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# ***FISCAL YEAR 2014 REPORT***



**Proudly Serving**

*Protecting Your Future*



# ***CHIEF'S MESSAGE FY-2014***

**Fire Chief Robert L. Gagnon**

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*Fire Chief Robert Gagnon*

## ***“New Faces in New Places”***

*It is inevitable that in business both large and small, at some point they will experience a turnover of personnel. This can present some unique challenges that must be dealt with appropriately. FY 2014 was the year for the Norton Shores Fire Department.*

*After nearly 41 years of service with the Norton Shores Fire Department, Fire Marshal Norm Hosko announced his plans to retire on May 30, 2014. He was a key member of the department command staff serving as the City’s Fire Marshal from 2000-2014. Mr. Hosko was very active on numerous committees and also served as President of the Michigan Fire Inspectors Society. The department wishes Mr. Hosko “Norm” the very best as he begins his retirement.*

*My appointment to Fire Chief, while still so surreal, was a very exciting time. I couldn't help but think not only of the exciting things before me, but the changes the rest of the department would experience as well.*

*Looking back it was my appointment to Fire Chief and the retirement of Fire Marshal Hosko that began the chain reaction that would involve changes in several positions within the department in a single year.*

## ***Below are the new faces in new places for FY 2014.***



Joseph Kinnucan promoted Deputy Fire Chief October 21, 2013.



Brett Harris promoted Fulltime Firefighter-Driver (FFD) January 14, 2014.



Jerry Ferrier promoted Lieutenant January 21, 2014.



Ted Karnitz promoted Fire Marshal April 15, 2014.



# ***CHIEF'S MESSAGE FY-2014***

**Fire Chief Robert L. Gagnon**

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Joseph Munson appointed Ordinance Officer April 15, 2014



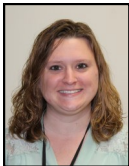
Scott Steinhauer Promoted Fulltime Firefighter-Driver May 19, 2014



Casey Rosenberg Promoted Lieutenant May 8, 2014.



Paula Adkins Hired Part-Time Fire Prevention Clerk March 4, 2014.



Nichole Schaner promoted Building Division Clerk Typist III July 1, 2014.

*Clearly this past fiscal year, has been a year of rebuilding. As Chief I am very proud of the men and women who have chosen to dedicate themselves to making our department what it is today. As I started this year's message, new faces in new places, let it be known that with new faces comes a renewed sense of excitement and enthusiasm that will only help to strengthen our department. I firmly believe that we are continuing to build a strong team that will help to carry out our primary mission which has been and always will be that of **"Protecting Your Future"**.*



# ***YEAR END REPORT FY-2014***

**Fire Chief Robert L. Gagnon**

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# ***YEAR END REPORT FY-2014***

**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 five distinct divisions in addition to the City's ordinance enforcement program. 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** – 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 activities.

**Emergency Services** – The Emergency Services division provides funding for our firefighting personnel, apparatus and facilities. The City maintains three fire stations as well as staffing a fourth, located at the Airport, under contract with the County of Muskegon. Current funding allows for staffing levels of 13 full-time firefighters and 5 FTE positions utilizing part-time personnel. Actual part-time staffing levels vary as availability of personnel allows and is presently at 28. Under the current airport contract agreement, NSFD is required to provide 3 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 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 4 FTE positions, part-time firefighters are also used to supplement staffing of the City response stations. Supervision of firefighting personnel activities and responses is accomplished using a three platoon 24/7 staffing system with each shift assigned a captain who acts as the shift supervisor. Lieutenants are asked to fill in as the shift supervisor in the captain's absence.

**Fire Prevention & Investigation** – The Fire Prevention and Investigation division 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 Firematch program, fire investigations, Haz-Mat right-to-know compliance and coordination with the City Clerk on business registration information. The Fire Marshal also coordinates the Department's Lock Box Program which provides firefighters with emergency access to City businesses. Our Lock Box Program also provides residential property owners the ability to obtain a lock box for use on their private dwelling. A part-time clerical position is budgeted within the Bureau to assist with solicitation, collection and maintenance of our business right-to-know files (MIOSHA requirement) and assists with notification procedures generated as part of our ordinance enforcement activities. The City's business registration program provides funding for the part-time clerk position.



# **DEPARTMENT ADMINISTRATION**

**Fire Chief Robert L. Gagnon**

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**Fire Training** – 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** – The Ordinance Enforcement program 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. 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.

**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**

## 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 fulltime 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 235 property complaints, down 16 from FY-2013. Of the 235 complaints 194 were successfully resolved during FY -2014. 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 zero cases going to court in FY 2014. Not only is this an improvement from FY 2013 (2), but it continues a downward trend from a high of 13 in FY 2009. In addition to the property complaints, the ordinance enforcement division dealt with 316 illegal sign issues in FY 2014.

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 235 complaints received in FY 2014 generated 315 violations. Below are stats covering activity over the past three years from the ordinance enforcement division.

## Ordinance Violation Activity

	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>		<u>FY14</u>	<u>FY13</u>	<u>FY12</u>
Junk/Debris	96	123	144	Snow – Exit Blocked	8	0	1
Vehicle	40	47	57	Snow Removal Streets	0	0	0
Grass/Weeds	53	107	169	Leaves	**29	0	0
Hydrant Blocked	35	5	1	Pods	2	0	0
Other	<u>52</u>	<u>30</u>	<u>26</u>	Illegal Sign – Business	10	55	25
<b>Total</b>	<b>276</b>	<b>312</b>	<b>397</b>	Illegal Sign – Temporary	271	206	250
				Illegal Sign – Political	<u>35</u>	<u>*122</u>	<u>4</u>
				<b>Total</b>	<b>355</b>	<b>383</b>	<b>279</b>

\*\* Leaf ordinance adopted in FY14

\* Indicates an election year

<b>Permit Activity</b>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>
Temporary Storage	8	1	1
Special Sale Event	9	2	4
Non-Profit Event	<u>8</u>	<u>8</u>	<u>10</u>
<b>Total Permits</b>	<b>23</b>	<b>11</b>	<b>15</b>
<b>Total Permit Fees</b>	<b>\$1,180</b>	<b>\$410</b>	<b>\$660</b>



# EMERGENCY SERVICES DIVISION

Fire Chief Robert L. Gagnon

## Emergency Response Analysis

The analysis of emergency responses is broken down into three major categories:

medical, fire and other. Medical emergencies account for the majority of the Department’s responses. “Other” responses, including hazardous materials, aircraft incidents, arcing or shorted electrical equipment, downed power lines, carbon monoxide checks, alarm malfunctions, assist to citizens and good intent calls are the second most common. Fire calls are third.

Response statistics within this report are provided two ways, first with combined incident numbers including both Norton Shores and Roosevelt Park and second with Roosevelt Park responses listed separately. The large variety of calls for service places a great demand on our personnel through equipment, training and apparatus needs. To meet the demands of today’s modern fire service our personnel undergo a rigorous and comprehensive training schedule. Both full and part-time firefighters are required to meet the same job requirements as all are expected to perform any task at any given moment.

In FY-2014 the Fire Department responded to 2,426 incidents representing a 8.9% increase from FY-2013. Medical responses were increased slightly to 1,568 calls in FY-2014, resulting in a 3.7% increase from FY-2013. Calls for other assistance increased by 25.7% totaling 757 for this fiscal year. Fire responses ended the year at 101 which is a slight decrease from (113) reported in FY-2013.

## Historical Response Review

1992 – 792	2002 – 2,037	FY2013 – 2,227
1993 – 939	2003 – 2,086	FY2014 – 2,426
1994 – 1,116	2004 – 2,235	
1995 – 1,411	FY2006 – 2,109**	
1996 – 1,416	FY2007 – 1,953	
1997 – 1,459	FY2008 – 2,090	
1998 – 1,894*	FY2009 – 1,931	
1999 – 1,686	FY2010 – 1,974	
2000 – 1,809	FY2011 – 2,113	
2001 – 2,064	FY2012 - 2,095	

