John Brennan Keith N. Gautreau David Petruccelli

 Fire Captain Assistant Fire Chief Fire Captain

**Alarm System Reset Prior to Portland Fire Department Arrival**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Run #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Owner / Manager / Occupant,

While responding to an alarm at your facility, it was determined that your fire alarm system had been reset without authorization. You are hereby notified that it is a violation of the National Fire Protection Association 1: Fire Code, as adopted by the City of Portland pursuant to Chapter 10, Article II of the Portland City Code to tamper with a fire protection system. Fire alarm systems shall not be reset without fire department authorization. In addition, occupants must evacuate the building when a fire alarm sounds and may not enter without fire department authorization.

As provided by §10-25 of the Portland City Code, failure to comply with Fire Code will result in a five hundred-dollar ($500.00) fine on the first occurrence; one thousand dollars ($1,000) fin on the second occurrence; and a one thousand five-hundred dollar ($1,500) fine on the third and subsequent occurrences. This notice shall serve as your one warning of the Fire Code violation and possible enforcement action regarding future violations. These fines are in addition to any false alarm fees assessed on the property.

Thank you in advance for your prompt attention to this matter. Please contact us at (207) 874-8400 with any questions.

Sincerely,

The Portland Fire Department

Owner / Manager / Occupant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Signature