



ELK CREEK FIRE PROTECTION DISTRICT

11993 South Blackfoot Road P.O. Box 607 Conifer, CO 80433

FIRE PREVENTION/COMMUNITY RISK REDUCTION PROGRAM

FIRE PREVENTION ORGANIZATIONAL STATEMENT

The Elk Creek Fire Protection District has established a fire prevention organization and deployed resources to manage a Fire Prevention/Community Risk Reduction program in accordance with the 2016 National Fire Protection Association Standard 1730, *Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations*.

FIRE PREVENTION ORDINANCES

The Elk Creek Fire Protection District has adopted the 2018 International Fire Code and related National Fire Protection Standards.

FIRE PREVENTION ORGANIZATIONAL SERVICES AND FUNCTIONS

PLAN REVIEWS FOR NEW CONSTRUCTION AND RENOVATION

Plan reviews are conducted for new construction and renovation of existing buildings in accordance with NFPA 1730. Jefferson County and Park County refer permit information electronically to the Elk Creek Fire Marshal for review and comments. The Fire Marshal reviews new construction and renovation plans for emergency vehicle access, water supply, change of occupancy use, addition of fire and life safety systems and hazardous materials processes in accordance with the International Fire Code and the adopted National Fire Protection Standards.

ACCEPTANCE TESTING

Field acceptance inspections are conducted for new construction and renovation of existing buildings in accordance with NFPA 1730. The Fire Marshal conducts the associated acceptance field inspections and tests of fire protection equipment and provides written approval to the appropriate County before a Certificate of Occupancy is issued by the County.

CERTIFICATE OF OCCUPANCY INSPECTIONS

Certificate of occupancy inspections are conducted for new construction and renovation of existing buildings in accordance with NFPA 1730. The Fire Marshal conducts Certificate of Occupancy inspections and provides written approval to the appropriate County before a Certificate of Occupancy is issued by the County.

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EXISTING OCCUPANCY INSPECTIONS

The Fire Marshal conducts inspections of existing occupancies on an annual basis. (Due to COVID-19 the 2020 inspection schedule was reduced).

EXISTING OCCUPANCY PREPLANS

The Fire Marshal collects data and prepares preplans during the inspections of existing occupancies on an annual basis. (Due to COVID-19 the 2020 inspection schedule was reduced).

MANAGEMENT OF EXISTING FIRE PROTECTION SYSTEM INSPECTIONS, TESTING AND MAINTENANCE. A 3rd party web-based reporting system, The Compliance Engine, is used to automate and more effectively manage the annual and semi-annual fire protection system maintenance recordkeeping process. Contractors submit inspection and testing records online for review by the Fire Marshal. Automatic notifications are sent to the responsible party and contractor, notifying them of deficiencies and upcoming inspection requirements.

FIRE PREVENTION ORGANIZATIONAL STRUCTURE

The Elk Creek Fire Protection District employs a part-time Fire Marshal to manage the Fire Prevention/Community Risk Reduction program for the district. The Elk Creek Fire Protection District has written agreements for the Fire Marshal to provide fire code services to the following fire districts: Inter-Canyon, Indian Hills, and Genesee.

FIRE PREVENTION STAFFING

The fire prevention staffing levels are determined by the projected work load. Based on the projected work load the Fire Marshal has been scheduled to work 20-24 hours per week. The work load is evaluated annually to determine if staffing levels need to be adjusted. The increased use of technology has increased productivity and efficiency.

FIRE PREVENTION SERVICE DELIVERY OBJECTIVES

Fire prevention service delivery objectives:

1. Address fire protection system impairments within 8 hours.
2. Address complaints regarding public safety within 24 hours.
3. Address emergency response related issues within 24 hours.
4. Address Knox Box and key maintenance issues within 3 business days.
5. Complete public records requests within 3 business days.
6. Complete special event reviews and inspections within 3 business days.
7. Complete Business & Liquor License reviews and inspections within 5 business days.
8. Complete State License inspections within 5 business days.
9. Complete fire hydrant flow tests requests within 5 business days.
10. Manage the Fire Protection System ITM Program on a weekly basis.
11. Complete County referrals within 2 weeks.

