

**AN ORDINANCE ADOPTING
PROGRESSIVE ENFORCEMENT AND SYSTEM STANDARDS
FOR FIRE SAFETY COMPLIANCE FOR THE
UTICA COMMUNITY FIRE PROTECTION DISTRICT**

Recitals

- A. The Utica Community Fire Protection District, LaSalle County, Illinois (the “District”) is a fire protection district duly organized under the Fire Protection District Act, 70 ILCS 705/1 *et seq.* (the “Act”).
- B. The District’s Board of Trustees is authorized to enforce fire prevention codes and standards to promote fire prevention and protect lives and property within the District pursuant to Section 11 of the Act, 70 ILCS 705/11.
- C. Section 11 of the Act empowers the District’s Board of Trustees to prescribe necessary regulations for the prevention and control of fire within the District.
- D. Beginning on May 5, 2025, the District designated InspectionReportsOnline.net (“IROL”) as the official platform for submitting and tracking inspection, testing, and maintenance (“ITM”) reports for non-residential properties within the District.
- E. The District ensures compliance with its duly adopted Fire Protection Code through IROL notifications and code official enforcement and by promoting timely correction of violations.
- F. The District’s Board of Trustees finds a progressive enforcement program, aligned with IROL and fire code standards, enhances community safety.

NOW, THEREFORE, be it ordained by the Board of Trustees of the Utica Community Fire Protection District, LaSalle County, Illinois, as follows herein.

Contents

Section 1: Recitals..... 3

Section 2: Definitions..... 3

Section 3: Purpose and Responsibilities..... 4

Section 4: Compliance Obligations of the Responsible Party..... 4

Section 5: Inspection, Testing, and Maintenance Requirements for Service Providers..... 5

Section 6: Fire Code Violation Notification Procedures via IROL..... 5

6.1 Non-Critical Issues - Responsible Party..... 5

6.2 Critical Issues - Responsible Party 6

6.3 Timeline Standards..... 7

Section 7: Penalties and Fines for Non-Compliance 8

Section 8: Closure Orders for Critical Deficiencies..... 8

Section 9: Stop Work Orders for Unsafe Work..... 9

Section 10: Fire Watch Requirements for Impaired Systems 9

Section 11: Vacant and Unsafe Building Provisions..... 10

Section 12: Adoption of Fire Code Standards..... 10

Section 13: Enforcement Authority of the Code Official 11

Section 14: Appeals Process for Responsible Parties..... 11

Section 15: Ordinance Administration and Severability 11

Section 16: Severability..... 11

Section 17: Repealer..... 12

Section 18: Effective Date 12

Section 1: Recitals. The facts and statements in the Recitals are true and correct and are adopted as part of this Ordinance.

Section 2: Definitions. For the purpose of this Ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Abatement: Correcting a violation (such as repairing a fire alarm). The Responsible Party covers costs.

Authority Having Jurisdiction (“AHJ”): The Code Official or UCFPD representative enforcing the Fire Code.

Code Official: The UCFPD official issuing fines and orders.

Critical Deficiency: A serious issue (such as a non-functional alarm) requiring correction within 1–10 days which may be subject to fines or closure by the Code Official.

(NFPA 25).

Fire Code: The codes enforced by UCFPD, as adopted by the Utica Community Fire Protection District Fire Protection Code Ordinance, including NFPA 101 Life Safety Code, NFPA 1 Fire Code (covering administration, construction, hazardous materials), local amendments, and standards for systems like fire alarms and sprinklers.

Fire Watch: Trained personnel patrolling for hazards, arranged by the Responsible Party

(NFPA 1).

Holidays: State holidays as recognized by the Illinois Department of Central Management Services.

Impairment: An inoperable system (such as a shut-down sprinkler) requiring immediate action.

(NFPA 25).

IROL: InspectionReportsOnline.net, the platform for Service Providers to submit ITM reports and send notifications, not fines.

ITM Report: Report detailing system status (pass/fail, deficiencies).

Knox Box: Key storage system for UCFPD access.

