



**FIRE DEPARTMENT
FIRE PREVENTION BUREAU**

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January 25, 2019

Mayor Shawn Reilly
Waukesha City Hall
201 Delafield Street
Waukesha, WI 53188

Dear Mayor Reilly,

On Thursday, January 24th, the city of Waukesha received a request from the Housing Action Coalition of Waukesha County to operate a temporary homeless shelter at the old Fire Station #3 located at 1210 Century Drive. The Waukesha Fire Department has researched this issue, and it is possible to use this location when the following conditions are met:

- Smoke detectors and carbon monoxide detectors are installed throughout all areas that individuals will be sleeping in.
- The building's HVAC equipment to be serviced and inspected to ensure it is operating properly.
- The building generator to be inspected and tested.
- The emergency lighting and exit lighting repaired where necessary.
- Fire extinguishers to be installed in accordance with NFPA 10.

The Waukesha Fire Department will need to conduct an inspection prior to opening to determine what areas can be used for sleeping quarters. This inspection will also determine the capacity for the shelter.

When these conditions have been complied with it would be acceptable to operate the shelter as a temporary use under state of Wisconsin administrative code as SPS 361.03 (12).

Sincerely,

Brian Charlesworth
Fire Marshal
Fire Prevention Bureau
City of Waukesha Fire Department

