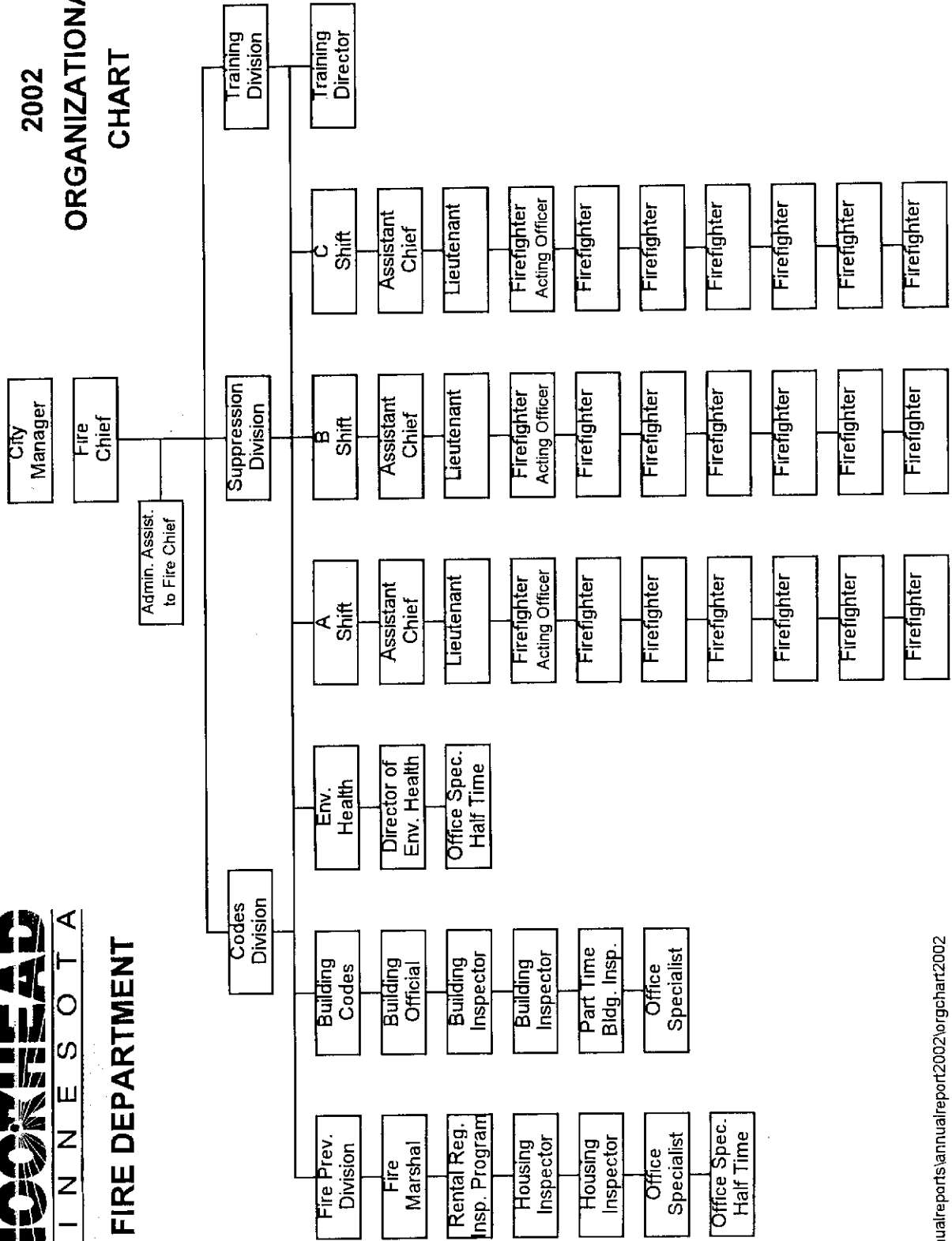


**MOORHEAD FIRE
DIVISIONS
2002
ANNUAL REPORT**



FIRE DEPARTMENT



Moorhead Fire Department

Mission Statement

The mission of Moorhead Fire & Rescue is to save lives and property from hostile fire, medical emergencies, hazardous material incidents, and natural disasters in the most effective and efficient manner.

