



Annual Report Fiscal Year 2020



Muskegon County Airport



Protecting Your Future



YEAR END REPORT FY - 2020

TABLE OF CONTENTS

Table of Contents	2-3
Fire Chief's Message	4-7
Department Administration	8-24
Thank You's.....	8
Program Descriptions	9-10
Car Seat Inspections / FOIA Requests.....	11
Call Statistics	12-13
Incident Type Breakdown.....	14
Roosevelt Park Incident Type Breakdown.....	14
Automatic / Mutual Aid Summary.....	15
Calls for Service Pictures.....	16-23
Capital Purchases.....	24
Emergency Services Division	25-36
Apparatus / Repair Summary	25
Apparatus Fleet Status.....	26-27
Facilities	28
Facility Repair Summary	29
Equipment	30
Firefighter Training	31-34
Cadet/Recruit Training.....	35
Norton Shores Underwater Recovery Team	36
Canteen	36-37
Report of Activity.....	36
Income & Expenditures	37



YEAR END REPORT FY - 2020

TABLE OF CONTENT—continued

Fire Prevention Bureau	39-57
Plan Reviews/Inspections.....	39
Inspection Activity and History	40
Business Information Management.....	41
New Construction Activity.....	42
Marketing Materials.....	43
Fire Investigations.....	44
Fire Prevention Week.....	45
Smoke Detector Program.....	46
Community Involvement/Public Safety Education	47-54
Ordinance Enforcement	55-57
Building Division	58-62
Current Code List.....	58
Current Staff	59
Top Ten Commercial Projects.....	59
Building Permit Data.....	61
Cumulative New Housing Starts & Construction Value.....	61
Building Division Historical Data.....	62
Inter-Governmental Cooperation	63-65
Hazardous Materials Team.....	63-65
Muskegon County Fire Investigation Team.....	65
Department Staff	66-68
Department Roster.....	66-67
Organizational Chart.....	68



CHIEF'S MESSAGE



Fire Chief Robert Gagnon

The fiscal year was an exciting year for the Norton Shores Fire Department. It presented us with many opportunities; as well as, unforeseen challenges.

We started making preparations for a big milestone for our fire department in July 2019, our fire department is celebrating its 75th-anniversary. A few of the celebratory things that were done to help celebrate this event were: All of the firefighters are proudly wearing a commemorative 75th-anniversary badge and a 75th-anniversary logo was placed on each of the department's front line and reserve apparatus'. We are also planning to bury a time capsule on the property at our Administrative headquarters, Station #3, in the summer of 2020. Our staff has been very busy researching historical events that happened within the Norton Shores Fire Department since its inception in 1945, and have begun posting these events on our Norton Shores Fire Department Facebook page.



In the spring of 2020 COVID-19 turned our world upside down, like many of you. In the fire service, you never know what will happen from day to day, week to week, or year to year; but we are trained to adapt to these ever-changing conditions and threats. The COVID-19 global pandemic is no exception. When we were immediately faced with this threat, our personnel went to work and addressed it head-on. We instantly began working with our local Medical Control to develop the proper policies and procedures to keep our personnel and our residents safe. Policies, procedures, and internal directives were being updated on a daily and weekly basis as the CDC guidelines changed.

I, Chief Gagnon, was asked by the West Michigan Medical Control Consortium to serve as the Operations Section Chief working directly under the Incident Commander for this event. The consortium's role was to secure and distribute personal protective equipment received by the State of Michigan to fire departments, hospitals, EMS agencies, and long-term care facilities in a 13 county region.

At this current time, COVID-19 continues to be a threat we are taking very seriously and we will continue to work with our Medical Control Director to stay up on the latest guidelines developed by the Center for Disease Control (CDC).

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

I would like to remind all our residents that we are your fire department and we will rise to the occasion and will work tirelessly every day to achieve our mission which is *"Protecting Your Future"*.



CHIEF'S MESSAGE

On December 3, 2019, we introduced our newest hires to the City Council members



Jeremy Statler, Firefighter/Driver



Jeremy Reister, Building Inspector



Walter Weldon, Firefighter/Driver

2020 MARKS OUR 75TH ANNIVERSARY



Facebook Posts

Decades have gone and seasons have passed. 2020 marks Norton Shores Fire Department's "75th Anniversary." This year we have been featuring various pictures and memories as we look back at Norton Shores Fire Department's 75-year history (1945-2020). Here are some examples that we have posted so far.





DEPARTMENT ADMINISTRATION

THANK YOU!



Dear Fireman,
Thank you for letting
us visit the Fire station, I enjoyed
the Smokey the dog game,
kind of beques I won it,
and thank you

Norton Shores - On May 18th
all our smoke detectors went off.
After a quick look around the
house we called 911. Once the Fire
Department arrived they determined
a defective smoke detector was at
fault. The guys were efficient
and very pleasant.

Wishing you a merry Christmas,
a joy-filled season,
and a wonderful year to come!

Thank you for your wonderful
service to the community.

John & Carol Saenger

Thanks to all

Jeff & Judy Jazdzylk

May the beauty of this Christmas Season surround
you with Love, Peace, and Hope...

Thank you for keeping us safe

Merry Christmas

Ellen Baekler

Thanks for keeping
our community safe!
My daughter calls you
guys the real life superheroes
Thanks ~ Derek



DEPARTMENT ADMINISTRATION

Program Descriptions

The operation of the Fire Department is managed through six distinct divisions. Operational funds are appropriated through the annual budget process for each of these areas. Each of the divisions is identified below along with a description of its area of responsibility.

Fire Management Division – The Fire Management Division provides funding for the positions 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 who is responsible for updating response plans and maintaining the City’s Area Command Center and managing the City’s ordinance enforcement and building divisions.

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.

Fire Prevention & Investigation Division – The Fire Prevention and Investigation division funds the Fire Marshal, Fire Inspector, and an Administrative Assistant. The Fire Prevention Bureau is responsible for inspections of new and existing occupancies, plan reviews, public safety education programs, Juvenile Firematch program, fire investigations, Haz-Mat right-to-know compliance, and coordination with the City Clerk on business registration information. In addition, The Fire Marshal also coordinates the Department’s Lock Box program which provides firefighters with emergency access to City businesses. Our Lock Box program also provides residential property owners the ability to obtain a lock box for use on their private dwelling. A full-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

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 the purchasing and supervision of maintenance activities.



DEPARTMENT ADMINISTRATION

Building Division – The Building division consists of one full-time Building Official, Building Inspector, three specialty independent contract inspectors (electrical, mechanical and plumbing), and two Administrative Assistants. The Building Division is responsible for monitoring and inspection of all residential, commercial, and industrial construction projects. Inspection activities include new construction, remodel, maintenance projects such as roofing, siding and windows, property maintenance, and pools. In addition, the Building Division oversees the rental inspection program which is currently subcontracted out to a third party. Our Building Official also tracks and maintains a listing of the City’s vacant structures. This list is shared with other City departments which are used to assist staff in maintaining these properties’ compliance with all City codes.

Ordinance Enforcement Division – The Ordinance Enforcement Division is staffed through the utilization of one of the Fire Department’s firefighter-driver positions (Ordinance/FFD). The use of a full-time employee with firefighting capability for this activity provides the City with the flexibility of responding to our residents’ property maintenance concerns, while still having the position available for emergency response or daily shift staffing needs if necessary. The Ordinance Enforcement Officer responds to property maintenance concerns including unlicensed vehicles, junk and debris, tall grass and illegal off-premise signage issues. This program also handles the permitting process for portable storage units and temporary signage for garage sales, elections, non-profit and special events.

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



Roosevelt Park – Norton Shores Fire Department has served the City of Roosevelt Park since 1946. Fire services are currently provided under an agreement term running from December 31, 2011, until December 31, 2020. The cost of the service was set at \$200,000 for the first five years of the agreement with the amount increasing to \$225,000 for the last five years of the contract.

Beginning May 14, 2015, Norton Shores entered into an agreement with the City Roosevelt Park to provide building inspection services, which will continue through December 31, 2020.



Muskegon County Airport

Muskegon County – Operating out of the County airport, fire station department personnel provide airport fire protection services, meeting FAA requirements, under contract with the County. The current agreement was executed on July 26, 2011, and runs for a 10-year term. Under terms of the agreement, the County is responsible for all costs associated with the annual required live-fire training and the triennial full-scale exercise with a cost of \$3,500. The Department also is reimbursed for training expenses and their commercial ARFF station standby service, while the City receives a \$50,000 Payment in place of Taxes (PILOT).



DEPARTMENT ADMINISTRATION

Safe Kids West Michigan—Car Seat Program

FY-2020

Car Seat Inspections & Installs

not during a Safe Kids Event



Year	Month	# of Inspections	Seats Distributed	Value of Seats
2019	JULY	19	15	\$825.00
	AUG	13	12	\$660.00
	SEPT	11	11	\$605.00
	OCT	20	14	\$770.00
	NOV	13	9	\$605.00
	DEC	16	16	\$880.00
2020	JAN	13	9	\$495.00
	FEB	9	8	\$440.00
	MAR	0	0	\$0.00
	APR	0	0	\$0.00
	MAY	0	0	\$0.00
	JUNE	0	0	\$0.00
		114	94	\$5,280.00

Year	Month	# of Inspections
2019	JULY	1
	AUG	3
	SEPT	3
	OCT	0
	NOV	2
	DEC	3
2020	JAN	4
	FEB	2
	MAR	2
	APR	0
	MAY	0
	JUNE	1
		21

FOIA Requests—Fire Reports

FY-2020

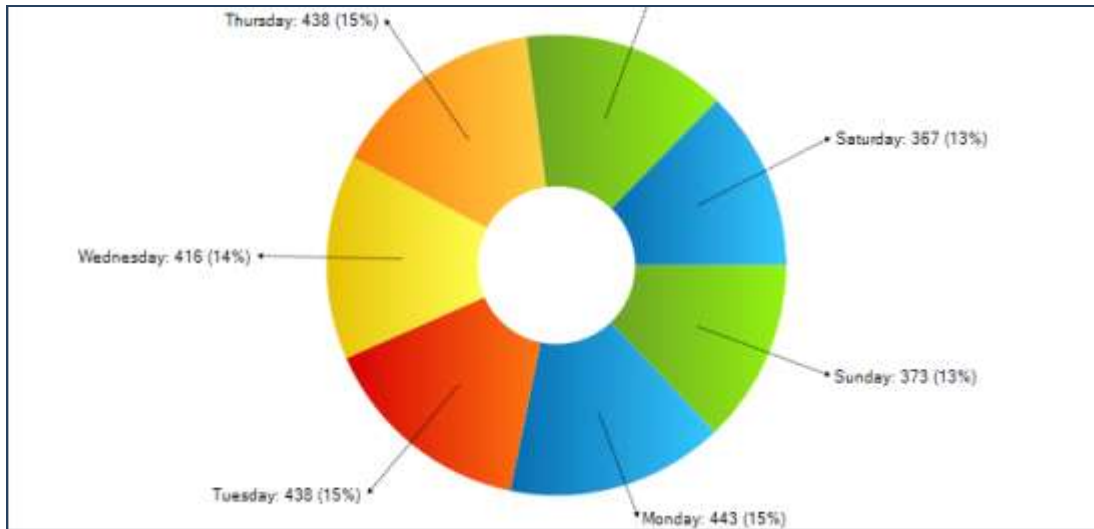
Year	Month	# of Requests
2019	JULY	6
	AUG	3
	SEPT	3
	OCT	6
	NOV	5
	DEC	4
2020	JAN	3
	FEB	6
	MAR	0
	APR	1
	MAY	2
	JUNE	4
		43



