

## Moermond, Marcia (CI-StPaul)

---

**From:** Wiese, Angie (CI-StPaul)  
**Sent:** Thursday, February 09, 2017 2:53 PM  
**To:** Moermond, Marcia (CI-StPaul)  
**Cc:** Zaccard, Steve (CI-StPaul); Shaff, Leanna (CI-StPaul); Neis, Adrian (CI-StPaul)  
**Subject:** 1728 Hague

Ms. Moermond,

There has been some confusion regarding the placement and location of Knoxbox stickers.

The fire department starting inspecting all Key boxes within the city of Saint Paul to ensure they were working, and had all the necessary keys available in the event of a fire or medical emergency. I believe they began doing this in 2016. If they found the keys to be improper, or if the keybox was not functioning, they submitted a 'Form 4' to our office to correct the issue. In addition, if they felt the need to label additional entry doors indicating there was a keybox onsite was needed, they sent this over to us as well.

After discussions with Fire Marshal Zaccard, it was agreed to no longer send over 'Form 4's' to our office requesting Knoxbox stickers, and he indicated the Fire Department would purchase them and affix them where they felt necessary. They received the stickers on January 30th, 2017.

We have advised Inspector Her, who is handling the keybox referrals for DSI to abate any orders that were previously sent (related to stickers), and also advised our information and complaint staff to no longer enter any of the 'Form 4's' that are requesting stickers.

This is why we would have advised Inspector Her to withdraw her order for 1728 Hague regarding the stickers.

In addition, based on the photos of 1728 Hague in AMANDA and conversations with the owner, I do not think there is a necessity to provide KnoxBox stickers on the rear unit entry doors since these doors provide direct access to the two units. It is DSI and SPFDs policy not to allow individual unit keys in the Knoxbox. It is quite likely SPFD personnel did not know these were individual units when they requested the stickers.

Furthermore, the Keybox is no longer an approved type at 1728 Hague and must be replaced with a new KnoxBox style keybox, and this should be ordered to be replaced. The SPFD was advised by Fire Marshal Zaccard to not send 'Form 4's' for old style keyboxes and that we would require them to be replaced on the next Fire Certificate Of Occupancy inspection. We have educated the owner that this will be forthcoming on his next regularly scheduled inspection.



**Angie Wiese, PE, CBO**

*Fire Safety Manager*

Department of Safety & Inspections

375 Jackson St. Suite 220

Saint Paul, MN 55101

P: 651-266-8953

F: 651-266-8951

angie.wiese@ci.stpaul.mn.us

The Most Livable City in America **Fire is Everyone's Fight**

**DSI's Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all.**