



Delray Beach Fire Rescue Department

ISO Class 1 Fire Department - Internationally Accredited Agency

OFFICE OF THE FIRE CHIEF



TO: Terrence R. Moore, ICMA-CM
FROM: L. Keith Tomey III, Fire Chief
DATE: December 20, 2022
SUBJECT: Emergency PO – Knox eLock System

A Fire Department's quick access to buildings is an essential part of the service provided to the residents and business owners of a city. "Knox Boxes" provide a secure, reliable, and operationally efficient access for first responders through the installation of a lockable steel box located just outside the main entrance of businesses. Entrance keys to a building are stored inside each "Knox Box" and provide immediate access in the event of an emergency. Using a master key allows each Fire Department emergency response unit to carry one key, (commonly referred to as a "Knox Box Key") rather than carrying entrance keys to every business in the city. The City of Delray Beach has utilized this service since 1981 thereby making the Knox Company's products a City standard. It is also the same system used by every City in Palm Beach County, including Palm Beach County Fire Rescue.

Recently, it was reported that a Knox key was misplaced by one of the City's inspectors. An incident report was completed, and the Knox Company was notified as per City policy. During this time, the City's Fire Marshal was made aware that another Knox Key was lost in 2018, resulting in his decision to commence a full audit of all Knox keys assigned to our agency. According to records provided by the Knox Company, the City has been issued 118 Knox Keys since the inception of the program in 1981. Currently, the City has been able to locate 44 of the 118 issued Knox Keys. Based on the results of this audit, staff recommends the purchases of a new, upgraded system to ensure the safety and welfare of the residents and businesses and to maintain the integrity of this program.

If approved, the Knox eLock system will render a key useless if not returned to its base within 20 minutes of its removal from same. Thus, if a key is lost or stolen, it will be rendered useless after 20 minutes. Only when it is returned to its base can the key be used again. This system will update the current 40-year-old system.

Therefore, based on the foregoing, the issuance of an emergency PO to purchase the Knox eLock system and the Knox eLock cores to retro fit every current Knox Box mechanical core in the City is requested. An emergency purchase is defined as an unforeseen or unanticipated urgent and immediate need for equipment, supplies, or services where the protection of life, health, safety or welfare of the community or the preservation of public properties would not be possible using normal purchasing procedures. Here, the emergency PO will consist of the Knox eLock System which includes the Knox Connect Management system, Key secure master key retention system for all the fire trucks, and the Knox eKeys. It will also

include the Knox eCore to replace every Knox Box mechanical locking core with the new eLock magnetic core. The total amount of the request is \$309,489.00. Staff has identified a funding source utilizing salary savings from 22 vacant DBFR positions.

Fire Marshal Travis Franco and I are available to discuss this request in detail if needed.