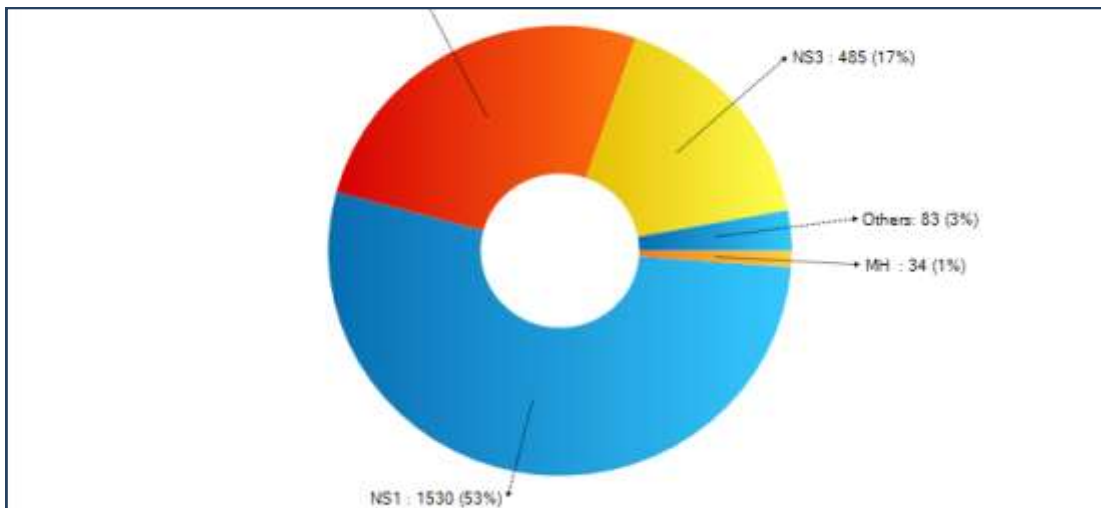
DEPARTMENT ADMINISTRATION

Below are figures representing the Departments calls for service in FY20

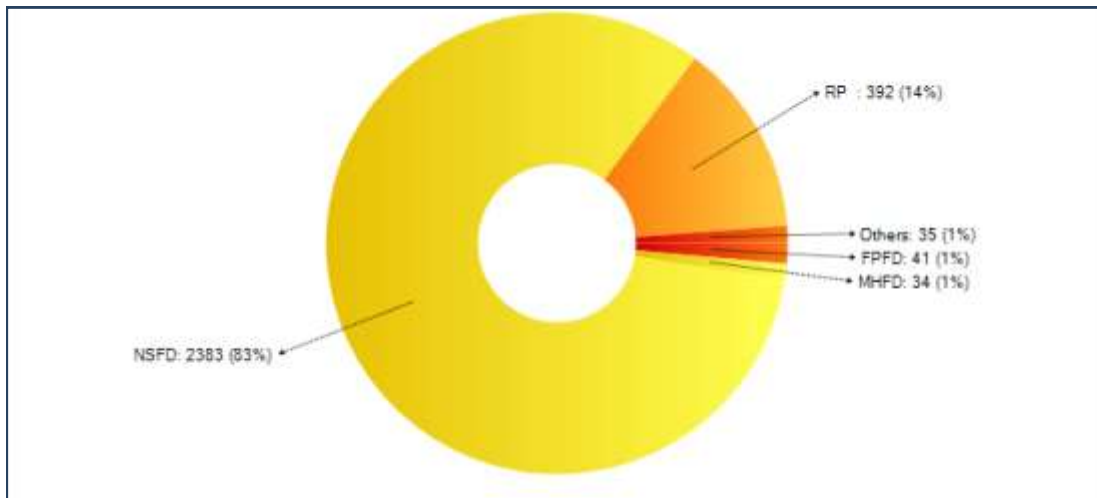
Calls for Service By Day Of Week



Calls For Service By Fire Station



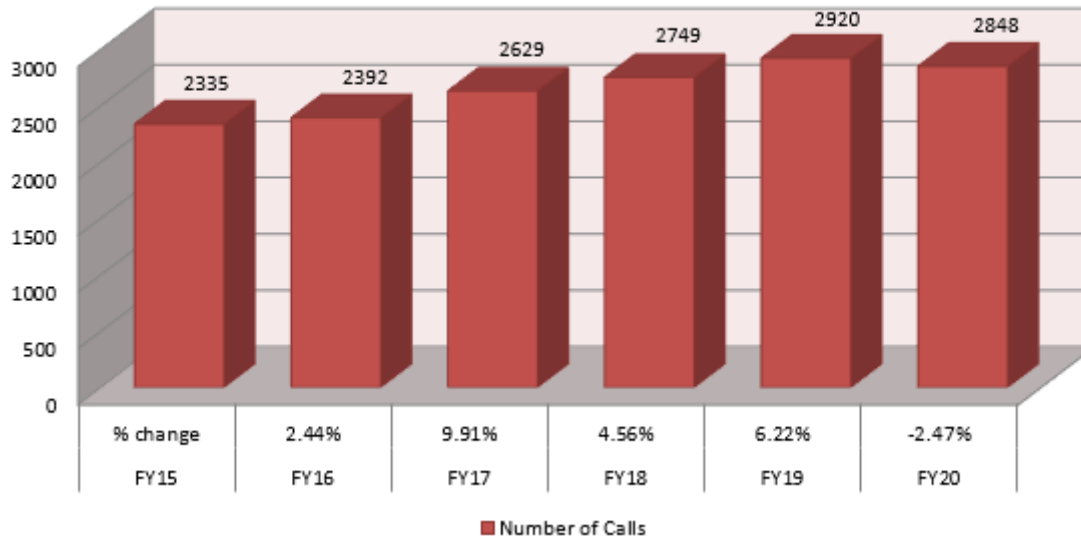
Calls For Service By District



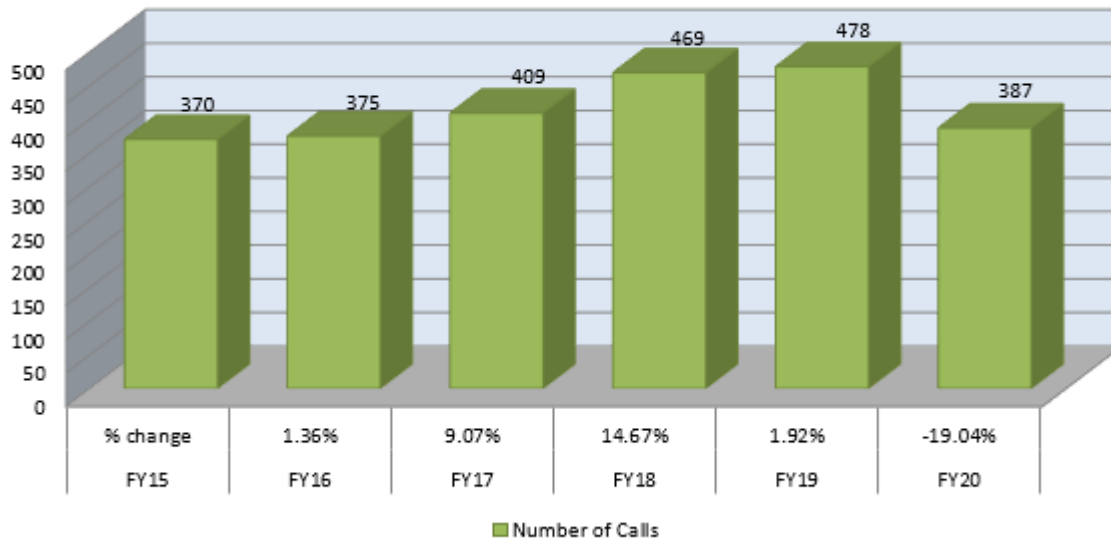


DEPARTMENT ADMINISTRATION

Norton Shores & Roosevelt Park Calls for Service

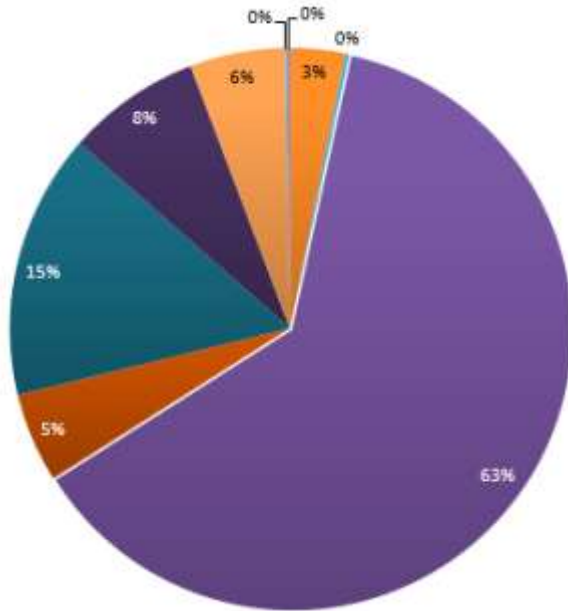


Roosevelt Park Calls for Service



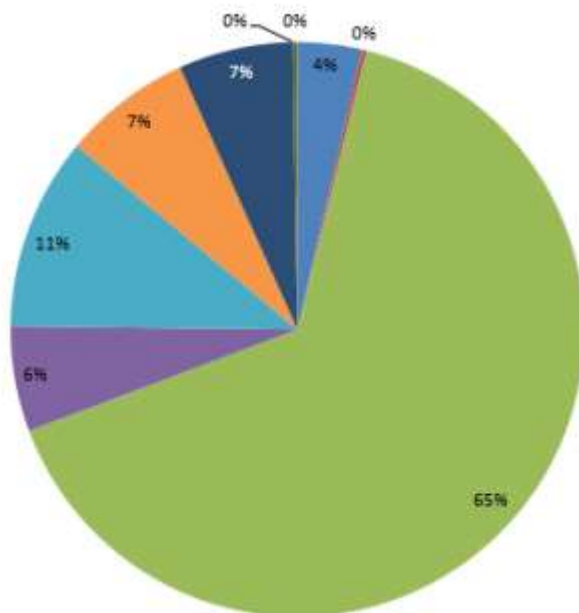


DEPARTMENT ADMINISTRATION



**FY 20 Types of Incidents
Norton Shores & 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



**FY 20 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

Automatic/Mutual Aid Summary

The Fire Department takes part in a mutual aid fire agreement with all Muskegon County and Northern Ottawa County fire departments. The Department also provides automatic aid on structure fires to both the City of Muskegon Heights and Fruitport Township fire departments. The use of automatic and mutual aid remain a proven and effective means of delivering services to all of our customers through the sharing of area wide resources in times of need.

Department/Agency	Mutual Aid		Automatic Aid	
	Given	Received	Given	Received
Egelston Township Fire Dept.	1	0	0	0
Fruitport Charter Township Fire	7	3	13	5
Muskegon County Sheriff-Marine Div.	1	0	0	0
Muskegon Fire Dept.	8	0	0	0
Muskegon Heights Fire Dept.	15	0	3	12
North Muskegon Fire Dept.	1	0	0	0
FY20 TOTALS:	33	3	16	17

Aid Received	FY15	FY16	FY17	FY18	FY19	FY20
Total Aid Received	45	52	71	64	27	20

FY 20
% of Total Responses
0.702%

Aid Given	FY15	FY16	FY17	FY18	FY19	FY20
Total Aid Given	66	47	74	79	45	49

FY 20
% of Total Responses
1.721%



DEPARTMENT ADMINISTRATION

A primary electrical line came down and started a fence and shed on fire. Personnel could only watch until Consumers Energy was able to turn the power off to the lines.