These protection services will include fire suppression, fire prevention, public education, inspection and plan review, and fire cause determination.

It is our intent that resources will be equally available to all citizens for the well-being of our community.

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**2002 MOORHEAD FIRE & RESCUE DEPARTMENT
 ANNUAL FIRE CHIEF REPORT
 Marty Soeth, Fire Chief**

There were 1,993 emergency responses in 2002. This is an increase of approximately 11 percent, as compared to the total of 1,801 in 2001. The response numbers over the last five years are as follows:

YEAR	NUMBER OF EMERGENCY RESPONSES	INCREASE	DECREASE
2002	1,993	11%	
2001	1,801		6%
2000	1,917		7%
1999	2,066	4%	
1998	1,978	1.5%	
1997	1,949		

Listed below are the estimated total fire losses for the last five years. As in the past three years, we have included the total values and total saved, as these are important numbers as well. When structure fires were involved, the value was obtained from the City Assessor's estimated market values. A further breakdown of all responses is found in the Fire Suppression Report on page 7.

YEAR	TOTAL LOSSES	TOTAL VALUES	TOTAL SAVED
2002	\$299,075.00	\$4,743,625.00	\$4,444,550.00
2001	\$149,993.00	\$12,547,149.00	\$12,397,156.00
2000	\$255,310.00	\$2,140,660.00	\$1,885,350.00
1999	\$1,470,095.00	\$10,155,595.00	\$8,685,500.00
1998	\$540,588.00		
1997	\$183,430.00		



FIRE ADMINISTRATION ▲ BUILDING CODES
 HOUSING INSPECTIONS ▲ ENVIRONMENTAL HEALTH



The year 2002 was a year of change and challenge, not only for our department but also for the City of Moorhead as a whole. With a budget crisis facing our City, there was a need to plan and reorganize. Bruce Messelt was hired as the City Manager and led the way with planning and implementing reorganization within the City.

Besides planning for reorganization in 2002, personnel changes within our department included:

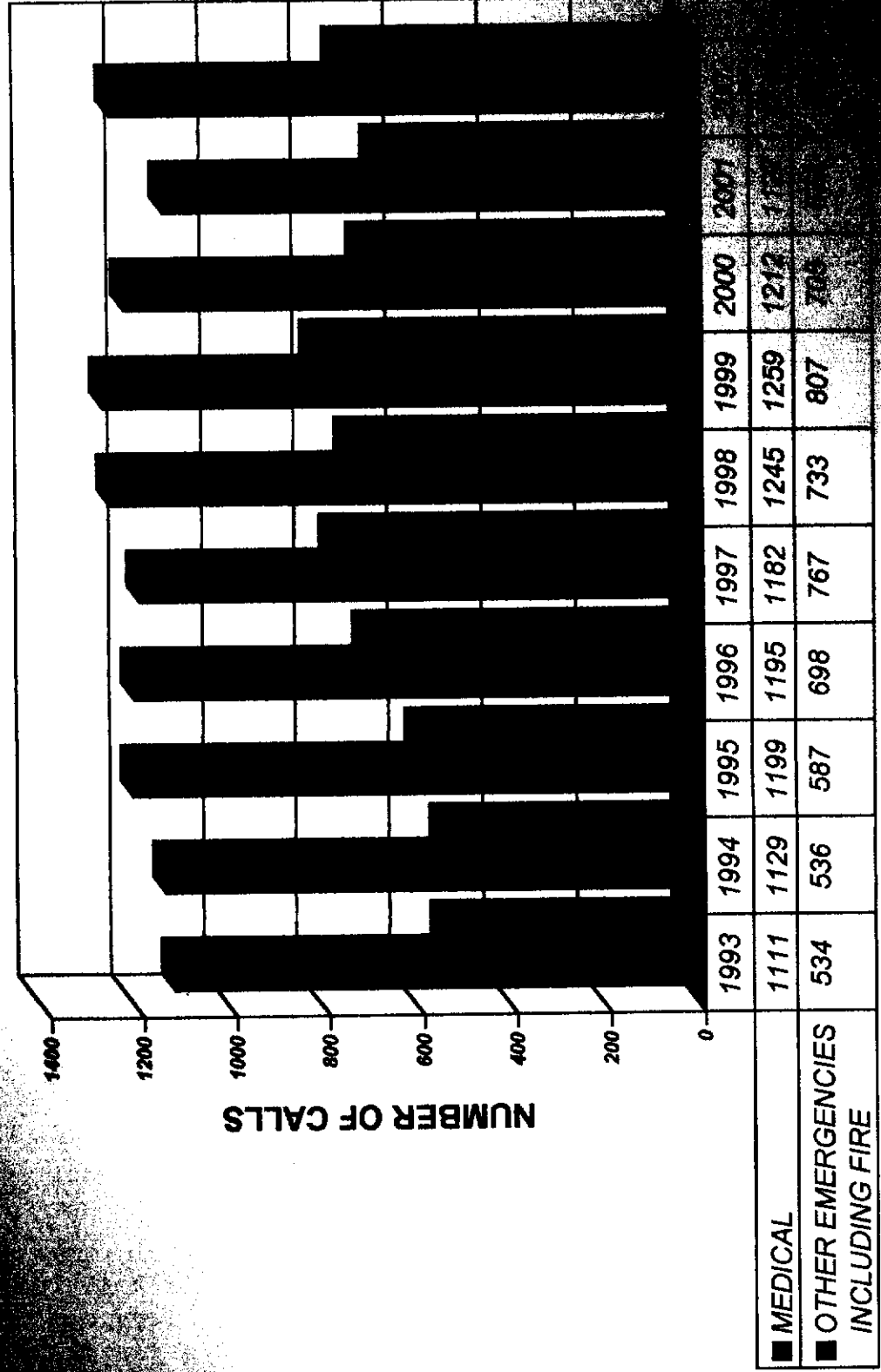
- Building/Plumbing/Heating Inspector Kurt Wenzel was hired as Moorhead's Building Official.
- Fire Marshal Todd Erickson attended training at Royal Front, Virginia in order to receive an accelerant-detecting canine. This resulted in Enya, a black Labrador, joining our department. Due to an employment opportunity, however, Fire Marshal Erickson resigned from our department in July, and as her trainer, took Enya with him.
- Steve Eickhoff was hired as Building/Plumbing/Heating Inspector to replace Kurt Wenzel's old position.
- Firefighters Ross Baker and Mike Strom resigned from the department for employment elsewhere.
- Rich Duysen was promoted from Firefighter to Fire Marshal.
- Todd Church and Nick Anderson were hired as Firefighters.

Although 2002 was a very busy year, some of the bigger goals achieved included the following:

- Let bids for Elevator Project
- Restored full funding for Hazardous Materials Team
- Full compliance of Appendix 1A

In reflecting upon the year, a very special thanks must go to the firefighters and officers of the Moorhead Fire & Rescue, as well as to all employees in the Fire Administration Office. The Moorhead Fire & Rescue Department and Codes Office could not have operated as efficiently and effectively without their teamwork, dedication, experience and support. I also must thank members of the Moorhead City Council, City Manager Bruce Messelt and Mayor Voxland for the assistance and direction given to our department.

ALARM CALLS 1993 - 2002



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**2002 MOORHEAD FIRE & RESCUE DEPARTMENT
ANNUAL REPORT
FIRE SUPPRESSION & TRAINING DIVISIONS
Marty Soeth, Fire Chief
Joe Gaughan, Training Director**

In 2002, the Moorhead Fire Suppression Division responded to 1,993 emergency calls. Of this number, 1,240 were emergency medical responses. On page 7 a breakdown of the responses can be found with an estimated dollar loss, total values and total saved.

In addition to responding to emergency calls, this division performs a wide variety of duties including public education, training, inspections, facility and equipment maintenance, and preplanning. We have listed the activity hours on page 6.

