

**GENOA CHARTER TOWNSHIP BOARD**  
**March 6, 2017**  
**Regular Meeting**  
**6:30 p.m.**

**AGENDA**

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)\*:

**Approval of Consent Agenda:**

1. Payment of Bills.
2. Request to Approve Minutes: February 20, 2017

**Approval of Regular Agenda:**

3. Presentation of Brighton Area Fire Department's annual report by Fire Chief Mike O'Brian.
4. Request for an amendment to the General Fund 101 for the Fiscal Year ending March 31, 2017.
5. Second review of all budgets for the Fiscal Year beginning April 1, 2017 and ending March 31, 2018.
6. Request to enter in to closed session to consider the purchase of real property for which an option to purchase has not been obtained pursuant to MCL 15.268 § 8 (d).

Correspondence  
Member Discussion  
Adjournment

<p>*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.</p>
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**CHECK REGISTERS FOR TOWNSHIP BOARD MEETING**

**DATE: March 6, 2017**

<b>TOWNSHIP GENERAL EXPENSES: Thru March 6, 2017</b>	<b>\$73,020.94</b>
<b>February 24, 2017 Bi Weekly Payroll</b>	<b>\$80,378.72</b>
<b>March 1, 2017 Monthly Payroll</b>	<b>\$7,491.54</b>
<b>OPERATING EXPENSES: Thru March 6, 2017</b>	<b>\$253,320.84</b>
<b>TOTAL:</b>	<b>\$414,212.04</b>

Check Date	Check	Vendor Name	Amount
<b>Bank FNBACK CHECKING ACCOUNT</b>			
02/17/2017	33478	AMERICAN PLANNING ASSOCIATION	543.00
02/17/2017	33479	AT&T	177.33
02/17/2017	33480	EHIM, INC	4,848.78
02/17/2017	33481	ESRI, INC.	6,750.00
02/17/2017	33482	FEDERAL EXPRESS	61.44
02/17/2017	33483	GUARDIAN	4,621.17
02/17/2017	33484	LSL PLANNING, INC.	1,312.50
02/17/2017	33485	MASTER MEDIA SUPPLY	589.59
02/17/2017	33486	OFFICE EXPRESS INC.	105.68
02/17/2017	33487	UNUM PROVIDENT	3,566.64
02/21/2017	33488	GENOA TOWNSHIP DPW FUND	1,968.93
02/22/2017	33489	GENOA TOWNSHIP	875.00
02/22/2017	33490	GRAND RIVER NEW USER FUND	9,480.00
02/22/2017	33491	OAK POINT OPERATING	318.24
02/22/2017	33492	PINE CREEK OPERATING	686.52
02/23/2017	33494	CHASE CARD SERVICES	1,715.80
02/23/2017	33495	COMCAST	156.61
02/23/2017	33496	DTE ENERGY	152.78
02/23/2017	33497	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00
02/23/2017	33498	NEOPOST USA INC	5,295.84
02/23/2017	33499	WALMART COMMUNITY	257.28
02/27/2017	33500	ALLSTAR ALARM LLC	733.66
02/27/2017	33501	AT&T	42.47
02/27/2017	33502	GFL ENVIRONMENTAL USA INC.	2,500.00
02/27/2017	33503	MICHAEL ARCHINAL	500.00
02/27/2017	33504	MICHIGAN MUNICIPAL TREAS. ASSN	50.00
02/27/2017	33505	TARA BROWN	66.98
02/28/2017	33507	ADAMS WELL DRILLING, INC.	335.00
02/28/2017	33508	DYKEMA GOSSETT, PLLC	864.70
02/28/2017	33509	ETNA SUPPLY COMPANY	3,995.00
02/28/2017	33510	TETRA TECH INC	420.00
03/01/2017	33506	GENOA TWP BUILDING & GROUND FND 271	20,000.00

**FNBACK TOTALS:**

Total of 32 Checks:	73,020.94
Less 0 Void Checks:	0.00
<b>Total of 32 Disbursements:</b>	<b>73,020.94</b>

Check Register Report For Genoa Charter Township  
 For Check Dates 02/24/2017 to 02/24/2017

*Bi weekly*

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/24/2017	FNBCK	EFT79	FLEX SPENDING (TASC)	1,109.13	1,109.13	0.00	Open
02/24/2017	FNBCK	EFT80	INTERNAL REVENUE SERVICE	19,483.71	19,483.71	0.00	Open
02/24/2017	FNBCK	EFT81	PRINCIPAL FINANCIAL	1,475.00	1,475.00	0.00	Open
02/24/2017	FNBCK	EFT82	PRINCIPAL FINANCIAL	2,179.72	2,179.72	0.00	Open
<b>Totals:</b>				24,247.56	24,247.56	0.00	
				<b>Net Pay This Period</b>			
Total Physical Checks:				56,131.16			
Total Check Stubs:				4			
				<u>56,131.16</u>			
				<b>\$ 80,318.72</b>			

Check Register Report For Genoa Charter Township  
For Check Dates 03/01/2017 to 03/01/2017

*monthly*

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/01/2017	FNBCK	EFT83	FLEX SPENDING (TASC)	83.33	83.33	0.00	Open
03/01/2017	FNBCK	EFT84	INTERNAL REVENUE SERVICE	1,864.73	1,864.73	0.00	Open
03/01/2017	FNBCK	EFT85	PRINCIPAL FINANCIAL	500.00	500.00	0.00	Open
<b>Totals:</b>							
			Number of Checks: 003	2,448.06	2,448.06	0.00	
			Total Physical Checks:		Dir. Dep.		
			Total Check Stubs: 3		5,043.48		

\$7,491.54

Check Date	Check	Vendor Name	Amount
<b>Bank 593FN LAKE EDGEWOOD OPERATING FUND #593</b>			
02/16/2017	3119	GENOA OCEOLA SEWER	3,682.85
02/21/2017	3120	BRIGHTON ANALYTICAL , L.L.C.	67.00
02/21/2017	3121	LAKE EDGEWOOD NEW USER 493	9,640.64
02/21/2017	3122	OAK POINT OPERATING	9,196.00
02/27/2017	3123		0.00 V
Void Reason: PRINTED ON THE CHECK			
02/27/2017	3124	BRIGHTON ANALYTICAL , L.L.C.	67.00
02/28/2017	3125	FORESTRY SUPPLIERS	258.15
02/28/2017	3126	GENOA OCEOLA SEWER	50.20
02/28/2017	3127	PFEFFER-HANNIFORD-PALKA	4,000.00
02/28/2017	3128	STATE OF MICHIGAN	969.43
<b>593FN TOTALS:</b>			
Total of 10 Checks:			27,931.27
Less 1 Void Checks:			0.00
Total of 9 Disbursements:			27,931.27

Check Date	Check	Vendor Name	Amount
<b>Bank 592FN OAK POINTE OPERATING FUND #592</b>			
02/14/2017	3845	UTILITIES INSTRUMENTATION SERVICE	520.00
02/21/2017	3846	AT&T	108.05
02/21/2017	3847	GENOA TWP DPW FUND	1,895.74
02/21/2017	3848	OAK POINT OPERATING	68,272.49 V
Void Reason: MADE OUT TO WRONG VENDOR			
02/22/2017	3849	GENOA TWP OP DEBT SERVICE FUND	68,272.49
02/23/2017	3850	AT&T LONG DISTANCE	70.00
02/23/2017	3851	GENOA TWP OAK POINTE SEWER BOND	104,407.79
02/28/2017	3852	DOBOIS-COOPER	6,303.20
02/28/2017	3853	GENOA OCEOLA SEWER AUTHORITY	208.35
02/28/2017	3854	GRAINGER	369.45
02/28/2017	3855	HACH COMPANY	231.15
02/28/2017	3856	HUBBELL, ROTH & CLARK, INC	805.05
02/28/2017	3857	K & J ELECTRIC, INC.	264.00
02/28/2017	3858	KEYENCE CORP	1,667.50
02/28/2017	3859	PFEFFER-HANNIFORD-PALKA	4,000.00
02/28/2017	3860	STATE OF MICHIGAN	991.00
02/28/2017	3861	TLS CONSTRUCTION LLC	1,120.00
<b>592FN TOTALS:</b>			
Total of 17 Checks:			259,506.26
Less 1 Void Checks:			68,272.49
Total of 16 Disbursements:			191,233.77

Check Date	Check	Vendor Name	Amount
Bank 595FN PINE CREEK OPERATING FUND #595			
02/28/2017	2181	PFEFFER-HANNIFORD-PALKA	2,000.00

595FN TOTALS:

Total of 1 Checks:	2,000.00
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	2,000.00

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
02/17/2017	3882	ESRI	6,750.00
02/17/2017	3883	STATE OF MICHIGAN	70.00
02/17/2017	3884	STATE OF MICHIGAN	70.00
02/17/2017	3885	TALENTWISE INC	171.95
02/21/2017	3886	LAKE EDGEWOOD	2,514.20
02/21/2017	3887	PINE CREEK OPERATING	6,956.06
02/21/2017	3888	UTILITY ESCROW FUND #103	10,149.87
02/27/2017	3889	MWEA	130.00
02/27/2017	3890	GREG TATARA	500.00
02/27/2017	3891	TESHA HUMPHRISS	250.00
02/28/2017	3892	AMERICAN RED CROSS	1,320.00
02/28/2017	3893	APPLIED IMAGING	178.00
02/28/2017	3894	AUTO ZONE	49.92
02/28/2017	3895	BLACKBURN MFG. CO.	372.66
02/28/2017	3896	MI -AWWA	390.00
02/28/2017	3897	MI -AWWA	1,820.00
02/28/2017	3898	SIGN WORKS	150.00
02/28/2017	3899	STATE OF MICHIGAN	70.00
02/28/2017	3900	STATE OF MICHIGAN	70.00
02/28/2017	3901	TRUE VALUE HARDWARE	16.70
02/28/2017	3902	VICTORY LANE QUICK OIL CHANGE	156.44

503FN TOTALS:

Total of 21 Checks:	32,155.80
Less 0 Void Checks:	0.00
Total of 21 Disbursements:	32,155.80

**GENOA CHARTER TOWNSHIP BOARD**

**February 20, 2017**

**Regular Meeting**

**6:30 p.m.**

**MINUTES**

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m., with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Robin Hunt, Jim Mortensen, Terry Croft, Diana Lowe and Jean Ledford. Also present were Township Manager, Michael Archinal, and 3 persons in the audience.

A call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Mortensen and supported by Lowe to approve item 2 listed under the consent agenda as requested, and move item 1 to the Regular Agenda for action. The motion carried unanimously.

**2. Request to Approve Minutes: February 6, 2017**

**Approval of Regular Agenda:**

Moved by Lowe and supported by Mortensen to approve for action all items listed under the regular agenda. The motion carried unanimously.

**1. Payment of Bills.**

Mortensen – Requested clarification on checks for Etna Supply Company and Cooper’s Turf. It was clarified that Etna is the vendor for MHOG meters. Cooper’s provides snow removal, salt, and cleanup for the Township lots and sidewalks. Ledford – Would like to see bids from other landscape management companies to make sure the Township is getting a competitive price. Archinal– Cooper’s has not raised their prices in several years. Mortensen – Asked what kind of financial advisor manages the investments for Principal Financial for the Township. He would like to make sure a fiduciary financial advisor is our contact in light of turmoil that plagues the financial business. It was a consensus by those presents that the Township financial management will be evaluated.

Moved by Hunt and supported by Mortensen to approve the payment of bills as requested. The motion carried unanimously.

**3. Request for approval for the design of an equalization system for the Lake Edgewood Waste Water Treatment Plant from Hubbell, Roth and Clark in an amount not to exceed \$39,900.00.**

Director, Greg Tatara and Deputy Director, Dave Miller asked the Board to consider a design proposal for installation of a flow equalization system at the Lake Edgewood WWTP to reduce maintenance costs and increase plant treatment performance. This design will utilize existing tanks to minimize cost.



Moved by Mortensen and supported by Ledford to approve the Lake Edgewood WWTP design by Hubbell, Roth, and Clark in an amount not to exceed \$39,900.00 as requested. The motion carried as follows: Ayes – Ledford, Hunt, Rogers, Mortensen, and Lowe. Nay – Croft.

**4. Request to approve the Department of Public Works budget for Fiscal Year ending March 31, 2018.**

Mortensen – Asked for clarification on salary increase percentages and on-call hours. Tatara – Salary increases are due to new hiring. It was also asked that on-call hours increase from 3 to 5 to align more closely with other local municipality compensation based on a study completed by MHOG.

Moved by Mortensen and supported by Lowe to approve the Department of Public Works amended 2017 budget and the budget for Fiscal Year ending March 31, 2018 as requested. The motion carried unanimously.

**5. Request to amend the Fiscal Year 2017 and approve the Fiscal Year 2018 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.**

Moved by Ledford and supported by Mortensen to amend the fiscal year 2017 and approve the fiscal year 2018 Operating Budgets for Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System as requested. The motion carried unanimously.

**6. Request for approval to increase the Lake Edgewood flat rate sewer charges from \$123.60 per quarter to \$130.00 per quarter.**

Director Tatara – This increase is to create equality between flat-rate sewer and metered customers. Tatara will also publish the rate increases in local newspapers in accordance with the law.

