



# Supplemental Report Fiscal Year 2022



scan to view video



## Muskegon County Airport



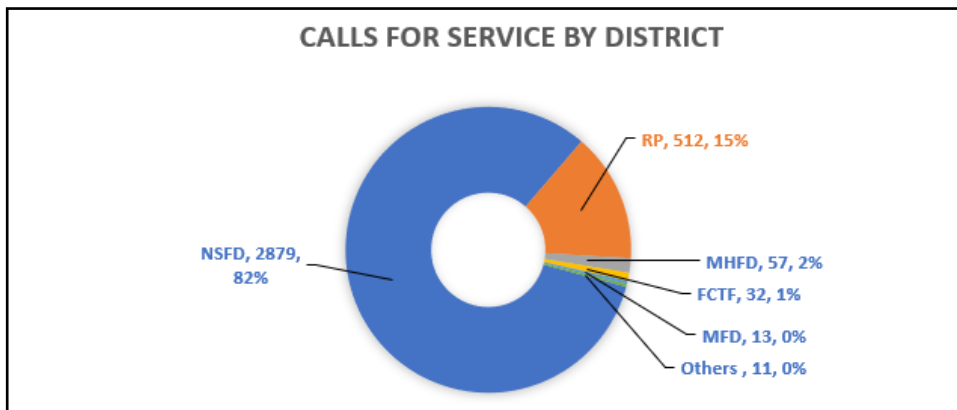
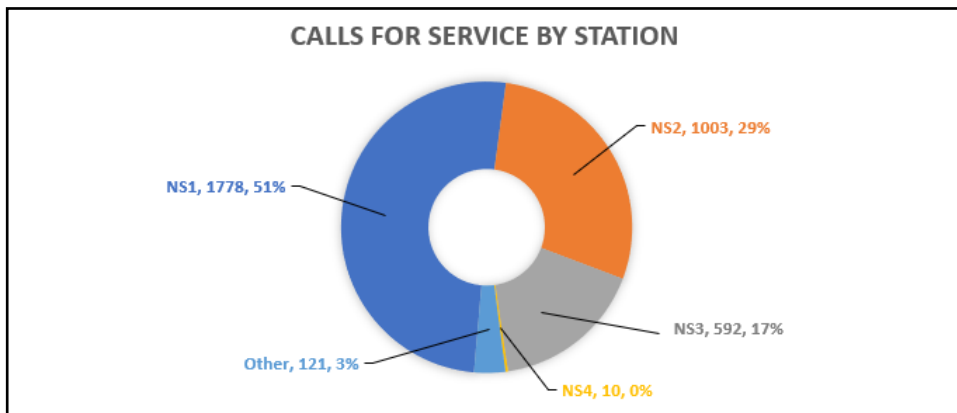
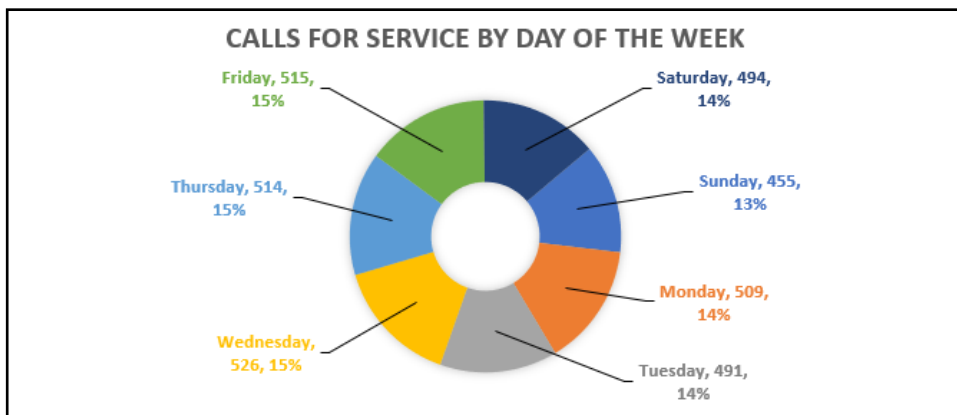
*Protecting Your Future*



