



FISCAL YEAR 2019

Supplemental Report



Proudly Serving



Muskegon County Airport



Protecting Your Future

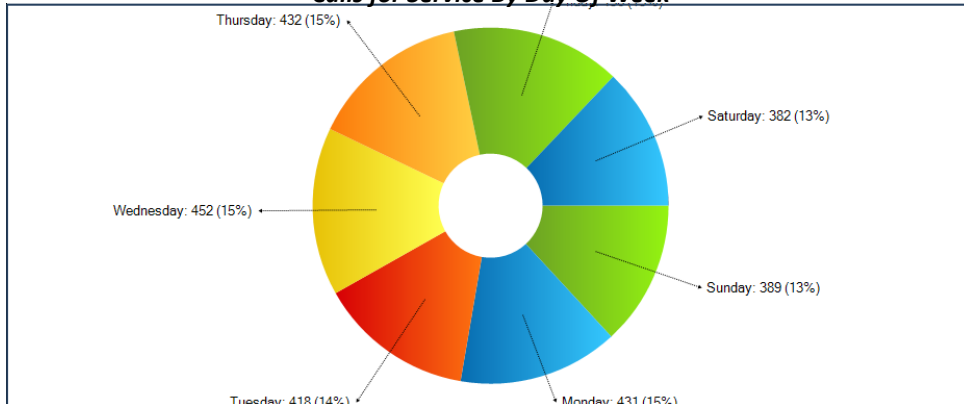


DEPARTMENT ADMINISTRATION

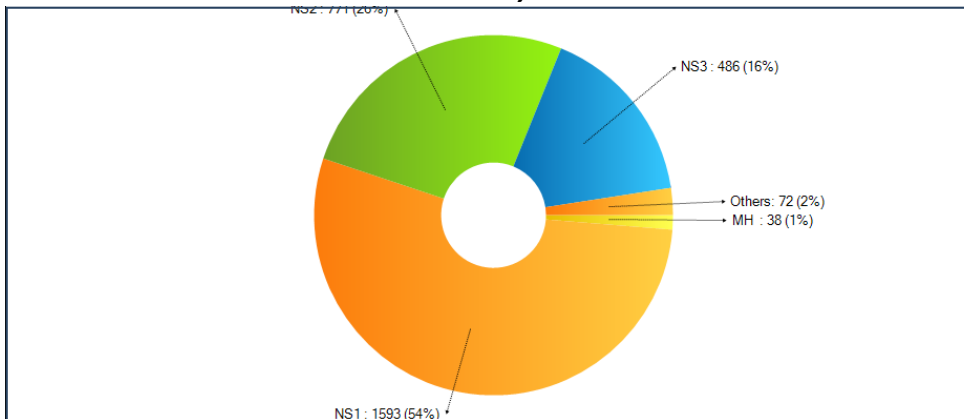
Fire Management Division – The Fire Management Division provides funding for the position of Fire Chief and Department Administrative Assistant. It is the Chief’s responsibility to administer all policies, programs, and resources for the City’s fire service. The Fire Chief serves as the City’s Emergency 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.

