

ST. FRANCIS FIRE DEPARTMENT

STATION 121

3400 E. HOWARD AVE.

ST. FRANCIS, WISCONSIN 53235

(414) 483-4424

NICHOLAS J. POPLAR

FIRE CHIEF



February 18, 2019

To: All Fire Protection System Contractors working with the City of St. Francis:

RE: Fire Protection System Inspection Reporting

The State of Wisconsin Department of Safety and Professional Services requires all fire protection systems to be inspected, tested and maintained according to NFPA 25, *Standard for the Inspection, Testing, and Maintaining of Water-Based Fire Protection Systems* and NFPA 72, *National Fire Alarm and Signaling Code*.

In addition, the City of St. Francis Municipal Code 245-14 states, "All fire protection system contractors providing monthly, quarterly, semi-annual and annual inspection, testing, and maintenance work on any fire detection or suppression system in the City of St. Francis shall submit a printed copy to the City of St. Francis Fire Department, and an electronic copy in a format acceptable to the City of St. Francis Fire Department, of any and all deficiencies found while inspecting, testing, or maintaining any fire detection or suppression system."

Also, the City of St. Francis Municipal Code 245-14 states, "Any deficiency revealed in the course of any such inspection, testing, or maintenance work must be reported to the City of St. Francis Fire Department within 14 days of the discovery of such deficiency unless such deficiency creates a severe life hazard; in which event such deficiency must be immediately reported to the City of St. Francis Fire Department. Notification required under this section shall be made electronically by sending email to InspectionBureau@stfranwi.org, or United States Postal Service."

City of St. Francis Municipal Code 245-15 states, "Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in Chapter 1-4 of this code".

Therefore, the Fire Protection System Inspection Report for any inspection, testing, or maintenance which is conducted on any fire protection system in the City of St. Francis shall be submitted to the St. Francis Fire Department via email or USPS within 14 days of performance of such work.

If you have any questions or need additional information please feel free to contact me. Thank you for your cooperation and your commitment to life safety and property conservation.

Sincerely,

Peter Trost

Peter Trost, Captain

St. Francis Fire Prevention Bureau