

## Standard Operating Guidelines

### **FIRE BUREAU DUTY & RESPONSIBILITY**

Guideline # 230.00

Date: 5/1/12 R

#### **PURPOSE**

1. To secure the corrections of common fires hazards and identify other violations of applicable codes and ordinances through the inspection efforts of Fire District personnel.
2. To provide a means of familiarization of fire district personnel with the various properties located within Fire District No.3.
3. The fire safety bureau, in the organizational plan in the fire service directs most of its attention toward the entire range of inspection activity and the enforcement of fire ordinances as well as fire safety education.
4. Fire safety education is designed to develop or change the attitudes and behavior of men, women and children towards fire. It encompasses a wide spectrum of programs and activities directed towards such diverse audiences as school children, senior citizens, homeowners, preschoolers, apartment dwellers, handicapped people, employees, hospital and nursing home staffs, church and civic organizations
5. To communicate to the public through various media resources using accurate information concerning fire incidents and fire prevention education. To open a dialog between the community and its Fire Department. To act as a central clearing point for the dissemination of information, reducing the risk of receiving conflicting information from multiple sources

#### **OBJECTIVE**

1. Code enforcement is one of the major areas of responsibility for the fire department and bureau. Fire officials and inspectors are given the legal authority and responsibility to establish and maintain fire and life safety throughout the fire district. Ultimately the citizens depend on the fire department/bureau to ensure they are protected against the dangers of fire, panic, explosions and other hazardous conditions and there resulting effects that may occur within their fire district.
2. Fire prevention inspections are the single most important non fire fighting activity performed by the fire service. A well planned fire safety and inspection program, executed by well trained individuals, can prevent many fires. For too many years, the degree of cooperation and consideration that the fire service has received has been based on its failures instead of its successes. Fires do not just happen, they are nearly always caused by an unsafe act or condition. Thus, practically every fire could have been prevented by eliminating the acts or conditions which contribute to the cause of the fire.
3. The main objective of fire safety education is to increase awareness of human actions that could lead to fires and to develop skills and knowledge to prevent fire or to minimize exposures in the case of fire. Educational programs help to obtain the cooperation of the citizens served by the fire department.

## **SCOPE**

1. The Board of Fire Commissioners have an overwhelming responsibility, not only for fire suppression, but also fire prevention through code enforcement and education. This would in turn lead to fire safety and hazard awareness of businesses educating and alerting the firefighters who suppress these fires and also at the same time are educating the public in fire safety in various fire prevention programs.
2. Fire prevention and education, in cooperation with other agencies, is responsible for developing and conducting a continuing public education program which is aimed at maintaining a high level of fire safety consciousness and promoting public relations. It should provide a year round exposure of fire prevention practices, essentially establishing numerous and various programs to be presented to the public. The basic concept is to increase the scope and influence of the overall fire prevention program through the involvement and commitment of as many individuals as possible.

## **POLICY**

1. The policy of the Fire Bureau is to conduct fire prevention maintenance inspections of occupancies in Fire District No.3 at least once per year with the exception of one and two family residential occupancies.
2. Fire Department personnel shall be actively engaged in the fire safety inspection program.
3. Fire Department personnel participating in fire safety inspections shall make every attempt to become a certified Fire Inspector of the State of New Jersey and continue education classes to keep the certification valid.
4. Fire Department personnel not certified as a Fire Inspector by the State of New Jersey can conduct inspection of non-life hazards uses and conduct preplan inspections at the direction of the Company Officer

## **ADMINISTRATION & RESPONSIBILITY**

1. The Local Enforcing Agency (L.E.A) known as the Jackson Township Bureau of Fire Safety District No. 3 established by ordinance by the Board of Fire Commissioners to enforce the Uniform Fire Safety Act and the codes and regulations adopted pursuant thereto in all buildings, structures and premises within Jackson Township Fire District No. 3, other than owner occupied one and two family dwellings, and shall faithfully comply with the requirements of the code.

## **FIRE BUREAU EXAMPLES OF OPERATIONS & RESPONSIBILITY**

1. Conduct, document & monitor daily fire inspections
2. Maintain written files
3. Maintain computer files
4. Organize daily detail activities
5. Create registration fee invoices & mail
6. Create & determine penalty fines
7. Input new & updated registrations in computer & file
8. Input fire inspections, reinspections & violations
9. Determine & register life hazard uses with division of fire safety
10. Monitor late registration & mail late registration form & penalty
11. Monitor late penalty fines & create additional penalties
12. Create & manage fire bureau budget line items
13. Custodian of fire bureau petty cash
14. Review & update local ordinances annually (Chapter 61 Fire Prevention Code)
15. Create policies & standard operating guidelines related to bureau operation & fire safety
16. Create monthly fire safety report for Fire Commissioners
17. Coordinate with administrative clerks & accountant for annual local finance audit
18. Prepare & maintain files and budget for NJ State Div. of Fire Safety audit
19. Supply fire report to owners & insurance co's recording fees associated with it
20. Make bank deposits
21. Familiarize firefighters with buildings/occupancies that may impose a hazard
22. Ensure proper access and fire safety of new occupancies under construction
23. Record & conduct fire evacuation drills
24. Create referral notices to building dept for violations/hazards of uniform construction code
25. Create referral notices to OC Health Dept for violations of public health codes
26. Create referral notices to local code enforcement for violation of Township ordinances
27. Participate in local committees meetings related to fire safety. ex. Jackson Day, July 4<sup>th</sup> etc.
28. Inspect, follow-up, monitor and seek out fire safety complaints
29. Conduct or cause to be investigated when not available fire investigations
30. Inspect, follow-up monitor and seek out fire safety permits
31. Web site maintenance
32. Conduct occupant load inspections
33. Attend local & County fire prevention meetings
34. Issue fire lane summonses for violators & attend court when summoned
35. Review fire lanes and issue maintenance violations
36. Issue public safety announcements to the media
37. Coordinate Knox key box program
38. Review, comment and inspect construction and site plans
39. Attend various training and schooling related
40. Conduct & organize fire safety presentations in the Schools
41. Conduct & organize fire safety education presentations for civic groups.
42. Conduct & organize fire extinguisher training
43. Conduct & organize fire safety poster contest
44. Conduct & organize fire safety newsletters and public service announcements
45. Seek out new fire safety grants related to fire safety
46. Maintain and schedule demonstrations of the childrens fire safety trailer
47. Conduct and organize the Juvenile Fire Watch/Setter program