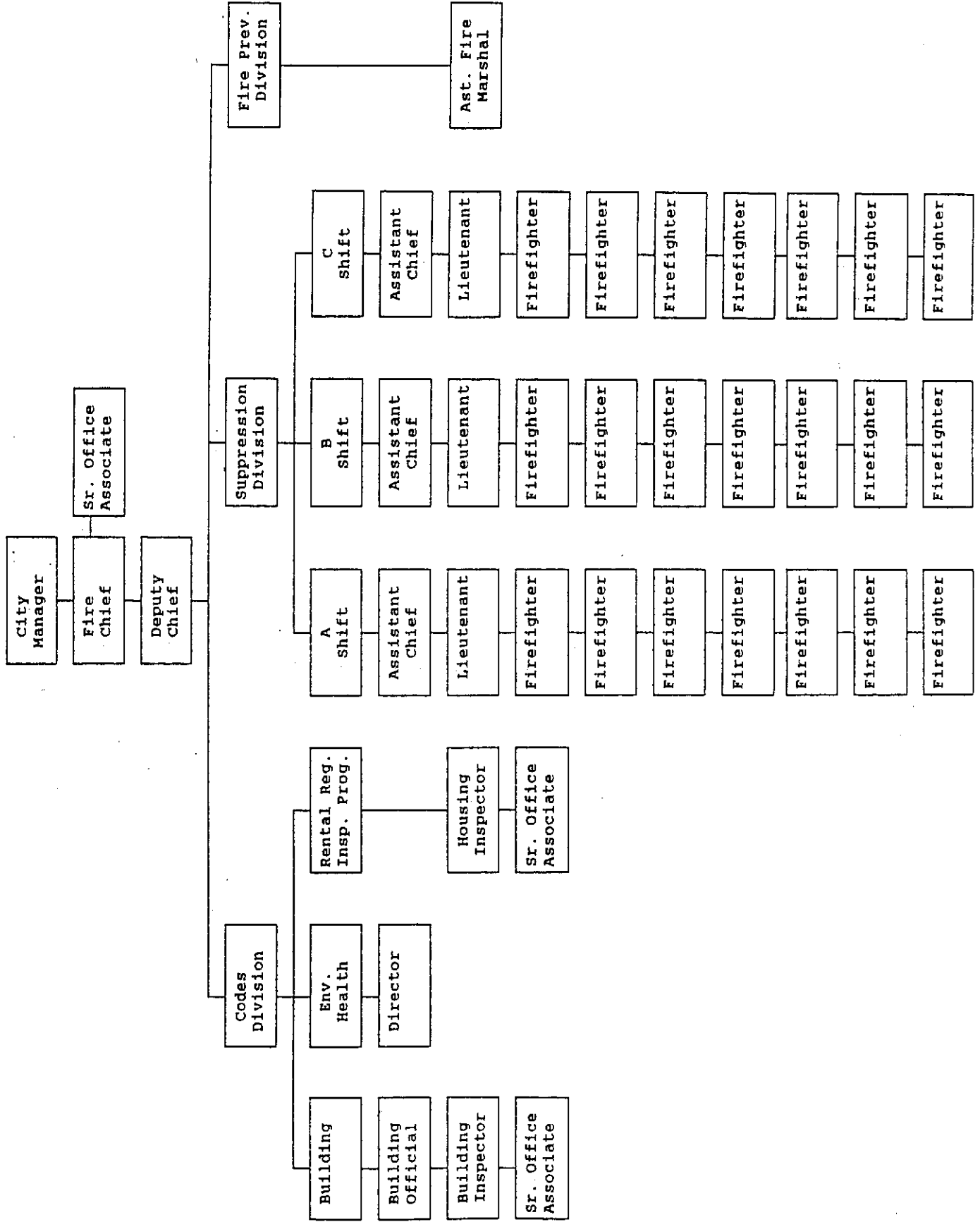


M O O R H E A D F I R E
D I V I S I O N S
1 9 9 2
A N N U A L R E P O R T

1992 MOORHEAD FIRE & RESCUE DEPARTMENT
ORGANIZATIONAL CHART



T A B L E O F C O N T E N T S

Chief's Report.....1
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CITY OF
MOORHEAD
FIRE AND RESCUE

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

MEMORANDUM

TO: James Antonen, City Manager
FROM: Gary L. Schulz, Fire Chief *GLS*
RE: 1992 Fire & Rescue Annual Report

There were 1,394 emergency runs in 1992 as compared to 1,359 in 1991, which is an increase of approximately 2.5%.

The total fire loss for 1992 was \$593,085.00, which is an increase of approximately 128.6% compared with the total fire loss of \$259,300.00 in 1991. Contributing to this dollar loss figure were four structure fires with losses ranging from \$80,000.00 to over \$100,000.00; these fires alone totaled \$352,000.00.

The emergency medical responses for 1992 totaled 914, which is approximately 65.5% of the total emergency responses for the Moorhead Fire & Rescue. These figures correspond to the national statistics of medical responses. I believe these figures show the need for this service and the City's dedication to the elderly and health care. The citizens continually show their desire for and support of this service, and these figures continually prove the dedication and expertise of the Fire Fighters who respond to the emergency situations.

There were no fire deaths in our community in 1992.

There were many changes and events that occurred in our department in 1992, such as retirements, promotions and hiring of new Fire Fighters. Also, the Fire & Rescue Department purchased state-of-the-art turn out gear for all Fire Fighters in this year. The changes that took place in 1992 are listed below:

January:

The Moorhead Fire & Rescue Department obtained the National Fire Incident Reporting System (NFIRS) program for the computer at the Main Station. All emergency responses are entered in the computer, and the program is able to sort information and produce interesting and valuable reports.



March:

Don Johnson, Fire Fighter, was promoted to the position of Lieutenant.

April:

Assistant Fire Marshal, Al Bandvik, passed away from injuries he suffered in a motorcycle accident in March, 1992. It was an enormous loss and shock to all of us at the Fire Department. Al's quick wit, friendship, and knowledge have been missed by all of us at the Fire Department.

June:

Lieutenant Dave Pederson retired.

July:

Terry Beach, Fire Fighter, was promoted to Fire Lieutenant. Four Fire Fighters were hired in July, they were: Robert Kari, Todd Erickson, John Peterson, and Richard Eggert.

August:

Greg Doeden, Fire Fighter, was promoted to Assistant Fire Marshal. Dean Nelson, Assistant Chief, retired.

September:

Fire Fighter, Lyle Gernand, was promoted to Lieutenant. Assistant Chief, Morrie Kelsven, retired.

October:

Marty Soeth, Captain/Training Director, was promoted to Deputy Chief. Clay Dietrich, Fire Fighter, was promoted to Lieutenant. Guy Burnett was hired as Fire Fighter.