Moved by Lowe and supported by Hunt to approve the Lake Edgewood flat rate sewer charge increase from \$123.60 per quarter to \$130.00 per quarter. The motion carried unanimously.

**7. Request for approval to increase the Oak Pointe metered water charges from \$3.45 per 1,000 gallons to \$3.52 per 1,000 gallons.**

Moved by Mortensen and supported by Lowe to approve the increase of the Oak Pointe metered water charges from \$3.45 per 1,000 gallons to \$3.52 per 1,000 gallons. The motion carried unanimously.

**8. Discussion regarding the Michigan Townships Association Conference to be held April 10-13, 2017 in Lansing.**

Rogers – This conference will be reimbursement only. Attendees must submit receipts for meals, parking, and lodging to be reimbursed per U.S. General Services Administration (GSA) recommended rates. If the lodging and application fee are paid at the same time, the Township will pay directly. Mortensen – Clarification and specific outlines should be made for the new protocol. A Q&A list should be made so that there is no question regarding rules for reimbursement.

There was a consensus of the Board that guidelines and rules for reimbursement will be made. No formal action was taken.

**Correspondence**

A letter was sent to Mr. Jack Healy regarding the deteriorating road condition on Lawson as it pertains to the Summerfield Pointe PUD. Archinal noted that there has been no response by Mr. Healy to the letter. Archinal will be speaking to the Township attorney regarding options.

Livingston Conservation District is offering spring tree seedlings for purchase. Archinal noted that this is an opportunity to distribute the seedlings to our residents. It was the consensus of the Board to allow \$400 to purchase seedlings for distribution at the Township.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:53 p.m.

A handwritten signature in black ink, appearing to read 'Tara Brown', with a long horizontal flourish extending to the right.

Tara Brown, Deputy Clerk  
Genoa Charter Township

# BRIGHTON AREA FIRE AUTHORITY

*Proudly serving Genoa Township, Brighton Township, and Brighton City*

[www.brightonareafire.com](http://www.brightonareafire.com)



## 2016 ANNUAL REPORT

### 2016 FIRE AUTHORITY BOARD

JIM MUZZIN, Chairman - City of Brighton

SHAWN PIPOLY, Treasurer - City of Brighton

PATRICK MICHEL - Brighton Township

LUCILLE WEAIRE - Brighton Township

NEAL NIELSEN, Attorney

JIM MORTENSEN, Vice-Chairman - Genoa Township

MIKE CORRIGAN, Secretary

TODD SMITH - Genoa Township



On behalf of the Brighton Area Fire Authority, the BAFA Board, and the 80 bravest men and women in the Brighton area, I am pleased to present the 2016 annual report. This report delivers a small glimpse into the daily life of our organization. Our staff is the backbone of the Authority ensuring competency on every emergency scene, and your support is what allows us to continue to serve the public. The Brighton Area Fire Authority is a full service agency that provides outstanding customer service during emergency

response, home fire safety visits, and in countless community based events.

In 2016 we aimed to reduce our response time and preventable fire loss. Our combination system of on-duty personnel in conjunction with paid-on-call staff enabled a rapid response to incidents. Our incident response total was comparable to 2015, with an 11% increase.

Our paid-on-call system is dependent upon residents becoming active in our organization. In 2016 we hired 18 paid-on-call firefighters. This intense process includes training of these individuals in firefighting, hazardous materials operations, emergency medical response, and many other technical aspects of the position of firefighter. The yearlong training ensures competent personnel on emergency scenes. They also acquire the baseline skills we expect of our firefighters. In addition, our staff is committed to the development of the best firefighters around. An update in our on the job training program has led to a current program that ensures our firefighters are meeting the community standards for response.

Our 4th fire academy partnership with the Howell Area Public Schools and the Livingston County Educational Services began in the 2016-17 academic year. Over recent years, this academy has aided BAFA and neighboring fire departments in acquiring trained firefighters.

The Fire Authority secured a new 5 year millage for the Fire Authority at a rate of 1.5 mils. This millage will aid the Authority in continuing our service level to the community. We had many large projects this year aimed at helping us meet our mission. With three successful grants, we were able to increase our ability to fight flammable liquid fires through a new foam trailer, continue and expand our smoke alarm program, as well as obtain a new air compressor. In addition, a work group of dedicated staff worked to reduce our firefighters' exposure to cancer causing carcinogens.

Despite reducing our average response time, we lost two residents in separate house fires in 2016. These fires leave a lasting impression on our staff, neighbors, and families. We remain committed to work to reduce the impact of fire in the communities we serve. Our smoke alarm program continued to provide new smoke alarms in homes in our response district. The Authority was awarded a second grant from the Federal Emergency Management Association for smoke alarms, and we now are providing carbon monoxide alarms as well.

BAFA firefighters take pride in providing an exceptional level of service in an atmosphere of stewardship, volunteerism, and innovation. Thank you for taking time to review this annual report. We actively seek your input and feedback. If you have any questions or comments please feel free to contact me at [mobrian@brightonareafire.com](mailto:mobrian@brightonareafire.com) or directly at 810-299-0024.

Michael O'Brian, Fire Chief



**MICHAEL EVANS**  
Deputy Fire Chief



**ANNE CAMPBELL**  
Human Resources Director



**JAMES TESTER**  
Assistant Chief



**MATTHEW SMITH**  
Assistant Chief



# EMERGENCY RESPONSE



## EMERGENCY RESPONSE

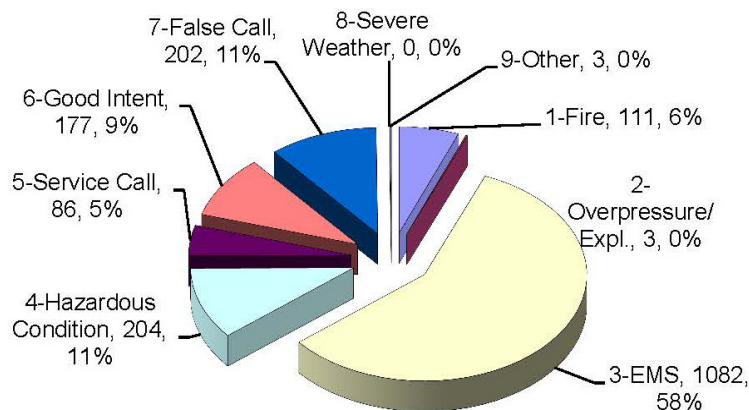
The Brighton Area Fire Authority proudly provides emergency services to three municipalities covering a 74 square mile area. The Authority responded to 1,868 calls for assistance in 2016. As the pie chart on this page reveals:

- EMS events demanded the greatest response activity with 1,082 incidents, or 58% of our calls.
- Included in the number of EMS runs, there were 189 motor vehicle accidents (MVA).
- There were 111 fires of which 49 were structure fires.
- The Authority provided aid 50 times and received aid 38 times.

Five fire stations and a complement of nearly 90 firefighters protect the communities comprising the Authority. Response data shows Fire Station 31 as being the busiest station, responding to 678 calls in 2016. In 2016, Wednesdays and Saturdays were our busiest days with 288 incidents each day.

There were 5 major loss fires in 2016 resulting in an estimated 1.5 million dollars in property loss. In total, an estimated 2.4 million dollars of property was estimated to have been lost to fire in 2016. In addition, there were four fire-related casualties in 2016. Two residents lost their lives in separate residential fires, and two firefighters were injured while fighting fires during the year.

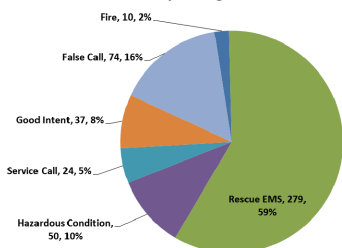
2016 INCIDENTS BY TYPE



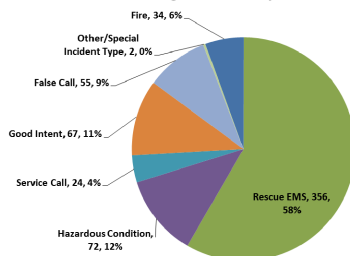
2016 MAJOR FIRE LOSS INCIDENTS

DATE	COMMUNITY	LOSS
02/23/16	Genoa Township	\$250,000
05/16/16	Brighton Township	\$200,000
07/15/16	Brighton Township	\$500,000
08/09/16	Brighton Township	\$390,000
10/14/16	Genoa Township	\$200,000
		<b>\$1,540,000</b>

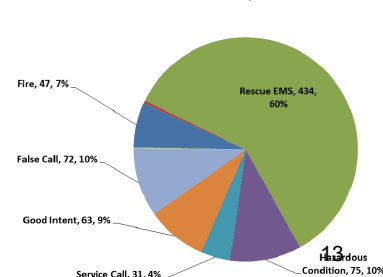
2016 INCIDENT ACTIVITY REPORT  
City of Brighton



2016 INCIDENT ACTIVITY REPORT  
Brighton Township

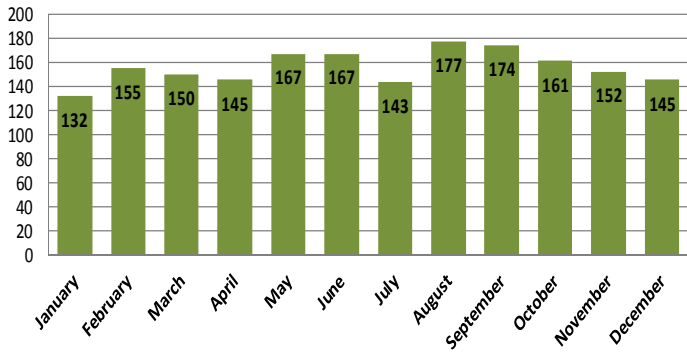


2016 INCIDENT ACTIVITY REPORT  
Genoa Township

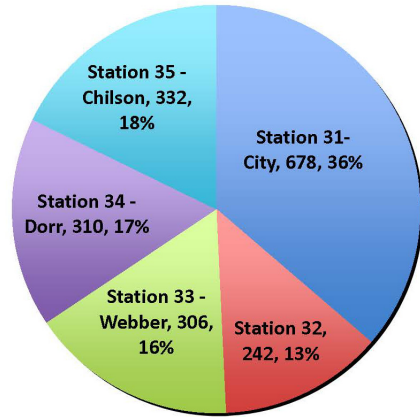




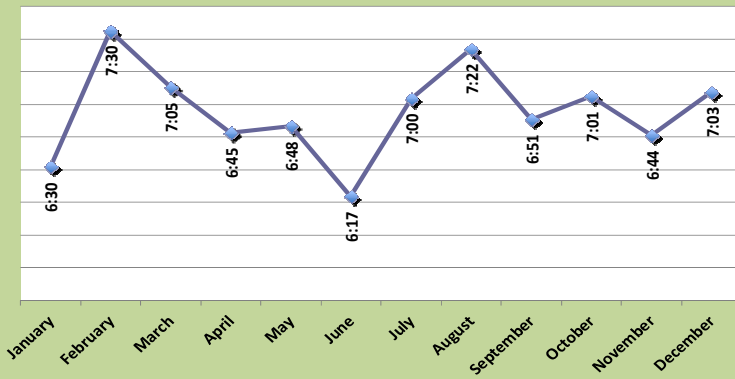
### 2016 INCIDENTS BY MONTH



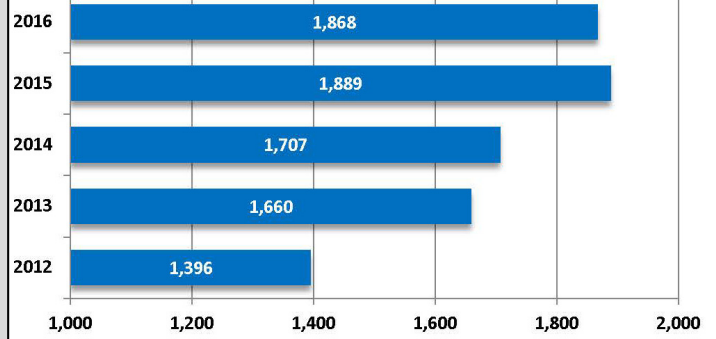
### 2016 INCIDENTS BY STATION



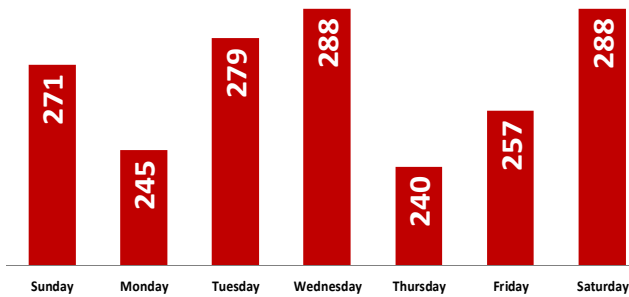
### 2016 AVERAGE RESPONSE TIMES PRIORITY INCIDENTS



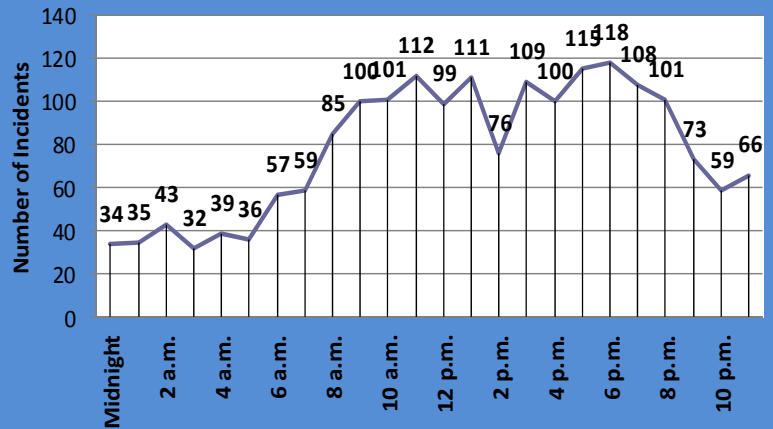
### INCIDENTS BY YEAR



### 2016 INCIDENTS BY DAY OF WEEK



### 2016 INCIDENTS BY TIME OF DAY





## RECRUITMENT AND RETENTION OF PERSONNEL

As with combination fire departments throughout our country, BAFA contended with the challenges of recruitment and retention in 2016. Studies revealed record low volunteerism throughout our nation, and BAFA's data is in line with these findings. Lack of time due to increasing financial stresses, increased responsibilities and hours at primary employment, increase in both dual income and single parent homes all contribute to the inability of an individual to take on or hold the position of paid-on-call firefighter.