# 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 overseeing the Media Coordinator position.

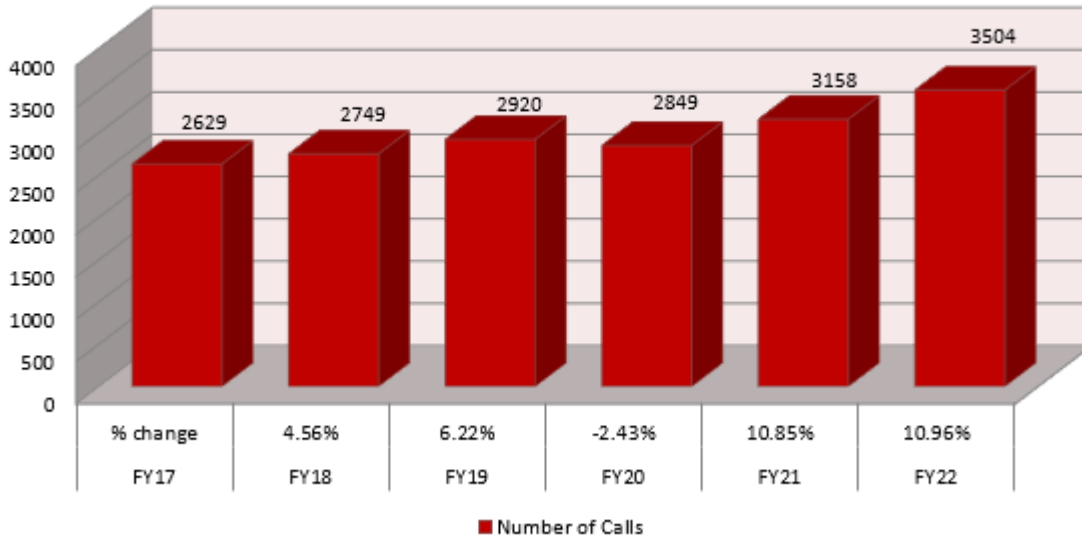
Below are figures representing the Departments calls for service in FY 2022



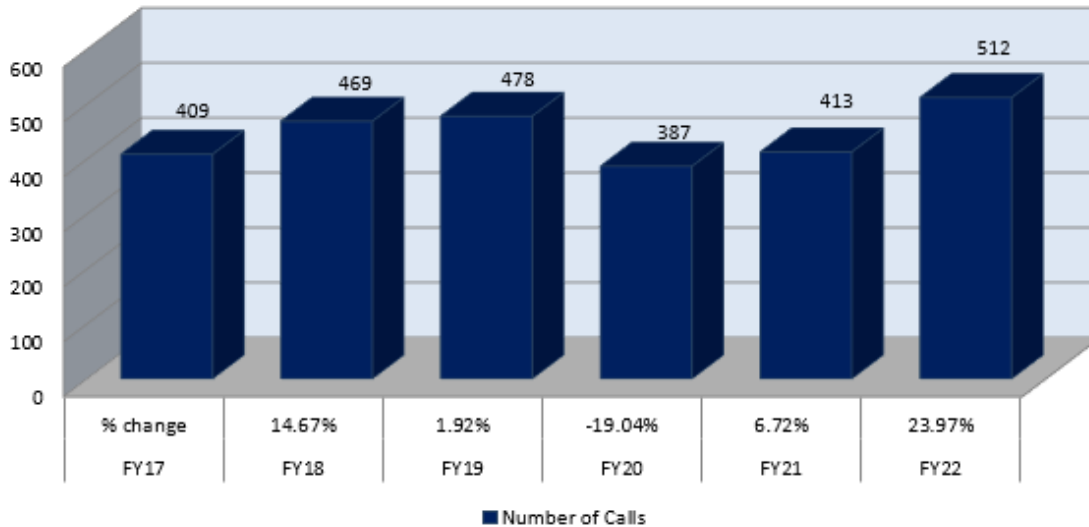


# DEPARTMENT ADMINISTRATION

### Norton Shores Calls for Service



### Roosevelt Park Calls for Service

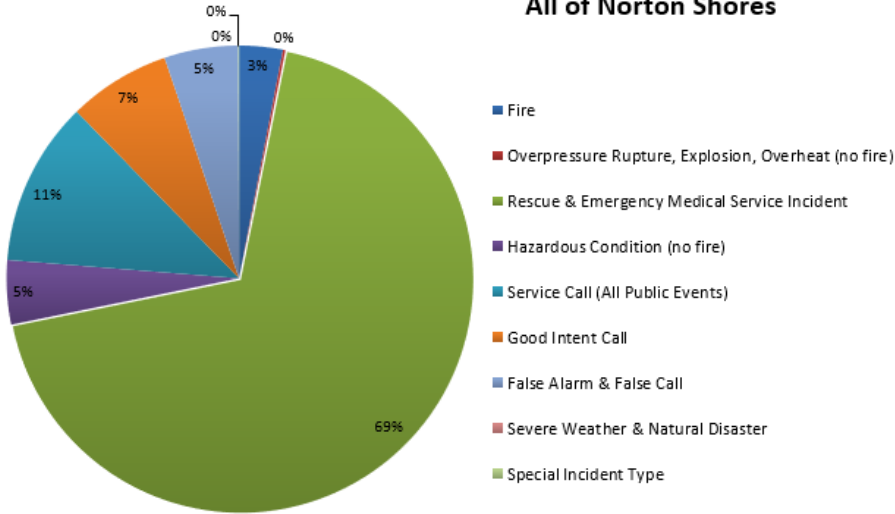


**Contracted Services** – The Department has a long history of providing services to other municipal entities. Currently, fire protection is provided to the City of Roosevelt Park and the Muskegon County Airport under agreements with each agency.

