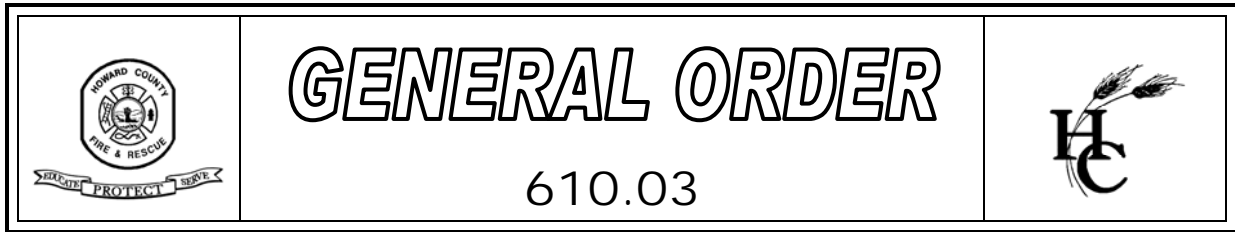


# DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
<b>Fire Marshal</b>	<b>9/21/2005</b>	<b>1/5/2009</b>	<b>A</b>

## **SUBJECT: Inspection Program**

**APPLICABILITY: All Personnel**

### **POLICY:**

The goal is to provide a program designed to reduce the number of fires and fire losses through the enforcement of the Howard County Fire Prevention Code by conducting fire safety inspections to confirm compliance with the Howard County Fire Prevention Code.

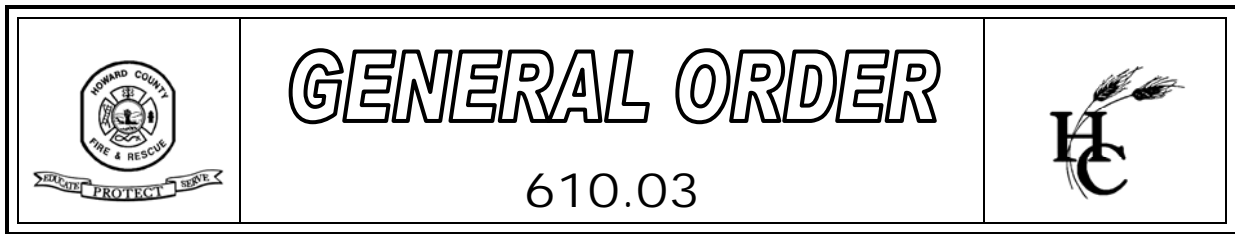
### **1 RESPONSIBILITY**

- 1.1 The Fire Marshal's Section shall be responsible for conducting fire safety inspections of all occupancies in Howard County. The fire safety inspections of middle and elementary schools have been delegated to the Field Operations Section.
- 1.2 The Fire Marshal's Section shall provide training and education to support this program. This shall include inspection programs, DFRS record management system training, Fire Zone training, mentoring, and access to computer-based educational programs through the Fire Marshal's Section intranet page.

### **2 METHOD OF INSPECTIONS**

- 2.1 Fire safety inspections shall be conducted as per General Order 610.02 Code Enforcement
- 2.2 In the event that field personnel identify a fire code violation during an emergency incident, training, Pre Incident Survey or other detail a focused inspection shall be initiated to correct the violation. An effort shall be made to have the violation corrected immediately.
  - 2.2.1 **Violation is corrected** - Document in DFRS record management system.
  - 2.2.2 **Violation is not corrected** - Document violation per General Order 610.02 - Code Enforcement. Notify the Fire Marshal's Section via Fire Marshal's Section Help Desk (Intranet). Upon being notified, the Fire Marshal's Section will assume responsibility for gaining code compliance. Field personnel shall not perform a re-inspection.

