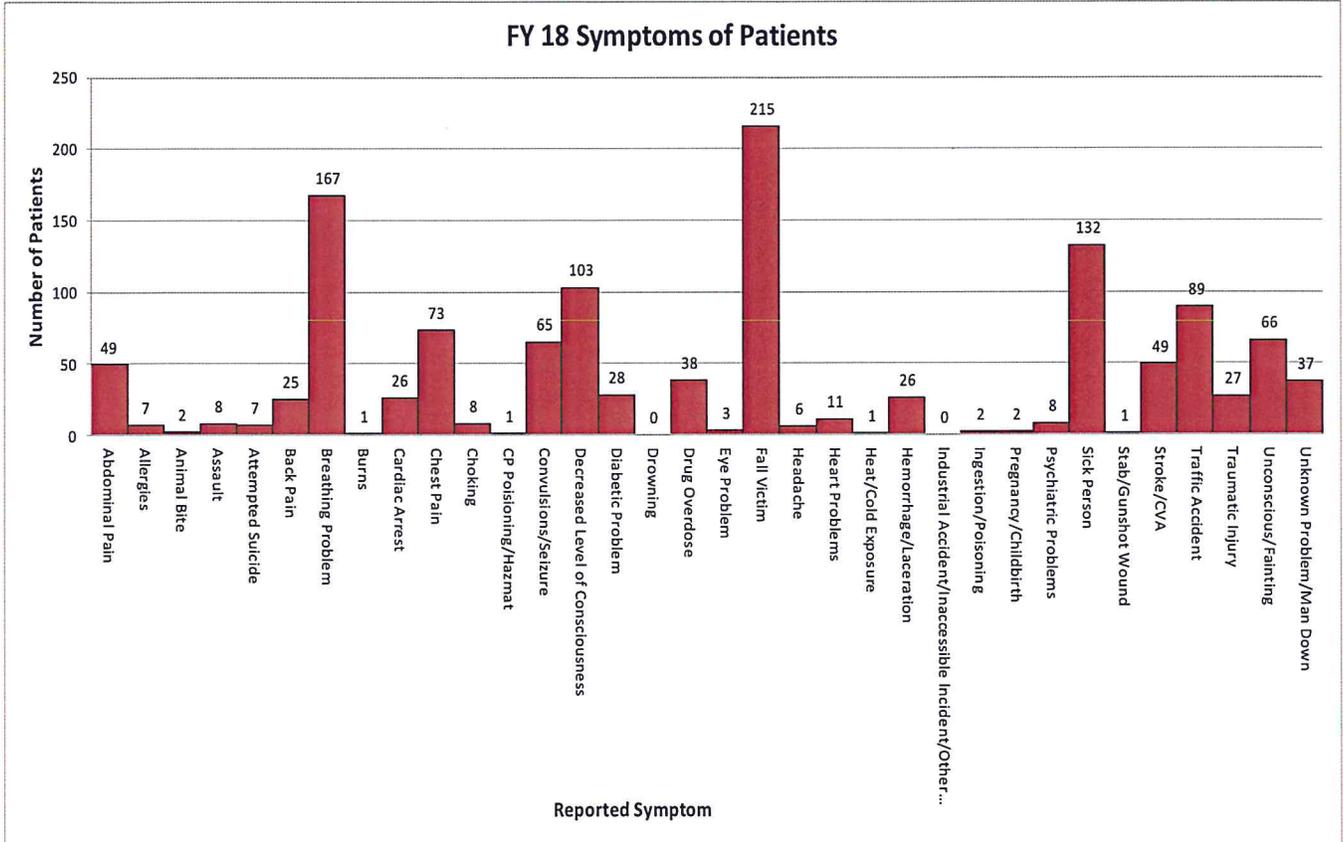


## FY 18 Breakdown of Rescue & Emergency Service Incidents





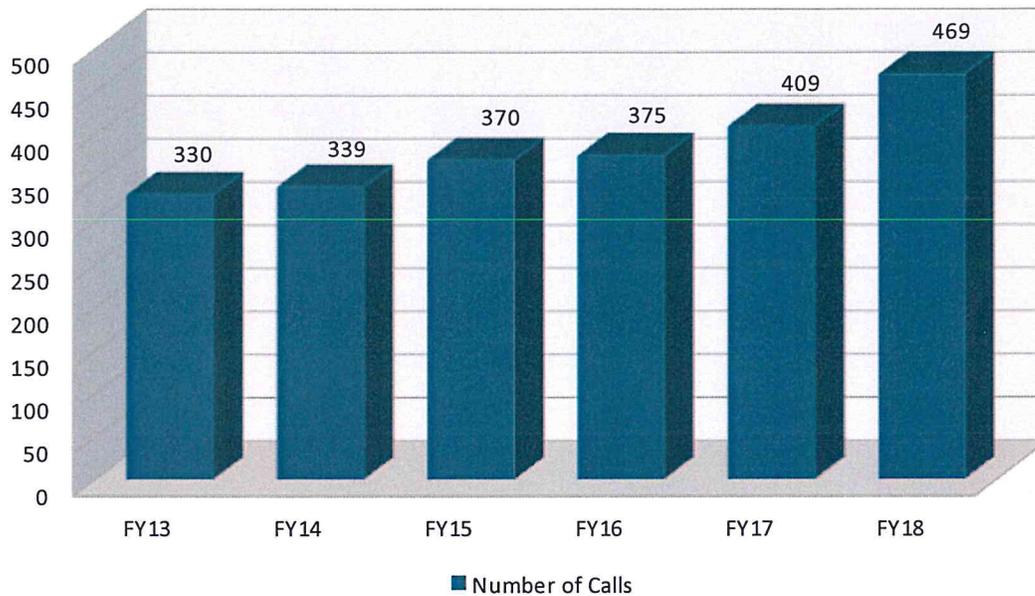
# DEPARTMENT ADMINISTRATION



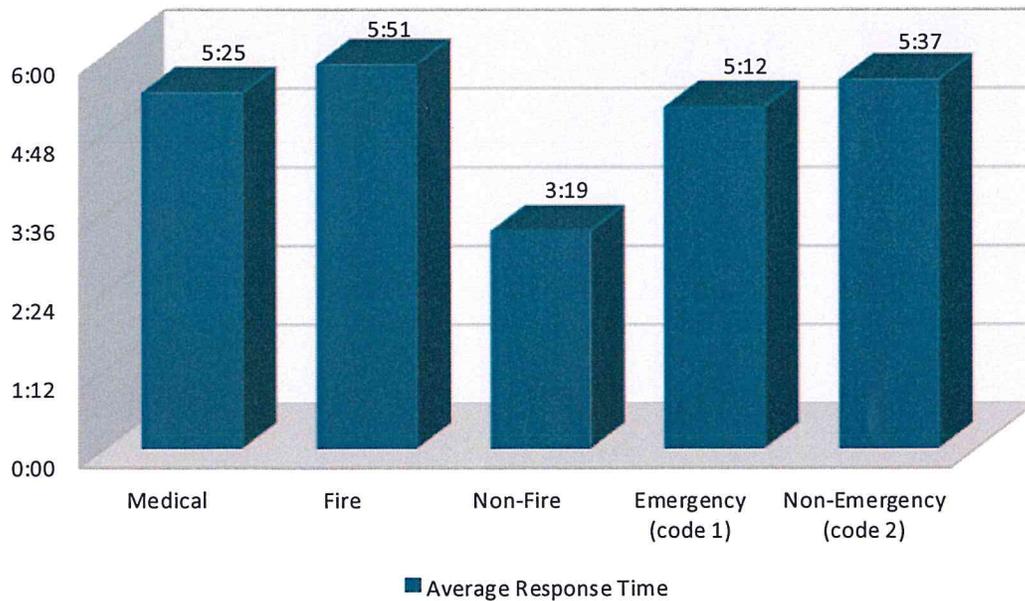


# DEPARTMENT ADMINISTRATION

## Roosevelt Park Calls for Service



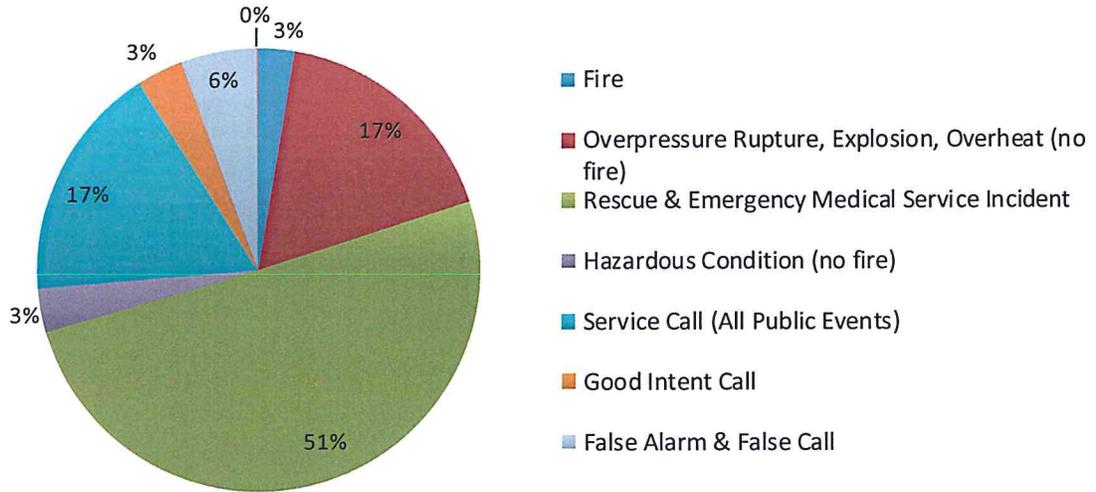
## Roosevelt Park Average Response Time



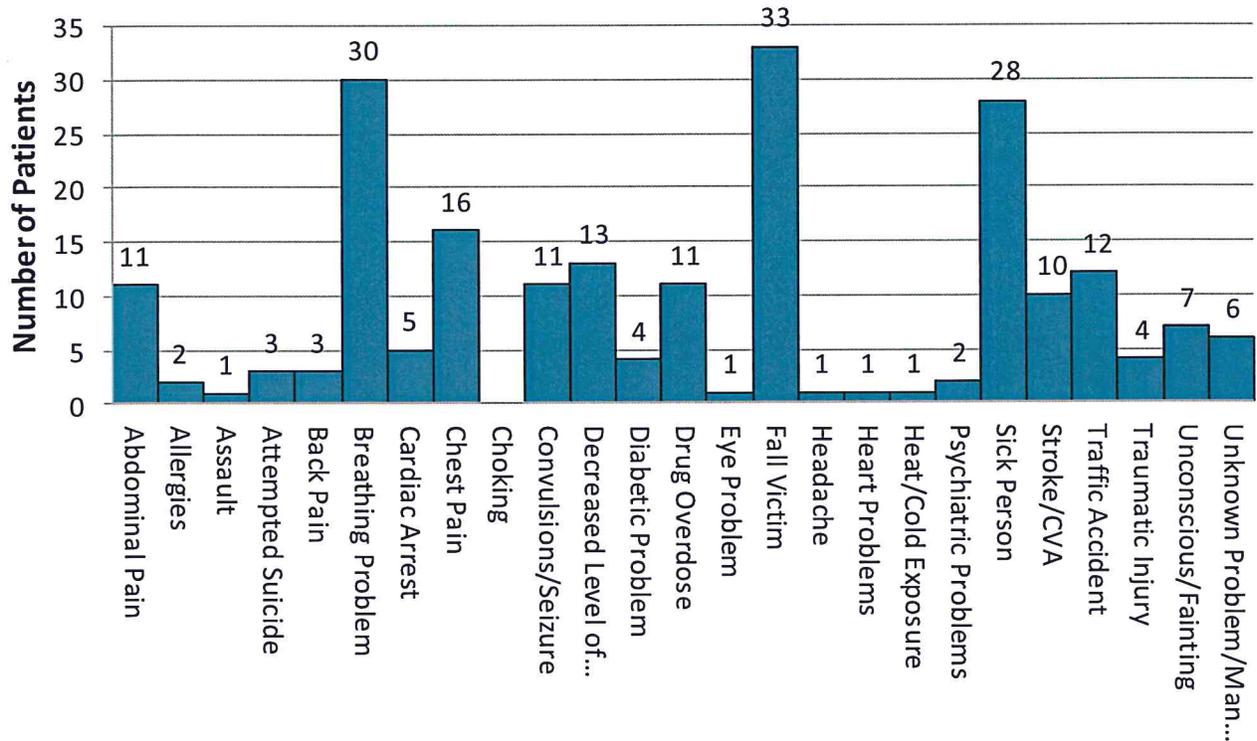


# DEPARTMENT ADMINISTRATION

## FY 18 Types of Incidents - Roosevelt Park



## FY 18 Reported Symptoms - Roosevelt Park





# 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 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.

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Ferrysburg Fire Dept.	5			1
Fruitport Charter Township Fire Dept.	13	11	12	21
Montague Fire District	1			
Muskegon Charter Township Fire Dept.	1			
Muskegon Fire Dept.	12			2
Muskegon Heights Fire Dept.	18	5	3	24
North Muskegon Fire Dept.	1			
Norton Shores Fire Dept.	7		4	
Other, Assist to Outside Agency	1			
Spring Lake Fire Dept.	1			
<b>FY18 TOTALS:</b>	<b>60</b>	<b>16</b>	<b>19</b>	<b>48</b>

Aid Received	FY18	FY17	FY16	FY15	FY14	FY13
<b>Total Aid Received</b>	64	71	52	45	79	55

**FY 18**  
**% of Total Responses**  
 2.33%

Aid Given	FY18	FY17	FY16	FY15	FY14	FY13
<b>Total Aid Given</b>	79	74	47	66	74	82

**FY 18**  
**% of Total Responses**  
 2.87%



# DEPARTMENT ADMINISTRATION

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## 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 centered 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>
Extrication Tools - Replacement (4)	\$ 81,485.00
Patient Lift Devices (3)	\$ 6,977.70
Work Station Replacement - Building/Fire Prevention (5)	\$ 21,496.53
Active Shooter Response Kits (19)	\$ 10,800.00
AED Replacement (20)	\$ 27,000.00
CPR Manikin Kit Replacements (6)	\$ 3,387.72
Hose/Equipment Replacement	\$ 3,000.00
Ice Rescue Suit Replacement (3)	\$ 2,372.76
Handheld Thermal Imager Replacement (2)	\$ 3,416.11



# EMERGENCY SERVICES DIVISION

*Deputy Chief Joe Kinnucan*

## Apparatus

Captain Andy Casperson continues to provide oversight for our department apparatus inspection and maintenance program. The program developed, in conjunction with the City Garage, includes processes 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 inspections to semi-annual and annual fluid changes, as well as, operational certifications. We also continue to save thousands of dollars by having a very capable staff to handle many of the repairs needed that are discovered.

Along with the maintenance that fire and the city garage provide, we also utilize several outside vendors to complete specialty maintenance services. Van Hydraulic, in Conklin, is utilized to provide hydraulic work for nearly all vehicles and Van's Sport Center provides proper winterization and service for our Boston Whaler rescue boat. These are two examples of the 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 18 saw significant repairs to our Ladder 442. Several defective issues were discovered with the hydraulic and electrical systems. We also had significant repairs completed on Engine 422's transmission.

## FY 18 Significant Vehicle Repairs

Vehicle	Description of Repairs	Repaired by
442	Various Hydraulic/electrical repairs	Halt Fire Equipmentt
422	Transmission Issues	WW Williams
423	Frame welding	Jerry's Welding Co.
413	Rear bumper repairs	Goll's Welding & fabrication
424	Foam flow meter	Arista Truck Equipment
421	Brake service/repairs	Auto Value-Muskegon



# EMERGENCY SERVICES DIVISION

## Primary Department Apparatus

Station Assign.	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Calls for Service		
								FY 16	FY 17	FY 18
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	8	In	2020	929	935	1,059
Station #1	421	Engine	1st line Structure Fires Citywide	2005	13	In	2020	270	391	436
Station #1	481	Brush Unit	Brush Fires Citywide	2005	13	Not In	****	51	51	73
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	8	In	2020	583	515	489
Station #2	422	Engine	1st line Structure Fires Citywide	2014	4	In	2034	290	410	544
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	15	In	2023	18	22	43
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	22	Not In	****	9	23	28