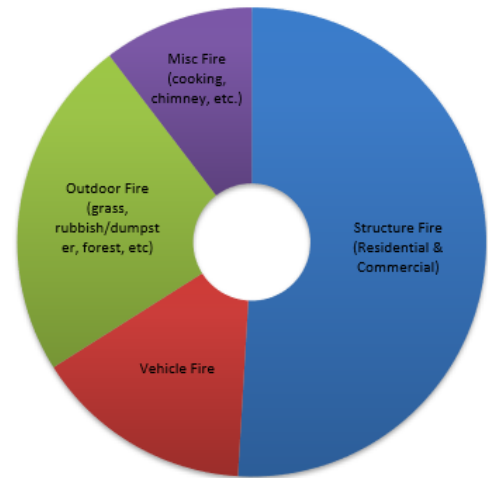


# DEPARTMENT ADMINISTRATION

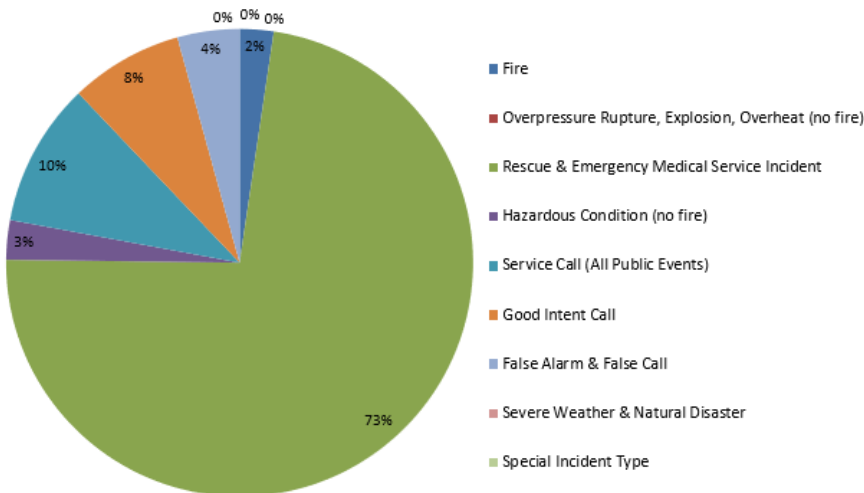
**FY 22 Types of Incidents  
All of Norton Shores**



**FY 22 Breakdown  
of Fire Incidents**



**FY 22 Types of Incidents  
Roosevelt Park**





# DEPARTMENT ADMINISTRATION

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
City of Muskegon	1			
Dalton Township Fire Department	1			
DNR Muskegon Field Office		1		
Ferrysburg Fire Department	3	3		
Fruitport Township Fire	14	38	21	6
Holton Township Fire Department	1			
Muskegon Charter Township Fire	1	2		
Muskegon County Sheriff	1			
Muskegon Fire Department	22	10		
Muskegon Heights Fire Department	83	18		9
Ravenna Area Fire Department	1			
Spring Lake Township Fire	2	2		
<b>FY22 TOTALS:</b>	<b>130</b>	<b>74</b>	<b>21</b>	<b>15</b>

Aid Received	FY17	FY18	FY19	FY20	FY21	FY22
<b>Total Aid Received</b>	71	64	27	20	40	89

**FY 22**  
**% of Total Responses**  
 2.539%

Aid Given	FY17	FY18	FY19	FY20	FY21	FY22
<b>Total Aid Given</b>	74	79	45	49	113	151

**FY 22**  
**% of Total Responses**  
 4.309%



# 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.

FY22 Capital Improvement Purchases	
Description	Cost
Boat Dock & Lift Station	\$31,090.04
Nederman Diesel Exhaust System Maintenance (All Stations)	\$10,482.00
Dive Mask Replacements	\$10,481.84
Furnace & Air Conditioner Replacement (Sta #2)	\$8,956.00
Forcible Door Prop	\$7,450.00
Washer & Dryer - 2 sets (Sta #1 & Sta #4)	\$4,324.74
Work Room Items (Sta #1)	\$4,267.84

## Community Involvement

Regularly, the department receives requests for our presence at various events throughout the year. Requests we receive are for medical coverage, funeral honor guard, parades, school visits, educational static displays, and some firefighter only events.

