

FISCAL YEAR 2017 REPORT



Proudly Serving



Muskegon County Airport



Protecting Your Future



YEAR END REPORT FY - 2017

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CHIEF'S MESSAGE



Fire Chief Robert Gagnon

It is my honor to present the Norton Shores Fire Departments Fiscal Year 2017 Annual Report. Our newly formatted report will give the reader an insight into our department by reviewing the statistical data and accomplishments within each of our Departments Divisions: Fire Management, Emergency Services, Fire Training, Fire Prevention and Inspection, Ordinance Enforcement and Building.

This past year the Norton Shores Fire Department seen an increase of calls over the previous years and responded to 2,629 calls for service. This number includes the 409 calls in the community Roosevelt Park. This represents a 9.90% increase from the 2,392 calls in the previous fiscal year. Over a ten (10) year period from fiscal year 2007 (1954 calls) to fiscal year 2017, the total calls for service increased on an average of 3.45% each year or a total of 34.5%.

Throughout FY 2017, NSFD staff has continued the commitment to our smoke detector installation program installing smoke detectors in approximately 444 homes in Norton Shores and Roosevelt Park. In addition, we have been committed to expanding our community involvement through our participation in a variety of public education events.

"New Faces in New Places"

Below are two employees who received promotions in FY2017.

Ryan Mylenek



Ryan was hired as a part-time firefighter on 9/28/2012. He was promoted to a full-time firefighter driver on December 14, 2016.

Stacy Stehouwer



Stacy started working for the City on August 1, 2012 as a part-time clerk at the Department of Public Works facility. On June 14, 2017 she was hired as our new Administrative Assistant at Station #3.



CHIEF'S MESSAGE

Providing the highest level of customer service is of utmost importance. Therefore, this past year a significant capital investment was made to replace our existing 2002 Rescue unit which was showing



New Rescue Unit 473 Placed in Service March of 2017

significant signs of disrepair. The design considerations that were put into our new Rescue unit was centered around custom built compartments that met the needs of our existing equipment carried on the unit. The design features allow for rapid deployment of necessary tools needed during an emergency incident. This unit is currently in service and responds from our headquarters located at 1100 E Pontaluna Rd.

RETIREMENT ANNOUNCEMENT

On June 23, 2017, the department celebrated the retirement of Administrative Assistant Marla Crawford. Marla was hired full-time in 1984 and served her entire 37 year career working for the Fire Department. Marla will be missed and we wish her the very best as she begins a new chapter in her life.



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

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



DEPARTMENT ADMINISTRATION

Safe Kids West Michigan—Car Seat Program

FY-2017

Year	Month	# of Inspections	Seats Distributed	Value of Seats
2016	JULY	5	5	\$275.00
	AUG	17	14	\$770.00
	SEPT	6	5	\$330.00
	OCT	9	7	\$385.00
	NOV	12	11	\$605.00
	DEC	14	14	\$770.00
2017	JAN	10	10	\$550.00
	FEB	12	11	\$600.00
	MAR	12	8	\$400.00
	APR	16	16	\$880.00
	MAY	11	10	\$550.00
	JUNE	18	16	\$880.00
		142	127	\$6,995.00

FOIA Requests—Fire Reports

FY-2017

Year	Month	# of Requests	Cost
2016	JULY	-	\$0.00
	AUG	-	\$0.00
	SEPT	-	\$0.00
	OCT	3	\$0.00
	NOV	4	\$0.00
	DEC	1	\$0.00
2017	JAN	2	\$0.00
	FEB	3	\$0.00
	MAR	-	\$0.00
	APR	2	\$0.00
	MAY	1	\$0.00
	JUNE	-	\$0.00
		16	\$0.00



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 position of Fire Chief and Department Administrative Assistant. It is the Chief's responsibility to administer all policies, programs and resources for the City's fire service. The Fire Chief serves as the City's Emergency Manager responsible for updating response plans and maintaining the City's Area Command Center along with managing the City's ordinance enforcement and building divisions.

Emergency Services Division – The Emergency Services division provides funding for firefighting personnel, apparatus and facilities. The City maintains three fire stations as well as staffing a fourth, located at the Airport, under contract with the County of Muskegon. Current funding allows for staffing levels of 14 full-time firefighters and nine FTE positions utilizing part-time personnel. Actual part-time staffing levels vary as availability of personnel allows and is presently at 20. Under the current airport contract agreement, NSFD is required to provide three hours of ARFF coverage during normally scheduled commercial flight operations. Currently, there are only two arrivals and two departures scheduled. If additional flights are scheduled, NSFD will provide coverage and the invoicing for staffing will be adjusted accordingly.

Firefighter/drivers staff each of the City response stations and our on shift lieutenants are assigned to each station as well. Lieutenants are primarily responsible for maintaining the Department's training program. The Captains have been assigned to station #3 and serve as the shift supervisor. Captains, Lieutenants and Firefighter/Drivers work a 24 hour shift schedule. Supervision of firefighting personnel activities and responses is accomplished using a three platoon 24/7 staffing system with each shift assigned a captain who acts as the shift supervisor. Lieutenants are asked to fill in as the shift supervisor in the captain's absence.

Fire Prevention & Investigation Division – The Fire Prevention and Investigation division funds the Fire Marshal, Fire Inspector and an Administrative Assistant. The Fire Prevention Bureau is responsible for inspections of new and existing occupancies, plan reviews, public safety education programs, Juvenile Fire-match program, fire investigations, Haz-Mat right-to-know compliance and coordination with the City Clerk on business registration information. In addition, The Fire Marshal also coordinates the Department's Lock Box program which provides firefighters with emergency access to City businesses. Our Lock Box program also provides residential property owners the ability to obtain a lock box for use on their private dwelling. A part-time clerical position is budgeted within the Bureau to assist with solicitation, collection and maintenance of our business right-to-know files (MIOSHA requirement) and assists with notification procedures generated as part of our ordinance enforcement activities. The City's business registration program provides funding for the part-time clerk position.



DEPARTMENT ADMINISTRATION

Fire Training Division – The Fire Training division funds the position of Deputy Fire Chief and all of the firefighter training activities. Maintaining competent firefighters is critical to our response capabilities. The Department’s training program covers a wide range of subjects relating to firefighting, medical response, rescue, hazardous materials, firefighter safety, terrorism and related services. The Deputy Chief also retains responsibilities within the Emergency Services division and assists with purchasing and supervision of maintenance activities.

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

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

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



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

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



Muskegon County Airport

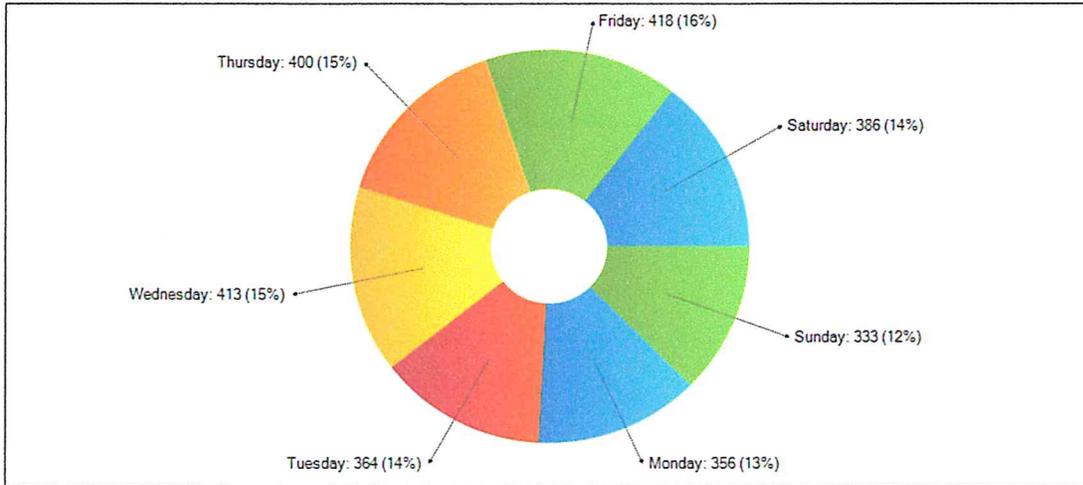
Muskegon County – Operating out of the County airport, fire station department personnel provide airport fire protection services, meeting FAA requirements, under contract with the County. The current agreement was executed on July 26, 2011 and runs for a 10 year term. Under terms of the agreement the County is responsible for all costs associated with the annual required live fire training and the triennial full scale exercise. The Department also is reimbursed \$13,500 for training expenses and \$30,000 for commercial ARFF station standby service, while the City receives a \$50,000 Payment in Lieu of Taxes (PILOT).



