

**TOWN OF PINE LAKE
ONEIDA COUNTY, WISCONSIN
ORDINANCE REGARDING KNOX BOX-RAPID ENTRY SYSTEMS (2023)**

SECTION I – TITLE AND PURPOSE

The title of this ordinance is the Town of Pine Lake Ordinance Regarding Knox Box-Rapid Entry Systems. The purpose of this ordinance is to allow Pine Lake Fire and Emergency Medical Service personnel to gain immediate entry to certain properties so as to allow the fire and/or emergency medical service personnel to perform their duties.

SECTION II – KNOX BOX – RAPID ENTRY SYSTEMS

The Town requires the use of Knox Box - Rapid-Entry lock box devices and associated equipment, currently in use by the Pine Lake Fire Department (PLFD) in the following buildings:

- A.) The owner or person in control of the following types of buildings shall install and maintain an approved Knox Box - Rapid Entry System
1. Any apartment building or other rental building containing five (5) or more residential units and in which access to a building or common areas or mechanical or electrical room within the building is denied through locked doors.
 2. In all commercial and/or industrial buildings where a fire detection or suppression system is monitored by an alarm company or has an external audible alarm.
 3. Any residential building is excluded from being required to use Knox Box – Rapid Entry Systems, however, it is highly recommended. If owner elects to use the systems, owner must follow the ordinance.
- B.) Installation Requirements
1. The Knox Box is not required to be attached to or monitored by any alarm system, but it is recommended.
 2. The key box shall be installed in an accessible location approved by the PLFD. The key box shall be mounted not less than four feet six inches (4’6”), nor more than five feet six inches (5’6”) above grade.
 3. The repository unit must be located at the recognized public entrance on the exterior of the structure.
 4. The Fire Chief must approve any changes in the installation.
- C.) Contents
1. Current keys for the following shall be placed in the Knox Box - Rapid Entry system unit:
 - a. Main entrance door
 - b. Alarm room and control panel
 - c. Mechanical rooms and sprinkler control rooms
 - d. Electrical rooms
 - e. Special key to rest pull station alarms or other fire protection devices
 - f. Elevator keys
 - g. All other rooms as specified during plan review process
 2. The keys shall be labeled so as to be easily identified in the field.

SECTION III – VIOLATIONS

It is unlawful to tamper with any Knox Box – Rapid Entry system or to remove any key from such a box without the permission of the Fire Chief or his/her designee.

SECTION IV – RESPONSIBILITY AND RULES

A). Building Owner’s Responsibility

- 1. The owner/operator of a structure shall obtain and purchase a Knox Box – Rapid Entry System at their cost from the Town at the time of installation
- 2. The owner/operator shall provide to the PLFD the proper keys for the required access
- 3. The owner/operator shall notify the PLFD immediately when locks and/or keys have been changed
- 4. The owner/operator shall keep the immediate area of the key box free and clear of any obstructions.

B). Rules and Regulations

- 1. The Fire Chief or his/her designee shall be authorized to implement rules and regulations for the use of the Knox Box – Rapid Entry systems
- 2. The Fire Chief or his/her Chain of Command shall have authority over all Knox Box keys
- 3. Authorized Knox Box key users shall include the Emergency Responders.
- 4. Upon written request, the Fire Chief shall furnish the names of all persons with access to the Knox Box keys.
- 5. All authorized users shall be required to have a background check.
- 6. Inspection of Knox Boxes shall be performed during normal business hours.
- 7. At the discretion of the Fire Chief or his/her designee, any business must number or letter their doors (and windows when required by the Fire Chief or his/her designee). Numbering/lettering must be no less than four (4”) inches in size, reflective and a contrasting color to the door. Numbers/letters shall be placed on each door starting at the main entrance and progressing around the building clockwise. Numbers/letters must be at least five (5’) feet above ground level. Where double doors or a grouping of doors exists close together, they may be numbered as one.

SECTION V – SEVERABILITY

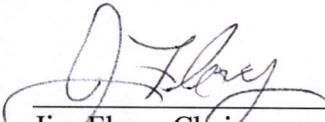
Should any portion of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

SECTION VI – EFFECTIVE DATE

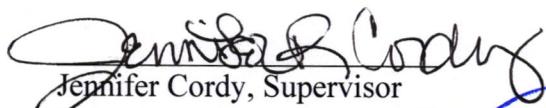
This ordinance is effective on posting.

The town clerk shall properly post this ordinance as required under s. 60.80, Wis. stats.

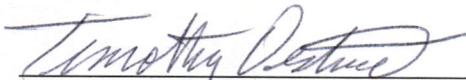
Adopted this 20th day of December 2023.



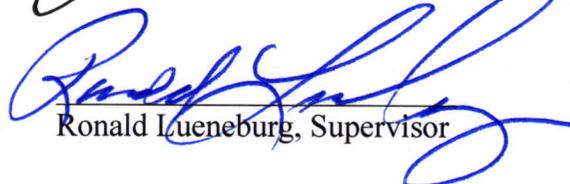
Jim Flory, Chairman



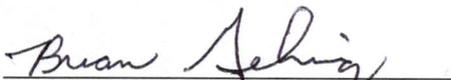
Jennifer Cordy, Supervisor



Timothy Oestreich, Supervisor



Ronald Lueneburg, Supervisor



Brian Gehrig, Supervisor

Attest: 

Cindy Skinner, Clerk