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**PUBLIC PROTECTION & SAFETY STANDING COMMITTEE OF THE RTM
SPECIAL MEETING MINUTES
Wednesday, November 1, 2023
6:00 P.M. Waterford Town Hall**

RECEIVED FOR RECORD
WATERFORD, CT
2023 NOV - 2 P 4:05
TIMES
TOWN CLERK

Meeting Called to order at 6:00 PM by Chairperson Timothy Condon

Roll Call

Present: Timothy Condon, Thomas Dembek, Susan Driscoll, Timothy Fioravanti, Steve Garvin

Others Present: Director of Waterford Fire Department Mike Howley, Fire Marshal Steve Dubicki

Public Comment

None

Agenda Item 4- To Consider and act upon the minutes of the September 14, 2023 meeting.

MOTION made by Driscoll, Second by Fioravanti to accept the minutes.

Motion passed: 5-0

Agenda Item 5- Consideration of and possible action on items referred to committee: Fire Marshal Permits Fee Schedule Ordinance, RTC 10/03/22

Committee reviewed the draft document. Questions were asked of the Fire Marshal including use of the fire protection code, and the ability of the office to implement the ordinance should this draft be enacted. Director Howley and Fire Marshal Dubicki were both confident with the ability to carry out the draft ordinance. Director Howley along with committee members saw no further need for changes.

Motion by Dembek Second by Fioravanti to Propose Draft 3 (See Attachment) to the public at a public hearing to be held November 15th at 6pm.

Motion passed 5-0

Motion to adjourn by Dembek, seconded by Garvin at 6:25 PM

Motion passed: Unanimous

Respectfully submitted

Timothy Condon, Chair

Title 2 – ADMINISTRATION AND PERSONNEL

Chapter 2.36 – FIRE SERVICE

2.36.075 – Fire Marshal fee schedule and enforcement.

- A. *Purpose.* The purpose of this fee schedule is to allow the Town of Waterford Fire Marshal's Office to collect fees in connection with the Fire Marshal's fire inspection and plan review responsibilities and other activities within the boundaries of the Town of Waterford, Connecticut, that are regulated by the Waterford Town Ordinances, the State Fire Safety Code, the State Fire Prevention Code, the Connecticut General Statutes and/or the regulations promulgated by the State Fire Marshal's Office or the Department of Emergency Services and Public Protection.
- B. *Fee schedule for Fire Marshal duties.* Pursuant to Connecticut State Regulation 29-291a-7a(g), the Fire Marshal shall adopt a fee schedule for certain prescribed duties in accordance with the Connecticut State Fire Prevention Code. Fees may be assessed for functions including, but not limited to, permits, plan reviews, inspections, and special events. Such fees may be modified as deemed necessary by the Fire Marshal. Such proposed modifications shall be submitted to the RTM for its approval and the RTM's consideration of said modifications shall serve as notice of changes to this fee schedule.
- C. *Posting of fee schedule.* The Fire Marshal shall post the fee schedule, in public view, at the Office of the Fire Marshal, the Office of the Building Department, and on the Town's website. Any Occupancy existing on the adoption date of this ordinance shall be exempt from Initial Fees but will be subject to Renewal Inspections and Fees.
- D. *Exemption from fee liability.* All boards and agencies of the Town of Waterford, including the use of private fire company properties used for fire protection services, shall be exempt from the payment of fees pursuant to this Chapter.
- E. *Enforcement of State Fire Prevention Code.* When the Fire Marshal ascertains that there exists in any building, or upon any premises, a condition that violates the State Fire Prevention Code, the Fire Marshal shall enforce such State Fire Prevention Code in accordance with Connecticut General Statutes Section 29-291(c) and may impose any penalties and/or fines as set forth therein, as may be amended from time to time.
- F. *Activity fees—certification/license inspections.* When the Office of the Fire Marshal performs an inspection that requires official certification issued from the Office, a fee shall be charged for such inspection prior to the issuance of a certificate. The fees for such inspection noted below shall apply. All other fees for inspections, reviews, or services must be submitted with

applications for such services. Government, public education and nonprofit organizations are exempt from fees but are still subject to inspections as required.