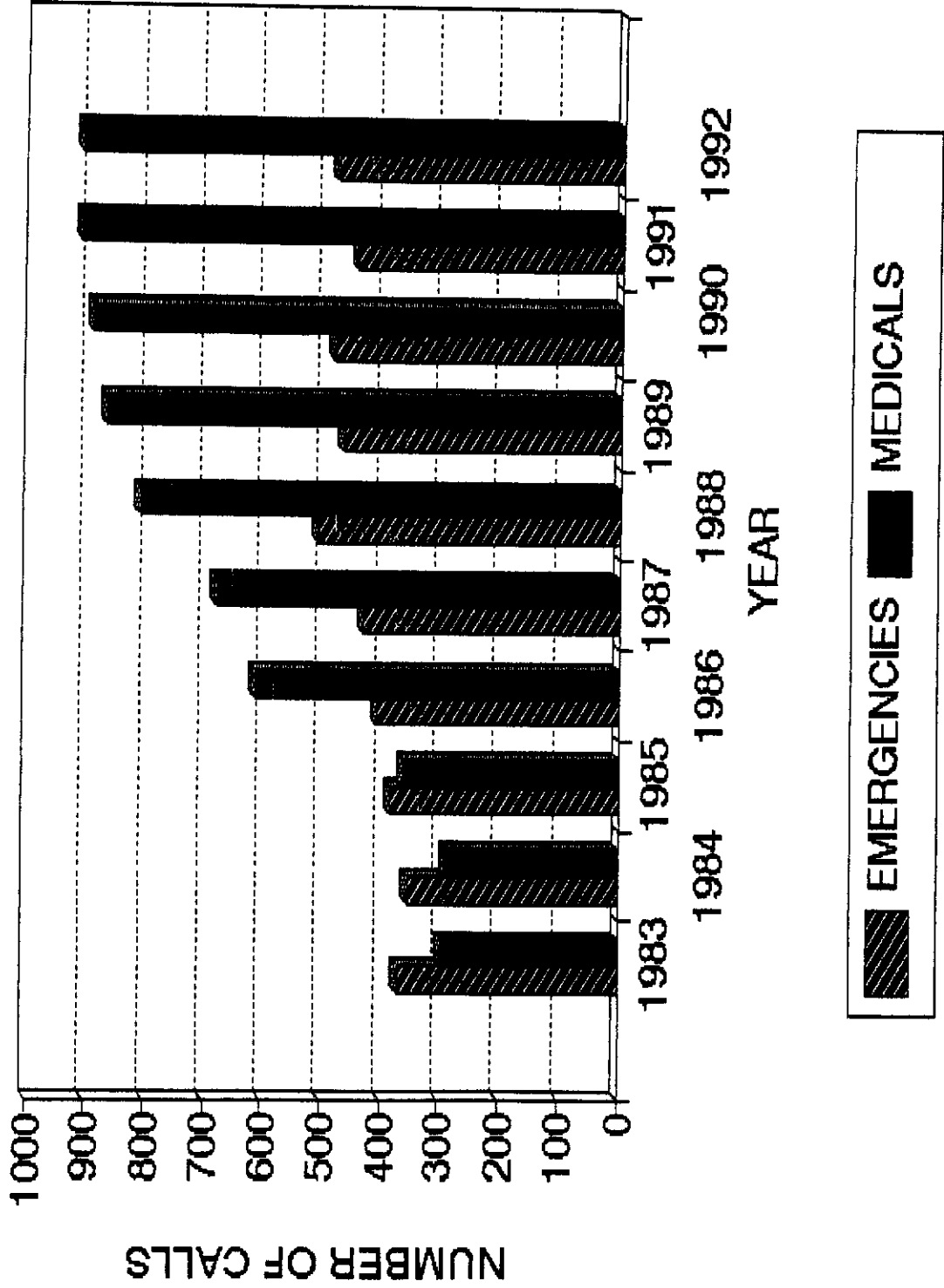
I feel a very special thanks must go to the Fire Fighters and Officers of the Moorhead Fire & Rescue and also to all the employees of the Fire Administration Office. Without their experience, dedication and support, the Moorhead Fire & Rescue Department and Codes Office could not operate as efficiently 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.

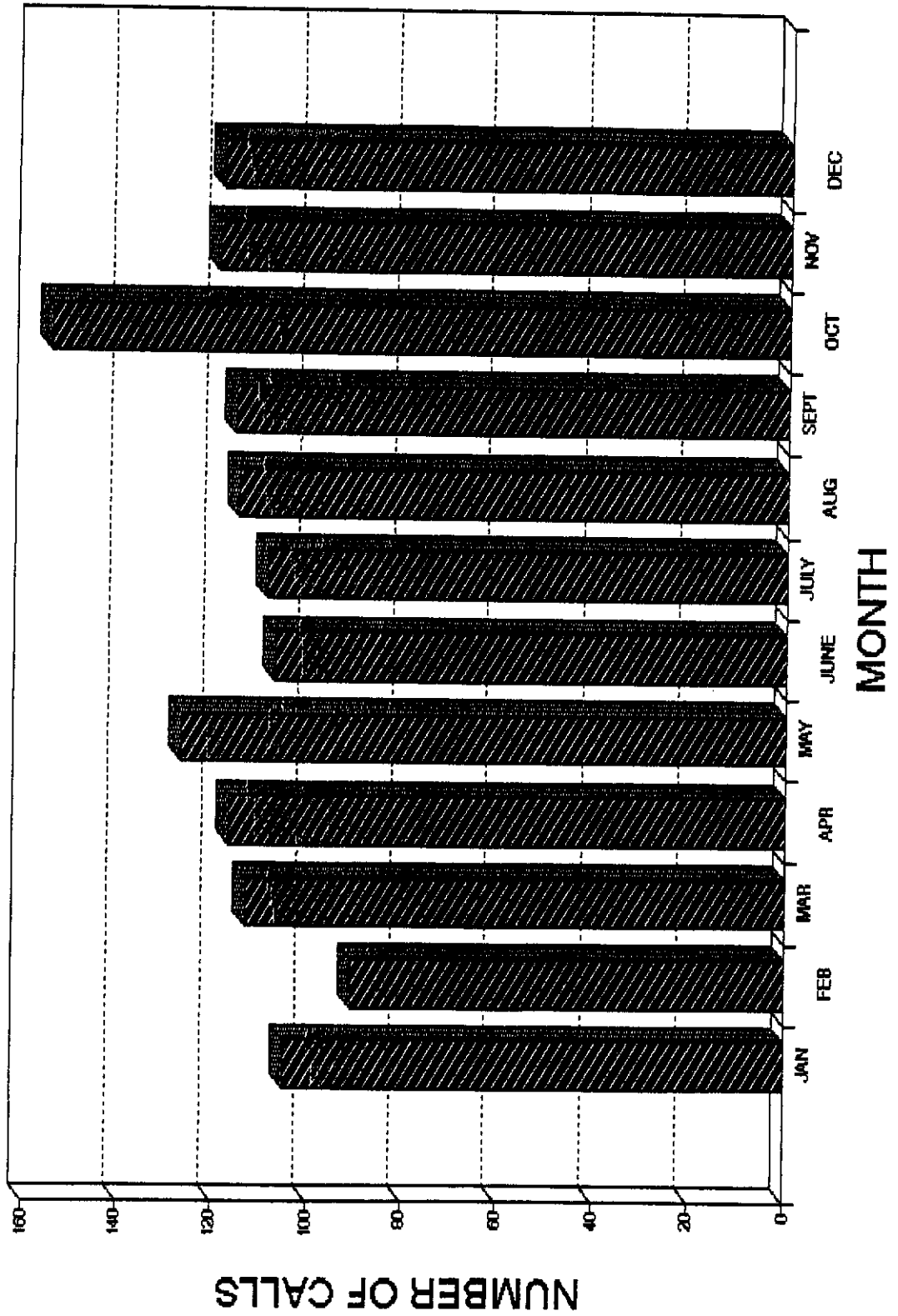
1992
 BREAKDOWN OF RESPONSES
 ACCORDING TO PROPERTY USE

RESPONSES ACCORDING TO PROPERTY USE (Occupant)	NUMBER OF RESPONSES	ESTIMATED PROPERTY DAMAGE FROM FIRE
1. Private Dwellings (1-2 family) including mobile homes	26	\$341,160.00
2. Apartments (3 or more families)	11	162,000.00
3. Hotels & Motels	2	32,000.00
4. TOTAL RESIDENTIAL RESPONSES (SUM OF LINES 1 THROUGH 3)	39	\$535,160.00
5. Public Assembly (Church, restaurant, etc.)	3	14,000.00
6. Schools & colleges	2	250.00
7. Health Care (Hospitals, Nursing Homes, etc.)	0	0
8. Stores & Offices	0	0
9. Industry, Utility, Manufacturing, etc.	3	15,000.00
10. Storage in Structures (vehicle storage garages, general storage, etc.)	0	0
11. Other structures (vacant buildings, etc.)	0	0
12. TOTALS FOR STRUCTURE FIRES (SUM OF LINES 4 THROUGH 11)	47	\$564,410.00
13. Fires in highway vehicles (autos, trucks, etc.)	22	28,675.00
14. Fires outside of structures with value involved, but not vehicles (outside storage, timber, etc.)	7	0
15. Fires in brush, grass, with no value involved	12	0
16. Fires in rubbish, dumpsters	19	0
17. Other fires	0	0
18. TOTAL FOR RESPONSES (SUM OF LINES 12 THROUGH 17)	107	\$593,085.00
19. Rescue, Emergency Medical responses	914	0
20. False alarm responses (malicious or unintentional false calls, system malfunctions, bomb scares)	166	0
21. Mutual aid or assistance responses	1	0
22. Hazardous Materials Responses (Spills, etc.)	42	0
23. Other Hazardous Responses (arcing wires, power line down, etc.)	2	0
24. All other responses (smoke scare, lock outs, animal rescues, etc.)	162	0
25. TOTAL FOR ALL INCIDENTS (SUM OF LINES 18 THROUGH 24)	1,394	\$593,085.00