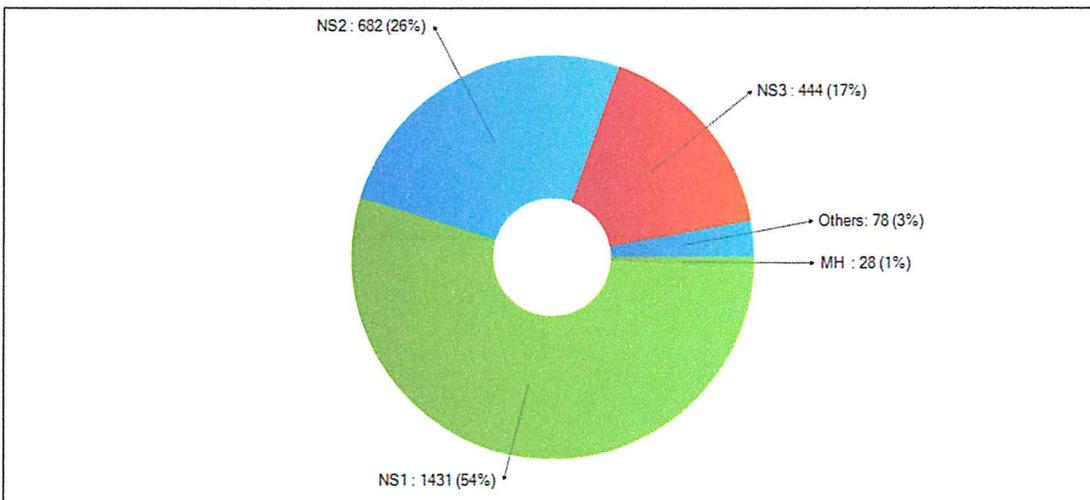
DEPARTMENT ADMINISTRATION

Below are figures representing the Departments calls for service in FY 2017

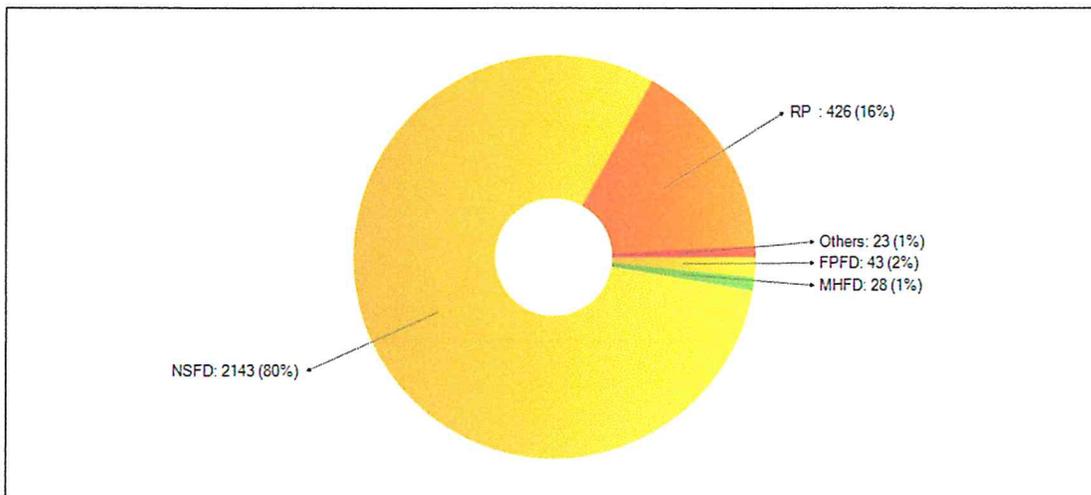
Calls for Service By Day Of Week



Calls For Service By Fire Station



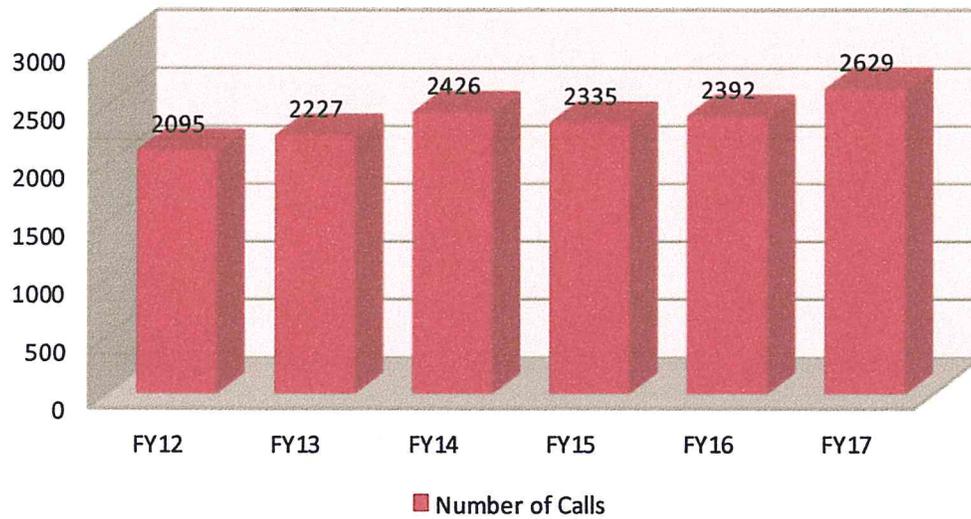
Calls For Service By District



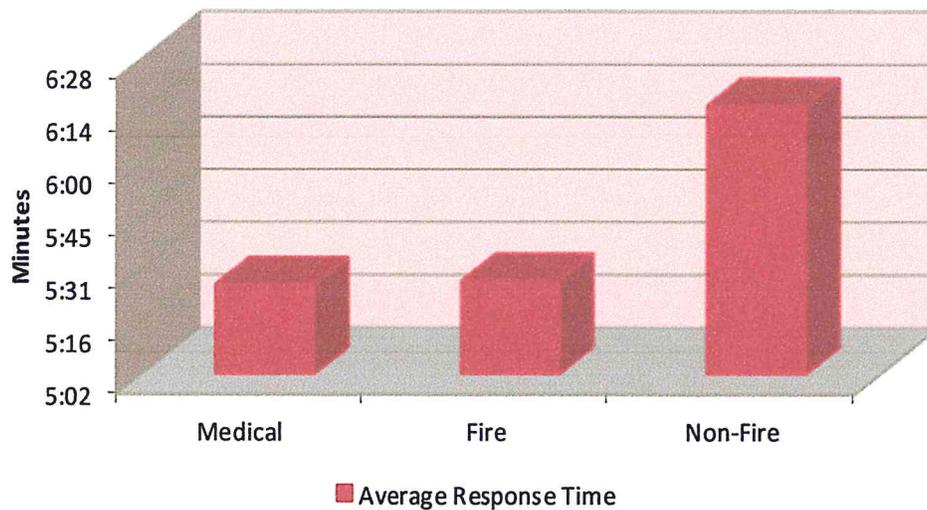


DEPARTMENT ADMINISTRATION

Norton Shores Total Responses



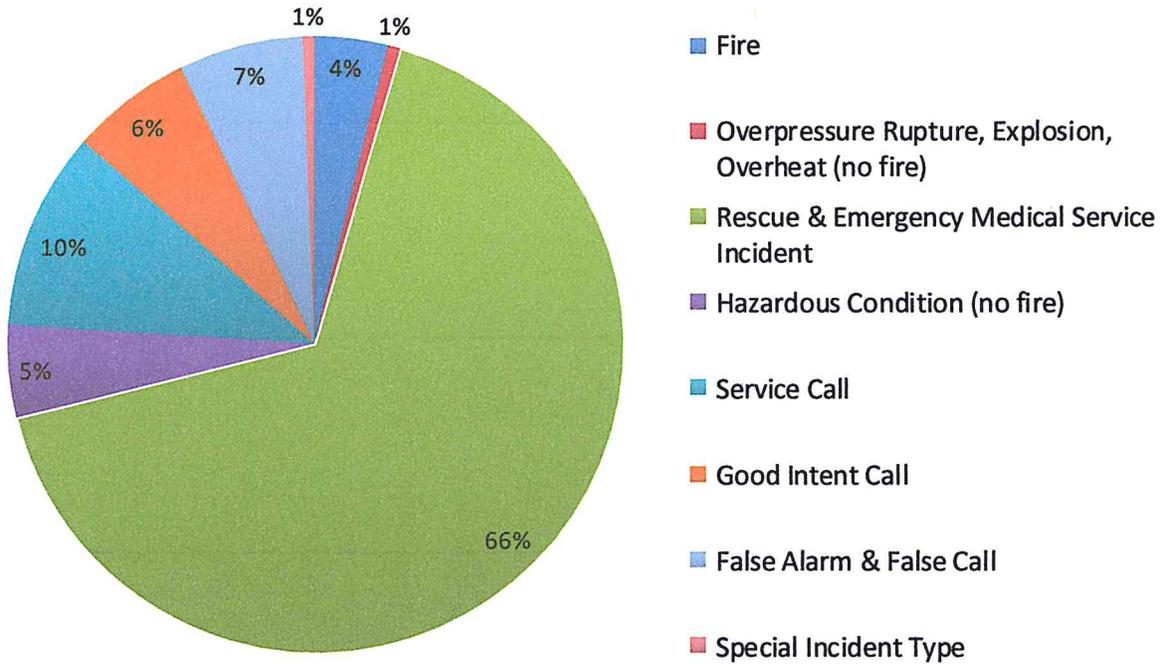
Norton Shores Average Response Time



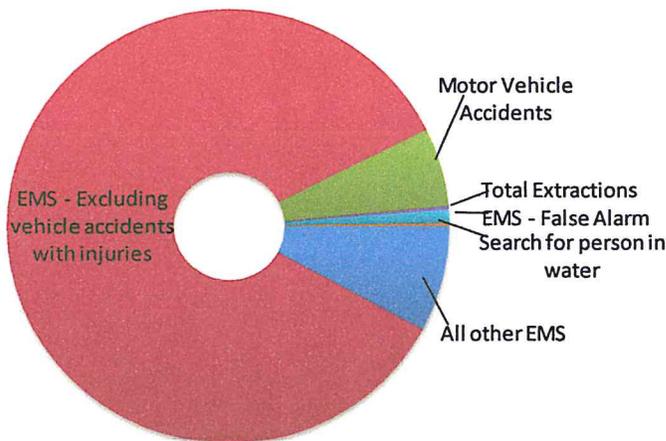


DEPARTMENT ADMINISTRATION

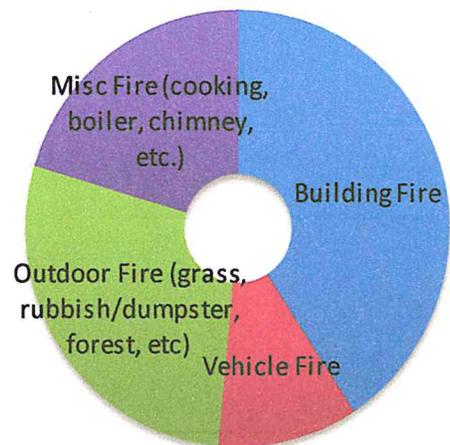
FY 17 Types of Incidents



FY 17 Breakdown of Rescue & Emergency Service Incidents



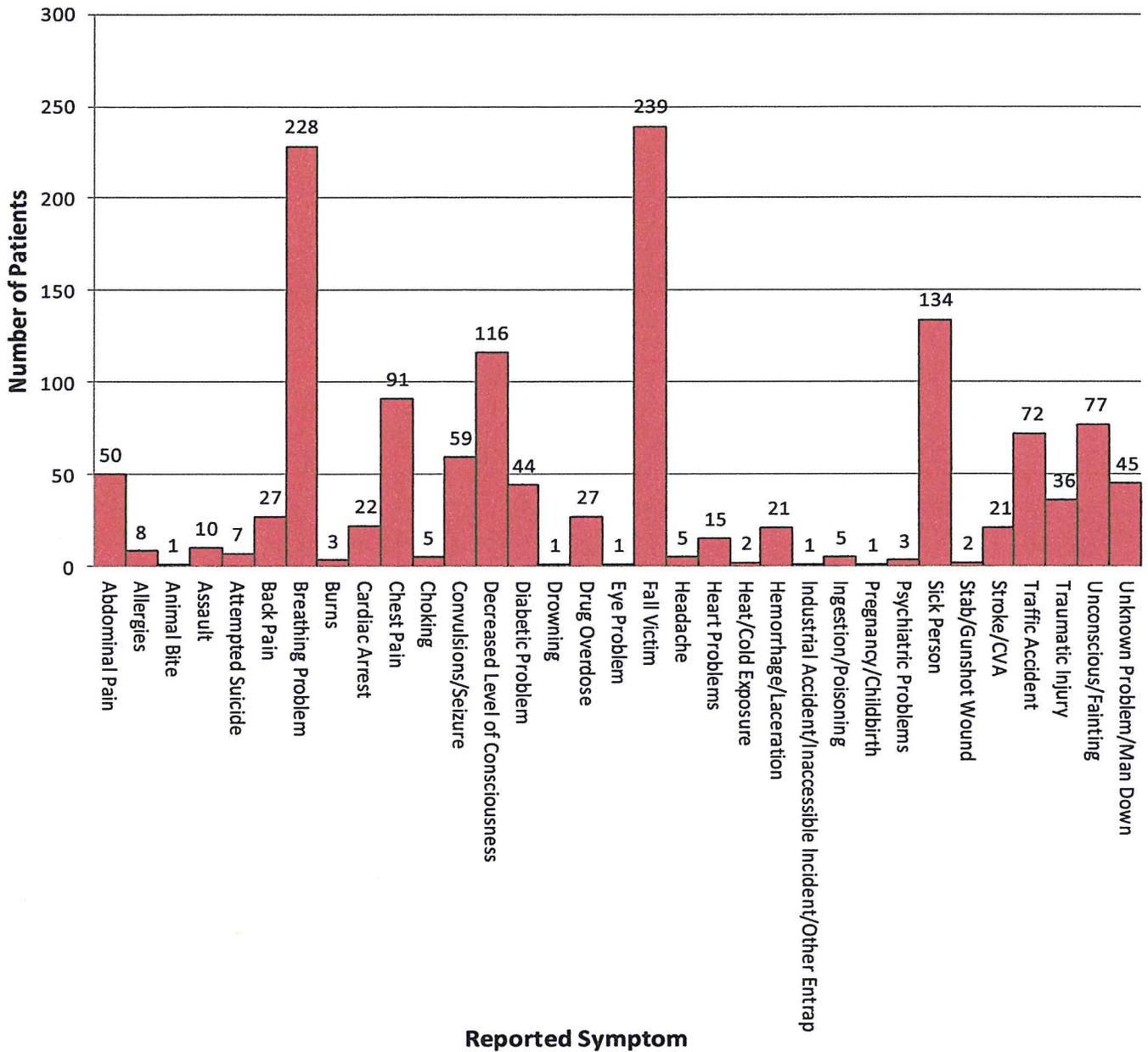
FY 17 Breakdown of Fire Incidents





DEPARTMENT ADMINISTRATION

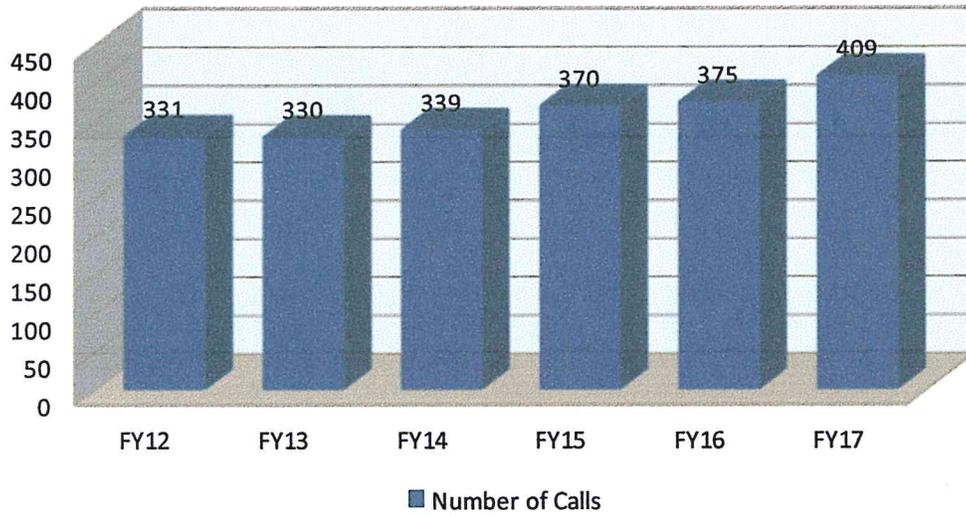
FY 17 Symptoms of Patients



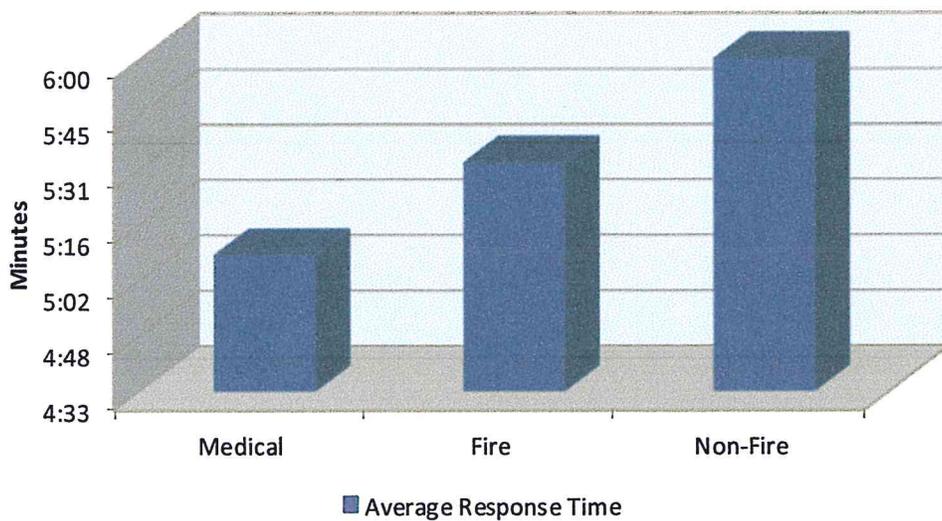


DEPARTMENT ADMINISTRATION

Roosevelt Park Total Responses



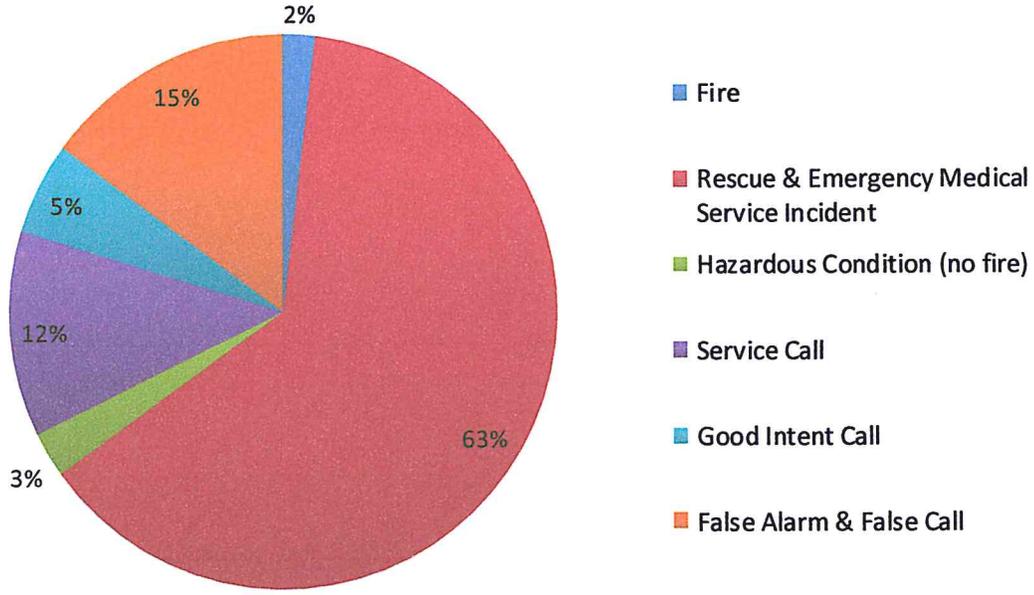
Roosevelt Park Average Response Time



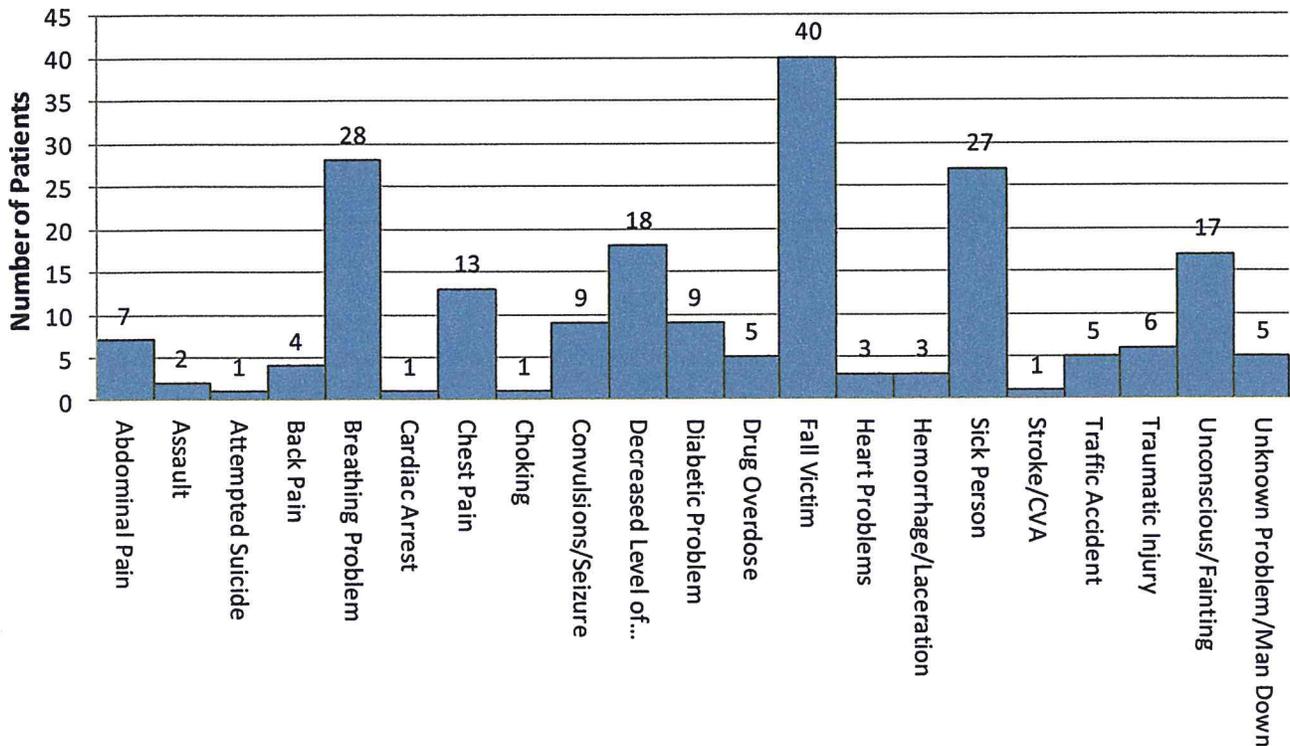


DEPARTMENT ADMINISTRATION

FY 17 Types of Incidents - Roosevelt Park



FY 17—Symptoms of Patients - Roosevelt Park





DEPARTMENT ADMINISTRATION

Automatic/Mutual Aid Summary

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

Department/Agency	Mutual Aid		Automatic Aid		Other
	Given	Received	Given	Received	Given
Blue Lake Township Fire Dept.	1				
Crockery Fire Dept.	1				
Dalton Township Fire Dept.	1				
Egelston Township Fire Dept.		1		1	
Ferrysburg Fire Dept.	1	1		2	
Fruitport Charter Township Fire Dept.	15	9	12	24	
Muskegon Charter Township Fire Dept.	1				
Muskegon Fire Dept.	7	2			1
Muskegon Heights Fire Dept.	25	5	4	25	
Norton Shores Fire Dept.	1				
Other, Assist to Outside Agency	1	1			2
White Lake Fire Authority	1				
FY17 TOTALS:	55	19	16	52	3

Aid Received	FY17	FY16	FY15	FY14	FY13	FY12
Total Aid Received	71	52	45	79	55	72

FY 17
% of Total Responses
 2.70%

Aid Given	FY17	FY16	FY15	FY14	FY13	FY12
Total Aid Given	74	47	66	74	82	81

FY 17
% of Total Responses
 2.81%