Training is absolutely essential for our officers and firefighters in order to maintain and expand their skills. The department's below grade rescue team is actively training and operational. Hazardous Material training for the Regional Hazmat Team is ongoing along with suppression, confined space, drivers training, water rescue, and high level rescue. A breakdown with the types of training is also included on page 6.

Besides the training aspect, much of Suppression's time is spent on facility and equipment maintenance as is reflected in the following report. The equipment we have must be well maintained and ready for use so regular checks are vital.

In the year 2000, the Moorhead Fire & Rescue Department created its first Citizen's Fire Academy. This was developed in order to give citizens in the community an opportunity to experience aspects of the fire service and the types of technology used in modern fire and rescue operations. This ten-week program is open to anyone in the community to experience some of the operations of the Fire Department through a variety of activities including Medical CPR, Search & Rescue, Auto Extrication, HazMat, High Level Rescue, Structural Burn and Water Rescue. The Citizen's Fire Academy was held in again in 2002, and with the feedback we received from participants, we believe it to be a worthwhile program.



FIRE ADMINISTRATION ▲ BUILDING CODES
HOUSING INSPECTIONS ▲ ENVIRONMENTAL HEALTH

5.
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The following tables show the Moorhead Fire & Rescue Suppression Division Activity Hours for 2002, and a breakdown of training.

MOORHEAD FIRE & RESCUE SUPPRESSION DIVISION ACTIVITY HOURS FOR 2002	
ACTIVITY	HOURS
Facility Maintenance	3,030.25
Equipment Maintenance	3,130.25
Inspections	633.00
Public Education	484.25
Administration	2,488.00
Fire Runs	1,702.50
Medical Runs	1,132.75
TOTAL:	12,601.00

MOORHEAD FIRE & RESCUE BREAKDOWN OF TRAINING - 2002	
TYPE OF TRAINING	HOURS
Fire (Arson Investigation, Fire Theory, Forcible Entry, Hose/Fire Streams, Hydraulics, Ladders, Officer Training, OSHA Orientation and Operations, Ropes and Knots, Salvage and Overhaul, SCBA Training & Operations, Small Tools & Hand Tools, Special Rescue Operations, Sprinklers & Alarms, Structural Firefighting, Ventilation, Inspections, etc.)	3,084.50
Hazardous Materials (Monitors check, Technical Training, Specialist Hazmat Training, Equipment Familiarization, etc.)	1,237.50
Medical (Continuing Education, Infectious Disease Training, CPR Training, Refresher Training, Defib Training, CPR State Test, Defib State Test, Special Medical Training, etc.)	766.00
Other (Safety meetings, drills, classroom, etc.)	822.50
Pre-plan (Commercial businesses, inspections)	16.00
Rescue (Confined Space, High Angle, Water, etc.)	661.50
TOTAL:	6,588.00

**MOORHEAD FIRE & RESCUE DEPARTMENT
2002 BREAKDOWN OF INCIDENT RESPONSES**

TYPE OF INCIDENT	TOTAL NUMBER	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
FIRE				
Fire, Other	1	\$ 300.00	\$ 300.00	\$ -
Building Fire	(12)	\$ 4,223,025.00	\$ 218,725.00	\$ 4,004,300.00
Cooking fire, confined to container	5			
Fuel burner/boiler malfunction, fire confined	1			
Trash or rubbish fire, contained	1			
Fire in mobile home used as fixed residence	(5)	\$ 49,500.00	\$ 13,800.00	\$ 35,700.00
Mobile property (vehicle) fire, other	(2)	\$ 233,100.00	\$ 55,000.00	\$ 178,100.00
Passenger vehicle fire	(1)	\$ 106,500.00	\$ 9,750.00	\$ 96,750.00
Camper or recreational vehicle (RV) fire	(2)	\$ 1,200.00	\$ 1,200.00	\$ -
Natural vegetation fire, other	4			
Forest, woods or wildland fire	1			
Brush, or brush and grass mixture fire	2			
Grass fire	4			
Outside rubbish fire, Other	2			
Outside rubbish, trash or waste fire	3			
Dumpster or other outside trash receptacle fire	4			
Special outside fire, Other	1			
Outside equipment fire	1	\$ 130,000.00	\$ 300.00	\$ 129,700.00
Outside gas or vapor combustion explosion	1			
TOTAL FIRES WITH VALUE / LOSS/ SAVED AMOUNTS:	68	\$ 4,743,625.00	\$ 299,075.00	\$ 4,444,550.00
Rescue & Emergency Medical Service Incidents (medical assists, vehicle accidents, extrication)	1240			
Hazardous Conditions (flammable/combustible spills & leaks, carbon monoxide, arcing/shorting electrical equipment, chemical hazard, spill or leak)	82			
Service Calls (assist invalid, person in distress, smoke/odor removal, lock-out, assist Police & other agencies)	166			
Good Intent Call (smoke scares, controlled burning, steam or other gas thought as smoke)	84			
False Alarm & False Call (alarm or sprinkler system malfunction, smoke/co detector activation due to malfunction, malicious/mischievous false call)	351			
Severe Weather & Natural Disaster/Special Incident Type	2			
TOTAL FOR ALL INCIDENTS:	1993	\$ 4,743,625.00	\$ 299,075.00	\$ 4,444,550.00