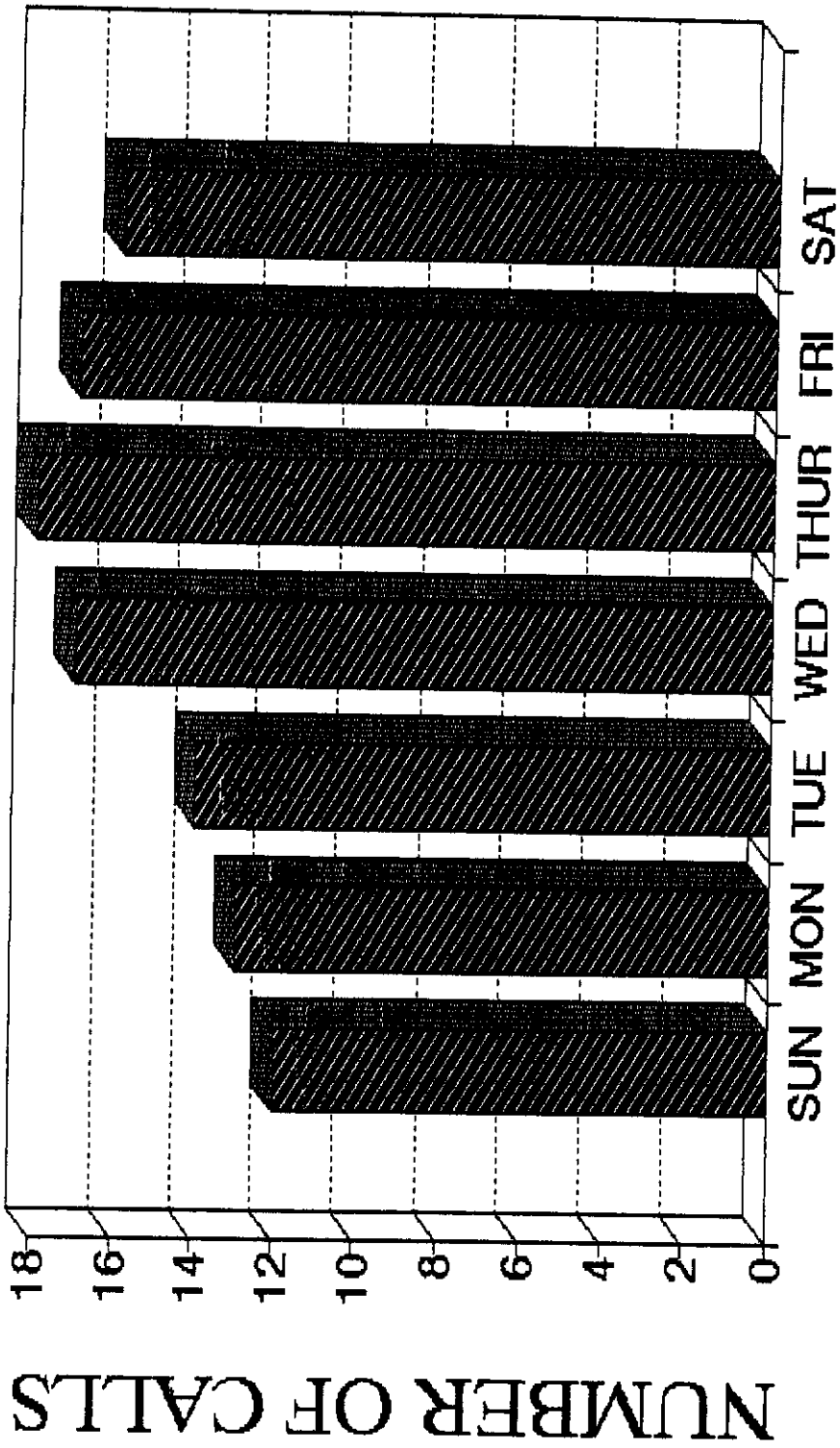
ALARM CALLS 1983-1992



ALARM CALLS BY MONTH

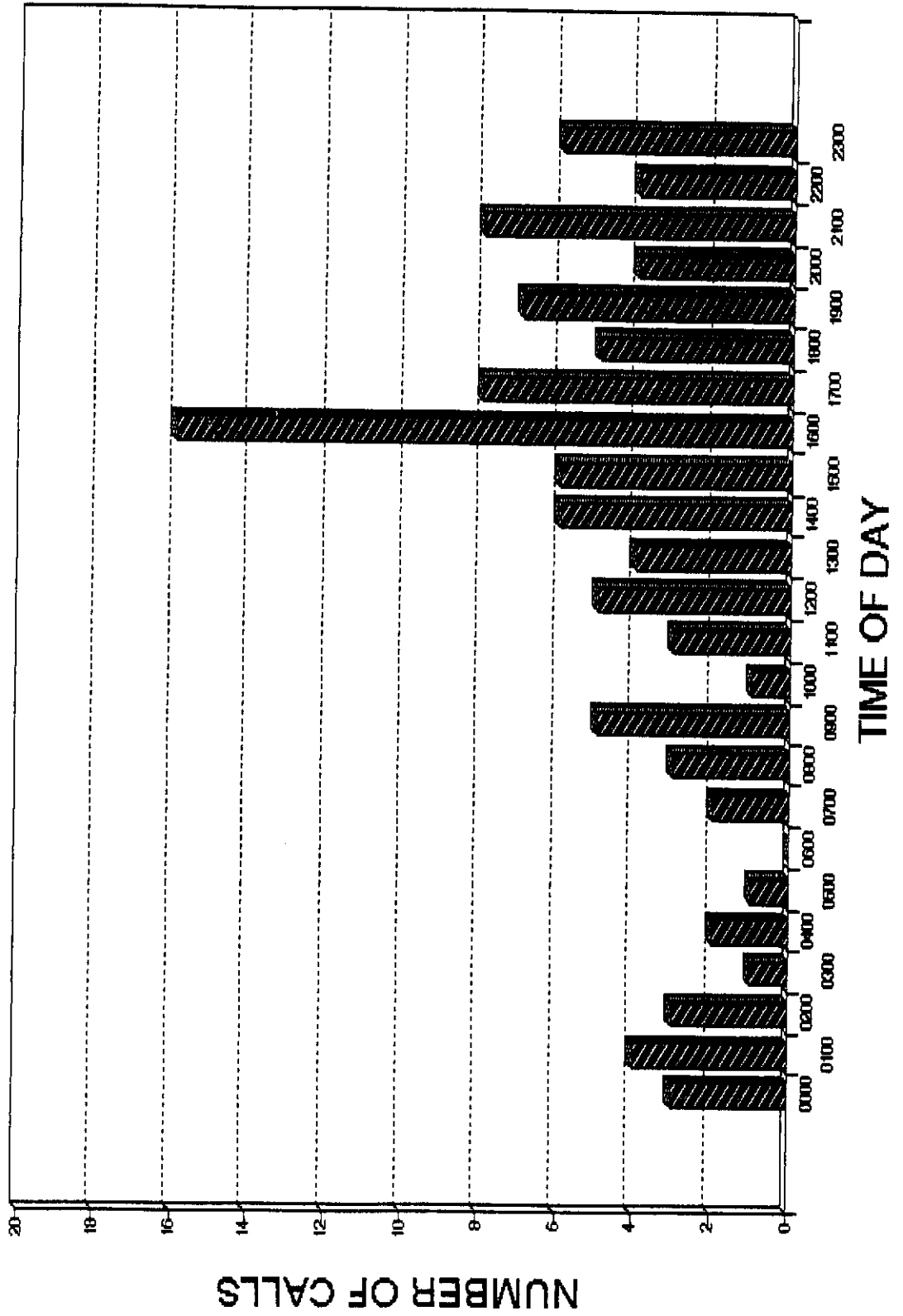


1992 FIRES BY DAY OF WEEK

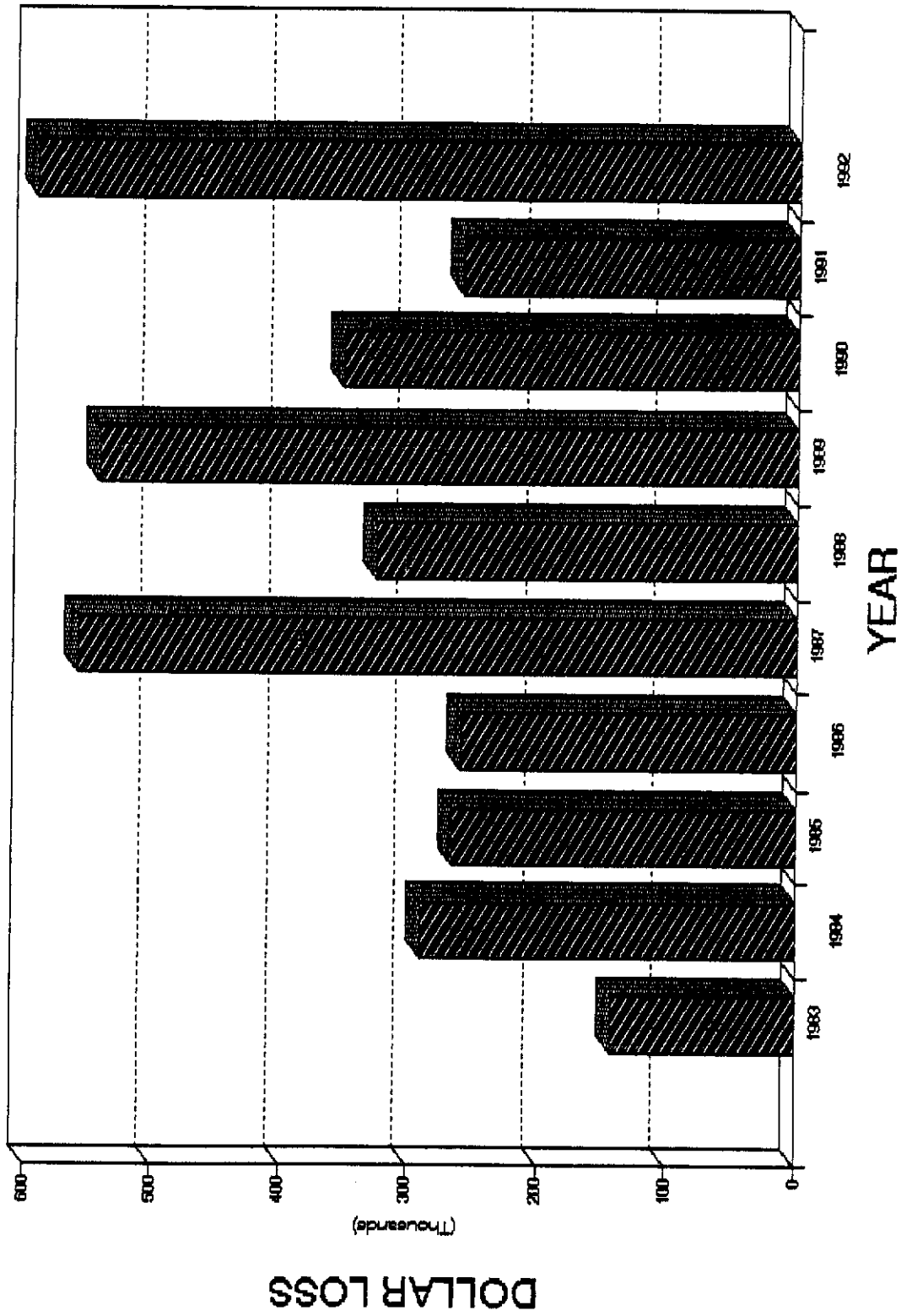


DAY OF WEEK

1992 FIRE RUNS BY TIME OF DAY



TEN YEAR FIRE HISTORY



FIRE DEPARTMENT VEHICLES
1992

<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 (Env. Health)	Dodge Aries	1985
924	North	4 Door Passenger (Building Codes)	Pontiac 6000	1987

CITY OF
MOORHEAD
FIRE AND RESCUE

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

MEMORANDUM

TO: Jim Antonen, City Manager
FROM: Gary L. Schulz, Fire Chief *GLS*
RE: 1992 Fire Prevention Annual Report

Enclosed is the total 1992 annual report for the Fire Prevention Division. These reports include those from the Fire Marshal, Assistant Fire Marshal, Housing Inspector and Fire Suppression Shift Inspectors.

In 1992, the fire loss within the City of Moorhead was \$593,085.00. This is an increase of approximately 128.6% from 1991.

In 1992, the incidents of arson rose to eight incidents. This is an increase over 1991 and is equal to the number recorded in 1990. This incident rate is well below the ten year average rate of 13 incidents. This is extremely important when statistics show that arson incidents normally rise during troubled economic times.

As always we feel the numbers in inspections made are important. This is especially true when comparing the violations found and the corrections made. The statistics of violations and corrections indicate that when found, violations are being corrected and the property in Moorhead becomes safer for the residents in Moorhead.



1992 FIRE PREVENTION REPORT
COMMENTARY: THE IMPORTANCE OF FIRE PREVENTION

In recent years the importance of a Fire Prevention Division has become evident. Government officials, fire officials, and the citizens themselves are seeing the benefits of this division toward fire safety within the community. The Fire Prevention Divisions have become a very important part of most Fire and Rescue Departments.

The proof of this is a significant drop in U.S. fire deaths which has continued for a three year trend. For the third year in a row the 1991 statistics for fire deaths in the United States is 14.1% lower than in 1990. Items that are attributed to these lower fire death rates are public education efforts, adoption and enforcement of fire safety codes and standards, improvements in fire-safe design of products, and the use of fire detection and protection equipment. It should be noted that although the numbers are down, the United States still has the highest rate of death and injury and property loss in the entire world. This is partially due to the apathy American people have toward fire; believing that fire will always happen to someone else.