7/11/19 on Haverhill Ct



NSFD units responded to a generator fire in a garage.

7/8/2019 on Lincoln St



Norton Shores Fire Dept. assisting Muskegon Heights Fire Dept. on September 23, 2019 at 3229 Sixth St



DEPARTMENT ADMINISTRATION

Employees from the Norton Shores Fire Department volunteered their time and 'took to the streets' on October 11th & 12th collecting money to "Fill the Boot" for the Muscular Dystrophy Association.

A huge Thank You goes out to these volunteers who stood in the rain and collected a whopping \$5,868.56!!





DEPARTMENT ADMINISTRATION



Vehicle Accident
Airline Rd/Sternberg Rd
11/5/2019



Apartment fire on 12/2/2019
at 3278 Roosevelt Rd





DEPARTMENT ADMINISTRATION

3955 Grand Haven Rd / Hidden Cove Apartments

January 10, 2020

Kitchen Fire





DEPARTMENT ADMINISTRATION

Structure Fire at 2111 Leif Ave on 2/26/20



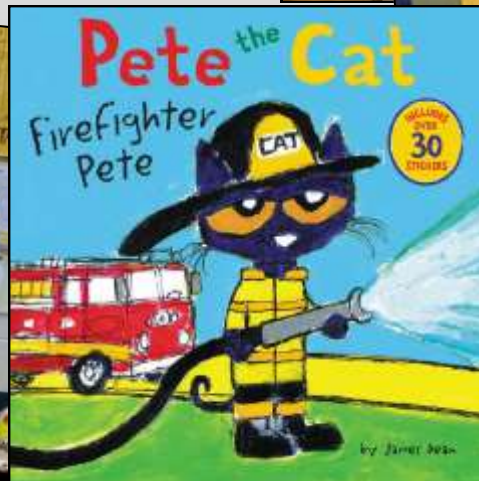
Structure Fire at 2701 Huizenga St on 2/26/20





DEPARTMENT ADMINISTRATION

Chief Gagnon happily accepted an invitation to read "Pete the Cat: Firefighter Pete" to students at Lincoln Park Elementary School. He also discussed fire safety and even allowed one student to try on his gear.

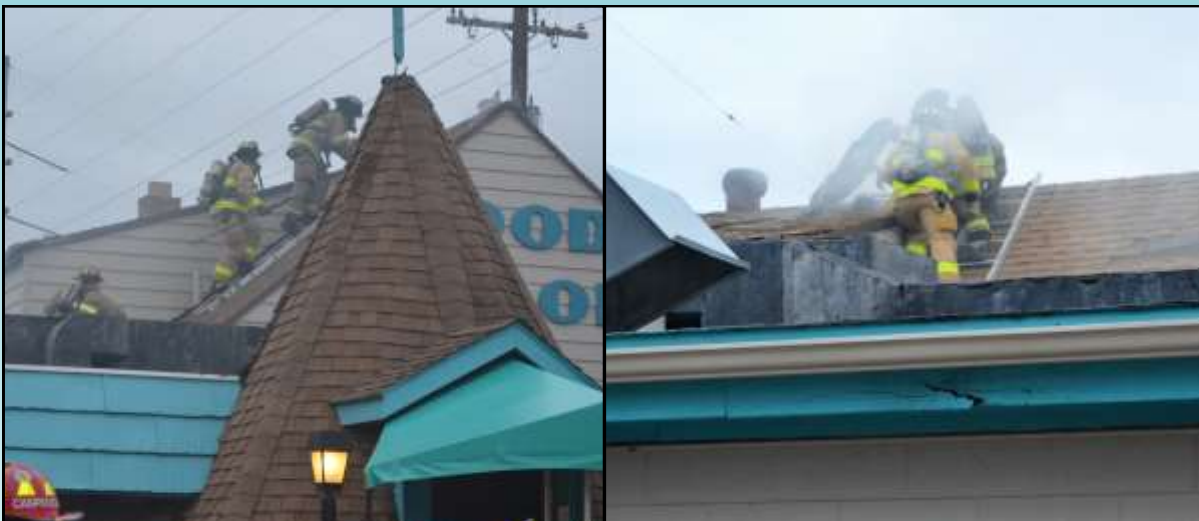




DEPARTMENT ADMINISTRATION



On March 31, 2020, we responded to a call at the historic Cherokee Restaurant. The caller stated that they saw smoke coming from a roof vent. Once inside, it was verified that there was a small fire in the second story storage area.





DEPARTMENT ADMINISTRATION

6/17/2020

Cornell Rd Structure Fire





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>
Fire Turnout Gear Replacement (42)	\$119,472.00
Thermal Imager - Replacement	\$ 9,490.00
Video Equipment	\$ 9,300.00
Air Conditioner Replacement—Sta #1	\$2,690.00



EMERGENCY SERVICES DIVISION

Deputy Chief Joe Kinnucan

Apparatus

The apparatus of the department has been, and will always be one of the pillars for our operations. The use and care of our apparatus have been carefully overseen by a very strong maintenance program. The program, developed in conjunction with the City Garage, includes processes intended to keep all the vehicles operating at optimum capacity and extend their useful life as far as possible. The processes include everything from daily inspections to semi-annual and annual fluid changes, as well as, operational certifications. We also continue to save thousands of dollars by having a very capable staff to handle many of the repairs needed that are discovered.

Along with the maintenance that fire and the city garage provide, we also utilize several outside vendors to complete specialty maintenance services. St. John Truck & Trailer is used as overflow and for specialty work that the City Garage cannot complete. Cummins Bridgeway of Grand Rapids provides a significant portion of onboard hydraulic generator work. These are two examples of the vehicle needs that are beyond the capability of our city staff, but we're fortunate to have West Michigan companies to partner with to get it accomplished.

FY20 saw several significant repairs that taxed the vehicle maintenance budget. Some of these are highlighted below.

FY20 Significant Vehicle Repairs

Vehicle	Description of Repairs	Repaired by
421	On-board Generator Repair	Cummins Bridgeway of Grand Rapids
412	Water Pump Repairs	St. John Truck & Trailer
424	Front Spring Repairs	State Spring of Grand Rapids
422	Fan Clutch Repairs	City Garage
422	Front Spring Repairs	State Spring Alignment & Brake of Grand Rapids
422	Cab Repainting	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 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	472	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	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 Structure Fires Citywide	2008	In
Station #3	443	Quint/Ladder	1st line Structure Fires Citywide	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



Ladder 443 being used during a training at the old Johnny Carino's restaurant



Boat 475, being run for weekly maintenance



EMERGENCY SERVICES DIVISION

Facilities

Fire department facilities house all the essential equipment and training space needed to maintain our readiness as a department. With operation and cleanliness a high priority, our staff take great pride in maintaining and cleaning our facilities.

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

FY20 saw a shift in our facility lawn maintenance to the City Parks and Recreation Department. To create efficiencies within the department, all three stations now have the seasonal workers maintaining the yard work, and are doing an outstanding job!

Construction continued at the training center and the building of the training house. As this report is being written, the FY21 budget approved funding that should see the completion of the training house project.

Several staff members from the fire department poured considerable effort into the construction of the training house, as well as the maintenance and repair of the cold storage building it's located in. This project continues to progress, and should be finished in FY21.





EMERGENCY SERVICES DIVISION

SUMMARY OF SIGNIFICANT FACILITY ACTIVITIES/IMPROVEMENTS

Station	Description of Activity/Improvement
Station #1	Air conditioning repair
	Water heater replacement
	Radiant heater repair
Station #2	Significant water heater repairs
	Garage drain repairs
	Station fire dispatch radio system repair
Station #3	Crane and fire door certifications
	Garage door repair/replacements
	Station piping leaks due to corrosion
Miscellaneous	Training center garage door repairs
	Backflow preventer inspections
	TruGreen/Parks and Recreation lawn and shrub maintenance



EMERGENCY SERVICES DIVISION

Equipment

The upkeep and improvements to the department equipment are done at many different intervals throughout the year. The majority of maintenance and upkeep are handled by our department personnel. Like our vehicles, there are stringent regular maintenance checks performed on a daily, weekly, monthly, and annual basis. These checks reduce the chances of major defects occurring and keeps all of our items working at an optimum level. Some of the inspections that are required by State laws or standards include the firefighting pump testing, and all ladder & hoses. Breathing Apparatus annual Posi-Check Certifications.

The equipment we have allows us to accomplish the overall goals and objectives of the department and the City. Items that fall under this category include everything from firefighting and personal safety to medical response and equipment servicing. Each piece of equipment, in its own way, is essential in making things go in the right operational direction.

Our department has always taken responsibility for maintaining its own equipment very seriously. The equipment that is used in the public is a display of pride and capability. If it is not in great shape, it's not only a poor representation of the department, but it can compromise the safety and lives of our staff and the community we serve. To that end, we will continue to service our equipment as if our and your life depends on it.



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



FY20 capital funding allowed for the replacement of one of our thermal imaging cameras. These cameras have a wide variety of uses, from finding hot spots in a fire to locating victims.



Firefighter turnout gear is fundamental to doing the job. FY20 saw the replacement of each members gear, keeping our compliment within NFPA requirements.



EMERGENCY SERVICES DIVISION

Firefighter Training

The training committee is comprised of Deputy Chief Joseph Kinnucan, Lt. Ben Chartier, Lt. Jerry Ferrier, Lt. Casey Rosenberg, and Firefighter Matt Boros. Collectively, this group is tasked with the design and execution of the department's training objectives. These objectives include improving proficiencies in structural firefighting, medical care, rescue, hazardous materials, and required employee safety training. The continued effort from this group to prepare the department staff for what they may face continues to improve the services we offer and keep our staff safe while doing it.

With many of our typical training topics such as Water and Ice Rescue, Hazardous Materials, Fire Search and Rescue, and medical training continuing to occur, this year saw the addition of new challenging tasks to master. One example is the proficient operation of our new Ladder/Engine 443. Although none of our personnel are strangers to fire trucks, each vehicle operates and drives differently than the next. Additionally, the ladder operation and how to employ it at various emergency scenes are new for everyone.

Lastly, and very unexpected training need we encountered this year was the preparation for and response to COVID-19. In a rapid amount of time, personnel on every level were required to implement the policies and procedures needed to safely respond within our community. This comes with intense, rapidly deployed training. Our members proudly rose to the occasion, and continue to be used regularly as examples of best practices for this pandemic response.



Green Shift personnel, seen above, practice the skill of commercial roof ventilation with the use of Ladder 443 at the old Johnny Carino's restaurant on Harvey St.

Chief Gagnon and Deputy Chief Kinnucan go over the procedures for disinfecting the respirators used for respiratory protection with COVID-19 patients, before disseminating them through department-wide training.





