



# Staff Report

Agenda Item:           **WAIVER OF DEMOLITION FEES FOR THE ZUNICK BUILDING, PARCEL #400 – 06 – 008J** – Discussion and consideration of a waiver of demolition fees for the Zunick building, Parcel #400-06-008J, located at the corner of Broadway and Main Street which is being used for a Fire District training fire.

Staff Contacts:       Sherry Bailey, Community Development Director  
Joe Moore, Fire Chief, Clarkdale Fire District

Meeting Date:       September 22, 2009

Background: The boarded up building at the corner of Broadway and Main Street is both an attractive nuisance and a fire danger. Under the Property Maintenance Code staff has been working with the owner to get the building removed. Ms. Zunick contacted the Clarkdale Fire District about using the building in a training exercise and the Fire Chief has consented to use the building.

Ms. Zunick originally had 30 days to remove the building which expired at the end of August. However, since she is working with the Fire District, staff agreed to extend the removal date if the Fire District was requesting that the date be extended. In your packet is a copy of the letter from Chief Moore asking that the time for demolition be extended and the fee for demolition be waived so that the Fire District can use the building as a training exercise. The waiver of the fee requires Council action.

Chief Moore will conduct the training exercise according to the National Fire Protection Association requirements to ensure that safe procedures are followed.

Recommendation: Staff recommends that Council waive the demolition permit fees for the Zunick building at the corner of Broadway and Main Street Parcel # 400-06-008J with the condition that Ms. Zunick must restore the lot by removing all debris, weeds, and building materials left from the training exercise within thirty days of the completion of the event.



**Clarkdale Fire District**  
Post Office Box 1236 - 895 First South Street  
Clarkdale, AZ 86324  
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[www.clarkdalefd.org](http://www.clarkdalefd.org)



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August 12, 2009

Sherry Bailey  
Community Development Director  
Town of Clarkdale  
PO Box 308  
Clarkdale, AZ 86324

RE: Consideration of extending the completed demolition and removal of the structure on the Zunick Property, Parcel # 400-06-008J, for fire training.

Dear Sherry,

We received the copy of the letter to Ms. Zunick dated July 30, 2009 requiring her to remove the structure from the property. Ms. Zunick has contacted us and offered to donate the building for fire training. We have done an initial inspection of the building and found it would be useful for training. However, we cannot complete the process of required documentation and building preparation in the time frame required by your department. Due to life safety, and potential liabilities, we are required to complete a number of steps to burn a donated building. I have attached copies of our check lists and letters for your review. This usually takes a minimum of 4 weeks to complete. We also support the water conservation efforts of our community and do not want to be disrespectful to the citizens by expelling water while restrictions are in place.

Considering the above information our request is as follows:

1. To extend the time for total demolition and removal to October 12, 2009, giving the Ms. Zunick 1 week after our completed training date of October 5, 2009 to remove the remaining debris. This will also keep us in good standing with the community in respect to water usage.
2. With the donation of this structure for the benefit of the Clarkdale Fire District training, we would like the Town of Clarkdale to consider waiving the permit fees for this demolition project.

Sincerely,

Joe Moore  
Fire Chief  
Clarkdale Fire District

# CLARKDALE FIRE DEPARTMENT

## Live Fire Training Requirements

Per NFPA 1403

March 2006

### Permits, Documents & Notifications

	Written permission from owner to burn structure
	Proof of clear title
	Certificate of insurance cancellation
	Acknowledgement of post-burn property condition
	Local burn permit
	Permission to utilize fire hydrants
	Notify Fire Dispatch Office 282-7101
	Notify Clarkdale Police Department
	Notification to local residents and adjacent property owners

### Pre-burn Planning

	Pre-burn plans – diagram of structure and lot
	Location of Command Post
	Position of all apparatus
	Position of all hose lines
	Location of all escape routes
	Location of ingress and egress routes for emergency vehicles
	Required fire flow for the burn building and exposures
	Required reserve fire flow (50% of fire flow)
	Apparatus must be equipped with pumps that meet or exceed the required fire flow for the building and exposures
	Separate water sources established for attack and backup lines
	Weather report obtained
	Parking areas for extra fire apparatus and private vehicles
	Operation areas established and perimeters marked
	Communication frequencies established (channel 3 fire scene & channel 2 water supply )

### Building Preparation

	Building inspected to determine structural integrity
	Utilities disconnected (gas, telephone, electricity, cable, water, etc.)
	Highly combustible interior furnishings removed
	Holes in walls and ceiling patched as needed
	Materials with exceptional weight removed from elevated locations
	Ventilation openings established, vertical & operational from outside
	Windows checked for burn operations
	Doors checked for burn operations

	Building components checked for burn operations
	Chimney checked for stability
	Unnecessary inside and outside debris, vegetation and vermin removed
	Porches and outside steps safe or removed
	Cisterns, wells, cesspools and other ground openings fenced or filled
	Exposures, trees, and utilities removed or protected
	Fire "sets" prepared, Class "A" materials only, no contaminated materials

**Pre-burn Procedures**

	All participants briefed on layout, crews, assignments and safety rules, etc.
	All hose lines charged
	Necessary tools and equipment in position
	Participants checked for full PPE, SCBA & radios and properly donned
	All crews remain together