Senior administrative staff worked to design a work environment with respect to past traditions and values that is also supportive of personnel's ever changing life situations. In Spring of 2016, the Fire Authority revised its minimum requirement policy for paid-on-call firefighters by adding public education and training credit points to help staff who actively participate in training but are challenged at times with response due to family obligations and/or extended primary work responsibilities. In July of 2016, with the support from the Brighton Area Firefighters Association, BAFA hosted our Second Annual Family Picnic in Genoa Township. This event is now becoming a wonderful tradition for our families to come together over great food and games.

Our overall retention rate for 2016 was 74%, a slight dip from the 80% we experienced in 2015. The top three reasons for separation from BAFA in 2016:

- Relocation out of district for affordable housing
- Time commitment and balance between primary job/family and department responsibilities
- Paid-on-Call Firefighters obtaining Full-Time Fire or EMS positions.

As with retention, recruitment remains on the forefront of strategic planning. Each year we explore new opportunities in the area of recruitment. In 2016, with the support of our municipalities, we utilized marketing opportunities that provided significant exposure numbers, while at a conservative cost to the Authority.



Tug-of-War at Second Annual BAFA picnic

Listed below are several of the recruitment channels utilized:

- 2016 Employee Referral Program
- Distributed via 2016 summer tax bill over 4,100 recruitment inserts throughout the City of Brighton.
- Job posting for Paid-On-Call utilizing National Volunteer Fire Council Recruitment Portal
- Attended the Livingston Region Job Fair (April)
- "Michigan Works" is in full support of our recruitment efforts. They posted our recruitment ad at the following colleges: Mott, LCC, Washtenaw and Cleary.
- Michigan Balloon-Fest newspaper supplement-(June)
- Advertising Brighton High School baseball dugout; Field banner at Brighton High School at girl's lacrosse games.
- Social media
- Brighton Area Fire Authority Website/Recruitment Video
- Corrigan Oil gas kiosks
- Advertisements placed on livingstoncountydaily.com, Press & Argus print, and Careerbuilder.com

As a result of our efforts, the Fire Authority welcomed 18 new recruits. Of those, 5 were hired with Fire 1 & 2 certification, saving the Fire Authority approximately \$15,000 in training costs.

The Brighton Area Fire Authority will continue to research and utilize different channels of communication to reach out to our residents in the hope to inspire those with the desire, motivation, and ability to serve.

### 2016 PROMOTIONS

#### PROMOTION TO THE RANK OF SERGEANT

*James Gramza*      *Corey Laber*  
*David Mourer*      *Timothy Smith*

#### PROMOTION TO AERIAL PLATFORM OPERATOR

*Mark Cirella*      *Corey Labor*  
*Brian Gramza*      *James Gramza*  
*Timothy Smith*

#### PROMOTION TO ENGINEER

*Carl Crimaldi*      *Jonathan Kupec*  
*Ryan Dennett*      *Kevin Lander*  
*Brian King*      *Kevin VanDerhoof*

#### PROMOTION FROM RECRUIT TO FIREFIGHTER

*Steven Donovan*      *Briana Groth*  
*Timothy Keese*      *Arthur Slavik*  
*Timothy Thurmond*      *Brendan Unruh*

#### 2016 NEW HIRES

18 Paid-on-Call personnel were hired in 2016



## TRAINING



2016 Livingston County Firefighter Training Academy

The Brighton Area Fire Authority is proud to have a workforce of highly skilled and motivated firefighters who are ready to provide the best quality care and hazard mitigation for our citizens and visitors at a moment’s notice. Training has always been one of the strengths of the Brighton Area Fire Authority. We recognize the need to always remain solid on core skills, as well as train rigorously for those calls that are high hazard/low frequency.

Training in the Fire Service is a career-long commitment, and begins the day a candidate is hired up to the day the most senior firefighter retires. BAFA supports this commitment by administering continuing education and training that contribute to organizational and individual development, as well as meeting numerous requirements placed upon the fire service today by many regulatory agencies, (NFPA, ISO, MIOSHA, OSHA, ANSI, and Regional EMS). The Authority strives for continuous improvements in individual and team skills, knowledge, and ability. A challenging mix of hands-on and classroom training prepares our Firefighters to perform a wide variety of fire service missions.

As it relates to training, it is the mission of the Brighton Area Fire Authority to provide the highest quality training, instruction, and evaluation to our employees. This is intended to prepare our Authority to serve our community in the most efficient and effective means possible, and to ensure personal safety as we deliver this service.

### LIVINGSTON COUNTY FIREFIGHTER TRAINING ACADEMY

The Livingston County Firefighter Training Academy, sponsored by the Brighton Area Fire Authority, is dedicated to creating a collaborative learning environment based on mutual respect and appreciation for the diversity of life and work experiences that each student brings to the learning environment. Our training program is academically and physically rigorous and requires the candidate to be motivated and responsible for the knowledge

that they are presented. The program seeks to facilitate learning for each student in order that he or she can become a competent firefighter who meets the Brighton Area Fire Authority, the State of Michigan, and the U.S. Department of Transportation National Standards.

The 2016 graduation class comprised 258 cadets representing the following departments:

- Brighton Area Fire Authority
- Green Oak Fire Department
- Hartland Deerfield Fire Authority
- Howell Area Fire Authority
- Lyon Township Fire Department
- Novi Fire Department
- South Lyon Fire Department

**2016 ACADEMY GRADUATION AWARDS**

**Class of 2016 Top Cadet**  
*Justin Gilbert, Brighton Area Fire Authority*

**Academic Excellence**  
*Justin Gilbert, Brighton Area Fire Authority*

**Leadership Award**  
*Jason Reed, Howell Area Fire Authority*

**Bull Dog Award**  
*Kimberly Chappel, Green Oak Fire Department*

**Everyone Goes Home Award**  
*Jeffery Olesuk, Green Oak Fire Department*

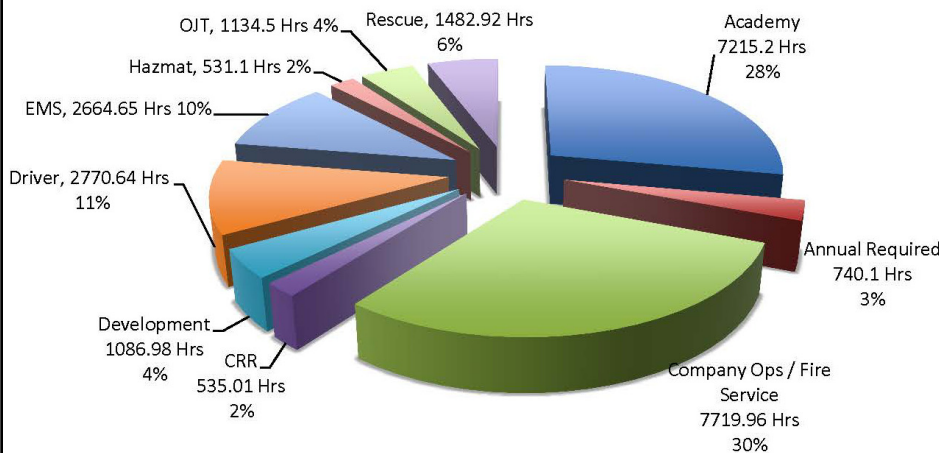
**Instructor Award**  
*Richard Bach, South Lyon Fire Department*

**Top Rung Award**  
*Richard Bach, South Lyon Fire Department*





**2016 TRAINING HOURS**



**Academy** – FF I & II certification, EMR certification

**Annual Required** – Required annual training topics / activities to meet Part 74

**Company Operations / Fire Service** – Training on various fire ground tactics, practical drills

**CRR** – Public education programs, company inspections, fire prevention training

**Development** – Blue Card command training, Classes, Programs and conferences that enrich the personal skill sets

**Driver** – Certification and recertification of Authority Engineers & Aerial Platform Operators

**EMS Training** – Medical training, CPR, practical EMS skill sets

**Hazmat** – Hazardous response training

**OJT** – On-the-Job Training, qualification of new hires

**Rescue** – Training on ice / water rescue, technical / trench rescue, FF safety survival, vehicle extrication





## JANUARY

January was a month dedicated to EMS continuing education with a focus on patient assessment, packaging, report writing, and an overview of Livingston County EMS apparatus. This was also the start of Authority-wide Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) recertification, which was conducted over the following 5 months at each station.



## FEBRUARY

Several training topics were covered in February starting with all Authority personnel participating in mandatory harassment and ethics training. We conducted our annual Ice Rescue Certification training in conjunction with the Fire Academy. We also conducted an in-depth "Active Shooter" practical training with Brighton Police. We finished the month with Chief O'Brian and discussion on "SLICERS."



## MARCH

With the bitter cold still locked in and the snow still piling up, crews were tasked with close quarters hose line advancement. Time was spent reviewing SCBA usage and cleaning procedures. We also continued EMS practical evolutions and CE's achievements in water retrieval of an unresponsive patient at the Brighton High School pool. March also was the beginning of the 36-hour Aerial Platform Operator certification program for 5 of our Engineers.



## APRIL

With spring in the air, our focus in training was at many different levels. April saw the conclusion of the Aerial Platform Operator certification program and produced 5 new operators. It was the beginning of our 40-hour Apparatus Pump Operator program for 9 of our firefighters ready to make the transition to driver. We conducted our yearly respiratory protection review that covers SCBA usage, cancer prevention, as well as practical evaluation. We were also very fortunate to host a town hall meeting on fire dynamics lead by the folks from FSTAR/IAFC. Some of the key speakers included Dan Madrzykowski of UL, and John Cirello of the FDNY.



## MAY

We saw the conclusion of the Apparatus Pump Operator program with all 9 firefighters successfully completing the 40-hour base training and moved on to the practical evaluation packet. Guest speaker Chief Jeff Johnson (ret.) presented his "Ginsu Phenomenon" to the Authority. We also conducted AMA training with 6 other departments at our neighboring department's training house. This training simulation presented crews with a large fire event that incorporated a mayday, water supply, and blue card / IC operations.



## JUNE

The month started out and finished with the observance of the National Firefighter Safety Stand-down. Much of the focus was applied to the wellbeing of the firefighter and working safely on and off the job. We were once again very fortunate to bring in Chief Rich Gasaway (ret.) who presented his "Flawed Situational Awareness" program. All who attended went away with a new perspective of the job at hand.





### JULY

We refocused our efforts at saving our own and started out the month with firefighter extrication practical drills and performed CPR on a fully dressed firefighter. The month also brought a review of confined space training with focus centered on air monitoring, tech rescue team support, and equipment usage.



### AUGUST

August was a very busy month with the continuation of additional AMA training. This month training was conducted with smaller groups. Stations were paired up with the neighboring departments and crews were tasked with first arrival assignments. We also conducted our yearly review in rope operations and patient retrieval on steep slopes. We were very fortunate to have a vacant home donated for our use for the purpose of search and rescue, the first 5 minutes size up, and Blue Card command training.



### SEPTEMBER

This month was the beginning of a 4-month review / recertification of the Incident Command system Blue Card. Officers received CE hours towards their required recertification process. Firefighters were placed in non-conventional IC positions to gain a better understanding. Blue Card in-a-box was the training tool of choice and was well received by all. Additional time was spent at the Spencer Road house utilizing the Blue Card command system by running drill sets with fire companies in Mayday situations.



### OCTOBER

Additional time was spent at the Spencer Road house with drill sets focused around Blue Card command, laddering, roof ventilation on both flat and pitched, and wall breaching. We also hosted the Oakland County Flashover Trainer classroom session, and sent over 30 firefighters to the practical training held at Hamburg Fire Department.