Non-Critical Deficiency: Minor issue (such as a missing tag) corrected within 60 days.

(NFPA 25).

Responsible Party: Property owner or representative ensuring compliance.

Service Provider: IROL-registered person/firm performing inspection, testing, and maintenance (ITM).

UCFPD: The Utica Community Fire Protection District, LaSalle County, Illinois.

Violation: Failure to comply with the Fire Code or this Ordinance.

Section 3: Purpose and Responsibilities. The Responsible Party shall maintain in good working order fire protection systems (such as fire alarms, sprinklers, extinguishers, kitchen hood suppression systems, standpipe systems) and life safety features (such as occupancy limits, egress paths, exit signage) to safeguard lives and property.

(NFPA 101, NFPA 1).

Section 4: Compliance Obligations of the Responsible Party.

(A) Use of IROL-registered Service Providers. The Responsible Party shall use IROL-registered Service Providers for inspection, testing, and maintenance (ITM) and Service Providers shall submit ITM reports via IROL.

Failure to use an IROL-registered Service Provider may result in a \$100 fine by the Code Official after a warning is issued pursuant to Section 7 of this Ordinance.

(B) Emergency Contact Information. The Responsible Party shall submit and update contact details (such as telephone numbers and email addresses) to UCFPD within ten (10) calendar days (excluding Holidays) of any contact changes.

Failure to update Emergency Contact Information may result in a \$100 fine by the Code Official after a warning is issued pursuant to Section 7 of this Ordinance.

(C) Knox Box Requirements. For businesses with monitored fire alarms or sprinklers, the Responsible Party shall install and maintain a Knox Box in a UCFPD-approved location, containing keys for all access points, within thirty (30) calendar days of notification via IROL, certified mail, or personal delivery of notice by the Code Official or the Code Official's designee.

Failure to install and/or maintain a Knox Box may result in a \$100 fine by the Code Official ten (10) calendar days (excluding weekends and Holidays) after a written warning is issued pursuant to Section 7 of this Ordinance.

Section 5: Inspection, Testing, and Maintenance Requirements for Service Providers. UCFPD requires all Inspection, Testing, and Maintenance (ITM) Records for Systems to be electronically submitted through InspectionReportsOnline.net (IROL) by Service Providers.

ITM reports, documenting pass/fail status, deficiencies, and repairs, must be submitted via IROL within:

10 calendar days for compliant reports,

5 calendar days for deficient reports,

24 hours for Critical Deficiencies, with immediate notification to UCFPD.

Failure to submit reports in accordance with this Section may lead to suspension or revocation of IROL authorization by the Code Official.

All ITM activities must comply with the Fire Code.

Section 6: Fire Code Violation Notification Procedures via IROL. This section describes how IROL notifies the Responsible Party of violations and how the Code Official enforces correction of violations with timelines based on the severity of the violation. IROL notifications use all calendar days; Code Official actions exclude weekends and Holidays for fair response periods.

6.1 Non-Critical Issues - Responsible Party.

First Notice: IROL sends a notice by email or first class mail within seven (7) calendar days of an ITM report identifying a Non-Critical Deficiency, including the report, violation list, and correction instructions.

Action: The Responsible Party coordinates with its Service Provider to correct the issue (such as replacing missing tag) within thirty (30) calendar days.

Penalty: No fine.

Guidance: Ensure proof is submitted to IROL. Contact UCFPD at 815-667-4113 or fireprevention@uticafire.org or other current contact information for the Code Official or UCFPD.

Second Notice. IROL sends a reminder notice after thirty (30) calendar days if no proof of correction (such as an updated ITM report) is submitted, with an additional 30-day correction period (for a total sixty (60) day corrective period).

Action: The Responsible Party resolves the violation(s) and submits proof via its Service Provider, who in turn submits necessary repairs through the IROL site and clears the violation report.

Penalty: No fine.

Guidance: Document repair efforts (such as providing invoices) to show progress towards curing the violation.

Third & Final Notice. IROL sends a final notice after sixty (60) days if the violations is unresolved and notifies the Code Official.