Station #3	489	Command Pick-up	Shift Command Responses	2012	6	In	TBD	743	666	783
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	8	In	2020	317	320	396
Station #3	423	Engine	1st line Structure Fires Citywide	2008	10	In	2023	133	109	128
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2017	1	In	2032	N/A	272* (Both new and old truck)	382
Station #3	424	Engine	Reserve Engine Citywide	2001	17	In	TBD	81	91	256



# EMERGENCY SERVICES DIVISION

## Watercraft, Equipment Trailers, and Utility Vehicles

Station Assignment	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Calls for Service		
								FY 16	FY 17	FY 18
Station #3/ Dock	470	Watercraft	Water Related Emergencies	1989	29	In	TBD	3	2	2
Station #3	475	Watercraft	Water Related Emergencies	2013	5	Not In	TBD	0	0	1
Station #3	480	Utility Pickup	Utility	2013	5	In	TBD	108	91	40
Station #3	485	Dive Trailer	Dive Team Equipment	2002	16	Not In	TBD	1	2	0
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	28	In	TBD	6	1	6
Training Center	487	Ext. Trailer	Extinguisher Education	2005	13	Not In	TBD	0	0	0
Training Center	488	Decon Trailer	Decontamination Equipment	1985	33	Not In	TBD	0	0	0
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	***	Not In	TBD	0	0	0
DPW	LTW6	Light	Scene Lighting	2012	6	Not In	TBD	0	0	0



Ladder 442 with the ladder and cab up. This allows for station personnel to complete routine maintenance.



Boat 475, being run for weekly maintenance



# 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.

As always, we continue to partner with community organizations and share our great facilities. Events such as the Mercy Health Partners Safe Kids car seat inspection program continue to find our Station #3 a great place to accommodate their monthly event. It is events like this that give us the opportunity to open our doors and give back to the community that helps support us.

FY 18 saw significant improvements to the Mona Lake Shore Station. The department changed dock maintenance companies to Easy Dock. Since switching to this local company, we have had fewer issues with the dock and the shore station. Previous issues included improper adjustments to the legs on the shore station and dock itself; as well as, the dock detaching from the seawall. None of these have occurred this boating season. Additionally, the fire department and police department worked collectively to upgrade the power at the shore station.



*Above: Shows the shore station for boat 470 nearly underwater before the repairs and adjustments were made.*

*Below: Station personnel replaced the old split rail fencing along the property liner at Station #3.*





# EMERGENCY SERVICES DIVISION

## SUMMARY OF SIGNIFICANT FACILITY ACTIVITIES/IMPROVEMENTS

Station	Description of Activity/Improvement
Station #1	Storage shed replacement
	Diesel exhaust system repairs
	Roof leak repairs
Station #2	Significant water heater repairs
	HVAC repairs
	Complete station living quarters renovation
Station #3	Crane and fire door certifications
	Property fencing replacement
	Significant water heater repairs
Miscellaneous	Shore Station and dock repositioning and electrical upgrade
	Backflow preventer inspections
	TruGreen lawn and shrub maintenance



# EMERGENCY SERVICES DIVISION

## Equipment

Captain Chris Healey coordinates the upkeep and improvements to the department equipment. The equipment we have 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 the facility and grounds upkeep. Each piece of equipment, in its own way, is essential to make things go in the right operational direction.

The majority of maintenance and upkeep of our equipment is handled by our 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 keeps all items working at an optimum level. Some of the inspections that are required by State laws or standards include all of the ladder, hose, firefighting pump testing; as well as, the many Self-Contained Breathing Apparatus annual Posi-Check Certifications.

Our department and its staff have always taken the responsibility for maintaining its own equipment very seriously. The equipment that is used 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, but 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.



