



# Shelby Township Fire Department

2017 Annual Report



# *SHELBY TOWNSHIP*

## **FIRE DEPARTMENT**

**JAMES P. SWINKOWSKI, FIRE CHIEF**



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

February 20, 2018

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

Honorable Board Members:

Regarding: 2017 Annual Report – Fire Department

This report will outline the Shelby Fire Department's activities for 2017. A master printed copy will be filed with the Clerk's office and an electronic copy will be sent to all board members.

As always, the department will continue the fine tradition of offering the highest quality fire, rescue, and EMS coverage to our residents, business owners and visitors to our Township. This report will outline the activities of each division within the department.

Fiscal responsibility continues to be the focus for our day-to-day operating expenditures. We are committed to be the best stewards of our taxpayers' money as possible, while continuing to provide the highest level of service that our residents, business owners and visitors expect. Under the leadership of our elected officials and the dedication of our command officers and firefighters, we continue to strive to meet the public safety needs of the community, while providing the financial transparency that is expected.

2017 was the busiest year on record for the Fire Department. Our overall run volume is up nearly 5% as compared to 2016, topping 7,300 calls for service for the first time ever. A breakdown by category is included in this report.

Station #5 was our biggest highlight last year; it was dedicated on June 20<sup>th</sup> and opened for service the same day. This was a need long overdue and a subject talked about for nearly 12 years, but thanks to the dedication of the Board of Trustees, this talk turned into action with the purchase of the property in 2012 and approval for construction was given in July of 2016. We didn't stop there either - looking at the long term needs of the community and developing a master response plan, property to relocate Station #4 was identified and then purchased in 2013. Construction on this station has begun and we expect this station to open near the end of 2018.

Advanced training was conducted for our Swift Water Rescue Team, as well as monthly training for our Dive team. We are planning on an extensive Ice Water class for our Dive Team in early 2018 to improve our capability during the winter.

Rick Stathakis  
*Supervisor*

Stanley T. Grot  
*Clerk*

Michael Flynn  
*Treasurer*

John Vermeulen  
*Trustee*

Vince Viviano  
*Trustee*

Lynn M. Wilhelm  
*Trustee*

Douglas C. Wozniak  
*Trustee*

2017 was a busy year with responses to or near the Clinton River. Our Dive Team coordinator has worked closely with Parks and Rec to keep access trails clear and to identify new access to help improve our response in the park and to the river. A special thanks to PRM Director Joe Youngblood and his team for their efforts.

For the first time since 1994, Shelby Township underwent an ISO survey for fire protection rating. This is a comprehensive task that involves the Fire Department, Water Department and the Police Department. Another special thanks to Police Chief Robert Shelide and DPW Director Dave Miller and their staff for all the work that went into the survey. While the results will not be known until first quarter of 2018, preliminary results indicate an improvement in our Fire Protection Class Rating.

We were awarded a total of \$11,646 in grant funding for training in Hazardous Materials, Technical Rescue, Homeland Security, and Mass Casualty.

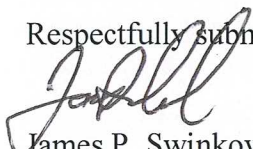
Fire Prevention Division continues to set the bar for fire inspections and prevention activities. More and more departments are sending their inspectors here to see how we conduct business. Under the leadership of Fire Marshal Steve Henion, the innovative practices employed by our fire inspectors have become well known and in a culture of information sharing of best practices, we are eager to share what has been learned to help improve Fire Prevention throughout Macomb County and southeastern Michigan.

We continue to provide public education to all of our elementary schools and conduct several other public education events around the township. We participate in all the fire drills in each of our schools and provide feedback to the schools when needed on these emergency drills. Our open house was held in October and we hosted one of the largest crowds ever.

I am very fortunate to work with such a dedicated staff and a superb collection of firefighters every day to provide public safety services for our community. 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.

Most importantly, I would like to take this opportunity to thank each and every member of the Board of Trustees for your unwavering support for public safety here in our township. Because of your commitment, we have been able to maintain the professional standard of care that our residents, business owners and visitors have come to count on should they need to call 911.

