Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
June 15, 2021
5:30 PM

The agenda packet material is available on the City's website: **https://greatfallsmt.net/meetings.** The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at **https://greatfallsmt.net/livestream.**

Public participation is welcome in the following ways:

- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, June 15, 2021, to: **commission@greatfallsmt.net**. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff and will be so noted in the official record of the meeting.
- Call-in. The public may call in during specific public comment periods at 406-761-4786. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.

CALL TO ORDER

PUBLIC COMMENT

(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)

WORK SESSION ITEMS

1. GFFR Code Enforcement and Fee Structure - Fire Marshal Mike McIntosh.

2. Great Falls Fire Rescue - State of the Department - Fire Chief Jeremy Jones.

DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

ADJOURNMENT

City Commission Work Sessions are televised on cable channel 190 and streamed live at https://greatfallsmt.net. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.

Wi-Fi is available during the meetings for viewing of the online meeting documents.

UPCOMING MEETING SCHEDULE

Special Budget Work Session -- Monday June 21, 2021 4:00 p.m.

Special Budget Work Session -- Tuesday June 22, 2021 4:00 p.m.

Work Session -- Tuesday July 6, 2021 5:30 p.m.

Commission Meeting -- Tuesday July 6, 2021 7:00 p.m.

GFFR'S FPB IS FACING 4 PRESSING ISSUES

1. COMPLIANCE OF THE ANNUAL SIC INSPECTIONS (SIC)
2. SUBMISSION AND COMPLIANCE OF INSPECTION, TESTING AND MAINTENANCE (ITM) REPORTS
3. REPEATED FALSE ACTIVATION OF FIRE ALARM SYSTEMS
4. LACK OF ADOPTION OF SECTION 105 PERMITS OF THE INTERNATIONAL FIRE CODE (IFC)

THE CURRENT STRUCTURE OF GFFR'S INSPECTION PROGRAM AND FEE'S

- GFFR MANAGES THE CITIES SAFETY INSPECTION (SIC) PROGRAM
- GFFR SIC FEES VARY BASED OFF OF TIER STRUCTURE AND NEW ISSUANCE OR RENEWAL
- GFFR RECEIVES THE FUNDS FROM THE SIC PROGRAM THAT ARE APPLIED TO THE OVERALL GFFR OPERATIONAL BUDGET
- FROM THE OBTAINMENT OF AN SIC, GFFR CONDUCTS LIFE SAFETY INSPECTIONS
- THESE LIFE SAFETY INSPECTIONS INCLUDE THE INITIAL INSPECTION AND ALL SUBSEQUENT RE-INSPECTIONS THEREAFTER TO ACHIEVE COMPLIANCE
- NO OTHER FEES ARE ASSESSED FOR ANY OTHER INSPECTION OTHER THEN THE SIC FEE

THE CURRENT STRUCTURE OF GFFR'S INSPECTION PROGRAM AND FEE'S CONTINUED

- PER THE 2012 INTERNATIONAL FIRE CODE (IFC) 901.6.2 RECORDS. THE AUTHORITY HAVING JURISDICTION (AHJ) CAN REQUEST COPIES OF REPORTS FOR INSPECTIONS, TESTING AND MAINTENANCE
- FROM THESE REPORTS SUBMITTED GFFR FIRE PREVENTION BUREAU STAFF (FPB) FOLLOW UP ON ANY DEFICIENCIES LISTED ON THE SUBMITTED REPORTS
- THESE FOLLOW UP'S ARE OUTSIDE THE SIC INSPECTION AND FEE
- IF CODE REQUIREMENTS ARE NOT ADHERED TO THROUGH THE INSPECTION PROCESS, GFFR AND THE CITY OF GREAT FALLS CAN ENFORCE SECTION 15.9.050 VIOLATION-PENALTY OF CITY ORDINANCE

THE CURRENT STRUCTURE OF GFFR'S INSPECTION PROGRAM AND FEE'S CONTINUED

- GFFR REQUIRES CONTRACTORS TO OBTAIN PERMITS FOR FIRE SPRINKLER SYSTEMS, FIRE ALARM SYSTEMS, KITCHEN HOOD SYSTEMS AND FIRE SUPPRESSION SYSTEMS
- THESE PERMIT FEE'S ARE COLLECTED BY PROPERTY AND COMMUNITY DEVELOPMENT
- GFFR CHARGES A $100 FEE FOR CONDUCTING FIRE LINE FLUSHES
- OUTSIDE OF THESE PERMITS, GFFR AND THE CITY OF GREAT FALLS DO NOT REQUIRE ANY OTHER PERMITS ALLOWED BY SECTION 105 PERMITS OF THE IFC
- GFFR CAN ISSUE A $20 TICKET FOR FIRE LANE VIOLATION, THESE MONIES GO TO THE GENERAL FUND

ISSUES WITH GFFR'S CURRENT STRUCTURE-LIFE SAFETY INSPECTIONS

- MULTIPLE VISITS TO BUSINESSES TO GAIN CODE COMPLIANCE ON ANNUAL INSPECTIONS
- MAN HOURS SPENT DRAFTING COMPLIANCE LETTERS IN CONJUNCTION WITH CITY ATTORNEY'S OFFICE AFTER REPEATED NONCOMPLIANCE OF ANNUAL INSPECTIONS
- DRAWN OUT PROCESS TO GAIN OVERALL COMPLIANCE ON ANNUAL INSPECTIONS
- INHERENT LACK OF TEETH WITH THE CURRENT STRUCTURE

OTHER JURISDICTIONS INSPECTION STRUCTURE

- GFFR REVIEWED THE INSPECTION FEE STRUCTURE FOR A WIDE VARIANCE OF JURISDICTIONS
- THE JURISDICTIONS REVIEWED ARE FROM ACROSS THE COUNTRY AND RANGE FROM LARGE MUNICIPALITIES TO COUNTY FIRE DISTRICTS
- GFFR STAFF FOUND THAT THE MAJORITY OF THESE JURISDICTIONS HAVE A TIERED FEE STRUCTURE FOR INSPECTIONS
- GFFR STAFF FOUND THAT MANY OF THESE JURISDICTIONS HAVE A POLICY OR ORDINANCE IN PLACE FOR FALSE ALARMS
- GFFR STAFF FOUND THAT MOST ALL OF THESE JURISDICTIONS HAVE ADOPTED THE PERMITTING SECTION OF THE FIRE CODE

SOME OF THE JURISDICTIONS RESEARCHED

- SAN DIEGO, CA
- DENVER, CO
- SEATTLE, WA
- BOISE, ID
- DURHAM, NC
- CEDAR RAPIDS, IA
- FORT WAYNE, IN
- DICKINSON, ND
- ANGLE, NM
- MISSOULA, MT
- REDMOND, WA

GFFR PROPOSED FIRE INSPECTION FEES

- INITIAL LIFE SAFETY (SIC) INSPECTION FEE COVERED BY SIC APPLICATION OR RENEWAL FEE
- 1ST REINSPECTION NO FEE
- 2ND REINSPECTION $200 FEE
- 3RD REINSPECTION $300 FEE
- IF VIOLATIONS ARE NOT CORRECTED ON 3RD REINSPECTION THE ISSUE NOW REFERRED TO CITY ATTORNEY TO PURSUE CITY ORDINANCE SECTION 15.9.050 VIOLATION-PENALTY

FALSE ACTIVATION OF FIRE ALARMS

- IN 2020, GFFR RESPONDED TO 115 ALARM SYSTEM ACTIVATION, NO FIRE FOUND
- IN 2020 GFFR RESPONDED TO ANOTHER 218 CALLS FOR VARIOUS CODING OF ALARM ACTIVATION
- AS OF MAY 26, 2021 GFFR HAS RESPONDED TO 47 ALARM SYSTEM ACTIVATIONS AND 121 CALLS FOR VARIOUS ALARM ACTIVATION

FALSE ACTIVATION OF FIRE ALARMS

- WHEN FIRE ALARMS ARE ACTIVATED GFFR'S STANDARD RESPONSE IS 1 BATTALION CHIEF AND 2 ENGINES
- THERE IS THE POTENTIAL FOR THIS RESPONSE TO BE 1 BATTALION CHIEF AND 3 ENGINES
- FOR FIRE ALARM CALLS, A CODE 3 RESPONSE IS REQUIRED
- WITH THE CODE 3 RESPONSE REQUIREMENT, GFFR STAFF AND COMMUNITY MEMBERS COULD BE PUT IN HARMS WAY FOR A FALSE ALARM
- REPEATED ACTIVATION OF ALARM SYSTEMS PLACES GFFR STAFF AND THE COMMUNITY AT AN EVEN GREATER RISK
- THERE IS ALSO THE FACT THAT AFTER SO MANY REPEATED ALARM ACTIVATIONS, PEOPLE BEGIN TO IGNORE THE ALARMS

GFFR FALSE ALARM PROPOSAL

- GFFR IS PROPOSING THAT THE CITY OF GREAT FALLS ADOPT A FALSE ALARM POLICY
- FEE FOR FALSE ALARM RESPONSE: IN THE EVENT THE FIRE DEPARTMENT RESPONDS TO A FALSE ALARM, A FEE OF TWO HUNDRED DOLLARS ($200) SHALL BE IMPOSED UPON THE OWNER OR RESPONSIBLE PERSON OF, THE PROPERTY SERVED FOR THE THIRD AND EACH SUBSEQUENT FALSE ALARM AT THE SAME PROPERTY IN A CALENDAR YEAR. ANY FEE PAYABLE TO THE CITY OF GREAT FALLS THAT REMAINS UNPAID 30 DAYS AFTER IMPOSITION OF THE FEE IS DELINQUENT AND MAY BE ASSESSED AGAINST THE TAX PARCEL SERVED AS A SPECIAL CHARGE FOR CURRENT SERVICE, OR BE SUBJECT TO A COLLECTION AGENCY

INSPECTION, TESTING AND MAINTENANCE

- COMMUNITIES NO LONGER ARE ACCEPTING HIGH RISK SITUATION WHICH COULD HAVE BEEN REDUCED OR AVOIDED ALTOGETHER!
- ITM COMPLIANCE IS PROACTIVE AND FOCUSED ON STRATEGIES AND ACTIVITIES TO MINIMIZE RISK AND LOSS IN THE COMMUNITY!

THE RELIANCE ON FIRE AND LIFE SAFETY SYSTEMS

FIRST LINE OF DENENSE!

- SYSTEMS ARE THE FIRST LINE OF DEFENSE WHEN A FIRE OCCURS!
- THERE IS A HUGE RELIANCE ON KNOWING WHETHER OR NOT THESE SYSTEMS ARE FUNCTIONING.
- ITM CONNECTS THE ENTITIES, OR KEY PARTNERS, INVOLVED WITH FIRE AND LIFE SAFETY!

MAINTENANCE MATTERS!

- OVER 50% OF SYSTEM FAILURES ARE DUE TO LACK OF MAINTENANCE.
- PROPER ITM CAN INCREASE SYSTEM SUCCESS RATE BY AS MUCH AS 96% FOR ALL STRUCTURE TYPES!
- OVERALL, ITM REDUCES PROPERTY DAMAGE AND SAVES LIVES!!!

ISSUES WITH GFFR'S CURRENT STRUCTURE-FIRE CONTRACTOR INSPECTION REPORTING AND COMPLIANCE

- CURRENTLY GFFR REQUESTS THAT CONTRACTORS SUBMIT COPIES OF INSPECTION REPORTS TO GFFR FOR FIRE SPRINKLER SYSTEMS, FIRE ALARM SYSTEMS AND KITCHEN HOOD SYSTEMS
- COMPLIANCE WITH THIS REQUEST IS LESS THAN 50% WITH CONTRACTORS
- OF THOSE REPORTS SUBMITTED TO GFFR, THOSE WITH DISCREPANCIES NOTED, CONTRACTOR FOLLOW UP WITH GFFR ON CORRECTIONS IS LIMITED
- WITH THE CURRENT SYSTEM AND OVER HALF THE CONTACTORS NOT SUBMITTING REPORTS TO GFFR, GFFR DOES NOT KNOW THE STATUS OF MANY OF THE LIFE SAFETY SYSTEMS WITHIN THE CITY-THIS IS A MAJOR ISSUE

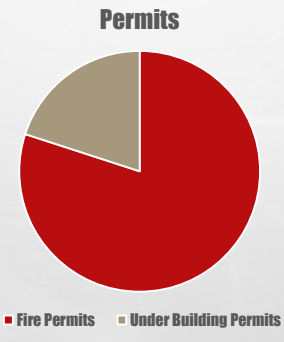
GFFR FIRE CONTRACTOR COMPLIANCE PROPOSAL

- GFFR FM DEVELOP CITY ORDINANCE REQUIRING ALL FIRE SYSTEM CONTRACTORS TO SUBMIT INSPECTION, TESTING AN MAINTENANCE (ITM) OF FIRE AND LIFE SAFETY SYSTEM REPORTS, THIS IS SUPPORTED BY THE FIRE CODE
- **PROPOSED AMENDED CODE LANGUAGE**: "INSPECTIONS AND TESTS SHALL BE BY QUALIFIED INDIVIDUALS, WHO SHALL FORWARD A ***REPORT*** OF INSPECTION TO THE ***FIRE CODE OFFICIAL*** UPON COMPLETION"
- PARTNER WITH INSPECTION REPORTS ONLINE TO BE THE CITIES 3RD PARTY COMPANY TO HAVE ITM REPORTS SUBMITTED AND REVIEWED

ADOPT THE PERMITTING SECTION OF THE IFC

- CURRENTLY THE CITY OF GREAT FALLS HAS NOT ADOPTED THIS SECTION OF CODE
- IN GFFR'S RESEARCH OF OTHER JURISDICTIONS, THE MAJORITY OF THESE JURISDICTIONS HAVE ADOPTED SOME FORM OF FIRE PERMITS
- A RECENT BLASTING ISSUE IN GREAT FALLS BROUGHT TO LIGHT THE NEED FOR THE CITY OF GREAT FALLS TO LOOK TO ADOPT THIS SECTION OF THE IFC

JURISDICTIONS WITH PERMIT'S UNDER FIRE DEPARTMENT



GFFR'S FIRE PERMIT PROPOSAL

- THE CITY OF GREAT FALLS LOOK TO ADOPT THE PERMITTING SECTION OF THE FIRE CODE WHEN THE NEW VERSION OF THE FIRE CODE IS ADOPTED BY THE STATE OF MONTANA
- GFFR FPB STAFF TO WORK WITH OTHER CITY DEPARTMENTS TO DETERMINE WHAT FIRE PERMITS WILL BE APPLICABLE IN GREAT FALLS
- GFFR FPB STAFF TO WORK WITH OTHER CITY DEPARTMENTS TO DETERMINE THE PROPER FEE'S FOR FIRE PERMITS
- GFFR FPB STAFF TO WORK WITH THE CITIES LEGAL STAFF TO DETERMINE NON-COMPLIANCE WITH PERMITTING

CONCLUSION

- GFFR IS LOOKING TO IMPLEMENT A TIERED FEE STRUCTURE FOR SIC INSPECTIONS TO BEGIN IN 2022
- GFFR IS LOOKING TO IMPLEMENT AN ITM ORDINANCE FOR THE SUBMISSION OF ITM REPORTS. WITH THIS ORDINANCE, GFFR IS LOOKING TO PARTNER WITH IROL AS THE 3RD PARTY SOURCE FOR THE COLLECTION OF ITM REPORTS. IROL WOULD SERVE AS A BRIDGE BETWEEN GFFR, CONTACTORS AND BUSINESSES
- GFFR IS LOOKING TO ADOPT A CITY ORDINANCE FOR REPEATED FALSE ACTIVATION OF FIRE ALARM SYSTEMS
- GFFR AND THE CITY OF GREAT FALLS LOOK TO ADOPT THE PERMITTING SECTION OF THE FIRE CODE WHEN THE STATE OF MONTANA ADOPTS THE LATEST VERSION OF THE IFC

GREAT FALLS FIRE RESCUE PROPOSAL FOR TIERD INSPECTION FEES, CONTRACTOR REPORTING, AND FIRE CODE PERMITTING

For the City Commission of the City of Great Falls

Mr. Mayor and Honorable Commissioners:

Great Falls Fire Rescue (GFFR) and the Fire Prevention Bureau (FPB) are proposing the following fire code ordinances and fees be implemented in the City of Great Falls. These proposed ordinances and fees will help GFFR and the FPB continue to ensure that commercial buildings within the City of Great Falls are safe, and that Great Falls is a safe community for all of those who live, visit and play here!

1. GFFR is proposing that a tiered fee structure be adopted for Safety Inspections and other Fire Code inspections. This would be a graduated fee structure. The first inspection and follow up inspection would be covered by the Safety Inspection Certificate (SIC) Fee. A third inspection would garner a $200 fee. A fourth inspection would be a $300 fee. A fifth inspection will be referred to the City Attorney's office.
2. GFFR enter into an agreement with Inspection Reports Online (IROL) as a 3rd party contractor for the submission of Inspection, Testing and Maintenance (ITM) reports. To use IROL's services would be at no cost to the City! Contractors would be charged a fee by IROL for the submission of reports. By using IROL's services, the City of Great Falls would see a drastic increase in the overall compliance of buildings life safety systems.
3. GFFR and the City of Great Falls have drafted an ordinance dealing with the repeated false activation of fire alarm systems. This ordinance would have a $200 fee assessed after the third false activation. The ability to assess a fee will help focus efforts to reduce false alarms, thus increasing the safety of GFFR members and the citizens of our community.
4. GFFR and the City of Great Falls adopt the permitting section of the International Fire Code (IFC). Currently this section of the code is not adopted by the City, and there have been recent events that have brought to light the need for this section to be adopted. With the adoption of this section of the code, GFFR's FPB would work with other City departments to determine what fire code permits are needed and what fees should be charged for the various permits. It is proposed that the adoption of this section of code take place with the adoption of the next version of the IFC by the State and City.

In this packet, you will find a detailed explanation of each of these items along with examples from other jurisdictions researched by the FPB. You will also find an explanation of the services offered by IROL.

I look forward to being able to discuss these matters with you all!

Respectfully,

Mike McIntosh

Fire Marshal

Great Falls Fire Rescue

GREAT FALLS FIRE RESCUE PROPOSAL FOR TIERD INSPECTION FEES, CONTRACTOR REPORTING, AND FIRE CODE PERMITTING

For the City Commission of the City of Great Falls

ABSTRACT

Great Falls Fire Rescue's (GFFR) Fire Prevention Bureau (FPB) is currently faced with four pressing issues that affect how GFFR and the FPB provide life safety prevention to the businesses and citizens of Great Falls. These four issues are the lack of compliance with annual safety inspections, compliance with contractor inspection, testing and maintenance (ITM) reporting and notification, response to repeated activation of fire alarm systems, and the lack of permitting allowed by the International Fire Code (IFC).

The first issue facing GFFR is the compliance of the annual Safety Inspection. GFFR conducts roughly 3000 Safety Inspections a year. These Safety Inspections are an integral part of the overall Safety Inspection Certificate (SIC) program for the City of Great Falls. The SIC program and its requirements are outlined by Title 5 of the City of Great Falls. Fire Code requirements for the City of Great Falls are outlined in Chapter 9 of Title 15 of the City of Great Falls.

Chapter 9 has some economical provisions that account for violations of the fire code:

15.9.050-Violation-penalty

A. Unless otherwise specified in this Chapter, any person who violates any of the provisions of the International Fire Code (IFC) as adopted, or fails to comply therewith is guilty of a misdemeanor, punishable by term not to exceed six (6) months in jail, a fine not to exceed five hundred ($500), or both.

When a business is found in violation of the fire code, they shall be brought into compliance with the code. The majority of businesses are very good about bringing their business back into compliance with the code; however, there are some businesses that are more difficult than others when it comes to complying with the code.

Currently, when GFFR conducts a Safety Inspection of a business and that business is found in violation of the code, the violation is noted and submitted to the responsible contact for the business. The responsible contact is then given a timeline to comply with the code before the next Safety Inspection is conducted. A Fire Inspector will return on or around the date given. The Fire Inspector will then check to see if the violation has been corrected. If the violation has not been corrected, then the Fire Inspector will give the responsible party another date of which to comply with the code. The Fire Inspector will then return for a third inspection on or around the date given. On this third inspection, the Fire Inspector will once again check to see if the violation has been brought into compliance. If the violation still has not been corrected the Fire Inspector will then draft a letter giving the responsible party 15 working days to comply with the fire code violation. At the end of the 15 days, if the violations have not been corrected, than the Fire Inspector turns the matter over to the City Attorney's office, who will proceed forward with the violation-penalty steps outlined in **15.9.050** of the City of Great Falls.

The second issue facing GFFR is the ITM of existing life safety systems. Many times the ITM issues are outside the scope of the annual SIC inspections. Per the 2012 International Fire Code (IFC):

901.6 Inspection, testing and maintenance. Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired *fire protection systems* and equipment shall be inspected, tested and maintained or removed.

901.6.1 Standards. *Fire protection systems* shall be inspected, tested and maintained in accordance with the referenced standards.

901.6.2 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the *fire code official* upon request.

Currently the Fire Prevention Bureau (FPB) requests that ITM reports be submitted to the Fire Marshal's office. The FPB currently has about 50% compliance from contractors on submitting these reports. Of these reports received by the FPB, many have listed discrepancies noted with the life safety systems. These discrepancies vary from major to minor. No matter the discrepancies, the FPB has to follow up on these discrepancies with either the contractor, building management, or both.

The third issue facing GFFR is the continued false activation of fire alarm systems. In 2020, GFFR responded to 4 Municipal Alarm System, Malicious False Alarms, 2 Central Station, Malicious False Alarms, 4 Local Alarm System, Malicious False Alarms, 26 Smoke detector activation due to malfunction, 2 Heat detector due to malfunction, 51 Alarm system sounded do to malfunction, 19 Unintentional transmission of alarm, 93 Smoke detector activation, no fire, 21 Detector activation, no fire, 115 Alarm system activation, no fire. Since the beginning of 2021. GFFR has responded to 37 Alarm system activation, no fire calls.

When an alarm system is activated, GFFR staff is dispatched lights and sirens to the address of the alarm activation. Depending on how the alarm comes into dispatch, these responses can be either; 1 Battalion Chief and 2 Engines, or, 1 Battalion Chief and 3 Engines. As stated before, these apparatus are responding lights and sirens through the community to a potential emergency. By responding lights and sirens to false alarms, not only is GFFR staff put at risk, so are members of the community.

The fourth issue facing GFFR is that the City of Great Falls has not adopted section 105 Permits of the 2012 International Fire Code.

105.1 General. Permits shall be in accordance with Sections 105.1.1 through 105.7.16.
[A] 105.1.1 Permits required. Any property owner or authorized agent who intends to conduct an operation or business, or install or modify systems and equipment which is regulated by this code, or to cause any such work to be done, shall first make application to the *fire code official* and obtain the required permit.

[A] 105.1.2 Types of permits. There shall be two types of permits as follows:
1. Operational permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 for either:
1.1. A prescribed period.
1.2. Until renewed or revoked.
2. Construction permit. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7.

GFFR and the City of Great Falls were just faced with the lack of adoption of this section of the code for the Love's Travel project. For this project, the contractors wanted to use blasting as a construction technique. Per Chapter 56 Explosives and Fireworks of the 2012 IFC:

5601.2 Permit required. Permits shall be required as set forth in Section 105.6 and regulated in accordance with this section.

5601.2.4.1 Blasting. Before approval to do blasting is issued, the applicant for approval shall file a bond or submit a certificate of insurance in such form, amount and coverage as determined by the legal department of the jurisdiction to be adequate in each case to indemnify the jurisdiction against any and all damages arising from permitted blasting.

Being that the City and GFFR did not have this part of the code adopted and put into place; GFFR had very little oversight of this blasting project. If the permitting section was adopted and in effect, GFFR could have worked with the contractor and other departments well in advance of the dates they were looking to conduct the blasting instead

of holding the project up when it was brought to the attention of the City and GFFR. Luckily, all sides were able to work together and this blasting project was able to be conducted.

GFFR staff assigned to the FPB spends a great many hours working to obtain compliance with fire code violations. These hours include but are not limited to, conducting fire inspections, re-inspections, making phone calls, sending emails, writing letters, delivering court orders, and appearing in court. The funding of these hours comes out of the fire department budget. Part of the funding of GFFR's budget comes from the issuance of new and renewed SIC's. These funds do not account for the numerous hours that may be taken to achieve compliance with the fire code, response costs for false alarms, or the hours spent addressing ITM issues.

Members of the GFFR Fire Prevention Bureau have conducted research on other fire departments within Montana, neighboring states, and other areas of the country. This research was conducted as to inquire how these departments operate to achieve compliance of the fire code.

In conducting this research, GFFR's FPB staff found that many of these departments have a tiered fee structure they operate under. The majority of these departments do not charge for the first two fire inspections, however, they do start charging for the third inspection and subsequent inspections after that. This tiered fee structure helps with code compliance, as businesses know there are economic consequences for not complying with the code.

