

CITY OF BEND FIRE DEPARTMENT
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Fire Prevention

TITLE: Fire & Life Safety Inspections/
Fire Protection System ITM

NUMBER: 1400-008

A. POLICY

- 1) It is the policy of Bend Fire & Rescue to conduct Fire & Life Safety inspections that will ensure the safety of commercial occupancies, their employees, customers, as well as compliance with the Oregon Fire Code.
- 2) Bend Fire & Rescue will conduct Fire & Life Safety Inspections on a regular basis and will enforce compliance as required by the Oregon Fire Code and Oregon Administrative Rules.

B. PROCEDURE

Fire & Life Safety Inspections

- 1) It shall be the responsibility of the Prevention Division to administer, institute, and conduct Fire & Life Safety inspections in accordance with the Oregon Fire Code. The Deputy Chief of Prevention, or their designee, shall serve as the Fire Code Official and Authority Having Jurisdiction of Bend Fire & Rescue.
- 2) Fire & Life Safety Inspections of commercial occupancies within the boundaries of the City of Bend and Deschutes County Fire Protection District #2 will be performed by personnel certified by the Oregon State Fire Marshal's Office as Company Inspectors or by Prevention Division personnel holding a certification of Fire Inspector I or higher. The Fire Marshal or Assistant Fire Marshal shall delegate the responsibility of inspections to the Fire Inspectors and Deputy Fire Marshals.
- 3) The Prevention Division shall conduct regular inspections of commercial occupancies based upon risk analysis factors, observed conditions, and public complaints. Additionally, the Division will monitor commercial occupancy compliance with the Oregon Fire Code as it relates to fire protection system inspection, testing, and maintenance (ITM). This includes sprinkler systems, hood suppression systems, fire alarms, hood cleanings, etc. ITM compliance is tracked through The Compliance Engine software.
- 4) Bend Fire & Rescue uses ImageTrend Elite Software as its Record Management System and will utilize ImageTrend Elite Software for the collection and tracking of commercial occupancy information and violation data. Responsible parties will be notified via email or USPS mail of their violations and the timeline for completion.

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- 5) The commercial occupancy inspection program will follow the process below:
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|------------------------------|---|
| a. Primary Inspection | No Charge |
| b. First Re-inspection | No Charge |
| c. Additional Re-inspections | Fee applied based on City of Bend Fee Schedule, 6.2.07. |

Inspection, Testing, & Maintenance of Fire Protection Systems

- 6) Bend Fire & Rescue uses The Compliance Engine, managed by Brycer, as its Record Management System for fire protection system inspection, testing, and maintenance as defined by the Oregon Fire Code.
- a. All contractors who perform services within the service areas of Bend Fire & Rescue are required by Bend Fire & Rescue Policy #FD-01 under the authority of the Oregon Fire Code to submit inspection, testing, and maintenance results to the Prevention Division via The Compliance Engine located at www.thecomplianceengine.com.
 - b. It is the responsibility of the building occupant to ensure that their contractor provides the required documentation of inspection, testing, and maintenance performed to Bend Fire & Rescue within the timeline described in Section 6.d of this policy.
 - c. It is the responsibility of the building occupant to ensure that Bend Fire & Rescue is provided with the most current contact information for the occupancy. Any changes in mailing address, phone number, and email address shall be provided to the Prevention Division immediately.
 - d. The fire protection system compliance program will follow the process below:

Initial Test Process

- Renewal notice is sent to property approximately 40 days before due date via USPS.
- Overdue notice is sent 7 days following the due date (if no contractor report submitted).
- Calls will be made to the property 14 days following the due date (if no contractor report submitted).
- Multiple calls will be made until property is 60 days past due (typically 4-6 attempts).
- At 90 days past the due date the occupancy becomes past due and subject to service fees per Bend Fire & Rescue Policy #FD-01 using the City of Bend Fee Schedule, 6.2.07.
- Bend Fire & Rescue will invoice service fees per past due system, per day, until a compliant report is submitted.

Deficient System Process

- Deficiency notification is sent to property 1-2 days after Bend Fire & Rescue's online report review. Occupants have 30 days to correct identified deficiencies.
- At 90 days from the deficiency notification date the occupancy becomes

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past due and subject to service fees per Bend Fire & Rescue Policy #FD-01 and the City of Bend Fee Schedule, 6.2.07.

- Bend Fire & Rescue will invoice service fees per deficient system, per day, until a compliant report is submitted.