Respectfully submitted,



James P. Swinkowski  
Fire Chief

<b><u>Alarms by Month</u></b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Plus/Minus from previous year</b>
<b>January</b>	478	533	522	591	614	23
<b>February</b>	412	461	502	529	531	2
<b>March</b>	489	464	500	580	655	75
<b>April</b>	437	501	573	530	632	102
<b>May</b>	506	534	560	562	656	94
<b>June</b>	468	516	487	602	601	-1
<b>July</b>	555	527	551	561	614	53
<b>August</b>	511	495	542	566	636	70
<b>September</b>	526	500	594	613	592	-21
<b>October</b>	506	573	593	640	611	-29
<b>November</b>	501	520	505	599	573	-26
<b>December</b>	502	536	556	674	663	-11
<b>Annual Total</b>	<b>5,891</b>	<b>6,160</b>	<b>6,485</b>	<b>7,047</b>	<b>7,378</b>	<b>331</b>

**Number of Incidents by District**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Station #1</b>	1290	1188	1305	1302	1601	1755
<b>Station #2</b>	949	1056	1076	1097	1209	1180
<b>Station #3</b>	1030	1181	1159	1318	1347	1325
<b>Station #4</b>	2375	2462	2620	2768	2886	2006
<b>Station #5</b>	<b>* Station 5 opened on June 20, 2017</b>					1111
<b>Totals</b>	<b>5,644</b>	<b>5,887</b>	<b>6,160</b>	<b>6,485</b>	<b>7,043</b>	<b>7,377</b>

SHELBY TOWNSHIP FIRE DEPT, SHELBY TOWNSHIP, MI 48316

Basic/Fire Data Standard Report  
For the Year of 2017

Printed: 01/22/2018

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Incident Type - C1</b>		
<b>Fire</b>		
<i>Fire, other</i>		
100 Fire, other . . . . .	9	0.12%
<b>Structure Fire</b>		
111 Building fire . . . . .	45	0.61%
112 Fires in structure other than in a building . . . . .	2	0.03%
113 Cooking fire, confined to container . . . . .	23	0.31%
116 Fuel burner/boiler malfunction, fire confined . . . . .	1	0.01%
118 Trash or rubbish fire, contained . . . . .	3	0.04%
<b>Mobile property (vehicle) fire</b>		
131 Passenger vehicle fire . . . . .	20	0.27%
138 Off-road vehicle or heavy equipment fire . . . . .	1	0.01%
<b>Natural vegetation fire</b>		
140 Natural vegetation fire, other . . . . .	5	0.07%
141 Forest, woods or wildland fire . . . . .	1	0.01%
142 Brush, or brush-and-grass mixture fire . . . . .	7	0.09%
143 Grass fire . . . . .	10	0.14%
<b>Outside rubbish fire</b>		
150 Outside rubbish fire, other . . . . .	2	0.03%
151 Outside rubbish, trash or waste fire . . . . .	6	0.08%
154 Dumpster or other outside trash receptacle fire . . . . .	10	0.14%
<b>Special outside fire</b>		
160 Special outside fire, other . . . . .	2	0.03%
162 Outside equipment fire . . . . .	3	0.04%
<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
<i>Explosion (no fire)</i>		
243 Fireworks explosion (no fire) . . . . .	1	0.01%
<i>Excessive heat, scorch burns with no ignition</i>		
251 Excessive heat, scorch burns with no ignition . . . . .	2	0.03%
<b>Rescue &amp; Emergency Medical Service Incident</b>		
<i>Rescue, emergency medical call (EMS), other</i>		
300 Rescue, EMS incident, other . . . . .	1	0.01%
<i>Medical assist</i>		
311 Medical assist, assist EMS crew . . . . .	3	0.04%
<b>Emergency medical service (EMS) Incident</b>		
320 Emergency medical service, other . . . . .	82	1.10%
321 EMS call, excluding vehicle accident with injury . . . . .	5049	68.00%
322 Motor vehicle accident with injuries . . . . .	268	3.60%
323 Motor vehicle/pedestrian accident (MV Ped) . . . . .	13	0.18%
324 Motor vehicle accident with no injuries . . . . .	98	1.30%
<b>Extrication, rescue</b>		
352 Extrication of victim(s) from vehicle . . . . .	17	0.23%