*This extension ladder is being stress tested in accordance with NFPA standards.*



*FY 18 capital funding allowed for the replacement of our department extrication equipment. The new equipment is battery operated.*



*Rescue Task Force equipment, used for active assailant response, purchased as part of FY18 capital funds.*



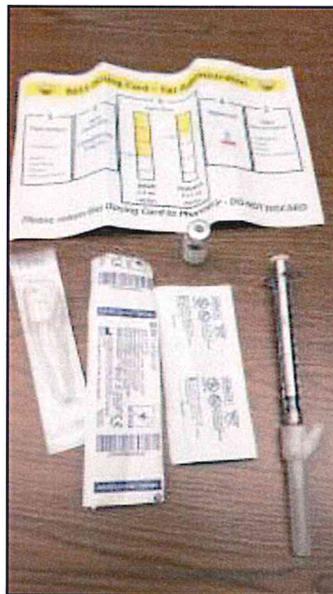
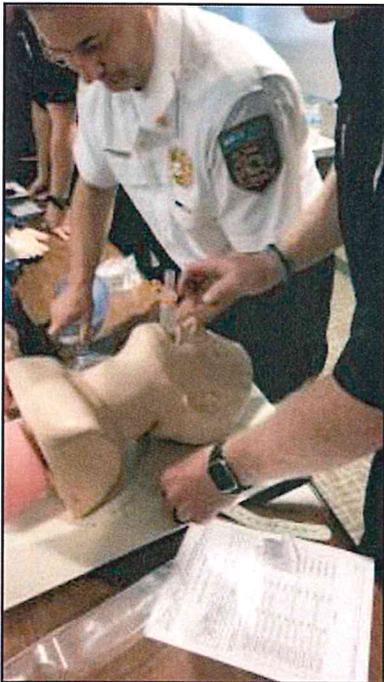
# EMERGENCY SERVICES DIVISION

## Firefighter Training

The training committee is comprised of Deputy Chief Joseph Kinnucan, Lt. Ben Chartier, Lt. Jerry Ferrier, Lt. Casey Rosenberg, and firefighter Matt Boros. Collectively, this group is tasked with the design and execution of the departments 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 prepare 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 saw the implementation of the increased scope of practice in the emergency medical care part of our job. Introduction to the use of epinephrine for severe allergic reactions and breathing problems and advanced airway treatment required a significant amount of training to meet the requirements.

The department is proud to be part of the 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 (Hazmat). Along with these specialized teams we train with our neighboring departments to become more efficient when working together when the need arises.

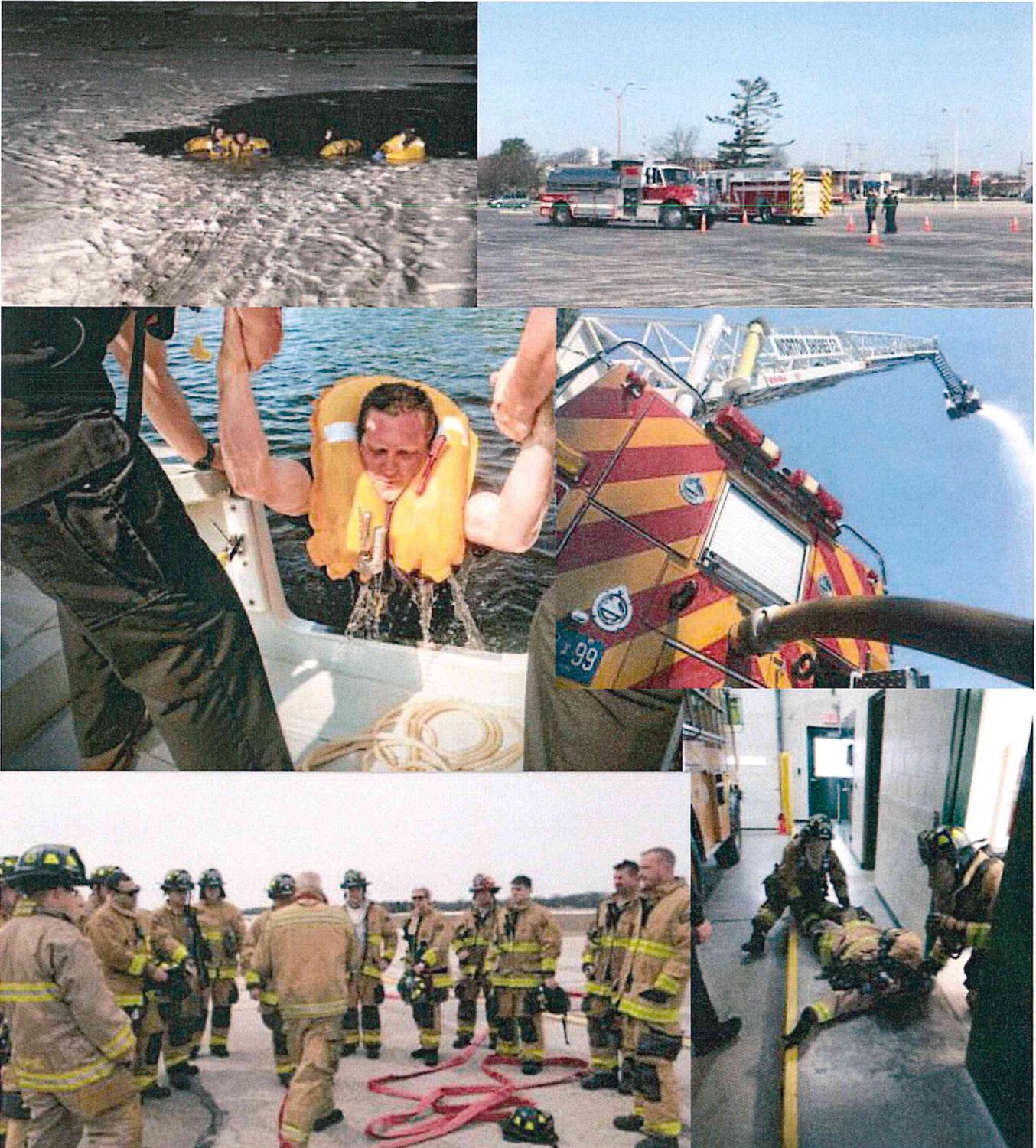


*Here are several pictures from the Airway and epinephrine training.*



# EMERGENCY SERVICES DIVISION

## Firefighter Training





# EMERGENCY SERVICES DIVISION

## FY 2018 Training Statistics

Course Area	Classes Given	Subjects Covered	Students Attending	Class Hours
Medical Training	75	22	422	168
Airport Training	36	5	205	72
Fire Training	80	24	462	175
Employee Safety Training	13	6	41	18
Officers Training	10	4	88	45
HazMat Training	5	1	41	16
<b>Totals</b>	<b>219</b>	<b>62</b>	<b>1259</b>	<b>494</b>



# EMERGENCY SERVICES DIVISION

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## Cadet Training

Due to the significant changes in department staffing and assignments, the department did not begin any cadet training, which starts with the completion of Medical First Responder licensing and Firefighter I and II certification.

## Recruit Training

The recruit training process entails 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 2018:

### Current Recruits

<u>Employee</u>	<u>Recruit Training</u>	<u>Probation</u>
Robert Kumpf	Completed	Completed
Mark Schmiedeknecht	Completed	Completed

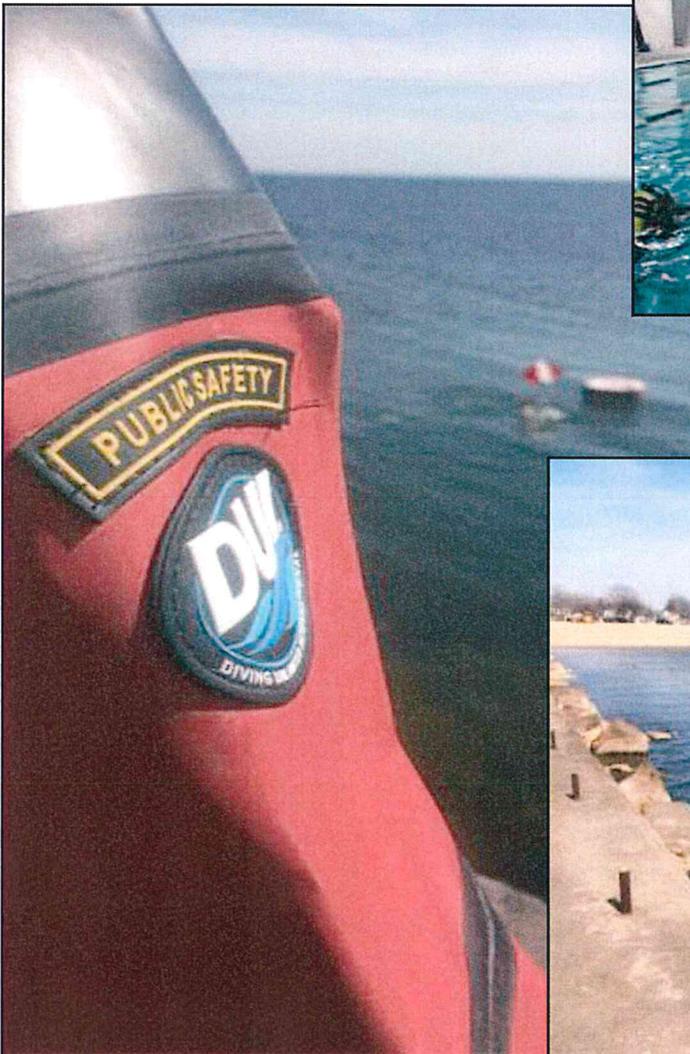


# NORTON SHORES UNDERWATER RECOVERY TEAM

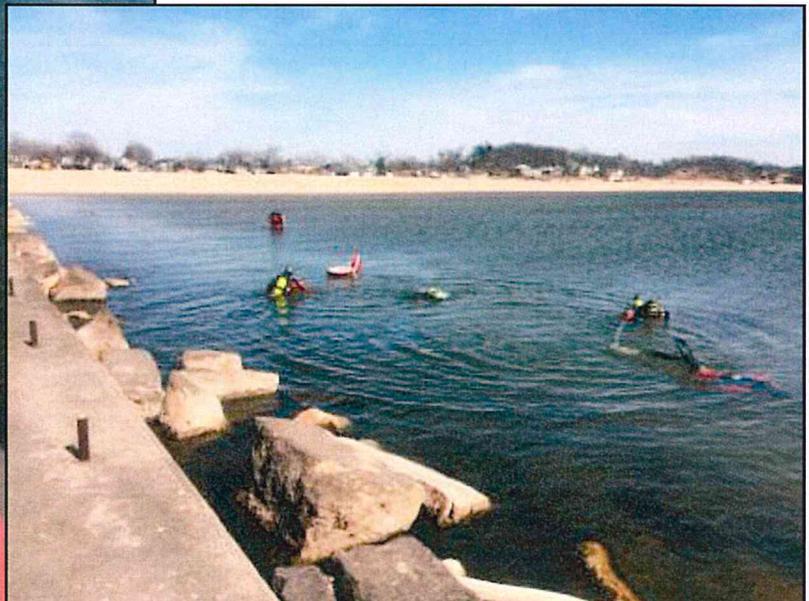
## Norton Shores Underwater Recovery Team

Under the direction of Co-Coordinator Deputy Chief Joseph Kinnucan and Lieutenant Brandon Poel, the Underwater Recovery Team (URT) has served the City of Norton Shores and surrounding communities for 32 years. URT works cooperatively with the Muskegon County Sheriff's dive team.

