

Our committee was tasked with reviewing the Fire Marshall's Office operations to see if staff reductions or staff realignment could be possible.

We met with the acting Fire Marshall and the administrative assistant in order to review their daily functions. We reviewed three months worth of time sheets. We discovered that the Town of Newtown is close to 100% up to date with all their building/business inspections while many of our surrounding communities are not. Below is a list of surrounding towns showing staffing levels and their percentage of inspection compliance:

Bethel - 1 full time marshal, 1 part time marshal. They accomplish about 30% of 1250 inspections. They send plan reviews to outside contractor.

Brookfield - 1 full time marshal, 1 part time marshal works 30 hours/month, 1 part time marshal works 15 hours/month. They accomplish about 30% of their inspections. They send plan reviews to outside contractor.

Monroe - 1 full time marshal, 4 part marshals who work 30 hours/month combined. They accomplish about 65% out of approx. 1,100 inspections. They do their own plan reviews.

New Milford - 1 full time marshal, 1 part time marshal. They accomplish about 30% of 1,200 inspections. They do their own plan reviews

Southbury - 2 full time marshals, 4 part time marshals. They accomplish about 100% of approximately 700 inspections. Part time marshals do Heritage village in the summer. They do their own plan reviews.

Newtown- 2 full time marshals, 2 part time marshals who work 30 to 40 hours /month. They accomplish about 100% of 800 inspections. They do their own plan reviews.

We also discovered that the marshals perform many other functions besides building/business inspections. These include site plan reviews, blasting permits/inspections, burn permits which mandates a site inspection, oil tank removal inspections,( if a tank is found to be leaking it causes many more hours of work along with reports to DEEP), solar panels projects, fire prevention programs, entertainment inspections,(tent, carnival, special events, etc.). In addition to the above a substantial amount of time is spent on inner office interaction with various departments, consultations with the State Fire Marshal's office on code interpretations and interaction with the public

In conclusion, given the current work load and the planned increase in commercial development we can only make a recommendation to keep current staffing levels the same. We feel it is very important to provide all of the above services when the overall goal of the department is safety of life and property.

Although it was not our committee's task and we are unsure of what the newly created position's responsibilities would be, we question whether this position's responsibilities could be handled by the current Fire Marshall's department. The department could perform the tasks of the purchasing of supplies, scheduling hose testing, generator services, ladder testing, repairs of radios and pagers, issuing purchase orders, etc. Equipment and truck specification writing can revert back to the various Board

committees with input from the individual departments. Budget preparation would be done the same as it is now. They would be responsible for providing the budget committee with monthly payouts, ordering and scheduling of service work which would be reviewed before the BOFC meetings. The department chief would administer their own capital requests.