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>
Wildland Gear (Replacement)	\$ 25,000
Dive Team Dry Suits (Replacement)	\$ 19,000
Dive Team Buoyancy Control Devices (Replacement)	\$ 7,000



EMERGENCY SERVICES DIVISION

Deputy Chief Joe Kinnucan

Apparatus

Captain Andy Casperson continues to provide oversight for the department apparatus inspection and maintenance program. The program developed, in conjunction with the City Garage, includes processes intended to keep all the vehicles operating at optimum capacity and extend their useful life as far as possible. The processes include everything from daily operation checks to semi-annual and annual fluid changes and operational certifications. We also continue to save thousands of dollars by having very capable staff to handle many of the repair needs that are discovered.

Along with maintenance the city fire and garage personnel provide, we also utilize several outside vendors to provide specialty maintenance services. Van Hydraulic in Conklin is utilized to provide hydraulic work for nearly all vehicles and Van's Sport Center provides proper winterization and service for our Boston Whaler rescue boat. These are two examples of the vehicle needs that are beyond the capability of our city staff, but we're fortunate to have West Michigan companies to partner with to get it accomplished.

FY 17 saw the replacement of Rescue 473. It's predecessor was traded in to Alexis Fire Equipment, the manufacturer of both vehicles. Additionally, Alexis rebuilt all of the quick attack vehicle exhaust primers. The primers utilize pressures from the exhaust to prime the onboard fire fighting pump with water. Each of these primers became defective due to rusting and were replaced with more robust stainless steel versions.

Apparatus in use!

Quick Attack 412 was one of several apparatus used during the woods fire in the Norton Hills Neighborhood.



Rescue 473 deployed at the scene of a personal injury accident.



Engine 422 in position to provide fire suppression and protection from a downed power line at the scene of a structure fire.



