



Office of the Fire Marshal Hampton Division of Fire & Rescue

Fire Prevention Branch

1300 Thomas Street • Room 110
Hampton, Virginia 23669

Phone (757) 727-1210

Fax (757) 727-1213

August 3, 2017

Dear Friends of the Hampton Division of Fire & Rescue:

In celebration of 2017 **Fire Prevention Week** the Hampton Fire Department is again sponsoring the **Five-Alarm Festival & Chili Cook-Off** at **Syms Middle School/Hampton Fire Station 7 on Fox Hill Road (170-176 Fox Hill Road)** on Saturday, Oct. 7, 2017, from noon-4 p.m. This will be the 10th Five-Alarm Festival & Chili Cook-Off! We are going to a new location this year because we've outgrown Carousel Park.

It is a perfect opportunity for you to show off your culinary talents in the **Five-Alarm Chili Cook-Off** from noon-2 p.m.! We would love to have you participate in this friendly, high-spirited competition and hopefully have a great time and enjoy the exposure to the public. We'd like to issue the challenge to compete against 2014's "People's Choice" winner – Assistant Chief Tracy Hanger's "Chuck Wagon" chili. That year the teams served 4,000 samples of chili and ran out by 1:45 p.m.! Mother Nature prevented us from having this competition and the Five-Alarm Festival the last two years.

Prizes will be awarded for the Fire Chief's Choice, other categories, and of course, the "People's Choice" (The Golden Chili Pot). Proceeds from chili sales will be dedicated to the promotion of fire safety education for the citizens of Hampton.

There is *MORE* good news! We have made this event as hassle-free as possible:

- There is ***NO*** entrance fee
- There is ***NO*** Health Department fee

I have enclosed a registration package for your convenience and if you have any questions regarding the Five-Alarm Festival, please do not hesitate to call Corey Johnson @ 325-4945 (or by email coljohnson@hampton.gov) or Fran Ostroth at 727-1212 (or by email ftompson@hampton.gov).

If you have any questions regarding the Chili Cook-Off, you can contact our Chili Queen (Susan Knopfle) at 727-1210 (or by email sknopfle@hampton.gov). Please return the Entry Form, as well as the two-page Health Department application, if you decide to participate.

Thank you for your consideration in participating in this great event!

Anthony Chittum

Battalion Chief
Chief Deputy Fire Marshal

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2017 Five-Alarm Festival
Syms Middle School / Hampton Fire Station 7
170-176 Fox Hill Road

ANNUAL HAMPTON DIVISION OF FIRE & RESCUE
CHILI COOK-OFF
SATURDAY, OCTOBER 7, 2017

The Hottest Day in October!

OFFICIAL ENTRY FORM

RETURN TO FIRE PREVENTION BY SEPT. 8, 2017

(PLEASE PRINT OR TYPE)

TEAM NAME: _____

CHIEF COOK: _____ ASSISTANTS: 1. _____

ADDRESS: _____ 2. _____

CITY: _____ ZIP: _____ 3. _____

CONTACT #: () _____ 4. _____

E-MAIL _____

I will have one/two chili samples (indicate how many)

Please take a moment to read the attached rules and Health Department requirements.

CATEGORIES AWARDED:



Fire Chief's Choice



Judges' Choice



People's Choice



Best Presentation

If you want to cook next to another team, send both entry forms together with your request. List request here: [Team Name] _____

I have read and understand the Cook-Off rules and Health Department regulations for this event. I WILL practice good sportsmanship and WILL remember: Citizens First!

Team Leader _____

Date _____

Send to: Susan Knopfle, Fire Prevention Section
1300 Thomas Street, Room 110
Hampton, Virginia 23669
FAX: 757-727-1213

Reminder: Space is limited to 10 teams ... so enter as soon as possible!

Questions: Please contact Susan Knopfle at 757-727-1210 or by email: sknopfle@hampton.gov

WE LOOK FORWARD TO SEEING YOU SATURDAY, OCT. 7th!



2017 Five-Alarm Festival
Syms Middle School / Hampton Fire Station 7
170-176 Fox Hill Road

ANNUAL HAMPTON DIVISION OF FIRE & RESCUE
CHILI COOK-OFF
SATURDAY, OCTOBER 7, 2017

The Hottest Day in October!

