

Fire Inspector Position:

- Annual salary, benefits, Retirement, etc.
 - The starting annual salary will be \$57,096.00
 - Total compensation will be \$95,491.57 with benefits, retirement, etc.
- Does it have to be full-time, or can it be 30 hours part-time?
 - The sustainable and best long-term solution is to hire one full-time Fire Inspector.
 - HFD has used our volunteer firefighters, on a part-time basis, to support our full-time Fire Inspectors for many years. The problem has been changes in weekday/daytime availability which result in their inability to continue doing so.
- Why wasn't this position requested for in 2020?
 - HFD has had an additional fire inspector position in our five-year plan for several years. The position was unfilled in 2020 and 2021 due to the challenges with completing routine fire inspections due to COVID-19 restrictions.
- Who did this work before? Why are they not able to do it now?
 - Routine fire inspections are completed by full-time HFD Fire Inspectors. We have used our volunteer firefighters to support our full-time Fire Inspectors as available. HFD is unable to keep up with the FPB workload with our existing manpower
 - Hudson has experienced significant economic development in recent years and this trend should continue for the foreseeable future. The FPB takes a leading role in working with our business citizens as they invest/reinvest with building construction/improvement projects. The service needs are on-going as we support our businesses with routine inspections, emergency planning and public education.
- What will this person do that is not already being done by your staff?
 - The primary responsibility of the additional full-time Fire Inspector will be to complete additional routine fire inspections so that we can meet the inspection frequency described below.
- What is the workload the County is adding to your department for this position?
 - The County has not added workload additional workload to HFD. The State Fire Marshal (SFM) has transitioned from a model of delivering public education programs on the local level to developing programs and materials to support the delivery of programs by the local fire department. Much of the programming previously delivered by the SFM educators was to nursing homes and care facilities. This issue is further complicated by the significant and continuous turnover of staff at these facilities. We have been unable to address this gap with existing manpower.
- How many additional hours per week or month is this added workload?
 - We estimate being able to address this with 15-20 additional hours per month.

- What are other communities doing about this extra workload?
 - Some communities have a dedicated fire safety educator, with no other responsibilities, who have adapted to the increased workload. Others have attempted using full-time shift personnel to address the gap. Unfortunately, many communities have yet to address the issue.
- When would you hire this position?
 - We intend to begin the process of filling this position immediately upon approval.
- Where would they work?
 - The additional Fire Inspector will work out of the Fire Prevention Bureau office at the Safety Center.
- Inspecting all businesses each year or just some of them?
 - As part our risk assessment process, all (859) commercial occupancies are assigned a risk classification and corresponding routine fire inspection frequency:
 - Critical infrastructure – Annually
 - High risk – Annually
 - Moderate risk – Biennially
 - Low risk – Triennially
 - HFD is unable to meet this inspection frequency with existing manpower.
 - The additional Fire Inspector will put us in a position to do so.
- Will they work multiple shifts?
 - The additional Fire Inspector will work four, ten-hour days per week (4-10 schedule).
- Will they answer fire calls during working hours?
 - Yes, the additional Fire Inspector will respond to fire calls during working hours.
- Can they leave an inspection for example?
 - Yes, with few exceptions, they will leave a routine inspection to respond to the emergency. They will return to finish the inspection after the emergency is complete.

Additional Full-time Fire Inspector Recommendation

Problem statement:

- HFD Fire Prevention Bureau (FPB) is unable to keep up with current and projected future demands

Background:

- HFD FPB has evolved from delivering fire prevention services to having a full-service, all hazards community risk reduction program
- Responsibilities of HFD Fire Inspectors have grown to meet the needs of the Hudson community and our organization
- Public education partnerships and programming have expanded with schools and pre-schools
- Public education services formerly provided by State Fire Marshal (SFM) now must be addressed locally
- Full-time HFD FPB personnel support our primarily volunteer model:
 - Duty officer
 - Training
 - Project/program management and administration
 - Pre-incident planning
- HFD FPB is doing more with less:
 - Programs and services have increased over the years
 - The combined role of Fire/EMS Chief has resulted in the loss of ½ full-time position for HFD
- Hudson's outstanding economic development in recent years has resulted in increased demands for HFD FPB services to support our business citizens:
 - Plan review
 - Inspections while under construction/renovation
 - Services throughout lifecycle of the building/occupancy
 - Routine fire inspections
 - Public education
 - Emergency planning
- HFD FPB has added programs to address target hazards and serve target risk populations:
 - Child car seat inspection
 - Fire Safe Seniors program
 - Mobile food vehicle inspections
 - Short term rental inspections
 - Special events inspections
 - Developmentally disabled citizen/group homes (Program currently being developed)
- HFD FPB has used volunteers to supplement HFD risk reduction programs
- HFD FPB has gained efficiencies by streamlining processes, using technology
- HFD FPB uses no overtime for scheduled work

Need:

- Need additional personnel to address community needs

Recommendation:

- Hire one additional full-time Fire Inspector

Summary:

Hudson Fire Department (HFD) periodically examines staffing and capabilities to meet current and future service delivery needs of the citizens. Amongst our most impactful services are those of the Fire Prevention Bureau (FPB). The role of the FPB has evolved over the years from a sole focus on fire prevention, to providing comprehensive community risk reduction services. We are recognized as a leader within the region with our proactive risk reduction programs supporting Hudson's mission-critical quality of life.

HFD FPB is staffed by a full-time Fire Marshal and two full-time Fire Inspectors. Each of these personnel also serve as suppression fire officers supporting our dedicated volunteers. The responsibilities of the FPB have increased significantly in recent years as we have adapted to the needs of the community and our organization.

Having notable impact on the FPB are the service needs associated with supporting our business community. We have experienced unprecedented economic development in recent years and this trend continues for the foreseeable future. The FPB takes a leading role in working with our business citizens as they invest/reinvest with building construction/improvement projects. The service needs are on-going as we support our businesses with routine inspections, emergency planning and public education.

With a continuous improvement mindset, we have reviewed our processes and made them more efficient. We have leveraged technology and streamlined our inspection, plan review and records management system. We continue to use our volunteer firefighters to support our full-time Fire Inspectors as available. We are at the point that we are challenged in sustaining the services of the FPB. I am requesting approval to hire one additional full-time Fire Inspector.