EMERGENCY SERVICES DIVISION

Primary Department Apparatus

Station Assign.	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Repl. Date	Calls for Service		
								FY 15	FY 16	FY 17
Station #1	411	Fast Attack Engine	1st line District 1 Medical, PI's, Small Fires	2010	7	In	2020	981	929	935
Station #1	421	Engine	1st line Structure Fires Citywide	2005	12	In	2020	134	270	391
Station #1	481	Brush Unit	Brush Fires	2005	12	Not In	****	31	51	51
Station #2	412	Fast Attack Engine	1st line District 2 Medical, PI's, Small Fires	2010	7	In	2020	662	583	515
Station #2	422	Engine	1st line Structure Fires Citywide	2014	3	In	2034	210	290	410
Station #2	462	Water Tanker	1st line Non Hyd. Citywide	2003	14	In	2023	15	18	22
Station #2	442	Platform Ladder	1st line Aerial Citywide	1996	21	Not In	****	18	9	23
Station #3	489	Command Pick-up	Shift Command Responses	2012	5	In	TBD	982	743	666
Station #3	413	Fast Attack Engine	1st line District 3 Medical, PI's, Small Fires	2010	7	In	2020	357	317	320
Station #3	423	Engine	1st line Structure Fires Citywide	2008	9	In	2023	210	133	109
Station #3	473	Heavy Rescue	1st line Rescue, PI's, Structure Fires Citywide	2017	0	In	2032	N/A	N/A	272* (Both old and new truck)
Station #3	424	Engine	Reserve Engine Citywide	2001	16	In	TBD	38	81	91
Station #4	414	Engine	1st line Airport all Non Aircraft Emergency	1990	27	In	TBD	0	6	1



EMERGENCY SERVICES DIVISION

Watercraft, Equipment Trailers, and Utility Vehicles

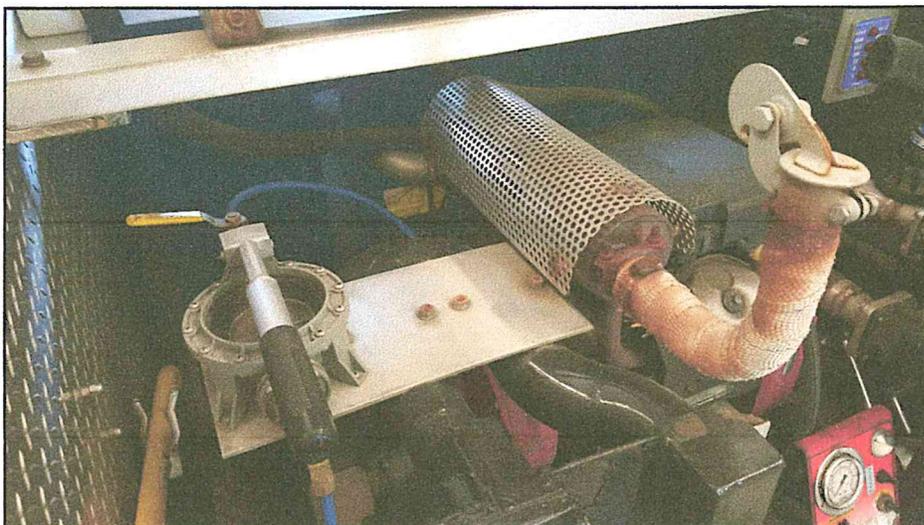
Station Assignment	Unit	Type	Primary Assignments	Year	Age	Pool Status	Projected Replc. Date	Calls for Service		
								FY 15	FY 16	FY 17
Station #2	483	Utility	Utility	2007	10	Not In	TBD	56	55	68
Station #3/ Dock	470	Watercraft	Water Related Emergencies	1989	28	In	TBD	0	3	2
Station #3	475	Watercraft	Water Related Emergencies	2013	4	Not In	TBD	1	0	0
Station #3	485	Dive Trailer	Dive Team Equipment	2002	15	Not In	TBD	2	1	2
Training Center	487	Ext. Trailer	Extinguisher Education	2005	12	Not In	TBD	0	0	0
Training	488	Decon	Decontamination	1985	32	Not In	TBD	0	0	0
Training	LTW6	Light	Scene Lighting	2012	5	Not In	TBD	0	0	0
Training Center	USAR 3	USAR Trailer	Tech Rescue Equipment	Unk.	***	Not In	TBD	0	0	0
Sta. #3	480	Utility	Utility	2013	4	In	TBD	147	108	91



EMERGENCY SERVICES DIVISION

FY 17 Significant Vehicle Repairs

Vehicle	Description of Repairs	Repaired by
411	Exhaust Primer Replacement	Alexis Fire Equipment
412	Exhaust Primer Replacement	Alexis Fire Equipment
412	New Tires	Firestone
413	Exhaust Primer Replacement	Alexis Fire Equipment
421	Generator Hydraulic Pump repair	Van's Hydraulic
421	New Tires	Jerrys Tires
423	Generator repair	Cummins Bridgeway (Grand Rapids)
424	Steering Gear Box Repair	Valley Truck
473	Equipment Installation	Dalton Fleet Services



The Quick Attack exhaust primer system is used to get water into the pump when necessary. All three were replaced with an improved version after corrosion and rusting affected its reliability.



EMERGENCY SERVICES DIVISION

Facilities

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

As always, we continue to partner with community organizations and share our great facilities. Events such as the Muskegon Area Medication Disposal Program Take Back Event continue to find our Station #3 a great place to facilitate their operations. It is events like these that give us the opportunity to open our doors and give back to the community that helps support us.

FY 17 saw a significant change with the path of the Public Safety Training facility. After a thorough assessment it was decided the old office building, which was slated to be renovated into a classroom, was more suited to be overhauled and leased again as an office building. The remaining property continues to be utilized for various training opportunities and plans to continue developing it for future training use are still in the future goals.

Welcome to our home!



The MAMDP continues to be a regular event at our Station #3. The stations design, location, cleanliness, and hospitality are some of the many reasons they continue their partnership with the department.





EMERGENCY SERVICES DIVISION

SUMMARY OF SIGNIFICANT FACILITY ACTIVITIES/IMPROVEMENTS

Station	Description of Activity/Improvement
Station #1	Station Generator repairs.
	Garage door #2 opener and sensor repairs
	Station A/C repairs.
Station #2	SCBA cascade systems repairs and maintenance.
	Entry door keypads replaced.
	Overhead door #4 and its opener replaced due to damage.
Station #3	Significant landscaping maintenance.
	Addition of cement walkway in rear of station, replacing shrubs.
	Station HVAC repairs.
Training Center	Continued planning for training props and usage.
	Renovations and upgrades completed in office building.
	Security gate became inoperable and was repaired.
Miscellaneous	TruGreen Lawn Services.
	All stations being prepared for key fob security access.
	Annual fire door, crane, and backflow preventer inspections and certifications.
	Mona Lake boat dock and shore station preparation, maintenance, and repairs.
	Station #2 and #3 purchased GearGrid lockers for turnout gear storage.



EMERGENCY SERVICES DIVISION

Equipment

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

The majority of maintenance and upkeep of our equipment is handled by the department personnel. Like our vehicles, there are stringent regular maintenance checks performed on a daily, weekly, monthly, and annual basis. These checks reduce the chances of major defects occurring, and keeps all items working at an optimum level. Some of these inspections are also required by laws or standards. These include ladder, hose, and firefighting pump testing, as well as SCBA annual Posi-Check certification.

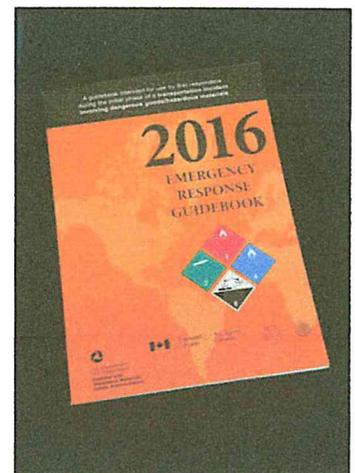
Our department and its staff have always taken the responsibility for maintaining its own equipment very seriously. The equipment that is used in the public is a display of pride and capability. If it is not in great shape, it's not only a poor representation of the department, but it can compromise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

Tools of the trade!



The forcible entry/ vehicle stabilization tool boards, located on Rescue 473.

The Emergency Response Guidebook is used for identification of hazardous materials and what actions to take with them.





EMERGENCY SERVICES DIVISION

Firefighter Training

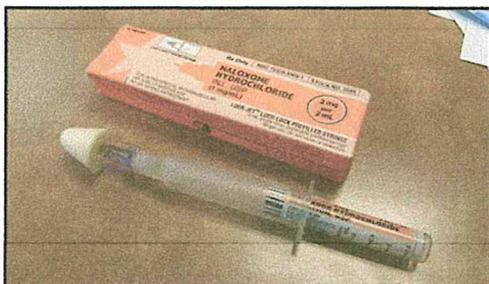
The training committee is comprised of Deputy Chief Joseph Kinnucan, Fire Inspector Joe Munson, Lt. Ben Chartier, Lt. Jerry Ferrier, and Lt. Casey Rosenberg. Collectively, this group is tasked with the design and implementation of the departments training objectives. These objectives include improving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

This year saw the creation of the Muskegon County Continuing Education Sponsorship Training Consortium. Made up of all the county fire departments, the Muskegon County medical Control Authority, all local ambulance services, and Spring Lake and Ferrysburg Fire Departments, the Consortium provides a library of State approved continuing education topics and credits for any member to use for training their staff. Our department has several members qualified to teach within the consortium, as well as members on the curriculum development committee.

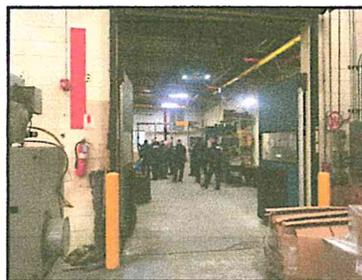
The department is also proud to be part of continued cooperation with several other agencies throughout the region. This cooperation includes involvement on the Urban Search and Rescue Team (USAR), and Hazardous Materials Team (Hazmat). Along with these specialized teams, we train with our neighboring departments in order to more efficiently work together when the need arises.



Department personnel recertify on CPR, as well as reviewing the use of Narcan.



**Train as we Respond,
Respond as we train!**



Pre-Incident Survey tours are done every year in different building to prepare for potential incidents before they occur.



Specialized skill is needed for the tools used in extrication and stabilization. This training seen here is honing those skills.





EMERGENCY SERVICES DIVISION

FY 2017 Training Statistics

Course Area	Classes Given	Subjects Covered	Students Attending	Class Hours
Medical Training	64	18	356	134
Airport Training	36	5	205	72
Fire Training	83	23	482	186
Employee Safety Training	13	6	41	18
Officers Training	12	4	96	41
HazMat Training	7	1	41	20
Totals	215	57	1221	471



EMERGENCY SERVICES DIVISION

Cadet Training

The Cadet Program is the period of training for new hires that require initial certification as a Firefighter and/or Medical First Responder. The majority of the personnel we hire typically fit into this category. This year, two personnel completed this stage of their training. Robert Kumpf and Mark Schmiedeknecht have successfully completed all required certification training and are currently progressing through the Recruit Training process. No additional firefighters were added as new Cadets in FY 2017.

Recruit Training

The recruit training process entails an extensive street and mapping program, required MIOSHA employee safety training, and then pairs each recruit firefighter with a designated recruit training officer (RTO). The RTO's responsibility is to work a number of regular shifts one-on-one with the recruit, studying all aspects of the knowledge, skills, and abilities each one will need to be safe and successful as a firefighter. Once this training portion is complete, our department Captains provide an evaluation checkout on each one of our apparatus and stations.

Once all the required components are successfully evaluated, the recruits are moved to a six month probationary status, where they officially become eligible for station duty and other assignments. They also now must meet all other regular annual department training requirements. This final phase of the process allows us the opportunity to fully evaluate their progress and dedication.

The following Department members have either entered or completed the Recruit process in FY 2017:

Current Recruits

<u>Employee</u>	<u>Recruit Training</u>	<u>Probation</u>
Zach Boterenbrood	Completed	Completed
Noel Elder	Completed	Completed
Robert Kumpf	In Progress	
Mark Schmiedeknecht	In Progress	



EMERGENCY SERVICES DIVISION

Norton Shores Underwater Recovery Team

FY 17 produced a much improved Norton Shores Underwater Recovery Team. Providing co-leadership for the team are Deputy Chief Joe Kinnucan and Lieutenant Brandon Poel. We continued the recertification of individual team members in areas such as rescue diver and low visibility diver certifications. Along with the certifications, we targeted our regular monthly training in topics to strengthen our foundation and utilized locations that would be potential areas of emergencies.

The team was requested a few times for water emergencies in our coverage area and surrounding communities. These requests came in the form of full team responses and sonar assistance only. Each time there is a need, we show as a city our commitment to excellence and safety for all people that share our regional natural resources.

During FY 17, the team addressed aging equipment needs. Through the approved capital improvement budget, the team has purchased new DUI hazardous material rated dry suits and buoyancy control devices. These items were purchased near the end of the fiscal year and will be delivered in the beginning of FY 18. The team also continues to monitor the aging of the side scan sonar (slated for replacement in FY 18) and the trailer used to carry the equipment for responses.



Pictured above: Annual pool dive, used to familiarize and maintain equipment.



Pictured left: Dive team preparing to deploy the side scan sonar in search of a missing swimmer in Muskegon Lake.



