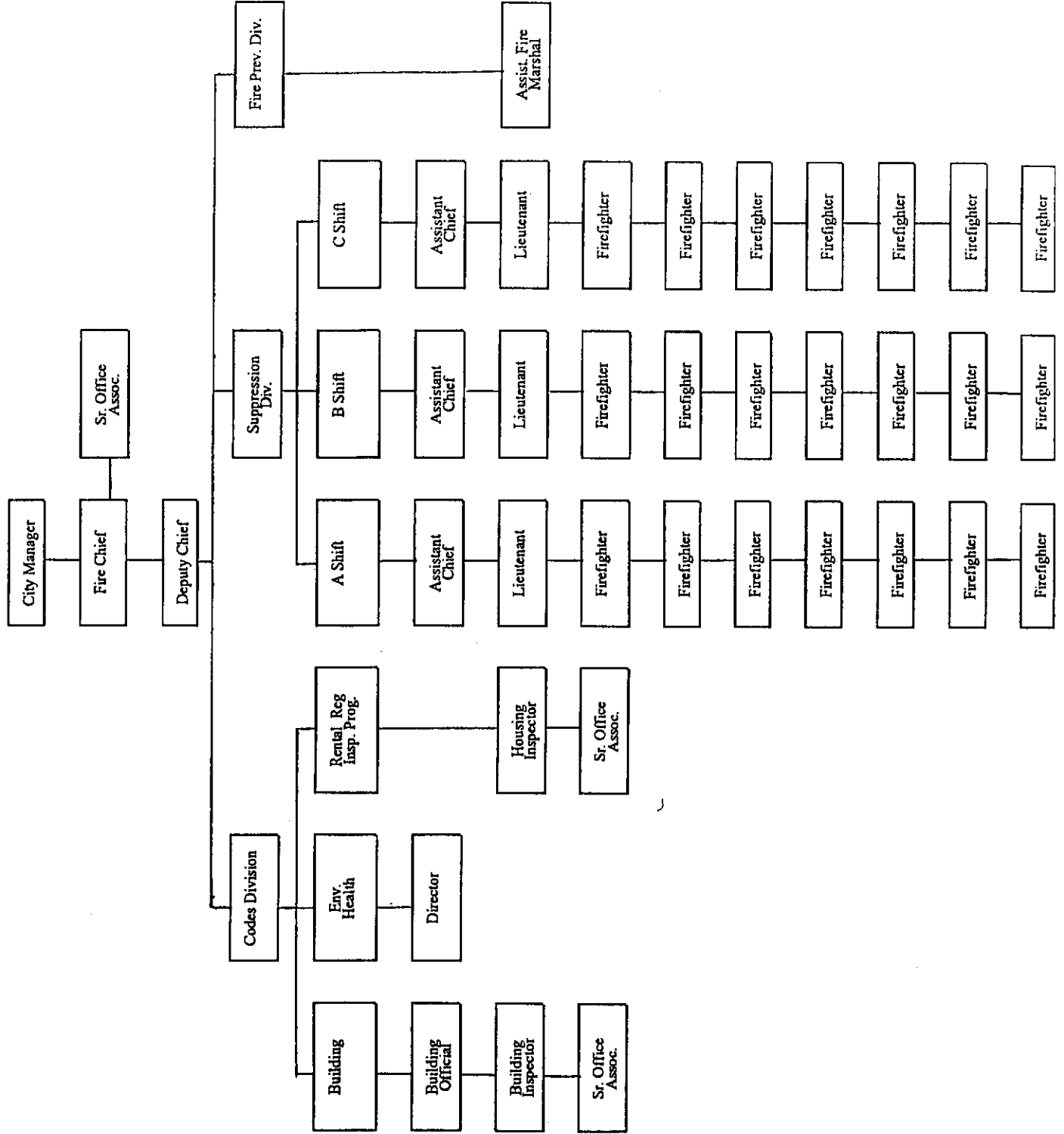


**MOORHEAD FIRE  
DIVISIONS  
1997  
ANNUAL REPORT**

1997 MOORHEAD FIRE & RESCUE DEPARTMENT ORGANIZATIONAL CHART



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CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
(218) 299-5434 FAX (218) 299-5072

**MEMORANDUM**

**TO:** James Antonen, City Manager  
**FROM:** Gary L. Schulz, Fire Chief *GLS*  
**RE:** 1997 Moorhead Fire & Rescue Annual Report

There were 1,949 emergency run responses in 1997, as compared to 1,893 in 1996, which is an increase of approximately 3%. The increases over the last five years are as follows:

<u>Year</u>	<u>Number of Emergency Runs</u>	<u>Increase</u>
1997	1,949	3%
1996	1,893	5.9%
1995	1,786	7.4%
1994	1,665	1.1%
1993	1,645	18%
1992	1,394	

The total fire loss for 1997 was \$183,430.00, which is a decrease of approximately 30.3% compared with the total fire loss of \$262,765.00 in 1996. Fire losses over the last five years are as follows:

<u>Year</u>	<u>Total Loss For Year</u>
1997	\$183,430.00
1996	\$262,765.00
1995	\$581,856.00
1994	\$499,225.00
1993	\$331,190.00
1992	\$593,085.00

1.



The emergency medical and rescue call responses for 1997 totaled 1,182, which is approximately 60.6% of the total emergency responses for the Moorhead Fire & Rescue Department. These figures correspond to the national statistics of medical responses. These figures show the need for this service and the City's dedication to the elderly and health care. The citizens of Moorhead continually show their desire for and support of this service. This is made possible by the commitment and expertise of the Firefighters who respond to medical emergency responses.

Listed below are some of the changes/events that took place in our department in 1997:

**JANUARY:**

Lieutenant Daryl Hendricksen was promoted to Assistant Chief on C Shift.

Firefighter Joe Gaughan was promoted to the Lieutenant position on B Shift.

Firefighter Todd Erickson was appointed Assistant Fire Marshal.

Andy Garding began his career as a Firefighter for the Moorhead Fire & Rescue Department.

Firefighters spent almost six hours a day clearing and re-clearing fire hydrants due to snow storms.

Five Firefighters were awarded excellent rating through the Physical Fitness Training Program.

**FEBRUARY:**

Don Sakry, Plumbing/Mechanical and Building Inspector, was chosen as February's Pride of Moorhead Winner.

Firefighters, along with Police and Ambulance personnel, attended a "critical incident stress debriefing" (CISD), after a medical response to a homicide of an infant.

## **MARCH:**

Assistant Chief Don Johnson was chosen as March's Pride of Moorhead winner.

## **APRIL:**

Firefighter Jeff Wallin was the April Pride of Moorhead winner.

Following the record snowfall of approximately 120 inches, came the record flood. Everyone was affected in one way or another. Countless volunteers from surrounding communities came to assist homeowners in the battle to save their homes. Besides carrying out their many other duties and responsibilities, the Fire Department constructed sand bag fillers, filled sand bags and assisted other departments and citizens with boats and equipment. The office staff was busy with more paper work and bombarded with questions that ranged from where citizens could obtain sand bags or other assistance to flood related clean-up questions.

Some surrounding communities were hit very hard and lost many homes. Towns such as Ada, Breckenridge and East Grand Forks/Grand Forks were some of these. The Fargo-Moorhead area was very fortunate in comparison to these towns.

