

Developing a Rental Safety Inspection Program for the City of Bozeman

Trisha L. Wolford

Bozeman Fire Department, Bozeman, Montana

CERTIFICATION STATEMENT

I hereby certify that this paper constitutes my own product, that where the language of others is set forth, quotation marks so indicate, and the appropriate credit is given where I have used the language, ideas, expressions, or writings of others.

Signed: 

Signed: Trisha L. Wolford

Date: July 7, 2016

Abstract

The problem was the City of Bozeman (CoB) does not have a safety inspection program for rental properties occupied by college students and the general public. The City of Bozeman has a higher than average renter population. The renter population consists of college students and general public residents. The purpose of the research was to develop a draft rental safety inspection program for the City of Bozeman. Action methodology was used to guide the following research questions: (a) What type of code compliance and enforcement will benefit the rental safety inspection program and the City of Bozeman? (b) What are other cities doing to address the need for a rental safety inspection program in their communities? (c) What resources does the City of Bozeman need to develop and implement a rental safety inspection program? A literature review was used to determine how other cities were developing and utilizing rental inspection programs. The procedures used to collect data were: surveys, interviews and analysis of other programs. The results of the research determined that the City of Bozeman would benefit from developing and implementing a rental safety inspection program. Recommendations were made to: (a) Develop a draft rental registration program, (b) Adopt the 2015 International Property Maintenance Code, (c) Present and receive approval from City Commissioners, and (d) Educate the community on the purpose and process of rental registration and the rental safety inspection program.

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Developing a Rental Safety Inspection Program For The City of Bozeman

The problem was the City of Bozeman (CoB) does not have a rental safety inspection program for rental properties occupied by college students and the general public. The purpose of the research was to develop a draft rental safety inspection program for the City of Bozeman. Action methodology was used to guide the following research questions: (a) What type of code compliance and enforcement will benefit the rental safety inspection program and the city of Bozeman? (b) What are other cities doing to address the need for a rental safety inspection program in their communities? (c) What resources does the City of Bozeman need to develop and implement a rental safety inspection program?

Background and Significance

Bozeman Fire Department (BFD) is a career fire department located in Bozeman, Montana providing (a) fire protection, (b) haz-mat, (c) technical rescue, (d) advanced life support, (e) public education, and (f) code enforcement to the citizens of Bozeman. Bozeman is located in the southwest corner of Montana. It is the fourth largest city in Montana with a population of approximately 41,660 (United States Census Bureau, 2016). Bozeman Fire Department consists of 47 firefighters operating out of three fire stations (Appendix K); covering 19.15 square miles (Infoplease, 2016). In 2015, BFD ran over 4,000 calls for service, the highest call volume in its 132-year history (Appendix K).

The City of Bozeman is home to Montana State University (MSU). MSU is a public university established in 1893 (Montana State University, 2016). It is the largest university in Montana with 15,688 students enrolled in the fall semester of 2015 (Montana State University - Office of Planning & Analysis, 2016). In the fall of 2015, 3,735 students lived on-campus (M.

Crosby, personal communication, May 3, 2016) (Appendix A). Approximately 11,953 MSU students live off-campus.

The City of Bozeman has seen rapid growth in the last five years. Since 2010 the population has grown by more than 5,000 residents and 2,000 MSU students (Dietrich, 2015, p. 2). Due to the increased population in Bozeman, the city has not been able to keep up with the demand for housing. Less than two percent of apartments and homes are vacant in Bozeman (Dietrich, 2015, p. 2). “During the economic downturn, builders stopped building apartment complexes, more people opted to rent than buy a home as the number of students enrolled at Montana State University surged” (Ricker, 2012, p. 2). Based on the high demand for housing, home prices have soared. Forty-nine percent of the city’s population is paying more than 30% of their income for housing costs (Ricker, 2012, p. 2). Due to the lack of housing inventory and affordability, Bozemanites are willing to live in any rental property, in any condition. This has created unsafe living conditions for MSU students and residents of the community (A. Kanuch, personal communication, May 24, 2016) (Appendix T).

In the early morning hours on March 1, 2011 a fire broke out at an apartment building located at 215 South 18th Street in Bozeman, Montana. The fire took the lives of two college aged males living in the third floor apartment. The apartment building was located in an area that houses MSU students and local residents. The fire investigation revealed a lack of properly installed smoke detectors along with other items that played a role in the fire. This event initiated discussion with the CoB about what was being done to protect renters in the community.

The problem with the City of Bozeman not having a rental safety inspection program for rental properties occupied by college students and the general public is relevant to the Executive Fire Officer Program (EFOP) second year curriculum, Executive Analysis of Community Risk

Reduction (EACRR). One of the four course goals of EACRR is to focus on reducing risk in the local community (United States Fire Administration, 2016). The course objectives for EACRR also specify developing an action plan to address a specific risk in the community and developing and implementing a strategy for local policy change and leadership strategy to influence change (United States Fire Administration, 2016). The ability to develop a rental safety inspection program to ensure a safer community relates to the United States Fire Administration (USFA) Operational Objective One, “Reduce risk at the local level through prevention and mitigation” (United States Fire Administration [USFA], 2010-2014, p. 12).

Literature Review

The literature review for this Applied Research Project (ARP) began during the two-week EACRR course for second year EFOP students at the National Fire Academy (NFA) in Emmitsburg, Maryland. Further research was conducted at MSU Library, MSU Residence Life, MSU Community Relations and Marketing Department, MSU Office of Planning & Analysis, Bozeman City Library, Bozeman City Hall, CoB Community Development Office, Bozeman Daily Chronicle and Bozeman Fire Department. Internet searches were conducted to review literature on rental safety inspection programs across the country.

The literature search for the City of Bozeman revealed a previous program, the Rental Housing Safety Inspection Program (RHSIP) that was developed but never implemented by the CoB Community Development Office, Building Department in late 2012 (Appendix B). The inspection checklist was broken down in two checklists: inside the rental and outside the rental. The list consisted of 19 total inspection areas, 15 on the interior of the property and four on the exterior (Appendix B). Items on the list covered: (a) smoke detectors, (b) working toilets, (c) adequate trash receptacles, (d) properly sized egress windows, (e) electrical system inspection,

and (f) building addresses clearly marked (p. 2). The program was all-encompassing and inspected targeted safety standards that were being overlooked in (a) basement apartments, (b) one-bedroom rentals in single-family homes, and (c) multi-college student rental houses that were not locally owned or managed. “The purpose of the program is to promote the health, safety and welfare of those living in or near rental housing through the participation of (a) owners, (b) tenants, (c) the City, and (d) the community” (Appendix B, p.1). The program was backed by the International Property Maintenance Code (IPMC) and consisted of a \$50 initial inspection fee and \$15 fee for each additional unit (Appendix B, p.1).

In 2014, Open Window Consulting, LLC (2014) prepared the findings of data collected for Bozeman Rental Housing Survey, 2014 Summary (Bozeman Rental Housing Survey, 2014) The nine-page document summarized the following rental property issues: (a) types and number of properties, (b) cost, (c) limitations, (d) vacancies and (e) waiting lists. In the section, *Vacancies and Waiting Lists*, the following was stated:

The vacancy rate is effectively zero across all property types and unit sizes. When the survey was conducted in July/August 2014, no student housing or market-rate properties reported any vacancies. The market rate properties surveyed do not maintain waiting lists, so unmet demand in this segment cannot be estimated. Two subsidized properties reported a total of 5 currently vacant units; however, six other subsidized properties that keep waiting lists reported a total of 155 applicants on those lists. (Bozeman Rental Housing Survey, 2014, p. 3)

In 2014, the Bozeman Fire Department revised and renamed the Rental Housing Safety Inspection Program (Appendix B) to the Voluntary Rental Unit Safety Inspection Initiative (VRUSII) (Appendix D). The purpose and goal of the program remained the same as the 2012

RHSIP (Appendix B). The difference was the revised program would be free and voluntary to any tenant, property manager, or property owner. The newly revised VRUSII (Appendix D) would not be supported by the IPMC or a city ordinance. The inspection checklist now consisted of 11, interior only, inspection items. They are: (a) address numbers clearly marked, (b) emergency exits, (c) egress windows, (d) smoke detectors, (e) electrical systems, (f) Ground Fault Circuit-Interrupter (GFCI) receptacles, (g) working gas shut-off valve, (h) working heating equipment, (i) dead bolt locks, (j) secure railings on stairs, and (k) proper lighting in habitable spaces (Appendix D). BFD personnel would conduct inspections when a tenant, property owner or property manager requested an inspection or if a citizen complained alleging unsafe or substandard conditions in a rental unit.

The City of Berkeley, California has a Rental Housing Safety Program (RHSP) through the Housing Code Enforcement Office (City of Berkeley Housing Code Enforcement, n.d.). “The RHSP requirements are contained in Sections 12.48 & 19.40 of the Berkeley Municipal Code and require virtually all owners of rental housing to certify that their rental units meet certain minimum safety requirements” (City of Berkeley, 2013, p. 2). There are two exceptions: (a) single-family dwellings or apartments that are owner occupied with non-rent paying family members and (b) units currently vacant that have been continuously vacant for one year. The two types of exception properties must still complete the annual RHSP form and apply for the fee and inspection exemption (City of Berkeley, 2013, p. 11). Annual flat fees are \$13 per room or \$26 per unit with a re-inspection and penalty fee schedule (City of Berkeley Housing Code Enforcement, n.d., p. 8). The RHSP certification checklist is broken down in 18 sections, labeled Part A through Part S (City of Berkeley Housing Code Enforcement, n.d., pp. 6-7). The sections consist of similar items on other rental safety inspection checklists with the addition of (a) decks

and balconies, (b) roof conditions, (c) window bars, and (d) mechanical ventilation. The RHSP adopted Housing Resolution No. 62,230-N.S. on September 3, 2003 to enforce its rental safety program (City of Berkeley, 2013, p. 8).

The City of Port Huron (CoPH), Michigan operates a Rental Certification Program (RCP) (City of Port Huron, 2002). The city's policy is:

All residential rental structures must be registered with the city and a valid and current rental certification be in effect at all times a residential rental structure is being occupied by a tenant. It is also the policy of the city that rental certification only be available for those residential rental structures who meet and maintain the minimum standards set by the city. (City of Port Huron, 2002, p. 2)

The City of Port Huron operates under a Code of Ordinances, Article V, Chapter 10, set by the city council and the property maintenance code (2002, p.2). The Rental Certification Program fee schedule is "operated by the city on a break-even basis. This means the annual operating fees charged shall be set at a rate to produce sufficient revenue to cover the actual, direct cost of administering the program" (City of Port Huron, 2002). Inspected items include (a) housing, (b) electrical, (c) building, (d) plumbing, (e) mechanical, (f) fire codes, (g) zoning requirements and (h) permits (p. 10).

The Planning and Community Development Department in Bellingham (Washington State Legislature, n.d.), Washington operates a Rental Registration and Safety Inspection Program (RR&SIP) governed by the Revised Code of Washington (RCW), Title 59 Landlord and Tenant, Chapter 18 Residential Landlord Tenant Act (p. 2). Health and safety inspections include: (a) structural integrity, (b) weather exposure, (c) plumbing, (d) ventilation, (e) heating, (f) electrical components, (g) smoke and carbon monoxide detectors, and (h) functional exits (p.

2). Inspections began in June 2016 and will be conducted once every three years by a City of Bellingham inspector or a certified and qualified private inspector chosen by the property owner. Inspection fees per unit are \$100 for a city inspector and \$45 for a private inspector. Fees apply for re-inspections, missed appointments and late fees (City of Bellingham, n.d., p. 1). The intent of the Rental Registration and Safety Inspection Program “is to ensure that Bellingham’s residential rental housing meets specific health and safety standards and to promote compliance with these standards so that the health and safety of tenants is not jeopardized” (City of Bellingham, n.d., p. 1).