Chili Cook-Off Rules

- Any Fire Station, City Department, Business or Citizen can form a team to participate in the Chili Cook-Off.
- Chili must be fully prepared on site. NO prep work can be done at home; per Hampton Health Department regulations [please see attached].
- **Be prepared to make seven (7) gallons of chili minimum.** You will need enough to last through two hours of serving and the judges' samples. (We've increased the minimum because we ran out of chili in less than two hours during the past several years.)
- We need to know if you are going to be serving one or two types of chili.
- **Provided for you:** Tents, tables, sampling cups, spoons, napkins, tickets, wash stations, electricity, ground cover.
- **You must provide:** Chili, toppings, self-contained heat source [sterno, crock pot, propane, etc.], serving utensils, booth decorations, cleaning supplies, coolers, **digital instant-read thermometers, heavy-duty extension cords.**
- Grills cannot be used under the tent, and must have a cover and ground cover
- **YOU MUST BE WILLING TO TASTE YOUR OWN CHILI!**
- Traditional chili characteristics are taste, consistency, aroma, color and of course, bite! Be creative, the rules for the ingredients are... there are no rules... anything [within reason] goes!
- Each contestant will be assigned a number immediately prior to judging.
- There will be no consumption of "frosty adult beverages."
- All contestants must keep their chili at a serving temperature of 140 degrees and must keep the chili covered with a tight-fitting lid when not serving. All contestants must keep a clean and sanitary work area.
- It's all in a name! **Give your creation a unique name.** The more far-out and crazy the name, the better your chili will taste!
- Creative showmanship will not hurt your votes either!
- Teams must be at the tent with their booth set up no later than 9:00 a.m. on Saturday, October 7, 2017.
- The public cook-off tasting starts at Noon and ends at 2:00 p.m.
- Prizes are awarded based on the decisions of the Judges. Criteria for judging includes:
 - Taste, appearance, aroma, bite, showmanship.
- People Choice Award: **The highly coveted GOLDEN CHILI POT** is given to the team collecting the largest number of public voting tickets.
- Vote tickets are \$5, which allow the public to sample all of the chili recipes.
- There will be a booth set up for the purchase of tickets.
- Fire Prevention will be on-site to cook hot dogs and hamburgers, and will have chips and beverages for sale.
- Space is limited to 10 teams. Register early!
- This is a fun, family-oriented event. Good luck to all!
- Send your registration to: Fire Prevention Section, Attn: Susan Knopfle.
- For more information, contact: Susan Knopfle 757-727-1210 (or email sknopfle@hampton.gov).

HAMPTON HEALTH DEPARTMENT

1320 LaSalle Ave., Hampton VA 23669 Phone (757) 727-2570 (Fax (757) 727-1227)

TEMPORARY FOOD SALE OR DISTRIBUTION APPLICATION

The person named below is making application for a temporary food sale or distribution permit in accordance with Chapter 15 of the City Code, and the Food Regulations. It shall be valid only within the City of Hampton at the location designated and only for the day(s) specified. The permit is for the sale or distribution of prepared foods from an approved source. **An annual fee of \$40.00 must be paid prior to the issuance of a permit.** Receipt of payment must be kept by the vendor to avoid payment in other localities and other events. All applications must be submitted **at least five (5) business days prior to the event** for review and approval. [NOTE: This fee is being paid by the Hampton Fire & Rescue for the Cook-Off] **Be sure to complete sections 6, 7, & 8 on page two.**

Name of Applicant _____ Phone (H) _____

Home Address _____ Phone (W) _____

City _____ State _____ Zip Code _____ Phone (C) _____

E-mail address _____

Name of Organization/Business _____

Event Associated with Sale _____ Date (s) of Sale _____

Location of Event _____ Time (Hours) of Sale _____

FOODS TO BE SOLD OR DISTRIBUTED

**The sale of any home-prepared or canned foods is prohibited.
Home baked goods such as cakes, cookies, brownies, etc., may be allowed**

FOOD	SOURCE (Where purchased)	PREPARATION (where & how)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____

By signing this application, I do hereby agree to comply with the rules and regulations as outlined on this application and with the instructions that accompany it. I understand that only the foods listed may be sold or distributed.

