

JEFFERSON COUNTY BOCC WORKSHOP TO ESTABLISH FIRE MARSHAL FEES

PHIL CECERE BUILDING OFFICIAL/FIRE MARSHAL



PREVIOUS MEETING AND DELIBERATIONS OCTOBER 2023

- FIRST AGENDA REQUEST AND MEETING OCTOBER 9, 2023
- RESULTED IN DELIBERATIONS AND PUBLIC COMMENT EXTENDED (AG BUILDING DEFINITIONS)
- ADDED ENABLING LANGUAGE TO 2.40.020 TO ALLOW THE FIRE MARSHAL TO ESTABLISH FEES
- IT IS UNDERSTOOD THAT FEES HAVE NOT BEEN ESTABLISHED FOR THE FIRE MARSHAL AND CAN BE ESTABLISHED BY RESOLUTION

HOT WORK

- **HOT WORK.** OPERATIONS INCLUDING CUTTING, WELDING, THERMITE WELDING, BRAZING, SOLDERING, GRINDING, THERMAL SPRAYING, THAWING PIPE, INSTALLATION OF TORCH-APPLIED ROOF SYSTEMS OR ANY OTHER SIMILAR ACTIVITY.
- **HOT WORK AREA.** THE AREA EXPOSED TO SPARKS, HOT SLAG, RADIANT HEAT, OR CONVECTIVE HEAT AS A RESULT OF THE HOT WORK.
- **HOT WORK EQUIPMENT.** ELECTRIC OR GAS WELDING OR CUTTING EQUIPMENT USED FOR HOT WORK.
- **HOT WORK PERMITS.** PERMITS ISSUED BY THE RESPONSIBLE PERSON AT THE FACILITY UNDER THE HOT WORK PERMIT PROGRAM PERMITTING WELDING OR OTHER HOT WORK TO BE DONE IN LOCATIONS REFERRED TO IN SECTION 3503.3 AND PRE PERMITTED BY THE FIRE CODE OFFICIAL.
- **HOT WORK PROGRAM.** A PERMITTED PROGRAM, CARRIED OUT BY APPROVED FACILITIES-DESIGNATED PERSONNEL, ALLOWING THEM TO OVERSEE AND ISSUE PERMITS FOR HOT WORK CONDUCTED BY THEIR PERSONNEL OR AT THEIR FACILITY. THE INTENT IS TO HAVE TRAINED, ON-SITE, RESPONSIBLE PERSONNEL ENSURE THAT REQUIRED HOT WORK SAFETY MEASURES ARE TAKEN TO PREVENT FIRES AND FIRE SPREAD.

SAMPLE OF CLALLAM COUNTY FIRE OPERATION PERMIT CATEGORIES

Operational Activity:

- | | | |
|--|---|---|
| ☐ Lumber Yards and Woodworking Plants | ☐ Fruit and Crop Ripening | ☐ Open Burning |
| ☐ Storage of Scrap Tires and Tire Byproducts | ☐ Dry Cleaning | ☐ High-Piled Storage |
| ☐ Temporary Membrane Structures and Tents | ☐ Aviation Facility | ☐ Organic Coatings |
| ☐ Fumigation and Insecticidal Fogging | ☐ Aerosol Products | ☐ Spraying or Dipping |
| ☐ Miscellaneous Combustible Storage | ☐ HPM Facility | ☐ Additive Manufacturing |
| ☐ Cryogenic Fluids | ☐ Magnesium | ☐ Cellulose Nitrate Film |
| ☐ Private Fire Hydrants | ☐ Hot Work Operations | ☐ Waste Handling |
| ☐ Plant Extraction Systems | ☐ Places of Assembly | ☐ Combustible Fibers |
| ☐ Exhibits and Trade Shows | ☐ Floor Finishing | ☐ Outdoor Assembly Event |
| ☐ Tire-Rebuilding Plants | ☐ Explosives and Fireworks | ☐ Pyroxylin Plastics |
| ☐ Flammable and Combustible Liquids | ☐ Carnivals and Fairs | ☐ Fire Hydrants and Valves |
| ☐ Mobile Food Preparation Vehicles | ☐ Repair Garages | ☐ Industrial Ovens |
| ☐ Covered and Open Mall Buildings | ☐ Rooftop Heliports | ☐ Cutting and Welding |
| ☐ Motor Fuel Dispensing Facilities | ☐ Energy Storage Systems | ☐ Amusement Building |
| ☐ Hazardous Materials | ☐ Open flames and Candles | ☐ Refrigeration Equipment |
| ☐ Combustible Dust-Producing Operation | ☐ Compressed Gasses | ☐ Wood Products |
| ☐ Pyrotechnic Special Effects Material | ☐ LP-Gas | |
| ☐ Liquid Fueled Vehicles/Equipment in Assembly Building | | |

Multi Jurisdictional Food Truck Annual inspection program allows reciprocity with participating jurisdictions across the state (currently voluntary)



DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF THE FIRE MARSHAL
621 Sheridan Street Port Townsend, WA 98368
360 379 4461 email: PCeener@co.jefferson.wa.us
<http://www.co.jefferson.wa.us>

Mobile Food Truck Annual Inspection

Name of Mobile Food Vehicle: _____
Mailing Address: _____

Contact Person: _____
Phone Number: _____ Email: _____
L&I Number (VEN): _____ License Plate#: _____
Date Inspected: _____ Fire Agency: _____
Inspector Signature: _____

Summary of Inspection - Regional

- ☐ Approved - No violations
☐ Approved to Operate - Violations must be corrected
☐ Not approved to operate - Violations must be corrected

Regional Inspection Checklist

Documentation

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Washington State L&I Approval Sticker | PASS | FAIL | N/A |
| 2. Fire Department Permit | ☐ | ☐ | ☐ |

Cooking System Type-1 Hood (if produces grease laden vapors)

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Cooking suppression system is UL300 listed, serviced, and cleaned. | PASS | FAIL | N/A |
| • Date of last service: (Semiannually) | ☐ | ☐ | ☐ |
| • Date of last cleaning: | ☐ | ☐ | ☐ |

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2. Manual Pull Station accessible and unobstructed. | ☐ | ☐ | ☐ |
| | PASS | FAIL | N/A |

Cooking Oil Storage

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Aggregate volume less than 120 gallons. | ☐ | ☐ | ☐ |
| 2. Storage tanks stored in such a way as to not be toppled or damaged during transport. | ☐ | ☐ | ☐ |

LP-Gas Systems

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. LP tanks located on the outside of the vehicle or in a vapor tight cabinet vented to the outside. | PASS | FAIL | N/A |
| 2. LP tanks located on back of vehicle are provided with adequate impact protection provided. | ☐ | ☐ | ☐ |
| 3. Maximum LP tank size less than 200 pounds. (4.23 gal. = 1 gal.) | ☐ | ☐ | ☐ |
| • Number of tanks: _____ | | | |
| • Size of tanks: _____ | | | |
| • Date last inspected: _____ | | | |
| • (Annually) | | | |
| • Date of last hydro: _____ | | | |
| 4. LP tanks securely mounted, and piping protected. | ☐ | ☐ | ☐ |
| 5. LP gas alarm installed, operational and tested. | ☐ | ☐ | ☐ |
| • Last test date: _____ | | | |
| 6. LP shut off valves installed and accessible. | ☐ | ☐ | ☐ |
| 7. LP tanks used or stored outside of the vehicle shall be secured with a non-combustible strap or chain in an upright position and protected from impact. | ☐ | ☐ | ☐ |

CNG Systems

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. All CNG containers are NGV-2 cylinders with a maximum size less than 1300 pounds. (1 ft ³ = 8 lbs) | PASS | FAIL | N/A |
| • Number of tanks: _____ | ☐ | ☐ | ☐ |
| • Size of tanks: _____ | | | |
| • Tank expiration date(s): _____ | | | |
| • Date last inspected: _____ | | | |
| • (Every 3 years) | | | |
| • Date of last hydro: _____ | | | |
| 2. Tanks securely mounted, and piping protected. | ☐ | ☐ | ☐ |
| 3. Methane gas alarm installed, operational and tested. | ☐ | ☐ | ☐ |
| • Last tested date: _____ | | | |

Portable Fire Extinguishers

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Class K Extinguisher installed along egress path (if using deep fat fryer or solid fuels). | PASS | FAIL | N/A |
| • Date last serviced (Annually) | ☐ | ☐ | ☐ |
| 2. Fire protection system use placard installed near Class K Extinguisher. | ☐ | ☐ | ☐ |

Regional Food Truck Inspection Checklist Form 06-2021, page 2

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3. 2A-10B.C portable extinguisher shall be provided along egress path. If LP-gas is used the portable extinguisher shall be a 2A-40B.C. | ☐ | ☐ | ☐ |
| • Date last serviced (Annually) | ☐ | ☐ | ☐ |

Electrical

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Extension cords protected from damage. | PASS | FAIL | N/A |
| 2. No open electrical junction boxes or wiring. | ☐ | ☐ | ☐ |

Generators

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Generators located a minimum of 10 feet from combustibles. | PASS | FAIL | N/A |
| 2. Refueling of internal combustion engines shall not be allowed during cooking operations and only when the electric generators and internal combustion power sources are not in use. | ☐ | ☐ | ☐ |

Keep Required Documentation in Your Food Truck

- Please ensure you keep a copy of the following documents in your truck. You may be asked to produce these at any time by a fire department inspector.
- Your fire inspection report (this form or other documentation provided to you by the fire agency that completed your inspection).
 - A copy of the inspection, test, and/or cleaning reports for your commercial range hood, fire suppression system and extinguishers, completed by the contractor you use.
 - A copy of any permit(s) issued by a local fire department for your food truck.