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12. Complete new construction and renovation plan reviews and inspections within 2 weeks.
13. Conduct existing facility inspections. All educational and commercial buildings will be inspected annually.
14. The projected existing building inspection work load for 2021 is prioritized as follows:

Educational Occupancies:

Conifer Senior High School	10441 Highway 73
West Jefferson Middle School	9449 Barnes AVE
West Jefferson Elementary School	26501 Barkley RD
Elk Creek Elementary School	13304 US Highway 285
Harmony Hills Academy	12414 US Highway 285
Summit Education Zones	25797 Conifer RD #C202-204

Child Care Occupancies:

Aspen Park Montessori	25782 Vosler ST
Mon Petit Academy	27071 Barkley RD
Rocky Mountain Kids	9998 Havekost RD

Assembly Occupancies:

Stagedoor Theatre	25797 Conifer RD #A109
The Venue Theatre Company	27132 Main ST
Restaurant	27175 Main ST
3 Margaritas Restaurant	10903 US Highway 285 #E204
Aspen Perk Cafe Bar & Grill	27182 Main ST #145
Brooks Place Tavern	25577 Conifer RD #100
Conifer Café	25597 Conifer RD #105
Crossroads Pub & Grill	16 Mt. Evans BLVD #D
Ebony & Vine	27191 Main ST
Glen Elk Creek Lodge & Association	13762 S Elk Creek RD
Golden Pine Chinese Restaurant	67348 US Highway 285
Golden Stix	25567 Conifer RD #105
J.J. Madwell's Restaurant	26412 Main ST
Los 3 Garcias Restaurant	25567 Conifer RD #120
Qdoba Mexican Eats #2196	25597 Conifer RD #110
Snowpack Taproom	11863 Springs RD #210
Wendy's #10832	25607 Conifer RD
Aspen Park Community Center	26215 Sutton RD
Blizzard Mountain Pinball	25797 Conifer RD #C206-208

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Conifer Historical Society & Museum	26951 Barkley RD
Meadow Creek Lodge & Event Center	13438 Berry Hill LN
The Creekside Lodge	11883 S Elk Creek RD

Church Assembly Occupancies:

Aspen Park SDA Church	26015 Noah AVE
Conifer Community Church	9998 Havekost RD
Deer Park United Methodist Church	966 Rim Rock RD
Journey Church	11825 S US Highway 285
Our Lady of the Pines Catholic Church	9444 Eagle Cliff RD
Rim Rock Church	1033 Rim Rock RD
St. Laurence Episcopal Church	26812 Barkley RD
Timber Ridge Church	25587 Conifer RD #201-202

Medical Facilities:

Conifer Medical Center	26659 Pleasant Park RD
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Multi-Family Residential:

Black Mountain Apartments	9168 Black Mountain DR
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Energy Occupancies:

Intermountain Rural Electric	13404 Old US Highway 285
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Communications Occupancies:

CenturyLink	34393 Ella AVE
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Hazardous Materials Occupancies:

Amerigas Propane Company	186 Mt. Evans BLVD
Ferrell Gas Facility	11505 Old US Highway 285
Independent Propane	67302 US Highway 285
Independent Propane Tank Facility	13912 Wandcrest RD

Three Story Buildings:

Conifer Senior High School	10441 Highway 73
Tall Country Building	26267 Conifer RD
Shell Building	25997 Conifer RD

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Water Facilities:

Aspen Park Metro District 25517 Conifer RD
320,000 gallon water tank, 2,000 gpm fire pump, 12 fire hydrants

Conifer Metro District 27142 Main ST
500,000 gallon water tank, 2,000 gpm fire pump, 15 fire hydrants

Conifer Water District Kidde DR
200,000 water tank, 4 fire hydrants

Mountain Water District 11524 Green CT
220,000 gallon water tank, -- fire hydrants

Will-O-Wisp Metro District Wandcrest Park RD
500,000 gallon water tank, 5 fire hydrants

Jefferson County Schools R1 9919 Fallen Rock RD
Pond, 6 fire hydrants

Aspen Park Village Private Water 25797 Conifer RD
45,000 gallon water tank, 20,000 gallon water tank, 1 fire hydrant

Kings Valley Marketplace Private Water 30403 Kings Valley RD
48,000 gallon water tank, 1 fire hydrant

Elk Creek Elementary School 13304 US Highway 285
40,000 gallon water tank, 1 fire hydrant

Waste Water Facilities:

Aspen Park Metro District 25517 Conifer RD
Conifer Metro District 26941 Main ST
Mountain Sanitation District 11524 Green CT
Jefferson County Schools R1 10351 Highway 73

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Mixed Use Shell Buildings:

10853 SHELL Building	10853 US Highway 285
10875 SHELL Building	10875 US Highway 285
10903 SHELL Building	10903 US Highway 285
25997 SHELL Building	25997 Conifer RD
67377 Shell Building	67377 US Highway 285
Aloha Marketplace SHELL Building	26437 Conifer RD
Aspen Park Terrace SHELL Building	26367 Conifer RD
Aspen Park Village Bldg. A SHELL	25797 Conifer RD
Aspen Park Village Bldg. B SHELL	25797 Conifer RD
Aspen Park Village Bldg. C SHELL	25797 Conifer RD
Big Timber Run West SHELL Building	12424 Big Timber DR
Conifer Crossing SHELL Building	11825 S US Hwy 285
Conifer Gutter Service Building	11485 S US Highway 285 Frontage RD
Conifer Square Building A Building	26689 Pleasant Park RD
Conifer Square Building B Building	26697 Pleasant Park RD
Conifer Square Building C Building	26719 Pleasant Park RD
Conifer Town Center Building H	27182 Main ST
Conifer Town Center Building J	27122 Main ST
Conifer Town Center Building K	27132 Main ST
Green Valley Center - Building 100	11873 Springs RD
Green Valley Center - Building 200	11863 Springs RD
Kings Valley Marketplace	30403 Kings Valley DR
Mount Evans Plaza	16 Mt. Evans BLVD
Mountain Resource Center Building	11030 Kitty DR
Mt. Evans Plaza - North Building	316 Mt. Evans BLVD
Mt. Evans Plaza - South Building	316 Mt. Evans BLVD
Parkview Plaza Building	13700 US Highway 285
Parkway Business Center Building 1	480 Sioux TRL
Parkway Business Center Building 2	480 Sioux TRL
Parkway Business Center Building Office	480 Sioux TRL
Silver Ranch Building	26497 Conifer RD
Tall Country Building	26267 Conifer RD
The Healthcare Center at Conifer	10791 Kitty DR
Village at Aspen Park Bldg. 4	25597 Conifer RD
Village at Aspen Park Bldg. 5	25587 Conifer RD
Village at Aspen Park Bldg. 6A	25577 Conifer RD
Village at Aspen Park Bldg. 6B	25567 Conifer RD
Village at Aspen Park Bldg. 7A	25557 Conifer RD

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EXISTING OCCUPANCY INSPECTION WORKLOAD DISTRIBUTION

The Community Risk Assessment determined that all occupied existing occupancies could be inspected on an annual basis. The fire district was divided into geographical zones for workload distribution efficiency:

January	Elk Creek Road Area	17
February	Aspen Park Village (13 vacant)	35
March	Conifer Marketplace (1 vacant)	24
April	Village at Aspen Park (9 vacant)	45
May	Conifer Road & Barkley Road Corridor (6 vacant)	62
June	Conifer Town Center (4 vacant)	31
July	Main Street Corridor (2 vacant)	21
August	Pleasant Park Road & Kitty Drive Area (6 vacant)	56
September	Pine Area – Park CO (3 vacant)	59
October	Pine Area – Jefferson CO (3 vacant)	34
November	Green Valley Area (12 vacant)	44
December	Kings Valley Area (6 vacant)	30
	Schools	7

MANAGEMENT INFORMATION SYSTEMS

The Elk Creek Fire Protection District has implemented the use of the following information systems to manage the fire prevention and community risk reduction programs:

Emergency Reporting, a cloud-based fire prevention records management system is used to more efficiently and effectively manage plan reviews, inspections, pre-fire plans and water supply system inspections. The software also includes Google mapping integration and an occupancy risk assessment tool to assist in conducting a community risk assessment in accordance with NFPA 1730. All fire inspections are being conducted using a tablet in the field to increase productivity and efficiency. The Fire Marshall uses the Emergency Reporting to maintain a history of services delivered and performance outcomes as measured against goals established through the organizational statement.

First Due Size-up, a cloud-based records management system is used to manage existing commercial and residential pre-plans. First Due collects critical occupancy and geospatial data from numerous sources. The Fire Marshal collects data during regular inspections. Community Connect allows Residents to create a Household Life Safety Profile in the system. This information is made available on mobile devices to responding firefighters when an incident is dispatched.

The Compliance Engine, a 3rd party web-based reporting system, is used to automate and more effectively manage the annual and semi-annual fire protection system maintenance recordkeeping process. Contractors submit inspection and testing records online for review by the Fire Marshal. Automatic notifications are sent to the responsible

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party and contractor notifying them of deficiencies and upcoming inspection requirements.

Incident records are reviewed annually by the Fire Chief.

