

MOORHEAD FIRE
DIVISIONS
1989
ANNUAL REPORT

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CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: James Antonen, City Manager
FROM: Marlan Anderson, Fire Chief *MVA*
RE: FIRE DEPARTMENT 1989 ANNUAL REPORT

The total fire loss for 1989 was \$544,270.00; this compares with \$325,975.00 in 1988, which is an increase of approximately 67%. There were 1,334 emergency runs in 1989 as compared to 1,319 in 1988, which is an increase of approximately 12%.

Emergency medical responses for 1989 totalled 869, which is 53.5% of the total emergency responses.

There was one fire death in our community in 1989.

January: A new rescue truck was delivered and placed into service.

July: Bonnie Deitz resigned from the position of Rental Housing Inspector.

August: Don Sakry, our part-time Building Inspector, was hired as Rental Housing Inspector.

September: Assistant Chiefs Morris Kelsven, Gene Wasfaret, and Dean Nelson, as well as Captain Martin Soeth, and Fire Fighters Mike Saulsbury and Joe Gaughan completed Level II hazardous materials training.

October: Albert Bandvik was promoted to the rank of Lieutenant. He will have the responsibility and duties of Assistant Fire Marshal.

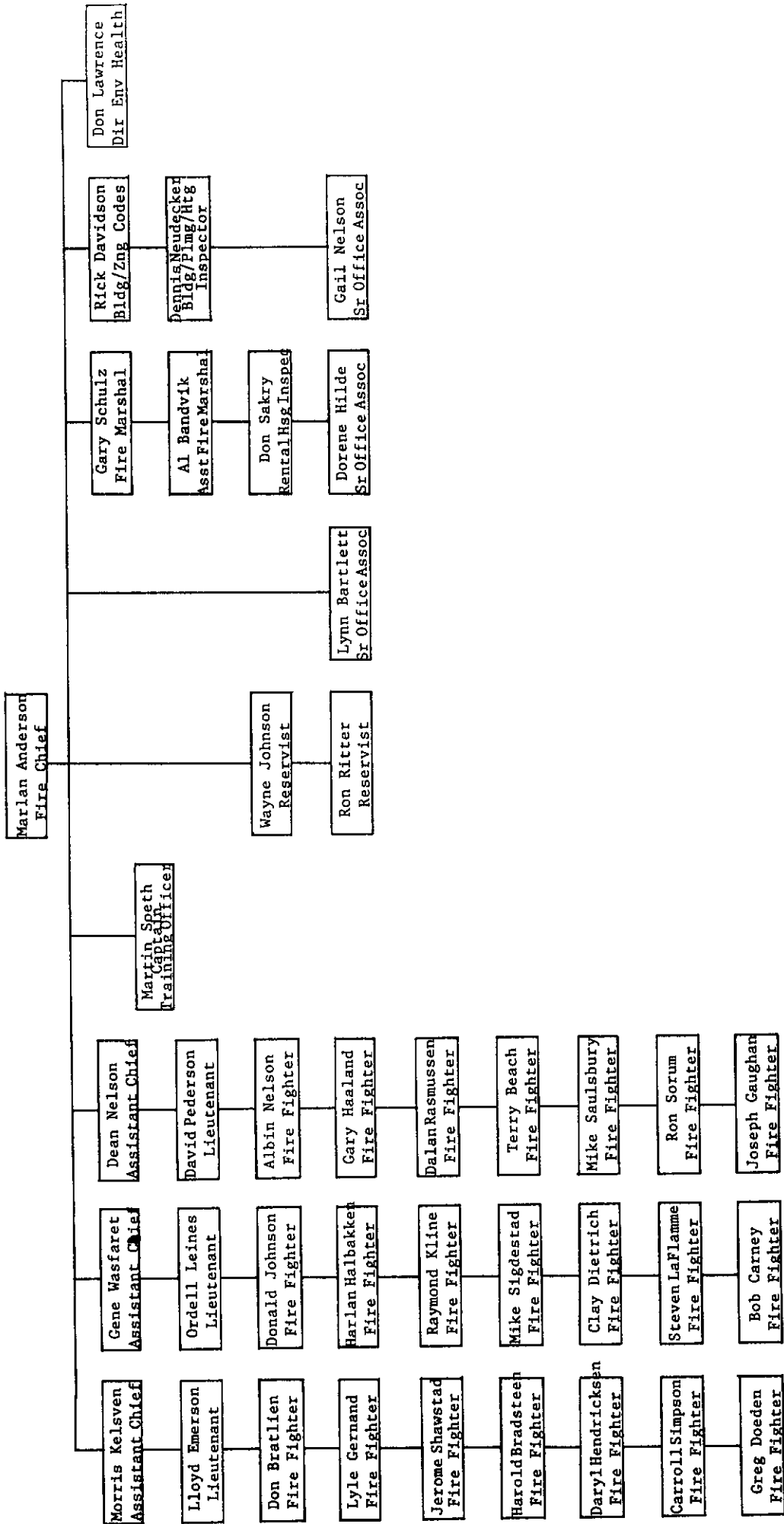
November: Robert Carney became our newest Fire Fighter.

A very special thanks goes to the Officers and Fire Fighters of the Moorhead Fire Department for all of their efforts to make our department an efficient one.



The many long and productive hours worked by Gary Schulz, Richard Davidson, Dennis Neudecker, Don Sakry, Al Bandvik, and Don Lawrence have been appreciated. The results of their work is documented in this annual report. I would also like to recognize the support and quality of work produced by our clerical staff of Dorene Hilde, Gail Nelson and Lynn Bartlett.

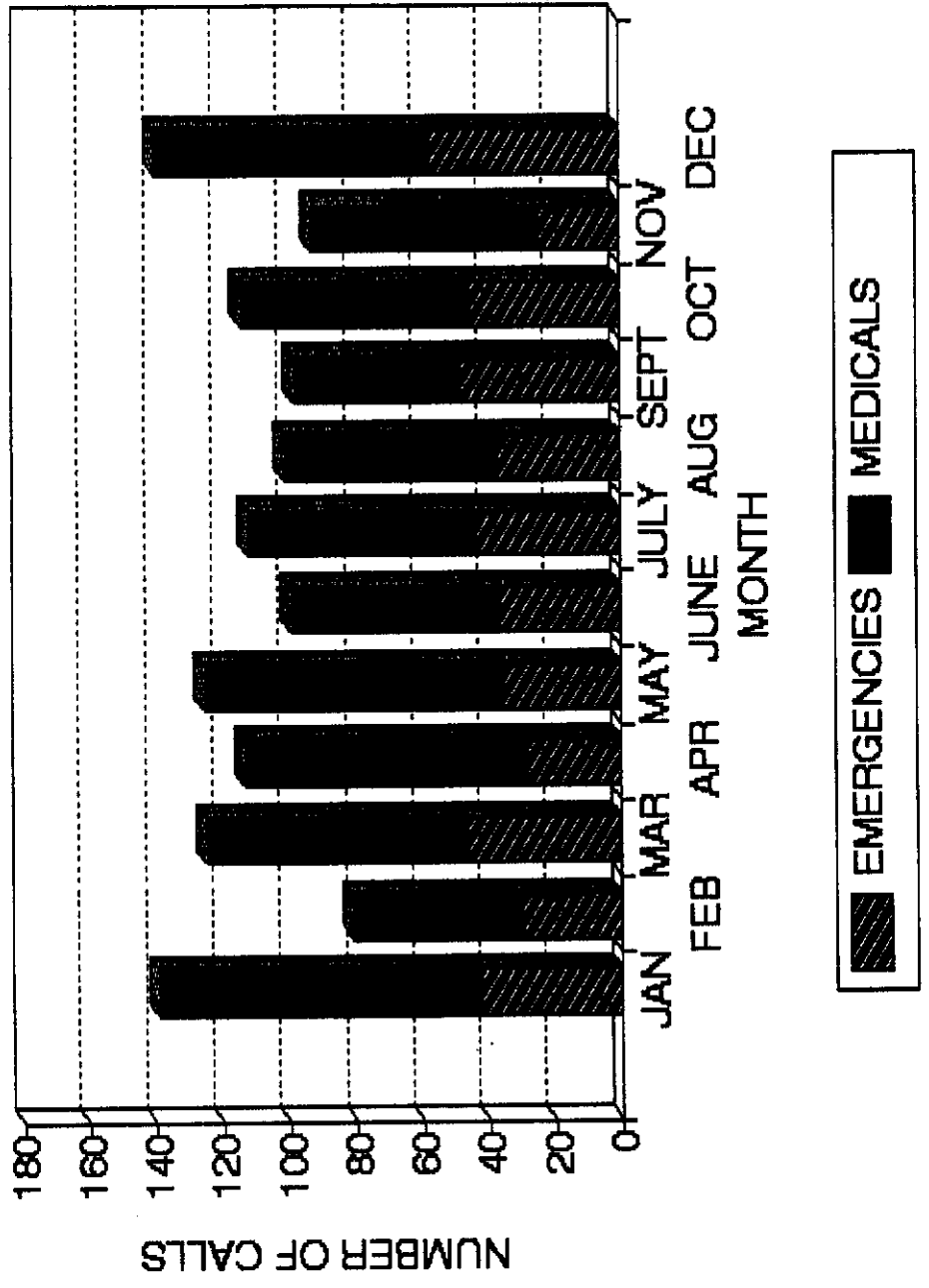
I would also like to thank Mayor Lanning, members of the Moorhead City Council, and the City Manager for the assistance and guidance given to our Department.