The flood was a learning experience. It taught many of us that Mother Nature is very powerful and deserves respect. It also taught us that there was a strong sense of community spirit that was wide spread.

## **MAY:**

Lieutenant Clay Dietrich attended the "Command and Control of Fire Department Major Operations at Multi-Alarm Incidents" course through the National Fire Academy in Emmitsburg, Maryland.

## **JUNE:**

Lieutenant Clay Dietrich was chosen as July's Pride of Moorhead winner.

The City of Moorhead and Moorhead Fire & Rescue signed the final contract with the State of Minnesota to become the Northwest Regional HazMat Team.

**JULY:**

The Fire Department started using the Firehouse software. This computer program replaced the NFIRS system. All run reports are entered into this program and submitted to the State of Minnesota on a monthly basis. Thanks to Firefighter Jeff Wallin for installing the software.

**AUGUST:**

The State Hazardous Material van was delivered to the Moorhead Fire & Rescue Department.

**SEPTEMBER:**

Firefighter/Acting Officer Mike Saulsbury was chosen as September's Pride of Moorhead winner.

Dwayne Tollefson began his career as Firefighter for the Moorhead Fire & Rescue Department.

**OCTOBER:**

Deputy Chief Marty Soeth received a Congressional Fire Service Institute award for his 35 years of service with the Moorhead Fire & Rescue Department. Presenting the award was Linda Westrom from the office of Senator Rod Grams, who was the sponsoring member in Congress.

The Fifth Annual Moorhead Fire & Rescue Department Open House for MDA was held on October 5, 1997. The event kicked off the Fire Prevention Week which was October 5-11, 1997. The Open House gives citizens of all ages a chance to see the fire engines and equipment, fire fighting equipment demonstrations, and aerial rides were available to the public. There is also a poster contest for all second grade students in Moorhead. (The posters must contain a fire safety related message). All posters were displayed in the Main Fire Station during the Open House. Everyone attending the event had an enjoyable time.

**NOVEMBER:**

**Amy Weigel, Office Specialist, was selected as the November Pride of Moorhead winner.**

**Lieutenant Clay Dietrich attended the "Hazardous Materials Incident Management" course through the National Fire Academy in Emmitsburg, Maryland.**

**DECEMBER:**

**Firefighter Jerry Shawstad retired after 27 years with the City of Moorhead. Jerry was always ready to lend a helping hand. His talents as a mechanic, as well as his thoughtful ways, will be missed by the Moorhead Fire & Rescue Department.**

**Lieutenant Lyle Gernand attended the "Hazardous Materials Incident Management" course through the National Fire Academy in Emmitsburg, Maryland.**

**We had a very busy year in 1997, and I feel a very special thanks must go to the Firefighters and Officers of the Moorhead Fire & Rescue, and also to all the employees of the Fire Administration Office. Without their experience, dedication and support, the Moorhead Fire & Rescue Department and Codes Office could not operate as efficiently and effectively as it now does.**

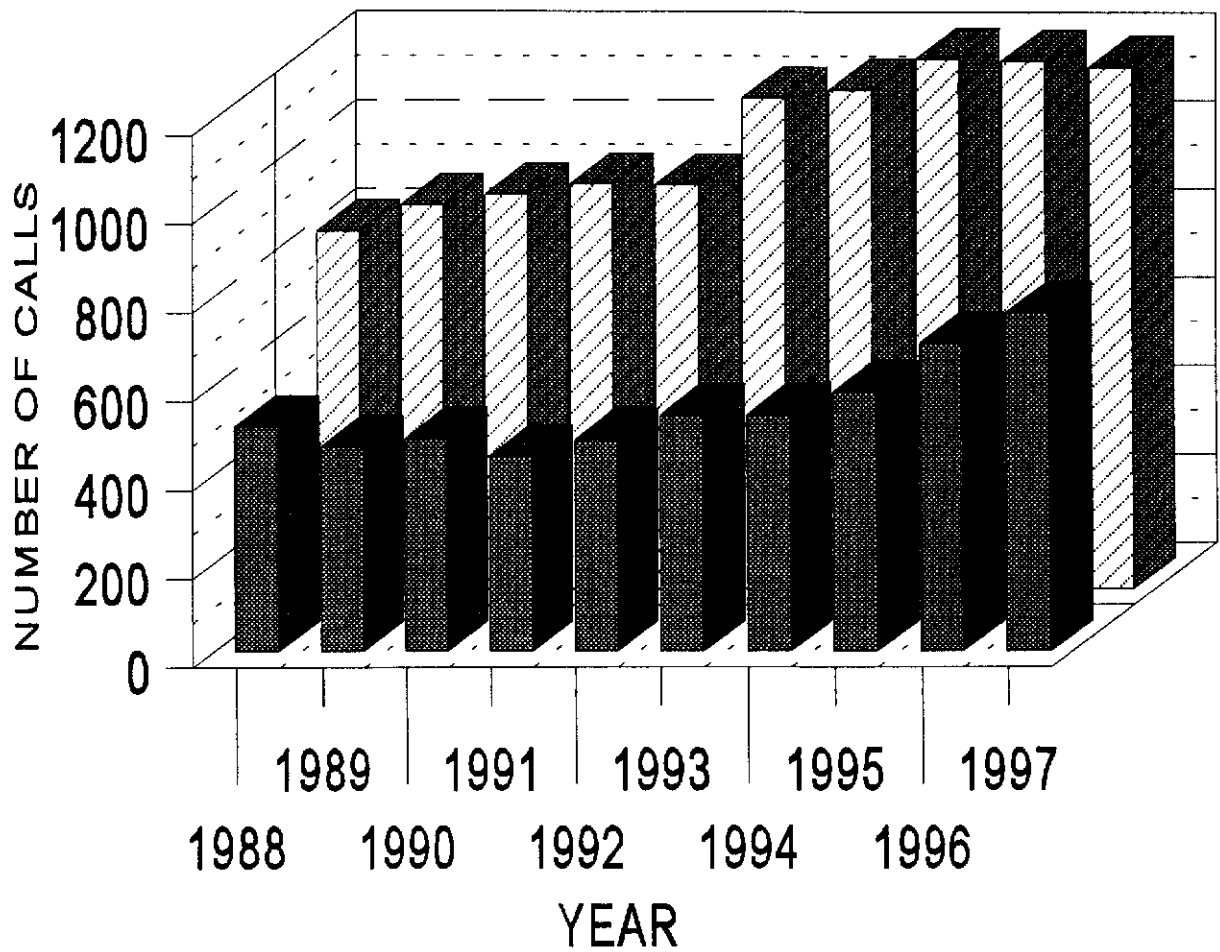
**I would also like to thank Mayor Lanning, members of the Moorhead City Council, and the City Manager for the assistance and guidance given to our department.**



