



City Manager
334 Front Street
Ketchikan, AK. 99901

Phone (907) 228-5603
Fax (907) 225-5075

TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: September 8, 2022

RE: **Ordinance No. 22-1953 – Amending Subsection (67) Of Ketchikan Municipal Code Section 18.04.010 Of The Fire Code; Adding A New Subsection (3) To Ketchikan Municipal Code Section 19.14.010 Of Plumbing Code; Renumbering Existing Subsection (3) Of Ketchikan Municipal Code 19.14.010; And Establishing an Effective Date**

The attached ordinance was prepared by City Attorney Mitch Seaver at the request of Ketchikan Fire Chief Rick Hines, who requested the ordinance be placed before the City Council for consideration at its meeting of September 15, 2022. If adopted, Ordinance No. 22-1953 amends the Ketchikan Municipal Code sections pertaining to Fire Code and Plumbing Code in order to require contractors who service, test, install or maintain fire and water quality protection systems to enroll in and use the approved single-point repository service for these records.

Per the attached transmittal memorandum from Chief Hines, the Fire Department has identified the Compliance Engine, a third party single-point repository service that will serve the needs of the Fire Department and the KPU Water Division. The service will not only decrease the inspection work load for the Fire Department and KPU Water Division but also it is expected that compliance will increase at businesses and other locations required to maintain fire and water quality protection systems. I concur with the Fire Chief's recommendation.

The City Attorney and the Fire Chief will attend the City Council meeting of September 15, 2022, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended the City Council adopt the motion approving in first reading Ordinance No. 22-1953 amending Subsection (67) of Ketchikan Municipal Code Section 18.04.010 of the Fire Code; adding a new Subsection (3) to Ketchikan Municipal Code Section 19.14.010 of Plumbing Code; renumbering existing Subsection (3) of Ketchikan Municipal Code 19.14.010; and establishing an effective date.

Recommended Motion: I move the City Council approve in first reading Ordinance No. 22-1953 amending Subsection (67) of Ketchikan Municipal Code Section 18.04.010 of the Fire Code; adding a new Subsection (3) to Ketchikan Municipal Code Section 19.14.010 of Plumbing Code; renumbering existing Subsection (3) of Ketchikan Municipal Code 19.14.010; and establishing an effective date.



KETCHIKAN FIRE DEPARTMENT

Integrity, Professionalism, Respect, Compassion, Teamwork, and Innovation
70 Bawden Street Ketchikan, Alaska 99901
Phone (907) 225-9616 – Fax (907) 225-9613
Fire Chief Rick Hines
e-mail: rickh@city.ketchikan.ak.us

Memorandum

TO: Lacey Simpson, Acting City Manager
FROM: Rick Hines, Fire Chief
DATE: September 6, 2022
SUBJECT: Fire Code Revision

Acting Manager Simpson,

In implementing the Fire Prevention White Paper recommendations, I would like to start this process by revising the Ketchikan Fire Code. This revision allows the implementation of the compliance engine. The compliance engine is a computer program into which contractors would enter inspection information. The compliance engine would then send out notifications of delinquencies, messages when re-inspections are due, and communicate this information to the Fire Marshalls Office. A \$30.00 charge funds this compliance engine that each contractor has to pay to enter data into the system after an inspection is completed. The compliance engine also covers tracking backflow preventer inspections and will report issues directly to the Water Company. The compliance engine will collect the \$30.00 fee. They will keep \$13.95 for water reports and \$16.95 for fire reports. The balance will be remitted to the city of Ketchikan. The \$30.00 charge is in line with what other surrounding cities charge for this service.

The compliance engine company will seek out businesses that have not been inspected within our city and pair them with licensed and approved contractors to get them up to date with inspections. I have attached a copy of the Ordinance that the city attorney revised. I have also attached the implantation packets for the Water Department and Fire Department from the compliance engine company.

Recommendation: I would like the city council to adopt the revised Ketchikan Fire Code that would allow the use of a compliance engine.