BREAKDOWN OF RESPONSES
ACCORDING TO PROPERTY USE

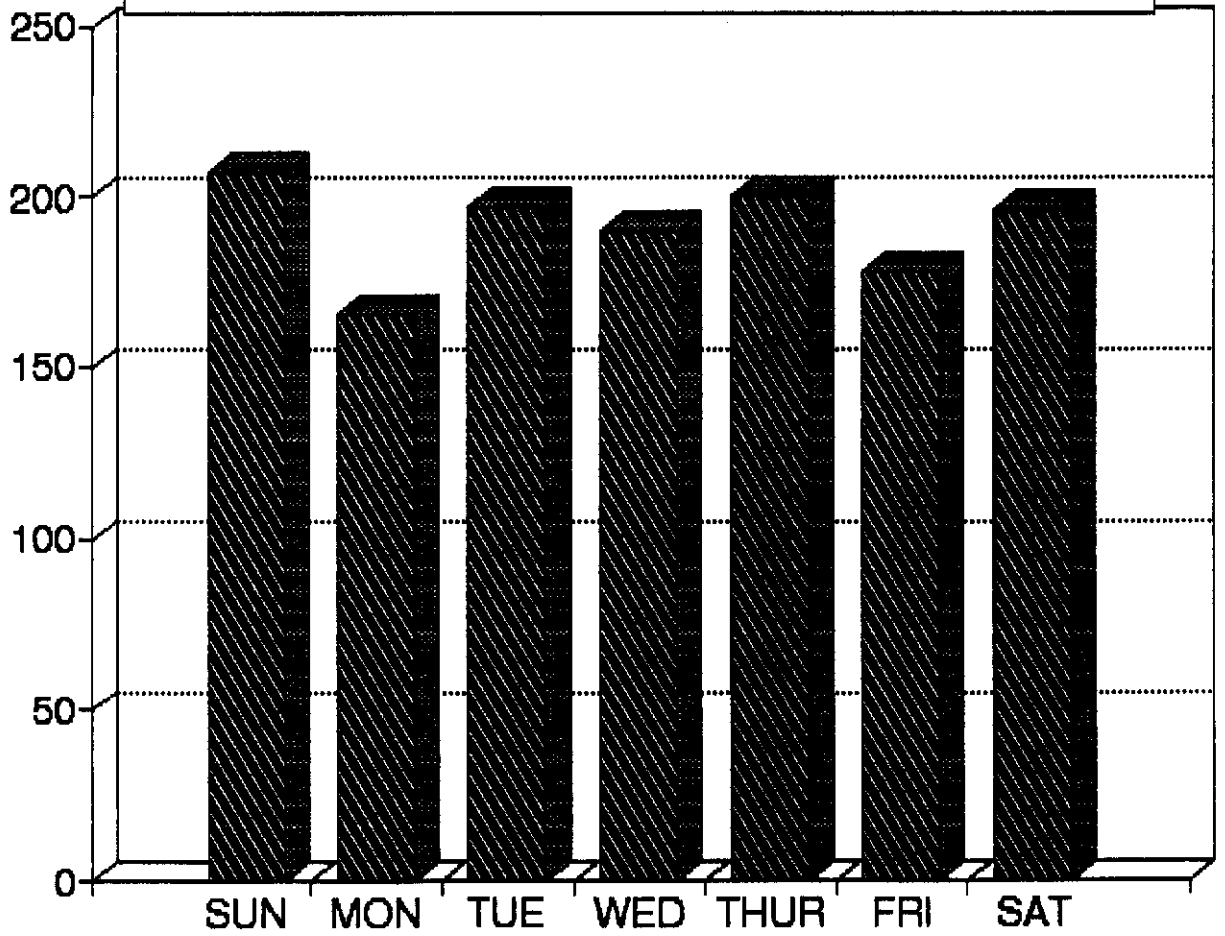
| RESPONSES ACCORDING TO PROPERTY USE (OCCUPANT) | NUMBER OF RESPONSES | ESTIMATED PROPERTY DAMAGE FROM FIRE |
|--|------------------------|--|
| 1. Private Dwellings (1-2 family), including mobile homes | 28 | 362,000.00 |
| 2. Apartments (3 or more families) | 12 | 104,995.00 |
| 3. Hotels & Motels | 1 | 2,900.00 |
| 4. TOTAL RESIDENTIAL RESPONSES (SUM OF LINES 1 THROUGH 3) | 41 | 469,895.00 |
| 5. Public Assembly (church, restaurant, etc.) | 3 | 1,250.00 |
| 6. Schools & Colleges | 2 | .00 |
| 7. Health Care (hospitals, nursing homes, etc.) | 1 | 500.00 |
| 8. Stores & Offices | 3 | 600.00 |
| 9. Industry, Utility, Manufacturing, etc. | 4 | 5,700.00 |
| 10. Storage in Structures (vehicle storage garages, general storage, etc.) | 1 | 15,000.00 |
| 11. TOTALS FOR STRUCTURE FIRES (SUM OF LINES 4 THROUGH 10) | 55 | 492,945.00 |
| 12. Fires in highway vehicles (autos, trucks, etc.) | 38 | 34,175.00 |
| 13. Fires outside of structures with value involved, but not vehicles (outside storage, timber, etc.) | 18 | 16,625.00 |
| 14. Fires in brush, grass, with no value involved | 4 | .00 |
| 15. Other fires | 11 | 525.00 |
| 16. TOTAL FOR RESPONSES (SUM OF LINES 4 THROUGH 15) | 126 | 544,270.00 |
| 17. Rescue, Emergency Medical responses | 869 | .00 |
| 18. False alarm responses (malicious or unintentional false calls, system mal- functions, bomb scares) | 171 | .00 |
| 19. Mutual aid or assistance responses | 2 | .00 |
| 20. Hazardous Materials Responses (spills, etc.) | 27 | .00 |
| 21. Other Hazardous Responses (arcing wires, power line down, etc.) | 23 | .00 |
| 22. All other responses (smoke scares, lock-outs, animal rescues, etc.) | 116 | .00 |
| 23. TOTAL FOR ALL INCIDENTS (SUM OF LINES 15 THROUGH 22) | 1,334 | |