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**2002 MOORHEAD FIRE & RESCUE DEPARTMENT
ANNUAL REPORT
FIRE PREVENTION DIVISION
Rich Duysen, Fire Marshal**

Attached is a copy of the annual Fire Prevention Report for 2002. Fire inspections, corrected violations and public education give the City of Moorhead a higher degree of safety from fire and other hazardous conditions.

This was a year of transition in the Moorhead Fire Department's Fire Prevention Division. Todd Erickson accepted a position with the Minnesota State Fire Marshal's Office, and I started working as Moorhead Fire Marshal September 1, 2002. My first day of focusing solely on these duties was October 14, 2002.

Our annual "Fire Department Open House" was held during Fire Prevention Week in October. This year's theme was "Team Up For Fire Safety". It stressed the importance of everybody's role in fire safety. A poster contest was held for second grade classes in Moorhead.

Several fire safety and extinguisher classes were held throughout the year. In December a presentation was given to the Clay County Safety Council on winter fire safety. Many daycare centers and elementary schools were visited to deliver the message of fire safety. During the year 25 classes were held in the community with 1,245 students attending.

Moorhead had one accidental fire death in 2002. In 2003 we will continue to be diligent in delivering a fire prevention program that delivers quality inspections and enforcement, education, and fire investigations to the citizens of Moorhead.

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FIRE ADMINISTRATION ▲ BUILDING CODES
HOUSING INSPECTIONS ▲ ENVIRONMENTAL HEALTH



**FIRE PREVENTION
QUARTERLY FIRE PREVENTION REPORT**

JANUARY 1, 2002 THROUGH DECEMBER 31, 2002

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Fire Prevention Man Hours on Field Inspections	45.00	66.00	9.00	29.00	149.00
Fire Prevention Bureau Inspections	42.00	78.00	12.00	16.00	148.00
Written Violations	6.00	4.00	0.00	9.00	19.00
Verbal Violations	4.00	11.00	0.00	3.00	18.00
Corrections	17.00	24.00	19.00	6.00	66.00
Housing Inspections	23.00	34.00	10.00	9.00	76.00
Units Inspected	37.00	21.00	10.00	9.00	77.00
Commercial Inspections	19.00	44.00	2.00	7.00	72.00
Building Code Inspections	0.00	0.00	0.00	0.00	0.00
New Inspections	27.00	77.00	5.00	11.00	120.00
Reinspections	15.00	18.00	7.00	6.00	46.00
Complaint Inspections	0.00	1.00	1.00	6.00	8.00

TIME SPENT IN THE FOLLOWING AREAS (HOURS)

	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL
Meetings and Conferences	34.00	39.00	4.00	15.00	92.00
Schools Attended	58.00	0.00	0.00	56.00	114.00
Fire Investigations	3.00	16.00	8.00	43.50	70.50
Fire Safety Classes Given	6.00	29.00	0.00	21.50	56.50
Fire Department Duties	11.00	24.00	240.00	77.50	352.50
Court Related Appearances	0.00	0.00	0.00	0.00	0.00
Plan Checks	2.00	1.00	0.00	1.50	4.50
TOTAL HOURS	114.00	109.00	252.00	215.00	690.00