THE CITY OF KETCHIKAN, ALASKA

ORDINANCE NO. 22-1953

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA; AMENDING SUBSECTION (67) OF KETCHIKAN MUNICIPAL CODE SECTION 18.04.010 OF THE FIRE CODE; ADDING A NEW SUBSECTION (3) TO KETCHIKAN MUNICIPAL CODE SECTION 19.14.010 OF PLUMBING CODE ; RENUMBERING EXISTING SUBSECTION(3) OF KETCHIKAN MUNICIPAL CODE 19.14.010; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA, AS FOLLOWS:

Section 1: Amendment. Subsection (67) of the Ketchikan Municipal Code Section 18.04.010, is hereby amended to read as follows:

“2012 INTERNATIONAL FIRE CODE

Appendix K

Fire Status Reporting

K101 Scope. All ~~[fire service companies]~~ **contractors who service, test, install or maintain fire protection systems** ~~[providing services]~~ within the City of Ketchikan shall ~~[provide a legible copy of all fire system service reports to the City of Ketchikan Fire Marshal's Office as listed below.]~~ **enroll in and use the approved single-point repository service to file records of all system inspections, tests, and maintenance required by the state and city standards. This repository service is maintained and provided to the Fire Marshall through a third party inspection reporting system. Fees, as applicable, will be paid directly by the contractor to the approved single-point repository service vendor.** ~~[See below for contact information.]~~

Exception: Industrial occupancies with a fire system preventive maintenance program approved by the Division of Fire and Life Safety. K102 Status 1, systems out of service or Major Deficiencies. ~~[The fire service company]~~ shall **be reported** ~~[immediately contact the City of Ketchikan Fire Marshal's Office if the system cannot be returned to service. On a weekend or after hours, contact the City of Ketchikan Fire Marshal's Office on the first business day. Written notification shall be faxed to the City of Ketchikan Fire Marshal's Office within 24 hours. Notification may be made by email.~~ **to the repository service.**

K102.1 Corrective action time. Status 1 reports shall be repaired immediately.

K102.1.1 For example but not limited to:

K102.1.1.1 Fire sprinkler or water based systems:

1. Non-working flow/pressure switches,
2. Damage to fire department connections,
3. No water to system.
4. Frozen or otherwise damaged system.

K102.1.1.2 Fire pumps:

1. Non-working fire pumps;
2. Fire pump controls not working or malfunctioning.

K102.1.1.3 Fire alarm systems (detection and alarm):

1. Non-working fire alarm panel;
2. Malfunctioning fire alarm panel;

3. Audio and visual devices not working entire loop;
4. Detection not working entire detection loop;
5. Loss of programming.

K102.1.1.4 Kitchen hood fire systems:

1. System cylinder is not charged or leaking;
2. Appliance not properly covered due to rearrangement of appliances;
3. Plugged discharge nozzles;
4. Automatic detection not functional;
5. Gas or electric not shutting down.

K102.1.1.5 Clean agent or special hazard system:

1. System cylinder is not charged or leaking;
2. Releasing panel not functional.

K103 ~~[Status 1 and]~~ Status 2, Critical deficiency reports. Systems that have ~~[Status 1 or]~~ Status 2 critical deficiency reports shall be provided to the ~~[City of Ketchikan Fire Marshal's Office]~~ **repository service** within ~~[14]~~ **7** days.

K103.1 Corrective action time. Status 2 systems shall be repaired within 14 days.

K103.1.1 For example but not limited to:

K103.1.1.1 Fire sprinkler or water based system:

1. Five or more painted sprinkler heads in a concentrated area or more than 10 in

a facility;

2. Change of use that will affect the performance of the sprinkler system;
3. Low water pressure;
4. Any other major problem that will affect the performance;
5. No monitoring on required systems;

K103.1.1.2 Fire pumps:

1. Low fuel;
2. Pump packing leaking beyond specifications;
3. Fire pump room below 40 degrees;
4. Fire pump not meeting its rated discharge pressure or GPM flow over a 10 percent difference;
5. Any other major problem that will affect the performance.