ALARMS BY MONTH



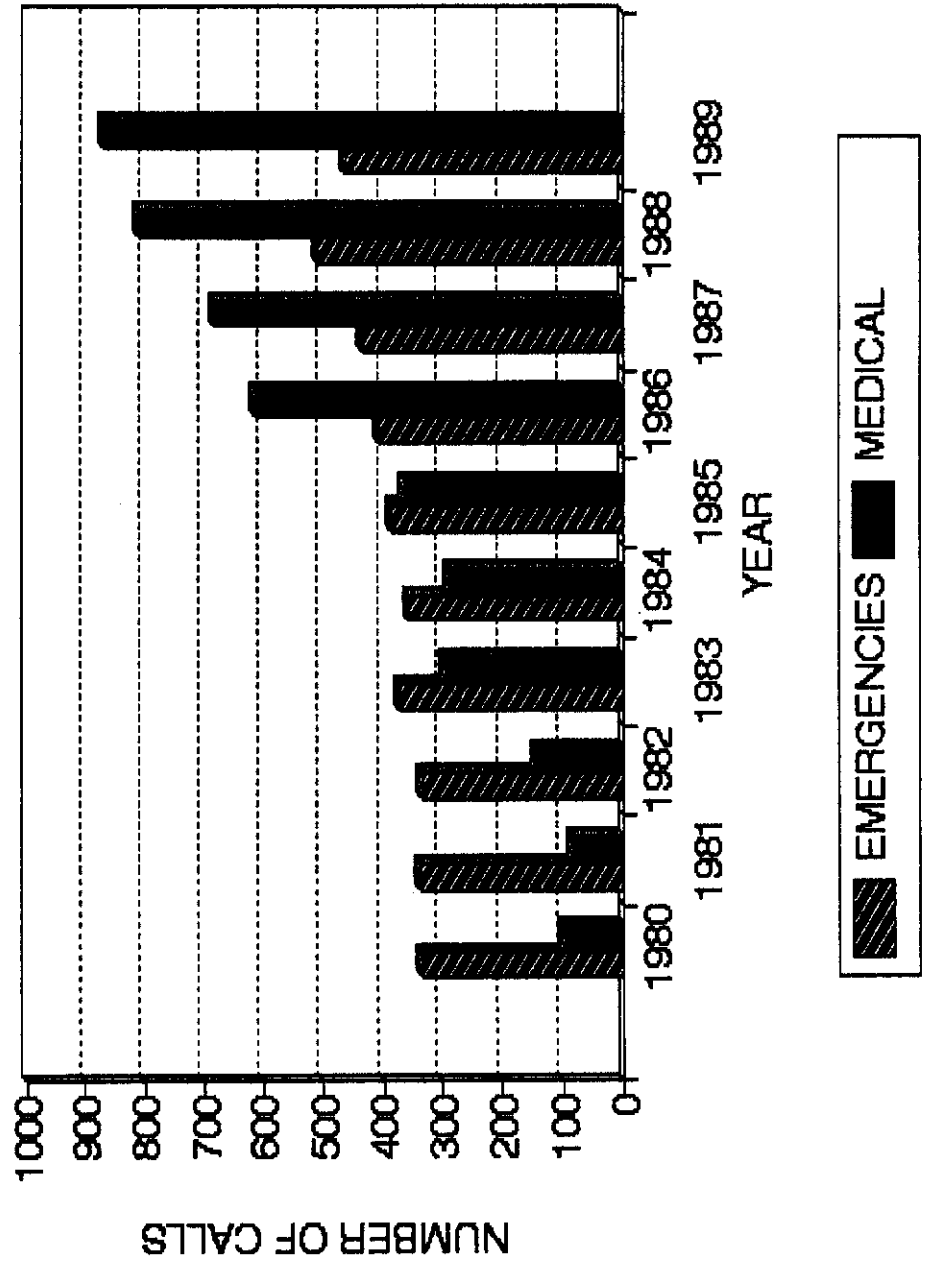
1989 CALLS BY DAY OF WEEK

NUMBER OF CALLS

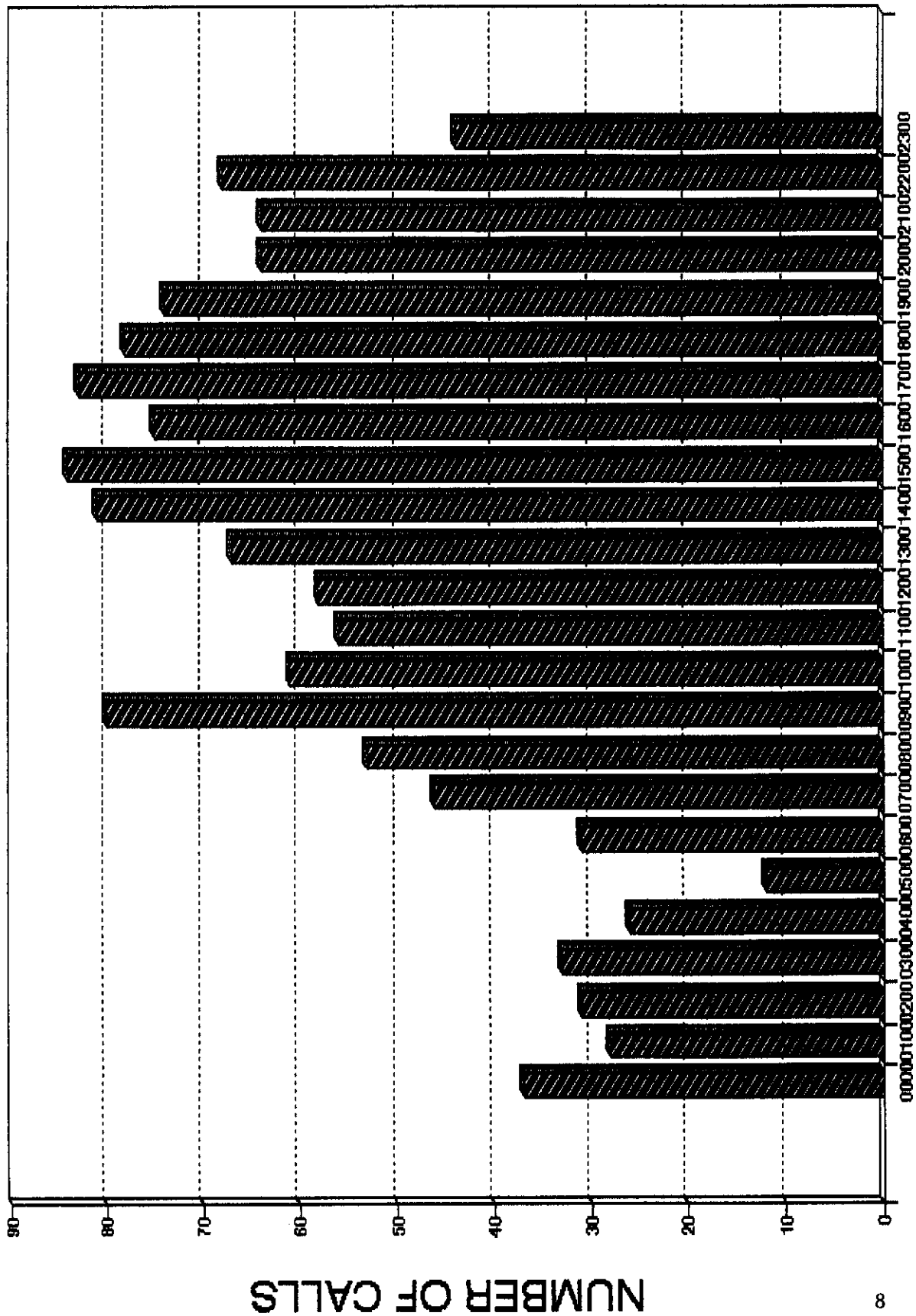


DAY OF WEEK

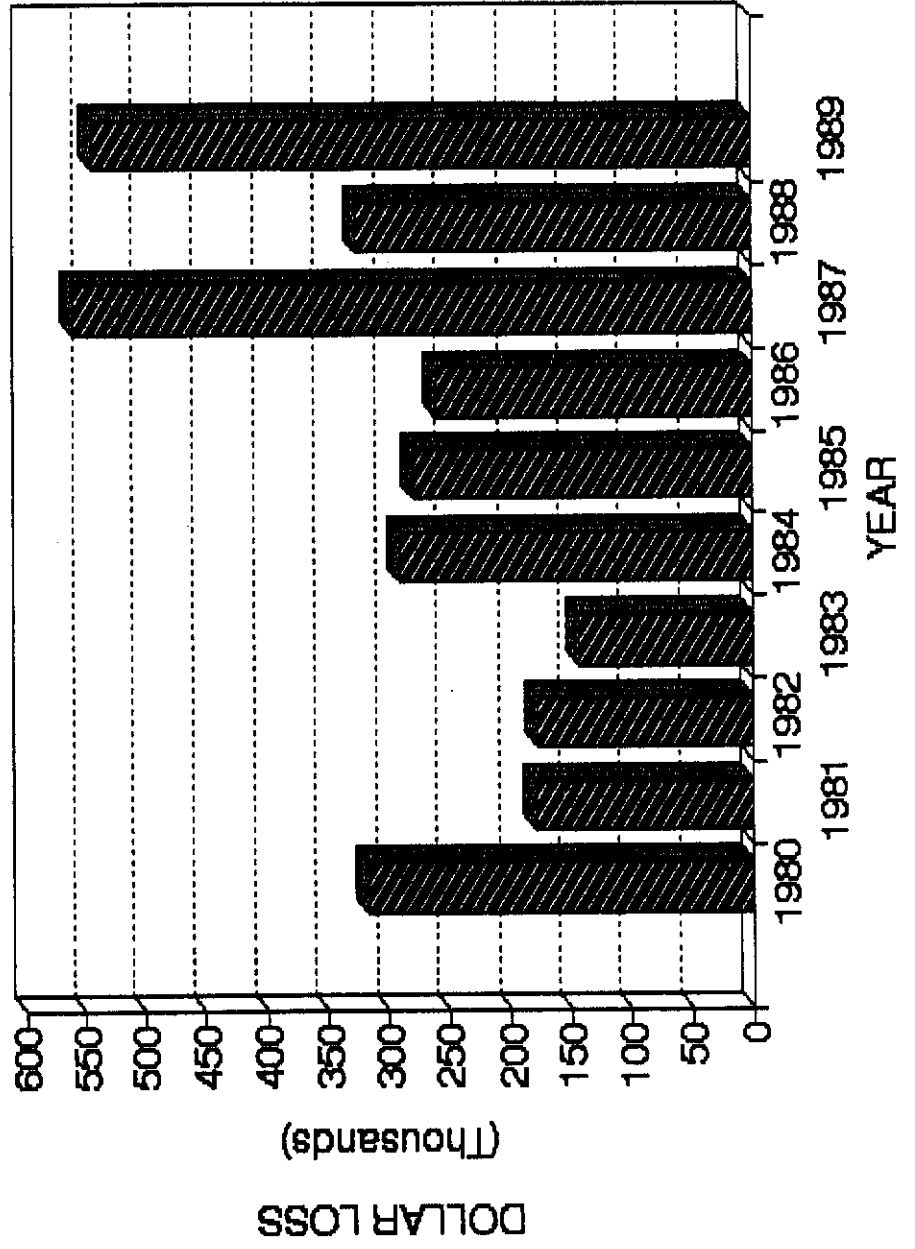
ALARM CALLS 1980 -- 1989



EMERGENCY RUNS BY TIME OF DAY



TEN YEAR FIRE HISTORY



FIRE DEPARTMENT VEHICLES
1989

| <u>APPARATUS</u> | <u>STATION</u> | <u>TYPE OF APPARATUS</u> | <u>DESCRIPTION</u> | <u>YEAR</u> |
|------------------|----------------|--|--------------------|-------------|
| 901 | South | 1250 Pumper | Pierce | 1985 |
| 903 | South | 1250 Pumper | Seagrave | 1970 |
| 904 | North | 1250 Pumper | Seagrave | 1970 |
| 905 | North | 1250 Pumper | General | 1979 |
| 908 | North | Utility Truck | GMC | 1989 |
| 910 | North | Aerial Platform | Sutphen | 1977 |
| 907 | South | 3/4 Ton Van | GMC | 1985 |
| 912 | North | Pick-up Truck | Ford | 1989 |
| 900 | North | 4 Door Passenger (Chief's Car) | Pontiac 6000 | 1987 |
| 902 | North | 4 Door Passenger (Fire Prevention) | Dodge Aries | 1985 |
| 922 | North | Pick-up Truck (Building Codes) | Dodge Ram | 1986 |
| 923 | North | 4 Door Passenger (Environmental Health) | Dodge Aries | 1985 |
| 924 | North | 4 Door Passenger (Building Codes) | Pontiac 6000 | 1987 |

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Marlan Anderson, Fire Chief
FROM: Gary Schulz, Fire Marshal *ALS*
RE: 1989 FIRE PREVENTION ANNUAL REPORT

Enclosed is the total 1989 annual report for the Fire Prevention Division. These reports include the Fire Marshal, Assistant Fire Marshal, Housing Inspector, and Fire Department Shift Inspectors.

In 1989 the incidents of arson remained constant at fifteen arson incidents. The seven year average for Moorhead is fifteen arson incidents per year.

The statistics from the shift inspections of rental property indicate the shifts are becoming more familiar and more at ease at doing these inspections. This year's numbers indicate there were more inspections, more corrections made, and more units inspected than in 1988.



1989 FIRE PREVENTION REPORT
COMMENTARY, FIRE PREVENTION: CODE ENFORCEMENT

One major area of responsibility of the Fire Prevention Division is code enforcement. The Fire Prevention Division is responsible for enforcement of the Minnesota Uniform Fire Code and the Moorhead Building Standards. Code application begins with plan checks of new and proposed buildings and continues with inspections as the construction progresses. In order to maintain safety, continuous maintenance inspections are made throughout the life of the building.

Codes are adopted by states and cities to enact rules and regulations for the safety of the general public. The problem with most codes is enactment only after a major loss of property or lives. This is called "code designed by disaster."

The major responsibility in code enforcement is proper interpretation of the intent of the code and consistency in enforcement. This allows for sensible code enforcement which treats all citizens alike.

American people have a great apathy toward fire, believing that fire will always happen to someone else. We enter stores, theaters, restaurants and all other places of business feeling confident that all safety has been addressed through codes and their enforcement. This code enforcement is a major responsibility of the Fire Prevention Division.

Respectfully submitted,



Gary L. Schulz
Fire Marshal

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
 (218) 299-5434

QUARTERLY
 FIRE PREVENTION REPORT

| <u>JANUARY 1, 1989 THROUGH DECEMBER 31, 1989</u> | <u>1ST QTR</u> | <u>2ND QTR</u> | <u>3RD QTR</u> | <u>4TH QTR</u> | <u>TOTAL</u> |
|--|----------------|----------------|----------------|----------------|--------------|
| Fire Prevention Man Hours on Field Inspections | 245 | 365 | 161 | 308 | 1,079 |
| Fire Prevention Bureau Inspections | 411 | 687 | 243 | 359 | 1,700 |
| Written Violations | 608 | 925 | 143 | 334 | 2,010 |
| Verbal Violations | 13 | 5 | 58 | 46 | 122 |
| Corrections | 559 | 928 | 263 | 315 | 2,065 |
| Housing Inspections | 327 | 627 | 180 | 166 | 1,300 |
| Units Inspected | 430 | 1257 | 156 | 130 | 1,973 |
| Commercial Inspections | 74 | 55 | 48 | 134 | 311 |
| Building Code Inspections | 1 | 1 | 0 | 0 | 2 |
| Day Care Inspections | 9 | 7 | 13 | 4 | 33 |
| Bar Inspections | 0 | 0 | 0 | 0 | 0 |
| New Inspections | 181 | 312 | 100 | 188 | 781 |
| Reinspections | 230 | 374 | 143 | 140 | 887 |
| Complaint Inspections | 37 | 48 | 54 | 46 | 185 |

TIME SPENT IN THE FOLLOWING AREAS (HOURS):

| | | | | | |
|---------------------------|------------|------------|------------|------------|--------------|
| Meetings & Conferences | 44 | 63 | 65 | 39 | 211 |
| Schools Attended | 104 | 20 | 0 | 29 | 153 |
| Fire Investigations | 14 | 36 | 31 | 57 | 138 |
| Fire Safety Classes Given | 8 | 11 | 12 | 8 | 39 |
| Fire Department Duties | 61 | 84 | 140 | 300 | 585 |
| Court Related Appearances | 5 | 39 | 11 | 0 | 55 |
| Plan Checks | 16 | 5 | 6 | 13 | 40 |
| TOTAL HOURS | 252 | 258 | 265 | 446 | 1,221 |

Respectfully submitted,

Gary L. Schulz
 Gary L. Schulz
 Fire Marshal




PUBLIC FIRE EDUCATION CLASSES

The 1989 public fire education again included the "Friendly Monster" program. This program involves familiarization of students with the fire fighter and his fire fighting gear, as well as teaching students not to fear fire fighters or hide from them in a fire situation.

The teachers involved have high praise for the program, and automatically request a repeat of this program annually for their students. This program has now entered into the day care/preschool area.

The following statistics represent the entire public fire education classes given by the Moorhead Fire Prevention Division in 1989.

Respectfully submitted,


Gary L. Schulz, Fire Marshal

PUBLIC FIRE EDUCATION CLASSES

| | | | |
|---------|-------------------------------|---------------------------------|-------|
| Jan. 24 | Using Fire Extinguishers | DSI | 18 |
| Jan. 25 | Friendly Monster Program | MSU Day Care | 18 |
| Jan. 26 | Fire Safety for Latchkey Kids | Barnesville (Clay Co Exten) | 18 |
| Jan. 26 | Fire Safety for Latchkey Kids | Barnesville (Clay Co Exten) | 36 |
| Jan. 26 | Fire Safety for Latchkey Kids | Barnesville (Clay Co Exten) | 15 |
| Feb. 10 | Fire Safety at Your Workplace | Moorhead Health Care Center | 77 |
| Feb. 27 | Fire Safety at Home | Georgetown Community Center | 45 |
| Mar. 7 | Fire Safety at Home | Walcott 4-H | 38 |
| Mar. 31 | General Fire Safety | Thomas Edison Elem 4th Grade | 19 |
| Mar. 31 | General Fire Safety | Thomas Edison Elem 4th Grade | 21 |
| Mar. 31 | General Fire Safety | Thomas Edison Elem 4th Grade | 22 |
| Mar. 31 | General Fire Safety | Thomas Edison Elem 4th Grade | 23 |
| Apr. 7 | Using Fire Extinguishers | Moorhead Health Care Center | 65 |
| Apr. 18 | Friendly Monster Program | Grace Methodist Day Care | 21 |
| Apr. 19 | Friendly Monster Program | Grace Methodist Day Care | 21 |
| Apr. 26 | Using Fire Extinguishers | MSU Health Class | 23 |
| May 18 | Using Fire Extinguishers | Great Beginnings Day Care | 14 |
| May 24 | Friendly Monster Program | St. Francis deSales School | 25 |
| Jun. 10 | Exiting & Fire Drills | Viking Restaurant (Sr Citizens) | 20 |
| Jul. 10 | Camp Fire Safety | Moorhead Girl Scouts | 70 |
| Jul. 26 | Latch Key | Clay Co Extension Day Camp | 15 |
| Jul. 29 | Latch Key | Clay Co Extension Day Camp | 20 |
| Aug. 4 | Dorm Safety/Extinguishers | Concordia College | 150 |
| Aug. 29 | Fire Safety for the Elderly | Eventide Living Center | 35 |
| Aug. 30 | Fire Extinguishers Use | Trinity Day Care | 12 |
| Sep. 3 | Fire Safety for the Elderly | Riverview Heights | 40 |
| Sep. 20 | Fire Safety for Resident Mgrs | Coldwell Bankers | 45 |
| Oct. 2 | Fire Safety for Food Serv Emp | Moorhead Technical Institute | 10 |
| Oct. 12 | Fire Safety for the Elderly | St. Ansgar Hospital | 10 |
| Oct. 23 | Fire Safety for Facility Mgrs | MSU | 7 |
| Nov. 3 | Fire Safety for Facility Mgrs | MSU | 10 |
| Nov. 21 | Friendly Monster Program | Karen Grossman Day Care | 15 |
| Dec. 4 | Home Fire Safety | Washington Elem 4th Grade | 30 |
| Dec. 13 | Home Fire Safety | Kiwanis | 45 |
| | TOTAL | | 1,053 |

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Fire Safety For Seniors DATE 10-12-89
 STUDENTS #
 INSTRUCTOR Gay L Schuy Fire Marshal

| | POOR | FAIR | AVERAGE | GOOD | EXCELLENT |
|--|------|------|---------|------|-----------|
| 1. Was the class information helpful to students in the area of fire safety and fire prevention? | | | | | X |
| 2. Was the class information presented relevant to the education level of the students? | | | | | X |
| 3. What was the appearance of the instructor? | | | | | X |
| 4. Did the instructor make the class interesting for the students? | | | | | X |
| 5. Would you recommend this class to other students or request this class to be repeated next quarter, year, etc.? | | | | | (yes) |

6. Other questions or comments:

I thought the class was VERY informative and was interesting. The class made you think & I did check my home for hazards!