FPB staff also found that many departments across the country are using third party companies to work with businesses and contractors to ensure that ITM reports are submitted in a timely manner and that when discrepancies are noted that they are addressed. While conducting this research, the FPB found that the many of these companies do not charge the fire departments or the building owners they work with; they charge the contractors a fee per report. When these types of companies are used, fire departments are seeing an increase in code compliance with ITM practices, along with an increase in Community Risk Reduction (CRR) practices in the community. These companies have also found that even though the contractors are charged a fee for the submittal of reports, they in turn are happy to pay this fee as they have found it increases their relationship with their customers. This increased relationship leads to better functioning life safety systems and an increase in revenue for the contractors.

GFFR FPB also found through this research that many jurisdictions have a fee structure in place for repeated false alarms. This fee structure varies across the country, and in some jurisdictions, they have gone as far as implementing false alarm fee's and responses into their ordinances. Currently in Great Falls we have adopted city code **5.3.6.050 Penalty (this code only applies to GFPD).** Where an alarm system actuates the following number of false alarms in any calendar year, the business or system owner will be charged as follows:

A. False Alarms one (1) through three (3); written notice to permittee;

B. A fourth or subsequent false alarm in a calendar year shall result in an assessed administrative fee of fifty dollars ($50.00). (Ord. 3168, 2017).

It was also found while conducting this research, that the majority of these departments have adopted the permitting section of the fire code. With the adoption of the permitting section of the code, these departments issue a varying array of permits, with varying permit fees. The issuance of these permits is done to ensure that these permitted items are done safely within the community.

It is with this information in mind that GFFR is proposing that the City of Great Falls adopt a tiered fee structure for fire inspections and code compliance. The tiered fee structure would be added to Chapter 9 of Title 15 of the City of Great Falls. **15.9.050** would still apply, as this would be the final step of the tiered process. All fees rendered for violation of the fire code would be placed into the fire departments budget.

The FPB is also proposing that GFFR and the City of Great Falls enter into an agreement with Inspection Reports Online (IROL). IROL would provide the third party service of collecting ITM reports. With the collection of these reports, IROL will work with GFFR, contractors and building owners to address code compliance issues with life safety systems. Over 50% of life safety, system failures are due to lack of maintenance. Proper ITM can increase life

safety systems success rate by as much as 96% for all structure types! Overall, ITM reduces property damage and saves lives!

GFFR's FPB is proposing that the City of Great Falls create and implement an ordinance for false alarms of fire alarm systems. With the implementation of this ordinance, GFFR will see a reduced amount of lights and sirens responses for false alarm, an increase of alarm systems being serviced and repaired for discrepancies (which ties into proposal #2), and overall better safety and functioning of fire alarm systems.

Lastly, GFFR is proposing that the City of Great Falls and GFFR adopt the permitting section of the IFC. With the adoption of the permitted section of the IFC, GFFR can ensure that permitted items are done safely and to the requirements of the fire code. By meeting, the safety measures laid out under the permitting section and subsequent sections of the code, GFFR will be taking proactive steps to ensure the safety of the citizens and building of the City of Great Falls.

With the implementation of a tiered fee structure for fire code violations, ITM reporting, false alarm ordinance, and adoption of fire code permitting, GFFR will see an increase in compliance of the code. This added compliance will keep the community of Great Falls safer. GFFR will also see the added benefit of the FPB staff being able to more effectively and efficiently perform their duties. GFFR FPB's budget will also see an increase in funds from the collection of these fees. This increase in funds will allow GFFR to allocate funds to other areas within GFFR's budget.

The Objective

- Need #1: Increase in safety for the citizens and community of Great Falls
- Need #2: Overall compliance with the fire code
- Need #3: Reduce false alarms for fire alarm systems
- Need #4: Increase in CRR relations within the community

The Opportunity

- Goal #1: Increase code compliance and overall safety for the citizens and community
- Goal #2: Increase in community relations through prevention
- Goal #3: Decrease the amount of property damage and potential loss of life as the result of fire

The Solution

- Recommendation #1: Implement a tiered fee structure for fire code violations by 2022
- Recommendation #2: Enter into an agreement with IROL for ITM reporting
- Recommendation #3: Adopt a false alarm ordinance
- Recommendation #4: Adopt the permit section of the IFC

OUR PROPOSAL

Great Falls Fire Rescue provides a great many services to the citizens of Great Falls. These services include but are not limited to fire suppression, emergency medical services, hazardous materials response, technical rescue, and fire prevention. At GFFR, we believe in putting the needs of our community first! We are committed to keeping you and your family safe by protecting your life and property. Great Falls Fire Rescue

One of the ways the GFFR strives to protect our community is by achieving compliance with the fire code. GFFR understands that not all fires can be prevented, however, by achieving compliance with the fire code GFFR can take the steps to ensure that those businesses having a SIC are safe not only for their employees, but for their customers as well.

The majority of businesses within the City of Great Falls comply with the fire code, however, at times there are those businesses that for varying reasons do not comply. Currently the process for GFFR to achieve compliance with violations of the fire code is quite cumbersome. The current process requires a great amount of time from members of the FPB. This time could be spent better by staff, as they work towards the overall goals and objectives of the FPB.

To clean up the process of achieving compliance with the fire code violations, GFFR is proposing a tiered fee structure be implemented by the City of Great Falls, entering into an agreement with IROL for submission of contractor ITM reports, and to adopt the permit section of the IFC. The tiered fee structure, contractor reporting and fire code permits would add a monetary component not currently assessed by GFFR.

GFFR is proposing the following fee structure be implemented by the City of Great Falls, beginning with the 2022 calendar year.

- First fire inspection fee is covered as part of the SIC program
- Second fire inspection fee is covered as part of the SIC program
- Third fire inspection fee is two hundred dollars ($200.00)
- Fourth fire inspection fee is three hundred dollars ($300)
- Fifth fire inspection, the language of **15.9.050** applies

The monies earned from the implementation of the tiered fee structure would be added to GFFR's operating budget.

GFFR would enter into an agreement with IROL as the contractor for the collection of contractor ITM reports. GFFR would draft a city ordinance that matches the language in the IFC requiring the submittal of ITM reports. Noncompliance of this ordinance by contractors would follow current established city policy. Noncompliance by business owners would follow the fee structure for SIC inspections.

GFFR and the City of Great Falls would adopt an ordinance for the false alarming of fire alarm systems. GFFR is proposing the following fee language for false alarms:

Fee for false alarm response. In the event the fire department responds to a false alarm, a fee of two hundred dollars ($200) shall be imposed upon the owner or responsible person of, the property served for the third and each subsequent false alarm at the same property in a calendar year. Any fee payable to the City of Great Falls that remains unpaid 30 days after imposition of the fee is delinquent and may be assessed against the tax parcel served as a special charge for current service, or be subject to a collection agency.

GFFR and the City of Great Falls would adopt the permitting section of the IFC. GFFR would work with other city departments to determine what permits would be applicable for Great Falls and how the permitting process would take place.

With the implementation of this tiered fee proposal, ITM reporting requirements and permitting process the City of Great Falls will be taking steps to help GFFR continue to strive to protect the citizens of Great Falls, as well as to make Great Falls one of the safest communities in Montana!

Execution Strategy

Implement the tiered fee structure and ITM reporting requirements beginning in 2022. Look to implement the permitting process with the adoption of the new version of the fire code. GFFR will work to educate the community, business owners and contractors of the pending fees over the course of the next year. This education will be done in the following ways:

- Informational meetings with neighborhood councils, business groups and other interested citizens
- Information posted on the GFFR and City of Great Falls webpages
- Information posted on GFFR and the City of Great Falls social media pages
- Informational meetings held by IROL with city staff, contractors and business owners
- Informational interviews with media sources

Resources

- City of Missoula, MT
- City of Durham, NC
- City of Dickinson, ND
- Village of Angle, NM
- City of Denver, CO
- City of San Diego, CA
- City of Seattle, WA
- City of Portland, OR
- City of Boise, ID
- City of Fort Wayne, IN
- City of Cedar Rapids, IA
- City of Redmond, WA

Timeline for Execution

Implementation by January 1, 2022

EXPECTED RESULTS

We expect the proposal from Great Falls Fire Rescue's tiered fee structure, ITM reporting requirements, false alarm ordinance, and permitting will have the following results:

Code Compliance

- Result #1: Increased compliance with the fire code
- Result #2: Greater CRR relationships within the community
- Result #3: Safer buildings in the City of Great Falls

Financial Benefits

- Result #1: Increased funding for GFFR FPB
- Result #2: GFFR receives added monies from FPB to repurpose within the budget
- Result #3: Funding could cover the cost for another full time employee in the FPB

CONCLUSION

One of Great Falls Fire Rescue's core goals is to keep the citizens of Great Falls safe. One of the ways GFFR is able to do this is through compliance of the fire code. If the City of Great Falls is to adopt the proposed tiered fee structure for fire code violations, ITM reporting, and permitting the City of Great Falls will be taking a proactive step to ensure that GFFR is able to continue to protect the City of Great Falls and its citizens.

While GFFR knows that it cannot prevent all fires, the implementation these programs will go a long way in ensuring that fire code violations are corrected, and that our businesses comply with fire codes. This compliance will ensure that our city that much safer!

If you have questions on this proposal, feel free to contact Mike McIntosh at your convenience by email at mmcintosh@greatfallsmt.net or by phone at 406-791-8971.

Thank you for your consideration,

Mike McIntosh
Fire Marshal

Inspection Fee Comparison

Jurisdiction	1st Inspection	2nd Inspection	3rd Inspection	4th Inspection	5th Inspection
GFFR	SIC Fee	No Charge	No Charge	No Charge	City Attorney
Missoula	Business Lisc	No Charge	No Charge	No Charge	City Attorney
Dickinson	Business Lisc	100 Reinspection Fee			$100 for all reinspections
Fort Wayne	Business Lisc	No Charge	$100 per violation plus $150 reinspection fee		$100 per violation plus $150 reinspection fee
Boise	Business Lisc	$85	$150		
Cedar Rapids	75 per hour of inspection time	No Charge	$25 per hour of insp time		
Durham	Based off Tier	$50	$100	$200	
Seattle	Business Lisc	$373 reinspect			$373 for all follow ups
Denver	$65	$130			All follow ups are $130
San Diego	Business Lisc	No Charge	$300		All follow ups are $300

ORDINANCE 20-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THAT THE BILLINGS, MONTANA CITY CODE (BMCC) BE AMENDED BY ADDING SECTIONS _____.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

Section 1. That Section _____of the Billings, Montana City Code (BMCC) is amended and renumbered so that such section shall read as follows:

Sec. _____.

REGULATION OF FIRE ALARM SYSTEMS.

(a) Definitions. The following definitions are applicable to this section:

1. **FIRE ALARM SYSTEM. A system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.**

2. **FALSE ALARM. An activated fire alarm or signal from any fire alarm system which is responded to by the fire department when no emergency situation or hazardous condition exists as determined by the responding fire officer or the fire marshal.**

(b) False Alarms.

1. **No person owning real property served by an alarm system shall cause or permit the giving of a false alarm, whether intentional, accidental or otherwise.**

2. **No person shall intentionally cause the activation of a fire alarm system knowing that no emergency exists.**

3. **Fee for false alarm response. In the event the fire department responds to a false alarm, a fee of two hundred dollars ($200.00) shall be imposed upon the owner or responsible person of the property served for the third and each subsequent false alarm at the same property in a calendar year. Any fee payable to the City of Billings that remains unpaid 30 days after imposition of the fee is delinquent and may be assessed against the tax parcel served as a special charge for current service, or be subject to a collection agency.**

(c) Exemptions. This section shall not apply to the following:

1. **An alarm system which gives a signal solely within the interior of the building in which it is located.**
2. **Alarm systems which are installed in buildings owned or leased by the City of Billings.**
3. **Residential fire alarm systems in one- or two-family dwellings.**

Section ____. EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section ____. REPEALER. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section ____. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading this _____ day of _____, 2020.

PASSED, ADOPTED and APPROVED on second reading this _____ day of _____, 2020.

CITY OF BILLINGS

BY:_____
William A. Cole, Mayor

Attest:

BY:_____
Denise R. Bohlman, City Clerk

Delivering Best Practices in Prevention and Community Risk Reduction

Thank you for your interest in **InspectionReportsOnline.net (IROL)**. We look forward to the opportunity of providing our State-of-the-Art, Software as a Service (SaaS), Web-Based Third-Party Compliance Reporting Solution for the **Fire Department and its surrounding community**.

Known as one of the best practices in Prevention and Community Risk Reduction, IROL's Third-Party Solution assists in driving code compliance of fire and life safety protection systems, reduces false alarm activity, increases awareness and response regarding non-compliant systems, and overall builds a safer community.

InspectionReportsOnline.net (IROL) is the *only* company offering its solutions to the constituents involved in prevention and community risk reduction/mitigation: The Authority Having Jurisdiction (AHJ), Service Providers (SP), and Property Owners/Occupants (PO). Being able to deliver this streamlined platform to all three entities will reduce administrative time and costs, increase frequency of repairs and overall inspection, testing, and maintenance (ITM) service, thus revenue for service contractors, and overall improve compliance for the entire community.

IROL's services such as our **Review Department**, takes a proactive and educational approach towards deficiency remediation by working one-on-one with your business community. Our fire and life safety industry professionals assist in the daily management of your IROL program as well as perform ITM report analysis, initiate remediation, and track the progression of systems needing repairs and/or updates. Combined with 24/7 readily-available access to data and analytics; *we can continue building a safer environment for the people who live, work, play, and visit within your community.*

All IROL's data-driven solutions: Third-Party Reporting, Fire and Life Safety Risk Assessments, and Occupancy Inspection and Preplans, are efficient, cost-friendly, flexible, user-friendly, and designed to grow with the needs of our industry and users. **If you're interested in any of our additional solutions, please let us know!**

As a debt-free company we invest in our people, our technology and deliverables. ***More importantly, we invest in the relationships with our customers.*** We look forward to the opportunity of being your chosen partner.

Sincerely,

Jill C Cotton

Jill C Cotton, Communications Director and Primary Point of Contact
630.768.5905 (Cell) Jcotton@irol-llc.net

TABLE OF CONTENTS:

1. Scope of Work: Third-Party Compliance Reporting

IROL's secure and central web-based platform streamlines the process in which third-party service providers/contractors (i.e. inspection companies) performing inspection, testing, and maintenance (ITM) on fire and life safety systems can submit final test reports via IROL's web platform directly to the AHJ and/or Business/Property Owner. The program provides an efficient process of tracking, managing, educating, collaborating, communicating and facilitating compliance.

The end result is a robust database of buildings that contain fire and life safety systems, what types of systems, when they were last tested, and deficiency remediation.

Costs for IROL's Third Party Compliance Reporting:

- No cost to the AHJ.
- No cost to the Property Owner.
- Per-report fee paid for by the submitting Service Provider.

Additional options include:

- Flat/discounted fees for Service Providers.
- Fire and Life Safety Self-Risk Assessments: Per-assessment fee paid by the occupant.
- Inspector's Reporting and Preplans: Annual fee paid for by the AHJ.
- Customized programming: Contact IROL.
- Cost recovery options.

2. IROL's Services and Deliverables

IROL is dedicated in providing your department and its community services and deliverables that help build sustainability and success of our programs.

- **Customer Service and Support:** IROL provides a dedicated representative or team to assist in every aspect from implementation through continued use including access to our IT department. Our customer service and support are available 24/7 for all entities.
- **Data Migration**: Should the AHJ request/require IROL to merge location data prior to implementation, this process is performed within 30-days. The original data is provided to IROL in an EXCEL format. This data is scrubbed by IROL's location experts eliminating any duplicates and making sure all location details are accurate prior to the data merge.
- **Training and Education:** IROL provides training and educational opportunities for all entities at no-charge.
- **Payment Processing:** IROL collects payments associated with ITM reports submitted through our system.
- **Review Department:** System management and assistance in the deficiency remediation process provided by IROL's industry professionals.

Types of fire and life safety system reports IROL accepts: Reports and frequency (i.e. annual, semi, monthly, etc.) are all set in forth by the AHJ. IROL's standard reports include but are not limited to:

- Fire Alarm Systems
- Sprinkler Systems
- Commercial Hood Suppression Systems
- Commercial Hood Cleaning
- Standpipe Systems
- Smoke Control Systems
- Acceptance Tests
- Special Clean Agent Systems
- Private Hydrant Systems
- Fire Pumps
- Emergency Generator
- Foam Systems
- Emergency Radio
- Other

Notification Services: Notifications are a core feature and function of IROL. ***Both automatic and customer-customized notifications*** drive awareness and increase response; especially for deficient or non-compliant systems. All notifications are sent electronically however, in the case where a phone call or letter is necessary, IROL will offer these services. We also provide the ability for all users to receive TEXT notifications.

Sample of IROL's notifications include:

- Upcoming/Renew Inspection- Sent to all entities prior to an upcoming inspection on each system.
- Past-Due Inspection- Sent to all entities for each system that is overdue.
- Deficient or Critically Impaired System- IROL sends a notification including a copy of the report to the business owner and AHJ for deficient and critically impaired reports. TEXT notifications available.
- 30-Day "Open" Report- Sent to the service contractor as a reminder to update and/or clear any open deficient reports.
- Updated Notes/Communication: Auto-email sent to service contractor and/or owner for any new note or communications entered by the AHJ needing to be addressed.
- New location: Sent to the AHJ if/when a new location has been submitted.
- Rejection notification: (optional) Sent to service contractor and/or owner if/when a report has been rejected by the AHJ.
- Customized: IROL provides customer customized notifications per request.

Data and Analytics: More than a web-based reporting system, IROL's program provides robust data and analytics, which can be extracted at any time, assisting your department in developing strategies and implementing new programs. Sample data and analytics include, but are not limited to:

- Compliant vs. Non-Compliant- Quickly identify which locations and systems are compliant or contain deficiencies.
- Upcoming or Past-Due Inspections- Quickly identify locations and systems that have upcoming and/or past due inspections.
- Property Owner Database- Search, view, and/or extract all locations with fire and life safety systems, which includes address and contact information.
- Archived/History Reports- Ability to review and access reports in archive, which include multiple searches/sorts and access to report types, occupancy classification, status of systems, etc.
- Individual Systems- Ability to track and review data on individual system types and frequency.
- Service Provider Reports- View and track which providers are servicing your jurisdiction, access to license information, breakdown of specific reports each company is submitting, or if a provider has not submitted.
- Quantity Reports- determine how many reports are being submitted including by type, submitting service provider, and more.
- Custom Report Options.

Encouraging Service Provider Participation: In our partnership, IROL will encourage positive participation with service contractors and/or owners through multiple avenues:

- Maintain our memberships with industry and local organizations such as: NFSA, AFSA, AFAA, and Fire Marshal and Chief's Associations. *****IROL is the ONLY Company who is an active member of the sprinkler and alarm industry organizations.***
- Email, phone, and/or mailed announcement sent to all service providers and/or property owners.
- Email notification sent to all registered users of IROL.
- Host onsite and webinar training and educational sessions.
- Attend local and national trade shows to promote the use of IROL's platform, its benefits for all entities, and educational awareness.
- Provide a dedicated service provider liaison that assists with implementation through continued use.
- Access to IROL's customer service and support 24/7.
- Positive social media presence.

3. Entity Responsibilities

IROL Responsibilities: We take pride in providing exceptional solutions and customer service for our customers. Here's our commitment to you:

- Accessibility. IROL is available 24/7 and our website runs on a 99.5% uptime with regularly scheduled downtime for maintenance, updates, or enhancements.
- Exceptional and unmatched customer service and support 24/7.
- Adhering to our core values at all times: Honesty, Integrity, and Transparency.
- Data Backup and Retention. IROL shall backup the database to a separate server. Please refer to our Security and Confidentiality document for all items related to backups and retention.
- Notifications. IROL is responsible for generating and delivering all standard notifications mentioned in this scope. Additional notifications are available per request.
- Updates, Enhancements, and New Development. IROL provides all system updates, enhancements, and new development.
- Customized programming.

AHJ Responsibilities: It's a team effort! The success of our program is dependent on the AHJ's participation and inclusion.

- Acceptable equipment and operations. The AHJ shall be responsible for containing proper computer hardware or other equipment for the ability to log in and use IROL's key features and functions; including access to the Internet, pop-ups, pdf readers, and current Internet Browsers.
- Training. AHJ shall allow IROL to train personnel on the use of its program/system.
- Information. AHJ shall provide IROL with appropriate information necessary for IROL to create its database.
- Enforcement. The AHJ shall take steps and actions to require the use of our program by service providers and/or property owners.
- Contacts: The AHJ shall provide a dedicated member, or members, of their staff in order to communicate and coordinate in partnership with IROL.

4. IROL's Review Department and Processes

IROL's Review Department assists with the overall management, report analysis, communication, and deficiency remediation process. This customized process is implemented by ***industry professionals*** and has numerous benefits for the AHJ, service provider (SP), and the community.

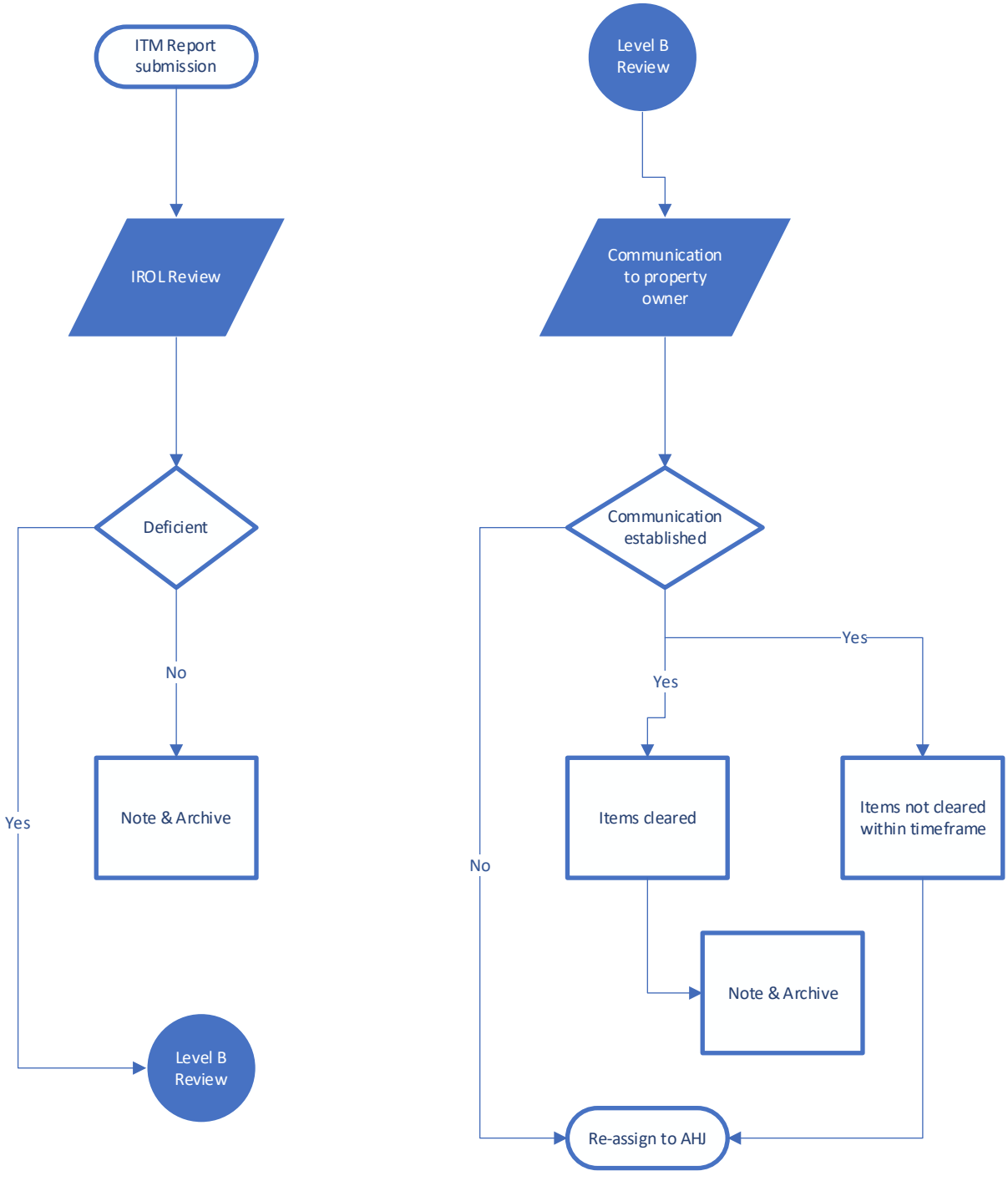
These benefits include but are not limited to:

- Provides daily management of the IROL system.
- Serves as a risk management tool to help the AHJ prioritize known risks.
- Development of relationships between the AHJ, SP, and PO.
- Absorbs a portion of the workload from the AHJ.
- Establishes a timely response by the PO in allowing the SP to make the necessary corrections.
- Assists in educating the PO on their systems and what is required.
- Goal oriented towards compliance of life systems in the community.