### NOVEMBER

In fall, we were tasked with our annual recertification in Hazmat operations and dress out. We also conducted a mock tanker fire as part of the Hazmat training and placed our new foam trailer into operation giving firefighters and engineers a chance to operate during a training scenario. Lastly, we were able to achieve some live fire training in the training house on Spencer Road. Following all the guidelines in NFPA 1401, crews conducted a complete burn down of the structure.



### DECEMBER

We kept the companies in house and focused on "company level" drills, fine-tuning some core skill sets. Traditionally, the completion of year end training is celebrated by playing Department Jeopardy. The game tests the firefighters' knowledge in history, SOG's, and operations.





## HOWELL HIGH SCHOOL FIRE ACADEMY / CADETS



2016-17 Howell High School Fire Academy Students

### HOWELL HIGH SCHOOL FIRE ACADEMY

The Howell High School Fire Academy is a cooperative effort of the Livingston County fire chiefs to foster future firefighters and establish a strong recruitment resource. We are currently in our fourth year of operation, after being the first successful high school fire academy in the State of Michigan. Since inception, we have received numerous calls, emails and visits from other fire departments and school districts who are thinking along this path.

The fire academy meets in their own “fire station,” a former auto shop at Howell High School, which houses two fire engines, all of our SCBA (Self-Contained Breathing Apparatus), fire gear and many of our props used for teaching. The program is overseen by Lt. Tom Kiurski with the assistance of many fire instructors from area fire departments. Classes are held during the first three class periods of each school day. Those students who successfully complete the program are eligible to take Firefighter I & II testing for state certification.

Our current fire academy has 13 cadets who represent four different school systems, and are comprised of 4 females and 9 males. Many of our past graduates currently work for Livingston County fire departments, and have obtained certification to deliver EMS (Emergency Medical Services) to our citizens. Our fire academy students visited the University of Michigan Trauma Burn Center to learn more about burn injuries and their treatment, the Michigan Firehouse Museum, and attended an 8-hour live burn training event.

### JUNIOR FIREFIGHTERS (CADETS)

The Authority is responsible for one of the oldest Junior/Cadet programs in Michigan. Originating with the City of Brighton Fire Department, this program continues with the Authority and works to build volunteerism and leadership with the youth in our communities. The Junior Cadet program is open to 16-18 year olds and is a hands-on program that exposes interested participants to the fire service. The Junior Cadet program is presented to the high schools and private schools for recruitment. Cadets acquire and maintain the essential skills and

proficiencies necessary for optimal performance during emergency calls. When they turn 18, these fully trained and State-certified individuals may apply for employment with the Authority.

The BAFA Junior Cadet program currently has 4 active members. Two are currently enrolled in the Howell High School Fire Academy, while another completed the Howell High School Fire Academy in 2015. The cadets work closely with mentors and each other to advance the skills and knowledge necessary for their academy programs as well as preparation for paid employment with the Brighton Area Fire Authority. They participate in Junior-specific weekend training, Department-wide training, as well as numerous other Department-organized special events. Their participation takes place after school and on the weekends, all while being required to maintain an appropriate grade point average. Some have jobs, others are active in sports, and some participate in both. This program is designed to teach young men and women ethics, self-discipline, communication, balance and other key skills necessary for success in the fire service as well as other life endeavors. Many cadets who have advanced through the program have been successful in obtaining employment with full-time career departments throughout the state, with ranks as high as fire chief at those departments. In late 2016 the junior cadet program welcomed two new advisors Jonathan Kupec and Kevin Lander.



Junior training exercise



## SPECIAL ASSIGNMENTS

<b>TECHNICAL RESCUE (Livingston County)</b>	<b>DIVE TEAM (Livingston County)</b>	<b>FIRE INVESTIGATION (Brighton)</b>	<b>SAFETY &amp; REGULATORY (BAFA)</b>	<b>HAZARDOUS MATERIALS (Livingston County)</b>
Ryan Sovey, Lead BAFA Don Hall Matt Herbert TJ Smith Jacob Andrews Matt Mardeusz Brian Gramza	Doug Lytwynec, Lead BAFA Bryan Berry James Gramza Corey Laber Kevin VanDerhoof	Mike Evans, Lead BAFA Rick Boisvert Ryan Sovey Derrick Bunge	Matt Smith, Lead BAFA Glen Bailey Kurt Bluhm Rick Boisvert Brendon Caid Larry DeWachter Don Hall Bob Houhanisin	Matt Smith, Lead BAFA Jacob Andrews Doug Lytwynec Curt Ruf Bill Rockwell Aaron Gage Harlan Lahring

2016 Special Assignment Rosters

### SPECIAL RESPONSE TEAMS (SRT)

Select staff continued to actively participate on the following Livingston County Special Response Teams:

- Hazardous Materials Incident Team
- Technical Rescue Response Team
- Dive/Recovery Team
- Fire Investigation Team
- Safety & Regulatory Committee

All teams conduct monthly training meetings in addition to occasional weekend training events.

### HAZARDOUS MATERIALS INCIDENT TEAM

The Brighton Area Fire Authority continues to be well represented on the Livingston County Hazardous Materials Response Team (LCHMRT). BAFA has 7 employees who are actively involved with the team. The Authority houses one of the Hazardous Materials Incident Response Vehicles (known as Haz-Mat 2) at Station 35. The vehicle is utilized in any response as well as training activities.

LCHMRT took part in 16 exercises and training events in 2016. Experiences included working with the United States Environmental Protection Agency, the US Army 51st Civil Support Team, the Michigan Department of Environmental Quality, and the Michigan State Police Motor Carrier Division.

In 2016, LCHMRT responded to two activations. One to a mercury spill at Fowlerville High School, and the other to a chlorine leak at the Howell Wastewater Treatment Plant.

### TECHNICAL RESCUE RESPONSE TEAM

In 2016 the Livingston County Tech Rescue team was activated for trench rescue at the County jail. The patient was buried up to his chest with dirt from a side wall that had collapsed on him. The patient was removed with serious injuries and eventually made a full recovery. The team is comprised of 23 active members from five county fire departments and Livingston County paramedics. Three team members attended MUSAR classes resulting in 240 hours of training. Team goals for 2017 include improved training programs and acquiring a new location to conduct team training evolutions.

### DIVE/RESCUE TEAM

There are 5 active BAFA personnel on the Livingston County Dive/Rescue team. Newer divers Corey Laber, Kevin VanDerhoof, and Jim Gramza became certified rescue divers in 2016. The dive team was activated three times in 2016. During one event our divers were on scene first and during rescue operations, Jim Gramza located a victim.



### FIRE INVESTIGATION TEAM

The Authority is responsible for conducting an origin and cause investigation of all fires. Many smaller fires can be determined by the company officer who responds on the call. For larger fires, the Authority has a team of trained investigators to examine these fires. The BAFA Fire Investigation Team is made up of Deputy Chief Evans, Capt./Inspector Boisvert, Capt. Sovey and Lt./Inspector Bunge. In 2016, this team investigated 14 fires including two fatal fires and two suspicious or incendiary fires. In order to stay current with their training, this team also attended seminars and conferences in the field of fire and arson investigations.



### SAFETY & REGULATORY COMMITTEE

The 8 person committee works to review injuries and accidents and make policy and procedure recommendations to the Fire Chief.



## GRANTS



Cascade Air Filling Station, Smoke Alarms and CO Alarms, and Specialized Foam Trailer

### AFG ASSISTANCE TO FIREFIGHTERS GRANT (FEMA) CASCADE AIR FILLING STATION

Fire suppression is a key essential firefighting responsibility. Firefighters working in hazard zones, such as toxic smoke filled environments, are equipped with protective equipment. After an emergency event and in preparation for the next call, items are required to be inspected, cleaned, and the self-contained breathing apparatus (SCBA) are refilled with compressed air. The cascade air filling system housed at Station 31 for nearly 30 years was repeatedly requiring maintenance and repairs. Therefore, BAFA staff determined there was a need to replace this critical unit. FEMA Assistance to Firefighters Grant allows fire departments across the country to apply for funding to replace equipment vital to firefighting operations. Our application was submitted, thoroughly reviewed, and funds were awarded in the amount of \$44,400 to replace the air filling station. In late December, BAFA took delivery of a new air filling station to benefit the organization in training and fire suppression operations.

### AFG FIRE PREVENTION AND SAFETY GRANT (FEMA) SMOKE AND CO ALARMS

The means to reduce the impact of fire is through education and prevention. Educating a homeowner about the importance of smoke alarms can be done during any interaction with our residents and only takes a few minutes. However, the important information presented does not always ensure that residents check their smoke alarms and install or replace them as needed.

The Authority strives to protect our residents and strongly believes smoke alarms are the first line of defense in the event of a home fire. Because of this, an application was submitted through a competitive application process conducted by FEMA and the Fire Prevention and Safety Grant program. At the conclusion of the review process, our application was successfully awarded \$90,600 to install smoke alarms and carbon monoxide (CO) alarms in homes. The funding provided 5,000 smoke alarms and 1,400 CO alarms for homes throughout our jurisdiction.

### ENBRIDGE ENERGY COMPANY, INC. GRANT EXTINGUISHING AGENT FOAM

In 2016, through their Safe Community Program, the Enbridge Energy Company provided BAFA with a \$1,000 grant for the purchase of extinguishing agent foam.

### STATE HOMELAND SECURITY GRANT (FEMA) FOAM TRAILER

The Brighton Area Fire Authority took delivery of a specialized foam trailer that can be utilized throughout Livingston County for large Flammable & Combustible liquid fires. The foam trailer consists of 660 gallons of specialized foam called AFFF-AR (Aqueous Film Forming Foam – Alcohol Resistant). This foam is used to suppress many types of hazardous materials fires including gasoline, kerosene, ethanol, alcohol, and several other types of liquid fires. In addition to the two foam totes that it carries, the trailer is also equipped with a water and foam manifold that delivers the foam in different concentrations that are used specifically for the type of liquid that is burning.

The \$37,000 foam trailer and foam was purchased with State Homeland Security Grant funds issued through FEMA and administered by Livingston County Emergency Management and the Livingston County Emergency Planning Committee.

### AFG ASSISTANCE TO FIREFIGHTERS GRANT (USFA) NOZZLES AND FIRE HOSE

In 2016, BAFA was awarded a nearly \$95,000 Assistance to Firefighters Grant through the USFA for the purchase/replacement of fire nozzles and fire hose. The grant allowed for the purchase of 26 nozzles and 309 lengths of hose. This purchase replaced nearly every nozzle and hose carried on BAFA fire apparatus.



# SMOKE ALARMS

The Smoke Alarm Campaign initiated in late 2011 focused on testing and/or installation of residential smoke alarms. Staff proudly continued to promote this life-saving operation through various connections established during inspections and educational events. Additionally, this program was further supported through social media, school newsletters, and daily interaction with the public. Since inception, campaign energies have targeted high fire incident areas and high-risk housing to ensure functional alarms are in place where necessary. The Authority expects this concentrated effort will help prevent injury or loss of life in our community.

A new outreach event at one of our high-risk areas involved BAFA staff going door-to-door offering to install free smoke alarms in exchange for allowing entry to check the presence or functionality of existing smoke alarms.

The Cruze In for a Cause event at Brighton Champion Chevy resulted in a donation of \$500 and a collection of 75 donated smoke alarms.

In October, Cummins Diesel Engines employees teamed up with Hungry Howie's and BAFA firefighters. When pizza was ordered for delivery within a specific time period, there was a chance it would be delivered on a fire truck. If firefighters found all home smoke alarms in working order, the pizza was free.

With efforts to ensure all homes in our demographical jurisdiction have working smoke alarms, crews have been trained to check all alarms in homes they enter on emergency scenes. While doing so, a recordable amount of smoke alarms have been checked and installed. In 2016, 700 smoke alarms were installed in 300 homes.

Statistical data gathered from 4,000 homes revealed that 44% of the homes did not have functioning alarms of which 15% were located in homes with adults over the age of 65, and 7% had children under the age of 5. Since the launch, over 4,500 alarms have been installed including 150 specialized systems for hearing impaired residents. Since 2011 these efforts have proven very successful with 7 documented incidents (saves) where smoke alarms installed by the Authority staff resulted in 26 lives saved due to the early notification of a fire by the smoke alarms.



Specialized smoke alarm systems for hearing impaired residents.



Cruze In for a Cause fundraiser at Brighton Champion Chevrolet.



Cruze In for a Cause fundraiser at Brighton Champion Chevrolet.



Cummins Diesel Engines employees helped firefighters install smoke alarms and check community AED's on October 18, 2016.



# INSPECTIONS AND PLAN REVIEWS

## EDUCATION BASED FIRE PREVENTION & CODE ENFORCEMENT

The Authority’s primary goal continues to be “To Reduce the Impact of Fire on the Communities We Serve.” In order to achieve this goal, the Authority subscribes to the concept of a comprehensive Community Risk Reduction program by providing educational based fire safety inspections, thorough and complete plan reviews, educational based code enforcement, interactive public fire safety education for both the young and old, and systematic fire origin and cause investigations.