The Norton Shores Underwater Recovery Team (NSURT) focused the 2018 fiscal year on improving the capabilities of the team through additional training and certifications. All members of the team are certified as Rescue Divers; as well as, certified in low visibility and ice dive. Additionally, the team has put extensive work into updating the policies, procedures, and training guidelines they use to maintain and improve upon their skills. The fire department members are Lt. Ben Chartier, Ordinance Firefighter Don Vanderkooi, Firefighter-Driver Adam Langlois, Firefighter Jon Mink, and Firefighter Nick Martin.



*The Norton Shores  
Underwater Recovery Team  
in action!*





# 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 61 emergency calls this past year, an increase of 15 call from FY 2017, and provided the following departments with food and beverages during FY 2018:

Number of Responses:	Fiscal YTD
Norton Shores	11
Muskegon Fire	15
Muskegon Heights	11
Muskegon Twp.	4
Blue Lake Twp.	-
Casnovia	-
Crockery Twp.	-
Dalton	-
Egelston	2
Ferrysburg	-
Fruitport	4
Grand Haven Twp.	2
Grant Twp/Oceana	-
Montague	4
N. Muskegon	1
Ravenna	1
Spring Lake Twp.	3
White Lake	3
<b>Total Runs YTD</b>	<b>61</b>

Items Served:	Fiscal YTD
Coffee (cups)	1480
Lemonade (gals)	-
Hot Choc. (cups)	190
Snacks/Cakes	82
Donuts (doz)	-
Gatorade	959
BBQ	-
Sandwiches	-
Bottled Water	951

Donated Hours YTD	
Operational Hours:	<b>146</b>
Staff Hours:	<b>805</b>



# CANTEEN 450

## Income and Expenditure Report FY - 2018

### Donation Income:

Open House	\$ 731.35
Muskegon County Adjusters Association	\$ 1,500.00
Muskegon Firefighters Local 370	\$ 200.00
Linda Kemp	\$ 200.00
Lisa Medendorp	\$ 25.00
James Koster	\$ 200.00
Meijers	\$ 442.59
Ida Belle Valkmann	\$ 100.00
Women Who Care	\$ 1,800.00
Community Foundation of Muskegon County	\$ 1,750.00
Muskegon Township FF Local 4132	\$ 200.00
Montague Fire District	\$ 100.00
<b>Total Income: \$ 7,248.94</b>	

### Expenditures:

Sam's Club	\$ 694.62
Meijer	\$ 57.23
GFS	\$ 124.64
State of Michigan	\$ 20.00
Staples	\$ 52.97
Excel Propane	\$ 21.20
Pub Health Muskegon County	\$ 42.50
Frank's Market	\$ 16.45
Jones Sporting Goods	\$ 86.50
Cummins Bridgeway	\$ 640.09
Action Industrial Supply	\$ 142.38
Nye Uniform	\$ 48.00
Hoekstra Transportation	\$ 165.80
Jolman Fleet Service	\$ 283.49
St Johns	\$ 30.81
Classic Stamp	\$ 11.50
ACE Hardware	\$ 21.86
Goobers	\$ 60.00
<b>Total Expenditures: \$ 2,520.04</b>	



# FIRE PREVENTION BUREAU

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)/MIOASHA requirements, fire investigation, and business registration files.

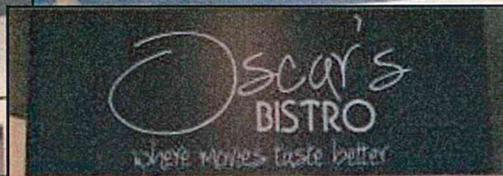
## Plan Reviews

The Fire Prevention office reviews all construction plans for fire code and city ordinance compliance. Identifying code issues prior to construction makes the construction process smoother, lowers costs, 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 continue 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.

*An example of a couple of businesses that Fire Inspector Munson performs liquor licenses annually.*



*Above: Ellie Duvall & Tyler Gagnon attending to customers at Oscar's Bistro inside Cinema Carousel.*





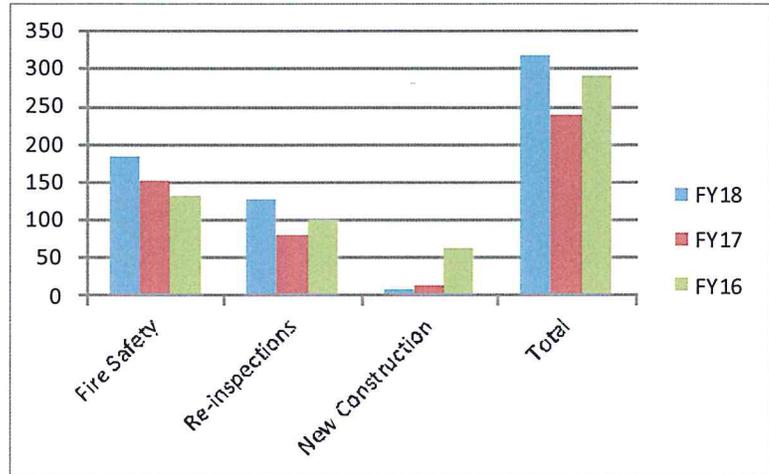
# FIRE PREVENTION BUREAU

## Inspection Activities

The FY18 Inspection Activities for Norton Shores and Roosevelt Park are as follows:

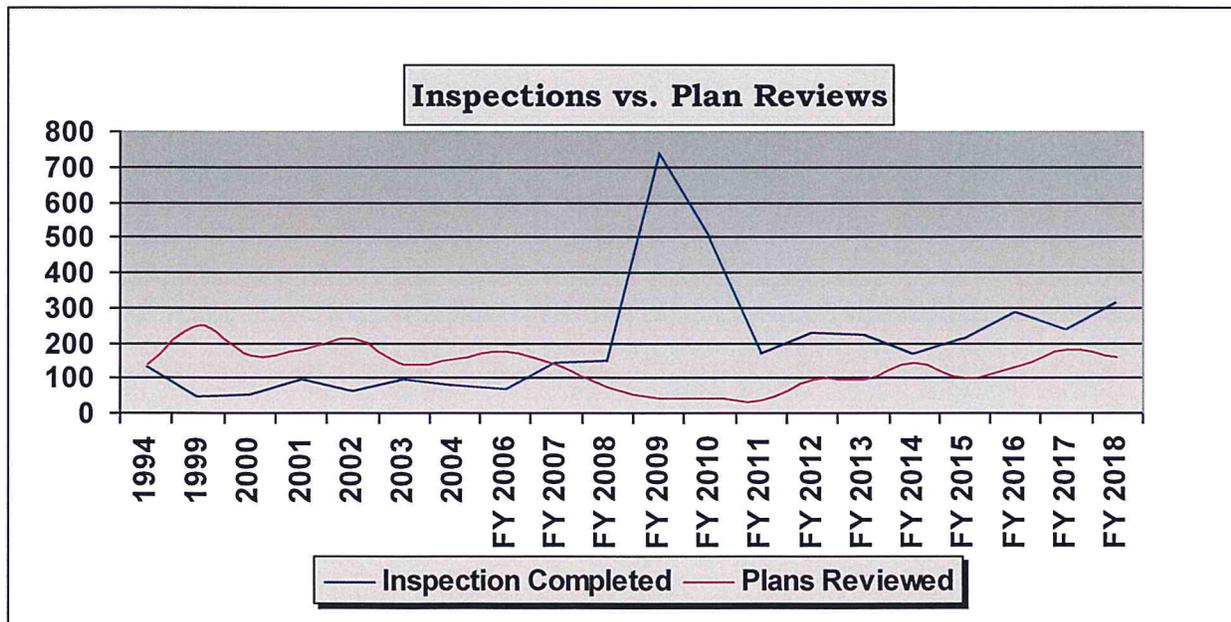
### Norton Shores/Roosevelt Park

	<u>FY18</u>	<u>FY17</u>	<u>FY16</u>
Fire Safety	182	150	130
Re-inspections	127	78	99
New Construction	8	11	61
<b>TOTALS:</b>	<b>317</b>	<b>239</b>	<b>290</b>



	<u>FY18</u>	<u>FY17</u>	<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>
Inspections Completed:	317	239	290	211	170	225	231	173	495*	867*	148
Plans Reviewed:	159	181	133	104	143	96	97	35	41	43	74

## Inspection Program History





# FIRE PREVENTION BUREAU

## Business Information Management

The Fire Prevention Bureau maintains fire and hazardous materials records in partnership with the City Clerk's offices of Norton Shores and Roosevelt Park. Approximately 960 organizations are being maintained using the information collected from both cities' business registrations and non-profits. To keep in compliance with MIOSHA's Firefighter Right-to-Know act, Fire Prevention Administrative Assistant; Paula Adkins, analyzes the registrations for emergency contacts, floor plans, 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 allow the commanding personnel access to updated information on a fire hydrant and lock box locations, utilities, site plans, floor plans, and other vital information.

### Files Maintained

Norton Shores	799
Roosevelt Park	161
<b>Total Files</b>	<b>960</b>

*An example of certificates that we have made for companies that have partnered with us on company tours, fire extinguisher trainings, etc.*



6060 and 6120 Norton Center Drive ~ GE Aviation



# FIRE PREVENTION BUREAU

## New Construction Activity

Below is a list of new construction activities that took place in FY 2018. The following projects involved site plan reviews, fire protection plans, construction visits and system testing.