EMERGENCY SERVICES DIVISION

Training Course Dates

Muskegon Central Dispatch

From 7/1/2019 to 6/30/2020

Training Class	Evolution Dates
442 Checkout (442):	07/02
462 Tanker Checkout (462):	07/02
Administrative Procedures (AD01):	09/21; 10/21; 10/21; 11/07; 12/11; 02/09; 03/09; 05/13
Airport Live Burn Training (LIVEBURN):	04/24; 04/25; 05/10; 05/10; 05/11; 05/11
Apparatus Check Off (APPCO):	04/11; 04/12; 04/17; 04/19; 04/29; 05/04; 05/10; 05/22; 06/05; 06/05; 05/30; 05/30
Apparatus Familiarization (AP):	09/18; 09/24; 09/24; 09/25; 07/02; 07/02; 07/29; 08/07; 08/06; 08/04; 08/16; 08/16; 08/16; 08/18; 08/18; 08/20; 08/20; 08/22; 08/25; 08/25; 08/27; 08/27; 08/29; 09/03; 09/03; 09/05; 09/12; 09/12; 09/14; 09/16; 09/21; 09/22; 09/23; 09/23; 09/23; 09/25; 09/30; 10/02; 09/26; 10/09; 10/04; 10/11; 10/09; 10/11; 10/13; 10/17; 10/18; 10/20; 10/20; 10/31; 10/22; 10/22; 10/27; 10/29; 10/29; 10/31; 11/05; 11/17; 11/23; 11/25; 11/27; 12/04; 12/06; 12/11; 12/18; 12/16; 12/22; 12/27; 12/27; 01/02; 01/02; 01/07; 01/13; 01/13; 01/15; 01/15; 01/14; 01/17; 01/17; 01/20; 01/22; 01/24; 01/26; 09/30; 01/31; 02/02; 02/02; 02/09; 02/12; 02/17; 02/18; 02/20; 02/23; 03/03; 03/07; 03/10; 03/20; 03/21; 03/23; 04/02; 04/13; 05/04; 05/25; 06/01; 06/03; 06/08; 06/21; 06/28
ARFF OPS I Training (ARFFI):	04/08; 04/14; 04/22; 05/18; 05/19; 05/21; 05/21; 06/08
Bloodborne Pathogens (BBP):	01/06
Bloodborne Pathogens / Exposure Control Plan (BBP/ECP):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Boat Operations (BO):	05/14; 05/16; 05/16; 05/18; 05/20; 05/18; 05/14; 05/16; 05/20; 06/13
Building Construction and Fire Behavior (BC20):	11/25; 06/22
CFR Truck Checkout (CFR):	04/06
Circulatory System (EM07):	06/01; 06/17
Communications (COM):	03/02
Confined Spaces Awareness (CSA):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Confined Spaces-Entrant (CSE):	12/02
continuing education credits (EMS):	06/03; 11/13; 11/27; 12/11; 01/18; 12/09; 12/11; 12/19; 01/24; 01/26; 02/08; 02/26; 03/03; 03/05; 03/05; 03/19; 03/22; 03/28; 04/15; 04/19; 05/18; 05/18; 05/18; 05/18; 05/19; 06/03
CPR Recertification (CPRREC):	12/03; 01/07; 01/08; 01/28; 03/12; 03/23; 06/11
Decontamination (DECON):	03/11
District Familiarization (DT02):	07/06; 01/24
District Knowledge (DIS):	07/20; 08/02; 06/07; 08/09; 08/15; 08/16; 08/16; 08/18; 08/22; 08/27; 10/03; 09/17; 09/21; 10/02; 10/04; 10/11; 10/13; 12/17; 12/18; 12/20; 01/17; 01/22; 01/26; 01/31; 01/31; 02/09; 02/29; 04/15
Dive Team Training (DIVE TEAM):	07/15; 07/15; 09/16; 11/18; 12/16; 02/17
Drivers Training Range (DTR):	06/23; 06/29; 06/30
Employee Right to Know (ERK):	12/02
Employee Right to Know / Hazardous Communications (ERTK/HAZCOM):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
EMS Continuing Education (EMS CE):	03/23; 04/30; 04/30
EMS Misc Training (EMMISC):	10/17; 10/18; 10/16; 10/29; 01/16; 01/21; 01/22; 02/04; 02/06; 02/25; 02/25; 03/10; 03/11; 03/16
Environmental (ENV):	03/05; 03/05
Extrication (EX004):	06/30; 12/06; 12/11; 02/12
Extrication (EX):	09/10; 09/11; 09/11; 09/12; 10/14; 11/07; 12/05; 12/28
Fire Behavior (FB):	02/20; 02/26; 03/18; 04/12; 05/07; 05/21
Fire Control, General (FC):	08/16; 11/25; 11/20; 11/21; 12/22
Fire Department Operations (FDO):	01/15
Fire Inspector Continuing Education (INSP CE):	03/05



EMERGENCY SERVICES DIVISION

Training Class	Evolution Dates
Fire Protection Systems (FI70):	04/13
Fire Scene Management (FM):	10/22; 10/27; 02/20; 02/26; 03/18; 05/07
Fire Streams Theory (FST):	10/17; 10/19; 10/23; 10/28; 02/11
Firefighter Right to Know (FRK):	12/02
Firefighter Survival (FFS):	11/05; 11/06; 11/06; 11/26; 12/20; 02/09; 05/13
Fireground Operations (FGO):	10/22; 01/15
Foam Production (FOP):	09/19; 09/23; 09/25
Forcible Entry (FE):	02/12
Functional Fitness Training (FFT):	01/15; 01/17; 01/17; 01/22; 01/28; 02/12; 02/13; 02/21; 03/01; 03/03; 03/14; 03/23; 03/28; 04/01; 04/06; 04/10; 04/15; 04/19; 04/25; 04/27; 05/25; 06/17; 06/21
Fundamentals of Fire Suppression (FU01):	09/23; 09/29; 11/22; 03/28
General Building Construction (BC):	10/09; 12/17; 11/25; 11/20; 11/21; 12/22; 03/11; 03/21
General Driver Training (DTC):	07/07; 07/18
Hazardous Materials Overview (HZ01):	12/10
Hazardous Waste Operations and Emergency Response (HZWOP):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
HazMat Awareness and Operations Refresher (FRO):	01/16; 01/22; 01/27
HazMat Refresher (HAZ REF):	06/01; 06/08; 06/08; 06/07; 06/05; 06/20; 06/26; 03/03; 03/24
HazMat Tech Continuing Education (HMT):	02/26
Hose Familiarization/Deployment (H):	06/07; 06/20; 09/05; 09/06; 10/11; 06/19
Human Trafficking (HT):	03/02
Ice Rescue (IR):	06/21; 01/24; 01/31; 02/10; 02/11; 02/12; 03/02; 03/05
Incident Command System (IC):	03/18
Incident Command System (IC):	12/04; 12/04; 12/05; 12/03; 12/16; 12/29; 02/20; 02/26
Ladder Familiarization (L):	10/01; 10/02; 10/02; 10/03; 06/20; 02/20
Ladders (LD001):	07/24
Lock out/ Tag out (LOTO):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Lock Out/Tag Out (LTO):	01/06
MISC Training (MISC):	02/17; 02/18; 02/21; 02/21
NIMS Update (NIMSU):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Patient Assessment (PA):	10/23; 01/25; 05/24; 06/10
Pediatric Training (PEDS):	04/01; 04/02; 04/07
Peds (EM12):	06/05; 06/20; 03/04; 03/12; 03/25; 03/04
Personal Safety (PS):	10/27; 11/27; 12/04; 12/06; 12/11; 12/29; 01/02; 04/12
Physical Fitness (PT):	01/22; 01/24; 01/24; 01/26; 01/26; 01/31; 01/30; 01/31; 02/01; 02/02; 02/02; 02/04; 02/09; 02/09; 02/12; 02/28; 03/05; 03/13; 03/14; 03/19; 03/19; 03/10; 03/21; 03/30; 04/01; 04/06; 04/08; 04/10; 04/17; 04/19; 04/26; 04/28; 05/02; 05/06; 05/12; 05/14; 05/19; 05/16; 05/21; 05/22; 05/30; 06/06; 06/10; 06/21; 06/22; 06/26; 06/27
Pre-Incident Survey (PIS):	02/13; 04/28
Pump Familiarization (P):	10/17; 10/19; 10/23; 10/28
Pump Training (PUMP):	09/19
Pumps (AP02):	07/13; 08/25; 06/30; 09/11; 09/17; 09/18; 09/23; 09/25; 09/30; 10/02; 10/11; 10/13; 12/23; 12/23; 01/05; 02/22; 02/24; 03/03; 03/05; 03/05; 03/10; 03/11; 03/21; 03/28; 04/06; 04/15; 04/17; 04/19; 04/19; 04/20; 05/07; 05/27; 06/01; 06/12; 06/24; 06/26
R.I.T. Operations (RIT):	02/04; 02/11; 02/20; 03/10; 04/10
Rapid Intervention Crew (RIC):	11/05; 11/12; 11/06; 11/06; 11/27; 11/26; 12/20; 02/09
Recruit Training (RECRUIT TR):	01/27; 01/29
Report writing and entering (REPORT):	12/09; 12/11; 12/19
Rescue Ladders (RL):	06/07
Rescue Task Force (RTF) (RTF):	12/18; 02/14; 02/15; 02/16



EMERGENCY SERVICES DIVISION

Training Class	Evolution Dates
Respiratory Protection (RES):	01/06
Respiratory Protection Program (RPP):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Respiratory System (EM06):	05/21
Rope rescue skills (RP002):	08/30; 10/29
Ropes (R):	01/15; 01/17; 01/17; 01/26; 03/30
SCBA General Training (SCBA):	07/01
Scene Size Up (SU):	04/17
Search and Rescue (SR):	07/01; 08/14; 02/13; 06/24; 06/26
Search and Rescue (SR):	06/15; 06/16; 06/18; 06/24
Search and Rescue (S&R):	08/23; 09/12; 10/18; 10/29; 11/19; 01/17; 01/16; 02/18; 02/13; 05/23; 05/23
Self Contained Breathing Apparatus (SCBA):	06/15; 06/16; 06/18; 06/24
Sonar Training (SONAR):	07/19; 08/12
Special Training (SPT):	10/30; 10/28; 02/12
Strategic and Tactical Operations (FC40):	08/08; 08/08; 09/19; 10/18; 11/23; 12/04; 01/02; 01/07; 01/20; 10/26; 03/11; 04/27
Stress Management (SM):	12/07; 01/15
Terrorism Awareness (TA):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Traffic Incident Management System (TIMS):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Tri-County Fire Inspector Meeting (TRI-COUNTY):	02/18
Utility Hazards (UH):	04/13; 04/20; 04/27; 05/04; 05/11; 05/18; 05/25; 06/02
Ventilation (V):	10/08; 10/08; 10/09; 10/16; 10/14; 10/14; 10/22; 10/23; 12/10
Water Rescue (WR):	07/09; 07/10; 07/10; 07/11; 07/17; 07/23; 07/23; 07/24; 07/09; 08/05; 07/24; 10/16; 02/09; 06/28
Water Rescue (WR):	05/14; 05/16; 05/16; 05/18; 05/20; 05/18; 05/14; 05/16; 05/20; 06/13
Water Rescue (WA003):	08/02; 07/26; 08/22; 02/08; 01/22; 06/08; 06/28; 06/30
Water Supply (WS):	07/02; 09/19; 09/23; 09/25; 11/23; 01/15; 10/17; 10/19; 10/23; 10/28; 03/10; 03/11; 03/12; 03/14; 04/08; 04/08; 05/12; 06/03; 06/14



Hazmat Refresher/Decon Training Instructed by FF Boros on March 11, 2020



EMERGENCY SERVICES DIVISION

Cadet Training

The cadet training rank is reserved for those that require the certification of Medical First Responder licensing and Firefighter I and II. These certifications and licenses are obtained through the Muskegon County Fire/EMS Academy. These are usually employees hired with the minimum employment requirements and no formal firefighting training.