To achieve this type of fire safety for its citizens, the American Fire Prevention Divisions are changing dramatically. There is a demand for greater expertise of the inspectors involved with code enforcement, thus greater fire safety is included in new buildings and maintained in existing buildings. More public education in relation to fire safety is also being delivered. This is reaching all citizens from day care through the school age and on to the civic and elderly groups.

As the statistics show, fire prevention is working in most areas. The incidents of fires and the loss of lives have been declining steadily for three years. The experts in the fire service field believe this is due to a strong Fire Prevention Division in their Fire and Rescue Departments.

Respectfully submitted,



Gary L. Schulz
Fire Chief

CITY OF
MOORHEAD
 FIRE DEPARTMENT

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

QUARTERLY FIRE PREVENTION REPORT

<u>JANUARY 1, 1992 THRU DECEMBER 31, 1992</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	374	271	260	521	1,426
Fire Prevention Bureau Inspections	437	304	300	605	1,646
Written Violations	664	637	484	651	2,436
Verbal Violations	25	31	21	167	244
Corrections	643	516	539	596	2,294
Housing Inspections	251	288	287	229	1,055
Units Inspected	390	435	427	407	1,659
Commercial Inspections	181	13	13	374	581
Building Code Inspections	0	2	0	2	4
Foster Care	5	1	0	0	6
Bar Inspections	0	0	0	0	0
New Inspections	201	122	125	324	774
Reinspections	236	182	175	281	874
Complaint Inspections	44	47	63	66	220
<u>TIME SPENT IN THE FOLLOWING AREAS (HOURS):</u>					
Meetings & Conferences	131	1	150	79	361
Schools Attended	184	0	0	26	210
Fire Investigations	5	17	10	4	36
Fire Safety Classes Given	8	7	6	36	57
Fire Department Duties	416	0	254	12	682
Court Related Appearances	9	3	4	3	19
Plan Checks	<u>3</u>	<u>9</u>	<u>4</u>	<u>2</u>	<u>18</u>
TOTAL HOURS	756	37	428	162	1,383

Respectfully Submitted,

Gary L Schulz

Gary Schulz
 Fire Chief

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PUBLIC FIRE EDUCATION CLASSES

Several public fire education classes were given again in 1992. The classes included Home Fire Safety, Fire Extinguisher Training, Smoke Detectors, Motel Fire Safety, and the Friendly Monster Program.

The Friendly Monster Program is a popular one for children. In this program, the Fire Fighter demonstrates the fire fighting gear that is used during a fire situation so the children become familiar with it. The Fire Fighter also teaches the students not to fear Fire Fighters or hide from them in a fire situation. Teachers involved have high praise for the program and annually request repeats.

The following statistics represent the entire public fire education classes given by the Moorhead Fire Prevention Division in 1992.