Failure to comply with this and all other requirements may result in a permit not being issued, having the permit suspended and having to leave the event and / or being banned from participating in future events.

Signed _____ Date _____

Reviewed / Approved by _____ Date _____

Return this page to Fire Prevention Branch @ 1300 Thomas Street

***THERE SHALL BE NO SMOKING, EATING OR DRINKING IN FOOD PREP AREAS!**

The following items are required for any permit that involves the sale, distribution and/or preparation of prepared foods. **After each item listed, describe the method or source you will use to fulfill the requirement.** (For example, overhead protection -- I will use a tent which is fire retardant.)

1.) **WATER and SEWAGE DISPOSAL** (all water must be from an approved source (e.g. city water) and all wastewater must be disposed of in an approved manner (e.g. city sewer or portalet)):
waste water will be captured & disposed of in an approved manner (porta potty)

2.) **GROUND COVER** (The entire ground area under the tent/canopy must be covered (e.g. vinyl tarp))
roofing paper provided by Hampton Fire & Rescue

3.) **OVERHEAD PROTECTION** (food prep., food service and display areas must be covered (e.g. tent)):
tent (fire retardant) provided by Hampton Fire & Rescue

4.) **HANDWASHING** (handwashing must be provided in the food prep area (e.g. cooler with spigot, water soap, towels and catch bucket)):
cooler with spigot, water, soap, paper towels, catch bucket provided by Hampton Fire & Rescue

5.) **UTENSIL WASHING** (facilities must be provided for washing, rinsing & sanitizing utensils, and equipment (e.g. 3 tub set up with dish soap, water, and bleach)):
3-tub set-up with dish soap, water, and bleach provided by Hampton Fire & Rescue

6.) **REFRIGERATION** (all potentially hazardous cold foods must be kept below 41° F (e.g. coolers w/ice) :

7.) **HOT HOLDING** (all potentially hazardous hot foods must be held at greater than 135° F (e.g. gas grill)):

8.) **CONDIMENTS** (condiments must be dispensed (squeeze bottles) or individually wrapped no open bowls):

9.) **PROTECTION FROM PUBLIC** (all food & cooking facilities must be protected from the public (e.g. sneeze shields in front of open grilles or over foods to be sampled; tables are not acceptable)):
food served from pots at back of space, away from public; public only at front table

IMPORTANT!! ALL FOOD, UTENSILS, AND EQUIPMENT MUST BE STORED UP OFF OF THE GROUND

The following items are also required and must be provided and/or used during the event:

- 1.) Plastic gloves
- 2.) Sneeze Shields
- 3.) Food thermometer
- 4.) Hair restraints
- 5.) Chlorine test paper
- 6.) Wiping cloths & sanitizing solution
- 7.) Approved ice scoop

Return this page to Fire Prevention Branch @ 1300 Thomas Street

HAMPTON HEALTH DEPARTMENT

Requirements for Temporary Food Service Establishments at Special Events

Introduction

The following requirements are pursuant to Chapter 15 of the City of Hampton, Virginia, Ordinance and Code Regulating Food and Food Establishments, and Section 32 of the Rules and Regulations of the Board of Health, Commonwealth of Virginia, Governing Restaurants. They are intended to answer the most commonly asked questions regarding temporary food service establishments.

Please read these requirements carefully. They will include examples and alternative solutions to the most common problems found in outdoor food service concessions. For additional information, please call 727-2570.

REQUIREMENTS

I. PERMIT

- A. Persons responsible for the preparation and/or serving of food (for sale, distribution or gift to the public), are required to obtain a Health Department Permit. The concessionaire will not be approved until the food concession application has been reviewed and approved by the Health Department.
- B. Applications for a Health Department Permit must be received at least 1 week (5 business days) prior to each event.
- C. The Health Department Permit is not transferable to another party.
- D. Only food items listed on the application can be sold unless changes are approved by the Health Department in advance. No changes will be accepted the day of an event.

