



ORDINANCE #58
CITY OF RICE LAKE, MINNESOTA
EMERGENCY KEY BOX ORDINANCE
ADOPTED MARCH 11, 2024

**CITY OF RICE LAKE EMRGENCY KEY BOX ORDINANCE #58
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**ARTICLE 1
GENERAL PROVISIONS**

The City Council of Rice Lake hereby ordains as follows:

Section 1.1 Purpose

Pursuant to 2020 MN Fire Code Section 506.1, as it may be amended from time to time, it is the purpose of this ordinance to authorize the Fire Chief to require the installation or replacement of Emergency Key Boxes where access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or firefighting purposes.

Section 1.2 Legal Authority

This ordinance is enacted pursuant to Minnesota Statutes Chapter 299F, State Fire Code; Administration and Enforcement, as it may be amended from time to time.

Section 1.3 Administration

This ordinance shall be administered by the Rice Lake City Council and Rice Lake Fire Chief.

ARTICLE 2
DEFINITIONS

For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Emergency Key Box - A secure device with a lock operable only by a fire department master key and containing building entry keys and other keys that may be required for access in an emergency.

ARTICLE 3
EMERGENCY KEY BOX REQUIREMENTS

Section 3.1 Installation

Persons or entities who own existing buildings or structures which are subject to the requirements of this ordinance shall have one year from the effective date of this ordinance to comply with the requirements. Persons or entities who construct buildings or structures which would be subject to the requirements of this ordinance shall comply with the requirements at the time of construction.

- A. The owner or person in control of the following types of buildings shall install and maintain, at their own expense, an Emergency Key Box of a type approved by the Fire Chief:
 - 1. Any multiple-unit residential building in which access to the building, common areas, mechanical or electrical rooms within the building is denied through locked doors.
 - 2. Any non-residential building where a fire detection or suppression system is monitored by an alarm company or has an external audible alarm.
 - 3. Any other building or facility which the Fire Chief deems immediate access is necessary for lifesaving or firefighting purposes.

- B. The Fire Chief may establish standards for the placement and maintenance of Key Boxes within the City, including approved types of Key Boxes. Proposed standards will be submitted to the City Council and filed with the City Administrator and shall become effective immediately after submission to the City Council.

Section 3.2 Keys

The owner or person in control of buildings or facilities required to have an Emergency Key Box shall cause to be placed in such Key Box a key to the following areas:

- A. Locked points of access to the exterior of the building or facility;
- B. Locked points of access to common areas, such as hallways or utility rooms, contained within such buildings or facilities;
- C. Locked mechanical and/or electrical rooms;
- D. Locked gates;

- E. All other locked areas, other than individual apartments or rented rooms, as directed by the Fire Chief

Section 3.3 Access to Emergency Key Box

The owner or person in control of any building or facility required to have an Emergency Key Box shall be present any time Fire Department personnel access the Key Box, except when they have responded to an emergency at the property.

ARTICLE 4
PENALTY

Any person violating any provision of this ordinance shall, upon conviction be guilty of a misdemeanor and shall be punished pursuant to applicable State Statute regarding misdemeanor penalties, as amended, plus the costs of prosecution. Each day a violation continues to exist is deemed a separate punishable offense under this ordinance.

**ARTICLE 5
EFFECTIVE DATE**

This ordinance shall be effective upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City of Rice Lake, St. Louis County, Minnesota, this 11th day of March, 2024.

Suzanne Herstad, Mayor

Attest: Toni Blomdahl, City Administrator