



Memo

Date: February 28th 2017

To: Dan Whittington, Chairman of the Public Transportation and Safety Committee

From: Jerry Howell, Assistant Fire Chief *JH*

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

This text amendment to a current ordinance 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.

Narrative: Both State and Village fire codes require the annual inspection and testing of fire suppression and detection systems. These systems include fire alarms, fire pumps, smoke control systems, detection, fire sprinkler and commercial hood and duct suppression systems. Building owners or their agents are required to have systems inspected and tested annually. Additionally, owners are required to provide copies 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 contractors and provided them to the fire department.

This cloud based online records management tool creates many efficiencies and enhancements to the process for both the village and building owners. These include:

- It is a **GREEN** solution that will improve 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 building owner or 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

Since 2013 the cost for this online reports service has been paid for out of the fire department budget.

The text amendments to this ordinance now allows for the inspection reports collection company of our choice to process test certificates and send them to the fire department.

This 'processing' fee is built into the aggregate cost of the fire protection testing contractor/vendor services.

This text amendment was brought to the Board of Building Appeals (BOBA) meeting on February 27, 2017. **By a 5-0 vote, BOBA recommended approval of the text amendments.**

The Fire Department is requesting the Public Transportation and Safety Committee to review and make a recommendation relative to the approval of the amended text.

Please feel free to contact me with any questions you may have.

Office: 630-620-5761

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

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