Review Gold Standard: Example of our best practices for remediation

1. Review incoming ITM submission.
    a. Perform Level "A" review
        i. Validate address.
        ii. Confirm telephone number for property owner/business point of contact (POC) or obtain.
        iii. Confirm email address for property owner/business POC or obtain if possible.
2. If ITM is clear
    a. Record all items completed in the note feature and archive.
3. If ITM is deficient
    a. Perform Level "B" Review
        i. Record all items completed in the note feature.
4. If ITM is deficient and requires AHJ notification.
    a. Perform Level "B" Review and notify AHJ
5. If ITM is critically deficient
    a. Perform Level "B" Review and re-assign to AHJ after initial communication
6. Follow up communication is system and deficiency specific to the listed property owner.
    a. All questions are answered in a timely manner and a communication link between the fire department point of contact and the property owner is established if necessary.
    b. Follow-up communication includes both written and verbal in order to help gain compliance on all noted systems.

Sample -Flowchart of the review process



Sample – IROL developed most common deficiencies and time frames for remediation

Fire Alarm Genreal	
batteries failed (load test)	30 days
batteries outdated	30 days
label change on panel	30 days
control valves not reporting to panel	15 - 30 days
area of rescue not reporting	30 days
pull station missing cover	30 days

Fire Alarm Initiating	
Water flow switch not working	ASAP (Notify AHJ)
pull station not reporting to panel	Immediately
heat/smoke not reporting to panel	Immediately

Fire Alarm Notification	
AV devices not working	Immediately
A/V devices not in sync	30 days

Fire Alarm Trouble	
RTU's in trouble or not reporting	30 days
tamper switch failed	15 - 30 days (Notify AHJ)
O, S & Y tampered and monitored	30 days

Fire Pump	
fire pump not operating at 100%	ASAP (Notify AHJ)
recommend rebuilding fire pump	90 days (notify AHJ)
fuel level below 2/3 capacity	30 days

Fire Sprinkler Coverage	
corroded heads	30 days
recalled sprinkler heads	30 days
coverage missing under roll-up doors	90 days (notify AHJ for ruling)
loaded sprinkler heads	30 days
too many heads/obstructions	90 days (notify AHJ for ruling)
add coverage	90 days (notify AHJ for ruling)

Fire Sprinkler General	
missing heads/wrenches	30 days
gauges over 5 years old	30 days
escutcheon rings missing	30 days
main drain valve leaks	30 days
5 year internal inspection	30 days
5 year inspection on test valve	30 days
hydraulic placards	30 days/ recommendation
painted escutcheon rings	30 days

Fire Sprinkler & Water Supply	
O, S & Y leacking, packing needs replacing	30 days
broken caps/debris in clapper	ASAP (Notify AHJ)
5 year obstruction test	30 days
private hydrant issues	30 days

General	
missing signs	30 days
housekeeping & combustible storage	30 days

Kitchen Hood	
missing link above fryer	30 days
nozzles need to be realigned	30 days (Notify AHJ)
insufficient coverage in kitchen equipment	30 days (Notify AHJ)
grease build up/hood cleaning	30 days (Notify AHJ)
hydrostatic tests needed for cylinders	30 days
UL 300 system	6 months (Notify AHJ)

5. On boarding and Implementation

Having years of experience in implementing IROL's solutions, our on boarding and implementation plan is a step-by-step process which is designed to be efficient and effective for all entities involved.

Departments will receive an implementation checklist which is an ongoing form updated by IROL as each step progresses and is completed. IROL provides all letters, notices, and best practice procedures; however, the AHJ determines all finalized language and processes prior to going LIVE.

Sample Implementation/On boarding Checklist

COMPANY INFORMATION	
Department name:	
Address:	
Telephone number:	
Point of Contact	

CHECKLIST		***TASK LEAD***	***DUE DATE***
☐	Approve and sign agreement	FD/IROL	March 2021
☐	Provide FD logo in JPEG	FD	Upon signature of agreement
☐	Provide list of required systems and frequency	IROL to provide, FD to approve	March 2021
☐	Provide IROL fire code (version department uses)	FD	March 2021
☐	Register with IROL as an AHJ	FD	On or before April 12 2021
☐	Provide occupancy list (for merge and/or letters)	FD if applicable	April 2021

☐	Service Provider (ITM Company) list	IROL and FD	March/April 2021
☐	Sending of AHJ press release	IROL	March 2021
☐	Approval and signature of implementation letters (to SP and/or PO)	FD	April 2021
☐	Approval and signature of notifications (email and phone language for reviewers)	FD	April 2021
☐	Approve review processes and procedures including deficiency checklist	IROL and FD	April 2021
☐	Data scrub and merge	IROL	If applicable
☐	Call and send implementation letters	IROL	April 2021
☐	Assign reviewers and introduce	IROL	April 2021
☐	Conduct Training (FD)	IROL	April 2021
☐	Conduct Training SP and/or PO	IROL	April 2021
☐	GO LIVE	IROL and FD	May 2021

On boarding and Implementation Plan

Pre-Implementation Questions/Considerations:

- Initial onsite visit by IROL
- Go live date
- IROL's main point of contact
- IROL's secondary point of contact
- FD's current fire code
- Occupancy (property owner) involvement (requirement, optional, or N/A until further notice)
- If PO involvement, segmented or all (i.e. will FD collaborate with specific occupancy types or include all)

IROL Review Preparation:

- Confirm and approve IROL's review processes and procedures
- Finalize and approve deficiency checklist
- Will FD allow IROL to "reject" reports
- Will FD allow IROL to archive compliance and/or cleared reports
- IROL provides three (3) notices within 30-45 days
- Main FD point of contact or IROL administrator to assign after 30-45 days
- Confirm and approval all text/language for notification emails and calls
- Will FD require proof of repair

In-Progress/During Implementation:

- Finalizing and approval of all letters, notices, communications
- Dates and times of training for FD, Service Providers, and/or Property Owners
- Calls and notices (implementation awareness to SPs and/or Pos)
- Completion of all checklist and Gantt chart items and timelines
- Optional beta testing prior to LIVE

6. **Sample Letters and Notices (all communications are customized and approved by AHJ)**

Sample Implementation Letter

The **Fire Department** is committed to reaching full compliance with our Fire Code. In an effort to collaborate with the Service Providers who Inspect, Test, and Maintain (ITM) fire protection systems, all compliant and non-compliant fire and life safety protection system test reports are required to be submitted, electronically, by your company through www.InspectionReportsOnline.net (IROL), starting (DATE).

We understand the importance of ITM within our community and by utilizing this technology it'll allow us to work together more efficiently to ensure a system's readiness and meeting the required codes and standards. IROL's web-based platform will allow our department to streamline the ITM process, track compliance, and overall reduce the impact of fire.

As a Service Provider within our jurisdiction who performs ITM, our department is requiring you to register and submit all ITM test reports through IROL, which meets the requirements within our fire code.

IROL's proven process provides benefits for our entire community:

- Ensures the conditions and readiness of fire and life safety systems
- Increases the frequency of repairs by addressing deficiencies, thus increasing revenue
- Provides increased education, awareness and response by Business/Property Owners
- Assists in ensuring licensed companies are performing quality ITM

****Due to the current COVID-19 crisis and with the understanding that ITM is essential during this time, IROL will be waiving all submission fees for the initial 30-days of implementation.**

After the initial 30-days, there will be a nominal per-report fee of (Fee Listed) for at the time of submission. There are no fees to register. We suggest taking advantage of the additional payment options IROL provides and learning more about their services by contacting them directly.

The Fire Department appreciates all you do to help preserve life and property. We look forward to working with you to keep our community safe.

Digital Signature

Getting Started:

1. Copy and paste the following IROL Service Provider registration link: https://inspectionreportsonline.net/public/ServiceProviderRegistration.aspx
2. RSVP to attend our onsite educational and informative training session (invite included) -----AND/OR----- Register to attend our LIVE training webinar: (link provided)

Helpful Tips:

- Training is essential and will eliminate time and costs associated with processes and submissions.
- IROL's system provides industry-based reports OR companies can upload/submit their own test report.
- Users are able to track and update deficiencies and communicate with our department and/or your customer, the business/property owner, directly through IROL at no additional costs.
- There are no user fees or additional fees associated with IROL.
- You're able to create and add unlimited number of users.

Systems and Frequency to be submitted:

Acceptance Test/Certificate
Annual Sprinkler
Annual and Semi-Annual Kitchen Hood Suppression
Annual and Semi-Annual Kitchen Hood Cleaning
Annual Hydrant System
Annual Emergency Generator
Annual Fire Alarm
Spray Booth
Annual Fire Pump
5-Year Standpipe
5-Year Internal Pipe
Emergency Radio

In order to submit timely reports based on system status, please review the required time frames listed below:

Clear: Systems containing NO deficiencies will be submitted within a 10-day time frame of when the inspection took place.
Deficient: Systems containing any deficiencies will be submitted within a 7-day time frame of when the inspection took place.
Critical: Systems containing ANY critical impairment's will be submitted **immediately. If necessary, please call the Fire Dispatch at (phone number) (Unless Fire Department is already on scene) and request the Duty Chief to be notified. Provide location and contact number.**

Sample – Communication with Service Provider for Administrative Clarification

To whom it may concern:

I wanted to reach out to you as the IROL Compliance Reviewer assigned to the Fire Department account. First of all, thank you for your continued effort in helping to ensure that the community is as safe as possible through the servicing of your specific customers.

I noticed in many of the submissions that were uploaded, there were no business point of contact phone numbers or emails noted in the system. I understand that there are times when a business does not have an email or declines to provide one but in the current day and time, this is becoming less.

The fire department has requested that a business point of contact phone number and email be uploaded into IROL with each submission. As you can imagine, this contact information is utilized to follow up on specific issues in a timely manner by all interested parties.

Please continue to obtain these vital pieces of information and enter them with your submission so that we can continue to accept the submissions and not have to reject them for non-compliance of the required information.

If you have any questions or concerns, please do not hesitate to contact me directly.

Respectfully,
Name
IROL Compliance Reviewer
Cell and Email of IROL Reviewer

Sample - Initial Communication to Property Owner (FIRST NOTICE)

To whom it may concern:

I am contacting you on behalf of the Fire Department. Life safety inspections by a licensed service provider regarding specific systems are required to be submitted electronically to the fire department through www.InspectionReportsOnline.net (IROL). In the last inspection report that was submitted to us, there was a deficiency noted. This item will need to be corrected and the standard allotted time frame for correction is 30 days.

- (List out deficiencies)

Please schedule with your service provider ASAP in order to have this work completed and return your service to full working order and code compliance. If you are already in the process of correcting these issues, please let us know so we can update the notes accordingly.

If repairs have been completed, please have your service provider update the status of this system to "Clear" through their IROL account www.InspectionReportsOnline.net, or simply reply to this email with a copy of the completed work.

With the current state of the global Covid-19 pandemic, we are mindful that things are fluid and of course the safety of employees is the greatest concern. In addition, we understand that business operations and supplies might be delayed. As a result, we ask you to communicate more with us while you are scheduling repairs and having the work performed so that we can keep the notes updated until the system is restored to full code compliance.

In order to receive more timely communication from your service provider and fire department, please register as the property owner (PO) at www.InspectionReportsOnline.net

Respectfully,

Name
IROL Compliance Reviewer
Cell and Email

Sample – Follow-up Communication to Property Owner (SECOND NOTICE)

To whom it may concern:

You are receiving this SECOND NOTICE, on behalf of the Fire Department. Life safety inspections by a licensed service provider regarding specific systems are required to be submitted electronically to the fire department through www.InspectionReportsOnline.net (IROL).

In the last inspection report that was submitted to us, there was a deficiency noted. In our initial notice sent to you on (DATE), we provided information regarding the deficiency and the allotted 30-day time frame for corrections.

At this current time, we have not received an update regarding the status of this deficiency from either you and/or your hired service company.

Please schedule service or repair with your provider ASAP in order to have this work completed and return to full working order and code compliance. If you are already in the process of correcting these issues, please reply ASAP so we can provide an update to the Fire Department.

If repairs have been completed, please have your service provider update the status of this system to "Clear" through their IROL account www.InspectionReportsOnline.net, or simply reply to this email with a copy of the completed work.

With the current state of the global Covid-19 pandemic, we are mindful that things are fluid and of course the safety of employees is the greatest concern. In addition, we understand that business operations and supplies might be delayed. As a result, we ask you to communicate more with us while you are scheduling repairs and having the work performed so that we can keep the notes updated until the system is restored to full code compliance.

In order to receive more timely communication from your service provider and fire department, and if you own/manage/occupy multiple locations or if your building contains multiple systems, we welcome you to register as a Property Owner on the IROL website for your Risk Mitigation efforts. There are no fees to register or use IROL: www.InspectionReportsOnline.net

Respectfully,

Name
IROL Compliance Reviewer
Cell and Email

Sample - Communication to Property Owner with no Forward Progress (THIRD AND FINAL/NON-COMPLIANT NOTICE)

To whom it may concern:

You are receiving this THIRD and FINAL NOTICE on behalf of the Fire Department. In the last inspection report that was forwarded to us, there was a deficiency noted. This item needed to be corrected and the standard allotted time frame for corrections was 30 days. We are now outside of this timeframe with no forward progress on the required repairs/replacement noted.

Due to lack of communication by you or your hired service company, your account is now considered NON-COMPLIANT and further action may be taken by the Fire Department.

With the current state of the global Covid-19 pandemic, we are mindful that things are fluid and of course the safety of employees is the greatest concern. In addition, we understand that business operations and supplies might be delayed. As a result, we ask you to communicate with us while you are scheduling repairs and having the work performed so that we can keep the notes updated until the system is restored to full code compliance.

If you have scheduled repairs with your service provider, please reply immediately so we are able to correct our status and no further action will be necessary.

If repairs have been completed, please have your service provider update the status of this system to "Clear" through their IROL account www.InspectionReportsOnline.net, or simply reply to this email with a copy of the completed work.

Respectfully,

Name
IROL Compliance Reviewer
Cell and Email

Project Experiences and Highlights

1. Fort Wayne Fire Department, IN Captain Brian Armstrong, Brian.armstrong@cityoffortwayne.org, 260.415.9603

Fort Wayne is the second largest city in the state of Indiana. After months of reviewing multiple solutions Fort Wayne chose IROL as their ITM solution. Prior to choosing, Fort Wayne worked with service providers and business owners to share their options, including them in the decision-making process.

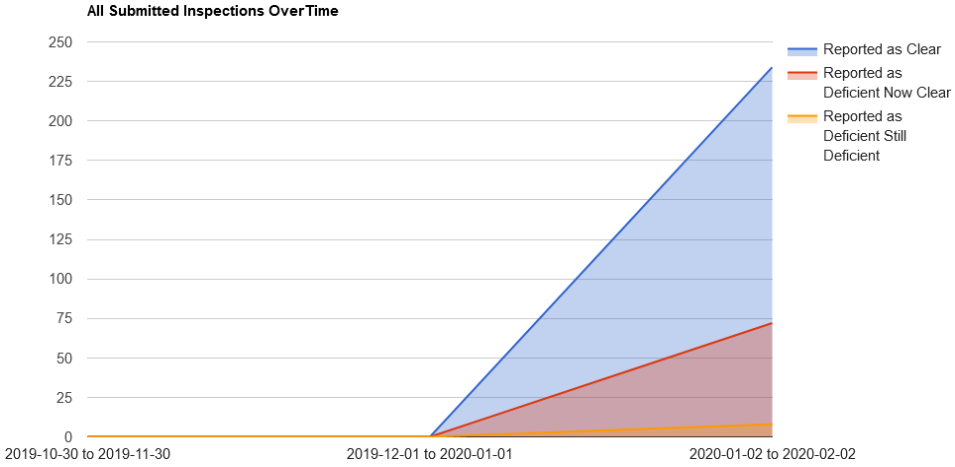
IROL's implementation process was performed within 45-days and included three web-based training sessions and four onsite educational and interactive training sessions with the fire department, over 40 service providers/companies, and members of the business community. Fort Wayne's School District attended one of these meetings and is now registered and using IROL for over 150 locations across their district.

"One of the main features of IROL that sets them apart, besides excellent customer service, is the IROL Compliance Reviewer. It's basically like adding another inspector to the division. IROL's expert reviewer will look at every report submitted and send an email notification to the business contact that the fire department is aware that there are deficiencies in their fire protection system and they need to be addressed. ***We really do not have to look at any submitted reports until they have been in the system for 30 days.*** *At that point we take over from IROL review and handle any issues with one of our inspectors.*

Many of the deficiencies are taken care of before the 30-day mark without us ever having to make contact with that business. *Of course, a report can be viewed and we can take over that situation from IROL review at any time. IROL review saves us time and frees up our inspectors to complete more inspections and deal with more pressing items." -Captain Brian Armstrong, Fort Wayne Fire Department*

Within the first month of implementation:

- Received 314 submissions (an increase of over 300%).
- 80 of the 314 reports submitted contained deficiencies.
- Through IROL's Review Process, our compliance experts assisted in 72 of the 80 reports being cleared of deficiencies *within less than 30-days* and without a single mailed notice having to be sent (go GREEN).
- At the end of the first month Fort Wayne maintained a 92% compliance rate.



Fort Wayne January 2020-September 2021:

- IROL's Compliance Experts have reviewed over 4,500 reports (we did see a reduction in submissions during COVID; especially in March-June).
- IROL's review process has saved the fire department an average of $2,500.00 per month, has achieved 85% of deficiency remediation via electronic communication (email and directly through IROL), 10% via phone calls, and the remaining 5% was achieved by a visiting inspector from Fort Wayne.

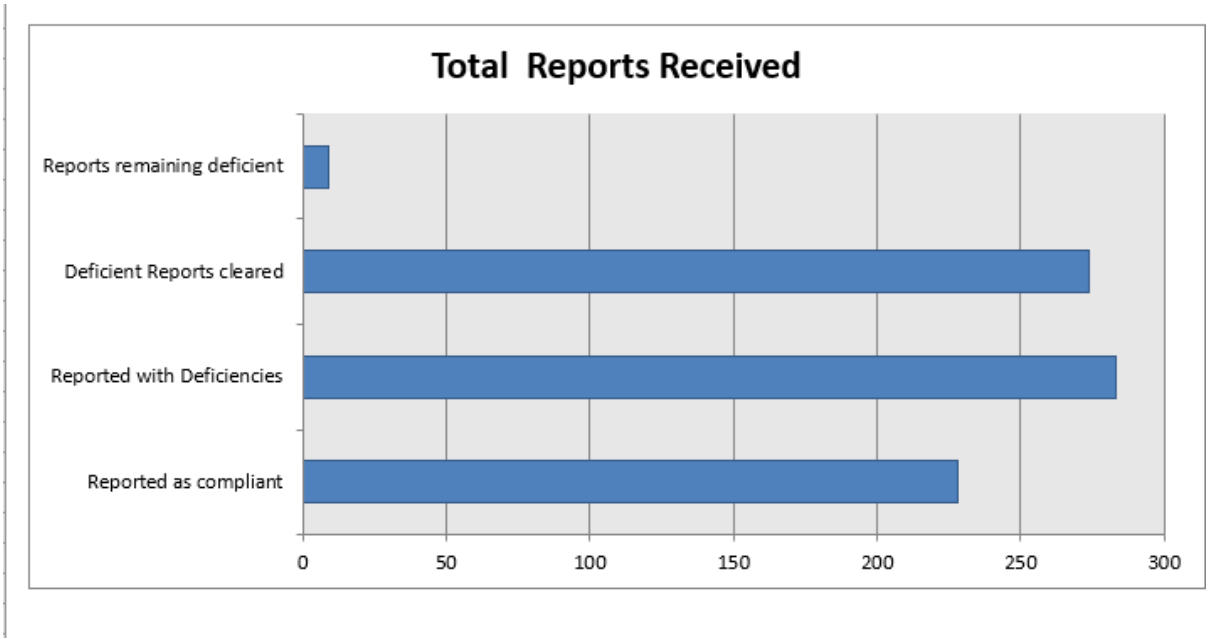
2. City of Tucson, AZ, Wil Lehman, Facility Manager, wil.lehman@tucsonaz.gov, 520-955-111

The Tucson Fire Department started implementing IROL in 2015. During our implementation process, members of our team hosted meetings for Tucson's business community. During one of these meetings, the city's facility manager approached IROL to learn more and shortly after, the City of Tucson registered as a Property Owner with all their city-owned locations.

The City of Tucson requires all inspections performed at their locations to be submitted via IROL's platform, regardless if they were also being submitted to the AHJ (IROL can be used as a standalone reporting solution for owners and service providers). Prior to IROL records were unorganized; the city had no knowledge of the exact number of systems, inspections, or the immediate awareness regarding the conditions of their systems.

To Date:

- City of Tucson maintains a 97.2% compliance rate.
- 96.8% of reports submitted with deficiencies are remediated due to the deficiency tracking and notification features within IROL.



3. Rapid City Fire Department, SD Contact Chief Tim Behlings Tim.Behlings@rcgov.org 605.390.4511 or Jack Tomac jtomac@rcgov.org 605.390.4082

Rapid City Fire is a great example of how powerful IROL's system can be when using multiple solutions and engaging the entire community. Rapid City has been using IROL's ITM Reporting and Inspector's Reporting and Pre-Plan Solution for over three years. **Part of their implementation process included requiring all business owners/occupants to register with IROL.** Rapid City wanted to be able to provide a centralized platform for their community to be proactive in their role in fire and life safety while also being able to receive both ITM reports and their department's annual life safety inspections.

"Since implementation, our business owner community has become more involved with the inspection process for both ITM and our fire department inspections. This is a result of our department actively promoting their participation and involvement in community risk reduction efforts.

IROL's solutions have reduced redundant paper-processes, increased our ability to respond to deficient systems, increased ability to track violations more efficiently, and overall has made a difference in our communities ISO ratings." -Chief Tim Behlings, Rapid City Fire

Rapid City Results and Highlights

- 100% increase in ITM submissions within first year of implementation.
- 50% increase in completed annual occupancy inspections using IROL's Inspector's Reporting and Preplan Program.
- Improved ISO rating due to both ITM and annual occupancy data.
- Over 4,000 Reviewed ITM Reports via IROL's Review Department.

CITY OF BOZEMAN
PROPOSED FIRE DEPARTMENT BASIC FEE SCHEDULE
FIRE PROTECTION, FIRE & LIFE SAFETY

Effective: May 10, 2021

I. PLAN REVIEW SCHEDULES

- All plan reviews are completed for one set fee per project discipline.
- All fees listed include first inspection, any re-inspections are subject to a new inspection fee.

Sprinkler Systems NFPA 13 and 13R*

NUMBER OF SPRINKLERS HEADS	FEE
Existing System Renovation – 20 heads maximum	$150.00
1 to 100	$615.00
101 to 200	$795.00
201 to 300	$930.00
301 to 500	$1,245
501 and above	$1,245 plus $25 for every 50 additional heads

Residential NFPA 13D

NUMBER OF SPRINKLERS	FEE
Unlimited	$0.00

Fire Detection and Alarm Systems

SQUARE FOOTAGE	FEE
Existing System Renovation – 7 device maximum	$150.00
Up to 2,500 sq ft	$525.00
2,501 – 7,500 sq ft	$615.00
7,501 – 10,000 sq ft	$930.00
10,001 – 25,000 sq ft	$1,245.00
25,001 – 50,000 sq ft	$1,425.00
50,001 – 100,000 sq ft	$1,605.00
100,001 – 200,000 sq ft	$1,795.00
200,000 – 400,000 sq ft	$2,145.00
400,001 and above	$2,145.00 plus $0.10 per sq ft

Standpipe, Fire Pumps and Underground Water Main Systems

TYPE OF SYSTEM	FEE
Standpipe Systems	$300.00
Fire Pumps	$300.00

Type I Hood Suppression Systems

PER SYSTEM	FEE
Single System	$570.00

Smoke Control/Management/ Exhaust Systems

TYPE OF SYSTEM	FEE
Smoke Control/Management	$525.00 minimum fee per system Plus hourly rate after 6 hours

Clean Agent Suppression Systems or Dry Chemical Systems*

PER SYSTEM	FEE
Single System	$390.00

Standard Permit Fees

NUMBER OF SPRINKLERS	FEE
Amusement Building	$75.00
Business Licenses	$50.00
Carnivals / Fairs / Exhibits/ Trade Shows	$75.00
Combustible Dust-Producing Operations	$75.00
Covered and Open Mall Buildings	$75.00
Cyrogenic Fluids	$75.00
Dry Cleaning Operations	$75.00
Explosives / Fireworks	$75.00
High Piled Storage	$75.00
Flammable Finishes	$75.00
Hazardous Materials	$75.00
Hot Work / Welding Operations	$75.00
Lumber Yards	$75.00
Motor Fuel Dispensing	$75.00
Repair Garages	$75.00
Safety Code	$50.00
Tents / Membrane Structures	$75.00

RESOLUTION NUMBER 8192

A resolution of the Missoula City Council increasing fire inspection and plan checking and pyrotechnic display fees by two percent (2.75%) effective January 1, 2018.