The community of Spring Lake Park, Minnesota requires all rental properties within the city be licensed (Spring Lake Park, Minnesota Code Enforcement, 2016, p. 2). “All rental housing inspections are conducted in accordance with the adopted International Property Maintenance Code ‘2006 (IPMC)’ (Spring Lake Park, Minnesota Code Enforcement, 2016, p. 2). The City of Spring Lake Park maintains two different rental inspection schedules. One-third of apartment buildings are inspected every year, whereas all single-family homes and duplexes are inspected annually. The purpose of the inspections is to ensure safety for renters and to ensure and maintain housing inventory (Spring Lake Park, Minnesota, 2016, p. 2).

On June 25, 2015 the Housing Safety Office (HSO) was created in Portland, Maine (City of Portland, n.d., p. 1). After a fatal fire on November 1, 2014 killed six people in an apartment in Portland, the Fire/Code Inspections Task Force was formed to discuss the effectiveness of the Fire and Code Inspections program (Keithley, 2015). From this discussion the HSO was created. The Housing Safety Office is responsible for (a) code enforcement, (b) fire safety, (c) risk-based prioritization for inspections, and (d) enforcing the revised landlord registration ordinance. Property owners and landlords pay a \$35 fee to register their rental units. The HSO uses the

National Fire Protection Association (NFPA) Life Safety Code 101 as the primary inspection standard for the city and Chapter 6, Article VI of the City of Portland Code of Ordinances to require rental unit registration (City of Portland Code of Ordinances, 2016, Chapter 6). The purpose of the program “is to assure safer rental housing across the city through a regular, ongoing program of fire and building safety inspections” (City of Portland, n.d., p. 2).

Registration is done annually and includes short-term rentals such as AirBNB, VRBO (Vacation Rental by Owner), seasonal rentals, and vacation rentals.

In 2014, the City of Bozeman estimated 2,554 rental units in the city (Bozeman rental housing survey, 2014, p. 1). Since 2014, the number of rental units has grown and does not include AirBNB (www.airbnb.com), Vacation Rental By Owner (www.vrbo.com), craigslist (www.craigslist.com), HomeAway (www.homeaway.com), Kayak (www.kayak.com) and other vacation rental websites. The CoB does not currently track rental properties so the exact number of rentals in the city is unknown. Rental inventory is even more difficult to obtain due to residents who rent a bedroom or basement to a college student or family friend. These types of units are not being identified and inventoried throughout the city. Implementing a city ordinance for rental unit registration would allow identification of all types of rental properties in Bozeman.

The programs referenced for this literature review provide a background for items consistent in rental safety inspection programs across the country. Research also indicated similar programs discussed in the Learning Resource Center (LRC) at the NFA (U. S. Fire Administration Library, 2016). Programs were similar when it came to defining (a) a purpose, (b) fee schedule, (c) certifications, (d) codes or ordinances, and (e) inspection checklists.

Procedures

Action methodology was utilized to guide this ARP. This type of research was necessary to apply a new approach to the organizational and community needs of rental safety. The procedures used to collect data were: surveys and interviews.

In May of 2016 a survey was created through the website, SurveyMonkey (www.surveymonkey.com). The survey asked seven questions (Appendix H) about renting in Bozeman. The survey was designed to gather basic rental information. Renters were asked: (a) if they are renters in Bozeman, (b) what type of rental property they live in, (c) what neighborhood they live in, (d) if they are a MSU student, (e) why they rent, (f) if they think their rental property is fire safe, and (g) how long they have been a renter. The survey link was shared with MSU students and city residents by email (Appendix C). The survey was available for 25 days. The result was 10 completed surveys (Appendix I). The results collected were from five students and five city residents (Appendix J). Thirty surveys were sent out with a 33% return.

On February 8, 2016, elements of the existing Voluntary Rental Unit Safety Inspection Initiative (Appendix D) and the Rental Housing Safety Inspection Program (Appendix B) were revealed while attending meetings and conducting interviews. Interviews were conducted in-person, by phone or email (Appendix A, C, G & L-V). Parties interviewed were employees of the CoB, MSU, students, city residents, Fire Chief's and professionals with rental safety or data collection knowledge. Interviews were conducted on an individual basis and in a group setting (Appendix L-V). Individual in-person interviews allowed for more past history, detailed explanations, and an understanding of previous rental safety issues and previous inspection programs. City of Bozeman individual in-person interviews were set-up by email with Chris Mehl (personal communication, April 14, 2016) (Appendix L), Jack Coburn (personal

communication, February 16 & 29, 2016 & May 12, 2016) (Appendix N), Jessica Johnson (personal communication, February 11, 2016) (Appendix P), Bob Risk (personal communication, April 14, 2016) (Appendix Q), and Josh Waldo (personal communication, April 14 & May 17, 2016) (Appendix R). City of Bozeman individual correspondence occurred by email with Brian LeMeres (personal communication, March 3, 2016) (Appendix S) and Wendy Thomas (personal communication, March 1, 2016) (Appendix M). MSU individual in-person interviews were also scheduled by email with Amy Kanuch (personal communication, May 24, 2016) (Appendix T).

Group in-person interviews were conducted with participants from CoB, MSU and private parties (Appendix A, C, G, T & U). This allowed discussion and brain storming sessions to benefit everyone involved. The goal of these interviews was to determine what has been unsuccessful in the past, and how to improve and develop an updated, successful rental safety inspection program. City of Bozeman group interviews were conducted with Wendy Thomas and Josh Waldo (personal communication, May 25, 2016) (Appendix M & R), Tim Cooper and Josh Waldo (personal communication, April 25, 2016) (Appendix O & R), and Chris Mehl and Josh Waldo (personal communication, May 17, 2016) (Appendix L & R). MSU and private party group interviews were conducted with Matt Cairnes (Appendix U), Matthew Crosby (Appendix A), Amy Kanuch (Appendix T), Kevin O'Brien (Appendix G), and Garrett Leach (Appendix C), (personal communication, May 24, 2016).

Phones interview and fact checking by phone were done with Bob Risk (personal communication, May 25, 2016) (Appendix Q) and Larry Lamb (personal communication, March 9, 2016) (Appendix V). Speaking with Niles Fire Chief Larry Lamb (personal communication, March 9, 2016) (Appendix V) allowed the opportunity to discuss successes and failures in the City of Niles rental safety program and how it is currently functioning. Fact checking on the

previous CoB Rental Housing Safety Inspection Program was done by phone with Chief Building Officer Bob Risk (personal communication, May 25, 2016) (Appendix Q). Emails were sent and received between February 8, 2016 and June 2, 2016 (Appendix A, C, G, M & S).

Limitations of the study were identified while gathering data and conducting interviews. The lack of data pertaining to all residential rental properties in Bozeman was the largest limitation. The CoB does not have a rental registry or mapping system in place to define types of rental properties, number of renters and location of rentals. Therefore, the City of Bozeman does not have the ability to ensure all rental properties are being inspected for life safety issues. The State Fire Marshal's Office in Helena, Montana verified there is no rental property tracking system in Bozeman or the state of Montana (Appendix E). MSU does not collect specific data related to off-campus housing and rental properties. On-campus and off-campus student data are identified in the email interviews (Appendix A & T). The ability to reach a larger sample group through surveys would have impacted the data and given a more accurate representation of rental properties in Bozeman.

Results

Data were collected using (a) surveys, (b) interviews, (c) newspaper articles, (d) websites, (e) inspection programs, and professional consultant summary and plan documents. The findings of the research are presented to answer the following research questions.

The first research question asked: (a) What type of code compliance and enforcement will benefit the rental safety inspection program and the City of Bozeman? The type of codes that will benefit the City of Bozeman's rental inspection program are National Fire Protection Association, International Property Maintenance Code or a city ordinance pertaining to a rental safety program. W. Thomas discussed the lack of a code or ordinance in Bozeman. She stated the

IPMC could not be adopted in Bozeman (personal communication, May 25, 2016) (Appendix M). Fire Chief J. Waldo believes the IPMC or a specific city ordinance on rental property safety would benefit the rental safety inspection program (personal communication, May 17, 2016) (Appendix R). The research revealed rental safety programs across the country have similar checklists that identify life safety and fire issues (Appendix F). The items listed on these check sheets are enforced by a city ordinance or national code such as NFPA (NFPA 101 Life Safety Code, 2006) or IPMC ("International Property Maintenance Code," 2012). Through the research it was noted that all of the programs reviewed used a code for enforcement of rental safety programs. None of the programs were without legal backing. Stewart (n.d.) wrote an article for Nolo.com about the rights of law enforcement and inspectors in rental properties. She stated:

Many cities run random multi-dwelling inspections, to catch building and health code violations before tenants complain. You are entitled to reasonable notice (many ordinances specify notice periods). Your refusal to allow the inspectors to enter will simply delay the inevitable. (Stewart, n.d.)

A review of ten programs (Appendix F) revealed the most common safety inspection items on the checklist were: (a) smoke detectors, (b) carbon monoxide detectors, (c) egress windows, (d) electrical systems, (e) locks on exit doors and (f) gas connections. These items have no geographical limitations or specifications and are listed on all inspection checklists reviewed for this ARP. Items, such as fencing around swimming pools was noted on the City of Houston, Texas (2016) checklist but would not be a large concern for Bozeman, Montana considering the short summers in the Northwest part of the country (Weather Underground, 2016). Outdoor pools are not common in residential homes or apartment buildings in the City of Bozeman.

The CoB 2012 Rental Housing Safety Inspection Program was developed with the intention of the State of Montana and the City of Bozeman adopting the IPMC (Appendix B). The BFD would be a part of the initial inspection process and rely on inspections from fire inspectors to prevent harm to students, residents and firefighters. The IPMC was never adopted but the Bozeman Fire Department would conduct an inspection if anyone requested one (J. Coburn, personal communication, February 29, 2016) (Appendix N). In the past, the program has been seen as a financial burden and breach of privacy and rights to landlords and property owners (K. O'Brien, personal communication, April 9, 2016) (Appendix G). Landlords and property owner's involvement in the planning and development of a new program is key to creating an inspection process that benefits all parties (K. O'Brien, personal communication, April 9, 2016) (Appendix G).

There have been less than 100 landlords or property managers who rent rooms or single-family homes to MSU students or city residents that utilized the VRUSII. There is no incentive for the landlord or renter to utilize a voluntary rental safety program (J. Coburn, personal communication, February 16, 2016) (Appendix N). Due to the lack of affordable housing and lack of available rental properties, renters don't want to take the chance of having to move out or be evicted if there is a problem with their apartment (Bozeman rental housing survey, 2014). A student is looking for a cost effective apartment or room in walking distance to campus. It can be difficult to find an apartment near campus, so any rental in any condition will usually be acceptable for a student (A. Kanuch, personal communication, May 24, 2016) (Appendix T). The data showed that 27.27% of renters who completed the anonymous survey are living in a basement or renting a room in a house (Appendix J). Cost and location are the key factors for student renters (G. Leach, personal communication, May 24, 2016) (Appendix C). M. Crosby

works for MSU as the Program Manager for Residence Life. He stated their office does not keep data on off-campus housing but agreed with A. Kanuch and G. Leach that students want to live off campus to have a place of their own that is less restrictive (M. Crosby, personal communication, May 11, 2016) (Appendix A). “The recent turmoil in for-sale housing markets and the broader economy has highlighted the many advantages of renting” (Joint Center for Housing Studies of Harvard University, 2013, p. 9). The inventory is so low in the city that landlords and property owners can set the rent as high as they want. The demand is so great that landlords will have stacks of applications waiting for anything that comes available (Bozeman rental housing survey, 2014).

