

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Phil Cecere, Fire Marshal
Brian Tracer, Deputy Fire Marshal

DATE: August 5, 2024

SUBJECT: Workshop and potential action for funding for Fire Marshal resources

STATEMENT OF ISSUE:

The Office of the Fire Marshal is a newly established division of the Department of Community Development (DCD). The office is fully staffed with the recent hiring of a Deputy Fire Marshal. Currently however, the office is short resources as it works to ramp up its various programs found in JCC 2.40.020. A full-time, upfitted vehicle, other equipment and specialized software will be needed to fulfill these duties.

ANALYSIS:

After successful establishment of the Fire Marshal fee schedule, multiple programs are being implemented to include annual commercial inspections, annual short-term rental inspections, addressing and road naming. Currently, the Fire Marshal/Building Official is a certified building safety evaluator. The Fire Marshal and Deputy Fire Marshal are active members in Jefferson County DEM as volunteers to respond in an after-incident event and a stocked vehicle would be vital for response. Collaboration with Department of Natural Resources for wildland fire investigations within the county is an ongoing effort. An area separate from the passenger compartment is needed for soot soiled gear, PPE and potential evidence collection from fire investigations. A crew cab pickup with a canopy meets these needs

The Fire Marshal proposes the purchase of a crew cab pick-up truck with a bed canopy. A crew cab allows for additional dry storage for organization of files, notices, cameras, etc. Additionally, a crew cab allows for maximum flexibility for confidential field interviews during investigations and conversion to multiple passenger seating.

A truck that is nearing the end of service life from a county department (second life vehicle) was researched. No viable prospects will be available for the foreseeable future. Grant opportunities have been exhausted and possible prospects are contingent on eligibility upon completion of the County All Hazard mitigation plan. Grant funding possibilities are forecasted at least a year out.

The cost is based upon the purchase of a 2024 F150 crew cab is expected to cost \$49,653 through state bid. Aftermarket equipment including canopy, bed organizer, decals, amber lights and provisions for future

communication equipment with upfitting costs is estimated at \$18,290. All pricing has been tabulated using state contracts or estimated by historical pricing through Fleet Services. The Ford F150 was selected after a comparison of available vehicles by price, fuel economy and serviceability through Fleet Services. An electric vehicle was considered for this use and was not selected for a variety of reasons. The estimated service life on this vehicle would be 10 years, based upon expected mileage and service.

The estimated monthly rental rate from Fleet Services that includes service, fuel and replacement totaled \$851 monthly. Future needs for equipment and tools are intended to be funded through permit fees, DCD budget and grants. A line item list for cost is attached.

Technology software for integration with the Tyler system used by Jeffcom including an inspection module would total \$7,599. The ongoing cost of this software will be funded by permit application fees once these programs can be fully implemented. The ongoing technology maintenance fee would be funded by the technology fee currently charged on permits.

Minimal gear including personal protective equipment to assist in investigation and inspection would total \$8,386. All in the total request is \$83,928.

FISCAL IMPACT:

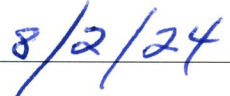
One-time cost is \$83,928. Ongoing cost would be \$10,212 annually for vehicle rent. Software maintenance is budget neutral.

RECOMMENDATION:

Staff recommends the Board authorize the Fire Marshal to acquire a dedicated vehicle, upfit the vehicle, and procure specialized software and other equipment. Staff also recommends that the Board commit to approving budget in the 3rd Quarter appropriation cycle to cover the cost of these items.

REVIEWED BY:


Mark McCauley, County Administrator


Date

RESOURCE REQUEST FOR THE OFFICE OF THE FIRE MARSHAL



PHIL CECERE, FIRE MARSHAL/BUILDING OFFICIAL
BRIAN TRACER, DEPUTY FIRE MARSHAL

WHAT DOES THE FIRE MARSHAL DO?

2.40.020 DUTIES AND AUTHORITY OF THE FIRE MARSHAL.

(1) THE FIRE MARSHAL SHALL BE RESPONSIBLE FOR FIRE AND LIFE SAFETY INSPECTIONS, FIRE AND ARSON INVESTIGATIONS, PLAN REVIEW FOR COMPLIANCE WITH FIRE AND LIFE SAFETY REGULATIONS, AND OTHER ASSOCIATED DUTIES, AS FURTHER DESCRIBED IN JCC 15.05.020. (5) THE FIRE MARSHAL SHALL BE RESPONSIBLE FOR ANY DUTIES ASSIGNED UNDER JEFFERSON COUNTY CODE TO THE FIRE CODE OFFICIAL OR TO THE FIRE MARSHAL.