Below are figures representing the Departments calls for service in FY 2019

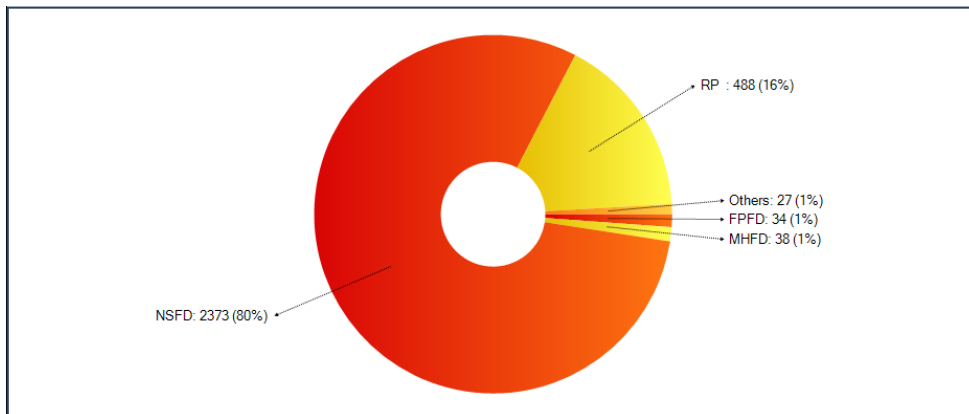
Calls for Service By Day Of Week



Calls For Service By Fire Station



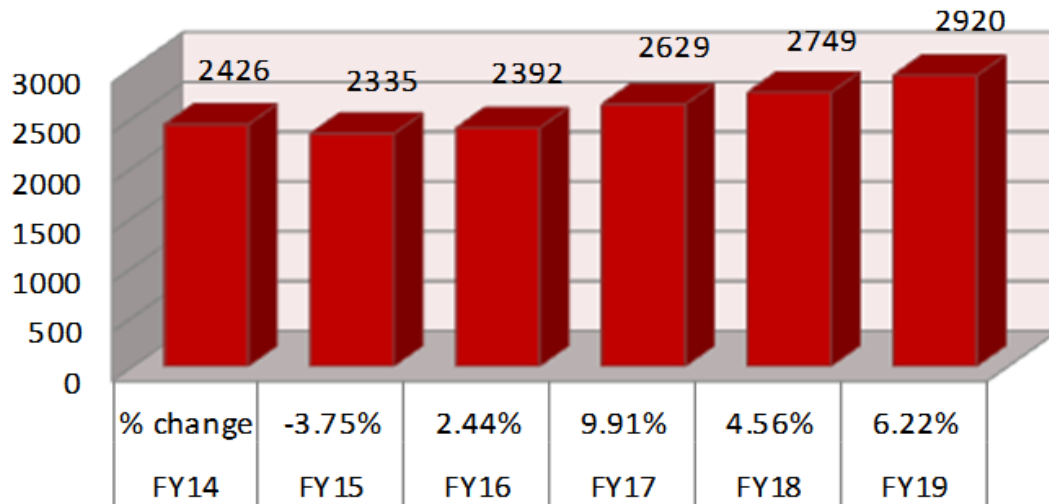
Calls For Service By District





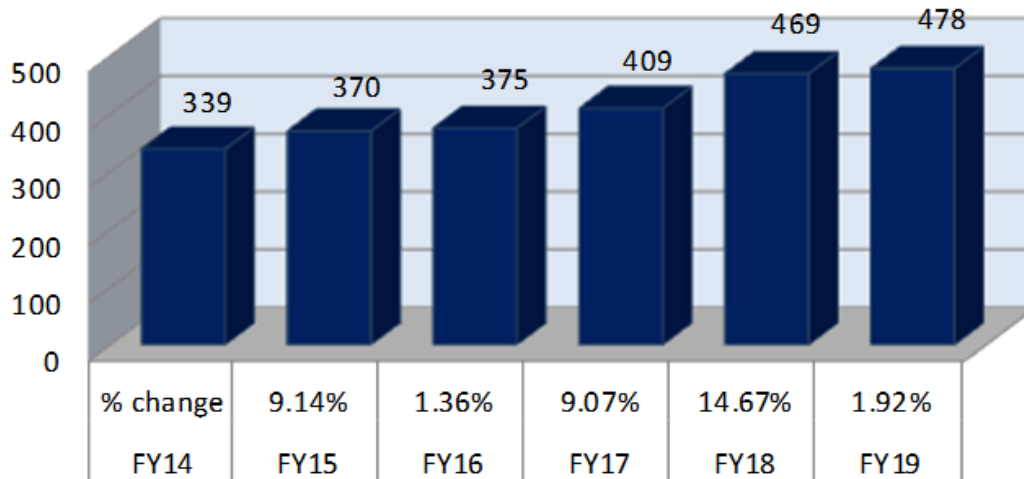
DEPARTMENT ADMINISTRATION

Norton Shores Calls for Service



■ Number of Calls

Roosevelt Park Calls for Service

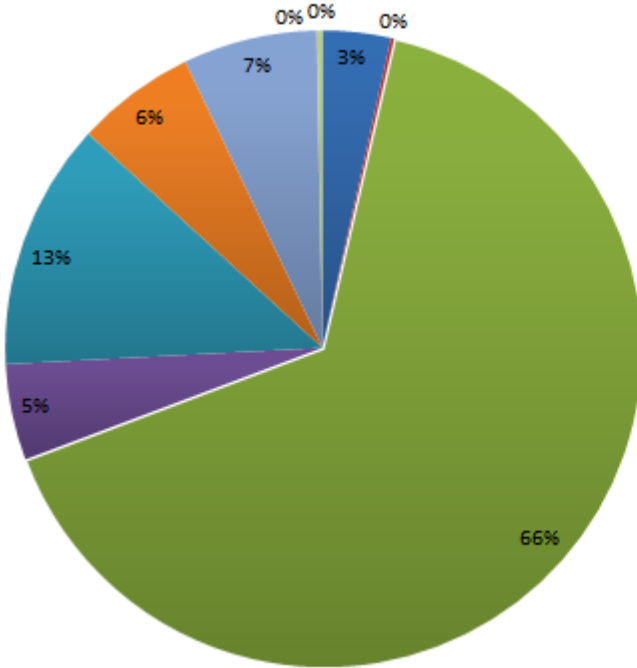


■ Number of Calls



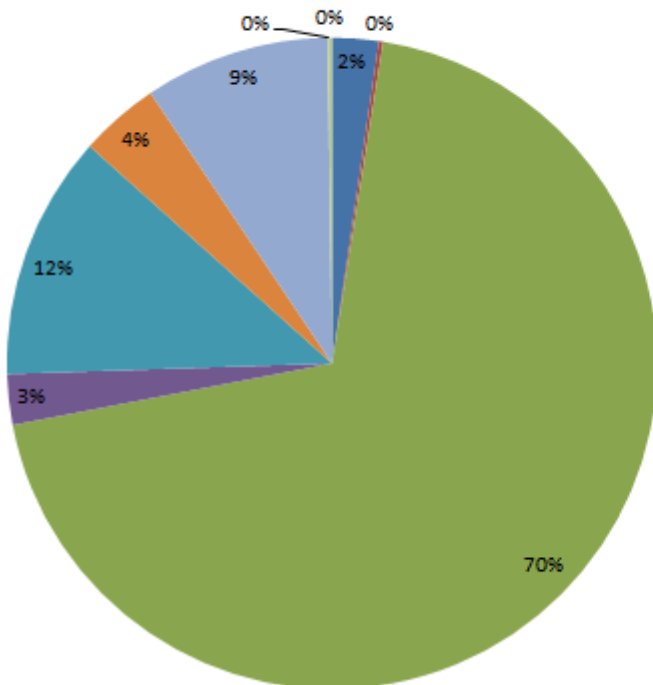
DEPARTMENT ADMINISTRATION

FY 19 Types of Incidents All of Norton Shores



- Fire
- Overpressure Rupture, Explosion, Overheat (no fire)
- Rescue & Emergency Medical Service Incident
- Hazardous Condition (no fire)
- Service Call (All Public Events)
- Good Intent Call
- False Alarm & False Call
- Severe Weather & Natural Disaster
- Special Incident Type

FY 19 Types of Incidents Roosevelt Park



- Fire
- Overpressure Rupture, Explosion, Overheat (no fire)
- Rescue & Emergency Medical Service Incident
- Hazardous Condition (no fire)
- Service Call (All Public Events)
- Good Intent Call
- False Alarm & False Call
- Severe Weather & Natural Disaster
- Special Incident Type



DEPARTMENT ADMINISTRATION

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Ferrysburg Fire Dept.		1		
Fruitport Charter Township Fire Dept.	5	5	11	9
Montague Fire District				
Muskegon Charter Township Fire Dept.			1	
Muskegon Fire Dept.	7			
Muskegon Heights Fire Dept.	18	3	1	9
North Muskegon Fire Dept.				
Norton Shores Fire Dept.				
Other, Assist to Outside Agency	2			
Spring Lake Fire Dept.				
FY19 TOTALS:	32	9	13	18

Aid Received	FY19	FY18	FY17	FY16	FY15	FY14
Total Aid Received	27	64	71	52	45	79

FY 19
% of Total Responses
 0.925%

Aid Given	FY19	FY18	FY17	FY16	FY15	FY14