### Norton Shores and Roosevelt Park

Babbitt's Sport Center	Dunstan Animal Clinic	RX Optical
Bay Logistics	Dynamic Conveyor Corp.	Seabrook Plastics
Biggby Coffee	Great Lakes Fresh Market	St. John's Truck & Trailer
Bill Tysman Mini Storage	Huntington Bank	South Garage
Cannon-Muskegon Corp.	Inter Dyne Systems	TKI Properties
Cloverdale Equipment Co. of West Michigan	Jimmy John's	Torrid
CWC Textron Inc.	Lake Michigan Credit Union	Wendy's
D & S Painting	Port City Pediatrics	
	Pittsburgh Paints (PPG)	



***New Construction: Cloverdale Equipment Co. of West Michigan at 7175 Enterprise Dr.***



# FIRE PREVENTION BUREAU

## Marketing Materials

Fire Inspector Munson developed fire investigation cards for the purpose of requesting fire reports during fire investigations, this makes that process run efficiently.



**Norton Shores Fire Department**  
Robert L. Gagnon, Fire Chief

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**Fire Prevention Bureau**  
4814 Henry St.  
Norton Shores, MI 49441  
(231)799-6809  
[www.nortonshores.org](http://www.nortonshores.org)

(See Reverse Side)

Address: \_\_\_\_\_

Incident #: \_\_\_\_\_

Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow 5 working days before requesting an incident report**  
When your report is available, you may obtain a copy by any of the following options:

- Sending a self-addressed, stamped envelope with the incident number of the report you are requesting, and a check for \$10.00 made out to the City of Norton Shores.
- Visiting one of the Fire Department Offices listed below:

<p><b>Norton Shores Fire Department</b> 1100 E. Pontaluna Rd. Norton Shores, MI 49444 231-799-2255</p>	<p><b>Fire Prevention Bureau</b> Joe Munson, Fire Inspector 4814 Henry St. Norton Shores, MI 49441 231-799-6812</p>	<p><b>Fire Prevention Bureau</b> Ted Karnitz, Fire Marshal 4814 Henry St. Norton Shores, MI 49441 231-799-6809</p>
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Fire Prevention and the Building Division collaborated and developed a brochure laying out the Fire Prevention and Life Safety Programs which includes the Smoke Alarm Program.

We will be including these in the Public Safety Open House bags and will be passing out at Public Events.

**Fire Prevention and Life Safety Programs**



*Protecting Your Future*

**Smoke Alarm Program**

Norton Shores Fire Department has installed approximately 1,300 alarms in Norton Shores and Pleasant Pines residences since 2015.

**Smoke Alarm Program Details:**

- Must be a holder of Norton Shores or Pleasant Pines
- Residents must be owner-occupied single family homes (no rentals)
- Program is based on smoke alarm availability
- Alarms are 10 Year Lifetime for Battery Alarms - not replaced

**Uninsured Residents:**

- One in each bedroom/occupancy area
- Outside each sleeping area
- One in every "high hazard" building (garage)

**Alarm Free Residents:**

- Outside buildings or buildings where alarm could trigger a false activation

**Remember:**

- Replace all smoke alarms that are over 10 years old
- Check the battery in your smoke alarm twice a year

Contact the Fire Prevention Bureau with any questions about the installation of smoke alarms: 231-799-6809

**Fire Prevention and Life Safety Programs**

The other various programs to better our community include a residential or commercial, we work hard to make our community safe.

**ALL PROGRAMS ARE AVAILABLE TO RESIDENTS OF NORTON SHORES AND PLEASANT PINES ONLY.**

- Residential Smoke Alarm Program
- Property Identification Program
- Fire Safety Presentations
- Fire Department Training
- Fire of Life
- Alarm Plans
- Alarm Plans
- Alarm Plans
- Commercial Fire Exit & Escape Routes
- Public Safety Open House
- Public Safety Events
- CPR - Hearts Only

If you would like to find out more about these programs, please call: **231-799-6809**  
[www.nortonshores.org](http://www.nortonshores.org)

These programs are FREE to our community. They are volunteer, donation based. If you would like to donate a donation please send to:

**Fire Prevention Bureau**  
4814 Henry St.  
Norton Shores, MI 49441

**Fire Prevention and Life Safety Programs**



*Protecting Your Future*

**Mission Statement**

The Men and Women of the Norton Shores Fire Department are dedicated to serve and protect the citizens and business community of Norton Shores and surrounding communities through efforts in Fire Prevention and Education, Emergency Medical Response, as well as quick and efficient response for fire suppression and disaster management.

When responding to calls for service, the staff of the Norton Shores Fire Department will do its best to provide the highest level of customer care and professional conduct in protecting your future.

*And you can rely on us to do it. Only you'll know how good it will be.*  
Norton Shores Fire Department

**Residential Lock Boxes**

The Residential Lock Box Program allows the fire department to access your home in an emergency. This allows the firefighters an option for entry into your home during times of an emergency. Instead of causing damage to your property, Lock Boxes are available for a nominal fee through the Fire Prevention Bureau.

**File of Life**

The availability of accurate up-to-date medical history helps to give your medical team, the Fire of Life, a wealth of information to assist in medical decisions during times of emergency. Once collected, the file is kept in a secure and tamper-proof and stored on the resident's refrigerator for quick access.

Information examples include:

- Medical History - allergies, current medications, etc.
- Doctor & Hospital addresses
- Emergency contacts

**Residential Identification Address Numbers**

The City's Address File Lists require all residents to be properly identified with street numbers. The Fire Prevention Bureau file review is available for residents.

**Commercial Lock Boxes**

The Commercial Lock Box Program allows the fire department to access your business and Pleasant Pines.

This allows the firefighters an option for entry into your business during times of an emergency. Instead of causing damage to your property, Lock Boxes are available through the Fire Prevention Bureau.

**Public Safety Open House**

The Norton Shores Fire Department hosts an annual Public Safety Open House to our community.

Our Public Safety Open House is an important opportunity with a 2017 record attendance of 2,000 people.

Check out our Facebook page for upcoming events: [www.facebook.com/nortonshores](http://www.facebook.com/nortonshores)

The Norton Shores Fire Department looks forward to the safety of our community, and it is without question our number one priority.





# FIRE PREVENTION BUREAU

## Ordinance Enforcement

Our enforcement officer, Don VanderKooi, conducts our department's ordinance enforcement activity. 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 308 complaints resulting in a total of 513 ordinance violations.

Education continues to be as much a part of the department's ordinance enforcement activities as the enforcement itself. The Ordinance Enforcement Division duties include educating local business owners and event organizers on current City ordinances including yard maintenance, ordinance violations, temporary signs, and maintenance code violations of vacant residential structures.

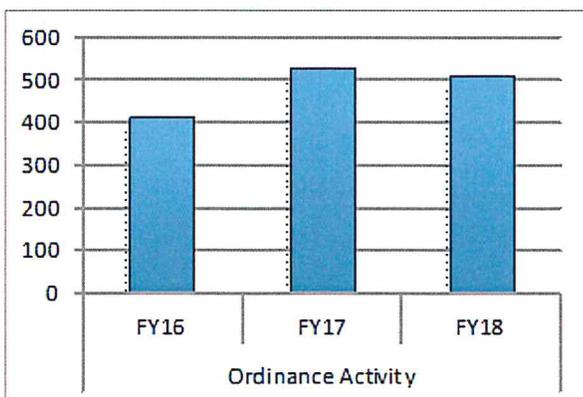
Below are stats covering activity over the past three years from the ordinance enforcement division.

## Ordinance Violation Activity

Yard Maintenance	FY18	FY17	FY16
Junk/Debris	83	114	102
Vehicle	114	116	68
Grass/Weeds	146	103	122
Hydrant Blocked	3	3	1
Leaves	42	21	26
Other*	125	167	90
Snow – Exit Blocked	0	0	2
Pods	0	6	1
<b>Total Violations</b>	<b>513</b>	<b>530</b>	<b>412</b>

Signs	FY18	FY17	FY16
Illegal Sign – Business	110	83	97
Illegal Sign – Temporary	55	63	66
Illegal Sign – Political	1	63	2
<b>Total</b>	<b>166</b>	<b>209</b>	<b>165</b>

Permit Activity	FY18	FY17	FY16
Temporary Storage	0	0	0
Special Sale Event	2	6	12
Non-Profit Event	11	7	10
Grand Openings	1	0	2
<b>Total Permits</b>	<b>14</b>	<b>13</b>	<b>24</b>
<b>Total Permit Fees</b>	<b>\$450</b>	<b>\$650</b>	<b>\$1,275</b>

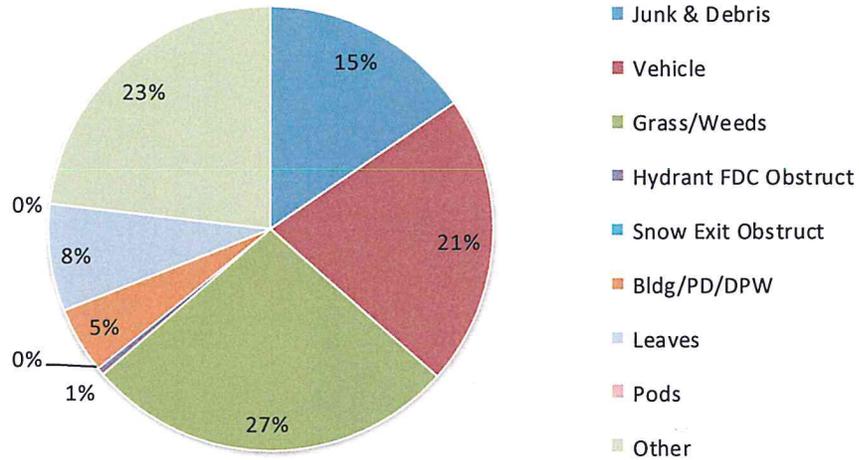


\* Other includes garbage, rubbish, landscaping material, furniture, firewood, household items, and illegal burns



# FIRE PREVENTION BUREAU

## FY2018 Ordinance Enforcement Activity



*Junk & Debris*



*Unlicensed & Inoperable Vehicle*



*Grass & Weeds*



*Hydrant FDC/Snow Obstruction*

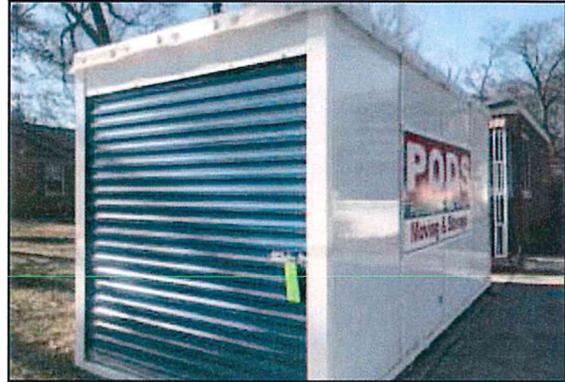


# FIRE PREVENTION BUREAU

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*Leaves*



*Pod*



*Household Furniture*



*Firewood*



*Garbage*



*Illegal Burn*



# FIRE PREVENTION BUREAU

## Fire Investigation

Fire Marshal Ted Karnitz and Fire Inspector Joe Munson attended the Michigan Association of Arson Investigators in May 2018. Fire Marshal Karnitz and Fire Inspector 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 as the needs arise.

