



**BUREAU OF FIRE PREVENTION
FIRE ALARM INSPECTION UNIT**

**INFORMATION BULLETIN
No. 08-03-12**



Supersedes:	None
Issuer:	Alex Spektor, Director, Fire Alarm Inspection Unit
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Related Code Sections:	FC 105.1.1; Title 3 of RCNY, §901-01
Purpose:	Changes in Administration of Fire Alarm Monitoring Services

The purpose of this Bulletin is to provide clarification regarding impending changes in the management of fire alarm monitoring services.

In order to ensure reliable input data to the Fire Department emergency response system and provide efficient administrative controls over transitions in the Central Stations, the Fire Alarm and Central Station Inspection Unit will implement the following operational procedures:

1. **Modification of Letter of Approval.** Effective September 1, 2012, the descriptive part of any Letter of Approval will incorporate a new constituent identifying the monitoring Central Station as follows:
 - 1.1. In order to maintain a consistent and reliable record, an individual code has been assigned for each Central Station Company approved for monitoring services within the City of New York. This attribute will be used for new, modified and recommenced existing monitoring services.
 - 1.2. The Central Station Company identification codes are hereby instituted immediately (see Attachment No.1) and will be included in any Inspection Report as the conclusive constituent of the descriptive part of the Letter of Approval.
2. **Registration of Monitoring Service.** It shall be the responsibility of the Central Station companies to promptly report any change in the monitoring service.
 - 2.1. **General Guide.** For a detailed guide on registration of any changes in the monitoring service follow the Information Bulletin No.: 01-01-12.

2.2. Submission.

- 2.2.1. **New, Added and Recommended Service.** Request for inspection including the standard application for terminal assignment and other supplementing documents as described in Bulletin No.: 01-01-12, must be submitted *at least ten (10) days prior to the intended commencement date of the receipt and retransmission of alarm signals from the fire alarm system. Five (5) additional days' notice shall be provided if notice is submitted by mail.*
- 2.2.2. **Modification of Previously Assigned Terminals.** Request for inspection including the standard application for terminal assignment and other supplementing documents as described in Bulletin No.: 01-01-12 must be submitted immediately upon completion of modification.
- 2.2.3. **Changeover of Monitoring Central Stations Involving Replacement of Alarm Transmitter.** Request for inspection including the standard application for terminal assignment and other supplementing documents as described in Bulletin No.: 01-01-12, must be submitted *at least ten (10) days prior to the intended commencement date of the receipt and retransmission of alarm signals from the fire alarm system. Five (5) additional days' notice shall be provided if notice is submitted by mail.*
- 2.2.4. **Changeover of Monitoring Central Stations Not Involving Replacement of Alarm Transmitter.** The submission shall be limited to a minimum necessary to establish the new terminal assignment and must be provided *at least ten (10) days prior to the intended commencement date of the receipt and retransmission of alarm signals from the fire alarm system. Five (5) additional days' notice shall be provided if notice is submitted by mail. The submission shall include the following documentation:*
- *A legible copy of the Letter of Approval for the fire alarm system;*
 - *A legible copy of the new service agreement;*
 - *A legible copy of the alarm/supervisory/trouble signal transmissions;*
 - *A notarized true copy of an affidavit by the Principal from an authorized company attesting the compliance of alarm transmitter with the current New York City Building Code, Fire Code and other laws, rules and regulations (Form FA-14, available at the Fire Alarm Inspection Unit Web page);*
 - *A check for \$210 made out to "NYC Fire Department."*

3. Records:

- 3.1. **Letter of Approval.** Should the inspection of the Central Station connection reveal no defects, a Letter of Approval indicating type and features of the fire alarm system, as well as the current monitoring Central Station will be produced consistent with Section 1 of this Bulletin.
- 3.2. **Recordkeeping.** Based on the Inspector's Report, a computerized record indicating the current monitoring Central Station will be established in the Fire Prevention Information Management System (FPIMS) within ten (10) business days.

4. **Termination of Service.**

4.1. **Inspection.** All terminations shall be subject to inspection by the Fire Alarm Inspection Unit, to the extent of the legality of termination.

4.2. **Records.**

4.2.1. Where the field inspection validates the removal of the monitoring service, a new Letter of Approval reflecting a local fire alarm or sprinkler monitoring system will be produced;

4.2.2. Where the field inspection invalidates the removal of the monitoring service, a forthwith Violation Order to restore the connection to an approved Central Station will be issued. *The Letter of Approval shall be considered as voided;*

4.2.3. To reinstate a voided Letter of Approval, the monitoring service must be restored and reinspected.

5. Should you have any questions or if further clarification is necessary, please feel free to contact the Fire Alarm Inspection Unit Technical Support at (718) 999-2469.



Alex Spektor
Director
Fire Alarm Inspection Unit

Attachment: [Appendix A](#)