The fire prevention and community risk reduction efforts are conducted by all staff in one way or another. Two full-time Fire Inspectors and one full-time Community Risk Reduction Specialist are the primary leaders for much of these efforts.

While the number and location of businesses and occupancies in our community is constantly changing, fire prevention personnel continued to review and refine the list of occupancies based on risks to their occupants and the community. Inspection efforts have continued over the past year with a total of 2,140 fire inspection related activities. Of this, 985 were life safety inspections conducted on either an annual basis or a biennial frequency and 816 re-inspections were conducted to confirm that the 1,304 fire code violations that were cited had been corrected. Staff also conducted 208 plan reviews that consisted of fire protection systems, building plans, site plans, and miscellaneous plans (tents, fireworks, etc.).

A pivotal part of our fire inspection program is the use of on-duty firefighters who are trained in the field of fire safety inspections. This program is termed “Company Based Inspections” where the term “Company” is the crew in a fire apparatus. The Authority has trained over twelve firefighters as company inspectors and four of

them have gone on to become certified fire inspectors through the National Fire Protection Association and the State of Michigan. There are several benefits to this program including the ability to conduct more safety inspections with existing personnel and being able to get our firefighters inside these commercial buildings on a regular basis so they become familiar with the layout and their processes before a fire or other emergency occurs. It is because of this program that the Authority is able to conduct nearly 1,000 fire safety inspections a year, which reduces the impact of fire in our community.

The Authority continually works to keep staff trained and knowledgeable with current certifications and up-to-date information regarding best practices in fire prevention. To do this, our staff attends several local, regional, statewide, and national training events and conferences each year so that we can provide the best possible education regarding fire prevention to our customers.



**2016 FIRE PREVENTION HIGHLIGHTS IN EDUCATION**

- Capt. Brookins successfully completed Youth Fire Setter Intervention & Prevention Specialist at the National Fire Academy as well as Leadership Strategies for Community Risk Reduction.
- Lt. Furlong passed the NFPA Inspector I course.
- BAFA continued to lead Livingston County Fire Inspector's bi-monthly training meetings.
- Chief O’Brian, Deputy Chief Evans, Capt./Inspector Boisvert, and Lt./Inspector Bunge became registered with the Michigan Bureau of Construction Codes as Fire Protection System Inspectors and Fire Protection System Plans Examiners verifying their certifications and expertise with Fire Protection Systems.

<b>FIRE PREVENTION ACTIVITY COMPARISON</b>				
ACTIVITY	YEAR 2016	YEAR 2015	PERCENT CHANGE	
<b>INSPECTIONS</b>				
FIRE SAFETY INSPECTION	974	1,051	-7%	
COMPLAINT INVESTIGATIONS	48	39	23%	
CERTIFICATE of OCCUPANCY INSPECTIONS	86	82	5%	
SPECIALTY & MISCELLANEOUS INSPECTIONS	105	50	110%	
RE-INSPECTIONS	815	869	-6%	
NEW CONSTRUCTION INSPECTIONS	109	133	-18%	
<b>TOTAL INSPECTIONS</b>	<b>2,137</b>	<b>2,224</b>	<b>-4%</b>	
<b>VIOLATIONS CITED</b>				
	<b>1,302</b>	<b>2,005</b>	<b>-35%</b>	
<b>FIRE INVESTIGATIONS</b>				
	<b>14</b>	<b>20</b>	<b>-30%</b>	
<b>PLANS REVIEWED</b>				
SITE PLANS	82	72	14%	
BUILDING PLAN REVIEW	27	60	-55%	
FIRE PROTECTION SYSTEM PLANS	75	99	-24%	
MISCELLANEOUS REVIEWS	24	17	41%	
<b>TOTAL REVIEWS</b>	<b>208</b>	<b>248</b>	<b>-16%</b>	





## PUBLIC EDUCATION



2016 BAFA Open House

## COMMUNITY RISK REDUCTION

Community Risk Reduction (CRR), commonly known as fire public education, is one of the leading methods to keep people safe at home and work. BAFA staff presented a variety of diverse programs to target audiences from early age children to senior citizens.

Public education events average in size from the classroom setting to large events such as the Mill Pond concerts to live broadcast from radio stations such as 102.9 W4 County. The largest event BAFA holds is the annual Open House, which brought over 1,500 community members to the Department to participate in a number of different safety situations. Community members were able to observe vehicle extrication demonstrations and watch live fire demonstrations that illustrated how fast a fire can grow and the impact residential sprinklers have on a home fire. Annually, hundreds of children and adults receive vital fire safety education.



BAFA has two certified National Child Passenger Safety technicians on staff who installed 92 car seats in 2016.

In efforts to promote fire safety to all age groups, new programs were implemented in 2016. A youth fire setters program designed for parents, children, and young adults was developed to educate about the hazards and consequences that may occur as a result of playing with fire. Also, an older adult program was developed and presented to older adult focus groups and those who reside in assistance or independent living facilities. This program focused on fall prevention as well as general home and fire safety. In 2016, BAFA participated in 95 public education events.



## COMMUNITY CPR

Cardiopulmonary resuscitation (CPR) is a proven lifesaving skill. BAFA is a training site for the American Heart Association. Quick action from CPR trained bystanders can increase the rate of survival of a sudden cardiac arrest by over 50%.

- CPR classes are offered bi-monthly and upon special request for groups of 5 or more.
- Each CPR class averages 9 students from area communities.
- Additional programs including basic first aid, babysitting safety, and an assortment of first responder topics are also offered.
- In 2016, 12 Community CPR classes were presented to 105 citizens.





# HONOR GUARD

## HONOR GUARD

Greg Mowbray  
 Rick Boisvert  
 Ryan Sovey  
 Jason Hordos  
 Derrick Bunge  
 Joe Pawczuk—(resigned  
 December 2016)



2016 Honor Guard

## HONOR GUARD

The Brighton Area Fire Authority Honor Guard is a distinguished team who train together to provide services. Teamwork and uniformity is of major importance to the success of services provided by the Honor Guard.

Established in 2012, their goal is to represent all members of the Brighton Area Fire Authority with the highest degree of professionalism, dedication, loyalty, honor, and dignity. They strive to honor firefighters in life, as well as death, and to exhibit the best possible image to the entire community.

In addition to funerals and memorial services, the Honor Guard may be called upon to post colors, march in parades, perform at the annual awards ceremony, attend social functions and badge pinning ceremonies, or any other function authorized by the Fire Chief.

One of the most important functions of the Honor Guard is to post colors at the annual 9/11 memorial ceremony conducted each year on September 11th. Bagpiper Michael Godfrey also performed to show respect for all who have given the ultimate sacrifice.





# APPARATUS



## APPARATUS

The Authority is responsible for the largest apparatus fleet in the County and surrounding areas, with over 17 apparatus and 5 staff vehicles responding from 5 strategically located fire stations.

In 2016 the apparatus group worked toward changes in the reporting process that allows all apparatus related reports to be completed electronically. This allows for faster response to repair needs and better tracking of the overall use of our fleet.

The Apparatus Committee worked with Pierce manufacturing to obtain authorization for warranty paint work to be completed on both 2009 Pierce Impel pumpers. Engine 32 received a complete repaint and Engine 34 will be repainted in 2017. Approximately 80% of the repaint project is covered by the original paint warranty with the remainder being funded by the Authority.





## EMS / MABAS / MUTUAL AID

### EMERGENCY MEDICAL SERVICES (EMS)

The Brighton Area Fire Authority provides critical response to EMS incidents throughout the district. In 2016, emphasis was continued on providing high-performance CPR for patients in cardiac arrest and improving the Authority's EMS skillsets. Primary EMS response is provided throughout our district by Livingston County EMS with the Fire Authority providing crucial response and assistance on high priority incidents or when EMS units are not available for a timely response.

- 58% of the Authority's responses are to medical incidents. This includes vehicle accidents.
- Licensed at the Emergency Medical Responder level, the Authority has 8 EMR licensed apparatus for response.
- In 2016 the ResQPump was combined with the use of high-performance CPR for the treatment of patients in cardiac arrest. The ResQPump is a device that is actually suctioned to the patient's chest giving the provider the ability to not only push down compressing the heart during CPR but also lift up to increase the capability of the heart to fill with blood. This increase of blood filling the heart also increases the amount of blood flow and oxygen that is distributed throughout the body during CPR. This device used in conjunction with the ResQPod (which has been in place for the last three years) and high-performance CPR has been shown to increase cardiac arrest out of hospital survivability by up to 49%.
- Due to the increase in the cost of Epi-Pen Auto Injectors, Authority responders have been trained to administer Epi via the intramuscular (IM) route. Emergency Medical Responders (EMR) do not traditionally receive training on medication administration using needles but were granted this ability by the State of Michigan in an attempt to lower the cost and give departments the ability to still provide care to their community.

In 2016 the Authority sought ways to improve our emergency medical skills and treatments to provide the best care available to our customers.

### MABAS - MUTUAL AID BOX ALARM SYSTEM-MICHIGAN

The mission of MABAS is to coordinate the effective and efficient intrastate and interstate mobilization and deployment of fire, EMS, and specialized resources during natural and manmade emergencies and disasters.

The Brighton Area Fire Authority continues to play a critical role in the Livingston County division (31-01) of MABAS-Michigan, which is made up of 7 fire departments. Our chief officers provide critical leadership to the division as well as throughout the state.

In February 2016, MABAS 31-01 conducted a Fire Task Force deployment drill where our county sent 3 Engines, 1 Ladder Truck,

1 Heavy Rescue, Command Staff, and the Mobile Communication Center to Ingham County to simulate a county wide cover assignment. Several lessons were learned regarding communications, logistics and interoperability limitations in a neighboring county.

In August 2016, MABAS 31-01 was activated for a deployment of an Engine Strike Team (5 Engines & Command Staff) to assist Lansing Fire Department on a fire in a large vacant school building. BAFA responded with one engine, 4 firefighters, and Deputy Chief Evans as the deployment commander.

### MUTUAL AID

The Brighton Area Fire Authority continued to receive and provide mutual aid to local fire departments as part of our automatic aid and mutual aid agreements. This may be as simple as working with Lyon Township on automatic aid on I-96 to provide faster response times or as complex as multiple tankers, chief officers, and engines to a large commercial fire in a neighboring community.

Our focus on providing and receiving automatic and mutual aid is to ensure an efficient response to all incidents in a timely fashion. In 2016, we;

- Received mutual aid on 38 incidents from neighboring organizations
- Provided automatic or mutual aid 50 times
- Chief officers provided oversight of aid agreements as part of the Livingston County Fire Chiefs Association.

There are times when mutual aid is not provided directly on the emergency scene, but rather to one of our stations to provide coverage while we are committed to an incident.

MUTUAL AID ANALYSIS 2016		
Department	Given by BAFA	Received by BAFA
Green Oak	15	14
Howell	10	10
Hamburg	6	3
Hartland	10	8
Fowlerville	1	0
Lyon Twp.	4	1
Milford	0	1
Putnam	0	1
MABAS - Lansing	1	0
Tech Rescue Team	2	0
Haz-Mat Team	1	0
<b>TOTAL</b>	<b>50</b>	<b>38</b>



# AWARDS AND EXCELLENCE



**2016 AUTHORITY FIREFIGHTER OF THE YEAR  
ROBERT FURLONG, LIEUTENANT**

*Chief O'Brian presented a special leather helmet and State Representative Lana Theis and State Senator Joe Hune presented a State certificate*



### **FIREFIGHTER OF THE YEAR AWARD**

*Name inscribed on station wall plaque, Certificate, Citation Bar, and contribution from the Fire Authority*

The Firefighter of the Year Award is an annual award given to a non-chief, active regular Firefighter, who has made the most significant contribution to the Authority during the course of that year. Nominations for this award are chosen by senior staff for exhibiting leadership, mentorship, and good will towards the Authority and its employees.



