



# *City of South Pasadena*

7047 SUNSET DRIVE SOUTH  
SOUTH PASADENA, FLORIDA 33707  
PH: (727) 347-4171 FAX: (727) 345-0518  
WWW.MYSOUTHPASADENA.COM

## **AGENDA**

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, JANUARY 7, 2025  
FOLLOWING THE AGENDA MEETING  
(APPROXIMATELY 9:05 A.M.)

CALL TO ORDER  
ROLL CALL

### DISCUSSION ITEMS

- Life Safety Inspection Compliance Service
- Hurricane Recovery Update
- Charter Review Process

ADJOURN

*Carley Lewis*

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Carley Lewis, City Clerk

This meeting is open to the public. Ordinances may be inspected by the public in the office of the City Clerk at City Hall from 8:00 a.m. to 4:00 p.m. Monday through Friday with the exception of holidays. Any person who decides to appeal any decision of the City Commission with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of South Pasadena is committed to providing reasonable accommodation for access for the disabled. In accordance with the Americans with Disabilities Act and F.S. 286.26, anyone needing assistance with regard to this meeting should contact the City Clerk's Office in writing at least 48 hours prior to the meeting. For more information or assistance please contact the City Clerk's office at 727-347-4171.

# THE COMPLIANCE ENGINE IMPLEMENTATION PLAN

POWERED BY **BRYCER**

BRYCER LLC.

THE COMPLIANCE ENGINE 4355 Weaver Pkwy. St 230. Warrenville, IL 60555

## THE COMPLIANCE ENGINE

The Compliance Engine is a simple, internet-based tool for code officials to track and drive code compliance, reduce false alarm activity and provide a safer community. It provides a secure cloud environment in which third party contractors who inspect, test, and maintain fire protections systems, submit their reports via Brycer's web portal directly to the AHJ. This facilitates a more efficient review, tracking and follow-up process with occupants to correct deficiencies and maintain systems. In addition to the web-based technology, our services include a team to administer hard and soft copy notifications and perform follow up calls to help increase testing and maintenance activity in a given jurisdiction. The end result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident. With The Compliance Engine, the AHJ will be better equipped to do more with less in their mission to drive 100% code compliance with fire and life safety laws.

### Current Landscape:

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due lack of maintenance and testing
- 29% of fire code official's time is spent administering 3<sup>rd</sup> Party ITM reports
- 95% of AHJs do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

### The Compliance Engine Benefits:

- Drives 100% Compliance with fire & life safety code
- Electronically collects, organizes and tracks fire and life safety test results
- Offers API Services with RMS and software inspection companies
- Maximizes limited resources, saves time and streamlines communication
- Built to ensure a safer environment for firefighters, citizens and guests
- Saves AHJs money while strengthening life safety and offers cost recovery

### Revenue Model:

- Free for Fire Department
- Zero charge to the building owners
- Fee paid by 3<sup>rd</sup> party contractors on per system, per premises, per annum basis
- Delivers Compliance resulting in new business and maintenance revenue for 3<sup>rd</sup> party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at [www.thecomplianceengine.com](http://www.thecomplianceengine.com) or **630-413-9511**

*Collect. Connect. Comply.*

## Notable National Partners:

Los Angeles, CA  
Chicago, IL  
Phoenix, AZ  
San Diego, CA  
San Jose, CA  
Austin, TX  
Seattle, WA  
Oklahoma City, OK  
Albuquerque, NM  
Kansas City, MO  
Colorado Springs, CO  
Raleigh, NC  
Long Beach, CA  
Wichita, KS  
Corpus Christi, TX  
Greensboro, NC  
Laredo, TX  
Boise, ID  
Tacoma, WA  
Iowa City, IA  
Charleston, SC  
Naperville, IL  
Syracuse, NY  
Scottsdale, AZ  
Ft. Lauderdale, FL  
State of Mississippi  
State of Maryland  
State of Nevada  
State of Kansas

## IMPLEMENTATION TASK LIST

TCE will do majority of the work to ensure the Fire Department goes live and runs efficiently. However, we kindly ask that the following list of tasks is completed by the Fire Department, in order to complete the implementation process. Completing these in a timely manner will allow for the simplest and smoothest transition into our system.

