

ORDINANCE NO. 2013-8

ORDINANCE OF THE BOROUGH OF RED BANK,  
COUNTY OF MONMOUTH, NEW JERSEY  
AMENDING AND SUPPLEMENTING  
CHAPTER XVI, "FIRE PREVENTION AND PROTECTION"  
SECTION 16-10, "TECHNICAL AMENDMENTS"

Mr. DuPont offered the following ordinance on final reading and moved its adoption:

**WHEREAS**, the rebuilding effort in the areas of New Jersey that were significantly damaged by Super Storm Sandy is vitally important to all residents of the State of New Jersey; and

**WHEREAS**, volunteers from around the country, and in some cases, from outside the country are planning to come to New Jersey to assist with the rebuilding efforts, and

**WHEREAS**, these volunteers need places to stay while they are in New Jersey; and

**WHEREAS**, many religious and non-profit humanitarian agencies will be assisting with providing or obtaining non-residential buildings to be used temporarily as a place for these volunteers to stay; and

**WHEREAS**, the Division of Codes & Standards and the Division of Fire Safety have issued guidance to local Construction Officials and Fire Officials allowing for the temporary use of facilities without triggering a change of use while still providing an acceptable level of safety for those who have volunteered to assist New Jersey; and

**WHEREAS**, it is the desire of the Governing body of Red Bank to provide for a permit and inspection process for such activity;

**THEREFORE, BE IT ORDAINED** by the Governing Body of the Borough of Red Bank that Chapter XVI of the Revised General Ordinances of the Borough of Red Bank, Monmouth County, "Fire Prevention and Protection" is hereby amended and supplemented as follows:

**SECTION ONE:** Section 16-8, "Additional Required Inspections and Fees Required by the New Jersey Administrative Code"; Section 16-9, "Registration; Permits; Fees", and Section 16-10, "Technical Amendments" are amended and supplemented to the following extent (*strikeouts denote deletions, double underlined text denote additions*):

**16-10 TECHNICAL AMENDMENTS.**

The following additional local technical amendments are made to Subchapter 3 - State Fire Prevention Code pursuant to N.J.A.C. 5:71-2.8 (a):

**Add New Section F-408.15 as follows:**

**F- 409.15 DISASTER RELIEF VOLUNTEER HOUSING**

**F-409.15.1 Permit Required.** A fire safety permit shall be obtained prior to the use of any building or premises of other than Use Group R-1 by any non-profit, religious, humanitarian, or charitable service organization for the temporary dormitory or hotel type housing of disaster relief volunteers. The permit shall be good for ninety (90) days. Not more than two (2) permits shall be issued to any premise per calendar year.

**F-409.15.2 Permit Fee.** The permit fee shall be \$200.00

**F-409.15.3 Application.** Each application for a permit shall include a fire safety and evacuation plan which shall include, but not be limited to the following information:

1. Location;
2. Name, and contact information of the responsible party for the location;
3. Dates the premise will be used for housing volunteers;
4. Number of volunteers to be housed;

5. Number and ages of volunteers under the age of 18, if any;
6. Fire drill procedures;
7. Procedure for accounting of volunteers after evacuation has been completed;
8. A copy of a current Certificate of Inspection issued to the facility pursuant to the Uniform Fire Code.
9. The type of fire protection system(s) provided;
10. The preferred means, and any alternative, for reporting fires or other emergencies to the fire department or emergency response organization(s);
11. A floor plan as per Section 409.15.4.

**F-409.15.4. Floor Plan.** A floor plan of the building or portion thereof, to be occupied, which identifies the locations of the following:

1. Exits
2. Proposed sleeping areas;
3. Primary evacuation route;
4. Secondary evacuation route;
5. Accessible egress route(s), if available;
6. Fire Alarm Enunciator and fire alarm control panel locations;
7. Manual fire alarm pull stations, if any.

**F-409.15.5. Fire Drills.** A fire drill shall be conducted on the first day of occupancy by any given group of volunteers. The fire drill shall be repeated each time there is a changeover in volunteers being housed. The fire drill shall include gathering at a predetermined designated meeting spot outside the building and the taking attendance to ensure all volunteers have evacuated safely and are accounted for. A record of each fire drill shall be maintained and shall be made available to the Fire Marshal or his designee upon request. The initial fire drill shall be witnessed by the fire official.

