

City of Portland, Maine – Building or Use Permit Application 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 368 Allen Ave (Engine 8)		Owner: City of Portland		Phone: 874-8480		Permit No: 99023	
Owner Address: 389 Congress St 04101		Lessee/Buyer's Name:		Phone:		Business Name:	
Contractor Name: A.L. Doggett, Inc.		Address: P.O. Box 35 Gray, ME 04039		Phone: 657-4569		Permit Issued: MAR 22 1999 CITY OF PORTLAND	
Past Use: Fire Department (Engine 8)		Proposed Use: Same		COST OF WORK: \$		PERMIT FEE: \$ 45.00	
Proposed Project Description: Remove 1-1000 gallon underground storage tank and Install 1-5000 gallon underground storage tank				FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: Type:	
				Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
Permit Taken By: SP				Date Applied For: 19 March 1999			
<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>				<p>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</p> <p>Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>			

Zone: _____ CBL: 375-C-038

Zoning Approval: *[Signature]*

Special Zone or Reviews:

Shoreland
 Wetland
 Flood Zone
 Subdivision
 Site Plan maj minor mm

Zoning Appeal

Variance
 Miscellaneous
 Conditional Use
 Interpretation
 Approved
 Denied

Historic Preservation

Not in District or Landmark
 Does Not Require Review
 Requires Review

Action:

Approved
 Approved with Conditions
 Denied

Date: *[Signature]*

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit

22 March 1999

SIGNATURE OF APPLICANT _____ ADDRESS: _____ DATE: _____ PHONE: _____

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE _____ PHONE: _____

CEO DISTRICT *[Signature]* 2

COMMENTS

2/13/01 OK AA

Inspection Record

Type	Date
Foundation: _____	_____
Framing: _____	_____
Plumbing: _____	_____
Final: _____	_____
Other: _____	_____

THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED

**Building or Use Permit Pre-Application
Attached Single Family Dwellings/Two-Family Dwelling
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

NOTEIf you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

Location/Address of Construction (include Portion of Building): <i>Engin 8 Fire Station, 368 Allen Ave., Portland</i>			
Total Square Footage of Proposed Structure <i>N/A</i>		Square Footage of Lot <i>N/A</i>	
Tax Assessor's Chart, Block & Lot Number		Owner:	Telephone#:
Chart# <i>375</i>	Block# <i>C</i>	Lot# <i>038</i>	<i>City of Portland</i>
Owner's Address: <i>389 Congress St. Portland, ME 04101</i>		Lessee/Buyer's Name (If Applicable) <i>N/A</i>	Cost Of Work: <i>\$</i> Fee <i>\$ 45</i>
Proposed Project Description:(Please be as specific as possible) <i>Removal of 1-1000 gallon underground storage tank removal and Installation of 1-5000 gallon underground storage tank</i>			
Contractor's Name, Address & Telephone <i>A.L. Doggett, Inc. P.O. Box 35, Gray, ME 207-657-4569</i>			Rec'd By <i>[Signature]</i>
Current Use: <i>Fire Dept.</i>		Proposed Use: <i>same</i>	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC(Heating, Ventillation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

4) Building Plans

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

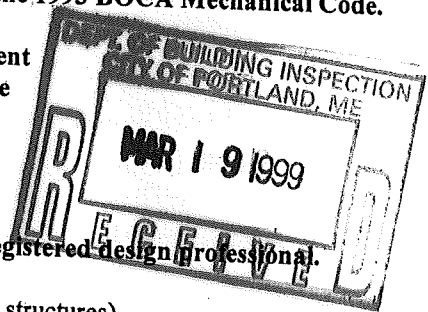
- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

Certification

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <i>[Signature]</i>	Date: <i>3-19-99</i>
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Building Permit Fee: \$25.00 for the 1st \$1000.cost plus \$5.00 per \$1,000.00 construction cost thereafter.
Additional Site review and related fees are attached on a separate addendum



Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
17 State House Station
Augusta, Maine 04333-0017
Attention: Tank Removal Notice
Telephone: (207) 287-2651

dig safe 19990701921

Expires after 6 (six) months if the
Department does not receive notice that
removal was completed.