Pictured Above: Dive team members, along with the Sheriff Department Dive Team, assist with the annual Polar Plunge Event near Fricano's.



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 Marshal reviews all construction plans for fire code and city ordinance compliance. Identifying code issues prior to construction makes the construction process smoother, lowers costs, and eliminates unforeseen delays.

Inspections

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



An example of businesses in Norton Shores and Roosevelt Park where annual liquor licenses are performed.





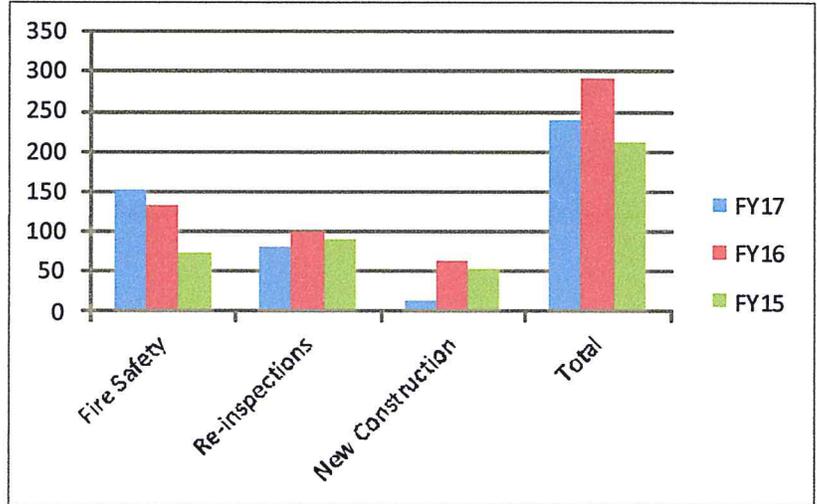
FIRE PREVENTION BUREAU

Inspection Activities

The FY17 Inspection Activities for Norton Shores and Roosevelt Park are as follows:

Norton Shores/Roosevelt Park

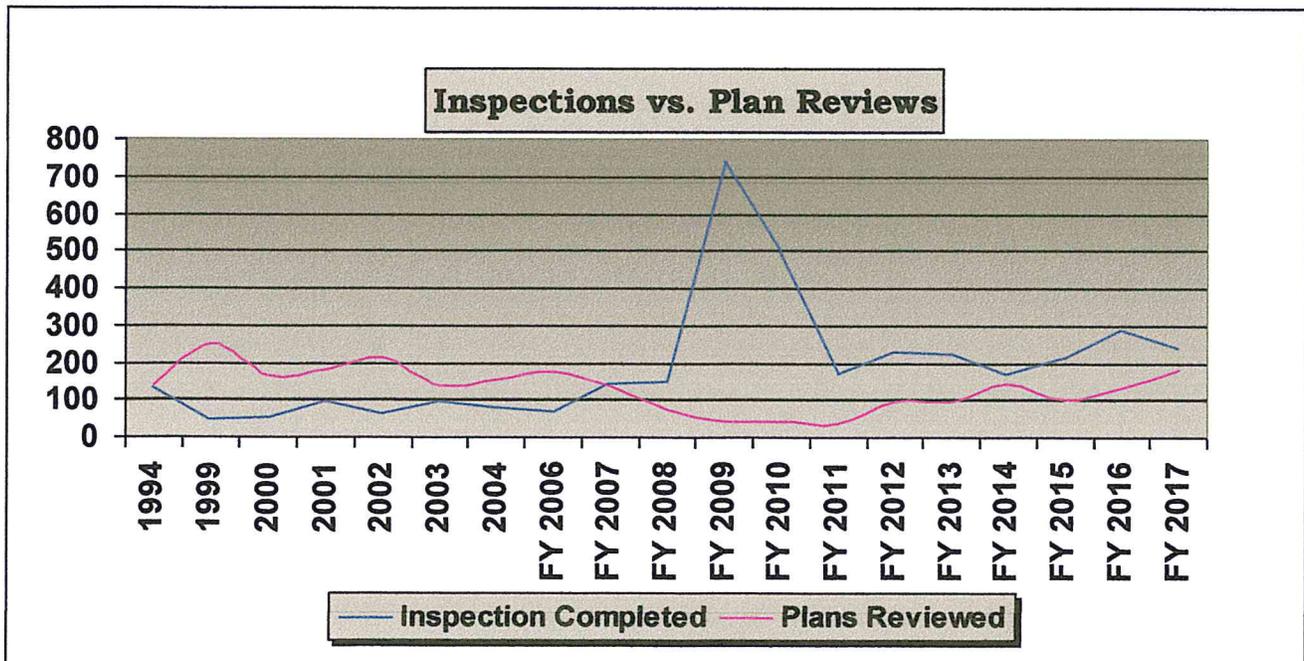
	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>
Fire Safety	150	130	72
Re-inspections	78	99	88
New Construction	<u>11</u>	<u>61</u>	<u>51</u>
TOTALS:	239	290	211



Inspection Program History

	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>	<u>FY07</u>
Inspections Completed:	239	290	211	170	225	231	173	495*	867*	148	142
Plans Reviewed:	181	133	104	143	96	97	35	41	43	74	143

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





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. Over 941 organizations are being maintained using the information collected from both cities' business registrations and non-profits. To keep in compliance with MIOSHA's Firefighter Right-to-Know act, Fire Prevention Administrative Assistant; Paula Adkins, analyzes the registrations for emergency contacts, site surveys, and hazardous materials use.

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

Business Files Maintained

Norton Shores	782
Roosevelt Park	<u>159</u>
Total Files	941



Above: Logan's Roadhouse — 5601 Harvey St.



FIRE PREVENTION BUREAU

New Construction Activity

Below is a list of new construction activities that took place in FY 2017. The following projects involved site plan reviews, fire protection plans, construction visits and system testing.

Norton Shores and Roosevelt Park

565 Lake Forest Lane – Building K	G.E. Aviation	Mercy Health Partners-Lakes Campus
575 Lake Forest Lane – Building L	Home Goods	Paramelt
Associated Retinal Consultants	Jordan's Auto Clinic	Port City Pediatrics
Air Gas	Knoll Group Inc.	Robert Grooter's – 1224 E. Pontaluna Rd.
Bedz	LaColombe Coffee	Sherwin-Williams
Center for Vein Restoration	Lakeshore Dermatology Laser & Medical SPA	Spectrum Health Medical Group
Chilis Grill and Bar	Lakeshore Workshop Village	St Francis De Sales Parish Activities Center
Cloverdale Equipment	Langlois Stores	St. John Truck & Trailer
Coldwell Banker Woodland Schmidt	Little Black Lake Baptist Church	Strip Mall – 3445 Henry St.
RP – CWC Textron	Marks Orthodontics	
Essentra Components		



Above: G.E. Aviation — 6120 Norton Center Dr.



Above: Robert Grooter's — 1224 E. Pontaluna Rd.



FIRE PREVENTION BUREAU

Ordinance Enforcement

Enforcement officer, Don VanderKooi, conducts our department's ordinance enforcement activity. The department continues to staff the ordinance officer position on a full-time basis; however, the position is also utilized to provide emergency station fill and emergency response as needed. This year the department received a total of 313 complaints resulting in a total of 530 ordinance violations, up 118 violations from FY 2016.

Education continues to be as much a part of the department's ordinance enforcement activities as the enforcement itself. The Ordinance Enforcement Division's duties include educating local business owners and event organizers on current City ordinances regarding approved use of signage. In addition to the ordinance complaints, the ordinance enforcement division dealt with maintenance code violations of vacant residential structures and 209 illegal sign issues in FY 2017.

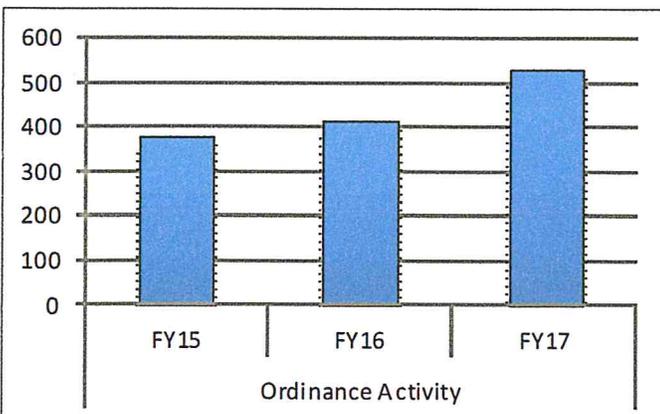
Below are stats covering activity over the past three years from the ordinance enforcement division.

Ordinance Violation Activity

Yard Maintenance	FY17	FY16	FY15
Junk/Debris	114	102	106
Vehicle	116	68	48
Grass/Weeds	103	122	116
Hydrant Blocked	3	1	0
Leaves	21	26	33
Other*	167	90	74
Snow – Exit Blocked	0	2	1
Pods	6	1	0
Total Violations	530	412	377

Signs	FY17	FY16	FY15
Illegal Sign – Business	83	97	104
Illegal Sign – Temporary	63	66	27
Illegal Sign – Political	63	2	39
Total	209	165	170

Permit Activity	FY17	FY16	FY15
Temporary Storage	0	0	0
Special Sale Event	6	12	9
Non-Profit Event	7	10	8
Grand Openings	0	2	2
Total Permits	13	24	19
Total Permit Fees	\$650	\$1,275	\$1,000

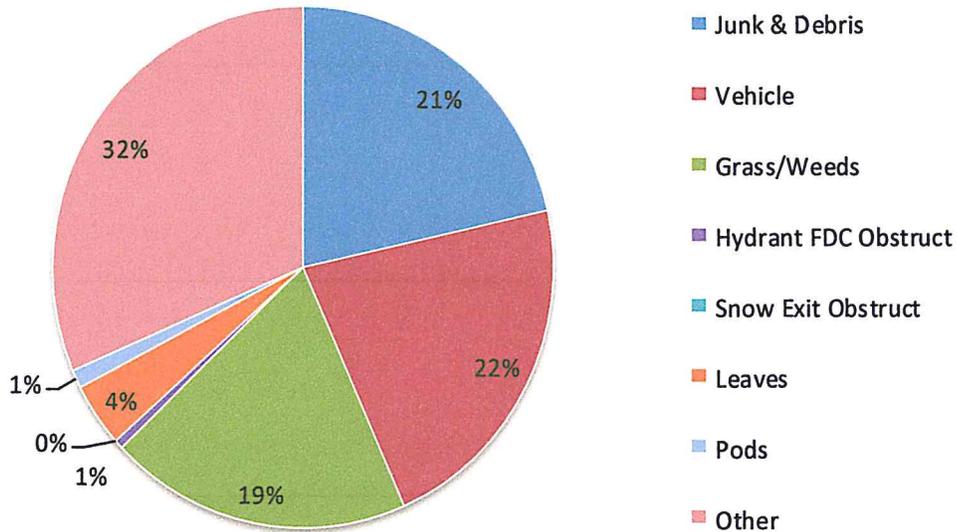


* Other includes garbage, rubbish, landscaping material, furniture, firewood, and household items



FIRE PREVENTION BUREAU

FY2017 Ordinance Enforcement Activity



Above: Example of Junk and Debris.



Above: Example of Inoperable Vehicle.

Right: Example of Grass and Weeds above 6 inches.





FIRE PREVENTION BUREAU

2989 Madison St.



The Ordinance Enforcement Division and Building Division joined forces on this property at 2989 Madison St. A once nuisance property filled with blight transformed into a beautiful neighborhood home.