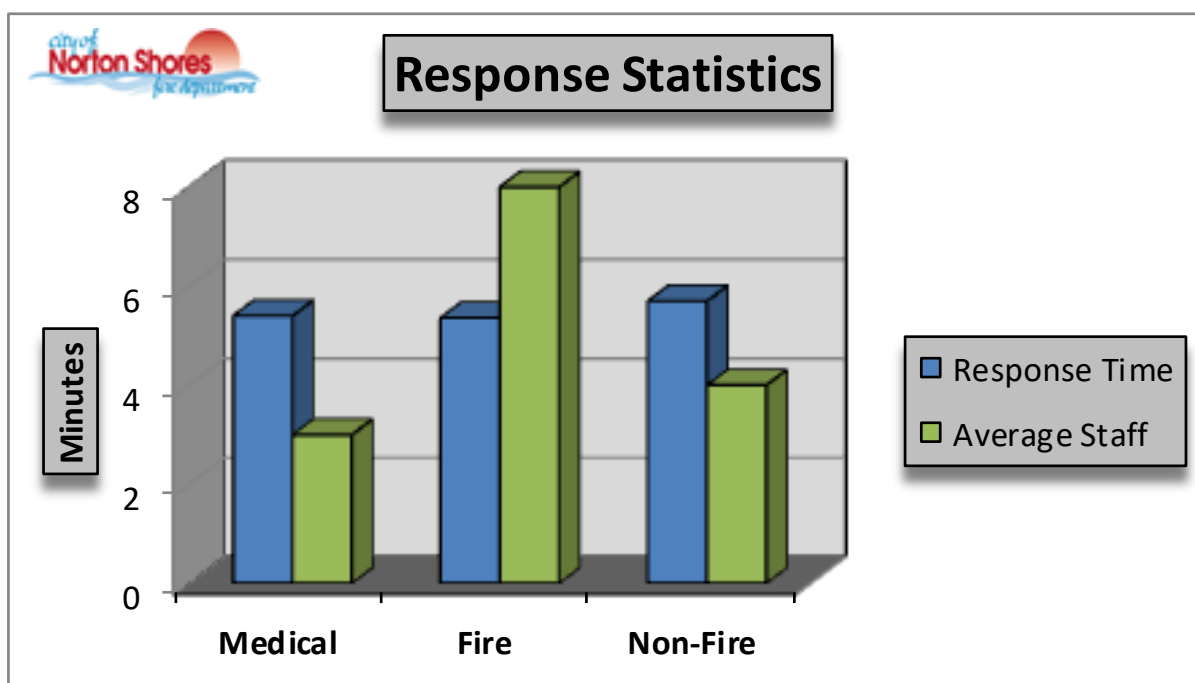
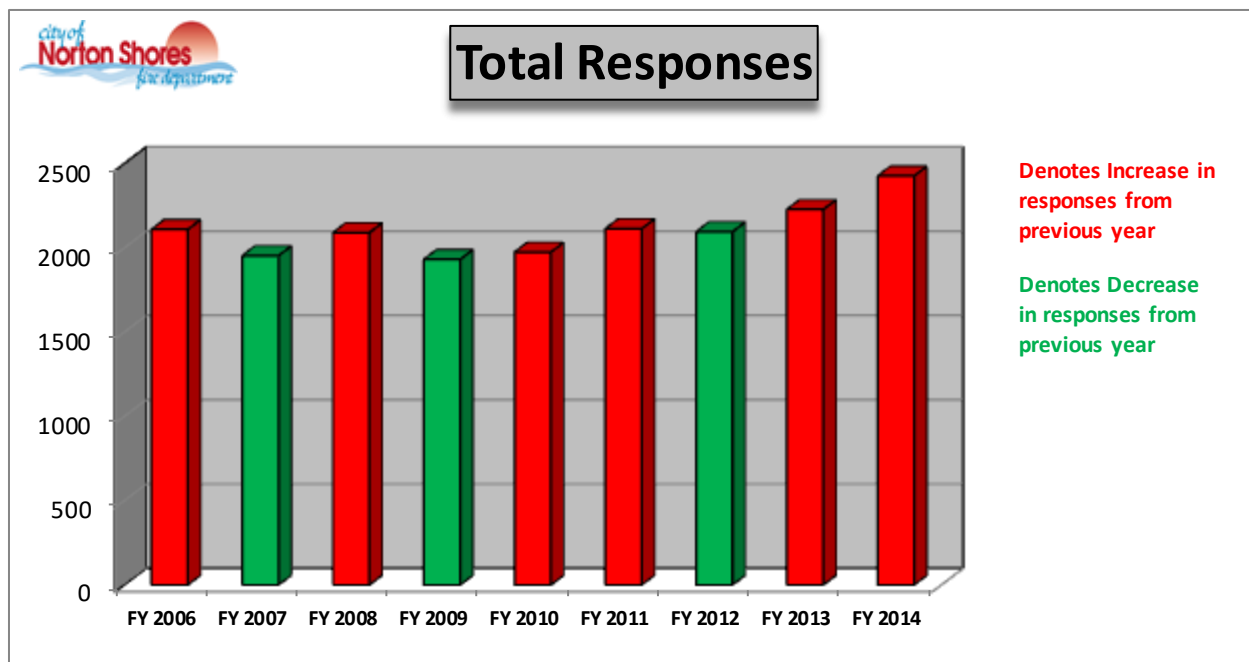
\*Inflated due to windstorms. \*\*No 2005 report due to change in reporting year to fiscal year.

Deviation from previous year - **Increase in Calls** - **Decrease in Calls**



# EMERGENCY SERVICES DIVISION

Fire Chief Robert L. Gagnon





# EMERGENCY SERVICES DIVISION

Fire Chief Robert L. Gagnon

Incident Type	Count	% of Inc.
<b>1 Fire</b>		
100 Fire, Other	4	0.16%
111 Building fire	35	1.44%
113 Cooking fire, confined to container	7	0.29%
114 Chimney or flue fire, confined to chimney or flue	3	0.12%
116 Fuel burner/boiler malfunction, fire confined	1	0.04%
118 Trash or rubbish fire, contained	4	0.16%
121 Fire in mobile home used as fixed residence	1	0.04%
130 Mobile property (vehicle) fire, Other	4	0.16%
131 Passenger vehicle fire	18	0.74%
136 Self-propelled motor home or recreational vehicle	1	0.04%
140 Natural vegetation fire, Other	1	0.04%
141 Forest, woods or wildland fire	1	0.04%
142 Brush or brush-and-grass mixture fire	5	0.21%
143 Grass fire	3	0.12%
150 Outside rubbish fire, Other	4	0.16%
151 Outside rubbish, trash or waste fire	5	0.21%
154 Dumpster or other outside trash receptacle fire	2	0.08%
160 Special outside fire, Other	1	0.04%
162 Outside equipment fire	1	0.04%
<b>Total</b>	<b>101</b>	<b>4.16 %</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>		
200 Overpressure rupture, explosion, overheat other	1	0.04%
251 Excessive heat, scorch burns with no ignition	4	0.16%
<b>Total</b>	<b>5</b>	<b>0.21 %</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
300 Rescue, EMS incident, other	3	0.12%
3001 EMS False Alarm - No Medical Incident	13	0.54%
311 Medical assist, assist EMS crew	209	8.62%
320 Emergency medical service, other	36	1.48%
321 EMS call, excluding vehicle accident with Injury	1,205	49.67%
322 Motor vehicle accident with injuries	64	2.64%
323 Motor vehicle/pedestrian accident (MV Ped)	7	0.29%
324 Motor Vehicle Accident with no injuries	4	0.16%
331 Lock-in	1	0.04%
341 Search for person on land	1	0.04%
342 Search for person in ----- water	12	0.49%
350 Extrication, rescue, other	3	0.12%



# ***EMERGENCY SERVICES DIVISION***

**Fire Chief Robert L. Gagnon**

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### **3 Rescue & Emergency Medical Service Incident Cont....**

352 Extrication of victim(s) from vehicle	6	0.25%
362 Ice rescue	1	0.04%
365 Watercraft rescue	1	0.04%
381 Rescue or EMS standby	<u>1</u>	<u>0.04%</u>
<b>Total</b>	<b>1,567</b>	<b>64.58%</b>

### **4 Hazardous Condition (No Fire)**

400 Hazardous condition, Other	5	0.21%
411 Gasoline or other flammable liquid spill	3	0.12%
412 Gas leak (natural gas or LPG)	13	0.54%
413 Oil or other combustible liquid spill	3	0.12%
424 Carbon monoxide incident	2	0.08%
440 Electrical wiring/equipment problem, Other	9	0.37%
441 Heat from short circuit (wiring), defective/worn	4	0.16%
442 Overheated motor	8	0.33%
443 Breakdown of light ballast	1	0.04%
444 Power line down	73	3.01%
4441 Cable Line Down	33	1.36%
4442 Phone Line Down	24	0.99%
4443 Fiber Line Down	1	0.04%
445 Arcing, shorted electrical equipment	3	0.12%
4451 Arcing Line in Tree	8	0.33%
461 Building or structure weakened or collapsed	1	0.04%
462 Aircraft standby	3	0.12%
463 Vehicle accident, general cleanup	1	0.04%
<b>Total</b>	<b>195</b>	<b>8.02%</b>

### **5 Service Call**

500 Service Call, other	8	0.33%
510 Person in distress, Other	18	0.74%
511 Lock-out	2	0.08%
522 Water or steam leak	4	0.16%
531 Smoke or odor removal	6	0.25%
542 Animal rescue	1	0.04%
550 Public service assistance, Other	9	0.37%
551 Assist police or other governmental agency	17	0.70%
553 Public service	1	0.04%



# ***EMERGENCY SERVICES DIVISION***

**Fire Chief Robert L. Gagnon**

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## **5 Service Call Cont....**

554 Assist invalid	121	4.99%
561 Unauthorized burning	15	0.62%
571 Cover assignment, standby, moveup	4	0.16%
<b>Total</b>	<b>206</b>	<b>8.48%</b>

## **6 Good Intent Call**

600 Good intent call, Other	65	2.68%
611 Dispatched & cancelled en route	67	2.76%
6111 Cleared upon arrival on scene	24	0.99%
621 Wrong location	1	0.04%
622 No Incident found on arrival at dispatch address	12	0.49%
631 Authorized controlled burning	11	0.45%
650 Steam, Other gas mistaken for smoke, Other	2	0.08%
651 Smoke scare, odor of smoke	5	0.21%
652 Steam, vapor, fog or dust thought to be smoke	6	0.25%
653 Smoke from barbecue, tar kettle	1	0.04%
671 HazMat release investigation w/no HazMat	2	0.08%
<b>Total</b>	<b>196</b>	<b>8.08 %</b>

## **7 False Alarm & False Call**

700 False alarm or false call, Other	43	1.77%
710 Malicious, mischievous false call, Other	6	0.25%
711 Municipal alarm system, malicious false alarm	2	0.08%
713 Telephone, malicious false alarm	2	0.08%
715 Local alarm system, malicious false alarm	4	0.16%
730 System malfunction, Other	20	0.82%
731 Sprinkler activation due to malfunction	5	0.21%
733 Smoke detector activation due to malfunction	5	0.21%
735 Alarm system sounded due to malfunction	12	0.49%
736 CO detector activation due to malfunction	4	0.16%
740 Unintentional transmission of alarm, Other	6	0.25%
741 Sprinkler activation, no fire - unintentional	1	0.04%
743 Smoke detector activation, no fire - unintentional	8	0.33%
744 Detector activation, no fire - unintentional	3	0.12%
745 Alarm system activation, no fire - unintentional	25	1.03%
746 Carbon monoxide detector activation, no CO	2	0.08%
<b>Total</b>	<b>148</b>	<b>6.10 %</b>