Respectfully submitted,



Gary L. Schulz
Fire Chief

PUBLIC FIRE EDUCATION CLASSES
FOR 1992

<u>TYPE OF CLASS GIVEN</u>	<u>LOCATION</u>	<u>TOTAL NUMBER OF INDIVIDUALS</u>
Fire Extinguisher Training	Wal-Mart	40
	Moorhead Post Office	35
	Clay County Diversified Services	15
	Concordia College	75
Friendly Monster	Lincoln School	15
	Washington School	190
	Edison School	148
	Probstfield School	135
	Riverside School	98
	Grace United Methodist pre-school	42
	Our Redeemer Pre-school	20
Home Fire Safety	MSU, Neumaier	28
	Edison School	122
	400 Broadway	8
Motel Fire Safety	Super 8	10
Smoke Detector	MCM	<u>10</u>
TOTAL		991

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 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


Priority areas were initially set for systematic inspection and at this time all the rental homes in the City of Moorhead have been inspected on a first time basis. Many new rental properties have been added to our records through the Moorhead Public Service Department's records. Many of these have never been inspected until 1992.

There were 1,999 written housing violations in 1992. The corrections made of all the housing violations in 1992 were 1,925. 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 of violations from calendar year to calendar year, but these two figures 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 of the noted violations.

Overall the figures from the Rental Registration Inspection program are down in 1992. This is due to Fire personnel retirements and the hiring of new Fire Fighters. Their required training did not allow for shift inspections this year. Shift inspections will again be made in 1993, however.

Respectfully submitted,


Gary L. Schulz
Fire Chief

CITY OF
MOORHEAD
FIRE DEPARTMENT

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

RENTAL HOUSING REPORT
HOUSING INSPECTOR

JANUARY 1, 1992 THROUGH DECEMBER 31, 1992:

Fire Prevention Bureau Man Hours on Field Inspections.....	961
Rental Housing Inspections.....	1055
Written Violations.....	1999
Verbal Violations.....	95
Corrections.....	1925
Units Inspected.....	1634
New Inspections.....	436
Reinspections.....	607
Complaint Inspections.....	196

Time Spent in the Following Areas (Hours) By Inspectors:

Meetings and Conferences.....	2
Schools Attended.....	0
Court Related Appearances.....	<u>4</u>
TOTAL HOURS.....	6

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Chief

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CITY OF
MOORHEAD
FIRE DEPARTMENT

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

RENTAL HOUSING REPORT

JANUARY 1, 1992 THROUGH DECEMBER 31, 1992:

	Rental Reg./ Insp. Prog.	Shift Insp.	Asst. Fire Marshal	Fire Marshal	Total
Total Hours.....	961	0	0	0	961
Inspections.....	1055	0	0	0	1055
Written Violations.....	1999	0	0	0	1999
Verbal Violations.....	95	0	0	0	95
Corrections.....	1925	0	0	0	1925
Units Inspected.....	1634	0	0	0	1634
New Inspections.....	436	0	0	0	436
Reinspections.....	607	0	0	0	607
Complaint Inspections.....	196	0	0	0	196

Time Spent in the Following Areas (Hours) by Inspectors:

Meetings & Conferences.....	2	0	0	0	2
Schools Attended.....	0	0	0	0	0
Court Related Appearances.....	4	0	0	0	4
TOTAL HOURS.....	6	0	0	0	6

Respectfully submitted,

Gary L. Schulz

Gary L. Schulz
 Fire Chief

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1992
HOUSING INSPECTION REPORT
FEES COLLECTED

JANUARY 1, 1992 THROUGH DECEMBER 31, 1992

Reinspection Fees.....	\$ 550.00
Late Registration Fees.....	\$ 63.00
Copying Fees.....	<u>\$ 9.00</u>
TOTAL FEES COLLECTED.....	\$ 622.00

Respectfully submitted,

Gary L. Schulz
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

MEMORANDUM

TO: Gary L. Schulz, Fire Chief
FROM: Marty Soeth, Deputy Chief *MJS*
RE: 1992 Suppression Annual Report

I have put together 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.

A total of 3,181.50 hours of training were given in 1992; this total was derived from the combination of 1,563 drill hours and 1,618.50 class hours. Continued training is essential to the Moorhead Fire & Rescue Department. In 1992, there was a total of 1,394 emergency runs; of this number, 914 were emergency medical responses.

The Fire & Rescue Department offers blood pressure screening to citizens in the community. In 1992, blood pressure checks were given to 247 individuals.

Proper maintenance of vehicles and equipment is extremely important to our department. Jerry Shawstad spent 272 hours working on the maintenance of trucks, cars, and lawn equipment in 1992. Jerry is very skilled in this area and his talents are appreciated very much. Other members of the department also assist Jerry with this maintenance.

Gary Haaland spent 241 hours on the maintenance and repair of buildings. Gary is very knowledgeable in many areas of building repair and maintenance, and his skills are an asset to our department.

The Fire & Rescue Department switched to the National Fire Incident Reporting System (NFIRS) in 1992. This program was installed on the computer at the Main Station. The Assistant Chiefs and Lieutenants enter the data from the run reports in the computer. In 1992, there were 89 hours spent entering data on the computer.

Fire & Rescue personnel spent 145 hours on hydrant maintenance this year. Routine hydrant checks are important to make certain hydrants are working properly in case of an emergency.



The following pages show the courses that were taught to the public in 1992. A total of 64 hours were spent in teaching various courses, and a total number of 861 individuals attended these courses.

COURSES TAUGHT TO PUBLIC
BY TRAINING OFFICER IN 1992

<u>DATE</u>	<u>LOCATION</u>	<u>CLASS TITLE</u>	<u>HOURS</u>	<u>SIZE</u>
02/11/92	Soo Line	CPR	4	20
02/14/92	Game Wardens	CPR	4	4
03/12/92	Wastewater	Self Contained Breathing App.	2	12
03/19/92	Apartment Assoc.	Fire Safety	2	15
03/20/92	Madison	Fire Extinguisher	1	20
04/16/92	Moorhead State Univ.	Fire Extinguisher	1	32
04/16/92	Moorhead State Univ.	Fire Extinguisher	1	36
04/20/92	Moorhead State Univ.	Fire Extinguisher	1	30
04/20/92	Moorhead State Univ.	Fire Extinguisher	1	31
05/06/92	Assembly of God Church	Fire Safe House	5	61
05/07/92	Young's Retirement	Fire Safety	1	8
05/15/92	Robert Asp School	911 Emergency System	1	15
05/15/92	Robert Asp School	911 Emergency System	1	18
05/11/92	Robert Asp School	911 Emergency System	1	16
05/18/92	Plains Art Museum	Fire Extinguisher	1	12
05/28/92	Moorhead Post Office	CPR	1	20
06/11/92	Elderly Group Home	Fire Extinguishers	1	14
06/24/92	Moorhead Post Office	Choking	1	20
09/15/92	Moorhead Public Serv.	Fire Extinguishers	1	22
09/18/92	Eventide	Fire Extinguishers	1	35
09/18/92	Eventide	Fire Extinguishers	1	110
10/07/92	Probstfield School	Fire Safety	1	30
10/20/92	Moorhead State Univ.	Fire Extinguishers	1	26

COURSES TAUGHT TO PUBLIC
BY TRAINING OFFICER IN 1992

<u>DATE</u>	<u>LOCATION</u>	<u>CLASS TITLE</u>	<u>HOURS</u>	<u>SIZE</u>
10/20/92	Moorhead State Univ.	Fire Extinguishers	1	24
10/16/92	City of Moorhead	First Aid	1	35
10/18/92	City of Moorhead	First Aid	1	30
10/18/92	City of Moorhead	First Aid	1	40
12/03/92	Sheriff Department	Haz-Mat & CPR	7	20
12/08/92	Transit	First Aid	4	8
12/08/92	Transit	First Aid	4	7
12/11/92	Moorhead State Univ.	Fire Extinguishers	1	28
12/11/92	Moorhead State Univ.	Fire Extinguishers	1	29
12/17/92	Sheriff Department	Haz-Mat & CPR	7	18
12/17/92	Parks Department	First Aid	1	15

CITY OF
MOORHEAD
FIRE AND RESCUE

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

CITY OF MOORHEAD
BUILDING CODES DIVISION
ANNUAL REPORT - 1992

TO: Fire Chief Gary Schulz:

Included herein is the Division's Annual Report which contains comparisons of permit activity in 1992 to previous years, comments about the past year and some projections for 1993.