Recruit Training

The recruit training rank entails training extensively on our street and mapping program, required MIOSHA employee safety training, and then pair each recruit firefighter with a designated recruit training officer (RTO). The RTO's responsibility is to work several 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 the apparatus and stations.

Once all the required components are successfully evaluated, the recruits are moved to a six-month probationary status, where they become eligible for station duty and other assignments. They will also need to 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 to the department.

The following department members have either entered or completed the Recruit process in FY20:

Current Cadets/Recruits

<u>Employee</u>	<u>Training Rank</u>	<u>Status</u>
Logan Sweet	Recruit	In Progress
Jeremy Lockrey	Recruit	Resigned
Zachary Klairter	Recruit	In Progress
Jacob Lund	Recruit	In Progress



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 40 emergency calls this past year, an increase of 5 call from FY 2019, and provided the following departments with food and beverages during FY 2020:

Number of Responses:	Fiscal YTD
Norton Shores	11
Muskegon Fire	4
Muskegon Heights	11
Muskegon Twp.	2
Blue Lake Twp.	-
Casnovia	-
Crockery Twp.	-
Dalton	-
Egelston	2
Ferrysburg	-
Fruitport	3
Grand Haven	1
Grant Twp/Oceana	-
Montague	1
N. Muskegon	2
Ravenna	1
Spring Lake Twp.	1
White Lake	1
Total Runs YTD	40

Items Served:	Fiscal YTD
Coffee (cups)	558
Hot Choc. (cups)	48
Gatorade	550
BBQ	48
Bottled Water	584

Donated Hours YTD	
Operational Hours:	99
Staff Hours:	423



CANTEEN 450

Income and Expenditure Report FY 2020

Donation Income:

Open House	\$	888.15
Muskegon County Adjusters Association	\$	1,000.00
Lisa Medendorp	\$	25.00
Muskegon Township FF Local 4132	\$	150.00
Ken & Kathy Lockett	\$	75.00
Total Income	\$	2,138.15

Expenditures:

Sam's Club	\$	584.87
Meijer	\$	48.44
GFS	\$	100.31
State of Michigan	\$	20.00
Walmart	\$	14.10
Dave Clark	\$	50.00
Muskegon County Health Department	\$	42.50
EIRoyal	\$	9.87
Jacks Corner Store	\$	26.50
Aunt Millies	\$	60.96
Total Expenditures	\$	957.55



NORTON SHORES UNDERWATER RECOVERY TEAM

Norton Shores Underwater Recovery Team

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

NSURT saw several members resign from the team for various reasons such as; promotional opportunities and other job demands, so they were able to add new divers. These divers have completed the required certifications to begin their involvement on the team but will need to continue to add additional training and time to become fully functional members of the team.

The current fire department members and positions as follows:

Deputy Chief Joe Kinnucan	Dive Team Co-Coordinator
Lt. Ben Chartier	Training Officer/Diver
Firefighter Nick Martin	Diver
Firefighter Jon Mink	Diver
Firefighter-Driver Steve Andrews	Diver-in-Training
Firefighter-Driver Zach Boterenbrood	Diver-in-Training
Firefighter-Driver Jeremy Statler	Diver-in-Training
Firefighter-Driver Walt Weldon	Diver-in-Training
Firefighter-Driver Becky Walachovic	Boat Operator/Line Handler



The Norton Shores Underwater Recovery Team honing their skills



FIRE PREVENTION BUREAU

The Fire Prevention Bureau is responsible for the following areas: fire code plan reviews, fire inspections, public safety education, ordinance enforcement, community involvement activities, managing the Firefighter Right-to-Know (FFRTK)/MIOSHA requirements, fire investigation, and business registration files.

Plan Reviews

The Fire Prevention office reviews all construction plans for fire code and city ordinance compliance. Identifying any code issue before construction starts tend to make the construction process smoother, lowers costs, and eliminates unforeseen delays.

Inspections

Used car dealerships and liquor establishments are required by city ordinance to be inspected each year. The Fire Prevention Bureau performs these inspections from January through March. Existing occupancies are inspected on a complaint basis and continue to be an ongoing goal of the Bureau staff to implement a rotational inspection schedule for all commercial structures at least once every five years. An inspection program has proven to be the best way to prevent both fires and blight. With the ever-increasing job responsibilities, the existing occupancy inspections is an area that has been targeted for improvement.

FIRE INSPECTIONS

Port City Cars (3668 Airline Rd.)



*Gael's Mexican Restaurant
(1811 W. Sherman Blvd.)
Previously Mango's*



*Old Homestead
(4814 Grand Haven Rd.)*





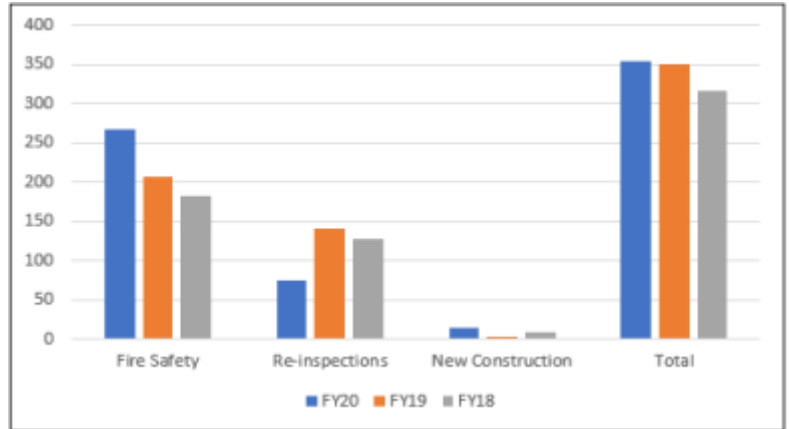
FIRE PREVENTION BUREAU

Inspection Activities

The FY20 Inspection Activities for Norton Shores and Roosevelt Park are as follows:

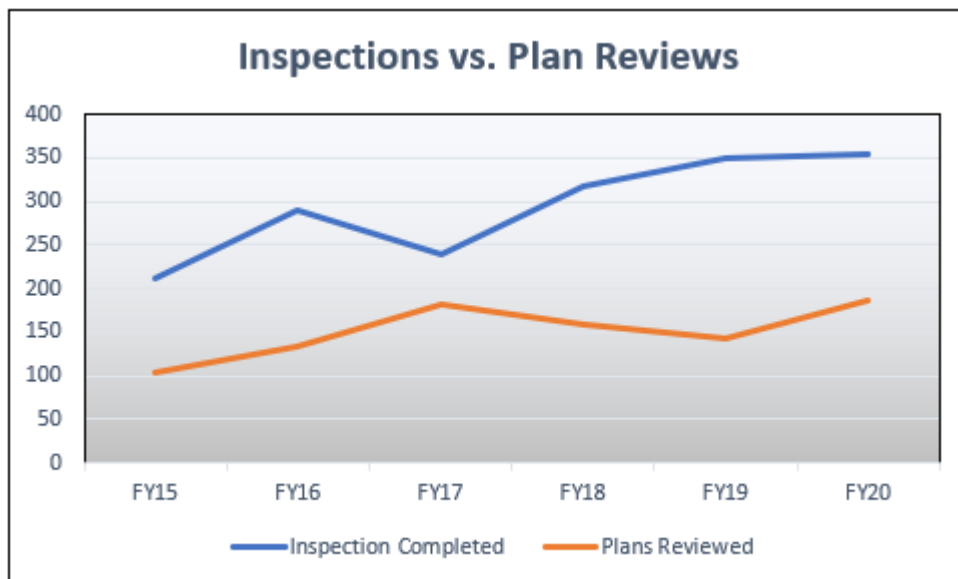
Norton Shores/Roosevelt Park

	FY20	FY19	FY18
Fire Safety	267	206	182
Re-inspections	74	141	127
New Construction	14	3	8
TOTALS:	355	350	317



Inspection Program History

	FY20	FY19	FY18	FY17	FY16	FY15
Inspections Completed	355	350	317	239	290	211
Plans Reviewed	186	143	159	181	133	104





FIRE PREVENTION BUREAU

Business Information Management

The Fire Prevention Bureau maintains fire and hazardous materials records in partnership with the City Clerk's offices of Norton Shores and Roosevelt Park. Approximately 800 organizations are being maintained using the information collected from both cities' business registrations. To keep in compliance with MIOSHA's Firefighter Right-to-Know act, Fire Prevention personnel analyzes the registrations for emergency contacts, floor plans, site surveys, and hazardous materials use.

The ability to obtain accurate information on emergency scenes is critical for safe response and mitigation. Mobile Eyes inspection and responder software allow the commanding personnel access to updated information on a fire hydrant and lock box locations, utilities, site plans, floor plans, and other vital information.

Files Maintained	
Norton Shores	659
Roosevelt Park	141
Total Files	800

Started in FY19 ~ New Building Completed!



Renishaw Fixturing Solutions, 5500 Grand Haven Rd.



FIRE PREVENTION BUREAU

New Construction Activity

Below is a list of new construction activities that took place in FY20. The following projects involved site plan reviews, fire protection plans, construction visits, and system testing.

Business	Address	Business	Address
Aldi Foods (RP)	2715 Henry St.	Knoll Inc.	2800 Estes St.
Atwater Springs	7381 South Harvey St.	Lakes Cancer Center	6425 S. Harvey St.
Auto Zone	5147 Harvey St.	Menard's	5487 Harvey St.
Blue Water Industrial Dev.	7010 Grand Haven Rd.	Mercy Health	3570 Henry St.
Brunch House/Mr. B's (RP)	3065 Henry St.	Muskegon Montessori Academy	2950 McCracken St.
Burlington	5159 Harvey St.	No More Sidelines-Folkert Community Hub	640 Seminole Rd.
Cannon Muskegon	2875 Lincoln St.	Plane Watch Food Truck Park	1100 E. Sternberg Rd.
Chick-fil-A	5607 Harvey St.	Port City Casting Corp.	711 East Porter Rd.
Churchill Elementary	961 W. Porter Rd.	Renishaw	5500 Grand Haven Rd.
Lincoln Park Elementary	2951 Leon St.	Smart Vision	5113 Robert Hunter Dr.
EarthTronics	735 E. Ellis Rd.		

Started in FY20 ~ Canteen Warehouse



7010 Grand Haven Rd.

Mercy Health Medical Office Building



3530 Henry St., previous K-mart location.





FIRE PREVENTION BUREAU

Marketing Materials

Fire Prevention developed a brochure laying out some of the Business and Fire Safety requirements for a new business opening in Norton Shores and Roosevelt Park. Materials also included required information for new construction and additions.



Fire Safety Plan

- Do you have a Fire Safety & Exit Plan?
- Are all employees familiar with the Fire Safety Plan?
- Do all the employees know the procedure to follow when smoke has been found?
- Do all employees know where the "meeting place" is located when they leave the building?

Identify your "meeting place" location here:

New Construction and Additions

Any buildings having the following worked performed need to obtain the required permits from the Building Official:

- Enlarged
- Altered
- Demolished
- Repaired
- Moved
- Erected

Contact the Building Division at 231-799-6801 if you have any questions regarding permits.

Hazardous Material Reporting

Title III & Tier II Reporting
SARA Title III Emergency Planning & Notification
Are you prepared for an emergency?
Every facility should have an emergency response plan in place to address hazards in the workplace. Emergency planning is important to address the protection of employees, the facility, the community, and first responders. Your facility may be subject to specific planning requirements under federal and/or state regulations.