# ***EMERGENCY SERVICES DIVISION***

**Fire Chief Robert L. Gagnon**

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## **8 Severe Weather & Natural Disaster**

800 Severe weather or natural disaster, Other	1	0.04%
814 Lightning strike (no fire)	1	0.04%
<b>Total</b>	<b>2</b>	<b>0.08 %</b>

## **9 Special Incident Type**

900 Special type of incident, Other	2	0.08%
911 Citizen complaint	3	0.12%
<b>Total</b>	<b>5</b>	<b>0.21 %</b>

**Total Incident Count: 2426**



# ***EMERGENCY SERVICES DIVISION***

**Fire Chief Robert L. Gagnon**

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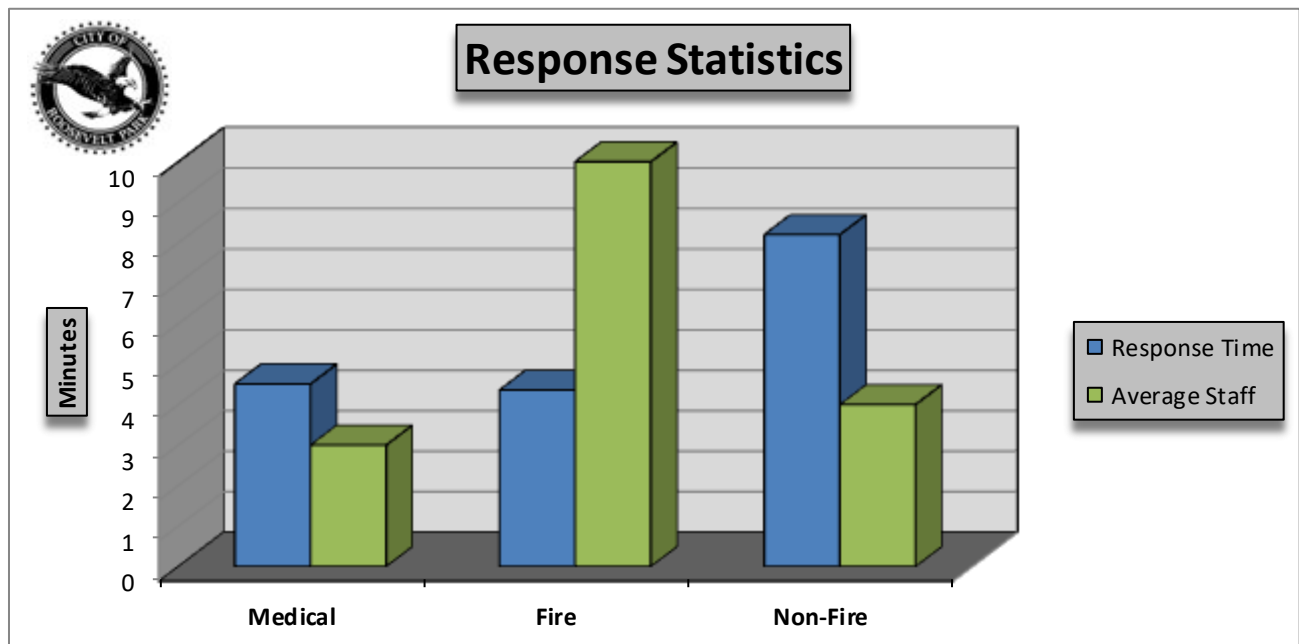
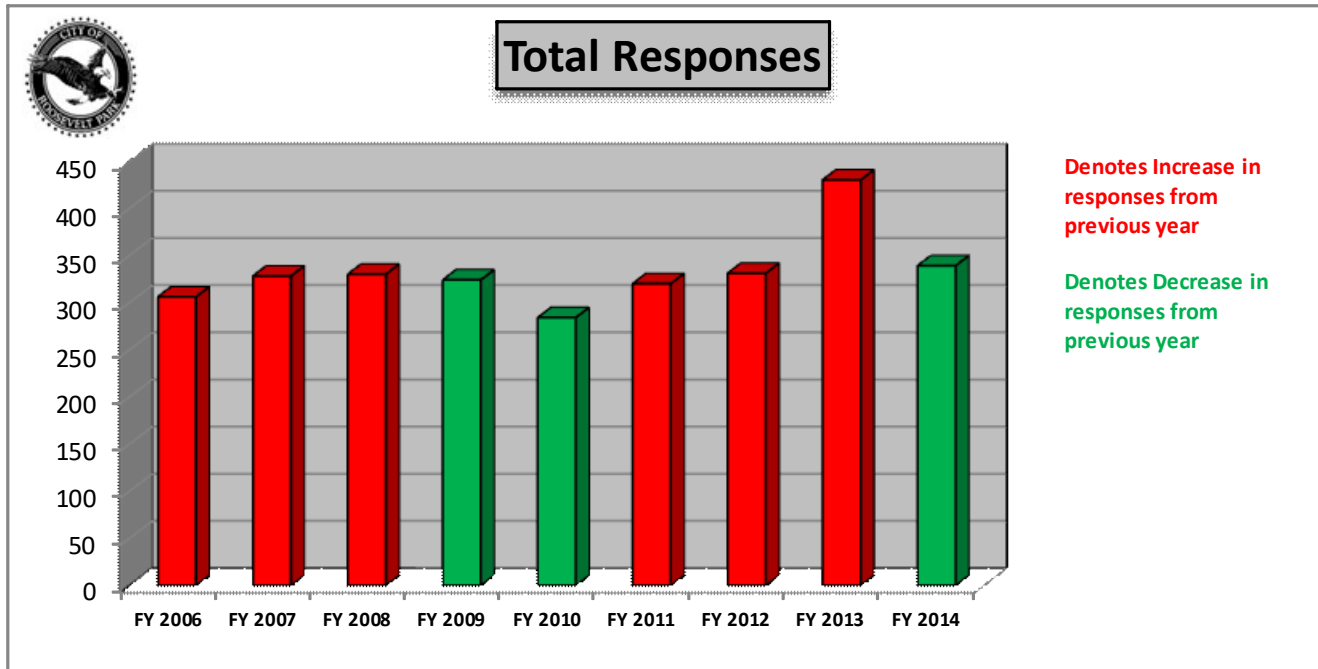
## **Total Medical Response Statistics**

<b><u>Reported Symptom</u></b>	<b><u>Number of Patients</u></b>
Abdominal Pain	44
Allergies	5
Animal Bite	2
Assault	11
Attempted Suicide	14
Back Pain	30
Breathing Problem	192
Burns	1
Cardiac Arrest	20
Chest Pain	76
Choking	3
Convulsions/Seizure	62
Decreased Level of Consciousness	94
Diabetic Problem	42
Drowning	1
Drug Overdose	31
Eye Problem	3
Fall Victim	170
Headache	16
Heart Problems	12
Heat/Cold Exposure	3
Hemorrhage/Laceration	18
Industrial Accident/Inaccessible Incident/Other Entrapment	0
Ingestion/Poisoning	4
Pregnancy/Childbirth	2
Psychiatric Problems	2
Sick Person	80
Stab/Gunshot Wound	4
Stroke/CVA	36
Traffic Accident	58
Traumatic Injury	37
Unconscious/Fainting	66
Unknown Problem/Man Down	52
<b>Total Patients</b>	<b>1196</b>



# EMERGENCY SERVICES DIVISION

Fire Chief Robert L. Gagnon





# EMERGENCY SERVICES DIVISION



Fire Chief Robert L. Gagnon

## Roosevelt Park Response Statistics

### Fire

111 Building fire	5	1.47 %
113 Cooking fire, confined to container	1	0.29 %
131 Passenger vehicle fire	2	0.59 %
154 Dumpster or other outside trash receptacle fire	1	0.29 %
<b>Total</b>	<b>9</b>	<b>2.65 %</b>

### 3 Rescue & Emergency Medical Service Incident

3001 EMS False Alarm - No Medical Incident	2	0.59 %
311 Medical assist, assist EMS crew	25	7.37 %
320 Emergency medical service, other	5	1.47 %
321 EMS call, excluding vehicle accident with injury	184	54.28 %
322 Motor vehicle accident with injuries	5	1.47 %
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.29 %
<b>Total</b>	<b>222</b>	<b>65.49 %</b>

### 4 Hazardous Condition (No Fire)

400 Hazardous condition, Other	2	0.59 %
411 Gasoline or other flammable liquid spill	2	0.59 %
412 Gas leak (natural gas or LPG)	3	0.88 %
413 Oil or other combustible liquid spill	1	0.29 %
424 Carbon monoxide incident	1	0.29 %
441 Heat from short circuit (wiring), defective/worn	1	0.29 %
442 Overheated motor	2	0.59 %
444 Power line down	14	4.13 %
4441 Cable Line Down	1	0.29 %
4442 Phone Line Down	4	1.18 %
4451 Arcing Line in Tree	2	0.59 %
<b>Total</b>	<b>33</b>	<b>9.73 %</b>

### 5 Service Call

500 Service Call, other	1	0.29 %
510 Person in distress, Other	2	0.59 %
511 Lock-out	1	0.29 %
522 Water or steam leak	1	0.29 %
531 Smoke or odor removal	2	0.59 %
551 Assist police or other governmental agency	2	0.59 %
554 Assist invalid	17	5.01 %