<b>Fires Investigated</b>	
Norton Shores	13
Roosevelt Park	1
County Investigation	1



*NSFD on the fire scene at 1875 Channel Rd.*



*NSFD on the fire scene at 1763 Channel Rd.*



# FIRE PREVENTION BUREAU

## Smoke Alarm Program

The Norton Shores Fire Department is the lead agency 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. WOOD TV8 is the lead West Michigan Program sponsor in partnership with Kidde Corporation and Home Depot. Due to Muskegon County's extremely high fire death rate, our county received the largest distribution of alarms in the 14 West Michigan counties the program serves. (2015-1,200 alarms; 2016-800 alarms; 2017-800 alarms; 2018-1,200 alarms; Total-4,000).

In financial terms, the retail value of the alarms received from Operation Save A Life during FY18 was approximately \$24,000. Norton Shores received approximately \$12,000 of that total. Additionally, the American Red Cross donated 192 alarms (\$7,000 retail value), and the Women's Division of the Chamber of Commerce 50 alarms (\$1,000 retail value).

The data collected from the smoke alarm installs speaks to the challenges facing our community. Findings from FY18 are as follows:

### FY18 STATISTICS

Installs in owner occupied residences: 127 residences/611 Alarms

Average installs per residence: 5-6 alarms

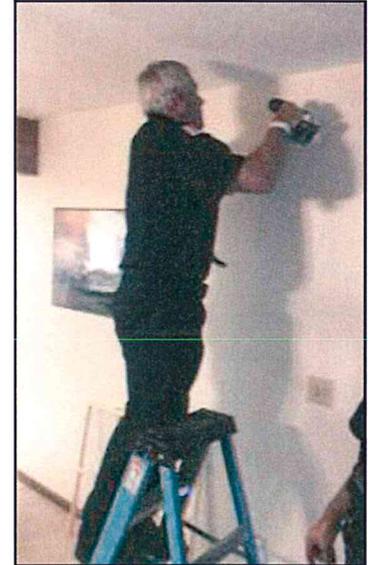
Residences that had the average: 20 (6.1%)

40% - Zero working smoke alarms

61% - One or less working smoke alarms

67% - Had smoke alarms older than 10 years - NFPA recommends replacing smoke alarms every 10 years

INSTALLS SINCE 2015 PROGRAM INCEPTION: 328 Residences/1545 Alarms



*Above: Firefighter Driver Mark Konecny installing a smoke alarm.*



*Above: The family of Tim Loeffler, from dispatch, is seen here with Firefighter Arik Abdullah and Firefighter Driver Mark Konecny.*





# FIRE PREVENTION BUREAU

## Public Safety Education

Once again the fire and police departments joined forces at our public safety open house. With over 700 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 2,500 students in Kindergarten through 5<sup>th</sup> grade, 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. Amelia Duff from Lincoln Park Elementary won the event and her poster is now proudly displayed with past winners at Norton Shores Station 3.

Without the help and generosity of the numerous businesses in Norton Shores and Roosevelt Park that donate to the Fire Prevention Fund, the educational materials we use would not be possible.



*Above: 2nd Grade Poster Contest Winner 2017  
Amelia Duff (Mr. VanSchaik, Lincoln Park Elementary)*

### FY18 Open House Stats

Fire Truck Rides	2,943	Obstacle Course	208
Smoke House	375	Children Registered	720
ID Cards	156		

**Approx. Attendance 2,000**

### Snapshots





# FIRE PREVENTION BUREAU

## Community Involvement

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

- July:** Walmart Heart Program, Touch a Truck Event
- August:** National Night Out–Norton Shores Estates, National Night Out–Windflower Bay Bennett Pump Fire Extinguisher Training, Muskegon Montessori Tour, Northside Family Fun Fest
- September:** Jonathon Ginka Softball Game, Community Choice Credit Union Fun Day, Back to School Safety Bash, Hunter Safety Class (Wiseman’s), VFW Thank You Meal for NSFD/NSPD, Tiffany Woods Resident Appreciation Week, Public Safety Open House, Roosevelt Park Day Parade (Taste of Trucks)
- October:** Hoffmaster’s Children Harvest Festival, Home Depot Fire Safety Day, Fire Prevention Parade, Lincoln Park Poster Award Presentation, Target Bike Giveaway, Cub Scout Pack 4053 Visit to Station #3, Nine Elementary School Visits
- November:** Surprise Visit to Stephanie Parme a Poster Contest Winner 25 years ago, Hoffmaster Turkey Trail Run, Lincoln Park Fire Station Visit
- December:** Target Shopping with Heroes & Helpers, United Methodist Church Lincoln Park Cub Pack
- March:** Lincoln Park Reading Event, Muskegon St. Patrick’s Day Parade, Churchill Fire Station #3 Activity Day
- April:** Guns-N-Hoses, Daycare Visit, MS Youth Baseball/Softball Opening Day, Hunter’s Safety Field Day
- May:** Fire Extinguisher Training-Seabrook Plastics, Fire Extinguisher Training-The Noble Company
- June:** D. White Memorial 5K, Wings of Mercy 5K and Pancake Breakfast, Muskegon Heights Festival in the Park, Seminole Shores Summer Picnic, Muskegon County Community Run, Joni & Friends Maranatha, Miranda Party in the Park

### Education Program Totals

Community Involvement	40
Fire Station Tours	4
Total School Visits	11



*Station #3 Tour and Activity Day held in March.*



# FIRE PREVENTION BUREAU

## Jonathan Ginka Softball Tournament held in August

*That evening, everyone had stories and memories to share as we remembered the life of Officer Jonathan Ginka who had worked for The City of Norton Shores Police Department for 10 years.*



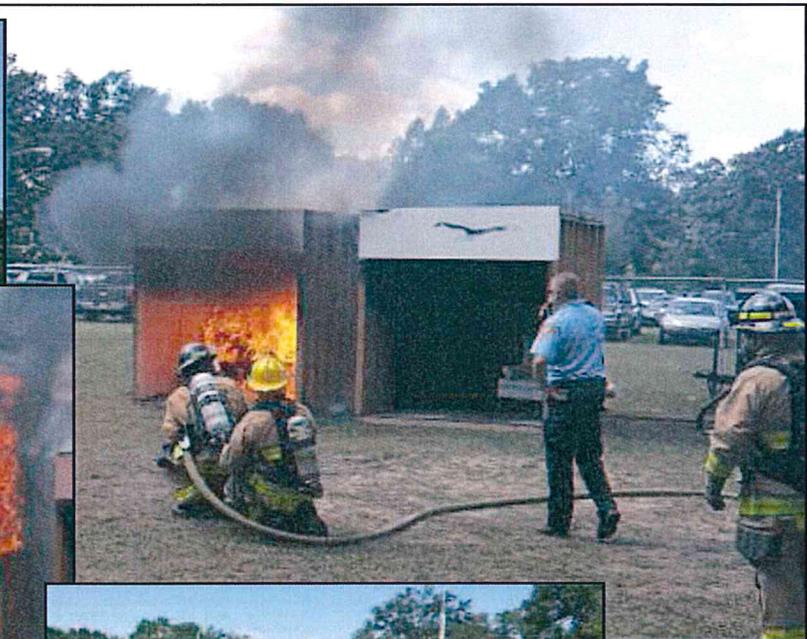
EOW: May 10, 2017



ANNUAL JON GINKA MEMORIAL SOFTBALL TOURNAMENT ~ 2017



*NSFD at Sportsmen for Youth Day held in September at Muskegon County Fairgrounds..*





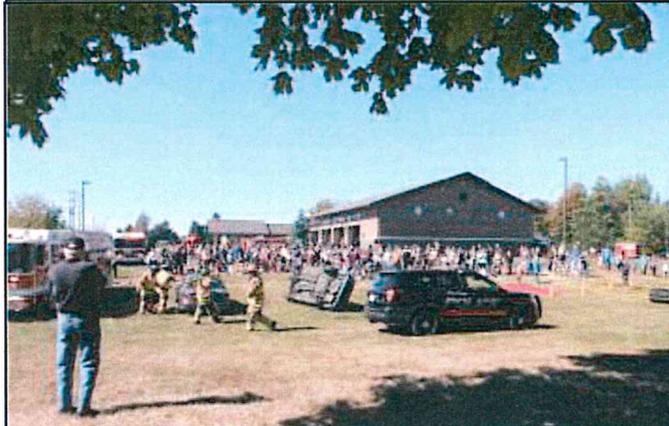
# FIRE PREVENTION BUREAU

## PUBLIC SAFETY OPEN HOUSE 2017

### Preparation for the Open House



### Public Safety Open House - A record year!





# FIRE PREVENTION BUREAU

## Events following the Public Safety Open House

Amelia Duff, 2nd grade poster contest winner, receives a firetruck ride home from school. Her class also received ice cream that day. NSFD and the schools collaborate to make this a memorable day for the winner.



**Target Day** Amelia Duff also gets to meet the NSFD at Target with her parents and picks the Grand Prize Bike winner from the Open House.



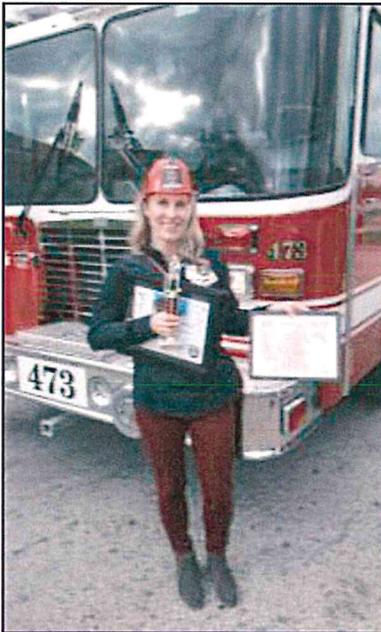
### A Successful Event!

Months of preparation by the Fire Department has proven to make our Open House highly successful! We look forward to making this event fun and educational each year.