TABLE: 1983 - 1992 COMPARISONS OF
CONSTRUCTION ACTIVITY BY
MAJOR CATEGORY-----page 28

TABLE: 1983 - 1992 PERMIT, VALUATION
AND REVENUE COMPARISONS-----page 29

COMMENTS: -----page 30

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
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
1990	(65) \$5,372,000	(9-64) \$1,204,000	(130) \$13,131,260	(205) \$1,222,756	(447) \$21,012,716
1991	(56) \$4,804,900	(11-128) \$3,414,000	(134) \$13,442,021	(256) \$1,424,338	(513) \$23,085,259
1992	(135) \$11,731,334	(5-76) \$2,680,000	(110) \$ 3,722,820	(318) \$1,836,062	(615) \$19,970,216

1983 THROUGH 1992 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
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
1990	\$21,012,716	447	\$77,077.00	432	\$19,389	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	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

THE DEPARTMENT

The Moorhead Codes Office, which is located in the Main Fire Station Annex, is staffed by two full-time inspectors and a senior office associate.

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

- State Building Code - 1988 UBC
- State Mechanical Code - 1988 UMC
- State Plumbing Code
- State Handicapped Code
- State Energy Code
- State Floodproofing Code
- State Architectural Laws
- City Zoning Ordinance and other related City Ordinances
- Contractor Licensing

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.

In addition, we have the responsibility to supervise the collection of a wide variety of fees such as sewer hookup and gas hookup fees and to administer compliance with agreements entered into between the city and developers and homeowners such as with easements, bike paths, sewer hookup lists, and covenants.

Staff members are also involved in a wide variety of other projects that include the preparation of a myriad of reports, public education, handling 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, and classes at local colleges.

THE YEAR 1992

Permit activity reached record proportions in 1992 with 1329 total permits issued breaking the record of 1326 set in 1991. The 615 building permits issued, up from 513 in 1991, was also a record. Total valuation for the year was \$19,970,216.

New home construction provided the big news as 135 new homes were constructed. This was the second highest total for new home construction in the last thirty years with only 1978 eclipsing this years totals when 168 homes were built. 1992 totals were a 141% increase over the previous year.

With the opening of several new developments, home builders found desirable lots plentiful and scattered throughout the city. Builders expressed

optimism throughout the building year that activity should remain at a high level into 1993 provided that interest rates stay in the range they currently are.

Although there were literally hundreds of smaller projects taking place during the year, and those accounted for a heavy workload, the large projects that we have seen in recent years were few and far between. Eventide Lutheran Home constructed a new catered living facility and expanded its dining facilities with a value of \$2.75 million and Terry Welle Construction constructed a 12 unit apartment building with a value of \$400,000.

Residential remodeling and garages accounted for only \$1.8 million in construction but accounted for 318 or 52% of the total number of permits issued.

Total revenue for the year totaled \$134,457. This is the second highest total ever with this years total surpassed only in 1987.

BOARD OF ADJUSTMENTS

The Board of Adjustments heard requests for eleven variances during 1992 which was up from only two in 1991. The most controversial of these was the request for a parking variance from Clay County for the St. Ansgar Hospital site that is to be remodeled for offices. Ten of the eleven variances heard by the Board were approved. The variance that was denied by the Board was later appealed to the City Council where it was approved.

SPECIAL PROJECTS

The filing system that was started some years ago is starting to take shape and increase in useability. Filing the tens of thousands of documents has proved to be a slow and tedious process that will likely take several years to complete. At years end, most of the permits and correspondence from the last five years has been filed.

A TV and VCR were added the past year as well as the completion of our video library. This allows the public and staff additional educational opportunities and has been well received. We will now only need to occasionally update certain videos to keep our library current.

The completion of the revision of the zoning ordinance was completed with its adoption in the fall. This controversial task had covered nearly five years and involved thousands of hours of staff time. It is hoped frequent minor revisions will become more common lessening the need for the major redrafting that was completed in 1992.

The City broke new ground with its housing relocation program which involved the relocation of six homes from the area around Eventide Lutheran Home to a site on the east edge of Moorhead. This program allowed these homes to be reused rather than being demolished. Since codes staffers are not trained in the contracting business, this project thrust us into an area for which we were not well prepared. The difficulties were overcome,

however, and all six homes now have new owners and the homes are still on the tax roles.

INCOME AND EXPENSES

Revenue was up slightly in 1992 to \$134,345.50, the second highest total ever. This represented an increase of 6.8% over 1991. Building permit fees generated \$79,644.50 or 59% of all revenue collected.

Expenditures totaled \$146,577 which was down from \$152,674 the previous year. Wages and other personnel expenses account for 75% of the expenditures.

PERSONNEL STATUS

Don Sakry started his third year as full time Building/Plumbing/Heating Inspector. Don also assists with plan review, permit issuance, and answering code questions.

Gail Nelson completed five years of service as Senior Office Associate. In addition to clerical duties, Gail prepares more than forty reports each year, supervises contractor licensing, and issues more than 700 plumbing and heating permits.

Rick Davidson also completed five years of service in 1992 as Building Official. Rick attended the ICBO Annual Code Change Conference in Dallas in September and was elected president of the Northwest Minnesota Chapter of Building Officials.

SUMMARY

1992 was one of the busiest construction years ever in Moorhead and the trend is likely to continue into 1993.

Staff education, keeping the library of periodicals and videos current, and continued work on the filing system are and will continue to be in house goals for the staff.

Exploring the new technologies available in the code enforcement field and implementing those that are available to us will be a continuing challenge.

The Codes Staff looks forward to 1993 as another busy and productive year.

CITY OF
MOORHEAD
FIRE AND RESCUE

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

MEMORANDUM

TO: Gary L. Schulz
Fire Chief

FROM: Don Lawrence *DL*
Director of Environmental Health

RE: ENVIRONMENTAL HEALTH REPORT FOR 1992

The Environmental Health Report for 1992 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 very popular. The food service activities consist of existing food service 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 Moorhead's Mandatory Food Service Training Program, which was initiated in the mid 1970's, has become extremely popular.

A cockroach criteria sheet was formulated in English and Spanish for landlords/tenants in conjunction with the Rental Registration/Inspection Program. This criteria sheet discusses how to control cockroaches.

The Environmental Health Department completed a state survey for the food/beverage/lodging inspections and did very well.

I have been working with major corporations regarding equipment problems and solutions. Also, I have been attending Director's Meetings in the Twin City area. One of the objectives of the committee was to formulate a ventilating committee regarding the ventilation of equipment that requires hoods, filters, etc. The committee formulated a Ventilation Guide which can be utilized with consistency by local and the State Health Department.

The Citizen Action Requests for 1992 cover various areas: junk vehicles, communicable disease, indoor/outdoor air problems, disposal of pesticides, etc. Twelve letters were sent from the City Attorney's office regarding noncompliance. Four criminal complaint charges were signed for noncompliance. Also, the City conducted five yard abatements during 1992.

c:\eh\annual



CITY OF
MOORHEAD
FIRE DEPARTMENT

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

ENVIRONMENTAL HEALTH REPORT

DIRECTOR

<u>JANUARY 1, 1992 THROUGH DECEMBER 31, 1992</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 Inspections	190	180	167	156	693
Environmental Health Inspections	234	244	307	144	929
Written Violations	187	85	220	160	652
Verbal Violations	0	0	0	0	0
Corrections	117	98	306	239	760
Boarding/Lodging Inspections	9	8	22	20	59
Hotel/Motel	0	0	8	9	17
Place of Refreshment/Bar	4	11	15	20	50
Restaurant	77	46	84	53	260
Mobile Home Park	0	0	7	1	8
Swimming Pools	15	28	38	12	93
Environmental Complaint/Nuisance Inspections	20	116	91	29	256
Mosquitoes (Collect/Count)	0	29	38	0	67
Vending	106	5	1	0	112
Other	3	1	3	0	7
<u>TIME SPENT IN OTHER AREAS (HOURS)</u>					
Meetings & Conferences	8	7	20	9	44
Schools Attended	46	29	0	16	91
Classes Given	0	0	0	29	29
Court Related Appearances	0	0	0	0	0
Plan Checks	12	28	16	9	65
<u>TOTAL HOURS</u>	66	64	36	63	229