# EMERGENCY SERVICES DIVISION



Fire Chief Robert L. Gagnon

## 6 Good Intent Call

600 Good intent call, Other	6	1.77%
6111 Cleared upon arrival on scene	5	1.47 %
621 Wrong location	1	0.29 %
651 Smoke scare, odor of smoke	1	0.29 %
653 Smoke from barbecue, tar kettle	1	0.29 %
671 HazMat release investigation w/no HazMat	1	0.29 %
<b>Total</b>	<b>21</b>	<b>6.19 %</b>

## 7 False Alarm & False Call

700 False alarm or false call, Other	4	1.18 %
710 Malicious, mischievous false call, Other	2	0.59 %
713 Telephone, malicious false alarm	1	0.29 %
715 Local alarm system, malicious false alarm	3	0.88 %
730 System malfunction, Other	3	0.88 %
735 Alarm system sounded due to malfunction	4	1.18 %
736 CO detector activation due to malfunction	1	0.29 %
743 Smoke detector activation, no fire - unintentional	2	0.59 %
745 Alarm system activation, no fire - unintentional	6	1.77 %
746 Carbon monoxide detector activation, no CO	1	0.29 %
<b>Total</b>	<b>27</b>	<b>7.96 %</b>

## 8 Severe Weather & Natural Disaster

800 Severe weather or natural disaster, Other	1	0.29 %
<b>Total</b>	<b>1</b>	<b>0.29 %</b>

**Total Incident Count: 339      Total Estimated Loss: \$99,500**



# ***EMERGENCY SERVICES DIVISION***



**Fire Chief Robert L. Gagnon**

## **Roosevelt Park Medical Responses**

<b><u>Reported Symptom</u></b>	<b><u>Number of Patients</u></b>
Abdominal Pain	14
Allergies	2
Assault	1
Attempted Suicide	3
Back Pain	3
Breathing Problem	23
Cardiac Arrest	2
Chest Pain	17
Choking	0
Convulsions/Seizure	11
Decreased Level of Consciousness	13
Diabetic Problem	5
Drug Overdose	5
Eye Problem	2
Fall Victim	24
Headache	2
Heart Problems	2
Heat/Cold Exposure	1
Hemorrhage/Laceration	4
Ingestion/Poisoning	1
Pregnancy/Childbirth	1
Sick Person	9
Stab/Gunshot Wound	2
Stroke/CVA	5
Traffic Accident	2
Traumatic Injury	3
Unconscious/Fainting	12
Unknown Problem/Man Down	5
<b>Total Patients</b>	<b>174</b>



# EMERGENCY SERVICES DIVISION

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 still proves to be an effective way to deliver service to all of our customers through the sharing of area wide resources in times of need.

<u>Aid Received</u>	<u>FY 14</u>	<u>FY 13</u>	<u>FY 12</u>	<u>FY 11</u>	<u>FY 10</u>	<u>FY 09</u>	FY 14 <u>% of Total Responses</u>
<b>Total Aid Received*</b>	<b>79</b>	<b>55</b>	<b>72</b>	<b>66</b>	<b>33</b>	<b>19</b>	<b>3.26%</b>

<u>Aid Given</u>	<u>FY 14</u>	<u>FY 13</u>	<u>FY 12</u>	<u>FY 11</u>	<u>FY 10</u>	<u>FY 09</u>	FY 14 <u>% of Total Responses</u>
<b>Total Aid Given *</b>	<b>74</b>	<b>82</b>	<b>81</b>	<b>60</b>	<b>57</b>	<b>38</b>	<b>3.05%</b>

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Fruitport Township Fire	6	8	16	26
Muskegon Fire Department	7	1		
Muskegon Heights Fire Department	26	7	3	34
Muskegon Charter Township Fire	1			
North Muskegon Fire Department		1		
White Lake Fire Authority	1			
Ferrysburg Fire Department	3			
Spring Lake Fire Department	2			
Other, Assist to Outside Agency	8	2	1	



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Apparatus**

The Department had the pleasure of taking delivery of our new apparatus, Engine 422. This engine is utilized as the 1st line engine out of Fire Station #2, and replaces our 1985 reserve Engine 424. This purchase allows us to move the previous 2001 Engine 422 into reserve status. This apparatus transition is the result of a well established apparatus replacement schedule intended to fiscally prepare the Department for the replacement of its aging fleet of apparatus.



***Placed in service September 2013***

We continue to see the benefits of our Fast Attack Engines, which are going into their fifth year of service. These apparatus serve the Department well by providing an efficient and effective response to incidents such as vehicle accidents, medical emergencies, vehicle and wild land fires, and utility line hazards. In the absence of available utility vehicles, they also serve as a lower cost method of transportation for getting our personnel to additional assignments, such as airport fire protection responsibilities. This maintains our personnel in a response ready position.



***Placed into Service April 2010***

Our fire department staff is the reason we continue to successfully operate within our allotted vehicle maintenance budget. Without their constant determination in maintaining our fleet of apparatus, our costs would be much higher. Staff are eager to use the knowledge and skills they individually possess to provide outstanding service through a comprehensive fleet readiness program.

As we continue into the future, I cannot stress enough how important the vehicle replacement schedule has been, and will continue to be. This program helps to provide the men and women of the fire department with a reliable fleet of apparatus so they can provide the highest level of service that our community has come to expect and deserve.



# EMERGENCY SERVICES DIVISION

Deputy Chief Joseph Kinnucan

## Primary Department Apparatus

Station Assign.	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Number of Calls		
								FY 12	FY 13	FY 14
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	4	In	2020	863	923	1050
Station #1	421	Engine	1st line Structure Fires Citywide	2008	6	In	2023	256	214	202
Station #1	481	Brush Unit	Brush Fires Citywide	2005	9	Not In	****	13	32	53
Station #1	489	Command Pick-up	Shift Command Responses	2012	2	In	2016	602	1005	1072
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	4	In	2020	711	724	685
Station #2	422	Engine	1st line Structure Fires Citywide	2014	New	In	2034	N/A	N/A	282
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	11	In	2023	29	10	20
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	18	Not In	****	19	12	14
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	4	In	2020	352	369	359
Station #3	423	Engine	1st line Structure Fires Citywide	2005	9	In	2020	118	98	139
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2002	12	In	2022	166	151	145
Station #3	424	Engine	Reserve Engine Citywide	2001	13	In	2016	304	381	39
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	24	In	2016	4	15	36



# ***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 12	FY 13	FY 14
Station #2	483	Utility Cruiser	Utility	2007	7	Not In	TBD	95	249	62
Station #3/ Dock	470	Watercraft	Water Related Emergencies	1989	25	In	TBT	3	5	8
Station #3	475	Watercraft	Water Related Emergencies	2013	1	Not In	TBT	0	0*	2
Station #3	485	Dive Trailer	Dive Team Equipment	2002	12	Not In	TBT	1	5	4
Training Center	487	Ext. Trailer	Extinguisher Education	2005	9	Not In	TBT	0	0	0
Training Center	488	Decon Trailer	Decontamination Equipment	1985	29	Not In	TBT	0	0	0
Training Center	LTW6	Light Tower	Scene Lighting	2012	2	Not In	TBT	2	0	0
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	***	Not In	TBT	0	0	0



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

## Summary of the Larger Apparatus Repairs and Fleet Items

Apparatus	Year	Description of	Cost
421, 422, 462, 442, 423	Various	Annual NFPA Pump Test	\$1,775.00
442	1996	Suspension	\$2,989.47
		Waterway Seal	\$1,164.10
414	1990	Brake Repair	\$437.11
		Tire Replacement	\$1,312.00
462	2003	Tire Replacement	\$2,565.04
473	2002	Speedometer Head	\$164.00
485	2002	Heavy Duty Trailer Jack	\$278.95
424	2001	Tire Replacement	\$890.78
421	2008	Tire Replacement	\$695.55
411	2010	Mirror Assembly	\$155.25
Misc. Fleet	Various	Fast Attack Tarp	\$210.81
		Fleet Charger/	\$636.50



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Facilities**

Second only to a fire truck and its firefighters, the fire station is an essential component of the fire service. Our three stations are maintained to a high standard-not because the department staff is instructed to, but because they are self-driven to do so out of pride for their service. We are able to accomplish untold amounts of repairs, general maintenance, and improvements utilizing our firefighters and their valuable talents and skills. By doing so, we make the most of our annual fiscal allotment.

Added to our facility responsibilities in FY 13 was the former Department of Public Works complex located at 85 E. Mount Garfield Rd. This location is being transformed for use as a Public Safety Training Center that will be utilized by the Fire and Police departments. During FY13, we began the planning and preparation of what we envision for our training needs. FY14 has seen some of these needs start to take shape, with the new multipurpose indoor training house construction getting under way. This structure will provide firefighters the opportunity to train on such tasks as search and rescue, ventilation, firefighter survival, and technical rescue. It will provide law enforcement the opportunity to train on building entries, room searches, and officer safety. Future plans include designing the structure for educational opportunities for other professional groups and public fire safety initiatives.



