

## **Lutheran Church of the Incarnation Council Meeting Minutes**

September 9, 2025 at 6:30 pm

Council Member Roster: Tim Paulson – President (2026), Karen Slabaugh – Vice President (2027), Kathryn Schnaible – Treasurer (2026), Kenny Doss – Secretary (2026), Ralph Holderbein (2027), Mark Bandstra (2027), Judy Hull (2028), --Vacant -- (2028), Dan Walker (2028), and Pr. Dan Smith

### **1. Introduction: Tim (6:36pm)**

Meeting was called to order by Tim.

### **2. Approval of Meeting Agenda: Kenny (6:38pm)**

- a. Voting Item – Requested Action: Approved agenda as written

Kenny motioned to approve the agenda as written, with the addition that the Council would discuss an email from the NorCal Resist Auto Light Repair Program regarding use of the LCI parking lot. Second: Karen. Vote 9-0. Motion passes.

### **3. HEART of Davis – Safe Parking Program Update: Ellen Kolarik (6:39pm)**

Ellen Kolarik and representatives from HEART of Davis provided an update to Council regarding the Safe Parking Program. Kathryn and Tim agreed to form a Council subcommittee to discuss potential future use of the LCI property for this program.

### **4. Prayer/Devotion: Judy Hull (7:16pm)**

Focus and discussion on Psalm 139

### **5. Pastor's Report: Pastor Dan (7:35pm)**

- a. Review written report

### **6. Approval of August Council Meeting Minutes: Kenny (7:45pm)**

- a. Emailed on 9/6 for council review. Post on website after approval.

- i. Voting Item – Requested Action: Approve minutes as written

Kenny motioned to approve the August meeting minutes as written, with the incorporation of a written update provided by Dan W. during the August meeting from the Hospitality Committee. Second: Dan W. Vote 9-0. Motion passes.

### **7. President's Report: Tim (7:46pm)**

- a. Retreat Review

- i. Check in on goals from retreat

Council reviewed retreat goals and continued progress for how to achieve stated goals.

- b. Council vacancy update/deliberation

Council members will work to identify congregation members who may have an interest in filling this vacancy. Discussion regarding length of term for person filling vacancy, and how they will be appointed or voted into the position. Kenny advised Council that the person filling the vacancy will be on Council until the next voting meeting of the congregation members. The Council has the authority to vote on a replacement council member filling a vacancy.

- c. Acquisition of AED (Automated External Defibrillator)

Tim and Dan W. will continue work on providing council with an update and additional information.

### **8. Council Action Items: N/A**

### **9. Other Reports: (8:02pm)**

- a. Treasurer's Report (Kathryn)

- i. Review financial reports

- ii. Synod Contribution for 2024/1<sup>st</sup> Half 2025 to be submitted in near future

Kathryn confirmed that payment was submitted to fulfill the congregation's synod contribution

## **Lutheran Church of the Incarnation Council Meeting Minutes**

September 9, 2025 at 6:30 pm

- iii. Communicate with Committee Chairs & Pillar Chairs to start thinking about budget needs for October
- iv. Review budget preparation timeline for annual congregational meeting in November
  - 1. Stewardship Outreach: September-October
  - 2. Commitment Sunday: October 12
  - 3. Council Meeting to Discuss Draft Budget: October 14
  - 4. Special Council Meeting to Discuss Draft Budget: October 22 at 6:30pm
  - 5. Budget Forum: Early November (tentative 11/2)
  - 6. Council Vote On Final Budget: November 11
  - 7. Annual Congregation Meeting to Approve Budget: Mid-November (tentative 11/16)
- b. Camera/Wifi Update (Mark/Ralph)

Council continued discussion regarding the purchase of a camera for filming worship services. A PTZ (point-tilt-zoom) style camera was discussed as an alternative to the cameras previously identified. Council noted that funding was approved to purchase a camera for these purposes. The PTZ-style camera is expected to remain within the funding limit approved by Council. (Note: During the May 2025 Council meeting, Council approved an expenditure for this camera system not to exceed \$2,000)

Mark provided a written update and quote for upgrading the LCI Wifi systems.

Voting Item: Mark motioned to approve expenditure of funds to purchase materials and services to upgrade LCI Wifi systems as provided in written quote. Second: Tim. Vote 8-0 (Karen briefly absent at time of vote). Motion passes.
- c. Property Committee Updates (Kenny)
  - i. Property Fire System Inspections/Contract Update

Kenny provided a written update regarding fire system inspections required by the City. Kenny to work with vendor who conducted fire system inspections previously (Foothill Fire Protection Inc.) to provide quote for required fire system inspections (Annual and 5-Year).
- d. Other General Liaison Reports (Education, Worship/Music, Hospitality, Social Justice, Stewardship)

### **10. Other Business: (8:35pm)**

- a. Marquee Update Responsibility

Council suggested that Lindsey update marquee on a weekly basis. Kenny offered to be a backup to change sign on an as-needed basis.

Welcome sign will be moved to front of property along Russell Boulevard for greater visibility.
- b. Safety Policies/Procedures In Place

Council deliberated and determined that a written procedure is not needed at this time. General consensus was that if there was an emergency on the property or someone felt unsafe, emergency services should be contacted for assistance.
- c. Reconciling In Christ (RIC) public commitment update

Social Justice Committee to be contacted to determine what specific action is requested by Council and determine how to proceed with this program.
- d. Participation in Neighbors Night Out (October 5)

Discussed during Pastor's Report at 7:37pm. Potentially organize event at LCI next year.
- e. Continue to post Council agendas/minutes on LCI website
- f. Sunday Property Closer for September: Karen | October: Kenny
  - i. Volunteer for December 2025

Mark volunteered to fill in for the December 2025 property closer shift.
- g. NorCal Resist Auto Light Repair Program
  - i. LCI received email to use parking lot on the third Saturdays of the month for the upcoming months to host an event to help assist people to repair inoperable car lights. Council approved use of parking lot on the third Saturday of the month for this purpose.

## **Lutheran Church of the Incarnation Council Meeting Minutes**

September 9, 2025 at 6:30 pm

**Next Executive Committee Council Meeting = October 7 at 6:30pm**

- Meeting time changed to 6:00pm
- Please provide agenda topics to Secretary by this date

**Secretary to send out/publish agenda = October 12**

- Please provide all supplementary materials to Secretary by this date

**Next Council Meeting = October 14 at 6:30pm**

## **Pastor's Report**

LCI, Sep. 2025

Pr. Dan Smith

- Starting in October, Rooted services will be third Sunday instead of fourth. Jeff Schulz and I have begun our weekly phone calls again, and he is planning to begin choir in October.
- Davis Neighbor's Night Out – is there any interest in doing in it at LCI? (It's Oct. 5.). If not, I will probably help host one in my own neighborhood.
- Portia Hopkins and I plan to begin Pub Theology again starting in Oct – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 7:00pm at Pizza and Pints downtown.
- In support of our goal to be more engaged in the community, I attended the City Council meeting last month and a meeting about the General Plan for Davis. "Reimagine Russell" that might affect us at our location. It's a renovation plan for this portion of Russell. I'm willing to work on this a bit to discover what's happening and what role we might play.

### In the wider church:

- Rev. Yehiel Curry was elected as ELCA Presiding Bishop on July 30 in Phoenix, and Cee Cee Mills was elected as ELCA Secretary on Aug. 1. Rev. Curry and Ms. Mills are the first African-American people to hold those positions. Bp. Curry's installation will be Oct. 4 at Central Lutheran Church in Minneapolis; livestream is available for those who are interested.

# Balance Sheet

## Lutheran Church of the Incarnation

As of August 31, 2025

| DISTRIBUTION ACCOUNT                       | TOTAL                 |
|--------------------------------------------|-----------------------|
| <b>Assets</b>                              |                       |
| Current Assets                             |                       |
| Bank Accounts                              |                       |
| 1 First Northern Bank                      |                       |
| 4 MM - First Northern Bank                 | 69,743.09             |
| 8 First Northern Bank - operating          | 197,609.45            |
| PayPal Account                             |                       |
| <b>Total for Bank Accounts</b>             | <b>\$267,352.54</b>   |
| Accounts Receivable                        |                       |
| Other Current Assets                       |                       |
| <b>Total for Current Assets</b>            | <b>\$267,352.54</b>   |
| Fixed Assets                               |                       |
| 10000 Land                                 | 418,822.93            |
| 11000 Church Building                      | 319,896.49            |
| 12000 Fellowship Hall                      | 1,749,202.30          |
| 15000 Personal Property                    | 60,154.11             |
| <b>Total for Fixed Assets</b>              | <b>\$2,548,075.83</b> |
| Other Assets                               |                       |
| <b>Total for Assets</b>                    | <b>\$2,815,428.37</b> |
| <b>Liabilities and Equity</b>              |                       |
| Liabilities                                |                       |
| Current Liabilities                        |                       |
| Accounts Payable                           |                       |
| 20000 Accounts Payable                     | 1,410.94              |
| <b>Total for Accounts Payable</b>          | <b>\$1,410.94</b>     |
| Credit Cards                               |                       |
| Other Current Liabilities                  |                       |
| 20115 Special Benevolences                 | 1,195.00              |
| 20602 Lutheran Magazine                    |                       |
| 20605A Fair Trade Coffee Project           |                       |
| 24000 Payroll Liabilities                  |                       |
| 24502A Crossways                           |                       |
| 26650 Offering Envelopes                   |                       |
| 26652A Food & Faith                        |                       |
| <b>Total for Other Current Liabilities</b> | <b>\$1,195.00</b>     |
| <b>Total for Current Liabilities</b>       | <b>\$2,605.94</b>     |

# Balance Sheet

## Lutheran Church of the Incarnation

As of August 31, 2025

| DISTRIBUTION ACCOUNT                    | TOTAL                 |
|-----------------------------------------|-----------------------|
| Long-term Liabilities                   |                       |
| 20754 Mortgage                          |                       |
| 20755 AOB Bad Debt                      |                       |
| 20769 Organ Fund                        |                       |
| 20774 Mortgage - regular                | 446,763.45            |
| 20775 Mortgage - Facility Renovation    |                       |
| 27200 Other Liabilities                 |                       |
| <b>Total for Long-term Liabilities</b>  | <b>\$446,763.45</b>   |
| <b>Total for Liabilities</b>            | <b>\$449,369.39</b>   |
| Equity                                  |                       |
| 20117 Memorial Fund                     |                       |
| 20212 Sanctuary A/V project 2022        |                       |
| 20213 Worship/Music Reserve             | 3,203.44              |
| 20214 Flower Fund                       | -219.89               |
| 20301 Pastor's Discretionary Fund       | 250.04                |
| 20401 Emergency Fund                    |                       |
| 20402 Caregivers Fund                   |                       |
| 20500 Youth / Day Camp / Mt. Cross      | 4,276.03              |
| 20508 Day Camp Reserve Fund             |                       |
| 20509 Nursery Supplies & Equipment      |                       |
| 20551 Mission Trip Fund                 | 4,233.01              |
| 20552 Youth                             |                       |
| 20614 Hospitality                       | 1,361.36              |
| 20615 50th Anniversary                  |                       |
| 20759 Major Maintenance Reserve         | 79,934.10             |
| 20760 Columbarium Fund                  | 43,513.77             |
| 20761 Columbarium Niche Purch-Exp       | -234.00               |
| 20771 Facilities Renovation             |                       |
| 20776 Sanctuary Renovation              | 379.65                |
| 20777 Property Infrastructure Reserve   | 195.00                |
| 24150 Operating Reserve                 |                       |
| 24151 Endowment Fund                    | 30,414.67             |
| 30000 Opening Bal Equity                | 110.00                |
| AMOR Scholarships                       | 2,390.00              |
| Banners                                 | 5,655.00              |
| 32000 Unrestricted Net Assets           | 2,146,637.70          |
| Net Income                              | 43,959.10             |
| <b>Total for Equity</b>                 | <b>\$2,366,058.98</b> |
| <b>Total for Liabilities and Equity</b> | <b>\$2,815,428.37</b> |

