



CITY OF MUKILTEO

11930 Cyrus Way, Mukilteo Washington 98275

City Council Public Safety Committee
Committee Meeting No. 2015-06
August 6, 2015

MINUTES

Committee Members:

- Councilmember Champion – Present
- Councilmember Cook – Present
- Councilmember Schmalz – Absent
- Councilmember Vanderwielen (alternate) - Absent

Staff Support:

- Police Chief
- Fire Chief
- Mayor
- MSD

Agenda

Meeting Objective:

1. UAV Discussion—this is an on-going project. Committee requests additional discussion of a future visit to the Paine Field Tower if possible. A national debate is occurring on the topic. Policy Analyst is working the issue.
2. Coal Train Safety—on-going concern for committee and citizens. There is a larger group, Safe Energy Leadership Alliance, working the issue as well.
3. Nuisance Properties and Zombie Houses—discussion concerning status of these properties and the potential for regulation in the future.
4. No Idling Areas—the Policy Analyst is reviewing this item.
5. Fire Department—fire captains have all attended a response to rail car emergencies in Colorado.
6. FD Update – see attachments
7. PD Update – see attachments

Due – Q2 2015 report in circulation for edits; will be posted when completed.

Next Meeting: September 3, 2015 6:00 – 7:30 PM

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire and panic safety codes through periodic inspection within Mukilteo Fire Department's jurisdiction.

400.2 POLICY

The Mukilteo Fire Department is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the Office of the State Fire Marshal (OSFM), published in the Fire Code, and any other regulations or ordinances that have been formally adopted by the City for the prevention of fire or the protection of life and property against fire.

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Mukilteo Fire Department's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the City. The Department fire inspection program will be administered by the Fire Prevention Division under the responsibility of the Fire Marshal.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Mukilteo Fire Department that permit requirements are appropriately observed and enforced.

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the Mukliteo Fire Department are investigated and properly documented in accordance with state and federal laws and national standards.

402.2 POLICY

It is the policy of the Mukliteo Fire Department to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the Department shall take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion.

402.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

Department first responders are responsible for recognizing, or attempting to recognize, the origin of a fire and preserving evidence for further investigation. The first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when Mukliteo Fire Department and/or law enforcement investigators are needed to investigate an incident.

When the Mukliteo Fire Department assumes responsibility for the investigation fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Mukilteo Fire Department will enforce City fire and life safety codes during inspections.

403.2 POLICY

It is the policy of the Mukilteo Fire Department to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The Mukilteo Fire Department may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Marshal as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods (AMM) request - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Mukilteo Fire Department that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Fire Code.

Public Education

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Operations Division.

405.2 POLICY

The Mukilteo Fire Department will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Operations Division.

Fireworks Displays

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life safety procedures and practices are followed. The policy also outlines the Mukilteo Fire Department standards for the storage and disposal of illegal fireworks.

406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Mukilteo Fire Department to observe the Washington fireworks law and follow the regulations prepared by the Office of the State Fire Marshal (OSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections. The Department shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555, Subpart K).

Maximum Occupancy - Overcrowding

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

407.2 POLICY

It is the policy of the Mukilteo Fire Department to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

407.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied (Fire Code § 107.6).

The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

Juvenile Firesetter Referrals

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

408.2 POLICY

It is the policy of the Mukilteo Fire Department to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

408.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by department personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are four types of referrals:

Fire Watch Services

409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the department in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A system of trained, on-site fire guards who notify the Muklteo Fire Department and the occupants of a building if a fire occurs. Fire watch may be conducted by Department personnel.

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

409.2 POLICY

It is the policy of the Muklteo Fire Department that any time the Department is notified that required fire protection or detection systems are inoperable, the Department will, where required, ensure appropriate measures are taken to protect building occupants.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.



CITY OF
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Police Department

Public Safety Committee Meeting

Police Department Update prepared by Chief Caldwell

August 5, 2015 meeting

PROJECTS:

- **Downtown Parking program – on going. I participated in the two review meetings with Planning. The signs have been “fixed”.**
- **SWAT: ILA has been completed with all parties and two officers’ application submitted.**
- **New World Systems training was completed; Go Live moved to October 27.**
- **Microchipping program with Animal Control was done on June 8 with four residents taking advantage. We will be hosting this again at National Night Out. As mentioned previously, this program will provide free chips for residents. If animals are more easily tracked, this potential expedites reunification and lowers shelter costs.**

PERSONNEL:

- **Fully staffed.**
- **One officer out for maternity leave – just received her clearance and will return on August 26th.**

DISCUSSION:

- **Unmanned Arial Vehicles. Research continues with contact at FAA. Project is being assigned to Policy Analyst Liias for further development.**
- **Everett Nuisance Property rules (EMC 9:64) – for general purposes, this was brought up by a property management rep from the 5100 block of 81st Place due to on-going issue with neighbor.**