# FIRE PREVENTION BUREAU

Stephanie Parme is a Muskegon area resident who works at the Mercy Lakes Campus. As a second grader in 1992, Stephanie won a fire prevention poster contest in her hometown of Rockford, IL. Through Stephanie's coworkers, we learned she never received her trophy. Twenty-five years later this "fire prevention injustice" was corrected...



...25 Years Later



# ***BUILDING DIVISION***

***Building Official Todd Kempf***

## **General Information**

Thank you for reading the Annual Report for the Norton Shores Building Division. We operate under the direction of the Fire Chief. The department staff includes three full-time, one part-time & three independent contractors.

The Building Division is responsible for enforcing building, electrical, mechanical and plumbing codes; as well as, property maintenance to ensure building safety and quality of construction for both residential and commercial construction. Additionally, the Building Division is responsible for Roosevelt Park's building plan reviews and inspections.

Our mission goes well beyond just the description of our functions. All of the staff participates in assuring the safe construction of all the City's structures, responding to property maintenance concerns, dangerous buildings, and emergency repair needs. The Building Official and Construction Inspector continue to take a lead role in working with contractors and residents in code compliance. The staff is proactive in their ongoing education of the ever-changing codes along with public serviceability and efficiency.

As we move forward, we will continue to look for improved methods to accomplish our primary objective — public safety. In addition, we will maintain our proactive approach for 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
- 2015 Michigan Building Code, Rehabilitation Codes
- 2015 Michigan Mechanical Code
- 2015 Michigan Plumbing Code
- 2014 Michigan Electrical Code N. E. C.
- 2009 International Fire Code
- 2015 International Property Maintenance Code
- 2015 Michigan Building Code Barrier Free Rules Chapter 11 (ICC/ANSI A117.1-2009)
- 2015 Michigan Uniform Energy Code Part 10 (Residential)
- 2015 Michigan Uniform Energy Code Part 10a ANSI/ASHRAE/IESNA  
Standard 90.1 – 2007 (Commercial)



# ***BUILDING DIVISION***

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## **Current Staff**

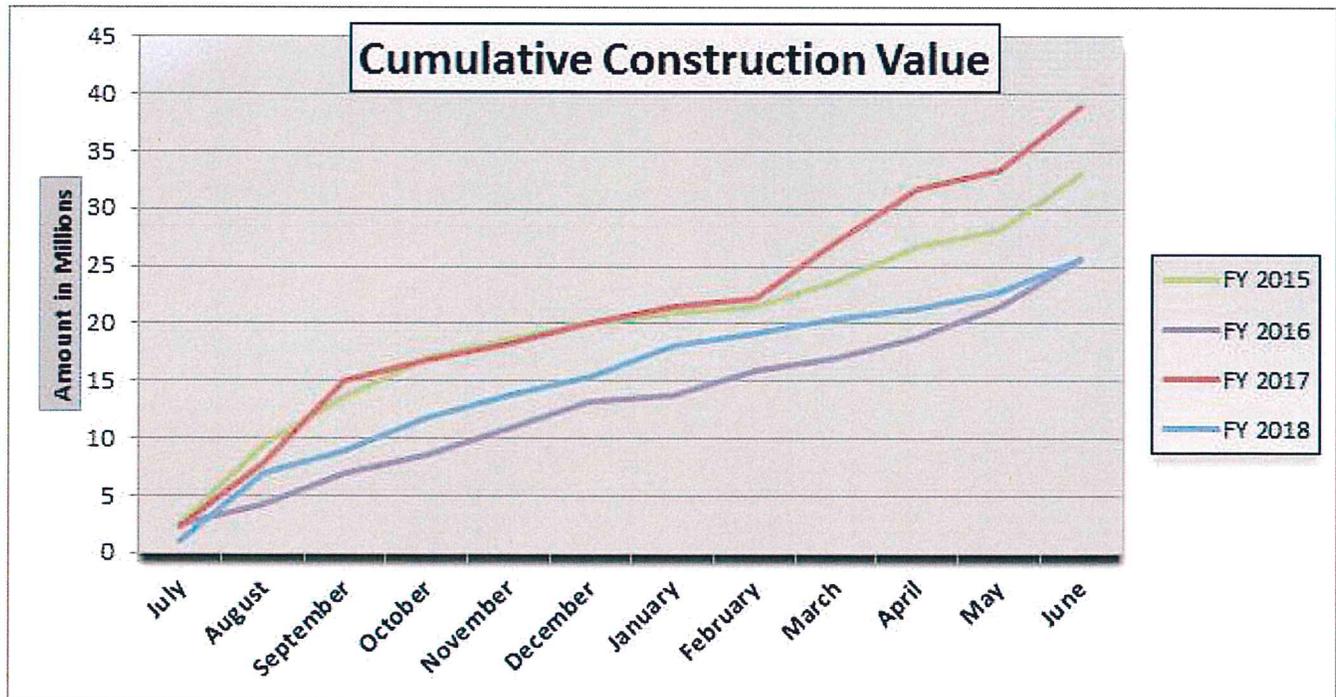
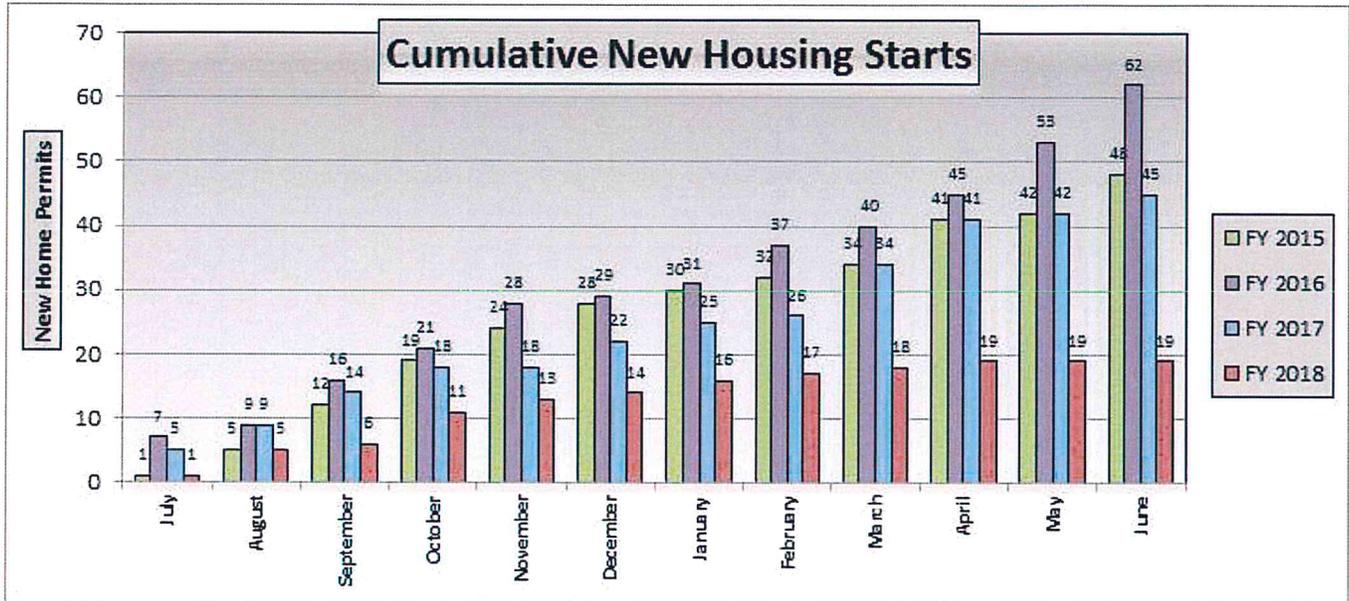
Building Official	Todd Kempf	Full-Time Staff
Building Inspector	Jeremy Reister	Part-time Staff
Mechanical/Construction Inspector	Michael Reagan	Independent Contractor
Electrical Inspector	Ken Murar	Independent Contractor
Plumbing Inspector	Jim Callender	Independent Contractor
Administrative Assistant	Nichole Schaner	Full-Time Staff
Administrative Assistant	Lora Edson	Full-Time Staff

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

1. Bay Logistics	1202 E. Pontaluna Rd.	\$4,000,000
2. Great Lakes Fresh Market	1663 W. Sherman Blvd.	\$862,126
3. InterDyne Systems	676 E. Ellis Rd.	\$775,000
4. Knoll, Inc.	2800 Estes St.	\$605,727
5. Babbitt's Sports Center	3712 Airline Rd.	\$604,693
6. Norton Shores Mini Storage	1249 E. Pontaluna Rd.	\$490,000
7. Northern Biomedical Research	1210 E. Pontaluna Rd.	\$410,350
8. Pepsi Bottling Group	4900 Paul Ct.	\$358,500
9. Kohl's Department Store	5695 S. Harvey St.	\$276,534
10. Cannon Muskegon	2875 Lincoln St.	\$262,771
	<b>TOTAL VALUE</b>	<b>\$8,645,701</b>