Fire Department Community Involvement	
Community Event	33
Honor Guard Request	4
School Visits	8
Station Tours	4
Fire Only Invite (Not Community Event)	8



# EMERGENCY SERVICES DIVISION

**Emergency Services Division** – The Emergency Services division provides funding for apparatus, facilities and firefighting personnel. The city maintains three fire stations as well as staffing a fourth, located at the Airport, under contract with the County of Muskegon. Our current funding allows for staffing levels of **26** full-time firefighters and six part-time personnel. At the end of fiscal year 22, we had two of the budgeted full-time positions open and will be hiring four to six additional part-time firefighters this coming year. Under the current airport contract agreement, NSFD is required to provide coverage from 6 am-11 pm, 365 days a year. The contract covers the cost associated with two full-time personnel. Additionally, any flight that requires coverage outside the covered time is billed per the contract. Captains, Lieutenants, and Firefighter-Drivers staff our stations. The Captains are each assigned a station to oversee the needs and assign responsibilities. Lieutenants are also assigned to each station but are primarily responsible for maintaining the department’s training program. The Battalion Chiefs are assigned to station #3 and serve as the shift supervisor. The Battalion Chiefs, 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. Captains are asked to fill in as the shift supervisor in the Battalion Chiefs’ absence.

## FY 22 Significant Vehicle Maintenance Items

Vehicle	Description of Repairs	Repaired by
424	424 Exhaust System/Radiator/Turbo Repair	Exit 16 Fleet Repair
472	Tire Replacement	Jerry’s Tire/Meekhof
424	Tire Replacement	Jerry’s Tire/Meekhof
421	Cab Lift Assembly/Pump Flow control Valve	City Garage/Alexis Fire Equipment
421	Vehicle Data Computer Replacement	City Garage/Alexis Fire Equipment



# EMERGENCY SERVICES DIVISION

## Primary Department Apparatus

Station Assignment	Unit	Type	Primary Assignments	Year	Pool Status
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	In
Station #1	421	Engine	1st line Medicals, Structure Fires	2005	In
Station #1	481	Brush Unit	Brush Fires	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 Medicals, Structure Fires	2014	In
Station #2	462	Water Tanker	1st line Non Hydrant	2003	In
Station #2	472	Heavy Rescue	1st line Rescue, PI's, Structure Fires	2017	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 Medicals, Structure Fires	2008	In
Station #3	443	Quint/Ladder	1st line Medicals, Structure Fires	2018	in
Station #3	424	Engine	Reserve Engine Citywide	2001	In



# EMERGENCY SERVICES DIVISION

## Watercraft, Equipment Trailers, and Utility Vehicles

Station Assignment	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 #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	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	Not In
DPW	LTW6	Light Tower	Scene Lighting	2012	Not In



# EMERGENCY SERVICES DIVISION

**Department Facilities**– Our three stations are kept in great operational shape through the application of the talented personnel we employ, along with the need for occasional project work done by outside contractors. Daily cleaning, light to medium maintenance, and project planning are all part of the responsibilities our personnel to maintain the readiness of our facilities.

## SUMMARY OF SIGNIFICANT FACILITY ACTIVITIES/IMPROVEMENTS

Station	Description of Activity/Improvement
Station #1	Exterior Lighting Replacement
	Kitchen Appliance Replacement
	Furnace Repair
Station #2	Nederman Exhaust Blower Repair
	Station Generator Repair
	Dishwasher Repair
Station #3	Garage Door repairs/Replacements
	HVAC repairs
	Station Door lock repairs
Training Center	Garage Door Updates/Repairs
Miscellaneous	Department Wide Nederman Exhaust Updates/Repairs
	Washer and Dryer Repairs/Replacements
	Boat Dock/Lift replacement/Upgrade



# 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.

## FY 2022 Training Topics

Airport Live Fire	ARFF Operations	Window Bailout Drills	Boat Operations
Building Construction	Drivers Training	Vehicle Extrication	Vehicle Stabilization
Firefighter Rescue	Fire Behavior	Fire Investigation	Water Streams
Mayday Drills	Firefighter Rehab	Forcible Entry	Ground Ladders
Aerial Ladders	Hazardous Materials	Hose Loads	Hose Testing
Ice Rescue (Mona)	Ice Rescue (Lk. Mich.)	Mapping	443 Checkout
Solar Panel Fires	PD Boat Operations	Pump Operations	Search and Rescue
Ropes and Knots	Salvage and Overhaul	SCBA	Personal Protective Eq.
Ventilation	V.E.I.S.	Water Rescue	Wildland Fires
Bloodborne Pathogens	Airborne Pathogens	Employee Right to Know	Confined Space Rescue
Lockout/Tagout	Firefighter Right to	800 MHz training	Business Tours
NSPD Training	Protect the Protectors Staff Training	Protect the Protectors Leadership Training	SCBA Technician certification
Airway/Breathing	CPR	CPR Device Training	EPI/Narcan Training
Medical Legal Issues	Mass Casualty Incidents	Adult/Peds Trauma	Med Administration
Incident Command	Drone Team training	Dive Team Training	ERT Team training