*Public Safety Training House Under Construction.*

*Photo June 2014*



# **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	Door Lock Replacement	\$746.20
	Diesel Exhaust System Repair	\$1,412.74
	RPZ Installation	\$794.86
Station #2	RPZ Installation	\$794.86
	Diesel Exhaust System Repair	\$748.63
Station #3	Station Generator Repair	\$209.46
	Hose Reel Replacement	\$159.00
	Annual Crane Inspection	\$206.25
Training Center	Electric Entrance Gate Repair	\$421.00
	Training House Project	\$8,000.00
Miscellaneous	HVAC Repairs	\$1,639.43
	Garage Door Repairs	\$3,173.03
	Backflow Preventer Testing	\$380.00



# ***EMERGENCY SERVICES DIVISION***

Deputy Chief Joseph Kinnucan

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## **Equipment**

The department equipment account maintains the tools essential to staff operations. Most of the maintenance is accomplished utilizing on duty staff, which helps to control the costs of operation. There are several components that require vendor testing and calibration, such as ladders, air monitors, fit testing equipment, and the breathing air system. By completing tests on these components, we assure compliance with all applicable standards, as well as assure higher levels of firefighter safety.

Partnering with other departments and agencies has helped reduce the cost for some of these testing requirements. Ladder testing is one such opportunity. Several departments in the area have agreed to utilize the same ladder testing vendor, and scheduling cooperation among those involved creates efficient use of our funds. Another opportunity utilized is the SCBA fit testing equipment. This equipment assures proper fitting of SCBA and other respirator type masks for each user. As part of a long standing agreement with Spectrum Health, for their ability to use our equipment, they cover the cost of annual certification, saving nearly \$1,000 a year.

<b>Description of Repairs</b>	<b>Cost</b>
Circular Rescue Saw Blades	\$772
Fire Extinguisher Maintenance	\$1,635
Gas Detector Calibration Kit	\$791
Annual NFPA Ladder Testing	\$1,583
Extrication Equipment Maintenance	\$1,860
Bloodstream Carbon Monoxide Cable Repair	\$270
Ventilation Saw Maintenance	\$436
Hose Repair Supplies	\$166



# ***EMERGENCY SERVICES DIVISION***

**Fire Chief Robert L. Gagnon**

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## **Capital Purchases**

The Department is grateful for the continued 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.

As a firefighter you must rely on a number of different life lines while battling a raging structure fire. These include but are not limited to, charged hose line, reliable communications with the incident commander and your personal escape device. This year the Department was given the opportunity to replace its existing 10 year old personal escape devices, with a much improved model that allows for quicker deployment and descending if conditions were to rapidly deteriorate and become an immediate danger to the lives of our firefighters.

The Department continues 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 improvement projects completed during this fiscal year.

<u>Description</u>	<u>Cost</u>
Thermal Imager Replacement	\$ 9,000
Respirator Fit Test Machine Replacement	\$ 12,800
Dive Team Equipment Replacement	\$ 6,230
SCBA Flow Tester Replacement	\$ 1,250
Fire Hose Nozzle Tester	\$ 1,500
Quick Deployment Nozzles	\$ 2,333
Personal Escape Devices	\$ 20,000
AED Batteries / Pediatric Pads	\$ 4,750
Water Rescue Equipment Replacement	\$ 1,400



# ***FIRE PREVENTION BUREAU***

**Fire Marshal Ted Karnitz**

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As required, all of the City's licensed used car dealerships and liquor establishments were inspected prior to a recommendation being made to the City Council for license renewal. These inspections were carried out by Bureau staff again this year.

The Fire Marshal continues to review all construction plans for compliance with the City's adopted fire code. Identifying fire code issues prior to construction makes the construction process smoother, keeps any unforeseen costs out of the development, provides accurate information to developers and owners concerning their project and helps eliminate any project delays.

## **Inspections**

This year, the Fire Marshal has been working on the inspection of existing occupancies, which continues to be one of the ongoing goals of the department. It has been proven over time that an inspection of existing buildings is one of the best ways to prevent fires and blight in any community. While closely maintaining the number of inspections, it is still difficult to perform fire safety inspections in a significant number of these buildings. Over time the department has tried several ways to utilize on duty firefighters in the inspection process, however, placing plans into practice is difficult with the ever increasing job responsibilities of our fire personnel.



# FIRE PREVENTION BUREAU

Fire Marshal Ted Karnitz

## Inspection Activities

The inspection activity for our department is divided between Norton Shores and the City of Roosevelt Park with a breakdown of activities for FY 2014 as follows:

	Norton Shores			Roosevelt Park			Total		
	<u>FY 14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>
Fire Safety	51	135	73	4	5	66	55	140	139
Re-inspections	89	56	45	14	13	12	103	69	47
New Construction	10	14	43	2	2	2	12	16	45

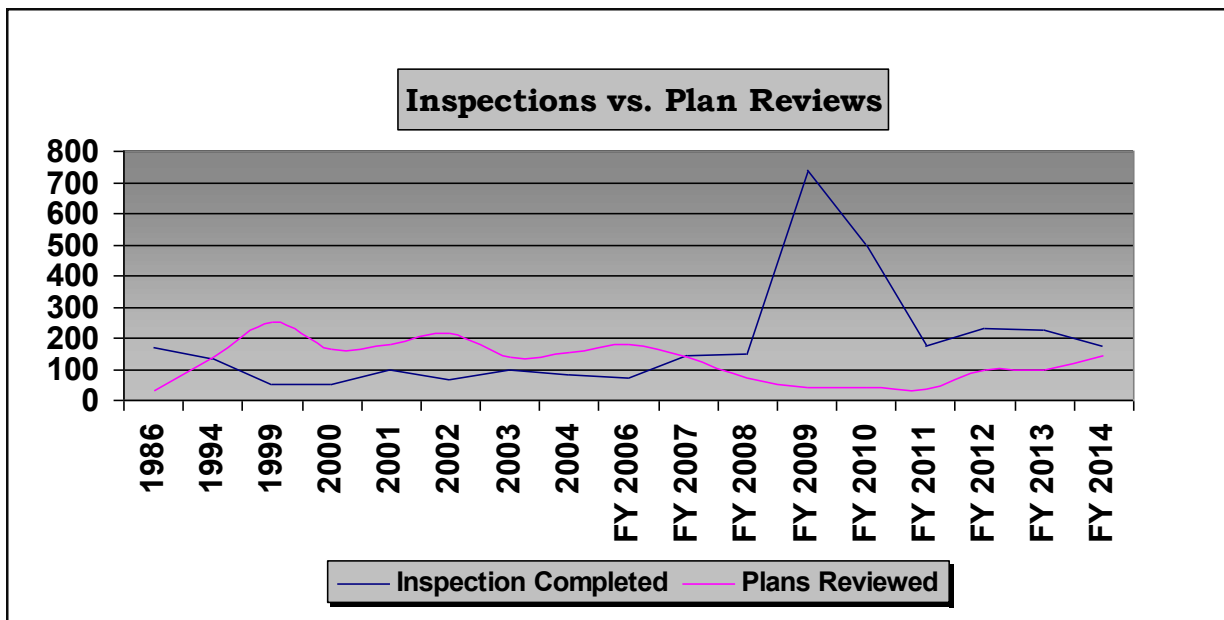
## Inspection Program History

	<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:	173	225	231	173	495*	867*	148	142	72	80
Plans Reviewed:	143	96	97	35	41	43	74	143	177	153

(Building/Fire Protection/  
Site/Sub-Division)

2006 does not exist in the table above due to the switch from calendar year in 2005 to FY 07.

\*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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## **New Construction Activity**

Below is a list of new construction activities that the Fire Marshal has worked on in FY14. The following projects involved site plan reviews, fire protection plans, construction visits and system testing.

### **Norton Shores**

Age Well Services or RCS	Meijer—West Norton
Babbitt's Sport Center	Muskegon County Airport Car Wash
Cassell Gymnastics & Dance	Muskegon County CFR Station
Castle Dunes	Muskegon Montessori Academy
Cell Tower	New Life Church
Community Shores Bank	No More Sidelines
Comprehensive Breast Center	Paramelt
Consumers Fireworks Sales	Polycem
DAVITA Kidney Dialysis	Popeye's
DWS—Designer Shoe Warehouse	Port City Casting
Firehouse Subs	R.W. Bakers
Gordman's	Rental Car Fueling
Harbor Steel—Corporation	Sortman Dental
Hines Corporation	Speedway—Grand Haven Road
J & M Machine Products	Wacker Neuson
KA-Boomers Fireworks	West Michigan Office Complex
Lake Forest Apts. Building J	
Mattress Firm—Harvey	

### **Roosevelt Park**

Great Clips	Papa Murphy's
Hana Japanese Restaurant	Mattress Firm—Henry



# 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 over 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 2,500 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. Nathan Opferman from Lincoln Park Elementary won the event and his 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.



Firefighter Bill Featherstone demonstrates the proper use of a fire hose nozzle.



A child gets an up close view of a set of firefighter turnout gear.



Children listen intently as personnel from Pro-Med describe how medics care for sick or injured people.



Fire truck rides continue to be the most popular attraction at the Public Safety Open House.

