

# SHELBY TOWNSHIP FIRE DEPARTMENT



## 2013 ANNUAL REPORT



# Charter Township of Shelby

FIRE DEPARTMENT  
JAMES P. SWINKOWSKI, FIRE CHIEF

(586) 731-3476 • FAX (586) 726-4553 • 6345 23 MILE ROAD • SHELBY TWP., MICHIGAN 48316-4405

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March 24, 2014

Board of Trustees  
Charter Township of Shelby  
52700 Van Dyke  
Shelby Township, MI 48316

Honorable Board Members:

Regarding: 2013 Annual Report – Fire Department

I am pleased to present to you the Fire Department's 2013 annual report. Included in this report is a summary of activities for each division, as well as the overall run volume, broken down by category. As always, the department will continue the fine tradition of offering high quality fire, rescue, and EMS coverage to its residents and Macomb County. Each day my staff offers the highest quality services and response saving lives and protecting property.

I was formally sworn into the position of Fire Chief on January 16, 2013. I would like to thank all the members of the department for their support this past year. We have faced a lot of adversity these last several years, from the deaths of Eric Carpenter and Gene Shepherd, to the financial strains from the housing market crash. Our department would not be as successful as we are today if it were not for the dedication and support of each and every member.

“Doing more with less” is never easy, especially in emergency services. Unfortunately, this has been a regular occurrence these last several years. Thanks to the support from the union, our command officers, and our elected officials, we have really taken a *team* approach to the business management side of the department to address what was forecast to be financial doom and gloom for 2012 and 2013. Changes were made in the summer of 2012 to address significant budgetary issues. From our successes in 2012, we started 2013 with a new business model with a goal of providing more transparency and an increase in spending oversight. While this will be an ongoing task moving forward, the immediate success has pulled us well back from the fiscal cliff that only two years ago seemed imminent.

2013 was a very busy year for the Fire Department. Our overall run volume is up 4% over 2012. A breakdown by category is included in this report. A big focus for 2013 was improving our public awareness and education to prevent fires. I am happy to report that our Fire Prevention Division really came through and revamped our program. A detailed breakdown can be found in the Fire Marshal's report.

We continued looking for ways to improve services and reduce spending. In mid 2013, we entered into a mutual aid agreement for fire and EMS services with the City of Rochester. We continue to be an active member with the Macomb County Tactical Rescue and Hazmat Response teams. By continuing with these regional response teams, we not only provide the needed protection for those living or working in our community, but we also share the cost of equipment and gain the ability to receive grant funding. We are still working on a similar agreement with Dive Rescue. Shelby Township, Harrison Township, and Macomb County Sheriff have come together and started this process and are already receiving grant funding for equipment. No formal shared services agreement is in place yet, but we will continue working at it.

Early in 2012, we were approved to install fiber optic cable between our four fire stations. I am happy to report that this was completed in early 2013 and has provided us a tremendous improvement to our network and its security. We also received approval to purchase and install a Computer Aided Dispatch program. This too was completed in early 2013. I am very pleased with the overall improvement CAD has provided both us and fire dispatch.

With the increase of recreational activity on the Clinton River, we have developed a swift water rescue team to complement our dive team to meet this growing challenge. During high water levels, the river becomes one of the more technically challenging rivers in the Midwest. While this isn't an everyday occurrence, more and more advanced kayakers are starting to use the river during these high water events. We will continue to seek out the best training to ensure we can meet this growing need.

Four new Firefighters were hired on April 1, 2013 to fill vacancies. These candidates will be completing their probation soon; all have done extremely well so far. As of March 31, 2014, we will have five additional vacancies from retirements that will need to be addressed.

We took delivery of a new Engine in mid 2013. The old Engine it is replacing is listed with a broker and is for sale.



Numerous meetings have been attended by my staff and I concerning Pre-Hospital Provider, County Chiefs, County Radio, PFCSB, Township Board, Department Head, Career Focus Luncheon, Pension Board, County Mutual Aid, MCC regional training, and PIA's, and emergency management. We also held classes with Human Resources for the new medical program, Deferred Compensation and AFLAC. Command staff attended PIA's (Post Incident Analysis) for 2nd alarm fires in the county. We attended numerous meetings for medical control authority and radio committees.

We were awarded \$45,632.44 in grant funding this year. \$28,162.94 was dedicated for training and \$17,469.50 was for equipment.