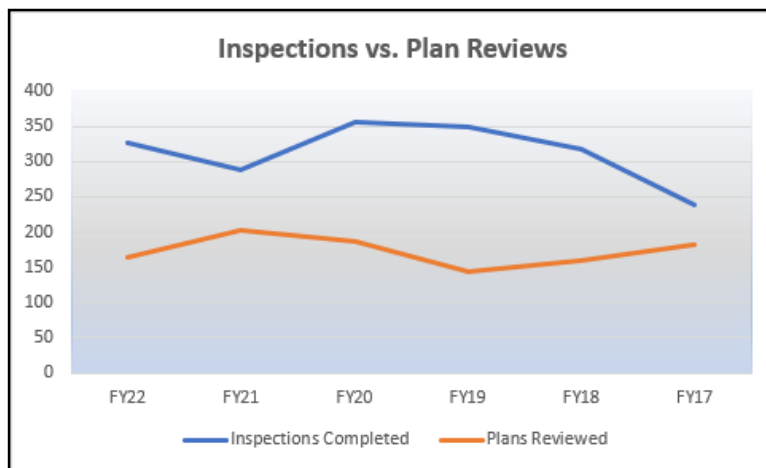
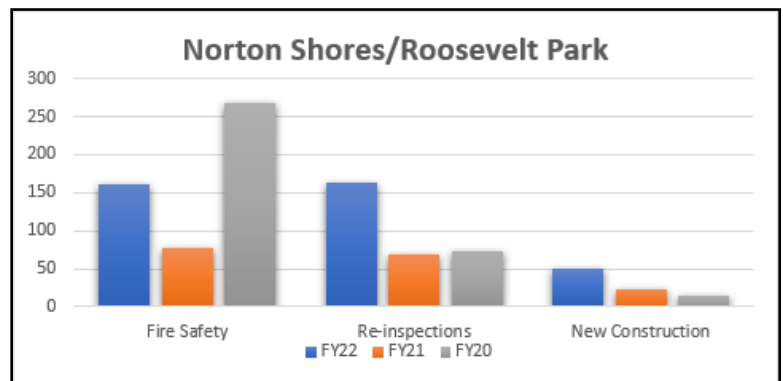


# FIRE PREVENTION BUREAU

**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).

## Inspection Activities

	FY22	FY21	FY20
<b>Fire Safety</b>	162	77	267
<b>Re-inspections</b>	164	69	74
<b>New Construction</b>	50	23	14



	FY22	FY21	FY20	FY19	FY18	FY17
Inspections Completed	326	288	355	350	317	239
Plans Reviewed	163	203	186	143	159	181



# FIRE PREVENTION BUREAU

## Smoke Alarm Program

Installed smoke alarms or CO detectors in **15** homes.

## Public Education Program Totals

Community Involvement	6
Total School Visits	<u>7</u>
<b>Total</b>	<b>13</b>

**Fire Investigation** — Fire Marshal Derek Hall and Fire Inspector Joe Munson attended the Michigan Association of Arson Investigators in May 2021. Fire Marshal Hall 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.

FY22 Fire Investigations			
Month	Norton Shores	Roosevelt Park	Muskegon County
July 2021	3	1	-
August 2021	-	-	-
September 2021	3	-	-
October 2021	2	-	-
November 2021	1	-	-
December 2021	1	1	-
January 2022	1	-	-
February 2022	2	-	-
March 2022	3	1	-
April 2022	5	-	-
May 2022	5	-	-
June 2022	6	-	-
<b>Total</b>	<b>32</b>	<b>3</b>	<b>0</b>

<b>Fires Investigated</b>
<b>Total 35</b>

**Business Information Management** – The ability to obtain accurate information on emergency scenes is critical to safe response and mitigation. Mobile Eyes inspection, BS&A Field 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.

