

# Request for Additional Staffing

**To:** Town Manager

**From:** Assistant Chief Heinrich

**Date:** October 10, 2025

**Subject:** Request for Executive Assistant in FY 2027 Budget

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## 1. Position Requested

- **Title of Position:** Executive Assistant
  - **FTE (Full-Time Equivalent):** 1.0 FTE
  - **Department/Division:** Fire Department – Administration 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)	\$ 71,344.00	Maximum_Fire Executive Assistant_LAEA
Holiday Wages (if not part of base)	\$ 3,292.80	12 days x 8 hours x \$34.30
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	\$ 9,096.36	Employer % of salary (Employee - 12.75%)
Payroll Taxes (FICA, etc.)	\$ 5,457.82	7.65% of salary
Initial Uniform Cost	\$ 800.00	
Additional department specific expenses	\$ 3,000.00	onboarding - background/physicals/testing
<b>Total Annual Cost</b>	<b>\$ 143,202.94</b>	

*Note: If the officer begins mid-year, FY 2027 costs would be prorated to \$73,501.47. Full costs begin FY 2028.*

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### **3. Justification and Value of Position**

#### **Service Demand:**

Currently administrative functions are completed by an array of personnel in the department, ranging from Battalion Chiefs, Deputy Chief, Assistant Chief and Fire Chief. The combination hours worked towards administrative function exceed forty hours a week. As a result needed projects are delayed or not implemented.

#### **Operational Capacity:**

Currently the department's Battalion Chiefs, Deputy Chief and Assistant Chief are unable to take on any additional tasks such as strategic management, applying for grants and development and review of policy and procedures due to time spent on administrative tasks. The addition of this position would allow for more effective use of personnel. Currently Staff is spending over 40 hours on accounts payable, accounts receivable, invoicing, payroll, Human Resource, supply ordering, permit application, and records requests to name a few.

#### **Efficiency Gains:**

By dividing the administrative tasks among multiple employees, work is sometime duplicated at worst and ineffective at best. Having a single person responsible, the process should become more efficient. As a result of this increased efficiency, additional responsibilities could be added to this position.

#### **Cost Savings or Avoidance:**

The cost of the position is less than that of an additional Chief Officer and will allow the current Chief Officers to take on additional tasks that will result in savings, such as grant applications. Increasing efficiency will lead to more tasks being completed in a timely manner.

#### **Performance Improvement:**

The increase efficiency and the ability for the Chief Officers to focus on other high priority items such as the development of a strategic plan, succession planning, and a comprehensive fiscal and capital plan.

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### **4. Alternatives Considered**

- **Increase overtime:** Increasing overtime for members to complete administrative tasks that are being done by the Chief Officer.
  - **Nothing:** The continuation of the current system is not the best use of employees' time and will result in lost opportunities to accomplish needed tasks to move the department forward.
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### **5. Alignment with Strategic Goals**

This staffing request supports the Focused Fire Service Risk Analysis Training Recommendations, Organizational Status - 5: Administrative Review, Challenges & Priorities-1: A complete review of current policies and procedures.

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**Recommendation:**

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

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**Assistant Chief Fred Heinrich**

**Acting Fire Chief**