

Lock Box Ordinance Committee

June 30, 2016

5:30 pm

Community Room, Municipal Building
312 W Whitewater St
Whitewater, WI

Minutes

1. Roll Call

Meeting called to order by L. Binnie at 5:30 pm.

Present: Cameron Clapper, Lynn Binnie, Patrick Wellnitz, Wally McDonell and Jim Allen. Also present: Capt. Dan Meyer, Chief Don Gregoire, Joe Uselding and Mike Higgins.

2. Approval of Minutes from meeting May 12, 2016.

Motion to approve minutes by Jim Allen, second by Patrick Wellnitz, approved, All-0.

3. Review of draft policy and procedure for Fire/Police Department members regarding entry into fire alarms/calls and security /use of lock boxes.

- A. Capt. Meyer gives a brief overview of meeting with Fire Department and Police Department members which took place earlier in June. 3 different situations were discussed when Police Officers would possibly be responding where use of the lock box maybe necessary. The fire department was able to give proper responses needed, so the police department supervisors could set up training for the officers and the response protocol will be uniform throughout the department.
- B. L. Binnie points out some hand writing on document which states police department members will not enter any apartment if smoke is showing whatsoever. Lt Meyer verifies this and also notes this is also correct for residential homes.
- C. Chief Gregoire explains that Fire/EMS/Police were in agreement with recommending that the Council approve the purchase of a Knox KeySecure Key Retention boxes for each vehicle. This would maintain tracking for all used of keys and heighten the security for citizens. This retention system, Knox Keysecure Master Key Retention, is able to be downloaded to all squads so everyone will have access for one price.
- D. The System provides a self-contained retention system of the Knox Box master key and the key will be released by entering an authorized PIN into the keypad. The system can hold up to 5000 pins for access so each individual user will have their own pin. Hot spots would also be added into the fire and police department by Tim Nobling. The system has a 5 year battery life and logs the date/time and Pin # identity anytime the key is accessed and returned.

- E. The cost of the system is approximately \$19,184 which the committee is recommending be incurred through the city contingency funds.
- F. Binnie questions what happens if one of the keys is lost. What will need to be done to rekey all the lock boxes? Higgins will check into the cost. If the police department members lose a key, the cost to replace will fall on the police department. Allen questions what will happen to the individual who loses, misplaces or takes a key. Discussion ensues and a determination will be made on a case-by-case basis depending on the situation. Clapper confirms if the key was lost by negligence there would be internal discussions with the individual and disciplinary actions. If the key is intentionally hidden or taken, termination would be a possible outcome.
- G. Agreement is reached that a policy will be implemented to handle lost/damaged or stolen keys.
- H. Allen motions to recommend to the Council the purchase of the Knox Keysecure Master Key Retention System with the addition of a policy to specify what will happen to an individual/employee when the keys are lost/damaged or stolen. Wellnitz seconds. Motion passed. All-0.

4. Review proposed amendments to Lock Box Ordinance and make recommendations to Common Council.

- A. W. McDonell summarizes changes to the proposed Lock Box Ordinance.
- B. 14.15.010: Whitewater Fire Department will be listed as Whitewater Fire Department Inc.
- C. Ordinance clarifies that the Whitewater Fire Department Inc. and the City of Whitewater Police Department will both have access to the Knox Box keys.
- D. Ordinance specifies that all buildings where a fire detection or suppression system is monitored by an alarm company or has an external audible or fire alarm will be required to have a lock box.
- E. The general requirement for all industrial or commercial buildings and multi-family building was replaced. Commercial buildings that have a common wall between units in the building or a common wall with another building will be required to have the lock box system. Multi-Family structures comprised of three or more units in which access to the building or common area or mechanical/electrical rooms within the building is denied through locked doors will need to have the lock box system.
- F. Other structures required to have the Lock Box System installed:
 - i. Schools, whether public or private
 - ii. Nursing homes, Community Based Residential Facilities, and Residential Care Apartment Complexes.
 - iii. Business Park Buildings

- iv. Municipal buildings/University Buildings and locked gates leading to building(s) are required to have lock box installed.
 - v. Buildings with occupants required to prepare hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA).
 - vi. All new commercial structures with building permits that were issued from date of ordinance amendment.
 - vii. All commercial structures with remodeling permits that were issued from the date of ordinance amendment.
- G. Contents of Lock Box now included that a master key is required for all multi-family buildings which wasn't included before.
- H. Security of Lock Box Access of Keys will now state "No personnel shall carry a lock box key except while carrying out an authorized use." All lock box keys shall be secured in a lock box in City or Fire Department vehicles. Also the fire department and police department will maintain a record documenting all uses of lock boxes.
- I. Exceptions to Requirement to Install a Key Lock Box System: no major changes were implemented just some rewording of the existing language.
- J. Option to Opt Out of Key Lock Box System: Requirement was removed completely.
- K. 14.15.010 Declaration of Purpose: City of Whitewater Fire Department shall be changed to Whitewater Fire Department Inc. and "other City of Whitewater public safety personnel" will be removed. Language should only reflect Whitewater Fire Department and City of Whitewater Police Department.
- L. 14.15.020: Wellnitz recommends the language shall be changed from "any building where a fire detection or suppression system installed is monitored by an alarm company" to "any building with a fire detection or suppression system installed." Binnie points out the original wording was to clarify single family residence and duplexes are excluded. W. McDonell will rework the wording to exclude single family and duplexes unless their system is monitored by an alarm company. Monitored meaning Whitewater Fire Department Inc or City of Whitewater Police Department are called and dispatched to a call.
- M. 14.15.020(A) (13): Committee moves into a discussion about item A13 regarding the 60 minute wait time period with no response from a keyholder and the ability to gain access. Committee agrees to remove this item entirely.
- N. Add item to 14.15.020, (A14), to state all commercial structures in the downtown area will need to have lock box. Wellnitz wants the Downtown area defined geographically. C. Clapper and Fire Department member will work together to set the geographical area.
- O. Add item to 14.15.020(A15), all non-residential buildings with cooking facilities.

- P. Add item to 14.15.020(A16), all buildings where acetylene or similar torches are used.
 - Q. Add item to 14.15.020(A17), all buildings which require OSHA “Hot Permit”
 - R. 14.15.030(E) Delete current 14.15. 030(E) regarding the window decal. New 14.15.030 add “his or her designee” besides the Fire Chief.
 - S. 14.15.070(E) Delete the last sentence “There must be at least one (1) key lock box for every (4) buildings and the key in the lock must be able to open all of the residential buildings on site.
 - T. 14.15.080: Add this provision will be enforced as of January, 1, 2017.
 - U. Clapper directs the committee back to 14.15.010 and a determination is made to soften the wording regarding “other legal purposes”.
 - V. Motion to move recommended changes as discussed tonight to council on the Lock Box Ordinance is made by Allen, Second by Wellnitz, motion passes, All-0.
5. **Discuss next meeting date if needed**
Draft will be sent out for everyone to review by July 15th. Finalize by July 25, 2016. If anyone still feels the need to have a meeting after reviewing changes they should contact L. Binnie.
6. **Adjournment.**
Jim Allen motions for adjournment at 6:50 pm, second by Patrick Wellnitz.