Inspectors rely on a code or ordinance to enforce life safety corrections. The city of Spring Lake Park, Minnesota (2016) explains the history of building and zoning codes and why they are necessary. According to the Spring Lake Park website:

The regulation of building construction and property maintenance is not a recent trend. It can be traced through recorded history for over 4,000 years. This provides evidence that people have become increasingly aware of their ability to avoid catastrophic consequences of building and property failures. In early America, George Washington and Thomas Jefferson encouraged the development of building regulations to provide for minimum standards that would ensure health and safety. (Spring Lake Park, Minnesota, 2016, p. 1)

The City of Bellingham (City of Bellingham, n.d.) follows Municipal Code RCW 59.18.150(6) to schedule inspections and RCW 59.18.030(1) to govern health and safety components such as (a) plumbing, (b) heating, (c) exits, and (d) smoke detectors (n.d., p. 2). In Portland, Maine the Housing Safety Office (HSO) utilizes the City Code of Ordinances (City of Portland Housing

Safety, n.d.). The Code of Ordinance requires managers and owners to register rental units with the HSO. The City of Marquette, Michigan adopted the Rental Fire Safety Code Ordinance #521 on August 9, 2004 (City of Marquette Fire Department, 2015). The ordinance was designed to improve the quality and safety of rental properties as well as enhance the property value. The city code ordinance is maintained through the IPMC and NFPA Life Safety Code 101 (City of Marquette Fire Department, 2015).

The data on rental safety programs reviewed for this ARP concludes that 100% of programs were using a code, ordinance, or law to enforce their programs. Chapter one in the International Property Maintenance Code (IPMC) (2012, p. 1-1) establishes the purpose and “due process of law”. As stated in the purpose section of the IPMC, “Chapter 1 establishes the necessary legal basis for enforcement of the code by the authority having jurisdiction” (2012, p. 1-1). The IPMC “sets forth the scope and intent of the code as it applies to existing structures” (“International Property Maintenance Code,” 2012, p. 1-1). National Fire Protection Association Life Safety Code 101, 1.2 explains the purpose of the code.

The purpose of this *Code* is to provide minimum requirements, with due regard to function, for the design, operation and maintenance of buildings and structures for safety to life from fire. Its provisions will also aid life safety in similar emergencies. (National Fire Protection Association Life Safety Code 101, 2006, p. 101-22)

In 1912 a safety pamphlet was created, titled; *Exit Drills in Factories, Schools, Department Stores and Theaters* (NFPA 101 Life Safety Code, 2006, p. 101-1). Following the creation of the pamphlet The Life Safety Code was developed in 1913. Building construction of stairways, fire escapes and egress routes were the primary focus of the original Life Safety Code. By 1916, the focus was solely on life safety. Currently, NFPA committees meet periodically to review and

update standards to provide minimum requirements for life safety standards. These standards are adopted by cities across the country to regulate and provide safety for residents.

The second research question asked: (b) What are other cities doing to address the need for a rental safety inspection program in their communities? Cities reviewed for this research have identified what their community needs pertaining to renter safety and rental property inspections. The City of Azusa (n.d.), City of Berkeley (2013), City of Houston (2016), and City of Niles (n.d.) have implemented programs that focus on the rental needs of their community. Rental safety inspection programs were created for different reasons but all serve to protect the lives and safety of the residents.

The City of Bellingham (n.d.) does not want to jeopardize the health and safety of their residential rental housing residents so they developed the Rental Registration and Safety Inspection Program (City of Bellingham, n.d.). Portland, Maine (n.d.) started their safety inspection program with a rental registry to identify all residential rental units, such as: (a) apartment, (b) house, (c) condo, (d) room rental, (e) basement rental or (f) vacation rental. Once the unit is registered, the Portland Housing Safety Office inspects the property for fire safety and building violations. In California, it is state law to follow fire safety codes. “Both state and local ordinances mandate inspections for new and remodeled buildings to ensure compliance with fire safety requirements such as fire sprinkler and fire alarm systems” (Stone, n.d., p. 1). The Seattle Fire Department (City of Seattle Fire Department Apartment Fire Safety, 2007) recognized the need for fire safety education and enforcement in multi-family housing such as high-rise condos and multi-level apartment buildings. A factsheet on apartment safety states:

Every 15 seconds, a fire department responds to a fire somewhere in the United States.

The major causes of home fire deaths are smoking materials, heating, arson, and children

playing with matches and lighters. By paying careful attention to these issues, each of us can share the responsibility of keeping our homes safe from fire. (City of Seattle Fire Department Apartment Fire Safety, 2007, p. 1)

The City of Seattle Fire Department Apartment Fire Safety (2007) website lists renter education information, a fire safety checklist, fire evacuation plan and landlord/tenant information.

In California, the City of Azusa (n.d.) explains their rental housing inspection program and why the city has a program.

For years the City responded to complaints from tenants, other nearby rental property owners, and residents about the lack of property maintenance on many rental properties. Nearby property owners complained that as a result of poor property maintenance on rental properties, their property values were being adversely affected. This same complaint was echoed by other rental property owners who believed their ability to rent, and even their ability to increase rents, was being adversely affected by other errant rental property owners in their neighborhoods. This all culminated in 1989 when the City began the Rental Housing Inspection program following public meetings with the rental property owners and the local apartment owner's association. (City of Azusa, n.d., p. 1)

The City of Azusa's (n.d.) rental inspection program addresses the needs of their community by helping landlords maintain the value of their property. In order to do this, part of the Rental Housing Inspection Program checklist is to remove junk cars on rental property and cleanup dead vegetation. The City also addresses life safety concerns such as smoke detectors and egress windows.

In Covington, Kentucky (City of Covington, 2016) it was identified that three city departments were dealing with rental property inspection and enforcement issues. Assistant City

Manager, Larisa Sims stated, “Three departments were dealing with related issues, but not effectively collaborating to make the biggest impact possible,” (WCPO Cincinnati Channel 9, 2015). A recommendation was made to merge the rental and fire inspection programs to try and alleviate the numerous calls to Covington’s Police Department for nuisance violations. Police Chief Bryan Carter stated, “This program will help inform landlords of problem tenants so that they can take proactive steps to remedy these issues on their own” (WCPO Cincinnati Channel 9, 2015, p. 2).

After a fatal fire on November 1, 2014 killed six people in an apartment in Portland, Maine (City of Portland, n.d.) a Fire/Code Inspections Task Force was formed. Members discussed the effectiveness of fire inspections and code enforcement. A decision was made to enforce a landlord registration ordinance and create a Housing Safety Office to conduct fire and building inspections. The City of Bozeman’s fatal fire in 2011 also contributed to the start up of the Rental Housing Safety Inspection Program.

Building departments and fire departments across the country enforce codes and ordinances to prevent accidents. Accident is defined by Merriam-Webster as, “1a: an unforeseen and unplanned event or circumstance, 2a: an unfortunate event resulting esp. from carelessness or ignorance” (“Merriam-Webster’s collegiate dictionary,” 2000, p. 7). Code enforcement has the opportunity to limit these events and prevent the loss of life and property.

The third research question asked: (c) What resources does the City of Bozeman need to develop and implement a rental safety inspection program? Four items were identified that the City of Bozeman needs to successfully develop and enforce a rental inspection program. These items were: (a) developing a draft rental unit registry, (b) adopting an inspection code or city ordinance, (c) producing a checklist that compliments the needs of the CoB with city

commission approval, and (d) educating the community on rental safety and the rental registry and inspection process.

A rental registry would allow for the identification and inspection of all types of rental properties, to include: (a) apartments, (b) bedrooms from single-family homes, (c) basement rentals, and (d) vacation rentals. The CoB and MSU recognized the demand for housing surpassed the current inventory. “Students are willing to rent any type of space made available to them for the school year. The two main factors considered are price and location, after that, not much else is considered” (A. Kanuch, personal communication, May 24, 2016) (Appendix C). The data from SurveyMonkey shows 30% of renters decide to rent because they can’t afford to buy (Appendix J). The Bozeman City Commission is currently in the process of addressing types and location of rental properties (Bozeman City Commission Agenda, May 16, 2016). J. Johnson works for the City of Bozeman as the Neighborhood Coordinator and has been tasked with informing neighborhoods of upcoming open sessions to talk about rental properties (personal communication, April 25, 2016) (Appendix P). The City of Bellingham (n.d.) identified the location of rental properties through a registration requirement. This is part of their initial process in the rental safety program.

The next step would be to adopt a code or ordinance to enforce the program. Bozeman Fire Chief, Josh Waldo (personal communication, May 17, 2016) stated, “The International Property Maintenance Code is an internationally recognized code that has been adopted across the country. It gives landlords and inspectors a document that both parties can reference and work from concerning minimum safety and building standards” (Appendix R).

Chief Building Officer, B. Risk (Appendix Q) developed the original Rental Housing Safety Inspection Program for Bozeman. Its purpose was to promote the health and safety of

those living near or in rental properties (Appendix B). The community safe guidelines were set by the 2012 version of the IPMC. The CoB never adopted this code and the program, in this version (Appendix B), was never implemented. The CoB also does not have a local ordinance to mandate rental inspections.

The checklist for the original 2012 Rental Housing Safety Inspection Program for Bozeman listed 19 items to be inspected (Appendix B). The 2014 Voluntary Rental Unit Safety Inspection Initiative listed 11 items (Appendix D). The 2012 RHSIP checklist had interior and exterior items for inspection. B. Risk developed the interior and exterior checklist to be all-encompassing of rental property (personal communication, April 14, 2016) (Appendix Q). When the program was revised in 2014 the checklist was interior only with 11 checkpoints. The items that were deleted from the list were: (a) clean and sanitary debris free grounds, (b) adequate trash receptacles, (c) effective weather proofing, (d) kitchen and bathroom floors must have a smooth, hard, non-absorbent surface, (e) approved public/private sewage disposal system, (f) running hot and cold potable water, (g) clean kitchen with adequate cooking facilities, and (h) a bathroom with a working toilet, bathtub/shower (Appendix B, D). The revised checklist focused on fire safety with efficient use of time and resources to complete inspections. The items listed on the 2014 Voluntary Rental Unit Safety Inspection Initiative (Appendix D) were consistent with the research conducted on other cities rental inspection program checklists.

When developing and implementing a new rental safety inspection program the developer has a responsibility to provide an educational component to ease the transition. Brookins (n.d.) states, “Before you can identify the needs of its potential customers, you have to take a look at your resources and capabilities, which may include funding, time and human resources” (p.1). Identifying capabilities, funding, and necessary resources can help execute a

program. Commissioner C. Mehl spoke about ways to implement a successful rental safety program (personal communication, April 14, 2016) (Appendix L). Conversation was based on producing a timeline to gather additional data to move forward with an improved rental safety inspection program. The community will need education on why the program was created, how it works, whom it is intended for, and how to be successful while using the program (C. Mehl, personal conversation, April 14, 2016) (Appendix L). There are also the logistical items such as cost, registration, scheduling appointments, and violations that will need to be addressed. J. Coburn talked about the previous VRUSII and how the details of the program were not taken into consideration (personal communication, May 12, 2016) (Appendix N). The ability to understand the intended audience will provide insight in to the development of education material according to Brookins (n.d.). “Once you have a clear understanding of the environment you’re working in, you can examine unfulfilled needs and wants among your customers” (p. 1). When a rental safety inspection program is developed and adopted it will need to be implemented. The implementation phase is the action portion of the program. This is the point where the adopted code or ordinance enforces participation to all who qualify for registration or inspection. As participation grows there is the opportunity to reevaluate and assess the successes and failures of the new program. With these changes comes additional education to provide a safe and well-informed renter (Brookins, n.d.)

Information gathered from the Rental Housing Safety Inspection Program developed by the City of Bozeman Building Department in 2012 (Appendix B) and the current, inactive, VRSUII (Appendix D) was reviewed to determine future actions for a rental safety inspection program. A draft copy for a new CoB Rental Safety Inspection Program can be found in Appendix W.