Code Enforcement Notice: Upon receiving IROL's Third and Final Notice, the Code Official shall send a code violation letter to the Responsible Party, specifying the violation and requiring correction within 1–10 calendar days (excluding weekends and Holidays), based on the violation's severity.

Action: The Responsible Party resolves the violation(s) and submits proof via its Service Provider who in turn submits necessary repairs through the IROL site and clears the violation report.

Guidance: Communicate with UCFPD regarding third-party issues preventing compliance in a timely manner.

Penalty: If the violation remains unresolved after the specified correction period, the Code Official imposes a \$250 fine per violation, plus \$50/day fine for continued non-compliance, starting the day after the correction deadline.

UCFPD may pursue court action if non-compliance.

6.2 Critical Issues - Responsible Party.

Critical Deficiency Notice. Service Providers shall provide report Critical Deficiencies in IROL within 24 hours of notice of a Critical Deficiency. IROL shall thereafter notify the Code Official and send notice of the Critical Deficiency to the Responsible Party and provide a copy of such notice to the Service Provider.

Code Enforcement Notice: Upon receiving IROL's Critical Deficiency Notice, the Code Official shall send a separate letter of violation to the Responsible Party specifying the violation and requiring correction within a 1–10 day period (excluding weekends and Holidays), set by the Code

Official based on the severity of the issue (such as 1–3 days for non-functional alarms) as noted in IROL’s Critical Deficiency Notice.

Action: The Responsible Party coordinates with its Service Provider to fix the issue (such as repairing an alarm) and submits proof to IROL.

Penalty: No fine if corrected promptly.

Guidance: Immediate action is required and a Fire Watch, as provided for in Section 10 of this Ordinance may be required.

Extension Request. The Responsible Party may request an extension from the Code Official within the first five (5) calendar days of the correction period with such request supported by verifiable documentation (such as vendor quotes, invoices, or reports) justifying the need for the Extension Request based on the corrective action required.

If the Code Official approves the Extension Request, the Code Official shall provide written notice to the Responsible Party setting forth the date when the compliance extension ends and imposing temporary measures the Responsible Party must implement during the extension period (such as a Fire Watch).

Penalty: If the violation is corrected within the period stated in a Critical Deficiency Notice or approved extension period, no penalty is imposed. If the violation is not corrected in the specified time, the Code Official may impose a \$500 fine per violation, plus \$100/day for continued non-compliance, and may issue a Closure Order or require a Fire Watch.

6.3 Timeline Standards.

Correction Period Standards. Per NFPA 1 correction periods based to be based on the hazard level, often 24 hours to 14 days for critical issues.

Per NFPA 25, immediate action is required for impairments (such as a Fire Watch within 4 hours) and flexible periods (such as 1–10 days) for Critical Deficiencies.

Extension Standards. Per NFPA 1, documentation must be provided to support requests for extensions (such as quotes, invoices, or reports) and extension dates may be based on documentation provided by the Responsible Party or its agent.

Per NFPA 25, documentation for Impairments, such as repair schedules or vendor agreements, may affect extension date conditions.

Section 7: Penalties and Fines for Non-Compliance.

Fines for violations are as follows below.

Non-Critical Deficiencies: \$250 per violation plus \$50/day after 10 days (excluding weekends and Holidays) from Third Notice.

Critical Deficiencies: \$500 per violation plus \$100/day after 1–10 day correction period or extension (excluding weekends and Holidays).

Administrative Violations (such as no Knox Box, unregistered Service Provider, excluding contact updates): \$100 per violation after 10 days (excluding weekends and Holidays) from warning.

Daily Penalties: Each day a violation continues is a separate offense.

Repeat Offenders: Fines double within a 12 months period (e.g., \$500 for Non-Critical Deficiencies, \$200 for Administrative Violations).

Waiver: Code Official may waive first-time fines with proof of repair efforts via IROL.

Payment: Responsible Party pays fines within 30 calendar days or faces liens or collection actions.

Additional Remedies: Code Official may pursue court-ordered injunctive relief, including enforcement costs.