**ANDREW PISKOROWSKI  
STATION 31  
2016 FIREFIGHTER OF THE YEAR**



**IAN GRIFFITH  
STATION 32  
2016 FIREFIGHTER OF THE YEAR**



**JIM GRAMZA  
STATION 33  
2016 FIREFIGHTER OF THE YEAR**



**TIM (T. J.) SMITH  
STATION 34  
2016 FIREFIGHTER OF THE YEAR**



**COREY LABER  
STATION 35  
2016 FIREFIGHTER OF THE YEAR**



# SPECIAL AWARDS



**INCIDENT: #16-0735 DATE: 05-29-16**

**DESCRIPTION: Cardiac Arrest**

**MEDICAL SERVICE AWARD & UNIT CITATION**

Capt. Richard Boisvert, Lt. Robert Furlong, Lt. Andrew Piskorowski,  
APO David Mourer, Sgt. Joseph Pawczuk, Eng. Carl Crimaldi, FF Ronald Patterson,  
APO Brian Gramza, APO Matthew Mardeusz, Chief O'Brian



**INCIDENT: 16-862 DATE: 06-20-16**

**DESCRIPTION: Cardiac Arrest**

**MEDICAL SERVICE AWARD**

APO David Mourer, Eng. Carl Crimaldi,  
Capt. Curt Ruf, Chief O'Brian  
*(Eng. Justin Segal not pictured)*



**INCIDENT: 16-1171 DATE: 08-20-16**

**DESCRIPTION: Cardiac Arrest**

**MEDICAL SERVICE AWARD**

Chief O'Brian, Lt. Andrew Piskorowski, A/C James Tester,  
Capt. Curt Ruf, Lt. James Boisvert, APO Corey Laber,  
Eng. Harlan Lahring, FF Ian Griffith  
*(Not pictured: FF Justin Gilbert)*



**INCIDENT: 16-1186 DATE: 08-22-16**

**DESCRIPTION: Cardiac Arrest**

**MEDICAL SERVICE AWARD & UNIT CITATION**

Capt. Richard Boisvert, Lt. Aaron Gage, Capt. Curt Ruf,  
FF Timothy Thurmond, Eng. John Rockne, FF Timothy Keese,  
Chief O'Brian  
*(Not pictured: Lt. Bluhm, APO Bryan Berry)*



# SPECIAL AWARDS



**INCIDENT: #16-1316 DATE: 09-15-16**  
**DESCRIPTION: Accident with Entrapment**  
**UNIT CITATION**

Chief O'Brian, APO Timothy Smith, Capt. Richard Boisvert, Lt. Andrew Piskorowski, APO James Gramza, APO Brian Gramza, Capt. Curt Ruf, Eng. John Rockne, Eng. Carl Crimaldi, FF Ronald Patterson, Eng. Kevin VanDerhoof, FF Timothy Keese  
*(Not pictured: Capt. Ryan Sovey)*



**INCIDENT: 16-1366 DATE: 09-23-16**  
**DESCRIPTION: Respiratory Arrest**  
**MEDICAL SERVICE AWARD**

Chief O'Brian,  
Eng. Kevin Lander, Capt. Lauren Brookins



**UNIT CITATION**  
Injury Accident with Entrapment 16-1485

**INCIDENT: 16-1485 DATE: 10-13-16**  
**DESCRIPTION: Injury Accident with Entrapment**  
**UNIT CITATION**

APO Brian Gramza, Capt. Lauren Brookins, Capt. Curt Ruf, Capt. Richard Boisvert, APO Ryan Smith, Lt. Derrick Bunge, FF Ronald Patterson, Chief O'Brian  
*(Not pictured: Lt. Raymond Ridge, Lt. Kurt Bluhm)*



**MEDICAL SERVICE AWARD**  
Pedestrian Struck by Vehicle 16-1641

**INCIDENT: 16-1641 DATE: 11-15-16**  
**DESCRIPTION: Pedestrian Struck by Vehicle**  
**MEDICAL SERVICE AWARD**

Chief O'Brian, Lt. Derrick Bunge







### ENGINEER

Carl Crimaldi	Ryan Dennett	Brian King
Jonathan Kupec	Kevin Lander	Kevin VanDerhoof

*"As an Engineer you will respond to emergency calls for service, interact with the public, serve as an educator and work to reduce the impact of fire in our community"*




### AERIAL PLATFORM OPERATOR

Mark Cirella	Corey Laber	Jim Gramza	Brian Gramza	TJ Smith
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*"The role of APO plays a critical role in operating Authority vehicles, ensuring the safety of our crews, and ensuring critical water supply is maintained at a fire event"*



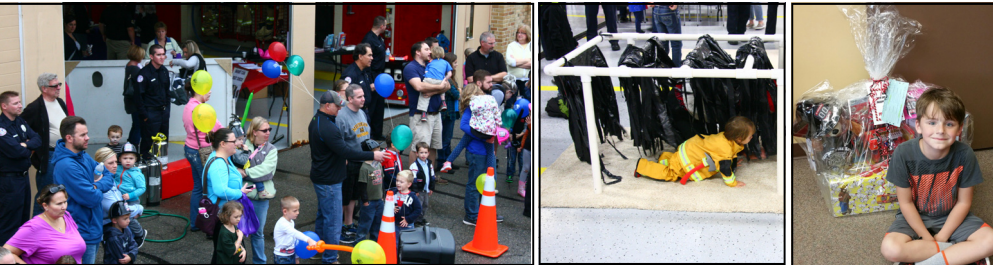

### PROMOTION TO SERGEANT

Corey Laber	Jim Gramza	David Mourer	Timothy (TJ) Smith

*"The role of Sergeant plays a critical role in the development of new firefighters as well as the continual improvement of all staff and must ensure that crews and apparatus are ready to respond at all times"*





BAFA Open House



BAFA 9/11 Run raffle prize winner with Chief O'Brian



BAFA Firefighters held their 75th Annual Halloween Party at Fire Station 31. Brighton District Library held a couple of story time programs for younger kids.



BAFA Firefighters at American Lung Association Climb for Air event on February 28, 2016 at the Detroit Renaissance Center.



**SPECIAL EVENTS**

Authority staff participated in special events around the State and throughout our community including:

- Trained the University of Michigan physician interns in vehicle extrication practices
- Participation in City of Brighton civic events
- Participated in multiple events at the Capital including welcoming new legislators, fire prevention week with the Governor, and testifying on various bills which affect the Authority
- Authority picnic was held at Genoa Township park on 7/24/16.
- Firehouse luncheon on 10/13/16 with Congressmen Bishop and our State Legislators to discuss the importance of the Fire Service and BAFA and Livingston County and how we are fighting the fire problem in Michigan.
- Chief O’Brian was elected to a second term as Chair of the International Association of Fire Chiefs Fire and Life Safety Section.
- Chief O’Brian was elected president of the Michigan Association of Fire Chiefs.
- A comprehensive rewrite of our on-the-job training program was completed.





### IMPACTING THE COMMUNITIES

- 12 Community CPR programs were taught resulting in 105 trained persons.
- Over 1,500 people attended the annual Open House on Sunday, 10/16/16.
- 700 Smoke alarms were installed in 300 homes.
- A record-breaking 92 Child safety seats were installed.
- 9/11 5K Memorial Run held on 9/10/16. 153 participants raised \$3,439 towards the completion of the 9/11 memorial.
- Team Brighton Firefighters were named 2016 Highest Fundraising Firefighter Team at the American Lung Association’s Climb for Air at the Detroit Renaissance Center. The 35 member team earned the traveling trophy and the honor of being first in line in 2017. They raised \$12,536.10 on 2/28/16.
- The 75th annual Halloween Party brought record crowds with 1,050 attendees.
- The Annual “Soup Out” luncheon for BAFA Board members, local municipalities and fire departments, police, and EMS personnel on 2/18/16.
- 23 Firefighters rang the Salvation Army bells the weekend before Christmas, raising \$6,723.75.
- First annual daytime Fire Camp offered to students entering grades 6-9 was held at Station 32 on 6/20-24/16 from 9 am -3 pm.





# BRIGHTON AREA FIRE AUTHORITY

## STAFF

December 31, 2016



Michael O'Brian, Fire Chief  
 Michael Evans, Deputy Chief  
 Anne Campbell, Human Resources Director  
 Tom Kiurski, Lieutenant/Howell High School Academy Instructor  
 Claudette Monroe, Office Coordinator  
 Jean Coil, Administrative Assistant

James Tester, Assistant Chief Stations 31, 34, 35			Matthew Smith, Assistant Chief Stations 32, 33		SHIFT SUPERVISORS	COMMUNITY RISK REDUCTION
<b>STATION 31</b>	<b>STATION 32</b>	<b>STATION 33</b>	<b>STATION 34</b>	<b>STATION 35</b>	Donald Hall <i>Shift Captain</i>	Richard Boisvert <i>Captain Inspector</i>
Larry DeWachter <i>Captain/Leader</i>	Gregory Mowbray <i>Captain/Leader</i>	Richard Boisvert <i>Captain/Leader</i>	Lauren Brookins <i>Captain/Leader</i>	Glen Bailey <i>Captain/Leader</i>	John Ryan Sovey <i>Shift Captain</i>	Derrick Bunge <i>Lieutenant Inspector</i>
Derrick Bunge <i>Lieutenant</i>	Jason Hordos <i>Lieutenant</i>	Kurt Bluhm <i>Lieutenant</i>	Aaron Gage <i>Lieutenant</i>	Raymond Ridge <i>Lieutenant</i>	Curt Ruf <i>Shift Captain</i>	Lauren Brookins <i>Captain/CRRS</i>
Robert Furlong <i>Lieutenant</i>	Jim Boisvert <i>Lieutenant</i>	Bryan Berry <i>Sergeant</i>	T.J. Smith <i>Firefighter/APO</i>	Justin Knapp <i>Sergeant</i>		
Andrew Piskorowski <i>Sergeant</i>	Colin Tunison <i>Sergeant</i>	David Mourer <i>Firefighter/APO</i>	Mark Cirella <i>Firefighter/APO</i>	Gary Shelters <i>Firefighter/APO</i>		
Jeffrey Fahrney <i>Sergeant</i>	Robert Armitage <i>Firefighter/Eng.</i>	Jim Gramza <i>Firefighter/APO</i>	Brian Buda <i>Firefighter</i>	Jacob Andrews <i>Firefighter/APO</i>		<b>JUNIOR CADET PROGRAM</b>
Matthew Herbert <i>Firefighter/APO</i>	Harlan Lahring <i>Firefighter/Eng.</i>	Jeff Lewis <i>Firefighter</i>	Steve Wasik <i>Firefighter</i>	Corey Laber <i>Firefighter/APO</i>		Lauren Brookins <i>Lead Advisor</i>
Matt Mardeusz <i>Firefighter/APO</i>	Brendon Caid <i>Firefighter/Eng.</i>	John Rockne <i>Firefighter</i>	Bill Rockwell <i>Firefighter</i>	Jacob Cook <i>Firefighter/Eng.</i>	Kevin Lander <i>Junior Advisor</i>	Jonathan Kupec <i>Junior Advisor</i>
Brian Gramza <i>Firefighter/Eng.</i>	Kevin Lander <i>Firefighter/Eng.</i>	Justin Packman <i>Firefighter</i>	Jordan Truesdell <i>Firefighter</i>	Brad Beaver <i>Firefighter/Eng.</i>	Paul Bellar <i>Station 32 Cadet</i>	Harry Thomas <i>Station 35 Cadet</i>
Kevin VanDerhoof <i>Firefighter/Eng.</i>	Douglas Lytwynec <i>Firefighter</i>	Tim Keese <i>Firefighter</i>	Anthony Fenn <i>Firefighter</i>	Brian King <i>Firefighter/Eng.</i>	Shane Karls <i>Station 32 Cadet</i>	Audrey Hurley <i>Station 35 Cadet</i>
Carl Crimaldi <i>Firefighter/Eng.</i>	Ian Griffith <i>Firefighter</i>	Tim Thurmond <i>Firefighter</i>	Tom Smeal <i>Firefighter</i>	Ryan Dennett <i>Firefighter/Eng.</i>		
Kevin Schneider <i>Firefighter</i>	Briana Groth <i>Firefighter</i>	Adrian Tatro <i>Intro. Firefighter</i>	Tyler Schmiesing <i>Firefighter</i>	Jonathan Kupec <i>Firefighter/Eng.</i>		
R.J. Patterson <i>Firefighter</i>	Justin Gilbert <i>Intro. Firefighter</i>	Jeremy Griffin <i>Intro. Firefighter</i>	Emily Marks <i>Firefighter</i>	Kelley Baptist <i>Firefighter</i>		
Mika Cherdron <i>Intro. Firefighter</i>	Michael Jason <i>Intro. Firefighter</i>	Angela Craig <i>Intro. Firefighter</i>	Brendan Unruh <i>Firefighter</i>	Arthur Slavik <i>Firefighter</i>		
Brian Ostrom <i>Intro. Firefighter</i>	Brian Maynard <i>Intro. Firefighter</i>	Jeff Kuehls <i>Intro. Firefighter</i>	Stephen Donovan <i>Firefighter</i>	Jacob Spisak <i>Intro. Firefighter</i>		
David Bussey <i>Intro. Firefighter</i>	Austin Taylor <i>Intro. Firefighter</i>		Nick Castner <i>Intro. Firefighter</i>	Troy Robeson <i>Intro. Firefighter</i>		
	Adam Troher <i>Intro. Firefighter</i>		Ethan DePuydt <i>Intro. Firefighter</i>	Nolan Witt <i>Intro. Firefighter</i>		
			Dean Tengel <i>Intro. Firefighter</i>			