Implementation Tasks	Responsible Party	Completed
Send Main Contact Info (Name, Phone, Email, Title)	AHJ	<input type="checkbox"/>
Send Copy of Department Logo	AHJ	<input type="checkbox"/>
Send Copy of Electronic Signature	AHJ	<input type="checkbox"/>
Send List of Top Inspection Companies	TCE	<input type="checkbox"/>
Send Data Extraction of Properties (Address, Name, City, State, Postal, Contact Info, Systems)	TCE & AHJ	<input type="checkbox"/>
Approve Notifications	AHJ	<input type="checkbox"/>
Send AHJ Press Release	TCE	<input type="checkbox"/>
Send ITM Letter	TCE	<input type="checkbox"/>
Call Top ITMs	TCE	<input type="checkbox"/>
Set AHJ Training Prior to Go Live	TCE	<input type="checkbox"/>
Go Live	TCE & AHJ	<input type="checkbox"/>

# LIST OF SYSTEMS TCE TRACKS

System Type
Air Sampling System
Automatic Closing Fire Assemblies
Chemical Storage Room
Clean Agent
Commercial Kitchen Exhaust Cleaning
Emergency Power Battery / Unit Lighting
Emergency Power Generator
Emergency Responder Radio Coverage System
Fire Alarm
Fire Escape
Fire Pump
Foam System
Gas Detection Systems
Hood Suppression System
Leak Detection
Paint / Spray Booth Suppression
Pressure Reducing Valves (PRV's)
Private Fire Hydrant
Rental Property Inspection
Rescue Air System
Smoke Management Systems
Special Suppression System
Sprinkler System (Dry & Wet)
Standpipe
Water Monitor
Water Tank



Additional tracking for *backflow* and *elevator* available.

YOUR DEPARTMENT NAME

1234 STREET ADDRESS

CITYOF, XX 99999

MONTH DAY, YEAR



System Type - Contractor of Record:

SYSTEM TESTING COMPANY

(555) 555-5555

EMAIL@COMPANY.COM

BUILDING IN YOUR CITY

1234 MAIN RD

YOUR CITY, IL 60540

**Re: SYSTEM TYPE INSPECTION RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

In accordance with the **YOUR CODE**, our records indicate the **SYSTEM TYPE** is coming due for inspection by a licensed company and must be tested within the month of your renewal date which is **DATE**.

**It is the responsibility and requirement of the inspection company testing your system to submit all test reports to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life & Fire Safety,

*Digital Signature*

YOUR NAME

YOUR TITLE

YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY  
1234 MAIN RD  
YOUR CITY, IL 60540

**Re: SYSTEM TYPE INSPECTION OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

Our records indicate the **SYSTEM TYPE** is now overdue and was to be tested within the month of your renewal date which was **DATE**. In order to avoid penalties, as provided by law for such violations, you must take immediate action.

**Actions Required:**

1. Have your **SYSTEM TYPE** inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).
3. If this inspection has been completed you must notify your testing company that a copy of this report must be submitted to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com). **It is the contractor's responsibility to submit the documentation.**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at **630-413-9511** or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life Fire Safety,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY  
1234 MAIN RD  
YOUR CITY, IL 60540

**Re: SYSTEM TYPE INSPECTION DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

A recent inspection of your **SYSTEM TYPE** at **PREMISE ADDRESS** on **DATE** by **ITM COMPANY** revealed the violations listed below.

This notice is an **ORDER TO COMPLY**. Your failure to comply with this notice before re-inspection (30 days from date of letter) may make you liable for the penalties provided for by law for such violation(s).