Citygate Recommendations

Citygate #	Recommendation	Citygate Timeframe	Chief Rank	Chief Timeframe	Council Rank	Council Timeframe
1	The Department should reduce the turnout times for EMS and firefighting incidents to less than two minutes 90% of the time.	Short Term	3	2015		
2	The Department needs to convert its paramedic response plan to be one Paramedic/Firefighter and two Firefighter/EMTs per fire station for single ambulance responses at the paramedic level for each station area.	Short Term	1	2015		
3	Adopt Department Deployment Measures Policy: The City's elected officials should adopt revised performance measures to direct fire crew planning and to monitor the operation of the Department. The measures of time should be designed to deliver outcomes that will save patients medically salvageable upon arrival; and to keep small, but serious, fires from becoming greater alarm fires. With this in mind, Citygate recommends the following measures:	Short Term	3	2015		
3.1	Distribution of Fire Stations: To control small fires, the first-due engine should arrive within 7 minutes with a minimum of three personnel, 90% of the time from receipt of the 9-1-1 call in the SNOCOM regional fire dispatch center. For medical aid calls the paramedic and firefighting team should arrive within 7 minutes, with three personnel, 90% of the time from the receipt of the 9-1-1 call in the regional fire dispatch center. This equates to 1 minute dispatch time, 2 minutes company turnout time, and 4 minutes drive time to within the City limits.	Short Term	3	2015		
3.2	Multiple-Unit Effective Response Force for Serious Emergencies: To confine fires near the room of origin, and to treat up to five medical patients at once, a multiple-unit response of a minimum of 3 engines, 1 ladder truck, 1 ALS ambulance, 1 BLS ambulance, and 1 Battalion Chief totaling 17 personnel should arrive within 11:00 minutes from the time of 9-1-1 call receipt in fire dispatch, 90% of the time. This equates to 1 minute dispatch time, 2 minutes company turnout time, and 8 minutes drive time spacing for multiple units in the most populated areas.	Short Term	3	2015		
3.3	Specialty Response: Respond to hazardous materials and technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful outcome. Achieve a travel time for the first company for size-up of the situation within 4 minutes travel time or less 90% of the time. Assemble additional resources for the responses capable of mitigating the incident within a total response time of 11 minutes, 90% of the time.	Short Term	3	2015		

4	To improve span of control, duty chief responsibility, and organizational effectiveness, an Administrative Bureau Assistant Chief classification should be created. This position would co-serve as Fire Marshal, manage Fire Prevention, general administration, dispatch, records, contracts, and serve as a liaison to other City departments such as Building and Planning on fire code issues.	Q1 2016	2	2015		
5	Fill the part-time Administrative Assistant position.	Q1 2016	14	2016		
6	Management and leadership of the Department, in conjunction with the labor group, should review and revise all policies and guidelines, as well as the WAC 296-305 <i>Safety Standards for Firefighters</i> compliance matrix, and correct all the identified deficiencies.	Short Term	4	2015		
7	The Department has to reestablish Fire Prevention and Public Education as funded, actionable programs that can keep serious building fires from occurring.	Long Term	8	2016		
8	The City should add a full-time Fire Inspector to conduct routine inspections and plan check under the direction of an Assistant Chief/Fire Marshal. The Fire Marshal will perform advanced code review and interpretation, plan checks, and interface with City Hall departments and the development community.	Q1 2017	7	2016		
9	The Department should invest in a computerized records management system (RMS) to track all occupancy inspections, occupancy data, and violation history.		15	2016		
10	The Department and City should reinstate and fund the Public Education program for the community and base the program on data-driven analysis of emergency responses.	Q1 2016	5	2015		
11	Once effective workload measures are established, the Fire Prevention Program should develop a prevention services master plan that considers at a minimum:		16	2016		
11.1	A permit fee consistent with the Washington State Fire Code for occupancies and uses in the City.		17	2016		
11.2	Data-driven analysis of incident responses should be undertaken to help determine the type of public education to deliver to the community.		18	Annual		
12	The Fire Department should monitor the Medical Service Officer's compliance with the existing performance metrics identified in the contract for a minimum of six months to verify compliance. If compliance is not achieved, the City of Mukilteo should review its options for contracting these functions to another individual or agency.		6	2015		
13	If the ambulance total commitment times grow to excessive levels, the Department should hire two Firefighter/EMT personnel per shift to staff a BLS transport ambulance full or part time from Station 25.	Beyond 2016	21	2017		

14	The Department should consider officially adopting specific relevant portions of the National Fire Protection Association (NFPA) 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i> , which is a critical element in comprehensive fire department safety and health program to include annual medical physicals/evaluations and a fitness program to assure firefighter safety.		9	2016		
15	The Department should review all programs, policies, procedures, and guidelines to assure they are current, applicable, and compliant with the WAC 296-305 standard.		20	Annual		
16	The Department should develop defined, minimum qualifications for the appointed training officer position and entice any qualified internal applicant to apply for the position.		10	2016		
17	The Department should review and assure 100% compliance with the Competency-Based Training program annually.		19	Annual		
18	The City should strongly consider incrementally funding a capital equipment replacement plan for the Department, in lieu of waiting for revenues to become available for use.		11	2016		
19	An analysis and inspection for each fire station should be accomplished, in accordance with NFPA 1500, to assure all safety and structural issues are identified to protect firefighters.		12	2016		
20	A comprehensive structural analysis and engineering evaluation should be accomplished before any additional training and burning is conducted in the training tower.		13	2016		

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