THE FIRE MARSHAL OFFICE IS THE COUNTY AUTHORITY HAVING JURISDICTION (AHJ) AND IS RESPONSIBLE AS THE FIRE CODE OFFICIAL

- PLAN REVIEW
- INSPECTIONS
- INVESTIGATIONS
- ADDRESSING AND ROAD NAMING
- ENFORCEMENT OF BURNING REGULATIONS PER JCC 8.72.050
- MONITORS ATMOSPHERIC CONDITIONS AND COMMUNICATES WITH INTERESTED PARTIES
- ESTABLISHES FIRE DANGER RISK LEVELS AND CORRESPONDING RESTRICTIONS PER JCC 8.72.040

START UP CHALLENGES

- FUNDING NEEDED FOR:
 - EQUIPMENT FOR INVESTIGATIONS
 - RECORDS MANAGEMENT FOR INSPECTIONS AND INVESTIGATIONS
 - COMMUNICATIONS WITH JEFFCOM AND FIRE AND LAW ENFORCEMENT PARTNERS
 - TRAINING TO STAY CURRENT WITH CERTIFICATIONS
 - COMMERCIAL AND SHORT TERM RENTAL INSPECTION PROGRAMS
 - PUBLIC NOTIFICATION AND OUTREACH- CURRENTLY LIMITED TO SOCIAL MEDIA AND COUNTY WEBSITE
 - FUTURE STAFFING





VEHICLE NEED



- #1 NEED AT THIS TIME, VEHICLE SHARING HAS NOT BEEN AN IDEAL SOLUTION
- NECESSARY TO IMPLEMENT THE SHORT TERM RENTAL AND COMMERCIAL INSPECTION PROGRAMS
- SOOT SOILED CLOTHING AND GEAR AND EVIDENCE COLLECTED SHOULD BE CONTAINED
- A "CLEAN CAB" (CARCINOGEN FREE) IS THE INDUSTRY STANDARD FOR STAFF SAFETY
- CREW CAB FORD F150 WAS SELECTED AS THE BEST SOLUTION TO FIT NEEDS
- CREW CAB CONFIGURATION PROVIDES THE MAXIMUM FLEXIBILITY FOR DRY STORAGE, CONFIDENTIAL INTERVIEWS, AND PERSONNEL SEATING
- A CANOPY AND BED ORGANIZER (SLIDE) PROVIDES BEST USE OF CARGO AREA
- WORKED WITH FLEET TO INVESTIGATE SECOND LIFE VEHICLES – NOT AN OPTION
- ELECTRIC F150 LIGHTNING WAS INVESTIGATED – NOT SELECTED FOR VARIOUS REASONS
- INVESTIGATED GRANT OPPORTUNITIES- EITHER NON-ELIGIBLE OR LACK OF GRANT OPPORTUNITIES
- ONE-TIME COST: \$67,943. ONGOING COST: \$10,212 PER YEAR