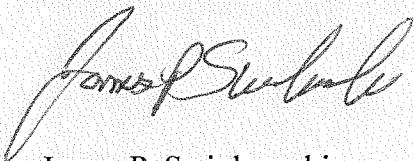
My office staff continues to keep the public informed of fire department and Township matters using our electronic sign.

Fire Prevention conducted a wonderful open house in October. They also visited every elementary school to bring fire education to all of the students. Both events were well attended and continue to be great outreaches for the department.

Breast Cancer Awareness was celebrated again this year with employees being allowed to wear pink tee shirts being sold for a donation through the Union.

I am very fortunate to have a dedicated staff and a superb collection of firefighters under my command. As always, without their dedication, I would not be able to detail these great strides we have undertaken. With the run volume continuing to escalate and the complexity of events constantly changing, we are always striving to deliver the best services possible. I would like to take this opportunity to thank the Township Board members and residents for supporting the department in these tough economic times.

Respectfully submitted,



James P. Swinkowski  
Fire Chief

<b><u>Alarms by Month</u></b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Plus/Minus from previous year</b>
<b>January</b>	378	391	417	445	478	33
<b>February</b>	346	357	427	456	412	-44
<b>March</b>	375	365	460	488	489	1
<b>April</b>	396	387	396	461	437	-24
<b>May</b>	379	416	450	485	506	21
<b>June</b>	419	441	454	478	468	-10
<b>July</b>	386	425	461	461	555	94
<b>August</b>	387	454	434	515	511	-4
<b>September</b>	381	465	422	460	526	66
<b>October</b>	474	463	499	524	506	-18
<b>November</b>	381	426	434	416	501	85
<b>December</b>	389	488	480	461	502	41
<b>Annual Total</b>	<b>4,691</b>	<b>5,078</b>	<b>5,334</b>	<b>5,650</b>	<b>5,891</b>	<b>241</b>

**Number of Incidents by District**

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Station #1</b>	1047	1234	1372	1399	1386
<b>Station #2</b>	688	822	910	952	1019
<b>Station #3</b>	1001	984	1007	1052	1167
<b>Station #4</b>	1950	2037	2041	2241	2315
<b>Totals</b>	<b>4,686</b>	<b>5,077</b>	<b>5,330</b>	<b>5,644</b>	<b>5,887</b>

SHELBY TOWNSHIP FIRE DEPT, SHELBY TOWNSHIP, MI 48316

Basic/Fire Data Standard Report  
For the Year of 2013

Printed: 03/24/2014

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Incident Type - C1</b>		
<b>Fire</b>		
<i>Fire, other</i>		
100 Fire, other . . . . .	3	0.05%
<i>Structure Fire</i>		
111 Building fire . . . . .	23	0.39%
113 Cooking fire, confined to container . . . . .	18	0.31%
114 Chimney or flue fire, confined to chimney or flue . . . . .	2	0.03%
116 Fuel burner/boiler malfunction, fire confined . . . . .	2	0.03%
118 Trash or rubbish fire, contained . . . . .	3	0.05%
<i>Fire in mobile property used as a fixed structure</i>		
121 Fire in mobile home used as fixed residence . . . . .	2	0.03%
<i>Mobile property (vehicle) fire</i>		
130 Mobile property (vehicle) fire, other . . . . .	2	0.03%
131 Passenger vehicle fire . . . . .	18	0.31%
132 Road freight or transport vehicle fire . . . . .	2	0.03%
<i>Natural vegetation fire</i>		
141 Forest, woods or wildland fire . . . . .	1	0.02%
142 Brush, or brush-and-grass mixture fire . . . . .	5	0.08%
143 Grass fire . . . . .	10	0.17%
<i>Outside rubbish fire</i>		
150 Outside rubbish fire, other . . . . .	1	0.02%
151 Outside rubbish, trash or waste fire . . . . .	9	0.15%
154 Dumpster or other outside trash receptacle fire . . . . .	9	0.15%
155 Outside stationary compactor/compacted trash fire . . . . .	1	0.02%
<i>Special outside fire</i>		
160 Special outside fire, other . . . . .	2	0.03%
162 Outside equipment fire . . . . .	1	0.02%
<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
<i>Excessive heat, scorch burns with no ignition</i>		
251 Excessive heat, scorch burns with no ignition . . . . .	9	0.15%
<b>Rescue &amp; Emergency Medical Service Incident</b>		
<i>Medical assist</i>		
311 Medical assist, assist EMS crew . . . . .	2	0.03%
<i>Emergency medical service (EMS) Incident</i>		
320 Emergency medical service, other . . . . .	12	0.20%
321 EMS call, excluding vehicle accident with injury . . . . .	4184	71.00%
322 Motor vehicle accident with injuries . . . . .	225	3.80%
323 Motor vehicle/pedestrian accident (MV Ped) . . . . .	9	0.15%
324 Motor vehicle accident with no injuries . . . . .	45	0.76%
<i>Search for lost person</i>		
342 Search for person in water . . . . .	3	0.05%
<i>Extrication, rescue</i>		
350 Extrication, rescue, other . . . . .	1	0.02%