Type of Occupancy	Initial Fee	Renewal Fee
Assembly use, liquor license	\$100	\$50
Carnival/Fair	\$100	N/A
DCF Code Compliance	\$50	\$25
Educational Facilities (Private)	\$100	\$50
Hood & Extinguishing Systems	\$100	\$50
Nursing and Convalescent Homes	\$250	\$100
Residential Board and Care	\$250	\$100
Day Care Facilities	\$100	\$50

Type of Occupancy	Initial Fee	Renewal Fee
Group Day Care (Home)	\$100	\$50
Hotel/Motel	\$200	\$100
Bed & Breakfast	\$100	\$50
Dry Cleaning Facilities	\$100	\$50
Retail Fireworks/Sparkler	\$200	\$200
Elevator Certification	\$100	N/A
Hazardous Materials Transport	\$50	\$50
Blasting Permits (set by State Statute)	\$60	N/A
Propane Filling Station	\$75	\$25
Propane Tank Installation	\$50	N/A
Propane Tank Use at Events	\$25	N/A
Burning Permits	\$25	N/A
Oil Tank Removal <1000 gal	\$100	N/A
Oil Tank Removal >1000 gal	\$250	N/A

- G. *Plan review fees.* Whenever any person, firm, business or other entity submits a plan in connection with a building permit for review and/or approval from the Office of the Fire Marshal, the fees for said review and or approval shall be based on aggregate building square footage as set forth below.

Independent plan review may be required on any project.

Building plan review

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$175
- (c) 5,000 square feet to 9,999 square feet: \$350
- (d) 10,000 square feet to 20,000 square feet: \$650
- (e) 20,001 square feet to 50,000 square feet: \$850
- (f) 50,001 square feet to 100,000 square feet: \$1250
- (g) 100,001 square feet to 250,000 square feet: \$2500
- (h) 250,001 square feet or greater: \$6000

Fire alarm system plan review (square footage of area being protected)

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$120
- (c) 5,000 square feet to 9,999 square feet: \$200
- (d) 10,000 square feet to 20,000 square feet: \$350
- (e) 20,001 square feet to 50,000 square feet: \$750
- (f) 50,001 square feet to 100,000 square feet: \$950
- (g) 100,001 square feet to 250,000 square feet: \$2000
- (h) 250,001 square feet or greater: \$3000

Sprinkler system plan (square footage of area being protected)

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$120
- (c) 5,000 square feet to 9,999 square feet: \$200
- (d) 10,000 square feet to 20,000: \$650.00
- (e) 20,001 square feet to 50,000 square feet: \$750
- (f) 50,001 to 100,000 square feet: \$950
- (g) 100,001 square feet to 250,000 square feet: \$1250
- (h) 250,001 square feet or greater: \$2800

Food service type I hood system (includes final acceptance inspection) **\$75**

Hood, Duct, & Suppression Systems:

Kitchen suppression system (wet chemical)	\$100
Other special Suppression System	\$100
Hood & Ductwork (mechanicals)	\$100

- H. *Plan review compliance.* Any plans for buildings may be required to have an independent plan review, as determined at the sole discretion of the Office of the Fire Marshal. The independent plan review may be conducted by a plan reviewer hired by the applicant and subject to the approval of the Office of the Fire Marshal. The applicant shall pay all costs associated with the contracted plan reviewer's independent review and any fees associated with the Waterford Fire Marshal's office. The applicant shall submit the plan reviewer's written report prior to the Office of the Fire Marshal's review and approval of any such plan. The Office of the Fire Marshal has the final authority to modify submitted plans.

The Office of the Fire Marshal shall have 30 days to complete the review of such submitted drawings and shall provide in writing authorization to release a building permit from the Town of Waterford Building Official in accordance with Connecticut General Statutes § 29-263.

When the review is completed and the plan fully complies with the Connecticut State Fire Safety Code, a Plan Review Report will be provided to the applicant. In addition, a recommendation for permit will be forwarded to the Building Official.

Fire Marshal inspections will be required at various phases of the construction process and will be specified on the Plan Review Report. Once all required inspections have been conducted and passed, the Fire Marshal will forward a recommendation for a Certificate of Occupancy to the Building Official.

- I. *Billing and enforcement.* No permit or required certificate shall be issued to any party until the fee for such permit or certificate has been submitted with the appropriate application. All fees shall be payable by check only, made out to "Town of Waterford Fire Marshal's Office."

The Town of Waterford may take any enforcement action necessary to obtain compliance with this ordinance.

(Amend. of 00-00-00)

~~DRAFT~~

Title 2 – ADMINISTRATION AND PERSONNEL

Chapter 2.36 – FIRE SERVICE

5.19.22.36.075 – Fire Marshal fee schedule and enforcement.