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Friendly Monster DATE 5-23-89
STUDENTS St Francis Des Sales - K
INSTRUCTOR Mary L Schuly

| | POOR | FAIR | AVERAGE | GOOD | EXCELLENT |
|---|------|------|---------|------|-----------|
| 1. Was the class information helpful to students in the area of fire safety and fire prevention? | | | | | ✓ |
| 2. Was the class information presented relevant to the education level of the students? | | | | | ✓ |
| 3. What was the appearance of the instructor? | | | | | ✓ |
| 4. Did the instructor make the class interesting for the students? | | | | | ✓ |
| 5. Would you recommend this class to other students or request this class to be repeated next quarter, <u>year</u> , etc.? <u>Yes</u> | | | | | ✓ |

6. Other questions or comments:

This type of program is a wonderful way to prepare students in the event of a fire. I liked the "blanket idea" It really showed the students how smoke hangs down. Visual technique like this mean more to a 5 or 6yr. old. Great!

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Friendly Monster DATE 4-18/19-89
 STUDENTS Day care - Grace Methodist
 INSTRUCTOR Lou & Schuy

| | POOR | FAIR | AVERAGE | GOOD | EXCELLENT |
|--|------|------|---------|------|-----------|
| 1. Was the class information helpful to students in the area of fire safety and fire prevention? | | | | | X |
| 2. Was the class information presented relevant to the education level of the students? | | | | | X |
| 3. What was the appearance of the instructor? | | | | | X |
| 4. Did the instructor make the class interesting for the students? | | | | | X |
| 5. Would you recommend this class to other students or request this class to be repeated next quarter, year, etc.? | | | | | Yes 😊 |

6. Other questions or comments:

The children truly enjoyed themselves while learning more about fire safety and do seem to feel more comfortable with talking about what to do in case of fire! Even our two reluctant listeners had a great time! Thanks so much for taking all of this time to teach our young people such vital skills!

Rita Boatman

P.S. They loved the coloring books, stickers, + lifesaver

RENTAL REGISTRATION/INSPECTION PROGRAM

The Rental Registration/Inspection Program which was initiated in July of 1986 has moved forward to address the problems listed as critical neighborhood issues by citizen task force groups. I feel the program has met or improved many of the issues which are listed below:

- Deterioration of housing
- Parking problems
- Absentee landlords
- Overcrowding of rental property

Priority areas were initially set for systematic inspection, and at this time approximately three areas have been completed. The enclosed map defines the priority areas and portions which have been completed.

There were 1,134 written housing violations in 1989. The corrections made of all housing violations in 1989 was 1,431. These figures indicate that when housing violations are found, the inspectors are making every effort to have them corrected. There is always a certain amount of carry over violations from calendar year to calendar year, but these two numbers should always be nearly equal.

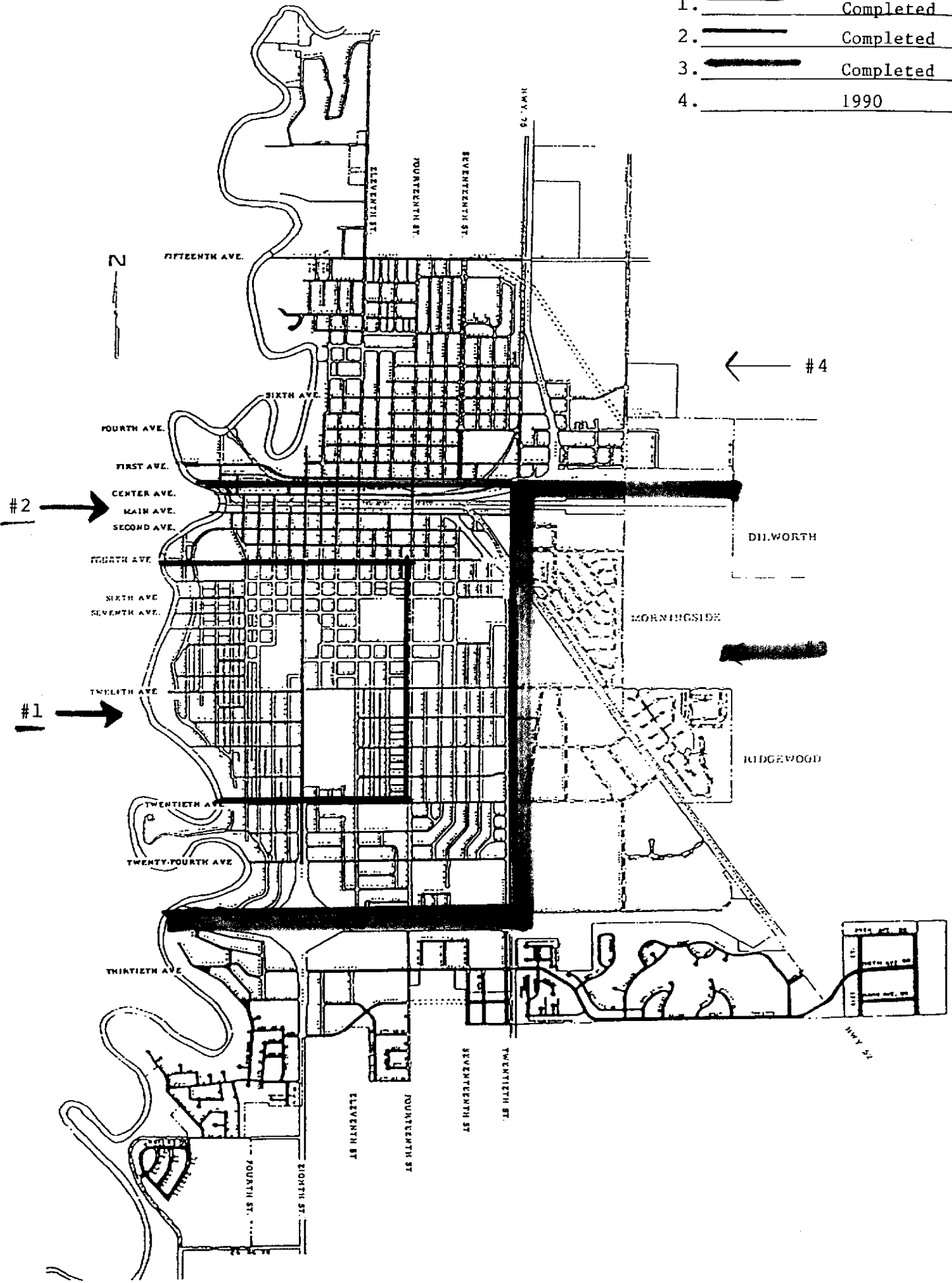
I believe the following statistics reveal the effectiveness of the Rental Registration/Inspection Program. This program is doing the job it was designed for -- systematic inspection of rental property, addressing life safety and other housing violations, and obtaining corrections to the noted violations.

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

PRIORITY AREAS

- 1. Completed
- 2. Completed
- 3. Completed
- 4. 1990



FIRE PREVENTION REPORT
HOUSING INSPECTOR

JANUARY 1, 1989 THROUGH DECEMBER 31, 1989

| | |
|--|-------|
| Fire Prevention Bureau Man Hours on Field Inspections. | .582 |
| Fire Prevention Bureau Inspections. | 835 |
| Written Violations. | 1,434 |
| Verbal Violations | .52 |
| Corrections | 1,431 |
| Housing Inspections | 235 |
| Units Inspected | 1,039 |
| Commercial Inspections. | 0 |
| Building Code Inspections | 0 |
| Day Care Inspections. | 0 |
| Bar Inspections | 0 |
| New Inspections | 321 |
| Reinspections | 483 |
| Complaints. | 98 |

TIME SPENT IN THE FOLLOWING AREAS (HOURS) BY INSPECTOR:

| | |
|-------------------------------------|------------|
| Meetings & Conferences. | 9 |
| Schools Attended. | .40 |
| Court Related Appearances | .32 |
| TOTAL HOURS | <u>.81</u> |

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

1989
HOUSING INSPECTION REPORT
FEES COLLECTED

JANUARY 1, 1989 THROUGH DECEMBER 31, 1989

| | |
|---------------------------------|----------------|
| Reinspection Fees | \$1,825.00 |
| Late Registration Fees. | <u>.195.00</u> |
| TOTAL FEES COLLECTED | \$2,020.00 |

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

1989
HOUSING INSPECTION REPORT
SHIFT INSPECTIONS

JANUARY 1, 1989 THROUGH DECEMBER 31, 1989

| | |
|--|------|
| Fire Prevention Man Hours on Housing Inspections | .122 |
| Housing Inspections. | .277 |
| Units Inspected. | .911 |
| Written Violations | .326 |
| Verbal Violations. | .0 |
| Corrections. | .324 |
| New Inspections. | .157 |
| Reinspections. | .120 |
| Complaint Inspections. | .0 |

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

1989
HOUSING INSPECTION REPORT
TOTAL HOUSING INSPECTIONS

JANUARY 1, 1989 THROUGH DECEMBER 31, 1989

| | |
|--|-------|
| Fire Prevention Man Hours on Housing inspections | 704 |
| Housing Inspections. | 1,112 |
| Units Inspected. | 1,950 |
| Written Violations | 1,760 |
| Verbal Violaitons. | .52 |
| Corrections. | 1,755 |
| New Inspections. | 478 |
| Reinspections. | 603 |
| Complaint Inspections. | .98 |

TIME SPENT IN THE FOLLOWING AREAS (HOURS) BY INSPECTOR

| | |
|------------------------------------|---|
| Meetings & Conferences | 0 |
| Schools Attended | 0 |
| Court Related Appearances. | 0 |

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Marlan Anderson, Fire Chief
FROM: Martin Soeth, Training Officer *MS*
RE: 1989 SUPPRESSION ANNUAL REPORT

Enclosed is the 1989 annual report of the duties and training performed by the Suppression Division, in addition to responding to alarms.

| | <u>Hours</u> |
|--------------------------------|--------------|
| Hazardous Materials | 575 |
| Fire Streams & Nozzles | 48 |
| Water Supply | 35 |
| Hydraulics | 187 |
| Search & Rescue | 110 |
| Medical | 461 |
| Pre Planning | 323 |
| Auto Extrication | 48 |
| Ventilation | 63 |
| River Rescue | 26 |
| Hose Testing | 143 |
| Pump Testing | 20 |
| Hydrant Maintenance | |
| Fall checking/winter shoveling | 341 |
| Miscellaneous | 310 |

FIRE DRILLS

The Moorhead Fire Department conducted fire drills at the following schools:

St. Francis deSales School
Probstfield Elementary
Thomas Edison Elementary
St. Joseph Elementary
George Washington Elementary
Robert Asp Middle School



EMERGENCY MEDICAL TECHNICIANS

The Department's Emergency Medical Technicians completed a 24 hour National Registry of Emergency Medical Technicians refresher class with written and practical testing. They also participated in an auto extrication class where practical application of all extrication equipment was renewed. The total number of emergency medicals and rescues for 1989 totalled 869.