Total Aid Given	45	79	74	47	66	74

FY 19
% of Total Responses
 1.541%



DEPARTMENT ADMINISTRATION

Capital Purchases

The Department continues to be grateful for the attention shown by City leaders in regards to capital purchases and planning. The fire service is 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>
Thermal Imager Replacement (1)	\$ 9,560
ERT Ballistic Vests (2)	\$ 5,718
Portable Scene Lights (2)	\$ 1,176
Side Scan Sonar Replacement	\$ 41,999
Ice Rescue Equipment	\$ 5,400
Radio Slings (31)	\$ 3,000
Hose/Equipment Replacement	\$ 2,772
Search & Rescue Drone	\$ 24,773
Gear Lockers	\$ 2,262



EMERGENCY SERVICES DIVISION

Emergency Services Division – The Emergency Services Division provides funding for the apparatus, facilities, and firefighting personnel. The City maintains three fire stations, as well as, a fourth which is located at the Airport and is under contract with the County of Muskegon. Our current funding allows for 24 full-time firefighters and nine full-time equivalent positions utilizing part-time personnel. Part-time staffing levels vary depending on their schedules. We presently have 13 part-time firefighters in our department. 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 two arrivals and two departures scheduled each day. If additional flights are scheduled, NSFD will provide coverage and then invoice them for the extra staffing. Firefighter-drivers and one on shift lieutenant staff each of the three stations. Lieutenants are primarily responsible for maintaining the Department’s training program and are asked to fill in for the shift supervisor in the captain’s absence. 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-shift staffing system where one captain is assigned to each and acts as a shift supervisor.