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Rescue &amp; Emergency Medical Service Incident</b>		
<i>Extrication, rescue</i>		
352 Extrication of victim(s) from vehicle . . . . .	10	0.17%
353 Removal of victim(s) from stalled elevator . . . . .	1	0.02%
354 Trench/below-grade rescue . . . . .	1	0.02%
<i>Water or ice-related rescue</i>		
360 Water & ice-related rescue, other . . . . .	1	0.02%
361 Swimming/recreational water areas rescue . . . . .	1	0.02%
362 Ice rescue . . . . .	1	0.02%
<i>Rescue or EMS standby</i>		
381 Rescue or EMS standby . . . . .	19	0.32%
<b>Hazardous Condition (No fire)</b>		
<i>Hazardous condition, other</i>		
400 Hazardous condition, other . . . . .	3	0.05%
<i>Combustible/flammable spills &amp; leaks</i>		
410 Combustible/flammable gas/liquid condition, other . . . . .	1	0.02%
411 Gasoline or other flammable liquid spill . . . . .	11	0.19%
412 Gas leak (natural gas or LPG) . . . . .	17	0.29%
413 Oil or other combustible liquid spill . . . . .	2	0.03%
<i>Chemical release, reaction, or toxic condition</i>		
421 Chemical hazard (no spill or leak) . . . . .	2	0.03%
422 Chemical spill or leak . . . . .	1	0.02%
424 Carbon monoxide incident . . . . .	17	0.29%
<i>Electrical wiring/equipment problem</i>		
440 Electrical wiring/equipment problem, other . . . . .	23	0.39%
441 Heat from short circuit (wiring), defective/worn . . . . .	2	0.03%
442 Overheated motor . . . . .	9	0.15%
444 Power line down . . . . .	54	0.92%
445 Arcing, shorted electrical equipment . . . . .	20	0.34%
<i>Explosive, bomb removal</i>		
471 Explosive, bomb removal (for bomb scare, use 721) . . . . .	1	0.02%
<b>Service Call</b>		
<i>Service call, other</i>		
500 Service Call, other . . . . .	24	0.41%
<i>Person in distress</i>		
510 Person in distress, other . . . . .	39	0.66%
511 Lock-out . . . . .	1	0.02%
512 Ring or jewelry removal . . . . .	2	0.03%
<i>Water problem</i>		
520 Water problem, other . . . . .	2	0.03%
522 Water or steam leak . . . . .	1	0.02%
<i>Smoke, odor problem</i>		
531 Smoke or odor removal . . . . .	32	0.54%
<i>Animal problem or rescue</i>		
542 Animal rescue . . . . .	1	0.02%
<i>Public service assistance</i>		
550 Public service assistance, other . . . . .	34	0.58%



Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Service Call</b>		
<i>Public service assistance</i>		
551 Assist police or other governmental agency . . . . .	22	0.37%
552 Police matter . . . . .	7	0.12%
553 Public service . . . . .	66	1.10%
554 Assist invalid . . . . .	264	4.50%
<i>Unauthorized burning</i>		
561 Unauthorized burning . . . . .	50	0.85%
<i>Cover assignment, standby at fire station, move-up</i>		
571 Cover assignment, standby, moveup . . . . .	50	0.85%
<b>Good Intent Call</b>		
<i>Good intent call, other</i>		
600 Good intent call, other . . . . .	30	0.51%
<i>Dispatched and canceled en route</i>		
611 Dispatched & canceled en route . . . . .	18	0.31%
<i>Wrong location, no emergency found</i>		
622 No incident found on arrival at dispatch address . . . . .	40	0.68%
<i>Controlled burning</i>		
631 Authorized controlled burning . . . . .	4	0.07%
<i>Steam, other gas mistaken for smoke</i>		
650 Steam, other gas mistaken for smoke, other . . . . .	3	0.05%
651 Smoke scare, odor of smoke . . . . .	22	0.37%
652 Steam, vapor, fog or dust thought to be smoke . . . . .	10	0.17%
<i>EMS call where party has been transported</i>		
661 EMS call, party transported by non-fire agency . . . . .	2	0.03%
<i>HazMat release investigation w/no HazMat</i>		
671 HazMat release investigation w/no HazMat . . . . .	1	0.02%
672 Biological hazard investigation, none found . . . . .	1	0.02%
<b>False Alarm &amp; False Call</b>		
<i>False alarm and false call, other</i>		
700 False alarm or false call, other . . . . .	56	0.95%
<i>Malicious, mischievous false alarm</i>		
710 Malicious, mischievous false call, other . . . . .	3	0.05%
711 Municipal alarm system, malicious false alarm . . . . .	1	0.02%
714 Central station, malicious false alarm . . . . .	1	0.02%
715 Local alarm system, malicious false alarm . . . . .	3	0.05%
<i>Bomb scare</i>		
721 Bomb scare - no bomb . . . . .	1	0.02%
<i>System or detector malfunction</i>		
730 System malfunction, other . . . . .	9	0.15%
732 Extinguishing system activation due to malfunction . . . . .	1	0.02%
733 Smoke detector activation due to malfunction . . . . .	27	0.46%
734 Heat detector activation due to malfunction . . . . .	2	0.03%
735 Alarm system sounded due to malfunction . . . . .	39	0.66%
736 CO detector activation due to malfunction . . . . .	29	0.49%
<i>Unintentional system/detector operation (no fire)</i>		
740 Unintentional transmission of alarm, other . . . . .	22	0.37%

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>False Alarm &amp; False Call</b>		
<i>Unintentional system/detector operation (no fire)</i>		
741 Sprinkler activation, no fire - unintentional . . . . .	9	0.15%
742 Extinguishing system activation . . . . .	2	0.03%
743 Smoke detector activation, no fire - unintentional . . . . .	48	0.81%
744 Detector activation, no fire - unintentional . . . . .	22	0.37%
745 Alarm system activation, no fire - unintentional . . . . .	67	1.10%
746 Carbon monoxide detector activation, no CO . . . . .	12	0.20%
<b>Severe Weather &amp; Natural Disaster</b>		
<i>Severe weather or natural disaster, other</i>		
800 Severe weather or natural disaster, other . . . . .	1	0.02%
<i>Earthquake assessment</i>		
814 Lightning strike (no fire) . . . . .	5	0.08%
<b>Special Incident Type</b>		
<i>Special type of incident, other</i>		
900 Special type of incident, other . . . . .	3	0.05%
<i>Citizen complaint</i>		
911 Citizen complaint . . . . .	1	0.02%
<b>Total:</b>	5891	

**Property and Contents Report**

**Property Value**

Value Range	Number of Incidents
\$0 . . . . .	5844
\$1 - \$5,000 . . . . .	22
\$5,001 - \$10,000. . . . .	3
\$10,001 - \$20,000. . . . .	2
\$20,001 - \$50,000. . . . .	6
\$50,001 - \$100,000 . . . . .	3
\$100,001 - \$200,000 . . . . .	2
\$200,001 - \$500,000 . . . . .	8
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	1
Property Value . . . . .	\$5,003,800

**Property Loss**

Value Range	Number of Incidents
\$0 . . . . .	5834
\$1 - \$5,000 . . . . .	43
\$5,001 - \$10,000. . . . .	5
\$10,001 - \$20,000. . . . .	3
\$20,001 - \$50,000. . . . .	2
\$50,001 - \$100,000 . . . . .	2
\$100,001 - \$200,000 . . . . .	1
\$200,001 - \$500,000 . . . . .	1
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Property Loss . . . . .	\$853,100

**Contents Value**

Value Range	Number of Incidents
\$0 . . . . .	5860
\$1 - \$5,000 . . . . .	16
\$5,001 - \$10,000. . . . .	0
\$10,001 - \$20,000. . . . .	2
\$20,001 - \$50,000. . . . .	5
\$50,001 - \$100,000 . . . . .	2
\$100,001 - \$200,000 . . . . .	4
\$200,001 - \$500,000 . . . . .	2
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Contents Value . . . . .	\$1,492,765