<b>FY 2014 Open House Stats</b>			
Truck Rides	868	Water Spray	297
Smoke House	257	Jump Castle	227
<b>Total Children Registered 536</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 Open House, and Manaranatha Bible Conference Jonni & Friends
- August: North Muskegon Parade, Crandall Road Block Party, National Night Out—Norton Shores Estates, GE Aviation 50th Anniversary, Roosevelt Park Day Parade, and Roosevelt Park Fish Pond Fill
- September: Sportsmen for Youth Day, and Old Navy Safety Day
- October: Home Depot Safety Day, Egelston Parade request, and Meijer Fire Prevention Day
- November: Turkey Trot 5k
- February: Folkert Community Hub
- March: Five Guys Grand Opening
- April: Norton Shores Police Department Hunter Safety Class
- May: Bike Rodeo @ Campbell School, Ross Park Elementary Walk-a-thon, Vietnam Tribute, MOKA, Muskegon Heights Fire Prevention Parade, Wings of Mercy 5k Run start, Wings of Mercy Pancake Breakfast, and Wind Flower Bay Bike Rodeo
- June: Campbell 5k Walk-Run, Muskegon Heights Festival in the Park Parade, and classroom visit at Maranatha Bible Conference

## Education Program Totals

Fire Safety Display	17
Car Seat Inspections	130
Car Seats Distributed	100
Fire Station Tours	2
School Visits	11



*Mayor Nelund and Senator Geoff Hansen join together with staff during the 2013 Mercy Health Partners prescription drug drop off.*



*Honor Guard Team presents the colors at the Public Safety Open House September 2013.*



# ***FIRE PREVENTION BUREAU***

**Fire Marshal Ted Karnitz**

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## **Fire Investigation**

Following the retirement of Fire Marshal Norm Hosko, Lieutenant Joe Munson has been working with new Fire Marshal Ted Karnitz on the responsibilities of fire cause and origin. 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 1076 E. Mount Garfield Rd**

**Photo taken May 23, 2014**

### **Fires Investigated**

Norton Shores	6
Roosevelt Park	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 over 979 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.

### **Business Files Maintained**

Norton Shores	793
Roosevelt Park	<u>186</u>
<b>Total Files</b>	<b>979</b>

The above databases were created as a means to better track information in our firefighter right-to-know and ordinance enforcement programs.



# *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. This group takes on the duty of designing and coordinating quality training in areas of department responsibility such as MIOSHA Employee Safety, Firefighting, Emergency Medical Services, Hazardous Materials, and Rescue. The goal of each training is not only to practice the skills needed to work effectively in those situations, but to also give knowledge needed to keep themselves and each other safe.

In addition to in-house trainings, we have a select group of individuals who have chosen to become members of specialized teams such as: Urban Search and Rescue (USAR), Underwater Recovery (Dive), Hazardous Material (Haz-Mat), Emergency Response Team (ERT) and the Police/Fire Honor Guard. Training in most of these areas is provided on both a county wide and regional basis.

To strengthen the working capabilities and provide for even more broad training opportunities, the department continues to work with the other agencies in the county. This collaborative effort continues to show its worth by offering additional scheduled regular training, as well as special opportunities such as full scale scenarios and task force driven operations. A strong emphasis is placed on this type of training relationship, first with our closest neighboring departments, in that we have regularly worked with in the past. It also includes law enforcement and other agencies that can all benefit from this strong working arrangement.

## **FY-2014 Training Statistics**

<b>Course Area</b>	<b>Classes Given</b>	<b>Subjects Covered</b>	<b>Students Attending</b>	<b>Class Hours</b>
Medical Training	45	6	225	66.92
Airport Training	31	5	197	48.75
Fire Training	138	21	676	247.25
Haz-Mat Training	10	3	51	18
Employee Safety	14	3	88	21.25
Officers Training	3	2	22	8.75
<b>TOTALS</b>	<b>141</b>	<b>40</b>	<b>1,259</b>	<b>410.92</b>



# Training Division

Deputy Chief Joseph Kinnucan

## Cadet Training

Three new firefighters received their State firefighter certification in FY14 with the successful completion of the Muskegon County Fire Academy. Joining our Department is Cadet Andrea Robinson, Cadet Arik Abdullah, and Cadet Steve Kruzel. These three Cadets are now progressing through the Muskegon Area Fire Chiefs Medical First Responder certification program. Upon successful completion, these individuals will be placed into our internal recruit training program in approximately the second quarter of FY15.

### Current Cadets

Employee	FFII Certification	MFR Certification
Matt Boros	Completed FY13	Completed FY14
Ryan Mylenek	Completed FY13	Completed FY14
Arik Abdullah	Completed FY14	In Training
Andrea Robinson	Completed FY14	In Training
Steven Kruzel	Completed FY14	In Training

## Recruit Training

After the recruit training program was given an overhaul last year, there was remarkable success and feedback from the changes. The process entails an extensive streets and mapping program, required MIOSHA employee safety training, along with pairing 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 6 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 FY14:

### Current Recruits

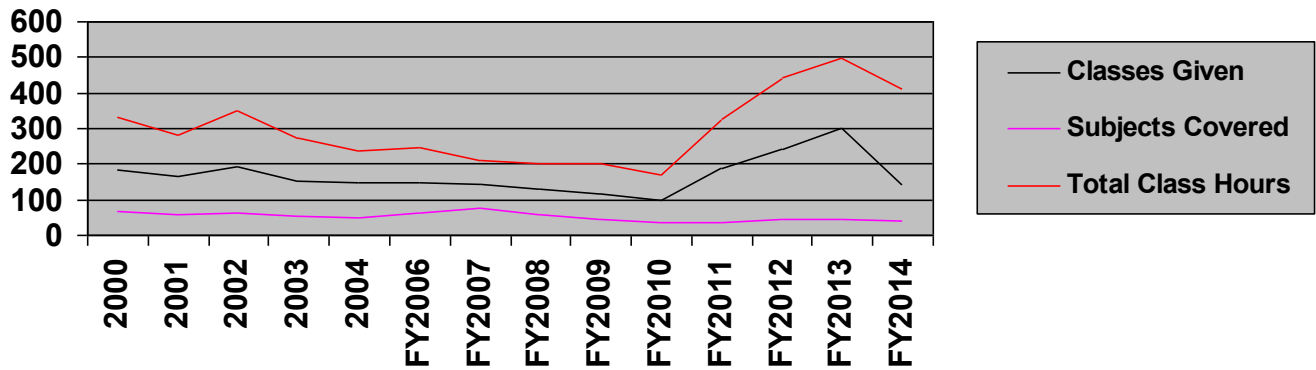
<u>Employee</u>	<u>Recruit Training</u>	<u>Probation</u>
Nate German	Completed	In Process
Rachel Scott	Completed	Completed
Ryan Mylenek	In Process	In Process
Matt Boros	Completed	Completed
Jeremy Goryl	In Process	In Process



# 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.



# Building Division

**Building Official Steven Sheldon**

## General Information

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

During this year's continued surge in construction the Building Division team has worked extremely well together responding to our customers' needs.

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 and are adjunct professors for Baker College.

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

## Building Division Current Code List

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

- 2009 Michigan Building Code, Residential Code, Rehabilitation Codes
- 2012 Michigan Mechanical Code
- 2012 Michigan Plumbing Code
- 2011 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)

## Current Staff

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



# *Building Division*

**Building Official Steven Sheldon**

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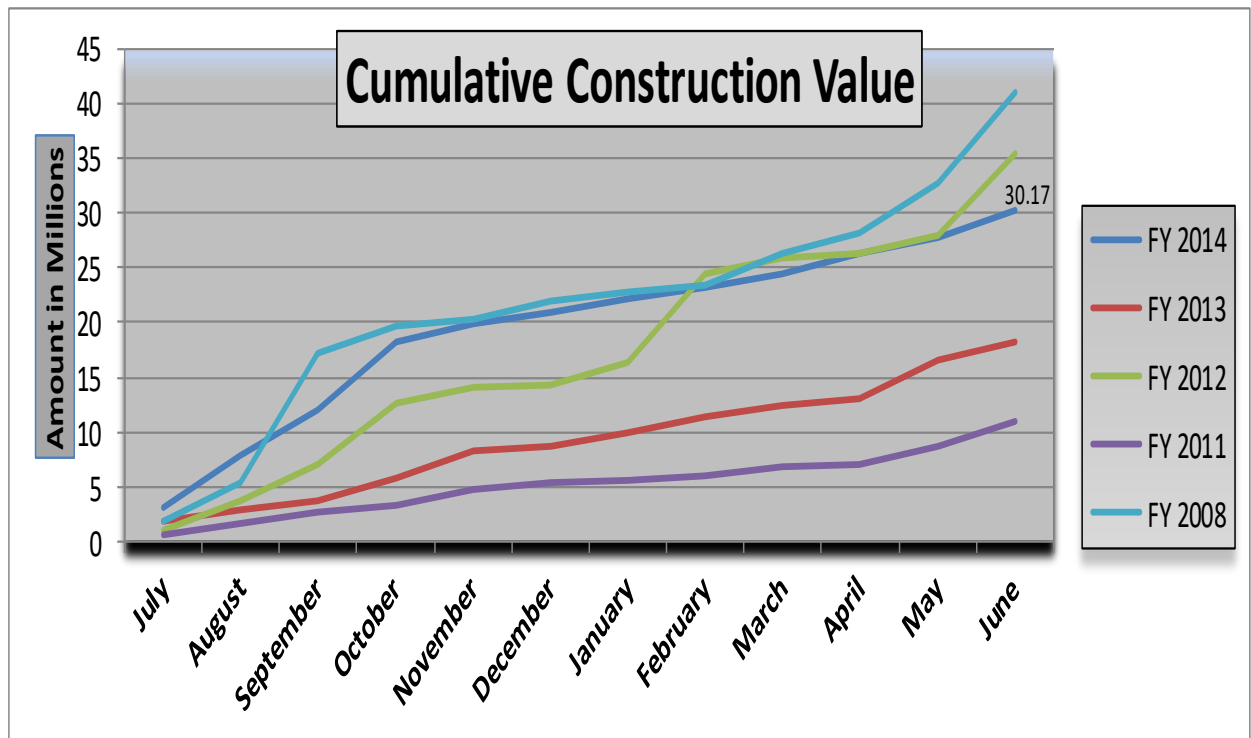
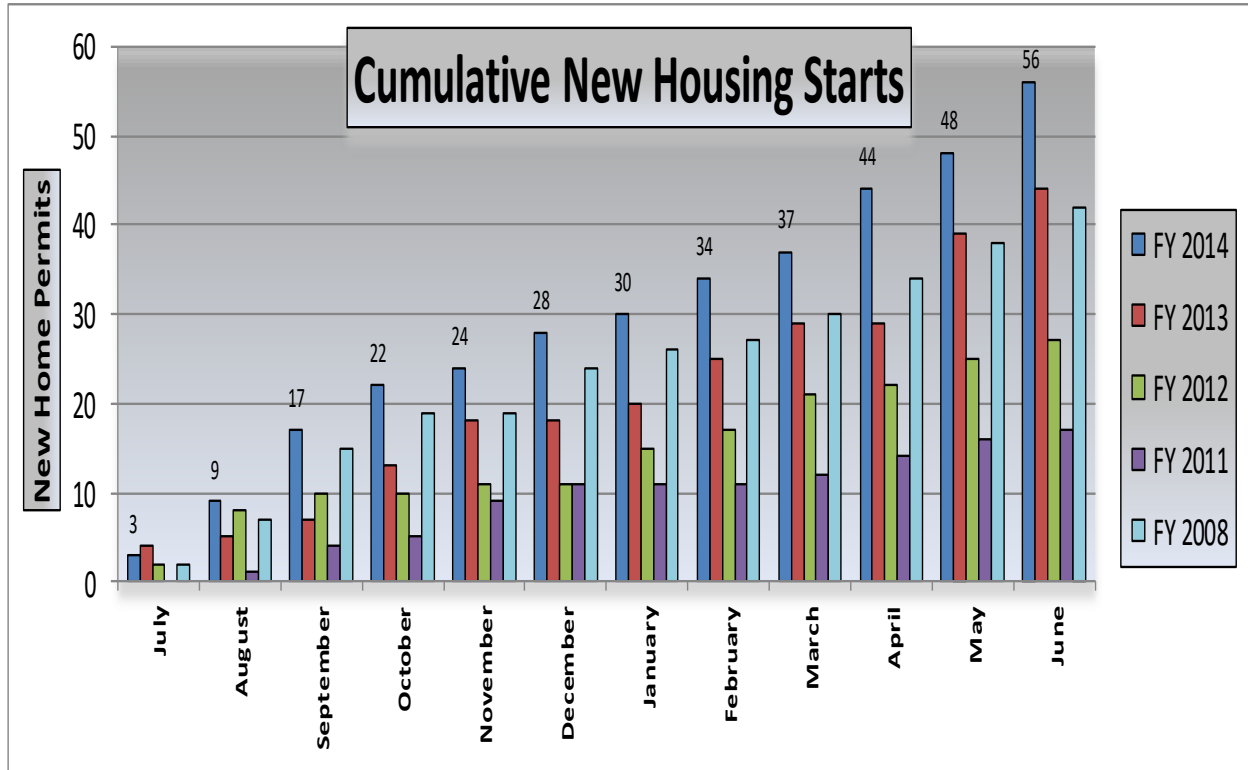
## **Top Ten Commercial and Industrial Projects**

