

FIRE PREVENTION BUREAU

HALF MOON BAY FIRE PROTECTION DISTRICT NEEDS ASSESSMENT

March 9, 2006

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Task: Prepare an executive summary of needs assessment for the district's fire prevention programs. District's need is immediate and to develop strategic and long range programs. At present District's prevention programs are satisfied by an agreement for San Mateo Fire Department to conduct plan review and inspections and some complaints.

Scope: Needs assessment for fire prevention development and inspection program. Public education and fire investigation programs needs are not identified per task requirement. Recommendations are made were warranted.

Immediate Needs: San Mateo is able to provide these services only till July 1. Staffing resources may be reduced to 18 hours per week after July 1, 2006.

1. Fees for out sourcing should be updated. Current fees are inadequate to cover expenditures.
2. Plan review on timely basis. There are approximately 12 plans of varying types needing review. Each plan can take an average of one hour for review, talking to applicant, writing requirement, etc.
3. Construction inspector to maintain on-going inspections. What to do with "As-built" drawing?
4. Conduct mandated annual inspections.
5. Code enforcement inspections.
6. Fire Investigations.

Plan Review: the district is tasked with plan reviews for new construction, for existing construction and tenant improvements, for community development projects and installation of fire protection systems and equipment.

Deficiencies noted:

1. Need full time plan reviewer and/or construction inspector. Plans can be processed by other than district at this time. However, there is a need for a fire department construction inspector to approve installations and occupancies
2. Meetings should be held with city and county building/planning departments on in-coming major projects. This will allow the district to prepare and investigate requirements.
3. Need to update reference materials such as NFPA and UL standards.
4. Need to develop and write procedures for processing county and district projects from application through final inspection/documentation.
 - a. Approval process
 - i. Need Electronic database to maintain information.