TOURS

The Moorhead Fire Department provides tours of the headquarters and southside fire stations. In 1989, 38 tours were conducted to several hundred children and adults.

PREPLANNING

The Fire Department makes company inspections of commercial property in the City, and from these inspections a preplan is drawn. The Fire Department spent approximately 300 hours in 1989 in this activity, and Fire Fighter Clay Dietrich spent an additional 140 hours drawing the preplans to scale and entering the information into preplan books and the computer.

MAINTENANCE

Personnel of the Fire Department maintain the department's buildings, vehicles and equipment. This work is supervised by Jerome Shawstad, Gary Haaland, Don Bratlien and Carol Simpson, with assistance from the other members of the department. A total of 1,510 hours were spent on maintenance and repair in 1989.

BLOOD PRESSURE SCREENING

The Fire Department provided 360 blood pressure checks to the citizens of the community in 1989.

HAZARDOUS MATERIAL TRAINING

In the fall of 1989 our Department hosted a 42 hour course in Level II hazardous materials. This course was presented by Hennepin Technical College. The following members completed the training:

Assistant Chief Morris Kelsven
Assistant Chief Gene Wasfaret
Assistant Chief Dean Nelson
Captain Martin Soeth
Fire Fighter Mike Saulsbury
Fire Fighter Joe Gaughan

PHYSICAL FITNESS

In 1989 the Fire Department implemented a physical fitness program for all its members. Each member was given a complete physical examination. Dr. Gamar from Moorhead State University then tested each individual and made recommendations on which area of fitness each individual had to work on to bring them to an acceptable national standard. Dr. Gamar evaluates each member twice year.

ENTRANCE TESTING

The Department in 1989 revised the physical agility test required for entrance fire fighters. The test which was developed was then performed by several regular fire fighters to make sure the requirements were attainable; the results proved that they were. The Department had 83 applicants take the written test, which narrowed the applicants down to 27. The agility test was then given and the list narrowed to 17. The oral exam (with Veterans Preference and written score) brought to our present hiring list.

COURSES TAUGHT TO PUBLIC
BY TRAINING OFFICER

| <u>DATE</u> | <u>CLASS TITLE</u> | <u>LOCATION</u> | <u>SIZE</u> | <u>LENGTH</u> |
|-------------|--------------------|-----------------------|-------------|---------------|
| 01/13/89 | Fire Extinguishers | Moorhead State Univ. | 30 | 1 Hour |
| 01/13/89 | Fire Extinguishers | Moorhead State Univ. | 31 | 1 Hour |
| 01/26/89 | CPR | Clay County Nurses | 6 | 3 Hours |
| 03/13/89 | Fire Safety | Concordia | 15 | 1 Hour |
| 03/31/89 | Fire Extinguishers | Moorhead State Univ. | 30 | 1 Hour |
| 03/31/89 | Fire Extinguishers | Moorhead State Univ. | 35 | 1 Hour |
| 06/05/89 | First Aid | Parks Department | 30 | 2 Hours |
| 06/06/89 | First Aid | Parks Department | 20 | 2 Hours |
| 06/13/89 | Fire Extinguishers | North Sun Mart | 15 | 1 Hour |
| 06/14/89 | Fire Extinguishers | South Sun Mart | 16 | 1 Hour |
| 06/22/89 | Fire Extinguishers | Mhd Technical Instit. | 22 | 1 Hour |
| 07/19/89 | Fire Extinguishers | Valley Group Home | 16 | 1 Hour |
| 08/03/89 | First Aid | Boy Scouts | 12 | 1 1/2 Hrs |
| 09/13/89 | Fire Extinguishers | Eventide | 87 | 1 Hour |
| 09/13/89 | Fire Extinguishers | Eventide | 44 | 1 Hour |
| 09/27/89 | Fire Extinguishers | Moorhead State Univ. | 33 | 1 Hour |
| 09/27/89 | Fire Extinguishers | Moorhead State Univ. | 34 | 1 Hour |
| 11/02/89 | CPR | Moorhead Transit | 8 | 4 Hours |
| 11/02/89 | CPR | Moorhead Transit | 10 | 4 Hours |
| 11/29/89 | CPR | City Hall | 25 | 4 Hours |
| 11/30/89 | CPR | City Hall | 25 | 4 Hours |
| 12/07/89 | Fire Extinguishers | Amoco | 15 | 1 Hour |

MEMORANDUM

TO: Marlan Anderson, Fire Chief
FROM: Martin Soeth, Training Officer *MS*
RE: RESERVIST PROGRAM FOR 1989

In 1989 our focus in training was on operation and pumping with the aerial tower and use of other equipment.

The reservists participated in a Sectional Fire School held at the Moorhead Technical College.

1989 RESERVISTS

Wayne Johnson, Operations/Maintenance

Ron Ritter, Wastewater Treatment

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

CITY OF MOORHEAD
BUILDING CODES DIVISION
ANNUAL REPORT - 1989

TO: Fire Chief Marlan Anderson:

Included herein is the Division's Annual Report which contains comparisons of permit activity in 1989 to previous years, comments about the past year and some projections for 1990.

TABLE: 1980-1989 COMPARISONS OF
CONSTRUCTION ACTIVITY BY
MAJOR CATEGORY-----page 36

TABLE: 1980-1989 PERMIT, VALUATION
AND REVENUE COMPARISONS-----page 37

COMMENTS: -----page 38 thru 45

Sincerely,



Richard Davidson
Building/Zoning Official

RD:gn



COMPARISONS OF MAJOR CATEGORY BUILDING ACTIVITY

| YEAR | SINGLE FAMILY DWELLINGS | MULTIPLE DWELLINGS | NEW AND REMODEL COMMERCIAL | MISC BLDGS & RES REM | TOTAL PERMITS AND VALUATION |
|------|-------------------------|-------------------------|----------------------------|----------------------|-----------------------------|
| 1980 | (32) \$1,796,300 | (27-200) \$5,902,400 | (101) \$ 6,033,800 | (256) \$1,070,500 | (436) \$14,803,000 |
| 1981 | (9) \$ 364,300 | (3-54) \$1,735,550 | (97) \$25,187,050 | (279) \$1,129,579 | (388) \$28,416,479 |
| 1982 | (16) \$ 718,600 | (10-84) \$2,701,000 | (109) \$ 3,554,625 | (259) \$ 906,398 | (394) \$ 7,880,623 |
| 1983 | (28) \$1,384,100 | (7-24) \$ 672,000 | (107) \$ 4,995,770 | (262) \$1,094,805 | (404) \$ 8,146,675 |
| 1984 | (36) \$2,082,500 | (7-94) \$2,672,000 | (163) \$ 5,966,450 | (250) \$ 993,330 | (456) \$11,714,280 |
| 1985 | (18) \$1,153,400 | (4-66) \$1,739,800 | (103) \$12,705,450 | (200) \$1,109,425 | (388) \$16,718,475 |
| 1986 | (87) \$5,604,000 | (8-38) \$ 982,000 | (125) \$ 7,656,586 | (225) \$ 986,385 | (496) \$15,228,971 |
| 1987 | (110) \$7,596,250 | (12-101) \$3,358,000 | (129) \$ 8,650,955 | (249) \$1,344,325 | (529) \$20,978,920 |
| 1988 | (103) \$7,490,250 | (10-38) \$1,093,000 | (130) \$ 9,178,570 | (322) \$1,248,161 | (565) \$19,009,981 |
| 1989 | (86) \$7,093,500 | (8-66) \$1,984,000 | (120) \$14,696,285 | (220) \$ 860,635 | (468) \$24,634,420 |

1980 THRU 1989 COMPARISONS OF VALUATIONS, PERMITS & REVENUE TABLE

| YEAR | BUILDING PERMIT VALUATIONS | BLDG. PERMIT ISSUED | BUILDING PERMITS REVENUE | PLMB. PERMIT ISSUED | PLMB. PERMIT REVENUE | HTG. PERMIT ISSUED | HEATING PERMIT REVENUE | PLB & HTG LICENSE FEES | OTHER FEES COLLECTED | TOTAL SURCHARGE COLLECTED | TOTAL NO. OF PERMITS | TOTAL REVENUE |
|------|----------------------------|---------------------|--------------------------|---------------------|----------------------|--------------------|------------------------|------------------------|----------------------|---------------------------|----------------------|---------------|
| 1980 | \$14,803,000 | 436 | \$31,272.50 | 136 | \$ 8,331 | 213 | \$ 5,257 | \$4,225 | \$11,439.00 | \$ 8,445.00 | 785 | \$ 59,720.00 |
| 1981 | \$28,416,479 | 388 | \$50,255.00 | 83 | \$ 4,328 | 199 | \$ 4,225 | \$2,720 | \$10,275.00 | \$ 5,755.00 | 670 | \$ 77,558.00 |
| 1982 | \$ 7,880,623 | 394 | \$25,486.00 | 144 | \$ 6,480 | 241 | \$ 5,452 | \$2,830 | \$ 3,616.00 | \$ 4,660.00 | 779 | \$ 48,524.00 |
| 1983 | \$ 8,146,675 | 404 | \$41,547.00 | 140 | \$ 6,657 | 237 | \$ 4,795 | \$3,980 | \$ 9,103.00 | \$ 4,331.00 | 781 | \$ 69,878.00 |
| 1984 | \$11,713,780 | 456 | \$53,536.50 | 162 | \$ 8,661 | 408 | \$ 8,428 | \$4,830 | \$ 4,612.18 | \$ 6,183.00 | 1,026 | \$ 86,250.68 |
| 1985 | \$16,956,075 | 427 | \$61,098.00 | 118 | \$ 6,511 | 349 | \$ 6,309 | \$4,600 | \$ 9,184.81 | \$ 8,260.80 | 894 | \$ 95,963.61 |
| 1986 | \$15,669,971 | 546 | \$64,933.50 | 240 | \$14,860 | 395 | \$ 7,614.50 | \$4,630 | \$ 8,225.00 | \$ 8,001.00 | 1,181 | \$108,264.00 |
| 1987 | \$21,318,920 | 564 | \$79,310.00 | 220 | \$17,483 | 396 | \$ 9,185.50 | \$4,390 | \$15,634.37 | \$10,965.00 | 1,180 | \$136,967.87 |
| 1988 | \$19,009,981 | 565 | \$73,987.50 | 184 | \$15,823.50 | 513 | \$10,746.10 | \$4,880 | \$ 6,175.00 | \$ 9,775.88 | 1,262 | \$121,387.98 |
| 1989 | \$24,634,420 | 468 | \$84,571.00 | 191 | \$15,885.50 | 514 | \$11,395.00 | \$4,390 | \$ 2,420.00 | \$11,932.00 | 1,173 | \$130,593.50 |

THE DEPARTMENT

The Moorhead Codes Office, which is located in the Main Fire Annex, consists of two full-time inspectors, one half-time inspector and a senior office associate.

Our principal responsibilities are the enforcement of various laws and ordinances enacted by the City and the State. These include:

- State Building Code - 1985 UBC
- State Mechanical Code
- State Plumbing Code
- State Handicapped Code
- State Energy Code
- State Floodproofing Code
- State Architectural Laws
- City Zoning Ordinance

Enforcement of these codes generally consists of review of proposed work to establish compliance with laws and ordinances, issuance of permits to do the work, and inspection of the work to insure compliance.