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Rescue &amp; Emergency Medical Service Incident</b>		
<i>Extrication, rescue</i>		
353 Removal of victim(s) from stalled elevator . . . . .	3	0.04%
354 Trench/below-grade rescue . . . . .	1	0.01%
<i>Water or ice-related rescue</i>		
361 Swimming/recreational water areas rescue . . . . .	1	0.01%
362 Ice rescue . . . . .	2	0.03%
363 Swift water rescue . . . . .	1	0.01%
<i>Rescue or EMS standby</i>		
381 Rescue or EMS standby . . . . .	29	0.39%
<b>Hazardous Condition (No fire)</b>		
<i>Hazardous condition, other</i>		
400 Hazardous condition, other . . . . .	4	0.05%
<i>Combustible/flammable spills &amp; leaks</i>		
411 Gasoline or other flammable liquid spill . . . . .	7	0.09%
412 Gas leak (natural gas or LPG) . . . . .	29	0.39%
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) . . . . .	3	0.04%
424 Carbon monoxide incident . . . . .	21	0.28%
<i>Electrical wiring/equipment problem</i>		
440 Electrical wiring/equipment problem, other . . . . .	24	0.33%
441 Heat from short circuit (wiring), defective/worn . . . . .	6	0.08%
442 Overheated motor . . . . .	4	0.05%
444 Power line down . . . . .	90	1.20%
445 Arcing, shorted electrical equipment . . . . .	29	0.39%
<i>Accident, potential accident</i>		
461 Building or structure weakened or collapsed . . . . .	3	0.04%
463 Vehicle accident, general cleanup . . . . .	2	0.03%
<b>Service Call</b>		
<i>Service call, other</i>		
500 Service Call, other . . . . .	14	0.19%
<i>Person in distress</i>		
510 Person in distress, other . . . . .	10	0.14%
511 Lock-out . . . . .	3	0.04%
<i>Water problem</i>		
520 Water problem, other . . . . .	3	0.04%
522 Water or steam leak . . . . .	4	0.05%
<i>Smoke, odor problem</i>		
531 Smoke or odor removal . . . . .	29	0.39%
<i>Animal problem or rescue</i>		
542 Animal rescue . . . . .	4	0.05%
<i>Public service assistance</i>		
550 Public service assistance, other . . . . .	67	0.91%
551 Assist police or other governmental agency . . . . .	23	0.31%
552 Police matter . . . . .	4	0.05%
553 Public service . . . . .	110	1.50%