Watercraft, Equipment Trailers, and Utility Vehicles

Station Assigned	Unit	Type	Primary Assignments	Year	Pool Status
Station #3/Dock	470	Watercraft	Water Related Emergencies	1989	In
Station #3	475	Watercraft	Water Related Emergencies	2013	Not In
Station #3	480	Utility Pickup	Utility	2013	In
Station #2	483	Utility Cruiser	Utility	2007	Not In
Station #3	485	Dive Trailer	Dive Team Equipment	2002	Not In
Training Center	487	Ext. Trailer	Extinguisher Education	2005	Not In
Training Center	488	Decon Trailer	Decontamination Equipment	1985	Not In
Training Center	LTW6	Light Tower	Scene Lighting	2012	Not In
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	Not In



EMERGENCY SERVICES DIVISION

Primary Department Apparatus

Station Assigned	Unit	Type	Primary Assignments	Year	Pool
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	In
Station #1	421	Engine	1st line Structure Fires Citywide	2005	In
Station #1	481	Brush Unit	Brush Fires Citywide	2005	Not In
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	In
Station #2	422	Engine	1st line Structure Fires Citywide	2014	In
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	In
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	Not In
Station #3	489	Command Pick-up	Shift Command Responses	2012	In
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	In
Station #3	423	Engine	1st line Structure Fires Citywide	2008	In
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2017	In
Station #3	424	Engine	Reserve Engine Citywide	2001	In
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	In



EMERGENCY SERVICES DIVISION

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.

Course Area	Classes Given	Subjects Covered	Students Attending	Class Hours
Medical Training	62	18	327	146
Airport Training	26	4	149	58
Fire Training	78	24	431	146
Employee Safety Training	13	6	38	18
Officers Training	7	4	49	26
HazMat Training	6	1	38	16
Totals	192	57	1032	410



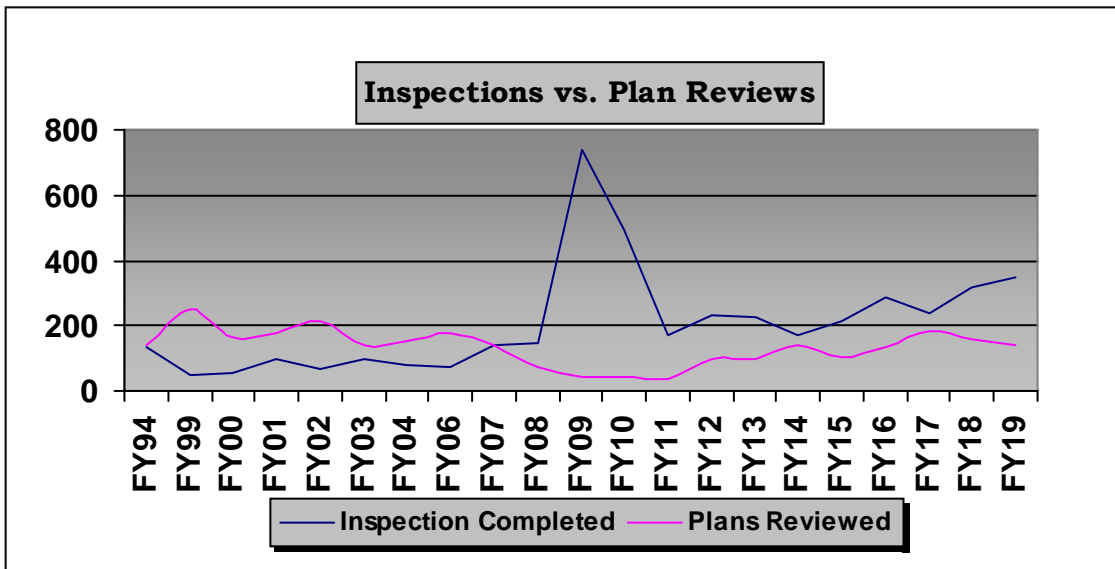
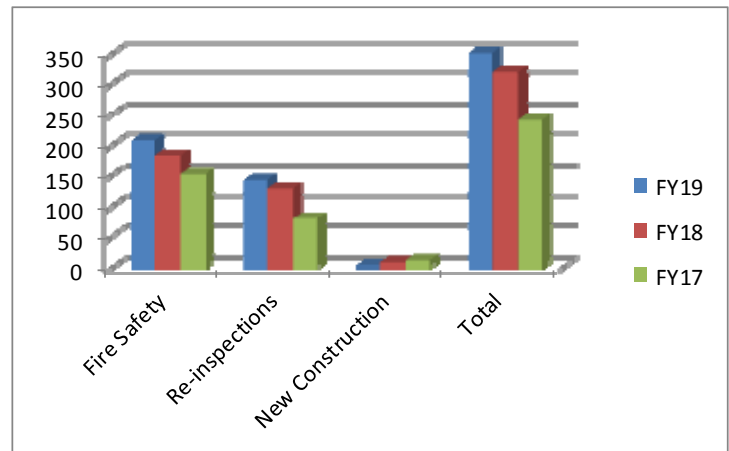
FIRE PREVENTION BUREAU

Fire Prevention & Investigation Division – The Fire Prevention and Investigation division funds the Fire Marshal, Fire Inspector, and one Administrative Assistant. The Fire Prevention Bureau is responsible for inspections of new and existing occupancies, plan reviews, public safety education programs, fire investigations, Hazmat 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 lockbox for use on their private dwelling. The Administrative Assistant 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.

