

FIRE INSPECTIONS

October 29, 1990

Per meeting of October 23rd, 1990, the following procedures will be followed for fire inspections:

1. Follow up will be done on all inspection orders, a tickler file will be set up, using a calendar to remind yourselves when to return to see if ordered work has been done.
2. If compliance has not been met within the stated time allowed, a warning letter will be sent. The Fire Chief and Pumper/drivers will establish a form letter for this use, and agree on reasonable times allowed to comply before a citation is issued. Fines will also be agreed upon, so uniformity will be consistent within the department.
3. If compliance is not met after the warning letter is sent, the Inspector will ask the Police Department to fill out a complaint, with the Inspector signing same. The normal court procedure will then be followed.

The inspectors will research codes and suggest necessary changes or various amendments to ordinances to adopt codes by reference. The City Attorney will be asked to review suggested changes to determine if an ordinance is necessary. It may be possible that existing ordinances adopting State Codes by reference may include updates.

The Building Inspector will provide a list of addresses on new construction for fire inspection, either to be done on their own, or to accompany Building Inspector when final inspection is made.

Addresses of Change of Occupancy permits will be given to the Fire Inspectors for inspection (when changing from residential to commercial).

A list of addresses of grandfathered zoning that deviates from R-1 will be provided to the Fire Inspectors.