Resources
(LEPC) Local Emergency Planning Committee
231-724-8341
lepc@co.muskegonmi.us

To Report SARA Title II or Tier II Reporting
www.michigan.gov/SARA

Norton Shores Fire Prevention
231-799-6809
Norton Shores Building Division
231-799-6801
www.nortonshores.org

If you have a business in Roosevelt Park, you need to obtain your business registration through the:
City of Roosevelt Park
231-755-3721

BUSINESS Fire Safety & Emergency Planning

Fire Safety Is Everyone's Job!
Your business depends on it.

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

For New Businesses

New businesses in Norton Shores must file a business registration with the City Clerk. Contact the City Clerk at 231-799-4391. (Churches are exempt from business registration requirements.)

If Your Business is Commercial?
The Fire Department Requires:

- A complete business registration
- Three emergency contacts
- A floorplan showing (see example on right)
- Electrical meter & panel
- Gas meter
- Mechanical room location
- Name & address of business
- Floor for each floor of building
- North orientation
- Nearby street
- Date & who drew the floor plan

ADDITIONAL INFORMATION MAY INCLUDE:

- Lock box location
- Fire sprinkler system and valves
- Fire alarm panel
- Fire department connection
- Hazardous materials location

If Your Business is Residential?
The Fire Department Requires:

- A complete business registration
- Two emergency contacts

A Register is not required for a residential business.
Henry St.

If you HAVE Hazardous Materials:
The Fire Department Requires:
A Hazardous Material Inventory Sheet (HMIS). The HMIS gives the locations, quantities, and types of hazardous materials located at the business. This information is pertinent for the Fire Department in case of an emergency. Keeping the Fire Department notified of your chemical hazards is required by MICHGA (MI Occupational Safety and Health Administration)

Information on Hazardous Material Storage:

- Are combustibles kept at a safe distance, at least 3 feet from heat sources?
- Are hazardous materials properly labeled and stored?
- Do you have current SDS (Safety Data Sheets) for hazardous materials?
- Are all storage items kept from the ceiling at least 18 to 24 inches?

To report hazardous materials to Norton Shores Fire Department: hazmatreport@nshd911.net

If you DO NOT HAVE Hazardous Materials:
The Fire Department does not require an HMIS sheet

Contact the Norton Shores Fire Department at 231-799-6809 if you have any questions about our fire and emergency planning requirements for new and existing businesses.

Protecting Your Future

Norton Shores Fire Department Covers Fire Service for Norton Shores and Roosevelt Park.



FIRE PREVENTION BUREAU

Fire Investigation

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

Fires Investigated	
Norton Shores	12
Roosevelt Park	2
<u>County Investigation</u>	<u>0</u>
TOTAL	14

FY20 Fire Investigations		
Month	Norton Shores	Roosevelt Park
Jul-19	3324 Lincoln St.	
	5423 Martin Rd.	
Aug-19	5607 S. Harvey St.	
	3500 Schamber Dr.	
Sep-19		
Oct-19		
Nov-19		
Dec-19		
Jan-20	3955 Grand Haven Rd.	
Feb-20	2111 Leif Ave.	
	2701 Huizenga St.	
Mar-20	1971 W. Sherman Blvd.	1364 Greenwich
Apr-20		
May-20	133 Second Ave.	
Jun-20	1567 Cornell Rd.	2838 Valley
	1833 Ritter Hills Dr.	
	3552 Wayne Ave.	
	12	2
Total		14

Structure Fire - Second Ave.
5/13/2020





FIRE PREVENTION BUREAU

FIRE PREVENTION WEEK CONTEST

Last Fall, the Fire Prevention staff worked on a slideshow to enter into the Positive Promotions very first "Fire Prevention Week Contest." Positive Promotions is the company that we go through to receive the majority of our fire safety products including coloring books, hats, badges, etc.

We received the letter below, in March, showing that we won first place!





FIRE PREVENTION BUREAU

Smoke Alarm Program

The Norton Shores Fire Department is the lead agency connecting Operation Save A Life with Muskegon County. Operation Save A Life is a national public awareness campaign targeting fire safety and fire prevention. WOOD TV8 is the lead West Michigan Program sponsor in partnership with Kidde Corporation and Home Depot. Because of the great cooperation of area fire departments, Muskegon County has consistently received the largest distribution served by the program. In FY20, Muskegon County received 1,000 alarms that have a retail value of \$20,000.

FY20 STATISTICS

Installs in owner occupied residences:

83 residences/377 Alarms (No alarms installs March—June 2020 due to COVID19)

Average installs per residence: 5-6 alarms

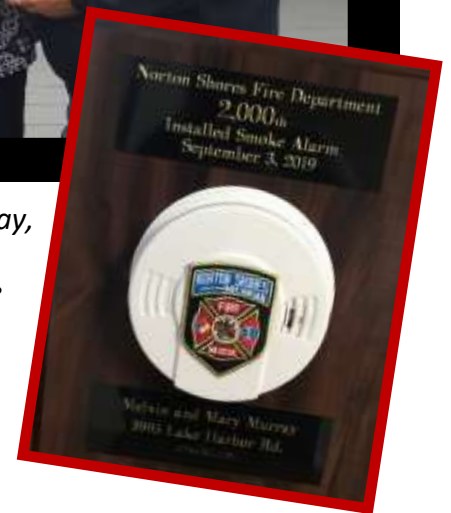
Residences that had the average: 7 (8%)

- 55% - Zero working smoke alarms
- 67% - One or less working smoke alarms
- 53% - Had smoke alarms older than 10 years NFPA recommends replacing smoke alarms every 10 years

2000th Smoke Alarm



Mary and Melvin Murray, were honored as NSFD's 2000th smoke alarm installation.



INSTALLS SINCE 2015 PROGRAM INCEPTION: 496 Residences/2305 Alarms





FIRE PREVENTION BUREAU

Community Involvement

The Norton Shores Fire Department takes pride in participating in Fire Prevention and Safety messages to our community. We collaborate on several projects throughout the year with the Norton Shores Police Department, schools, and many businesses. Some of the projects include the Mona Shores Sailor Salute, Arts & Draft, Shop with a Hero, and the Home Depot Safety Day.

Here is a list of events that department personnel participated in FY20.

Community Involvement:	33
Fire Station Tours:	2
School Visits:	2
Total:	37



New Shirts

New Public Safety Open House shirts were ordered from R2 Designs for the event.



COMMUNITY INVOLVEMENT/STATION TOURS/SCHOOL VISITS	
July	
Egelston/Wolf Lake Festival Parade: Oakridge Lower Elementary	7/12/2019
August	
United Reformed Church Carnival 1521 Porter Rd.	8/6/2019
National Night Out, Norton Shores Estates, 3223 Bailey St.	8/6/2019
Camp 911 FOP Twin Lake	8/8/2019
MI-COPS Shoreline Ride	8/11/2019
Muskegon Montessori Academy for Environmental Change Open House	8/13/2019
Arts & Drafts/Community Picnic/Jonathan Ginka Softball Tournament	8/16/2019
Arts & Drafts/Community Picnic	8/17/2019
Serving a Community for Christ Parade, Muskegon Heights Parade	8/17/2019
Fire Extinguisher Training: Westwind Construction, 1180 Devin Dr.	8/21/2019
Hunters Safety Field Day, 6054 Henry St.	8/24/2019
September	
Cars for Cancer-Lakes Campus/Harvey & Prairie	9/1/2019
Cars for Cancer-Lakes Campus/Harvey & Prairie	9/2/2019
2000 th Smoke Alarm Presentation, 3995 Lake Harbor Rd.	9/3/2019
Roosevelt Park Day	9/7/2019
Sportsmen for Youth/County Fire Prevention/Honor Guard Present	9/7/2019
Mona Shores Sailor Salute	9/13/2019
Public Safety Open House	9/28/2019
October	
Children's Harvest Festival	10/5/2019
Home Depot Safety Day	10/5/2019
Fire Safety Talk: Forest Park Covenant Church/Mom's Non-Profit Members	10/4/2019
School Visit: Ross Park Elementary School Visit: ALL Kindergarten Classes	10/9/2019
Fire Extinguisher Training: Bennett Pump, 1218 Pontaluna Rd.	10/9/2019
Ice Cream Lincoln Park Party & Fire Truck Ride Home for Poster Winner	10/10/2019
Fire Prevention Parade	10/13/2019
School Visit: Campbell and Ross Park	10/9/2019
Target Poster Presentation	10/21/2019
Fire Safety Talk: Westshore Lutheran/Boy Scout Troop	10/15/2019
Fire Extinguisher Training: Essentra, 1269 E. Mt. Garfield Suite E.	10/22/2019
Fire Extinguisher Training: Essentra, 1269 E. Mt. Garfield Suite E.	10/23/2019
November	
Hoffmaster Trail Run	11/9/2019
December	
Lincoln Park Station Tour #3/Activity Day	12/4/2019
Shop with a Hero	12/5/2019
Roosevelt Park X-tree Lighting	12/23/2019
Bike Give away winner	12/28/2019
February	
Churchill Station Tour #3/Activity Day	2/12/2020
Chili Cook-Off at Tiffany Woods. 3298 Roosevelt Road	2/22/2020
TOTAL	37



FIRE PREVENTION BUREAU

PUBLIC SAFETY OPEN HOUSE 2019

The 2019 Norton Shores Public Safety Open House was a success! The weather cooperated which resulted in an attendance of nearly 1,800.

The Fire Prevention Bureau worked with every school in Norton Shores, excluding the Grand Haven School district, to further the message of safety in their homes. Reaching over 2,000 students in Kindergarten through the 3rd grade. Each student received a fire prevention coloring book, crayons, and a Halloween bag.

The fire department also conducted its annual 2nd-grade fire safety poster contest. **Berkley Schaffran**, from Lincoln Park Elementary, won the event and her poster is now proudly displayed with past winners at Norton Shores Station 3 and the Target department store.

We appreciate the Community for saving the date of this event each year to learn about Fire Prevention and Safety.

We look forward to the Public Safety Open House next year!



Above: 2nd Grade Poster Contest Winner 2019
Berkley Schaffran (Mrs. Zimmer, Lincoln Park Elementary)

FY20 Open House Stats

Fire Truck Rides	782	Fire Extinguisher	250
Smoke House	155	Children Registered	675
ID Cards	193	House Address Numbers	54 sets





FIRE PREVENTION BUREAU

PUBLIC SAFETY OPEN HOUSE 2019

Thank you to our businesses!



We would like to thank the businesses below that made our Public Safety Open House a success. Without the generous financial, product, service, and time donations, this event would not have been possible. **A special thanks to the businesses that continue to donate every year!**

- ABC WOTV4 Wood
- Airport Antique Mall
- Bakker Auto & Marine Trim
- Canteen 450
- Celebration Cinema
- Chili's Grill and Bar
- Cinema Carousel Theater
- Community Shores Bank
- Craig's Cruisers
- Domino's
- Dynamic Conveyor Corp
- Extra Innings
- Family Financial Credit Union
- Goobers
- Greek Tony's & Sub Shop
- Homcare Inc.
- Home Depot
- IAFF 2559
- Jons To Go
- Jordan's Auto Clinic
- Lakeside Eagles, Aerie 3306
- Lewis Farms
- Liberty Mutual Insurance
- MAISD Career Tech Center

- Mixology DJ Services
- Mona Lake Production
- Mona Shores Elem. Choir
- Mona Shores Schools
- New Life Church
- Non-Ferrous Cast Alloys
- Norton Shores Fire Department
- Norton Shores Police Department
- Precision Tool Co.
- R2 Designs
- Service 1 Federal Credit Union
- Sue Lance
- Sytsema Funeral Home
- Target
- UPS Store #3469
- VFW Post 3195
- Walmart
- Wesco
- West Coast Pediatric Dentistry PC
- WZZM 13
- XJ Professional Massage Inc.
- Yum Yum Sushi

Thank You!