**MOORHEAD FIRE & RESCUE DEPARTMENT  
1997 BREAKDOWN OF RESPONSES**

<b>RESPONSES</b>	<b>NUMBER OF RESPONSES</b>	<b>ESTIMATED DOLLAR LOSS</b>
<b>BREAKDOWN OF FIRE RESPONSES</b>		
1. Structure Fires	25	\$119,175.00
2. Vehicle Fires	28	\$59,525.00
3. Other Than Structure or Vehicle Fires	36	\$4,730.00
<b>4. TOTAL FIRE RESPONSES AND DOLLAR LOSS (Lines 1 through 3):</b>	<b>89</b>	<b>\$183,430.00</b>
<b>OTHER RESPONSES:</b>		
5. Overpressure Ruptures	1	
6. Rescue Calls	1,182	
7. Hazardous Conditions/Standby	94	
12. Service Calls	212	
13. Good Intent Calls	157	
14. False Calls	214	
<b>15. TOTAL RESPONSES AND DOLLAR LOSS (Lines 4 through 14)</b>	<b>\$1,949</b>	<b>\$183,430.00</b>

# ALARM CALLS 1988 - 1997

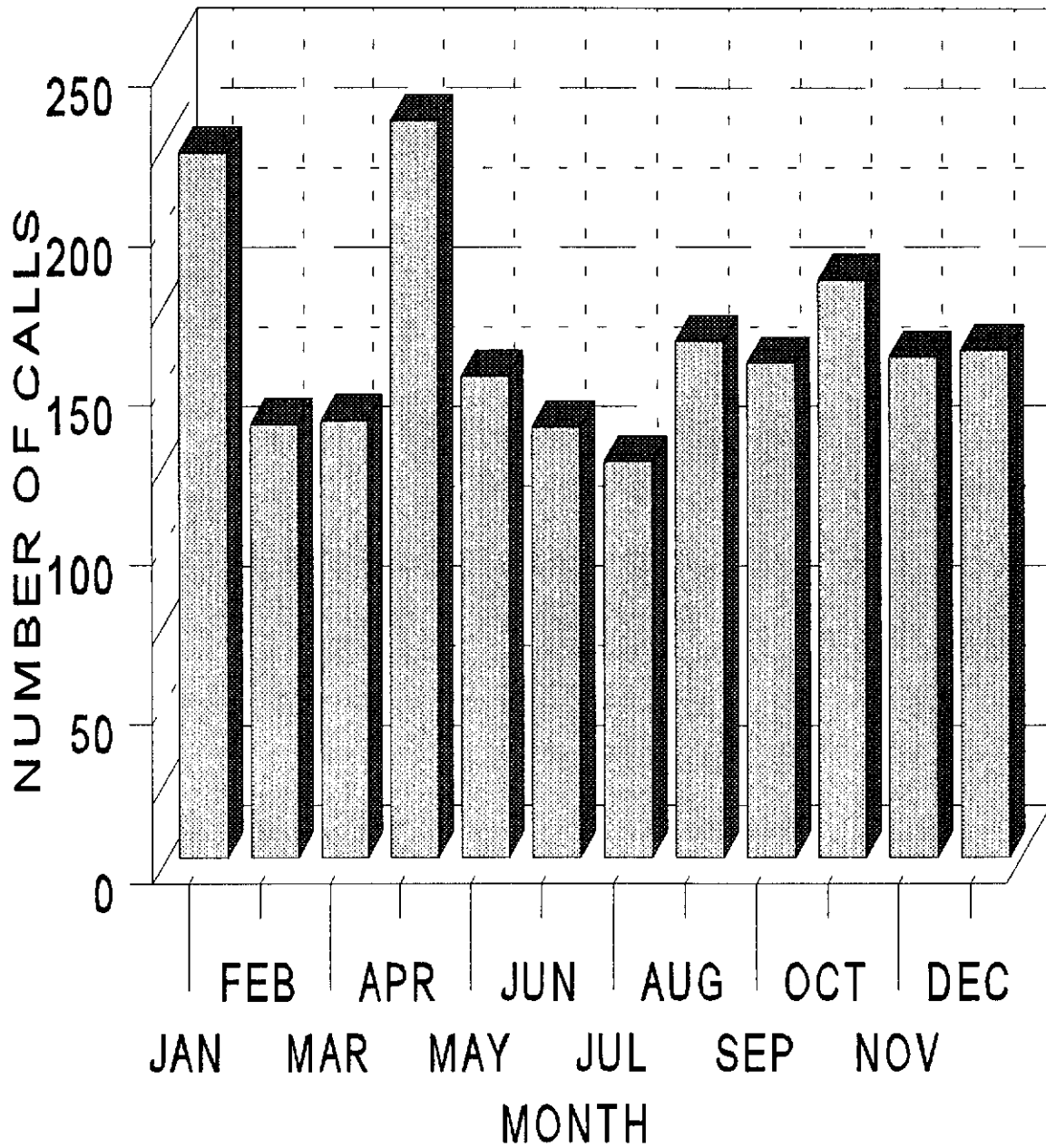


MEDICALS

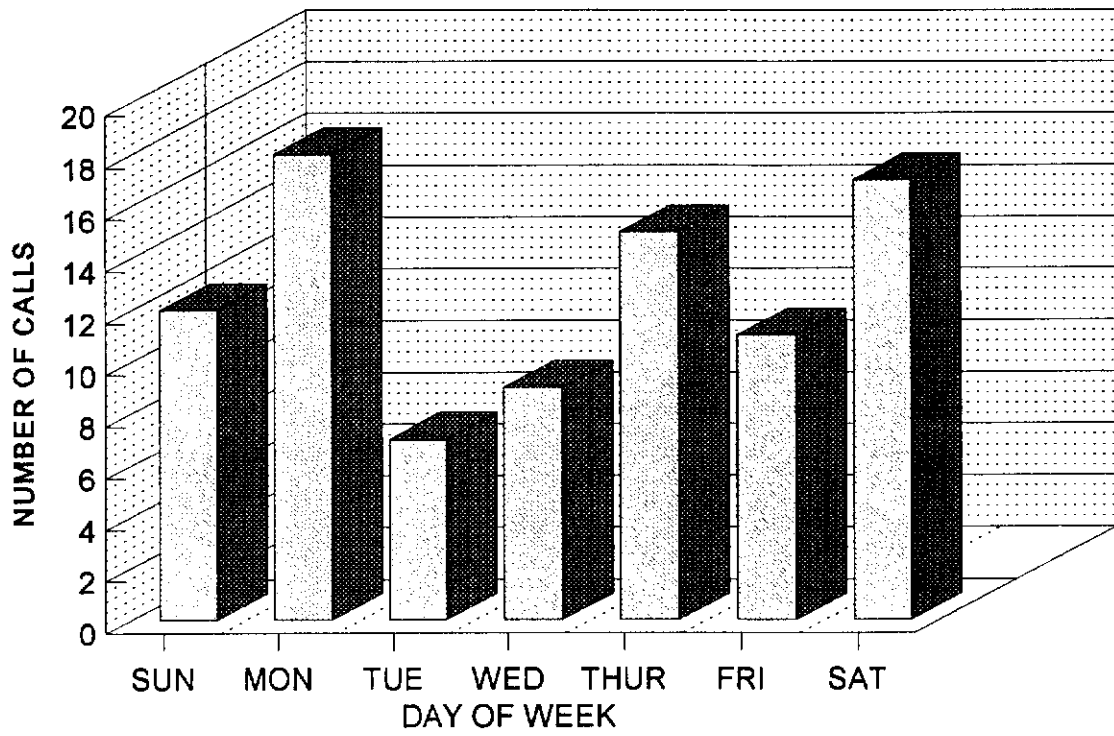


OTHER EMERGENCIES INCLUDING FIRE

# 1997 ALARM CALLS BY MONTH

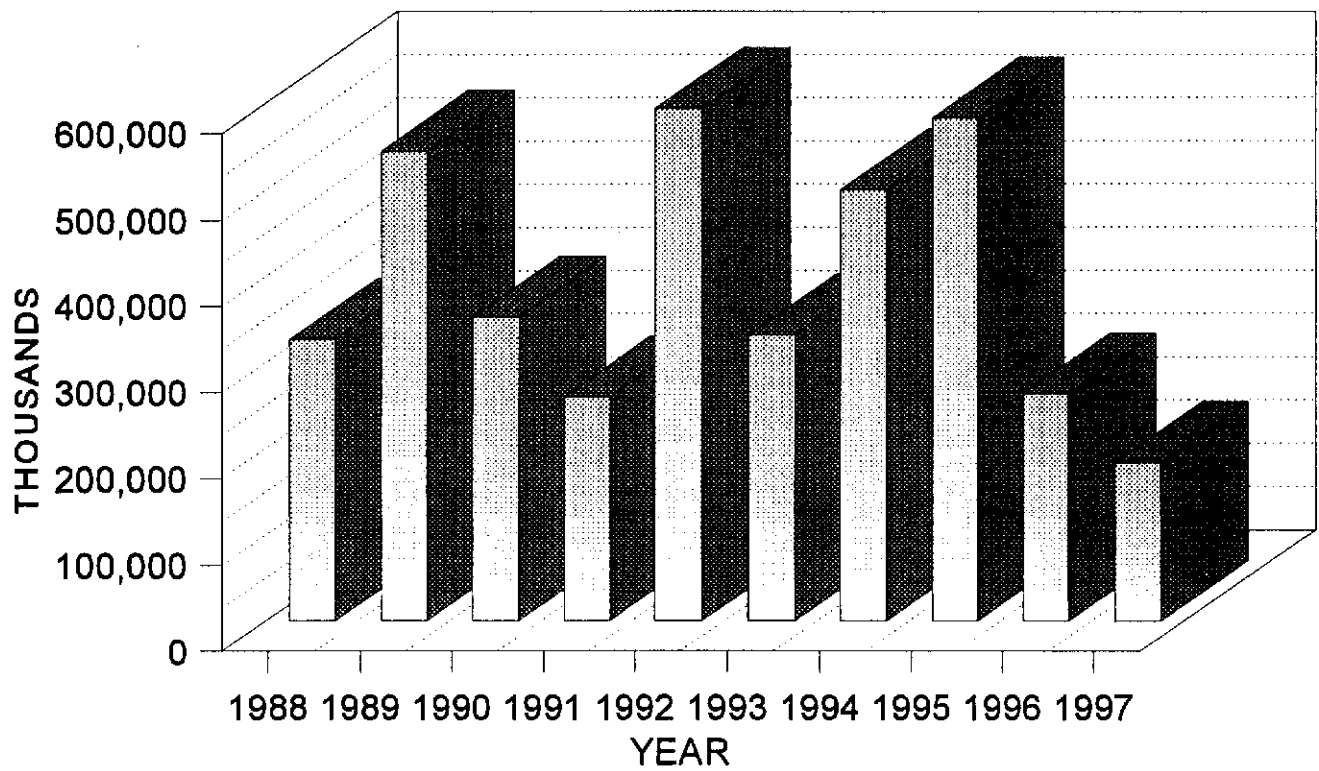


# 1997 FIRES BY DAY OF WEEK



# TEN YEAR FIRE HISTORY

1988 - 1997 DOLLAR LOSS



**FIRE DEPARTMENT VEHICLES  
1997**

<u>APPARATUS</u>	<u>STATION</u>	<u>TYPE OF APPARATUS</u>	<u>DESCRIPTION</u>	<u>YEAR</u>
Engine 1	North	1250 Pumper	General	1995
Engine 2	South	1250 Pumper	General	1995
Engine 3	North	1250 Pumper	Pierce	1985
Engine 4	South	1250 Pumper	Pierce	1985
Rescue 8	North	Utility Truck	GMC	1989
Ladder 1	North	Aerial Platform	Sutphen	1977
912	North	Pick-up Truck	Ford	1989
Chief 1	North	4 Door Passenger (Chiefs Car)	Chevy Lumina	1995
Chief 2	North	4 Door Passenger (Deputy Chief's Car)	Ford Taurus	1995
900	North	4 Door Passenger (Firefighter/Inspector)	Pontiac 6000	1987
902	North	4 Door Passenger (Fire Prevention)	Dodge Aries	1985
914	North	4 Door Passenger (Fire Prevention)	Ford Taurus	1995
922	North	4 Door Passenger (Building Codes)	Pontiac GrandAm	1994
923	North	4 Door Passenger (Environmental Health)	Dodge Aries	1985

CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
(218) 299-5434 FAX (218) 299-5072

