

THE CORPORATION OF THE
CITY OF WINDSOR



FIRE & RESCUE SERVICES

January 4, 2017

Windsor Fire & Rescue Services has instituted a lock box program made available to building owners within the City. It is hoped owners will participate in order to reduce fire losses and improve the efficiency of emergency firefighting services for the entire City. Following is a brief explanation of how the program works.

The lock box selected for the program was deemed to be the most secure system available at this time. Building owners will purchase a lock box (MIWA Model No. FIRE78E-SC-L1), available from a local locksmith. Location of the lock box must meet specifications of the Fire Department to provide accessibility and to maintain security from vandalism. Owners will be required to enter into an agreement with the Windsor Fire & Rescue Services. The agreement will specify obligations of both parties.

Owners should contact the Fire Prevention Division of the Fire Department, telephone 253-6573 to make arrangements for initial lock box set-up. All keys to lock boxes will be securely maintained by the Fire Department.

If the Fire Department subsequently responds to an alarm at your building, they will enter the premises using the keys provided by you only to complete an inspection for fire or emergency and, if necessary, deal with any emergency as required. The Fire Department will enter buildings for emergency purposes only.

If you, as a building owner, do not wish to participate in the lock box program, then the Fire Department will proceed as follows. When an alarm comes in, the Fire Department will respond to the scene and take all reasonable precautions. If there are no visible signs of fire from an outside inspection of the building, the owner will be notified and vehicles will return to stations. Firefighting personnel will not wait at the scene for the owner or representative to arrive to gain access. If the owner or representative subsequently determines a fire emergency, the alarm will have to be called in and the Fire Department will respond immediately.

Should firefighters notice any visible signs that indicate an emergency condition exists; they will use forcible entry tactics to gain access to the building, which may result in damage to a door or window.

A \$50.00 + H.S.T. (\$56.50) fee per building will be included as part of the agreement with building owners when signing up in the program. This fee will be a one-time only charge to cover administration costs of the program by the Fire Department.

Installation of lock boxes will provide the Fire Department with quick emergency access to possible fire emergencies. The program will eliminate valuable time lost waiting to gain access to buildings and thereby enable the Fire Department to respond more quickly to other emergencies.

Lock boxes could reduce costs to owners, such as overtime wages and will reduce inconvenience to owners or their representatives who now are required to attend when Fire Department access is required.

Costs of damage to buildings will also be reduced when a fire emergency is determined by a perimeter search since Fire Department personnel will not be required to gain access by forcible entry.

We encourage all building owners to participate in the program. Your cooperation will enhance the safety of lives and property in our City.

Please send completed forms to: Lisa Carvalho, Fire Prevention Clerk, 815 Goyeau, Windsor, ON N9A 1H7 (519 253 3016 x 221)

Yours very truly,

John Lee
Chief Fire Prevention Officer
JL/lc

*** A lock box can be purchased through a locksmith – please advise them it is for Fire Lock Box.*

LOCK BOX PROGRAM

RE: _____
Windsor, Ontario [the "Premises"]

THIS AGREEMENT made, in triplicate, this _____ day of _____, 2017

BETWEEN:

THE CORPORATION OF THE CITY OF WINDSOR

hereinafter called the "City" of the First Part;

and

hereinafter called the "Participant" of the Second Part.

WHEREAS Participant represents that Participant owns, leases or is otherwise entitled to the exclusive possession of the Premises;

AND WHEREAS Participant desires to participate in the "**Lock Box Program**" administered by the City's Fire Department, established by and in accordance with City Council's Resolution Number 231/95 as may be amended from time to time (which Resolution and amendments are referentially incorporated herein);

NOW THEREFORE in consideration of the recited matters and other good and valuable consideration including the sum of ONE DOLLAR of lawful money of Canada (the receipt and sufficiency whereof are hereby acknowledged) the parties covenant and agree as follows:

1] The Participant shall purchase a lock box from a supplier approved by the City's Fire Department. The Participant shall install and maintain the said lock box on the Premises. Said lock box shall be installed by the Participant at a location on the premises approved by the Fire Department.

2] The Participant shall provide a key to the City's Fire Department for the said lock box. The Fire Department shall use the lock box key to gain entry into the Premises only in case of fire or suspected fire.

3] The City's Fire Department shall have, during the time that the Participant participates in the Lock Box Program, the right to enter the Premises by utilizing the key in the lock box. Such right may be exercised by the Fire Department without providing prior notice to the Participant in the event of fire or suspected fire.

4] The Participant HEREBY RELEASES the City, its officers and employees from and against all claims, demands, losses, costs, charges and other proceedings as a result of loss, damage or injury to any person (including death) or property directly or indirectly arising out of the operation of the Lock Box Program. This provision shall survive any termination of this Agreement.

5] This Agreement may be terminated by either party upon the giving of 90 days written notice thereof provided, however, that in the event of any breach hereof such termination may be made effective on less or no notice as the terminating party deems appropriate.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above appearing.

Approved
As to Form

THE CORPORATION OF THE CITY OF WINDSOR

Per: _____
Fire Chief

Participant Name (please print)

Participant Signature

LOCK BOX

Address: _____

Building Name: _____

Contact Person(s) including mailing address for completed Agreement:

Fee Collected: \$ _____ Date: _____

Date Agreement Signed by Owner: _____ C.F.P.O.: _____

Date Agreement Mailed: _____

Assigned Inspector: _____

Lock Box in Service (keys received for main door & elevator – identify additional keys):

Contact Persons: (3 req'd with emergency contact numbers)

1. _____

2. _____

3. _____

Comments (Including Location of Box): _____

Copy to Dispatch – Date: _____ Initials: _____