



AGENDA MEMO
 Business of the City Council
 City of Sweeny, Texas

Meeting Date	03/25/2025	Agenda Items	
Approved by City Manager		Presenter(s)	City Manager
Reviewed by City Attorney		Department	Building Department/Fire Code
Subject	Discussion and possible action to Knox Box requirements, policies, and procedures of control.		
Attachments / Supporting documents	Knox Box Quote Sweeny Fire Rescue		
Financial Information	Expenditure Required:	\$3,100.00 estimate	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

The City of Sweeny has adopted and follows the IFC and NFPA; §94.30. One of the regulations is that businesses are to place a safe like key box (Knox Box) on the exterior of the building to allow emergency access to the building.

These boxes are assigned to municipalities by key code, which are assigned only to that agency. The City has to get the keys to access the box from Knox corporation directly, and they are not locksmith compatible.

The issue at hand is controlling and tracking the 8 keys that Sweeny Fire and Resue have in their possession. These keys allow whoever has them, to access every building that has a Knox box in place. The Fire Chief has a plan to track 2 of the keys that would be attached to the Fire engines. It is my understanding that the Police Chief has one in his office, the Fire Marshal has one, the Fire Chief has one, and the rest are supposed to be locked in safe at the Fire Station.

This is a requirement of the City and does not apply to businesses in the County that Sweeny Fire and Rescue might be responding too.

The Council has the option to Delete that part of code that requires the box or develop a policy of key control. If we do key control, it would be my recommendation to control all 8 keys not just a few. Attached is a quote for proposed securement method of the Sweeny Fire & Rescue for approximately \$3,100.00.

Knox box requirement is under the IFC Section 506.1 & 506.2 and NFPA, Chapter 18.2.2.1.

IFC 506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes, the *fire code official* is authorized to require a key box to be installed in an *approved* location. The key box shall be of an *approved* type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the *fire code official*.

506.1.1 Locks. An *approved* lock shall be installed on gates or similar barriers where required by the *fire code official*.

506.2 Key box maintenance. The operator of the building shall immediately notify the *fire code official* and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

NFPA Chapter 18.2.2.1 The AHJ shall have the authority to require an [access box](#)(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security. The [access box](#)(es) shall be of an [approved](#) type listed in accordance with UL 1037.

If the Council wishes to delete the above portions of the code, motion will need to reflect.

If Council wishes to leave the code in effect for enforcement, policy and procedure would need to be established for control, as well as funding determined.

Recommended Action



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Council discretion:

Motion if Council chooses to delete:

To delete Section 506 of the Adopted International Fire Code (IFC) and Chapter 18.2.2.1 of the National Fire Protection Act Line Safety Code (NFPA) under the City's Code of Ordinances, §94.30(A).

Motion if Council chooses to continue enforcement of §94.30(A) in full, requested control:

To continue to enforce §94.30 (A), requiring a key box (Knox Box) to be installed, and authorizing the City Manager to develop a policy for control and access of the keys owned by the City of Sweeny, and to allocate funds appropriately in order to acquire; total cost to secure all 8 keys is \$13,000.