(375-C-038)

**NOTICE OF INTENT TO ABANDON (REMOVE)
AN UNDERGROUND OIL STORAGE FACILITY**

cc: DEP
FIRE CHIEF
ALD
PTLD

**THIS FORM MUST BE FILED WITH THE D.E.P. AND YOUR LOCAL FIRE DEPARTMENT AT
LEAST 30 DAYS PRIOR TO THE SCHEDULED REMOVAL**

PLEASE TYPE OR PRINT IN INK:

Name of Facility Owner: City of Portland
Mailing Address: 389 Congress Street Telephone #: 207-874-8480
City: Portland State: ME Zip Code: 04101
Contact Person (name, address & telephone #): Deputy Chief Don Brown 207-874-8407
John Lyman 207-874-8480 Henry Jillert 207-874-8893
Name of Facility: Engloe 8 Fire Station Registration #: 7991
Facility Location (town & street): 368 Allen Avenue, Portland, ME

1. Identify the tanks at this location which are going to be removed:

Tank #	Tank Age	Tank Size (gallons)	Type of Product Stored
1	31 years	1000	#2
2			
3			

2. Directions to this facility (be specific):

3. Is or was the tank(s) used to store Class I liquids (e.g., gasoline, jet fuel)? Yes No
**IF YES, REMOVAL OF THE TANK(S) MUST BE DONE UNDER THE DIRECTION OF A
CERTIFIED TANK INSTALLER.**

Tank Installer's Name: Todd J. LaVallee **Certification Number:** 251 **Signature:** TL

4. Environmental site assessments are required for all tanks except those used for storing heating oil, not for resale, or for farm or residential motor fuel tanks under 1,100 gallons where the product is used on site. **Site Assessor's Name and Address (if applicable):**

Deluca-Hoffman Assoc., 778 Main St., South Portland, ME

5. Name and telephone number of contractor who will do the tank removal:

A. L. Doggett, Inc. 207-657-4569

6. Expected date of removal (month/day/year): 2-9-99

I hereby provide Notice that I intend to properly abandon the underground oil storage facility as described above.

Date: 1-30-99 Signature of owner or operator: [Signature]

Printed Name and Title: Deputy Chief Don Brown

**Mail original and yellow copy to DEP; pink copy to fire department; retain gold copy.
RETURN POSTCARD AFTER TANK(S) HAS BEEN REMOVED**

DEPARTMENT OF ENVIRONMENTAL PROTECTION
REGISTRATION FORM FOR UNDERGROUND OIL
AND PETROLEUM PRODUCTS STORAGE TANKS
(Pursuant to 38 M.R.S.A. Section 563, 40 CFR Part 280)

1. REGISTRATION NUMBER: 7991
(Complete only if a registration has been
previously assigned by the Department
of Environmental Protection.)

STATE USE ONLY DATE OF REGISTRATION ____/____/____
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2. FACILITY INFORMATION:

- A. Name of Facility: Engine 8 Fire Station
- B. Street Address of Facility: 368 Allen Avenue
- C. Town/City where facility is located: Portland
- D. Mailing address: 368 Allen Avenue
Portland Maine 04103
- E. F. Telephone: 207-874-8400
- G. Directions to Facility: _____

- H. Are any planned or existing tank(s) (including piping and pumps) within 1000 feet of a public water supply source? Yes ___ No
- I. Are any planned or existing tank(s) (including piping and pumps) within 300 feet of a private water supply source? Yes ___ No
- J. (Complete if the answer to (I) above is YES.) Is the water supply which is located within 300 feet of the tank(s) owned by someone other than the facility owner or operator? Yes ___ No ___
- K. Is the facility located on a sand and gravel aquifer or recharge area as mapped by the Maine Geological Survey? Yes ___ No ___
- L. Is the facility located within 250 feet of a fresh or salt water body or wetland? Yes ___ No
- M. Is the facility located within a 100 year flood plain? Maps are available at most municipal offices. Yes ___ No ___

Note: If you wish assistance in answering items (K) or (L), please call the Department at (207) 289-2651. Sand and gravel aquifer maps can be reviewed at any of the Department's offices or purchased for a nominal fee from the Maine Geological Survey, State House Station #22, Augusta, Maine 04333, (207) 289-2801.

If the answer to item (H), (I) or (K) above is yes, the facility is in a sensitive geologic area.