# Lutheran Church of the Incarnation

## Profit and Loss

August 2025

|                                                 | TOTAL              |
|-------------------------------------------------|--------------------|
| Income                                          |                    |
| 41000 Income                                    |                    |
| 41100 Offerings                                 | 20,671.52          |
| 41310 Rents Applegate Nursery                   | 2,102.00           |
| 41320 Rents Other                               | 268.00             |
| 41400 Other Misc Income                         | 19.00              |
| <b>Total 41000 Income</b>                       | <b>23,060.52</b>   |
| <b>Total Income</b>                             | <b>\$23,060.52</b> |
| GROSS PROFIT                                    | <b>\$23,060.52</b> |
| Expenses                                        |                    |
| 61000 Worship                                   |                    |
| 61201 Pulpit Supply/Guests                      | 600.00             |
| <b>Total 61000 Worship</b>                      | <b>600.00</b>      |
| 62000 Witness                                   |                    |
| 62301 Pastor Outreach                           | 60.00              |
| <b>Total 62000 Witness</b>                      | <b>60.00</b>       |
| 65000 Congregational Events                     |                    |
| 65601 Council Retreat                           | 212.19             |
| <b>Total 65000 Congregational Events</b>        | <b>212.19</b>      |
| 66000 Stewardship                               | 119.44             |
| 67000 Administration                            |                    |
| 67700 Office Supplies & Equipment               | 938.66             |
| <b>Total 67000 Administration</b>               | <b>938.66</b>      |
| 68000 Property General Maintenance              | 630.00             |
| 68751 City Services                             | 1,413.86           |
| 68752 Telephone                                 | 167.57             |
| 68754 Utilities - PG&E                          | 836.99             |
| 68755 Utilities - Solar                         | 350.00             |
| 68756 Property Insurance                        | -1,356.00          |
| 68757 Cleaning Services                         | 1,000.00           |
| 68772 Mortgage (est 2015) Interest              | 1,912.93           |
| <b>Total 68000 Property General Maintenance</b> | <b>4,955.35</b>    |
| 70000 Support Staff                             |                    |
| 70701 Administrative Asst Pay                   | 1,275.00           |
| 70703 Youth Director Salary                     | 1,635.00           |
| 70708 Pianist/Organ Pay                         | 610.00             |
| 70721 Payroll Taxes                             | 275.88             |
| 70722 Payroll Service Fees                      | 212.24             |
| <b>Total 70000 Support Staff</b>                | <b>4,008.12</b>    |

# Lutheran Church of the Incarnation

## Profit and Loss

August 2025

|                                                 | TOTAL              |
|-------------------------------------------------|--------------------|
| 71000 Pastors Compensation Package              |                    |
| 71900 Defined Compensation                      |                    |
| 71901 Net Salary                                | 4,492.56           |
| 71902 Elective Deductions - FSA, Pension        | 455.14             |
| <b>Total 71900 Defined Compensation</b>         | <b>4,947.70</b>    |
| 71903 Housing Allowance                         | 3,700.00           |
| 71904 Benefits- Retirement                      | 910.28             |
| 71906 Benefits- Disability                      | 27.31              |
| 71910 Benefits- Basic Group Life                | 18.21              |
| <b>Total 71000 Pastors Compensation Package</b> | <b>9,603.50</b>    |
| <b>Total Expenses</b>                           | <b>\$20,497.26</b> |
| NET OPERATING INCOME                            | <b>\$2,563.26</b>  |
| NET INCOME                                      | <b>\$2,563.26</b>  |



# Lutheran Church of the Incarnation

## Profit and Loss

January 1 - September 8, 2025

|                                          | TOTAL               |
|------------------------------------------|---------------------|
| Income                                   |                     |
| 41000 Income                             |                     |
| 41100 Offerings                          | 219,820.52          |
| 41310 Rents Applegate Nursery            | 14,734.00           |
| 41320 Rents Other                        | 4,691.00            |
| 41400 Other Misc Income                  | 1,947.07            |
| <b>Total 41000 Income</b>                | <b>241,192.59</b>   |
| <b>Total Income</b>                      | <b>\$241,192.59</b> |
| GROSS PROFIT                             | <b>\$241,192.59</b> |
| Expenses                                 |                     |
| 61000 Worship                            |                     |
| 61200 Altar Supplies                     | 41.56               |
| 61201 Pulpit Supply/Guests               | 4,100.00            |
| 61202 Music Licenses & Worship Supplies  | 216.00              |
| 61203 Rooted Service                     | 7.22                |
| <b>Total 61000 Worship</b>               | <b>4,364.78</b>     |
| 62000 Witness                            |                     |
| 62301 Pastor Outreach                    | 712.56              |
| <b>Total 62000 Witness</b>               | <b>712.56</b>       |
| 64000 Learning                           |                     |
| 64500 Sunday School                      | 260.99              |
| 64551 Youth - LCI Activities             | 147.94              |
| <b>Total 64000 Learning</b>              | <b>408.93</b>       |
| 65000 Congregational Events              |                     |
| 65601 Council Retreat                    | 212.19              |
| 65603 Congregational Events              | 1,472.74            |
| 65605 Hospitality                        | 125.22              |
| 65612 Professional Leadership Conference | 510.00              |
| <b>Total 65000 Congregational Events</b> | <b>2,320.15</b>     |
| 66000 Stewardship                        | 135.81              |
| 67000 Administration                     |                     |
| 67700 Office Supplies & Equipment        | 6,710.54            |
| 67703 Social Media & Advertising         | 340.00              |
| 67704 Bookkeeper                         | 7,608.46            |
| <b>Total 67000 Administration</b>        | <b>14,659.00</b>    |
| 68000 Property General Maintenance       | 8,501.02            |
| 68750 General Maintenance & Supplies     | 680.00              |
| 68751 City Services                      | 7,440.24            |
| 68752 Telephone                          | 1,383.86            |
| 68753 Fire System                        | 1,330.31            |
| 68754 Utilities - PG&E                   | 5,584.78            |

# Lutheran Church of the Incarnation

## Profit and Loss

January 1 - September 8, 2025

|                                                 | TOTAL               |
|-------------------------------------------------|---------------------|
| 68755 Utilities - Solar                         | 3,150.00            |
| 68756 Property Insurance                        | 0.00                |
| 68757 Cleaning Services                         | 8,000.00            |
| 68772 Mortgage (est 2015) Interest              | 17,341.43           |
| <b>Total 68000 Property General Maintenance</b> | <b>53,411.64</b>    |
| 70000 Support Staff                             |                     |
| 70701 Administrative Asst Pay                   | 10,505.50           |
| 70703 Youth Director Salary                     | 13,080.00           |
| 70708 Pianist/Organ Pay                         | 7,398.00            |
| 70709 Cantor Pay                                | 2,000.00            |
| 70711 Substitute Pastor                         | 4,000.00            |
| 70720 Workers Compensation Insurance            | 1,006.00            |
| 70721 Payroll Taxes                             | 2,579.00            |
| 70722 Payroll Service Fees                      | 1,952.58            |
| <b>Total 70000 Support Staff</b>                | <b>42,521.08</b>    |
| 71000 Pastors Compensation Package              |                     |
| 71900 Defined Compensation                      |                     |
| 71901 Net Salary                                | 35,940.48           |
| 71902 Elective Deductions - FSA, Pension        | 3,641.12            |
| <b>Total 71900 Defined Compensation</b>         | <b>39,581.60</b>    |
| 71903 Housing Allowance                         | 29,600.00           |
| 71904 Benefits- Retirement                      | 7,282.24            |
| 71906 Benefits- Disability                      | 218.48              |
| 71910 Benefits- Basic Group Life                | 145.68              |
| 71911 Professional Reimbursements               | 1,963.00            |
| <b>Total 71000 Pastors Compensation Package</b> | <b>78,791.00</b>    |
| <b>Total Expenses</b>                           | <b>\$197,324.95</b> |
| <b>NET OPERATING INCOME</b>                     | <b>\$43,867.64</b>  |
| <b>NET INCOME</b>                               | <b>\$43,867.64</b>  |

# LCI Balance Sheet YTD 09.08.2025

Lutheran Church of the Incarnation

As of September 8, 2025

| DISTRIBUTION ACCOUNT                       | TOTAL                 |
|--------------------------------------------|-----------------------|
| <b>Assets</b>                              |                       |
| Current Assets                             |                       |
| Bank Accounts                              |                       |
| 1 First Northern Bank                      |                       |
| 4 MM - First Northern Bank                 | 69,743.09             |
| 8 First Northern Bank - operating          | 193,760.20            |
| PayPal Account                             |                       |
| <b>Total for Bank Accounts</b>             | <b>\$263,503.29</b>   |
| Accounts Receivable                        |                       |
| Other Current Assets                       |                       |
| <b>Total for Current Assets</b>            | <b>\$263,503.29</b>   |
| Fixed Assets                               |                       |
| 10000 Land                                 | 418,822.93            |
| 11000 Church Building                      | 319,896.49            |
| 12000 Fellowship Hall                      | 1,749,202.30          |
| 15000 Personal Property                    | 60,154.11             |
| <b>Total for Fixed Assets</b>              | <b>\$2,548,075.83</b> |
| Other Assets                               |                       |
| <b>Total for Assets</b>                    | <b>\$2,811,579.12</b> |
| <b>Liabilities and Equity</b>              |                       |
| Liabilities                                |                       |
| Current Liabilities                        |                       |
| Accounts Payable                           |                       |
| 20000 Accounts Payable                     |                       |
| <b>Total for Accounts Payable</b>          | <b>0</b>              |
| Credit Cards                               |                       |
| Other Current Liabilities                  |                       |
| 20115 Special Benevolences                 |                       |
| 20602 Lutheran Magazine                    |                       |
| 20605A Fair Trade Coffee Project           |                       |
| 24000 Payroll Liabilities                  |                       |
| 24502A Crossways                           |                       |
| 26650 Offering Envelopes                   |                       |
| 26652A Food & Faith                        |                       |
| <b>Total for Other Current Liabilities</b> | <b>0</b>              |
| <b>Total for Current Liabilities</b>       | <b>0</b>              |

# LCI Balance Sheet YTD 09.08.2025

Lutheran Church of the Incarnation

As of September 8, 2025

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|-----------------------------------------|-----------------------|
| Long-term Liabilities                   |                       |
| 20754 Mortgage                          |                       |
| 20755 AOB Bad Debt                      |                       |
| 20769 Organ Fund                        |                       |
| 20774 Mortgage - regular                | 445,611.60            |
| 20775 Mortgage - Facility Renovation    |                       |
| 27200 Other Liabilities                 |                       |
| <b>Total for Long-term Liabilities</b>  | <b>\$445,611.60</b>   |
| <b>Total for Liabilities</b>            | <b>\$445,611.60</b>   |
| Equity                                  |                       |
| 20117 Memorial Fund                     |                       |
| 20212 Sanctuary A/V project 2022        |                       |
| 20213 Worship/Music Reserve             | 3,203.44              |
| 20214 Flower Fund                       | -219.89               |
| 20301 Pastor's Discretionary Fund       | 250.04                |
| 20401 Emergency Fund                    |                       |
| 20402 Caregivers Fund                   |                       |
| 20500 Youth / Day Camp / Mt. Cross      | 4,276.03              |
| 20508 Day Camp Reserve Fund             |                       |
| 20509 Nursery Supplies & Equipment      |                       |
| 20551 Mission Trip Fund                 | 4,233.01              |
| 20552 Youth                             |                       |
| 20614 Hospitality                       | 1,361.36              |
| 20615 50th Anniversary                  |                       |
| 20759 Major Maintenance Reserve         | 79,934.10             |
| 20760 Columbarium Fund                  | 43,513.77             |
| 20761 Columbarium Niche Purch-Exp       | -234.00               |
| 20771 Facilities Renovation             |                       |
| 20776 Sanctuary Renovation              | 379.65                |
| 20777 Property Infrastructure Reserve   | 195.00                |
| 24150 Operating Reserve                 |                       |
| 24151 Endowment Fund                    | 30,414.67             |
| 30000 Opening Bal Equity                | 110.00                |
| AMOR Scholarships                       | 2,390.00              |
| Banners                                 | 5,655.00              |
| 32000 Unrestricted Net Assets           | 2,146,637.70          |
| Net Income                              | 43,867.64             |
| <b>Total for Equity</b>                 | <b>\$2,365,967.52</b> |
| <b>Total for Liabilities and Equity</b> | <b>\$2,811,579.12</b> |



Kenny Doss <kenny.doss@gmail.com>

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## Fwd: LCI Wi-Fi upgrade proposal/estimate

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Mark Bandstra <mark.bandstra@gmail.com>  
Reply-To: mark.bandstra@gmail.com  
To: Kenny Doss <kenny.doss@gmail.com>  
Cc: Pastor Dan Smith <lcidavis.pastor@gmail.com>

Sat, Sep 6, 2025 at 8:53 PM

Hi Kenny,

We have a pretty big update about the church's WiFi --- a proposal for council to look over and approve. Can you include the proposal PDF attached below in this week's agenda?