Inspection Activities

The FY19 Inspection Activities for Norton Shores and Roosevelt Park are as follows:

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
Fire Safety	206	182	150
Re-inspections	141	127	78
New Construction	3	8	11
TOTALS:	350	317	239



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

	<u>FY19</u>	<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>
Inspections Completed:	350	317	239	290	211	170	225	231	173	495*	867*
Plans Reviewed:	143	159	181	133	104	143	96	97	35	41	43



FIRE PREVENTION BUREAU

Smoke Alarm Program

FY19 STATISTICS

Installs in owner occupied residences: 87 residences/377 alarms

Average installs per residence: 5-6 alarms

Residences that had the average: 3 (3.45%)

- 39% - Zero working smoke alarms
- 59% - One or less working smoke alarms
- 59% - Had smoke alarms older than 10 years - NFPA; recommends replacing smoke alarms every 10 years

INSTALLS SINCE 2015 PROGRAM INCEPTION: 413 residences/1934 alarms

Public Safety Open House

Statistics

- 968 Fire Truck
- 620 Registration/Kid bags

Other Activities

- Kids Bounce House
- Firefighter Kids Gear
- Fire Spray House
- Kids Firefighter obstacle course
- Family Fire Extinguisher training
- Home Depot - Kids Work Shop
- DTE – MISS DIG gas activity
- Consumers Energy – Power line danger activity
- E.S.C.A.P.E Kids Fire Prevention – Smoke Trailer featuring “Jake the Fire Safety Dog”

FY19 Open House Stats

Fire Truck Rides 968 Children Registered 620

Approx. Attendance: 1,500

Public Education Program Totals

Community Involvement	48
Fire Station Tours	5
Total School Visits	7
Total	60



FIRE PREVENTION BUREAU

Fire Investigation — The Fire Marshal and Fire Inspector are responsible for fire cause and origin investigation. Our Fire Inspector is a member of the Muskegon County Fire Investigation Team and offers his assistance to surrounding departments as the needs arise.

FY19 Fire Investigations			
Month / Year	Norton Shores	RP	Muskegon County
July 2018	3462 Padelt St.		
August	4092 East Lake Rd.		
September			
October			
November			
December	5061 Melmax St.		
	3079 Getty St.		
January 2019			
February			
March	1697 Hendrick Rd.		
April	2271 Norman St.		
May	3236 Cherokee Trl		
	1653 Shorewood Dr.		
June	2950 McCracken Ave.		2162 E. Hile Rd. FP
Total	9	0	1

Fires Investigated	
Total	10

Business Information Management – 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.

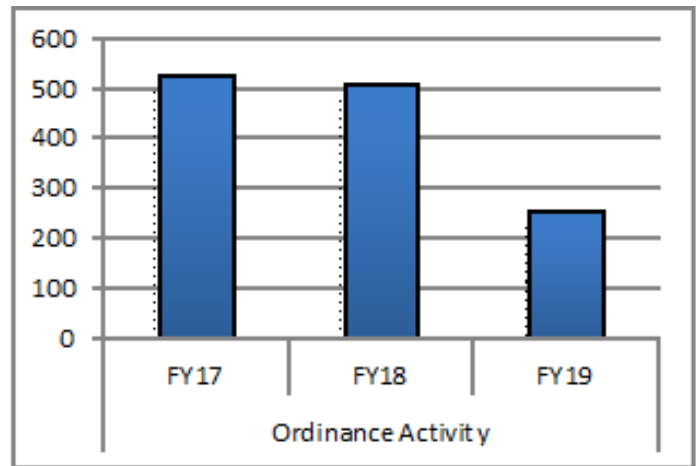
Business Files Maintained	
Norton Shores	824
Roosevelt Park	166
Total Files	990



Ordinance Enforcement

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.

Yard Maintenance	FY19	FY18	FY17
Junk/Debris	56	83	114
Vehicle	80	114	116
Grass/Weeds/Leaves ^a	105	146	103
Hydrant Blocked	0	3	3
Leaves	0	42	21
Other ^b	14	125	167
Snow – Exit Blocked	0	0	0
Pods	0	0	6
Total Violations	255^c	513	530



^aLeaves are included under Grass/Weeds/Leaves starting FY19

^bOther includes garbage, rubbish, landscaping material, furniture, firewood, household items, and illegal burns

^cRepresents a new recording method of the number of complaints received vs. total violations