GENOA TOWNSHIP- GENERAL FUND BUDGET #101

First Draft for budget for fiscal 2017/2018

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	FEBRUARY 2016-17 ACTIVITY	AMENDED 03/06/2017	BUDGET FOR THE YEAR ENDING 03/31/2018
<b>ESTIMATED REVENUES</b>										
000-403-000	CURRENT REAL PROP TAX/INTEREST	810,177	797,463	805,572	820,731	845,920	860,000	873,120	860,000	866,000
000-407-000	DELINQ TAX - PERSONAL & REAL	9,851	6,264	8,906	7,414	6,088				
000-423-000	COLLECT FEES/EXCESS OF ROLL	318,946	290,896	295,138	296,125	299,329	350,000	141,850	350,000	340,400
000-423-100	COLLECTION FEE - SCHOOLS		24,555	28,410	24,771	24,897				
000-423-200	SET FEES COLLECTED			218	188	195				
000-445-000	PENALTIES & INTEREST ON TAXES	1,163	559	138	128					
000-475-000	ORDINANCE FINES	152								
000-476-000	LICENSES & PERMITS	12,122	12,380	15,488						
000-476-100	LICENSE/PERMIT/CABLE FRANCHISE	305,838	325,763	336,385	371,686	399,976	400,000	411,022	415,000	420,000
000-477-000	METRO ACT REVENUE	13,500	12,268	11,212	9,579	9,579	13,000		13,000	13,000
000-480-000	TRAILER FEES	3,301	3,307	3,310	2,707	3,003	3,500	3,096	3,500	3,500
000-574-000	STATE SHARED REVENUE	1,630,181	1,441,910	1,477,501	1,571,139	1,575,600	1,700,000	1,319,672	1,600,000	1,650,000
000-608-000	CHARGES FOR SERV-APPL FEES	28,575	34,666	28,732	60,727	68,666	60,000	33,099	35,000	60,000
000-631-000	REFUSE COLLECTION FEES	731,289	761,543	762,623	767,616	782,652	816,000	600,914	816,000	844,000
000-664-000	INTEREST	17,353	10,984	7,083	6,671	9,444	6,000	3,513	6,000	10,000
000-676-000	ADMIN FEE/UTILITY-OPERATING	50,000	50,000	50,000	51,500	53,000	53,550		53,550	54,550
000-676-100	ADM FEE LIQUOR LAW	3,500	3,500	3,500	3,500	3,500	3,500	2,653	3,500	3,500

FEBRUARY 2017  
3/2/2017

	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 ORIGINAL	DECEMBER 2016-17 ACTIVITY	2016-17 AMENDED	BUDGET FOR THE YEAR ENDING 03/31/2018
ESTIMATED REVENUE									
000-678-300	LAND TRANSFER AGREEMENT	138,732	140,755	122,869	127,905	142,699	140,000	148,885	134,000
000-678-700	WHITE PINES/STREET LIGHTING	729	752	18					
000-695-000	OTHER/CEMETERY/ SCHOOLS	7,539	3,469	10,888					
000-699-001	MISC/SCHOOL/CEMETERY/ELECTI	6,983	29,769	14,098	14,073	37,540	25,000	63,415	15,000
000-699-002	TRANS IN BUILDING RESERVE FUND	79,000							
000-699-505	TRANSFER IN FROM SELCRA			1,862					
<b>TOTAL ESTIMATED REVENUES</b>		<b>4,168,931</b>	<b>3,950,803</b>	<b>3,983,951</b>	<b>4,136,460</b>	<b>4,262,088</b>	<b>4,430,550</b>	<b>3,601,239</b>	<b>4,413,950</b>



FEBRUARY 2017  
3/2/2017

		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17	BUDGET FOR
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	AMENDED	THE YEAR
APPROPRIATIONS							BUDGET		BUDGET	ENDING
										3/31/2018
101-703-000	SALARIES/TRUSTEES	20,655	23,593	27,705	24,730	26,766	35,000	21,804	25,000	30,000
171-703-000	SALARIES/TWP SUPERVISOR	49,980	49,980	51,479	52,500	53,400	53,400	47,466	53,400	54,500
191-703-000	SALARIES/ELECTION	20,526	67,216	25,046	50,923	69,749	80,000	69,880	70,000	15,000
209-703-000	CONTRACTUAL SALARIES	300,696	323,365	337,860	338,842	357,790	360,000	328,501	370,000	378,000
210-801-000	PROF.CONTR./LEGAL	88,883	128,713	107,757	73,424	99,355	150,000	61,112	100,000	100,000
215-703-000	SALARIES/TWP CLERK	48,980	48,980	50,500	51,500	52,400	52,400	52,400	52,400	53,500
223-801-000	PROF. CONTR. AUDITOR	16,850	16,800	17,600	21,100	22,375	23,200	20,600	23,200	25,000
241-801-000	PROF.CONSULTING/ENG/PLANNING	29,686	36,636	42,272	11,454	21,998	50,000	9,414	20,000	35,000
241-802-000	ENGINEERING/IN HOUSE	18,960	7,318							
247-703-000	BD OF REVIEW SALARIES	4,877	2,875	2,675	2,250	2,000	10,000	375	5,000	5,000
247-964-000	REFUNDS & CHARGEBACKS	20,848	19,023	15,682	6,336	4,090	20,000	2,028	10,000	10,000
253-703-000	SALARIES/TWP TREASURER	48,961	48,980	50,500	51,500	52,400	52,400	48,365	52,400	53,500
265-775-000	REPAIRS & MAINTENANCE	83,665	93,676	146,599	86,257	100,754	125,000	119,231	125,000	125,000
265-910-000	INSURANCE BC/BS & MCM	236,566	219,201	259,377	262,144	248,964	320,000	240,694	280,000	328,000
265-911-000	WELLNESS REIMBURSEMENT							519	5,000	10,000
265-920-000	UTILITIES,ELECTRIC & NAT.GAS	19,356	20,425	22,719	20,126	20,314	20,000	15,461	20,000	22,000
284-703-000	SALARIES	250,880	271,045	308,655	313,275	260,546	370,000	257,330	290,000	296,000
284-704-000	RETIREMENT	90,161	85,069	95,298	92,938	87,850	110,000	66,103	100,000	110,000
284-715-000	EMPLOYER'S SHARE FICA	62,557	56,806	67,543	70,839	68,190	80,000	59,516	80,000	80,000
284-720-000	M.E.S.C.			61			20,000		0	20,000
284-727-000	PRINTG, POSTAGE, OFC SUPPLIES	72,499	74,889	86,219	92,671	83,863	90,000	78,714	90,000	95,000
284-728-000	ECONOMIC DEVELOPMENT		20,000	20,000	20,000	21,500	22,600	22,000	22,600	23,500
284-850-000	TELEPHONE	20,791	23,105	21,775	18,056	19,452	25,000	1,791	20,000	25,000
284-861-000	MILEAGE & TRAVEL EXPENSE	12,202	12,312	17,996	14,497	12,269	20,000	10,677	13,000	15,000

FEBRUARY 2017

3/2/2017

		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17	BUDGET FOR
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	AMENDED	THE YEAR
							BUDGET		BUDGET	ENDING
										3/31/2018
284-957-000	DUES	17,726	18,855	17,622	19,702	17,124	25,000	17,736	25,000	20,000
284-958-000	MEETING FEES & MISC. EXPENSES	12,010	19,311	13,194	17,941	20,944	25,000	13,880	17,000	25,000
284-959-000	APPL FEES EXPENSES	12,275	21,227	28,800	42,233	59,987	60,000	40,574	50,000	60,000
284-959-001	PLANNING /ZBA SALARIES	27,344	27,491	29,754	30,016	31,437	32,000	22,596	32,000	32,000
284-970-000	BUILDING DEPT EXPENSE	28,799								
301-703-000	SALARY/ORDINANCE/ ZONING ADMIN	44,710	46,035	44,105	50,165	68,572	80,000	75,103	85,000	88,000
336-999-001	FIRE SUB STATION EXPENSES-DORR	6,861	991	359		1,435	2,000			
441-801-010	ROAD IMPROVEMENT	226,181	116,695	194,572	224,361					
441-803-000	DUMP MAINTENANCE	893,611	914,732	931,751	970,891	967,656	962,000	874,800	962,000	1,015,000
441-803-100	LG/BULKY ITEM DISPOSAL	9,088	8,600							
441-804-000	DUST CONTROL/CHLORIDE	48,806	66,307	55,621	55,861					
441-971-000	WHITE PINES/ST LIGHTING	746	751							
751-881-000	RECREATION	68,698	64,453	128,324	131,426					
916-962-000	DRAIN AT LARGE	27,515	23,201	24,908	25,912	30,055	30,000		30,000	30,000
929-977-000	CAPITAL OUTLAY	90,031	58,056	88,266	28,079	94,020	110,000	88,698	110,000	125,000
966-999-010	TRANS OUT FUTURE RD IMPR #261	200,000	200,000	250,000	250,000	426,000	150,000		150,000	250,000
966-999-011	SELCRA REIMBURSEMENT	10,000	10,000							
966-999-013	ADV FOR ROAD PROJECTS #264		350,000	500,000	250,000	450,000	600,000		600,000	300,000
966-999-027	FUT DEV PARKS & REC.#270	725,000	379,000	250,000	350,000	592,500	300,000		300,000	300,000
966-999-028	TRANS TO RESERVE BLDG/GRD #271	60,000		200,000		75,000	20,000	20,000	20,000	50,000
966-999-110	CONTINGENCIES		6,154				50,000			50,000
<b>TOTAL APPROPRIATIONS</b>		<b>4,027,980</b>	<b>3,981,866</b>	<b>4,532,594</b>	<b>4,121,949</b>	<b>4,520,755</b>	<b>4,535,000</b>	<b>2,687,368</b>	<b>4,208,000</b>	<b>4,228,000</b>

	FEBRUARY 2017 3/2/2017								
	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 ORIGINAL	2016-17 ACTIVITY	2016-17 AMENDED	THE YEAR ENDING
Revenue less appropriations						(104,450.00)		160,550.00	185,950.00
BEGINNING FUND BALANCE	2,452,516	2,593,463	2,562,403	2,013,761	2,028,270	1,777,793	1,777,793	1,777,793	1,938,343
FUND BALANCE ADJUSTMENTS					8,190				
ENDING FUND BALANCE	2,593,467	2,562,400	2,013,760	2,028,272	1,777,793	1,673,343	1,777,793	1,938,343	2,124,293

GENOA TOWNSHIP - LIQUOR LAW FUND #212  
BUDGET TO ACTUAL REPORT

BUDGET FOR FISCAL 2017/2018

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR YEAR ENDING 3/31/2012	ACTUAL FOR YEAR ENDING 3/31/2013	ACTUAL FOR YEAR ENDING 03/31/2014.	ACTUAL FOR YEAR ENDING 3/31/2015	BUDGET FOR THE YEAR ENDING 3/31/2016	FEBRUARY ACTUAL FOR YEAR ENDING 3/31/2017	DRAFT BUDGET FOR THE FISCAL YEAR 3/31/2018
<b>REVENUES</b>								
000-570-000	STATE SHARED REVENUE	13,018	12,871	12,328	13,034	13,500	13,833	13,900
000-695-000	OTHER INCOME							
	<b>TOTAL REVENUES</b>	<b>13,018</b>	<b>12,871</b>	<b>12,328</b>	<b>13,034</b>	<b>13,500</b>	<b>13,833</b>	<b>13,900</b>
<b>EXPENDITURES</b>								
000-956-000	MISC. EXPENSE/AUDIT	500	350	300	300	200	200	200
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	8,000	8,000	8,240	8,240	8,240	7,564	8,240
330-704-000	RETIREMENT	800	800	824	824	824	756	824
330-715-000	PAYROLL TAXES	640	640	700	700	640	577	640
330-716-000	LIQ. LAW ADMIN FEES - GENOA	3,500	3,500	3,500	3,500	3,500		3,500
	<b>TOTAL EXPENDITURES</b>	<b>13,440</b>	<b>13,290</b>	<b>13,564</b>	<b>13,564</b>	<b>13,404</b>	<b>9,097</b>	<b>13,404</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>(422)</b>	<b>(419)</b>	<b>(1,236)</b>	<b>(530)</b>	<b>96</b>	<b>4,736</b>	<b>496</b>
	<b>BEGINNING FUND BALANCE</b>	<b>3,021</b>	<b>2,599</b>	<b>2,180</b>	<b>944</b>	<b>414</b>	<b>414</b>	<b>510</b>
	<b>ENDING FUND BALANCE</b>	<b>2,599</b>	<b>2,180</b>	<b>944</b>	<b>414</b>	<b>510</b>	<b>5,150</b>	<b>1,006</b>

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261  
BUDGET TO ACTUAL REPORT