~~— FIRE MARSHAL FEE SCHEDULE AND ENFORCEMENT~~

~~A. Purpose~~

A. Purpose. The purpose of this fee schedule is to allow the Town of Waterford Fire Marshal's Office to collect fees in connection with the Fire Marshal's fire inspection and plan review responsibilities and other activities within the boundaries of the Town of Waterford, Connecticut, that are regulated by the Waterford Town Ordinances, the State Fire Safety Code, the State Fire Prevention Code, the Connecticut General Statutes and/or the regulations promulgated by the State Fire Marshal's Office or the Department of Emergency Services and Public Safety~~Protection~~.

~~B. Fee schedule for Fire Marshal duties.~~

B. Fee schedule for Fire Marshal duties. Pursuant to Connecticut State Regulation 29-291a-7a(g), the Fire Marshal shall adopt a fee schedule for certain prescribed duties in accordance with the Connecticut State Fire Prevention Code. Fees may be assessed for functions including, but not limited to, permits, plan reviews, inspections, and special events. Such fees may be modified as deemed necessary by the Fire Marshal. Such proposed modifications shall be submitted to the RTM for its approval and the RTM's consideration of said modifications shall serve as notice of changes to this fee schedule. ~~The proposed modifications shall be effective thirty (30) days after approval by the RTM and a revised fee schedule shall be available from the Fire Marshal's office and posted on the Fire Marshal's website~~

~~C. Posting of fee schedule.~~

C. Posting of fee schedule. The Fire Marshal shall post the fee schedule, in public view, at the Office of the Fire Marshal, the Office of the Building department~~Department~~, and on the Town's website. Any existing Occupancy existing on the adoption date of this ordinance shall be exempt from Initial Fees, only Renewal Fees would apply from the time of the Town Ordinance adoption date ~~but will be subject to Renewal Inspections and Fees.~~

~~D. Exemption from fee liability.~~

D. Exemption from fee liability. All ~~municipal projects~~boards and agencies of the Town of Waterford, including ~~the use of private fire companies~~company properties used for fire protection services, in Town ~~are and shall henceforth be exempt from liability for permit the payment of fees pursuant to this Chapter, and may be issued permits and certificates of occupancy without charge therefore, provided such projects adhere to all applicable codes and regulations.~~

~~E. Enforcement of State Fire Prevention Code.~~

E. Enforcement of State Fire Prevention Code. When the Fire Marshal ascertains that there exists in any building, or upon any premises, a condition that violates the State Fire Prevention Code, the Fire Marshal shall enforce such State Fire Prevention Code in accordance with Connecticut General Statutes Section 29-291(c) and may impose any penalties and/or fines as set forth therein, as may be amended from time to time.

~~F. Activity Fees~~

F. Activity fees—certification/license inspections. ~~Inspections:~~ When the Office of the Fire Marshal performs an inspection that requires official certification issued from the Office, a fee shall be charged for such inspection prior to the issuance of a certificate. The fees for such inspection noted below shall apply. All other fees for inspections, reviews, or services must be submitted with applications for such services. Government, public education and nonprofit organizations are exempt from fees but are still subject to inspections as required.

~~5.19.3 CERTIFICATION / LICENSE INSPECTION FEES~~

Type of Occupancy	Fee-Initial <u>Fee</u>	Renewal Fee
Assembly use, liquor license	\$100	\$50
Carnival/Fair	\$100	N/A
DCF Code Compliance	\$50	\$25
Educational Facilities (Private)	\$100	\$50
Hood & Extinguishing Systems	\$100	\$50
Nursing and Convalescent Homes	\$250	\$100
Residential Board and Care	\$250	\$100
Day Care Facilities	\$100	\$50
Type of Occupancy	Fee-Initial <u>Fee</u>	Renewal Fee
Group Day Care (Home)	\$100	\$50
Hotel/Motel	\$200	\$100

Bed & Breakfast	\$100	\$50
Dry Cleaning Facilities	\$100	\$50
Retail Fireworks/Sparkler	\$200	\$200
Elevator Certification	\$100	N/A
Hazardous Materials Transport	\$50	\$50
Blasting Permits (set by State Statute)	\$60	N/A
Propane Filling Station	\$75	\$25
Propane Tank Installation	\$50	N/A
Propane Tank Use at Events	\$25	N/A
Burning Permits	\$25	N/A
Oil Tank Removal <1000 gal	\$100	N/A
Oil Tank Removal >1000 gal	\$250	N/A

~~5.19.4 PLAN REVIEW FEES~~

~~A. Plan review compliance.~~

G. Plan review fees. Whenever any person, firm, business or other entity submits a plan in connection with a building permit for review and/or approval from the Office of the Fire Marshal, the fees for said review and or approval shall be based on aggregate building square footage as set forth below.

Independent plan review may be required on any project.

