

**Town of Somers
7511 12th Street
Somers, WI 53171**

**Town Board Meeting
Agenda
Tuesday, January 14th, 2025
5:15 pm**

| Town Board Meeting: | |
|----------------------------|---|
| Item # | |
| 1 | Call to order |
| 2 | Pledge of Allegiance |
| 3 | Consent and Approval of Minutes of Town Board meetings on December 10, 2024 |
| 4 | Correspondence: None |
| 5 | Citizens Comments |
| 6 | Chair & Supervisor Comments |
| 7 | Action on amending Section 27 of the Village of Somers Employee and Procedures Manual to add Martin Luther King, Jr. Day as a paid holiday for all regular fulltime Village and Town employees |
| 8 | Action on possible waiving of first reading of proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing |
| 9 | Action on proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing |
| 10 | Approval of Operator Licenses: None |
| 11 | Adjourn |

I hereby certify that as the designee of the chief elected official of the Town of Somers I posted this notice of the January 14th, 2025 Town Board Meeting & Agenda in 3 public places.

Dated this 10th day of January 2025.

Wendy Burnette, Clerk-Treasurer

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Town Board may participate telephonically.**

Original Post Date: January 10, 2025

Notice is hereby given that members of the Village Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.

**Town of Somers
Proceedings from the Town Board Meeting December 10, 2024**

Chairman Mark Molinaro called the meeting to order at 5:15 p.m.

Present: Chairman Mark Molinaro, and Supervisors Richard Lesko and James Armes.
Also present: Administrator Jason Peters, Clerk/Treasurer Wendy Burnette, and Assistant to the Administrator Kevin Poirier.

Consent and Approval of Minutes of Town Board meetings on November 12th, 2024, and Town Board of Electors Meeting on November 26th, 2024

Supervisor Armes moved to approve the Minutes of Town Board meetings on November 12th, 2024, and Town Board of Electors Meeting on November 26th, 2024, with corrections noted.

Seconded by Supervisor Lesko.

Motion carried. 3-0 vote

Correspondence:

None

Citizens Comments:

None

Supervisor Comments:

Supervisor Armes and Lesko wanted to wish everyone Happy Holidays.

Chairman Molinaro wished everyone a Happy Holiday and spoke about the speed limit on Sheridan Road. He thanked President Stoner for his involvement with that project.

Approval of Operator License

None

Adjourn

Supervisor Armes moved to adjourn at 5:18pm.

Seconded by Supervisor Lesko.

Motion carried. 3-0 vote.

Drafted this 15th day of December 2024 by Wendy Burnette, Clerk / Treasurer
These minutes are not official until approved by the Town Board



**TOWN OF SOMERS
TOWN BOARD
MEETING ITEM MEMORANDUM**

MEETING DATE: January 14th, 2025

TO: Town Chair Molinaro and Town Supervisors

PREPARED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #7 Action on amending Section 27 of the Village of Somers Employee and Procedures Manual to add Martin Luther King, Jr. Day as a paid holiday for all regular full-time Village and Town employees

BACKGROUND:

President Ronald Reagan made Martin Luther King, Jr. Day a federal holiday on November 2, 1983. The first observance of the holiday was on January 20th, 1986. Today the holiday is recognized by Kenosha County, The City of Kenosha, KUSD, State of Wisconsin and other governmental agencies in the area.

Section 27 of the Employee Manual states:

“All regular full-time employees, but excluding all full-time firefighter/EMT personnel, receive ten (10) paid holidays listed as follows: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve and Christmas Day.”

In light of the growing diversity in the Village and Town of Somers as well as that of our staff, Trustee Ostby requested that Martin Luther King Jr. Day be added as the 11th paid holiday for the Village and Town employees.

The Holiday is celebrated the third Monday in January, which would fall on Monday January 20th this year.

PRIOR ACTION TAKEN:

This matter was reviewed and discussed at our January 7th Work Session.