Thanks!  
Mark

----- Forwarded message -----

From: **Andy Lang** <tmli@me.com>  
Date: Mon, Aug 25, 2025 at 12:21 AM  
Subject: LCI Wi-Fi upgrade proposal/estimate  
To: <mark.bandstra@gmail.com>, Dan & Nele Smith <lcidavis.pastor@gmail.com>

Hi Mark and Dan,

I've now had a chance to review the full "LCI Internet Improvements Report"—thanks very much for that Mark; this was very helpful!

Attached is a proposal/estimate. "Estimate" because it is impossible to know for sure how long this might take or what/whether some extra parts (mesh router wall brackets, Ethernet cables, etc.) might be needed. It's also possible we may need more—or not as many—as the two 3-packs of mesh routers I'm proposing.

Here is, roughly, how I see the installation day proceeding:

- Access the current AT&T gateway to turn off the existing Wi-Fi radios (**Note:** Mark, I read in your *Report* that you cannot currently access the AT&T gateway. As we will definitely want to access this, I will try a few things to gain access. If that cannot be accomplished, we may need to contact AT&T tech support for assistance).

Normally there is an access username and password provided, or at least obtainable online. However, it is possible that, when AT&T (or whoever set up your system) set things up, they may have changed the default access username and/or password. If that was the case, and that information was either not recorded or is now lost, then we will need to either reset the gateway or request AT&T's help to gain access.

It is important to have access to the gateway so that we can turn off the current 2.4/5 GHz radio so that it/they do not interfere with the radios in the new mesh Wi-Fi system and possibly cause a reduction in Wi-Fi range or other anomalies. It is also important to do this so that LCI's Wi-Fi users do not have two Wi-Fi networks showing up (i.e. the current AT&T-based network as well as the new mesh-based network) and perhaps not being sure which one to connect to.

- Once the AT&T gateway's Wi-Fi radios are turned off, the first mesh Wi-Fi router will be installed near the AT&T gateway, connected to it, and programmed.
- When the first new mesh Wi-Fi router is up-and-running, signal strength and speed testing will be done to see how far the signal reasonably extends in all directions. This will inform us as to where to start trial-placing additional mesh Wi-Fi router units around LCI.
- After each new mesh Wi-Fi router placement, additional signal strength and speed testing will be done to further

inform us as to whether additional units need to be installed.

- As Ethernet is the preferred backbone connectivity method (as compared to wireless) between routers, we will try to locate all mesh Wi-Fi routers at a working Ethernet jack location. If this is not possible for optimal signal strength and speed, a wireless connection will work fine. In all cases, however, an AC receptacle will be required to power the mesh Wi-Fi routers at each location. If any router locations require, or could benefit from, an AC receptacle- or wall-mounted holder, I do have those on order for the new eero 7 mesh Wi-Fi routers (which is the mesh Wi-Fi router I am recommending) and they should be here this coming week.

- Once all mesh Wi-Fi routers are in place, a final signal strength and speed testing sweep will be done to ensure all areas that LCI wants serviced with a Wi-Fi signal are getting at least reasonable reception and speed. Typically I recommend a minimum 50% - 70% signal strength and at least that also for speed (compared to the provider's nominal speed). If this is not being achieved in any given coverage area, then additional mesh Wi-Fi routers would be installed to help strengthen the signal and speed in those areas.

I hope the above has been helpful Mark and Dan, and I'll look forward to hearing your thoughts. For your reference, my first available date is Wednesday, September 10th (subject to any slight alteration in date if our wine grape harvest happens to come in on or directly adjacent to our scheduled date). Thanks!

Andy

Andy Lang  
President  
The Mac Link, Inc.

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[37677 White Barn](#)  
[The Sea Ranch, CA 95497](#)

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## 2 attachments



**LCI proposal 08-24-25.pdf**  
689K



**pastedGraphic.pdf**  
8K



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*Professional Macintosh® Services*



Lutheran Church of the Incarnation  
1701 Russell Blvd.  
Davis, CA 95616-3138

**Proposal Number: Estimate Only** **Date: August 24, 2025**

### PROPOSAL

| Qty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Description                                                                                                                                                              | Price, ea.       | Price, ext.      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| 5 hrs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Labor                                                                                                                                                                    | \$150.00         | \$750.00         |
| <5 hrs.>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Courtesy discount ☺                                                                                                                                                      | <22.50>          | <112.50>         |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Amazon eero 7 dual-band mesh Wi-Fi 7 router (supports internet plans up to 2.5 Gbps), 3-pack [pass-through sale; sales tax included. This is TMLI's cost with no markup] | 382.36           | 764.72           |
| Various                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Receptacle/wall mount holders, Ethernet cables, etc.                                                                                                                     | 75.00            | 75.00            |
| NOTES:<br>1) Labor is necessarily a rough estimate, especially as it pertains to optimizing the location of each mesh router.<br><br>2) TMLI will apply a courtesy 15% discount to all labor, regardless of the number of hours actually used.<br><br>3) TMLI will provide all hardware, unless client prefers to purchase this themselves.<br><br>4) The various additional parts possibly needed depend on the final locations of the mesh routers, any additional Ethernet cabling needed, etc. Therefore, this is just a rough estimate.<br><br>5) Above hardware and parts costs are subject to change depending on vendor pricing at the time of order placement. Prices shown are current prices. |                                                                                                                                                                          |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                          | <b>Subtotal</b>  | <b>\$1477.22</b> |
| 9.25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                          | <b>Sales Tax</b> | <b>\$6.94</b>    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                          | <b>TOTAL</b>     | <b>\$1484.16</b> |

*Professional Macintosh® Services*



City Fire Prevention Requirements for Lutheran Church of the Incarnation - 1701 Russell Boulevard

Patrick Sandholdt <PSandholdt@cityofdavis.org>  
To: Kenny Doss <kenny.doss@gmail.com>

Tue, Aug 19, 2025 at 1:04 PM

Kenny,

The fire alarm and the fire sprinklers need to be inspected and tested by a licensed contractor annually. The fire sprinklers have an additional inspection at 5-years as well. We will check to make sure those services were performed at an annual fire inspection. We do not issue operational permits and do not keep track of dates of service for systems. Your alarm company and fire sprinkler company should be able to tell you when the last services were performed.

You may want to check with your insurance company to see if they require anything beyond what I listed above. We will only be looking for annual testing for the alarm and annual and 5-year testing for the fire sprinklers.

Below are the required testing intervals for fire sprinkler systems, per NFPA 25 and fire alarms, per NFPA 72. This is the intervals that servicing companies follow.

NFPA 25

Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

5.1.1.1

This chapter shall provide the minimum requirements for the routine inspection, testing, and maintenance of sprinkler systems installed in accordance with NFPA 13 and NFPA 13R or other approved installation standard.

5.1.1.2

Table 5.1.1.2 shall be used to determine the minimum required frequencies for inspection, testing, and maintenance.

| Table 5.1.1.2 Summary of Sprinkler System Inspection, Testing, and Maintenance |           |                         |
|--------------------------------------------------------------------------------|-----------|-------------------------|
| Item                                                                           | Frequency | Reference               |
| Inspection                                                                     |           |                         |
| Assessment of the internal piping condition                                    | —         | Chapter 14              |
| Automatic air vents                                                            | Annually  | Chapter 13              |
| Control valves                                                                 | —         | Chapter 13              |
| Electrically operated sprinklers                                               | Annually  | 5.2.1.5                 |
| Fire department connections                                                    | —         | Chapter 13              |
| Gauges (wet and deluge systems)                                                | —         | Chapter 13              |
| Gauges (dry and preaction systems)                                             | —         | Chapter 13              |
| Hangers/braces/supports                                                        | Annually  | 5.2.3                   |
| Heat tracing                                                                   | —         | 5.2.6                   |
| Hydraulic design information sign                                              | Annually  | 5.2.5                   |
| Information signs                                                              | Annually  | 5.2.7, 5.2.8, and 5.2.9 |
| Pipe and fittings                                                              | Annually  | 5.2.2                   |
| Sprinklers                                                                     | Annually  | 5.2.1                   |
| Sprinklers (spare)                                                             | Annually  | 5.2.1.4                 |
| Sprinkler guards                                                               | Annually  | 5.2.1.1.7               |
| Supervisory signal devices (except valve supervisory switches)                 | —         | 5.2.4 and Chapter 13    |
| System valves                                                                  | —         | Chapter 13              |
| Valve supervisory signal devices                                               | —         | 5.2.4 and Chapter 13    |
| Waterflow alarm devices                                                        | —         | 5.2.4 and Chapter 13    |
| Test                                                                           |           |                         |
| Antifreeze solution                                                            | Annually  | 5.3.4                   |
| Control valves                                                                 | —         | Chapter 13              |
| Electrically operated sprinklers                                               | —         | 5.3.2                   |
| Gauges                                                                         | —         | Chapter 13              |



Table 5.1.1.2 Summary of Sprinkler System Inspection, Testing, and Maintenance

| Item                                                                                                   | Frequency                                 | Reference            |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------|
| Main drain                                                                                             | —                                         | Chapter 13           |
| Sprinklers (all)                                                                                       | At 50 years and every 10 years thereafter | 5.3.1                |
| Sprinklers (all)                                                                                       | At 75 years and every 5 years thereafter  | 5.3.1                |
| Sprinklers (dry)                                                                                       | At 20 years and every 10 years thereafter | 5.3.1                |
| Sprinklers (extra-high or greater temperature solder type)                                             | Every 5 years                             | 5.3.1                |
| Sprinklers (fast-response, except ESFR and CMSA)                                                       | At 25 years and every 10 years thereafter | 5.3.1                |
| Sprinklers (ESFR and CMSA with fast-response elements)                                                 | At 20 years and every 10 years thereafter | 5.3.1                |
| Sprinklers (harsh environments)                                                                        | Every 5 years                             | 5.3.1                |
| Supervisory signal devices (except valve supervisory switches)                                         | —                                         | Chapter 13           |
| System valves                                                                                          | —                                         | Chapter 13           |
| Valve supervisory signal devices                                                                       | —                                         | Chapter 13           |
| Waterflow alarm devices                                                                                | —                                         | 5.3.3 and Chapter 13 |
| Maintenance                                                                                            |                                           |                      |
| Low-point drains (dry pipe and preaction systems)                                                      | —                                         | Chapter 13           |
| Sprinklers and automatic spray nozzles protecting commercial cooking equipment and ventilation systems | Annually                                  | 5.4.1.8              |
| Replacement of sprinklers manufactured prior to 1920                                                   | —                                         | 5.4.1.1              |
| Replacement of sprinklers showing signs in 5.2.1.1.1                                                   | —                                         | 5.4.1.1              |
| Replacement of sprinklers with unsatisfactory performance                                              | —                                         | 5.4.1.1              |
| Replacement of sprinklers affected by a fire                                                           | —                                         | 5.4.1.1              |
| Replacement of threaded sprinklers removed from fitting for any reason (except dry type)               | —                                         | 5.4.1.2              |
| Replacement of damaged sprinkler guards                                                                | —                                         | 5.2.1.1.7.2          |
| Valves (all types)                                                                                     | —                                         | Chapter 13           |
| Investigation                                                                                          |                                           |                      |
| Obstruction                                                                                            | —                                         | Chapter 14           |

2022

NFPA 72

National Fire Alarm and Signaling Code®

14.4.3.2\*

Systems and associated equipment shall be tested according to **Table 14.4.3.2**.