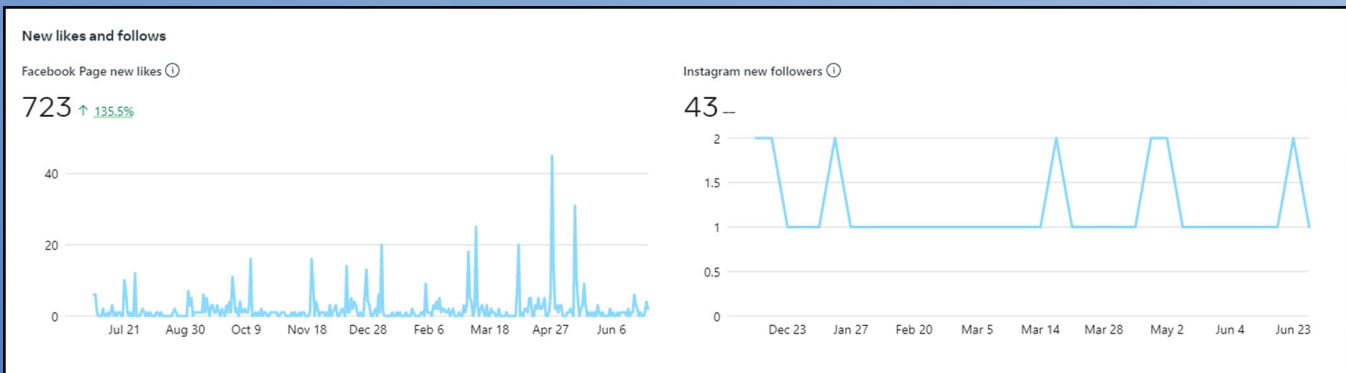
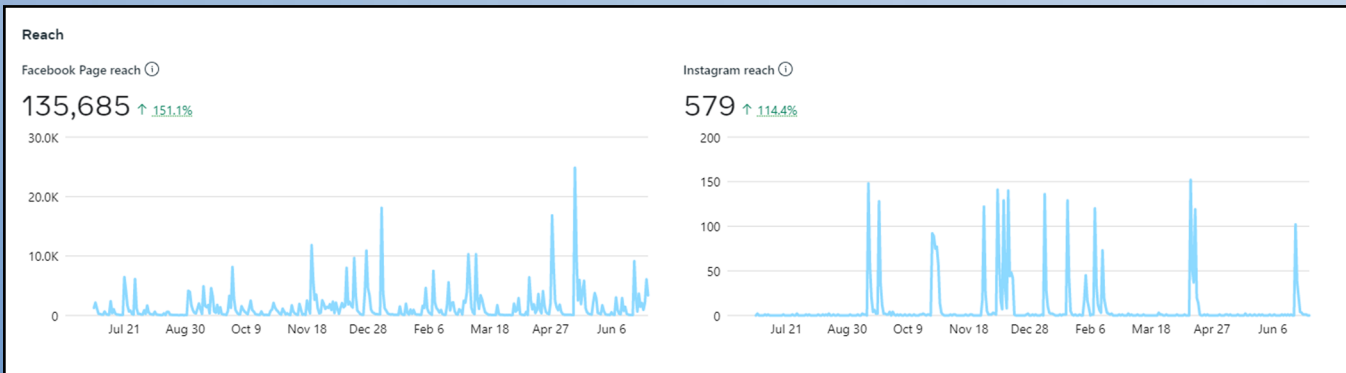
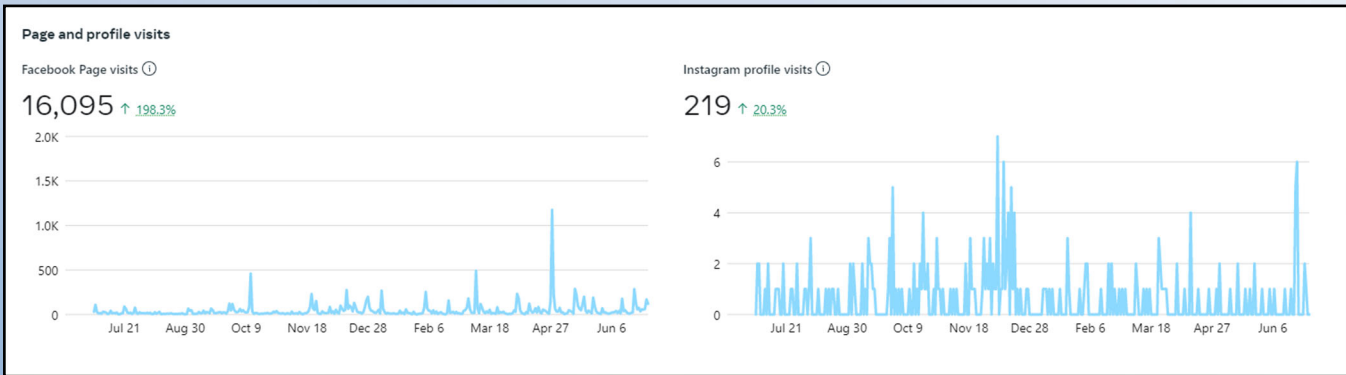
Business Files Maintained	
Norton Shores	935
Roosevelt Park	166
<b>Total Files</b>	<b>1101</b>