### **DEFICIENCIES**

**Deficiency Found:**

**Deficiency Found:**

**It is the responsibility and requirement of the inspection company to submit all corrections to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life & Fire Safety,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

## Requirement Letter to Fire Protection Contractors



Dear Service Provider,

The **AHJ Name** has instituted a new process for service providers who inspect and test fire protection systems. Effective **Go Live Date** all compliant & non-compliant fire protection systems test reports are required to be sent to the **AHJ Name** electronically by your respective organization via The Compliance Engine's online system at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

The **AHJ Name** is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the **AHJ Name** will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the **AHJ Name's** jurisdiction are required to register and submit all test, inspection, and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under **AHJ Name** icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

*Digital Signature*

YOUR NAME

YOUR TITLE

YOUR DEPARTMENT NAME

P.

E.

## TCE OVERVIEW

### Keys to Getting Started:

- Register at [www.thecomplianceengine.com](http://www.thecomplianceengine.com)
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- Add TCE link to your webpage

### Key Processes to Know: Check the TCE HELP Portal for Direction Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new-premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

### Systems Tracked:

#### (\*CUSTOMIZED PER AHJ\*)

- Automatic Fire Sprinkler
- Automatic Closing Fire Assemblies
- 5yr Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression
- Commercial Kitchen Hood Cleaning
- Standpipe
- Active Smoke Control
- Private Hydrant System
- Fire Pump
- Fire Escape
- Gas Detection System
- Paint/Spray Booth
- Emergency Generator
- Emergency Radio Responder Coverage System
- Special Suppression
- Portable Fire Extinguishers

# PRICING MODEL

System Type	Price	Billing Frequency
5 Year Sprinkler	\$20.00	Per Submittal
Automatic Closing Fire Assemblies	\$20.00	Per Submittal
Commercial Kitchen Exhaust (Cleaning)	\$20.00	Per Submittal
Emergency Power Generator	\$20.00	Per Submittal
Emergency Responder Radio Coverage System	\$20.00	Per Submittal
Fire Alarm	\$20.00	Per Submittal
Fire Pump	\$20.00	Per Submittal
Gas Detection Systems	\$20.00	Per Submittal
Hood Suppression System	\$20.00	Per Submittal
Paint/Spray Booth Suppression	\$20.00	Per Submittal
Portable Fire Extinguisher	<b>BELOW</b>	Per Submittal
Private Fire Hydrants	\$20.00	Per Submittal
Smoke Control System	\$20.00	Per Submittal
Special Suppression	\$20.00	Per Submittal
Sprinkler System	\$20.00	Per Submittal
Standpipe	\$20.00	Per Submittal

**\*\*\*REPORTS SUBMITTED AFTER 30 DAYS FROM THE INSPECTION DATE WILL INCUR A \$10.00 LATE FEE\*\*\***

**\*\*\*REPORTS SUBMITTED AFTER 60 DAYS FROM THE INSPECTION DATE WILL INCUR A \$20.00 LATE FEE\*\*\***

**\*\*\*Portable Fire Extinguishers Pricing\*\*\***

**1-10 Extinguishers = \$10.00**

**10+ Extinguishers = \$20.00**

**Business Model:** There is no cost to the jurisdiction for implementation, annual or ongoing maintenance, licensing or other services offered by BRYCER. At no time will there be an invoice addressed to the jurisdiction for implementation of TCE. BRYCER's system for collecting and processing orders is simple, an Inspection company registers with TCE, which requires their payment card to be recorded and stored by our payment processing partner. We meet and exceed all PCI DSS standards. An inspection company submits a report to the jurisdiction at which point their payment card is billed at the agreed upon rate, frequency (e.g. per system, per building) and posted against the jurisdiction. The inspection company receives an email receipt along with an audit log of their transactions recorded in their custom site. The jurisdiction and the property Owner are never billed or required to make payments.

**Extent of Fees:** BRYCER charges the inspection companies on a per system, per building basis. However, TCE will accept submission of reports done on all frequencies (e.g. annually, semi-annually, quarterly, monthly, weekly and on a daily basis).

**Revenue Share Option:** BRYCER's revenue share option is a way for the jurisdiction to recover costs for administering your Bureau of Fire Prevention's fire and life safety compliance goals. BRYCER will collect all fees due and payable by third party inspectors, and remit the jurisdiction's remuneration on a quarterly basis via Check or ACH Direct Deposit Transfer.