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**2002 MOORHEAD FIRE & RESCUE DEPARTMENT
 ANNUAL REPORT
 RENTAL REGISTRATION/INSPECTION PROGRAM
 Marty Soeth, Fire Chief**

The Rental Registration/Inspection Program has been in existence since 1986. The program was designed to address the problems listed as critical neighborhood issues by the citizen task force groups. These problems included parking, deterioration of housing, absentee landlords and the overcrowding of rental property.

In 2002, there were 891 properties registered as rental in Moorhead with a total of 4,204 individual units. The rental housing summary below shows there were 1,574 housing inspections made in 2002. There were 2,913 written housing violations found during these inspections with 2,799 of these violations being fully corrected.

A rental registration fee was implemented for the year 2000. A total of \$64,850.00 was collected for registration and reinspection fees in the year 2002.

I believe the summary below reveals 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.

2002 RENTAL HOUSING SUMMARY FOR RENTAL INSPECTORS AND SHIFT INSPECTIONS	
Description	Total
New Inspections	902
Reinspections	672
Inspected Units	5,322
Written Violations	2,913
Verbal Violations	13
Corrections Made	2,799
Inspection Man Hours	1,401
Housing Inspections	1,574



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**2002 MOORHEAD FIRE & RESCUE DEPARTMENT
ANNUAL REPORT
ENVIRONMENT HEALTH DIVISION
Len Dusek, Environmental Health Director**

The Environmental Health Division is responsible for 155 food/beverage/lodging establishments, 42 retail food handlers, 34 special event stands, 5 mobile home parks, 17 swimming pools and 114 vending machines. In 2002, our division conducted 244 full inspections, 41 follow-up inspections and 8 construction inspections.

Another aspect to the Health Inspector's job is acting on nuisance complaints. In 2002, this office received 105 complaints from citizens. The inspector conducted 105 full inspections, 59 follow-up inspections and 15 enforcement actions. These nuisance complaints are received from the public as well as city officials and range from junk/debris/garbage in yards, junk vehicles, food service problems, pools, and maintenance problems in mobile home parks.

Periodically this office receives requests for information concerning indoor air problems such as mold and radon. Currently there are two consulting firms that deal specifically with these problems. Our office will provide the caller with what limited information we have and then they are referred to these firms for more extensive information. Any outdoor air problems, such as oil spills, are referred to the Minnesota Pollution Control Agency.

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FIRE ADMINISTRATION ▲ BUILDING CODES
HOUSING INSPECTIONS ▲ ENVIRONMENTAL HEALTH



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2002 ANNUAL REPORT
BUILDING CODES DIVISION
Kurt Wenzel, Building Official

Until the City of Moorhead's planned reorganization is complete, the Building Codes Department is located in the Main Fire Station Annex.

The principal responsibility of the Building Codes Department is the enforcement of the various laws and ordinances enacted by the City and State regulating building construction.

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 ensure compliance.

Staff members issue more than one thousand permits each year as well as direct thousands of inspection requests. Staff members are also involved in a wide variety of other responsibilities that include:

- the preparation of numerous reports
- public education
- handling of complaints and inquiries
- attending various meetings
- reviewing and recommending changes in city ordinances
- staff education
- providing information for other city departments and the public

In 2002 there was a record number of permits issued for new residential in all categories. The following table shows the 10-year comparison of permit numbers, valuation and revenue and also a 10-year comparison of building activity by category.

