

**Notes from third Fire/Code Task Force Meeting
December 17, 2014**

Phase I Task Force Members:

Rich Bianculli, Neighborhood Prosecutor - City of Portland, Corporation Counsel/Police Dept
Jay Fleming, Deputy Chief - Boston Fire Dept (not present)
Keith Gautreau, Deputy Chief - City of Portland, Fire Dept
Sheila Hill-Christian, Acting City Manager - City of Portland
Tammy Munson, Inspections Division Director - City of Portland
Tuck O'Brien, Chair, Portland Planning Board
Jon Rioux, Inspections Division Deputy Director - City of Portland
Julie Sullivan, Acting Chief of Staff - City of Portland

1. Inspections statement of purpose: to assure the safety of the city's housing stock.
2. Draft roles/requirements/staffing
 - a. Proactive and/or complaint-based – how would things be different than they are now. Proactivity requires education as primary prevention, interagency collaboration to ensure easy to report potential risks to City, increased involvement with landlords and tenants on both education and enforcement.
 - i. Key component will be education – Fire should take this role. Needs to be on regular schedule.
 1. Elementary schools
 2. Tenants
 3. Landlords
 4. College students/20-somethings
 - b. Want a one-stop shop for housing inspections.
 - i. What about development, zoning, plan review
 - ii. Need authority to cite buildings
 - iii. Fire Prevention should be part of it – 2 officers? Civilians that are trained as Certified Fire Inspectors? At minimum, a strong connection with the Fire Dept.
 - iv. Need to unify the authority in the ordinance now – spread among Ch. 1, 6 and 10
 - v. Centralized new department – inspections and code enforcement
 - vi. Fire will continue to do proactive inspections of buildings with 3 or more units
 - vii. Ensure data collection so that it will be clear whether these changes are achieving the goal
 - c. Enforcement
 - i. Current citation process – 32 days to address violation/submit plan, then letter, then second letter

1. Switch to ticket and fine?
 2. Rich has 1 day every month in court to address these kinds of issues
 3. Code staff can write tickets – sworn constables
- ii. Would like to ensure every rental property inspected at least every 3 years
1. Landlords bring proof of passing inspection by certified code inspector. Possibly also required to submit insurance company information.
 2. City staff track and follow up
 3. Easy referral route for other “eyes” – eg, other service providers like oil/gas companies who see building conditions and fire risks through the course of their work – as well as tenants, etc. to report. See Click Fix.
 4. Risk-based prioritization via new link between See Click Fix and Urban Insight. Also make data available on web site for public to search violations on a building.
3. Next Steps
- a. Staff will flesh out draft for new education plan, new inspections and code enforcement/building department, and enforcement in preparation for Phase 2.
 - b. Phase 2 adds the external task force members:
 - i. Julie Gregor – Portland Housing Authority
 - ii. Katie McGovern – Pine Tree Legal Assistance
 - iii. Crandall Toothaker – Southern Maine Landlord Association
 - iv. Carleton Winslow – Southern Maine Landlord Association
 - c. Meeting schedule
 - i. Mon 1/5, 2:30-4, rm 24. Review initial findings from Phase 1.
 - ii. Mon 1/12, 2:30-4, rm 24. Review and prioritize recommendations from prior studies/reports.
 - iii. Mon 1/26, 2:30-4, rm 209. Analyze Phase 1 findings vs recommendations from studies/reports.
 - iv. Th 1/29, 2:30-4, rm 209. Develop recommendations for City Council’s Public Safety, Health & Human Services Committee.
 - v. Public meeting – week of Feb. 2
 - vi. Presentation to Public Safety, Health & Human Services Committee – Tues 2/10.