**MEMORANDUM**

**TO:** Jim Antonen, City Manager  
**FROM:** Gary L. Schulz, Fire Chief *GLS*  
**RE:** 1997 Fire Prevention Annual Report

Enclosed is the 1997 annual report for the Fire Prevention Division. These reports include those from the Fire Marshal, Assistant Fire Marshal, Housing Inspectors and Fire Suppression Shift Inspectors.

As always, we feel the numbers in inspections made are important. I feel it shows there are violations being found, addressed and corrected. Because of these inspections and corrected violations, the property in Moorhead becomes safer for residents, the property values increase for the owners, and the neighborhoods maintain their individuality and neighborhood pride.

One important issue for Fire Prevention in 1997, was there was no loss of life in Moorhead. This brings the reality of the importance of fire inspections - to correct violations, and public fire education - to inform the public of possible fire hazards.

I strongly believe that Fire Prevention must remain an important part of the Moorhead Fire & Rescue Department.

13.



CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
 (218) 299-5434 FAX (218) 299-5072

**QUARTERLY FIRE PREVENTION REPORT**

JANUARY 1, 1997, THROUGH DECEMBER 31, 1997:

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Fire Prevention Man Hours on Field Inspections	37	127	79	128	371
Fire Prevention Bureau Inspections	53	254	135	155	597
Written Violations	37	96	50	75	258
Verbal Violations	6	31	14	23	74
Corrections	24	144	85	83	336
Housing Inspections	0	14	17	17	48
Units Inspected	0	24	17	18	59
Commercial Inspections	53	240	118	135	546
Building Code Inspections	0	0	0	3	3
New Inspections	28	153	71	93	345
Reinspections	14	97	64	72	247
Complaint Inspections	0	2	7	4	13

TIME SPENT IN THE FOLLOWING AREAS (HOURS):

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Meetings and Conferences	236	269	240	290	1035
Schools Attended	143	35	21	30	229
Fire Investigations	0	29	19	7	55
Fire Safety Classes Given	7	48	45	24	124
Fire Department Duties	159	561	372	387	1479
Court Related Appearances	0	2	1	0	3
Plan Checks	6	2	0	6	14
<b>TOTAL HOURS</b>	<b>551</b>	<b>946</b>	<b>698</b>	<b>744</b>	<b>2939</b>