Before

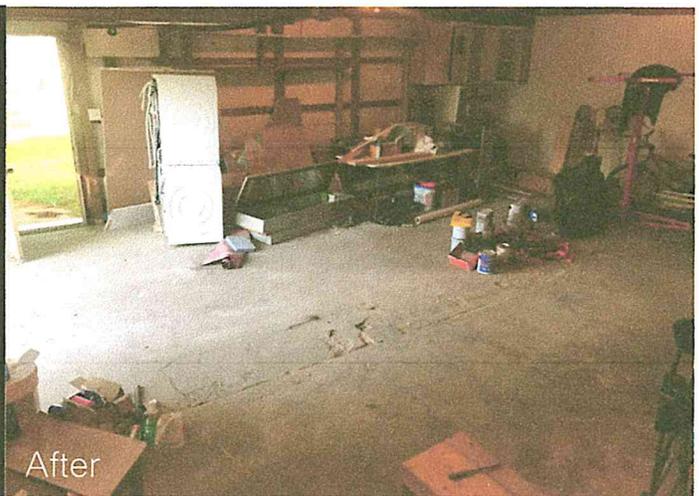
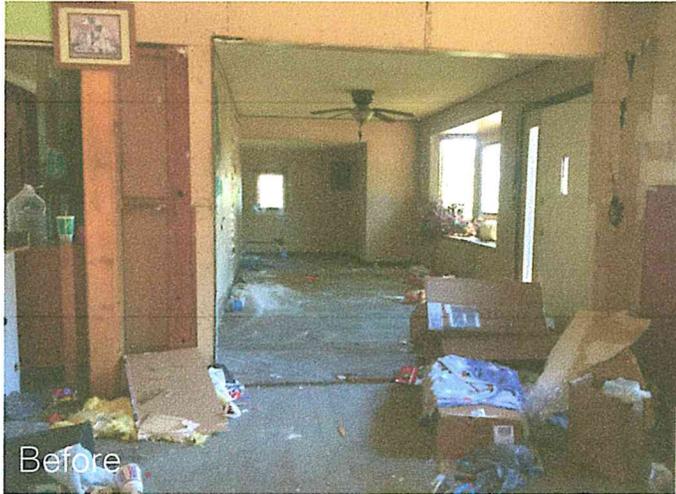


After



FIRE PREVENTION BUREAU

2989 Madison St.





FIRE PREVENTION BUREAU

Fire Investigation

Fire Marshal Ted Karnitz and Fire Inspector Joe Munson attended the Michigan Association of Arson Investigators in May 2017. 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	8
Roosevelt Park	0
County Investigation	3



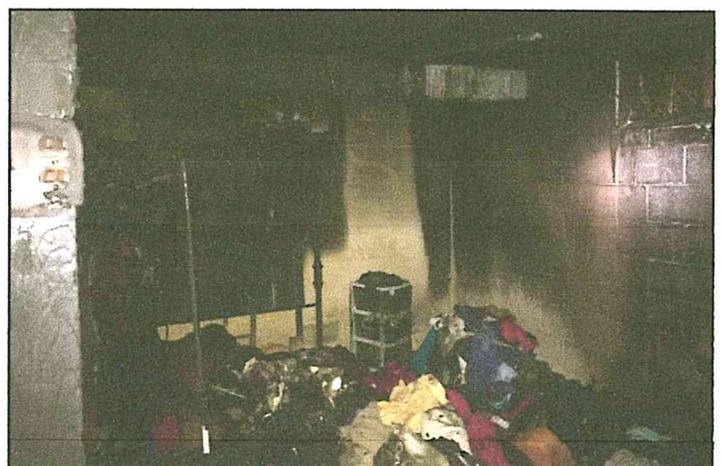
Kitchen with floor collapse.



Dining room with floor collapse.



Small intentionally set fire.



Smoke damage from a basement fire.



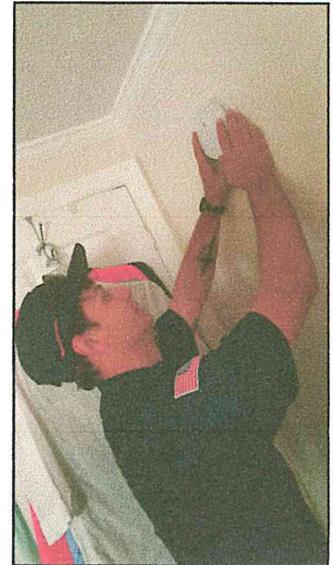
FIRE PREVENTION BUREAU

Smoke Alarm Program

The Norton Shores Fire Department is the lead agency connecting Operation Save A Life with Muskegon County. Operation Save A Life is a national award winning public awareness campaign targeting fire safety and fire prevention. WOOD TV8 is the lead West Michigan Program sponsor in partnership with Kidde Corporation and Home Depot. Due to Muskegon County's extremely high fire death rate our county received the largest distribution of alarms in the 14 West Michigan counties the program serves. (2015-1,200 alarms; 2016-800 alarms; 2017-800 alarms – total 2,800).

In financial terms the retail value of the alarms received from Operation Save A Life during FY17 was approximately \$15,000. Norton Shores received approximately \$4,800 of that total. Additionally, the American Red Cross donated 192 alarms (\$7,000 retail value), and the Women's Division of the Chamber of Commerce 50 alarms (\$1,000 retail value).

The data collected from the smoke alarm installs speaks to the challenges facing our community. Findings from FY17 are as follows:



Above: Firefighter Arik Abdullah installing a smoke alarm in Norton Shores.

FY17 STATISTICS

Installs in owner occupied residences: 88 residences/444 Alarms

Average installs per residence: 5-6 alarms

Residences that had the average: 3 (3.5%)

42% - Zero working smoke alarms

59% - One or less working smoke alarms

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

INSTALLS SINCE 2015 PROGRAM INCEPTION: 206 Residences/977 Alarms





FIRE PREVENTION BUREAU

Public Safety Education

Once again the fire and police departments joined forces at our public safety open house. With nearly 700 children in attendance, the theme of fire prevention was the order of the day. The Fire Prevention Bureau also worked with every school in Norton Shores (excluding Grand Haven School district) to further the message of safety in our homes. Reaching over 2,500 students Kindergarten through 5th grade, each child received a fire prevention coloring book, crayons and Halloween bag.

The fire department also conducted our annual second grade fire safety poster contest. Isaac Nimtz from Lincoln Park Elementary won the event and his poster is now proudly displayed with past winners at Norton Shores Station 3. Another interesting fact is that Isaac's grandfather won the same contest approximately 40 years ago.

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



Above: Norton Shores and Roosevelt Park 2nd Grade Poster Contest Winner 2016 — Isaac Nimtz (Mrs. Hall, Lincoln Park Elementary).

FY17 Open House Stats			
Fire Truck Rides	877	Children's ID Tags	208
Smoke House	1100	Bounce House	693
Fire Extinguisher	450		
Approx. Attendance		1500	
Total Children Registered		647	





FIRE PREVENTION BUREAU

Community Involvement

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

- July: Walmart Heart Program
- August: National Night Out Picnic - Norton Shores Estates, National Night Out - Target, 2nd Annual Safety Day Ross Park, Bennett Pump Fire Ext. Training, Northside Family Fun Fest Parade, Roosevelt Park Day Parade
- September: Table Set up Trinkets Folkert Community Hub, Clearwater Coop of Muskegon Mona Shores Baptist Church, Bennett Pump Fire Ext. Training, Mona Shores Sailor Salute, Station Tour Jonas Birthday Party, Sportsmen for Youth - County Fire Prevention, Old Navy Safety Day, Explorer Learning Center - School Visit, Clearwater Coop of Muskegon, City of Norton Shores Public Safety Open House
- October: 2nd Grade Ice Cream Celebration - All Schools, Boy Scouts Q and A Churchill Elementary, Go Red for Women - Hands only CPR Verdoni's Banquet, Fire Safety Event Advance America, Home Depot Fire Safety Day, Children's Harvest Festival - Hoffmaster, Fire Prevention Parade, Target Bike Drawing,
- November: Turkey Trot
- December: Hometown Heroes - Target
- February: Station 3 & City Hall Tour
- March: Local Hero Reading Event - Churchill, Muskegon Jaycees - St. Patrick's Parade
- April: Flag Raising for Guns and Hoses, Boys Night Out Ross Park Elementary, Mona Shores Youth Baseball League
- May: National Night Out - Windflower Bay, Safekids Safety Event - Muskegon Farmer's Market, Norton Shores Estates Bike Safety, Seminole Shores Safety Fair, Scolnik Boys and Girls Club Fireworks, Skeetown Crossfit Murph Event, Lakeside Memorial Day Parade
- June: Spaghetti Dinner - Donations for AED Shores Community Church, D. White Memorial 5K - Campbell Elementary, Wings of Mercy 5k Breakfast, Joni and Friends - Maranatha, Muskegon Heights Festival in the Park Parade, Seminole Shores Community Picnic, No More Sidelines - Muskegon Co. Sherriff's Gala, MOKA Station Tour, Maranda Park Party - Smith Ryerson Park

Education Program Totals

Fire Station Tours	5
Total School Visits	6



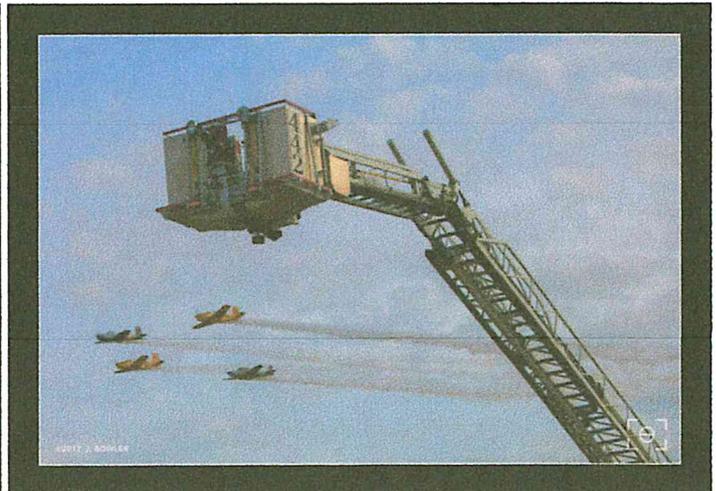
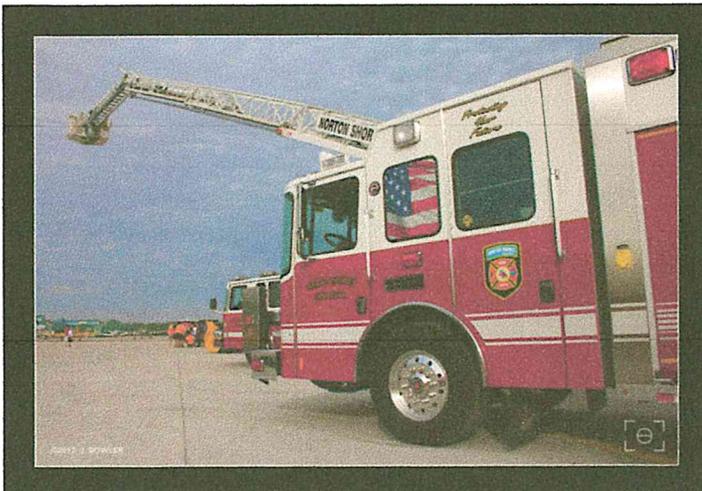
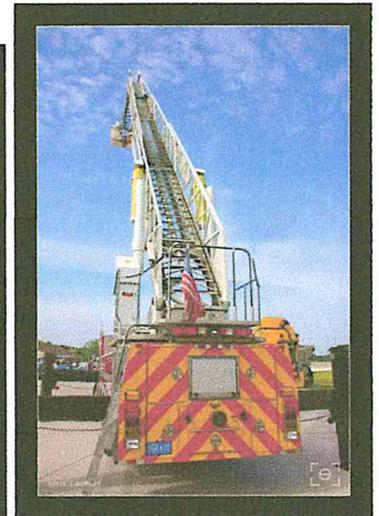
FIRE PREVENTION BUREAU

A sample of Public Events attended in FY17



Above: Norton Shores Fire Department serving apple cider and donuts after the Fire Prevention Parade.