K103.1.1.3 Fire alarm systems (detection and alarm):

1. Batteries overdue for replacement;
2. No monitoring on required system;
3. Audio and visual devices not working – up to three devices, over three devices

Status 1;

4. Detection not working – up to three devices, over three devices Status 1;
5. Any other major problem that will affect the performance.

K103.1.1.4 Kitchen hood fire systems:

1. Hood and ducts with heavy grease buildup;

2. Any other major problems that will affect the performance.

K104 Status 3, Minor deficiency reports. Minor deficiency reports shall be provided to the ~~[City of Ketchikan Fire Marshal's Office]~~ **repository service** within ~~[30]~~ **14** days. These deficiencies will not affect performance of the system.

K104.1 Corrective action time. Status 3 systems shall be repaired within 30 days.

K105 Status 4, No deficiencies. Systems with no deficiencies shall be provided to the ~~[City of Ketchikan Fire Marshal's Office]~~ **repository service** within 30 days.

K105.1 System service reports. System service reports shall have the following information on them:

1. Inspection company name shall be printed on all reports with address and phone number;
2. Inspector's first and last name shall be printed with State of Alaska fire systems permit number;
3. Inspector's telephone number, office and cell telephone numbers, if available;
4. Deficiencies shall be typed or written and shall be printed text. No cursive or longhand handwriting is acceptable. Reports shall be written with a minimum line spacing of a 3/8 inch per line;
5. All reports shall have building name, occupancy inspected, and address clearly identified on the first page, and all subsequent pages shall have the building name and date of inspect on the top of the page;
6. All reports shall have the building contact person's name with telephone number on the front page;

~~[7. Only white and yellow copies will be accepted by the City of Ketchikan Fire Marshal's Office for reports submitted;]~~

7 [8]. Deficiency write-ups must include the code citation that is in violation and a description of the problem.

Items having minor deficiencies shall be ~~[mailed]~~ **reported to the repository service** within 30 days ~~[to: Fire Marshal—City of Ketchikan, 70 Bawden Street, Ketchikan, Alaska 99901].~~

Reports of systems out of service or those with major deficiencies shall be reported electronically or by personal delivery to the City of Ketchikan Fire Marshal's Office, ~~[and mailed within one business day of the date of inspection to the address listed in this appendix.]~~ All references to Alaska Statutes (AS) and Alaska Administrative Code (AAC) also refer to the statutes and codes as they may hereinafter be amended by the State of Alaska with all such future amendments automatically adopted herein by reference."

Section 2: New Subsection. A new subsection (3) is hereby added to Ketchikan Municipal Code Section 19.14.010 as follows:

"(3) Section 603.2 of the U.P.C. is amended by the addition of the following at the end of that section:

All persons who service, test or install devices on assemblies as required by this section shall enroll in and use the approved single-point repository service to file records of all required inspections, tests and maintenance. The repository service is maintained and provided to the city's water division through a third party reporting system. Fees, as applicable, shall be paid directly by such persons to the approved single-point repository service vendor.

Section 3: Renumbering. Existing subsection (3) of Ketchikan Municipal Code

Section 19.04.010 is hereby renumbered as subsection (4).

Section 4: Effective Date. This ordinance is effective one (1) month after its final passage and publication.

PASSED ON FIRST READING _____.

FINAL PASSAGE _____.

Dave Kiffer, Mayor

ATTEST:

Kim L. Stanker
City Clerk

FYI: Bracketed language is intended to be removed from the existing ordinance, and underlined language in bold type is intended as an addition to the existing Ketchikan Municipal Code.

EFFECTIVE DATE:			
ROLL CALL	YEA	NAY	ABSENT
BRADBERRY			
FLORA			
GAGE			
GASS			
KISTLER			
MAHTANI			
ZENGE			
MAYOR			

THE COMPLIANCE ENGINE IMPLEMENTATION PLAN



City of Ketchikan (Fire)

BRYCER LLC.