THE YEAR 1989

Permit activity for 1989 followed closely the results of 1988. Total permits for 1989 of 1,173 approached the record 1,262 issued in 1988. Valuation rose 29.6% over 1988 to \$24.6 million. Eighty one building permits were issued in May which was the most permits ever issued in one month.

Major projects completed during the year included a TSC Store, an office building, physical plant, and classroom building renovation at Concordia College, and expansion at Moorhead Center Mall.

New projects for 1989, most of which are still under construction, include a \$4.3 million addition to Busch Agricultural Resources Malt Plant. This was a unique project for staff to deal with because of the surprisingly infrequent occurrence of grain handling structures in the City.

Other projects include major additions to Seland Pontiac (\$425,000), Hornbacher's (\$700,000), the National Guard Armory (\$366,000), Moorhead Technical Institute (\$454,000), and Trinity Lutheran Church (\$1.36 million).

Topping the list of major renovations were Romkey Pool (\$381,000) and Hagen Hall at MSU (\$912,000).

Anda Construction began work on two 24 unit apartment buildings (\$876,000) and new buildings were constructed at many of the cities parks (\$649,000).

One of the more significant projects of the year, because it signals the continuation and acceleration of development on Hwy 10 initiated by the TSC Store, is the construction of a Festival Food Supermarket.

New home construction slackened somewhat in 1989 as 86 new homes were started compared to 103 in 1988. The average construction cost of a new home rose 13.4% to \$82,482. The large increase seems to indicate a move by contractors into a market more likely to be frequented by second and third time buyers. Many of the homes built in past years appeared to be aimed at first time buyers.

Residential remodeling and garages contributed to only 3.5% of construction value in 1989 but amount to nearly 50% of all permits written. As many homeowners tackle their own remodeling projects, significant amounts of staff time are devoted to this area.

(SEE EXHIBIT A - PAGE 44)

THE 80'S

1989 marked the end of the 80's, a time period which had the best of times and the worst of times.

1981 held the distinction of being the year with the fewest total permits (670), fewest building permits (394), and fewest new homes (9). Ironically 1981 set a record for highest valuation (\$28.4 million) for the 80's due to the construction of Anheuser Busch Malt Plant (\$15.6 million).

Highs were reached in 1987 (110 new homes), 1988 (565 building permits and 1,262 total permits), and 1989 (81 building permits issued in one month - May). Seventy four percent of all new homes built in the 80's were built in the 1986-1989 time period. The new home incentive program is thought to contribute heavily to the resurgence.

Decreasing construction activity in the early 80's was as detrimental to the Codes staff as it was to the industry as staff reductions in 1982 and 1983 left but two inspectors. Although permit numbers have rebounded to the levels of the late 70's, with the exception of the addition of a half time inspector in 1989, staffing levels remain at the levels of the early 80's.

Three long time employees of the Codes Office left during the 80's. Building Official, Floyd Fagerlie retired in 1987 and Senior Office Associate, Marge Lokken retired in 1988. Inspector, Al Hammer left in 1986 for a job with the State of Minnesota. These people made significant contributions to the City of Moorhead during their tenure which were greatly appreciated.

The late 70's, like the late 80's, marked a time of increased construction activity. The high inflation and interest rates that were partly responsible for the crash in the early 80's is not materializing at this time and it appears that the steady construction level we are currently witnessing will continue into the 90's.

As can be expected, the amount of construction activity in the late 80's has literally kept our small staff hopping. However, other activities also occupied major portions of staff time.

LEGAL ASPECT

A lawsuit involving a variance granted to Trinity Church in 1988 was disposed of late in 1989 when the Minnesota Supreme Court refused to hear the appeal of John Rowell who had contended the variance was flawed and improper. Literally hundreds of hours of staff time were occupied by this suit. Numerous long-standing policies and procedures were revamped in an attempt to eliminate the basis for some parts of Mr. Rowell's suit. This case pointed out the importance of having a full time City Attorney as Greg Lewis literally guided the staff and the Board of Adjustments by hand through some very difficult meetings. It also emphasizes the need to properly train staff members in an attempt to avoid litigation.

The demolition of the rundown house at 802 South 10th Street brought to a close another case that had been the butt of neighborhood complaints since 1987. Based on the testimony of Building and Fire Department staff, a court order was obtained which resulted in the demolition.

The Board of Adjustments dealt with 15 requests for variances and appeals in 1989, 14 of which were approved. Each request requires about ten hours of staff time for processing the application, preparation for the meeting, the meeting, and completion of the minutes.

The vast majority of complaints received by the Codes office in 1989 were zoning related with many being disputes between neighbors. Zoning related activities occupy approximately 35% of staff time.

SPECIAL ACCOMPLISHMENTS

Special accomplishments this year by department staff include achieving International Conference of Building Officials (ICBO) Certification by Dennis Neudecker in Plumbing Inspection and Mechanical Inspection and by Don Sakry in Building Inspection and certification by Dennis by the Council of American Building Officials as a Certified Building Official. Don also received his Class II Certification for the State of Minnesota. Certification represents the acknowledgement of the achievement of knowledge in various fields by competitive examination. The failure rate for the ICBO exams approaches 55%.

It may interest some to know that Moorhead's Codes staff of 2 full time and 1 half time inspector hold seven ICBO certificates while Fargo's inspection staff of 9 holds only six.

ONGOING SPECIAL PROJECTS

The Codes Office made another step towards automating the department when an IBM P.C. and printer were obtained late in 1989. Software for this P.C. began development in the summer of 1989 and is scheduled for implementation in the summer of 1990.

A rewrite of the Cities' zoning ordinance accelerated in 1989 with numerous meetings occupying staff time. This project is scheduled for completion in 1990.

OBJECTIVES

Objectives for 1990 and the year following include continued involvement in the adoption of a new zoning ordinance, continued emphasis on education, implementation of a filing system, distributing a newsletter to contractors, architects, etc., and expanding automation capabilities.

The Council has been very supportive in recent years of education of staff. In addition to funding for attendance at seminars, numerous training manuals and video cassettes have been obtained in the past two years. These aides, especially the videos, have proven to be valuable training tools as they compliment our attendance at seminars and conferences mandated by the State to maintain our certification. Support in this area is greatly appreciated as it helps to instill pride, motivation, and confidence in employees while enabling them to be more proficient in their jobs.

Videos are also being reviewed for possible purchase as a training aid for contractors and the general public.

The implementation of a much needed filing system will begin in 1990 with the purchase of folders, dividers, and file cabinets. The new system will provide easy access to information such as permit applications, inspection records, and correspondence which will be filed by address. Currently records are kept chronologically or in a hodge-podge of files, boxes, and binders which makes retrieving almost impossible.

The department newsletter, which has been distributed annually since 1988, attempts to inform contractors, design professionals, and others interested in construction of code changes, policy changes, and other bits of information that they may find interesting.

The first newsletter contained a number of formal policies and a list of approved exit windows which are required by the Building Code to be installed in all bedrooms. The list was established because of the large number of improperly sized windows being installed. The list was sent to all contractors and window suppliers and virtually eliminated problems with illegal windows. In response to repeated demands from contractors for the Fargo Codes Office to establish a similar list of windows approved in that city, the Fargo Codes Office has recently adopted, with our consent, our window list for their use.

Expanding our automation capabilities will be one of the major objectives for the 90's. Software to aid with plan reviews, for dealing with hazardous materials, and for use as training aids are commercially available and will hopefully be added in the near future. Software for accessing ICBO's ever increasing number of research reports, which contain approvals to a wide variety of materials, was approved for purchase in 1990 and will be acquired soon.

Other software, which enables contractors to schedule inspections with a phone link to a computer, is also available. The major benefit of this system is its ability to schedule inspections to make the most efficient use of the inspectors time and to eliminate the need for a staff member to answer the 2,000 to 3,000 inspection requests received each year, thereby increasing the efficiency of support staff.

INCOME AND EXPENSES

Total revenue for the year increased by 17% to \$146,000. Building permits continue to generate the bulk of department revenue with over \$96,000 in fees collected. Building permits account for 60% of all revenue but only 40% of all permits written.

Expenditures total slightly over \$136,000 with about 85% of those costs attributed to personnel.

(SEE EXHIBITS B - PAGE 44, C - PAGE 44, & D - PAGE 45)

PERSONNEL STATUS

A change in personnel occurred in the fall of 1989 when Don Sakry was made a full time employee with his time being split between Housing Inspection and Codes.

Personnel levels continue at a level near where they have been since the end of 1983, a low point for the 80's. It is interesting to note that permit levels have returned to the levels of the 70's when the codes staff consisted of four full time inspectors, or nearly twice the size of current staff.

(SEE EXHIBIT E - PAGE 45)

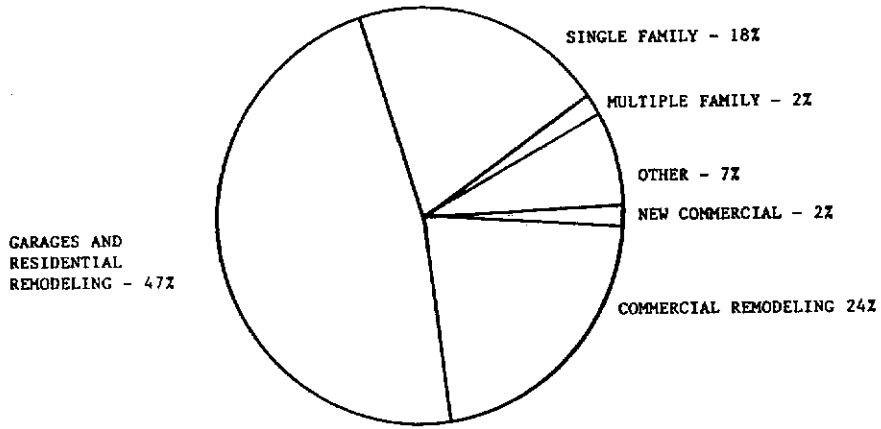
SUMMARY

Although not the best year ever, 1989 must go down in the record books as one of the best years of the 80's. Total number of permits nearly doubled in comparison to totals of some of the early years of the 80's. New home construction remains strong. Commercial development may be heading for the best year ever.

The Codes office has made major strides in recent years in areas such as office organization, education, automation, and public relations in effort to improve service to the public and to become more efficient. These accomplishments could not be made without the continued support of the Council, a dedicated staff, and the cooperation of the public.

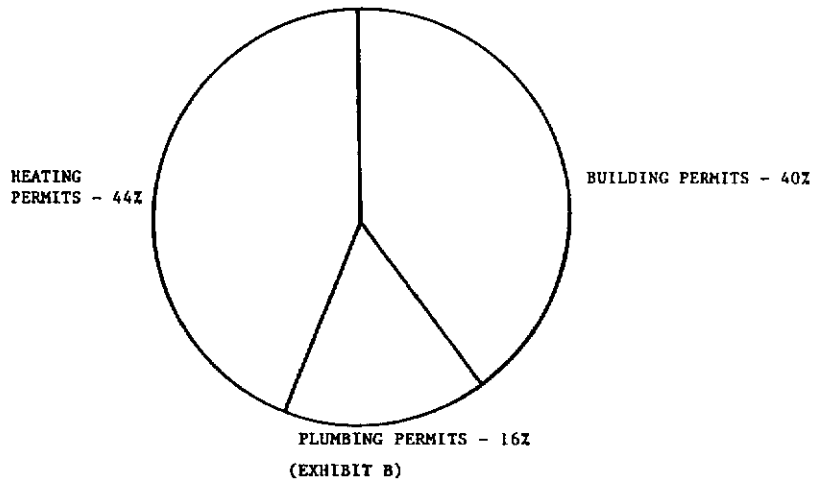
The Codes staff looks forward to the 90's being a busy and exciting period in Moorhead's history.

