

Request for Additional Staffing

To: Town Manager

From: Assistant Chief Heinrich

Date: October 10, 2025

Subject: Request for Fire inspector in FY 2027 Budget

1. Position Requested

- **Title of Position:** Fire Inspector
 - **FTE (Full-Time Equivalent):** 1.0 FTE
 - **Department/Division:** Fire Department – Prevention 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)	\$ 79,060.80	Step 6 - Lieutenant
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	\$ 23,046.22	Employer % of salary (Fire - 29.15%)
Payroll Taxes (FICA, etc.)	\$ 1,146.38	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	\$ 165,010.36	

Note: If the officer begins mid-year, FY 2027 costs would be prorated to \$79,605.46. Full costs begin FY 2028.

3. Justification and Value of Position

Service Demand:

The Fire Prevention Division has seen a consistent increase in requests for service in the last five years. The increase in incidents has resulted in an increase in time for reviewing plans and delay in conducting inspections. As the community grows the need for inspectional service increases. Most projects involve multiple meetings with town staff and the developer

Inspections and investigation activities		Plans Reviews	
2021	1340	2021	78
2022	1432	2022	113
2023	1458	2023	115
2024	1491	2024	169
2019	1399 as of October	2025	120 As of October 15

Operational Capacity:

Currently we have a single employee responsible for all activities, from receiving the initial permit to signing the certification of occupancy. When this employee takes paid time off there is no one to perform these functions causing additional delays in providing service. Reduce the need to use mutual aid for fire investigations.

Efficiency Gains:

By promoting a Fire Inspector we would be able to decrease plans and inspection times, increase the number of place of assembly inspections, increase our community risk reduction activities and create a mentoring process for the eventual retirement of the current Division Chief of Fire Prevention.

Cost Savings or Avoidance:

Decreasing time for inspection and review. Increasing the number of inspections will result in an increase in revenue that could be used to offset a small portion of the salary.

Performance Improvement:

To improve customer service by decreasing wait times for inspection, complaint investigation and plans review

4. Alternatives Considered

- **Increase overtime:** To hire qualified employees on overtime to complete tasks.
- **Nothing:** We will continue current operations.

5. Alignment with Strategic Goals

To provide a safe community that is free from hazards.

Recommendation:

- To delay the creation of the position until January 2027
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Assistant Chief Fred Heinrich

Acting Fire Chief