1.	West Michigan Eye/Laser Office	1405 E. Farr Road	\$4,492,000
2.	Polycem Industrial Facility	715 W. Norton Avenue	\$1,577,063
3.	Gordmans Retail Remodel	5159 Harvey Street	\$1,301,000
4.	Dr. Sortman Dentist Office	6123 Harvey Street	\$1,252,200
5.	Lake Forest 12 Unit Apartment	545 Lake Forest Lane	\$837,000
6.	Westshore Oral Office remodel	5957 Harvey Street	\$700,000
7.	Speedway truck fueling facility	1040 E. Pontaluna Road	\$645,903
8.	Norton Retail-5 Guys/Mattress Firm	5411 Harvey Street	\$527,980
9.	Medical Supply Store Remodel	6401 Prairie Drive	\$503,000
10.	Babbitt's Sports Addition	3712 Airline Road	\$430,000
		<b>TOTAL VALUE</b>	<b>\$12,266,146</b>



# Building Division

Building Official Steven Sheldon



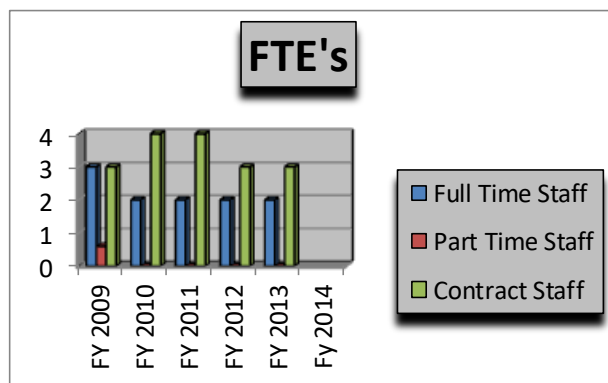
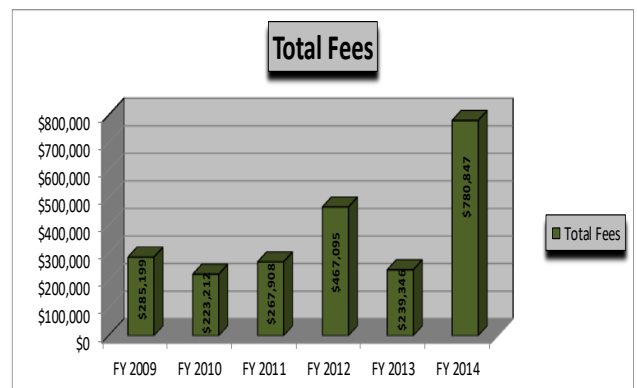
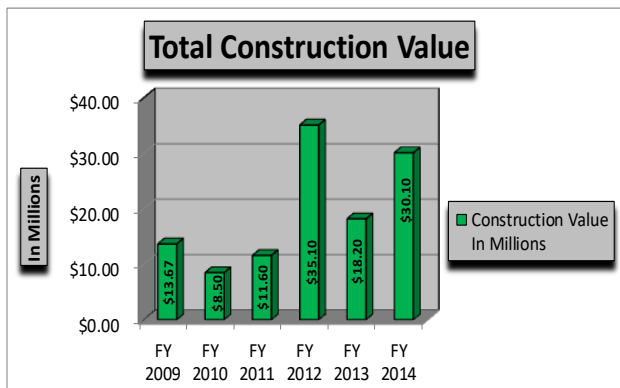
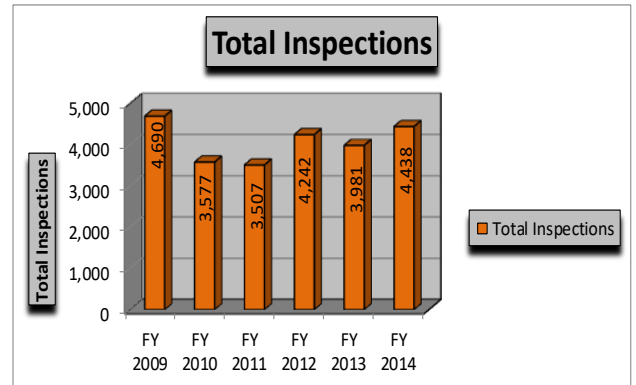
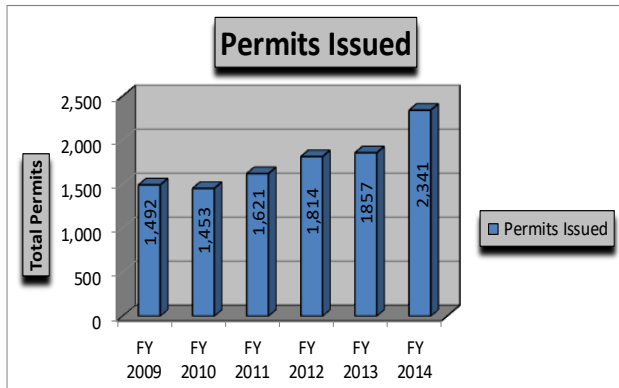


# Building Division

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

## Team Description

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 capabilities of the local fire departments. These environments are commonly found in confined spaces, building collapses, trenches and a variety of natural, industrial or construction-related incidents.

## Public Events

Team members were active in support and training throughout the Western Michigan area. The team participated in several of the area fire department open houses. Technical Rescue Trainings were conducted with White Lake Fire Authority and the County Fire Academy.

## Team Members

The Muskegon County USAR Team currently has 12 members who have made the “Commitment” to team excellence.

Andy Casperson	<b>Norton Shores Fire</b>	Ben Chartier	<b>Norton Shores Fire</b>
Ray Chartier	Fruitport Fire	Brian Fethke	Muskegon Twp. Fire
Nick Martin	<b>Norton Shores Fire</b>	Brian Marek	Muskegon Fire
Nate Morgan	Muskegon Twp. Fire	Brian Michelli	Fruitport Fire
Jon Mink	<b>Norton Shores Fire</b>	Jerry Ferrier	<b>Norton Shores Fire</b>
Steve Leatherman	<b>Norton Shores Fire</b>	Paul Carter	Dalton Twp. Fire

## Responses

The team responded to (1) Technical Rescue Incident in FY14.



USAR Training

June 2014

## Regional Participation

Team Leader, and Norton Shores Captain, Andy Casperson represents Muskegon County on the Region 6 Urban Search and Rescue Committee. The regional committee is made up of involved participants from Fire and EMS throughout 13 West Michigan counties. The mission of the Committee is to develop a response capability for structural collapse rescue in region 6. Funding from Homeland Security helps support the equipment, training, and personnel development needs of the team.

Andy Casperson, Ben Chartier and Brian Marek are also members of the Region 6 Task Force. The Task Force is a developing FEMA Type II technical rescue response team for the Region and may possibly be requested for statewide deployment.



