



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.  
Brighton, MI 48116  
o: 810-229-6640 f: 810-229-1619

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## Discrimination Community Complaint Procedure

### Purpose

Brighton Area Fire Authority is committed to resolving complaints alleging acts of illegal discrimination based on race, color, religion, sex, national origin (including language), disability, age, sexual orientation, gender identity or expression and all other federal and state protected classes.

This procedure applies to incidents that take place at our facilities, and to incidents occurring off-premises between Brighton Area Fire Authority employees and members of our community, where the behavior is alleged to have a negative impact based on a protected class status.

### Complaint Procedure

1. A written complaint must be filed no later than 180 days after the date of the alleged discrimination and may be filed in person, by mail, by fax or by email.

2. Complaints should be directed to:

Fire Chief, Michael O'Brian  
Direct Contact: 810. 459.0116  
Email: [mobrian@brightonareafire.com](mailto:mobrian@brightonareafire.com)  
Mail: Brighton Area Fire Authority  
615 W. Grand River Ave.  
Brighton, MI 48116

3. A complaint must be filed no later than 180 days after the date of the alleged discrimination.
4. The complaint shall be marked with the date received. The complainant will be provided a copy of the complaint, with attached allegations, and a copy of this procedure within 10 business days following the date the complaint was received.
5. The complainant will be asked to provide the names of any witnesses or individuals who can support their allegations. The complainant must provide this information during the initial meeting.
6. Discretion in the sharing of information is essential in matters involving allegations of illegal discrimination. Improper disclosure of information by the parties involved may be the basis for claims of unprofessional conduct, or charges of slander and retaliation. Brighton Area Fire Authority utilizes discretion in sharing information regarding matters under this procedure. However, complete confidentiality cannot be guaranteed.
7. Brighton Area Fire Authority will notify the complainant in writing of the internal investigation results within 10 business days following the conclusion of the investigation.