BUILDING PERMITS BY CATEGORY



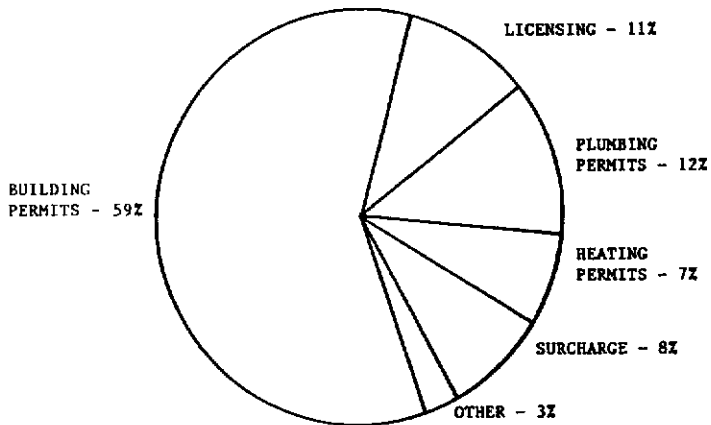
(EXHIBIT A)

PERMITS BY TYPE



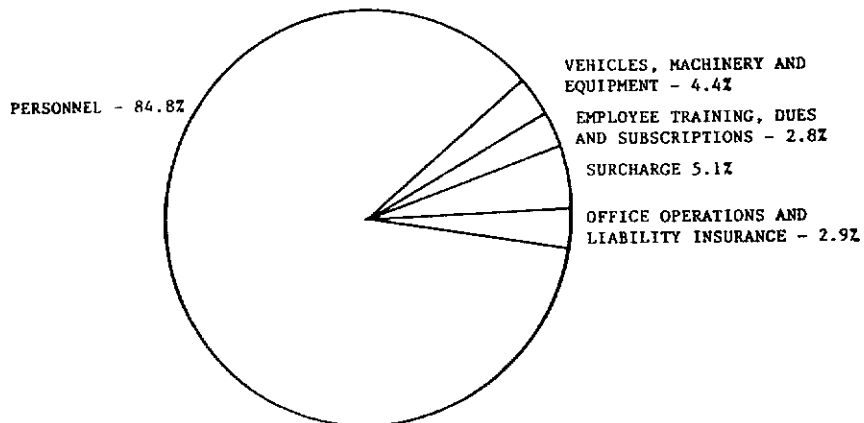
(EXHIBIT B)

DEPARTMENT REVENUE

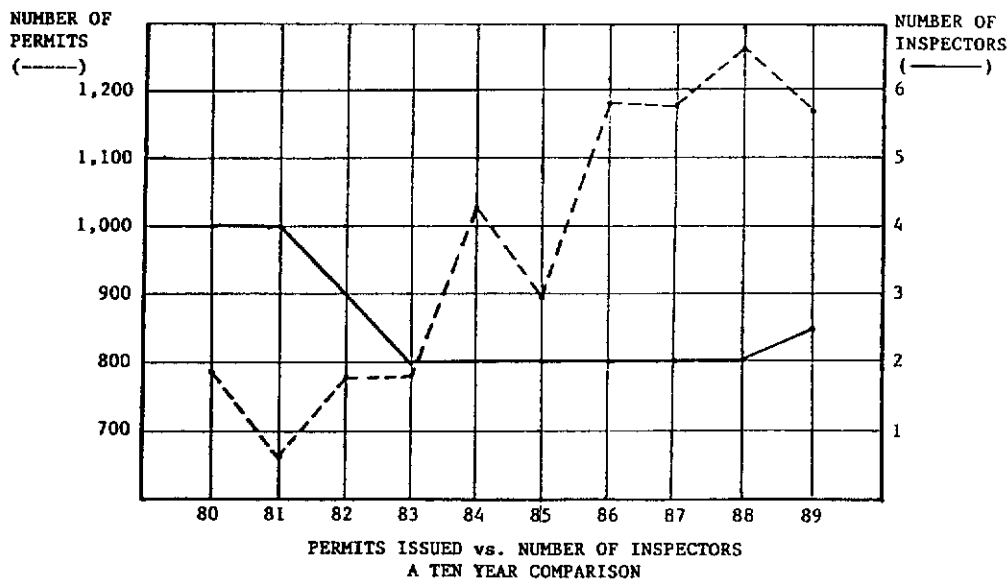


(EXHIBIT C)

DEPARTMENT EXPENDITURES



(EXHIBIT D)



PERMITS ISSUED vs. NUMBER OF INSPECTORS
A TEN YEAR COMPARISON

(EXHIBIT E)

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Marlan Anderson, Fire Chief
FROM: *DL* Don Lawrence, Director of Environmental Health
RE: ENVIRONMENTAL HEALTH REPORT FOR 1989

The Environmental Health Report for 1989 consists of food/beverage, boarding/lodging, trailer courts, swimming pools, vending machines, nuisance control and plan review concerning new construction and remodeling of food, beverage and lodging establishments.

Seasonal events such as bake sales, limited food activities are also becoming popular. The two large events, Valley Fest and Octoberfest, were combined into one event -- the Octoberfest. The food service activities consist of existing food services establishments as well as mobile or special event units.

Classes are given upon request. Materials cover areas such as food sanitation, food manager training, and rules and regulations concerning the operation of swimming pools.

The environmental program is in the process of being computerized. Information pertaining to inspections, etc. will be entered into the computer, and includes scores and other information which can easily be retrieved for reporting.

HOUSEHOLD HAZARDOUS MATERIALS COLLECTION

The Household Hazardous Materials Collection Day that transpired in 1988 has stimulated much interest in the problem of household hazardous waste disposal. In 1989 the City was working with the County regarding recycling and a permanent facility for the collection of household hazardous wastes. Hopefully the program will be implemented some time in 1990.

CITIZEN ACTION REQUESTS

The Citizen Action Requests for 1989 cover various areas: junk vehicles, communicable disease, indoor/outdoor air problems, disposal of pesticides, etc. Ten letters were sent from the City Attorney's office



regarding noncompliance. Three criminal complaint charges were signed for noncompliance in the areas of nuisance and food service.

A new area regarding nuisance conditions was encountered this year, in the improper disposal of hospital wastes. This office received a complaint regarding sharps (hypodermic needles) that had appeared on the ground surface after the flooding of the Red River, along the North River Drive area. The complaint was investigated and proper authorities were contacted. The problem was resolved. However, this may be a recurring problem. The Minnesota Department of Health is in the process of publishing rules and regulations governing disposal of hospital wastes.

This office also received a complaint regarding the improper storage of hospital wastes in one of the local businesses. This complaint was also investigated and processed.

MOSQUITO PROGRAM

The mosquito surveillance program was combined with those from Cass and Clay Counties with respect to centralizing counting and identification of mosquitoes. This program was included in the Metropolitan Mosquito Plan which was approved by the local governing bodies.

Two light traps have been utilized: one in north Moorhead and one in south Moorhead, and have remained in the same locations the entire summer. The traps are usually in operation until the first frost in the fall.

The contents of the two traps are collected and then separated, identified and counted. Separating is a process of removal of all insects from the mosquitoes and identification (looking primarily for the female mosquito *Culex Tarsalis*, which is capable of carrying the virus which causes sleeping sickness). As mentioned, the separation and identification of the mosquitoes is being used by Fargo, Moorhead, Cass and Clay Counties. The advantage of the program is a single system for identification.

Two additional traps will be added in 1990, and this should account for the expansion of the city to the north and to the east. In 1990 four traps will be in operation.

Much thanks to Dorene Hilde for her work in the implementation of the vending program, to Gail Kennedy for computer programming of the food and beverage ordinances, and to Dorene Hilde and Lynn Bartlett for their time spent on correspondence and data entry for the Environmental Health program.

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
 (218) 299-5434

QUARTERLY
 ENVIRONMENTAL HEALTH REPORT

| <u>JANUARY 1, 1989 THROUGH DECEMBER 31, 1989</u> | <u>1ST QTR</u> | <u>2ND QTR</u> | <u>3RD QTR</u> | <u>4TH QTR</u> | <u>TOTAL</u> |
|--|----------------|----------------|----------------|----------------|--------------|
| Environmental Health Man Hours on Field Insp. | 149 | 186 | 173 | 149 | 657 |
| Environmental Health Inspections | 145 | 262 | 274 | 140 | 883 |
| Written Violations | 269 | 345 | 335 | 202 | 1151 |
| Verbal Violations | 0 | 0 | 0 | 0 | 0 |
| Corrections | 257 | 189 | 235 | 463 | 1144 |
| Boarding/Lodging Inspections | 6 | 8 | 18 | 21 | 53 |
| Hotel/Motel | 1 | 2 | 5 | 1 | 9 |
| Place of Refreshment/Bar | 9 | 11 | 12 | 9 | 40 |
| Restaurant | 77 | 74 | 83 | 57 | 291 |
| Mobile Home Park | 0 | 0 | 4 | 2 | 6 |
| Swimming Pools | 32 | 29 | 54 | 22 | 137 |
| Environmental Complaints/Nuisance Inspections | 20 | 95 | 60 | 28 | 203 |
| Mosquitoes (Collect/Count) | 0 | 43 | 38 | 0 | 81 |
| Vending | 0 | 0 | 62 | 0 | 62 |
| <u>TIME SPENT IN OTHER AREAS (HOURS)</u> | | | | | |
| Meetings & Conferences | 8 | 30 | 25 | 8 | 71 |
| Schools Attended | 24 | 25 | 0 | 0 | 49 |
| Classes Given | 8 | 7 | 0 | 0 | 15 |
| Court Related Appearances | 0 | 2 | 2 | 4 | 2 |
| Plan Checks | 23 | 14 | 7 | 18 | 62 |
| TOTAL HOURS | 63 | 78 | 34 | 40 | 199 |

Respectfully submitted,



Donald J. Lawrence
 Director, Environmental Health



DIVISION OF ENVIRONMENTAL HEALTH
1989 CITIZEN ACTION REQUEST

| <u>DATE</u> | <u>AREA</u> | <u>INVEST</u> | <u>INVEST REFER</u> | <u>REQST FOR INFOR</u> |
|-------------|--|---------------|-------------------------|--------------------------------|
| 01/04/89 | Information on food catering | | | X |
| 01/20/89 | Junk vehicles | X | | |
| 02/01/89 | Junk vehicles | X | | |
| 03/30/89 | Dog litter | X | | |
| 03/31/89 | Contaminated food | X | | |
| 04/01/89 | Junk in yard | X | | |
| 04/04/89 | Junk vehicles/junk in yard | X | | |
| 04/11/89 | Junk vehicle | X | | |
| 04/11/89 | Junk in yard | X | | |
| 04/13/89 | Junk in yard | X | | |
| 04/17/89 | Junk in yard | X | | |
| 04/18/89 | Garbage/debris in yard | X | | |
| 04/18/89 | Junk in yard | X | | |
| 04/18/89 | Messy yard/junk vehicle | X | | |
| 04/19/89 | Dog litter | X | | |
| 04/20/89 | Hay in yard | X | | |
| 04/21/89 | Information on health ordinance | | | X |
| 04/24/89 | Debris in yard | X | | |
| 04/26/89 | Animal waste | X | | |
| 04/28/89 | Junk in yard | X | | |
| 04/28/89 | Improper disposal of infectious waste | X | | |
| 04/28/89 | Abandoned well/septic tank | X | | |
| 05/01/89 | Debris in yard | X | | |
| 05/03/89 | Junk vehicle | X | | |
| 05/03/89 | Improper fence | X | | |
| 05/04/89 | Drainage ditch | X | | |
| 05/04/89 | Junk vehicle | X | | |
| 05/05/89 | Oil spill/dumping | X | | |
| 05/05/89 | Underground tank leak | X | | |
| 05/05/89 | Junk vehicles | X | | |
| 05/05/89 | Junk vehicle | X | | |
| 05/09/89 | Cockroaches in apartment | X | | |
| 05/10/89 | Dirt piles | X | | |
| 05/10/89 | Pigeons | X | | |
| 05/11/89 | Dirt piles | X | | |
| 05/11/89 | Dog litter | X | | |
| 05/17/89 | Paint disposal | | | X |
| 05/18/89 | Dog litter | X | | |
| 05/20/89 | Junk in yard | X | | |
| 05/22/89 | Junk vehicles | X | | |
| 05/22/89 | Information concerning radon | | | X |
| 05/23/89 | Junk/debris in yard | X | | |
| 05/28/89 | Junk/rodent harborage at trailer court | X | | |
| 05/30/89 | Open pit | X | | |
| 05/31/89 | Weeds | X | X | |
| 06/01/89 | Paint disposal | | | X |