# BUILDING DIVISION

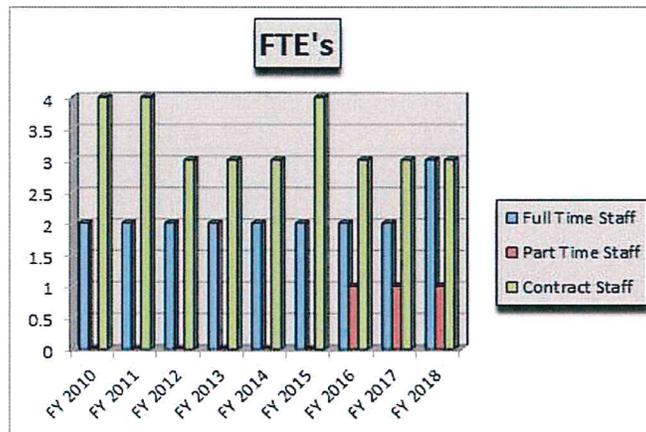
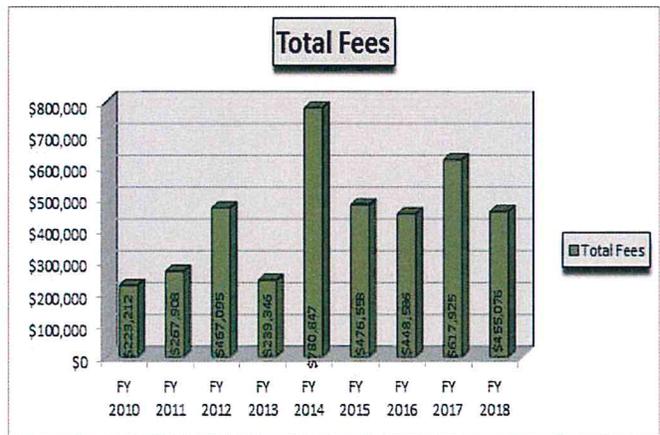
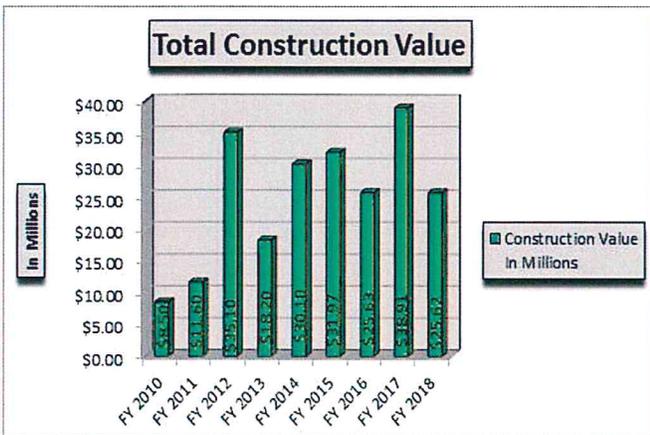
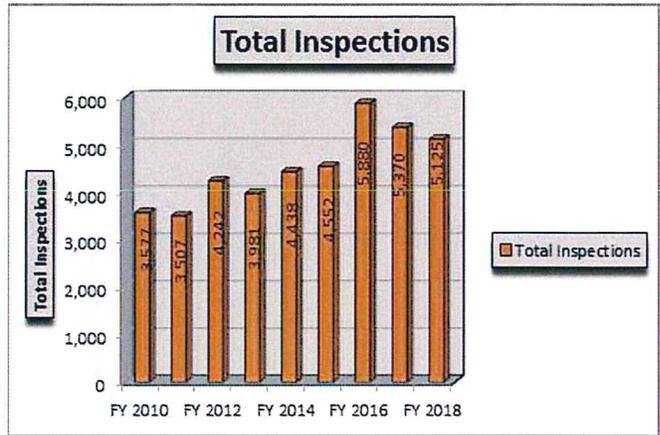
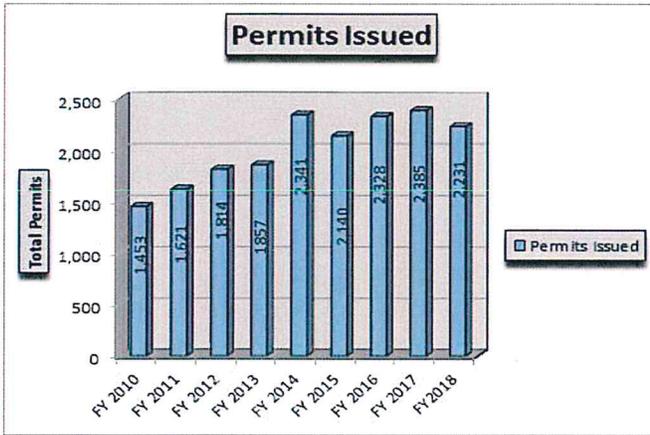




# BUILDING DIVISION

## Building Division Historical Data

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





# MUSKEGON COUNTY HAZARDOUS MATERIAL TEAM

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The Muskegon County Hazardous Material Team is one of sixteen State recognized Regional Response Hazmat Teams. Strategically placed around the State, the regional response team network is designed to provide hazardous material 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, our team is made up of 14 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 Hazmat medics. Equipment and apparatus maintained by the team are housed in a hangar located at the Muskegon County Airport. Two of the team's members are Norton Shores Firefighters and include Firefighters Jon Mink and Anthony Gutierrez.

## **FY 2018 Callouts**

There was a total of 21 calls for assistance. These calls consisted of a full team response, as well as, a telephone consultation to active incidents that did not warrant a full team response. The requests were both locally and regionally.

## **Training**

Twenty-four (24) scheduled training sessions covered various issues and refresher topics.

### **Team Members**

Steve Lague	North Muskegon Fire
Jon Mink	Norton Shores Fire
Anthony Gutierrez	Norton Shores Fire
Jacob Grabinski	Muskegon Township Fire
Brad Walters	Muskegon Township Fire
Paul Christiansen	Muskegon Fire — Retired
Mike Wolffis	Fruitport Fire
Tim Doctor	Fruitport Fire
Chris Dean	Muskegon Heights Fire
Brian Harris	County Sheriff — Retired
Chad Wilson	Muskegon Police
Heather Stevens	Private Contractor
Tim Wolffis	Private Contractor
Jim Thompson	Private Contractor



# MUSKEGON COUNTY FIRE INVESTIGATION TEAM

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## Team Description

The Muskegon County Fire Investigation Team (MCFIT) is comprised of 7 members from area fire departments throughout Muskegon County. The team holds 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 area that pertains 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 as maintained by the US Bureau of Alcohol, Tobacco, and Firearms.

## Team Members

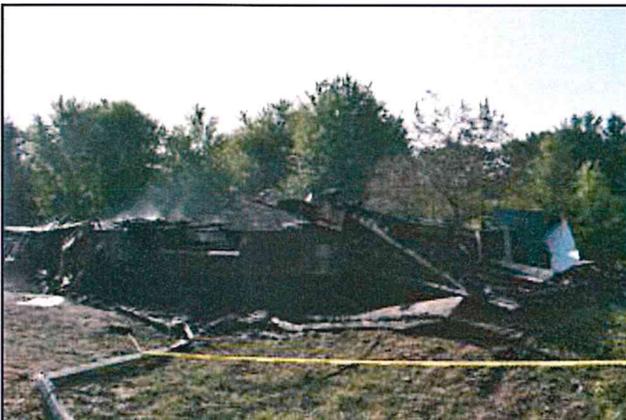
Each member of the MCFIT must have two years of fire investigation experience, authored at least five fire investigation reports and certified to a minimum requirement of 80 hours of origin and cause investigation. Annual continuing education is required of all team members. Current team members are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

Steve Lague, North Muskegon Fire  
Christopher Dean, Muskegon Heights Fire  
James Petrie, Blue Lake Twp. Fire  
Scott Hemmelsbach, Muskegon Fire

Brian Michelli, Fruitport Twp. Fire  
Joe Munson, Norton Shores 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 15 fires in Norton Shores, as well as, two other agencies.



*Muskegon County Fire Investigation Team on the fire scene at 5130 Pontaluna Rd.*



# MUSKEGON COUNTY USAR TEAM

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The Muskegon County Urban Search and Rescue (USAR) Team is charged with the response to technical rescue situations. These situations would be described as confined space, high angle, building collapse, and entrapment type rescues. Most fire department staff, including most of our own, do not have the highly technical training required to perform these types of rescues. In a cooperative 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 which is a good thing. It does, however, 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.

Norton Shores Fire Department members that are part of the team are Lt. Ben Chartier, Lt. Jerry Ferrier, FF Nick Martin, and FF Jon Mink.



*Members from the Muskegon USAR Team practice shoring up the walls of a simulated earth collapse*

## Team Assets:

- USAR - 1** A 10 Bay Truck 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.



# DEPARTMENT ROSTER

<b>Administrative Staff</b>		<b>Years of Service</b>
Robert L. Gagnon	Fire Chief	26
Joseph J. Kinnucan	Deputy Chief	25
Theodore J. Karnitz	Fire Marshal	23
Paula Adkins	Administrative Assistant	4
Nichole Schaner	Administrative Assistant	3
Lora Edson	Administrative Assistant <i>Promoted: July 2017</i>	3
Stacy Stehouwer	Administrative Assistant	1

<b>Full-Time Personnel</b>		
Michael A. Healey	Captain	36
Christopher J. Healey	Captain	30
Benjamin L Chartier	Lieutenant	26
Joseph L. Munson	Fire Inspector	21
Andrew P. Casperson	Captain	20
Donald VanderKooi	Ordinance Officer/FFD	20
Rebecca A. Walachovic	Firefighter/Driver	19
Scott R. Steinhauer	Firefighter/Driver	19
Marc Topping	Firefighter/Driver	16
Jerry D. Ferrier	Lieutenant	14
Casey M. Rosenberg	Lieutenant	12
Adam Langlois	Firefighter/Driver	12
Brett M. Harris	Firefighter/Driver	7
Ryan Mylenek	Firefighter/Driver	5
Zach Boterenbrood	Firefighter/Driver	0
Mark Konecny	Firefighter/Driver	0
Benjamin Novak	Firefighter/Driver	0
Jonathon (Jack) Dora	Firefighter/Driver	0
Jesse May	Firefighter/Driver <i>Resigned: June 25, 2018</i>	0
Ryan Bronkema	Firefighter/Driver	0
Eric Wentzloff	Firefighter/Driver	0
Steve Andrews	Firefighter/Driver	0
Mark Schmiedeknecht	Firefighter/Driver	0



# DEPARTMENT ROSTER

Part-Time Personnel			Years of Service
Leon C. Conklin Jr.	Firefighter	<i>Resigned: October 1, 2017</i>	20
Jon J. Mink	Firefighter		20
Antonio C. Gutierrez	Firefighter		19
Jeremy Greene	Firefighter		16
Jason Berghuis	Firefighter		13
Jason Hruskach	Firefighter	<i>Resigned: January 22, 2018</i>	13
Nicholas Martin	Firefighter		13
Scott Wieman	Firefighter		10
Lon C. Cross	Firefighter		9
Steve Smith	Firefighter		8
Craig DeCatur	Firefighter	<i>Resigned: February 28, 2018</i>	7
William Featherstone	Firefighter	<i>Resigned: July 12, 2017</i>	7
Matt Boros	Firefighter		5
Arik Abdullah	Firefighter		4
Zack Boterenbrood	Firefighter	<i>Promoted: October 30, 2017</i>	3
Andrew Hunt	Firefighter		3
Noel Elder	Firefighter		2
Mark Schmiedeknecht	Firefighter	<i>Promoted: October 30, 2017</i>	2
Robert Kumpf	Firefighter Probation		2



FY-18 Organizational Chart