| Table 14.4.3.2 Testing |                          |                    |                    |                                                                                                                                                                                                                                                                                                                                      |
|------------------------|--------------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | Component                | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                               |
| 1.                     | All equipment            | X                  | See Table 14.3.1.  |                                                                                                                                                                                                                                                                                                                                      |
| 2.                     | Control unit             |                    |                    |                                                                                                                                                                                                                                                                                                                                      |
|                        | (1) Functions            | X                  | Annually           | Verify correct receipt of alarm, supervisory, and trouble signals (inputs); operation of evacuation signals and auxiliary functions (outputs); circuit supervision, including detection of open circuits and ground faults; and power supply supervision for detection of loss of ac power and disconnection of secondary batteries. |
|                        | (2) Fuses                | X                  | Annually           | Verify rating and supervision.                                                                                                                                                                                                                                                                                                       |
|                        | (3) Interfaced equipment | X                  | Annually           | Verify integrity of single or multiple circuits providing interface between two or more control units. Test interfaced equipment connections by operating or simulating operation of the equipment being supervised. Verify signals required to be transmitted at the control unit.                                                  |
|                        | (4) Lamps and LEDs       | X                  | Annually           | Illuminate lamps and LEDs.                                                                                                                                                                                                                                                                                                           |

Table 14.4.3.2 Testing

|    | Component                                                  | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | (5) Primary (main) power supply                            | X                  | Annually           | Disconnect all secondary (standby) power and test under maximum load, including all alarm appliances requiring simultaneous operation. Reconnect all secondary (standby) power at end of test. Test redundant power supplies separately.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | Alarm control unit trouble signals                         |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (1) Audible and visual                                     | X                  | Annually           | Verify operation of control unit trouble signals. Verify ring-back feature for systems using a trouble-silencing switch that requires resetting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | (2) Disconnect switches                                    | X                  | Annually           | If control unit has disconnect or isolating switches, verify performance of intended function of each switch. Verify receipt of trouble signal when a supervised function is disconnected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|    | (3) Ground-fault monitoring circuit                        | X                  | Annually           | If the system has a ground detection feature, verify the occurrence of ground-fault indication whenever any installation conductor is grounded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (4) Transmission of signals to off-premises location       | X                  | Annually           | Actuate an initiating device and verify receipt of alarm signal at the off-premises location.<br><br>Create a trouble condition and verify receipt of a trouble signal at the off-premises location.<br><br>Actuate a supervisory device and verify receipt of a supervisory signal at the off-premises location. If a transmission carrier is capable of operation under a single- or multiple-fault condition, actuate an initiating device during such fault condition and verify receipt of an alarm signal and a trouble signal at the off-premises location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. | Supervising station alarm systems — transmission equipment |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (1) All equipment                                          | X                  | Annually           | <sup>a</sup> Test all system functions and features in accordance with the equipment manufacturer's published instructions for correct operation in conformance with the applicable sections of Chapter 26.<br><br>Except for DACT, actuate initiating device and verify receipt of the correct initiating device signal at the supervising station within 90 seconds. Upon completion of the test, restore the system to its functional operating condition.<br><br>If test jacks are used, conduct the first and last tests without the use of the test jack.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (2) Digital alarm communicator transmitter (DACT)          | X                  | Annually           | Except for DACTs installed prior to adoption of the 2013 edition of NFPA 72 that are connected to a telephone line (number) that is also supervised for adverse conditions by a derived local channel, ensure connection of the DACT to two separate means of transmission.<br><br>Test DACT for line seizure capability by initiating a signal while using the telephone line (primary line for DACTs using two telephone lines) for a telephone call. Ensure that the call is interrupted and that the communicator connects to the digital alarm receiver. Verify receipt of the correct signal at the supervising station. Verify each transmission attempt is completed within 90 seconds from going off-hook to on-hook.<br><br>Disconnect the telephone line (primary line for DACTs using two telephone lines) from the DACT. Verify indication of the DACT trouble signal occurs at the premises fire alarm control unit within 4 minutes of detection of the fault. Verify receipt of the telephone line trouble signal at the supervising station. Restore the telephone line (primary line for DACTs using two telephone lines), reset the fire alarm control unit, and verify that the telephone line fault trouble signal returns to normal. Verify that the supervising station receives the restoral signal from the DACT.<br><br>Disconnect the secondary means of transmission from the DACT. Verify indication of the DACT trouble signal occurs at the premises fire alarm control unit within 4 minutes of detection of the fault. Verify receipt of the secondary means trouble signal at the supervising station. Restore the secondary means of transmission, reset the fire alarm control unit, and verify that the trouble signal returns to normal. Verify that the supervising station receives the restoral signal from the secondary transmitter.<br><br>Cause the DACT to transmit a signal to the DACR while a fault in the telephone line (number) (primary line for DACTs using two telephone lines) is simulated. Verify utilization of the secondary communications path by the DACT to complete the transmission to the DACR. |
|    | (3) Digital alarm radio transmitter (DART)                 | X                  | Annually           | Disconnect the primary telephone line. Verify transmission of a trouble signal to the supervising station by the DART occurs within 4 minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|    | (4) McCulloh transmitter                                   | X                  | Annually           | Actuate initiating device. Verify production of not less than three complete rounds of not less than three signal impulses each by the McCulloh transmitter.<br><br>If end-to-end metallic continuity is present and with a balanced circuit, cause each of the following four transmission channel fault conditions in turn, and verify receipt of correct signals at the supervising station:<br><br>(1) Open<br><br>(2) Ground<br><br>(3) Wire-to-wire short<br><br>(4) Open and ground<br><br>If end-to-end metallic continuity is not present and with a properly balanced circuit, cause each of the following three transmission channel fault conditions in turn, and verify receipt of correct signals at the supervising station:<br><br>(1) Open<br><br>(2) Ground<br><br>(3) Wire-to-wire short                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | (5) Radio alarm transmitter (RAT)                          | X                  | Annually           | Cause a fault between elements of the transmitting equipment. Verify indication of the fault at the protected premises, or transmission of trouble signal to the supervising station.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | (6) Performance-based technologies                         | X                  | Annually           | Perform tests to ensure the monitoring of integrity of the transmission technology and technology path. Where shared communications equipment is used as permitted by 26.6.3.12, provided secondary (standby) power sources shall be tested in accordance with Table 14.4.3.2, item 7, 8, or 9, as applicable.<br><br>Where a single communications path is used, disconnect the communication path. Manually initiate an alarm signal transmission or allow the check-in (handshake) signal to be transmitted automatically. <sup>b</sup> Verify the premises unit annunciates the failure within 200 seconds of the transmission failure. Restore the communication path.<br><br>Where multiple communication paths are used, disconnect both communication paths. Manually initiate an alarm signal transmission. Verify the premises control unit annunciates the failure within 200 seconds of the transmission failure. Restore both communication paths.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Table 14.4.3.2 Testing

|     | Component                                                                       | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|---------------------------------------------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.  | Emergency communications equipment                                              |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | (1) Amplifier/tone generators                                                   | X                  | Annually           | Verify correct switching and operation of backup equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | (2) Call-in signal silence                                                      | X                  | Annually           | Operate/function and verify receipt of correct visual and audible signals at control unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | (3) Off-hook indicator (ring down)                                              | X                  | Annually           | Install phone set or remove phone from hook and verify receipt of signal at control unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|     | (4) Phone jacks                                                                 | X                  | Annually           | Visually inspect phone jack and initiate communications path through jack.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | (5) Phone set                                                                   | X                  | Annually           | Actuate each phone set and verify correct operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (6) System performance                                                          | X                  | Annually           | Operate the system with a minimum of any five handsets simultaneously. Verify voice quality and clarity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.  | Engine-driven generator                                                         | X                  | Monthly            | If an engine-driven generator dedicated to the system is used as a required power source, verify operation of the generator and transfer switch in accordance with NFPA 110 by the building owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7.  | Emergency power supply system/stored-emergency power supply system (EPSS/SEPSS) | X                  | Annually           | If an EPSS/SEPSS dedicated to the system is used as a required power source, verify by the building owner operation of the EPSS/SEPSS in accordance with NFPA 111.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8.  | Secondary (standby) power supply <sup>e</sup>                                   | X                  | Annually           | Disconnect all primary (main) power supplies and verify the occurrence of required trouble indication for loss of primary power. Measure or verify the system's standby and alarm current demand using the equipment manufacturer's data and verify the battery's rated capacity exceeds the system's power demand, including the safety margin. Operate general alarm systems a minimum of 5 minutes and emergency voice communications systems for a minimum of 15 minutes. Reconnect primary (main) power supply at end of test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9.  | VRLA battery and charger <sup>d</sup>                                           |                    |                    | Prior to conducting any battery testing, verify by the person conducting the test, that all system software stored in volatile memory is protected from loss.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | (1) Temperature test                                                            | X                  | Semiannually       | Upon initially opening the cabinet door, measure the internal ambient temperature of the enclosure. Measure the temperature of each battery cell/unit at the negative terminal with an infrared thermometer. Replace any battery cell/unit if its temperature is greater than 18°F (10°C) above the measured internal ambient temperature of the enclosure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | (2) Charger test <sup>e</sup>                                                   | X                  | Semiannually       | With the battery fully charged and connected to the charger, measure the voltage across the battery with a voltmeter. Verify the voltage is within the battery/alarm equipment manufacturer's recommendations. If the voltage is outside of the specified limits, either adjust the charger to within limits or replace the charger.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (3) Cell/Unit voltage test                                                      | X                  | Semiannually       | With the battery fully charged and connected to the charger, measure the voltage of each cell/unit with a voltmeter. Replace the battery when any cell/unit measures a voltage less than 13.26 volts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (4) Ohmic test <sup>f</sup>                                                     | X                  | N/A                | When the battery is installed, establish a baseline ohmic value for each battery cell/unit or where available use baseline ohmic values provided by the battery or test equipment manufacturer. In either case record the base line ohmic value on each battery cell/unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     |                                                                                 |                    | Semiannually       | With the battery fully charged, measure the internal ohmic value of each battery cell/unit. Record the test date and ohmic value on each cell/unit. Replace the battery when the ohmic measurement of any cell/unit deviates from the established baseline by 30% or more for conductance, or 40% or more for resistance or impedance. Where the battery or test equipment manufacturer's baseline ohmic values are used, replace the battery when any cell/unit has an internal ohmic value outside of the acceptable range.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | (5) Replacement/Load test <sup>g</sup>                                          |                    | 3 years            | Replace the battery or conduct a load test of the battery capacity. Load test the battery based on the manufacturer's specifications for a discharge rate of 3 hours or more by applying the current indicated for the selected hourly discharge rate continuously, until the terminal voltage decreases to the end voltage specified by the manufacturer. Record the test duration and calculate the battery capacity including adjustment for ambient temperature. Replace the battery if capacity is less than or equal to 80% or at the next scheduled test interval if battery capacity is less than 85%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10. | Public emergency alarm reporting system — wired system                          | X                  | Daily              | Manual tests of the power supply for public reporting circuits shall be made and recorded at least once during each 24-hour period. Such tests shall include the following:<br><br>(1) Current strength of each circuit. Changes in current of any circuit exceeding 10 percent shall be investigated immediately.<br><br>(2) Voltage across terminals of each circuit inside of terminals of protective devices. Changes in voltage of any circuit exceeding 10 percent shall be investigated immediately.<br><br>(3) <sup>h</sup> Voltage between ground and circuits. If this test shows a reading in excess of 50 percent of that shown in the test specified in (2), the trouble shall be immediately located and cleared. Readings in excess of 25 percent shall be given early attention. These readings shall be taken with a calibrated voltmeter of not more than 100 ohms resistance per volt. Systems in which each circuit is supplied by an independent current source (Forms 3 and 4) require tests between ground and each side of each circuit. Common current source systems (Form 2) require voltage tests between ground and each terminal of each battery and other current source.<br><br>(4) Ground current reading shall be permitted in lieu of (3). If this method of testing is used, all grounds showing a current reading in excess of 5 percent of the supplied line current shall be given immediate attention.<br><br>(5) Voltage across terminals of common battery on switchboard side of fuses.<br><br>(6) Voltage between common battery terminals and ground. Abnormal ground readings shall be investigated immediately.<br><br>Tests specified in (5) and (6) shall apply only to those systems using a common battery. If more than one common battery is used, each common battery shall be tested. |
| 11. | Remote annunciators                                                             | X                  | Annually           | Verify the correct operation and identification of annunciators. If provided, verify the correct operation of annunciator under a fault condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12. | Reserved                                                                        |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 13. | Reserved                                                                        |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14. | Wireless communications                                                         | X                  | Annually           | Test per the manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15. | Conductors — metallic                                                           |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | (1) Stray voltage                                                               | X                  | N/A                | Test all installation conductors with a volt/ohmmeter to verify that there are no stray (unwanted) voltages between installation conductors or between installation conductors and ground. Verify the maximum allowable stray voltage does not exceed 1 volt ac/dc, unless a different threshold is specified in the manufacturer's published instructions for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Table 14.4.3.2 Testing