Thank you to our Vendors and Volunteers as well!



FIRE PREVENTION BUREAU

**Norton Shores Firefighters
interacting at the Open House!**



**PUBLIC SAFETY
OPEN HOUSE 2019**



**THE LIVE BURN
EVENT WAS A
SUCCESS!**



FIRE PREVENTION BUREAU

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



Berkley Schaffran received this certificate from the Norton Shores Fire Department.



Thank You



for making this possible





FIRE PREVENTION BUREAU

The 2nd Grade Poster Contest winner, Berkley, pulled the names for the bike winners at Target on Monday, October 21st.



Charlotte Stonex
3 year old girl from Norton Shores
Samuel Bohland
13 year old boy from Grand Haven



Thank You Target!



FIRE PREVENTION BUREAU

Jonathan Ginka Softball Tournament held in August



Norton Shores Fire Department participated in the Jonathan Ginka Softball Tournament on August 16th. Jonathan Ginka worked for The City of Norton Shores Police Department for 10 years.



Firefighter Driver Becky Walachovic making a School Visit in October at Ross Park Elementary.

Norton Shores Fire Prevention Parade Oct. 13th, 2019





FIRE PREVENTION BUREAU

The Fire Prevention office worked closely with the Building Division on the Plane Watch Food Park.



Food Trucks

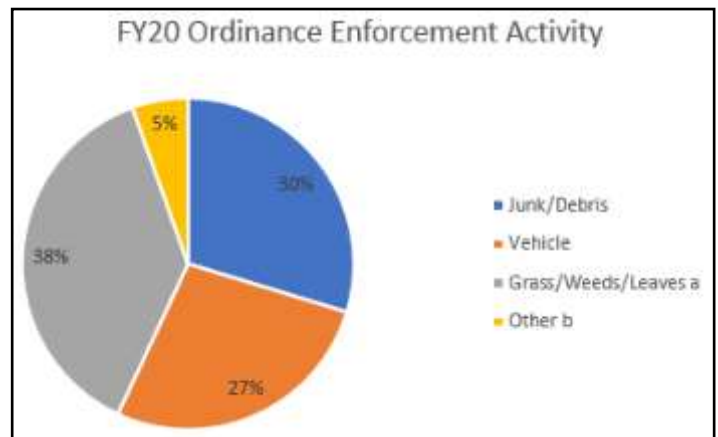




ORDINANCE ENFORCEMENT

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	FY20	FY19	FY18
Junk/Debris	49	56	83
Vehicle	45	80	114
Grass/Weeds/Leaves ^a	62	105	146
Hydrant Blocked	-	-	3
Leaves	-	-	42
Other ^b	9	14	125
Snow – Exit Blocked	-	-	-
Pods	-	-	-
Total Violations	165	255 ^c	513



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

^b Other includes garbage, rubbish, landscaping material, furniture, firewood, household items, and illegal burns.

^c Represents a new recording method of the number of complaints received versus total violations.

Grass & Leaves Ordinance Violations





ORDINANCE ENFORCEMENT

Other Ordinance Violations





ORDINANCE ENFORCEMENT

Permit Activity	FY20	FY19	FY18
Temporary Storage	-	-	-
Special Sale Event	8	5	2
Non-Profit Event	5	10	11
Grand Openings	1	1	1
Total Permits	14	16	14
Total Permit Fees	\$925	\$675	\$450

Signs	FY20	FY19	FY18
Illegal Sign—Business	40	59	110
Illegal Sign—Temporary	1	21	55
Illegal Sign—Political	0	23	1
Illegal Sign—Other	15	-	-
Total	56	103	166



TEMPORARY SIGNS AND STORAGE

Temporary Signs

Special event signs can be used in Norton Shores twice a year for 14 consecutive days. Permit fee: Business - \$100
Non-Profit - \$ 25

Restrictions:

- Cannot be air operated
- Must not obstruct pedestrian and vehicular visibility
- Must not be placed on any public right-of-way
- Must be kept on the property

This information is based on a permitted temporary sign.

Please refer to our Code of Ordinances regarding Temporary Signs under Chapter 30—SIGNS, Article II.—TEMPORARY SIGNS for more information.

https://library.municode.com/mi/norton_shores/codes/code_of_ordinances?nodeId=COORNOSHMI_CH30SI_ARTIITESI



BUILDING DIVISION

Building Official Todd Kempf

General Information

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

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

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

As we move forward, we will continue to look for improved methods to accomplish our primary objective, public safety. In addition, we will maintain our proactive approach to code education, enforcement, and public safety.

Building Division Current Code List

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

- 2015 Michigan Residential Code
- 2015 Michigan Building Code, Rehabilitation Codes
- 2015 Michigan Mechanical Code
- 2015 Michigan Plumbing Code
- 2017 NFPA 70 National Electrical Code
- 2009 International Fire Code
- 2015 International Property Maintenance Code
- 2015 Michigan Building Code Barrier Free Rules Chapter 11 (ICC/ANSI A117.1-2009)
- 2015 Michigan Uniform Energy Code Part 10 (Residential)
- 2015 Michigan Uniform Energy Code Part 10a ANSI/ASHRAE/IESNA
Standard 90.1 – 2007 (Commercial)



BUILDING DIVISION

Current Staff

Building Official	Todd Kempf	Full-Time Staff
Building Inspector	Jeremy Reister	Full-Time Staff
Mechanical/Construction Inspector	Michael Reagan	Independent Contractor
Electrical Inspector	Paul Bierman	Independent Contractor
Plumbing Inspector	Steve Smith	Independent Contractor
Administrative Assistant	Nichole Schaner	Full-Time Staff
Administrative Assistant	Lora Edson	Full-Time Staff

Top Ten Commercial and Industrial Projects

Address	Work Description	Value
5147 S HARVEY ST	New AutoZone Parts Retail Store	\$866,000.00
7010 GRAND HAVEN RD	8-20-2019 Footing and Foundation only Permit 9-4-2019 Full Permit has been issued for new Bluewater Industrial building	\$4,800,000.00
5159 S HARVEY ST	Renovations to existing building for Burlington Store; Includes construction of new demising walls to divide space for one adjacent tenant, new floor finishes, fixture layout, new lights, new furniture, new fitting rooms, new plumbing fixtures and new electrical and mechanical work	\$1,400,000.00
6425 S HARVEY ST SUITE 300	Interior build out and framing for Mary Free Bed	\$415,828.00
3570 HENRY ST	Footing and Foundation Only 2-7-20 Full permit for new two (2) story medical office facility (Mercy Health)	\$12,500,000.00
2800 ESTES ST	35' x 260' addition for material handling with an internal loading dock	\$942,136.00
7010 GRAND HAVEN RD SUITE 100	Build out Suite 100 -Canteen Vending	\$609,712.00
5607 S HARVEY ST	New Construction of Chick fil A restaurant and associated site and utility work	\$1,050,515.00
735 E ELLIS RD	FOOTING AND FOUNDATION ONLY PERMIT for new building (EarthTronics)	\$2,900,000.00
6701 GRAND HAVEN RD UNIT 1	Constuct new storage building (1st building out of 8)	\$442,500.00
2875 LINCOLN ST	Remodel old locker room	\$416,229.00
Total Value		\$26,342,920.00



BUILDING DIVISION

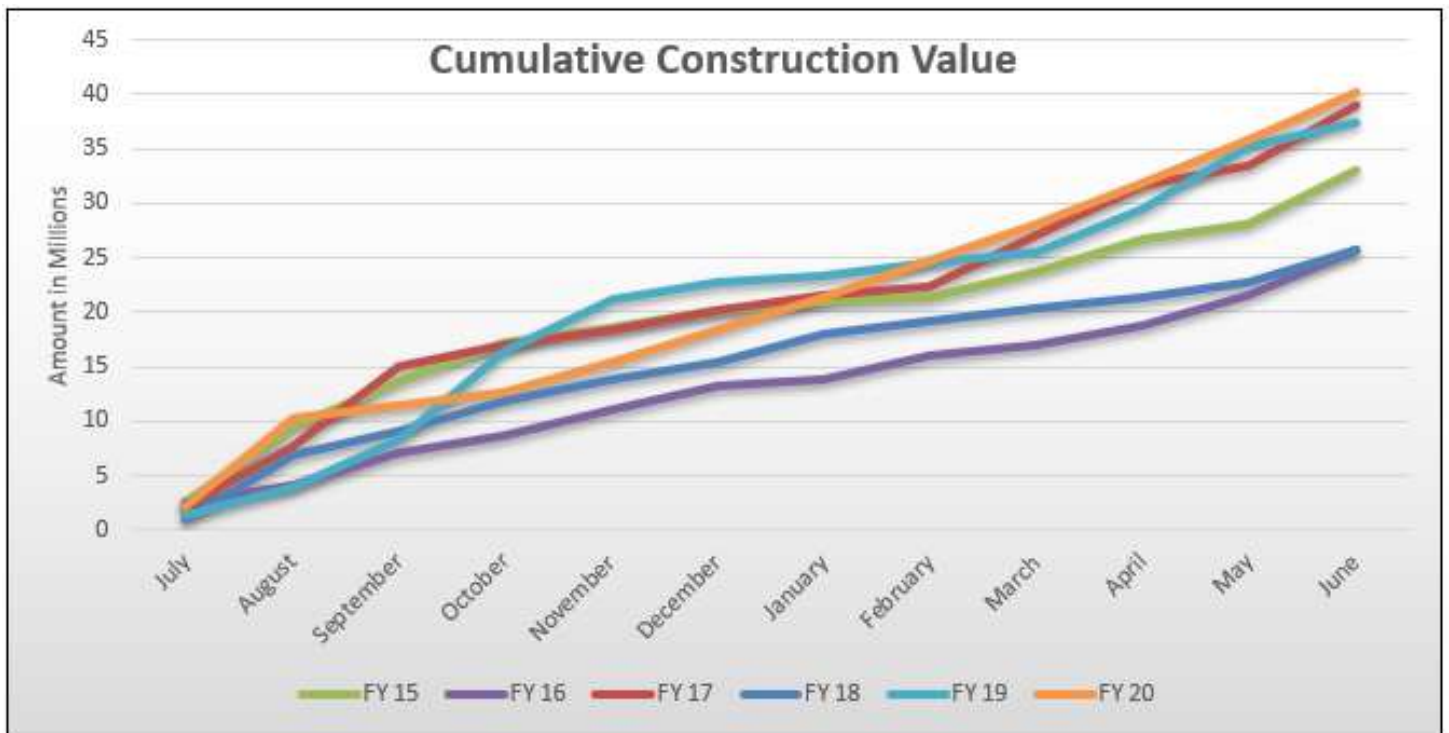
BUILDING PERMITS		
Category	Number of Permits	Construction Value
Commercial Addition	2	\$ 1,067,136.00
Commercial Alteration/Repair	31	\$ 1,970,335.00
Commercial New Building	8	\$ 22,628,630.00
Commercial Remodel	16	\$ 3,444,039.00
Commercial Roofing/Siding/Windows & Door	21	\$ 631,137.00
Demolition	23	\$ 473,145.00
Gov, Schools & Churches	4	\$ 146,451.00
Mobile Homes	55	\$ 1,995,220.00
Other/Misc	3	\$ 40,000.00
Residential Addition	6	\$ 200,400.00
Residential Alteration/Repair	92	\$ 874,345.00
Residential Deck	88	\$ 463,104.00
Residential Garage/Carport	21	\$ 480,325.00
Residential New Single Family	17	\$ 4,715,283.00
Residential Pool/HotTub	9	\$ 246,402.00
Residential Remodel	45	\$ 1,276,798.00
Residential Roofing/Siding/Windows & Door	375	\$ 2,771,244.00
Residential Sheds	4	\$ 26,359.00
Signs	32	\$ 268,748.00
TOTAL	852	\$ 43,719,101.00