## BUDGET FOR FISCAL YEAR 2017/2018

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR YEAR ENDING 12/31/2012	ACTUAL FOR YEAR ENDING 3/31/2013	ACTUAL FOR YEAR ENDING 3/31/2014	ACTUAL FOR YEAR ENDING 3/31/2015	ACTUAL FOR YEAR ENDING 3/31/2016	BUDGET FOR THE YEAR ENDING 3/31/2017	FEBRUARY ACTUAL FOR YEAR ENDING 3/31/2017	BUDGET FOR THE YEAR ENDING 3/31/2018
<b>REVENUES</b>									
000-664-000	INTEREST INCOME	0	900	520	801	612	800	109	800
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	389,416	250,000	426,000	150,000		250,000
	Transfer from 264 - February 2017						1,000,000		
	<b>TOTAL REVENUES</b>	<b>200,000</b>	<b>200,900</b>	<b>389,936</b>	<b>250,801</b>	<b>426,612</b>	<b>1,150,800</b>	<b>109</b>	<b>250,800</b>
<b>EXPENDITURES</b>									
441-968-000	1/96 LATSON INTERCHANGE	277,239	537,703						
906-968-001	COON LAKE OVELAY			283,763					
477-819-000	TIMBERVIEW Future 2017 - 48,000.00								48,000
470-802-000	NORTH SHORE ROAD IMPROVEMENT					14,000			
471-803-000	GRAND OAKS ROAD IMPROVEMENT						200,000	200,000	
472-804-000	GOLF CLUB					33,116			
473-805-000	MCCLEMENTS					14,268			
441-804-000	DUST CONTROL					59,209	75,000	56,790	60,000
477-809-000	TRI-LAKES SAD/Received 03/28/2013					136,999		11,714	
477-810-810	SUNDANCE TRAIL						30,000	30,000	
471-811-000	HUGHES ROAD						85,000	44,434	
477-813-000	WILDWOOD DRIVE							7,798	
477-817-000	LATSON ROAD SIGNAL								150,000
477-818-000	HACKER AND LAWSON MATCHING FUNDS								130,000
	Loan to Fund 264 - May 2016						1,000,000		
906-956-000	MISC/AUDIT	535	657	718	1,985	624	2,000	180	2,000
	<b>TOTAL EXPENDITURES</b>	<b>277,774</b>	<b>538,360</b>	<b>284,481</b>	<b>1,985</b>	<b>258,216</b>	<b>1,392,000</b>	<b>350,916</b>	<b>390,000</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>(77,774)</b>	<b>(337,460)</b>	<b>105,455</b>	<b>248,816</b>	<b>168,396</b>	<b>(241,200)</b>	<b>(350,807)</b>	<b>(139,200)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>1,249,055</b>	<b>1,171,281</b>	<b>833,821</b>	<b>939,276</b>	<b>1,188,092</b>	<b>1,356,488</b>		<b>1,115,288</b>
	<b>ENDING FUND BALANCE</b>	<b>1,171,281</b>	<b>833,821</b>	<b>939,276</b>	<b>1,188,092</b>	<b>1,356,488</b>	<b>1,115,288</b>	<b>(350,807)</b>	<b>976,088</b>

GENOA TOWNSHIP - ROAD/LAKE/LIGHTING REIMBURSEMENT FUND #264  
 BUDGET FOR THE YEARS ENDING 3/31/2017  
 BUDGET FOR 2017/2018

ACCOUNT NO.	ACCOUNT DESCRIPTION:	Expiration	ACTUAL FOR	ACTUAL FOR	ACTUAL FOR	ACTUAL	ACTUAL	BUDGET FOR	FEBRUARY	BUDGET FOR
			THE YEAR THRU 3/31/2012	THE YEAR ENDING 3/31/2013	THE YEAR ENDING 3/31/2014	FOR THE YEAR ENDING 3/31/2015	FOR THE YEAR ENDING 3/31/2016	THE YEAR ENDING 3/31/2017	ACTUAL FOR THE YEAR ENDING 3/31/2017	THE YEAR ENDING 3/31/2018
000-664-000	INTEREST INCOME		913	558	918	811	1,121	1,000	618	1,000
453-672-000	ASSESSMENTS - CHEMUNG WEED	Jul-17	32,614	31,813	58,649	54,395	54,196	51,000	4,115	54,000
460-672-100	ASSESSMENTS - PARDEE LAKE 2	Dec-20	25,200	28,636	24,055	24,055	24,054	30,000	1,676	25,000
465-672-000	ASSESSMENTS - CROOKED LAKE WEE	Jul-17		0	21,272	21,136	20,419	19,000	905	18,500
464-672-000	ASSESSMENTS - FENDT DRIVE	Dec-12	37,962	35,463					(915)	
468-676-000	GLENWAY	Dec-16		16,186	17,861	15,628	15,628	15,500	1,674	
465-673-000	RED OAKS	Dec-23		2,469	69,149	69,143	59,762	58,500	13,618	56,000
469-677-000	WHITE PINES	N/A			758	892	848	800	21	800
470-678-000	NORTH SHORE ROADS	Dec-15					11,897		188	
470-682-000	NORTH SHORE ROADS ASSOCIATION:	Jul-15					11,898			
471-679-000	GRAND OAKS DRIVE	Dec-20						140,000		138,000
474-682-000	SUNRISE PARK	Dec-20						130,000	6,797	128,000
475-683-000	HOMESTEAD DRIVE	Dec-20						40,000	2,904	39,000
475-684-000	SUNDANCE TRAIL	Dec-21						37,000		36,000
475-686-000	E. COON LAKE TRAIL	Jul-21						20,850	6,127	19,000
000-699-000	OPERATING TRANS IN FROM GF			350,000	500,000	250,000	450,000	600,000		300,000
000-695-000	Other/Misc.			3,500						
	Transfer from 261 - May 2016							1,000,000	500,000	
	TOTAL REVENUE		96,689	468,625	692,662	436,060	649,823	2,143,650	537,728	815,300

ACCOUNT NO. ACCOUNT DESCRIPTION:	ACTUAL FOR THE YEAR THRU 3/31/2012	ACTUAL FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR THE YEAR ENDING 3/31/2014	ACTUAL FOR THE YEAR ENDING 3/31/2015	ACTUAL FOR THE YEAR ENDING 3/31/2016	BUDGET FOR THE YEAR ENDING 3/31/2017	FEBRUARY ACTUAL FOR THE YEAR ENDING 3/31/2017	BUDGET FOR THE YEAR ENDING 3/31/2018
<b>EXPENDITURES</b>								
453-801-000 LAKE CHEMUNG WEEDS	52,818	46,616	48,222	43,728	60,000	55,000	55,672	55,000
460-801-000 PARDEE LAKE WEEDS	19,260	26,360	25,095	30,071	30,000	30,000	23,678	30,000
465-801-000 EAST AND WEST CROOKED LAKE WEEDS		4,673	47,226	8,906	50,000	50,000	9,420	50,000
465-802-000 RED OAKS		25,194	740,703					
467-801-000 TIMBERVIEW - Future 2017 - 270,000.00				6,170				255,000
468-801-000 GLENWAY		107,904						
466-801-000 MOUNTAIN/MYSTIC/MILROY		3,362					508	
469-801-000 WHITE PINES			700	825	800	800	776	800
470-802-000 NORTH SHORE ROADS								
471-803-000 GRAND OAKS DRIVE						700,000	619,730	
474-780-600 SUNRISE PARK/private 2016 project						650,000	535,114	
475-807-000 HOMESTEAD DRIVE/private						200,000	177,880	
477-810-000 SUNDANCE TRAIL (2016)						222,000	155,742	
477-811-000 E. COON LAKE TRAIL						125,000	124,405	
477-814-000 GRAND BEACH WEED							1,080	
477-815-000 OAK POINTE HONORS SAD							660	
477-816-000 PINE RIDGE PAVING							1,007	
906-956-000 MISC./AUDIT	1,700	2,559	2,638	2,599	3,000	3,000	3,504	3,000
Loan Return to 261 - Feb. 2017						1,000,000		
TOTAL EXPENDITURES	73,778	216,668	864,584	92,299	143,800	3,035,800	1,709,176	393,800
NET REVENUES/EXPENDITURES	22,911	251,957	(171,922)	343,761	506,023	(892,150)	(1,171,448)	421,500
BEGINNING FUND BALANCE	541,780	564,691	816,648	644,726	988,487	1,494,510	1,494,510	602,360
ENDING FUND BALANCE	564,691	816,648	644,726	988,487	1,494,510	602,360	323,062	1,023,860

NOTE: \$188.00 RECEIVED IN THIS YEAR CHANGED BY AUDITOR TO 2016 FISCAL YEAR

GENOA TOWNSHIP-FUTURE DEV. PARKS & REC. FUND #270  
BUDGET TO ACTUAL REPORT

## BUDGET FOR FISCAL YEAR 2017/18

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE YEAR ENDING 3/31/2011	ACTUAL FOR THE YEAR ENDING 3/31/2012	ACTUAL FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR THE YEAR ENDING 3/31/2014	ACTUAL FOR THE YEAR ENDING 3/31/2015	ACTUAL FOR THE YEAR ENDING 3/31/2016	BUDGET FOR THE YEAR ENDING 3/31/2017	FEBRUARY ACTUAL FOR THE YEAR ENDING 3/31/2017	BUDGET FOR THE YEAR ENDING 3/31/2018
<b>REVENUE</b>										
000-664-000	INTEREST INCOME	1,409	2,152	2,561	1,219	1,862	1,276	2,000	1,268	2,000
000-699-000	OPERATING TRANS IN FROM GF	350,000	725,000	379,000	250,000	350,000	592,500	300,000		300,000
000-680-000	RENT			9,200	12,750	10,450	11,400	11,750	10,450	11,750
000-699-001	MISC REVENUE			30,851				500		500
	<b>TOTAL REVENUES</b>	<b>351,409</b>	<b>727,152</b>	<b>421,612</b>	<b>263,969</b>	<b>362,312</b>	<b>605,176</b>	<b>314,250</b>	<b>11,718</b>	<b>314,250</b>
<b>EXPENDITURES</b>										
330-696-002	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	200,470		62,570	91,569	17,000		100,000		
330-697-002	BIKE PATH ADDITIONS	146,426		49,392	1,573	168,258	134,224	420,000	412,158	
536-972-200	I-96 INTERCHANGE WALK/CROSSWALK SIGNAL			80,392	391,232					
536-972-100	LAND PURCHASE			206,223				200,000		200,000
330-694-002	HOUSE EXPENSES/TAXES			6,173		1,892		2,000		2,000
265-775-000	MAINTENANCE/SNOW REMOVAL/GRASS/RESTROOMS					50,683	51,883	50,000	59,809	75,000
241-801-000	ATTORNEY/ENGINEERING					44,289	24,921	25,000	32,383	35,000
330-701-000	SELGRA/HOWELL PARKS AND REC						177,283	115,000	103,225	115,000
265-920-000	UTILITIES						479	1,000		1,000
330-695-002	MISC/AUDIT	790	1,090	2,047	800		368	1,500	1,291	1,500
	<b>TOTAL EXPENDITURES</b>	<b>347,686</b>	<b>1,090</b>	<b>406,797</b>	<b>485,174</b>	<b>282,122</b>	<b>389,158</b>	<b>914,500</b>	<b>608,866</b>	<b>429,500</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>3,723</b>	<b>726,062</b>	<b>14,815</b>	<b>(221,205)</b>	<b>80,190</b>	<b>216,018</b>	<b>(600,250)</b>	<b>(597,148)</b>	<b>(115,250)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>385,687</b>	<b>389,410</b>	<b>703,227</b>	<b>718,042</b>	<b>496,837</b>	<b>577,027</b>	<b>793,045</b>	<b>793,045</b>	<b>192,795</b>
	<b>ENDING FUND BALANCE</b>	<b>389,410</b>	<b>703,227</b>	<b>718,042</b>	<b>496,837</b>	<b>577,027</b>	<b>793,045</b>	<b>192,795</b>	<b>195,897</b>	<b>77,545</b>

parks and rec 270/excel



GENOA TOWNSHIP - BLDG RESERVE FUND/CEMETERY #271  
 BUDGET TO ACTUAL REPORT  
 BUDGET FOR THE YEARS ENDING 3/31/2017

BUDGET FOR 2016/2018

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR THE YEAR ENDING 3/31/2014	ACTUAL FOR THE YEAR ENDING 3/31/2015	ACTUAL FOR THE YEAR ENDING 3/31/2016	BUDGET FOR THE YEAR ENDING 3/31/2017	ACTUAL FOR THE YEAR ENDING 3/31/2017	BUDGET FOR THE YEAR ENDING 3/31/2018
<b>REVENUE</b>								
000-664-000	INTEREST INCOME	400	275	84	77	300	89	300
000-699-000	OPERATING TRANS IN FROM GF - RESERVES		200,000		75,000	20,000	20,000	50,000
	<b>TOTAL REVENUE</b>	<b>400</b>	<b>200,275</b>	<b>84</b>	<b>75,077</b>	<b>20,300</b>	<b>20,089</b>	<b>50,300</b>
<b>EXPENDITURES</b>								
929-977-000	CAPITAL OUTLAY/PAVEMENT/PARKING		118,622	10,882	174,286		1,000	2,000
906-957-000	CEMETERY PURCHASE					45,000	40,440	
906-956-000	MISC./AUDIT		31			250	465	1,000
	<b>TOTAL EXPENDITURES</b>		<b>118,653</b>	<b>10,882</b>	<b>174,286</b>	<b>45,250</b>	<b>41,905</b>	<b>3,000</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>400</b>	<b>81,622</b>	<b>(10,798)</b>	<b>(99,209)</b>	<b>(24,950)</b>	<b>(21,816)</b>	<b>47,300</b>
	<b>BEGINNING FUND BALANCE</b>	<b>200,521</b>	<b>200,921</b>	<b>282,543</b>	<b>271,745</b>	<b>172,536</b>	<b>172,536</b>	<b>147,586</b>
	<b>ENDING FUND BALANCE</b>	<b>200,921</b>	<b>282,543</b>	<b>271,745</b>	<b>172,536</b>	<b>147,586</b>	<b>150,720</b>	<b>194,886</b>