THE COMPLIANCE ENGINE 4355 Weaver Pkwy. St 230. Warrenville, IL 60555

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
LIST OF CURRENT NATIONAL PARTNERS	4
IMPLEMENTATION TASK LIST	5
LIST OF SYSTEMS TCE TRACKS	6
EXAMPLE OF NOTIFICATION TEMPLATES.....	7
Renewal Notification Template.....	8
Overdue Notification Template.....	9
Deficiency Notification Template.....	10
AHJ Sample Requirement Letter to Contractors.....	11
PRICING MODEL.....	13
ADD TCE TO WEBPAGE.....	14
Current AHJ Website Examples.....	15

THE COMPLIANCE ENGINE

The Compliance Engine is a simple, internet-based tool for code officials to track and drive code compliance, reduce false alarm activity and provide a safer community. It provides a secure cloud environment in which third party contractors who inspect, test, and maintain fire protections systems, submit their reports via Brycer's web portal directly to the AHJ. This facilitates a more efficient review, tracking and follow-up process with occupants to correct deficiencies and maintain systems. In addition to the web-based technology, our services include a team to administer hard and soft copy notifications and perform follow up calls to help increase testing and maintenance activity in a given jurisdiction. The end result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident. With The Compliance Engine, the AHJ (Authority Having Jurisdiction) will be better equipped to do more with less in their mission to drive 100% code compliance with fire and life safety laws.

Current Landscape:

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due lack of maintenance and testing
- 29% of fire code official's time is spent administering 3rd Party ITM reports
- 95% of AHJs do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

The Compliance Engine Benefits:

- Drives 100% Compliance with fire & life safety code
- Electronically collects, organizes and tracks fire and life safety test results
- Offers API Services with RMS and software inspection companies
- Maximizes limited resources, saves time and streamlines communication
- Built to ensure a safer environment for firefighters, citizens and guests
- Saves AHJs money while strengthening life safety and offers cost recovery

Revenue Model:

- Free for Fire Department
- Zero charge to the building owners
- Fee paid by 3rd party contractors on per system, per premises, per annum basis
- Delivers Compliance resulting in new business and maintenance revenue for 3rd party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at www.thecomplianceengine.com or 630-413-9511

Collect. Connect. Comply.

Notable National Partners:

Los Angeles, CA
Chicago, IL
Phoenix, AZ
San Diego, CA
San Jose, CA
Austin, TX
Seattle, WA
Oklahoma City, OK
Albuquerque, NM
Kansas City, MO

Colorado Springs, CO
Raleigh, NC
Long Beach, CA
Wichita, KS
Corpus Christi, TX
Greensboro, NC
Laredo, TX
Boise, ID
Tacoma, WA
State of Mississippi

State of Maryland
State of Nevada
Springfield, MO
Naperville, IL
Syracuse, NY
Scottsdale, AZ
Newport News, VA
Ft. Lauderdale, FL

IMPLEMENTATION TASK LIST

TCE will do majority of the work to ensure the City of Ketchikan goes live and runs efficiently. However, we kindly ask that the following list of tasks is completed by the City of Ketchikan, in order to complete the implementation process. Completing these in a timely manner will allow for the simplest and smoothest transition into our system.

<u>Implementation Tasks</u>	<u>Responsible Party</u>	<u>Completed</u>
Send Main Contact Info (Name, Phone, Email, Title)	AHJ	<input type="checkbox"/>
Send Copy of Department Logo	AHJ	<input type="checkbox"/>
Send Copy of Electronic Signature	AHJ	<input type="checkbox"/>
Send List of Top Inspection Companies	TCE	<input type="checkbox"/>
Send Data Extraction of Properties (Address, Name, City, State, Postal, Contact Info, Systems)	TCE & AHJ	<input type="checkbox"/>
Approve Notifications	AHJ	<input type="checkbox"/>
Send AHJ Press Release	TCE	<input type="checkbox"/>
Send ITM Letter	TCE	<input type="checkbox"/>
Call Top ITMs	TCE	<input type="checkbox"/>
Set AHJ Training Prior to Go Live	TCE	<input type="checkbox"/>
Go Live	TCE & AHJ	<input type="checkbox"/>