STATE USE ONLY

Reviewer: _____ Date: ___/___/___ Map Number: _____
Comment: _____

N. Facility is now or will be used for (check one):

- | | |
|---|--|
| <input type="checkbox"/> Wholesale Distribution of Oil | <input type="checkbox"/> Oil storage at a single family residence |
| <input type="checkbox"/> Retail Distribution of Oil | <input type="checkbox"/> Oil storage at a multi-family residence |
| <input type="checkbox"/> Oil storage at a Commercial Establishment for on-site consumption | <input type="checkbox"/> Oil storage/farm |
| <input type="checkbox"/> Oil storage at an Industrial Establishment for on-site consumption | <input checked="" type="checkbox"/> Oil storage/Public Facility (state or local) |
| | <input type="checkbox"/> Oil Storage/Federal Facility |

3. TANK OWNER: -

- A. Name: City of Portland
(last) (first) (middle initial)
- B. Mail Address: 389 Congress Street
- C. Town/City: Portland D. State: ME
- E. Zip Code: 04101 F Phone: 207-874-8654

4. TANK OPERATOR: (if different from owner.)

- A. Name: Engine 8 Fire Station
(last) (first) (middle initial)
- B. Mail Address: 368 Allen Avenue
- C. Town/City: Portland D. State: ME
- E. Zip Code: 04103 F Phone: 207-874-8400

5. CONTACT PERSON:

- A. Name: Henry Jillert B. Phone: 207-874-8893

6. INDIVIDUAL TANK DATA: Complete for each tank.

A. TANK TYPE:

- C = Cathodically Protected Steel - Single Wall with Excavation Liner.
- W = Cathodically Protected Steel - Double Walled
- E = Fiberglass - Single wall with Liner.
- G = Fiberglass - Double Walled
- N = Other - Please specify.
Elutron

B. Piping Type:

- E = Single Walled Fiberglass with liner
- G = Double Walled Fiberglass
- M = Single Walled Steel with Liner.
- O = Copper with Secondary Containment
- W = Cathodically Protected Steel
- * = other

C. Tank Size:

Fill in with the Size of the Tank in gallons.

D. Form of Leak Detection/Retrofitted Tank:

- 1 = Continuous Electronic Monitoring of Ground-water
- 2 = Continuous Electronic Monitoring of Vapors
- 3 = Secondary Containment with Interstitial space monitoring
- 4 = Manual Groundwater Sampling
- 5 = Continuous In-Tank Gauging
- 6 = In-Line Leak Detector

E. Product Stored:

- 1 = Kerosene 2 = #2 Fuel Oil 4 = #4 Fuel Oil
- 5 = #5 Fuel Oil 6 = #6 Fuel Oil 20 = Unleaded-Plus
- 22 = Premium 23 = Unleaded 28 = Premium unlead
- 29 = Diesel 81 = Waste Oil 99 = Other-Please Specify

F. Date Installed:

Fill in Month and Year of Installation.

G. Tank Status:

- B = Active
- C = Out of Service
- D = Abandoned in Place-Filled
- E = Planned for Removal

H. System Type:

- 1 = Suction 2 = Pressurized

I. Form of Interstitial Tank Leak Detection/ New and Replacement Tanks

- 1 = Continuous Groundwater in Liner
- 2 = Manual Groundwater in Liner
- 3 = Continuous Vapor Monitoring
- 4 = Continuous Hydrostatic
- 5 = Continuous Free Product
- 6 = Continuous Vacuum or Pressure
- 7 = Other-Please Specify
Veeder Root ILS350

J. Overfill Spill/Leak Detection:

- 1 = Automatic Shutoff (95% Tank Capacity)
- 2 = Automatic Alarm (95% Tank Capacity)
- 3 = Overfill Spill Container (3-gallon minimum)

TANK 1:

A. N B. copper/PVC C. 5000 D. N/A E. 2 F. 1/99 G. B H. 1 I. 7 J. 3

TANK 2:

A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ / _____ G. _____ H. _____ I. _____ J. _____

TANK 3:

A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ / _____ G. _____ H. _____ I. _____ J. _____

TANK 4:

A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ / _____ G. _____ H. _____ I. _____ J. _____

7. Attach a check for the applicable registration fee made payable to the State of Maine Groundwater Fund and return with this form to the Department of Environmental Protection (Bureau of Oil and Hazardous Materials Control-State House Station #17, Augusta, Maine 04333).

A registration fee of \$35.00 is required for all tanks except for tanks serving single family residences. Registration fees are due upon registration and annually thereafter, prior to the FIRST DAY OF JANUARY.

