



Request for City Council Committee Action from the Departments of Regulatory Services and Fire

Date: May 24, 2010

To: Council Member Elizabeth Glidden, Chair – Regulatory, Energy & Environment Committee
Council Member Don Samuels, Chair – Public Safety & Health Committee

Subject: Fire Department Housing Inspections

Recommendation: Passage of staff directions

Previous Directives:

Department Information

Prepared by: Rocco Forté, Alex Jackson Approved by: <hr/> Rocco Forté, Director of Emergency Preparedness & Regulatory Services <hr/> Alex Jackson, Fire Chief Presenters in Committee: Alex Jackson, Rocco Forté

Reviews

- Permanent Review Committee (PRC): Approval ___ Date _____
- Civil Rights Approval Approval ___ Date _____
- Policy Review Group (PRG): Approval ___ Date _____

Financial Impact

- Action requires a change to the Business Plan
- Other financial impact

Community Impact

- City Goals

Staff directions

The Public Safety & Health and Regulatory, Energy & Environment Committees recommend a reorganization of the City's inspections management responsibilities.

Fire Prevention Bureau inspections operations will be transferred and managed by Regulatory Services. Inspections will be conducted pursuant to Regulatory Services standard operating procedures.

- a. Fire Captains will continue to conduct inspections at both commercial and residential occupancies of four or more units.
- b. The Fire Department and Regulatory Services will maintain inspection data and share such data on a quarterly basis. The Fire Department will track inspection data and activities of the sworn ranks of the Fire Department. Regulatory Services will track inspection data and activities for the Fire Prevention Bureau. The Fire Department and Regulatory Services shall agree on a common methodology for gathering, maintaining and reporting out on inspection data.
- c. The Fire Department and Regulatory Services shall coordinate inspection activities for all applicable codes including but not limited to the Fire Code, Building Code, Housing Maintenance Code, all applicable National Fire Protection Association (NFPA) standards.
- d. The Fire Department and Regulatory Services will coordinate an annual inspection training program for the sworn and civilian ranks.
- e. The Fire Department will determine adequate inspection levels for the Fire Department based on the geographic location or needs of the Fire Department to ensure that all commercial inspections, fire code inspections and housing maintenance code inspections are completed in a tiered inspection program.
- f. Regulatory Services will determine inspection schedules and timelines for all housing maintenance code enforcement issues. The Fire Department and Regulatory Services will coordinate consistent enforcement timelines on all other codes.
- g. The Fire Prevention Bureau, under the direction of Regulatory Services, will be responsible for inspection of all new buildings prior to issuance of the certificate of occupancy.
- h. The Fire Prevention Bureau will have a hazardous material inspector trained to conduct all inspections at 302 facilities on an annual basis. This person will work under the direction of the Regulatory Services Emergency Preparedness.
- i. There will be a re-organization of all staff assigned to the Fire Prevention Bureau. Staff will be assigned based on their core competencies to be determined by Regulatory Services.
- j. The Fire Prevention Bureau, under the direction of Regulatory Services, will act as advisors to sworn Fire personnel on code questions.
- k. The Fire Department and Regulatory Services shall execute a letter of agreement providing for the above terms in addition to monthly status meetings to ensure adequate progress.
- l. The Fire Department, Regulatory Services and the City Attorney's Office will identify and draft all ordinance changes necessary to implement the new organizational structure.

Background information

Please see attached report – Examination of Fire Department Housing Inspections