FINANCE

Responsibility for the functions of budget control falls under the direction of the Fire Chief. The fire prevention budgetary system reflects and supports the organization's goals, objectives, and expected outcomes. The system of accounts for financial administration includes a record of funds received and expended in accordance with Colorado Special District Law. The Fire District follows generally accepted accounting practices in accordance with Colorado Special District Law.

RECORDS

Record-keeping practices have been developed, instituted, and maintained in accordance with Colorado Special District Law. The records on purchases are sufficiently detailed to permit the Fire Marshal to have data available for the actual cost estimates needed for planning and budgeting purposes and specifications for purchases shall be based on applicable standards.

COMMUNITY RISK ASSESSMENT

A preliminary Community Risk Assessment was conducted in December of 2016 using the Emergency Reporting VISION product, which is based on the RHAVE model.

The preliminary Community Risk Assessment was reviewed monthly during the first year to insure the quality of the program and make necessary changes. Based on the data a preliminary Community Risk Reduction Plan was developed. The preliminary Community Risk Assessment and Community Risk Reduction Plan will be evaluated and finalized in December 2017.

PERSONNEL

The fire prevention staffing levels are determined by the projected work load. Based on the projected work load the Fire Marshal has been scheduled to work 20-24 hours per week, based on the active work load. The work load is evaluated annually to determine if staffing levels need to be adjusted. The increased use of technology has increased productivity and efficiency.

TRAINING

The Fire Marshal attends training and education programs to ensure that personnel are trained and that competency is maintained in order to effectively, efficiently, and safely execute all responsibilities 4.8.1. The Fire Marshal meets the job performance requirements in NFPA 1031. The Fire Marshal attends training and education programs in the International Fire Code, the applicable NFPA Standards, community risk reduction and plan review. The Fire Marshal maintains the following certifications:

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- ICC Fire Inspector II.
- ICC Fire Plans Examiner.
- ICC Building Plans Examiner.
- Colorado Fire Inspector III – Plans Examiner
- Colorado Fire Suppression System Plan Reviewer

The Fire Marshal attends continuing education training to maintain a high level of expertise and meet the requirements for maintaining certifications.

The Fire Marshal coordinates training, maintains training records, and assists in evaluating the effectiveness of the program 4.8.2. Training coordination, certifications and recordkeeping are maintained in the Emergency Reporting database where reports are available to evaluate the effectiveness of the program.

COMPLIANCE

The Fire Chief develops, establishes, and implements policies and procedures to ensure compliance with this standard. Training and certification records are maintained in the Emergency Reporting database where reports are available to evaluate compliance with this standard.

PREINCIDENT PLANNING

The ISO Fire Suppression Rating Schedule (FSRS) requires a building familiarization and pre-fire planning program and awards up to 12 points for a successful program. The Fire Marshal makes building familiarization and pre-incident planning tours of each commercial, industrial, institutional, and other similar building at least annually. The Fire Marshal uses the First Due Sizeup software to collect and input data, maps datapoints, and link photographs to datapoints at each occupancy. This allows firefighters to use a mobile device to view each occupancy, recognize hazards and visualize how existing strategies apply to the occupancies. The pre-plan is available to the responding incident commander on a mobile device. Building familiarization and pre-incident planning are in accordance with the general criteria of NFPA 1620, *Standard for Pre-Incident Planning*.

FIRE CAUSE AND ORIGIN INVESTIGATION PROGRAM

The resources and personnel required to provide the level of service required by this chapter shall be determined by the AHJ in accordance with NFPA 1730. The Elk Creek Fire Protection District conducts a fire cause and origin investigation into all fires responded to in the district.

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The Elk Creek Fire Protection District uses a 3-tiered approach:

1. Fire Officers are responsible for determining the preliminary origin, cause, and circumstances of any fire, explosion, hazardous materials incident or other hazardous condition; securing the incident scene; and protecting evidence or potential evidence from damage or destruction in accordance with NFPA 1730. All Fire Officers meet the job performance requirements of NFPA 1021. Fire Officers shall gather the information needed and accurately complete the required report.
2. When necessary, an outside investigator or the Colorado Division of Fire Prevention and Control conducts a detailed origin and cause investigation in accordance with NFPA 921.
3. When a fire may involve criminal activity law enforcement conducts the investigation. Elk Creek Fire Protection District does not have the authority or jurisdiction to investigate criminal matters. When evidence of criminal activity is detected or suspected, the appropriate law enforcement agency is contacted to conduct the investigation. Elk Creek Fire Protection District personnel assists as needed.