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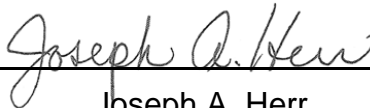


2.2.3 **Violation with immediate life safety issue** – Contact the On Call Fire Investigator immediately

### 3. FEE FOR INSPECTION PLAN

- 3.1 Effective 2008 DFRS will begin phasing in the Fees For Fire Inspections Program.
- 3.2 The implementation of Phase 1 of Fee for Inspection plan will go into effect on October 1, 2008 and will be followed by subsequent phases (II & III), which will go into effect in FY10 and FY11 respectively.
- 3.3 All billings, collections and inspections shall be performed as per the DFRS Fee for Inspections-Implementation Plan (Attachment A).
- 3.4 No employees, agents, or representatives of the Fire Marshal's Section or Howard County Department of Fire and Rescue Services shall or will be asked to collect any monies for inspections.

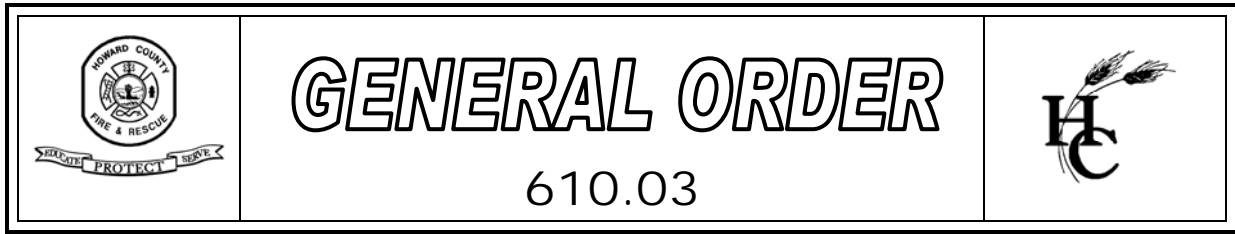
*Approved:*



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Joseph A. Herr  
Fire Chief

# DEPARTMENT OF FIRE AND RESCUE SERVICES



## ATTACHMENT A

### Fee for Inspections-Implementation Plan

#### Purpose:

For the past two years, the Fire Marshal's Section has performed fire inspections, at no cost, for every type of provider in Howard County: foster care, family daycare, center daycare, adoption, before and after school programs, and several other types as well. However, we can no longer provide this service at no cost and therefore, will begin charging fees for fire inspections. This difficult decision was made as a result of the economic challenges the County is currently experiencing.

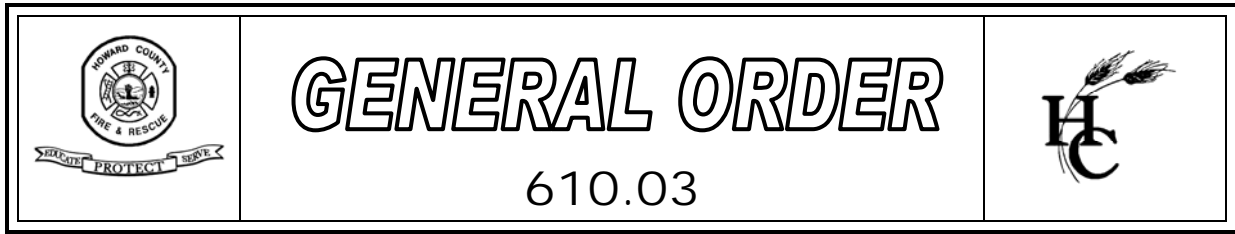
The implementation of Phase 1 of this plan will go into effect on October 1, 2008 and will be followed by subsequent phases (II & III), which will go into effect in FY10 and FY11 respectively. When all three phases are operational, all appropriate occupancies should be accounted for, inspected, and fee processed. The County's established fee schedule is modeled after the State of Maryland's and is congruent with other jurisdictions in the state.

No employees, agents, or representatives of the Fire Marshal's Section or Howard County Department of Fire and Rescue Services shall or will be asked to collect any monies for inspections.

This plan also enumerates the workflow process from inspection request to inspection completion.

