

ORDINANCE #20-03

REPEALING CHAPTER 38 OF THE JEFFERSON
TOWNSHIP MUNICIPAL CODE ENTITLED "FIRE
CODE ENFORCEMENT" AND THE
ESTABLISHMENT OF NEW CHAPTER 38 ENTITLED
"FIRE SAFETY"

SECTION I

BE IT ORDAINED by the Township Council of the Township of Jefferson, Morris County, New Jersey that Chapter 38 of the Jefferson Township Municipal Code entitled "Fire Code Enforcement" is hereby deleted in its entirety and in its place and stead there is hereby adopted a new Chapter 38 entitled "Fire Safety" as follows:

§ 38-1. Adoption of standards.

The Township of Jefferson does hereby adopt a Code for Rapid Entry Systems.

§ 38-2. Enforcing agency designation.

The local enforcing agency shall be the Jefferson Township Bureau of Fire Prevention as created in Chapter 41 for existing Buildings as outlined in this code for all buildings already issued a Certificate of Occupancy. The Jefferson Township Fire Subcode Official shall be the designated to enforce this code for all new construction and renovation of Buildings as outlined in this code.

§ 38-3. Applicability.

The term "Building" used herein means any building or structure located in the Township of Jefferson, whether privately or publicly owned, including without limitation, any building owned by the Township of Jefferson, the Township of Jefferson Board of Education or any other public, quasi-public, or private entity or person provided however that this chapter shall not apply to owner occupied one and two family dwellings.

§ 38-4.0 Mandatory Key Boxes

The following structures shall be equipped with a Key Box at or near the main entrance or such other location as required and approved by the Township of Jefferson Fire Subcode/Fire Official. The Key Box shall be at a location outlined in the Installation Requirements of this code and approved by the Township of Jefferson Fire Subcode/Fire Official. The Key Box shall be a UL Type and size approved by the Fire Subcode/Fire Official. This shall be a requirement for buildings under construction or renovation prior to the issuance of a Certificate of Occupancy.

§ 38-4.1. Mandatory Key Boxes for Fire Suppression and Standpipe System

When a building within the Township of Jefferson is protected by an automatic fire suppression or standpipe system it shall be equipped with a key box.

§ 38-4.2. Mandatory Key Boxes for Automatic Alarm Systems.

When a building within the Township of Jefferson is protected by an automatic alarm system and or access to or within a building, or an area within that building is unduly difficult because of secured openings, and where immediate access is necessary for life saving or firefighting purposes, it shall be equipped with a key box.

§ 38-4.3. Mandatory Key Boxes for Multifamily Residential Structures.

When a building within the Township of Jefferson is registered as a multifamily structure with the Township of Jefferson and the New Jersey Bureau of Housing and has restricted access through locked doors and have a common corridor for access to the living units shall be equipped with a key box.

§ 38-4.4. Mandatory Key Boxes for Buildings or Facilities Complying with Title III SARA.

When a building within the Township of Jefferson contains a quantity of hazardous material, which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act)

§ 38-5. Key Tamper Box Switch.

The Fire Subcode/Fire Official shall require a key box tamper switch connected to the building's fire alarm system

§ 38-6. Security Padlocks.

When a property is protected by a locked fence or gate and where immediate access to the property is necessary for life saving or firefighting purposes, the Fire Subcode/Fire Official may require a security padlock be installed at a location approved the Township of Jefferson Fire Subcode/Fire Official . The Padlock shall be a UL type and size approved by the Fire Subcode/Fire Official.

§ 38-7. Security Caps.

When a building is protected by an automatic sprinkler system or standpipe system and the fire department connection is exposed to undue vandalism the Fire Subcode/Fire Official may require that a Fire Department Connection Security Cap(s) be installed. The Fire Department Connection Security Cap(s) shall be a type approved by the Fire Subcode/Fire Official.

§ 38-8. Access to the Key Box in a Non-Emergency.

The owner or person in control of any building or facility described in Section 38-4 required to have a Key Box shall be present, himself/herself or through a designated agent during access to such a Key Box by the Township of Jefferson Bureau of Fire Prevention except when the Township of Jefferson's Emergency Services have been dispatched and responded to the property in an emergency.

§ 38-9. Access to the Key Box in an Emergency.

The following organizations are identified as part of the Township of Jefferson Emergency Services:

- a) Jefferson Township Police Department,
- b) Jefferson Township Fire Company No. 1,
- c) Jefferson Township Fire Company No. 2,
- d) Milton First Aid Squad,
- e) Jefferson Township Rescue Squad.

The following organizations or designate within the organization shall have the universal key for access to the Key Box:

- i) Jefferson Township Police Officers as authorized by the Police Chief or Captain,
- ii) Jefferson Township Fire Company No. 1 Chief or acting Chief/designee
- iii) Jefferson Township Fire Company No. 2 Chief or acting Chief/designee
- iv) Township of Jefferson Bureau of Fire Prevention Fire Official or acting Fire Official.

