

REQUEST FOR BOARD ACTION
HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: 24 June 2015

SUBJECT: Approval of contract for Municipal Fire and Building Inspection Services

PRESENTER: Rocky Hyder

ATTACHMENT(S): Draft contract

SUMMARY OF REQUEST:

Staff has drafted a proposed contract for Municipal Fire and Building Inspection Services. With your approval, this draft will be presented to each municipality.

County staff will be present and prepared if requested to give further information on this matter.

BOARD ACTION REQUESTED:

Approval of the draft contract.

If the Board is so inclined, the following motion is suggested:

I move that the Board approve the draft contract to be presented to the County's municipalities.

STATE OF NORTH CAROLINA

COUNTY OF HENDERSON

**MEMORANDUM OF UNDERSTANDING FOR
FIRE & BUILDING INSPECTION SERVICES**

Pursuant to the requirements of NCGS 160A-411 insert municipality full name ("The Municipality") and Henderson County ("The County") enter into the following Memorandum of Understanding, pursuant to the Inter-local Agreement provisions of N.C. Gen. Stat. §160A-460 *et seq.*

The County, through its Fire Marshal and Building Inspection Divisions will assist The Municipality's business owners and residents seeking new construction, fire prevention and safety inspection and re-inspection services as defined by the North Carolina Building Code and stated herein. For the purposes of this agreement the term fire and building inspection services will also include inspections required for business or home care licensing.

Term

This Memorandum of Understanding shall be in effect from midnight, 1 July 2015 until terminated by either party following a one-year notice.

Henderson County agrees to the following:

- The County will provide fire and building inspections/re-inspections, construction and operational permits, and maximum occupancy certificates for businesses within the municipal boundaries of The Municipality. The County will receive compensation for these services pursuant to the fee and periodic inspection schedule approved by the Henderson County Board of Commissioners.
- When notified by the Fire Chief, provide fire investigation assistance with regard to the cause and origin for structure fires, vehicle fires, and illegal open burning within the municipal boundaries of The Municipality. Criminal investigations will be turned over to the law enforcement agency of jurisdiction.
- Upon request, provide reports of inspections and investigations conducted pursuant to this agreement.
- Provide transportation, uniform and supply expenses for County personnel acting under this Memorandum.
- Provide billing and collection services for the fees associated with this agreement.

The Municipality agrees to the following:

- Notify the County's Fire Marshal or Building Inspections Division, when services are requested pursuant to this agreement with the following information:
 - Business, contractor or resident name, if the name is of other than a natural person, the name must be exactly as on file with the North Carolina's Office of the Secretary of State
 - correct mailing and street address
 - type of service needed, and
 - date requested.

- Provide a letter to the North Carolina Commissioner of Insurance designating Henderson County as the contract service provider for building and fire prevention inspections and approve a periodic inspection schedule for annual inspections of all business pursuant to Section 106 of the North Carolina Fire Prevention Code.

- Make no claim to the County for any part of the fees collected for the purpose of providing these services unless prior arrangements are made in a separate written agreement with the County.

Renewal:

This Understanding will be automatically renewed from year to year as agreed by the parties. Should either party desire any modification of any terms hereof, such party shall give the other party at least ninety days written notice.

Executed the date shown below.

Municipality Name

Henderson County

By: _____

By: _____

Date: _____

Date: _____