LIST OF SYSTEMS TCE TRACKS

System Type
Air Sampling System
Automatic Closing Fire Assemblies
Chemical Storage Room
Clean Agent
Commercial Kitchen Exhaust Cleaning
Emergency Power Battery / Unit Lighting
Emergency Power Generator
Emergency Responder Radio Coverage System
Fire Alarm
Fire Escape
Fire Pump
Foam System
Gas Detection Systems
Hood Suppression System
Leak Detection
Paint / Spray Booth Suppression
Pressure Reducing Valves (PRV's)
Private Fire Hydrant
Rental Property Inspection
Rescue Air System
Smoke Management Systems
Special Suppression System
Sprinkler System (Dry & Wet)
Standpipe
Water Monitor
Water Tank



Additional tracking for *backflow* and *conveyance systems* available.

EXAMPLE NOTIFICATION TEMPLATES

Please note that **BOLD** texts are auto populated fields from our system. Any additional information added to these areas will be added into our system and will be used on all templates including those field types.

These templates have been created with common language that most jurisdictions can utilize without much change. Should you see the need to change certain language to fit within your jurisdictions guidelines please add the changes and submit back for final modification into our system.

If you feel satisfied with the way the templates have been created, please let us know and these will be loaded as your default templates in our system for notifications. If at any time, you foresee the need for changes within the templates, please contact our office. We will happily work with you to get the changes completed and reset all notifications so they reflect the needed adjustments.

YOUR DEPARTMENT NAME
1234 STREET ADDRESS
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY
1234 MAIN RD
YOUR CITY, IL 60540

Re: SYSTEM TYPE INSPECTION RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

Dear Building Occupant/Owner:

In accordance with the (YOUR CODE), our records indicate the **SYSTEM TYPE** is coming due for inspection by a licensed company and must be tested within the month of your renewal date which is **01/21/20**.

It is the responsibility and requirement of the inspection company testing your system to submit all test reports to us via the web at www.thecomplianceengine.com.

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at support@mybrycer.com

Sincerely Yours in Life & Fire Safety,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME
1234 STREET ADDRESS
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY
1234 MAIN RD
YOUR CITY, IL 60540

Re: SYSTEM TYPE INSPECTION OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

Dear Building Occupant/Owner:

Our records indicate the **SYSTEM TYPE** is now overdue and was to be tested within the month of your renewal date which was **01/21/20**. In order to avoid penalties, as provided by law for such violations, you must take immediate action.

Actions Required:

1. Have your SYSTEM TYPE inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at www.thecomplianceengine.com.
3. If this inspection has been completed you must notify your testing company that a copy of this report must be submitted to us at www.thecomplianceengine.com. **It is the contractor's responsibility to submit the documentation.**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at support@mybrycer.com

Sincerely Yours in Life Fire Safety,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME
1234 STREET ADDRESS
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY
1234 MAIN RD
YOUR CITY, IL 60540

Re: SYSTEM TYPE INSPECTION DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

Dear Building Occupant/Owner:

A recent inspection of your **SYSTEM TYPE** at premise address on date of inspection by ITM COMPANY revealed the violations listed below.

This notice is an ORDER TO COMPLY. Your failure to comply with this notice before re-inspection (30 days from date of letter) may make you liable for the penalties provided for by law for such violation(s).

DEFICIENCIES

Deficiency Found:

Deficiency Found:

It is the responsibility and requirement of the inspection company to submit all corrections to us via the web at www.thecomplianceengine.com.

