

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION

  X   Resolution or Ordinance (Blue) Waiver of First requested     
      Recommendations of Boards, Commissions & Committees (Green)  
      Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE: March 21, 2017 (B of T) Date: April 6, 2017

TITLE: Text Amendment to Chapter 150.105 (C) (Section 901.6.2) of the Village Code:  
Fire Equipment Inspection Records

SUBMITTED BY: Fire Department

BACKGROUND/POLICY IMPLICATIONS:

This Amendment is being brought forward by the Fire Department. The amendment formalizes an electronic records keeping system for the Fire Department associated with requisite inspection records. It also creates a \$12.00 administrative fee associated with such requisite record keeping activities. The text amendment language and the required ordinance were each drafted and reviewed by Village Legal Counsel.

The Board of Building Appeals recommended approval of this petition by a unanimous vote at the February 27, 2017 meeting.

The Public Safety & Transportation Committee recommended approval of this petition by a unanimous vote at the March 6, 2017 meeting.

FISCAL IMPACT/FUNDING SOURCE:

Review (as necessary):


Village Attorney \_\_\_\_\_ Date \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

Village Manager \_\_\_\_\_ Date \_\_\_\_\_



To: Village of Lombard, Board of Trustees

From: Chuck Riforgiate, Fire Marshal 

Date: March 10, 2017

Subject: **Text Amendment to Chapter 150.105 (C) (Section 901.6.2) of the Village Code: Fire Equipment Inspection Records**


This amendment is being brought forward by the Fire Department. The amendment formalizes an electronic records keeping system for the Fire Department associated with requisite inspection reports. It also creates a \$12.00 administrative fee associated with such requisite record keeping activities. The text amendment language and the required ordinance were each drafted and reviewed by Village Legal Counsel.

**Narrative:** Both State and Village fire codes require annual inspection and testing of fire suppression and detection systems. These systems include fire alarm and detection and suppression systems. Examples of these systems include: fire sprinkler systems, fire alarm, hood and duct, and other gas-type suppression systems. Building owners are required to have their systems tested annually and to provide a copy of the inspection certificates to the Fire Department. In 2013, the Fire Department contracted with an online inspection records management service that collected these inspection certificates from fire protection installation and maintenance contractors and provided them to the Fire Department.

This cloud-based online records management tool created many efficiencies and enhancements to the process for the Village and building owners. These include: faster and easier owner access to the reports, vetting of all test certificates and flagging of issues, automatic prompting for re-inspections, and a reduction of time that the fire inspectors would otherwise spend vetting reports. This process is paperless and environmentally friendly.

Since 2013, the cost for this online report service has been paid for out of the Fire Department budget.

The text amendments to this ordinance now allow for the inspection reports collection company of our choice to collect and process inspection certificates and send them to the Fire Department. The \$12.00 processing fee is built into the aggregate cost of the fire protection contractor/vendor services. Now that both technology and business models have changed this proposed text amendment will allow the Fire Department to shed the cost of the processing fee and have it borne by the contractors.

**TO:** Rick Sander, Fire Chief  
**FROM:** Chuck Riforgiate, Fire Marshal   
**DATE:** March 10, 2017  
**RE:** Text Amendment to Chapter 150.105 (C) (Section 901.6.2) of the Village Code: Fire Equipment Inspection Records

Provide to the Village Manager a request to amend the International Fire Code, 2012 Edition, Section 901.6.2, in regard to records of fire protection system inspections, tests and maintenance as required by this code and the referenced NFPA Standards. The text amendment language and the required ordinance were each drafted and reviewed by Village Legal Counsel. Illinois Public Act 92-0871 addresses the requirements for the inspection and testing of fire protection systems with specific language requiring the inspecting agency to forward a copy of their report to the local fire department in which the system is located.

On a yearly basis the Fire Department receives thousands of inspection reports from licensed service contractors. Reading, sorting, archiving, and searching reports for deficiencies and proper contact information is time consuming and disorganized. Additionally, maintaining a filing system for archived reports or a scanned document is also time consuming and difficult.

The proposed solution is a web-based technology service and analytic suite that will assist the fire prevention bureau in proactively administering fire code compliance. The chosen vendor will maintain a website database created specifically for the electronic submittal and filing of fire protection equipment inspection reports. With the web-based management tools fire inspection staff can categorize identified system deficiencies, and initiate the communication necessary to begin the necessary repair process.