Respectfully submitted,

*Gary L. Schulz*

Gary L. Schulz

Fire Marshal



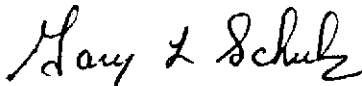


## **PUBLIC FIRE EDUCATION CLASSES**

**Public fire education classes were an important part of the 1997 Fire Prevention Program. The classes given included CPR, Fire Extinguisher Training, Fire Safety, Fire Safety & Evacuation, Fire Extinguisher Training, Fire Safety For Seniors, Holiday Fire Safety, Friendly Monster Program, Fire Safety in Rental Housing, Hazardous Materials Team, and Home Fire Safety.**

**The following statistics represent the entire public fire education classes given by the Moorhead Fire & Rescue Prevention Division in 1997.**

**Respectfully submitted,**



**Gary L. Schulz  
Fire Chief**

**1997 PUBLIC FIRE EDUCATION CLASSES GIVEN  
BY MOORHEAD FIRE PREVENTION DIVISION**

Page 1 of 2

<u>TYPE OF CLASS GIVEN</u>	<u>LOCATION</u>	<u>TOTAL NUMBER OF INDIVIDUALS</u>
CPR:	Annex Staff	6
Concordia Health Fair:	Concordia College	50
Fire Extinguisher Training:	Clay County Jailers	6
	Clay County Jailers	20
	Clay County Public Health	25
	Cobber Kid Club	15
	Moorhead Sports Center	6
	MSU Health Service	10
	MSU Night Watch	25
	MSU RA's & CMU Staff	60
	MSU Support Staff	50
	Productive Alternatives Staff	10
Tenneco	50	
Fire Safety:	Adult Education	20
	Christ the King Boy Scouts & Parents	100
Fire Safety & Evacuation:	Parkview Terrace	40
Fire Safety/Fire Exting. Class:	Clay County Health	35
	Clay County Social Services	25
	Great Beginnings	10
	Gull Harbor Group Home	15
	Moorhead Seniors	25
	Probstfield Migrant Teachers	100
	RR Electric	20
Washington Elementary	25	
Fire Safety/Fire Extinguishers/ Fire Evacuation Plan:	Cobbers Kid Corner	15
Fire Safety For Seniors:	Carriage House	25
Fire Safety Holiday Safety:	Washington Elementary	25

**1997 PUBLIC FIRE EDUCATION CLASSES GIVEN  
BY MOORHEAD FIRE PREVENTION DIVISION**

Page 2 of 2

<u>TYPE OF CLASS GIVEN</u>	<u>LOCATION</u>	<u>TOTAL NUMBER OF INDIVIDUALS</u>
Fire Safety in Rental Housing	Law Enforcement Center (Crime-free Multi-Housing)	15
Friendly Monster:	Edison Kindergarden	50
	Park Christian	49
	Probstfield Elementary	145
	Riverside Elementary	100
	St. Joseph's	30
	Thomas Edison	121
	Washington Elementary	186
Hazardous Materials Team	Moorhead Highway Host (Kiwanis)	25
	River Inn	22
Holiday Fire Safety:	City Hall Staff	25
	Washington Elementary	25
Home Fire Safety	Boy Scouts-Bethesda Lutheran	30
	<b>TOTAL:</b>	<b>1,636</b>

CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
(218) 299-5434 FAX (218) 299-5072

**MEMORANDUM**

**TO:** Gary L. Schulz, Fire Chief  
**FROM:** Marty Soeth, Deputy Chief *MS*  
**RE:** 1997 Suppression Annual Report

I have compiled a report reflecting the duties performed by the Suppression Division. In addition to responding to alarms, Suppression includes training and other services performed by Fire & Rescue personnel.

Continued training is essential to the Moorhead Fire & Rescue Department. In 1997, the department trained in houses provided by Moorhead State University. Training included fire rescue, foam application, exposure protection and various pumping applications.

In 1997, there was a total of 1,949 emergency calls; of this number, 1,182 were emergency medical responses.

Hazardous Materials training for our Regional HazMat Team has occupied a great deal of training time in the past year. A one ton van was purchased with State money and owned by the City. The van is equipped for HazMat responses and was put in service in the Fall of 1997.

The maintenance of equipment and facilities is extremely important to our department as reflected in our activity report. The Suppression Division's breakdown of activity hours for 1997 is found on the following page.

19.



**MOORHEAD FIRE & RESCUE SUPPRESSION DIVISION  
ACTIVITY HOURS FOR 1997**

<b>ACTIVITY</b>	<b>HOURS</b>
<b>Training</b>	<b>3658.5</b>
<b>Facility Maintenance</b>	<b>3080</b>
<b>Equipment Maintenance</b>	<b>3751</b>
<b>Inspections</b>	<b>447</b>
<b>Public Education</b>	<b>539.5</b>
<b>Administration</b>	<b>3005</b>
<b>Physical Training</b>	<b>1993</b>
<b>Fire Runs</b>	<b>1728.5</b>
<b>Medical Runs</b>	<b>1133</b>
<b>Flood</b>	<b>116</b>

## RENTAL REGISTRATION INSPECTION PROGRAM

The Rental Registration/Inspection Program was initiated in July of 1986. Since its inception the Rental Housing Program has moved forward to address the problems listed as critical neighborhood issues by the 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

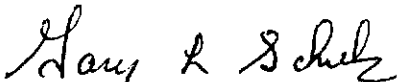
There are currently 957 properties registered as rental with a total of 4,604 individual units. In 1997, there were 1,509 housing inspections made. There were 2,631 written housing violations with 1,853 of these violations being fully corrected.

Although the total number of inspection made in 1997 decreased by 4% from 1996, the number of written violations increased by 36% and the number of corrections increased by 27.3%. These figures indicate increased enforcement and compliance with housing codes.

The Rental Housing Department is working hard to achieve its long term goal of inspecting all rental property every two years. In 1997 a concentrated effort has been made to identify those properties in most need of an inspection.

I believe these 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 of the noted violations.

Respectfully submitted,



Gary L. Schulz  
Fire Chief

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CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
 (218) 299-5434 FAX (218) 299-5072

**QUARTERLY RENTAL HOUSING REPORT**

JANUARY 1, 1997, THROUGH DECEMBER 31, 1997:

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Rental Housing Man Hours on Field Inspections	19	557	426	313	1315
Rental Registration Inspection Program Inspections	237	486	433	353	1509
Written Violations	413	1115	611	492	2631
Verbal Violations	6	12	0	1	19
Corrections	377	657	493	326	1853
Housing Inspections	217	486	433	353	1489
Units Inspected	198	1148	538	411	2295
New Inspections	76	244	184	228	732
Reinspections	139	242	249	135	765
Complaint Inspections	13	56	20	10	99

TIME SPENT IN THE FOLLOWING AREAS (HOURS):

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Meetings and Conferences	40	14	30	1	85
Schools Attended	27	1	0	0	28
Classes Given	0	0	0	0	0
Office Duties	0	0	0	0	0
Court Related Appearances	33	36	8	20	97
<b>TOTAL HOURS</b>	100	51	38	21	210