SUGGESTED ACTION/ACTION REQUESTED/COMMENTS:

In the event that the Town Board wishes to add Martin Luther King, Dr, Day as a paid holiday, a suggested motion to approve would be as follows:

“Motion to approve amending Section 27 of the Village of Somers Employee and Procedures Manual to add Martin Luther King, Jr. Day as a paid holiday for all regular full-time Village and Town employees”

ATTACHMENTS:

None

**VILLAGE OF SOMERS
VILLAGE BOARD
MEETING ITEM MEMORANDUM**

MEETING DATE: January 14th, 2025

TO: Town Chair Molinaro and Town Supervisors

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #8 Action on possible waving of first reading of proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing

#9 Action on proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing

BACKGROUND:

Chief Andersen requested that he be allowed to work with our Village Attorney to update Chapter 5 of the Village Ordinances to require the use The Compliance Engine system as it relates to fire protection system inspections, testing, maintenance, and servicing. Per Chief Andersen the Compliance Engine System:

“requires companies doing work on any piece of fire protection equipment such as sprinkler systems and fire alarms, to report to this system. This system then allows us as the fire department to monitor and confirm all required testing and servicing is being completed remotely instead of traveling to a location to look at paperwork. This system would not cost the village any money nor will it require the property owners to pay anything. All costs are charged to the sprinkler and alarm companies doing the work. Most of our surrounding communities are already using this system so most of the sprinkler and alarm companies already have this cost built into their fees.”

PRIOR ACTION TAKEN:

The Board reviewed this request at our January 9th Work Session. The general consensus was to allow this ordinance change to move forward. Chief Andersen has worked with Attorney Davison to amend Chapter 5 to require the uses of the Compliance Engine system.

SUGGESTED ACTION/ACTION REQUESTED/COMMENTS:

At the time of this memorandum Attorney Davison is working on the final draft of the Ordinance. It will be provided before Tuesday's meeting. Chief Andersen recommends approval of the Ordinance No. 2025-001. In the event that the Town Board agrees with the suggested action, a suggested motion to approve would be as follows:

#8

“Motion to approve waiving of first reading of proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing”

#9

“Motion to approve proposed Ordinance 2025-001, An Ordinance to update Chapter 5 Code of Ordinances of the Village of Somers to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing”

ATTACHMENTS:

Background information on The Compliance Engine

Proposed Ordinance 2025-001 (forthcoming)

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 3rd 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 3rd party contractors on per system, per premises, per annum basis
- Delivers Compliance resulting in new business and maintenance revenue for 3rd party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at www.thecomplianceengine.com or **630-413-9511**

Collect. Connect. Comply

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

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

System Type - Contractor of Record:

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

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.

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

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.
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. **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

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.

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

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.

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.

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
- 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 | BELOW | 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

11+ 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.



Helpful FAQs for Presenting to Fire Chief and Public Officials

What do they want to know about The Compliance Engine (TCE)?

Based on 950+ successful adoptions of The Compliance Engine, the following six questions are most asked by Fire Chiefs and Public Officials (Mayor or City or Village Manager) when discussing adoption of The Compliance Engine:

1) *What is the cost of The Compliance Engine?*

There is zero cost for any aspect of using The Compliance Engine (setup, training, ongoing service) for either the Department or the municipality. In fact, there is savings from its usage in terms of administrative time saved and reductions in false alarm activity from fewer system malfunctions.

2) *How does The Compliance Engine get paid for?*

Contractors submitting reports pay a fee of \$20. Brycer does not charge per riser and/or flow switch. There is no upfront or additional cost. Contractors earn money due to the increased inspection and maintenance activity provided by TCE and code compliance. Building owners are not required to perform any additional inspections or maintenance that is not already required by code.