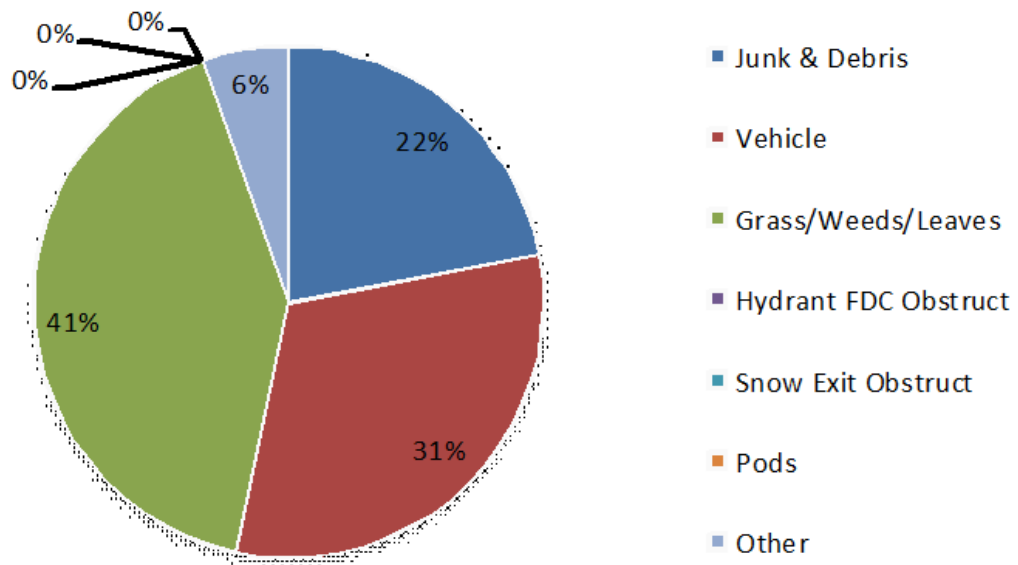
Permit Activity	FY19	FY18	FY17
Temporary Storage	0	0	0
Special Sale Event	5	2	6
Non-Profit Event	10	11	7
Grand Openings	1	1	0
Total Permits	16	14	13
Total Permit Fees	\$675	\$450	\$650

Signs	FY19	FY18	FY17
Illegal Sign – Business	59	110	83
Illegal Sign – Temporary	21	55	63
Illegal Sign – Political	23	1	63
Total	103	166	209



Ordinance Enforcement

FY2019 Ordinance Enforcement Activity



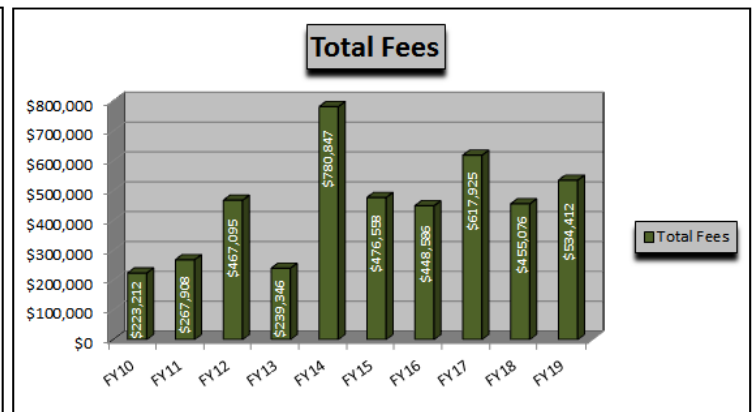
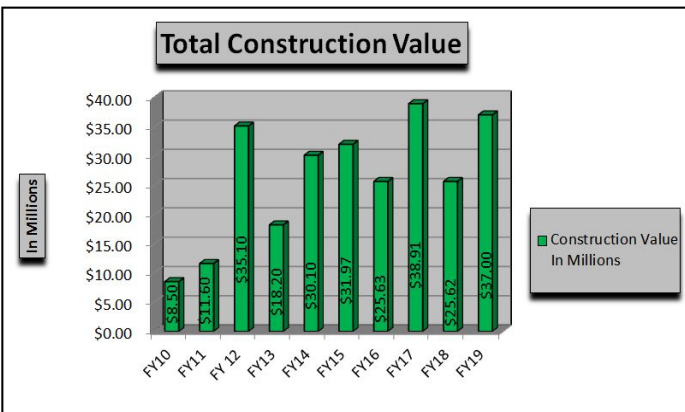
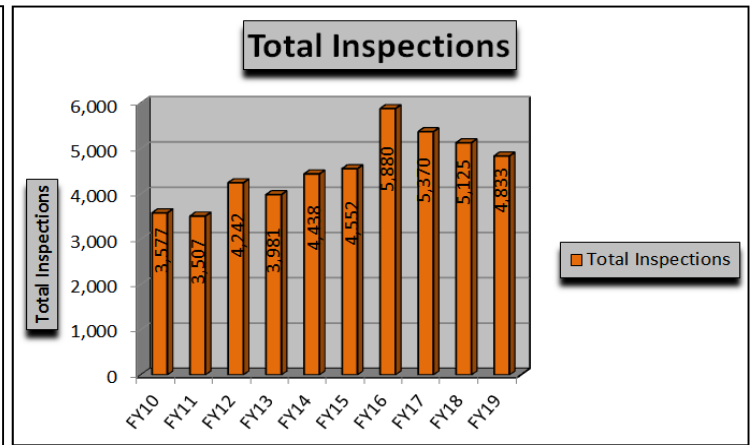
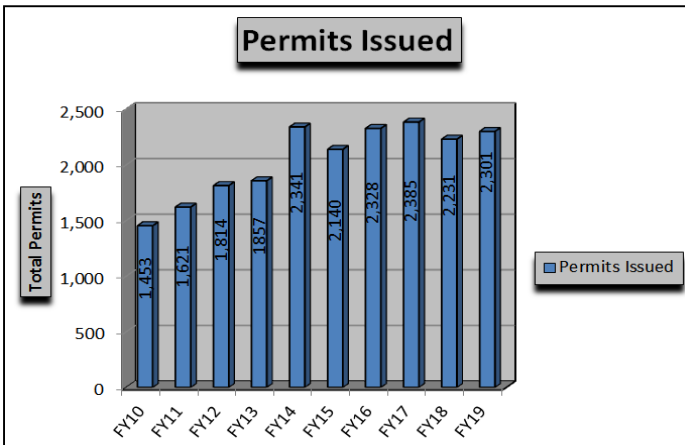