| <u>DATE</u> | <u>AREA</u> | <u>INVEST</u> | <u>INVEST REFER</u> | <u>REQST FOR INFOR</u> |
|-------------|--|---------------|---------------------|------------------------|
| 06/01/89 | Improper disposal of oil | X | | |
| 06/05/89 | Sewage spill in trailer court | X | | |
| 06/06/89 | Information concerning pigeons | | | X |
| 06/09/89 | Disposal of laboratory chemicals | | | X |
| 06/09/89 | Weeds | X | X | |
| 06/13/89 | Junk/debris on abandoned property | X | | |
| 06/15/89 | Vehicle parking | X | | |
| 06/16/89 | Junk vehicles | X | | |
| 06/19/89 | Garbage storage | X | | |
| 06/21/89 | Junk vehicles | X | | |
| 06/23/89 | Disposal of household hazardous waste | | | X |
| 06/23/89 | Sewage spill in trailer court | X | | |
| 06/26/89 | Information on trailer court regulations | | | X |
| 06/27/89 | Unsanitary housing | X | | |
| 06/28/89 | Information on mobile food units | | | X |
| 06/30/89 | Hay/debris | X | | |
| 07/03/89 | Stagnant water | X | | |
| 07/05/89 | Garbage on berm | X | | |
| 07/05/89 | Disposal of ammunition | X | | |
| 07/07/89 | Dust pollution | X | | |
| 07/13/89 | Unsanitary housing | X | | |
| 07/14/89 | Junk vehicle | X | | |
| 07/17/89 | Garbage cans | X | | |
| 07/17/89 | Wood pile | X | | |
| 07/20/89 | Junk in yard | X | | |
| 07/20/89 | Dog litter | X | | |
| 07/21/89 | Vehicle parking | X | | |
| 07/27/89 | Stagnant water | X | | |
| 07/27/89 | Dog litter | X | | |
| 07/28/89 | Junk/debris on property | X | | |
| 08/02/89 | Garbage on berm | X | | |
| 08/02/89 | Junk vehicle | X | | |
| 08/02/89 | Junk vehicle | X | | |
| 08/18/89 | Junk vehicle | X | | |
| 08/21/89 | Chemical spraying | X | | |
| 08/21/89 | Nesting of birds/litter | X | | |
| 08/21/89 | Information on paint disposal | | | X |
| 08/28/89 | Pigeons | X | | |
| 08/28/89 | Unsanitary motel room | X | | |
| 09/01/89 | Noise pollution | X | | |
| 09/02/89 | Garbage on berm | X | | |
| 09/02/89 | Contaminated food product | X | | |
| 09/08/89 | Stagnant water | X | | |
| 09/12/89 | Weeds | X | X | |
| 09/13/89 | Junk in yard | X | | |
| 09/18/89 | Vehicle parking | X | | |
| 09/20/89 | Junk in yard | X | | |
| 09/25/89 | Unsanitary housing | X | | |
| 09/26/89 | Junk in yard | X | | |
| 09/31/89 | Junk on berm | X | | |

| <u>DATE</u> | <u>AREA</u> | <u>INVEST</u> | <u>INVEST REFER</u> | <u>REQST FOR INFOR</u> |
|-------------|------------------------------------|---------------|-------------------------|--------------------------------|
| 10/03/89 | Dirt/debris | X | | |
| 10/12/89 | Junk in yard | X | | |
| 10/14/89 | Garbage in yard | X | | |
| 10/18/89 | Junk/debris on property | X | | |
| 10/18/89 | Junk/debris in yard | X | | |
| 10/18/89 | Weeds | X | X | |
| 10/22/89 | Garbage in alley | X | | |
| 10/23/89 | Junk in yard | X | | |
| 10/23/89 | Information on hot tubs | | | |
| 10/24/89 | Abandoned well | X | X | X |
| 10/30/89 | Location of garbage cans | X | | |
| 10/31/89 | Complaint on frozen food | X | | |
| 11/03/89 | Junk vehicle | X | | |
| 11/08/89 | Wood pile | X | | |
| 11/08/89 | Junk/debris in yard | X | | |
| 11/13/89 | Information on paint disposal | | | X |
| 11/14/89 | Junk in yard | X | | |
| 11/21/89 | Abandoned trailer | X | | |
| 11/27/89 | Junk vehicle | X | | |
| 11/28/89 | Garbage in yard | X | | |
| 11/28/89 | Food storage | | | X |
| 11/30/89 | Junk vehicle | X | | |
| 12/09/89 | Information concerning steam baths | | | X |
| 12/15/89 | Cockroaches in apartment | X | | |
| 12/16/89 | Junk vehicle | X | | |

COMPLAINTS REFERRED TO
THE OFFICE OF THE CITY ATTORNEY

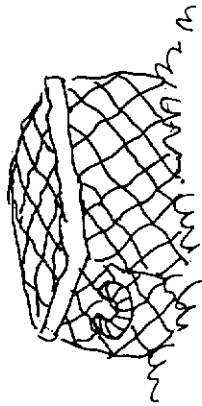
| <u>DATE</u> | <u>ATTORNEY LETTER</u> | <u>CRIMINAL COMPLAINT</u> | <u>AREA</u> |
|-------------|----------------------------|-------------------------------|-------------------------|
| 01/23/89 | X | | Food service |
| 01/30/89 | X | | Food service |
| 01/30/89 | X | | Food service |
| 01/30/89 | X | | Food service |
| 02/06/89 | X | | Food service |
| 03/03/89 | | X | Junk vehicle |
| 04/28/89 | X | | Junk vehicle |
| 05/25/89 | | X | Junk in yard |
| 06/15/89 | X | | Food service |
| 08/19/89 | X | | Junk vehicle/messy yard |
| 08/30/89 | | X | Food service |
| 11/08/89 | X | | Food service |
| 12/05/89 | X | | Junk vehicle |

To whom it may concern:

I just want to thank each and everyone who is a part of the 911 emergency crew!! I believe my mother Anna Ruth is alive today because of you!! I don't know all the details of these minutes on that Saturday morning when you rescued her but I will always be grateful beyond words! I really believe God does still work miracles in many ways but certainly one way is to work through marvelous people like you!

I feel so much more secure for my loved ones like my mother with her asthma or my little granddaughters knowing you people are there. I thank you with a grateful, respectful, caring heart and I pray you will be kept safe and in good health as you continue to minister to us everywhere!

...and trying to recall
some of God's
other wondrous miracles!





Thanks

March 17, 1989

Dear Marlan:

Thanks so much for addressing the Sectional Fire and Rescue School on Saturday morning. We have heard nothing but good comments about the workshop. We heard particularly good comments about your remarks to the group. They felt you really understood their concerns and were impressed with your message.

We also appreciated the use of the southside fire station and the use of some of your equipment. The support of your department was important to the operation of the school.

Thanks again for your help.

Rose

Rose Andersen

AMERICAN CRYSTAL SUGAR COMPANY



March 14, 1989

Chief Marlan Anderson
Moorhead Fire Department

Dear Chief Anderson:

Would you please take a minute to look over this ice safety manual that American Crystal Sugar Company has just produced? It is an educational tool to educate our area's children about the danger of frozen waters with instruction on both prevention and application in emergency situations.

In an effort to get the manual into the local school districts' curriculum, we are also requesting that you sign the enclosed statement endorsing the program. In addition, American Crystal is planning a press conference to announce the details of this program on March 20 at 1:00 p.m. at American Crystal Sugar's Corporate Office, 101 North 3rd Street, Moorhead. We encourage you to attend and show your support for both the community and the Ice Safety Program.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Mark Dillon".

Mark Dillon, Manager
Public Relations





park christian school

*"Sons and daughters, come and listen
and let me teach you the importance
of trusting and fearing the Lord."*

Psalm 34:11

June 21, 1989

Moorhead Fire Department
111 North 12th Street
Moorhead, MN 56560

Dear Friends:

Boy, did we goof! The Department has graciously helped us in the past, but we have neglected to send an expression of our heartfelt gratitude. Please accept our apology and belated letter of recognition and appreciation.

In the spring of 1988 a ladder truck was sent over to help with "Egg Dropper Day", and in the fall of 1988 again a ladder truck helped us take an aerial photo. We really do appreciate the great cooperation and kindness of the people who brought the truck over. We are very grateful for the Moorhead Fire Department's service to the community.

Sincerely,

PARK CHRISTIAN SCHOOL

Terry L. Norton
Administrator

TLN:ks



Don (Lawrence)

Dear Don,

Your talk was excellent! Two students shared with me that they really appreciated it & thought it was good.

A couple of students are in there because it's a requirement & they have to be - we can't win them all - so you should feel good that you hit it right on with those who will need the information.

Thanks also for your philosophy. I appreciate it.

Also - I'm working on repair. Barbara



CITY OF FARGO

NORTH DAKOTA
58102
FIRE DEPARTMENT
637 N.P. AVENUE

CHIEF'S OFFICE
241-8138

FIRE PREVENTION BUREAU
241-8139

September 15, 1989

Mr. Marlan Anderson
Moorhead Fire Chief
Moorhead Fire Department
111 12th Street North
Moorhead, Minnesota 56560

Dear Marlan:

Just a short message to thank you and your personnel in your stand-by duties and other efforts during our fire on September 12, 1989.

All personnel of the Fargo Fire Department send their regards and appreciation.

Yours truly,

FARGO FIRE DEPARTMENT

Harold E. Martinson
Chief

HEM:bj

HARBOR SCHOOL

(A Tax Exempt Organization)

Moorhead-Fargo School for the Handicapped

Box 844

Moorhead, Minnesota 56560

Dec. 26, 1989

Mhd. Fire Dept. Assn.
1120 1st Ave. N.
Mhd., Minn. 56560

Dear Friends,

We received your Christmas Gift to Harbor School in the amount of \$100.⁰⁰
Thank you. We wish to express our appreciation and gratitude for your continued support. It is so very necessary in keeping our school in operation.

Thank you again. We wish you a most successful New Year.

Sincerely,
Mrs. V. Brogren
Corresponding Secy.

UNIVERSITY OF MINNESOTA
TWIN CITIES

The University of Minnesota Hospital and Clinic
Harvard Street at East River Road
Minneapolis, Minnesota 55455

September 28, 1989

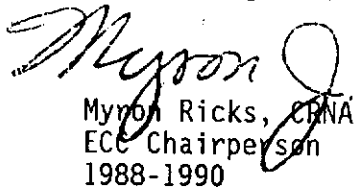
Martin Soeth
812 - 20th St N
Moorhead, MN 56560

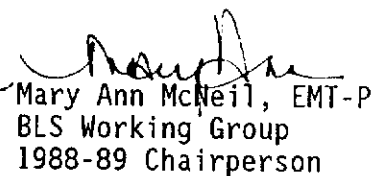
Dear Mr. ^{Nasty} Soeth,

Thank you for your work as Basic Life Support Affiliate faculty for the 1988-89 year.

Your assistance and expertise with the conferences and BLS working group projects are greatly appreciated.

Warmest Regards,


Myron Ricks, CRNA
ECC Chairperson
1988-1990


Mary Ann McNeil, EMT-P
BLS Working Group
1988-89 Chairperson