Discussion

Inspection programs reviewed for this study identified several cities across the country with effective programs. The City of Bozeman (CoB) had a thorough and effective program in development in late 2012 (Appendix B). The CoB 2012 RHSIP (Appendix B) was developed using the International Property Maintenance Code. B. Risk developed the program with the intent of the IPMC being adopted to support the program (personal communication, April 14, 2016). The property maintenance code and the inspection program were never adopted by the City of Bozeman. All other inspection programs reviewed for this study have an adopted ordinance or code. A conversation with J. Coburn, former City of Bozeman Fire Marshal, explained why the lack of an adopted code or ordinance made the 2012 RHSIP difficult to enforce. He explained that without a code it was difficult to utilize the program as intended (personal communication, February 16, 2016) (Appendix N). The results showed that all rental inspection programs referred to a code or ordinance to receive compliance. The significance of this finding was to show the importance of a city adopting a code or developing an ordinance for the purpose of rental safety. A. Kanuch thinks student renters need to be educated on compliance and what to look for in rentals and safe living conditions (personal communication, May 24, 2016) (Appendix T). The City of Port Huron (2002) covers multiple sections in their Code of Ordinances (City of Port Huron, 2002). The Rental Certification Article V – Chapter 10 Code of Ordinances (City of Port Huron, 2002) is a 16-page document that covers everything from the definition of an owner, tenant harassment, and the appeals process. Properties in San Francisco, CA keep a binder with information on code compliance and fire codes on-site. San Francisco Fire Department requires the information be marked “SFFD” and be readily available to review previous inspections or violations. (Stone, n.d., p. 2). An analysis of inspection programs showed

there was no difference in the level of enforcement when utilizing a code versus an ordinance.

Life safety was the focus of national code standards and city ordinances.

The IPMC is a code and commentary book that discusses the objective and intent of the code while offering a summary of why the requirement was set ("International Property Maintenance Code," 2012, p. iii). The guidelines in the book suggest the most effective way to apply the code and the consequences of improper use or enforcement of the code. The IPMC is meant to protect all parties from unfair enforcement ("International Property Maintenance Code," 2012, p. iii). The City of Bozeman 2014 VRUSII (Appendix D) did not use the IPMC or a city ordinance. A discussion with Wendy Thomas and Chief J. Waldo about adopting the IPMC for rental safety determined that the City tried to adopt the code but because the state did not adopt it, the city would not be able to either (personal communication, May 25, 2016) (Appendix M & R). It is unclear in the 2014 VRUSII (Appendix D) who enforces violations and mandatory corrections. The review of other cities inspection programs addressed what code or ordinance enforced violations. The City of Berkeley (2013) lists on their city website sections of the municipal code and the city resolution numbers that pertain to rental inspection enforcement. Each penalty and fee is listed with the resolution number and the date it was adopted (City of Berkeley, 2013).

Numerous cities across the country have successful rental safety programs. The City of Berkeley, CA (2013), Bellingham, WA (n.d.), Portland, ME (n.d.), Port Huron, MI (2002), Marquette, MI (2015), Houston, TX (2016), Seattle, WA (2007) and Azusa, CA (n.d.) all utilize safety inspection programs. When analyzed, these programs share similar elements of (a) paid inspection fees, (b) enforcement by the IPMC or a city ordinance, and (c) employees solely dedicated to inspecting and enforcing rental safety inspections and violations. Fire Chief Larry

Lamb (2004) of Niles Fire Department (NFD) in Niles, MI talks about the effectiveness of his Rental Inspection Program in his 2004 EFO ARP. In his introduction, he discusses NFD's rental inspection program, which has been operating for 15 years, and its effectiveness in reducing recent dwelling fires (Lamb, 2004, p. 5). On March 9, 2016, Chief L. Lamb talked about the effectiveness of the Niles rental inspection program (personal communication, March 9, 2016) (Appendix V). He spoke about the program and how well it is working. Chief L. Lamb believes the department is past the growing pains of a new program and thinks the existing program is working great. With the program in place for 15 years, it has become part of the department's routine day (L. Lamb, personal communication, March 9, 2016) (Appendix V). Chief Lamb continued by saying the fire department has grown with the community. They have more employees and have become more time efficient (L. Lamb, personal communication, March 9, 2016) (Appendix V). Niles Fire Department inspection program uses a City Code of Ordinances for compliance with rental registry and inspections (City of Niles, Michigan, n.d.).

The literature showed cities are using rental housing registration as part of the process of addressing the needs of their rental community. The City of Bozeman has over 2,554 rental units in city limits and will continue to grow based on vacation rentals and the high cost of living in the City of Bozeman (Bozeman rental housing survey, 2014, p. 4). Bozeman City Commissioner Mehl and other city officials are in the process of regulating rental properties in the city (personal communication, May 17, 2016) (Appendix L). Rental registry is an element of many cities rental inspection programs. Portland, ME (City of Portland, n.d.) launched a rental registry in late 2015. Once properties have been identified they will be inspected through the HSO (City of Portland Housing Safety, n.d.). The Housing Safety Administrator oversees the HSO and its employees to enforce building and fire codes throughout the city. The City of Houston's (2016) fire safety and

inspections are managed by the Houston Building Inspection Department in conjunction with the Houston Apartment Association. Inspections are based off of issuing a certificate of occupancy for every rental building (Houston Apartment Association, n.d., p. 2). Marquette City Ordinance 521 requires all rental units be registered with the city (City of Marquette Fire Department, 2015). The City of Bellingham (City of Bellingham, n.d.) and Port Huron, MI (City of Port Huron, 2002) also require the registration of rental units as part of their rental safety program.

The City of Berkeley, CA (City of Berkeley, 2013) does not require renters or landlords to complete a rental registration for each unit. Owners are responsible for completing inspections for their properties and provide a copy to the tenant. Owners failing to comply and not complete the inspection will be issued a violation fine based on Berkeley Municipal code 12.48.050 (City of Berkeley Housing Code Enforcement, n.d., p. 2). Rental unit registration was not part of the City of Bozeman's 2012 RHSIP (Appendix B) or 2014 VRUSII (Appendix D). Property owners and managers voluntarily requested a safety inspection by calling the CoB Building Department (Appendix B) or Bozeman Fire Department (Appendix D). Other inspection programs reviewed for this study did not have voluntary participation. Participation was required, by the city, in 100% of reviewed programs. The CoB 2012 Rental Housing Safety Inspection Program was renamed in 2014 to include the word "voluntary" in the title (Appendix D). B. Risk stated, "there was a lot of tension and conflict about the (2012 RHSIP) program" (personal communication, April 14, 2016) (Appendix Q). The CoB 2012 RHSIP (Appendix B) and 2014 VRUSII (Appendix D) programs required certain health and life safety issues be corrected in 30 days. Mandatory items to be corrected are: (a) unsafe electrical, (b) inadequate means of egress, (c) unsafe gas appliances, (d) missing or not working smoke detectors, (e) inadequate protection from weather, (f) lack of heating, (g) lack of sewage disposal system, and (h) unsafe stairs and

railings (Appendix B & D). Other items noted for violations could be corrected on a voluntary basis. The data collected on other rental inspection programs for this study did not allow for voluntary corrections of any violations. All items on reviewed inspection checklists (Appendix F) and reviewed city inspection programs required 100% correction of violations.

The analysis of rental inspection programs supports the use of certified inspectors, dedicated to rental inspections and rental registration. The City of Bellingham (City of Bellingham, n.d., p. 1) requires inspectors to possess specific credentials to be eligible to perform inspections in the city. Inspectors must possess one of the following four licenses: (a) American Association of Code Enforcement, (b) ICC Property Maintenance, (c) ICC Residential Building Code or, (d) Washington State Home Inspector. The Chief Inspector or Chief Building Official inspects rental properties for the City of Port Huron (City of Port Huron, 2002). Building officials are certified to a national level and conduct all city inspections related to the City Code of Ordinances. Chief J. Waldo commented on what he would like to see for the development of a rental safety inspection program for Bozeman. “Inspectors would need to be certified and trained to the IPMC and CoB ordinances and codes. This would require two to three full-time equivalent (FTE) employees, civilian or sworn” (J. Waldo, personal communication, May 17, 2016) (Appendix R). Inspectors would be responsible for all rental properties in the CoB (City of Bozeman, n.d.). The research indicated that many of the cities in this study have a separate division, department or bureau devoted to rental inspections. The City of Azusa’s (n.d.) rental property inspections and ordinances make up the Community Improvement Division (City of Azusa, n.d.). The city has over 6,500 rental units that receive annual inspections (City of Azusa, n.d.). The two rental inspection programs (Appendix B & D) developed for the City of Bozeman were part of the fire department or the building department. Neither version of Bozeman’s rental

inspection programs had assigned employees or departments specifically being utilized for rental safety. If someone called for an inspection in Bozeman, J. Coburn explained that he would complete the inspection using the inspection checklist (Appendix B & D). After that it was turned over to the building department (J. Coburn, personal communication, May 12, 2016) (Appendix N). The organizational implications from the study were to consider the adoption of a city ordinance or national code when developing a safety inspection program.

Recommendations

The research for this ARP has identified the City of Bozeman (CoB) would benefit from a rental safety program. The following recommendations were made to facilitate the development of a rental safety inspection program for the City of Bozeman community.

The first recommendation is to develop a draft rental registry and city ordinance to enforce registration. It is recommended that the City of Bozeman identify rental properties and form a database. Registration would be required for any rental property for any amount of time. This should include: (a) single-family homes, (b) condominiums, (c) apartments, (d) bedrooms, and (e) basements. A fee schedule and timeline should be developed to ensure registration prior to the start of the rental safety inspection program.

The second recommendation is to utilize the study results of this document and the draft rental safety inspection program (Appendix W) to further develop and implement a rental safety inspection program for the City of Bozeman. It is recommended that the CoB adopt a property maintenance code or a city ordinance to support and regulate the inspection program.

The third recommendation is to present the draft rental registry and rental safety inspection program to the CoB City Commissioners for approval and support of further development. It is recommended that City Commissioners conduct public meetings and

neighborhood forums to communicate the development and implementation of a rental safety inspection program.

It is recommended that future readers consider additional data collection options for potential use to improve the draft rental safety inspection program. This will allow for a wider sample of property owners and renters. Additionally, the identification of homeowners who rent a bedroom or basement in their home would provide further insight into rental safety.

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Appendix A: Matthew Crosby

5/3/2016 Email

From: Crosby, Matthew [mailto:matthew.crosby@montana.edu] **Sent:** Tuesday, May 3, 2016 4:51 PM **To:** Kanuch, Amy <amy.kanuch@montana.edu> **Cc:** Trisha Wolford <TWolford@BOZEMAN.NET> **Subject:** Re: Need some info

Trisha,

Info for you below and occupancy stats attached for you. We do not publish the exact occupancy numbers that are attached, so would ask you use them internally but not on publicly available documents.

Matt-# on campus living - Last 5 years of data attached for you as of 15th class day, fall semester.

Matt-# off campus living - We don't actually track this number in our Residence Life office. The MSU Office of Planning and Analysis may have this exact number for you. However, I have calculated a rough number for you in the last column of the attached document by simply subtracting the on-campus population from the total MSU enrollment.

The two factors that make this number rough and imprecise are: Total MSU enrollment is total for the semester, not on the 15th class day we use for occupancy AND some enrolled MSU students may be taking online classes *only* and not necessarily living in Bozeman.

Matt-What year they usually decide to move off campus - Currently, 37% of our on-campus students are returning sophomore and above students. What this tells us is that that most students move off-campus after 1 year on-campus, as sophomores.

Matt-Possible reasons why they move off campus - We don't survey this data but anecdotally we most commonly hear: Desire to have their own "place" with friends, cheaper cost, less restrictive environment.

-- M atthew Crosby Program M anager M SU Residence Life

5/11/2016 Email

From: Crosby, Matthew [mailto:matthew.crosby@montana.edu] **Sent:** Wednesday, May 11, 2016 12:52 PM **To:** Kanuch, Amy <amy.kanuch@montana.edu>; Trisha Wolford <TWolford@BOZEMAN.NET> **Subject:** Re: More #'s for Trisha

Trisha,

Below for you. Again the quick reminder that these occupancy numbers are not something publicly shared with many outside MSU, please do not forward or publish to others.