Field	Number	% of Total
<b>From NFIRS - 1</b>		
<b>Service Call</b>		
<i>Public service assistance</i>		
554 Assist invalid . . . . .	498	6.70%
<i>Unauthorized burning</i>		
561 Unauthorized burning . . . . .	81	1.10%
<i>Cover assignment, standby at fire station, move-up</i>		
571 Cover assignment, standby, moveup . . . . .	8	0.11%
<b>Good Intent Call</b>		
<i>Good intent call, other</i>		
600 Good intent call, other . . . . .	37	0.50%
<i>Dispatched and canceled en route</i>		
611 Dispatched & canceled en route . . . . .	45	0.61%
<i>Wrong location, no emergency found</i>		
621 Wrong location . . . . .	7	0.09%
622 No incident found on arrival at dispatch address . . . . .	64	0.87%
<i>Vicinity alarm</i>		
641 Vicinity alarm (incident in other location) . . . . .	1	0.01%
<i>Steam, other gas mistaken for smoke</i>		
651 Smoke scare, odor of smoke . . . . .	23	0.31%
652 Steam, vapor, fog or dust thought to be smoke . . . . .	6	0.08%
653 Smoke from barbecue, tar kettle . . . . .	1	0.01%
<i>EMS call where party has been transported</i>		
661 EMS call, party transported by non-fire agency . . . . .	7	0.09%
<i>HazMat release investigation w/no HazMat</i>		
671 HazMat release investigation w/no HazMat . . . . .	4	0.05%
<b>False Alarm &amp; False Call</b>		
<i>False alarm and false call, other</i>		
700 False alarm or false call, other . . . . .	50	0.68%
<i>Malicious, mischievous false alarm</i>		
710 Malicious, mischievous false call, other . . . . .	3	0.04%
714 Central station, malicious false alarm . . . . .	1	0.01%
715 Local alarm system, malicious false alarm . . . . .	2	0.03%
<i>System or detector malfunction</i>		
730 System malfunction, other . . . . .	5	0.07%
731 Sprinkler activation due to malfunction . . . . .	2	0.03%
733 Smoke detector activation due to malfunction . . . . .	29	0.39%
735 Alarm system sounded due to malfunction . . . . .	17	0.23%
736 CO detector activation due to malfunction . . . . .	32	0.43%
<i>Unintentional system/detector operation (no fire)</i>		
740 Unintentional transmission of alarm, other . . . . .	90	1.20%
741 Sprinkler activation, no fire - unintentional . . . . .	5	0.07%
742 Extinguishing system activation . . . . .	2	0.03%
743 Smoke detector activation, no fire - unintentional . . . . .	27	0.37%
744 Detector activation, no fire - unintentional . . . . .	7	0.09%
745 Alarm system activation, no fire - unintentional . . . . .	68	0.92%
746 Carbon monoxide detector activation, no CO . . . . .	27	0.37%
<b>Severe Weather &amp; Natural Disaster</b>		
<i>Earthquake assessment</i>		
813 Wind storm, tornado/hurricane assessment . . . . .	9	0.12%



<u>Field</u>	<u>Number, % of Total</u>	
<b>From NFIRS - 1</b>		
<b>Special Incident Type</b>		
<i>Special type of incident, other</i>		
900 Special type of incident, other . . . . .	4	0.05%
<b>Total:</b>	<b>7378</b>	

Printed: 01/22/2018

**Incident Responses**

Number of Incidents Without Exposures . . . . . 7377

Number of Exposures . . . . . 1

Number of Incidents by Station 1 . . . . . 1755  
 Number of Incidents by Station 2 . . . . . 1180  
 Number of Incidents by Station 3 . . . . . 1325  
 Number of Incidents by Station 4 . . . . . 2006  
 Number of Incidents by Station 5 . . . . . 1111

Number of Incidents by Shift

Number of Incidents - Shift 0 . . . . . 0  
 Number of Incidents - Shift 1 . . . . . 2501  
 Number of Incidents - Shift 2 . . . . . 2558  
 Number of Incidents - Shift 3 . . . . . 2318

Number of Alarms . . . . . 7377

Number of Alarms by Station 1 . . . . . 1755  
 Number of Alarms by Station 2 . . . . . 1180  
 Number of Alarms by Station 3 . . . . . 1325  
 Number of Alarms by Station 4 . . . . . 2006  
 Number of Alarms by Station 5 . . . . . 1111

Aid Given or Received

Given . . . . . 92  
 Received . . . . . 30

Number of Casualties

Injuries, Fire Service . . . . . 1  
 Injuries, Civilian . . . . . 1  
  
 Fatalities, Fire Service . . . . . 0  
 Fatalities, Civilian . . . . . 0

Printed: 01/22/2018

**Personnel Responses**

Personnel Responses - Total		28022
Personnel Responses - Station	1	6721
Personnel Responses - Station	2	4162
Personnel Responses - Station	3	5055
Personnel Responses - Station	4	7664
Personnel Responses - Station	5	4420

Average Response Time by Station (Minutes) . . . . . 5.25

Average Response Time - Station	1	5.43
Average Response Time - Station	2	5.14
Average Response Time - Station	3	5.25
Average Response Time - Station	4	5.47
Average Response Time - Station	5	4.70

Average Response Time by Shift (Minutes)

Average Response Time - Shift 1		5.25
Average Response Time - Shift 2		5.12
Average Response Time - Shift 3		5.40