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FIRE ADMINISTRATION ▲ BUILDING CODES
HOUSING INSPECTIONS ▲ ENVIRONMENTAL HEALTH



10 YEAR COMPARISON OF PERMIT NUMBERS, VALUATION AND REVENUE

YEAR	BUILDING PERMIT VALUATION		BUILDING PERMIT REVENUES		MECH PERMIT REVENUES		MECH PERMIT PERMITS		NUMBER OF MECH PERMITS		MECH PERMIT REVENUES		NUMBER OF PLUMB PERMITS		PLUMBING PERMIT REVENUES		PLUMBING LICENSE FEES		OTHER FEES		TOTAL MIN SURCHARGE		NUMBER OF TOTAL PERMITS		TOTAL		
	# OF PERMITS	VALUATION	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS	REVENUES	# OF PERMITS
1993	729	43,554,522.00	148,686.50	17,731.00	512	17,731.00	288	23,330.00	4,830.00	3,540.00	21,283.52	1529	\$219,401.02														
1994	686	26,651,516.00	101,530.00	15,558.00	468	15,558.00	971	30,150.00	3,790.00	1,590.00	14,515.20	2125	\$167,133.20														
1995	649	23,831,684.00	93,139.50	18,064.00	591	18,064.00	776	28,374.00	2,190.00	1,640.00	13,518.00	2016	\$156,925.50														
1996	554	25,069,947.00	93,735.75	19,033.00	565	19,033.00	650	22,585.00	3,420.00	1,785.00	13,464.00	1769	\$154,022.75														
1997	620	20,702,468.00	75,175.00	19,407.00	647	19,407.00	381	14,386.50	3,495.00	1,905.00	11,675.50	1648	\$126,054.00														
1998	621	28,077,235.00	103,510.00	17,524.00	513	17,524.00	303	17,447.00	3,455.00	4,567.00	15,698.00	1437	\$162,201.00														
1999	599	35,953,896.00	121,078.00	23,508.00	654	23,508.00	263	17,203.00	615.00	375.00	18,559.50	1516	\$181,338.50														
2000	708	27,699,288.00	116,468.50	26,810.00	685	26,810.00	303	17,552.00	0.00	200.00	15,540.80	1696	\$176,571.30														
2001	608	48,621,367.00	179,159.75	28,096.00	584	28,096.00	301	21,620.00	0.00	2,686.50	23,187.00	1493	\$254,749.25														
2002	767	72,084,373.00	256,514.75	34,841.00	741	34,841.00	530	39,078.00	0.00	4,241.20	32,294.00	2038	\$366,968.95														

10 YEAR COMPARISON OF BUILDING ACTIVITY BY CATEGORY

YEAR	NEW SINGLE FAMILY DWELLING		NEW MULTIPLE DWELLING		COMMERCIAL (NEW & REMODEL)		GARAGE PERMITS & RESIDENTIAL REMODEL		MISC BLDG PERMITS		TOTALS	
	# OF PERMITS	VALUATION	# OF PERMITS	VALUATION	# OF PERMITS	VALUATION	# OF PERMITS	VALUATION	# OF PERMITS	VALUATION	# OF PERMITS	VALUATION
1993	141	13,660,500.00	17	3,623,000.00	109	24,248,351.00	332	2,022,671.00	130		729	\$43,554,522.00
1994	72	7,678,000.00	13	2,104,500.00	113	13,959,123.00	376	2,909,893.00	112		686	\$26,651,516.00
1995	128	12,092,300.00	3	390,000.00	121	8,131,729.00	319	3,217,655.00	78		649	\$23,831,684.00
1996	77	7,956,300.00	2	240,000.00	111	14,541,159.00	312	2,332,488.00	52		554	\$25,069,947.00
1997	52	5,904,000.00	5	1,204,000.00	101	9,460,260.00	371	4,134,208.00	91		620	\$20,702,468.00
1998	101	9,989,147.00	4	1,320,000.00	106	14,401,050.00	337	2,367,038.00	73		621	\$28,077,235.00
1999	97	11,777,000.00	4	4,973,000.00	93	16,365,942.00	347	2,825,054.00	56		597	\$35,953,896.00
2000	100	10,709,100.00	15	3,269,997.00	97	9,521,563.00	428	4,198,628.00	68		708	\$27,699,288.00
2001	116	13,060,500.00	5	1,890,000.00	103	21,427,036.00	319	12,223,831.00	65		608	\$48,601,367.00
2002	212	24,160,907.00	21	11,537,221.00	80	32,346,832.00	426	4,039,413.00	27		766	\$72,084,373.00