**F-409.15.6. Supervision.** There shall be one person remaining awake overnight in any building being used to house volunteers. When volunteers under age 18 are being housed, there shall be at least two persons providing overnight supervision. (Note: The person(s) assigned to stay overnight are to ensure the safety of the volunteers in the event of a fire or other emergency in the building. Adequate supervision for any minors being housed shall be the responsibility of the volunteer group involved.) The hosting facility shall train the person or persons assigned. They shall be familiar with the evacuation procedure to be followed in an emergency, with the building layout, and with the fire detection or suppressions systems, if any, and shall be capable of notifying the fire department in the event of an emergency. Emergency numbers, including numbers for those responsible for the facility, shall be posted in a conspicuous location. The person or persons assigned shall have a record of the names of all volunteers being housed on a given night.

#### **F-409.15.7. Fire Protection**

**F-409.15.7.1 Automatic Fire Detection & Alarm System.** The building or fire area providing the overnight volunteer housing shall be provided with an approved automatic fire detection and alarm system installed in accordance with the Uniform Construction Code. All Automatic Fire Detection and Alarm Systems shall be maintained in accordance with the State Fire Prevention Code (N.J.A.C. 5:70-3) Section 907.20.

**Exception:** Temporary Volunteer Housing in building of Use Groups R-3 and R-4 shall be provided with smoke alarms and carbon monoxide alarms in accordance with F-409.15.7.2.

**F-409.15.7.2 Smoke Alarms and Carbon Monoxide Alarms:** Each sleeping room shall have battery-powered smoke alarms and carbon monoxide alarms. The smoke alarms shall be installed in the sleeping room(s) and throughout the exit access leading to the required exit or exits. All smoke alarms shall be maintained in accordance with the State Fire Prevention Code (N.J.A.C. 5:70-3) Section 907.21. Monthly tests shall be conducted for other than battery powered smoke alarms and weekly tests shall be conducted for battery powered smoke alarms. A log shall be kept on site documenting the required testing. When smoke alarms are installed with 9 volt batteries, the batteries shall be replaced annually. Buildings with complete automatic fire alarm and detection systems shall be deemed to meet the requirement for smoke alarms.

**F-409.15.8. Exits:** Each sleeping room shall have at least two means of egress. The main means of egress shall be a door of not less than 32 inches in width. The second means of egress may be an emergency egress window or an exterior door. An emergency egress window shall have a sill height of not more than 44 inches and a minimum opening of 5.7 square feet measured from head to sill and side to side. The minimum width shall be 20 inches and the height shall be at least 24 inches. A second means of egress is not required when the sleeping room is served by an exit door to a corridor providing access to two remote exits or when the building is protected throughout by an automatic fire sprinkler system.

**F-409.15.9 Location of Sleeping Rooms:** Sleeping rooms shall be located at the level of exit discharge unless the building is equipped throughout with an automatic fire alarm system. Sleeping in a basement or windowless space or story shall not be permitted unless the building is equipped throughout with an automatic fire sprinkler system.

**F-409.15.10 Vertical Opening Protection:** A minimum one-hour fire barrier shall be provided to protect all interior stairways and other vertical openings. Existing 30 minute vertical opening protection shall be allowed to remain in buildings housing 25 or fewer volunteers or in buildings where all sleeping rooms are located at the level of exit discharge.

**F-409.15.11 Habitable Space:** Each sleeping room shall provide at least 50 square feet per occupant.

**F-409.15.12. Lighting:** Artificial lighting of a minimum of one foot candle shall be required at all times throughout the space to be occupied by the volunteers including any exit access and exit discharge.

**F-409.15.13. Emergency Lighting & Exit Signs:** Egress lighting and illuminated exit signs shall be required for any building housing 50 volunteers or more.

**F-409.15.14. Inspections:** All buildings housing volunteers shall be subject to monthly inspection by the local fire official.

**SECTION TWO:** Any ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

**SECTION THREE:** If any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

**SECTION FOUR:** This Ordinance shall take effect immediately upon its passage and adoption according to law.

**SECTION FIVE:** The provisions of this Ordinance shall automatically expire on May 31, 2015, unless specifically extended by a Resolution of the Mayor and Council.

Seconded by Ms. Lee and adopted on roll call by the following vote:

	Yes	No	Abstain	Absent
Ms. Lewis	( x )	(   )	(   )	(   )
Mr. Zipprich	( x )	(   )	(   )	(   )
Mr. DuPont	( x )	(   )	(   )	(   )
Ms. Horgan	( x )	(   )	(   )	(   )
Ms. Lee	( x )	(   )	(   )	(   )
Mr. Murphy	(   )	(   )	(   )	( x )

Dated: June 12, 2013