Fee Computation: _____ # tanks at \$35.00 per tank = \$ _____

Motor fuel stored in a non-conforming tank is subject to an additional annual fee payable to the Third Party Commercial Risk Pool.

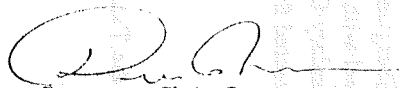
8. MAKE TWO (2) COPIES OF THIS FORM. Submit the original to the Department of Environmental Protection (Bureau of Oil and Hazardous Materials Control-State House Station #17, Augusta, Maine 04333). SEND ONE (1) COPY TO THE LOCAL FIRE DEPARTMENT having jurisdiction. RETAIN THE THIRD COPY FOR YOUR RECORDS. For new and replacement tanks, registrations are due at least five (5) business days prior to installation.
9. Your registration shall not be considered complete and will be returned to you if all 5 pages are not completed.
10. IF NEW, REPLACEMENT OR RETROFITTING EXISTING TANKS OR PIPING ARE INCLUDED WITH THIS REGISTRATION, PLEASE PROVIDE:

A. Name of Installer: Todd J. LaVallee

B. Installer ID Number: 251 Date to be Installed: 1/99

11. CERTIFY THIS FORM BY SIGNING. By signing this form, I, the tank registrant, certify that all information is accurate and complete to the best of my knowledge, and that I will comply with all applicable federal, state, and local laws and regulations concerning the underground storage of petroleum products. The owner or operator is required by Maine statutes to file an amendment to this registration with the Department of Environmental Protection immediately upon any change of information contained in this form.

Date: 1-15-99



Deputy Chief Don Brown
~~XXXXXX~~ or Authorized
Employee of the Owner

City of Portland Fire Dept
Title (Please print
or type)

Signature: _____ Title _____

12. If this registration involves the replacing or installing of tanks or piping, the following information must be attached:
- (a) A map, plotted on the most current 1:24,000 scale (7 1/2 minute) USGS topographical quadrangle, showing the location of the facility. If a 7 1/2 minute map is not available, a 1:62,500 scale (15 minute) map may be used.
 - (b) Attach a DETAILED drawing of the facility showing the exact location of TANKS AND PIPING to be installed and any existing tanks. THE FORM OF ADDITIONAL PROTECTION FOR TANKS MUST BE DETAILED ON THE DRAWING! If new tanks are not installed as indicated on this drawing, the registration must be amended within 10 days!
 - (c) Attach a copy of the tank manufacturer's warranty showing the expiration date for each tank being installed or replaced.

See attached sheet

NORTHGATE PLAZA

RECYCLING BINS

LAWN

DUAL BIG SAFED LIGHT

REMOVE EXISTING 1000 GAL FUEL OIL UST

ASPHALT PARKING

LAWN

NO GAS-YELLOW
NO TEL-ORANGE
NO CHP-PINK

GAUGE, SUPPLY AND RETURN LINS AND INTERSTIAL MONITOR PROBE IN MANWAY

install 1000 UST

ASPHALT WALK

WOODEN LIGHT POLE

NEW DOUBLE WALL CONTAINMENT PIPING PITCH BACK TO TANK MANWAY

PEOPLES BANK PARKING

OIL TANK FILL AND VENT PIPES

CONCRETE SLAB (NO ROOF)

ENGINE 8
368 ALLEN AVENUE

2'x4' CONCRETE STEP WITH DOOR

SHRUBS

LAWN

LAWN

PARTIAL OVERHANG

FLOWER GARDEN

FLAG POLE

LAWN

ASPIALT

CONCRETE CURB
STORM DRAIN

WATER VALVE

CONCRETE CURB

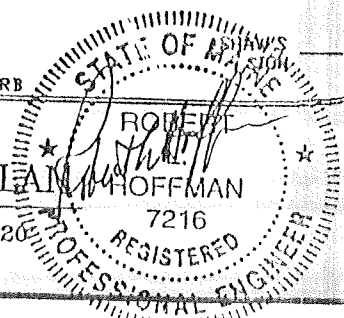
WASHINGTON AVENUE

ALLEN AVENUE

SEWER LINE RUNNING DOWN CENTER OF STREET

PLOT PLAN

Scale: 1"=20'



ELUTRON

Anything Less Will Cost You More.