Maximum Penalties: Fines not to exceed \$750 per offense under Illinois law, unless escalated by court.

Section 8: Closure Orders for Critical Deficiencies. For Critical Deficiencies posing imminent hazards (such as non-functional fire alarms, blocked exits), the Code Official may issue a Closure Order to:

- (A) order evacuation of premises or areas (such as a restaurant kitchen),
- (B) prohibit occupancy or shut down operations, and/or
- (C) require a Fire Watch or Abatement at the Responsible Party's expense.

The Closure Order shall state the specific violation(s), issuance date, conditions for resuming work, and the Code Official's contact information.

As needed, the Code Official shall supply signs to be posted by the Responsible Party at all public entrances and exits. Signs shall be legible, with text large enough to be easily read from a distance, prominently displayed, and feature an orange background with black lettering.

(NFPA 1; NFPA 101)

Section 9: Stop Work Orders for Unsafe Work. For work violating the Fire Code (such as unpermitted installations), the Code Official may issue a Stop Work Order.

As needed, the Code Official shall supply signs to be posted by the Responsible Party at all public entrances and exits. Signs shall be legible, with text large enough to be easily read from a distance, prominently displayed, and feature an orange background with black lettering.

In case of emergencies, the Code Official may issue a verbal Stop Work Order, with a posting to be issued as soon as practicable.

The Code Official may impose a fine of not less than \$250 per day and not more than \$750 per day for failure to comply with a Stop Work.

Section 10: Fire Watch Requirements for Impaired Systems. The Responsible Party shall notify the Code Official and the fire department immediately upon discovery of any Impairment.

The Code Official shall mandate a fire watch when a required fire alarm system is out of service for more than 4 hours in a 24-hour period or a required water-based fire protection system (such as sprinklers) is out of service for more than 10 hours in a 24-hour period.

The Responsible Party shall arrange for one or more trained personnel (based on facility size and risk) to conduct continuous patrols of all affected areas to detect fire, smoke, or hazards. Patrol frequency shall be determined by the Code Official, considering building size, occupancy, and risk factors.

Fire watch personnel shall be equipped with reliable communication devices (such as a telephone or radio) to report emergencies and portable fire extinguishers suitable for the hazards present.

UCFPD shall supply signs to be posted by the Responsible Party at all public entrances and exits. The signs shall indicate that the fire protection system is impaired and that occupants must evacuate immediately and call 911 in the event of a fire or emergency.

The Responsible Party shall cover all costs of the fire watch and maintain the fire watch until the impaired system is fully restored and approved by the Code Official.

Failure to implement a fire watch promptly or to comply with Code Official requirements may result in evacuation, Stop Work Orders, building closure, and/or fines, as determined by the Code Official.

(NFPA 101 and 1 and NFPA 101 (2015)).

Section 11: Vacant and Unsafe Building Provisions. The Responsible Party shall notify the Code Official of a building vacancy within ten (10) calendar days (excluding weekends and Holidays). A building is deemed vacant when it is unoccupied and not being used for its intended purposes. A building which contains belongings or equipment but is temporarily without people, such as a seasonal business or a property between tenants, is not a vacant building for purposes of this Section.

The Responsible Party shall secure building and remove combustible materials, and address hazards the building may pose.

Violations in a vacant or unsafe building may be treated as Critical Deficiencies.

The Code Official shall issue a written warning for non-compliance with this Section, after 10 calendar days (excluding weekends and Holidays), the Code Official may impose fines of a \$100 per day for each day a violation continues.

(NFPA 1).

Section 12: Adoption of Fire Code Standards. UCFPD fire safety system standards are:

NFPA 101 Life Safety Code.

NFPA 1 Fire Code (chapters for administration, construction, hazardous materials).

Illinois Administrative Code (Title 41, Chapter 1, Part 100, Section 100.7).

Local amendments per the Utica Community Fire Protection District Fire Protection Code Ordinance.

