City of Seattle
Mayor Jenny A. Durkan

August 14, 2020

Testing Company/Technician Name
Mailing address
Mailing city, state, zip

Re: Periodic Update for Testing Companies and Technicians

Dear Systems Testing Company/Technician,

We are writing with SFD information related to certification examinations, residential unit testing during COVID, a reminder about report submittal timelines, and an invitation to participate as we restart our regional working group dedicated to standardizing and improving The Compliance Engine (TCE) test forms across 15 local jurisdictions.[1]

1. **Certification Examinations Have Resumed – Please Ensure Technicians Have Current Cards**
SFD has reopened certification examination services and all technicians who are due for their every-three-year testing must now take their exams. During the early months of the pandemic while testing was suspended, we allowed impacted technicians to operate with expired certification cards. However that waiver has now ended and technicians need to ensure they have current certifications. If technicians have medical or other concerns, they may call the Certification Lieutenant at (206) 386-1351 to discuss their options. Please note these ongoing pandemic related changes:

- **Pre-scheduling is required – no walk in exams at this time**. Email your preferred exam dates along with your application and a copy of any state-required licenses/certifications to SFD_FMO_Certification@seattle.gov. We will confirm the scheduled dates and times with each applicant.
- **Expanded testing hours and reduced occupancy in the testing room.** Monday from 1pm-3:30pm, Tuesday from 7:30am-10am, and Wednesday from 2-4pm.
- **Please pay in advance** due to limited onsite staffing: https://web7.seattle.gov/sfd/permits/
- **Wear a mask** while in our building. Each applicant will have his or her temperature taken using a non-contact thermometer before entering the exam room.

2. **Testing or Maintenance in Residential Units Must Occur When Required by Seattle Fire Code**
The pandemic is expected to continue for many months and may impact business as usual for a year or more. It is not possible to defer annual testing for the duration of the pandemic. It is a life safety risk and a violation of the fire code to fail to test or maintain fire protection systems.

- **100% complete** test reports must be submitted timely.
- **SFD now allows testing companies to perform video or photographic inspections** of unit devices in situations when SFD-certified technicians believe they are able to verify functionality using those means.
- **A single non-renewable two-month extension** will be provided per property if there is a public health reason to defer testing in a portion of an occupancy. However thereafter the building owner must work with the testing company to complete required testing or repairs. To request an extension please email the specific circumstances to SFD_FMO_SystemsTesting@seattle.gov.
- **Impairments/critical deficiencies** must be resolved promptly and will not receive any extension.

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[1] If you are a DAS/BDA design, installation, or maintenance service provider, please be aware that Section 1 of this communication does not apply to your industry.

- ITM companies must follow the State's Safe Start Guidelines to protect employees and customers: https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers

We appreciate your help in explaining the importance of the fire code to your customers and working with them to comply with inspection, testing and maintenance requirements.

3. Timely Submittal for Reports of Testing and Repairs – Seattle Citation Information

The fire code requires white- and yellow-tagged reports to be submitted to SFD using thecomplianceengine.com within 7 days, and red-tagged systems must be reported immediately. A citation of $373 per late report was introduced in January of 2020. The Fire Marshal has determined not to issue citations for late reports submitted during Q2 2020 given the COVID adjustments all workplaces experienced. No citations have been written for late reports submitted in the months of April, May and June 2020. In Q3 we will resume writing citations and provide a transition period during which only one citation per company per quarter will be written, rather than one citation per late report. Citations will be issued after the quarter ends. Please take steps now to ensure your team consistently meets submittal timelines.

4. Updated Regional Forms Are Coming Soon in www.thecomplianceengine.com (TCE)

In 2018. regional Fire Marshals worked with volunteers from testing companies to standardize and improve systems testing practices and TCE forms. We collaboratively arrived at new forms for fire alarms, sprinklers, rangehoods and DAS that will be used by 15 regional jurisdictions. See Attachment 1.

- R**ange Hoods, Sprinklers and Fire Alarms** -- updated annual confidence testing forms will be deployed in TCE by the end of Q3 2020 – same form for all participating cities.
- **DAS/BDA** – new acceptance test and updated annual test forms will be available in Seattle by end of September 2020 and in the rest of the region on February 1, 2021.
- **New forms can be previewed here:** https://www.seattle.gov/fire/business-services/systems-testing#systemstestingforms

You will experience the same form and reporting requirements in these 15 jurisdictions, and we hope that the standardized forms will make your work more efficient. Thank you to everyone who shared their expertise with the region!

5. Invitation to Participate in Systems Testing Regional Advisory Group

The regional fire marshals intend to resume meeting with stakeholders to move forward with the work plan. Karen Grove from my office will be reaching out to current participants directly. If you have not been part of the working group and would like to learn more about the work plan and participate, please contact karen.grove@seattle.gov by the end of August. The primary focus will be fire protection systems and not emergency responder radio communications unless there is stakeholder interest in resuming the separate working group with that industry.

We are grateful to our systems testing companies and technicians for their ongoing contributions to fire prevention and fire safety. If you have questions, you can reach us by email at SFD_FMO_certifications@seattle.gov or SFD_FMO_systemstesting@seatle.gov.

Respectfully,

Assistant Chief Timothy J. Munnis, Fire Marshal
Seattle Fire Department

Attachment 1: Regional Systems Testing - Participating Jurisdictions as of 8/5/2020

	Jurisdiction	Ad Hoc Group Participant	Common Regional Testing Forms	Reports Submitted Through TCE	Common Regional Notification Templates
1	Bellevue	Yes	Yes	Yes	Yes
2	Bothell	Yes	Yes	Yes	Yes
3	Eastside F&R	Yes	Yes	Yes	Yes
4	Kirkland	Yes	Yes	Yes	Yes
5	Mercer Island	Yes	Yes	Yes	Yes
6	Northshore Fire	Yes	Yes	Yes	Yes
7	Puget Sound Fire	Yes	Yes	Yes	Yes
8	Redmond	Yes	Yes	Yes	Yes
9	Renton	Yes	Yes	Coming Soon	Yes
10	Seattle	Yes	Yes	Yes	Yes (status quo)
11	Shoreline	Yes	Yes	Yes	Yes
12	South King Fire	Yes	Yes/Tegris	No/Tegris	No/Tegris
13	Tukwila	Yes	Yes	Yes	Yes
14	Valley Regional	Yes	Yes	Yes	Yes
15	Woodinville	Yes	Yes	Yes	Yes
16	KC Fire Marshal	Observer	Yes	Coming Soon	Yes
17	WA State FM	Observer	Not at this time	No	No
18	PSERN	Observer	TBD	N/A	N/A
19	KC Radio Shop	Observer	DAS Only	N/A	N/A