**Contents Loss**

Value Range	Number of Incidents
\$0 . . . . .	5850
\$1 - \$5,000 . . . . .	32
\$5,001 - \$10,000. . . . .	3
\$10,001 - \$20,000. . . . .	1
\$20,001 - \$50,000. . . . .	3
\$50,001 - \$100,000 . . . . .	1
\$100,001 - \$200,000 . . . . .	1
\$200,001 - \$500,000 . . . . .	0
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Contents Loss . . . . .	\$456,135



# Charter Township of Shelby

FIRE DEPARTMENT

JAMES P. SWINKOWSKI, FIRE CHIEF

(586) 731-3476 • FAX (586) 726-4553 • 6345 23 MILE ROAD • SHELBY TWP., MICHIGAN 48316-4405

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March 24, 2014

Jim Swinkowski, Fire Chief  
6345 23 Mile Road  
Shelby Township, MI 48316

Dear Chief Swinkowski:

The following is a brief review of Training and EMS activities for 2013:

A total of 29 classes were conducted for on-duty firefighters; 17 were fire based, 12 were EMS based, plus a swift water rescue class and a Hazardous Materials Refresher Course. This does not include monthly dive team training or special classes individuals attended in neighboring communities.

Four Probationary Fire Fighters were hired and began their training April 1<sup>st</sup>. Their probationary performance has met or exceeded the expectations of this department. All four are on track to complete their probationary status by the end of the first quarter of this year.

In September, a large scale realistic Multi-Company drill was conducted by members of our department at the Macomb County Public Service Institute Fire Academy. The training focused on the utilization of our ladder trucks with other apparatus and tactics involving multi-story buildings.

All FF/Paramedics were trained in collecting Evidentiary Blood Specimens for the purpose of assisting the Shelby Township Police Department.

I attended the instructor/coordinator conferences in March; it was extremely helpful.

I also attended all scheduled MCMCA monthly meetings for the pre hospital provider committee.

Underground pipeline training was attended by the Battalion Chiefs, a senior Lieutenant, and myself in Richmond Township. This was in preparation for the new pipeline construction taking place within the township and other parts of Macomb County. This training was then passed on to the remainder of the department.

Chief Swinkowski  
March 24, 2014  
Page 2

CPR continues to be offered monthly to our citizens. This past May, several of our CPR instructors were recertified to continue instructing. A new AED training simulator was purchased and is being utilized in the monthly courses.

Last year we had 4,531 requests for help. Of those, 3,417 patients were transported to local hospitals. This is a 6% increase from the previous year. A complete breakdown by category is included in the report.

The Fire and EMS service in America is constantly changing. We, the Shelby Township Fire Department, pride ourselves in offering the highest quality of care possible to our citizens and community. This would not be possible without the support of our elected officials and the officers and firefighters of Shelby Township Fire Department.

Respectfully submitted,

A handwritten signature in cursive script that reads "St R Buckley".

Steven R. Buckley  
Chief of Training





# Charter Township of Shelby

FIRE DEPARTMENT

JAMES P. SWINKOWSKI, FIRE CHIEF

(586) 731-3476 • FAX (586) 726-4553 • 6345 23 MILE ROAD • SHELBY TWP., MICHIGAN 48316-4405

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March 24, 2014

Jim Swinkowski, Fire Chief  
6345 23 Mile Road  
Shelby Township, MI 48316

Dear Chief Swinkowski:

Regarding: 2013 Fire Prevention Annual Report

The Fire Prevention Division is comprised of the Fire Marshal and three Lt/Inspectors.

Our division's duties include investigating all fires for cause and origin and performing annual fire safety inspections on all businesses, most apartment complexes and all schools. A breakdown by category is included at the end of my report. The Fire Prevention Division also prides itself in having one of the most robust public education programs around. Education and awareness is given to a variety of individuals. We teach in the elementary schools, senior citizen complexes, businesses, public events, such as the art fair and bike rodeo, and at our open house.

The Marshal is responsible for daily assignments for each of the inspectors, review of site plans, construction plans, alarm plans, sprinkler plans, and kitchen suppression system plans, as well as handling all of the emergency management planning and EOC duties for the entire township.