3) *Isn't this an added cost to the contractors?*

No. Contractors receive several benefits from utilizing The Compliance Engine (TCE) – the primary being it drives revenues for them and creates a larger overall market opportunity. From Brycer's experience and conversation with contractors currently using The Compliance Engine, the potential revenue increase from inspection and maintenance revenue far outweighs the filing fee paid. Using Brycer's notification feature (renewal, overdue, and deficiency), contractors have more of an assurance that inspections and maintenance work will be scheduled and performed consistently per the code. Contractors receive a 9-1 return on their investment. TCE has over 15,000 contractor's users nationwide already participating while also earning partnerships with 800+ AHJ's nationwide. The Compliance Engine is a win-win for all parties involved: our Department, contractors, premise owners, and the community.

4) *Isn't this an added cost on the properties?*

No, the fee is charged to the contractors that inspect, test and maintain fire and life safety systems. As The Compliance Engine has proven, contractors have witnessed a return on this minimal investment, and jurisdictions are realizing a safer community due to compliance. Brycer's education of the contractor marketplace includes the net benefits of use of The Compliance Engine, which assists in preventing a pass through of costs. Additionally, use of The Compliance Engine will benefit municipalities in reducing false alarm activity, which will positively impact properties on their taxes and their property insurance premiums/policies. It is additional information which assist with ISO reviews and ratings as well.

5) *What is needed by us (the AHJ) to have reports submitted ... an ordinance, internal policy, etc.?*

To save time and cost by streamlining our reporting process, we need to make it a requirement that reports be submitted through The Compliance Engine. Brycer does not dictate how we establish such a requirement. In the 2015 IFC, the AHJ can use code section 107.3 Recordkeeping. This section states the "fire code official can prescribe the forma and format of such recordkeeping". What Brycer then becomes, is that form and format of



such recordkeeping. In the 2018 IFC, the code section we use is 108.3 Recordkeeping. Some of Brycer's clients have made submission mandatory via an internal policy (i.e. lock box), department resolutions and/or local ordinances. In the 2021 IFC, code section 109.3 Recordkeeping has same language as 15' and 18' IFC language.

With a mandatory, streamlined process that still allows contractors to use their own inspection forms, we gain better visibility into which buildings are compliant and which ones are not. This will allow us to immediately focus on the non-compliant buildings. If the submitted inspection data is not streamlined into and managed in one database, it will become extremely difficult for us to ensure the quality of code compliance across the life safety systems within our premises and jurisdiction.

Accurate, real-time knowledge of code compliance creates fewer false alarms, greater confidence of response in the event of an incident, and improved life safety for our first responders, property owners, and the community as a whole.

6) *What are the next steps to implement The Compliance Engine [after the Chief and/or Mayor and/or Village Manager provide buy-in]?*

- Define how we will require submission of all reports via The Compliance Engine and obtain legal review if necessary. Typically, the most delays occur when involving any type of legal review, so it is best to get started as soon as possible. Note: Brycer has examples of currently enacted ordinance language that it can share.
- Brycer will take an extraction of our premise data from our records management system (such as Firehouse or Image Trend]. This is a very quick process (15-20 minutes) and is done seamlessly. If we don't have a records management system, Brycer can take an excel file containing premise information and upload that data into The Compliance Engine. Brycer's product development and customer service teams will work with us Bureau to ensure the data is accurate and clean, to ensure reporting efficiency once the system goes live.
- Review, approval, and sign-off of the Brycer Service Level Agreement, which specifies our access to data within The Compliance Engine, as well as the terms and conditions of service. Brycer has found it most successful when this Agreement is provided to our attorneys for the Fire Department as soon as possible, as they may have certain vendor addendums that may need to be added.
- Review and approval (or edit) of the template notifications to be sent out via The Compliance Engine. The notifications are the renewal, overdue and deficiency notification.
- Review and approval (or edit) of the letter / email to be sent to contractors informing them of the Department's implementation of The Compliance Engine and the passing of the ordinance. Brycer will send this letter/email on our letterhead to all contractors operating within our jurisdiction.
- Brycer will schedule an extensive training session for any users of The Compliance Engine, prior to going live.

