

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION



FIRE MARSHAL

THE UNIVERSITY OF CHICAGO

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Fire Marshal

Town of Monroe, CT

Budget 2016-2017

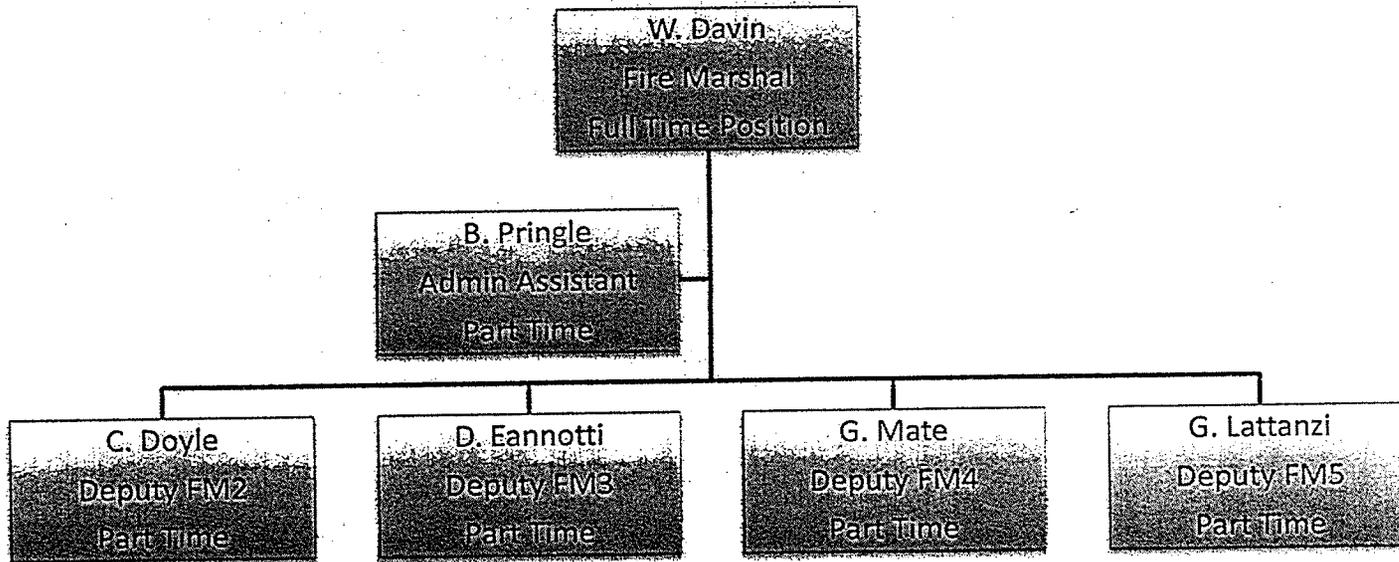
Fire Marshal William B. Davin

Mission Statement

It is the mission of the Monroe, CT Fire Marshals Office to provide professional Life Safety protection to the citizens of the Town of Monroe, CT through Inspection, Prevention, and Investigation as regulated by the applicable Connecticut State Laws.

Current Staffing 2016-2017

GOAL: To increase current inspections while maintaining a balanced budget and serving the Town with a PROFESSIONAL LEVEL OF SERVICE!



Local Fire Marshal Duties

The local Fire Marshal is required to perform a variety of important duties. The following information is provided to help you better understand the widespread responsibilities fulfilled by the local Fire Marshals Office.

- Each community must recognize their local responsibilities and afford the Fire Marshal the necessary resources to fulfill their statutory mandates.
- Fire Marshals are responsible for the enforcement of many of the sections found in Chapter 541 of the Connecticut General Statutes, as well as numerous codes that are promulgated under the provisions of these statutes.
- Public Act 08-65 amended CGS section 29-305 permitted the State Fire Marshal to provide a schedule for the frequency of inspections in the State Fire Safety and State Fire Prevention Codes. This schedule permits the Fire Marshal to inspect buildings and facilities of public service and those occupancies regulated by the State Fire Safety Code on a frequency of less than annually except for residential buildings occupied by three or more families. Note; *the amended schedule will become effective with the passage of the proposed 2009 amendments to the Connecticut State Fire Safety Code effective 12/31/2005, this should happen in the spring of 2009.* Any buildings or occupancies located on State property are subject to inspection by the State Fire Marshal.
- The State Fire Safety Code covers all occupancies except one and two family dwellings. The definitions for these occupancies are found in the State Fire Safety Code.