TRADE PERMITS	
Type of Permit	
Electrical	776
Mechanical	646
Plumbing	625
TOTAL	2,047

BUILDING PERMIT SUMMARY			
	FY 2020	FY 2019	FY 2018
Bldg. Permits:	852	844	815
Total Fees:	\$ 683,355.00	\$ 359,660.00	\$ 456,867.00
Total Value:	\$ 43,719,101.00	\$ 36,731,980.00	\$ 24,672,297.00



BUILDING DIVISION

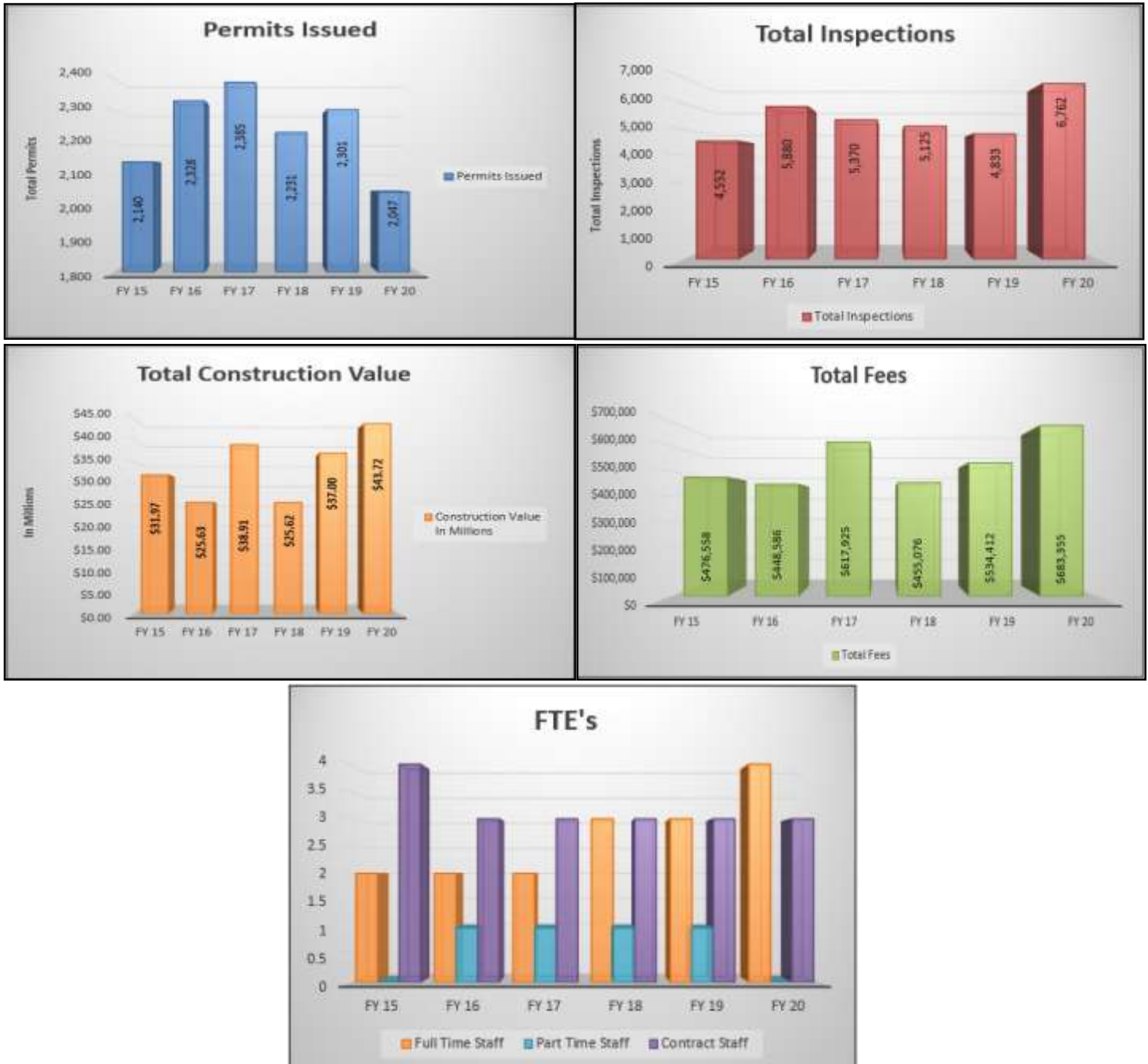




BUILDING DIVISION

Building Division Historical Data

The charts below show the 6 year history of our Building Division activities.





MUSKEGON COUNTY HAZARDOUS MATERIAL TEAM

Team Overview

The Muskegon County Hazardous Materials Response Team was created in 1982 to respond to situations involving hazardous materials and Weapons of Mass Destruction. This team consists of highly trained personnel who possess unique skills and equipment necessary to investigate areas where CBRNE (chemical, biological, radiological, nuclear, or explosive) materials may be present.

The Muskegon County Hazardous Materials Response Team serves Muskegon, Oceana, and Newaygo Counties under the mutual aid agreements for hazardous materials emergency response and training. The hazmat team may also respond within Region 6, or anywhere within the State of Michigan. The team handles transportation accidents, chemical spills in business and manufacturing facilities, and acts of terrorism involving Weapons of Mass Destruction. They take the corrective actions to stop or mitigate the release of hazardous materials; while safeguarding the welfare of citizens, emergency response personnel, and the environment. They also provide guidance and assistance for the fire departments at the scene of a hazardous materials incidents.

Each hazmat team member is certified as an NFPA 472 Hazardous Materials Technician and has over 200 hours of training. Team members also participate in ongoing training for special situations, such as highway transportation emergencies and railroad tank car incidents.

FY20 Hazmat Incidents

There was a total of two hazmat full team responses and one over the phone consult which did not warrant a full team response. These responses were within Muskegon County and Oceana County.

Training

This FY, they conducted 24 team training drills which consisted of a total of 51 hours. This exceeds the OSHA hazmat technician refresher training requirement of 24 hours. Also, they had numerous members attend several training courses throughout the year such as Emergency Response to Railroad Incidents Course put on by CSX held in Lansing, MI; and a Rail Safety and Emergency Response Course put on by the Chlorine Institute held in Detroit, MI.

Team Members	
Tony Gutierrez	Gerald R. Ford Airport FD
Christopher Dean	Muskegon Heights FD
Brad Walters	Muskegon Township FD
Jon Mink	Norton Shores & Fruitport FD
Chad Wilson	Muskegon Township Police
Mike Wolffis	Fruitport FD
Jake Grabinski	Muskegon Township FD
Jim Thompson	BASF
Tim Doctor	Fruitport FD
Ryan Mylenek	Norton Shores FD
Chris May	Webb Chemical
Bill Mastenbrook	Muskegon Height FD
Jody Nummerdor	Fruitport FD



MUSKEGON COUNTY HAZARDOUS MATERIAL TEAM

Right: Single vehicle accident involving a Semi-tractor and trailer.

They were conducting a cold tap and liquid transfer of diesel fuel.



FFD Ryan Mylenek is featured here.



Above: Two members conducting a plugging and patching evolution.



Above: 12/30/2019 Sulfuric Acid Spill-250 gallon tote-liquid transfer.



MUSKEGON COUNTY FIRE INVESTIGATION TEAM

Team Description

The Muskegon County Fire Investigation Team (MCFIT) is comprised of 7 members from area fire departments throughout Muskegon County. The team holds monthly meetings to go over the current trends of fire incidents both within and outside of the county. When available, guest speakers give presentations related to topics that pertain to our continuing education requirements.

Team Members

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

Gordon Cole, North Muskegon Fire

Joe Munson, Norton Shores Fire

Christopher Dean, Muskegon Heights Fire

Mark Nicolai, Muskegon Township Fire

Rachel McMillan, City of Muskegon Fire

Benjamin Novak, Norton Shores Fire

Brian Michelli, Fruitport Twp. Fire

Team Response

Over the last year, the MCFIT has responded to various fire investigation requests for the outlying departments in Muskegon County. Norton Shores Fire Inspector, Munson, investigated 15 fires in Norton Shores, as well as, other agencies.





DEPARTMENT ROSTER

Administrative Staff		Years of Service
Robert L. Gagnon	Fire Chief	28
Joseph J. Kinnucan	Deputy Chief	27
Theodore J. Karnitz	Fire Marshal	25
Paula Adkins	Administrative Assistant	6
Nichole Schaner	Administrative Assistant	<i>Resigned: June 26, 2020</i>
Lora Edson	Administrative Assistant	5
Stacy Stehouwer	Administrative Assistant	3

Full-Time Personnel		
Michael A. Healey	Captain	38
Christopher J. Healey	Captain	32
Benjamin L Chartier	Lieutenant	28
Joseph L. Munson	Fire Inspector	23
Andrew P. Casperson	Captain	22
Donald VanderKooi	Ordinance Officer/FFD	22
Rebecca A. Walachovic	Firefighter/Driver	21
Scott R. Steinhauer	Firefighter/Driver	21
Marc Topping	Firefighter/Driver	18
Jerry D. Ferrier	Lieutenant	16
Casey M. Rosenberg	Lieutenant	14
Adam Langlois	Firefighter/Driver	14
Brett M. Harris	Firefighter/Driver	9
Ryan Mylenek	Firefighter/Driver	7
Zach Boterenbrood	Firefighter/Driver	2
Mark Konecny	Firefighter/Driver	2
Benjamin Novak	Firefighter/Driver	2
Jonathon (Jack) Dora	Firefighter/Driver	2
Ryan Bronkema	Firefighter/Driver	2
Eric Wentzloff	Firefighter/Driver	2
Steve Andrews	Firefighter/Driver	2
Matthew Wood	Firefighter/Driver	1
Walter Weldon	Firefighter/Driver	1
David Nichols	Firefighter/Driver	<i>Resigned: Sep. 13, 2019</i>
Jeremy Statler	Firefighter/Driver	1
Samuel Ortega	Firefighter/Driver	0



DEPARTMENT ROSTER

Part-Time Personnel		Years of Service
Jon J. Mink	Firefighter	21
Jeremy Greene	Firefighter	17
Jason Berghuis	Firefighter	14
Nicholas Martin	Firefighter	14
Lon C. Cross	Firefighter	10
Steve Smith	Firefighter	<i>Resigned: Oct. 10, 2019</i>
Matt Boros	Firefighter	6
Andrew Hunt	Firefighter	4
Noel Elder	Firefighter	<i>Resigned: Aug. 7, 2019</i>
Logan Sweet	Firefighter	0
Jeremy Lockrey	Firefighter	<i>Resigned: March 12, 2020</i>
Zachary Klairter	Firefighter	0
Jacob Lund	Firefighter	0



FY-20 Organizational Chart