I get the sense you are putting together a presentation or re-write of the safety rental program? Let me know if I can help represent this data in more detail.

Thanks,

How many beds are on campus? **Roughly 3700 Residence Hall beds (changes based on configuration). Roughly 500 "units" in Family and Grad housing comprised of apartments and houses.**

How many beds the new res hall will have? **Yellowstone Hall has 400 (included in above number)**

Do you know what department could tell me the % of students that are online only and the % of students that are online and live in the res halls? **The MSU Registrar or Office of Planning and Analysis could provide breakdown of all MSU students online vs. in-person. It would be difficult to tell what percent live on-campus, as their student records from our perspective look the same. The only way I could do this would be pulling a list of online-only students and examine booking data, which is not something we have access to. Anecdotally, I would say the number of online-only and living in the Residence Halls is very low, I would guess less than 5 students per year.**

- Matthew Crosby Program Manager MSU Residence Life

Appendix B: Rental Housing Safety Inspection Program (RHSIP) 2012

The purpose of the program is to promote the health, safety, and welfare of those living in or near rental housing through the participation of owners, tenants, the City, and the community.

The scope of the inspection program will be limited to single family and efficiency unit rentals located in commercial rental complexes or in existing single family dwellings.

The program will not include motels, hotels, dormitories, bed and breakfasts, vacation rentals and boarding homes.

Units to be certified must contain all facilities required to be included in a residential dwelling unit, i.e. kitchen, bathroom, designated sleeping areas, hot and cold potable water and heating equipment.

Certification

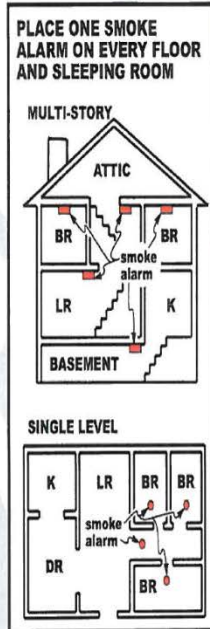
Once a unit or multi-unit building passes inspection a certificate of completion will be issued and the unit will be added to the approved list of certified rental units. This list will be made available to the public and will be posted on the COB Building Division web page.



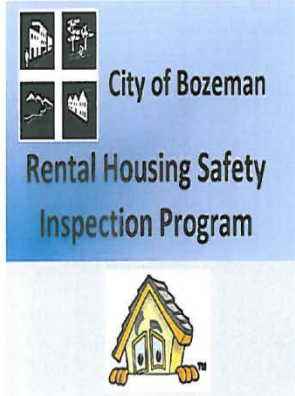
Inspections must be conducted every other year in order to maintain an "approved" status on the COB approved rental unit list.

Property owners/managers are responsible to call for and schedule the voluntary safety inspections with the COB Building Division.

Smoke Detector Requirements



To register for the program and arrange an inspection, please Contact the City of Bozeman Building Division at 406-582-2375



The City of Bozeman has established a Voluntary Rental Housing Safety Inspection Program.

The program is intended to provide prospective renters with information on rental properties and units that have been voluntarily inspected for health and safety violations on the basis of accepted community safety guidelines. (2012 International Property Maintenance Code).

Property owners and managers will benefit by knowing that their rental units meet the minimum habitability and safety standards.

Additionally, ongoing inspections will help to preserve the quality of Bozeman's neighborhoods and the available rental housing.

The program will be in effect beginning April 1, 2013.



Basic Inspection Fees-

The basic inspection fee will be \$50 for the first rental unit on a property and \$15 for each additional unit.

One re-inspection to check corrected violations and verify compliance is included in the basic inspection fee.

Additional re-inspections that are required to verify that the corrections have been completed will be conducted at the Building Division Hourly Rate of \$75 per hour with a one hour minimum for each required inspection.

Violations:

If violations of the Property Maintenance Code are discovered, property owners will be given 30 days to make repairs.

Other than potentially dangerous health and life safety conditions, correcting the violations may be done on a voluntary basis.

Potentially dangerous Health and life safety conditions must be corrected immediately.

If the property owner/manager choose to not complete the voluntary repairs within the allotted time the unit will not be added to the approved list of certified rental units.



Inspection Checklist

Inside the Rental

- ☐ Safe fire or emergency exits leading to a street or other safe location.
Note: Stairs, hallways and exits must be kept clear at all times.
- ☐ For each sleeping area, emergency exits including an emergency exit path that leads directly to the exterior of the building, (approved egress window or exterior door) must be provided.
- ☐ Smoke detectors located inside and outside of each sleeping area. In addition, smoke detectors should be located in stairway at each landing or level and in the basement.
Note: Carbon Monoxide (CO) detectors are recommended in these locations.
- ☐ Electrical system, including an electrical panel accessible to each unit, lighting, wiring and equipment must be in good working order.
- ☐ GFCI electrical receptacles should be provided in kitchens, bathrooms and laundry rooms.
- ☐ Kitchen that is clean with a sink and adequate cooking facilities.
- ☐ A bathroom with a working toilet, wash basin, and a bathtub or shower.
Note: The toilet and bathtub or shower must be in a room which is ventilated and allows privacy.
- ☐ Kitchens and bathrooms must have a connection to an approved public or private sewage disposal system.
- ☐ Kitchens and bathrooms must have adequate supplies of running hot and cold potable water.
- ☐ Kitchen and bathroom floors must have a smooth, hard, nonabsorbent surface.
- ☐ Gas connections to appliances in good shape with a shut off valve located at each appliance.
- ☐ Heating equipment in good working order.

Operable dead bolts or locks on the main entry doors and operable locking or security devices on windows.

Note: Deadbolts and window locks should be easy to open from inside the apartment without needing a key or any special knowledge of the locking device.

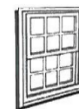
Floors, stairways and safety railings in good repair.

Natural lighting in each habitable space through windows or skylights. Windows in each habitable space must be able to be opened at least 50% for ventilation unless there is a mechanical system that provides fresh, outside air.

Outside the rental

The building address and apartment number should be clearly posted to facilitate emergency response from the fire and police department.

- ☐ Effective weather proofing of structure including roof, exterior walls, unbroken windows with properly fitting and working exterior doors.
- ☐ Adequate trash receptacles in good repair.
- ☐ Clean /sanitary building and grounds that are free from debris, garbage and vermin.



Egress Window Requirements for existing units

Year House Constructed	Net opening size of window	Minimum opening dimensions	Maximum opening height from finish floor
Prior to 1964	6 sq ft	None	None
1965 to 1980	5 sq ft	22X22 inches	48 inches

Appendix C: Garrett Leach5/10/2016 Email

From: Trisha Wolford Sent: Tuesday, May 10, 2016 10:25 AM To: ASMSU President <asmsupres@msu.montana.edu> Subject: Re: Congrats!

Garrett,

If I were to send you a very short (3 min) survey monkey would you be able to send it to 10 - 20 renters?

Trisha L. Wolford

Deputy Fire Chief / Fire Marshal

Bozeman Fire Department

On May 7, 2016, at 4:56 PM, ASMSU President <asmsupres@msu.montana.edu> wrote:

Thanks Trisha! Looking forward to working with you as well and I will see you on the 24th.

Garrett Leach

President

Associated Students of Montana State University (ASMSU)



On Sat, May 7, 2016 at 9:36 AM, Trisha Wolford <TWolford@bozeman.net> wrote:

Just read a great article on you and Geneva. Congrats! I'm looking forward to working with you on the rental issues. Trisha L. Wolford Deputy Fire Chief / Fire Marshal Bozeman Fire Department City of Bozeman emails are subject to the Right to Know provisions of Montana's Constitution (Art. II, Sect. 9) and may be considered a "public record" pursuant to Title 2, Chpt. 6, Montana Code Annotated. As such, this email, its sender and receiver, and the contents may be available for public disclosure and will be retained pursuant to the City's record retention policies. Emails that contain confidential information such as information related to individual privacy may be protected from disclosure under law.

5/24/2016 Personal Conversation – Sola Café 10:00 hrs

Q) What do you think students look for when they are looking for an apartment?

A) Cost and location. That's all that really matters. If it's close to campus, walking distance, and cheap, they will live in it.

Q) Do students think about safety? I mean fire safety.

A) Probably not. I don't think it would factor into their decision making process. Price is the main thing. Students are willing to rent any type of space made available to them for the school year. The two main factors considered are price and location, after that, not much else is considered

Q) Do you live off campus?

A) Yes

Q) Do you think your apartment is fire safe?

A) I think so

Appendix D: Voluntary Rental Unit Safety Inspection Initiative (VRUSII) 2014

The purpose of the program is to improve the health, safety, and welfare of those living in or near rental housing through the participation of owners, tenants, the city, and the community.

This program is designed to give property owners the benefit of knowing if their rental units meet the minimum safety standards as set forth in the locally adopted building and life safety codes.

Prospective and current tenants will benefit by knowing that their unit has been voluntarily inspected for safety code compliance.

Additionally, ongoing inspections will help to preserve the quality of Bozeman's neighborhoods and the available rental housing.

All properties that meet the minimum safety standards will receive a "certificate of completion" and be added to the safe rental unit list on the City of Bozeman website as an "Approved" property having completed the inspection process. This certification will last for three years.

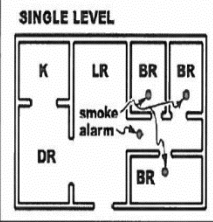
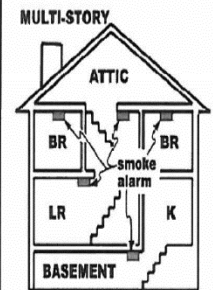
The scope of the inspection program will be limited to single household apartments and efficiency unit rentals located within the Bozeman City Limits.

Inspections must be conducted every three years in order to maintain an "approved" status on the City Of Bozeman Safe Rental Unit List.

Property owners/managers and/or tenants are responsible to call for and schedule the voluntary safety inspections with the City of Bozeman Fire Department.

Smoke Detector Requirements

PLACE ONE SMOKE ALARM ON EVERY FLOOR AND SLEEPING ROOM



To register for the program and arrange an inspection, please contact the City of Bozeman Fire Department at **406-582-2350**

City of Bozeman

Voluntary Rental Unit Safety Inspection Initiative

The City of Bozeman has established a Voluntary Rental Unit Safety Inspection Initiative.

The program is intended to provide prospective renters with information on rental properties and units that have been voluntarily inspected for health and safety standards on the basis of accepted community safety guidelines.



Bozeman Fire Department

All inspections will be conducted using the current version of the locally adopted fire and life safety codes. Using these standards will help to consistently identify health, life safety, and routine maintenance concerns in existing structures.

If safety and health violations of the code are discovered, property owners will have 30 days to make repairs.

Other than potentially dangerous health and life safety conditions, correcting the violations may be done on a voluntary basis.

Potentially dangerous Health and life safety conditions must be corrected immediately.

Violations subject to mandatory corrections will include; *unsafe electrical, unsafe gas fueled appliances, inadequate means of egress, missing or not working smoke detectors, inadequate protection from the weather, lack of potable water, lack of adequate heating system, lack of an approved sewage disposal system and unsafe stairs and safety railings. In the above cases a Notice of Violation will be issued requesting the item be addressed immediately.*

If the property owner/manager chooses to not complete the voluntary repairs within the allotted time, the unit will **not** be added to the list of approved safe rental units.