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at support@mybrycer.com

Sincerely Yours in Life & Fire Safety,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

AHJ Sample Requirement Letter to Fire Protection Contractors



Dear Service Provider,

The AHJ Name has instituted a new process for service providers who inspect and test fire protection systems. Effective **Go Live Date** all compliant & non-compliant fire protection systems test reports are required to be sent to the AHJ Name electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

The AHJ Name is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the AHJ Name will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the AHJ Name's jurisdiction are required to register and submit all test, inspection and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under AHJ Name icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

Digital Signature

P.
E.

TCE OVERVIEW

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- Add TCE link to your webpage

Key Processes to Know: Check the TCE HELP Portal for Direction Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new-premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

Systems Tracked:

(customize per AHJ)

- Automatic Fire Sprinkler
- Automatic Closing Fire Assemblies
- 5yr Obstruction Sprinkler
- Fire Alarm System
- Commercial Kitchen Hood Suppression
- Commercial Kitchen Hood Cleaning
- Standpipe
- Active Smoke Control
- Private Hydrant System
- Fire Pump
- Spray Booth
- Emergency Generator
- Emergency Radio Responder Coverage System
- Special Suppression

PLEASE ADD TCE TO YOUR AHJ WEBSITE:

You may add TCE to your webpage in whichever format works best for your AHJ. Example verbiage provided below:

Fire Protection System Inspection, Testing & Maintenance

All fire protection systems in {jurisdiction} are required by the fire code to be inspected tested and maintained on regular intervals. Please see fire code for schedule (add hyperlink). The purpose of these inspections is to ensure the system will operate properly in the event of an incident, ensuring a safe environment by minimizing the risk of life and property loss.

The {jurisdiction} has contracted with BRYCER, LLC to help manage the fire protections systems inspection, testing and maintenance program. All contractors who perform inspection, testing and maintenance services of fire protection systems are required to electronically submit all compliant and non-compliant reports to the department via www.thecomplianceengine.com

Fire Protections Systems electronically tracked by {AHJ} include: (this is specific to the AHJ)

- Automatic Fire Sprinkler Systems
- Fire Alarm
- Commercial kitchen hood suppression systems
- Standpipes
- Active smoke control systems
- Fire pumps
- Spray booth
- Emergency generators
- Special Suppression/clean-agent systems

Contractors are required to submit test results to {AHJ} on behalf of their customers. Register with The Compliance Engine [here](#).

Contact BRYCER, LLC for any training/support related questions at 1-630-413-9511 or email support@mybrycer.com

EXAMPLES:


Los Angeles, CA

What is the process?

If a Chief's Regulation No. 4 test is required, please contact a certified tester to schedule and perform your test.

- The certified tester must submit the test results on Fire Department approved forms, electronically through the compliance engine at <http://www.thecomplianceengine.com> within 7 days.
- Repair and Retest: If defects are found in equipment that is being tested, correction on such defects shall commence forthwith and shall be completed as soon as possible, but in every case within 30 days of the initial test. At the completion of such repair, the system or device shall be retested as necessary to determine that it is fully operable.
- For Information on The Compliance Engine (TCE) Please Review
 - [Register for TCE](#)
 - [Login to TCE](#)
 - [FAQs](#)

Seattle, WA

**Seattle.gov**
Mayor Jenny A. Durkan

English

Search

Menu

Fire Protection System Testing

System test reports for many systems are mandatory and must be submitted electronically to the Seattle Fire Department via our online vendor at www.thecomplianceengine.com.

There is a \$30 filing fee associated with the submission of each report, per system, per year, except for hood systems which are per every six-month service. Your service provider (the company you hire to do the testing and maintenance on your building's fire protection systems) is responsible for collecting these fees from their clients, administering the reporting requirements, and then submitting payments along with test reports.

Reports must be submitted within one week of the inspection or maintenance completion. Systems with impairments or red-tagged systems must also be reported immediately using the current mandatory [impaired systems reporting process](#). Since January 2019, there has been a late fee of \$10 per report. Due to the continued high number of late report submittals, the City has now introduced a [citation](#) for reports that are submitted outside of allowed timelines.

