

Public Safety & Health / Regulatory, Energy & Environment
#1 – Housing Inspections
Staff Recommendation
May 28, 2010

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. The Fire Marshal shall remain assigned to the Fire Department and will retain final authority over Fire Code interpretation. The Fire Marshal's duties shall be assigned by the Fire Chief and shall include code inspections liaison responsibilities with Regulatory Services.
- b. Fire Captains will continue to conduct inspections at both commercial and residential occupancies of four or more units under the authority of the Fire Marshal.
- c. All authorized civilian positions currently assigned to the Fire Prevention Bureau shall be transferred to Regulatory Services. The transfer will take place through the budget process and be effective January 1, 2011. Sworn Fire Department personnel currently assigned to the Fire Prevention Bureau shall remain employees of the Fire Department.
- d. 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. Measurements will be reported to Regulatory, Energy & Environment and Public Safety & Health Committees on a quarterly basis effective January of 2011.
- e. Effective January 1, 2011, 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.
- f. The Fire Department and Regulatory Services will coordinate an annual inspection training program for the sworn and civilian ranks. The Fire Department will immediately implement a training program and will complete the first round of training by October 1, 2010.
- g. The Fire Department will manage 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.

- h. **Commencing January 1, 2011**, 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.
- i. The Fire Prevention Bureau will be responsible for inspection of all new buildings prior to issuance of the certificate of occupancy.
- j. The Fire Prevention Bureau will have a hazardous material inspector trained to conduct all inspections at **hazmat** facilities on an annual basis.
- k. 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 **by January 1, 2011**.
- l. The Fire Prevention Bureau, under the direction of Regulatory Services, will act as advisors to sworn Fire personnel on **all enforcement** questions.
- m. 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 **by July 1, 2010**.
- n. The Fire Department, Regulatory Services and the City Attorney's Office will **immediately identify and begin drafting ordinance changes to chapters 173 and 174 and any other ordinances identified as necessary to implement this staff direction. The proposed ordinances shall be drafted so as to allow flexibility of enforcement and implementation by the Fire and Regulatory Services departments consistent with Council direction.**