In the event the Township of Jefferson Emergency Services is dispatched and responds to a property for an emergency the following steps, as they apply to a particular emergency situation, maybe followed:

- (1) The emergency service unit shall provide the dispatcher with their operator Id.
- (2) Identify the building location by address or Key Box number if assigned
- (3) Notify dispatch upon entry into the building
- (4) Notify dispatch when all keys have been returned to the key box and Key Box is locked
- (5) Dispatch shall repeat back to the radio operator the message received after each radio transmission.
- (6) Reset Alarm once key is back in Key Box, if applicable.

§ 38-10. Contents of Key Boxes.

The contents of the Key Box for Buildings or Facilities required to have a Key Box shall be the following:

- 1) Keys to locked points of egress, whether interior or exterior of such buildings;
- 2) Keys to the locked mechanical rooms and sprinkler control rooms;
- 3) Keys to the elevator rooms;
- 4) Keys to the elevator controls;
- 5) Keys to any fence or secured areas;
- 6) Keys to fire alarm rooms (if one exists);
- 7) Keys to fire alarm control panel;
- 8) Special keys to reset pull-stations or other fire protection devices;
- 9) Keys to any other areas that may be required by the Fire Subcode/Fire Official;
- 10) A card containing the emergency contact people and phone numbers for such building. In addition, floor plan of rooms within the building may be required. Where such emergency cards and floor plans

are not appropriate for storage in the key box, they shall be filed with the appropriate Emergency Service Department identified by the Fire Official.

§ 38-11. Update of Keys and Information

The owner or person in control of any building or facility described in Section 38-4 required to have a Key Box shall do the following:

- a) Provide Keys capable of access to such Key Box unit at all times to identified Township of Jefferson Emergency Services.
- b) Maintain current information of hazardous materials stored in the building or facility by filing the information with the Township of Jefferson Bureau of Fire Prevention and the Fire Chief for the district the building or facility is located in.

§ 38-12. Installation Requirements.

- a) Application shall be made to the Township of Jefferson Bureau of Fire Prevention or the Township of Jefferson Police Department, Office of Community Service to obtain a registration form.
 - i) The property owner or operator shall be given an application for the Key Box to be obtained from the vendor.
 - (1) Cause to be or confirm the required permits are obtained from the building department to connect the key box to the fire alarm system.
 - (a) If an alarm system needs to be installed, obtain permits for the installation of the fire alarm system.
 - (b) Register with the alarm system with the police department.
- b) The owner of applicable buildings, as described in section 4 above, shall install or cause to be installed a Key Box prior to the issuance of a Certificate of Occupancy for any portion of the building for new or remodeling construction or within 12 months of the adoption date of this ordinance if no new construction or remodeling takes place.
- c) The Key Box shall be installed on the front of the building near the main entry door and be between six (6) and eight (8) feet above the ground unless approved at a higher or lower level by the Fire Subcode/Fire Official.
- d) The Key Box shall contain the key(s) as outlined in section 11 above. Keys within the Key Box shall be labeled for easy identification either by tenant name or indexed to a floor plan of the building and shall be kept current.
- e) Where a building contains a tenant that is required to maintain Material Safety Data Sheets, a Key Box document vault shall be installed. The Key Box document vault shall be installed on the front of the building, near the main entry door and between six (6) and eight (8) feet above the ground unless approved at a higher or lower level by the Fire Subcode/Fire Official. The vault shall contain copies of the Material Safety Data Sheets that are required to be on file within the building as well as a floor plan or written description that indicates the location of the general areas of these materials will be found within the building.

§ 38-13. Violations and penalties.

- A. Any person who shall violate any of the provisions of the code hereby adopted, or who fails to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Bureau of Fire Prevention or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every violation and noncompliance, respectively, be punishable by a fine of not more than five hundred dollars (\$500) or by imprisonment for not more than ninety (90) days, or by both such fine and imprisonment. The imposition of one (1) penalty for any violation shall not excuse the violation nor permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each ten (10) days that prohibited conditions are maintained shall constitute a separate and distinct offense.
- B. The application of the above penalty shall not be held to prevent the enforced correction of any identified requirement of this code.

§ 38-14. Power to modify standards.

The Fire Official of the Bureau of Fire Prevention shall have power to modify any of the provisions of said Code upon application, in writing, by the owner or lessee or his duly authorized agent when there are practical difficulties in the way of carrying out the strict letter of said Code, and provided that the intent of the Code shall be observed, public safety secured and substantial justice done. The particulars of such modification, when granted or allowed, and the decision of the Fire Official of the Bureau of Fire Prevention thereon shall be entered upon the records of the Bureau and a signed copy shall be furnished to the applicant.

SECTION II

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

This Ordinance shall take effect immediately upon final publication as provided by law.

ATTEST:

**COUNCIL OF THE TOWNSHIP
OF JEFFERSON**

LYDIA MAGNOTTI, CLERK

RICHARD YOCUM, PRESIDENT

DATED: June 23, 2003