| Component                                                                                                             |                                 | Initial Acceptance | Periodic Frequency      | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                       |                                 |                    |                         | the installed equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (2) Ground faults                                                                                                     |                                 | X                  | N/A                     | Test all installation conductors, other than those intentionally and permanently grounded, for isolation from ground per the installed equipment manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (3) Short-circuit faults                                                                                              |                                 | X                  | N/A                     | Test all installation conductors, other than those intentionally connected together, for conductor-to-conductor isolation per the manufacturer's published instructions for the installed equipment. Also test these same circuits conductor-to-ground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (4) Loop resistance                                                                                                   |                                 | X                  | N/A                     | With each initiating and indicating circuit installation conductor pair short-circuited at the far end, measure and record the resistance of each circuit. Verify that the loop resistance does not exceed the limits specified in the manufacturer's published instructions for the installed equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (5) Circuit integrity                                                                                                 |                                 | X                  | N/A                     | For initial and reacceptance testing, confirm the introduction of a fault in any circuit monitored for integrity results in a trouble indication at the fire alarm control unit. Open one connection at not less than 10 percent of the initiating devices, notification appliances and controlled devices on every initiating device circuit, notification appliance circuit, and signaling line circuit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                       |                                 | N/A                | Annually                | For periodic testing, test each initiating device circuit, notification appliance circuit, and signaling line circuit for correct indication at the control unit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 16.                                                                                                                   | Nonmetallic pathways            |                    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (1) Optical fiber cables                                                                                              |                                 | X                  | N/A                     | Test the transmission characteristics of optical fibers by the use of an optical power meter or by an optical time domain reflectometer used to measure the relative power loss of the line. Test result data must meet or exceed ANSI/TIA 568.3, <i>Optical Fiber Cabling and Components Standard</i> , related to fiber-optic lines and connection/splice losses and the control unit manufacturer's published specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (2) Circuit integrity                                                                                                 |                                 | X                  | N/A                     | For initial and reacceptance testing, confirm the introduction of a fault in any circuit monitored for integrity results in a trouble indication at the fire alarm control unit. Open one connection at not less than 10 percent of the initiating devices, notification appliances, and controlled devices on every initiating device circuit, notification appliance circuit, and signaling line circuit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                       |                                 | N/A                | Annually                | For periodic testing, test each initiating device circuit, notification appliance circuit, and signaling line circuit for correct indication at the control unit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 17.                                                                                                                   | Initiating devices <sup>i</sup> |                    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (1) Electromechanical releasing device                                                                                |                                 |                    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (a) Nonrestorable-type link                                                                                           |                                 | X                  | Annually                | Verify correct operation by removal of the fusible link and operation of the associated device.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (b) Restorable-type link <sup>j</sup>                                                                                 |                                 | X                  | Annually                | Verify correct operation by removal of the fusible link and operation of the associated device.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (2) Fire extinguishing system(s) or suppression system(s) alarm switch                                                |                                 | X                  | Annually                | Operate the switch mechanically or electrically and verify receipt of signal by the fire alarm control unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (3) Fire-gas and other detectors                                                                                      |                                 | X                  | Annually                | Test fire-gas detectors and other fire detectors as prescribed by the manufacturer and as necessary for the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (4) Heat detectors                                                                                                    |                                 |                    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (a) Fixed-temperature, rate-of-rise, rate of compensation, restorable line, spot type (excluding pneumatic tube type) |                                 | X                  | Annually (see 14.4.4.5) | Perform heat test with a listed and labeled heat source or in accordance with the manufacturer's published instructions. Assume that the test method for the installed equipment does not damage the nonrestorable fixed-temperature element of a combination rate-of-rise/fixed-temperature element detector.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (b) Fixed-temperature, nonrestorable line type                                                                        |                                 | X                  | Annually                | Do not perform heat test. Test functionality mechanically and electrically. Measure and record loop resistance. Investigate changes from acceptance test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (c) Fixed-temperature, nonrestorable spot type                                                                        |                                 | X                  | See Method              | After 15 years from initial installation, replace all devices or have 2 detectors per 100 laboratory tested. Replace the 2 detectors with new devices. If a failure occurs on any of the detectors removed, remove and test additional detectors to determine either a general problem involving faulty detectors or a localized problem involving 1 or 2 defective detectors.<br><br>If detectors are tested instead of replaced, repeat tests at intervals of 5 years.<br><br>Do not perform heat tests. Test functionality mechanically and electrically.                                                                                                                                                                                                                                                                                                                                                                                                                |
| (d) Restorable line type, pneumatic tube only                                                                         |                                 | X                  | Annually                | Perform heat tests (where test chambers are in circuit), with a listed and labeled heat source or in accordance with the manufacturer's published instructions of the detector or conduct a test with pressure pump.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (e) Single- and multiple-station heat alarms                                                                          |                                 | X                  | Annually                | Conduct functional tests according to manufacturer's published instructions. Do not test nonrestorable heat detectors with heat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (5) Manual fire alarm boxes                                                                                           |                                 | X                  | Annually                | Operate manual fire alarm boxes per the manufacturer's published instructions. Test both key-operated presignal and general alarm manual fire alarm boxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (6) Radiant energy fire detectors                                                                                     |                                 | X                  | Semiannually            | Test flame detectors and spark/ember detectors in accordance with the manufacturer's published instructions to determine that each detector is operative.<br><br>Determine flame detector and spark/ember detector sensitivity using any of the following:<br><br>(1) Calibrated test method<br><br>(2) Manufacturer's calibrated sensitivity test instrument<br><br>(3) Listed control unit arranged for the purpose<br><br>(4) Other approved calibrated sensitivity test method that is directly proportional to the input signal from a fire, consistent with the detector listing or approval<br><br>If designed to be field adjustable, replace detectors found to be outside of the approved range of sensitivity or adjust to bring them into the approved range.<br><br>Do not determine flame detector and spark/ember detector sensitivity using a light source that administers an unmeasured quantity of radiation at an undefined distance from the detector. |
| (7) Smoke detectors — functional test                                                                                 |                                 |                    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Table 14.4.3.2 Testing

| Component                                                                                    | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) In other than one- and two-family dwellings, system detectors                            | X                  | Annually           | <sup>k</sup> Test smoke detectors in place to ensure smoke entry into the sensing chamber and an alarm response. Use smoke or a listed and labeled product acceptable to the manufacturer or in accordance with their published instructions. Other methods listed in the manufacturer's published instructions that ensure smoke entry from the protected area, through the vents, into the sensing chamber can be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (b) Single- and multiple-station smoke alarms connected to protected premises systems        | X                  | Annually           | Perform a functional test on all single- and multiple-station smoke alarms connected to a protected premises fire alarm system by putting the smoke alarm into an alarm condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (c) System smoke detectors used in one- and two-family dwellings                             | X                  | Annually           | Conduct functional tests according to manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (d) Air sampling                                                                             | X                  | Annually           | Test with smoke or a listed and labeled product acceptable to the manufacturer or in accordance with their published instructions. In the absence of an automatic, listed airflow supervision feature, test from the end sampling port or point on each pipe run and verify airflow through all other ports or points.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (e) Duct type                                                                                | X                  | Annually           | In addition to the testing required in Table 14.4.3.2(17)(7)(a) and Table 14.4.3.2(17)(8), test duct smoke detectors that use sampling tubes to ensure that they will properly sample the airstream in the duct using a method acceptable to the manufacturer or in accordance with their published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| (f) Projected beam type                                                                      | X                  | Annually           | Test the detector by introducing smoke, other aerosol, or an optical filter into the beam path.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (g) Smoke detector with built-in thermal element                                             | X                  | Annually           | Operate both portions of the detector independently as described for the respective devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (h) Smoke detectors with control output functions                                            | X                  | Annually           | Verify that the control capability remains operable even if all of the initiating devices connected to the same initiating device circuit or signaling line circuit are in an alarm state.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (8) Smoke detectors — sensitivity testing                                                    |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| In other than one- and two-family dwellings, system detectors                                | N/A                | See 14.4.4.3       | <sup>l</sup> Perform any of the following tests to ensure that each smoke detector is within its listed and marked sensitivity range: <ul style="list-style-type: none"> <li>(1) Calibrated test method</li> <li>(2) Manufacturer's calibrated sensitivity test instrument</li> <li>(3) Listed control equipment arranged for the purpose</li> <li>(4) Smoke detector/control unit arrangement whereby the detector causes a signal at the control unit when its sensitivity is outside its listed sensitivity range</li> <li>(5) Other calibrated sensitivity test method approved by the authority having jurisdiction</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| (9) Carbon monoxide detectors/carbon monoxide alarms connected to protected premises systems |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (a) CO entry test                                                                            | X                  | Annually           | Test the devices in place to ensure CO entry to the sensing chamber by introduction through the vents, to the sensing chamber of listed and labeled product acceptable to the manufacturer or in accordance with manufacturer's published instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (b) Air sampling                                                                             | X                  | Annually           | Per test methods documented in the manufacturer's published instructions, verify detector alarm response through the end sampling port on each pipe run; verify airflow through all other ports as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (c) Duct type                                                                                | X                  | Annually           | Test or inspect air duct detectors to ensure that the device will sample the airstream in accordance with the manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (d) CO detector with control output functions                                                | X                  | Annually           | Within each protected space, verify that the control capability remains operable even if all of the initiating devices connected to the same initiating device circuit or signaling line circuit are in an alarm state.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (10) Initiating devices, supervisory                                                         |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (a) Control valve switch                                                                     | X                  | Semiannual         | Operate valve and verify signal receipt to be within the first two revolutions of the handwheel or within one-fifth of the travel distance, or per the manufacturer's published instructions. Continue to cycle outside stem and yoke valves and verify switch does not reset during full travel of the valve stem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (b) High- or low-air pressure switch                                                         | X                  | Annually           | Operate switch and verify receipt of signal is obtained where the required pressure is increased or decreased a maximum 10 psi (70 kPa) from the required pressure level or in accordance with manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (c) Steam pressure                                                                           | X                  | Annually           | Operate switch and verify receipt of signal is obtained before pressure decreases to 110 percent of the minimum operating pressure of the steam-operated equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (d) Pressure supervisory devices for other sources                                           | X                  | Annually           | Operate switch and verify receipt of signal is obtained where the required pressure is increased or decreased from the normal operating pressure by an amount specified in approved design documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (e) Room temperature switch                                                                  | X                  | Annually           | Operate switch and verify receipt of signal to indicate the decrease in room temperature to 40°F (4.4°C) and its restoration to above 40°F (4.4°C).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (f) Water level switch                                                                       | X                  | Annually           | Operate switch and verify receipt of signal indicating the water level raised or lowered a maximum 3 in. (70 mm) from the required level within a pressure tank, or a maximum 12 in. (300 mm) from the required level of a nonpressure tank. Also verify its restoral to required level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (g) Water temperature switch                                                                 | X                  | Annually           | Operate switch and verify receipt of signal to indicate the decrease in water temperature to 40°F (4.4°C) and its restoration to above 40°F (4.4°C).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (11) Mechanical, electrosonic, or pressure-type waterflow device                             | X                  | Semiannually       | Water shall be flowed through an inspector's test connection indicating the flow of water equal to that from a single sprinkler of the smallest orifice size installed in the system or other listed and approved waterflow switch test methods for wet-pipe systems, or an alarm test bypass connection for dry-pipe, pre-action, or deluge systems in accordance with NFPA 25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (12) Multi-sensor fire detector or multi-criteria fire detector or combination fire detector | X                  | Annually           | <ol style="list-style-type: none"> <li>1. Test each detector in accordance with the manufacturer's published instructions. Test each of the sensors present within the detector (e.g., smoke/heat/CO, etc.) independently for the specific detection principle, regardless of the configuration status at the time of testing, or individual sensors together if the technology allows individual sensor responses to be verified, or where sensors cannot be tested individually, test the primary sensor.<sup>m</sup></li> <li>2. Perform tests as described for the respective sensors by introduction of the physical phenomena to the sensing element. An electronic check (magnets, analog values, etc.) is not sufficient to comply with this requirement.</li> <li>3. Verify by using the detector manufacturer's published instructions that the test gas used will not impair the operation of any sensing chamber of a multi-sensor, multi-criteria, or combination fire detector.</li> </ol> |