The inspectors must perform fire safety inspections on both new and existing businesses. Many new businesses opened this year, each requiring the attention of our inspectors prior to receiving their final occupancy permit. 132 final occupancy inspections were performed in 2013. The inspectors typically make a few site visits prior to the opening.

Along with these new businesses, we inspect more than 2000 existing businesses. We pride ourselves in partnering with these businesses in keeping their facilities safe. Maintenance reports for kitchen, alarm and sprinkler systems are reviewed by the marshal and when issues are noted, an inspector will make a site visit to get the system into compliance. Periodic inspections are performed on all township businesses.

In early November, our division hosted our first fire safety expo at the township municipal building. This event was well received and included a video presentation, displays, and even an outdoor demonstration of a stovetop fire where residents were able to use a fire extinguisher. In December, we invited residents of Shelby Manor to a fire safety presentation

Chief Swinkowski  
March 26, 2014  
Page 2

where they were able to learn about fire safety and ask questions of the experts. This event was well attended and those in attendance enjoyed the opportunity to host us at their clubhouse. Additional events where we gave public educational division include Relay for Life at Riverbends Park, the Utica Community Schools student government day, Kiwanis Club Bike Rodeo at Whispering Woods Park, MISD in Clinton Township, St. John Vianney gathering at the Knights of Columbus grounds, Crittenton Hospital, Meijer, Home Depot, and Veterans Day celebration at the municipal grounds.

Our division took possession of a fire safety educational bounce house in July to add to our education program. We are proud to say that no tax payer dollars were used; we worked hard to secure donations from local businesses and individuals that paid in full for the bounce house, trailer and generator. It was first used at the township's Art Fair, where it was well received by the many children and parents that were educated while bouncing, climbing and sliding. It was used a few times after this and we look forward to many years of continued use.

Our division experienced changes in personnel in 2013 due to a retirement. Our newest inspector has begun training and will be finishing up his certification in early 2014.


Each inspector attends many hours of training every year that focuses on best practices in the field, application of code, fire investigation and arson detection.

Our department signed a delegation of authority agreement with the state that enabled our division to inspect all firework sales facilities in the township. We received 80% of the fees that were collected by the state. All inspectors were required to attend training in Lansing. We had eight temporary sales locations this year and collected \$3,840 for performing these inspections.

Shelby Manor was a large project that required much attention. We worked with Belfor Fire Restoration and Field's Fire Protection on the restoration and were able to have the west wing open for occupancy in April. The rest of the building was complete and residents were able to occupy it in September.

The Fire Prevention Division continues to strive in our efforts to prevent fires in homes and businesses. We pride ourselves in educating our residents and business personnel in fire safety and take pride in the decreased number and dollar loss of fires that occurred last year.

Respectfully Submitted,

  
Edward Vojtush  
Fire Marshal

## 2013 FIRE PREVENTION STATISTICS

Total Inspections Performed: 3,273

Includes:

Fire Investigations	118
Periodic	302
Re-Inspections	306
Special / Misc.	532
Sprinkler Systems	279
Construction	245
Hood Duct/Kitchen	226
Alarm System	195
Public Ed/Relations	163
Seminars/Meetings	146
Final Occupancy	132
Temporary Occupancy	36
Plan Reviews	139
Knox Box	131
Pre Inspection	118
Complaints/Violation	110
Hydro Test	43
Emergency Management	41
Puff Test	11



# Charter Township of Shelby

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March 24, 2014

Jim Swinkowski, Fire Chief  
6345 23 Mile Road  
Shelby Township, MI 48316

Dear Chief Swinkowski:

Regarding: 2013 Emergency Management Annual Report

Fire Marshal Edward Vojtush served as the township's emergency management liaison director in 2013. He is responsible for membership in the county Local Emergency Planning Committee, with responsibility for all hazardous material sites and management of the township's outdoor warning sirens. Each year we ensure that all new management personnel in the township have completed the proper level of training as required by FEMA on the National Incident Management System.

Replacement parts were purchased and provided to the building department for their maintenance of all outdoor warning sirens.

The renovation of the township's Emergency Operation Center (EOC) was relocated from the Police Department to the lower level conference room.

A new RACES room for ham radio operation was renovated and has been completed next to the EOC.

A new hazard mitigation plan for the township was approved and has been submitted to the county for 2016-2020.

Respectfully Submitted,

Edward Vojtush  
Emergency Management Coordinator  
Shelby Township