ELUTRON delivers all the benefits and proven performance of Plasteel Composit double-wall tanks, plus a significant increase in cost efficiency.

The unique jacketed construction, with 360° interstitial monitoring, is U.L. tested for corrosion resistance and listed for secondary containment of all motor vehicle fuels, including methanol.

Steel monitor access tube is welded liquid tight into primary steel tank. Threaded coupling connection seals interstitial monitor.

Non-corroding collar (optional) provides solid attachments for piping containment sumps.

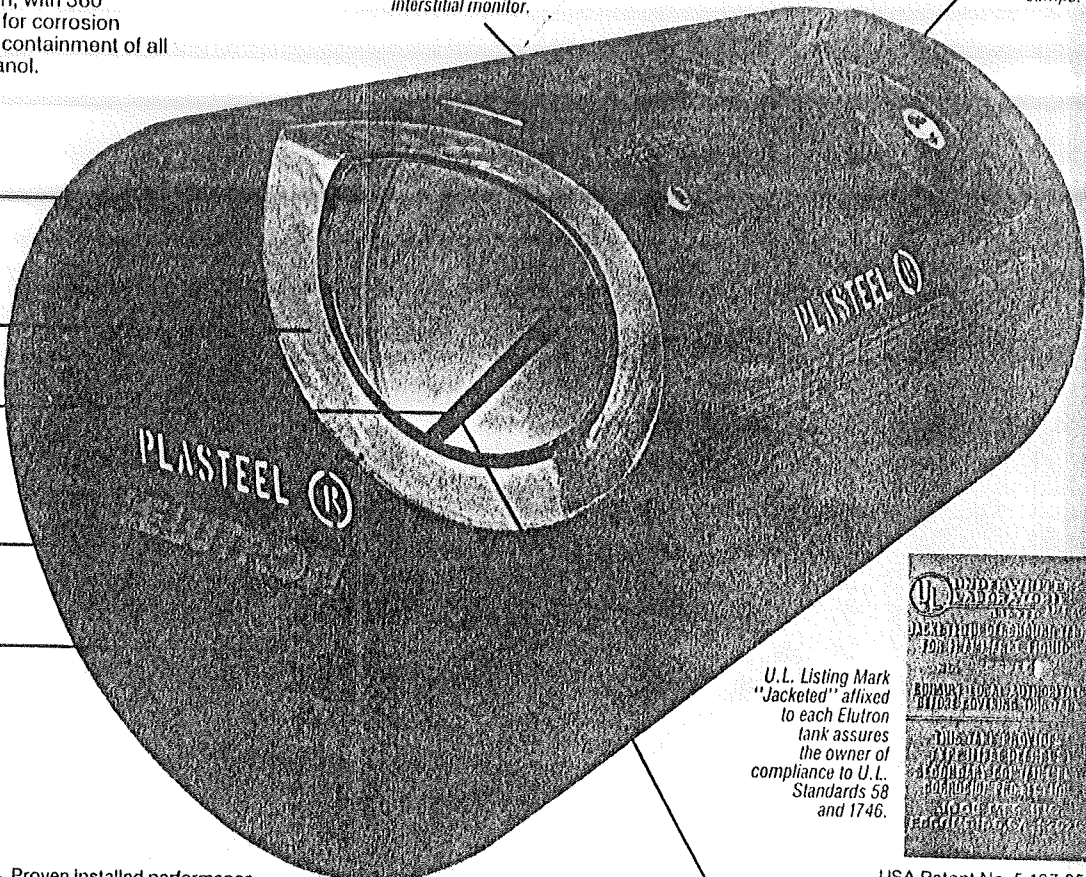
FRP laminate maintains a solid, seamless integrity when subjected to ambient temperature extremes and does not become brittle or soft below or above ground.

Aluminum foil provides a minimum clearance, free flowing, 360° interstice. The aluminum forms a cathodic protection system in the event of water entry.

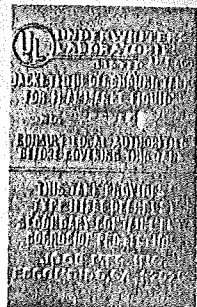
Steel interstitial monitor access tube takes the underground structural performance beyond the U.L. performance testing criteria.

Flat heads, combined with minimum surrounding backfill, results in 25-35% less backfill material requirements compared to FRP tanks.