BUILDING DIVISION

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. The Building Division oversees the rental inspection program which is currently subcontracted out to a third party.

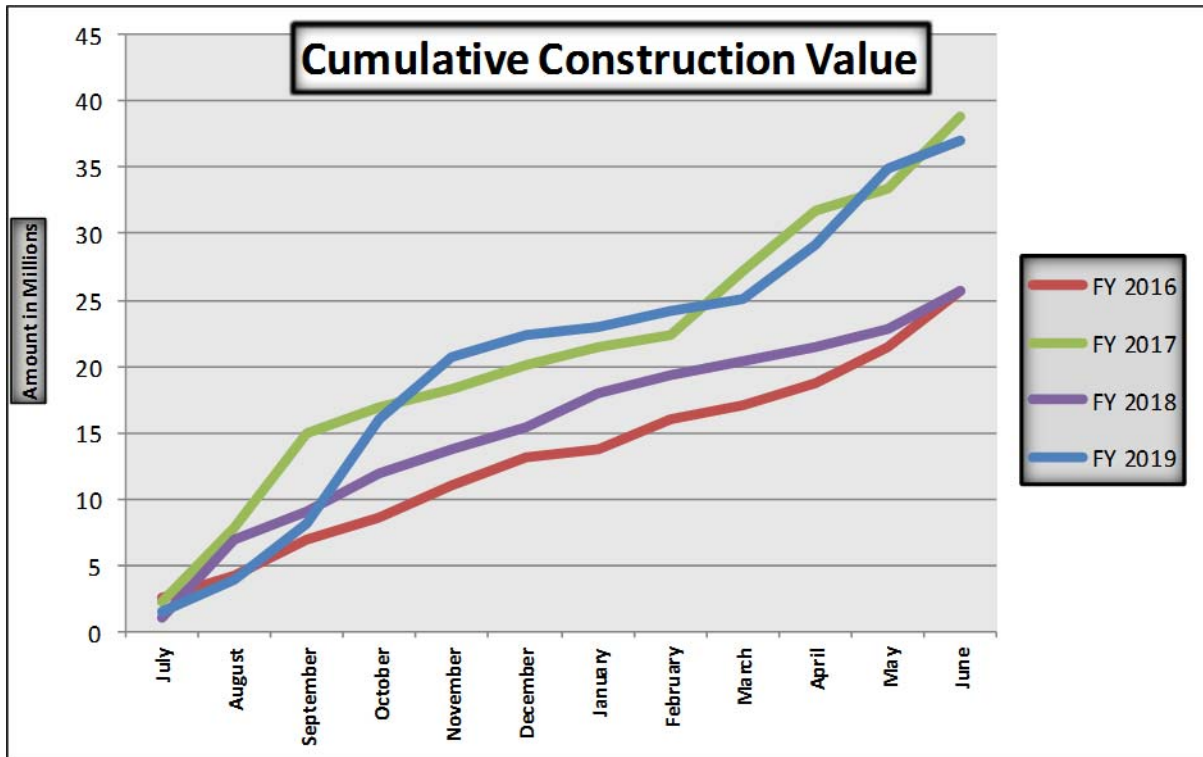
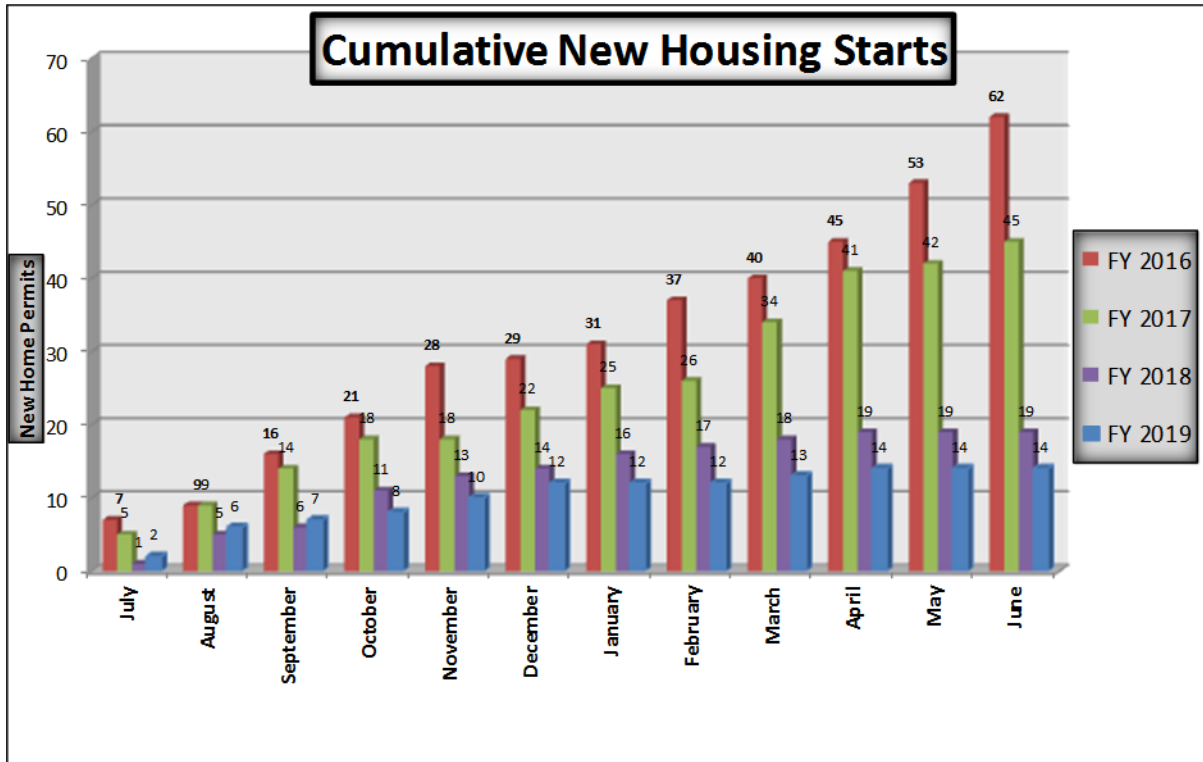
Building Division Historical Data

