

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

AGENDA
PUBLIC PROTECTION & SAFETY STANDING COMMITTEE of the RTM
SPECIAL MEETING
Thursday, September 14, 2023
6:00 P.M. - Waterford Town Hall
BOE Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. To consider and act upon the August 15, 2023 Meeting Minutes.
5. Consideration and possible action on item(s) referred to committee:
A. Fire Marshal Permits Fee Schedule Ordinance, RTC 10/03/22
6. Adjournment

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**PUBLIC PROTECTION & SAFETY STANDING COMMITTEE OF THE RTM
SPECIAL MEETING MINUTES
Wednesday, August 15, 2023
5:30 P.M. Waterford Town Hall
Louise Appleby Room**

Meeting Called to order at 5:30 PM by Chairperson Timothy Condon

Roll Call

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

Absent: Steve Garvin

Others Present: Director of Waterford Fire Department Mike Howley, Town Attorney Nick Kepple

Public Comment

None

Agenda Item 4- To Consider and act upon the minutes of the March 20, 2023 meeting and public hearing.

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

Motion passed: 4-0-1 (Garvin abstained)

Agenda Item 5- Consideration of and possible action on items referred to committee:

Fire Marshal Permits Fee Schedule Ordinance, RTC 10/03/22

Director Howley presented to the committee the fee schedule for fire marshal services.

Committee members inquired about the amount of work the department has, the Director informed the committee that the office is understaffed. Chairperson Condon explained that he hopes that with the passage of this ordinance the Town uses the funds to increase staffing in the marshals office. Members wish to continue with the process and asked Attorney Kepple to put the Directors proposal into an ordinance format. Attorney Kepple will have something for the committee the second week of September.

Motion to adjourn by Garvin, seconded by Driscoll at 6:35 PM

Motion passed: Unanimous

Respectfully submitted

Timothy Condon, Chair

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5.19.2 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 Public Safety.

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.

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 existing Occupancy is exempt from Initial Fees, only Renewal Fees would apply from the time of the Town Ordinance adoption date.

D. Exemption from fee liability.

All municipal projects of the Town of Waterford, including private fire companies in Town are and shall henceforth be exempt from liability for permit fees 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.

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

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

<u>Type of Occupancy</u>	<u>Fee Initial</u>	<u>Renewal Fee</u>
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

<u>Type of Occupancy</u>	<u>Fee Initial</u>	<u>Renewal Fee</u>
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.

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.

1. 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 and up: TBD
- (g) Independent plan review may be required on any project.

2. Fire alarm system plan review (square foot 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 and above: TBD [NK – Need a dollar value]
- (g) Independent plan review may be required on any project.

3. Sprinkler system plan (square foot of area being protected, in square feet).

- (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 \$750
- (f) 50,001 and above TBD [NK – Need a dollar value]
- (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. 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

- 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."