Specific standards: fire alarms (NFPA 72), sprinklers (OSFM Part 109), kitchen suppression systems (NFPA 96, UL 300 compliant), fire extinguishers (NFPA 10).

These standards remain effective unless superseded by the Office of the Illinois State Fire Marshal (OSFM) or updated by the Utica Community Fire Protection District Fire Protection Code Ordinance.

Section 13: Enforcement Authority of the Code Official. The Code Official is authorized to:

- (A) review ITM reports submitted via IROL;
- (B) issues notices of violation and, to the extent permitted by law, impose fines;
- (C) enforce this Ordinance through court action, including seeking administrative search warrants and requesting injunctive relief;
- (D) conduct compliance audits; and/or
- (E) suspend or revoke Service Provider IROL authorization for non-compliance with reporting, registration, or training, after written notice and opportunity to correct.

Section 14: Appeals Process for Responsible Parties. A Responsible Party may appeal notices, fines, Stop Work Orders, Closure Orders, Fire Watch orders, and/or Abatement orders to the District's Board of Trustees within fifteen (15) calendar days of issuance.

For Critical Deficiencies with correction periods of three (3) or fewer days (excluding Holidays), a Responsible Party may request an expedited appeal within three (3) calendar days, with a hearing within ten (10) calendar days.

Appeals must be written, state the reasons for the appeal and the relief requested, and be submitted to the Fire Chief at the Utica Fire Station.

Hearings shall be scheduled within thirty (30) calendar days (standard) or ten (10) calendar days (expedited), with decisions within ten (10) calendar days (excluding weekends and Holidays).

Appeals do not pause enforcement unless the District's Board of Trustees grants a stay.

Section 15: Ordinance Administration and Severability. UCFPD may notify Responsible Parties via IROL, public notices, email, United States mail, or personal service this Ordinance and notices and orders issues pursuant to this Ordinance.

A Responsible Party may contact UCFPD at 815-667-4113 or at fireprevention@uticafire.org or by mail directed to the Utica Fire Station or as directed by the Code Official.

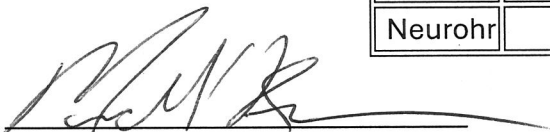
Section 16. Severability. If any section, paragraph, sentence or word of this Ordinance or of the Code hereby adopted be declared for any reason to be invalid, it is the intent of said Board of Trustees that it would have passed all other portions of this Ordinance independent of the elimination here from of such portion as may be declared invalid.


Section 17. Repealer. Neither the enactment of this Ordinance nor the repeal of any ordinance or parts of ordinances as provided for herein shall be construed to affect or abate any action or cause of action for violation of said prior ordinance or ordinances.

Section 18. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in accordance with law.


ADOPTED on September 22, 2025, by the following roll call vote:

TRUSTEE	AYE	NAY	ABSENT
Kinzer			✓
Mattioda	✓		
Neurohr	✓		


 Michael Kinzer, District President

Attest: 
 Kylie Mattioda, District Secretary

Published in pamphlet form on September 23, 2025

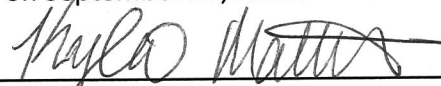

 Kylie Mattioda, District Secretary

STATE OF ILLINOIS)
) SS
 COUNTY OF LASALLE)

SECRETARY'S CERTIFICATE

I, Kylie Mattioda, the duly qualified and acting Secretary of the Board of Trustees of the Utica Community Fire Protection District, LaSalle County, Illinois, do hereby certify that I am the keeper of its books and records and that attached hereto is a true and correct copy of an ORDINANCE ADOPTING PROGRESSIVE ENFORCEMENT AND SYSTEM STANDARDS FOR FIRE SAFETY COMPLIANCE FOR THE UTICA COMMUNITY FIRE PROTECTION DISTRICT which Ordinance was duly adopted by the District's Board of Trustees at a meeting held on September 22, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand on September 22, 2025.


 Kylie Mattioda, Secretary