Inspection Checklist

- The building address and apartment number must be clearly posted to facilitate emergency response from the fire and police department.
- Safe fire or emergency exits leading to a street or other safe location.
 - Note: Stairs, hallways and exits must be kept clear at all times.
- For each sleeping area, emergency exits including an emergency exit path that leads directly to the exterior of the building, (approved egress window or exterior door) must be provided.
- Smoke detectors located inside each sleeping area and areas giving access to sleeping areas. In addition, smoke detectors shall be located at each landing or level and in the basement.
 - Note: Carbon Monoxide (CO) detectors are recommended in these locations.
- Electrical system, including an electrical panel accessible to each unit, lighting, wiring and equipment must be in good working order.
- Ground Fault Circuit-Interrupter (GFCI) electrical receptacles should be provided in kitchens, bathrooms and laundry rooms.
- Gas connections to appliances in good shape with a shut off valve located at each appliance.
- Heating equipment in good working order.

Inspection Checklist Continued

- Operable dead bolts or locks on the main entry doors and operable locking or security devices on windows.
 - Note: Deadbolts and window locks should be easy to open from inside the apartment without needing a key or any special knowledge of the locking device.
- Floors, stairways and safety railings in good repair.
- Natural lighting in all habitable spaces through windows or skylights. Windows in habitable spaces must be able to be opened at least 50% for ventilation unless there is a mechanical system that provides fresh, outside air.

Inspection Fees - There will be no fee for the Voluntary Rental Unit Safety Inspection Initiative.

Some violations subject to mandatory corrections, that may or may not have resulted in a Notice of Violation, may have associated building permit fees as part of the resolution process.

Appendix E: State Fire Marshal Office Helena, MT5/31/2016 Email

From: Trisha Wolford **Sent:** Tuesday, May 31, 2016 4:52 PM **To:** 'diswingley@mt.gov' <diswingley@mt.gov> **Subject:** verification of rental properties

Good Afternoon Dick,

I am working on the City of Bozeman's rental safety program. Could you verify if there is a way that rental properties are reported and data collected? I am looking to identify the one-bedroom rentals in a single family home or the basement only rentals.

Would it be fair to say that we do not have accurate numbers on all the rental properties in Bozeman?

Thank You,

Trisha Wolford

6/10/2016 Phone Conversation – Office phone, 15:40 hrs

Summary of phone call made by Mr. Swingley at 3:40 pm, replying to my email sent on 5/31/2016.

Mr. Swingley informed me that he checked multiple sources and he could not find any databases in the state that counted rental properties. He apologized for the delay in returning my message but wanted me to know he was taking the time to check multiple sources. He stated there was no accurate number of rentals in Bozeman or other cities in Montana.

Appendix F: Ten Safety Items Comparison Checklists

1. City of Duluth – www.duluthmn.gov
2. City of Iowa City – www.icgov.org
3. City of Burnsville – www.burnsville.org
4. City of Gresham – www.greshamoregon.gov
5. City of Santa Cruz – www.cityofsantacruz.com
6. City of Joliet – www.cityofjoliet.info
7. City of La Crosse – www.cityoflacrosse.org
8. City of Burlington – www.burlingtonvt.gov
9. City of Poway – www.poway.org
10. City of Newton – www.newtongov.org

Appendix G: Kevin O'Brien4/9/2016 Personal Conversation – Procrastinator Theatre MSU

Q) Why are you involved in the rental safety program?

A) It's good for my properties. I also want to stay ahead of things for when the market decides to crash again. Everyone can find a renter right now, but what happens when we have more inventory than renters?

Q) Do you have all of your properties inspected?

A) I would say majority. There are still a few that I am working on. It helps me keep my renters safe and my properties up to date. I would rather know if there is a problem and get it fixed.

Q) Do you think other property owners should use the rental inspection program?

A) It can be difficult to convince property owners and landlords to use it. They don't really need to. They already have renters because of lack of options in Bozeman. I think they worry about the privacy of their property and violation of their rights as a homeowner.

Appendix H: SurveyMonkey Seven Question Survey

1. Are you a renter in Bozeman?

- Yes
- No
- Not currently, but I have in the past 16 months

2. What type of rental do you live in?

- single family home - renting a room or a basement
- single family home - shared with multiple renters
- apartment complex - greater than 4 or more units
- apartment complex - less than 4 units
- mobile home
- duplex

3. What neighborhood or area in Bozeman do you live?

4. Are you a MSU student?

- yes
- no

5. What is your reason for renting?

- I am a student
- I can't afford to buy a home
- I'm not sure how long I will be in the area
- It's easier than owning a home
- I like being a renter
- It was the only place I could find to live
- Location
- Not ready to own
- Other (please specify)

6. Do you think your rental unit is safe from fires?

- yes
- no
- Other (please specify)

7. How long have you been a renter in Bozeman?

- 0-1 year
- 1-3 years
- 3-5 years
- Other (please specify)

Appendix I: SurveyMonkey Completed Surveys (1-10)

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #1

#1 **COMPLETE**

Collector: Web Link 1 (Web Link)
Started: Tuesday, May 10, 2016 12:59:05 PM
Last Modified: Tuesday, May 10, 2016 1:41:21 PM
Time Spent: 00:42:15

Edit Delete Export

PAGE 1

Q1: Are you a renter in Bozeman?
Yes

Q2: What type of rental do you live in?
apartment complex - greater than 4 or more units

Q3: What neighborhood or area in Bozeman do you live?
Respondent skipped this question

Q4: Are you a MSU student?
no

Q5: What is your reason for renting?
I can't afford to buy a home

Q6: Do you think your rental unit is safe from fires?
yes

Q7: How long have you been a renter in Bozeman?
0-1 year

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #2

#2 **COMPLETE**

Collector: Web Link 1 (Web Link)
Started: Tuesday, May 10, 2016 2:17:58 PM
Last Modified: Tuesday, May 10, 2016 2:36:08 PM
Time Spent: 00:18:05

Edit Delete Export

PAGE 1

Q1: Are you a renter in Bozeman?
Yes

Q2: What type of rental do you live in?
single family home - renting a room or a basement

Q3: What neighborhood or area in Bozeman do you live?
University Neighborhood

Q4: Are you a MSU student?
no

Q5: What is your reason for renting?
Other (please specify) Not ready to own

Q6: Do you think your rental unit is safe from fires?
yes

Q7: How long have you been a renter in Bozeman?
0-1 year

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #3

#3 **COMPLETE**

Collector: Web Link 1 (Web Link)

Started: Tuesday, May 10, 2016 3:00:28 PM

Last Modified: Tuesday, May 10, 2016 3:00:57 PM

Time Spent: 00:00:28

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PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

single family home - renting a room or a basement

Q3: What neighborhood or area in Bozeman do you live?

University Neighborhoods

Q4: Are you a MSU student?

no

Q5: What is your reason for renting?

Not ready to own

Q6: Do you think your rental unit is safe from fires?

Other (please specify) Not sure Haven't done an inspection.

Q7: How long have you been a renter in Bozeman?

0-1 year

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #4

#4 **COMPLETE**

Collector: Web Link 1 (Web Link)

Started: Tuesday, May 10, 2016 3:28:20 PM

Last Modified: Tuesday, May 10, 2016 3:28:28 PM

Time Spent: 00:01:08

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PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

duplex

Q3: What neighborhood or area in Bozeman do you live?

West side, Cottonwood Rd

Q4: Are you a MSU student?

yes

Q5: What is your reason for renting?

I am a student

Q6: Do you think your rental unit is safe from fires?

yes

Q7: How long have you been a renter in Bozeman?

0-1 year

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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#5 **COMPLETE**

Collector: [Web Link 1](#) ([Web Link](#))
Started: Friday, May 13, 2016 10:58:31 AM
Last Modified: Friday, May 13, 2016 10:59:09 AM
Time Spent: 00:00:35

[Edit](#) [Delete](#) [Export](#)

PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

duplex

Q3: What neighborhood or area in Bozeman do you live?

Downtown

Q4: Are you a MSU student?

no

Q5: What is your reason for renting?

I can't afford to buy a home

Q6: Do you think your rental unit is safe from fires?

yes

Q7: How long have you been a renter in Bozeman?

3-5 years

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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#6 **COMPLETE**

Collector: [Web Link 1](#) ([Web Link](#))
Started: Sunday, May 15, 2016 9:12:01 AM
Last Modified: Sunday, May 15, 2016 9:14:10 AM
Time Spent: 00:02:08

[Edit](#) [Delete](#) [Export](#)

PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

single family home - renting a room or a basement

Q3: What neighborhood or area in Bozeman do you live?

North side

Q4: Are you a MSU student?

no

Q5: What is your reason for renting?

It's easier than owning a home
Location

Q6: Do you think your rental unit is safe from fires?

no

Q7: How long have you been a renter in Bozeman?

3-5 years

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #7

#7 **COMPLETE**

Collector: Web Link 1 (Web Link)
 Started: Tuesday, May 24, 2016 8:35:45 AM
 Last Modified: Tuesday, May 24, 2016 8:38:35 AM
 Time Spent: 00:02:49

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PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

apartment complex - greater than 4 or more units

Q3: What neighborhood or area in Bozeman do you live?

Cottonwood

Q4: Are you a MSU student?

yes

Q5: What is your reason for renting?

I am a student

Q6: Do you think your rental unit is safe from fires?

yes

Q7: How long have you been a renter in Bozeman?

0-1 year

SurveyMonkey Analyze - Renter Survey Page 1 of 2

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Question Summaries Data Trends Individual Responses

Respondent #8

#8 **COMPLETE**

Collector: Web Link 1 (Web Link)
 Started: Tuesday, May 24, 2016 9:33:12 AM
 Last Modified: Tuesday, May 24, 2016 9:34:32 AM
 Time Spent: 00:01:20

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PAGE 1

Q1: Are you a renter in Bozeman?

Yes

Q2: What type of rental do you live in?

apartment complex - greater than 4 or more units

Q3: What neighborhood or area in Bozeman do you live?

Geoch Hill

Q4: Are you a MSU student?

yes

Q5: What is your reason for renting?

I am a student
 I can't afford to buy a home
 Not ready to own

Q6: Do you think your rental unit is safe from fires?

yes

Q7: How long have you been a renter in Bozeman?

1-3 years

SurveyMonkey Analyze - Renter Survey Page 1 of 2

My Surveys Library Examples Survey Services Plans & Pricing Upgrade livelihood [+ Create Survey](#)

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Renter Survey Summary Design Survey Collect Responses **Analyze Results**

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#9 **COMPLETE** Edit Delete Export

Collector: Web Link 1 (Web Link)
 Started: Tuesday, May 24, 2016 1:39:39 PM
 Last Modified: Tuesday, May 24, 2016 1:42:19 PM
 Time Spent: 00:02:39

PAGE 1

Q1: Are you a renter in Bozeman?
 Yes

Q2: What type of rental do you live in?
 duplex

Q3: What neighborhood or area in Bozeman do you live?
 hunters-way

Q4: Are you a MSU student?
 yes

Q5: What is your reason for renting?
 I am a student
 It's easier than owning a home
 I like being a renter
 Not ready to own

Q6: Do you think your rental unit is safe from fires?
 yes

Q7: How long have you been a renter in Bozeman?
 1-3 years

SurveyMonkey Analyze - Renter Survey Page 1 of 2

My Surveys Library Examples Survey Services Plans & Pricing Upgrade livelihood [+ Create Survey](#)

Upgrade to get meaningful results: [View all your responses and get powerful analysis](#) [View Pricing](#) →

Renter Survey Summary Design Survey Collect Responses **Analyze Results**

CURRENT VIEW RESPONDENTS: 11 of 11 Export All Share All

+ FILTER + COMPARE + SHOW

No rules applied

Helps allow you to FILTER, COMPARE, and SHOW results to see trends and patterns. [Learn more](#)

SAVED VIEWS (1)

Original View (No rules applied)

+ Save as...