**Wings of Mercy
Saturday, June
10th**





FIRE PREVENTION BUREAU

Right: Maranda Park Party -
Smith Ryerson Park

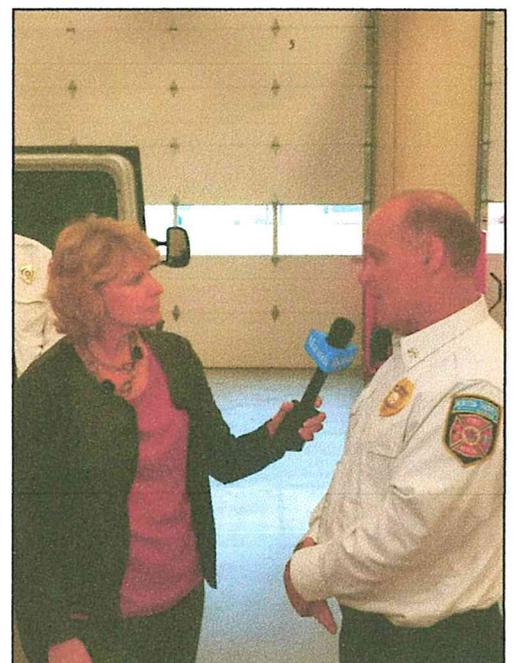
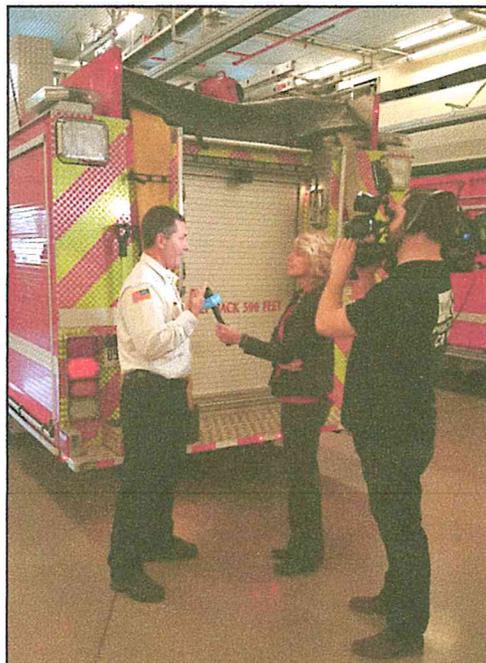


Above: Lincoln Park Elementary School Visit - Fire Marshal
Ted Karnitz teaching the kids about smoke alarms.



Above: Reading with a Hero event - Churchill Elementary.

Right: Chief Bob Gagnon and Fire
Marshal Ted Karnitz - Kickoff event
for Operational Save A Life -
Cutlerville Fire.





BUILDING DIVISION

Building Official Todd Kempf

General Information

Thank you for reading the Annual Report for the Norton Shores Building Division. We operate under the direction of the Fire Chief. The department staff includes three full-time & 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 and is responsible for Roosevelt Park's building plan reviews and inspections.

Our mission goes well beyond just the description of our functions. All of the staff participates in assuring the safe construction of the entire City's structures; respond 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.

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 by Division personnel:

- 2015 Michigan Residential Code
- 2015 Michigan Building Code, Rehabilitation Codes
- 2015 Michigan Mechanical Code
- 2015 Michigan Plumbing Code
- 2014 Michigan Electrical Code N. E. C.
- 2009 International Fire Code
- 2015 International Property Maintenance Code
- 2015 Michigan Building Code Barrier Free Rules Chapter 11 (ICC/ANSI A117.1-2009)
- 2015 Michigan Uniform Energy Code Part 10 (Residential)
- 2015 Michigan Uniform Energy Code Part 10a ANSI/ASHRAE/IESNA
Standard 90.1 – 2007 (Commercial)



BUILDING DIVISION

Current Staff

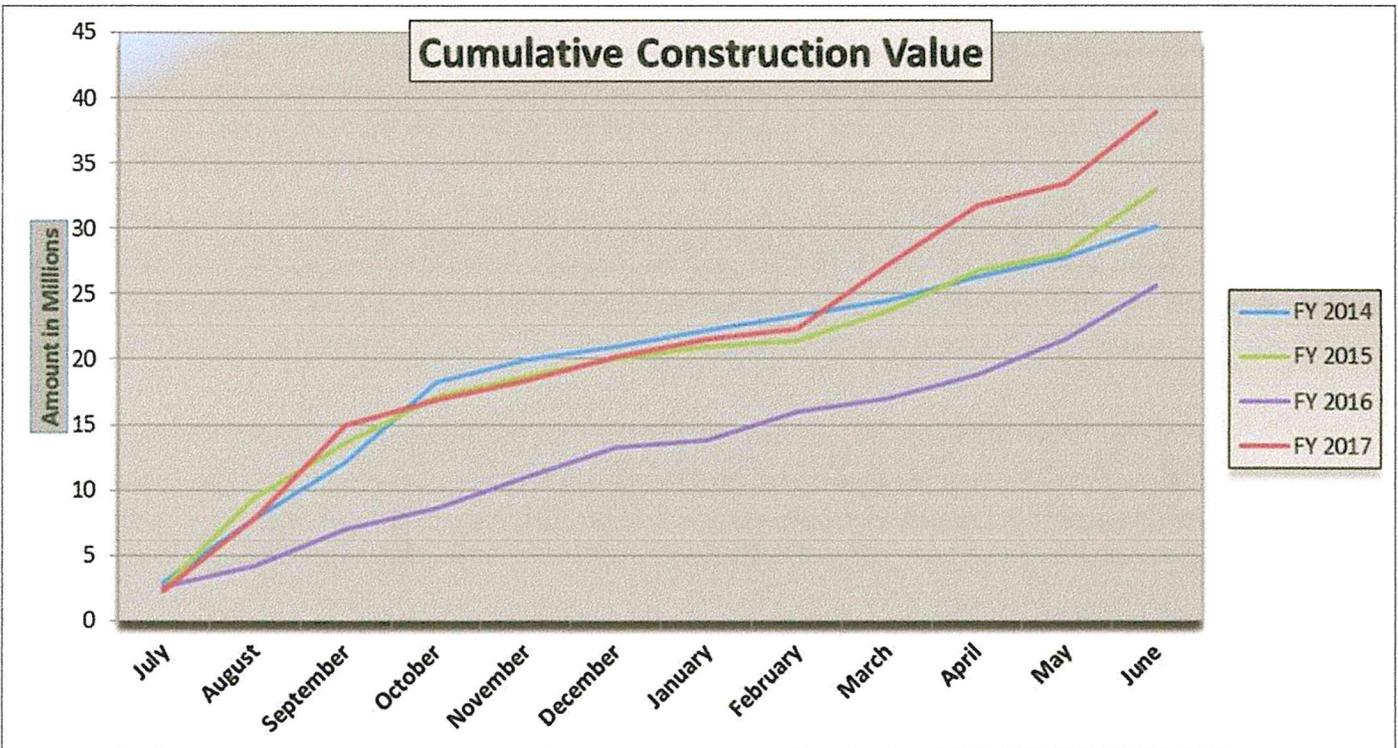
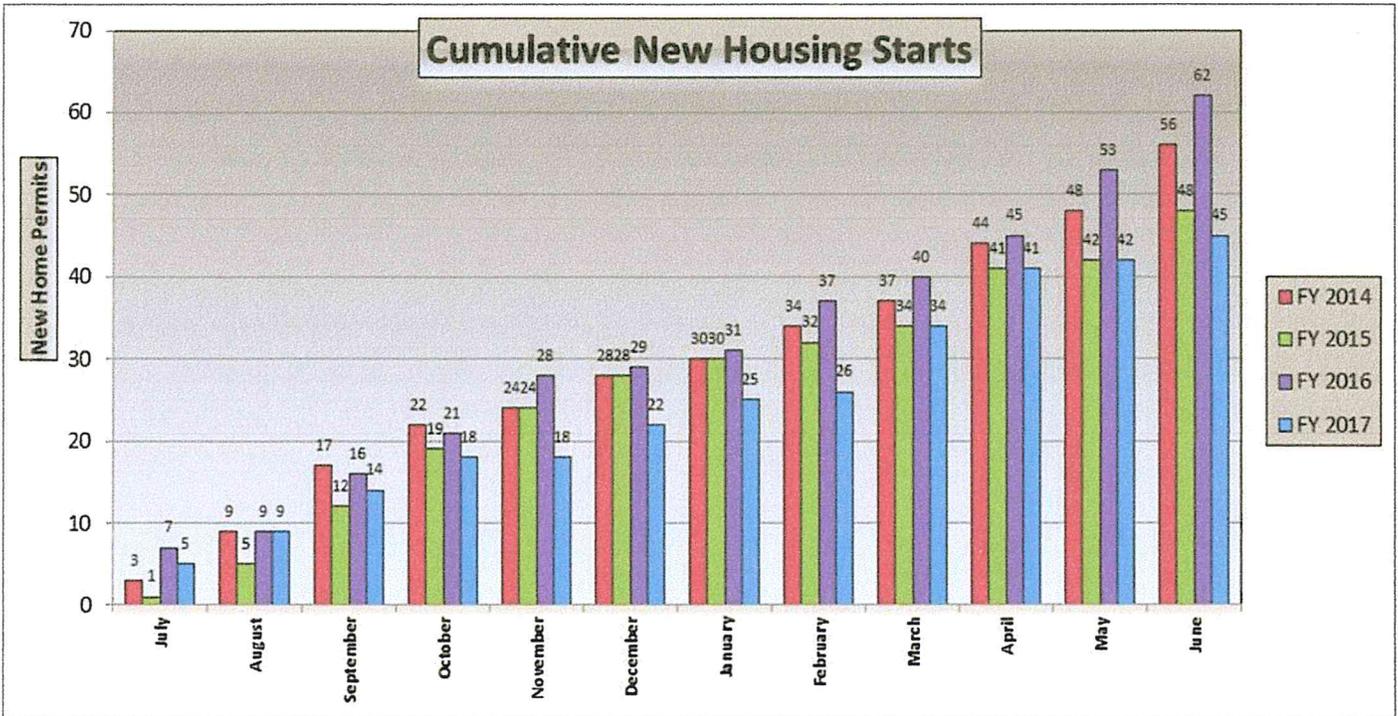
Building Official	Todd Kempf	Full-Time Staff
Mechanical/Construction Inspector	Michael Reagan	Independent Contractor
Electrical Inspector	Ken Murar	Independent Contractor
Plumbing Inspector	Jim Callender	Independent Contractor
Administrative Assistant	Nichole Schaner	Full-Time Staff
Administrative Assistant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

Top Ten Commercial and Industrial Projects

1. Grooter's	1224 E. Pontaluna Rd.	\$2,700,000
2. GE Aviation	6120 Norton Center Dr.	\$2,500,000
3. St. Francis DeSales Church	2947 McCracken St.	\$1,700,000
4. Cloverdale Equipment	7175 Enterprise Dr.	\$1,700,000
5. Medical Office Building	1455 E. Farr Rd.	\$1,180,744
6. Home Goods	5133 Harvey St.	\$1,050,000
7. Spectrum Health	427 Seminole Rd.	\$1,000,000
8. St. John's Trucking	5903 Grand Haven Rd.	\$900,000
9. Wendy's Restaurant	801 W. Norton Ave	\$900,000
10. Retail Building	5251 S. Harvey St.	\$705,000
	TOTAL VALUE:	\$14,335,744