Respectfully submitted,

Donald J. Lawrence
 Donald J. Lawrence
 Director of Environmental Health

c:\eh\qtrly



DIVISION OF ENVIRONMENTAL HEALTH
1992. CITIZEN ACTION REQUEST

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
01-02-92	Junk	X		
01-07-92	Debris/Abandoned Building	X		
01-30-92	Outdoor Air Odor	X		
02-03-92	Junk/Trailer Court	X		
02-19-92	Dog Litter	X		
02-20-92	Garbage	X		
03-03-92	Sewage/Trailer Court	X		
03-06-92	Junk/Debris	X		
03-17-92	Dog Litter	X		
03-23-92	Junk/Debris	X		
03-25-92	Outdoor Air	X		
03-25-92	Junk/Debris	X		
03-25-92	Abandoned Vehicle	X		
04-03-92	Debris	X		
04-03-92	Abandoned Vehicle	X		
04-04-92	Housing			X
04-09-92	Swimming Pool	X		
04-09-92	Debris	X		
04-14-92	Garbage	X		
04-16-92	Abandoned House	X		
04-16-92	Outdoor Air Problem	X		
04-17-92	Debris	X		
04-20-92	Debris	X		
04-20-92	Garbage	X		
04-20-92	Abandoned Vehicle	X		
04-20-92	Contaminated Soil	X		
04-28-92	Debris	X		
05-04-92	Debris	X		
05-04-92	Junk/Trailer Court	X		
05-04-92	Debris	X		
05-04-92	Junk/Debris	X		
05-04-92	Abandoned Vehicle	X		
05-04-92	Debris	X		
05-05-92	Junk/Debris	X		
05-05-92	Weeds			X
05-05-92	Weeds			X
05-06-92	Debris	X		
05-06-92	Abandoned Vehicle	X		
05-07-92	Debris	X		
05-11-92	Debris	X		
05-12-92	Abandoned Vehicle	X		
05-14-92	Junk/Debris	X		
05-17-92	Debris	X		
05-18-92	Junk/Debris	X		
05-19-92	Well/Septic Tank	X		
05-26-92	Sewer Problem Trailer Court	X		
05-26-92	Debris	X		

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
06-01-92	Debris	X		
06-01-92	Junk	X		
06-01-92	Debris	X		
06-02-92	Abandon House/Well	X		
06-02-92	Debris	X		
06-02-92	Debris	X		
06-04-92	Garbage			X
06-06-92	Garbage	X		
06-07-92	Abandoned Vehicle	X		
06-10-92	Abandoned Vehicle	X		
06-10-92	Abandoned Vehicle/Junk	X		
06-12-92	Junk/Debris	X		
06-15-92	Dumpster			X
06-15-92	Debris	X		
06-15-92	Debris	X		
06-16-92	Garbage	X		
06-23-92	Stagnant Water	X		
07-06-92	Waste Oil			X
07-08-92	Abandoned Vehicle	X		
07-08-92	Junk Vehicles	X		
07-08-92	Junk	X		
07-08-92	Abandoned Vehicle	X		
07-08-92	Weeds		X	
07-09-92	Junk/Debris	X		
07-10-92	Unsanitary Housing		X	
07-13-92	Junk	X		
07-16-92	Debris	X		
07-16-92	Abandoned Vehicle	X		
07-16-92	Stagnant Water	X		
07-16-92	Junk	X		
07-16-92	Garbage	X		
07-26-92	Debris	X		
07-28-92	Contaminated Soil	X		
07-30-92	Abandoned House	X		
07-31-92	Abandoned Building	X		
07-31-92	Abandoned Vehicle	X		
08-04-92	Debris	X		
08-06-92	Debris		X	
08-06-92	Dumpsters		X	
08-07-92	Abandoned Vehicle	X		
08-10-92	Debris/Odor	X		
08-10-92	Contaminated Soil	X		
08-11-92	Parking	X		
08-13-92	Junk Vehicles	X		
08-17-92	Debris/Trailer Court	X		
08-17-92	Debris	X		
08-26-92	Food Product	X		
08-26-92	Abandoned Vehicle	X		
08-26-92	Junk Vehicles	X		
08-28-92	Junk/Debris	X		

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
09-01-92	Dirt Mounds		X	
09-01-92	Dirt Mounds		X	
09-02-92	Junk/Debris	X		
09-04-92	Abandoned House	X		
09-05-92	Junk/Debris	X		
09-11-92	Food Product	X		
09-11-92	Poisoning Rabbit	X		
09-18-92	Junk/Debris	X		
09-18-92	Abandoned Vehicle	X		
09-24-92	Debris/Abandoned Vehicle	X		
09-25-92	Food Service Personnel	X		
10-06-92	Abandoned Vehicle	X		
10-06-92	Vent System	X		
10-12-92	Abandoned Building	X		
10-13-92	Unsanitary Housing	X		
10-21-92	Abandoned Vehicle	X		
10-26-92	Food Related (Dept. of Ag.)		X	
10-26-92	Debris	X		
10-27-92	Contaminated Air	X		
11-03-92	Indoor Air Complaint	X		
12-01-92	Debris	X		
12-01-92	Abandoned Vehicle	X		
12-02-92	Food Temperatures	X		
12-14-92	Dumpster		X	

COMPLAINTS REFERRED TO THE
OFFICE OF THE CITY ATTORNEY
1992

<u>DATE</u>	<u>ATTORNEY LETTER</u>	<u>CRIMINAL COMPLAINT</u>	<u>ABATEMENT</u>	<u>AREA</u>
01-07-92	X			Abandoned Vehicle
01-15-92	X			Debris
04-09-92			X	Debris
05-07-92	X			Junk
05-14-92	X			Junk/Debris
05-17-92	X			Junk/Debris
05-18-92	X			Abandoned Vehicle
05-28-92	X			Junk/Debris
05-28-92	X			Abandoned Vehicle
06-02-92			X	Debris
06-02-92			X	Debris
06-08-92			X	Debris
06-15-92	X			Debris
06-15-92	X			Junk/Debris
06-15-92	X			Junk/Debris
07-23-92	X			Restaurant
07-27-92	X			Junk/Debris
08-06-92	X	X		Composting
08-11-92	X	X		Abandoned Vehicle
08-13-92	X			Restaurant
08-29-92	X	X		Debris
08-31-92	X			Trailer Court
09-08-92	X			Boarding/Lodging
09-16-92	X			Debris
09-18-92	X	X		Debris
09-24-92	X			Debris/Trailer Cr
09-24-92	X			Restaurant
09-25-92	X			Bakery
09-29-92	X			Restaurant
10-06-92	X			Restaurant
10-15-92			X	Abandoned House
10-19-92	X			Restaurant
10-19-92	X			Restaurant

**RED
RIVER
ELECTRIC
INC.**

Commercial, Residential, Farm, & Industrial Wiring

March 23, 1992

Gary Schultz
Chief Fire Marshal
Fire Prevention Division
111 12th Street North
Moorhead MN 56560

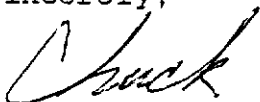
Re: Red River Electric, Inc.'s Annual Safety Seminar

Dear Gary,

We want to thank your department for providing the opportunity for the fire extinguisher training.

Marty did an excellent job and the men commented that the experience was definitely worth it. We are anticipating a safe construction season and thank you for the training you provided.

Sincerely,



Charles J. Huck

acj

chuck-2
garyschu.let

Thank You!!

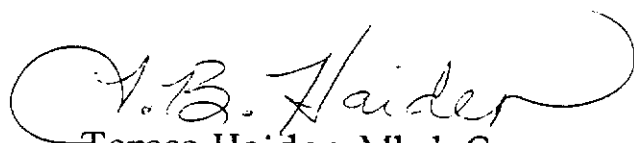
December 16, 1992

TO: FIRE CHIEF, MOORHEAD FIRE DEPARTMENT
1120-1st Ave. No.
Moorhead, MN 56560

FROM: Teresa Haider, Mhd. Community Ed.
Learning Readiness Fieldtrips

1. I am most happy to pass on our sincere thanks and appreciation for your support of the Learning Readiness Program. Most recently, children and their parents enjoyed a tour of your main station by Guy Burnett and Rich Eggert.
2. They were extremely gracious and helpful tour guides. It was easy to see the group enjoyed them and they were enthusiastic about teaching the group about a firefighters job. Firefighters Guy and Rich made learning fun!!
3. We really enjoyed our fieldtrip to your facility. We're certainly proud and happy to know there are people like yours who support children and community programs like ours!!