EXPORTS

SHARED DATA

No shared data

Sharing allows you to share your survey results with others. You can share all data, a saved view, or a single question summary. [Learn more](#)

[Share All](#)

#10 **COMPLETE** Edit Delete Export

Collector: Web Link 1 (Web Link)
 Started: Tuesday, May 24, 2016 7:28:41 PM
 Last Modified: Tuesday, May 24, 2016 7:28:35 PM
 Time Spent: 00:01:54

PAGE 1

Q1: Are you a renter in Bozeman?
 Yes

Q2: What type of rental do you live in?
 apartment complex - greater than 4 or more units

Q3: What neighborhood or area in Bozeman do you live?
 Cottonwood Rd area

Q4: Are you a MSU student?
 yes

Q5: What is your reason for renting?
 I am a student

Q6: Do you think your rental unit is safe from fires?
 yes

Q7: How long have you been a renter in Bozeman?
 0-1 year

Survey #11 was submitted after the 25-day period. It is included as an appendix due to the fact that it altered the total survey analysis, Appendix J.

The screenshot displays the SurveyMonkey Analyze interface for a survey titled "Renter Survey". The page is identified as "Page 1 of 2". At the top, there are navigation links for "My Surveys", "Library", "Examples", "Survey Services", and "Plans & Pricing", along with an "Upgrade" button and a "+ Create Survey" button. Below this, a banner encourages upgrading to get meaningful results. The main content area is titled "Renter Survey" and includes tabs for "Summary", "Design Survey", "Collect Responses", and "Analyze Results".

The "CURRENT VIEW" section shows "No rules applied" and "RESPONDENTS: 11 of 11". It includes options for "FILTER", "COMPARE", and "SHOW". Below this, there are sections for "SAVED VIEWS (1)" (showing "Original View") and "EXPORTS".

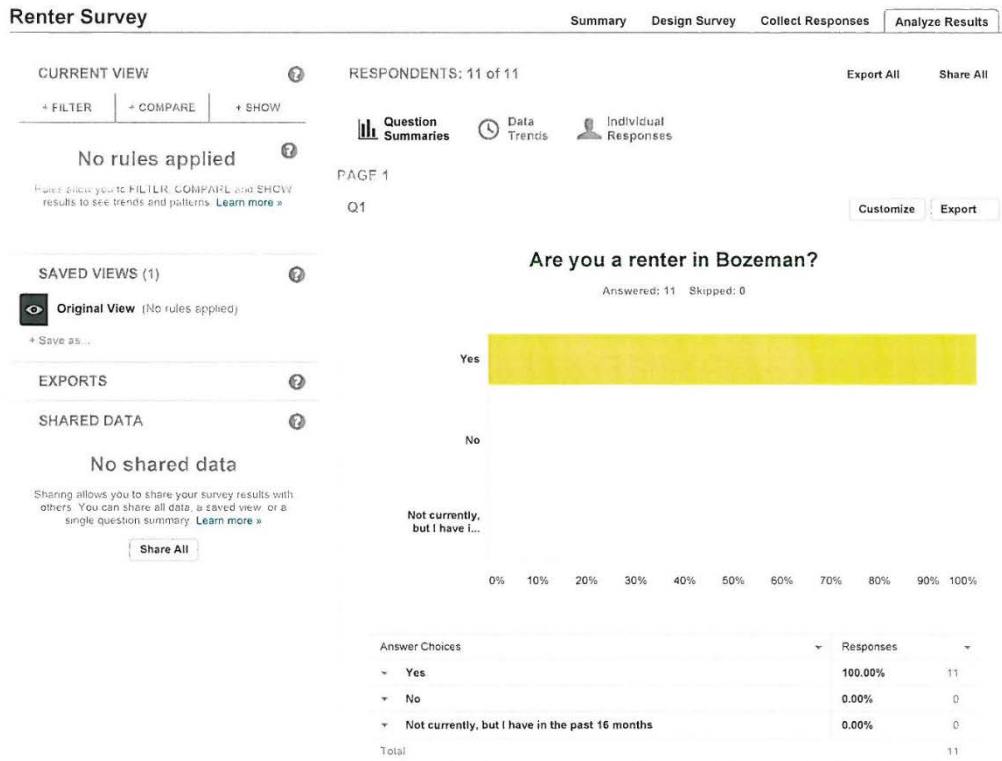
The "SHARED DATA" section indicates "No shared data".

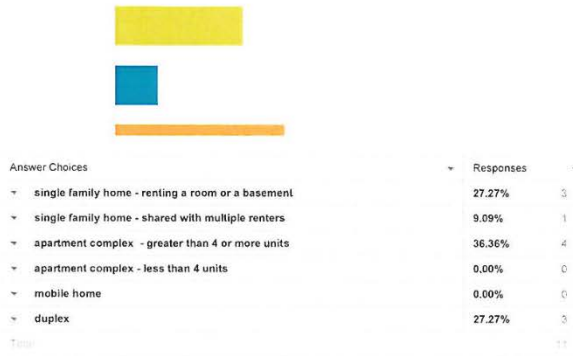
The "RESPONDENT #11" section shows the survey is "COMPLETE" and provides details: "Collector: Web Link 1", "Started: Sunday, June 05, 2016 5:23:10 PM", "Last Modified: Sunday, June 05, 2016 5:24:21 PM", and "Time Spent: 00:01:03".

The "PAGE 1" section lists the following questions and responses:

- Q1: Are you a renter in Bozeman? Yes
- Q2: What type of rental do you live in? single family home - shared with multiple renters
- Q3: What neighborhood or area in Bozeman do you live in? Northwest of town
- Q4: Are you a MSU student? yes
- Q5: What is your reason for renting? I am a student
- Q6: Do you think your rental unit is safe from fires? yes
- Q7: How long have you been a renter in Bozeman? 0-1 year

Appendix J: SurveyMonkey Survey Result Analysis





Q3

Export

What neighborhood or area in Bozeman do you live?

Answered: 10 Skipped: 1

[Responses \(10\)](#)
[Text Analysis](#)
[My Categories](#)

PRO FEATURE
Use text analysis to search and categorize responses; see frequently-used words and phrases. To use Text Analysis, upgrade to a GOLD or PLATINUM plan.

[Upgrade](#) [Learn more »](#)

Categorize as... [Filter by Category](#) [Search Responses](#)

Showing 10 responses

- Northwest of town
6/5/2016 5:24 PM [View respondent's answers](#)
- Cottonwood Rd area
5/24/2016 7:29 PM [View respondent's answers](#)
- hunters way
5/24/2016 1:42 PM [View respondent's answers](#)
- Gooch Hill
5/24/2016 9:35 AM [View respondent's answers](#)
- Cottonwood
5/24/2016 6:39 AM [View respondent's answers](#)
- North side
5/15/2016 6:14 AM [View respondent's answers](#)
- Downtown
5/15/2016 10:59 AM [View respondent's answers](#)


Q4

Customize Export

Are you a MSU student?

Answered: 11 Skipped: 0

yes



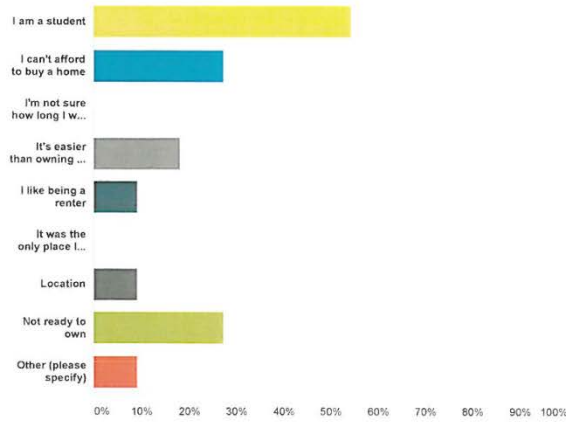
Answer Choices	Responses	
yes	54.55%	6
no	45.45%	5
Total		11

Q5

Customize Export

What is your reason for renting?

Answered: 11 Skipped: 0



Answer Choices	Responses	
I am a student	54.55%	6
I can't afford to buy a home	27.27%	3
I'm not sure how long I will be in the area	0.00%	0
It's easier than owning a home	18.18%	2
I like being a renter	9.09%	1
It was the only place I could find to live	0.00%	0
Location	9.09%	1
Not ready to own	27.27%	3
Other (please specify)	9.09%	1
Responses		1

Total Respondents: 11

Q6

Customize Export

Do you think your rental unit is safe from fires?

Answered: 11 Skipped: 0



Answer Choices	Responses
yes	81.82% 9
no	9.09% 1
Other (please specify)	Responses 9.09% 1

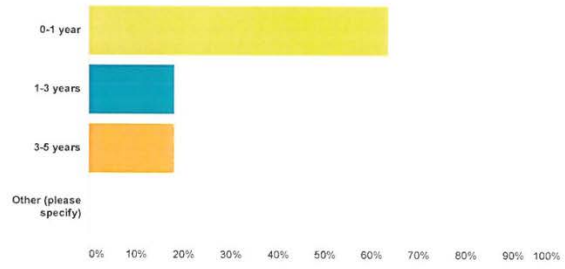
Total Respondents: 11

Q7

Customize Export

How long have you been a renter in Bozeman?

Answered: 11 Skipped: 0




Answer Choices	Responses
0-1 year	63.64% 7
1-3 years	18.18% 2
3-5 years	18.18% 2
Other (please specify)	Responses 0.00% 0

Total: 11

Appendix K: Bozeman Fire Department Annual Report


FACILITIES

Fire Station 2
410 South 19th Avenue



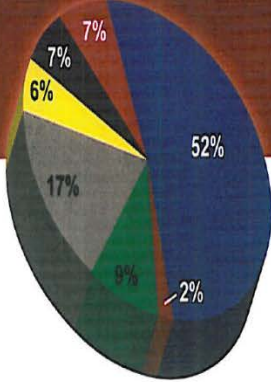
Engine 2
Engine 3 (Reserve)

Fire Station 3
1705 Vaquero Parkway




Ladder 1
Haz-mat 1

RESPONSE OVERVIEW



Category	Percentage
EMS	52%
Fire	17%
Vehicle Accidents	9%
Service Calls	6%
Hazardous Condition	7%
False Calls	7%
Good Intent Calls	2%

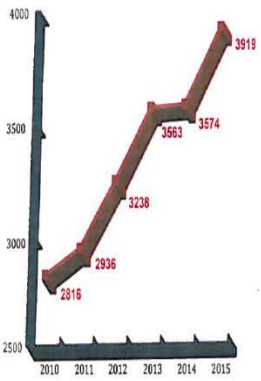


Bozeman Fire Department
Serving Bozeman since 1884


2015

ANNUAL REPORT

TOTAL RESPONSES



Year	Total Responses
2010	2816
2011	2936
2012	3238
2013	3563
2014	3574
2015	3919



BOZEMAN FIRE DEPARTMENT
34 N. Rouse Ave.
Bozeman, Montana 59715
(406) 582-2350

MESSAGE FROM THE FIRE CHIEF

On behalf of the men and women of the Bozeman Fire Department I am pleased to present our 2015 Annual Report. The goal of this report is to provide

the community with an overview of the progress and continued improvement by the department. 2015 was the busiest year on record for the BFD and 2016 promises to see continued growth and new challenges. The department continues to work on meeting the service demands of the community while also ensuring that we are following consensus national standards and industry best practices. We are very proud of the results from the 2015 National Citizen Survey that showed the fire department has a 94% approval rating, one of the highest in the city. This is something the department will strive to maintain and surpass in years to come. The future of the Bozeman Fire Department is extremely bright. We look to continue to provide high quality customer service to our citizens and those who visit Bozeman.

Yours in Service,

Joshua L. Waldo, EFO, CFO
Fire Chief

L SAFETY

the community. This program is designed to give property owners the benefit of knowing if their rental units meet the minimum safety standards as set forth in the locally adopted building and life safety codes. Inspections are free and conducted by the Bozeman Fire Department.

SEATS

checked annually by BFD members. These checks are an educational opportunity for parents and caregivers. On a national level, four out of five car seats are installed incorrectly. Bozeman Fire Department has found this program to be of great benefit and a wonderful outreach for our community.

