



NOTICE OF PROPOSED ADMINISTRATIVE RULEMAKING

Fire Department
City Department

105-002
Administrative Rule Chapter

ADMINISTRATIVE RULE SUMMARY

Salem Revised Code (SRC) 58.006 authorizes the Fire Code Official to adopt administrative rules and procedures as necessary for the administration and enforcement of the Fire Prevention Code.

Oregon Fire Code (OFC) Chapter 9 section 901.6.2 requires that all fire system inspections, test and maintenance records be provided to the Fire Code Official upon request.

The proposed administrative rule attached to this Notice Of Proposed Administrative Rulemaking establishes the procedures for all contractors who service, test, install and/or maintain fire protection systems within the City of Salem for submitting records to Salem Fire Code Official, and the frequency with which they must do so. These contractors are required to enroll in and use the approved single-point repository service to file records of all inspections, tests, and maintenance required by state and city standards. The repository service is maintained and provided to the Fire Code Official through a third party inspection reporting system. Fees, as applicable, will be paid directly from the contractor to the approved single-point repository service vendor. The current service provider is The Compliance Engine, and required reports shall be submitted through The Compliance Engine's website at www.thecomplianceengine.com. The City of Salem will provide notification of any change to the third party repository service provider. The Fire Code official is requiring that all fire system inspection, test and maintenance records be submitted to the Salem Fire Department within 30 days of the completion of the work and no less than once annually. Administrative Rule 105-002 shall become effective on November 1, 2018.

AUTHORITY

The authority to promulgate this administrative rule is set forth in SRC 58.006 and SRC 20J.030.

DOCUMENTS, REPORTS AND STUDIES

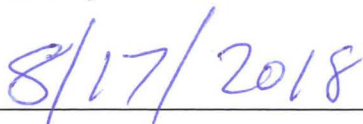
The City relied on Salem Revised Code (SRC) Chapter 58 – Fire Prevention Code. A copy of SRC Chapter 58 may be found at the office of the City Recorder, 555 Liberty Street SE, Room 205, Salem, Oregon, and online at https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=PTIICOOR_TITVCODES_T_CH58FIPRCO. The City also relied upon the 2014 Oregon Fire Code Chapter 9, Fire Protection Systems, Section 901. A copy of Chapter 9 of the 2014 Oregon Fire Code may be found at Station #1 of the Salem Fire Department, 370 Trade Street SE, Salem, Oregon.

PUBLIC COMMENT

Any interested person may submit data or written comments on this proposed administrative rule. Data and written comments shall be submitted to **Greg Hadley, Assistant Chief of Operations**, at **370 Trade Street SE, Salem, Oregon 97301**, or via email to ghadley@cityofsalem.net. **ALL DATA AND WRITTEN COMMENTS MUST BE RECEIVED BY 5:00 PM ON THURSDAY, SEPTEMBER 6, 2018, TO BE CONSIDERED.**



Mike Niblock, Fire Chief



Dated

105-002 – Use of single-point repository service for filing fire protection system inspection, test, and maintenance records.

105-002-010 Purpose

This administrative rule is to clarify that the Fire Code Official requests and requires that copies of the records of all fire protection system inspections, tests and maintenance be submitted to the Fire Code Official, and to establish the methodology for submitted these records to the Fire Code Official.

105-002-020 Definitions

Unless the context specifically requires otherwise, as used in this administrative rule, the following terms mean:

- (a) Approved. Acceptable to the fire code official.
- (b) Fire Code Official. The Fire Chief or the Fire Chief's designee.
- (c) Fire Chief. The Chief of the Fire Department of the City of Salem.
- (d) Fire Protection System. Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

105-002-020 Use of single point repository service.

All contractors who service, inspect, test, install, or maintain fire protection systems within the City of Salem are required to enroll in and use the approved single-point repository service to file records of all fire protection system inspections, tests, and maintenance required by state and city laws, ordinances and standards. Copies of these records shall be submitted to the Fire Code Official through the repository service within 30 days of the completion of the work and no less than once annually.

The single-point repository service is maintained and provided to the Fire Code Official through a third party inspection reporting system.

Fees, as applicable, for use of the single-point repository service will be paid directly from the contractor to the approved single-point repository service vendor.

The current single-point repository service provider is The Compliance Engine, and required reports shall be submitted through The Compliance Engine's website at www.thecomplianceengine.com.

Notification will be made of any change of the repository service provider.