WHEREAS, 7-1-4123(7) MCA authorizes local governments to charge reasonable fees for the provision of services; and

WHEREAS, the City of Missoula has conducted an official fee study in 2010 to establish the costs of providing certain services, and

WHEREAS, the City Council duly advertised and conducted a public hearing relating to these proposed fees; and

WHEREAS, in accordance with the City Charter, Article 1, Section 6, a public hearing was duly advertised on July 2, 2017 and held by the City Council on July 24, 2017, in order to give the public an opportunity to be heard.

NOW THEREFORE, BE IT RESOLVED that the Missoula City Council hereby amends and adopts the fees as shown in Exhibit A with an effective date of January 1, 2018.

BE IT FURTHER RESOLVED that resolutions in conflict herewith are repealed as of the effective date of this resolution.

PASSED AND ADOPTED this 24th day of July, 2017.

ATTEST:

/s/ Martha L. Rehbein

Martha L. Rehbein, CMC
City Clerk

APPROVED:

/s/ John Engen

John Engen
Mayor

(S E A L)

Exhibit E--Fire Inspection Fees FY2018
Effective: January 1, 2018

New Construction					
Class and Occupancy Type	**Size in Square Feet (SF)**	**Current Plan Check Fees**	**Proposed Plan Check Fees**	**Current Inspection Fees**	**Proposed Inspection Fees**
A Assembly Group	0 - 3999	$ 109	$ 112	$ 327	$ 335
	4,000 – 9,999	$ 109	$ 112	$ 330	$ 340
	10,000 – 19,999	$ 155	$ 160	$ 330	$ 340
	20,000 – 49,999	$ 177	$ 182	$ 330	$ 340
	50,000 +	$ 223	$ 230	$ 529	$ 544
E Educational Building	0 - 3999	$ 112	$ 116	$ 265	$ 273
	4,000 – 9,999	$ 112	$ 116	$ 265	$ 273
	10,000 – 19,999	$ 158	$ 163	$ 265	$ 273
	20,000 – 49,999	$ 179	$ 184	$ 265	$ 273
	50,000 +	$ 226	$ 233	$ 424	$ 436
F Industrial Building	0 – 7,999	$ 157	$ 162	$ 367	$ 378
	8,000 – 19,999	$ 157	$ 162	$ 367	$ 378
	20,000 – 39,999	$ 224	$ 231	$ 367	$ 378
	40,000 – 99,999	$ 255	$ 263	$ 367	$ 378
	100,000 +	$ 321	$ 330	$ 587	$ 604
H Hazardous	0 - 3999	$ 157	$ 162	$ 367	$ 378
	4,000 – 9,999	$ 157	$ 162	$ 367	$ 378
	10,000 – 19,999	$ 224	$ 231	$ 367	$ 378
	20,000 – 49,999	$ 255	$ 263	$ 367	$ 378
	50,000 +	$ 321	$ 330	$ 587	$ 604
I Medical/24 Hour Care	0 – 19,999	$ 223	$ 230	$ 499	$ 513
	20,000 – 49,999	$ 223	$ 230	$ 499	$ 513
	50,000 – 99,999	$ 315	$ 324	$ 499	$ 513
	100,000 – 249,000	$ 361	$ 371	$ 499	$ 513
	250,000 +	$ 453	$ 466	$ 802	$ 825
M Retail Sales	0 - 3999	$ 93	$ 96	$ 228	$ 235
	4,000 – 9,999	$ 93	$ 96	$ 228	$ 235
	10,000 – 19,999	$ 133	$ 137	$ 228	$ 235
	20,000 – 49,999	$ 151	$ 156	$ 228	$ 235
	50,000 +	$ 190	$ 196	$ 367	$ 378
R Multi-unit Residential	0 – 15,999	$ 93	$ 96	$ 265	$ 273
	16,000 – 39,999	$ 93	$ 96	$ 265	$ 273
	40,000 – 79,999	$ 133	$ 137	$ 265	$ 273
	80,000 – 199,999	$ 151	$ 156	$ 265	$ 273
	200,000 +	$ 190	$ 196	$ 424	$ 436

Exhibit E--Fire Inspection Fees FY2018
Effective: January 1, 2018

New Construction					
Class and Occupancy Type	**Size in Square Feet (SF)**	**Current Plan Check Fees**	**Proposed Plan Check Fees**	**Current Inspection Fees**	**Proposed Inspection Fees**
S Repair Garage / Storage	0 – 1,999	$ 79	$ 82	$ 265	$ 273
	2,000 – 4,999	$ 79	$ 82	$ 265	$ 273
	5,000 – 9,999	$ 112	$ 116	$ 265	$ 273
	10,000 – 24,999	$ 126	$ 130	$ 265	$ 273
	25,000 +	$ 159	$ 164	$ 424	$ 436
Warehouse / Parking Structure	0 – 19,999	$ 63	$ 65	$ 195	$ 201
	20,000 – 49,999	$ 63	$ 65	$ 195	$ 201
	50,000 -,99,999	$ 89	$ 92	$ 195	$ 201
	100,000 – 249,999	$ 101	$ 104	$ 195	$ 201
	250,000 +	$ 127	$ 131	$ 313	$ 322
U Accessory Building	0 – 19,000	$ 63	$ 65	$ 163	$ 168
	20,000 – 49,999	$ 63	$ 65	$ 163	$ 168
	50,000 – 99,999	$ 89	$ 92	$ 163	$ 168
	100,000 – 249,999	$ 101	$ 104	$ 163	$ 168
	250,000 +	$ 127	$ 131	$ 263	$ 271
Shell Buildings/Unspecified Use	0 – 19,000	$ 63	$ 65	$ 163	$ 168
	20,000 – 49,999	$ 63	$ 65	$ 163	$ 168
	50,000 – 99,999	$ 89	$ 92	$ 163	$ 168
	100,000 – 249,999	$ 101	$ 104	$ 163	$ 168
	250,000 +	$ 127	$ 131	$ 263	$ 271
B Offices, etc.	0 – 3999	$ 112	$ 116	$ 228	$ 235
	4,000 – 9,999	$ 112	$ 116	$ 228	$ 235
	10,000 – 19,999	$ 158	$ 163	$ 228	$ 235
	20,000 – 49,999	$ 179	$ 184	$ 228	$ 235
	50,000 +	$ 226	$ 233	$ 367	$ 378
High Rise Systems	0 – 39,999	$ 350	$ 360	$ 367	$ 378
	40,000 – 99,999	$ 350	$ 360	$ 367	$ 378
	100,000 – 199,999	$ 499	$ 513	$ 367	$ 378
	200,000 – 499,999	$ 570	$ 586	$ 367	$ 378
	500,000 +	$ 718	$ 738	$ 587	$ 604

Exhibit E--Fire Inspection Fees FY2018
Effective: January 1, 2018

New Construction					
Class and Occupancy Type	**Size in Square Feet (SF)**	**Current Plan Check Fees**	**Proposed Plan Check Fees**	**Current Inspection Fees**	**Proposed Inspection Fees**
NFPA 13 / 13R Sprinkler System	0 – 7,999	$ 305	$ 314	$ 601	$ 618
	8,000 – 19,999	$ 305	$ 314	$ 601	$ 618
	20,000 – 39,999	$ 436	$ 448	$ 601	$ 618
	40,000 – 99,999	$ 495	$ 509	$ 601	$ 618
	100,000 +	$ 625	$ 643	$ 1,062	$ 1,092
Fire Alarm System	0 – 7,999	$ 305	$ 314	$ 499	$ 513
	8,000 – 19,999	$ 305	$ 314	$ 499	$ 513
	20,000 – 39,999	$ 436	$ 448	$ 499	$ 513
	40,000 – 99,999	$ 495	$ 509	$ 499	$ 513
	100,000 +	$ 625	$ 643	$ 802	$ 825
Smoke Removal System	0 – 19,999	$ 400	$ 411	$ 840	$ 864
	20,000 – 49,999	$ 400	$ 411	$ 840	$ 864
	50,000 – 99,999	$ 569	$ 585	$ 840	$ 864
	100,000 – 249,999	$ 647	$ 665	$ 840	$ 864
	250,000 +	$ 818	$ 841	$ 1,348	$ 1,386

Remodel and Improvement Fees				
Class and Occupancy Type	**Current Plan Check Fees**	**Proposed Plan Check Fees**	**Current Inspection Fees**	**Proposed Inspection Fees**
A Assembly Group	$ 56	$ 58	$ 165	$ 170
E Educational Building	$ 57	$ 59	$ 132	$ 136
F Industrial Building	$ 79	$ 82	$ 183	$ 189
H Hazardous	$ 79	$ 82	$ 183	$ 189
I Medical/24 Hour Care	$ 112	$ 116	$ 248	$ 255
M Retail Sales	$ 47	$ 49	$ 116	$ 120
R Multi-unit Residential	$ 47	$ 49	$ 132	$ 136
S Repair Garage / Storage	$ 40	$ 42	$ 132	$ 136
Warehouse / Parking Structure	$ 32	$ 33	$ 97	$ 100
U Accessory Building	$ 32	$ 33	$ 83	$ 86
B Offices, ETC.	$ 57	$ 59	$ 116	$ 120

Exhibit F--Special Event Fees FY 2018
Effective: August 1, 2017

Special Event conducted on a public sidewalk, street, or public right-of-way		
	Current Special Event Fee	Proposed Special Event Fee
Special Event Fee	$ 148	$ 153

PERMITS AND FEES REQUIRED BY THE CEDAR RAPIDS FIRE CODE

Permits shall be in accordance with **Section 105** of the Cedar Rapids Fire Code. There are two types of permits: **Construction and Operational**.

FIRE INSPECTION FEES

Owner(s) of a property with one or more structures
The owner(s) of a property being inspected shall be charged a rate of $75 per hour for inspection and administrative time. The owner(s) of a property being inspected shall be charged $25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

Tenants located within a structure
With agreement of the Fire Code Official and the owner of a structure, tenants within that structure shall be charged fire fees at $25 for each 20 minutes of inspection and administrative time related to that tenant space. Time segments shall be rounded up to the next 20-minute period for fee calculation. Owners shall remain responsible for fire inspection fees for all other areas within the structure.

Re-Inspections
There shall be no fire inspection fee charged for the first re-inspection of owner or tenant spaces within a structure. Each subsequent re-inspection of an owner or tenant space may be charged fire inspection fees at $25 for each 20 minutes of inspection and administrative time. Time segments shall be rounded up to the next 20-minute period for fee calculation.

Trip Charge
There may be a $50 fee for inability to access a structure or tenant space for a scheduled inspection appointment.

Complaint Inspection
A complaint inspection where fire code infractions are found may be charged $75 for the first 20 minutes of inspection time (this fee includes drive time and administrative time). The owner/tenant of a property being inspected shall be charged $25 for each additional 20 minutes of inspection and administrative time.

Failure to Obtain a Permit
Failure to obtain the proper permit may result in a double fee.

OPERATIONAL PERMITS 105.6

The code official is authorized to issue operational permits renewable annually for the operations set forth in the 2018 Cedar Rapids Fire Code, Sections 105.6.1 through 105.6.48. This also includes State required operations which include but not limited to, Health Care, Day Care, Schools, Colleges, Hospitals and businesses which sell or distribute alcohol and tobacco.
$50 shall be added to each inspection with operational permit(s) for drive time and administrative time. In addition to required Fire Inspection Fees, an additional $25 fee shall be charged for each operational permit required, except as specified below for operational permits.

Operational Permits

- **Repair Garage** – Compressed Gas fees shall not be an additional permit charge when issuing a Repair Garage Operational Permit.
- **State License** – Oxygen cylinders shall not be an additional permit charge when issuing a State License Operational Permit for Health Care operation.
- **Carnivals and Fairs** **$60**
- **Exhibits and Trade Shows** **$100**
- **Explosives** **$100**
- **Open Burning** **$30**
- **Open Flames and Torches** **$70**
- **Open Flames and Candles** **$70**
- **Outdoor Place of Assembly** **$55**
  An annual operational permit is required to operate an outdoor assembly event. Typically, a "special event" committee review is also required.
- **Pyrotechnic Special Effects Material** **$115**
  Charged per site, per event
- **Temporary Membrane Structures, Tents & Canopies** **$55**

CONSTRUCTION PERMITS

Automatic Fire-Extinguishing Systems **Fire Alarm and Detection Systems**

Number of Sprinkler Heads	Fees	Review for Devices	Fees
<50 heads	$150	<30 devices	$75
51-100 heads	$175	31-60 devices	$110
101-200 heads	$205	61-90 devices	$145
201-300 heads	$230	91 + devices	$175
301-400 heads	$265		
401-500 heads	$290		
501-600 heads	$320		
601 + heads	$345		

CONSTRUCTION PERMITS (CONTINUED)

Battery Systems (per system) **$110**
Compressed Gases **$90**
Fire Pumps and Related Equipment **$60**
Flammable & Combustible Liquids (required permit)

- To repair or modify a pipeline for the transportation of flammable or combustible liquids – **No fee assessed**

- To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used **$130 per tank**

- To install, alter, place temporarily out of service or otherwise dispose of a tank which contained flammable or combustible liquids **$130 per tank**

- To remove or abandon a tank or tanks at the same site in the same week which contained flammable or combustible liquids **$130 per project**

- To construct a use, dispensing, mixing room, liquid storage room or liquid storage warehouse **$175 per room or warehouse**

Hazardous Materials **$130**
Industrial Ovens **$110 per oven**
LP Gas

- Permanent Tank Installation **$80 per tank**
- Temporary Tank Installation **$75 per tank**

Spraying and Dipping **$120**
Standpipe Systems **$115**
Temporary Membrane Structures, Tents and Canopies

- **$55** fee per temporary tent
- **$25** fee for an additional temporary tent at the same site
- Fees will change **from $55 to $75** for turning a Canopy into a Temporary Tent without prior approval or having not obtained a permit prior to installation.

REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT

False Alarm Fees

Fire Alarm Systems, which are monitored, may be assessed a fee for false alarms, which occur during any consecutive 12-month period as follows:

Number of False Alarms	Fee for each False Alarm
1st alarm	No charge
2-4 alarms	$75
5 and above	$150

False Alarm

Any person or persons causing a false and or malicious fire alarm may be charged or a minor's legal custodian for fire response, personnel and investigative wages, plus fire apparatus costs during such response.

Fire Code Compliance Process Fee

The service includes Fire Code compliance for construction site inspections and part-time assistance to the City of Cedar Rapids Building Department plan review person for Fire Code compliance. The Building Official shall assess an additional Fire Code compliance fee for Building Permit issuance based on the valuation of work for the Building Permit. This fee does NOT apply to one and two family dwellings, permits for only roofing or siding or Group U occupancies. The fee shall be rounded to the nearest dollar and based on the following table. The total of this fee shall NOT exceed $4,000.

Building Permit Valuation	Fee Calculations
$1-500,000	Fee 1 – multiply the permit valuation up to the first $500,000 by a factor of 0.003 to obtain the fee
$501,000 – 1,000.000	Fee 2 – Subtract $500,000 from the total permit valuation and multiply this remainder up to and including $500,000 by 0.0015. Add Fee 1 to Fee 2
$1,000.000 and up	$2,250 for the first $1,000.000 plus $1.00 for each additional $1,000.000 or fraction thereof. Maximum fee of $4,000.000

Construction Certificate of Occupancy (C of O) Trip Fee

Shall be assessed to the General Contractor as follows:

- Initial trip – no charge if incomplete
- Second trip – no charge if incomplete
- Third, Fourth, etc. trip - $75 trip fee is required whether compliance is met or not at the time of re-inspection

REQUIRED FEES BY THE CITY OF CEDAR RAPIDS FIRE DEPARTMENT (CONTINUED)

Fire Hydrant Flow Test
A $75 fee shall be charged for a fire hydrant flow test when tests are not specifically for installing a new fire sprinkler system.

Fire Lane Fee
A $75 fee shall be charged for fire lane identification at a property (through owner request).

Fire Report Fee
The fee for a copy of a fire report shall be $5.

Gas Line Response Fee
The fee of $1,000 for fire to respond to gas line breaks may be assessed to the contractor for each response.

Vehicle Extrication or Vehicle Fire Fee
Applicable ONLY to non-residents of the City of Cedar Rapids. The fee for an emergency involving extrication from a vehicle OR a fire involving a vehicle shall be $300.

Inspector Fee
Complaints of overcrowding which cause Code Enforcement personnel to respond after normal Fire Prevention Bureau hours OR overcrowding found in the course of "night patrol duty" shall incur an Inspector Fee. If the violation of overcrowding found is greater than 10 percent over the legal occupant load, then a fee of per Fire Department rate shall be assessed to the owner of the business (typical of 1 ½ times the salary with a minimum 3 hour charge – labor contract). This shall be in addition to any court ordered fines or charges.

Site Assessment Fee
This is a fee assessed to review properties for our record of Underground and Aboveground Storage Tanks, ground contamination and hazardous material spills. A fee of $30 per site or property reviewed.

Permit-Required for Confined Space Fee
This fee shall be assessed to employers that have Permit-Required Confined Spaces with OSHA required identification of Cedar Rapids Fire Department as the rescue service in their emergency plan. Fees shall be assessed to employers as follows:

Number of Permit-Required Confined Space	
1 - 4	$600
5 to 10	$850
>10	$1,200

Tier II Fee Structure

The fee structure used by the City of Cedar Rapids is based on the potential risk these chemicals possess. The same table used by the Environmental Protection Agency (EPA) was used in the determination of which storage amount code was used in the calculation of the fee. Along with the storage amount code a method of estimating cost of response to incidents was devised. This cost is based on the State model of a HazMat "Work Unit" being five trained personnel. The amount of the chemical present was then used to determine the amount of time and number of "Work Units" needed to mitigate the incident. Also taken into account were those incidents involving Extremely Hazardous Substances (EHS) [as identified by the EPA] in determining the risk associated with these potential incidents. Below are the EPA storage amount categories and their associated fees.

Category	Pounds	Standard Tier II	EHS
01	0 - 99	$100	$200
02	100 - 999	$200	$400
03	1,000 – 9,999	$400	$800
04	10,000 – 99,999	$800	$1,600
05	100,00 – 999,999	$1,600	$3,200
06	1,000,000 – 9,999,999	$3,200	$6,400
07	10,000,000 – 49,999,999	$3,200	$6,400
08	50,000,000 – 99,999,999	$3,200	$6,400
09	100,000,000 – 499,999,999	$3,200	$6,400
10	500,000,000 – 999,999,999	$3,200	$6,400
11	1 Billion > 1 Billion	$3,200	$6,400

The Calculations made to determine the rate by category are as follows:

Category	Work Units Needed	Number of Hours
01	1	1
02	2	1
03	1	4
04	2	4
05	2	8
06	4	8
07	4	8
08	4	8
09	4	8
10	4	8
11	4	8

(One "Work Unit" will consist of 5 trained personnel at an average rate of $20/hr. EHS rates are double due to the hazards those chemicals present.)

FIRE DEPARTMENT FEES
City of Redmond

A. Building Permit Fees

Commercial Exterior alteration, tenant improvement
Mixed Use Exterior alteration, residential remodel, tenant improvement
Multi-Family Exterior alteration, remodel
Green Commercial Tenant improvement
Green Mixed-Use Residential remodel, tenant improvement
Green Multi-Family Remodel

Construction Value	Fee*
≤ $100,000	$459.45
$100,000.01 - $499,999.99	$968.72
$500,000.00 - $2,500,000.00	$1,855.55
$2,500,000.01 - $15,000,000	$4,389.35
> $15,000,000	$6,492.45
Expedited	$335.28

Commercial New
Mixed Use New
Green Commercial New
Green Mixed Use New

Construction Value	Fee*
≤ $1,000,000	$1,450.12
$1,000,000.01 - $2,500,000.00	$3,426.47
$2,500,000.01 - $15,000,000	$4,389.35
> $15,000,000	$6,492.45

Change of Occupancy To Multi-Family
Multi-Family New
Green Multi-Family New

Construction Value	Fee*
≤ $750,000	$1,450.12
$750,000.01 - $2,500,000	$3,426.47
$2,500,000.01 - $15,000,000	$4,389.35
> $15,000,000	$6,492.45

Change of Occupancy To Commercial

Construction Value	Fee*
≤ $100,000	$436.64
$100,000.01 - $1,000,000	$1,298.18
$1,000,000.01 - $2,500,000	$3,426.47
$2,500,000.01 - $15,000,000	$4,389.35
> $15,000,000	$6,492.45

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

A. Building Permit Fees (Continued)

All fees will be assessed at permit submittal. Valuation is rounded to the nearest cent.

Commercial	Addition, garage, accessory structure
Multi-Family	Addition, garage, accessory structure
Mixed Use	Addition, garage, accessory structure
Green Commercial	Addition
Green Multi-Family	Addition
Green Mixed Use	Addition

Construction Value	Fee*
≤ $100,000	$459.45
$100,000.01 - $499,999.99	$968.72
$500,000.00 - $2,500,000.00	$1,855.55
$2,500,000.01 - $15,000,000.00	$4,389.35
> $15,000,000	$6,492.45

Residential	Accessory Structure, addition, deck, manufactured home, new, remodel
Green Residential	New

Construction Value	Fee*
Any Value	$202.72

Change to Occupancy To residential

Construction Value	Fee*
Any value	$630.93

Other Fees

Permit Type (Applicable Work Classes)	Fee*
Awning (signage, no signage)	$225.50
Commercial (portable, modular)	$326.85
Demolition	$225.50
Dock	$233.23
Rack strorage	$326.85
Solar panel (photovoltaic)	$326.85
Stormwater vault	$225.50
Swimming pool (commercial, mixed use, multi-family)	$225.50
Tank	$326.85
Wireless communications facility (new, addition)	$225.50
Additional plan reviews (per hour minimum)	$190.19
Miscellaneous requests (per hour minimum)	$190.19

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

B. Fire Alarm System Installation Permit Fees

All fees will be assessed at permit submittal

New System

Number of Alarm Devices	**Fee:***
1-25	$732.27
26-100	$1,292.24
>100	$1,335.59 + $4.29 for each device over 100

System Modification

Number of Alarm Devices	**Fee:***
1-5	$377.54
6-10	$478.90
11-20	$529.57
21-40	$732.27
41-100	$1,292.24
> 100	$1,657.68 + $3.65 for each device over 100

In addition to the device fees shown above, the following charges apply:

Device(s)	**Fee:***
Fire Alarm Control Panel (FACP)	$407.95
Transmitter	$357.27
Both an FACP and Transmitter	$712.01
Power Sub-Panel	$174.83

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

C. Fire Sprinkler System Installation Permit Fees

All fees will be assessed at permit submittal

NFPA 13 System, New System

Number of Heads or Devices	**Fee:***
1-50	$907.11
51-100	$1,342.92
> 100	$1,388.20 + $4.48 for each device over 100
Water supply[+], each	$101.35
Fire pump, each	$1,087.03
Standpipe[++], each	$1,289.75

NFPA 13 System, System Modifications (Including Quick Start)

Number of Heads or Devices	**Fee:***
1-20	$428.21
21-40	$805.75
41-100	$907.11
> 100	$929.77 + $2.28 for each device over 100

NFPA 13D systems (Single Family Residential)

Number of Heads or Devices	**Fee:***
1-40	$551.84
> 40	$653.84
Additions or Modifications, any quantity	$190.19

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

[+] One supply shall consist of a post or wall indicator valve, a double detector check valve assembly, and a fire department connection (one each).

[++] A standpipe system consists of a fire department connection supply inlet and associated outlets.

FIRE DEPARTMENT FEES
City of Redmond

D. Fixed Suppression System Installation Permit Fees

All fees will be assessed at permit submittal.

New System

Number of Heads or Devices	**Fee:***
1-20	$580.25
21-40	$681.60
> 40	$738.66 + $5.67 for each device over 40
Releasing Panel	$202.72

System Modification

Per Device or Nozzle

Number of Heads or Devices	**Fee:***
1-10	$428.21
11-20	$478.90
> 20	$538.96 + $5.98 for each device over 20
Releasing Panel	$202.72

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

E. Penalties, Hourly Rates and Other Fees

1. Penalties:

Penalties shall conform to the City of Redmond Enforcement Regulations. The following shall apply.

- Fees shall be doubled for work begun without a valid permit for the first infraction in one year.
- Fees shall be five times original fees for work done without a permit for the second and each subsequent infraction in one year.
- Work done without a permit may also result in stop work orders or other actions or remedies. Actions may include the loss of the applicant's business license.

2. New and Existing Construction - Hourly Rate $190.19*

One submittal will be processed under the initial permit, review and inspection fees. The original permit, review, and inspection fee covers one inspection and one reinspection to verify compliance for each inspection type.