# Social Media Monthly Data: Norton Shores Fire Dept.



NSFD Facebook	Sept 2021	June 2022
Followers	4,200	4,736

NSFD Instagram	June 2022
Followers	452





# Social Media Monthly Data: City of Norton Shores

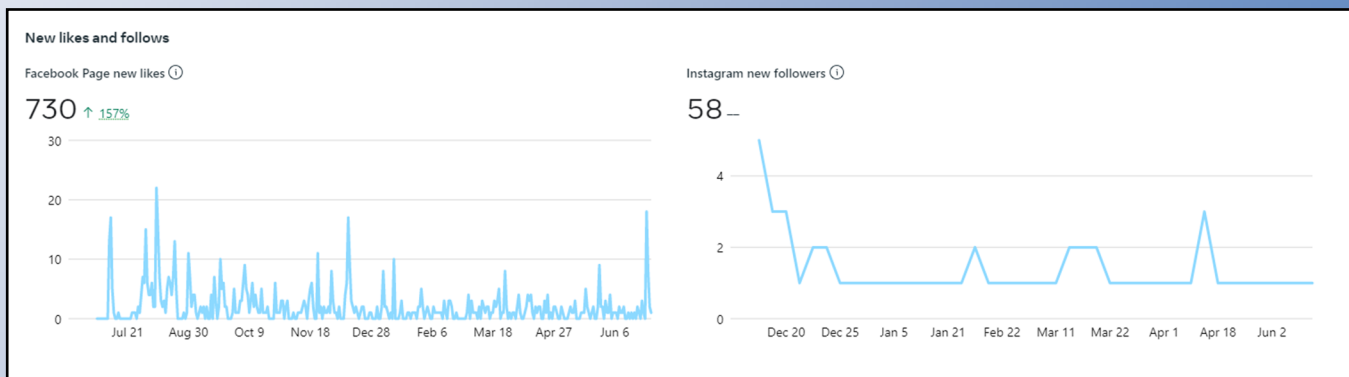
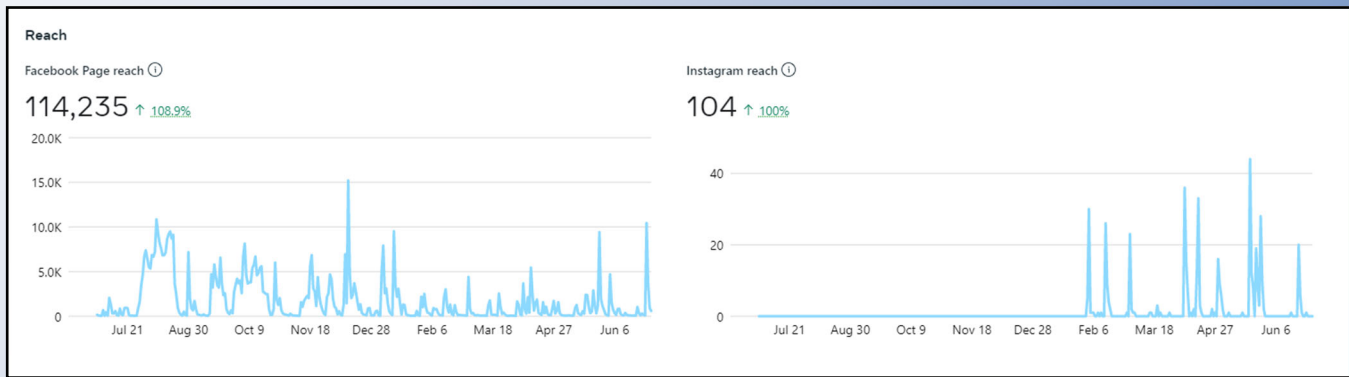
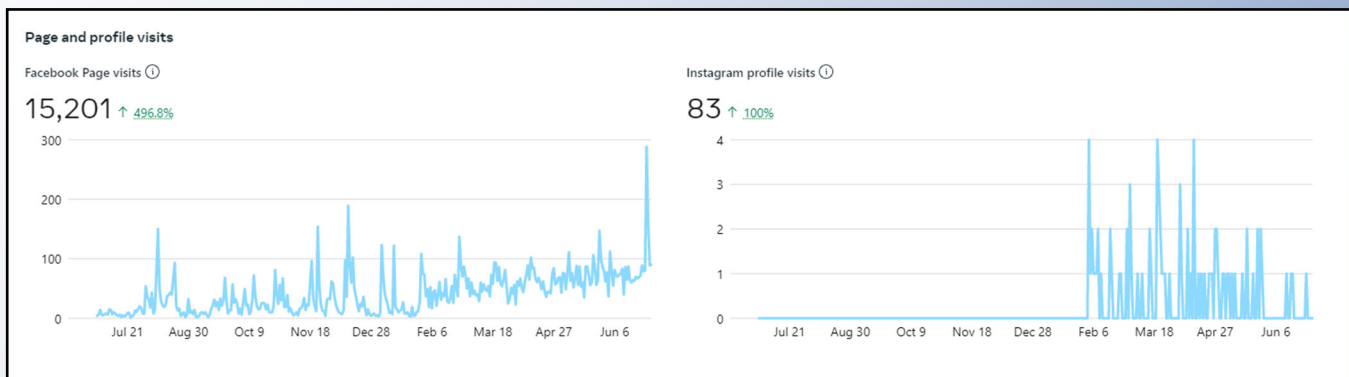


