



PIKE TOWNSHIP FIRE DEPARTMENT

Prevention Services Division

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To The Business Owners of Marion County:

Effective Monday, January, 5, 2015, the Pike Township Fire Department (PTFD) will require all Fire Protection Equipment Companies (contractors) that service and/or maintain Fire Protection Systems to submit their reports via an PTFD approved electronic reporting system. Please note that any other type of submission of reports will NOT be accepted. In other words, AS A BUSINESS OWNER, it is ultimately your responsibility to ensure proper and timely filing of all inspection reports. Therefore, we urge you to please check with your service providers/contractors to ensure they too are in compliance with this new process. Further, if inspection reports are not filed appropriately and/or timely, PTFD will automatically assume that services have not been rendered and take the necessary actions to ensure safety and compliance.

By using the electronic reporting system, it enables PTFD to provide better public safety to our citizens in a more efficient and effective manner. For example, by instituting the submission of inspection reports via electronic reporting system, PTFD can ascertain the condition of one's fire protection system/s immediately. The report will allow PTFD to see if the business has passed their inspection, whether there are deficiencies and/or impairments. Based on the information received, it can trigger one or more of the following actions:

- **Passed** - No action required. An Inspector will visit annually to conduct an inspection of the said business.
- **Non-Critical Deficiencies** - An Inspector will contact the business to remedy deficiencies and to ensure safety and compliance.
- **Critical Deficiencies** - An Inspector will contact the business to remedy deficiencies and to ensure safety and compliance.
- **Impairments** - An Inspector will visit the business to immediately remedy the impairment in order to avoid fire watch or evacuation per Indiana State Law.

If you should have any additional questions and/or need clarification, please feel free to contact your service provider/contractor. Thank you in advance for your partnership in ensuring public safety to all.

Yours in Service and Safety,

Sam Bruner

Sam Bruner

Fire Marshal

Division Chief of Prevention Services