Local Fire Marshal Duties

- Examples of occupancies covered by State Fire Safety Code

- | | | |
|--------------------------------|-----------------------------|-------------------------|
| • Academies* | Dry Cleaning Plants* | Industrial Occupancies* |
| • Apartments* | Museums | Mental Disability Care* |
| • Night Clubs | Supermarkets* | Mortuary Chapels* |
| • Nursery Schools* | Pool Rooms | Gymnasiums* |
| • Outpatient Clinics* | Exhibition Halls* | Skating Rinks |
| • Buildings* | Conference Rooms* | |
| • Assembly Hall* | General Offices* | |
| • Auction Rooms* | Museums | |
| • Auditoriums* | Dance Halls | |
| • Barns-Commercial* | Day Care Centers*(children) | |
| • Day Care Centers (adult)* | Homes For The Aged | * Occupancies in Monroe |
| • Board – Care Facilities* | Dentist Offices* | |
| • Night Clubs | Department Stores* | |
| • Residential Nursery Schools* | Doctors Office* | |
| • Residential Restrained Care | Kindergartens* | |
| • Bowling Lanes | Drug Stores* | |
| • Places of Religious Worship* | Restaurants* | |
| • City Halls* | Sawmills* | |
| • Club Rooms* | Laboratories* | |
| • Laundries | Stables* | |
| • Libraries* | Schools* | |

Local Fire Marshal Duties

- Additional duties imposed by the CGS:
 - Notify the Labor Commissioner of fire hazards found in manufacturing establishments.
 - Enforce statute regulating the installation and use of space heaters in residential occupancies.
 - Inspect all flammable and combustible liquids storage tank installations for compliance with the Connecticut Flammable and Combustible Liquids regulations.
 - Inspection of all cargo tanker vehicles that transport flammable and combustible liquids in accordance with regulations.
 - Issue a certificate of approval to each vehicle once it is in compliance.
 - Inspect all gasoline service stations.
 - Inspect and enforce the Connecticut Regulations concerning storage, use and transportation of Liquefied Petroleum Gas and Liquefied Natural Gas.
 - Administer manufacturing employer hazardous materials notification law.
 - Annually inspect all storage plants and equipment at bulk storage plants for the storage and transportation of hazardous chemicals in accordance with the Connecticut Hazardous Chemical Code. Issue a certificate of approval to each vehicle.
 - Conduct site inspections of all fireworks and special effects displays for compliance with the Connecticut Fireworks and Special Effects Code and applicable State legislation. Also make the determination of the amount of fire protection and extinguishing equipment to be on site.
 - Inspect and enforce the Connecticut requirements regarding the sale and use of sparklers and fountains.
 - Inspect tents and portable structures for compliance with the Connecticut Tent and Portable Shelter Code.

Local Fire Marshal Duties

- Conduct review of plans and specifications for various occupancies and facilities being proposed within the Town for compliance with the Connecticut Fire Safety Regulations.
- Attend continuing education programs to keep abreast of changing codes and regulations; and advances in new technology in the fire protection field.
- Required to be certified by the State Fire Marshal
- Required to maintain (90) hours of continuing education credit over a three (3) year period.
- Upon receiving a complaint, inspect one and two family buildings to assure the statutory requirements regarding smoke detection and warning equipment are satisfied.
- For new residential buildings other than private dwellings occupied by one or two families, either the Building Official or the Fire Marshal must certify that carbon monoxide detection and warning equipment was installed.
- Receive quarterly reports and monitor the installation of automatic sprinkler systems in existing nursing homes in accordance with CGS 29-315.
- Assist applicants who wish to do so, with the filing of requests for variations or exemptions from a required code or regulation promulgated pursuant to CGS Chapter 541.
- Provide safety tips, public education and give advise to the general public.

Fire Marshals Proposed Budget 2015-2016

- **FIRE MARSHALS OFFICE**

- **Administration:** To oversee expenditures and provide guidance to department personnel.
- **Liaison:** To explain, and enforce Town, State, and Federal government regulations to the general public, and business owners in the Town of Monroe.
- **Policies:** To interact with the various Town of Monroe Departments, up to and including EMS-Fire-and Police and to develop fire and life safety programs and ordinances to protect the citizens and businesses located in the Town of Monroe. In addition this office enforces the State of Connecticut Life Safety Code through life safety inspections.
- **Enforcement:** Of the following: Connecticut General Statutes, Connecticut Life Safety Code, National Fire Protection Codes, and Town of Monroe Fire and related Building codes. To attain inspections of public occupied buildings except one-and two family dwellings a minimum of once a year.

- **Basic Budget Line Item Justifications**

• <u>Line Item#</u>		
• 0440-150001		Salary Administration
• 0440-150003	2015-2020 (projected capital expense)	Full time fire inspector
• 0440-150005		Part Time Salaries
• 0440-153145		Equipment
• 0440-153385		Office Expense
• 0440-153390		Operating Expense
• 0440-153580		Vehicle Expense

Fire Marshals Proposed Budget 2016-2017

Account#	Description	Proposed Budget
0440-150001	Salary Administration* (set by union contract)	* \$64,000.00
0440-150003	Fire Inspector (capital expense 2015-2020)	
0440-150005	Part Time Salaries no increase (Deputies/Office assistant)	\$40,210.00
0440-153145	Equipment	\$ 3,000.00
0440-153385	Office supplies (stationery, envelopes, postage, etc...)	\$ 800.00
0440-153390	Operations	\$ 4,000.00
	Uniforms	\$ 1,150.00
	Training	\$ 1,750.00
	Publications	\$ 500.00
	Dues/professional assoc.	\$ 600.00
0440-153580	Vehicles	\$ 5,000.00
		\$ 5,000.00
	Total submitted budget 2016-2017	\$117,010.00

Administration salary set by union contract

Capital Expense 2015- 2020 Fulltime fire inspector