THANKS AGAIN!!!


Teresa Haider, Mhd. Community Ed.,
Learning Readiness Fieldtrips

Wed. Fire Dept. :

Thank you for the tour of
the Fire Dept. on October 16,
1992, at 9:15 AM.

Our group was small & we
had varied ages, but a big
impression was made on them
all.

The tour & information has
helped in their understanding
of our monthly fire drills.

Thank you for your time and
assistance.

Deanne Faehead &
Daylene

Deanne
Cassidy
Amanda
Katie
Cassidy
Amanda
Katie
Amanda
Katie



LOCAL

LONG DISTANCE

F-M AMBULANCE SERVICE, INC.

1101 FIRST AVENUE SOUTH - P O BOX 1892 - FARGO, NORTH DAKOTA 58107

(701) 293-7744

ADVANCED LIFE SUPPORT
PARAMEDICS
CARDIAC MONITORING
TELEMETRY EQUIPPED

Decemeber 22, 1992

Marty Soeth, Training Director
Moorhead Fire Dept.
111 12th St. N.
Moorhead, MN 56560

Dear Marty,

This letter is in reference to the trauma call we had on December 14th in South Moorhead. While enroute to the scene we were informed by Moorhead Police that this was definitely a code three call.

Upon arriving on the scene we found a gentleman in the driver's seat of his vehicle being treated by Steve and Bob. I wanted you to know how impressed I was by their initial treatment. This man was complaining of breathing problems possibly due to chest trauma and they had taken the appropriate measures of applying oxygen and proper c-spine control. Maybe it was the protocal thing to do - but there was just something different about the call. The fire crew just seemed to have everything under control and that made a big difference with their calming manner on this trauma patient.

I just wanted to thank you for the great job of training these guys and for Steve and Bob's patient care.

Merry Christmas my friend!

Sincerely,

Char Skaff NREMT-P
Training Director

To all fire Department crews -

Thanks for your prompt and courteous attention to Eventide over the past several weeks as we begin our construction. We really appreciate you being there for us -

Enjoy!

Heaven Brampton
President

Dear Ambulance + Fire Dept. Staff,

Thanks so much for trying so hard to save my husband. You were there in such a short time and did so much. 911 service is great but it just didn't help in the long run but everybody tried so hard. Your dedication is great! God bless you all!

Esther Kiesz

PLAINS ART MUSEUM

May 14, 1992

Don Lawrence
Health Inspector
City of Moorhead
111 12th Street North
Moorhead, Minnesota 56560

Dear Mr. Lawrence:

The Jamaica Planning Committee would like to thank you for your assistance with the food booths for the Jamaica at the Moorhead Center Mall on May 9. The event was very successful and well attended.

Initial plans are now being made to hold another Jamaica in May, 1993. We will contact you well in advance of the event to process approval of any food booths.

Sincerely,

Rosie González
Martha Guerrero
Carmen Rodríguez
Golanda Arauz

Gustavo Duarte
Beatriz Castillo
Juli K. Reiter
Cher Daniel

MOORHEAD STATE UNIVERSITY

Moorhead, Minnesota 56563

11\5\92

Don Lawranze
Environmental Health
City of Moorhead
300 Center Ave.
Moorhead, MN 56560

Dear Don,

I would like to thank you for your excellent presentation to my class. The students always benefit hearing from a professional like yourself and I know they enjoyed it very much.

Thanks again.

Sincerely,

Dick Bynum

Richard Bynum
HPER Department
Moorhead State University
Moorhead, MN 56563



1.9.9.2



September 21, 1992



*Moorhead
June 26-28*

Don Lawrence
City of Moorhead
Box 779
Moorhead MN 56561

Norwest Bank

Center Mall

Lower Level

PO Box 1084

Moorhead, MN

56560

218-299-5555

Dear Don:

As I reflect on the "Star of the North Summer Games", the famous saying, "Now is the time for all good men to come to the aid of their country" stands out in my mind.

I find myself with a new respect and admiration for my neighbors, my friends, community and business leaders, teachers, the volunteers from all walks of life, who when called upon, rolled up their sleeves and helped in whatever was asked of them, and to the youth of our community who showed great sportsmanship and pride in participating and volunteering. It was not only the participants, but all those who got involved who were the real "Stars."

The theme used for the official ceremonies was the five points of the star, which stands for Spirit, Teamwork, Attitude and Determination, Respect and Sportsmanship. This is what your generosity and commitment brought to the success and future growth of these games.

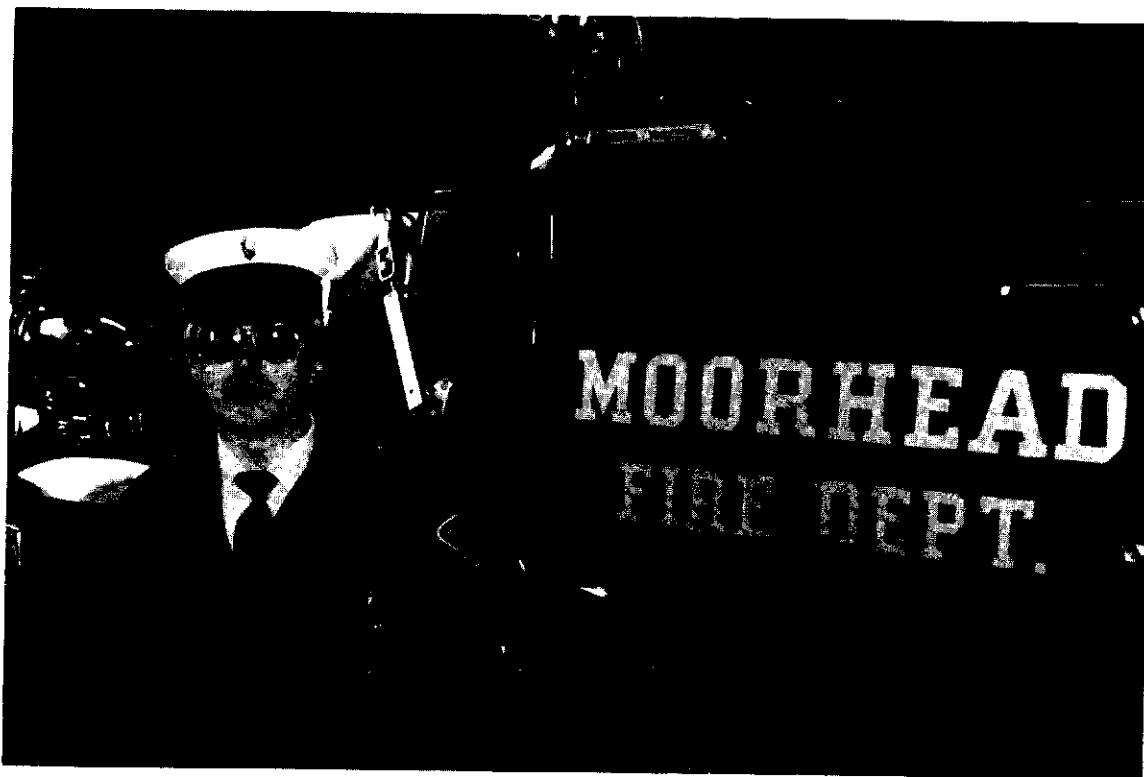
I want you to know how much I appreciate you. Thank you for all you did. Hearing your ever friendly voice at the other end of the telephone was encouraging and helpful. I hope that "when you wish upon a STAR" may it always come true.

Yours in '92,

Debra Jean Malm

DJM/bj:SEP\21STAR

SPECIAL RECOGNITION



The Moorhead Fire and Rescue Department was honored to have one of its employees selected as "Pride of Moorhead" winner for 1992.

Gary Haaland, Fire Fighter, was the "Pride of Moorhead" selection for the month of December.

Gary has been employed with the City of Moorhead for 21 years as a Fire Fighter. Gary is a state certified Fire Fighter III and is also nationally registered as an Emergency Medical Technician. In addition to being an outstanding Fire Fighter, Gary has also taken on the responsibility of checking and maintaining all of the electrical motorized equipment as well as the heating and air conditioning equipment for the Fire and Rescue Department.

Gary is very deserving of this award and is a tremendous asset to this department. Congratulations Gary!