

Request for Additional Staffing

To: Town Manager

From: Assistant Chief Heinrich

Date: October 10, 2025

Subject: Request for Training Officer in FY 2027 Budget

1. Position Requested

- **Title of Position:** Training Officer
 - **FTE (Full-Time Equivalent):** 1.0 FTE
 - **Department/Division:** Fire Department – Training Division
 - **Proposed Start Date:** July 1, 2026
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2. Fiscal Impact (Full-Year Cost Analysis)

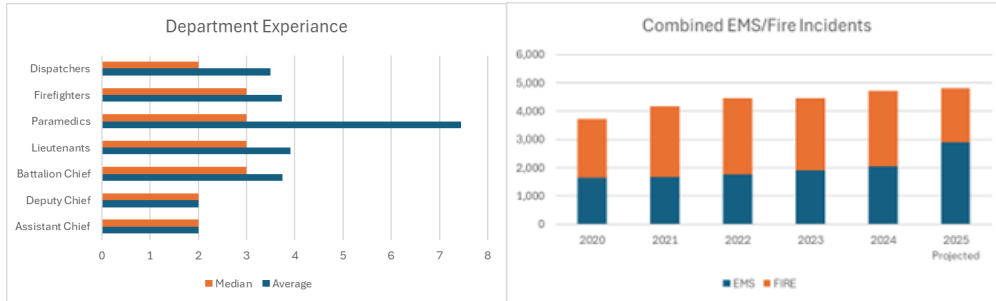
Cost Component	Annual Cost	Notes
Salary (Grade/Step)	\$ 85,197.84	Step 6 - Lieutenant/Paramedic
Holiday Wages (if not part of base)	\$ 3,745.00	12 Days x 8 hours x \$39.00
Health Insurance	\$ 47,506.12	Family
Dental Insurance	\$ 2,196.84	Family
Short-Term Disability	\$ 219.00	
Long-Term Disability/Life Insurance	\$ 205.00	
Life Insurance	\$ 85.00	
Retirement Contribution	\$ 24,835.17	Employer % of salary (Fire - 29.15%)
Payroll Taxes (FICA, etc.)	\$ 1,235.37	1.45% for Group II employees
Other Benefits (if applicable)	\$ 2,000.00	Logevity, Incentives, other
Initial Uniform Cost	\$ 800.00	
Initial Equipment Cost	\$ 5,000.00	
Total Annual Cost	\$ 173,025.34	

Note: If the officer begins mid-year, FY 2027 costs would be prorated to \$89,412. Full costs begin FY 2028.

3. Justification and Value of Position

Service Demand:

Call volumes have increased by 26% over the past five years, particularly in emergency medical responses. The age and experience of the department have decrease due to turnover and additional staffing. Half of the department was hired after January 1, 2021. The median and average age in rank is below. This rush of either new employees or employees new to their position has resulted in the department focusing on basic entry level tasks.



Operational Capacity:

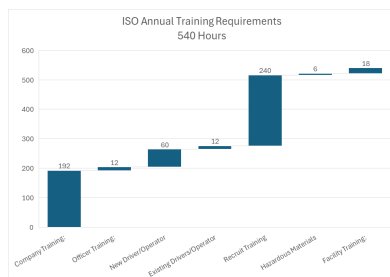
The current Training Officer is assigned to a Battalion Chief as an additional duty. With increased call volume and additional responsibilities training is not a clear comprehensive training program. Over half of the department has been hired after January 1, 2025. And 10 of the 12 lieutenants have been promoted after January 1, 2021. At most the Battalion Chief is able to dedicate 8 hours a week on training in addition to his responsibilities as a shift commander.

Efficiency Gains:

By having a full-time dedicated training officer the department would be able to provide consistent high-quality training based on a comprehensive training program across all battalions. We would meet NFPA and Nationally Registered Emergency Medical Technicians (NREMTs), ISO training requirements. The current training officer has limited emergency medical service training and as a result we hire an outside contractor as well as utilizing an online training service.

Cost Savings or Avoidance:

Currently the Battalion Chief responsible for training is paid overtime to conduct department training, with a full-time training officer there should be a decrease in Battalion Chief overtime. With a well-trained department injuries should decrease and as a result insurance costs and replacement overtime should decrease. More training and better documentation should improve the department’s ISO Public Protection Classification (PPC) and as a result lower homeowner insurance premium. ISO training requirements total 540 hours a year.



Performance Improvement:

The increase in fire, rescue and hazmat training should result in a decrease in property damage and quicker task completion. The increase in EMS training will increase patient outcomes. The ultimate measure of improvement is enhancing public safety and community confidence.

4. Alternatives Considered

- **Increase overtime:** By increasing overtime for the Battalion Chief additional training can be accomplished
 - **Create and Additional Duties for Local 3160.** The creation of four Assistant Training Officer would allow for more direct supervision of training
 - **Nothing.** By doing nothing to change the current situation the department will continue to provide less than idea training for the members of the department.
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5. Alignment with Strategic Goals

This staffing request supports the Focused Fire Service Risk Analysis Training Recommendations, 1 Fulltime Training Officer, 2 Comprehensive Training Program and 6 Standardization of Training Documentation. It also addressed one of the Twelve Greatest Risks and Challenges to the department: 5 Inadequate training and the lack of a comprehensive training plan. As well as the Departments Vision Statement “To be the state of New Hampshire's premier, all-hazards, forward-thinking, and progressive emergency service organization that exceeds the expectations of the town of Londonderry through professional, competent, and compassionate service delivery.”

Recommendation:

Approval of one (1) Training Officer position for inclusion in the FY 2027 budget, effective July 1, 2027.

Assistant Chief Fred Heinrich

Acting Fire Chief