~~1. Building plan review.~~

~~(a)(a)~~ _____ Up to 2,000 square feet: \$100

~~(b)(b-)~~ _____ 2,001 square feet to 4,999 square feet: \$175

~~(c)(c-)~~ _____ 5,000 square feet to 9,999 square feet: \$350

~~(d)(d-)~~ _____ 10,000 square feet to 20,000 square feet: \$650

~~(e)(e-)~~ _____ 20,001 square feet to 50,000 square feet: \$850

~~(f)(f-)~~ _____ 50,001 square feet and up: ~~TBD~~ to 100,000 square feet: \$1250

(g) 100,001 square feet to 250,000 square feet: \$2500

(h) 250,001 square feet or greater: \$6000

~~(g) Independent plan review may be required on any project.~~

2.—Fire alarm system plan review (square footage of area being protected):~~(a)(a)~~ Up to 2,000 square feet: \$100~~(b)(b)~~ 2,001 square feet to 4,999 square feet: \$120~~(c)(c)~~ 5,000 square feet to 9,999 square feet: \$200~~(d)~~ 10,000 square feet to 20,000 square feet: \$350~~(e)~~ 20,001 square feet to 50,000 square feet: \$750~~(f)(f)~~ 50,001 square feet and above: TBD [NK—Need a dollar value] to 100,000 square feet: \$950~~(g)~~ 100,001 square feet to 250,000 square feet: \$2000~~(h)~~ 250,001 square feet or greater: \$3000~~(g)~~ Independent plan review may be required on any project.**3.—Sprinkler system plan** (square footage of area being protected, in square feet):~~(a)(a)~~ Up to 2,000 square feet: \$100~~(b)(b)~~ 2,001 square feet to 4,999 square feet: \$120~~(c)(c)~~ 5,000 square feet to 9,999 square feet: \$200~~(d)(d)~~ 10,000 square feet to 20,000: \$650.00~~(e)~~ 20,001 square feet to 50,000 square feet: \$750~~(f)~~ 50,001 and above: TBD [NK—Need a dollar value] to 100,000 square feet: \$950~~(g)~~ 100,001 square feet to 250,000 square feet: \$1250~~(h)~~ 250,001 square feet or greater: \$2800~~(g)~~ Independent plan review may be required on any project.**4.—Food service type I hood system** (includes final acceptance inspection): **\$75****Hood, Duct, & Suppression Systems:**

Kitchen suppression system (wet chemical) \$100

Other special Suppression System \$100

Hood & Ductwork (mechanicals) \$100

5.—H. Plan review compliance. Any plans for buildings may be required to have an independent plan review, as determined at the sole discretion of the Office of the Fire

Marshal. The independent plan review may be conducted by a plan reviewer hired by the applicant and subject to the approval of the Office of the Fire Marshal. The applicant shall pay all costs associated with the contracted plan reviewer's independent review and any fees associated with the Waterford Fire Marshal's office. The applicant shall submit the plan reviewer's written report prior to the Office of the Fire Marshal's review and approval of any such plan. The Office of the Fire Marshal has the final authority to modify submitted plans.

~~B.~~—The Office of the Fire Marshal shall have 30 days to complete the review of such submitted drawings and shall provide in writing authorization to release a building permit from the Town of Waterford Building Official in accordance with Connecticut General Statutes § 29-263.

~~C.~~—When the review is completed and the plan fully complies with the Connecticut State Fire Safety Code, a Plan Review Report will be provided to the applicant. In addition, a recommendation for permit will be forwarded to the Building Official.

Fire Marshal inspections will be required at various phases of the construction process and will be specified on the Plan Review Report. Once all required inspections have been conducted and passed, the Fire Marshal will forward a recommendation for a Certificate of Occupancy to the Building Official.

~~Public Schools, churches and government buildings to be exempt from these fees. This Ordinance shall take effect Fifteen (15) days after publication in accordance with General Statutes.~~

5.19.5 BILLING AND ENFORCEMENT

~~I. Billing and enforcement. No permit or required certificate shall be issued to any party until the fee for such permit or certificate has been submitted with the appropriate application. All fees shall be payable by check only, made out to "Town of Waterford Fire Marshal's Office."~~

~~A. No permit or required certificate shall be issued to any party until the fee for such permit or certificate has been submitted with the appropriate application.~~

~~B.~~—The Town of Waterford may take any enforcement action necessary to obtain compliance with this ordinance.

~~C. All fees shall be payable by check only made out to "Town of Waterford Fire Marshal's Office."~~

(Amend. of 00-00-00)