BUILDING DIVISION

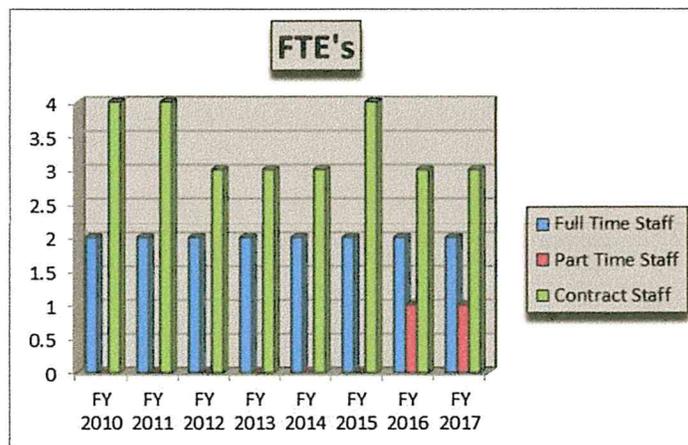
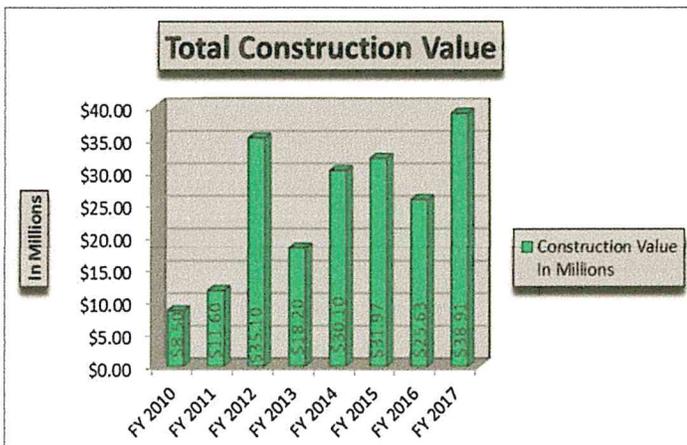
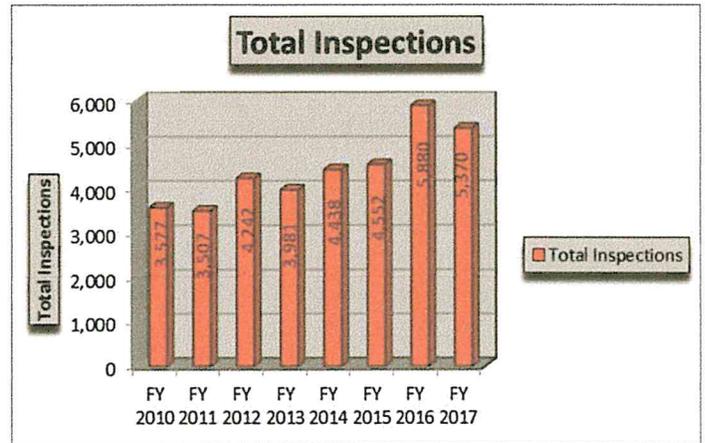
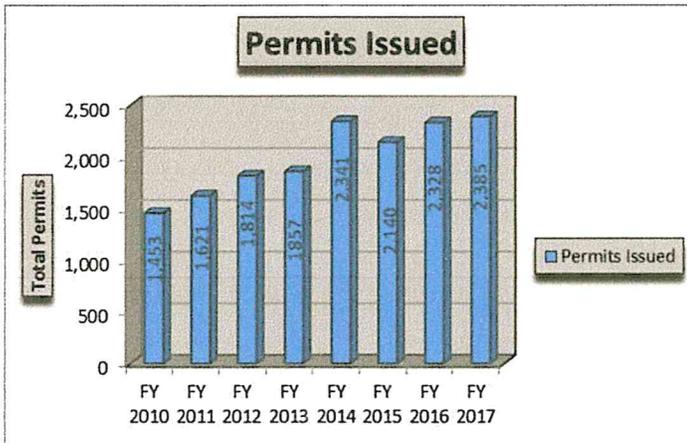




BUILDING DIVISION

Building Division Historical Data

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





MUSKEGON COUNTY HAZARDOUS MATERIAL TEAM

The Muskegon County Hazardous Material Team is one of sixteen State recognized Regional Response Hazmat Teams. Strategically placed around the State, the regional response team network is designed to provide hazardous materials response anywhere it is needed. The Muskegon team is one of two teams covering the 13 counties in Region 6. The second team is located in Grand Rapids. Each of the teams is supported through Homeland Security grant funding for needed apparatus, equipment, exercising and training.

Contracted through the County of Muskegon, the team is made up of 15 members from area fire departments, Muskegon Police Department and the Sheriff's Department. In addition, six paramedics from Professional Med Team have completed training and are certified as Hazmat medics. Equipment and apparatus maintained by the team is housed in a hangar located at the Muskegon County Airport. Three of the team's members are Norton Shores Firefighters and include: Fire Inspector Joe Munson, Firefighters Jon Mink and Anthony Gutierrez.

FY 2017 Callouts

There were a total of 7 calls for assistance. These calls consisted of full team response and telephone consultation to active incidents that did not warrant a full team response.

Training

24 regular scheduled trainings covering various issues and refresher topics.

Team Members

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



MUSKEGON COUNTY FIRE INVESTIGATION TEAM

Team Description

The Muskegon County Hazardous Material Team (MCFIT) is comprised of 8 members from area fire departments throughout Muskegon County. The team holds monthly meetings to go over the current trends of fire incidents both within and outside of the county. When available, guest speakers present investigation related topics in their specialty areas that pertain to our continuing education requirements.

The MCFIT requires that all departments on the team participate in the Bomb Arson Tracking System (BATS). BATS assists investigators in the gathering, reporting, and accessing of case information for any explosives, fire or arson incident quickly and efficiently. BATS can be used to document any fire, arson, explosion, bombing, or explosives case regardless of cause; including attempted incidents and related threats is maintained by the US Bureau of Alcohol, Tobacco and Firearms.

Team Members

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

Steve Lague, North Muskegon Fire

Brian Michelli, Fruitport Twp. Fire

Christopher Dean, Muskegon Heights Fire

Joe Munson, Norton Shores Fire

James Petrie, Blue Lake Twp. Fire

Bob Grabinski, Muskegon Twp. Fire

Dave Glotzbach, Muskegon Twp. Fire

Scott Hemmelsbach, Muskegon Fire

Team Response

Over the last year, the MCFIT has responded to various fire investigation requests to the outlying departments in Muskegon County. Collectively, Fire Inspector Munson investigation 11 fires in Norton Shores as well as to other agencies.



MUSKEGON COUNTY USAR TEAM

The Muskegon County Urban Search and Rescue (USAR) Team is charged with the response to technical rescue situations. These would include such incidents as confined space, high angle, building collapse, and entrapment type rescue. Most fire department staff, including most of our own, do not have the highly technical training required to perform these types of calls for service. In a cooperative effort to make these services readily available when needed, the USAR team utilizes several local fire departments to provide both personnel and equipment. This focused effort makes this resource available at a moments notice.

The need for this expertise is fortunately not needed often. Although this is a good thing, it does create a significant need for good training and other activities to exercise the skills needed. Regular training, team meetings, and open house demonstrations are utilized to provide these opportunities. The following is a total of such team utilizations.

Emergent responses this past year have been	0
Open Houses attended	2
Training events	5

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

Some of the training included the following:

- County-Wide Co-op training with several departments to discuss and demonstrate trench
- Rescue, rigging, and confined space entry.
- Performing high angle “pick-offs” at the old radar structure near the Muskegon County Airport.
- Confined space training at the Muskegon Filtration Plant.
- River rescue training, with the Muskegon County Dive Team, focusing on rigging.

Team Assets:

- USAR - 1** A 10 Bay Truck with roll up doors that houses our rope equipment and hardware.
 - USAR – 2** An 18ft. 7000lb. G.V.W Enclosed Trailer that houses the majority of our trench rescue equipment and shore/cut tools.
 - USAR – 3** A 16ft. 7000lb. G.V.W Trailer that houses the collapse shoring materials.
- They are currently housed and maintained at the Norton Shores Fire Department Training Center on Mount Garfield Road.



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 46 emergency calls this past year, an increase of 1 call from FY 2016, and provided the following departments with food and beverages during FY 2017:

<u>Responses Made</u>		<u>Items Served</u>	
Norton Shores	10	Coffee (cups)	1,160
Muskegon Fire	11	Lemonade (gals)	-
Muskegon Heights	10	Hot Chocolate (cups)	157
Blue Lake Twp.	1	Bottled Water	930
Casnovia Twp.	-	Gatorade	691
Crockery Twp. Fire	1	Sandwiches	-
Dalton	2	BBQ	36
Egelston	2	Snacks/Cakes	88
Ferrysburg Fire	-	Donuts (doz)	-
Fruitport Fire	1		
Grand Haven Twp.	2		
Grant Twp./Oceana	1		
Montague	1		
Muskegon Twp. Fire	2		
N. Muskegon	1		
Ravenna	-		
Spring Lake Twp.	1		
White Lake	-		
Total Responses	46		

Total Man Hours – 675

Total Unit Hours – 122



CANTEEN 450

Income and Expenditure Report FY - 2017

Beginning Balance July 1, 2016 \$11,020.29

Donation Income:

Open House	\$608.71
City of Norton Shores	\$158.00
Muskegon County Adjusters Association	\$1,000.00
Muskegon Firefighters Local 370	\$200.00
Linda Kemp	\$200.00
Lisa Medendorp	\$25.00
Betty Yonkers	\$50.00
James Koster	\$200.00
Meijers	\$400.00
Ida Belle Valkmann	\$150.00
Peter Blackburn DDS	\$1,000.00
Charlene Baush Memorials	\$765.00
Bruce John Esses Jr.	\$2,000.00
Port City Group Holdings INC	\$630.00
Women Who Care	\$24,000.00
Shelby Benona Fire Fighters Assn	\$250.00

Total Income \$31,636.71

Expenditures:

Sam's Club	\$577.92
Meijer	\$41.33
GFS	\$63.63
State of Michigan	\$20.00
Ladds Post Office	\$147.00
U.S. Gov IRS	\$275.00
Pub Health Muskegon County	\$158.00
Dollar General	\$11.00
Speedway	\$20.13
Cummins Bridgeway	\$871.45
Shoreline Metal Fabricators	\$106.00
Retirement Gift & Card	\$55.00
LeFleur	\$82.50
Harbor Hospice	\$50.00

Total Expenditures \$2,478.96

End Balance June 30, 2017 \$40,178.04



DEPARTMENT ROSTER

<u>Administrative Staff</u>	<u>Position</u>	<u>Years of Service</u>
Robert L. Gagnon	Fire Chief	25
Joseph J. Kinnucan	Deputy Chief	24
Theodore J. Karnitz	Fire Marshal	22
Marla D. Crawford	Administrative Assistant	<i>Retired: June 23, 2017</i> 37
Paula Adkins	Administrative Assistant	3
<i>Steven Sheldon</i>	<i>Building Official</i>	<i>Resigned: Nov. 23, 2016</i> 10
Nichole Schaner	Administrative Assistant	2
Lora Edson	Part-time Clerk	2
Stacy Stehouwer	Administrative Assistant	0
<u>Full-time Personnel</u>		
Michael A. Healey	Captain	35
Christopher J. Healey	Captain	29
Andrew P. Casperson	Captain	19
Joseph L. Munson	Fire Inspector	20
Benjamin L Chartier	Lieutenant	25
Jerry D. Ferrier	Lieutenant	13
Casey M. Rosenberg	Lieutenant	11
<i>Francis Attig III</i>	<i>Firefighter/Driver</i>	<i>Retired: Nov. 27. 2016</i> 14
<i>Donald L. Medema</i>	<i>Firefighter/Driver</i>	<i>Retired: Feb. 1, 2016</i> 32
Marc Topping	Firefighter/Driver	15
Rebecca A. Walachovic	Firefighter/Driver	18
Brett M. Harris	Firefighter/Driver	6
Scott R. Steinhauer	Firefighter/Driver	18
Donald VanderKooi	Ordinance Officer/FFD	19
Adam Langlois	Firefighter/Driver	11
Ryan Mylenek	Firefighter/Driver	4



DEPARTMENT ROSTER

<u>Part-time Personnel</u>	<u>Position</u>	<u>Years of Service</u>	
Jeremy Greene	Firefighter	15	
Arik Abdullah	Firefighter	3	
Jason Berghuis	Firefighter	12	
Matt Boros	Firefighter	4	
Leon C. Conklin Jr.	Firefighter	19	
Lon C. Cross	Firefighter	8	
Craig DeCatur	Firefighter	6	
William Featherstone	Firefighter	6	
Antonio C. Gutierrez	Firefighter	18	
<i>Justin Hall</i>	<i>Firefighter</i>	<i>Resigned: Nov. 28, 2016</i>	11
Jason Hruskach	Firefighter	12	
Nicholas Martin	Firefighter	12	
Jon J. Mink	Firefighter	19	
Steve Smith	Firefighter	7	
<i>Eric Wentzloff</i>	<i>Firefighter</i>	<i>Resigned: Feb. 6, 2017</i>	7
Scott Wieman	Firefighter	9	
Zack Boterenbrood	Firefighter	2	
Andrew Hunt	Firefighter	2	
Noel Elder	Firefighter	1	
<i>Gabriel Lundgren</i>	<i>Cadet</i>	<i>Resigned: Jan. 9, 2017</i>	0
Mark Schmiedeknecht	Recruit	1	
Robert Kumpf	Recruit	1	



FY-17 Organizational Chart