Additional plan review/revisions	For revisions to plans with an issued permit or for significant changes to plans currently in review, additional review time will be charged at the hourly rate.
Plan review extension	Submittals that are in plan review and have not been approved may have the expiration date extended up to 365 days at a fee equal to one half the prevailing hourly rate noted above. One plan review extension is allowed.
Permit extension	Issued permits that are not expired may have the permit expiration date extended up to 365 days at a fee equal to one half the prevailing hourly rate noted above.

3. New and Existing Construction - 2nd and subsequent Reinspection $250.00*

The original permit, review and inspection fee covers one inspection and one reinspection to verify compliance for each inspection type. Additional inspections for the same inspection type will be charged the above reinspection fee.

4. New and Existing Construction - After-hours Hourly Rate $190.19

After-hours plan review	After-hours plan reviews (when available) shall be charged the prevailing hourly rate for a minimum of two hours. The 2-hour time includes permit processing and mark-up of plans. When an expedited plan review requires more than 2 hours, additional time will be charged at the prevailing hourly rate.
After-hours inspection	The rate for inspection outside of regular business hours (when available) shall be charged at the prevailing hourly rate for a minimum of two hours. The 2-hour time includes the inspection and writing of inspection reports, as applicable. When an after-hours inspection takes longer than 2 hours, additional time will be charged at the prevailing hourly rate. Notice of after-hours inspection cancellation must be provided to Redmond Fire Prevention at least 48 hours (2 business days) prior to the scheduled inspection. Failure to provide 48-hours' notice will result in a forfeiture of the after-hours inspection fee.

5. New and Existing Construction – Technical Review

The hourly rate shall be charged for the processing of extensive technical reviews associated with such involved issues as high-piled storage, hazardous materials, and flammable liquids. These reviews may be outsourced for third party review and charged at third-party cost rates.

City Performed	$285.28*
Third-party	Third Party Cost**

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.
**The technology surcharge fee will also be applied on outsourced third party costs.

FIRE DEPARTMENT FEES
City of Redmond

E. Penalties, Hourly Rates, and Other Fees (continued)

5. New and Existing Construction – Permit Reactivation

Permits shall automatically become invalid if there have been no inspections of the authorized work in the last 365 days or if the work is suspended or abandoned for 365 days after an inspection has been conducted. Before work can recommence, the permit shall be reactivated at a fee equal to one-half the new permit fee amount, provided no changes have been made to the original construction documents. A new permit shall be obtained if more than 365 days have passed from the date of expiration or changes have been made to the original construction documents.

6. Special Review Processes:

Quick Start Permits: These permits shall be charged at the same rate as regular permits. Quick start permit fees are non-refundable and due at the time of permit submittal.

7. Existing Building and Occupancy Fire Inspections – Reinspections

Initial inspection	No Charge
First re-inspection	No Charge
Second re-inspection	No Charge
Third re-inspection	$100.00
Fourth and subsequent re-inspections	$250.00

6. Preventable Fire Alarms $433.28/hr. *

a) The fee shall be the combined active-duty hourly rates of one pumper truck and three fire suppression personnel as listed in Table F.

b) An hourly charge of no less than one hour's fee shall apply for each preventable alarm requiring a fee.

c) Problematic systems may not qualify for fee relief and may be subject to additional fees.

d) Failure to provide an approved and required fire watch will result in a fee of not less than that noted in (a) above.

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.
**The technology surcharge fee will also be applied on outsourced third party costs.

FIRE DEPARTMENT FEES
City of Redmond

F. Administrative and Suppression Fees:

1. Arson or Negligence Incidents: $89.22/hr.*

   This hourly fee is to be used for recovering department personnel costs related to incidents caused from arson or incidents caused by negligence of an individual.

2. Aid Car Standby: $105.70/hr.*

   This hourly fee is to be used at times when a fire department aid car is to be staffed by EMT's whom are not on duty. The fee is to cover the personnel costs associated with the activity. No fee would be charged for events officially sponsored in part or wholly by the City of Redmond.

3. Special Service – Hazardous Waste and Other Cleanup: $89.22/hr.*

   This hourly fee provides for recovering department personnel costs related to hazardous materials incidents. In addition, this section provides for the ability to collect reimbursement for equipment or apparatus contaminated, damaged, destroyed, or lost while providing service. Also, special items, supplies, or cost of services may be reimbursed from companies or agencies responsible for the incident related to hazardous material, hazardous waste, or similar incidents.

Table F. Vehicle and Personnel Hourly Cost Schedule

Labor Costs Per Hour Including Overhead

Labor Category	*Hourly Rate**	*Overtime Rate**
Fire Suppression, Emergency Aid & Other Services	$89.22/hr.	$105.70/hr.
Fire Prevention & Investigation	$141.50/hr.	$212.25/hr. (2-hour minimum)

Vehicle Equipment Costs Per Hour Including Overhead

Vehicle	*Active Duty Hourly Rate**	*Standby Duty Hourly Rate**	*Mileage Rate**
Aerial Truck	$247.04/hr.	$114.14/hr.	$0.95/hr.
Pumper Truck	$165.61/hr.	$107.73/hr.	$0.95/hr.
Emergency Medical Van	$80.74/hr.	$52.64/hr.	$0.42/hr.
Rescue Van	$92.44/hr.	$57.87/hr.	$0.42/hr.
Command Vehicle	$19.69/hr.	$12.05/hr.	$0.42/hr.

FIRE DEPARTMENT FEES
City of Redmond

Section G.
Administrative Guidelines for Fire Code Operational and Installation Permits; Re-inspection Fees; and Preventable Fire Alarm Fees.

1. Annual operational permits will be issued for one year (12 months) based upon the first day of the month in which the permit became required.
2. The annual maximum fees per facility or company are based upon the calendar year. A facility's fees shall not exceed $2,500 per year.
3. Additional annual operational permits may be prorated to correspond with an existing permit's annual renewal date. The pro-ration shall be based upon the number of days remaining on the existing permit divided by 365 days, multiplied by the additional fee required.
4. City of Redmond-sponsored events requiring operational permits shall be issued permits at no cost unless the City of Redmond has hired vendors or contractors to provide such services for which the vendors or contractors directly profit. In such cases, the vendor or contractor shall obtain and pay fees for required permits.
5. City of Redmond facilities requiring operational permits shall be issued permits at no cost unless the City of Redmond has leased or rented that portion of the facility requiring the permit to another organization. In such cases, the lessee or renter shall obtain and pay fees for required permits.
6. Non-profit organizations designated as an IRS 501 (c) (3) organization shall be issued operational permits at no cost.
7. The Fire Code Official (FCO) shall have the authority to resolve disputes related to the assessment of all Redmond Fire Department User Fees.
8. The Fire Code Official (FCO) shall have administrative authority to adjust the fee to apply to any individual operational or installation permit where, in the professional opinion of the FCO, the specific circumstances of the use do not well fit the level description found in this fee schedule or where an adjusted fee is part of the resolution of a dispute regarding the application or administration of this fee schedule. The adjustment to be made shall be limited to no more than 50% above or below the fee set forth in this fee schedule.
9. The installation permit will serve as the operational permit for a period of up to one year from the last day of the month in which the installation permit became required.
10. Public School Districts shall be issued Place of Assembly Operational permits at no cost.
11. A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

Table G-1. Fire Code Operational Permit Fees – Annual Permits

Permit Type	Permit Threshold	Fee
Aerosol Products	500 lbs. agg. of Level 2 or 3	$189.35*
Aviation Facilities	Per structure	$240.04*
Cellulose nitrate film	Per type A Occupancy	$101.35*
Combustible dust-producing operations	Any operations	$152.03*
Combustible fiber storage	Any operations	$152.03*
Compressed Gases	Inert, simple asphyxiant, oxidizing and/or carbon dioxide gases above IFC permit thresholds	$152.03*
	Corrosive and/or Flammable gases above IFC permit thresholds	$202.72*
	Highly toxic, toxic and/or Pyrophoric gases above IFC permit thresholds	$405.42*
Cryogenic fluid	Above IFC permit thresholds	$152.03*
Cutting and welding	Any operations	$202.71*
Dry Cleaning Plants	Type I, II, IIIA, IIIB system	$304.07*
	Type IV & V system	$152.03*
Emergency Responder Radio System	Per System	$202.72*
Explosives	Above IFC permit thresholds	$152.03*
Fire Alarm System (Fire alarm operational permit)	Per Fire Alarm system	$100.00
Fire hydrants and valves	Issued by Development Engineering Division, Planning Dept.	N/A
Flammable or Combustible liquids ($1,000 maximum per facility)	Interior storage, $5 < x \leq 500$ gal., aggregate	$152.03*
	Interior storage, $500 < x \leq 1{,}000$ gal., aggregate	$304.07*
	Interior storage, > 1,000 gal. aggregate	$405.42*
	Any exterior storage above IFC permit thresholds	$152.03*
	Any retail sales	$202.72*
	Spray cabinets, drying booths/rooms, or conveyor systems per building	$304.07*
	Any operation of tank vehicles, pipelines, wells, refineries	$506.77*

FIRE DEPARTMENT FEES
City of Redmond

G-1. Fire Code Operational Permit Fees – Annual Permits (Continued)

Permit Type	Permit Threshold	Fee
Fruit and crop ripening	Any operations	$304.07*
Fumigation and thermal insecticide fogging	Any operations or maintain	$202.72*
Hazardous materials, quantity ($1,000 maximum hazardous materials annual operational permit fees per facility per Resolution 1281)	1–5 classes above IFC permit thresholds	$202.72*
	6–10 classes above IFC permit thresholds	$354.75*
	> 10 classes above IFC permit thresholds	$506.77*
Hazardous materials, facility ($1,000 maximum hazardous materials annual operational permit fees per facility per Resolution 1281)	Any H-1, H-2, or H-3 occupancy	$506.77*
	Any HPM (semiconductor, H-5) facility	$506.77*
High-piled storage	500 < x ≤ 2,500 sq. ft., including aisles	$152.03*
	2,500 < x ≤ 12,000 sq. ft., including aisles	$253.39*
	> 12,000 sq. ft., including aisles	$354.75*
HMMP standard form review		$304.07*
HMMP, HMIS review		$202.72*
Hot-work operations	per site	$202.72*
Industrial ovens	Per facility	$101.36*
Liquefied petroleum gases: store, handle, use, install, or dispense ($500 maximum per facility)	≤ 1,000 lbs., aggregate	$152.03*
	1,000 < x ≤ 4,000 lbs., aggregate	$304.07*
	> 4,000 lbs.	$405.42*
	Storage rooms used for gas manufacturing	$506.77*
Lumber yards	> 100,000 board feet	$405.42*
Magnesium working	> 10 pounds per facility	$202.72*
Miscellaneous combustible storage	Per site	$152.03*
Mobile food preparation vehicle	Per vehicle	$152.03*
Motor fuel dispensing facilities	Per site	$253.38*

FIRE DEPARTMENT FEES
City of Redmond

G-1. Fire Code Operational Permit Fees – Annual Permits (Continued)

Permit Type	Permit Threshold	Fee
Open flames and torches	Required to remove paint or use in a wildlife risk area	$138.67*
Open flames and candles	per assembly area, dining areas of restaurants	$50.67*
Organic coatings	Producing more than 1 gallon	$202.72*
Places of assembly	50 ≤ x < 100 occupants, aggregate	$101.35*
	100 ≤ x < 200 occupants, aggregate	$152.03*
	200 ≤ x < 300 occupants, aggregate	$304.07*
	≥ 300 occupants, aggregate	$405.42*
Plant extraction system	Per system	$304.07*
Private fire hydrants	Operation and annual maintenance	$0.00*
Pyroxylin plastics	> 25 lbs	$152.03*
Refrigeration equipment	Per site	$304.07*
Repair garage	Per site	$253.38*
Rooftop heliport	Per site	$253.38*
Spraying and dipping	Any operation of dip tanks, application of combustible powder coatings	$202.72*
	Any operation of spray booths, room	$405.42*
Tire and scrap tire	> 2,500 s.f. indoor storage of tires and scrap tires, tire byproducts	$202.72*
Tire rebuilding plant	Operation and maintenance of tire rebuilding plant	$506.77*
Waste handling	Per facility/Yard	$202.72*
Wood products	Store chips, hogged material, lumber or plywood > 200 c.f.	$506.77*

FIRE DEPARTMENT FEES
City of Redmond

Table G-2. Fire Code Operational Permit Fees – Single-Use Permits

Permit Type	Permit Threshold	Fee
Amusement buildings	Per use	$138.67*
Carnivals & fairs	Interior, 349 < x ≤ 10,000 sq. ft. Exterior, 999 < x ≤ 10,000 sq. ft.	$152.03*
	Interior or exterior, 10,000 < x ≤ 40,000 sq. ft.	$304.07*
	Interior or Exterior, > 40,000 sq ft	$506.77*
Covered mall building	Per event site	$304.07*
Exhibits and trade shows	Per exhibit or show	$294.89*
Fireworks (*Pyrotechnics*)	Outside & < 10 minutes	$152.03*
	Outside & > 10 minutes	$304.07*
	Proximate	$405.42*
Flammable or combustible liquids, tank removal	Residential: ≥ 300 gal.	$304.07*
	Commercial, any size	$304.07*
Floor finishing	Per site	$152.03*
Hazardous materials, facility	H-occupancy facility closure	$506.77*
Liquid or gas fueled vehicles or equipment in assembly occupancies of buildings	Per each 6 such vehicles or pieces of equipment	$202.72*
Open burning	Per site	$304.06*
Open flames and candles	per assembly area, dining areas of restaurants	$50.67*
Open flames and torches	Required to remove paint or use in a wildlife risk area	$138.67*
Outdoor assembly event	Per event	$405.42*
Temporary membrane structures, tents (If any event has multiple locations to be inspected, each location will be considered a separate inspection and will be charged based upon the number of tents setup at each location.)	1 tent above IFC permit thresholds	$152.03*
	2 ≤ x ≤ 5 tents above IFC permit thresholds	$304.07*
	≥ 6 tents above IFC permit thresholds	$506.77*

FIRE DEPARTMENT FEES
City of Redmond

H. Fire Code Construction Permit Fees

Permit fees are due at permit application submittal.

Permit Type	Level	Description	Fee*
Flammable/combustible liquids	Level 1	> Permit Amount + ≤ 500 Gallons	$506.77
	Level 2	> 500 Gallons ≤ 1,000 Gallons	$912.20
	Level 3	> 1,000 Gallons	$1,317.62
Hazardous materials	Level 1	1-5 Materials	$608.14
	Level 2	6-10 Materials	$1,013.57
	Level 3	> 10 Materials	$1,621.70
High piled storage	Level 1	≤ 2,500 sq. ft.	$506.77
	Level 2	>2,500 sq. ft. ≤ 12,000 sq. ft.	$1,013.57
	Level 3	> 12,000 sq. ft.	$1,216.27
HPM facilities	Level 1	1-4 ct. Specialized Equipment	$506.77
	Level 2	5-8 ct. Specialized Equipment	$912.20
	Level 3	Any new facility	$2,027.12
Liquid petrolium (LP) gas	Level 1	<1,000 lbs	$405.42
	Level 2	1,000 lbs. ≤ 4,000 lbs.	$506.77
	Level 3	> 4,000 lbs	$1,013.57
Places of assembly	Level 1	50 - 100 occupants	$405.42
	Level 2	101 - 500 occupants	$608.14
	Level 3	> 500 occupants	$810.85
Refrigeration equipment	Level 1	Greater than or equal to permit amount and not a level 2 or 3	$506.77
	Level 2	Refrigerant Machinery Room	$1,013.57
	Level 3	Refrigeration systems required to be equipped with a treatment, flaring, or ammonia diffusion system	$1,216.27
Smoke control system	Level 1	Modification of existing system	$912.20
	Level 2	Prescriptive system	$1,317.62
	Level 3	Performance-based design	$2,533.90
Spraying and dipping	Level 1	1 spray area, dip tank or powder coating operation/fire area	$304.07
	Level 2	2 ≤ 3 spray areas, dip tanks or powder coating operations/fire area	$506.77
	Level 3	> 3 spray areas, dip tanks or powder coating operations/fire areas	$1,013.57

*A 3% technology surcharge will be applied in addition to the listed fee as authorized by Ordinance No. 2090; extended by Resolution No. 1162 on December 3, 2002; revised by Resolution No. 1190 effective July 1, 2004.

FIRE DEPARTMENT FEES
City of Redmond

H. Fire Code Construction Permit Fees (continued)

Permit Type	Description	Fee*
Battery Systems	Each	$354.75
Capacitor energy storage system	Per system	$354.75
Compressed Gases	Each	$354.75
Cryogenic Fluids	Each	$405.42
Emergency Responder Radio Coverage System - Installing each	Each	$1,216.27
Fuel cell power system	Per system	$354.75
Gas detection system	Per system	$304.07
Motor vehicle repair rooms and booths	Per room or booth	$304.07
Plant extraction system	Per system	$912.20
Gates or Barricades	Per gate or barricade across a fire apparatus access road	$405.42
Industrial Ovens	Each	$304.07
Private Fire Hydrant	Each	$304.07
Solar Photovoltaic Power Systems	per system	$304.07
Special event structure	per structure	$304.07
Underground sprinkler supply piping	Permits issued by Development Engineering Division, Planning Department	$0.00*

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DICKINSON, NORTH DAKOTA

ADMINISTRATION/MISCELLANEOUS

2020 Addition
Updated or Edited

Alcohol and Tobacco Related Licenses			
Application	$250.00	One Time	
Annual Renewal Late Fee	$100.00	Per License	
Taproom License	$2,000.00	Annual	
Beer and Wine	$2,000.00	Annual	
Beer and Wine Concessions (Limited)	$550.00	Annual	
Beer Only	$700.00	Annual	
Commercial On & Off Sale	$3,000.00	Annual	
License Location Transfers	$250.00	One Time	
Lodge or Club	$3,000.00	Annual	
Microbrewery/ Distillery	$700.00	Annual	
Military Beer & Wine	$700.00	Annual	
Motel and Hotel	$3,000.00	Annual	
Restaurant On-Sale	$2,500.00	Annual	
*Special Event Alcoholic Permit	$25.00	Per Event	
*Rush Late Fee	If less than 10 days prior to the event - the fee is $100		
	Applications received less than 3 days prior to event will be DENIED		
License Transfer Fee	Annual Fee plus Application Fee plus a prorated amount from commission approved date, approved 1-1-11		
Tobacco Related Licenses			
Application Fee	$50.00	Per License	
Annual Renewal	$50.00	Per License	
Annual Renewal Late Fee	$50.00	Per License	
Animal			
Abandonment/Surrender Fee	$50.00	Per Animal	
Adoption Fee			
Cat	$5.00	Each plus veterinary cost	
Dog	$25.00	Each plus veterinary cost	
Animal Code Violation for Article 5.08 and 5.12	$50.00	Each	
Impound Fee - Dogs/Cats	$50.00	Each	
Boarding fees	$10.00	Per day	
Pet License			
Dog and Cat	$10.00	Lifetime	
Armory Building Rental			
Gymnasium Rental Fee	$400.00	Per Day	
Classrooms	$80.00	Per Day	
Gaming Related Licenses			
Site Authorization	$100.00	Annual	
Annual Permit	$25.00	Annual	
Single Event Permit	$10.00	Each	
Business/Contractor Licenses			
Arborist	$25.00	Annual	
Adult Entertainment	$2,000.00	Annual	
Bicycle	$5.00	Lifetime	
Concrete Contractor	$100.00	Annual	
Excavators License	$100.00	Annual	
House Mover	$50.00	Annual	
Junk Dealer	$50.00	Annual	
Pawn Broker	$50.00	Annual	
RV Park/Campground	$250.00	Annual	
	$100.00	less if in combination with mobile home fees	
State, Municipality, or Non-Profit Agency are all exempt			
Mobile Home Tiered Fees			
3-10 Lots	$100.00	Annual	
11-25 Lots	$150.00	Annual	
26-50 Lots	$200.00	Annual	
More than 50 Lots	$250.00	Annual	
Pesticides-Commercial Applicator	$50.00	Annual	
Pet Daycare Operator	$125.00	Annual Renewal	
Plumbers License	$100.00	Annual	
Heating & Air License	$100.00	Annual	
Contractor License	$100.00	Annual	
Taxicab/Chauffeur/Omnibus	$50.00	Annual	
Event Permit			
Circus / Carnival	$50.00	Per Day	
*Parade/Street Closure	$50.00	Per Day	
*Non-Alcohol / Street Closure	$50.00	Per Day	
*Rush Late Fee	If less than 10 days prior to the event - the fee is $100		
	Applications received less than 3 days prior to event will be DENIED		

Misc Fees

DVD and CD Copy	$2.00	Each
Fax	$2.00	Per Page
Microfilm Copies		
Full size	$1.00	Each
w/card	$1.50	Each
Xerox Copies		
8 1/2 x 11 and 8 1/2 x 14	$0.25	Per Page
11 x 17	$0.25	Per Page
Copies by Mail	$5.00	Minimum + charge for copies over 10
24x36 Copy (Maps)	$35.00	Per Page
City-Vehicle Commuter Rate	$1.50	per one-way commute
NSF Fee	$40.00	Per Check

BUILDING & CODE ENFORCEMENT

Board of Adjustment - Variance	$150.00	Per Application
Board of Appeals	$150.00	Per Application
Building & Construction Permits (Based on valuation)		
Building Permit Fees		
Up to $1,000	$50.00	
In excess of $1,000		
First $1,000	$60.00	
Each add'l $1000 or fraction to $200,000	$4.00	
Each add'l $1000 or fraction over $200,000	$5.50	
Plan Review		
Building - Residential	$80.00	Per/ Hr
Building - Commercial/Industrial	Actual + 10%	
Fire Department	$100.00	Per Application
Engineering Department	$200.00	Per/Hr for Commercial
Demolition Permit	$75.00	
Energy Certificate	$3.00	
Fence Permit	$60.00	
Fireplace Permit	$35.00	
Moving Permit	$75.00	Each

Mechanical Permits

(Includes Single/Mobile Home/Multi-family/Commercial)

First Unit	$50.00	
Each Additional Unit	$15.00	
Replace Furnace or Water Heater	$35.00	

Plumbing Permits

First 16 Fixture units	$120.00	
Each Additional Fixture units	$1.00	

Public Space Management Permit

3x3 area or smaller	$50.00	Annual
Up to 25' storage frontage	$250.00	Annual
26' - 50' store frontage	$500.00	Annual
Over 50' store frontage	$750.00	Annual
Annual Renewal (with no changes)	$200.00	

Re-Inspection Fee $200.00

Sign Permits (Based on valuation)

Plan Review	$80.00	
Sign Permit Fees		
Up to $1,000	$50.00	
In excess of $1,000…..		
First $1,000	$60.00	
Each additional $1,000 or fraction	$3.50	
Sprinkler System (underground)	$60.00	Each
Water Well Permit	$80.00	Each

Water and Sewer Connection Fees (see Water/Sewer Section)

BUILDINGS AND SITES

Cemetery

Grave Site - City Resident	$500.00	

Grave Site - Non-Resident	$600.00	
Infant Grave Site	$100.00	
Buy-back of cemetery lot		
Will pay price paid if they have receipts, otherwise:		
Single	$25.00	
Side by Side	$75.00	
Forfeiture of Cemetery Lots	$250.00	
Open/Close Grave Site		
Normal Charge	$700.00	
During Winter (Nov 15 to April 1)	$1,000.00	
Infant Grave	No Charge	
Double Deep	$800.00	
Double Deep Winter (Nov 15 to April 1)	$1,100.00	
Reburial of Surface Vault	$460.00	
Moving of Necessary Monuments	$50.00	
Name Plate Replacement	$25.00	
Disinterment	$1,100.00	
Cremation (Hand without vault)	$210.00	
Cremation (With vault)	$210.00	
Cremation (Marking & Admin Only)	$60.00	

Mausoleum - based on casket size space

Inside Facing	$1,670 - $4,235
Outside Facing	$1,470 - $3,635
Niches	$350 - $470

Property Maintenance

Weed Control/Snow Removal		
Lot mowing	$500.00	Per hour with $500 minimum
Snow Removal	$400.00	Per hour with 1 hour minimum
Mosquito Suppression		
Residential Application		Per Lot Size
Commercial	$1.00	Per sq. ft of area treated

ENGINEERING

Concrete Permit (for new construction only)	$150.00	Residential	$500.00	Commercial
Public Infrastructure Permit	$50.00			
Plan/Plat Review	$0.00	Residential	$200.00/hr	Commercial
Construction Inspection	10% of the Bid Price			
Oil Well Permits	$1,000.00	Per Application		
City Floodplain Permit	Free	Residential	$150.00	Commercial
Re-Review Fee	$100.00			
FIRM Modifications Plan Review/Re-Review	$2,000.00	per acre of floodplain and tributary to be reviewed started in 2019		
(not to exceed $12,000 per review)				
Re-Inspection Fee	$100.00	Per Inspection		
Utility Crossing Permit (Non Franchise	$1,000.00	Per Application		
Utilities Permits (for new construction only)	$100.00	Residential	$500.00	Commercial

Overweight Vehicles (fees are set by Western Dakota Energy Association and are subject to change. GW = Gross Weight).