Table 14.4.3.2 Testing

| Component                                                                                                | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                          |                    |                    | 4. Confirm the result of the sensor(s) test(s) through indication at the detector or control unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                          |                    |                    | 5. Record all tests and results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 18. Special hazard equipment                                                                             |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (1) Abort switch (dead-man type)                                                                         | X                  | Annually           | Operate abort switch and verify correct sequence and operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (2) Abort switch (recycle type)                                                                          | X                  | Annually           | Operate abort switch and verify development of correct matrix with each sensor operated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (3) Abort switch (special type)                                                                          | X                  | Annually           | Operate abort switch and verify correct sequence and operation in accordance with authority having jurisdiction. Observe sequencing as specified on as-built drawings or in system owner's manual.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (4) Cross-zone detection circuit                                                                         | X                  | Annually           | Operate one sensor or detector on each zone. Verify occurrence of correct sequence with operation of first zone and then with operation of second zone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (5) Matrix-type circuit                                                                                  | X                  | Annually           | Operate all sensors in system. Verify development of correct matrix with each sensor operated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (6) Release solenoid circuit <sup>n</sup>                                                                | X                  | Annually           | Verify operation of solenoid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (7) Squibb release circuit                                                                               | X                  | Annually           | Use AGI flashbulb or other test light approved by the manufacturer. Verify operation of flashbulb or light.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (8) Verified, sequential, or counting zone circuit                                                       | X                  | Annually           | Operate required sensors at a minimum of four locations in circuit. Verify correct sequence with both the first and second detector in alarm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (9) All above devices or circuits or combinations thereof                                                | X                  | Annually           | Verify supervision of circuits by creating an open circuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19. Combination systems                                                                                  |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (1) Fire extinguisher electronic monitoring device/system                                                | X                  | Annually           | Test communication between the device connecting the fire extinguisher electronic monitoring device/system and the fire alarm control unit to ensure proper signals are received at the fire alarm control unit and remote annunciator(s) if applicable.                                                                                                                                                                                                                                                                                                                                                                                   |
| (2) Carbon monoxide device/system                                                                        | X                  | Annually           | Test communication between the device connecting the carbon monoxide device/system and the fire alarm control unit to ensure proper signals are received at the fire alarm control unit and remote annunciator(s) if applicable.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 20. Interface equipment <sup>o</sup>                                                                     | X                  | See 14.4.4.4       | Test interface equipment connections by operating or simulating the equipment being supervised. Verify signals required to be transmitted are received at the control unit. Test frequency for interface equipment is the same as the frequency required by the applicable NFPA standard(s) for the equipment being supervised.                                                                                                                                                                                                                                                                                                            |
| 21. Guard's tour equipment                                                                               | X                  | Annually           | Test the device in accordance with the manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22. Alarm notification appliances                                                                        |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (1) Audible <sup>p</sup>                                                                                 | X                  | N/A                | For initial and reacceptance testing, measure sound pressure levels for alert tone signals and evacuation signal tones with a sound level meter meeting ANSI/ASA S1.4/Part 1, <i>Electroacoustics — Sound Level Meters — Part 1: Specifications</i> , Type 2 requirements. Measure sound pressure levels to determine if they are in compliance with Chapter 18 and the required performance, as documented per 7.3.4. Set the sound level meter in accordance with ANSI/ASA S3.41, <i>Audible Emergency Evacuation (E2) and Evacuation Signals with Relocation Instructions (ESRI)</i> , using the time-weighted characteristic F (FAST). |
|                                                                                                          | N/A                | Annually           | <sup>q</sup> For periodic testing, verify the operation of the notification appliances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (2) Audible textual notification appliances (loudspeakers and other appliances to convey voice messages) | X                  | N/A                | For initial and reacceptance testing, measure sound pressure levels for signals with a sound level meter meeting ANSI/ASA S1.4/Part 1, <i>Electroacoustics — Sound Level Meters — Part 1: Specifications</i> , Type 2 requirements. Measure sound pressure levels throughout the protected area to determine if they are in compliance with Chapter 18 and the required performance, as documented per 7.3.4. Set the sound level meter in accordance with ANSI/ASA S3.41, <i>Audible Emergency Evacuation (E2) and Evacuation Signals with Relocation Instructions (ESRI)</i> , using the time-weighted characteristic F (FAST).          |
|                                                                                                          |                    |                    | Verify audible information to be intelligible and in compliance with 14.4.11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                          | N/A                | Annually           | <sup>q</sup> For periodic testing, verify the operation of the notification appliances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (3) Visual                                                                                               | X                  | N/A                | Perform initial and reacceptance testing in accordance with the manufacturer's published instructions. Verify appliance locations to be per approved layout and confirm that no floor plan changes affect the approved layout. Verify the candela rating or method of candela control marking on each visual appliance and rating when reported by the FACU agrees with the approved drawings. Confirm that each appliance flashes.                                                                                                                                                                                                        |
|                                                                                                          | N/A                | Annually           | For periodic testing, verify that each appliance flashes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 23. Exit marking audible notification appliance                                                          | X                  | Annually           | Perform tests in accordance with manufacturer's published instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 24. Emergency control functions <sup>r</sup>                                                             | X                  | Annually           | For initial, reacceptance, and periodic testing, verify emergency control function interface device activation. Where an emergency control function interface device is disabled or disconnected during initiating device testing, verify that the disabled or disconnected emergency control function interface device has been properly restored, including electromagnetic devices used for door releasing services as part of a fire alarm system.                                                                                                                                                                                     |
| 25. Two-way emergency communications systems                                                             | X                  | Annually           | Use the manufacturer's published instructions and the as-built drawings provided by the system supplier to verify correct operation after the initial testing phase has been performed by the supplier or by the supplier's designated representative.                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                          |                    |                    | Test the two-way communication system to verify operation and receipt of visual and audible signals at the transmitting unit and the receiving unit, respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                          |                    |                    | Operate systems with more than five stations with a minimum of five stations operating simultaneously.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                          |                    |                    | Verify voice quality and clarity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                          |                    |                    | Verify directions for the use of the two-way communication system, instructions for summoning assistance via the two-way communication system, and written identification of the location is posted adjacent to the two-way communication system.                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                          |                    |                    | Verify that all remote stations are readily accessible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Table 14.4.3.2 Testing

| Component                                                                                              | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------|--------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                        |                    |                    | Verify the timed automatic communications capability to connect with a constantly attended monitoring location per 24.10.6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 26. Special procedures                                                                                 |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (1) Alarm verification                                                                                 | X                  | Annually           | Verify time delay and alarm response for smoke detector circuits identified as having alarm verification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (2) Multiplex systems                                                                                  | X                  | Annually           | Verify communications between sending and receiving units under both primary and secondary power.<br><br>Verify communications between sending and receiving units under open-circuit and short-circuit trouble conditions.<br><br>Verify communications between sending and receiving units in all directions where multiple communications pathways are provided.<br><br>If a redundant control unit is provided, verify switchover of all required functions and operations of the secondary control unit.<br><br>Verify all system functions and features in accordance with manufacturer's published instructions.                                                                                                                                                                                                                                                 |
| 27. Supervising station alarm systems — receiving equipment                                            |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (1) All equipment                                                                                      | X                  | Monthly            | Perform tests on all system functions and features in accordance with the equipment manufacturer's published instructions for correct operation in conformance with the applicable sections of Chapter 26.<br><br>Actuate initiating device and verify receipt of the correct initiating device signal at the supervising station within 90 seconds. Upon completion of the test, restore the system to its functional operating condition.<br><br>If test jacks are used, perform the first and last tests without the use of the test jack.                                                                                                                                                                                                                                                                                                                           |
| (2) Digital alarm communicator receiver (DACR)                                                         | X                  | Monthly            | Disconnect each transmission means in turn from the DACR, and verify audible and visual annunciation of a trouble signal in the supervising station.<br><br>Cause a signal to be transmitted on each individual incoming DACR line (path) at least once every 6 hours (24 hours for DACTs installed prior to adoption of the 2013 edition of <i>NFPA 72</i> ). Verify receipt of these signals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (3) Digital alarm radio receiver (DARR)                                                                | X                  | Monthly            | Cause the following conditions of all DARRs on all subsidiary and repeater station receiving equipment. Verify receipt at the supervising station of correct signals for each of the following conditions:<br><br>(1) AC power failure of the radio equipment<br><br>(2) Receiver malfunction<br><br>(3) Antenna and interconnecting cable failure<br><br>(4) Indication of automatic switchover of the DARR<br><br>(5) Data transmission line failure between the DARR and the supervising or subsidiary station                                                                                                                                                                                                                                                                                                                                                       |
| (4) McCulloh systems                                                                                   | X                  | Monthly            | Test and record the current on each circuit at each supervising and subsidiary station under the following conditions:<br><br>(1) During functional operation<br><br>(2) On each side of the circuit with the receiving equipment conditioned for an open circuit<br><br>Cause a single break or ground condition on each transmission channel. If such a fault prevents the functioning of the circuit, verify receipt of a trouble signal.<br><br>Cause each of the following conditions at each of the supervising or subsidiary stations and all repeater station radio transmitting and receiving equipment; verify receipt of correct signals at the supervising station:<br><br>(1) RF transmitter in use (radiating)<br><br>(2) AC power failure supplying the radio equipment<br><br>(3) RF receiver malfunction<br><br>(4) Indication of automatic switchover |
| (5) Radio alarm supervising station receiver (RASSR) and radio alarm repeater station receiver (RARSR) | X                  | Monthly            | Cause each of the following conditions at each of the supervising or subsidiary stations and all repeater station radio transmitting and receiving equipment; verify receipt of correct signals at the supervising station:<br><br>(1) AC power failure supplying the radio equipment<br><br>(2) RF receiver malfunction<br><br>(3) Indication of automatic switchover, if applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (6) Private microwave radio systems                                                                    | X                  | Monthly            | Cause each of the following conditions at each of the supervising or subsidiary stations and all repeater station radio transmitting and receiving equipment; verify receipt of correct signals at the supervising station:<br><br>(1) RF transmitter in use (radiating)<br><br>(2) AC power failure supplying the radio equipment<br><br>(3) RF receiver malfunction<br><br>(4) Indication of automatic switchover                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (7) Performance-based technologies                                                                     | X                  | Monthly            | Perform tests to ensure the monitoring of integrity of the transmission technology and technology path. Where a single communications path is used, disconnect the communication path. Verify that failure of the path is annunciated at the supervising station within 60 minutes of the failure (within 5 minutes for communication equipment installed prior to adoption of the 2013 edition of <i>NFPA 72</i> ). Restore the communication path. Where multiple communication paths are used, disconnect both communication paths and confirm that failure of the path is annunciated at the supervising station within not more than 6 hours of the failure (within 24 hours for communication equipment installed prior to                                                                                                                                        |