Definitions:	
Adoptions:	an agency or prospective parent has requested a fire safety inspection of a home, as required, as a precursor for a child living there.
Before and After School Programs:	programs that operate in licensed facilities, normally before & after school hours, are required by the state to have a fire safety inspection to operate.
Follow up inspections:	a secondary fire safety inspection provided after the initial inspection where violation(s) were identified. There is no charge for the follow up inspection.
Foster Care:	an agency or prospective parent has requested a fire safety inspection of a home, as require, as a precursor for a child living there.
Immigration Camps:	usually a farm or other facility that temporarily house

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	people during a specific employment period. This is not permanent housing.
Re-inspections:	if violations are found during the initial inspection and are not corrected in the follow up inspection, another re-inspection will be required and a fee will be charged.
Office of Childcare (OCC):	the licensing authority for the State of MD that issue licenses for the operation of a daycare home or daycare center.

Phase I (FY09), the following occupancies are included:\*

- Family Day Care
- Commercial Day Care Centers
- Educational Occupancies (both private and public elementary/middle/high schools)
- Educational Occupancies (summer camp programs)
- Before & after school programs
- Adoptions
- Foster Care
- Immigration Camps
- Gas Stations

Phase II (FY10), the following occupancies are included:\*

- Night Clubs & Bars
- Assemblies
- Detention/Correctional

Phase III (FY11), the following occupancies are included:\*

- Commercial
- Mercantile
- Businesses
- Board and Care Home
- Camp/Fair Grounds
- Health Care

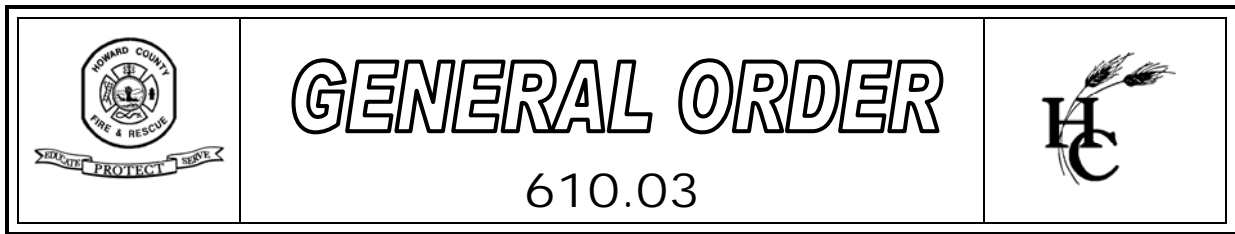
Operational Guidelines for Fire Marshal Section Personnel

The Workflow:

**Fee for Inspection Work Flow**

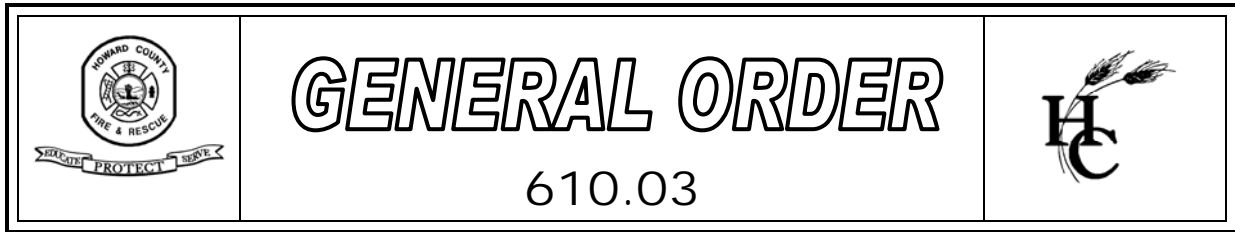
1. Submission of Request for Inspection
2. Fire Marshal's Office Receives Provider's or Business's Name/Forwards to Office of Finance