Social Media  
IT'S IN OUR NATURE



City Facebook	Sept 2021	June 2022
Followers	3,200	3,576

Instagram	
Followers	159





nortonshoresliving.com	
September 2021 — June 2022	
<b>Total Users:</b>	4,646
<b>Total New Users:</b>	4,608
<b>Total Page Views:</b>	8,217

Page	Page Views
1. /Home Page	992
2. /our-nature/	698
3. /shop-dine	645
4. /shores-living/	569
5. /events	523
6. /category/news/	290
7. /how-norton-shores-came-to-be/	264
8. /the-best-day-trips-from-norton-shores/	246
9. /news/	242
10. /time-to-check-trees-for-hemlock-wooly	238



nortonshores.org	
September 2021 — June 2022	
<b>Total Users:</b>	41,078
<b>Total New Users:</b>	40,792
<b>Total Page Views:</b>	156,051

Page	Page Views
1. /Home Page	32,548
2. /Payments	6,914
3. /Leaf-disposal	5,868
4. /Departments	5,776
5. /Building	3,762
6. /2022 Council Meetings	3,502
7. /Employment	3,477
8. /Request for Bid & Auction Site	3,400
9. /Police	3,191
10. /Public-Works	2,540



# DEPARTMENT ROSTER

Administrative Staff		Years of Service
Robert Gagnon	Fire Chief	30
Joseph Kinnucan	Deputy Chief	29
Stacy Stehouwer	Administrative Assistant	5
Derek Hall	Fire Marshal	0

Full-Time Personnel		
Benjamin Chartier	Battalion Chief	30
Joseph Munson	Fire Inspector	25
Andrew Casperson	Battalion Chief	<i>Retired: May 28, 2022</i> 24
Donald VanderKooi	Media Coordinator	24
Rebecca Walachovic	Firefighter/Driver	23
Scott Steinhauer	Firefighter/Driver	23
Marc Topping	Captain	20
Jerry Ferrier	Battalion Chief	18
Casey Rosenberg	Battalion Chief	16
Adam Langlois	Firefighter/Driver	16
Brett Harris	Captain	11
Ryan Mylenek	Lieutenant	9
Zach Boterenbrood	Captain	4
Mark Konecny	Firefighter/Driver	4
Benjamin Novak	Firefighter/Driver	4
Jonathon Dora	Firefighter/Driver	4
Ryan Bronkema	Lieutenant	4
Eric Wentzloff	Firefighter/Driver	4
Steven Andrews	Lieutenant	4
Matthew Wood	Firefighter/Driver	3
Walter Weldon	Firefighter/Driver	3
Jeremy Statler	Firefighter/Driver	3
Samuel Ortega	Firefighter/Driver	2
Jacob Lund	Firefighter/Driver	0
Joel Friday	Firefighter/Driver	0
Matthew Boros	Firefighter/Driver	0
Charles VanSumeren	Firefighter/Driver	0



# DEPARTMENT ROSTER

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Part-Time Personnel			Years of Service
Jon Mink	Firefighter		24
Jeremy Greene	Firefighter		21
Jason Berghuis	Firefighter		17
Nicholas Martin	Firefighter		17
Lon Cross	Firefighter		14
Matt Boros	Firefighter	<i>Hired for full-time: October 24, 2021</i>	9
Andrew Hunt	Firefighter		7
Jacob Lund	Firefighter	<i>Hired for full-time: August 30, 2021</i>	1
Joel Friday	Firefighter	<i>Hired for full-time: August 31, 2021</i>	1

# Norton Shores Fire Department Organizational Chart FY22