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





BUILDING DIVISION





DEPARTMENT ROSTER

Administrative Staff		Years of Service
Robert L. Gagnon	Fire Chief	27
Joseph J. Kinnucan	Deputy Chief	26
Theodore J. Karnitz	Fire Marshal	24
Paula Adkins	Administrative Assistant	5
Nichole Schaner	Administrative Assistant	4
Lora Edson	Administrative Assistant	4
Stacy Stehouwer	Administrative Assistant	2

Full-Time Personnel		
Michael A. Healey	Captain	37
Christopher J. Healey	Captain	31
Benjamin L Chartier	Lieutenant	27
Joseph L. Munson	Fire Inspector	22
Andrew P. Casperson	Captain	21
Donald VanderKooi	Ordinance Enforcement	21
Rebecca A. Walachovic	Firefighter/Driver	20
Scott R. Steinhauer	Firefighter/Driver	20
Marc Topping	Firefighter/Driver	17
Jerry D. Ferrier	Lieutenant	15
Casey M. Rosenberg	Lieutenant	13
Adam Langlois	Firefighter/Driver	13
Brett M. Harris	Firefighter/Driver	8
Ryan Mylenek	Firefighter/Driver	6
Zach Boterenbrood	Firefighter/Driver	1
Mark Konecny	Firefighter/Driver	1
Benjamin Novak	Firefighter/Driver	1
Jonathon (Jack) Dora	Firefighter/Driver	1
Ryan Bronkema	Firefighter/Driver	1
Eric Wentzloff	Firefighter/Driver	1
Steve Andrews	Firefighter/Driver	1
Mark Schmiedeknecht	Firefighter/Driver	1
	<i>Resigned: June 15, 2019</i>	
Matthew Wood	Firefighter/Driver	0
Walter Weldon	Firefighter/Driver	0
David Nichols	Firefighter/Driver	0
Jeremy Statler	Firefighter/Driver	0



DEPARTMENT ROSTER

Part-Time Personnel		-	Years of Service
Jon J. Mink	Firefighter		21
Antonio C. Gutierrez	Firefighter	<i>Resigned: August 28, 2018</i>	20
Jeremy Greene	Firefighter		17
Jason Berghuis	Firefighter		14
Nicholas Martin	Firefighter		14
Scott Wieman	Firefighter	<i>Resigned: March 18, 2019</i>	11
Lon C. Cross	Firefighter		10
Steve Smith	Firefighter		9
Matt Boros	Firefighter		6
Arik Abdullah	Firefighter	<i>Resigned: September 3, 2018</i>	5
Andrew Hunt	Firefighter		4
Noel Elder	Firefighter		3
Robert Kumpf	Firefighter	<i>Resigned: September 12, 2018</i>	3

FY-19 Organizational Chart