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3. Office of Finance Receives Name/Forward Invoices to Provider or Business
  4. Provider or Business Receive Invoice/Forward Payment to Office of Finance
  5. Office of Finance Receives Payment from Provider or Business/Informs FMS to Perform Inspection
  6. Fire Marshal's Office Performs Inspection
1. Upon receipt of the request for inspection from the Office of Childcare (OCC) or other entity, the Fire Marshal's Section (FMS) will determine the following:
    - a. Is this a priority request (if so, the word priority will be written by the OCC in the top right corner)? Thus, the location must be assigned to an inspector and an inspection performed ASAP.
    - b. Is this an initial inspection? In most cases, initial inspections will be classified as priority.
    - c. Providers that are moving to a new location will also be classified as a priority inspection.
    - d. License renewals will be classified as routine inspections and assigned to an inspector as in the past. Most renewals are due within four months of the request from OCC
  2. Upon receipt of the request for inspection from the Office of Childcare, the FMS will do the following:
    - a. The provider's or business's names will be place in a spread sheet and sent electronically to the Office of Finance
  3. Upon receipt of the list of providers by the Office of Finance, they will do the following:
    - a. Forward invoices to all providers or businesses on the list via the Postal Service
    - b. Wait for the providers or businesses to return the invoices with payment
    - c. Upon receipt of payment, inform the FMS that payment has been received and the inspection can be scheduled/performed
      - i. If payment is not received by the Office of Finance within 60 days, the FMS will be notified
      - ii. The FMS will notify the OCC or other entity that payment was not received

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(see below)

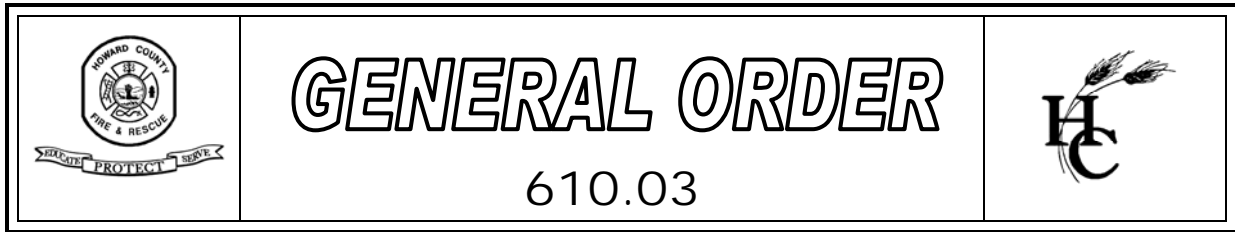
4. Upon notification to the FMS (via email) that payment has been received by the Department of Finance, the FMS will schedule/perform the inspection.
  - a. If a provider or other entity does not make their payment to the Office of Finance within 60 days, the original request for inspection will be returned to the Office of Childcare by the FMS with the disapproved box checked and an accompanying comment that payment was not made.
5. Upon completion of the fire inspection, the FMS will return the original request for inspection form (along with the inspector's report) to the Office of Childcare, indicating approved or not approved.

### Identifying Providers or Businesses via Spreadsheet

1. Each provider or business to be inspected will be giving an identification number (FI090001) based on the fiscal year in which the provider is being inspected: FY09, FY10, etc.
2. This will allow for easy tracking by both the Department of Finance and the FMS.
3. This will also facilitate confirmation that the provider's or businesses' payment has been placed in the correct revenue account.
4. The following is an example of the operational spreadsheet:

Name of Daycare	Contact Person	Address	City, St, Zip	Telephone	Fee	FI#
Linda Heigh		3485 East Ivory Rd	West Friendship, MD 21794	(410) 442-1078	75.00	<b>FI00001</b>
Ruby Daniels		10612 Harpoon Hill	Columbia, MD 21044	(410) 531-8159	75.00	<b>FI00002</b>
Pamela Alfred		9383 Indian Camp Rd	Columbia, MD 21045	(410) 997-6089	75.00	<b>FI00003</b>
Shagufta Uddin.		3307 Corporate Ct	Ellicott City, MD 21042	(410) 750-9715	75.00	<b>FI00004</b>
Susan Nasrawy		8962 Good Harvest Ct	Jessup, MD 20794	(301) 204-2029	75.00	<b>FI00005</b>
Shanita Davidson		7240 Montgomery Rd, Apt. 2-D	Elkridge, MD 21075	(410) 379-3981	75.00	<b>FI00006</b>
William Smith		6751 Columbia Gateway	Columbia, MD 21045	(410) 313-6331	75.00	<b>FI00007</b>

# DEPARTMENT OF FIRE AND RESCUE SERVICES



a. Ex.1

## Operational Guidelines for Field Personnel

1. When field personnel are responsible to inspect occupancies where payment is required, additional guidelines will be provided.