This proposed solution provides the following benefits:

- It is a **GREEN** solution that will improve Bureau efficiency, and provide an effective and efficient file management system
- Service provider inspection reports can be stored electronically on a secure website
- Inspection reports can be sorted or searched for by date, time, address or service provider
- Inspection reports with deficiencies can be clearly identified
- The filing system promotes a 3-way communication process with the business, the fire department, and the servicing contractor
- It provides an efficient time management tool that will allow staff to increase their ability to enforce and verify compliant fire protection systems, and strengthen the protection for its citizens and visitors
- Time sensitive notifications and reminders are sent out regarding system inspection requirements and the necessity to address identified system deficiencies

**ORDINANCE NO.**

**AN ORDINANCE AMENDING TITLE 15, CHAPTERS 150, SECTION 150.105(C)  
OF THE VILLAGE CODE IN REGARD TO MODIFICATIONS TO THE INTERNATIONAL FIRE  
CODE, 2012 EDITION, AS IT RELATES TO FIRE EQUIPMENT INSPECTION RECORDS**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

**SECTION 1:** That Title 15, Chapter 150, Section 150.105(C) of the Lombard Village Code, which makes modifications to the International Fire Code, 2012 Edition, is hereby amended by inserting the following language in the appropriate chronological position:

“Section 901.6.2 is deleted in its entirety and replaced with the following:

**Records.** Records of all fire protection and life safety systems and equipment inspections, tests, and maintenance required by this Code, State law and/or the standards referenced in Table 901.6.1, shall be maintained on the premises for a minimum of three (3) years, and shall be provided to the Fire Code Official by the property owner or the property owner’s agent electronically filing the inspection report through the Village’s fire inspection records management system. Once an inspection report is electronically filed as required by this Section and an administrative fee in the amount \$12.00 is paid by the property owner or the property owner’s agent to the Village’s third-party inspection records management vendor, the inspection report shall be reviewed by the Fire Code Official. Upon confirmation by the Fire Code Official that a property subject to inspection is in compliance with this Code, the Fire Code Official shall issue a certificate of compliance to the property owner or the property owner’s agent.

Fire protection and life safety systems and equipment are identified as follows:

- (a) Fire Alarm;
- (b) Fire Sprinkler (wet, dry, or pre-action);

- (c) Engineered and Pre-Engineered Suppression Systems;
- (d) Fire Pump;
- (e) Commercial Kitchen Hood Suppression System; and
- (f) Active Smoke Control System”

**SECTION 2:** That Title 15, Chapter 150, Section 150.105(C) of the Lombard Village Code, which makes modifications to the International Fire Code, 2012 Edition, is hereby amended by inserting the following language in the appropriate chronological position:

“Section 907.8.5 is amended by deleting the last sentence of said Section and adding the following to the end of said Section: **Records.** Records of all fire protection and life safety systems and equipment inspections, tests, and maintenance required by this Code, State law and/or the standards referenced in Table 901.6.1, shall be maintained on the premises for a minimum of three (3) years, and shall be provided to the Fire Code Official by the property owner or the property owner’s agent electronically filing the inspection report through the Village’s fire inspection records management system. Once an inspection report is electronically filed as required by this Section and an administrative fee in the amount \$12.00 is paid by the property owner or the property owner’s agent to the Village’s third-party inspection records management vendor, the inspection report shall be reviewed by the Fire Code Official. Upon confirmation by the Fire Code Official that a property subject to inspection is in compliance with this Code, the Fire Code Official shall issue a certificate of compliance to the property owner or the property owner’s agent. Fire protection and life safety systems and equipment are identified as follows:

- (a) Fire Alarm;
- (b) Fire Sprinkler (wet, dry, or pre-action);
- (c) Engineered and Pre-Engineered Suppression Systems;

- (d) Fire Pump;
- (e) Commercial Kitchen Hood Suppression System; and
- (f) Active Smoke Control System”

**SECTION 3:** All ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of any such conflict or inconsistency.

**SECTION 4:** That if any part or portion of this Ordinance shall be declared invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of this Ordinance.

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this \_\_\_\_ day of \_\_\_\_\_, 2017.

First reading waived by action of the Board of Trustees this \_\_\_\_ day of \_\_\_\_\_, 2017.

Passed on second reading this \_\_\_\_ day of \_\_\_\_\_, 2017, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Keith T. Giagnorio, Village President

ATTEST:

\_\_\_\_\_  
Sharon Kuderna, Village Clerk

Published by me in pamphlet form this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Sharon Kuderna, Village Clerk