Average Dispatch to Enroute Time by Station (Minutes) . . . . . 0.00

Average Dispatch to Enroute Time - Station	1	0.00
Average Dispatch to Enroute Time - Station	2	0.00
Average Dispatch to Enroute Time - Station	3	0.00
Average Dispatch to Enroute Time - Station	4	0.00
Average Dispatch to Enroute Time - Station	5	0.00

Average Dispatch to Enroute Time by Shift (Minutes)

Average Dispatch to Enroute Time - Shift 3		0.00
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Property and Contents Report

Property Value

Value Range	Number of Incidents
\$0 . . . . .	7340
\$1 - \$5,000 . . . . .	15
\$5,001 - \$10,000 . . . . .	1
\$10,001 - \$20,000 . . . . .	2
\$20,001 - \$50,000 . . . . .	3
\$50,001 - \$100,000 . . . . .	2
\$100,001 - \$200,000 . . . . .	6
\$200,001 - \$500,000 . . . . .	4
\$500,001 - \$1,000,000 . . . . .	4
\$1,000,001 - up . . . . .	1
Property Value . . . . .	\$7,304,262

Property Loss

Value Range	Number of Incidents
\$0 . . . . .	7327
\$1 - \$5,000 . . . . .	36
\$5,001 - \$10,000 . . . . .	2
\$10,001 - \$20,000 . . . . .	2
\$20,001 - \$50,000 . . . . .	3
\$50,001 - \$100,000 . . . . .	3
\$100,001 - \$200,000 . . . . .	3
\$200,001 - \$500,000 . . . . .	2
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Property Loss . . . . .	\$1,694,722

Contents Value

Value Range	Number of Incidents
\$0 . . . . .	7359
\$1 - \$5,000 . . . . .	9
\$5,001 - \$10,000 . . . . .	1
\$10,001 - \$20,000 . . . . .	1
\$20,001 - \$50,000 . . . . .	2
\$50,001 - \$100,000 . . . . .	1
\$100,001 - \$200,000 . . . . .	3
\$200,001 - \$500,000 . . . . .	2
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Contents Value . . . . .	\$1,241,900

Contents Loss

Value Range	Number of Incidents
\$0 . . . . .	7345
\$1 - \$5,000 . . . . .	23
\$5,001 - \$10,000 . . . . .	2
\$10,001 - \$20,000 . . . . .	3
\$20,001 - \$50,000 . . . . .	2
\$50,001 - \$100,000 . . . . .	1
\$100,001 - \$200,000 . . . . .	2
\$200,001 - \$500,000 . . . . .	0
\$500,001 - \$1,000,000 . . . . .	0
\$1,000,001 - up . . . . .	0
Contents Loss . . . . .	\$566,860



# *SHELBY TOWNSHIP*

## **FIRE DEPARTMENT**

**JAMES P. SWINKOWSKI, FIRE CHIEF**

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



February 20, 2018

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

Dear Chief Swinkowski:

The following is a brief overview of 2017 in the Training/EMS Division:

A total of 27 classes were conducted – 11 EMS and 16 Fire, and multiple multi-company and company training sessions were held. This does not include Dive Training, Hazmat, or CPR classes. Our department participated in Forcible Entry Training, which was paid for with fireworks funds from the State of Michigan. We held three sessions for our department and hosted three sessions for other Macomb County Fire Departments. All 56 hour personnel were recertified in ACLS. All 56 hour personnel participated in the VFIS Drivers Training and Trailer Training.

The three probationary employees passed their probation and are now on shift and continuing with their training. We continue to support MCC and Superior Medical education with their mentoring programs; we had multiple students riding with our Medics last year. We renewed our CE Sponsorship through the State, allowing us to continue to teach accredited classes to our personnel. Preparation for our ISO insurance inspection was completed and we are awaiting results from the survey.

EMS Coordinator Scrutchen attended the MCMCA meetings as requested and disseminated the information as necessary. He also reviewed and inputted all CARES CPR interventions and continues QA/CQI of 100% of our medical calls.

I continue to work with the scheduling system (VCS) to keep the system updated and functioning properly. ESO software has had numerous updates, sometimes requiring reconfiguration. We continue to work with the UCS athletic program to provide ambulance coverage for their football programs.