## **Phase I Fees (FY09)**

### Residential Occupancies

- a. One & Two Family Dwellings.....\$75.00
- b. Family Day Care Homes:
  - i. Initial inspection.....\$75.00
  - ii. Renewal inspection.....\$50.00

### Daycare Centers

- a. Commercial.....\$100.00

### Educational Occupancies

- a. Elementary School (Includes kindergarten and pre-kindergarten facilities).....\$100.00
- b. Middle or Junior High School.....\$150.00
- c. Senior High School.....\$150.00

### Before & After School Programs

- a. Day care schools.....\$100.00

### Adoptions

- a. One & Two Family Dwellings.....\$75.00

### Foster Care

- a. One & Two Family Dwellings.....\$75.00

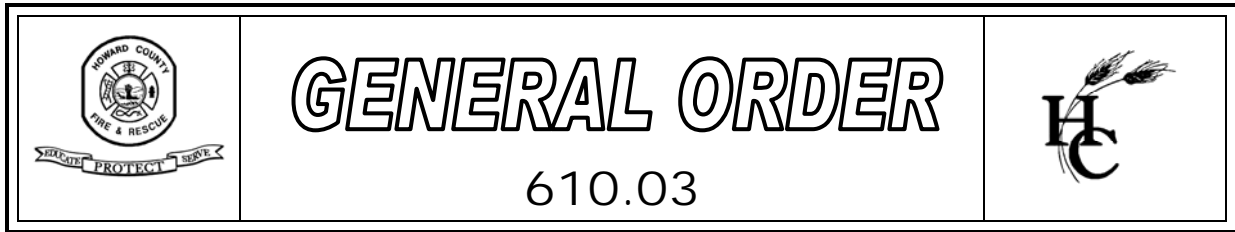
### Immigration Camps

- a. Lodging or Rooming House.....\$75.00 per building plus \$2.00 per bed

### Gas Stations

- a. Storage of Flammable or combustible Liquids (per 5,000 sq ft or fraction of 5,000 sq.

**DEPARTMENT OF FIRE AND RESCUE SERVICES**



ft): \$100.00 (Drums or Tanks)

**Phase II Fees (FY10)**

Assembly Occupancies

- a. Night Clubs & Bars.....\$100.00
- b. 1,001 or more individuals.....\$300.00
- c. 301 to 1,000 individuals.....\$200.00
- d. 50 to 300 individuals.....\$100.00
- e. Fairgrounds
  - 1. Properties with nine (9) buildings or less.....\$200.00
  - 2. Properties with ten (10) buildings or more.....\$400.00

**Phase III Fees (FY11)**

Mercantile Occupancies

- a. Class A (over 30,000 sq. ft.).....\$150.00
- b. Class B (3,000 to 30,000 sq. ft.).....\$100.00
- c. Class C (less than 3,000 sq. ft.).....\$75.00

Business Occupancies (per 3,000 sq. ft or fraction of 3,000 sq. ft).....\$75.00

Residential Occupancies

- a. Dormitory..... \$75.00 per building plus \$2.00 per bed
- b. Lodging or Rooming House.....\$75.00 per building plus \$2.00 per bed
- c. Board and Care Home.....\$100.00 per building plus \$2.00 per bed

Campgrounds

- a. Campgrounds with sleeping accommodations..... \$150.00 per facility plus \$2.00 per bed
- b. Campgrounds without sleeping accommodations.....\$75.00 per facility



Health Care Occupancies

- a. Ambulatory Health Care Center (per 3,000 sq. feet or faction of 3,000 sq. feet)....\$150.00
- b. Hospital, Nursing Home, Limited Care Facility: \$100.00 per building plus \$2.00 per patient bed

Detention and Correctional Occupancies..... \$100.00 per building plus \$2.00 per



# DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h2>GENERAL ORDER</h2> <p>610.03</p>	
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rated bed capacity

### Re-inspection Fees

- a. Fees apply if more than one (1) inspection is required to correct a previously identified fire code violation.....\$75.00\*\*.
- b. For renewals.....\$50.00

\* Occupancies subject to change

\* \* The initial follow-up re-inspection is free; however, if another re-inspection is required the cost will be \$75.00 (subject to change).