**Post-burn Procedures**

	All personnel accounted for
	Remaining fire overhauled as needed
	Building inspected for stability and hazards
	Training critique conducted
	Records and reports prepared
	Building and property released to owner

**Responsibilities of Personnel**

**Instructor-in-Charge (IIC)**

	Plan and coordinate all training activities														
	Assign Safety Officer														
	Assign Ignition Officer														
	Inspect building integrity prior to each fire														
	Assign instructors for each crew (attack, backup RIC, functional, etc)														
	Brief instructors on responsibilities (accountability of crew, assess crew's performance, PPE, safety, achievement of tactical & training objectives)														
	Assignment of coordinated personnel as needed:														
	<table border="1"> <tr><td></td><td>EMS / Rehab</td></tr> <tr><td></td><td>Water Supply</td></tr> <tr><td></td><td>Apparatus staging</td></tr> <tr><td></td><td>Equipment staging</td></tr> <tr><td></td><td>SCBA</td></tr> <tr><td></td><td>Public relations</td></tr> <tr><td></td><td></td></tr> </table>		EMS / Rehab		Water Supply		Apparatus staging		Equipment staging		SCBA		Public relations		
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**Safety Officer**

	Shall be assigned no other duties
	Prevent unsafe acts
	Eliminate unsafe conditions
	Intervene & terminate unsafe acts
	Supervise additional safety personnel as needed
	Coordinate lighting of fires with IIC
	Ensure PPE, PASS and SCBA in working condition
	Ensure all participants are accounted for both before and after each evolutions

**Ignition Officer**

	Shall wear full PPE, SCBA and PASS
	Shall have protective hose line in place while igniting fire
	Light only one fire at a time in the building

**Instructors**

	Monitor and supervise assigned firefighters (no more than five FF's per instructor)
	Inspect firefighter's PPE
	Account for assigned firefighters both before and after each evolution
	Keep crew together at all times

**Firefighters**

	Acquire prerequisites training prior to fire evolutions
	Become familiar with building layout
	Wear full PPE, meeting NFPA 1971
	Wear SCBA, meeting NFPA 1981
	Wear PASS, meeting NFPA 1982
	Obey all instructions and safety rules
	Stay with assigned crew at all times

# CLARKDALE FIRE DEPARTMENT

## Check List For Live Fire Training

Date:

<b>Parcel Number</b>	
<b>Location – Street</b>	
City / County / State	
Zip Code	
<b>Property Owner</b>	
<b>Mailing Address – Street</b>	
City / State	
Zip Code	
<b>Telephone Number</b>	

Date Completed	Form	Description
	A	Description of property / Sole ownership
	B	Letter giving Clarkdale FD permission for live fire training
	C	Letter certifying no fire insurance on property
	D	Utilities secured by homeowner
		Utilities notified by Clarkdale FD
		Proof of Title search
		Building permit (demolition) #

Form – A  
Proof of Ownership

Date:

<b>Parcel Number</b>	
<b>Location – Street</b>	
City / County / State	
Zip Code	
<b>Property Owner</b>	
<b>Mailing Address – Street</b>	
City / State	
Zip Code	
<b>Telephone Number</b>	

I certify that I am the sole owner of the above described real property. A drawing is attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Form -- B  
Authorization to Use Property in Live Fire Training

Date:

<b>Parcel Number</b>	
<b>Location – Street</b>	
City / County / State	
Zip Code	
<b>Property Owner</b>	
<b>Mailing Address – Street</b>	
City / State	
Zip Code	
<b>Telephone Number</b>	

I hereby give permission for the Town of Clarkdale Fire Department and its associated agencies to use the structures on this property for fire, rescue and police training exercises.

I acknowledge that the structures will be damaged and may or not be completely burned down. Trees, fences, wires and other items near the structures may be damaged or destroyed by the fire and police training exercises.

The tentative dates for training will be

I, the property owner will be responsible for the cleanup of the site when Clarkdale Fire Department has completed their use of the structures.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Form - C  
Certification of No Fire Insurance

Date:

<b>Parcel Number</b>	
<b>Location - Street</b>	
City / County / State	
Zip Code	
<b>Property Owner</b>	
<b>Mailing Address - Street</b>	
City / State	
Zip Code	
<b>Telephone Number</b>	

I certify that I am the sole owner of the above described real property and that there is no fire insurance assigned to my above stated parcel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Form – D  
 Utilities and Notification

Date: \_\_\_\_\_

<b>Parcel Number</b>	
<b>Location – Street</b>	
City / County / State	
Zip Code	
<b>Property Owner</b>	
<b>Mailing Address – Street</b>	
City / State	
Zip Code	
<b>Telephone Number</b>	

I certify that I have secured the following utilities on the above real property. I understand that the Clarkdale Fire Department will notify the below named utility companies of the live fire training about ten days before the exercises.

Utility	Company	Date Secured by Homeowner	Notification Date by Clarkdale FD to Utility Company
Electrical	Arizona Public Service		
Natural Gas	UniSource Energy		
Cable TV			
Telephone	Qwest		
Sewer Service	Town of Clarkdale		
Water	Town of Clarkdale		

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_