Primary welded steel tank is manufactured to U.L. Listing requirements. It provides long term structural safety incorporating compatibility to a broad range of products; including all motor fuels, heating oil, methanol, ethanol, alcohol and alcohol blends (M-85).



U.L. Listing Mark "Jacketed" affixed to each Elutron tank assures the owner of compliance to U.L. Standards 58 and 1746.

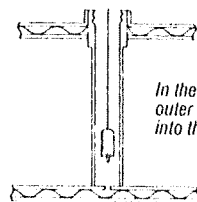


USA Patent No. 5,167,352

For Ultimate Safety Assurance, Demand Documented U.L. Burial Testing...

EXTERNAL PRESSURE
EARTH LOAD
WATER LOAD
CONCENTRATED LOAD

- ▶ Proven installed performance, over 18,000 Plasteel Composit and Elutron tanks in service since 1971 with no corrosion failures.
- ▶ Elutron tanks are warranted for 30 years against external or internal corrosion failure when storing compatible products and installed and used per U.L. Listed installation instructions.
- ▶ Interstitial Vacuum Test (IVT) available. The IVT has been third party evaluated to comply with the E.P.A. tank tightness test protocol.
- ▶ Perfect performance, no external or internal corrosion failures. Cathodic protection and/or dielectric isolation not required.
- ▶ Installation procedures are simple; special backfill procedures are not required to maintain structural integrity.
- ▶ Capacities from 500 to 50,000 gallons. Special configurations available.



In the event of a breach to the inner or outer wall, the intruding liquid flows into the monitor tube, triggering alarm.

Aluminum foil shape exaggerated, and interstice enlarged for illustration detail.