Rick Stathakis  
*Supervisor*

Stanley T. Grot  
*Clerk*

Michael Flynn  
*Treasurer*

John Vermeulen  
*Trustee*

Vince Viviano  
*Trustee*

Lynn M. Wilhelm  
*Trustee*

Douglas C. Wozniak  
*Trustee*

Chief Swinkowski

February 20, 2018

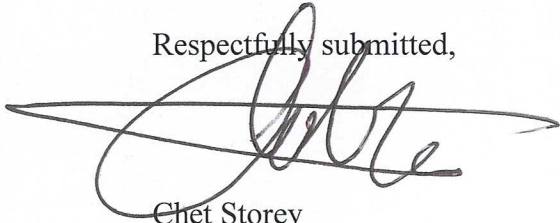
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We began the process of replacing our cardiac monitors. We had the two remaining cardiac monitor manufacturers demo their offerings and tested them on our units. After looking at the pros and cons of both units, along with Firefighter/ Medic input on each, we purchased seven Zoll Cardiac Monitors with the latest technologies available at this time. This purchase required us to revisit the way we transmitted 12-Leads to the hospitals; each cardiac monitor now uses its own Wi-Fi hotspot, which is located in the vehicles themselves, to transmit. Monitors were set-up to transfer patient information into our EHR (Electronic Health Record) program in ESO.

Last year we made 5510 patient contacts, of which we transported 4308 patients to our local facilities.

The Fire and EMS service 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, our fire chief, and officers and firefighters of Shelby Township Fire Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Chet Storey', written over a horizontal line.

Chet Storey

Chief of Training



# SHELBY TOWNSHIP

FIRE DEPARTMENT  
JAMES P. SWINKOWSKI, FIRE CHIEF



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

February 20, 2018

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

Dear Chief Swinkowski:

Regarding: 2017 Fire Prevention Annual Report

The Shelby Township Fire Prevention Division consists of four full-time members and our administrative assistant: Lt. Inspectors Signorello and Werner, Deputy Marshal Staten and Fire Marshal Henion, with Secretary II Patty Ruther.

In 2017, the Fire Prevention Division picked up where we left off in 2016. In 2017, we completed more periodic/annual inspections than we had done in 2016. Periodic/annual inspections were the number one goal of the Fire Prevention Division for 2017 and we reached our goal. A big thank you goes out to Lt. Inspectors Signorello and Werner for making this goal a reality. Additionally, as we all know, Shelby Township is booming with new construction. Deputy Marshal Staten has been tasked with overseeing the new construction process.

Fire prevention education is also an important part of public relations that is performed by the Fire Prevention Division. This past year, fire prevention was taught at our elementary schools, senior citizen complexes, businesses, and various public events throughout our Township. In 2017, Lt. Inspector Werner wrote a grant to Firehouse Subs, and he was awarded the grant to purchase a fire extinguisher simulator. The fire extinguisher simulator is a great training tool for our community's residents and businesses.

Deputy Marshal Staten organized a tabletop exercise with Macomb County Emergency Management that was held at Township offices. This event was attended by our department heads. The tabletop exercise was a good learning experience for all that participated.

The Fire Prevention Division was also tasked in helping out with our ISO review. I personally want to thank all of the members of the Fire Prevention Division that helped do research and assisted in getting all of the information needed for the review.

Deputy Marshal Staten was awarded the Firefighter of the Year award for 2016 in the second quarter of 2017; this was a great honor. Also during the second quarter, the Township adopted the International Fire Code's 2015 version as our fire code. Additionally, we adopted Appendix D of the code, which covers Fire Apparatus Roads. This is a great tool ensuring all new developments will comply with allowing access of fire apparatus.

Rick Stathakis  
Supervisor

Stanley T. Grot  
Clerk

Michael Flynn  
Treasurer

John Vermeulen  
Trustee

Vince Viviano  
Trustee

Lynn M. Wilhelm  
Trustee

Douglas C. Wozniak  
Trustee

Chief Swinkowski  
February 20, 2018  
Page 2

The Fire Prevention Division is also responsible for conducting all of the fire investigations in our Township to determine origin and cause. A complete breakdown of the Fire Prevention Division's activities is included for your review.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'SHENION'.