If you need a service provider:

- [Fire safety companies with SFD certified technicians](#)

The Compliance Engine

The Springfield Fire Department (SFD) requires that specific fire protection system annual test reports be submitted to the department from the inspection, testing and maintenance (ITM) company via an electronic portal called The Compliance Engine (TCE). After submission of these reports, TCE works on behalf of the SFD to provide notification to occupancies of needed repairs and of upcoming annual inspections. These efforts help ensure those fire protection systems comply with the International Fire Code, which has been adopted by the City of Springfield. Compliant fire protection systems reduce the risk to life and property in the City.

Fire Protection Systems requiring TCE test result submission include:

- Fire Sprinklers
- Fire Standpipes
- Fire Alarms
- Fire Pumps
- Private Fire Hvdnants

THE COMPLIANCE ENGINE IMPLEMENTATION PLAN



City of Ketchikan (Water)

BRYCER LLC.

THE COMPLIANCE ENGINE 4355 Weaver Pkwy. St 230. Warrenville, IL 60555

Table of Contents

IMPLEMENTATION TASK LIST..... 2

EXAMPLE NOTIFICATION TEMPLATES..... 3

 Renewal Notification Template 4

 Overdue Notification Template 5

 Deficiency Notification Template 6

 Water Purveyor Sample Requirement Letter to Contractors 7

 Water Purveyor Sample Requirement Letter to Contractors (cont.) 8

PRICING MODEL..... 9

PLEASE ADD TCE TO YOUR WEBSITE:..... **Error! Bookmark not defined.**

IMPLEMENTATION TASK LIST

TCE will do the majority of the work to ensure the City of Ketchikan goes live and runs efficiently. However, we kindly ask that the following list of tasks is completed by the City of Ketchikan, in order to complete the implementation process. Completing these in a timely manner will allow for the simplest and smoothest transition into our system.

<u>Implementation Tasks</u>	<u>Responsible Party</u>	<u>Completed</u>
Send Main Contact Info (Name, Phone, Email, Title)	Water Purveyor	<input type="checkbox"/>
Send Copy of Department Logo	Water Purveyor	<input type="checkbox"/>
Send Copy of Electronic Signature	Water Purveyor	<input type="checkbox"/>
Send List of Top Inspection Companies	Water Purveyor	<input type="checkbox"/>
Send Data Extraction of Properties (Address, Name, City, State, Postal, Contact Info, Systems)	TCE & Water Purveyor	<input type="checkbox"/>
Approve Notifications	Water Purveyor	<input type="checkbox"/>
Send Press Release	TCE	<input type="checkbox"/>
Send ITM Letter	TCE	<input type="checkbox"/>
Call Top ITMS	TCE	<input type="checkbox"/>
Set Water Purveyor Training Prior to Go Live	TCE	<input type="checkbox"/>
Go Live	TCE & Water Purveyor	<input type="checkbox"/>

EXAMPLE NOTIFICATION TEMPLATES

Please note that **BOLD** texts are auto populated fields from our system. Any additional information added to these areas will be added into our system and will be used on all templates including those field types.

These templates have been created with common language that most jurisdictions can utilize without much change. Should you see the need to change certain language to fit within your jurisdictions guidelines please add the changes and submit back for final modification into our system.

If you feel satisfied with the way the templates have been created, please let us know and these will be loaded as your default templates in our system for notifications. If at any time, you foresee the need for changes within the templates, please contact our office. We will happily work with you to get the changes completed and reset all notifications so they reflect the needed adjustments.

Renewal Notification Template

Name of Water Purveyor
Street Address
City, State, Zip Code

**Department
Logo**

Backflow- Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

Month/Day/Year

Premises Location
Address
City, State Zip Code

Re: BACKFLOW ASSEMBLY(S) TEST RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

Dear Building Occupant/Owner:

In accordance with the (YOUR CODE), our records indicate the **BACKFLOW ASSEMBLY(S)** are coming due for TEST by a licensed company and must be tested within the month of your renewal date which is **DATE**

It is the responsibility and requirement of the testing company testing your backflow assembly(s) to submit all test reports to us via the web at www.thecomplianceengine.com. The backflow prevention assembly(s) information if available is below.