Respectfully submitted,

*Larry L. Schulz*

Larry L. Schulz  
 Fire Marshal

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## RENTAL HOUSING FEES COLLECTED IN 1997

MONTH	REINSPECTION FEES		LATE REGISTRATION		COPIES	
	1996	1997	1996	1997	1996	1997
JANUARY	0	\$25.00	\$80.00	\$50.00	\$5.00	0
FEBRUARY	0	\$25.00	\$30.00	0	\$5.00	0
MARCH	\$25.00	0	\$30.00	0	0	0
APRIL	\$50.00	\$175.00	\$40.00	\$240.00	0	0
MAY	\$25.00	\$25.00	\$140.00	\$40.00	\$5.00	0
JUNE	\$75.00	\$175.00	0	0	\$86.70	\$10.00
JULY	0	0	\$80.00	0	0	0
AUGUST	\$100.00	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0
OCTOBER	\$150.00	\$375.00	\$80.00	0	0	\$11.00
NOVEMBER	\$75.00	\$250.00	\$90.00	\$70.00	0	0
DECEMBER	\$50.00	\$400.00	\$60.00	\$740.00	0	0
<b>TOTAL</b>	<b>\$550.00</b>	<b>\$1450.00</b>	<b>\$630.00</b>	<b>\$1140.00</b>	<b>\$101.70</b>	<b>\$21.00</b>

QUARTER	REINSPECTION FEES		LATE REGISTRATION FEES		COPIES	
	1996	1997	1996	1997	1996	1997
JAN/FEB/MAR	\$25.00	\$50.00	\$140.00	\$50.00	\$10.00	0
APR/MAY/JUN	\$150.00	\$375.00	\$180.00	\$280.00	\$91.70	\$10.00
JUL/AUG/SEP	\$100.00	0	\$80.00	0	0	0
OCT/NOV/DEC	\$275.00	\$1025.00	\$230.00	\$810.00	0	\$11.00

rh\vh fees collected comparison report.wpd



CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560  
(218) 299-5434 FAX (218) 299-5072

**MEMORANDUM**

**TO:** Gary L. Schulz, Fire Chief

**FROM:** Don Lawrence, Director of Environmental Health *DL*

**RE:** Environmental Health Annual Report for 1997

The Environmental Health Division inspects all food/beverage/lodging, trailer courts, swimming pools, and vending machines. This Division also takes care of nuisance complaints and does plan review for new construction and remodeling of food/ beverage/lodging establishments. The Environmental Health Division has a delegation agreement with both the Minnesota Department of Health and Department of Agriculture regarding environmental affairs.

Classes are given upon request. Materials cover areas such as food sanitation and food manager training. The Moorhead's Mandatory Food Service Training Program, which was initiated in the mid 1970's, has become extremely popular. Presently, the State of Minnesota is incorporating the Mandatory Food Service Training Program in the new upcoming ordinance. When this becomes an ordinance, the local mandatory certification would have fulfilled it's primary function and will no longer be utilized.

The Citizen Action Requests, which are basically nuisance complaints we receive, have decreased. The nuisance complaints consist of junk vehicles, some communicable diseases, junk/debris, indoor/outdoor air problems, disposal of pesticides, oil spills, etc. Some of these complaints also occur in mobile home parks. It has been noted there have been marked improvements regarding nuisance conditions in mobile home parks. Also, presently there are two consulting firms that deal with indoor air problems. We use these



firms as referrals. We do have limited information regarding indoor air problems such as mold, radon, etc. However, this information is provided upon request. Some outdoor air problems can be referred to the Pollution

Control Agency. Oil spills or complaints of that nature are also referred to that agency.

There were 87 Citizen Action Requests this year - two were referred to the Pollution Control Agency, five were abated by the City, ten were referred to the office of the City Attorney where an estimated \$800.00 was collected in fines. Of the 404 nuisance inspections, some were incorporated with the inspection of mobile home courts.

The vending machines have increased since the program was initiated; in 1989, there were 62 machines and in 1997, there were 126.

Some of the positive changes in 1997, were:

- (1) The overall improvement of the conditions of the mobile home parks.
- (2) The enforcement/fee collections from the prosecutor's office.

CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

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ENVIRONMENTAL HEALTH REPORT  
 DIRECTOR

JAN. 1, 1997, THROUGH DEC. 31, 1997:

	TOTAL
Environmental Health Man Hours on Field Inspections	600
Environmental Health Inspections	824
Written Violations	787
Corrections	718
Lodging Inspections	17
Food Service Inspections	190
Mobile Home Park	5
Swimming Pools	60
Env. Health Complaint/Nuisance Inspections	404
Vending	126
Other	22

TIME SPENT IN OTHER AREAS (HOURS)

	TOTAL
Meetings and Conferences	149
Schools Attended	37
Classes Given	4
Court Related Appearances	0
Plan Checks	22
TOTAL HOURS	212

Respectfully submitted,

*Don Lawrence*

Don Lawrence  
 Director of Environmental Health



CITY OF  
**MOORHEAD**  
**FIRE AND RESCUE**

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(218) 299-5434 FAX (218) 299-5072

CITY OF MOORHEAD  
BUILDING CODES DIVISION  
ANNUAL REPORT - 1997

TO: Fire Chief Gary Schulz:

Included herein is the Division's Annual Report which contains comparisons of permit activity in 1997 to previous years and comments about the past year.

TABLE: 1988 - 1997 COMPARISONS OF  
CONSTRUCTION ACTIVITY BY  
MAJOR CATEGORY -----Page 31

TABLE: 1988 - 1997 PERMIT, VALUATION  
AND REVENUE COMPARISONS-----Page 32

COMMENTS:-----Page 33

Sincerely,



Richard Davidson  
Building/Zoning Official

RD:gn



## COMPARISONS OF MAJOR CATEGORY BUILDING ACTIVITY

YEAR	SINGLE FAMILY DWELLINGS	MULTIPLE DWELLINGS	(NEW & REMODEL) COMMERCIAL	MISC. BLDGS & RES. REMODEL	TOTAL PERMITS & VALUATION
1988	103 permits	10 perm(38 units)	130 permits	322 permits	565 permits
VAL.	\$7,490,250	\$1,093,000	\$9,178,570	\$1,248,161	\$19,009,981
1989	86 permits	8 perm(66 units)	120 permits	220 permits	468 permits
VAL.	\$7,093,500	\$1,984,000	\$14,696,285	\$860,635	\$24,634,420
1990	65 permits	9 perm(64 units)	130 permits	205 permits	447 permits
VAL.	\$5,372,000	\$1,204,000	\$13,131,260	\$1,222,756	\$21,012,716
1991	56 permits	11 perm(128 units)	134 permits	256 permits	513 permits
VAL.	\$4,804,900	\$3,414,000	\$13,442,021	\$1,424,338	\$23,085,259
1992	135 permits	5 perm(76 units)	110 permits	318 permits	615 permits
VAL.	\$11,731,334	\$2,680,000	\$3,722,820	\$1,836,062	\$19,970,216
1993	141 permits	17 perm(155 units)	138 permits	373 permits	729 permits
VAL.	\$13,660,500	\$3,623,000	\$24,248,351	\$2,022,671	\$43,554,522
1994	72 permits	13 perm(51 units)	113 permits	376 permits	686 permits
VAL.	\$7,678,000	\$2,104,500	\$13,959,123	2,909,893	\$26,651,516
1995	128 permits	3 perm(6 units)	121 permits	319 permits	649 permits
VAL.	\$12,092,300	\$390,000	\$8,131,729	\$3,217,655	\$23,831,684
1996	77 permits	2 perm(4 units)	111 permits	312 permits	554 permits
VAL.	\$7,956,300	\$240,000	14,541,159	2,332,488	\$25,069,947
1997	52 permits	5 perm(20 units)	101 permits	371 permits	620 permits
VAL.	\$5,904,000	\$1,204,000	\$9,460,260	\$4,134,208	\$20,702,468