II. FEES

- A. As of July 1, 2008, the General Assembly passed legislation requiring a permit fee be paid by temporary food vendors. An annual fee of \$40.00 will be required before a Permit will be issued. If fee has been paid, proof of payment must be submitted with application or you maybe charged again. [NOTE: This is paid by Hampton Fire & Rescue for this Chili Cook-Off]
- B. Exemptions to the fee:
 - 1. Churches
 - 2. Volunteer Fire and First Aid Squads
 - 3. School organizations

III. FOOD AND BEVERAGE

A. SOURCE

- 1. **NO HOME PREPARED FOODS.** All food products, including beverages, ice, and water must come from a Health Department approved source (e.g. restaurant, grocery or wholesale). Baked items such as cookies, cakes, and pies are the only exception and may be prepared at home.

These items, however, must be protected from external contamination by being individually wrapped, whether sold whole or sliced. Baked goods containing cream fillings are prohibited.

2. All shellfish (oysters, clams, mussels) must have proper identification tags. (Shellfish Shipper I.D.'s) These tags must be made available onsite for verification purposes by the Health Department.

B. TRANSPORTATION

Foods must be transported covered or wrapped and in a sanitary manner. Those food items considered potentially hazardous must be kept refrigerated below 41 degrees F or held hot above 135 degrees F during transportation. Potentially hazardous foods include, but are not limited to, such foods as meat, fish, seafood, poultry, dairy products, eggs, and pasta.

C. STORAGE

1. All food products and utensils (plates, cups, spoons, knives, and forks) must be stored up off of the ground (6"). Pallets, tables and empty boxes may serve as storage racks.
2. No food or drink items can be stored in direct contact with undrained ice.
 - a. Beverage containers (cans, bottles) may be stored in **drained** ice provided the drainage creates no nuisance. Drain the cooler into a bucket or other container for easy disposal.
 - b. Adequate or sufficient "blue-ice" packets can be used to keep foods cold (< 41degrees F) instead of ice.
 - c. Storage of food, utensils or equipment in plastic "garbage bags" is prohibited. Only food-grade plastic is acceptable.
 - d. No styrofoam ice chests can be used. All surfaces must be of hard plastic or metal.
3. Electric refrigeration, freezer or refrigerated truck is preferred if applicable and available.

D. PREPARATION AND HANDLING

1. All foods, unless prepared in an approved, permitted establishment, must be prepared on site. However, on site preparation should be minimized through menu selection.
2. Prepackaged foods are easier, safer, and more convenient.
3. **The use of homestyle charcoal grills is prohibited.** Gas (propane or natural gas) grills are recommended.
4. Potentially hazardous foods such as meat, fish, shellfish, poultry, dairy products, eggs, etc. are to be kept colder than 41 degrees F or hotter than 135 degrees F. When cooking, all foods shall be cooked to an internal temperature of at least 165 degrees F.
5. Do not thaw frozen foods at air temperature. Purchase unfrozen products, thaw under refrigeration or thaw as part of the cooking process.
6. **Provide a digital stem-type thermometer to test food for proper temperatures.**
7. Precautions are to be taken to minimize contamination by patrons from coughing, sneezing, etc., through the use of barriers (e.g. sneeze shields, tables, barriers, etc.). **All open flat top grills must have sneeze barriers in place in front of them to separate the grilling food from the**

public. All foods on display must also have sneeze shields in front of or over them to protect them from contamination. There should be a minimum distance of 6 feet from the public and the food if unprotected. Tables are not considered to be acceptable.

8. Foods are to be served in, or with, single service utensils.
9. Condiments:
 - a. Individual packets or squeeze bottles are preferred.
 - b. **NO OPEN BOWLS** or jars of condiments are allowed.
 - c. Items such as chili, onions, lettuce, or tomato must be applied by an employee. Self-service of these items is prohibited.