Renewal/Anniversary Date	Hazard ID	Serial #	Manufacturer	Model	Size	Location

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at support@mybrycer.com

Sincerely,

Digital Signature

Name
Title
Department
P.
E.

NID ### IRN #####

Overdue Notification Template

Water Purveyor Name
Street Address
City, State, Zip Code

Department
Logo

Backflow- Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

Month/Day/Year

Premises Location
Address
City, State Zip Code

Re: BACKFLOW ASSEMBLY(S) TEST OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

Dear Building Occupant/Owner:

Our records indicate the **BACKFLOW ASSEMBLY(S)** is now overdue and was to be tested within the month of your renewal date which was **DATE**. In order to avoid penalties, as provided by law for such violations, you must take immediate action. The backflow prevention assembly(s) information if available are below.

Renewal/Anniversary Date	Hazard ID	Serial #	Manufacturer	Model	Size	Location

Actions Required:

1. Have your **BACKFLOW ASSEMBLY(S)** inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at www.thecomplianceengine.com.
3. If this inspection has been completed you must notify your testing company that a copy of this report must be submitted to us at www.thecomplianceengine.com. It is the contractor's responsibility to submit the documentation.

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at support@mybrycer.com

Sincerely,

Digital Signature

Name
Title
Department
P.
E.

NID ### IRN #####

Deficiency Notification Template

Water Purveyor Name
Street Address
City, State, Zip Code

**Department
Logo**

Backflow- Contractor of Record:

SYSTEM TESTING COMPANY
(555) 555-5555
THEIREMAIL@COMPANY.COM

Month/Day/Year

Premises Location
Address
City, State Zip Code

Re: BACKFLOW ASSEMBLY(S) DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIPCODE

A recent test of your **backflow prevention assembly**, at **property address** on **month/date/year** by **(Testing Company)** revealed the violations listed below.

This is an **ORDER TO COMPLY**. Your failure to comply with this notice before re-inspection on **(30 days from date of letter)** may make you liable for the penalties provided for by law for such violation(s) under the city's Building and Plumbing Codes.

Deficiency found during ITM service:	Deficiency Description
Deficiency found during ITM service:	Deficiency Description
Deficiency found during ITM service:	Deficiency Description
Deficiency found during ITM service:	Deficiency Description

If you have corrected all deficiencies, please have your contractor provide documentation of the repair & retest at www.thecomplianceengine.com.

Sincerely,

Digital Signature

Name
Title
Department
P.
E.

NID ### IRN #####

Water Purveyor Sample Requirement Letter to Contractors



Dear Service Provider,

The Evergreen Metropolitan District has instituted a new process for service providers who test and repair backflow prevention assemblies. Effective **12/15/2020** all compliant and non-compliant backflow prevention assembly test reports are required to be sent to the Evergreen Metropolitan District electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

The Evergreen Metropolitan District is dedicated to delivering 100% compliance with our adopted plumbing code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the Evergreen Metropolitan District will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who test and repair backflow prevention assemblies within the Evergreen Metropolitan District's jurisdiction are required to register and submit all test and repair reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted plumbing code.

Benefits to you:

- Increases market opportunity and demand for your backflow prevention assembly testing services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under the Evergreen Metropolitan District icon in The Compliance Engine. If you are a licensed backflow prevention assembly tester and are not currently registered with Brycer, please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

Digital Signature

Name

Title

Department

P.
E.

Water Purveyor Sample Requirement Letter to Contractors (cont.)

TCE OVERVIEW

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness

Key Processes to Know:


- Select correct template for each report submitted: L Form or S Form
- Enter all test reports and type out deficiencies
- Attach PDF version of the test report when using the short form
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform the AHJ that violations have been corrected
- Check notifications icon to track sent out by the AHJ
- Open test reports are saved reports not yet submitted to the AHJ, if not submitting these to the AHJ, then delete
- Submit a new premise when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

PRICING MODEL



THE COMPLIANCE ENGINE
POWERED BY BRICER

PRICING MODEL



THE COMPLIANCE ENGINE
POWERED BY BRICER