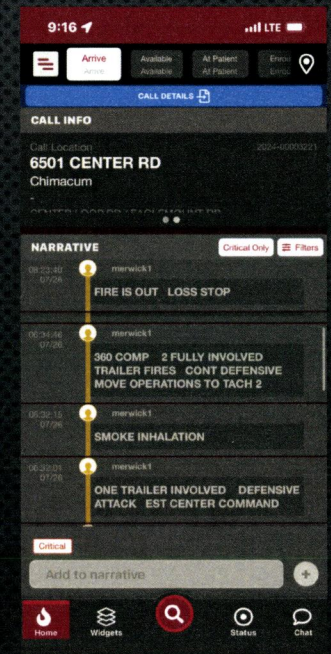
TECHNOLOGY

TYLER FIRE PREVENTION MOBILE MODULE

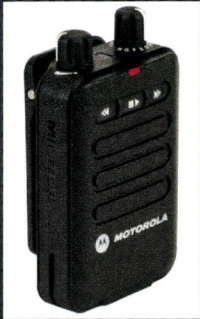
- CURRENT EPL SYSTEM IS NOT FORMATTED FOR OUR NEWLY EXPANDED NEEDS
- MODULE ALLOWS FOR INSPECTION REPORTS TO BE EMAILED AT TIME OF INSPECTION
- INCREASED FUNCTIONALITY OVER THE BUILDING INSPECTION SOFTWARE
- ALLOWS FOR CODE INSERTION INTO REPORTS
- INTEGRATION WITH JEFFCOM AND CAD SOFTWARE
- ALLOWS FOR \$3.50 REPORTING FROM OWNERS AND 3RD PARTY INSPECTIONS
- WILL COLLECT A 5% TECHNOLOGY FEE FOR CONTINUED MAINTENANCE
- CLOUD BASED DATA RETENTION
- NO SPACE ON AN ONSITE SERVER REQUIRED
- COST ONE TIME: \$6,699
- ANNUAL MAINTENANCE: \$4,200

TYLER TECHNOLOGIES CREW FORCE

- SUPPORTS DEPARTMENT GOAL TO NOT SHIFT BURDEN TO OTHER DEPARTMENTS - LAW ENFORCEMENT AND FIRE
- AIDS WITH COMMUNICATION, NOTIFICATION, INCIDENT LOCATION, DISPATCH AND INFORMATION SHARING
- 2 LICENSES WILL SUPPORT TOTAL OF 2 PHONES AND 2 TABLETS
- REAL TIME DATA FOR FIRE AND LIFE SAFETY ISSUES OCCURRING ACROSS THE COUNTY
- ONE TIME FEE \$900
- TOTAL FOR TECHNOLOGY EXPENSES: \$7,599



EQUIPMENT AND GEAR



- MINIMUM EQUIPMENT AND HAND TOOLS HAVE BEEN ACQUIRED
- SUPPORTS OUR MISSION AND DUTIES CONSISTENT WITH JCC 2.40
- WILDLAND FIRE PACK, WIND ANEMOMETER, HANDHELD GPS
- PAGERS TO DISPATCH FROM JEFFCOM
- PORTABLE RADIO AND CHARGER FOR OUT OF VEHICLE COMMUNICATION
- MISCELLANEOUS HAND TOOLS NOT ALREADY ACQUIRED
- TOTAL FOR EQUIPMENT: \$4,886



PERSONAL PROTECTIVE EQUIPMENT (PPE)

POWERED AIR PURIFIER RESPIRATOR (PAPR)

- PREMIUM OPTION TO AVOID CARCINOGEN EXPOSURE
- ATTACHED HARDHAT FOR BEST PROTECTION COMBINATION
- ABILITY TO USE "HALF MASKS" FOR A TEMPORARY SOLUTION
- APPROX. \$1750 EACH
- OTHER ASSOCIATED PERSONAL PROTECTIVE EQUIPMENT
- TOTAL FOR EQUIPMENT AND PPE: \$8,386



TYLER BUSINESS MODULE

INTRODUCTION- FOR FUTURE CONSIDERATION

- CAPTURES ESSENTIAL INFORMATION ABOUT A BUSINESS FOR THE JURISDICTION.
- ALLOWS MANAGEMENT AND PROCESSING FOR RENEWAL OF BUSINESS LICENSES
- CONNECT EXISTING CODE CASES TO BUSINESSES. INTEGRATES WITH EPL CODE APPLICATION
- LINK BUSINESS LICENSES, TAX REMITTANCE ACCOUNTS AND INSPECTIONS TO BUSINESS RECORDS. LINKED TO PERMITS, PLANS, CODE CASES
- BUSINESS LICENSE ADMINISTRATION- SHORT TERM RENTALS , POSSIBLY EXPAND TO FOOD ESTABLISHMENTS
- PROFESSIONAL LICENSE MANAGEMENT- SEPTIC PROFESSIONALS
- EXAM ADMINISTRATION – SEPTIC PROFESSIONAL
- OPERATIONAL PERMIT MANAGEMENT
- LINKS BUSINESSES/CONTACTS WITH BUSINESSES, PERMITS, CODE CASES, ETC...
- FUTURE INTEGRATION WITH CSS PORTAL
- INVESTMENT COST \$47,000
(\$21,000 LICENSE \$22,000 IMPLEMENTATION \$4,200 MAINTENANCE)

TODAY'S TOTAL ASK

**TOTAL ONE-TIME FOR VEHICLE, SOFTWARE, EQUIPMENT AND PPE =
\$83,928**

ONGOING FOR VEHICLE RENT = \$10,212

QUESTIONS?



Photo Credit
Stacie Prada