Steven Henion  
Fire Marshal



# 2017 FIRE PREVENTION STATISTICS

Total Inspections Performed: 4,461

Includes:

Fire Investigations	91
Periodic	1209
Re-Inspections	114
Final Occupancy	151
Temporary Occupancy	5
Apartments	127
Special	463
Sprinkler Systems	146
Alarm Systems	48
Public Ed/Relations	79
Seminars/Meetings	154
Hookah	12
Hood Duct/System	132
Alarm Test	48
Puff Test	10
Hydro Test	48
Plan Review	221
Maintenance Report Review	287
Knox Box	115
Complaints/Violation	30
Construction	246
Emergency Management	47
Burn Permits	20



# *SHELBY TOWNSHIP*

**FIRE DEPARTMENT**  
JAMES P. SWINKOWSKI, FIRE CHIEF



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

February 20, 2018

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

Dear Chief Swinkowski:

Regarding: 2017 Emergency Management Annual Report

2017 was another productive year for Shelby Township Emergency Management. Deputy Director Lt. Daniel, of the Shelby Township Police Department, and I continue to attend the Macomb County Emergency Management meetings, as well as LEPC meetings that are held throughout the year. I have been in discussions with the Macomb County Emergency Management to begin an annual training program for the Shelby Township EOC staff and we are in the process of scheduling a training session for September 2018. I continue to participate in the Macomb County Emergency Management radio tests, as well as the quarterly radio tests conducted by the Macomb County Health Department.

The Shelby Township Fire Department has continued witnessing the fire drills held at each of the schools located within Shelby Township. With the Fire Department staff witnessing the fire drills, I believe it has better prepared each of them to respond to an actual emergency in a school setting, as well as making the school staff more comfortable and familiar with our response procedures to any emergency they may have.

Lt. Daniel and I continue working to improve the capabilities of the Emergency Operations Center (EOC). A training and readiness exercise was conducted in September of 2017 with the Shelby Township EOC staff and the Macomb County Emergency Management office. It is with great pride that I am happy to say although we learned of a few deficiencies, the County representative stated that he believed we were better prepared than most other communities. The deficiencies mentioned above are being addressed at this time and will be easily handled.

After much discussion with the IT department, we have decided that rather than utilizing the projector available in the lower level conference room for news briefings, we would be better served purchasing a television and having it mounted and available to the EOC staff. This allows the projector to be available for other needs that may arise. A proposal is being made to the Township Supervisor for the purchase of the television and once approved will be installed immediately.

Chief Swinkowski  
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While it is not due to be updated until 2019, because of some minor changes to the Shelby Township Emergency Response Plan, it is my hope to make the changes and update the plan in 2018.

I am currently working to enhance the notification system for the EOC staff by placing the first due personnel on a paging system that is already in use by the Fire Department. Once all pertinent information has been added to the paging system, I will begin quarterly testing of the system with all involved.

Lt. Daniel and I attended the Great Lakes Security Conference held in Grand Rapids during the second quarter and Lt. Daniel attended the Michigan Emergency Management Conference held during the third quarter. These conferences have provided insight and information that has proven valuable in the preparation of the EOC.

All of the severe weather alert sirens have had the batteries replaced with the exception of Siren #3, located at 25 Mile and Schoenherr, because it is still relatively new. I have requested that the Shelby Township Parks, Recreation and Maintenance Department place all sirens on a four year cycle for the battery replacement to avoid any issues.

Human Resource Director Lisa Suida and I have been working together to ensure all employees of Shelby Township have been trained to the appropriate level of NIMS/ICS. At this time we have approximately 85 to 90% compliance and we are on track to be 100% compliant by the middle of 2019.

As in previous years, the Shelby Township resource list was updated for the Macomb County Emergency Management office as well as the NIMCAST report.

Respectfully Submitted,



Duane Staten  
Emergency Management Coordinator