**1988 THROUGH 1997 COMPARISONS OF VALUATIONS, PERMITS & REVENUE TABLE**

YEAR	BUILDING PERMIT VALUATION	BLDG. PERMITS ISSUED	BUILDING PERMIT REVENUE	PLUMB PERM. ISSUED	PLUMB PERMIT REVENUE	HTG PERM. ISSUED	HEATING PERMIT REVENUE	PLB & HTG LICENSE FEES	OTHER FEES	TOTAL STATE SURCHG.	TOTAL NO. OF PERMITS	TOTAL REVENUE
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
1990	21,012,716	447	77,077.00	432	19,389.00	368	9,240.00	5,030	3,575.00	10,761.60	1,247	125,072.60
1991	23,085,259	513	74,398.50	426	21,132.00	387	12,022.00	4,540	2,525.00	11,279.00	1,326	125,896.50
1992	19,970,216	615	79,644.50	324	21,363.50	390	12,722.00	2,810	6,860.00	11,056.50	1,329	134,456.50
1993	43,554,522	729	148,686.50	288	23,330.00	512	17,731.00	4,830	3,540.00	21,283.52	1,529	219,401.02
1994	26,651,516	686	101,530.00	971	30,150.00	468	15,558.00	3,790	1,590.00	14,515.20	2,125	167,133.20
1995	23,831,684	649	93,139.50	776	28,374.00	591	18,064.00	2,190	1,640.00	13,518.00	2,016	156,925.50
1996	25,069,947	554	93,735.75	650	22,585.00	565	19,033.00	3,420	1,785.00	13,464.00	1,769	154,022.75
1997	20,702,468	621	75,175.00	381	14,396.50	647	19,407.00	3,495	1,905.00	11,675.50	1,649	126,054.00

## THE DEPARTMENT

The Moorhead Codes Office, which is located in the Main Fire Station Annex, is staffed by a Building Official, a Plumbing/Heating/Building Inspector, a half-time Building Inspector, and an Office Specialist.

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

- State Building Code - 1994 Uniform Building Code
- State Mechanical Code - 1991 Uniform Mechanical Code
- State Plumbing Code
- State Handicapped Code - ANSI A117.1
- State Energy Code
- State Floodproofing Code
- State Architectural Registration Laws
- City Zoning Ordinance and other related City Ordinances
- Contractor Licensing - City and State

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

In addition, the Codes Office also supervises the collection of a wide variety of fees such as sewer hookup and gas hookup fees and administers compliance with agreements entered into between the city and developers and homeowners such as easements, bike paths, sewer hookup lists, and covenants.

Enforcement of the Zoning Ordinance occupies a significant amount of staff time with Board of Adjustment activities, complaint investigations, ordinance reviews, inquires from the public, and public meetings heading the list.

Staff members are also involved in a wide variety of other projects that include the preparation of a myriad of reports, public education, handling of complaints and inquiries, attending various meetings, reviewing and recommending changes in city ordinances, staff education, and providing information for other city departments and the public. Providing information to the public involves not only answering questions and providing handouts in the Codes Office but attending public meetings, Chamber of Commerce meetings, classes at local colleges, and teaching contractor licensing classes.

## THE YEAR 1997

The 620 building permits issued in 1997 was an increase of 12 percent over the number issued in 1996. The 1,649 total permits issued was a slight reduction over the previous year.

New home construction dropped to 52 units from the 77 constructed in 1996. The total value of new single family residential construction was \$5.9 million.

Commercial construction was also down in 1997. Valuation for the year totaled \$9.5 million which compared to \$14.5 million in 1996. Residential remodeling, with permits valued at \$4.1 million, was the bright spot showing a 78% increase.

#### INCOME

Total revenues were \$126,000 with building permit fees (\$75,175) accounting for 59% of all revenue collected.

#### PERSONNEL STATUS

Don Sakry started his eighth year as Building/Plumbing/Heating Inspector. Don also assists with plan review, permit issuance, and answering code questions. Don attended the International Association of Plumbing and Mechanical Officials Annual Conference in Phoenix, Arizona, in September.

Gail Nelson completed ten years of service to the City of Moorhead in 1997 as an Office Specialist. In addition to clerical duties, Gail prepares more than 40 technical reports each year, supervises contractor licensing, issues nearly 1500 permits, and directs inspection calls. In addition Gail is receiving on the job training to allow her to assume a more technical role.

Kurt Wenzel started his fifth year in the Codes Office. Kurt has quickly picked up our system and has been a valuable addition to our staff. Kurt also makes all of the Housing Rehab inspections.

Rick Davidson completed ten years of service in 1997 as Building Official and Zoning Administrator. Rick is also active in the Northwest Minnesota Chapter of Building Officials serving on the legislative committee and was sponsored to attend the CABO code change hearings in San Diego in October to argue various code change proposals.

#### SUMMARY

1997 was a very good construction year in the City of Moorhead with totals being just below the five year average. Staff members continued their goal to provide fast and efficient service. This goal has been realized as complaints continue at extremely low levels and positive public comments are frequent. This is important to note because our office has more than 10,000 public contacts in an average year.

With new home and commercial construction expected to rise in 1998, the Moorhead construction economy appears healthy.





Norwest Bank Minnesota West, N.A.  
730 Center Avenue  
Post Office Box 340  
Moorhead, Minnesota 56561-0340  
218/233-6183

September 16, 1997

Mr. Gary L. Schulz, Fire Chief  
Moorhead Fire Department  
111 12th St N  
Moorhead, MN 56560

Dear Mr. Schulz:

Just a quick note to thank you again for taking time to come and observe our fire drill at our 730 Center Avenue location. I appreciate your recommendations and that you took the time to visit with the employees. Also, thanks for reviewing our other locations' evacuation plans.

Sincerely,

A handwritten signature in cursive script that reads 'Denise'.

Denise Halland  
Market Operations Specialist

March 12, 1997

Dear Moorhead Police Officers,

On February 25, I was injured in an accident at M.B. Johnson Park in North Moorhead. My right leg was severely broken and I definitely needed the help of our community's emergency personnel.

I am very grateful for the excellent, professional care I received. Even though I was somewhat frightened, probably in shock, and definitely in pain, I couldn't help but notice how quickly our police officers responded. The wail of a siren never sounded better and the appearance of uniformed officers never looked better. I was further impressed with the efficient cooperation between the

police, fire, and ambulance crew. They explained every step and made every effort to keep me calm and comfortable.