Trucks & Trailers		
GW under 105,500, but over-width or over-length	$20.00	
GW 105,501 – 110,000	$30.00	
GW 110,001 – 115,000	$40.00	
GW 115,001 – 120,000	$50.00	
GW 120,001 – 125,000	$60.00	
GW 125,001 – 130,000	$70.00	
GW 130,001 – 135,000	$80.00	
GW 135,001 – 140,000	$90.00	
GW 140,001 – 145,000	$100.00	
GW 145,001 – 150,000	$110.00	
GW over 150,000 (Excess)	$5.00	Per Ton Per Mile
Workover Rigs & Cranes		
GW 40,000 – 60,000	$30.00	
GW 60,000-100,000	$40.00	
GW 100,001 – 110,000	$60.00	
GW110,001 – 115,000	$70.00	
GW 115,001 – 120,000	$80.00	
GW 120,001 – 125,000	$90.00	
GW 125,001 – 130,000	$100.00	
GW 130,001 – 135,000	$110.00	
GW 135,001 – 140,000	$120.00	
GW 140,001 – 145,000	$130.00	
GW 145,001 – 150,000	$140.00	
GW over 150,000 (Excess)	$5.00	Per Ton Per Mile
Earth Moving Equipment (Roaded)		
GW 0,000 – 70,000	$30.00	

GW 70,001 and over	$50.00				
Drilling Rig Move	$500.00	Per Move			
Storm Water Management Permits					
Storm Water Permit	$100.00	Ea/Residentia	$250.00/Ac	Commercial	
Failure to obtain Storm Water Mgmt. Permit	$250.00	Ea/Residentia	$1000.00/Ea	Commercial	
Non-compliance	$250.00	Per Day/Resi	$250.00/day	Commercial	
Re-inspection	$200.00	Per Insp/Res	$200.00	Commercial	
Street Closure for Construction (up to seven days)					
Local Street	$100.00	Full Closure	$50.00	Partial Closure	
Collector Street	$500.00	Full Closure	$100.00	Partial Closure	
Arterial Street	$1,000.00	Full Closure	$250.00	Partial Closure	

FIRE

Alarm Response fee			
Residential	$50.00	Per Occurrence	
Commercial	$100.00	Per Occurrence	
Fire Report	$0.25	Per Page (8.5x11 or 8.5x14)	
Locating Records	First Hour No Charge, thereafter $25/hour		
Postage, Maps, Photos	Actual Cost will be billed		
Fire Suppression System Plan Review	$300.00	Per Building	
Fire Plan Review	$100.00	Per Application	
Fire Alarm System Review - Per Building	$300.00	If Panel Required	
Re-Inspection Fee	$100.00		
Hazardous Materials Spill/Release			
Fire Apparatus with Personnel	$125.00	Per Hour	
Utility Vehicle with Personnel	$85.00	Per Hour	
Firework Display permit	$100.00	per application	
Use of Training Site			
Per Hour	$50.00	Per Hour	
Apparatus with personnel	$125.00	Per Hour	
FD Instructor	$50.00	Per Hour	For Each Instructor

LIBRARY

Copy Charge			
Letter size	$0.15	Per page	
Legal size	$0.25	Per page	
11 x 17	$0.25	Per page	
Damaged or lost material	$7.00	Plus replacement cost	
Fax - sending / receiving	1.00/1.00	Per page	
Fines			
Book/audio book, magazines	$0.25	Per day per item	
Videos, DVD's	$1.00	Per day per item	
Library Cards			
Non-resident - Individual	$20.00	Per Year	
Non-resident - Family	$25.00	Per Year	
Temporary	$20.00	Per Year	
Microfilm Reader/Printer - 8 1/2 x 11 paper	$0.15	Per page	

MUSEUM

Admission to Dickinson Museum Center		
Adults (17 to 64)	$6.00	Person
Seniors (65 and over)	$5.00	Person
Children 3-16 years of age	$4.00	Person
Children (2 and under)	Free	
Stark County Historical Society Members	Free	
Museum Center Members	Free	
Southwestern North Dakota Museum Foundation Mem	Free	
School Field Trips	$2.00	Per Child/Chaperone
(Teacher admission free)		
Individual Memberships to Dickinson Museum Center		
Student (under 18)	$15.00	Per Year
Seniors (65 and over)	$20.00	Per Year
Individual	$25.00	Per Year
Family (One Household)	$50.00	Per Year
Supporter (One Household)	$100.00	Per Year
Business Memberships to Dickinson Museum Center		
Business Supporter	$100.00	Per Year
Business Sustaining	$250.00	Per Year

Business Patron	$500.00	Per Year
Business Benefactor	$1,000.00	Per Year
Business Partner	$5,000.00	Per Year
Birthday Parties (up to 10 children)	$100.00	
Each Additional Child	$5.00	
Rentals		
Heritage Pavilion Picnic Shelter - per hour	$15.00	Per Hour
- per day	$120.00	Per Day
Ridgeway Church	$50.00	Per Hour
Photocopies	$0.15	Each
Photographic Reproduction		
Black & White Reprints: Single Use, Not for Distribution		
Canvas Gallery Prints		
Customized Size and Finish	Price Varies	Contact Museum Gift Shop
Electronic Images and Scanning		
Reference print of scan on copy paper	$1.00	Each
New Scan or modified scan fee	$7.00	Each
Still Image Use/Reproduction Fees		
Broadcast / video	$15.00	Per Image
Advertisement	$15.00	Per Image
Commercial Display	$15.00	Per Image
Books & Periodicals	$15.00	Per Image
Other published works	$50.00	Per Image
(including those in electronic format, such as websites)		

**use fees are waived for in-state newspapers, television stations, state agencies, N.D. municipalities, public schools and non-profit museums*

PLANNING DEPARTMENT

Annexation Application Fee	$5,000.00	
Crew Camp Housing Special Use Permit	$500.00	Per Unit
Comp Plan Text/Map Amendment	$750.00	
Development Agreement Fee	$500.00	
Final Plat Application Fee	$350.00	
Final Plat Recording Fee		
4 lots or less	$25.00	
Over five lots	$50.00	
Lot Split/Combo Application Fee	$250.00	
Planning Compliance Review	$40.00	
Plat Vacation	$250.00	Per Application
PUD Permit	$1,250.00	Per Application
Temporary Use Permit	$100.00	Per Application
Zoning Compliance Letter	$100.00	Per Hour
Zoning Compliance Letter - ETZ	$200.00	
Zoning Confirmation Letter	$50.00	
Vacate Easement or Street/Alley	$250.00	Per Application
Park District Residential Development Fees		
Cash-in-Lieu of Land Payment		
R-1 Properties	$500.00	Per Lot
R-2 Properties	$0.10	Per Square Foot
R-3 Properties	$0.15	Per Square Foot
MH Properties	$500.00	Per Living Unit
R-2 Properties and R-3 Properties will have a minimum charge of $500		
Park District Commercial/Industrial Development Fees		
Off-Site Impact Assessment		
LC Properties	$500.00	Per Acre
DC Properties	$500.00	Per Acre
CC Properties	$500.00	Per Acre
GC Properties	$500.00	Per Acre
LI Properties	$500.00	Per Acre
GI Properties	$500.00	Per Acre
Rezone Petition		
Public/Agricultural	$250.00	Per Application
Residential	$350.00	
Commercial/Industrial	$750.00	
Special Use Permit	$350.00	Per Application
Subdivision Platting		
One to Ten Lots	$500.00	Plus Appl Park Dist Fees
11 to 25 Lots	$750.00	Plus Appl Park Dist Fees
26 to 40 Lots	$1,500.00	Plus Appl Park Dist Fees
Above 40 Lots	$2,000.00	Plus Appl Park Dist Fees

POLICE

Accident Report	$10.00	Each
Alarm Response fee		
Residential	$50.00	Per Occurrence
Commercial	$100.00	Per Occurrence
Copy of audio/video evidence	$20.00	
Fingerprints		
One set	$10.00	
Each Additional Set	$5.00	each
Impound Vehicle fee	$50.00	Plus Towing Fee
Incident Report	$1.00	Per Sheet

SOLID WASTE

Baler Building Fees

Asbestos	$75.00	Per Ton
Car bodies	NOT ALLOWED	
Clean Wood and Trees	$17.00	Per Ton
Compost	$20.00	Per Ton
Construction Materials	$36.00	Per Ton
Contaminated Soil	$50.00	Per Ton
Crushed Asphalt	$25.00	Per Ton
Crushed Concrete	$25.00	Per Ton
Dead Animals - small/large	10.00/25.00	Each
Disposal Without Approval	$150.00	Per Offense
Failure to Rescale (exiting out)	Equal to the amount of scale in	
Household	$47.00	Per Ton
Industrial	$50.00	Per Ton
Inert	$22.00	Per Ton
Minimum Scale Fee	$5.00	Flat Fee
No Tarping Fee (Pickup)	$35.00	Each
No Tarping Fee (8' to 16' Container)	$50.00	Each
No Tarping Fee (Greater than 16' Container)	$75.00	Each
Non-Compliant Loads	$100.00	Per Ton
First Offense	$250.00	
Second Offense	$500.00	
Third Offense	$1,000.00	revocation of city landfill privileges
Non-Refrigerated Appliances	$5.00	Each
Oilfield/Pipeline	$185.00	Per Ton - plus separation policy
Refrigerated Appliances	$15.00	Each
Scale Use	$25.00	Each
Shingles (Asphalt Only)	$22.00	Per Ton
Sludge	$17.00	Per Ton
Tires		
Auto	$4.00	Each
Truck	$15.00	Each
Tractor	$30.00	Each
by Ton	$250.00	Per Ton
Wood Chips/Mulch	$15.00	Per Ton Only
Used Street Chips	$8.00	Per Ton
Used Mill Material	$12.50	Per Ton

Residential Solid Waste Collection/ Recycling Rates

Single Family	$17.25	Per Month
Each additional container	$6.50	Per Month
Multiple - 2 units	$34.50	Per Month
Multiple - 3 units	$51.75	Per Month
Additional Recycle Container	$6.50	Per Month
Requested Rear Load Collection	$20.00	Limited Restrictions

Commercial Solid Waste Collection Rates	1.5 Yards/300 gallons	2 yards	3 yards	4 yards	6 yards	8 yards	6 Yd Compactor	300 Gallon Recycling
Once time per week	$34.70	$40.78	$55.05	$74.31	$100.33	$135.46	$216.72	$ 25.50
Two times per week	$69.40	$81.56	$110.10	$148.62	$200.66	$270.92	$433.44	$ 51.00
Three times per week	$104.10	$122.34	$165.15	$222.93	$300.99	$406.38	$650.16	$ 76.50
Four times per week	$138.80	$163.12	$220.20	$297.24	$401.32	$541.84	$866.88	$ 102.00
Five times per week	$173.50	$203.90	$275.25	$371.55	$501.65	$677.30	$1,083.60	$ 127.50
Once per month	$17.36	$20.39	$27.53	$37.16	$50.17	$67.73	$108.36	N/A
Twice per month	$26.02	$30.58	$41.29	$55.74	$75.25	$101.60	$162.54	$ 12.75
On Call	$17.36	$20.39	$27.53	$37.16	$50.17	$67.73	$108.36	N/A
Rent/month	$9.45	$11.81	$15.35	$16.54	$23.62	$29.52	$129.14	$ 9.45

Small Business - 96 gallon recycling container

Collected Twice per Month	$4.25	Per Month
Collected Once per Week	$8.50	Per Month

Small Business - 90 gallon container			
One time per week		$17.37	
Two times per week		$34.74	
Three times per week		$52.11	
Additional garbage placed next to commercial contain		$8.00	Per Yard
On-Call		$8.69	Each
Commercial Roll-off Service Rates			
Hauling Fee - Roll-off		$100.00	Each
Hauling Fee - Roll-off Compactor		$200.00	Each
Container Rent without Lid (20 yd)		$100.00	Per Month
Container Rent with Lid (25 yd)		$150.00	Per Month
Container Rent without Lid (30 yd)		$150.00	Per Month
Tipping Fee		varies according to material	
Container Rent		$15.00	Per Day

STREET

Personnel			
Supervisor		$75.00	Per Hour
Equipment Operator		$61.00	Per Hour
Laborer		$50.00	Per Hour
Equipment w/ Operator			
Loader		$150.00	Per Hour
Snow Plowing - add		$75.00	Per Hour
Snow Blowing - add		$150.00	Per Hour
Motor Grader		$175.00	Per Hour
Snow Plowing - add		$75.00	Per Hour
Asphalt Paver (Includes 2 Operators)		$210.00	Per Hour
Roller		$110.00	Per Hour
Backhoe		$160.00	Per Hour
Mini-Excavator		$125.00	Per Hour
Skidsteer		$100.00	Per Hour
Tandem Axle Dump Truck		$125.00	Per Hour
Snow Plowing - add		$75.00	Per Hour
Traffic Attenuator - add		$20.00	Per Hour
Single Axle Dump Truck		$110.00	Per Hour
Snow Plowing - add		$75.00	Per Hour
Sander (Plus truck rate and material)		$40.00	Per Hour
Brine Truck (Plus truck rate and material)		$25.00	Per Hour
Water Truck (Plus Water)		$110.00	Per Hour
Sweeper - Pickup		$175.00	Per Hour
Sweeper - Side Delivery		$110.00	Per Hour
Trailer (Flat Bed)		$20.00	Per Hour
Striper (Plus Paint)		$75.00	Per Hour
Genie Lift		$85.00	Per Hour
Scissor Lift		$75.00	Per Hour
Pickup Truck (1 ton or less)		$65.00	Per Hour
Pickup Truck (1 1/4 ton)		$75.00	Per Hour
Street Repair			
Asphalt	Actual Cost + 20%		Per Ton
Concrete	Actual Cost + 20%		Per CU. YD
Pavement Cuts - Asphalt		$50.00	LN.FT.
Pavement Cuts - Concrete		$75.00	LN.FT.
Recycled Asphalt/Concrete		$25.00	Per Ton
Signing			
Barricade (Type I)		$10.00	Ea/day
Barricade (Type II)		$15.00	Ea/day
Barricade (Type III)		$20.00	Ea/day
* With flashing warning light additional $5.00 each			
Signs		$10.00	Ea/day
Traffic Cone		$10.00	Ea/day
Brine Rates			
Product 1 (Brine)		$0.75	Per Gallon
Product 2 (95% Brine, 5% Beet 55)		$0.78	Per Gallon
Product 3 (90% Brine, 10% Beet 55)		$0.82	Per Gallon
Product 4 (85% Brine, 15% Beet 55)		$0.85	Per Gallon
Product 5 (80% Brine, 20% Beet 55)		$0.89	Per Gallon
Product 6 (75% Brine, 25% Beet 55)		$0.92	Per Gallon
Product 8 (95% Brine, 5% Ice B'Gone Magic)		$0.78	Per Gallon
Product 9 (90% Brine, 10% Ice B'Gone Magic)		$0.82	Per Gallon
Product 10 (85% Brine, 15% Ice B'Gone Magic)		$0.85	Per Gallon
Product 11 (80% Brine, 20% Ice B'Gone Magic)		$0.89	Per Gallon

Product 12 (75% Brine, 25% Ice B'Gone Magic)	$0.92	Per Gallon

UTILITY BILLING

Water Base Rates

Non-Water Metered Customer (Well)	$5.00	Per Month
Disconnected Meter Base Rate	$5.00	Per Month
Commercial Non-Water Metered	$8.00	Per Month
5/8" Meter	$6.57	Per Month
3/4" Meter	$10.00	Per Month
1" Meter	$15.00	Per Month
1 1/2" Meter	$29.00	Per Month
2" Meter	$49.00	Per Month
3" Meter	$76.00	Per Month
4" Meter	$130.00	Per Month
6" Meter	$270.00	Per Month

Water Usage Rate	$6.70	Per 1,000 gallons

Sewer Base Rates

Inside City Limits

Residential Non-Water Metered Customer (Well)	$25.00	Per Month
Residential Base Rate	$13.00	Per Month
Commercial/Industrial Base Rate		
Minimum (including non-metered)	$24.00	Per Month
1-1/2 inch water meter	$35.00	Per Month
2 inch water meter	$46.00	Per Month
3 inch water meter	$60.00	Per Month
4 inch water meter	$130.00	Per Month
6 inch water meter	$300.00	Per Month

* EDU (Equivalent Domestic Unit) = 5,000 gallons per month

Outside City Limits

Base Rate for Residential Customers	Equivalent City Base Rate plus 10% and costs of chemical pretreatment
Base Rate for Non-Residential Customers	Equivalent City Base Rate plus 35% and costs of chemical pretreatment
South Heart Base Rate	$14.30 per EDU (727 EDU = $10,396.10)
Dakota Prairie Refining Base Rate	$17.55 per EDU (1,314 EDU = $23,060.70)
Baker Boy Base Rate	$17.55 per EDU (55 EDU = $965.25)
Martin Construction	$17.55 per EDU

Sewer Usage Rates

Usage Rate	$2.15	Per 1,000 gallons
Residential Summer Usage Cap	5,000 gallons	
Overage Surcharge (for contract customers)	$4.00	Per 1,000 gallons
Non-Compliance Surcharge (for contract customers)	$4.00	Per 1,000 gallons

Storm Water Service Charges

Residential	$3.00
Commercial	$5.00

Street Light and Traffic Signal Utility Charge

Non-Water Metered Customer	$3.25
5/8" Meter	$3.15
3/4" Meter	$3.15
1" Meter	$5.25
1 1/2" Meter	$12.00
2" Meter	$17.50
3" Meter	$28.25
4" Meter	$43.50
6" Meter	$54.00

Misc Utility Billing Fees

Utility Bill late fee	1.75%	of amount due
Utility Disconnect fee (non-delinquent)	$25.00	(e.g. Snowbird, Vacationers)
Utility Re-connect fee (delinquent account)	$100.00	
Meter Check labor service call	$30.00	Labor Flat Fee Plus Actual Cost to Replace Inventory if Applicable

WASTEWATER

Domestic Septage Hauler	$60.00	Per 1,000 gallons
Irrigation Water (If Available)	$80.00	Per 1,000,000 gallons
Video Sewer Lines	$3.50	Per Foot
Reuse Water	$20.00	Per 1,000 gallons
Sewer Jet Truck	$125.00	Per Hour
Vacuum Truck	$225.00	Per Hour

Utility Operator	$61.00	Per Hour

Wastewater Surcharge (non-resident)

Biochemical Oxygen Demand (BOD)	$0.04	/lb., Surcharge Above 200mg/L
Total Suspended Solids (TSS)	$0.02	/lb., Surcharge Above 200mg/L

WATER/SEWER

Water/Sewer Access (Connection Fees)

Sewer Access Fees *

3/4"	$1,800.00
1"	$1,800.00
1 1/2"	$3,000.00
2"	$4,000.00
3"	$5,000.00
4"	$7,000.00
6" and larger	$10,000.00

*based on water meter size

Water Access Fees

3/4" Meter and below	2,500.00
1" Meter	3,000.00
1 1/2" Meter	3,500.00
2" Meter	5,500.00
3" Meter	6,700.00
4" Meter	8,850.00
6" Meter	15,000.00

Water Purchase - Bulk (Potable)

Water Vendor & others (treated)	$19.00	Per 1,000 gallons


FIRE / EMS
RESCUE
ESTABLISHED
GFF
1892
HAZMAT
PREVENTION
June 15, 2021
Presented By:
Fire Chief Jeremy Jones


State of the Department
Great Falls Fire Rescue
FIRE / EMS
RESCUE
ESTABLISHED
GFF
1892
HAZMAT
PREVENTION

Who is Great Falls Fire Rescue?

1989 -1433 Calls for service

1994 -GFFD begins responding to ALL medical emergencies

2000 -Advanced Life Support (ALS) medical services begins

2001 -GFFR personnel selected to become Paramedics

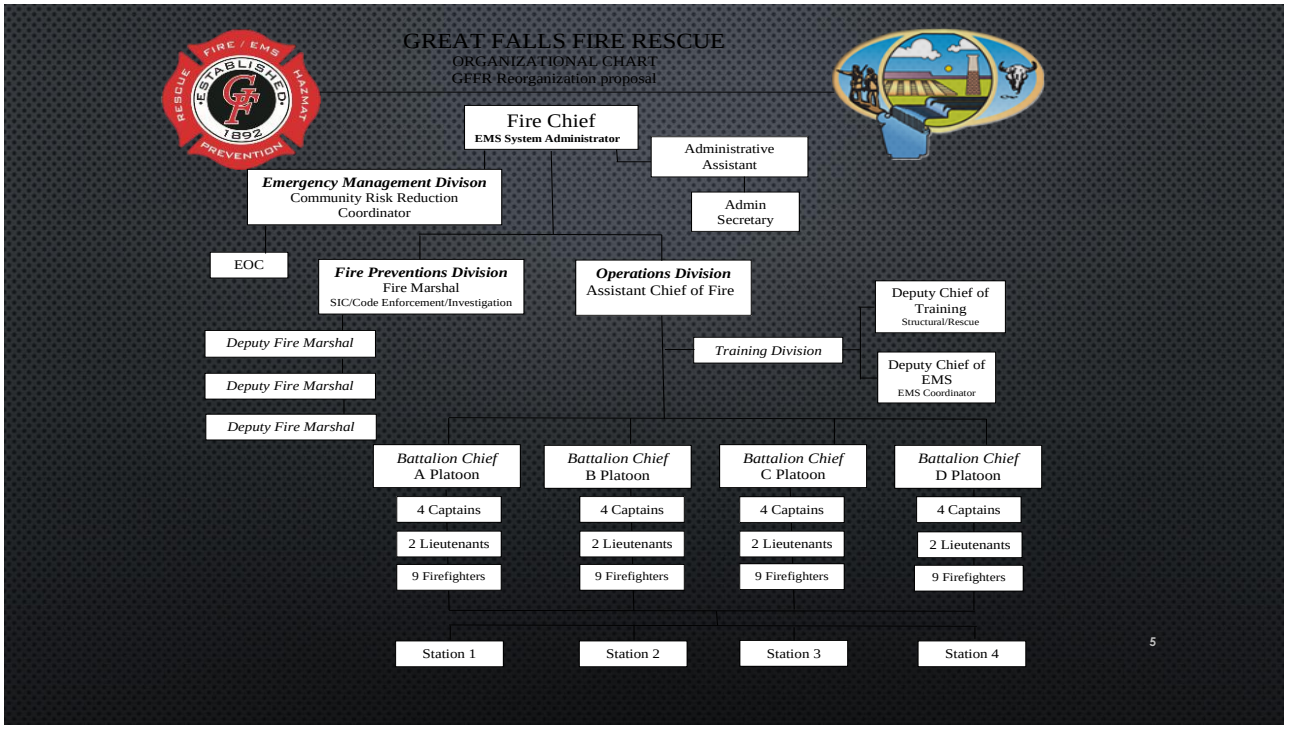
3

2006 -Independent evaluation of the Pre-hospital Emergency Medical System (EMS)

2009 -Staffing for Adequate Fire and Emergency Response (SAFER) grant awarded to the City of Great Falls

-Calls for service 5839

4

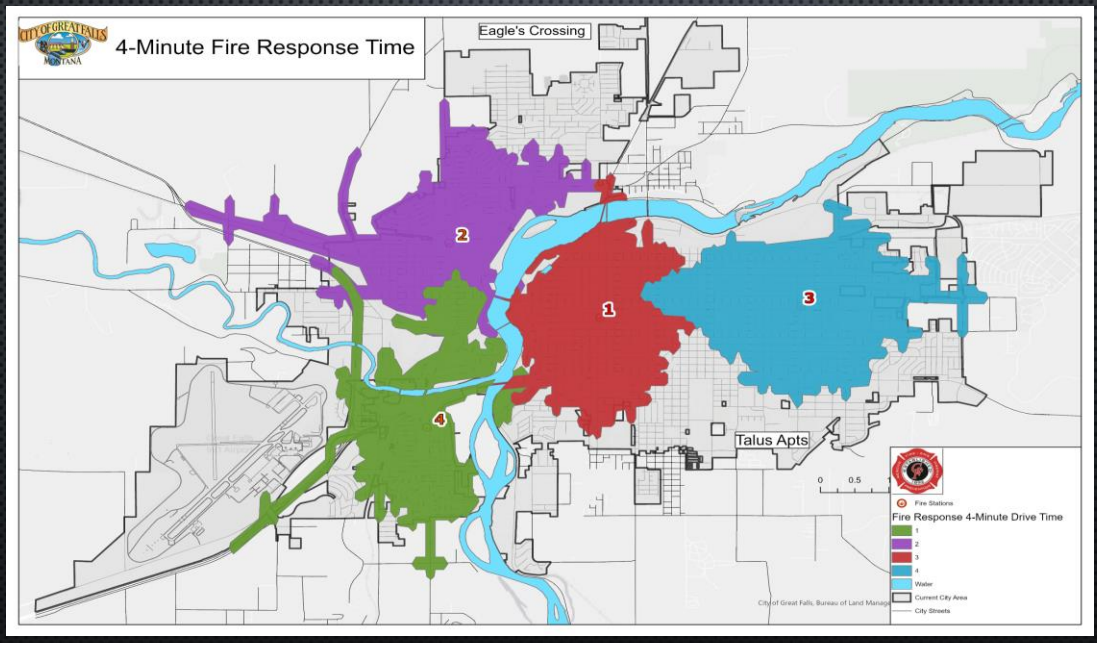


Current State of the Department

- National Fire Protection Association (NFPA) 1710 is the Measurement Standard for Operational Performance:
- GFFR Emergency Response Times and Effective Response Force Availability are far below the Industry Standards:
  - 4 minutes for First Fire Apparatus to arrive on scene of Fire or Emergent Medical Call
  - 8 Minutes for remainder of Fire Apparatus and Personnel (Effective Response Force) to arrive on scene of a fire call

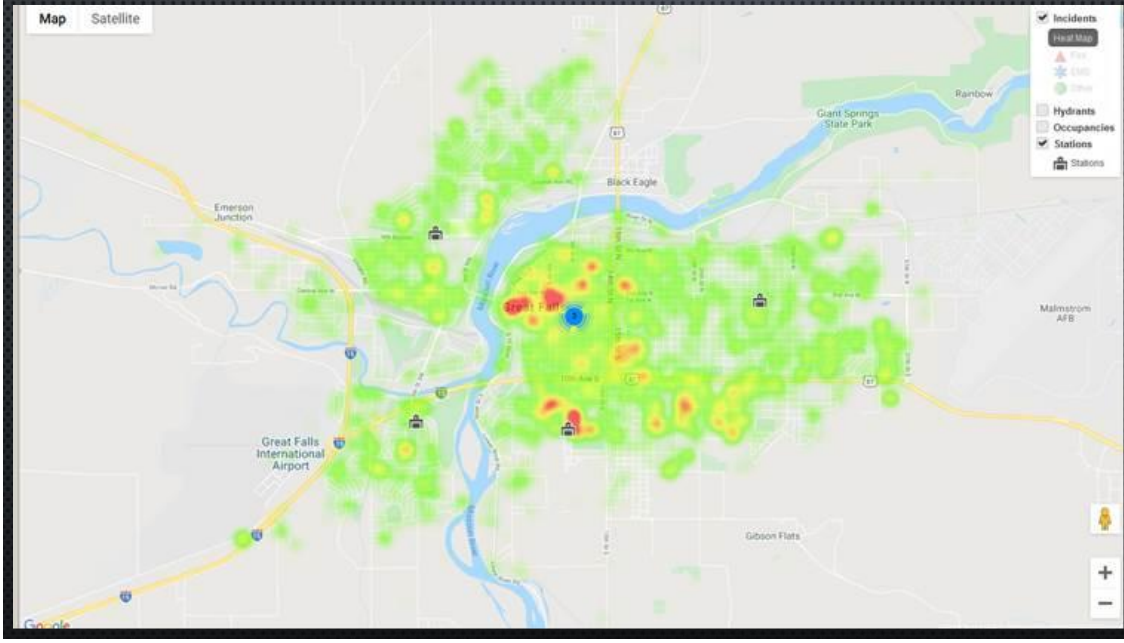
6

WHY IS RESPONSE TIME IMPORTANT?