Table 14.4.3.2 Testing

| Component                                                                                                | Initial Acceptance | Periodic Frequency | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                          |                    |                    | adoption of the 2013 edition of <i>NFPA 72</i> . Restore both communication paths.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. Public emergency alarm reporting system transmission equipment                                       |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (1) Publicly accessible alarm box                                                                        | X                  | Semiannually       | Actuate publicly accessible initiating device(s) and verify receipt of not less than three complete rounds of signal impulses. Perform this test under normal circuit conditions. If the device is equipped for open circuit operation (ground return), test it in this condition as one of the semiannual tests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (2) Auxiliary box                                                                                        | X                  | Annually           | Test each initiating circuit of the auxiliary box by actuation of a protected premises initiating device connected to that circuit. Verify receipt of not less than three complete rounds of signal impulses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (3) Master box                                                                                           |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (a) Manual operation                                                                                     | X                  | Semiannually       | Perform the tests prescribed for 28(1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (b) Auxiliary operation                                                                                  | X                  | Annually           | Perform the tests prescribed for 28(2).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 29. Low-power radio (wireless systems)                                                                   | X                  | N/A                | <p>The following procedures describe additional acceptance and reacceptance test methods to verify wireless protection system operation:</p> <p>(1) Use the manufacturer's published instructions and the as-built drawings provided by the system supplier to verify correct operation after the initial testing phase has been performed by the supplier or by the supplier's designated representative.</p> <p>(2) Starting from the functional operating condition, initialize the system in accordance with the manufacturer's published instructions, including the following:</p> <p>(a) Confirm the alternative communications path exists between the wireless control unit and peripheral devices used to establish initiation, indication, control, and annunciation. Test the system for both alarm and trouble conditions.</p> <p>(b) For initial and reacceptance testing, confirm the introduction of a fault in any Class A or B radio-frequency-specified pathway results in a trouble indication at fire alarm control unit. Disconnect the power (i.e., remove primary batteries) from a radio transceiver initiating device, notification appliance, or controlled device and confirm the pathway performs as indicated in 23.16.4.8 and 23.16.4.9.</p> <p>Restore the system to normal and repeat the fault on not less than 10 percent of the radio frequency initiating devices, notification appliances, and controlled devices on every initiating device circuit radio pathway, notification appliance circuit radio pathway, and signaling line circuit radio pathway. Confirm all radio pathways perform as indicated in 23.16.4.8 and 23.16.4.9.</p> <p>(c) For periodic testing, test each Class A and B radio frequency initiating device circuit radio pathway, notification appliance circuit radio pathway, and signaling line circuit radio pathway for correct indication at the control unit. Confirm all radio pathways perform as indicated in 23.16.4.8 and 23.16.4.9.</p> <p>(3) Check batteries for all components in the system monthly unless the control unit checks all batteries and all components daily.</p> |
| 30. Mass notification systems                                                                            |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (1) Functions                                                                                            | X                  | Annually           | At a minimum, test control unit to verify correct receipt of alarm, supervisory, and trouble signals (inputs); operation of evacuation signals and auxiliary functions (outputs); circuit supervision, including detection of open circuits and ground faults; and power supply supervision for detection of loss of ac power and disconnection of secondary batteries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (2) Fuses                                                                                                | X                  | Annually           | Verify the rating and supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (3) Interfaced equipment                                                                                 | X                  | Annually           | Verify integrity of single or multiple circuits providing interface between two or more control units. Test interfaced equipment connections by operating or simulating operation of the equipment being supervised. Verify signals required to be transmitted at the control unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (4) Lamps and LEDs                                                                                       | X                  | Annually           | Illuminate lamps and LEDs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (5) Primary (main) power supply                                                                          | X                  | Annually           | Disconnect all secondary (standby) power and test under maximum load, including all alarm appliances requiring simultaneous operation. Reconnect all secondary (standby) power at end of test. For redundant power supplies, test each separately.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (6) Audible textual notification appliances (loudspeakers and other appliances to convey voice messages) | X                  | Annually           | <p>Measure sound pressure level with a sound level meter meeting ANSI/ASA S1.4/Part 1, <i>Electroacoustics — Sound Level Meters — Part 1: Specifications</i>, Type 2 requirements. Measure and record levels throughout protected area. Set the sound level meter in accordance with ANSI/ASA S3.41, <i>Audible Emergency Evacuation (E2) and Evacuation Signals with Relocation Instructions (ESRI)</i>, using the time-weighted characteristic F (FAST). Record the maximum output when the audible emergency evacuation signal is on.</p> <p>Verify audible information to be distinguishable and understandable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (7) Visual                                                                                               | X                  | Annually           | Perform test in accordance with manufacturer's published instructions. Verify appliance locations to be per approved layout and confirm that no floor plan changes affect the approved layout. Verify the candela rating or method of candela control marking on each visual appliance and rating when reported by the FACU agrees with the approved drawings. Confirm that each appliance flashes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (8) Control unit functions and no diagnostic failures are indicated                                      | X                  | Annually           | Review event log file and verify that the correct events were logged. Review system diagnostic log file; correct deficiencies noted in file. Delete unneeded log files. Delete unneeded error files. Verify that sufficient free disk space is available. Verify unobstructed flow of cooling air is available. Change/clean filters, cooling fans, and intake vents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (9) Control unit reset                                                                                   | X                  | Annually           | Power down the central control unit computer and restart it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| (10) Control unit security                                                                               | X                  | Annually           | If remote control software is loaded onto the system, verify that it is disabled to prevent unauthorized system access.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (11) Audible/visual functional test                                                                      | X                  | Annually           | Send out an alert to a diverse set of predesignated receiving devices and confirm receipt. Include at least one of each type of receiving device.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| (12) Software backup                                                                                     | X                  | Annually           | Make full system software backup. Rotate backups based on accepted practice at site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (13) Secondary power test                                                                                | X                  | Annually           | Disconnect ac power. Verify the ac power failure alarm status on central control unit. With ac power disconnected, verify battery voltage under load.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (14) Wireless signals                                                                                    | X                  | Annually           | Check forward/reflected radio power is within specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (15) Antenna                                                                                             | X                  | Annually           | Check forward/reflected radio power is within specifications. Verify solid electrical connections with no observable corrosion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



Table 14.4.3.2 Testing

| Component                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Initial Acceptance | Periodic Frequency | Method                                                   |
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| (16) Transceivers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X                  | Annually           | Verify proper operation and mounting is not compromised. |
| <p><sup>a</sup>Some transmission equipment (such as, but not limited to, cable modems, fiber-optic interface nodes, and VoIP interfaces) are typically powered by the building's electrical system using a secondary (standby) power supply that does not meet the requirements of this Code. This is intended to ensure that the testing authority verifies full secondary (standby) power as required by Chapter 10. Additionally, refer to Table 14.4.3.2, items 7 through 9, for secondary (standby) power supply testing.</p> <p><sup>b</sup>The automatic transmission of the check-in (handshake) signal can take up to 60 minutes to occur.</p> <p><sup>c</sup>See Table 14.4.3.2, Item 4(1) for the testing of transmission equipment.</p> <p><sup>d</sup>The battery tests in Table 14.4.3.2, Item 9, are based on VRLA batteries and it is the intent that the tests specified in (1) through (4) be performed in order. <b>FACU automated load testing of VRLA batteries in accordance with Table 14.4.3.2, Item 9(5), with record of ambient temperature is an acceptable alternative to prescriptive manual methods using test equipment.</b> For other secondary battery types, refer to the battery manufacturer's published instructions or IEEE 450, <i>Recommended Practice for Maintenance, Testing, and Replacement of Vented Lead-Acid Batteries for Stationary Applications</i>, for vented lead-acid batteries, and IEEE 1106, <i>Recommended Practice for Installation, Maintenance, Testing, and Replacement of Vented Nickel-Cadmium Batteries for Stationary Applications</i>, for nickel-cadmium batteries.</p> <p><sup>e</sup>If the charger is adjustable, adjust the output voltage to 2.265 volts per cell <math>\pm 0.015</math> volts at 77°F (25°C) or as specified by the alarm equipment manufacturer.</p> <p><sup>f</sup>See A.14.4.3.2 Item 9(4). A load test per Item 9(5) is permitted in lieu of an ohmic test.</p> <p><sup>g</sup>See A.14.4.3.2 Item 9(5).</p> <p><sup>h</sup>The voltmeter sensitivity has been changed from 1000 ohms per volt to 100 ohms per volt so that the false ground readings (caused by induced voltages) are minimized.</p> <p><sup>i</sup>Initiating devices such as smoke detectors used for elevator recall, closing dampers, or releasing doors held in the open position that are permitted by the Code (<i>see 9.6.3 of NFPA 101</i>) to initiate supervisory signals at the fire alarm control unit (FACU) should be tested at the same frequency (annual) as those devices when they are generating an alarm signal. They are not supervisory devices, but they initiate a supervisory signal at the FACU.</p> <p><sup>j</sup>Fusible thermal link detectors are commonly used to close fire doors and fire dampers electrically connected to the fire alarm control unit. They are actuated by the presence of external heat, which causes a solder element in the link to fuse, or by an electric thermal device, which, when energized, generates heat within the body of the link, causing the link to fuse and separate.</p> <p><sup>k</sup>Note, it is customary for the manufacturer of the smoke detector to test a particular product from an aerosol provider to determine acceptability for use in smoke entry testing of their smoke detector/smoke alarm. Magnets are not acceptable for smoke entry tests.</p> <p><sup>l</sup>There are some detectors that use magnets as a manufacturer's calibrated sensitivity test instrument.</p> <p><sup>m</sup>For example, it might not be possible to individually test the heat sensor in a thermally enhanced smoke detector.</p> <p><sup>n</sup>Manufacturer's published instructions should be consulted to ensure a proper operational test. No suppression gas or agent is expected to be discharged during the test of the solenoid. <i>See Test Plan of 14.2.10.</i></p> <p><sup>o</sup>A monitor module installed on an interface device is not considered a supervisory device and therefore not subject to the quarterly testing frequency requirement. Test frequencies for interface devices should be in accordance with the applicable standard. For example, fire pump controller alarms such as phase reversal are required to be tested annually. If a monitor module is installed to identify phase reversal on the fire alarm control unit, it is not necessary to test for phase reversal four times a year.</p> <p><sup>p</sup>Chapter 18 would require 15 dB over average ambient sound for public mode spaces. Sometimes the ambient sound levels are different from what the design was based upon. Private operating mode would require 10 dB over average ambient at the location of the device.</p> <p><sup>q</sup>Where building, system, or occupancy changes have been observed, the owner should be notified of the changes. New devices might need to be installed and tested per the initial acceptance testing criteria.</p> <p><sup>r</sup>See A.14.4.3.2 and Table 14.4.3.2, Item 24.</p> |                    |                    |                                                          |

Thank you,

PATRICK SANDHOLDT

Fire Marshal

OFFICE: 530-757-5682

City of Davis Fire Department  
Fire Prevention Division

MOBILE: 530-681-7671

23 Russell Boulevard

psandholdt@cityofdavis.org

Davis, California 95616

CITYOFDAVIS.ORG 



**From:** Kenny Doss <kenny.doss@gmail.com>  
**Sent:** Monday, August 18, 2025 4:02 PM  
**To:** Fire Prevention <FirePrevention@cityofdavis.org>  
**Subject:** City Fire Prevention Requirements for Lutheran Church of the Incarnation - 1701 Russell Boulevard

**CAUTION: External email. Please verify sender before opening attachments or clicking on links.**

Good Afternoon,

My name is Kenny Doss and I am on the governing board for Lutheran Church of the Incarnation - 1701 Russell Boulevard; Davis. We were recently contacted by a fire protection company to provide various services for our fire alarm and sprinkler system installed at our church, however I'm not aware of the various fire prevention requirements that may be needed for our facility.

Would you be able to provide me with a list of ongoing fire protection system requirements that are required by the City? If there are ongoing inspections/tests that are required, can you also let me know when the last inspections/tests were conducted based on your records? I'm not sure if this may be contained in an operating permit issued by the City, or some other document that has been previously issued to us.

Any assistance you can provide to help us understand what is required and keep us in compliance would be greatly appreciated.