Our community is fortunate to have such highly trained, caring professionals ready to respond so quickly and efficiently.

Thank you for being there for me

Gratefully yours,

Tom Case

1806 South 19th St  
Moorhead, MN  
56560

1-20-97

To The Firemen who  
responded to our car  
fire the early morning  
of January 10th:

My family and I want to  
thank you for the quick  
response to our car fire that  
night. It was a frightening  
experience, you put us at  
ease, and we thank you.  
I'm just so sorry it was  
such a bitterly cold night.

Sincerely,  
Terril Pederson &  
Family

1-29-97

Todd and Harlen,

A huge thanks for the wonderful  
tour you gave for us this morning.  
The children were all so excited!  
You did a great job!  
Also Todd... you better watch out  
for your job 😊!

Sincerely -  
Jody Harms ECFE

Many Thanks for your quick response on  
January 15 1997 -  
you are truly a credit to our  
community

---

*[Handwritten signature]*

Dear Fire Dept. members, August 31, 1997

On August 22<sup>nd</sup> several members of the Moorhead Fire Department were kind enough to attend our neighborhood Block Club Party. The appearance of the fire truck and the demonstrations and presentation the men gave provided a very interesting and educational program for young and old alike. On behalf of the Sharp Block Club, thank you so much for this valuable community service!

Sincerely,  
Sylvia Lell

Thanks for taking  
the time to come  
and talk to us about  
fire prevention

Wagon Howard

Thanks.

Paul Harrison staff

and

Residents

Mark

Cinderella  
Dorset  
Marcia

Julie  
Backman Charles

Doris  
Glabrian  
Recio.

Rick

Joe

Dear Mr. Erickson,

Just a note to thank  
you for coming and  
setting up a fire safety  
booth at our Concordia  
Health fair. We really  
appreciate you coming  
and helping to make  
our event a success!  
Thanks again.

Sincerely,

Staci Boltner  
Nurse Committee

Dear Todd,

Thank you for the informative  
in service and demonstration on  
fire safety and use of fire ex-  
tinguishers you presented to the  
Senior Companions. I heard  
many comments from the group  
on how beneficial the demonstration  
was. Thank you again.

Sincerely,

Kathy Johnson  
Public Health Nurse

Public Health

Administration and Health Education	Suite 303	299-5220
Adult Home Care and Maternal-Child Health (MCH)	Suite 303	299-5220
Immunization and HIV Testing / Counseling	Suite 303	299-5220
Environmental Health	Suite 303	299-5220
Clay County Receiving Center	Suite 303	299-5171
Women, Infants and Children (WIC)	Suite 103	299-5074

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February 26, 1997

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

Dear Todd:

Thank you for speaking to the Clay County Public Health staff on fire safety. I felt that the session went very well and the participants came away with some valuable information.

Enclosed you will find the results of the evaluations completed for the Fire Safety Inservice. I hope this information will be of use to you.

Again, thank you for your time and expertise. I look forward to working with you next year and I appreciated the suggestion of having the Fire Safety Inservice during a time when we can be outside to use fire extinguishers. Have a great day!

Sincerely,

Holly Bergo  
Health Educator



# Concordia College

MOORHEAD, MINNESOTA

September 4, 1997

Moorhead Fire Department  
Attn: Todd Erickson  
111 12<sup>th</sup> Street North  
Moorhead, MN 56560

Dear Todd:

Now that the dust has settled somewhat following the beginning of classes, I want to pass along a sincere thank you for participating in our residence assistant training and helping to prepare them for possible fire emergencies.

It would be naïve to think that these staff members won't encounter any situations this coming year where this information won't be helpful. Thanks to your help we should be better prepared to respond properly and effectively when they do occur.

Thanks again!

Jim Meier  
Associate Dean of Students

**EVALUATION FORM**  
**FIRE SAFETY INSERVICE**  
**SPEAKER: TODD ERICKSON, MOORHEAD FIRE DEPARTMENT**  
**FEBRUARY 25, 1997**  
**3:30 TO 4:30 p.m.**  
**ROOM 4 - FSC**

1. I was satisfied with the presentation:

24 Yes

0 No Why? \_\_\_\_\_

2. The speaker was:

12 Excellent

8 Very Good

4 Good

0 Fair

0 Poor

3. The most helpful portion of the inservice was: (Check all that apply)

17 Video 23 Lecture 5 Handouts 1 Other (Please explain)

\* Statistics

\* Printed agenda good for note taking

4. To improve this session, I would suggest:

- Being able to actually practice using a fire extinguisher
- Trying out extinguishers
- More information about home inspectors



5. Any other comments:

- Very informative. Great information, Thanks!
- Were CEU's available?
- Very interesting & informative
- Great job, humor really adds to an interesting session
- After hearing about his father, no wonder he became a Fire Marshal
- Good information on fire extinguishers, and how to use, I just assumed I knew how.

\*\*\* There were 29 people in attendance. 24 filled out evaluation forms.

## **SPECIAL RECOGNITION**

**Don Sakry, Plumbing/Mechanical and Building Inspector, was chosen as February's Pride of Moorhead winner. Don has worked for the City for eight years and is the primary field inspector for commercial, industrial, and multi-family projects. He also aids in permit writing and plan reviews of new and expanded buildings. Don is a dedicated and responsible employee who is willing to lend a hand with a project, or take on additional responsibilities. Don is easy to work with and always has a smile on his face. Congratulations Don!**

**Don Johnson (D.J.), Assistant Fire Chief, was March's Pride of Moorhead winner. Don has worked for the Moorhead Fire & Rescue Department for 33 years. He is responsible for the daily activities of his shift in addition to fire suppression for the City of Moorhead. Don is constantly preparing his shift with training and classes that exceed those required by the department. Congratulations Don!**

**Jeff Wallin, Firefighter, was selected as April's Pride of Moorhead winner. Jeff is well respected by his colleagues, and his Firefighter skills are a definite asset to the Moorhead Fire & Rescue Department. Jeff is also very knowledgeable about computers and has assisted the department with programs and other various projects. Congratulations Jeff!**

**Clay Dietrich, Fire Lieutenant, was chosen as July's Pride of Moorhead winner. Clay is in charge of the South Station. He knows his job and does it well. Clay took a large leadership role in the Fire/Codes Garage Building project using his construction skills to help design and establish the garage. Clay used many of his tools and came in to work on his days off to help correct problems and complete the project. Congratulations Clay!**

**Mike Saulsbury, Fire Fighter/Acting Officer, was chosen as September's Pride of Moorhead winner. Mike is always willing to give station tours to educate the public on the duties and responsibilities of the Moorhead Fire & Rescue Department. He is a nationally registered EMT and has an excellent manner with both patients and family members during times of emergency. Mike is well respected by his colleagues and is extremely reliable. Congratulations Mike!**

**Amy Weigel, Office Specialist, was selected at November's Pride of Moorhead winner. The City of Moorhead has over 4,000 rental units. Amy is responsible for the office work in both Rental Housing and Community Development Rehabilitation which is a program for individuals who own a home but cannot afford to make improvements. Amy is always courteous and professional and has a smile for everyone. She willingly gives her own time to complete tasks and is flexible with her schedule to meet the needs of the department and customer. Congratulations Amy!**