Regional Food Truck Inspection Checklist Form 06-2021, page 3

SHORT TERM RENTALS- LIFE SAFETY INSPECTIONS

- ESTABLISHING INITIAL USE OF SHORT TERM RENTAL 2 YEAR INSPECTION INTERVAL
- LIFE-SAFETY CHECKLIST IS PROVIDED AT PERMIT ISSUANCE
- INITIAL INSPECTIONS HAVE ROUGHLY 50% FAILURE RATE
- SUBSEQUENT INSPECTIONS INTENDED TO BE BIENNIAL- DEPENDING ON DEMAND AND BANDWIDTH
- INSPECTION PROGRAM IS INTENDED TO CATCH: EXPIRED/NON FUNCTIONING OR MISSING SMOKE DETECTORS, MISSING OR DAMAGED GUARDRAILS/HANDRAILS, BEDS IN NON-SLEEPING AREAS, MISSING ADDRESS MARKERS AND UNSAFE CONDITIONS

EXAMPLE OF AN EXISTING HOSPITALITY CHECKLIST



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Shandon Street, Port Townsend, WA 98368
Tel: 360.379.4450 / Fax: 360.379.4451
Web: www.co.jefferson.wa.us/communitydevelopment
E-mail: cd@co.jefferson.wa.us

CHECKLIST TRANSIENT RENTAL FIRE/LIFE/SAFETY

Your proposed project must have a FIRE/LIFE/SAFETY inspection to review for non-structural life safety provision of the code. A floor plan is required to show where all items are located in the structure, prior to the inspection. Refer to the Example – Floor Plan handout for an acceptable format. This plan must contain the following information checked below to be considered reviewable by the Planning, Building, and Environmental Health Departments.

Land Use:	
☐	Number of parking spaces?
☐	Is there a sign advertising the business? If so you may need a building permit.
Building:	
☐	Is there a sufficient # and location of smoke detectors in the building? Expired?
☐	Is there a sufficient # and location of carbon monoxide detectors in the building?
☐	Are there handrails on all the stairs?
☐	Is there adequate ingress and egress?
☐	Is the red 911 Address plate posted?
☐	Is there exterior lighting?
☐	Is there lighting on all the stairs?
☐	Are beds present outside of intended sleeping areas?
☐	Do all sleeping areas have adequate emergency egress (egress windows or doors to exterior)?
☐	Does the water heater have seismic strapping?
☐	
☐	
☐	
☐	

SOLAR PANEL

ADDRESSING

- INSPECTIONS AND PERMITS CURRENTLY UNDER BUILDING FEE SCHEDULE
- FEE IS BASED UPON ADMINISTRATIVE STAFF TIME, INSPECTION TIME AND TRAVEL
- SOLAR PERMIT HOURLY ALLOCATION IS CONSISTENT WITH CITY OF PT
- REDUCES WORKLOAD ON BUILDING INSPECTORS AND PLACES RESPONSIBILITY UNDER THE FIRE INSPECTOR POSITION
- E911 ORDINANCE AND ADDRESSING OVERSIGHT IS A PUBLIC SAFETY CONCERN AND IS AN APPROPRIATE FIT FOR FIRE MARSHAL STAFF

CONSISTENCY WITH NEIGHBORING JURISDICTIONS

- PORT TOWNSEND IS CURRENTLY PENDING A CPI INCREASE FOR 2024 HOURLY TO INCREASE TO \$99
- HOURLY ALLOCATION FOR INSPECTIONS ARE CONSISTENT BETWEEN JURISDICTIONS FOR EXAMPLE 2 HRS. CHARGED FOR SOLAR PANEL INSPECTION
- ONE MAJOR DIFFERENCE BETWEEN PORT TOWNSEND AND JEFFERSON COUNTY IS LOGISTICS, ALL POINTS OF THE CITY ARE ROUGHLY 15 MINUTES APART
- IT IS NOT UNCOMMON FOR A COUNTY INSPECTOR TO VISIT GARDINER, DUCKABUSH, COYLE AND MARROWSTONE IN A SINGLE DAY
- TRAVEL TIME ALLOCATION IS BUILT INTO INSPECTION RATE

THIS FEE SCHEDULE IS A LIVING DOCUMENT AND WILL BE UPDATED
AS STAFFING AND CAPACITY IS EXPANDED TO PROVIDE SERVICES
TO ENHANCE PUBLIC SAFETY AND THE BUILT ENVIRONMENT

- FEES WILL ADJUST AND FOLLOW THE PENDING FEE STUDY RECOMMENDATIONS FOR DCD ONCE COMPLETED BY FCS GROUP, AND AS APPROVED BY JEFFERSON COUNTY BOCC
- INSPECTION PROGRAM WILL BE FURTHER DEFINED AFTER STAFF IS BROUGHT ON BOARD TO ASSIST IN DEVELOPMENT OF THE FIRE MARSHAL'S OFFICE

Questions?