PUBLIC EDUCATION



services, including free smoke detector installation, school fire education programs, rental unit safety inspections and car seat installation.

FACILITIES

Fire Station 1
34 North Rouse Avenue



Engine 1
Engine 4 (Reserve)
Brush 1
1889 Silsby Steamer
(Bozeman's First Fire Engine)



Appendix L: Chris Mehl4/14/2016 Personal Conversation - Rockford Coffee 0900

Highlights of Rental Safety meeting:

- Discussion of where we were and where we are going.
- Why the VRUSII is not working
- Discovery of original 2012 RHSIP (Commissioner Mehl was not fully aware of the program and its components)
- IPMC pros and cons
- Timeline of producing an effective program
- Financial and overall support from commission members
- Follow-up meeting scheduled for 6/20/2016

5/17/2016 Personal Conversation, including Chief J. Waldo – Rockford Coffee 0930

- Follow-up to 4/14 meeting
- Explanation as to why the program cannot move forward at this time
- Issues with the program – voluntary, no code or ordinance
- What we need and how it needs to work to be effective
- Commission and City Manager identify vacation rentals as an issue – how do these tie together?

Appendix M: Wendy Thomas3/1/2016 Email

From: Wendy Thomas **Sent:** Tuesday, March 1, 2016 9:27 AM **To:** Josh Waldo <JWaldo@BOZEMAN.NET> **Cc:** Trisha Wolford <TWolford@BOZEMAN.NET> **Subject:** RE: Identifying City Businesses

Josh - I provided GIS with an excel spreadsheet that had all the business addresses and they mapped it for me. Chris Kangas did the work, but we put such requests through Jon Henderson as he manages the department.

Wendy

From: Josh Waldo **Sent:** Tuesday, March 1, 2016 9:21 AM **To:** Wendy Thomas <WThomas@BOZEMAN.NET> **Cc:** Trisha Wolford <TWolford@BOZEMAN.NET> **Subject:** Identifying City Businesses

Wendy - Trisha is working to identify all of the businesses that we have in the city that we need to be inspecting. Problem we have is a lot of businesses outside of the city limits that still have Bozeman addresses which creates a lot of confusion for us. I know you had someone filter the rental inspection list and I couldn't remember if that was GIS or someone else who did that for you. Can you point us in the right direction.....

Thanks - *Josh Waldo*

5/25/2016 Personal Conversation, including Chief J. Waldo – Wendy's Office 1000 hrs

Meeting Agenda:

- IPMC and the history of the City of Bozeman adopting it or not. Why?
- Can we adopt the code? Wendy, "No, the state of Montana has not adopted it so we can't".
- Explain the original RHSIP and why it did not work
- (Personal conversation lasting approximately 15 minutes)
- Clarification about IPMC and why we cannot use it.
- Alternatives to IPMC and ordinances

Appendix N: Jack Coburn2/16/2016 Personal Conversation – The Garage 11:30 hrs

- Conversation about the rental safety program and Jack's experience with it.
- History lesson on rental safety and the City of Bozeman
- Former Fire Marshal and how that ties to rental safety
- Code and legal

2/29/2016 Personal Conversation – Author's Office 15:00 hrs

- Clarification and detailed follow-up of the history of the rental safety programs
- (Personal conversation lasting approximately 25 minutes)
- Verification of details learned in the past two weeks
- IPMC - thoughts on successes or failures
- Rental safety program use - < 100, same property management company, Peak

5/12/2016 Personal Conversation – The Garage 11:30 hrs

- Confirmation of information collected from multiple sources in the city.
- Putting a past history timeline together
- Fact checking

Appendix O: Tim Cooper

4/25/2016 Personal Conversation, including Chief J. Waldo – City Hall 10:00 hrs

Private meeting with City Lawyer, Tim Cooper, on the rental safety program and how to legally move forward. Meeting called for legal issues based on IPMC and the background of the current VRSUII program.

Author's note: No specific quotes were used in this ARP from this meeting. The author is merely noting the fact that this private meeting was a part of the research process.

Appendix P: Jessica Johnson2/11/2016 Personal Communication – City Hall 14:00 hrs

Meeting based on the MSU *Off-Campus Living 101* class that is coordinated and delivered by multiple people from the Good Neighbor Committee. The Author is part of this committee, representing the Bozeman Fire Department.

Conversation based on incorporating rental safety into *Off-Campus Living 101* webinars and on-campus deliveries.

No pertinent rental program information was exchanged during this meeting.

4/25/2016 Personal Communication – City Hall 13:00 hrs

- Discussion on group meetings with neighborhood associations about rental properties, airbnb etc.

- C. Kukulski talking with J. Johnson about planning talking sessions. What do the neighbors want? Do they understand all sides of the story?

Appendix Q: Bob Risk

4/14/2016 Personal Conversation, Bob Risk's Office 11:45 hrs

- Discussion of rental safety – pro's/con's
- 2012 RHSIP program revealed
- Mr. Risk stated he would email me all related documents

Conversation based on the original RHSIP. Mr. Risk developed the original 2012 RHSIP through the Building Department.

Q) Why did the program not get implemented?

A) The landlords were in an uproar and there was a lot of tension and conflict about the program. The city never adopted the IPMC to back the program. It was “put to sleep for awhile”.

Q) Can you tell me the details of the program?

A) Mr. Risk offered to email me all of the documents he created about the program (Appendix

B). Mr. Risk stated, “look over the documents and let me know if you have any questions”.

Mr. Risk stated he had a 1200 hrs appointment.

5/25/2016 Phone Conversation – Office Phone, 16:45 hrs

Fact checking and specific follow-up to the meeting with Wendy Thomas and the ability to adopt IPMC.

Mr. Risk stated that other departments in Bozeman could adopt the IPMC, it just could not be adopted by the building department since the building department is governed by the ICC codes.

Otherwise any other department could do it. The state of Montana does not need to adopt the IPMC for the city to do it.

Appendix R: Josh Waldo

4/14/2016 Personal Conversation, Chief J. Waldo's Office 0930 hrs

Follow-up Meeting to inform Chief Waldo or progress on the rental safety program:

- Information on meeting with Commissioner Mehl and his expectations of the program.
- Informing Chief Waldo of past history on the RHSIP and the VRUSII.
- The way ahead and possible options.
- Still lacking proper legal knowledge. How do we get pass this hurdle

5/17/2016 Personal Conversation, Author's Office 10:00 hrs

Q) Do you think the City of Bozeman needs a rental safety program?

A) Yes, I do. I think it would benefit the community and MSU students.

Q) What do you think our options are for code enforcement?

A) The property maintenance code or a city ordinance specific to rental safety would be successful. The International Property Maintenance Code is an internationally recognized code that has been adopted across the country. It gives landlords and inspectors a document that both parties can reference and work from concerning minimum safety and building standards.

Q) How would we handle enforcement and staffing a new program?

A) We will need people and training. Inspectors would need to be certified and trained to the IPMC and CoB ordinances and codes. This would require 2 to 3 full-time equivalent (FTE) employees, civilian or sworn. Either could do the job.

Q) Do you feel the current VRUSII is successful?

A) No

Chief Waldo comment: The current program needs revisions and the support of the IPMC. We also need to be aware of current city discussions on AirBnB and vacation rentals. We should be developing a program that incorporates all types of rentals.

Appendix S: Brian LeMeres3/3/2016 Email

From: Brian LaMeres **Sent:** Thursday, March 3, 2016 5:32 AM **To:** Trisha Wolford <TWolford@BOZEMAN.NET>;
Laurae Clark <Lclark@BOZEMAN.NET> **Cc:** Brian LaMeres <wblameres@gmail.com> **Subject:** RE: business
lic/permits

OK, see attached.

I left all the Businesses in (except Out of City Limits).....if you scroll down the Zoning column, you'll probably want to start excluding in the "R" section, but I'm thinking R-O probably stays on your list, as one example.

Laurae knows the zoning better than I do!

And I realize the spreadsheet columns are all scrunched up, but I wanted to make sure you got a feel for all the data that was in it - - if there is more info that you need, and if we have it in SunGard, I can add it!

-Brian

[SunGard / NaviLine Help & FAQ](#)

Brian LaMeres, CPA MBA CITP

Appendix T: Amy Kanuch

5/24/2016 Personal Communication – Sola Café 10:00 hrs

Ms. Kanuch spoke about numerous college living topics. We discussed availability, cost, types of rentals, student renter calendar, current and past MSU events that lead to safer students.

What MSU students are looking for when it comes to rental property. Ms. Kanuch spoke about being cost effective so they can move off campus. Walking distance is also a priority. Student renters are different from residential renters. If we don't tell them it is bad to live in "this" apartment than they will be willing to live in anything, and any condition. Some of the apartments are in really bad shape. There are old and not well maintained, this has created unsafe living conditions for MSU students and residents of the community

We need to educate students. There also needs to be education in drug and alcohol use. That is always a factor.

Continued discussion on:

- Off-Campus Living 101 class
- Trip to Missoula to discuss campus safety

Appendix U: Matt Cairnes

5/24/2016 Group Meeting – Sola Café 11:00 hrs

Note: Matt Cairnes was present in this meeting but no information was exchanged with Mr. Cairnes in regards to the rental safety program.

Appendix V: Larry Lamb

3/7/2016 Email Contact to set phone appointment on March 9, 2016

3/9/2016 Phone Conversation, approximately 12 minutes

Topics discussed:

- EFO
- Chief Lamb's EFO papers
- Rental Safety in Niles River
- Timeline of program development up to current
- (personal communication – 2min)
- Difficulties of rental safety programs
- How success is defined for his program; Failures
- Staffing, FTE's

Appendix W: Rental Safety Inspection Program – CoB

Purpose & Fee Schedule

The purpose of the RSIP is to improve the health, safety, and welfare of those living in or near rental housing.

All properties will be inspected every three years in order to maintain an “approved” status with the City of Bozeman.

If the status is not approved, you will have 60 days to correct the violation. After 60 days, a fine will be assessed to the property.

Fee Schedule

Initial Inspection Fee (per unit)- \$50
Additional units - \$25

Violation Fee (after 60 days) - \$100
Each additional 30 days - \$25

The RSIP utilizes the 2015 International Property Maintenance Code. All inspections will be held to the standard of this code.

For more information or to register your property, please visit www.bozemanfire.net or call (406)582-8200.

**Rental Safety
Inspection Program
Checklist**

1. Clearly posted address and apartment number.
2. Emergency exits leading to a street or other safe exit.
3. Egress windows in each sleeping area.
4. Smoke detectors in each sleeping area.
5. Carbon monoxide detectors in each sleeping area.
6. Electrical wiring in good working order.
7. GFCI switches in kitchens, bathrooms and laundry.
8. Gas appliances in good working order with shut off switch.
9. Door locks easy to open from the inside, not requiring a key.
10. Safety railings and stairs, clear and in working order.

City of Bozeman

**Rental Safety
Inspection
Program**



The City of Bozeman has established a Rental Safety Inspection Program for all types of rental units within Bozeman City limits.

The program is intended to provide renters and landlords the safest living conditions outlined in the 2015 International Property Maintenance Code.

The program will be in effect starting January 1, 2018.

www.bozemanfire.net (406)582-8200


Rental Unit Registration Form

 Please fill out ONE FORM per unit

Date: ____ / ____ / ____

Property Owner / Landlord: _____

Mailing Address: _____

Email: _____

Phone #: _____

Address of Property to be inspected: _____

Unit #: _____

Type of unit: _____

Description of property: _____

Tenant Information

Name(s): _____

Email(s): _____

Phone #(s): _____

OFFICE USE ONLY

BOZEMAN^{MT}

Rental Registration # _____

Inspector _____

Date Registration Form received: _____ Initial Inspection Date: _____

Violations: 1st _____ 2nd _____ 3rd _____

Registration payment received: Date _____ Form of Payment: _____