# ***Muskegon County Dive Services***

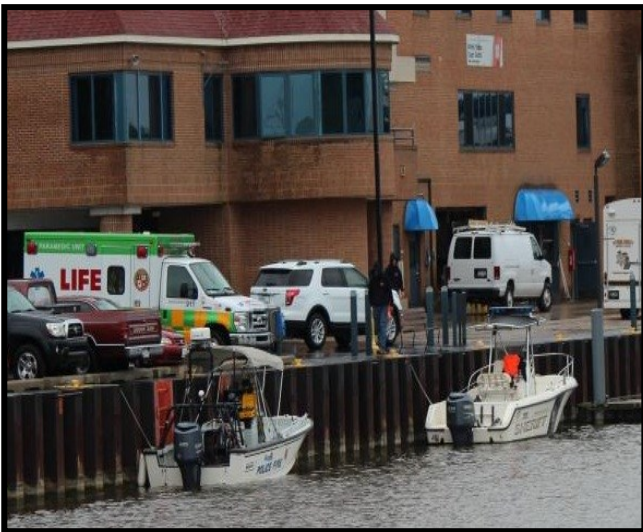
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## **Norton Shores Underwater Recovery Team**

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 on both working and training together. For any dive call received within Muskegon County both teams respond together. Last year the joint team responded to thirteen incidents, up eight from FY13. The location of the emergency and the total man and unit hour for NSFD Divers is listed below.

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

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

## Divers

LT. Joe Munson  
 FF James Hagenbuch  
 FF Jon Mink  
 LT Casey Rosenberg  
 FFD Brett Harris

Lt. Ben Chartier  
 FF Nick Martin  
 FF Steve Smith  
 FF Bill Featherstone

FFD Don Medema  
 FF Don VanderKooi  
 Chief Brian Michelli\*  
 FF Scott Weiman

## Support

FF Ray Chartier

## New Divers in FY 2014

Sgt. Brandon Poel    Cpl. Dan Hibler    Officer Ben Visser    Officer Jake Fulton

## The following members resigned from the team in FY 2014.

FF Dave Royce    Fire Marshal Norm Hosko    FF Jeremy Greene

INCIDENT RESPONSES					Unit	Man
Incident#	Alarm Date	Alarm Time	Location	Description	Hours	Hours
13-0001034	7/01/13	10:30	Ottawa County	Sonar Search	8.5	25.5
13-0001037	7/02/13	05:30	Ottawa County	Sonar Search	11.75	35.25
13-0001042	7/03/13	06:30	Ottawa County	Sonar Search	11	22
13-0001166	7/19/13	19:54	Muskegon	Dive Search	4	25.5
13-0001170	7/20/13	06:00	Muskegon	Dive Search	9	31.5
13-0001182	7/21/13	06:30	Muskegon	Sonar Search	7.5	22.5
13-0001186	7/21/13	14:00	Muskegon	Dive Search	5	10
13-0001544	9/09/13	12:49	Muskegon	Dive Search	3.25	19.75
13-0001553	9/10/13	12:27	Muskegon	Body Recovery	2	2
13-0001720	10/10/13	16:00	Muskegon	Sonar Search	4.5	14.5
14-0000080	1/12/14	17:25	Whitehall	Dive Search	1	8
14-0001004	6/01/14	01:13	Muskegon TWP	Dive Search	3.5	7
14-0001141	6/21/14	19:48	Muskegon	Dive Search	1.25	6.25

Total NSFD Man Hours- 229.75

Total NSFD Unit Hours- 72.25



# ***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 2014 Callouts**

There were a total of 10 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***

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 serve as the only Tactical Medics on the team. In addition to the above duties, their responsibilities include medical care readiness compliance, officer first-aid training, and overall health maintenance of the team during training and callouts. The TEMS unit attends all regular team trainings, maintains mandatory physical ability testing and firearms qualifications, and provides valuable input on tactical methods for operations such as officer down responses.

As firefighters, the two additionally take on the responsibility of fire extinguisher checks, SCBA and respirator fit testing requirements, hazardous materials related incidents, and any other needs the team comes across.



Lt Rosenberg oversees medical safety during firing range training Alpena 2014



Deputy Chief Joe Kinnucan participates in simunition drills



# ***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 Hosko and Lt. Munson investigated 7 fires in Norton Shores as well as to other agencies.



# ***Norton Shores Fire 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 57 emergency calls this past year, a decrease of 6 calls from last year, and provided the following departments with food and beverages during FY-2014:

<u><b>Responses Made</b></u>		<u><b>Items Served</b></u>	
Norton Shores	9	Coffee Cups	1,965
Muskegon Fire	13	Bottled Water	2,121
Muskegon Heights	10	Lemonade gal.	25
North Muskegon	2	Gator Aid	389
Egelston	2	Hot Chocolate Cups	381
Fruitport Fire	7	Donuts doz.	6
Muskegon Twp. Fire	4	Sandwiches	660
White Lake	2	Snack Cakes	427
Holton	1	BBQ's	128
Casnovia Twp.	1		
Spring Lake Twp.	1		
Grand Haven Twp.	5		
<b>Total Responses</b>	<b>57</b>		

**Total Man Hours – 1,066      Total Unit Hours – 211.0**



# *Norton Shores Fire Canteen 450*

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## Financial Report FY– 2014

Beginning Balance July 1, 2013      **\$7,507.37**

### Donation Income

Betty Yonkers	\$ 150.00
Walter Goetz	\$ 450.00
Open House	\$ 553.70
Cynthia Caldwell	\$ 220.00
Muskegon County Adjusters Association	\$ 1,400.00
Poster Donation	\$ 8.32
Lisa Medendorp	\$ 25.00
Muskegon Firefighters Local 370	\$ 150.00
Muskegon County Medical Authority	\$ 120.00
Lisa Kemp	\$ 300.00
Idabelle Volkman	\$ 100.00
James Koster	\$ 200.00
City of Ferrysburg	\$ 150.00
Jawor Machine Comp	\$ 2,500.00
DPW Open House	\$ 274.50
Meijer Gift Cards	\$ 1,670.10

### Total Donations

**\$ 8,271.62**

### Expenditures

Sam's Club	\$ 608.02
Meijer	\$ 145.36
GFS	\$ 237.32
State of Michigan	\$ 20.00
Jack's Corner Store	\$ 10.00
E & A Grocery	\$ 8.46
Menards	\$ 57.62
Harbor Freight	\$ 128.24



# *Norton Shores Fire Canteen 450*

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## Expenditures Cont.

Home Depot	\$ 10.18
Safety Products	\$ 167.89
Ladds	\$ 9.20
Nye Uniform	\$ 39.00
John's Market	\$ 41.79
St John's Truck & Trailer Service	\$ 257.37
Magtronick Rechargeable Battery	\$ 23.10
Speedway LP Tank Exchange	\$ 23.31
ETNA Supply	\$ 9.30
Jolman Fleet and Service	\$ 348.59
Backup Camera	\$ 459.49
Lowes	\$ 3.89

**Total Expenditures**

**\$ 2,608.13**

**Ending Balance June 30, 2014**

**\$ 13,652.42**



# ***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	22
Joseph J. Kinnucan	Deputy Chief	21
Norman S. Hosko	Fire Marshal (Retired 5/30/14)	44
Theodore J. Karnitz	Fire Marshal	19
Marla D. Crawford	Clerk-Typist III	34
Paula Adkins	Part-Time Clerk	4 months
Steven Sheldon	Building Official	8
Nichole Schaner	Clerk -Typist III	0
<u>Full-time Personnel</u>		
Michael A. Healey	Captain	32
Christopher J. Healey	Captain	26
Andrew P. Casperson	Captain	16
Benjamin L. Chartier	Lieutenant	22
Jerry D. Ferrier	Lieutenant	10
Joseph L. Munson	Lieutenant	17
Casey M. Rosenberg	Lieutenant	8
Francis Attig III	Firefighter/Driver	11
Donald L. Medema	Firefighter/Driver	29
Marc Topping	Firefighter/Driver	12
Rebecca A. Walachovic	Firefighter/Driver	15
Brett M. Harris	Firefighter/Driver	3
Scott R. Steinhauer	Firefighter/Driver	15
<u>Part-time Personnel</u>		
Raymond L. Chartier	Firefighter (Retired)	28
Craig DeCatur	Firefighter	3
Jeremy Greene	Firefighter	12
David Royce	Firefighter	16
Arik Abdullah	Cadet	0
Jason Berghuis	Firefighter	9
Matt Boros	Recruit	1
Leon C. Conklin Jr.	Firefighter	16
Lon C. Cross	Firefighter	5
Craig DeCatur	Firefighter	3
William Featherstone	Firefighter	3
Nate German	Recruit	0



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

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<u>Part-time Position Cont.</u>	<u>Position</u>	<u>Years of Service</u>
Jeremy Goryl	Recruit	0
Antonio C. Gutierrez	Firefighter	15
James Hagenbuch	Firefighter	7
Justin Hall	Firefighter	9
Jason Hruskach	Firefighter	9
Steve Kruzel	Cadet	0
Adam Langlois	Firefighter	8
Steve Leatherman	Firefighter	4
Nicholas Martin	Firefighter	9
Jon J. Mink	Firefighter	16
Ryan Mylenek	Recruit	1
Andrea Robinson	Cadet	0
Antonio D. Romanelli	Firefighter	16
Rachel Scott	Firefighter	1
Steve Smith	Firefighter	4
Donald L. VanderKooi	Firefighter	16
Eric Wentzloff	Firefighter	5
Scott Wieman	Firefighter	6



# *Norton Shores Fire Department Organizational Chart*

