

**Memorandum
Fire Department**

To: Randall Tweet, Interim City Manager
From: Jeffrey C. Yerkey, Fire Chief *JCY*
Subject: New Section under Chapter 6 of the City Code
Date: January 16th, 2017



Fire Department administration is requesting City Council adopt a new section under Chapter 6 in the City of Rock Island Code of Ordinances. The language in the new section would provide the Fire Chief the authority to mandate the method in which contractors, who perform installation, inspection, testing, and/or maintenance services on fire and life safety systems as required by code, submit their reports to the department. The current system is inefficient and inadequate. Contractors currently submit paper reports via various methods (i.e. mail, fax, etc.), and there are many times that reports do not arrive in a timely manner, or do not arrive at all. The goal is to utilize an online records management system, through a third-party vendor, where the reports would be submitted electronically via a web-based inspection reporting service. This allows for better tracking of code compliance by the Fire Marshal. A majority of contractors who perform these services in the City of Rock Island support an online records management system for submitting their reports. It is also recommended that language be included which mandates the electronic submission of reports within thirty (30) days of the service performed.

Proposed section to be considered for adoption under Chapter 6: Fire Prevention and Protection, Article II: Fire Prevention Code

Section 6-25. System Inspection Records:

Contractors who perform installation, inspection, testing, and/or maintenance services on fire and life safety systems within the City of Rock Island are required to electronically submit all installation reports, as well as compliant and non-compliant inspection reports, to the Fire Department, via a method approved by the Fire Chief, within thirty (30) calendar days of the service performed.

Recommendation: City Council adopt the proposed section under Chapter 6, Article II in the City of Rock Island Code of Ordinances.