IV. EQUIPMENT AND UTENSILS

- A. Adequate equipment for refrigeration and hot holding of foods must be provided.
- B. Adequate cleaning supplies must be provided. They include: detergent, buckets, bleach and water for sanitizing equipment and utensils.[Provided by Hampton Fire & Rescue]
- C. Utensils
 1. Single service cups, bowls, plates, etc., must be served from the original container (e.g., plastic bag) or from an approved dispenser. [Provided by Hampton Fire & Rescue]
 2. You must provide adequate utensils such as spatulas, tongs, forks, ice scoops, etc., for handling foods.
 3. Single service knives, forks and spoons are to be dispensed properly from original containers or individually wrapped, or otherwise adequately protected. [Provided by Hampton Fire & Rescue]
- D. **A three-compartment tub setup must be provided on site to allow for the proper washing, rinsing and sanitizing of soiled utensils.** A chlorine test kit (test strips) must also be provided. [Provided by Hampton Fire & Rescue]

V. PHYSICAL FACILITIES

- A. Overhead protection is required over all food operations. When open flames are involved in the cooking process, the overhead protection must be fireproof in accordance with current fire codes. Fire extinguishers should also be provided. Examples include a tent, awning, or fly. [Provided by Hampton Fire & Rescue]
- B. Facilities should be designed to minimize contamination by dust, insects, etc. **Ground cover in the form of plastic, a tarp, carpet, mats, canvas or other acceptable material shall be provided and placed on the ground. It must be sufficient to cover the entire area under the overhead protection that is required and provided.** [Provided by Hampton Fire & Rescue]

- C. Toilet facilities must be provided and conveniently located.
- D. Solid Waste Disposal, all garbage/refuse must be containerized and properly disposed of during and after the event. [Handled by Hampton Fire & Rescue]
- E. Containers for liquid waste must be provided; drainage onto the ground from ice chests, coolers, refrigerators, etc. is prohibited. All liquid waste must be disposed of properly in a sanitary sewer or other approved receptacle. [Provided by Hampton Fire & Rescue]

VI. PERSONAL HYGIENE

- A. A suitable means for handwashing must be provided. [Provided by Hampton Fire & Rescue]
 - 1. Soap and water should be used.
 - 2. Moist towelettes / pop-up baby wipes may be used as an alternative in a concession with limited food preparation (e.g. hot dogs, popcorn, etc.). This must be approved by the Health Department on a case by case basis.
 - 3. Plastic gloves must be worn whenever food is handled directly with hands.[Provided by Hampton Fire & Rescue]
- B. Effective hair restraints shall be worn when dealing with long hair. Jewelry and long nails should not be worn on the hands.
- C. No food shall be handled in a manner that creates a health hazard.
- D. **No smoking, eating or drinking in any food preparation area will be allowed.**

VII. The applicant shall comply with any special requirements of the Health Department issuing this permit.

You are reminded that you must obtain a business license from the Commissioner of Revenue's Office (728-6700) for all food sales. [NOTE: This is not required for the Chili Cook-Off]

Hampton Health Department
Environmental Health
February 2009

TEMPORARY FOOD EVENT ACTION CYCLE

Planning and Preparation – The week prior to your event:

- Submit your application for a Temporary Food Permit.
- Plan your menu.
- Draw a plan for your booth – what goes where.
- Clean and sanitize coolers and pans.
- Be sure you have adequate cold storage to hold all of your products.
- Chill the ice chests.
- Purchase the food.
- Thaw frozen items in refrigerator.

Loading your truck or trailer

- Load in reverse order of need –Overhead protection, Ground cover, Hand wash and Utensil wash should be the last items loaded; you will need them first.

Arrival

- Arrive early – give yourself adequate time to set up.

Set up

- Ground cover and overhead protection must be the first thing set up.
- Protection from the public should be set up next.
- Hand wash and utensil wash are set up third. Use only plain bleach (no scented bleach) for sanitizing. Use one teaspoon per gallon of water.
- Now you can start to set up your food prep, cooking and service areas.

Operation

- **WASH YOUR HANDS** – This is the most important first step in food safety.
- Cook as much as you are going to need in short term. Don't cook up too far ahead unless you have sufficient methods for hot holding (crock pots, second grill, electric roaster). NOTE: Sterno is not effective for hot holding, therefore it is not worth the expense; get a butane or propane burner unit.
- Monitor food temperatures, both prepared and stored foods.
- Clean as you go.

Break down – The party is over

- Throw out left over food.
- Clean your equipment.
- Properly dispose of your waste water.
- Load it up.
- Clean or discard the ground cover.