December 1, 2018

Dear DAS/BDA Installation/Testing Company,

The Seattle Fire Department (SFD) will be improving the process for documenting and tracking DAS/BDA systems that enhance emergency responder radio communications in buildings in Seattle. Like fire sprinklers and alarms, these systems are important building components that help save lives, protect property, and provide safety to first responders. To ensure emergency responder radio enhancement systems are functional, the Fire Code requires systems to be maintained in good working condition and tested annually.

As of January 1, 2019, the Seattle Fire Department will require contractors to submit annual BDA/DAS testing and maintenance results to SFD via The Compliance Engine. This submittal requirement will be in effect in much of King County, including Seattle, Bellevue, Shoreline and Redmond.

Here are some facts about the program:

- DAS/BDA test reporting becomes **mandatory in Seattle on January 1, 2019**.

- This change has no impact on a building owner's ability to select an approved BDA/DAS installation and testing vendor.

- Companies providing DAS testing and maintenance services to meet fire code requirements will be required to register and utilize the third-party vendor's single point online reporting system to file test reports to be accessed and reviewed by SFD.

- Significant impairments or "red tagged" systems must be reported to SFD immediately by using the existing hotline and impairment notification form. See information here: http://www.seattle.gov/fire/business-services/systems-testing

- Federal agencies can determine whether they wish to submit forms to SFD related to systems tests in federally owned facilities; if they choose to submit, the $30 per report fee will be required.

- BDA Annual Testing forms have been preloaded for your use in The Compliance Engine and on SFD's website at http://www.seattle.gov/fire/business-services/systems-testing

- There will be a $30 filing fee associated with the submission of each report per year. These fees pay for the vendor web portal and offset a portion of the costs of the Lieutenant-Inspector position in the Seattle Fire Prevention Division who works directly with building owners/managers and testing companies to assess and resolve any compliance cases. The testing company is responsible for collecting these fees from their clients, administering the reporting requirements, and then submitting payments along with test reports.

Please see these additional resources to assist your company and employees in transitioning to the new requirements:

- **Online Training and Webinars for Companies Providing the Annual Testing/Maintenance**
  The Compliance Engine has complimentary online training for testing/maintenance companies. To register for training go to https://www.thecomplianceengine.com/training/. For any additional questions on training, please contact The Compliance Engine at (855) 279-2371.

- **Letter from Seattle Fire Marshal Explaining Program to Building Owners**
  SFD has prepared a letter from the Fire Marshal to building owners and property managers informing them of the new process related to annual BDA/DAS testing. You may wish to make copies of the SFD letter and provide it to your customers should the customers have any questions. The letter is available for download here: here: http://www.seattle.gov/fire/business-services/systems-testing

- **Client Assistance Memorandum**
  [Client Assistance Memorandum No. 5123](#) has additional information about BDA/DAS public safety radio enhancement systems.

- **Summary of Code Requirements for Systems Testing and Reporting**
  Administrative Rule 9.02, particularly section 5, provides additional specifics about testing and reporting requirements: http://www.seattle.gov/fire/business-services/fire-code-and-fire-safety-documents.

It is the Seattle Fire Department's goal that this closer partnership and oversight of BDA testing and maintenance will improve life safety and protect property for all who live, visit, and conduct business in Seattle – the mission of the Seattle Fire Department.

For more information, please visit our website at http://www.seattle.gov/fire/business-services/systems-testing or email us at SFD_FMO_SystemsTesting@seattle.gov. Thank you for your partnership in helping to preserve lives and protect property for all who live, work, visit, or do business in Seattle.

Respectfully,

Assistant Chief Timothy J. Munnis
Fire Marshal