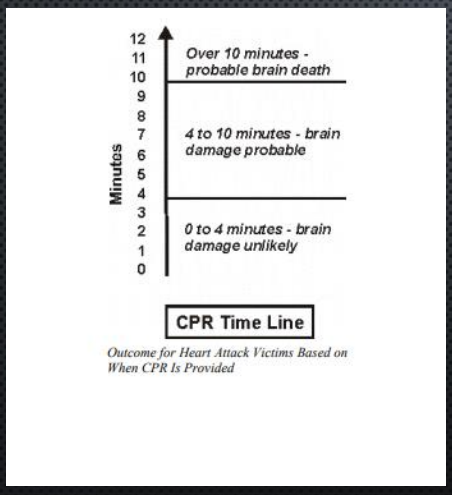
7

CALL DENSITY

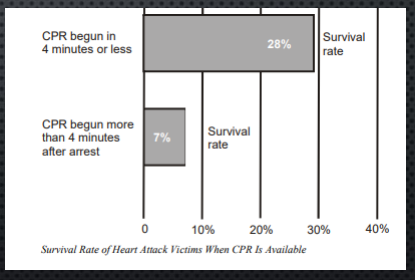


8

WHY RESPONSE TIME MATTERS TO EMERGENCY MEDICAL CALLS



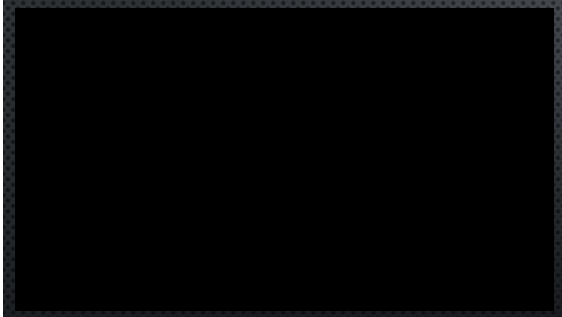
Outcome for Heart Attack Victims Based on When CPR Is Provided

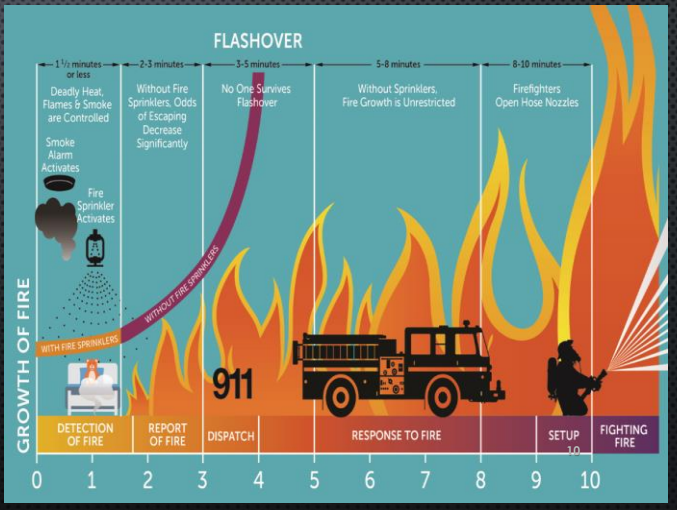


Survival Rate of Heart Attack Victims When CPR Is Available

9

WHY RESPONSE TIME MATTERS TO STRUCTURE FIRES





4 MINUTE RESPONSE

11

8 MINTUE RESPONSE

12

16 MINUTE RESPONSE

13

NFPA 1710

- 15 Personnel required for combatting a single-family residential fire.
- GFFR currently has 13 Personnel to accomplish this task.

14

Great Falls Fire Rescue current response time compared to Montana Class 1 Cities:

Emergent Response "Lights and Sirens"

Butte- 5:16
Billings- 5:25 *Currently looking to add 2 additional Fire Stations
Bozeman- 5:48 *Currently looking to add 1 additional Fire Station
Great Falls- 5:58
Missoula- 6:04 *Currently looking to add 1 additional Fire Station
Helena- 6:30 *Currently looking to add 1 additional Fire Station

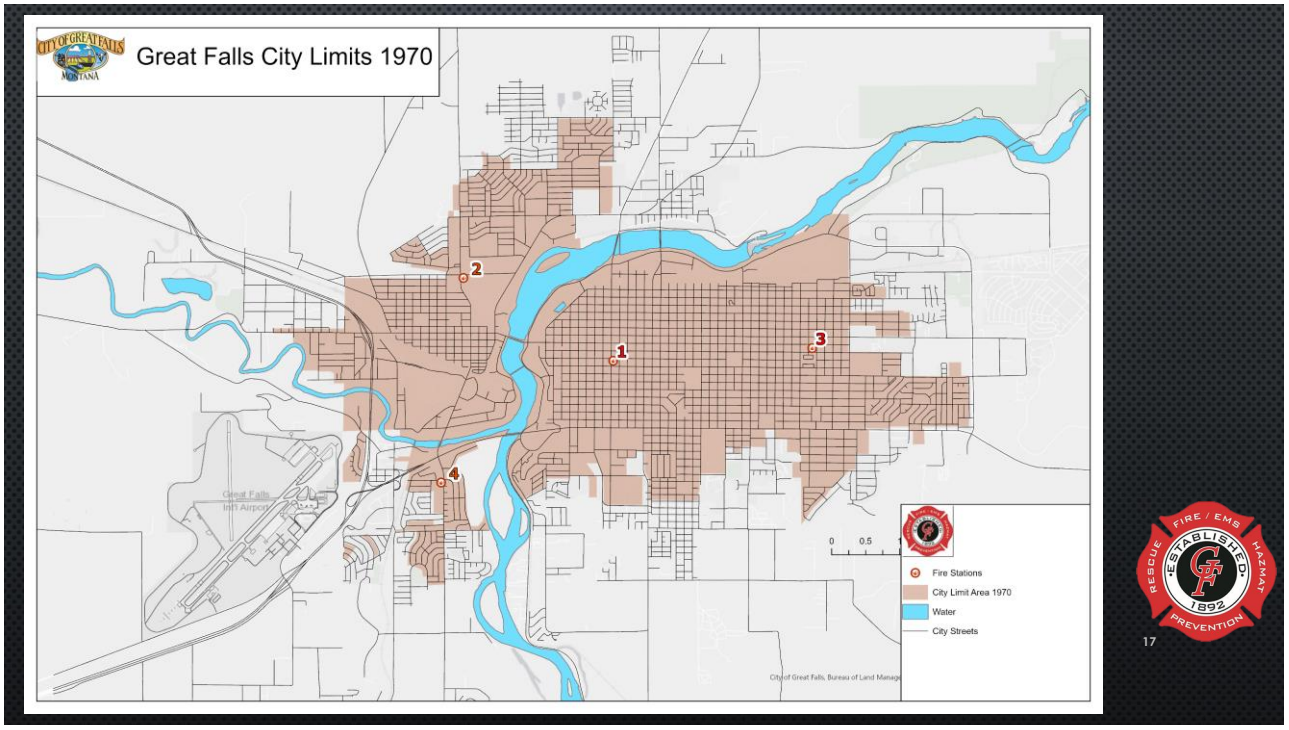
15

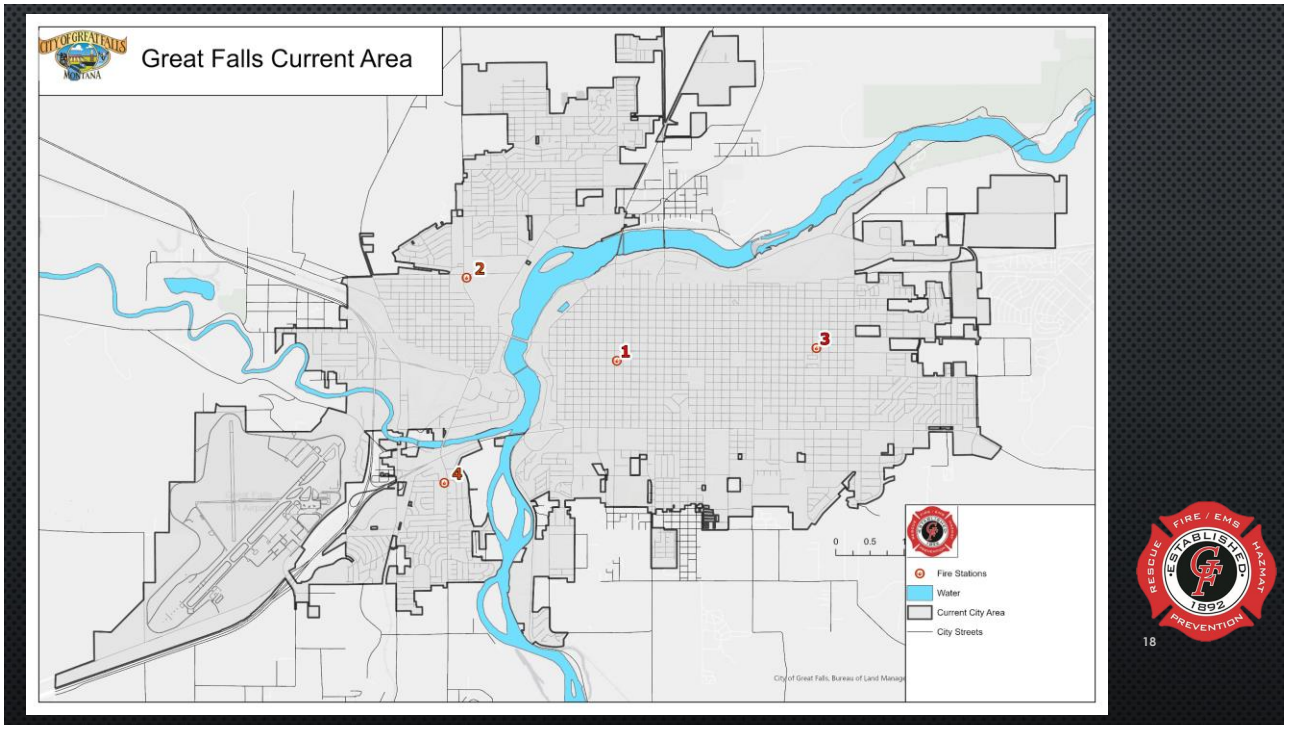
What has contributed to longer response times?

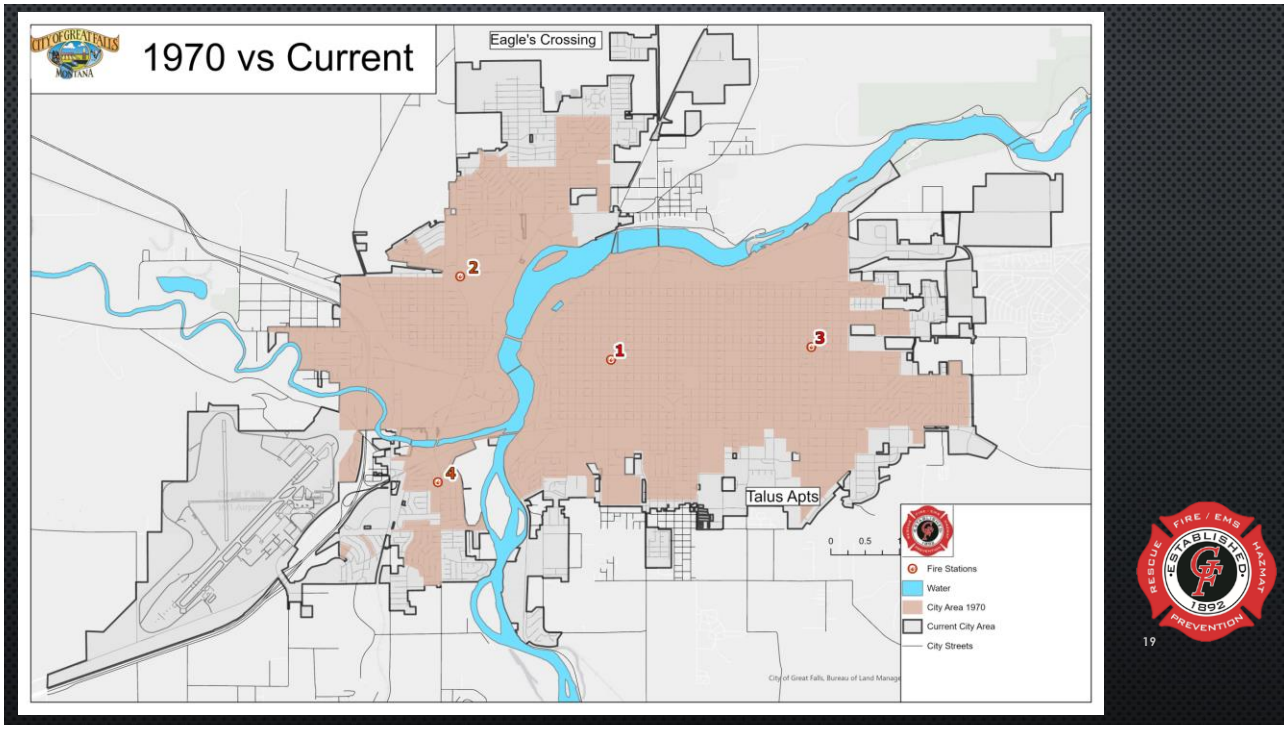
- Geographical Size
  1970- 14 square miles 2020- 23 square miles
- Population
  1970- 60,091 2020- 57,117
- Call for Service
  1970- 825 2020- 8575
- GFFR Personnel
  1970- 69 Firefighters 2020- 60 Firefighters

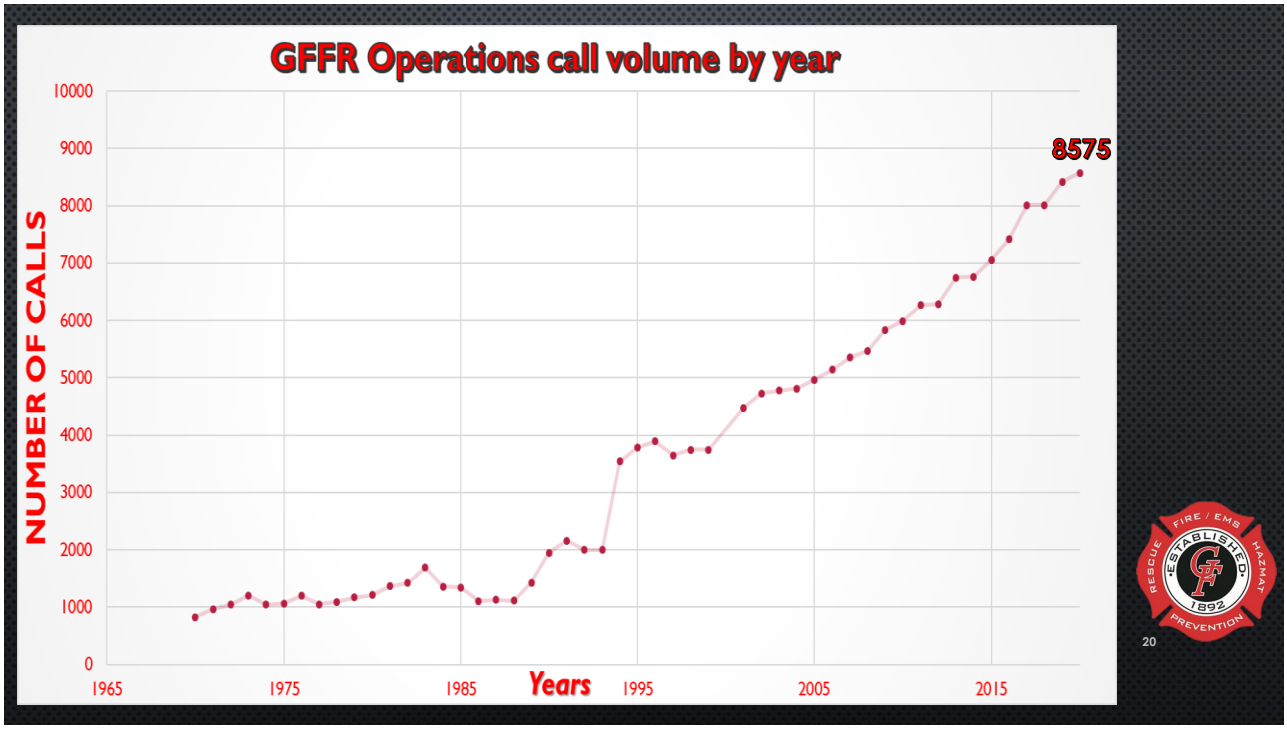
(Does not include Fire Prevention or administrative staff)

16


Great Falls City Limits 1970
1
2
3
4
Great Falls Int'l Airport
0
0.5
Fire Stations
City Limit Area 1970
Water
City Streets
City of Great Falls, Bureau of Land Manage
17


Great Falls Current Area
1
2
3
4
0
0.5
Fire Stations
Water
Current City Area
City Streets
City of Great Falls, Bureau of Land Manage
18


1970 vs Current
Eagle's Crossing
Talus Apts
1
2
3
4
Fire Stations
Water
City Area 1970
Current City Area
City Streets
19


GFFR Operations call volume by year
NUMBER OF CALLS
10000
9000
8000
7000
6000
5000
4000
3000
2000
1000
0
1965
1975
1985
Years
1995
2005
2015
8575
20

Operational changes that have been made to address the issues of long response times and call volume.

21

What has been successful?

- Grants
- Paramedics
- Response profile

22

Current Department Actions

- The #1 request during budget presentation over the last 14 years has been additional firefighters.
- Due to General Fund constraints, this request has been difficult to approve because of the additional number of firefighters needed to staff an additional unit.

23

Implementing "Criteria Based Dispatching"

MED 3

"Emergent Response"

- Unconscious or not Breathing
- Signs of Shock
- Respiratory Distress
- Chest pain
- Decreased Level of Consciousness
- GSW, Stabbing, Penetrating Injury

MED 1

"Non-emergent Response"

- Minor Injury Isolated Fracture/dislocation of Finger/Toe
- Minor Lacerations w/controlled bleeding
- Fever/Cough
- Headache
- Nausea, vomiting, diarrhea

24

What's Next?

With the implementation of Criteria Based Dispatching, GFFR has made all the organizational and operational changes we can in providing an effective response readiness to meet the needs of our Community

25

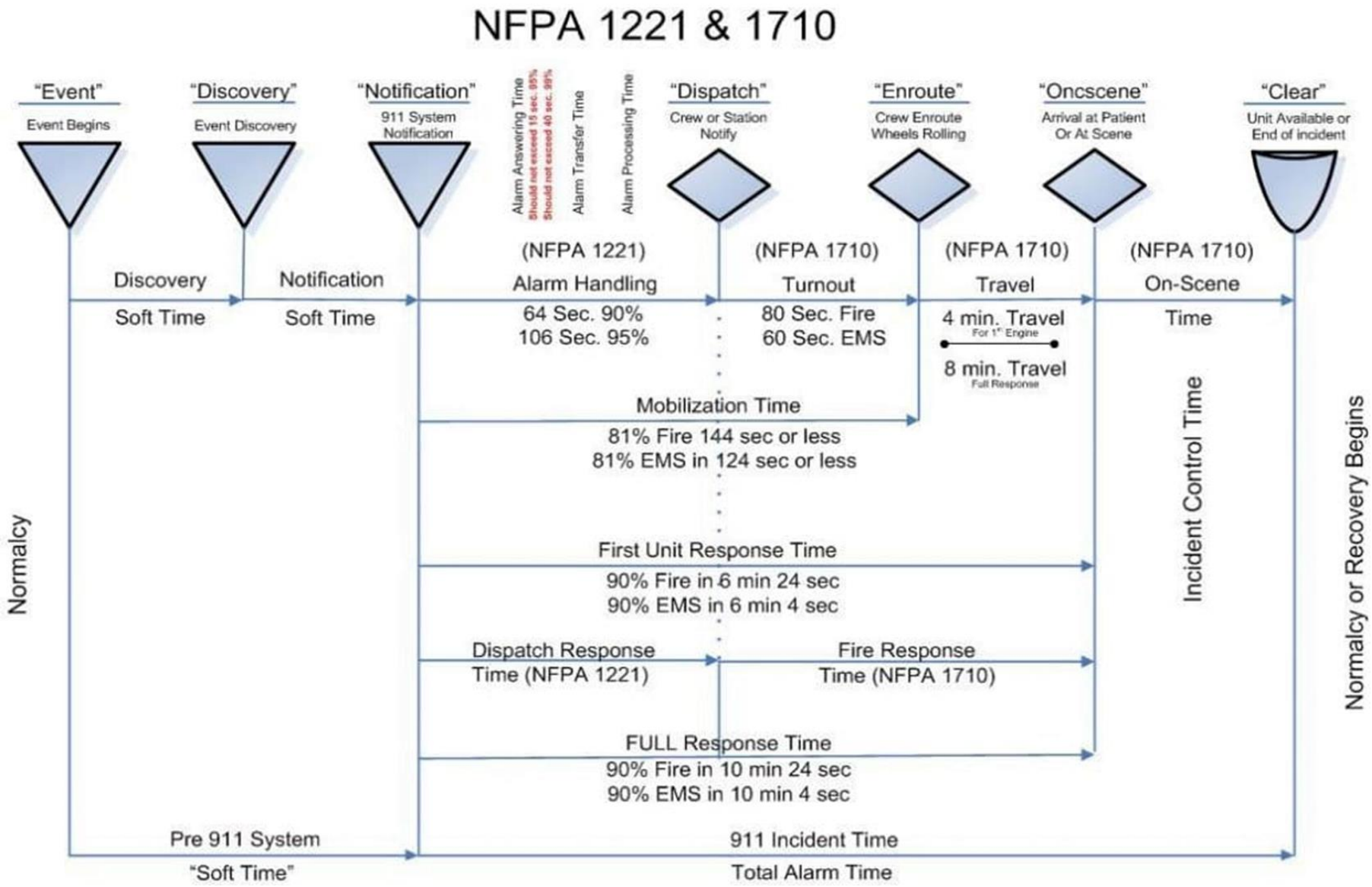
Questions

1. What is the Commission's expectations of GFFR? Is the department meeting the community needs satisfactorily?

2. What can GFFR do to further assist the City Commission with understanding its needs and concerns with regard to community services?