Best Regards,  
-Kenny Doss  
(805) 895-6752

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2 attachments

     image001.png  
2K



image002.png  
36K

**Lutheran Church of the Incarnation**  
**2026 Budget Draft**

| Expenses                                  | 2024<br>Budget   | 2025<br>Budget   | Actual Jan-Sep<br>2025 | % of budget<br>spent thru<br>09/08/2025 | 2026<br>Budget   | Increase or<br>Decrease |
|-------------------------------------------|------------------|------------------|------------------------|-----------------------------------------|------------------|-------------------------|
| <b>60000 Synod</b>                        |                  |                  |                        |                                         |                  |                         |
| 60100 Synod Mission Support               | 17,325.00        | 19,693.00        | 9,693.00               | 49.2%                                   | 19,693.00        | 0.00                    |
| <b>Total 60000 Budgeted Synod Support</b> | <b>17,325.00</b> | <b>19,693.00</b> | <b>0.00</b>            | <b>0.0%</b>                             | <b>19,693.00</b> | <b>0.00</b>             |
| <b>61000 Worship</b>                      |                  |                  |                        |                                         |                  |                         |
| 61200 Worship/Altar Care                  | 1,500.00         | 1,500.00         | 41.56                  | 2.8%                                    | 1,500.00         | 0.00                    |
| 61201 Pulpit Supply/Guest Preaching       | 0.00             | 0.00             | 4,100.00               |                                         | 0.00             |                         |
| 61202 Worship Resources                   | 2,000.00         | 2,000.00         | 216.00                 | 10.8%                                   | 2,000.00         | 0.00                    |
| 61203 Rooted Service                      | 600.00           | 600.00           | 7.22                   | 1.2%                                    | 600.00           | 0.00                    |
| 61204 Chancel Choir                       | 350.00           | 0.00             |                        | #DIV/0!                                 | 100.00           | 100.00                  |
| 61209 Special Music                       | 600.00           | 600.00           | 0.00                   | 0.0%                                    | 600.00           | 0.00                    |
| 61213 Organ and Piano Maintenance         | 400.00           | 400.00           |                        | 0.0%                                    | 500.00           | 100.00                  |
| 61215 Devotional Booklets                 | 180.00           | 180.00           |                        | 0.0%                                    | 180.00           | 0.00                    |
| <b>Total 61000 Worship</b>                | <b>5,630.00</b>  | <b>5,280.00</b>  |                        | <b>0.0%</b>                             | <b>5480.00</b>   | <b>200.00</b>           |
| <b>62000 Witness</b>                      |                  |                  |                        |                                         |                  |                         |
| 62300 Social Justice Committee            | 725.00           | 0.00             | 0.00                   | #DIV/0!                                 | 3000.00          | 3,000.00                |
| 62301 Pastor Outreach                     | 800.00           | 800.00           | 712.56                 | 89.1%                                   | 1000.00          | 200.00                  |
| <b>Total 62000 Witness</b>                | <b>1,525.00</b>  | <b>800.00</b>    | <b>712.56</b>          | <b>89.1%</b>                            | <b>4000.00</b>   | <b>3,200.00</b>         |

| 64000 Learning                           |                 |                  |                  |                |                  |               |
|------------------------------------------|-----------------|------------------|------------------|----------------|------------------|---------------|
| 64500 Sunday School                      | 750.00          | 750.00           | 260.99           | 34.8%          | 750.00           | 0.00          |
| 64501 Confirmation Ministry              | 440.00          | 400.00           | 73.65            | 18.4%          | 100.00           | -300.00       |
| 64505 Membership Classes                 | 100.00          | 100.00           | 0.00             | 0.0%           | 100.00           | 0.00          |
| 64506 Elementary Retreat                 | 550.00          | 0.00             | 0.00             | #DIV/0!        | 450.00           | 450.00        |
| 64502 Adult Education-Bible Studies      | 150.00          | 150.00           |                  | 0.0%           | 100.00           | -50.00        |
| 64504 Lutheran College Scholarships      | 0.00            | 0.00             | 0.00             |                | 0.00             | 0.00          |
| 65550 Internship Learning                | 0.00            | 0.00             | 0.00             |                |                  |               |
| 64551 Youth - LCI Activities             | 4,765.00        | 1630.00          | 147.94           | 9.1%           | 2000.00          | 370.00        |
| <b>Total 64000 Learning</b>              | <b>6,755.00</b> | <b>3,030.00</b>  | <b>482.58</b>    | <b>15.9%</b>   | <b>3,500.00</b>  | <b>470.00</b> |
|                                          |                 |                  |                  |                |                  |               |
| 65000 Congregational Events              |                 |                  |                  |                |                  |               |
| 65600 Synod Assembly                     | 1500.00         | 2133.00          | 2,133.00         | 100.0%         | 2000.00          | -133.00       |
| 65601 Council Retreat                    | 0.00            | 500.00           | 212.19           |                | 500.00           | 656.00        |
| 65603 Congregational Events              | 750.00          | 750.00           | 1,472.74         | 196.4%         | 750.00           | 0.00          |
| 65604 Congregational Retreats            | 0.00            | 0.00             | 70.86            |                |                  |               |
| 65605 Hospitality                        | 750.00          | 0.00             | 0.00             | #DIV/0!        | 750.00           | 750.00        |
| 65612 Pr. Prof Leadership                | 500.00          | 500.00           | 275.00           | 55.0%          | 500.00           | 0.00          |
| <b>Total 65000 Congregational Events</b> | <b>3,500.00</b> | <b>3,883.00</b>  |                  | <b>0.0%</b>    | <b>4,500.00</b>  | <b>617.00</b> |
|                                          |                 |                  |                  |                |                  |               |
| 66000 Stewardship                        |                 |                  |                  |                |                  |               |
| 66000 Stewardship                        | 0.00            | 0.00             | 0.00             | #REF!          | 300.00           | 300.00        |
| 66652 Stewardship Development            | 500.00          | 200.00           | 135.81           |                |                  |               |
| <b>Total 66000 Stewardship</b>           | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>#DIV/0!</b> | <b>300.00</b>    | <b>300.00</b> |
|                                          |                 |                  |                  |                |                  |               |
| 67000 Administration                     |                 |                  |                  |                |                  |               |
| 67700 Office Supplies and Equipment      | 7000.00         | 7000.00          | 6,710.54         | 95.9%          | 7,000.00         | 0.00          |
| 67701 Postage                            | 500.00          | 500.00           |                  | 0.0%           | 250.00           | -250.00       |
| 67703 Social Media and Advertising       | 2000.00         | 500.00           | 340.00           | 68.0%          | 1,200.00         | 700.00        |
| 67704 Bookkeeper                         | 5250            | 9000.00          | 7,608.46         | 34.0%          | 9,000.00         | 0.00          |
| <b>Total 67000 Administration</b>        | <b>9,500.00</b> | <b>17,000.00</b> | <b>14,659.00</b> | <b>86.2%</b>   | <b>17,450.00</b> | <b>450.00</b> |

### 68000 Property General Maintenance

|                                                 |                  |                  |                  |              |                  |          |
|-------------------------------------------------|------------------|------------------|------------------|--------------|------------------|----------|
| 68750 General Maintenance/Supplies              | 5,800.00         | 5,800.00         | 680.00           | 11.7%        | 5,800.00         | 0.00     |
| 68751 City Services (incl. water)               | 12,500.00        | 11,000.00        | 7,440.24         | 67.6%        | 11,000.00        | 0.00     |
| 68752 Telecommunications                        | 1,500.00         | 1,500.00         | 1,383.86         | 92.3%        | 1,500.00         | 0.00     |
| 68753 Fire System                               | 800.00           | 800.00           | 1,330.31         | 166.3%       | 800.00           | 0.00     |
| 68754 Utilities (PGE)                           | 3,300.00         | 2,800.00         | 5,584.78         | 199.5%       | 5,000.00         | 2,200.00 |
| 68755 Utilities (Solar)                         | 4,800.00         | 4,200.00         | 3,150.00         | 75.0%        | 4,200.00         | 0.00     |
| 68756 Property Insurance                        | 7,200.00         | 5,333.00         | 0.00             | 0.0%         | 5,333.00         | 0.00     |
| 68757 Cleaning Services                         | 14,000.00        | 14,000.00        | 8,000.00         | 57.1%        | 14,000.00        | 0.00     |
| 68758 Landscape Maintenance                     | 0.00             | 0.00             | 0.00             | #DIV/0!      | 6,000.00         | 6,000.00 |
| 20774 & 68772 Mortgage principal & interest     | 36,660.00        | 36,660.00        | 17,341.43        | 47.3%        | 36,660.00        | 0.00     |
| <b>Total 68000 Property General Maintenance</b> | <b>86,560.00</b> | <b>82,093.00</b> | <b>44,910.62</b> | <b>54.7%</b> | <b>90,293.00</b> | 8,200.00 |

### 70000 Support Staff

|                                      |                  |                  |                  |              |                  |                 |
|--------------------------------------|------------------|------------------|------------------|--------------|------------------|-----------------|
| 70701 Administrative Asst Pay (net)  | 10,000.00        | 17,038.00        | 10,505.50        | 61.7%        | 18,478.00        | 1,440.00        |
| 70703 Youth Director Salary (net)    | 17,883.60        | 17,903.52        | 13,080.00        | 73.1%        | 17,903.52        | 0.00            |
| 70706 Music Coordinator (NEW)        | 21,876.00        | 0.00             |                  | #DIV/0!      | 3,000.00         | 3,000.00        |
| 70708 Church musician (net) NEW      | 0.00             | 9,125.00         | 7,398.00         | 53.0%        | 9,125.00         | 0.00            |
| 70709 Cantor Pay                     | 0.00             | 5,200.00         | 2,000.00         | 0.0%         | 5,200.00         | 0.00            |
| 70710 Substitute Musician            | 900.00           | 900.00           | 500.00           | 55.6%        | 900.00           | 0.00            |
| 70711 Pulpit Supply/Guests           | 2,450.00         | 3,900.00         | 10,000.00        | 256.4%       | 3,900.00         | 0.00            |
| 70712 Pastoral Intern                | 14,000.00        | 0.00             | 0.00             |              | 0.00             | 0.00            |
| 70720 Workers Compensation Insurance | 2,000.00         | 1,600.00         | 1,006.00         | 62.9%        | 1,600.00         | 0.00            |
| 70721 Payroll Taxes                  | 9,000.00         | 10,500.00        | 2,759.00         | 26.3%        | 10,500.00        | 0.00            |
| 70722 Payroll Service Fees           | 1,800.00         | 2,400.00         | 1,952.58         | 81.4%        | 2,400.00         | 0.00            |
| <b>Support Staff Total</b>           | <b>79,909.60</b> | <b>68,566.52</b> | <b>49,201.08</b> | <b>71.8%</b> | <b>73,006.52</b> | <b>4,440.00</b> |

### 71000 Pastors Compensation Package

|                  |           |           |           |       |           |      |
|------------------|-----------|-----------|-----------|-------|-----------|------|
| 71900 Net Salary | 61,834.00 | 61,834.00 | 35,940.48 | 61.1% | 61,834.00 | 0.00 |
|------------------|-----------|-----------|-----------|-------|-----------|------|

|                                                 |                   |                   |                   |              |                   |                  |
|-------------------------------------------------|-------------------|-------------------|-------------------|--------------|-------------------|------------------|
| 71900A Elective Deductions: FSA, Pension        | 04,004.00         | 04,004.00         | 3,641.12          | 91.17%       | 04,004.00         | 0.00             |
| 71901/71903 Housing Allowance                   | 44,400.00         | 44,400.00         | 29,600.00         | 66.7%        | 44,400.00         | 0.00             |
| 71904 Benefits: Retirement                      | 10,923.36         | 10,923.36         | 7,282.24          | 66.7%        | 10,923.36         | 0.00             |
| 71905 Benefits: Health                          | 0.00              | 0.00              | 0.00              |              | 0.00              | 0.00             |
| 71906 Benefits: Disability                      | 1,420.08          | 983.16            | 218.48            | 22.2%        | 983.16            | 0.00             |
| 71908 Books & Periodicals                       | 0.00              | 0.00              | 25.98             |              |                   |                  |
| 71910 Benefits: Basic Group Life                | 983.16            | 873.84            | 145.68            | 16.7%        | 873.84            | 0.00             |
| 71911 Professional Reimbursements               | 3,000.00          | 3,000.00          | 1,963.00          | 65.4%        | 3,000.00          | 0.00             |
| 71912 Tax Offsets (Gross Up)                    | 7,330.00          | 7,500.00          | 0.00              | 0.0%         | 7,500.00          | 0.00             |
| <b>Total 71000 Pastors Compensation Package</b> | <b>125,560.60</b> | <b>125,014.36</b> | <b>78,816.98</b>  | <b>63.0%</b> | <b>132,514.36</b> | <b>7500.00</b>   |
| <b>Total of 70000 &amp; 71000</b>               | <b>205,470.20</b> | <b>193,580.88</b> | <b>128,018.06</b> | <b>66.1%</b> | <b>205,520.88</b> | <b>11,940.00</b> |
| <b>Total Expenses (Budgtd or Actual)</b>        | <b>336,265.20</b> | <b>325,359.88</b> | <b>306,540.17</b> | <b>94.2%</b> | <b>350,736.88</b> | <b>25,377.00</b> |

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**This is the 2026 Draft Budget**