PLASTEEL

Authorized PLASTEEL* ELUTRON* tank manufacturers worldwide

TANX, INC.
30 Crescent St.
Claremont, NH 03743
(603) 543-1272
Fax (603) 543-1270

JOOR MFG.
Escondido, California 92029

K & T STEEL
Twin Falls, Idaho 83303

METAL PRODUCTS
Suwanee, Georgia 30174

STARCO
Rhome, Texas 76078

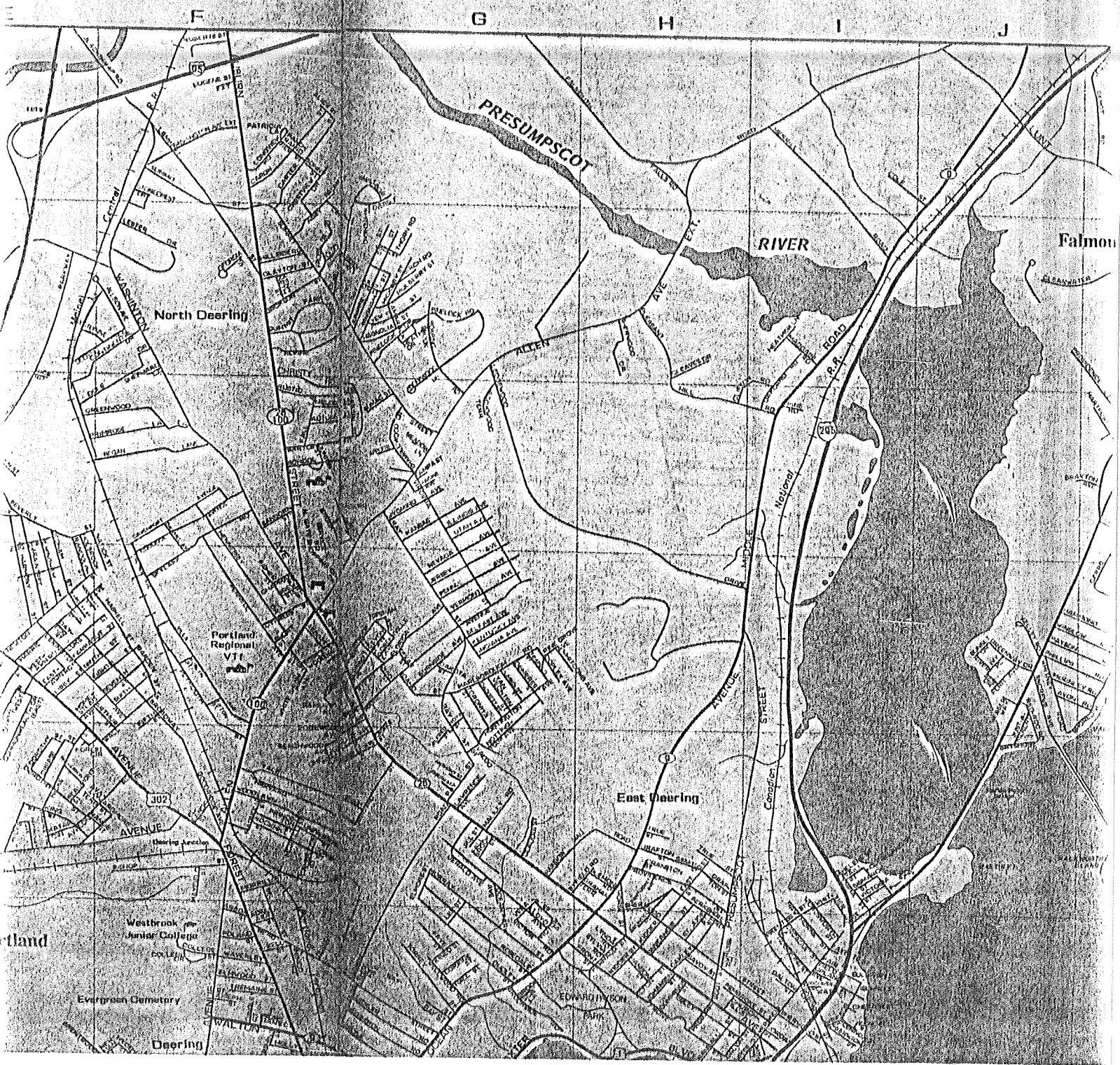
ZORN INDUSTRIES
Elkhart, Indiana 46514

HERKULESTVG
8660 Tab, Hungary

JAPAN STEEL WORKS
Tokyo 100, Japan

JEEWON INDUSTRIAL
Seoul, Korea 137-062

TANQUES GUMEX
Torreón, Coah, Mexico



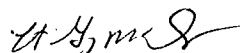
PORTLAND FIRE DEPARTMENT

Review Date: 3/22/99 Contractor: AL Doggett Inc

Address: 212 Stevens St CBL: 177-H-002

Please note marked Conditions of Approval

- * The boiler or furnace shall be protected by enclosing with one hour fire rated construction including fire doors and ceiling or by providing automatic extinguishment and smoke protected enclosure. Sprinkler piping serving not more than six sprinklers may be connected to a domestic water supply system having a capacity sufficient to provide a 0.15 gpm per sq ft of floor throughout the entire area. An indicating shut-off valve shall be installed in an accessible location between the sprinkler and the connection to the domestic water supply. Minimum pipe size shall be 3/4" copper or 1" steel. Maximum coverage area of a residential sprinkler in 144 sq ft per sprinkler.
- * All required fire alarm systems shall have the capacity of zone disconnect via switches or key pad program provided the method is approved by the Fire Prevention Bureau.
- * All remote annunciators shall have a visible trouble indicator along with the fire alarm zone indicators.
- * Any master box connected to the municipal fire alarm system shall have a supervised municipal disconnect switch.
- * All master box locations shall be approved by the Fire Dept. Director of Communications.
- * A master box shall be located so that the center of the box is five feet above finished floor.
- * All master box locations are required to have a Knox box.
- * A fire alarm acceptance report shall be submitted to the Portland Fire Department.
- ⊗ All underground tank removal(s) and/or installation(s) shall be done in accordance with the Department of Environmental Protection and Regulation (Chapter 691).
- ⊗ No cutting of tanks on site. Cutting of tanks to be done at an approved disposal site.
- ⊗ The fire dispatcher must be notified at least 48 hrs in advance of removal or transportation of tanks.
- * All above ground L/P tanks shall be located in accordance with NFPA 58 standards.
- * Any tank located near the path of vehicle movement shall be protected.
- * All piping shall be protected from possible mechanical damage and vandalism.
- * A 4" storz fire department connection is required.
- * Any renovation of sprinkler system over 20 heads must have State Fire Marshall approval.
- * A sprinkler performance test shall be submitted to the P.F.D. after completion of work.
- * State Fire Marshall approval is required for this project.



Lt. Gaylen Mc Dougall
Portland Fire Prevention Bureau