3. Would the Commission rather hear from GFFR department professionals/experts or retain an outside perspective to assist with long range planning needs?

26



GFFR Handout #1

Using Fire Department Operational Data to Demonstrate Community Value

May 3, 2019 | Lori Moore-Merrell

Today's firefighters are "all-hazards" responders, providing emergency medical response, fire suppression, technical rescue, hazardous materials response, response to active shooter/hostile events, fire inspections, public education, investigation, community training and more. While this is a long and growing list, effectively managing a fire department essentially comes down to three elements, no matter the specific hazard:

1. Understanding the risks in the response environment
2. Deploying enough resources to effectively manage every incident
3. Being able to demonstrate how changes to response resources will affect the overall safety of responders and the community

This article is the first in a three-part series on the fire department operational data necessary to know and understand these aspects of your community and your local fire department. In this first part, I will discuss the need for data to "tell the story" of a local fire department. In part two, I will discuss using data for community risk assessment. Finally, in part three, I will discuss the deployment of sufficient resources and the impact on responders and the community.

The Need for Data

One of the greatest challenges to fire service leaders is articulating a fire department's value in a quantifiable manner. Fire department leaders (as well as political decision-makers) must know how fire department resource deployment in their local community affects community outcomes in three important areas:

1. Firefighter injury and death
2. Civilian injury and death
3. Economic loss

On a national level, some summary data are available: In 2016, NFPA reported 1,342,000 fires in the United States. These fires caused 3,390 civilian deaths, 14,650 civilian injuries, and $10.6 billion in property damage. Of the fires in the NFPA dataset, 475,500 were structure fires,

causing 2,950 civilian deaths, 12,775 civilian injuries, and $7.9 billion in property damage. NFPA also reported that 173,000 of the fires were vehicle fires, causing 280 civilian fire deaths, 1,075 civilian fire injuries, and $933 million in property damage.

Though these data are informative, they do not address your specific community and they do not tell the story of the responders and their actions upon arrival to intervene, mitigate the risk and positively affect the outcome.

Tell a Better Story

Many fire chiefs compile information and issue annual reports. These reports are produced primarily for decision-makers and include many interesting facts like response statistics, specialty team reports, and highlights of fire department services other than emergency response. Annual reports provide an opportunity for fire chiefs to demonstrate the department's value and educate stakeholders.

Fire department operational data typically contained in annual reports include:

- Fires per capita (per 1,000 population)
- Fire loss estimates vs. assessed property value
- Fire loss per capita (per 1,000 population)
- Civilian injuries/deaths per year
- Smoke detectors installed
- Total number of incidents
- Incident number/percentage by category (e.g., fire, EMS, hazmat)
- Incident number/percentage by type (e.g., cardiac, trauma, vehicle fire, trash fire)
- Response times overall and by specific service areas
- Total fire inspections and public education sessions conducted

What's missing from this list? The above data primarily focus on outputs achieved rather than the actual outcomes associated with a given level of fire department resources and the budgeted funding. For example, instead of just reporting the number of smoke detectors installed by the fire department, consider reporting the outcome of fires in those structures. Another example might be reporting when/where rescues were successful based on the arrival of an effective response force on scene in less than 8 minutes (performance metric in NFPA 1710). Annual reports can be a powerful, effective and efficient way to connect with the community. But traditional annual reports do not tell the complete story of the department's capabilities, activities, operational performance or system resilience.

Even with recent technological advances and substantial fire department efforts in data collection, the fire service is often unable to quantify experiences to determine its relative effectiveness.

Today, fire service leaders must tell a more comprehensive story. The first step is to anticipate the questions to be asked by decision-makers, the press and the public. The next step is to not only answer those questions but also go beyond to educate them on your message: What can your department do, what does it do and what impact does it have on the safety of the community?

Capture the Right Data

But how? Fire chiefs may have a "gut feeling" about the department's capabilities or how a particular resource deployment change will affect operations, but that's hardly sufficient when talking with elected officials, gaining public support for a tax levy or applying for grant funds. For these and so many more tasks, leaders must have reliable fire department operational data. However, even with recent technological advances and substantial fire department efforts in data collection, the fire service is often unable to quantify experiences to determine its relative effectiveness.

Fortunately, there is an array of data elements and calculations that can help. The department's Computer Aided Dispatch (CAD) system provides a treasure trove of information, including geocoded addresses for visualization of response data. CAD also records the type of call, times for crew dispatch, turnout, arrival on scene and termination of the response. These times are all significant in assessing performance and can be enriched by additional on-scene operational task times such as water-on-fire time or at-patient-side time. Together these data tell the story and portray the value of a fire department to the community.

Traditional annual reports do not tell the complete story of the department's capabilities, activities, operational performance or system resilience.

The issue many fire department leaders have in gleaning this information from CAD data is that CAD tends to be a "data dump," without context or visualization that provides meaning. If you have the time and resources to sift through the data, you can discover the meaning. If you don't, there are tools available that can help. For example, all these data elements are captured in the National Fire Operations Reporting System (NFORS). Fire departments using NFORS have access to a live interactive dashboard that can make raw data usable in your operational decision-making. Visit https://i-psdi.org/nfors.html for more information.

It All Starts with Data

Fire department operational data, and the information gleaned from it, show the need for prevention, public education and emergency response services. Data can show how many

apparatus are needed, how they should be staffed, where they should be located, and how firefighters and paramedics should be trained to ensure optimal performance of responders on scene. All these aspects of operations work together to facilitate a positive outcome of any incident.

The necessity of data collection, analysis and reporting cannot be overstated. Data are the sustaining lifeblood of the fire service. Fire chiefs and other department leaders must learn to leverage data available in their emergency response system, including the CAD, to tell the fire department's story. They must go beyond traditional records management system reporting and be innovative, using technology that provides near real-time information and solutions.

Only then can we begin to communicate not only what the fire department did, but also the impact of those actions on the safety of the community.

Dr. Lori Moore-Merrell is President and CEO of the International Public Safety Data Institute, an organization that procures, assembles, analyzes and reports information from fire, rescue and law enforcement data, including live dashboards for local public safety agencies. Prior to this position, Lori served for 26 years as a senior executive with the International Association of Fire Fighters (IAFF), responsible for frontline interaction with elected officials, fire chiefs, and local labor leaders throughout the U.S. and Canada. Lori has extensive expertise in emergency response system evaluation, data collection and analysis, costs and benefits analysis, strategic planning, advocacy, consensus building, and policy development and implementation. She began her career as a firefighter/paramedic with the Memphis (TN) Fire Department, holds an undergraduate degree in education and EMS from the University of Memphis and has masters and doctoral degrees from the George Washington University School of Public Health.

Understanding and Measuring Fire Department Response Times

July 17, 2019 | Lori Moore-Merrell

As the first-due engine arrives, the captain can see Mrs. Smith waiting anxiously outside her house. Light smoke is venting from a first-floor window. The engine operator positions the apparatus, the crew begin to stretch a line and the captain talks with Mrs. Smith, who tells him her dog is still in the home, most likely upstairs. As the captain completes his 360-degree assessment, the first-due truck arrives, followed shortly by the second-due engine and a battalion chief. Within minutes, crews have water on the fire. The primary search turns up Mrs. Smith's chihuahua, obliviously asleep upstairs.

This is a common scenario in fire departments across the country. A resident has a fire or emergency medical situation and calls 9-1-1, call intake information is gathered, the tones go off, crews are dispatched, and firefighters turn out and arrive on scene to mitigate the situation. But hidden among these everyday actions are hundreds of data points, important clues to understanding whether the department has enough resources to address emergencies in the community.

In the first two articles in this series, we discussed using data to demonstrate fire department value and using data to identify the risks facing your community. The third key area of data usage involves measuring operational performance—specifically, the tasks that occur every time someone calls 9-1-1, including call intake, call processing, firefighter turn out, total response times and time to first intervention.

Fire department response times—for first-due units and for the total effective response force—provide valuable information for resource allocation decisions such as fire station location, apparatus deployed and crew size/staffing levels. For example, if a department experiences many hours in a day where a significant percentage of overall resources are engaged on assignment in the same neighborhood, it may leave other neighborhoods at greater risk since resources are displaced outside their immediate response zone, causing longer response times for units responding from further distances. This high volume of incidents and frequency of overlapping incidents

experienced may lead department administrators to conclude the department requires additional resources to provide effective and efficient emergency response.

> **If fire department response times and force assembly times are low, it is more likely sufficient resources have been deployed, which is associated with more positive outcomes from risk events.**

The relationship between deployment of resources, response time and positive outcomes is circular. If fire department response times and effective response force assembly times are low, it is more likely that sufficient resources have been deployed, which is associated with more positive outcomes from risk events. Conversely, if response times and effective response force assembly times are high, it is more likely that insufficient resources have been deployed, which is associated with more negative outcomes.

Breaking Down Emergency Response

There are three basic components of fire department emergency response performance:

- *Availability*—The degree to which the resources are ready and available to respond.
- *Capability*—The abilities of deployed resources to manage an incident.
- *Operational Effectiveness*—A product of availability and capability. It is the outcome achieved by the deployed resources or the ability to match resources deployed to the risks to which they are responding.

How do fire departments accurately evaluate their response in these three areas? NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments establishes criteria that provide a good place to start. Those criteria include:

- Alarm Answering Time: 15 seconds for 95% of calls; 40 seconds for 99% of calls
- Alarm Processing Time: 64 seconds for 90% of calls; 106 seconds for 95% of calls
- Turnout Time: 60 seconds for EMS responses; 80 seconds for fire responses

- First Engine Arrive on Scene Time: 240 sec (4 minutes) for 90% of responses with a minimum staffing of 4 personnel
- Second Company Arrive on Scene Time: 360 seconds (6 minutes) for 90% of responses with a minimum staffing of 4 personnel
- Initial Full Alarm – Low and Medium Hazard Assembly Time: 480 seconds (8 minutes) on 90% of responses
- Initial Full Alarm – High Hazard/High-Rise Assembly Time: 610 seconds (10 minutes 10 seconds) on 90% of responses

Although NFPA 1710 provides essential benchmarks, fire departments often measure baseline performance in terms of *total response time*, which is the time it takes from the call to be received at the Public Safety Answering Point (PSAP) until the first unit arrives on the scene of the emergency incident. Total response time should be measured and reported for all first-due units *and* the effective response force (ERF) assembly. Total response time is composed of call-processing time, turnout time and travel time:

- *Call processing time* – the elapsed time from the call being received at the PSAP to the dispatching of the first unit.
- *Turnout time* – the elapsed time from when a unit is dispatched until that unit changes their status to “responding.”
- *Travel time* – the elapsed time from when a unit begins to respond until its arrival on the scene.

All these data elements are captured in the National Fire Operations Reporting System (NFORS). Fire departments using NFORS have access to a live interactive dashboard that can make raw data usable in operational decision-making.
Visit https://i-psdi.org/nfors.html for more information.

Additional Data

Emergency response performance metrics provide a foundation for assessing fire department performance, but there are numerous other data elements to consider. *Resources responding* includes all mobile resources dispatched to an incident. The frequency of response can also be determined for each unit.
Staffing/Crew Size is a measurable objective in NFPA 1710 and is an important determinant in assembling an effective response force on scene. Crew size also determines which tasks can be accomplished once a unit arrives on scene. For example, a first-in engine with three-person crew cannot engage in interior firefighting

until a second unit arrives to accomplish the OSHA requirement for two-in and two-out. While two-in/two-out is well understood within the fire service, decision-makers at the municipal level may not fully understand the requirement's impact on operations and therefore the impact of crew size reductions on fire department performance.

Emergency response performance metrics provide a foundation for assessing fire department performance, but there are numerous other data elements to consider.

First Unit Arrival denotes the first-arriving fire department vehicle with the potential to intervene in the situation and curtail or stop the escalation of the incident. In the absence of on-scene task times, if crew size and structure type are known, first unit arrival time can be used as a proxy for estimation of tasks like water-on-fire time.
Initial Alarm Arrival (Assembly of Effective Response Force)—Given expected on-scene conditions, the number of on-duty members sent in an initial alarm should be determined through task analysis considering life hazard protected population, safe and effective performance, potential property loss, hazard levels of properties and tactics employed. The timing of the complete assembly of these forces is significant in ensuring risk control tasks can be implemented in a timely and effective manner. For example, on the fireground, coordinating ventilation with water on the fire is an absolute and requires enough personnel to complete.
Intervention time is the time that responders arriving on scene engage to stop the emergency. For EMS, this time is typically when the responders are at a patient's side. For fire response, this time may be documented as water on fire time, given that this intervention time is a critical indicator of operational performance and stopping risk escalation.

Decisions Require Data

In today's ever-changing economy, local government decision-makers often alter emergency response resources faster than fire service leaders can evaluate the potential impact. These whirlwind decisions can leave a community without enough resources to respond to emergency calls safely, efficiently and effectively. The effects of uninformed decision-making can have even greater impact on vulnerable populations including the elderly, young children and people with disabilities.

It is imperative firefighters and fire department leaders, as well as political decision-makers, understand how fire department response and performance times affect their local community. The right data is key to building that understanding.

Dr. Lori Moore-Merrell is President and CEO of the International Public Safety Data Institute, an organization that procures, assembles, analyzes and reports information from fire, rescue and law enforcement data, including live dashboards for local public safety agencies. Prior to this position, Lori served for 26 years as a senior executive with the International Association of Fire Fighters (IAFF), responsible for frontline interaction with elected officials, fire chiefs, and local labor leaders throughout the U.S. and Canada. Lori has extensive expertise in emergency response system evaluation, data collection and analysis, costs and benefits analysis, strategic planning, advocacy, consensus building, and policy development and implementation. She began her career as a firefighter/paramedic with the Memphis (TN) Fire Department, holds an undergraduate degree in education and EMS from the University of Memphis and has masters and doctoral degrees from the George Washington University School of Public Health.

3 Elements of an Effective Fire Department Community Risk Assessment

June 19, 2019 | Lori Moore-Merrell

Traditionally, the focus of a fire department community risk assessment was the identification of fire hazards and planning an appropriate suppression response force to mitigate emergencies when they occur. Today, hazard or risk assessment goes well beyond the fire problem to medical and other emergencies. This all-hazards approach provides the opportunity to have a much bigger impact on life safety and property loss. At the same time, it makes the process of conducting a community risk assessment inherently more complex.

In my last article, I discussed the importance of using fire department operational data to demonstrate value to community members, elected officials and others. A risk assessment is an integral part of that process, because before you can demonstrate value, you must be able to match resources deployed to the need, and that starts with knowing your community's risks and having a plan to manage them or mitigate risk events (incidents) when they occur.

Assessing community risks can be a complex process, but it helps to understand it by applying a simple three-part structure:

1. Probability (likelihood) of an incident occurring
2. Consequence (magnitude) of an incident on the community
3. Impact of an incident on the department's response system

Probability

Probability is associated with the frequency of an incident type. For example, the probability of incidents occurring in a given census tract is related to the expected number of incidents in that census tract. Using Computer-Aided Dispatch (CAD) data and the demographic, social and physical characteristics of the census tracts where those incidents occurred, fire service leaders can conduct a statistical regression to help forecast the future number of incidents.

The predicted number of incidents is used to represent the probability of an incident occurring in each census track. Put simply: Incidents with high probability will occur more frequently. Once these predictions are made, the census tracts can be ranked (low, moderate, high).

Consequence

Consequence is the measure of the outcome of an incident type occurrence. To assess consequence, fire department leaders must first identify, categorize and prioritize community hazards. Hazards are the causes of danger and peril in the community. Risk quantifies the degree of potential danger the hazard presents.

In everyday conversation, we may use the term “hazards” to refer to events that can happen, such as a tornado or a fire. Within the context of community risk assessment for fire, however, a hazard may be a property or structure. Every property or structure carries inherent risks based on occupancy type and fire load. Occupancy risk is a sublevel of property risk and is established through an assessment of the relative risk to life and property resulting from a fire or emergency affecting a specific building/structure. Occupancy risk can also be established by applying generic occupancy classes (e.g., high-rise residential).

The consequences of an emergency incident result from a combination of the risk level of the hazard, the duration and nature of the event, and the response interventions. Consequences are divided into four categories:

1. Civilian and firefighter injury or loss of life
2. Property damage or loss
3. Critical infrastructure damage or loss
4. Environmental damage or loss

Impact

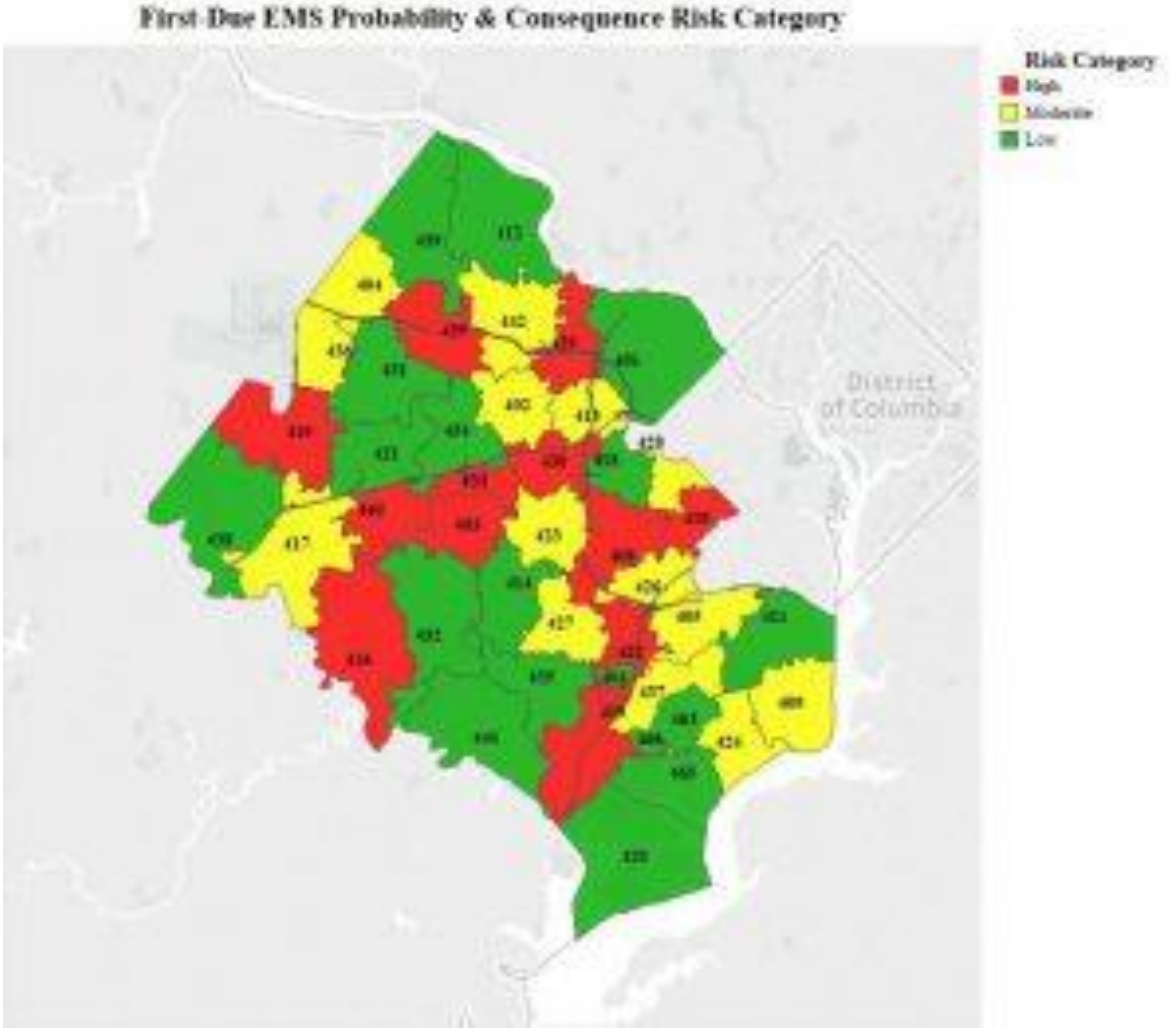
Impact is a measure that explains the effects of multiple concurrent incidents on the fire department. Impact describes a fire department’s ability to provide ongoing services to the remaining areas of a community considering frequent activity in known high-volume demand areas. Fire departments must have a plan in place to relocate response resources to ensure the best coverage possible considering temporary reduction in resource availability. These plans are traditionally called move-ups.

Any risk assessment methodology should include stable and known data from the U.S. Census, as well as dynamic information included in geospatially referenced parcel data.

Data Needed

It doesn’t take much thinking about the risk assessment process to realize it’s highly dependent on data. Any risk assessment methodology should include stable and known data from the U.S. Census, as well as dynamic information included in geospatially referenced parcel data. These elements provide a baseline from which to recognize an increase or decrease in the risk factors based on topographical inputs, socioeconomics, structure types, the presence of protection systems and ongoing risk-reduction efforts. While the risks are typically assessed using census

tract perimeters, they may also be managed at the Service Demand Zone (fire station first-due) level or smaller geographic areas for deployment and administration purposes.



The following data elements (input factors) and information layers are necessary for effective community risk assessments:

- Computer-Aided Dispatch (CAD) Data (1 to 3 years preferred)
- Station first-due response zones (or fire box zones)
- Station first-due boundaries
- Building footprint and building type
- Parcel data (land/property value)
- Demographic data from the American Community Survey portion of the U.S. Census at the census block level preferred (gender, age, race, education, income/poverty, housing characteristics)

- Physical data (e.g., transportation network, utility lines, river and floodplains)

Note: These data elements have been compiled in the Community Assessment, Response Evaluation System (FireCARES) data system. Every U.S. fire department has a designated page with data in FireCARES. Visit https://i-psdi.org/firecares.html for more information.

The consequences of an emergency incident result from a combination of the risk level of the hazard, the duration and nature of the event, and the response interventions.

Matching Resources to Risk

Once the details of risks and hazards are known for a community, fire service leaders can plan and deploy adequate resources to either manage the known risks or mitigate the emergency when an adverse incident occurs (fire, hazardous materials incident, natural or man-made disaster, wildland fire or medical emergency).

For example, when considering resource deployment decisions, regardless of the size of a burning structure, firefighting crews must engage in four priorities:

1. Life safety of occupants and firefighters
2. Confinement and extinguishment of the fire
3. Property conservation
4. Reduction of adverse environmental impact

Each of these priorities encompasses several related tasks. The tasks can be conducted simultaneously (e.g., stretching a hose line to the fire, ventilation, search and rescue)—which is the most efficient manner—or consecutively (one after the other), which delays some tasks, thereby allowing risk escalation to occur.

In Summary

The process for assessing risk within the community requires a logical, systematic and consistent methodology that can be replicated over the entire community from year to year. And the lifeblood of that methodology is data—the unique mixture of demographics, socioeconomic factors, occupancy risk, known fire and emergency management zones, and the capacity and capability of the emergency resources provided.

Additional Resources

Following are several resources available to assist political decision-makers and fire service leaders in planning for adequate resource deployment in their community to ensure timely and coordinated firefighter intervention:

- *NFPA Standard 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by*

Career Fire Departments specifies the number of on-duty fire suppression personnel sufficient to carry out the necessary firefighting task operations given expected firefighting conditions in various hazard-level occupancies.

- The *Fire Protection Handbook* identifies initial-attack response capabilities for low-, medium- and high-hazard occupancies.
- *NFPA Standard 1600: Standard on Community, Emergency and Crisis Management* establishes a common set of criteria for all-hazards disaster/emergency management and business continuity programs.
- *United States Department of Labor – Occupational Safety and Health Administration – OSHA Regulation "2 in 2 out"*– The "2 In/2 Out" policy is part of paragraph (g)(4) of OSHA's revised respiratory protection standard, 29 CFR 1910.134. This paragraph applies to private-sector workers engaged in interior structural firefighting and to federal employees covered under Section 19 of the Occupational Safety and Health Act. States that have chosen to operate OSHA-approved occupational safety and health state plans are required to extend their jurisdiction to include employees of their state and local governments.
- *NFPA 1500: Standard on Fire Department Occupational Safety, Health and Wellness Program* was developed to provide the framework for a safety and health program for a fire department or any type of organization providing similar services. This standard sets the minimum safety guidelines for personnel involved in rescue, fire suppression, emergency medical services, hazardous materials operations and special operations.
- *Fire Service Deployment: Assessing Community Vulnerability* is a white paper developed by the Metropolitan Fire Chiefs Urban Fire Forum to help fire service leaders understand how changes in levels of fire department resources affect emergency outcomes. Also see the second edition, which focuses on high-rise incidents.

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